



Asset Management Policy

A-088-20

Effective Date:
November 23,
2022

Part 1 Purpose

- 1.1 The *Municipality of the District of Yarmouth (MODY)* is committed to improving the long-term sustainability of our infrastructure and ensuring that it meets the needs of our changing demographics. This Asset Management Policy provides *MODY* with a consistent framework for decision-making which considers strategic plans, budgets, service levels and risks. It provides for a transparent and accountable process to demonstrate the legitimacy of decision-making.

Part 2 Definitions

- 2.1 “**Asset**” means Municipal government provides a wide range of services that are essential to our community’s quality of life, like waste management, sidewalks, parks and recreation services. The services they deliver depend on physical infrastructure assets like water treatment plants, wastewater retention ponds, roads, and buildings.

Part 3 Strategic Alignment

- 3.1 *Council* and senior management will review this policy and incorporate it into the asset management planning approach that ensures integration of municipal documents such as:
- Municipal Planning Strategy
 - Land Use By-Law
 - Subdivision By-Law
 - Integrated Community Sustainability Plan
 - Municipal Climate Change Adaptation Plan
 - Active Transportation Plan
 - Recreation Strategic Plan
 - Physical Activity Plan
 - MODY Accessibility Plan
 - Cape Forchu Master Plan
 - Lake Milo Active Transportation Master Plan
 - Council Strategic Priorities
 - 5-year Capital Investment Plan
 - Annual budget



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Part 4 Scope

- 4.1 *MODY* is committed to working to maintain and improve the quality of life for all our residents.

This policy applies to all assets and services owned and managed by our municipality, but excludes anything jointly owned or managed by a separate legal entity. Council will make formal recommendations to these entities and work with the co-owners to ensure that they adopt a formal Asset Management plan. Assets managed by *MODY* but not owned by *MODY* are excluded.

Assets excluded from this policy include: Yarmouth International Airport, Mariners Centre, Yarmouth County Solid Waste Park, Port of Yarmouth, Harbour South and Pubnico medical clinics, Wellington windmills.

Part 5 Principles

5.1 Service delivery to customers

MODY will have clearly defined levels of service (approved by *Council*) and apply asset management practices to maintain the confidence of customers and comply with stated service levels, and will adhere to provincial and federal regulations in how *MODY*'s assets are managed;

5.2 Holistic approach

MODY will consider all assets in a service context and take into account their inter-relationships.

MODY will ensure input is received from key departments and individuals such as finance, maintenance, operations, and engineering, when making decisions about renewing and replacing existing assets or building new assets. Not only will engineered solutions be considered, but also solutions that might be provided by low impact development strategies and green infrastructure.

5.3 Long term Sustainability and Resilience

MODY will consider socio-cultural, environmental and economic factors and implications when making and implementing asset management decisions.



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Consideration will be given to the impact to all members of the community including vulnerable populations and under-represented individuals.

Consideration will be given to the impact of infrastructure decisions on the environment as well as the impact of climate change on service delivery.

Consideration will be given to all life-cycle costs including the cost to build, operate and maintain and decommission infrastructure in budgeting and financial planning. Our long-term financial projections for revenue and expenditures related to current and planned infrastructure needs will be considered in the annual budgeting process. Funding requirements and reserve policies will be integrated with asset management planning.

5.4 Continuous Improvement

To ensure *Council* is supported in making well-informed decisions based on good information and advice, our municipality commits to:

- Supporting asset management awareness and training for staff and council in accordance with their respective roles and responsibilities;
- Progressing in the asset management process;
- The integration of asset management systems;
- Community engagement;

5.4 Culture

Council is committed to providing the human resources necessary for successful implementation of this policy.

Part 6 Roles and Responsibilities

6.1 The Chief Administrative Officer (CAO) has overall responsibility for asset management planning for the *Municipality*. The CAO is responsible for:

- Overall compliance with asset management policy;
- 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;



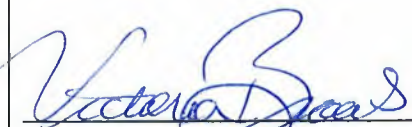
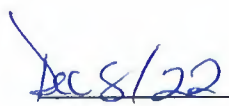
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Department Directors are responsible for leading the adoption of the Asset Management Policy within their departments and for allocating appropriate resources to its implementation and associated requirements. All staff involved in the application of asset management are responsible for observing the requirements of the Asset Management Policy.

Council has overall responsibility on behalf of residents to provide services that the community needs and is willing to pay for. *Council* is responsible to provide services at an appropriate cost while managing long-term risk. *Council* will:

- Approve by resolution the asset management policy and any amendments;
- Approve by resolution asset management plans and budgets;
- Use this policy as key guidance in asset management decision-making;
- Ensure this policy is reviewed and/or renewed not later than two (2) years after adoption;
- Undertake any formal community consultation.

Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	November 16, 2022
Date of Passage of current Policy	November 23, 2022
I certify that this Asset Management Policy A-088-20 was adopted by Council as indicated above.	
 _____ Chief Administrative Officer	 _____ Date

Date last reviewed by Council: November 23, 2022

Date last amended: November 10, 2022



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Amendment Log

Date	Amendment Description
11/10/2022	<ul style="list-style-type: none"> - Part 2: removed last sentence in "Asset" definition - Section 3.1: added the following: <ul style="list-style-type: none"> • Subdivision By-law • Recreation Strategic Plan • Physical Activity Plan • MODY Accessibility Plan • Cape Forchu Master Plan • Lake Milo Active Transportation Master Plan - Section 5.2: removed natural assets in last sentence - Section 5.3: added second and third paragraph - Section 5.4: removed title and adding paragraph to Section 5.3 - Part 6: added "any" to "Undertake any formal community consultation."