

MACKENZIE COUNTY

TITLE	Asset Management Policy	POLICY NO.	ADM059
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LEGISLATION REFERENCE	Municipal Government Act, Part 8
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PURPOSE

To outline asset management practices specifically curated to meet the needs of Mackenzie County. These practices will encourage long-term economic sustainability, dependable service delivery, and centralized data management into a consolidated resource to be utilized by the municipality.

POLICY STATEMENT

Asset management is a coordinated and proactive approach involving all departments of Mackenzie County to deliver sustainable services through maintenance and operation of infrastructure assets. This Asset Management Policy outlines key asset management principles to be implemented across the County.

SCOPE

Mackenzie County is responsible for providing services to ratepayers through managing various assets. Infrastructure assets include roads, water and sewer networks, buildings, bridges, culverts, fleet, and recreation facilities. These assets require financial investment for installation, maintenance, renewal, and disposal costs throughout their life cycles. The asset registry, which documents relevant asset information, is subject to change on a yearly basis as the municipality invests in new assets and disposes of old assets. The Asset Management Policy applies to all infrastructure assets owned by the County.

DEFINITIONS

Asset: As identified within Policy FIN026 Tangible Capital Assets Accounting.

Asset Management: The process of making a decision about the use and care of the infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.

Asset Management Steering Committee: A committee comprised of not less than three (3) municipal employees, as assigned by the Chief Administrative Officer, to decide on and implement asset management systems across the municipality.

Asset Register: A list of all the municipality's assets including details such as condition, location, and level of service.

Asset Risk: Events where an asset fails to perform as it was designed or required.

Level of Service: A measure of the quality, quantity, and/or reliability of a service from the perspective of residents, businesses, and customers in the community.

Life Cycle: The time interval that commences with the identification of the need for an asset and terminates with the disposal of the asset.

Long-Term Cost (Life Cycle Cost): The financial and human resource required throughout the life cycle of the asset.

Long-Term Financial Plan: A plan that documents the process of aligning financial capacity with long-term service objectives.

Risk: Events or occurrences that will have undesired impacts on services.

Strategic Risk: Events or occurrences that impact the ability to achieve strategic and service objectives.

PRINCIPLES

In the implementation of this policy, the Municipality shall abide by the following principles:

Service Delivery

- a. Define levels of service to meet needs of community, considering quality of life, minimizes long-term costs with respect to infrastructure asset management;
- b. Deliver the defined levels of service to the municipality by managing infrastructure assets efficiently and effectively;
- c. Be accountable and transparent to the community with defined levels of service and service performances;
- d. Ensure levels of service are compliant with Council's strategic objectives;
- e. Monitor and periodically review defined levels of service and the impact on the community;
- f. Comply with all relevant legislative, statutory, and regulatory requirements;
- g. Develop and maintain asset inventories for all infrastructure assets.

Sustainability and Environmental Adaptability

- a. Develop business cases which consider risk and long-term costs associated with delivering the defined levels of service;

- b. Consider the current generations and future generations needs when incorporating strategic risk into asset management decision making;
- c. Incorporate a triple bottom line approach, considering the socio-cultural, environmental, and economic outcomes;
- d. Consider the potential impacts of changing climate effects and other significant environmental considerations. In doing so, consider how increased frequency and severity of climatic events may directly affect level of service delivery. Where appropriate, Mackenzie County shall adopt a proactive approach to mitigating the potential impacts of severe climatic events.

Holistic and Integrated Decision Making

- a. Coordinate and promote collaboration between appropriate departments, business units, and functions in order to build strong working relationships throughout the asset management decision making process. These departments and functions include planning, engineering, operations and maintenance, finance, and other strategic and long-term community planning and budgetary functions.

Fiscal Responsibility

- a. Develop and maintain a long-term financial plan which considers relevant investment needs, funding requirements, and revenue projections to promote the long-term financial sustainability of the municipality;
- b. Consider the financial impacts on current and future generations and promote social and intergenerational equity;
- c. Develop and implement processes to ensure investment needs are addressed efficiently and effectively;
- d. Aim to minimize the long-term cost and balance risks when deciding to build, renew, and/or replace an asset;
- e. Implement efficient maintenance strategies that consider sustaining the defined levels of service and mitigate asset risk and maximize asset value;
- f. Comply with all regulatory and statutory financial tracking and reporting requirements.

Continuous Improvement

- a. Monitor and consider improvements to the asset management's process, including this policy, to improve the effectiveness in achieving the municipality's strategic objectives. Changes to asset management processes shall be made where applicable;
- b. Focus on incorporating novel or innovative tools, techniques, and solutions to promote the long-term efficiency and effectiveness of service delivery through asset management process;

- c. Periodically review and assess the organizations asset management competencies and provide the necessary support, education, and training to relevant staff.

COUNCIL RESPONSIBILITIES

- a. Approving Asset Management Policy;
- b. Support strategies and plans that are developed to implement the Asset Management Policy;
- c. Articulate community values and define priorities;
- d. Approve the funding and resources to implement the Asset Management Policy and associated requirements;
 - a. Funding approvals will be deliberated annually during the budget process and are subject to council approval.
- e. Support Asset Management system to approve funding through multi-year and long-range financial plans;
- f. Authorize the CAO to form a corporate asset management steering committee to implement asset management systems across the organization.

CHIEF ADMINISTRATIVE OFFICER RESPONSIBILITIES

- a. Ensure and oversee corporate adoption of asset management policy, processes and strategies;
- b. Establish an Asset Management Steering Committee;
- c. Appoint the cross-functional representatives from relevant departments to serve on the steering committee as well as appoint a chair of the steering committee;
- d. Review all asset management information prior to presentation to Council;
- e. Provide a forum for discussion and development of asset management policy, strategy, plans, and processes;
- f. Encourage the collaboration and integration between different business areas to achieve efficiency and effectiveness in service delivery;
- g. Provide a forum for learning, information sharing, and co-education opportunities;
- h. Lead the development of corporate asset management tools and practices and monitors their application across the organization.

DIRECTOR RESPONSIBILITIES

- a. Lead the adoption of the Asset Management policy within their departments;
- b. Allocate appropriate resources for implementation of the policy and associated processes;
- c. Liaise with the Asset Management Steering Committee.

FINANCE RESPONSIBILITIES

- a. Provide financial direction and support to the departments and Asset Management Steering Committee;

- b. Develop and maintain the required financial plans and records in accordance with the Asset Management policy and regulatory and statutory requirements.

	Date	Resolution Number
Approved	2021-02-09	21-02-124
Amended		