

Municipal Asset Management Policy



Policy #	4.4
Procedure #	-
Replaces	-
Revises	-
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Our File # 03.03.PO

1. COUNCIL ASSET MANAGEMENT POLICY STATEMENTS

Asset Management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The term Asset Management, as used in this policy, is defined as “the application of sound technical, social, and economic principles that considers present and future needs of users, and the service from the asset”. To guide the organization, the following policy statements have been developed:

- a) The City of Dauphin will maintain and manage infrastructure assets at defined levels to support public safety, community well-being, and community goals.
- b) The City of Dauphin will monitor standards and service levels to ensure that they meet and support community and Council goals and objectives.
- c) The City of Dauphin will develop and maintain asset inventories of all its infrastructures.
- d) The City of Dauphin will establish infrastructure replacement strategies through the use of full life cycle costing principles.
- e) The City of Dauphin will plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- f) The City of Dauphin will plan for and provide stable, long-term funding to replace and/or renew and/or decommission infrastructure assets.
- g) Where appropriate, the City of Dauphin will consider and incorporate asset management in its other corporate plans.
- h) The City of Dauphin will report to citizens regularly on the status and performance of work related to the implementation of this Asset Management Policy.

2. BACKGROUND AND PURPOSE

Council has a mandate to provide a wide range of services. In order to guide staff with the effective implementation of those services, Council typically adopts policies for important issues that can be used by staff to support Council’s vision, goals, and objectives.

Council Vision and Goals for Infrastructure Assets

Council’s vision and goal for the community is a safe, livable, sustainable, and economically vibrant community underpinned by well managed and maintained infrastructure assets. These assets include, but are not limited to, efficient transportation networks, economical and reliable water distribution networks, safe and reliable wastewater collection systems, reliable

information technology systems, productive fleets, and accessible parks, recreation, and civic facilities.

Though these assets age and deteriorate, by using sound asset management practices, Council and the community can be assured that the assets meet performance levels, are used to deliver the desired service in the long-term and are managed for present and future users.

This policy is to articulate Council's commitment to asset management, and guides staff using the policy statements. In doing so, this policy also outlines how it is to be integrated within the organization in such a way that it is coordinated, cost effective, and organizationally sustainable. This policy also demonstrates to the community that Council is exercising good stewardship and is delivering affordable services while considering its legacy to future residents.

Staff will implement the policy through the development and use of Asset Management Guidelines and Practices. Since the performance of asset management is organization specific, reflective of knowledge, technologies, and available tools, and will evolve over time, the responsibility for Guidelines and Practices are delegated to staff.

3. PRINCIPLES, GUIDELINES, AND INTEGRATION

Key Principles

The key principles of the Asset Management Policy are outlined in the following list.

The organization shall:

- Make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement, and decommission) associated with infrastructure asset decisions, including additions and deletions. Trade-offs should be articulated and evaluated, and the basis for the decision recorded.
- Integrate environmental, corporate, financial, business, technical, and budgetary planning for infrastructure assets.
- Establish organizational accountability and responsibility for asset inventory, condition, use, and performance.
- Consult with stakeholders, where appropriate.
- Define and articulate service, maintenance, and replacement levels and outcomes.
- Use available resources efficiently.
- Manage assets to be sustainable.
- Minimize total life-cycle costs of assets.
- Consider environmental, social, and sustainability goals.
- Minimize risks to users and risks associate with failure.
- Pursue best practices where available.

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- Report the performance of its asset management program.

Guidelines and Practices

This policy shall be implemented by staff using accepted industry guidelines and practices, and staff shall consider the use of an Asset Management Strategy and Asset Management Plans.

The organization will also comply with capital asset reporting requirements and integrate the asset management program into operational plans throughout the organization. Strategic Asset Management plans may be developed for a specific class of assets, or be generalized for all assets, and should outline long-term goals, processes, and steps towards how they will be achieved. The Asset Management Plans should be based on current inventories and condition, projected performance and remaining service life, and consequences of losses. Operational plans should reflect these details. Replacement portfolios and associated financial plans should consider alternative scenarios and risk, as well as include public consultation.

Context and Integration of Asset Management Within the Organization

The context and integration of asset management throughout the organization's lines of business is typically formalized through references and linkages between corporate documents. Where possible and appropriate, Council and staff will consider this policy and integrate it in the development of corporate documents such as:

- Official Community Plan
- Development Plans
- Business Plans
- Corporate Strategic Plan
- Corporate Financial Plan
- Capital Budget Plan
- Operation plans and budgets (including vehicle and fleet plans and budgets)
- Neighbourhood Plans
- Annual Reports
- Design Criteria and Specifications
- Infrastructure Servicing, Management, and Replacement Plans
- Community Social Plans
- Parks and Recreation Plans
- Facility Plans

4. KEY ROLES FOR MANAGING THE ASSET MANAGEMENT POLICY

City policies are approved by Council. While staff, public, and other agencies may provide input on the nature and text of the policy, Council retains the authority to approve, update, amend, or rescind policies.

Role	Responsibility
Identification of issues, and development of policy updates	Council and staff
Establish levels of service	Council, staff and public
Exercise stewardship of assets, adopt policy and budgets	Council
Implementation of policy	City Manager and staff
Development of guidelines and practices	City Manager and staff
On going review of policies	Council and staff

Implementation, Review, and Reporting of Asset Management Work

The implementation, review, and reporting back regarding this policy shall be integrated within the organization. The organization's asset management program shall be reported to the community, and implementation of this policy review by Council biennially at the mid-point of its term.

Actions	Responsibility
Adopt Asset Management Policy	Council and City Manager
Monitor and review infrastructure standards and service levels at established intervals	Council and City Manager
Develop and maintain infrastructure strategies including development and service plans	Public Works and Operations, Finance
Develop and maintain asset inventories	Public Works and Operations, Finance
Assess infrastructure condition and service levels	Public Works and Operations
Establish and monitor infrastructure replacement levels through the use of full life cycle costing principles	Public Works and Operations
Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommission of assets	Public Works and Operations, Finance
Report to citizens on status of the community's infrastructure assets and asset management program. The channels may include annual citizen reports, business plans, etc.	Council, City Manager

	DISTRIBUTION
	Master Policy Manual
	Notice to Department Heads (Email)
	Notice to All Staff (Email)
	Intranet
	Internet (Public Information)