

ASSET MANAGEMENT POLICY

Village of Belledune

Date: April 4, 2018

Version: 1.0

1. CONTEXT

The Village of Belledune relies on its municipal infrastructures and assets to deliver services to its community at the levels expected by stakeholders. Due to the nature of these assets, the Village must continually balance expenditures, services, and risk across its asset portfolio. The importance of municipal services to the well-being of community stakeholders is what drives the implementation of a structured approach to asset management.

The Village of Belledune is committed to creating, implementing and continually improving an asset management program to achieve the Village's strategic objectives and ensure municipal services are sustainably provided for generations to come.

2. PURPOSE

The asset management policy aims to:

- Provide leadership and commitment to asset management;
- Communicate the management approach and principles endorsed by the Village;
- Provide transparency and demonstrate to stakeholders the legitimacy of decision-making processes by considering costs, service levels and risk.
- Provide a framework for the implementation of an asset management program.

3. OBJECTIVES

Specific objectives of the AM policy are to:

- Improve the reliability of customer service by maintaining clearly defined levels of service.
- Improve the decisions related to the management of the Village's assets.
- Improve the transparency and accountability of community investments in the management of the Village's assets.
- Improve the management of the Village's exposure to risks of reduced service delivery.
- Facilitate the leveraging of partnerships and infrastructure funding from external sources.

4. SCOPE

Assets

This policy applies to all assets owned and operated by the Village. This includes, but is not limited to, the following asset types:

- fleet,
- facilities,
- parks and recreation (playgrounds, sports fields, etc.),
- roads,
- sidewalks,
- stormwater management (culverts, storm lines, etc.),
- water, and
- sewer.

Activities

This policy applies to all activities which directly or indirectly impact the management of Village assets.

5. DIRECTION

To achieve the objectives of this policy, Village staff will:

- Adopt and apply recognized AM practices in support of delivering services.
- Maintain an AM strategy for the implementation of AM practices across the organization.
- Keep Council and the Public informed about the current state of Village infrastructure and long-term financial trends.
- Prepare and update annually an asset management plan to formalize asset management planning and practices and satisfy provincial reporting requirements.
- Consider the asset management plan in the preparation of capital and operating budgets.
- Consider and integrate other organization plans into the development of the asset management plan.

6. PRINCIPLES

The Village's AM strategy will consider the following principles:

- Incorporate industry recognized AM protocols.
- Define the current and proposed levels of service.
- Monitor asset performance and service delivery.
- Apply objective and reliable decision-making processes.
- Utilize lifecycle costing principles.
- Understand the risks of asset failure.
- Consider the effects of climate change on asset performance.

7. ROLES AND RESPONSIBILITIES

Refer to the Governance Structure outlined in the AM strategy for a hierarchical representation of the following roles.

1 Common Council

- Adopt AM policy.
- Ensure sufficient resources are available to manage the Village's assets.
- Revise and update the AM policy as required.

2 AM Leadership Team

- Establish and maintain an AM strategy to implement the AM policy.
- Report to Council on the progress of meeting the AM policy objectives.
- Direct the AM Steering Group to develop and maintain an AM work plan to complete the AM strategies.
- Prepare annual asset management plan (AMP) and State of the Infrastructure (SOTI) report.
- Submit AMP to the provincial government to satisfy regulatory and funding requirements.
- Publish the SOTI report on the Village's website.

8. SUPPORTING REFERENCES

This policy is supported by the following programs, policies, or existing plans:

- Province of New Brunswick Local Governance Act.

9. MONITOR AND REVIEW

This Policy will be reviewed every 3 years, and as determined by the Chief Administrative Officer.

10. IMPLEMENTATION

This Policy will be implemented under the authority of the Chief Administrative Officer and the Clerk.

11. AUTHORIZATION

This Policy shall be authorized by the Chief Administrative Officer pursuant to a resolution of Common Council approving the "Asset Management Policy".

12. GLOSSARY

None.

13. INQUIRIES

Inquiries regarding this Policy can be addressed to the Village of Belledune's Chief Administrative Officer.

14. APPENDICES

Appendix A - Village of Belledune Asset Management Strategy

Adopted by Council Motion (M 2018/08/20-126) at Regular Meeting of August 20, 2018



Mayor, Joe Noel



Clerk, Brenda Cormier

