

MUNICIPALITY OF THE DISTRICT OF ARGYLE <b>POLICY AND ADMINISTRATION MANUAL</b>	REFERENCE NUMBER _____
SECTION <b>PROCEDURE AND ORGANIZATION OF COUNCIL</b>	SUBJECT <b>ASSET MANAGEMENT</b>

## 1. APPLICATION

1.1. This policy applies to all municipally owned assets, assets subject to municipal operating cost agreements, or public private partnerships. The scope excludes assets co-owned and/or co-managed with other municipal units. Regionally owned and operated assets shall be included in a regional policy.

## 2. PURPOSE

2.1. The Municipality of Argyle is committed to developing a consistent and transparent process for long-term infrastructure planning; one that is viable, and informed regularly via public engagement, and instills confidence in Council's decision making now and into the future.

## 3. STRATEGIC ALIGNMENT

3.1. The principles of our Asset Management Policy will align with our Municipal Planning Strategy, our MCCAP and ICSP plans as well as our strategic plan.

## 4. GUIDING PRINCIPLES

### 4.1. Service Delivery to Customers

a) The Municipality 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:

4.1.a.1. Manage assets appropriately to efficiently and effectively deliver the defined levels of service.

4.1.a.2. Monitor and periodically review level of service objectives to ensure that they meet or support community and council expectations and other strategic objectives.

4.1.a.3. Prioritize safety, public security, and compliance with regulatory, legislative and statutory requirements over all other measures.

4.1.a.4. 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.

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#### 4.2. Holistic Approach

- a) Asset management planning will be coordinated and incorporate all infrastructure planning at each relevant departmental level. The decision-making process will engage department heads from Public Works, Recreation, Finance and the CAO to ensure the assessment of the infrastructure needs engages multiple skillsets and perspectives.

#### 4.3. Long Term Sustainability and Resilience

- a) The Municipality will consider the following elements of long-term sustainability:
  - 4.3.a.1. Estimated demographic shifts in our community;
  - 4.3.a.2. Future demand for the infrastructure, and how that would be impacted by reduced population in our communities;
  - 4.3.a.3. Cultural and language considerations to preserve our Acadian and minority languages;
  - 4.3.a.4. Climate change mitigation and adaptation;
  - 4.3.a.5. Accessibility considerations, along with other legislative requirements that are future oriented;
  - 4.3.a.6. Affordability

#### 4.4. Fiscal Responsibility and Asset Management Decision Making

- a) **Fiscal Responsibility and Asset Management Decision-Making:** The Municipality will first seek third party funders to support the capital costs of improvement or new construction. Life cycle costs, including the cost to build, operate and maintain the infrastructure will be considered. Multi year projections of revenue and expenditures will inform our ability to pay now and into the future. Finally, we will set policy on annual funding to capital reserve to fund future obligations.

#### 4.5. Continuous Improvement

- a) We are committed to consistently improving community awareness of our asset management processes and developing additional tools and regular training updates for new councillors and staff.

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## 5. ROLES AND RESPONSIBILITIES

### 5.1. Council

a) Council is responsible for:

5.1.a.1. Approving asset management policy

5.1.a.2. Articulating community values and define priorities

5.1.a.3. Approval of funding and resources to implement the AM policy and associated requirements

5.1.a.4. Approval of asset funding through multi-year and long-range financial plans

### 5.2. Chief Administrative Officer (CAO)

a) The CAO is responsible for leading implementation of the AM policy across the Municipality.

### 5.3. Department Managers

a) 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.

### 5.4. Staff

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

## 6. GIFTS

6.1. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed \$50.00) is sometimes appropriate. Any giving of gifts requires prior approval by either the CAO or their designate, or Council.

## 7. REVIEW REQUIREMENTS

7.1. This policy shall be reviewed on or before its third-year anniversary of its initial approval and subsequently on or before its third-year anniversary after each amendment.

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Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members: November 13, 2018  
Of Intent to Consider [7 days minimum]: December 11, 2018

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_  
Warden

Feb 19, 2019  
Date

\_\_\_\_\_  
Chief Administrative Officer

February 15, 2019  
Date