



Policy Type:	General Government
Policy Title:	Asset Management Policy
Policy Number:	100-06

Authority:	
<i>Council Resolution #</i>	82/21
<i>Amendment</i>	/21

### 1.0 Purpose

The purpose of this policy is to set guidelines for implementing consistent asset management processes throughout the Village of Loon Lake.

### 2.0 Scope

The Policy applies to all the Village of Loon Lake’s departments, officers, employees, and contractors.

### 3.0 Objectives

To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that services and infrastructure are provided in a financially sustainable and affordable manner, with the agreed upon levels of service to customers and the environment.
- Safeguarding infrastructure assets including physical assets and employees by implementing agreed upon asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset management awareness throughout the Village of Loon Lake by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

### 4.0 Policy

#### 4.1 Background

Asset management practices impact directly on the core business of the Village of Loon Lake and appropriate asset management is required to achieve our strategic service delivery objectives.

Adopting asset management principles will assist in achieving *Strategic Long-Term Plan* and *Long-Term Financial* objectives.

Sustainable Service Delivery ensures that services are delivered in a socially, economically, and environmentally responsible manner in such a way that does not compromise the ability of the future generations to make their own choices.

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

#### 4.2 Principles

The Village of Loon Lake's Sustainable Service Delivery needs will be met by ensuring adequate provisions are made for the long-term planning, financing, operation, maintenance, renewal, upgrade, and disposal of capital assets by:

- 1) Ensuring that the Village of Loon Lake's capital assets are provided in a manner that respects financial, 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 by:
  - a) Asset Management plans will be completed for all major assets/ service areas.
  - b) Expenditure projections from Asset Management Plans will be progressively incorporated into the Village of Loon Lake's *Long-Term Financial Plan*.
  - c) Regular and systematic reviews will be applied to all asset plans to ensure that assets are managed, valued, and depreciated in accordance with agreed upon adopted practice.
  - d) Regular inspection will be used as part of the asset management process to ensure agreed service levels are maintained and to identify asset renewal priorities.
  - e) Asset renewals required to meet agreed service levels and identified in adopted asset management plans, and when applicable long-term financial plans, will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented.
  - f) Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
  - g) Future service levels with associated delivery costs will be determined in consultation with the community.
  - h) Ensuring necessary capacity and other operation capabilities are provided and Assets Management responsibilities are effectively allocated;
  - i) Creating corporate culture where all employees play a part in overall care for the organizations assets by providing necessary awareness, training, and professional development; and

- j) Providing those we serve with service and levels of service for which they are willing and able to pay.

#### 5.0 Related Documents

- Village of Loon Lake Official Community Plan
- Village of Loon Lake By-Laws
- 5-year capital plan
- 800-02 Waterworks Capital Investment Strategy
- Asset Management Road Map
- Village of Loon Lake Strategic Plan
- *Asset Management Plans*
- *Long Term Financial Plan*

These documents are related and will be developed as the Village progresses further with Asset Management implementation

#### 6.0 Responsibility

Councillors are responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the Village of Loon Lake’s asset management strategy and plans. The council is also responsible for ensuring that organizational resources are appropriately utilized to ensure sustainable service delivery

The Village Administrator or Acting Administrator has overall responsibility for developing an asset management strategy, plans and procedures, and reporting on the status and effectiveness of asset management within the Village of Loon Lake.

#### 7.0 Review Dates

This policy has a life of 4 years or less at the discretion of the current Council. As this policy and the Asset Management Program are currently in the development stage, once adopted, this policy will be reviewed 6 months from the date of adoption to ensure it is realistically aligned with the development of the Asset Management Strategy.

#### **Effective Date/Repeal**

This policy will come into effect on May 5, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to Asset Management and replaces all past practices. This policy may only be amended or repealed by resolution of Council.

Amended November 3, 2021 Resolution #