



POLICY – FN 15

ASSET MANAGEMENT

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|---------------------------|----------------|-------------------------|------------------------------------|
| APPROVAL DATE: | 2017-09-09 | CROSS-REFERENCE: | FN 03 – Purchasing and Procurement |
| RESPONSIBILITY: | Administration | | |
| APPROVER: | Council | APPENDICES: | |
| REVISION DATE (s): | 2021-12-13 | REVIEW DATE: | 2025 |

POLICY STATEMENT

To protect and enhance Village of Marwayne assets in a way that provides targeted levels of service and manages risk in a cost-effective manner.

BACKGROUND

The Village of Marwayne is committed to managing its assets using a strategic approach. The Village is dedicated to the development and maintenance of its entire asset inventory in order to provide residents with sustainable and reliable services that are regulatory compliant. The Village seeks to ensure that all assets meet or exceed their expected life cycle. This policy has been designed to focus on managing risks, addressing priorities, and meeting both short and long term needs and objectives.

OBJECTIVE

To construct community infrastructure and maintain community assets in a proactive manner so as to meet or exceed expected life cycles.



DEFINITIONS

Asset Maintenance is regular activities that are conducted to keep an asset functioning in its intended state.

Asset Management is the process of making decisions about the use and care of infrastructure and equipment to deliver services in a way that considers current and future needs, manages risks and opportunities and makes the best possible use of resources while remaining fiscally sustainable.

Asset Renewal is the replacement, refurbishment, or major maintenance of an asset that represents a capital investment and substantially extends the life of an asset.

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Capital Plan is a multi year plan that identifies the capital infrastructure projects and their cost to address the current and future service objectives of the municipality.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Long Term Financial Plan is a plan that documents the process of aligning financial capacity with service objectives and delivery.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

- The Village of Marwayne shall manage assets in a manner that is stable over the long term and is consistent with the community's objectives and asset management plan.
- The Village shall implement asset management practices that ensure public resources are put to the best possible use and that the full cost of the asset is always considered when making decisions.
- Asset management practices shall align with the Village's asset management plan, strategic plan, and sustainability plan.
- Decisions to acquire new assets are based on the understanding that the asset supports the Village's long-term goals and that the full life cost of



ownership has been considered and incorporated into the Long-Term Financial Plan.

- For each asset, efficient maintenance strategies must be implemented that consider sustaining the desired service levels and seek to minimize risk and the life cycle cost of ownership.
- Decisions to renew or replace an asset shall consider risk, life cycle and impacts to the level of service provided.
- Efficient maintenance strategies form part of the Village's asset management plan in order to sustain service level provision, minimize risk and extend the life cycle of the asset.
- Upgrades to roadways and sidewalks is coordinated with water or sanitary sewer distribution system upgrades to realize a cost savings.
- Priority of asset management is included within the Village's asset management plan, attached hereto as Schedule "A".
 - Condition of the existing infrastructure is scrutinized in accordance with the following criteria:
 - Public health;
 - Environmental impacts;
 - Public safety;
 - Level of service; and
 - Degree of maintenance required.
 - Based on the above criterion, infrastructure upgrades are considered based on the following priorities and based on budget availability:
 - Priority 1 – present condition may impact public health and safety and the environment.
 - Priority 2 – present condition impacts existing level of service.
 - Priority 3 – present degree of maintenance.
- The Village's Long Term Financial Plan is maintained in a way that considers the renewal and replacement of existing infrastructure and the potential impact on taxation and user fees.
- The Long Term Financial Plan identifies how asset renewals and replacements will be financed, whether it be through current revenues, reserve funds, borrowing or grant funding.
- Assets are disposed of when it is determined that community resources could be better utilized or when there is a resulting greater community benefit.



- The Village shall consider long-term demographic and economic trends in the region as it pertains to the asset management plan and practices.
- Levels of service will continuously be reviewed and updated in order to align with the Village's asset management plan and practices.
- The CAO, along with Council, will review the asset management plan regularly to ensure it is up to date and meeting the community's needs. Substantial updating to the plan is dependent on grant funding and will be completed on an as needed basis when feasible.

ROLES & RESPONSIBILITIES

| ROLE/TASK | TITLE (s) OF PERSON RESPONSIBLE |
|--|--|
| HANDLING INQUIRIES & COMMUNICATING POLICY | Chief Administrative Officer |
| MONITORING REVIEWS AND REVISIONS | Administrative Assistant |