

Municipality of the District of St. Mary's

Asset Management Policy



1. Purpose

The purpose of this policy is to consider regulatory requirements, long-term community/municipal objectives, and financial impacts on future generations and full life-cycle costs of asset ownership in making decisions.

2. Authority

This policy derives its authority from section 23(1)(c), 24 & 48 of the *Municipal Government Act* (MGA) of the Province of Nova Scotia.

3. Definitions

- 3.1 *Asset* - means municipal infrastructure, systems, facilities and/or equipment.
- 3.2 *Asset Management* - means the process of making decisions about the use and care of infrastructure to deliver services for current and future needs.
- 3.3 *Asset Management Plan* - means a structured approach to asset management that balances expenditures with service levels, performance, and risk.
- 3.4 *Asset Retirement Obligation (ARO)* - is a legal obligation associated with the retirement of a tangible capital asset.
- 3.5 *CAO* - means the Chief Administrative Officer for the Municipality of the District of St. Mary's.
- 3.6 *Directors* - refers to the Director of Community Development and Recreation, Director of Public Works and/or the Director of Finance (DOF).
- 3.7 *Life-Cycle Cost* - means consideration of all costs including design, construction, commission, operating, maintaining, repairing, modifying, replacing and decommissioning/disposal of physical assets under lease to other organizations.
- 3.8 *Municipal Council* - means the Council of the Municipality of the District St. Mary's, consisting of the Warden, Deputy Warden and Councillors.
- 3.9 *Municipality* - means the Municipality of the District of St. Mary's.
- 3.10 *MGA* - means the *Municipal Government Act* of the Province of NS.

4. Scope

- 4.1 This policy applies to assets owned and managed by the Municipality.
- 4.2 The policy does extend for review of assets under lease to other organizations.
- 4.3 Assessment management plans will be developed for a major services/asset categories; including water, wastewater, Recplex, Transfer Station and municipal administration buildings.
- 4.4 All relevant legislative requirements will be considered in asset management.
- 4.5 Political, social and economic environments will be considered in asset management plans and practices.
- 4.6 Asset management plans will be informed by Council policy and priorities, land use plans and long-range financial plans.
- 4.7 Asset management principles will be integrated throughout planning and operational processes.
- 4.8 Asset renewals and services level will be identified in asset management plans.
- 4.9 Annual budget deliberations will be informed by consideration of new capital assets, asset renewal options, along with associated operating, maintenance and capital budget impacts.
- 4.10 Asset management plans will be used to update the long-term financial plan/capital budgeting.
- 4.11 The Municipality shall make informed and sustainable decisions based on life-cycle costs of capital investments.
- 4.12 The Municipality will pursue best practices in asset management when appropriate.

5. Roles and Responsibilities

- 5.1 Municipal Council exercises its role and responsibilities for asset management through the Council's Committee of the Whole.
- 5.2 Municipal Council through the Asset Management Policy will:
 - 5.2.1 Determine service levels that balance cost, risk, affordability, legislative requirements, and community interest.

5.2.2 Adopt policies to ensure that sufficient resources are applied to manage the publicly owned assets.

5.2.3 Incorporate the Asset Management Policy into both its strategic planning and long-term financial planning process.

5.2.4 Approve plans and budgets associated with the management of the Municipality's assets.

5.2.5 Provide community input into the asset management process.

5.3 Municipal Staff will provide the following support to Council in relation to asset management:

5.3.1 The CAO has the overall responsibility for leading the implementation and compliance of Asset Management for the Municipality.

5.3.2 The CAO is responsible for the assignment of responsibilities to staff and ensuring they understand the policy requirements and are empowered to implement asset management planning in accordance with this policy.

5.3.3 Staff will work collaboratively to develop plans and budgets for the management of the Municipality's capital assets including:

- a. Maintaining an inventory of assets by major service/asset category;
- b. Assessing the condition, use and performance of municipal assets;
- c. Maintaining assets to provide the identified service level and dispose of assets; and
- d. Developing guidelines and practices for the management, financing, and operation of current and future assets and the delivery of services.

6. Policy Review

6.1 The Municipality shall ensure that this policy is reviewed at least every four years and, where necessary revised.

Mallory Fraser
Municipal Clerk

November 14, 2022
Date of Approval



SCHEDULE A- POLICY AMENDMENTS

Version #	Amendment Description	Approved By	Approval Date
1	Original Policy	Council	November 14, 2022