

# *Rural Municipality of Heart's Hill No. 352*

405 Grand Avenue  
Box 458      Luseland, Saskatchewan      S0L 2A0  
Phone 372-4224      E-mail [rm352@sasktel.net](mailto:rm352@sasktel.net)      Fax 372-4770

## **11.1 ASSET MANAGEMENT PLAN POLICY**

*(Resolution 77/18, passed April 13, 2018)*

### **PURPOSE:**

The purpose of this policy is to set guidelines for implementing consistent Asset Management processes throughout the Rural Municipality of Heart's Hill No. 352.

### **SCOPE:**

This policy applies to all officers, employees and contractors of the Rural Municipality of Heart's Hill No. 352.

### **OBJECTIVES:**

To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service to the general public and the environment.
- Safeguarding infrastructure assets including physical assets and employees by implementing appropriate Asset Management strategies and appropriate financial resources for those assets.
- Creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an Asset Management awareness throughout the Municipality by training and development.
- Meeting legislative requirements for Asset Management, thereby maximizing the opportunity for grants and funding.
- Ensuring resources and operational capabilities are identified and responsibility for Asset Management is allocated.
- Demonstrating transparent and responsible Asset Management processes that align with demonstrated best practice.

### **POLICY:**

Asset Management practices impact directly on the core business of the Municipality and appropriate Asset Management is required to achieve our strategic service delivery objectives.

Adopting Asset Management principles will assist in achieving a Strategic Long-Term Plan and Long Term Financial Objectives.

Sustainable Service Delivery ensures that services are delivered in a socially, economically and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.

Sound Asset Management practices enable Sustainable Service Delivery by integrating ratepayer values, priorities and an informed understanding of the trade-offs between risks, costs, and service performance.

**PRINCIPLES:**

The Municipality's Sustainable Service Delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, renewal, upgrade, and disposal of capital assets by:

1. Ensuring that the Municipality's capital assets are provided in a manner that respects financial, cultural, economic, and environmentally sustainability;
2. Meeting all relevant legislative and regulatory requirements;
3. Demonstrating transparent and responsible Asset Management processes that align with demonstrable best-practices;
4. Implementing sound Asset Management plans, strategies and providing sufficient financial resources to accomplish them by:
  - a. Asset Management plans will be completed for all major asset and service areas.
  - b. Expenditure projections from Asset Management Plans will be incorporated into the Municipality's Long Term Financial Plan.
  - c. Regular and systematic reviews will be applied to the Asset Plans to ensure that assets are managed, valued, and depreciated in accordance with appropriate best practice.
  - d. Regular inspection will be used as part of the Asset Management process to ensure agreed service levels are maintained and to identify asset renewal priorities.
  - e. Asset renewals required to meet agreed service levels and identified in adopted Asset Management Plans, and when applicable long term financial plans, will form the basis of the annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented.
  - f. Future life cycle costs will be reported and considered in all decisions relating to new services and assets and the upgrading of existing services and assets.
  - g. Future service levels with associated delivery costs will be determined in consultation with ratepayers.
  - h. Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated;
  - i. Creating a corporate culture where all employees play a part in the overall care of the Municipality's assets by providing the necessary awareness, training, and professional development; and
  - j. Providing those we serve with the services and levels of service for which they are willing to and able to pay for.

**RELATED DOCUMENTS:**

Asset Management Strategy  
Asset Management Plans  
Annual Budget  
Five Year Capital Asset Financial Plan

**RESPONSIBILITY:**

Councilors are responsible for adopting the policy, allocating resources and providing high level oversight of the delivery of the Municipality's Asset Management strategy and plans. The Council is also responsible for ensuring that the Municipality's resources are appropriately utilized to ensure sustainable service delivery.

The Administrator has the overall responsibility for developing an Asset Management strategy, plan and procedures and reporting on the status and effectiveness of the Asset Management plan within the Municipality.

**REVIEW DATE:**

This policy has a life of four (4) years or less, at the discretion of the current Council. It will be reviewed in March 2022.

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Reeve

Adoption Date

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Administrator**AUTHORITY:**

Resolution: 77/18