



TOWN OF SHELBURNE

Asset Management

October 1, 2018

Intent

This policy sets guidelines for implementing organization-wide Asset Management processes, including and Asset Management Plan, to allow the Town of Shelburne to deliver sustainable services.

Scope

This policy applies to all Town of Shelburne departments, officers, managers, employees and contractors.

The Asset Management Plan encompasses the following components of the Town's infrastructure:

- Water Distribution System;
- Waste Water Collection System;
- Drainage System;
- Transportation System: Roads and Sidewalks;
- Building Repairs, Upgrades, and Replacement;
- Green Space, Cemetery, Parks;
- Equipment and Equipment Replacement;
- Marine Terminal;
- Natural Assets: Trees; Watershed; Harbour;
- Fire Department: Equipment; Building; Hydrants; and,
- Other Town Infrastructure: Town Dock; Public Art.

Responsibility

- 1) Shelburne Town Council is responsible for adopting policy and ensuring that sufficient resources are applied to manage the assets.
- 2) The Chief Administrative Officer (CAO) has the responsibility for operational asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management to Town Council. The CAO will also provide updates to the Asset Management Committee as required.

Policy

Sustainable Service Delivery ensures that current community services are delivered in a socially, economically, and environmentally responsible manner that does not compromise the ability of future generations to meet their own needs.

Sound Asset Management practices enable Sustainable Service Delivery by integrating community values, priorities and an informed understanding of the trade-offs between risks, costs and services.

POLICY

The Town of Shelburne's Sustainable Service Delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, repair, renewal, upgrade, replacement and disposal of capital assets by:

1. Ensuring that all capital assets are provided in a manner that respects cultural, economic, and environmental sustainability;
2. Meeting all relevant legislative and regulatory requirements;
3. Demonstrating transparent and responsible Asset Management processes that align with demonstrable best-practices;
4. Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them;
5. Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated;
6. Creating a corporate culture where all employees play a part in overall care for Town assets by providing necessary awareness, training and professional development; and
7. Providing those we serve with services and levels of service for which they are willing to pay.

Guiding Principles

1. A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practices throughout all Departments;
2. All relevant legislative and regulatory requirements together with political, social and economic environments are to be taken into account in asset management;
3. Asset management principles will be integrated into all planning and operational processes, including Staff Reports to Council;
4. Asset Management Plans will be developed for major service/asset categories and such plans will be informed by community consultation and financial planning and reporting systems;
5. An inspection regime will be used as part of asset management to ensure agreed levels of service are maintained and to identify asset renewal priorities;
6. Asset renewals required to meet agreed levels of service and identified in adopted asset management plans and long-term financial plans will be funded in the annual budget with funding sources identified;
7. Levels of service agreed through the budget process and defined in adopted Work Plans and Asset Management Plans will be funded in the annual budget with funding sources identified;

POLICY

8. Asset renewal plans will be prioritized and implemented progressively based on agreed levels of service and the effectiveness of the current assets to provide those levels of service;
9. Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practices and applicable provincial and national standards;
10. Future life cycle costs including disposal will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets;
11. Future service levels will be determined in consultation with the community; and
12. Training in asset and financial management will be provided for Staff Managers, all relevant staff, and Council at levels consistent with meeting the principles of this Committee's Policy.

Related Documents

- Shelburne Town Council Strategic Plan;
- Town of Shelburne Business Plan;
- Town of Shelburne Economic Development Strategic Action Plan;
- Town of Shelburne Tourism & Marketing Strategic Action Plan;
- Town of Shelburne Events Strategic Action Plan;
- Municipal Climate Change Action Plan;
- Integrated Community Sustainability Plan;
- Town Budget.

Review Date

This policy has a life of 3 years. It will be reviewed in 2021, or earlier, at the discretion of sitting Committee of-the-day and/or Town Council.