

# COUNTY OF ST. PAUL NO. 19

*Our Mission - To create desirable rural experiences*



## ADM-24 Asset Management Policy

Department: Administration

### POLICY OBJECTIVE:

The purpose of this policy is to ensure that the County of St. Paul implements asset management practices that enables a coordinated, cost effective and organizationally sustainable approach across all County of St. Paul to:

- Achieve the Council's vision of becoming "the leader in rural success"
- Ensure long-term sustainability and to demonstrate fiscal stewardship.

### POLICY STATEMENTS:

#### 1.0 Scope

- 1.1 This policy applies to the lifecycle management activities of physical assets that are owned by the County of St. Paul, which may have a material impact on the capital and/or operating budget. This policy is the bridge between the Organizational Strategic Plan and the Asset Management Strategy.

#### 2.0 Definitions

- 2.1 The following words shall have the intended meanings as follows:

- (a) **Asset** means a physical object that is a significant economic resource and provides the delivery of a program or service;
- (b) **Asset Maintenance** means the regular activities conducted to keep an asset functioning in its intended state. Maintenance activities are not capital investments;
- (c) **Asset Management** means the process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources;
- (d) **Asset Renewal** means the refurbishment or major maintenance of an asset that represents a capital investment and substantially extends the life of an asset;

- (e) **Asset Replacement** means the replacement of an asset that represents a capital investment;
- (f) **Life-cycle** means the time interval that commences with the identification of the need for an asset and terminates with the disposal of the asset;
- (g) **Long-term Financial Plan** means a plan that documents the process of aligning financial capacity with long-term service objectives; and
- (h) **Tangible Capital Asset** as per the County's Tangible Capital Asset (TCA) Policy ADM-57 means non-financial assets having physical substance that are acquired, constructed or developed, including land, land improvements, roads, buildings, vehicles, equipment, water mains, sewer mains, and capital assets acquired by capital lease or through donation, which meet or exceed thresholds set out within that policy;

### 3.0 Principles

3.1 The following principles shall guide the County's Asset Management practices:

- (a) **Asset Acquisition:** Decisions to acquire new assets will be based on an understanding that the asset supports the long-term goals of the community and that the full life cost of ownership has been considered and incorporated into future operating and financial plans;
- (b) **Asset Disposal:** The utilization and function of all assets will be considered periodically together with the cost of operating and maintaining. Assets will be disposed of where it is determined that community resources can be applied to other uses with greater benefit;
- (c) **Asset Maintenance:** For each asset, efficient maintenance strategies will be implemented that considers sustaining the desired service levels and seeks to minimize risk and the life cycle cost of ownership;
- (d) **Asset Renewal/Replacements:** Decisions to renew or replace an asset will consider risk (probability and consequences of asset failure), life cycle cost and the impacts to the level of service;
- (e) **Forward Looking** the County of St. Paul shall operate in a manner that accounts for the financial effects on future generations and considers changing community circumstances and external economic risks to ensure a vibrant community for generations to come;
- (f) **Funding for Asset Renewals/Replacements:** A long term financial plan will be maintained which considers the renewal and replacement of existing infrastructure and the impact to taxation and user fees. The timing for asset renewal/replacement will balance risk with cost and levels of

service. The long-term financial plan will identify how asset renewals/replacements will be financed, whether be it through current revenues, reserve funds or borrowing;

- (g) **Operations Efficiency** the County of St. Paul will manage the assets in a manner that ensures that public resources are put to the best possible use and that full cost of asset ownership is considered in decision making; and
- (h) **Service** the County of St. Paul shall operate and manage the assets to ensure service delivery to the community in a manner that considers quality of life, long term costs and risks.

#### **4.0 Responsibilities**

4.1 Council shall have the following responsibilities:

- (a) Approves Asset Management strategies and plans, as required, alongside strategic planning; and
- (b) Approves asset funding through the annual budget.

4.2 The Corporate Asset Management Steering Committee shall have the following responsibilities:

- (a) be appointed by Senior Management and consist of a minimum of one representative from each department with asset ownership as well as one representative of the Planning Department, and one representative from Communications;
- (b) Provide a forum for discussion of asset management strategy, integration and best practices; and
- (c) Leads the development of corporate asset management tools and practices and oversees their application across the organization.

4.3 The Departmental Asset Management Owners shall have the following responsibilities:

- (a) Completing Asset Management functions;
- (b) Creating and implementing Asset Management Strategies;
- (c) Creating and implementing Asset Management Plans; and
- (d) Liaising with Corporate Finance on financial matters.

4.4 Corporate Finance shall have the following responsibilities:

- (a) Stewardship of the financial assets and records;
- (b) Providing financial direction to the departments.

## **5.0 Reference Documents**

5.1 The following documents provide useful reference material:

- (a) County Tangible Capital Assets Policy
- (b) County Strategic Plan;
- (c) County Vision/Guiding Principle; and
- (d) Building Community Resilience through Asset Management.