

Town of Annapolis Royal

Policy

Title: Asset Management Policy	
Policy No.: 2022-04	Supersedes: NA
Effective Date: May 19, 2022	Approved by Council Motion: MOTION #C2022-05-18-11

Definitions

Asset management (AM) is the process of developing better information on which to base decisions about services which will include:

- Commitment to continuous improvement in the asset management process
- Commitment to integration of asset management systems
- Commitment to support asset management awareness and competencies of staff and Council in accordance with their respective roles and responsibilities
- Commitment to community engagement

Purpose/Intent:

This asset management policy provides The Town of Annapolis Royal a consistent framework for service delivery and infrastructure planning. It provides for a transparent and accountable process to demonstrate the legitimacy of decision-making which combines strategic plans, budgets, service levels and risks.

PURPOSE:

The Town of Annapolis Royal makes a commitment to the asset management planning process (gathering good information) as it relates to the replacement and enhancement of water, sewer, roads, sidewalks, buildings, and Town properties. The principles in this policy are used as a consistent framework to guide decision-making.

STRATEGIC ALIGNMENT:

Asset management planning aligns with the Town's "official plan" which reflects how the community is projected to change and related asset impacts. The principles in this asset management policy and our asset management planning will align with the Town's strategic plan, Municipal Planning Strategy, Capital Investment Plan, and the annual budget.

SCOPE: This policy applies to assets owned by the municipality. It does not include those assets that are not controlled by the Town (e.g. King's Theatre).

GUIDING PRINCIPLES:

1. PRINCIPLES:

1.1 Service Delivery to Customers:

Principle One – Service Delivery to Customers: The Town will clearly define level of service objectives that balance community expectations and regulatory requirements with risk, affordability, and available resources, and will do the following:

- Manage assets appropriately to efficiently and effectively deliver the defined levels of service.
- Monitor and periodically review level of service objectives to ensure that they meet or support community and Council expectations and other strategic objectives.

The municipality will ensure transparency and accountability to the community on service delivery. This will include regular communications to council to share information on service performance as well as technical information such as asset condition. The municipality will comply with all relevant legislative, regulatory, and statutory requirements.

1.2 Holistic Approach:

The Town will:

- Take an integrated approach to decisions on infrastructure maximizing value to the community in a larger service delivery context, not just as isolated assets.
- Ensure input is received from key departments and individuals such as Finance and Public Works when making decisions about renewing and replacing existing assets or building new assets.
- Consider not only engineered solutions but solutions that might be provided by natural assets. (Perhaps natural solutions should be considered first. This policy needs to be referred to Environment Committee for this section.)

1.3 Long-term Sustainability and Resilience:

The Town's asset management decision-making will consider the needs of both current and future generations and potential challenges associated with changing community demographics and expectations related to service delivery.

The Town's asset management decision-making will consider the potential impacts of climate change and how the frequency and severity of climatic events may directly affect levels of service.

The Town will consider socio-cultural, environmental, and economic factors and implications when making and implementing asset management decisions.

1.4 Fiscal Responsibility and Asset Management Decision-Making:

Consideration will be given to all life-cycle costs including the cost to build, operate and maintain infrastructure in budgeting and financial planning.

The Town's long-term financial projections for revenues and expenditures related to current and planned infrastructure needs will be considered in the annual budgeting process.

1.5 Continuous Improvement:

The Town recognizes the value of asset management planning in improving information for decision-making and commits to implementing asset management processes.

2. ROLES AND RESPONSIBILITIES:

Council is responsible for:

- Approving asset management policy
- Articulating community values and define priorities
- Approval of funding and resources to implement the AM policy and associated requirements
- Approval of asset funding through multi-year and long-range financial plans

The CAO is responsible for leading implementation of the AM policy across the Town.

Department managers are responsible for leading the adoption of the AM policy within their departments and for allocating appropriate resources to its implementation and associated requirements.

All staff involved in the application of asset management are responsible for observing the requirements of the AM policy.

THIS IS TO CERTIFY that this policy was duly passed
by a majority vote of the whole Council at a duly called
Council meeting held on the 18th day of May 2022.

GIVEN under the hand of the CAO and under the seal of
The Town of Annapolis Royal the 19th day of May 2022.

Sandi Millett-Campbell Chief Administrative Officer