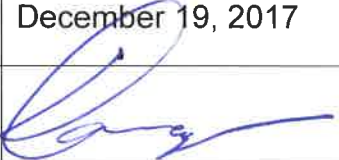
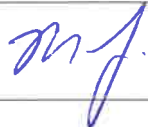




OFFICIAL VILLAGE OF RYLEY POLICY

SECTION: Council	POLICY NUMBER: 2017-12-19
SUBJECT: Asset Management	DATE REVISED: N/A
REPLACES: New	REVISION NUMBER:
APPROVAL	
DATE APPROVED: December 19, 2017	RESOLUTION NUMBER:
MAYOR: 	CAO: 

1.0 Council Asset Management Policy 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 policy, defined as “the application of sound technical, social and economic principles that considers present and future needs of users, and the service from the asset.” To guide this organization, the following policy statements have been developed.

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



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 goals for the community is a safe, livable, sustainable and economically vibrant community underpinned by well-managed and maintained infrastructure assets. *"Ryley is a growing, vibrant, family oriented community that celebrates it's cultural diversity. Our innovative and environmentally progressive practices are a legacy for future generations. We are living the life of Ryley."* These assets include but are not limited to efficient transportation networks, safe and reliable collections systems, reliable information technology systems, productive fleets and accessible parks, recreation and civic 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.

This Policy is to articulate Council's commitment to Asset Management, and guides staff using the policy statements. In doing so, this policy also outlines how it is to be integrated within the organization in such a way that it is coordinated, cost effective and organizationally sustainable. This policy also demonstrates to the community that Council is exercising good stewardship, and is delivering affordable services which evolve over time, while the responsibility for guidelines and practices are delegated to staff.

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 decommissioning) associated with budget process.
- Integrate corporate, financial, business, technical and budgetary planning for infrastructure assets.
- Establish organizational accountability and responsibility for asset inventory condition, use and performance.
- Consult with stakeholders 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.
- Consider environmental goals.
- Consider social and sustainability goals.
- Minimize risks to users and risks associated with failure.
- Pursue best practices where available.
- Report the performance of its Asset Management program.

Guidelines and Practices

Policy shall be implemented by staff using accepted industry guidelines and practices (such as those recommended by Municipal Affairs, Federation of Canadian Municipalities, Infrastructure Asset Management Alberta etc.) and staff shall consider the use of an Asset Management Strategy and Asset Management plans.

The Organization will also comply with required capital asset management reporting requirements and integrate the asset management program into operational plans throughout the organization.

Strategic Asset Management plans may be developed for a specific class of assets, or be generic for all assets, and should outline long term goals, processes and steps towards how they will be achieved. The Asset Management plans should be based on current inventories and condition (acquired or derived), projected performance and remaining service life and consequences of losses (e.g. vulnerability assessments). Operational plans should reflect these details. Replacement portfolios and associated financial plans should consider alternative scenarios and risks, as well as include public consultation.

Context and Integration of Asset Management within Organization

The context and integration of Asset Management throughout the organization's lines of business is typically formalized through references and linkages between corporate documents. Where possible and appropriate, Council and staff will consider this policy and integrate it in the development of corporate documents such as:

- Municipal Development Plan
- Strategic Plan
- Financial Plan

A handwritten signature in black ink, appearing to read 'T.M. M.J.', located in the bottom right corner of the page.

- Capital Budget Plan
- Operational Budget Plan
- Recreation Plan
- Facility Plan
- Design Criteria and Specifications
- Annual Reports
- Infrastructure service and replacement plans

4.0 Key Roles for Managing the Asset Management Policy

Village policies are approved by Council. While staff, public and other agencies may provide input on the nature and text of the policy, Council retains the authority to approve, update, amend or rescind policies.

Role: Identification of issues, and development of policy updates
Responsibility: Council and staff

Role: Establish levels of service
Responsibility: Council, Staff and Public

Role: Exercise stewardship of assets, adopt policy and budgets
Responsibility: Council

Role: Implementation of Policy
Responsibility: Chief Administrative Officer and Staff

Role: Development of guidelines and practices

Responsibility: Chief Administrative Officer and Staff

Role: Ongoing review of policies

Responsibility: Council and Chief Administrative Officer

DEC 20 2017

Date



Mayor



Chief Administrative Officer

