

AGENDA
COUNCIL COMMITTEE MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK
September 14, 2021
9:00am
*** via GoToMeeting*

1. Approval of Agenda
2. Asset Management Policy
3. Closed
 - a) Statutory Holiday - National Day for Truth and Reconciliation – FOIP Sec 17
 - b) 2021 SASCI Grant Writer – Additional Information – FOIP Sec 19
 - c) 2022 Budget – FOIP Sec 17
4. Adjournment



MD OF PINCHER CREEK NO. 9

CORPORATE POLICY

A-ADMIN-004

TITLE: Asset Management Policy

Approved by Council

Date: *Pending*

Revised by Council

Date:

PURPOSE OF POLICY

The purpose of this policy is to outline the fundamental Asset Management (AM) principles for the MD of Pincher Creek. These principles will guide the development of an Asset Management Plan that will assist management and Council in achieving its vision of managing growth and preserving our natural environment through sound decision making.

The policy will also demonstrate commitment to AM by providing clarity on the roles and responsibilities of everyone involved to ensure AM has a proper implementation plan.

POLICY STATEMENT

1. The Municipal District of Pincher Creek provides a wide range of services to the community that require the ownership and responsible operation, maintenance and rehabilitation of physical assets including transportation, bridges, buildings, water distribution, wastewater collection/treatment, vehicles/equipment, and land/land improvements. AM is an integrated approach, involving all MD of Pincher Creek departments, delivering value to the community through the effective management of existing and new infrastructure assets.
2. The intent of AM is to allow the MD of Pincher Creek to maximize the value of our assets to our community. This is done by managing assets in a way that allows the MD of Pincher Creek to provide a desired levels of service while mitigating the associated risks at the lowest possible life cycle costs.

DEFINITIONS


3. To set guidelines for implementing consistent AM processes within the municipality the following terms are used within this policy and are defined as:
 - a. **Asset Management**: an integrated, lifecycle approach to effective stewardship of infrastructure assets to maximize benefits, manage risk and provide satisfactory levels of service to the public in a sustainable manner.
 - b. **Asset**: Any item, thing or entity that has potential or actual service value to an organization. The value can be tangible and financial or non-financial.*

- c. **Levels of Service:** Are the parameters, or combination of parameters, that reflect the social, political, environmental and economic outcomes that the organization delivers. The parameters can include safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost and availability.
- d. **Life Cycle Cost:** Is the sum of the acquisition cost and ownership cost of a product over its life cycle — it reflects the evolution of a system, product, service, project or other human-made entity from conception through retirement.
- e. **MD:** Municipal District of Pincher Creek No. 9
- f. **Replacement:** Refers to the complete replacement of an asset that has reached the end of its [useful] life so as to provide a similar or agreed upon level of service.
- g. **Rehabilitation:** Refers to works to rebuild or replace parts or components of an asset to restore it to the required functional condition and extend its life. This could also incorporate some modification.
- h. **Senior Management:** All Director and Management level positions within the MD of Pincher Creek.
- i. **Sustainability:** Is meeting the needs of the present without compromising the ability of future generations to meet their own needs (Environment and Climate Change Canada). Achieving sustainability means making sure we are making the right decisions today that will have a positive effect in the long term. The three main pillars of sustainable development include economic growth, environmental protection, and social equity.
- j. **Triple Bottom Line:** Expands on the traditional view of an organization's financial bottom line by measuring 1) social factors, 2) economic impact to the community, and 3) environmental factors, and committing to include all dimensions in decision-making.

* This definition is different from how an “asset” is defined in other financial policies.

SCOPE

4. The wide variety of infrastructure owned by the MD of Pincher Creek plays a key role in supporting the quality of life to everyone visiting and residing here. Our list of services include:

<u><i>Service Provided</i></u>	<u><i>Assets Supporting that Service</i></u>
 Transportation	Gravel Roads, Paved Roads, Runways, Texas Gates
 Bridges	Structural Bridges, Culverts
 Buildings	Municipal buildings, Shops, Airport, Sheds, Quonsets
 Water Distribution	Water Intake, Water Treatment Plant, Water Pipelines, Reservoirs, Pump Stations, Meters, Standpipes, Hydrants, Water Valves
 Wastewater Collection/Treatment	Lagoons, Wastewater Pipelines, Lift Stations, Aerators
 Fleet/Machinery & Equipment	Trucks, Graders, Plows, Construction Equipment
 Land/Land Improvements	Vacant Land, Parks/Playgrounds/Pathways, Utility ROW Land, Environmental Reserve, etc.

