



## MUNICIPAL ASSET MANAGEMENT POLICY

### 1.0 COUNCIL ASSET MANAGEMENT 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 document, is defined as “**the application of sound principles that considers present and future needs of residents and ratepayers, and the service from the asset**”. To guide the organization, the following policy statements have been developed:

- a) The Rural Municipality of Mountain will maintain and manage infrastructure assets at defined levels to support public safety, community well-being and community goals.
- b) The Rural Municipality of Mountain will monitor standards and service levels to ensure that they meet/support community and Council goals and objectives.
- c) The Rural Municipality of Mountain will develop and maintain asset inventories of all its infrastructures.
- d) The Rural Municipality of Mountain will establish infrastructure replacement strategies through the use of full life cycle costing principles.
- e) The Rural Municipality of Mountain will plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- f) The Rural Municipality of Mountain will plan for and provide stable long-term funding to replace and/or renew and/or decommission infrastructure assets.

### 2.0 BACKGROUND AND PURPOSE OF COUNCIL POLICY

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, productive fleets, water & wastewater infrastructure, administration, and public 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.



## 3.0 POLICY PRINCIPLES, GUIDELINES, AND INTEGRATION

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. Tradeoffs should be articulated and evaluated, and the basis for the decision recorded.
- establish organizational accountability and responsibility for asset inventory, condition, use and performance.
- consult with rate payers where appropriate.
- define and articulate service, maintenance and replacement levels and outcomes.
- use available resources effectively.
- manage assets to be sustainable.
- minimize total life cycle costs of assets.
- annually report the performance of its asset management program to Council for review.

### **Guidelines and Practices**

The strategic asset management plan of the Rural Municipality of Mountain will be developed for each specific class of assets, and will outline long term goals, processes, and steps toward how they will be achieved.

The asset management plan will be based on current inventories and condition (acquired or derived), projected performance and remaining service life and consequences of losses (e.g., risk assessments). Operational plans will reflect these details. Replacement portfolios and associated financial plans will consider alternative scenarios and risks.

## 4.0 ASSESSING OUR INFRASTRUCTURE

### **Components of the Rural Municipality of Mountain Infrastructure**

The Rural Municipality of Mountain infrastructure can be categorized into the following departments:

- a) Roads;
- b) Drainage;
- c) Water Infrastructure [includes bridges, ford crossings, culverts];
- d) Water & Sewer Networks;
- e) Land & Land Improvements;
- f) Municipal Buildings;
- g) Vehicles & Equipment [Mowers, Fire Fighting equipment, etc.];

The Rural Municipality of Mountain see the necessity to implement an accurate and consistent method of assessing all infrastructure. Council will designate one or multiple persons to complete the asset register, depending on the expertise within the applicable asset

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class.

There may be certain instances where Council understands that their expertise falls short of an accurate assessment and therefore will contract to a consultant company to provide an assessment of certain infrastructure.

Inspections will follow the criteria as stated below:

All assets, whether divided into a sub-class, will be assessed based on the following scale:

- 1 = Very good. Asset is fit for the future. Well maintained, good condition, new or recently rehabilitated.
- 2 = Good. The asset is adequate. Acceptable, generally within mid stage of expected service life.
- 3 = Fair. The asset requires attention. The asset shows signs of deterioration and some elements exhibit deficiencies.
- 4 = Poor. Increasing potential of affecting service. The asset is approaching end of service life; condition below standard and a large portion of system exhibits significant deterioration.
- 5 = Very Poor. The asset is unfit for sustained service. Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unstable.

## **Road Assets**

Due to the vast array of roads within the Rural Municipality of Mountain, Council feels that it is necessary to categorize each section of road into the following classes:

- A = Arterial Road. A road to which the primary function is to deliver traffic from collector roads to main highways. Ie. Primary Roads/Main Haul Routes.
- B = Collector Road. A low to moderate capacity road which serves to move traffic to arterial roads, usually designed to provide access to residential properties.
- C = Agriculture Access Road. A dirt, grass, or gravel road allowance that is used to access agriculture land only.

# RURAL MUNICIPALITY OF MOUNTAIN



## Water Infrastructure Assets

Due to the variety and complexity of water crossing infrastructure, Council will adopt the following categories for our water infrastructure assets to be used in accordance with the attached inspection forms:

Bridges =	Will include all forms of bridges, including timber, concrete or steel.
Waterway crossing Infrastructure =	Will include all types of ford crossings, including cement deck, stone creek crossings, etc.
Major Culvert Installation =	Will include any former bridge sites that have been replaced with large and/or multiple culverts.
Culverts =	Includes single or double installation of culverts, not used as a major culvert crossing.

## Expected Useful Life of Assets

The Rural Municipality of Mountain will continue to do assessments on its assets to try and accurately predict and plan for the end of an asset's life. No specific date will be set based on the assets physical age.

## 5.0 KEY ROLES FOR MANAGING THE ASSET MANAGEMENT POLICY

Council	Adopt policies, strategies, plans, follow procedures set out in such, financial plan for asset expenditures, obtain condition assessments
Staff	Store, tabulate and analyze asset information, collect and store financial information, protect the information included in the asset management plan, advise council
Consultant	When necessary, perform asset condition assessments
Public	Review the procedures of Council as it relates to asset management and voice concerns/commendation