



Administrative Policy #2023-02

Asset Management Policy

1. PURPOSE:

The Town of Digby is committed to the long-term sustainability of our infrastructure. This policy provides for a transparent and accountable process to demonstrate the legitimacy of decision-making which combines strategic plans, budgets, service levels and risks.

This asset management policy formalizes our commitment to asset management. The principles in this asset management policy will guide future decisions on services and infrastructure.

2. STRATEGIC ALIGNMENT:

The principles in this asset management policy and our asset management planning will align with our Municipal Planning Strategy, Strategic Plan Objectives, Municipal Climate Change Action Plan and Accessibility Plan.

3. SCOPE:

This policy applies to assets owned and managed by our municipality. The Digby Area Recreation Commission (DARC) manages the Arena with representation from council to provide input on asset management decisions by DARC. The Smith's Cove wastewater treatment plant is jointly owned by the Town and the District of Digby with joint decision-making responsibility for capital investment and sole decision-making responsibility for operations. The solid waste facility is jointly owned by the Town and the District of Digby with joint decision-making responsibility for capital investment. Sole decision-making responsibility for solid waste operations lies with the District.

4. PRINCIPLES:

4.1 Service Delivery to Customers

Our Municipality will have clearly defined levels of service and apply asset management practices to maintain the confidence of customers in how the Town's assets are managed. The Town will carefully weigh the benefits and costs of increasing or decreasing levels of service, as well as regulatory requirements before making investment decisions. Staff will provide regular communications to council to share information on cost-of-service delivery and potential impacts to capital financing plans.

4.2 Holistic Approach:

Our municipality 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. Decisions will consider long-term service delivery for all asset groups.

4.3 Long term Sustainability and Resilience:

Our municipality's asset management decision-making will consider the needs of both current and future generations and potential challenges associated with changing community demographics and expectations related to service delivery. Decisions will consider the impacts of climate change on our infrastructure in asset management planning and service delivery.

4.4 Fiscal Responsibility and Asset Management Decision-Making:

Our long-term financial projections for revenue and expenditures related to both current and planned infrastructure needs will be considered in the annual budgeting process along with funding requirements and available reserve funds. Decisions are based on balancing service levels, risks and affordability.

4.5 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 by maintaining and updating and asset management roadmap and workplan.

5. ROLES AND RESPONSIBILITIES

Council is responsible for:

- Approving 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.
- Approval of funding and resources to implement the AM policy and associated requirements.

The CAO is responsible for leading implementation of the AM policy across the Municipality, supported by capital projections developed by the Director of Finance and Director of Public Works.

All staff involved in the application of asset management are responsible for observing the requirements of the AM policy.

6. OTHER

This policy will be reviewed from time to time and can be changed because of experience or new knowledge but shall be reviewed no later than five (5) year from the date of adoption.

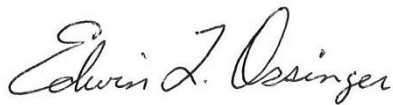
Clerk's Annotation for Official Policy Book

Date of Notice: February 21, 2023

Date of adoption: March 6, 2023

Policy effective date: March 7, 2023

I certify that this **Administrative Policy # 2023-02 Asset Management Policy** was adopted by Council as indicated above.



March 7, 2023

Clerk

Date