



MUNICIPALITY OF THE DISTRICT OF CLARE

ASSET MANAGEMENT POLICY

PURPOSE

1. The Municipality of Clare is committed to improving the long-term sustainability of its infrastructure. This asset management policy formalizes its commitment to asset management and provides guidance to both council and staff on identifying priorities, managing risks and meeting service delivery goals. It provides for a transparent and accountable process to demonstrate the legitimacy of decision-making, combining strategic plans, budgets, service levels and risks.

STRATEGIC ALIGNMENT

2. The principles in this asset management policy and the Municipality's asset management planning efforts will align with its stated mission and vision statements and its core values, further building on the strategic direction outlined in its Municipal Planning Strategy, its MCCAP and ICSP plans as well as its strategic plan.

SCOPE

3. This policy applies to all assets owned and managed by the Municipality including:
 - Owned by the Municipality but operated and maintained by external service providers.
 - Owned jointly with other municipalities
 - A municipality-owned or controlled corporation or subsidiaries

GUIDING PRINCIPLES

4. Service Delivery to Customers

The Municipality will:

- Clearly define level of service objectives that balance community expectations and regulatory requirements with risk, affordability, and available resources.

- Manage assets appropriately to efficiently and effectively deliver the defined levels of service.
- Monitor and periodically review level of service objectives to ensure that they meet or support community and council expectations and other strategic objectives.
- Prioritize safety, public security, and compliance with regulatory, legislative and statutory requirements over all other measures.
- 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.

5. Holistic Approach

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

6. Long Term Sustainability and Resilience

The Municipality will consider the following elements of long-term sustainability:

- Estimated demographic shifts in the community
- Future demand for infrastructure and how said demand would be impacted by a reduction in population
- The preservation of the Acadian culture and heritage as well as French language considerations
- Climate change mitigation and adaptation
- Accessibility considerations, along with other legislative requirements
- Affordability

7. Fiscal Responsibility and Asset Management Decision Making

- The Municipality will first seek third party funders to support the capital costs for infrastructure improvements or new construction.
- Life cycle costs, including the costs to build, operate and maintain infrastructure will be considered.

- Multi-year revenue and expenditure projections will inform the Municipality's ability to pay now and into the future.

8. Continuous Improvement

- The Municipality is committed to consistently improving community awareness of its asset management processes and developing additional tools and regular training updates for both new councillors and staff.

ROLES AND RESPONSIBILITIES

9. Council is responsible for:

- Approving the asset management policy
- Articulating community values and defining priorities
- Approval of funding and resources to implement the AM policy and associated requirements
- Approval of asset funding through multi-year and long-range financial plans

10. The Chief Administrative Officer is responsible for:

- Leading implementation of the AM policy across the Municipality

11. Department Heads and Managers are responsible for:

- Leading the adoption of the AM policy within their respective departments
- Allocating appropriate resources for implementation

12. Staff is responsible for:

- Observing the requirements of the AM policy

REVIEW REQUIREMENTS

This policy shall be reviewed on or before the third-year anniversary of its approval.

Chief Administrative Officer's Annotation for Official Policy Book

Date of First Reading: October 28, 2020

Date of Passage of Policy: October 28, 2020

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


Warden

October 29, 2020
Date


Chief Administrative Officer

October 29, 2020
Date