PRINCIPLES

5. The following outlines fundamental AM principles that will be developed over time and implemented across all MD of Pincher Creek departments.

a. Fiscal responsibility

- i. The MD will take an approach to service delivery that will be financially achievable over the long term. Decision making will take into account the entire life cycle cost of assets instead of just initial purchase price.
- ii. Developing prioritized capital investment plans that reflect Council/community expectations will allow the MD to meet the desired service levels.
- iii. Using these approaches to create a repeatable capital budgeting process that will allow for consistent levels of service across departments.

b. Innovation and continuous improvement

- i. The MD views continual improvement as a vital part of our AM approach and will focus on driving innovation in the development of tools, techniques and solutions. The municipality will monitor and periodically review the effectiveness of AM processes and the wider AM system in supporting the delivery of strategic objectives, and will make adjustments as required.
- ii. Continuing education of Asset Management Team members, staff and Council will provide the opportunity for growth as new techniques and strategies develop in the Asset Management Community.

c. Integrated Decision Making

- i. Integrate decision making processes to include all departments. Recognizing that assets are interconnected and decisions on one asset may affect multiple departments. Considering assets as part of the larger service delivery of the MD as a whole, rather than in silos.

d. Long-term sustainability and environmental adaptability

- i. The MD will consider the needs of both the current and future generation when making decisions. AM decision making will be done using the Triple Bottom Line approach which takes into account the potential environmental, economic, and social impacts of a decision.

e. Service delivery to customers

- i. The MD will clearly define level of service objectives that balance community expectations and regulatory requirements with risk, affordability, environmental sustainability, and available resources.

- ii. The MD will monitor and periodically review those levels of service objectives to ensure that they meet Council expectations and other strategic objectives.
- iii. The MD will ensure transparency and accountability on service delivery. This will include regular communications with Council and the public to share information on service performance and asset conditions.

RESPONSIBILITIES

6. AM is a municipal responsibility that involves all staff and members of Council in the effective implementation of sustainable service delivery.

a. Council is responsible for:

- i. Approving the Asset Management Policy and future updates.
- ii. Allocation of resources and capital decisions through the budget process.
- iii. Defining key level of service expectations for the Asset Management Plan to implement.
- iv. Providing governance and direction for the delivery of the organization's Asset Management Strategy.

b. The Chief Administrative Officer has overall responsibility for:

- i. Leading implementation of the Asset Management Plan across the MD.
- ii. Ensuring the Asset Management Plan maintains its cohesiveness with other Municipal initiatives and strategies.
- iii. Attend regular meetings with the Asset Management Team to provide accountability and continual improvement.

c. Senior Management has the responsibility of:

- i. Ensuring AM practices are adopted by staff within their respective departments.
- ii. Assisting CAO in the implementation of the Asset Management Plan.
- iii. Attending AM check-in meetings to review/approve work and provide feedback on AM processes.

d. Asset Management Team has the responsibility of:

- i. Developing specific AM practices for the MD.
- ii. Developing a consistent decision making process that aligns with Council expectations of level of service.
- iii. Assessing current asset information and performance measures, developing preferred methods, and following through with Asset Management Plan Implementation in daily activities

- e. **Staff has the responsibility of:**
 - i. Adopting AM practices into day-to-day activities.

ASSET MANAGEMENT CONNECTIONS

- 7. Related Documents:
 - a. MD of Pincher Creek Budget
 - b. MD of Pincher Creek Infrastructure Master Plan
 - c. MD of Pincher Creek Asset Management Strategy
 - d. MD of Pincher Creek TCA Policy (Policy C-FIN-524)
 - e. ISO 55000 Series Standard for Asset Management
 - f. MD of Pincher Creek Vision/Mission Statement

CONTINUOUS IMPROVEMENT

- 8. This policy has a life of five years. It will be reviewed in 2026.
 - a. However, AM is an ongoing process and other key documents may be added to and updated on a periodic basis as training and education provide further understanding of best practices.

Brian Hammond
Reeve

Troy A. MacCulloch
Chief Administrative Officer