

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

<b>TOPIC:</b>	<b>A Policy to Provide Direction on Matters Related to Asset Management</b>
<b>POLICY NUMBER:</b>	<b>41</b>
<b>DATE APPROVED:</b>	<b>July 25, 2017 (#2017-098)</b>
<b>DATE REVISED:</b>	

**1. TITLE:**

- 1.1. This Policy may be cited as the “Asset Management Policy” of the Municipality of the County of Antigonish.

**2. PURPOSE:**

- 2.1. The purpose of this policy is to consider regulatory requirements, long-term community objectives, and financial impacts on future generations and full life-cycle costs of asset ownership in making decisions about infrastructure priorities.
- 2.2. This policy derives authority from Sections 23 (1)(c), 24 & 48 of the Municipal Government Act.

**3. DEFINITIONS**

- 3.1. “Asset & Capital Asset” means municipal infrastructure, systems, facilities and equipment.
- 3.2. “Asset Management” means the process of making decisions about the use and care of infrastructure to deliver services for current and future needs;
- 3.3. “Asset Management Plan” means a structured approach to asset management that balances expenditure with service levels, performance, and risk;
- 3.4. “Life-cycle cost” means consideration of all costs including design, construction, commissioning, operating, maintaining, repairing, modifying, replacing and decommissioning/disposal of physical and infrastructure assets;
- 3.5. “Municipality” means the Municipality of the County of Antigonish.

**4. POLICY:**

- 4.1. Asset management plans will be developed for major service / asset categories.
- 4.2. All relevant legislative requirements will be considered in asset management.
- 4.3. Political, social and economic environments will be considered in asset management plans and practices.
- 4.4. Asset management plans will be informed by Council policy and priorities, land use plans and long range financial plans.

- 4.5. Asset management principles will be integrated throughout planning and operational processes.
- 4.6. Asset renewals and service levels will be identified in asset management plans.
- 4.7. Annual budget deliberations will be informed by consideration of new capital assets, asset renewal options, along with associated operating, maintenance and capital budget impacts.
- 4.8. Asset Management Plans will be used to update the long-term financial plan.
- 4.9. The Municipality shall make informed and sustainable decisions based on life-cycle costs of capital investments.
- 4.10. The Municipality will pursue best practice in asset management when appropriate.
- 4.11. The Municipality will report the performance of the asset management program to taxpayers annually.

## **5. ROLES AND RESPONSIBILITIES**

### 5.1. Municipal Council will:

- i) Adopt policies and ensure that sufficient resources are applied to manage the publicly owned assets;
- ii) Incorporate the Asset Management Policy into both its strategic planning and long-term financial planning process;
- iii) Approve plans and budgets associated with the management of the Municipality's assets.
- iv) Provide community input into the asset management process.

### 5.2. Municipal Staff will:

- i) Work collaboratively to develop plans and budgets for the management of the Municipality's capital assets;
- ii) Maintain an inventory of assets by major service / asset category;
- iii) Assess the condition, use and performance of municipal assets;
- iv) Maintain assets to provide the identified service level and dispose of assets; and
- v) Develop guidelines and practices for the management, financing and operation of current and future assets and the delivery of services.

## **6. ASSET MANAGEMENT COMMITTEE**

- 6.1. Municipal Council hereby establishes the "Asset Management Committee" (hereafter referred to as "the Committee") as a standing committee of Municipal Council.

- 6.2. Municipal Council exercises its roles and responsibilities for asset management through the Committee.
- 6.3. The mandate of the Committee is to discuss, consider, advise and make recommendations to Municipal Council concerning asset management and asset management planning.
- 6.4. The Committee consists of all members of Municipal Council and membership on the Committee automatically extends to members without the necessity of formal appointment. Membership automatically terminates upon termination of a person's status as Municipal Council member.
  - 6.4.1. The Chair of the Committee shall be selected from among the members.
    - i. In the absence of the Chair the Deputy Chair shall so serve. The Deputy Chair shall be selected in the same manner as the Chair.
  - 6.4.2. The Committee will be supported by the Municipal Clerk Treasurer, the Director of Public Works and the Director of Finance.
  - 6.4.3. A Secretary for the Committee shall be arranged by the Municipal Clerk Treasurer.
- 6.5. The Committee shall meet on the first Tuesday of September, October, November, January, March & May. Additional meetings may be convened as deemed necessary by the Chair in consultation with the Municipal Clerk Treasurer.