

<p align="center">THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</p>	<p align="center">AM – 6.6.3</p>
<p>Section Financial Administration</p>	<p>Subject Asset Management Policy</p>

1. APPLICATION / PURPOSE

The Municipality of the County of Annapolis (the Municipality) is committed to long term planning that provides guidance to council and staff on identifying priorities, managing risks and meeting public expectations on service delivery. It provides for a transparent and accountable process to demonstrate the process of decision-making which combines strategic plans, budgets, service levels, and risks.

The Municipality provides a variety of services to its residents that require physical and / or natural assets such as water/wastewater infrastructure, roads, land, buildings, and equipment. The Municipality is responsible for their sustainable operation, maintenance and renewal to provide these services.

Asset Management is an integrated approach involving all municipal departments to effectively manage existing and new assets. The intent is to maximize benefits, reduce risk and provide satisfactory levels of service to the community in a sustainable manner. Good asset management practices are fundamental to achieving sustainable communities.

2. AUTHORITY FOR POLICY

Public Procurement Act (2011), as amended

3. POLICY INTENT

The intent of this policy is to:

- Document the County's commitment to asset management and the continuous improvement of its asset management practices;
- Establish the principles that Council and Administration will follow to implement the asset management system; and
- Provide guidance to Administration on short, medium, and long-term asset management activities.

4. SCOPE

This policy applies to all assets owned and managed by our municipality including buildings and facilities, roads, water and sewer utilities, internet and telecommunication resources, fleet vehicles, equipment, land, and other tangible capital assets.

5. GUIDING PRINCIPLES

Decision making as it relates to asset management will be guided by the following principles:

- **Service Delivery to Residents** - The Municipality will have defined levels of service and apply asset management practices to maintain the confidence of residents in how our assets are managed. Further, The Municipality will monitor and periodically review level of service objectives to ensure they meet or support community and Council expectations and other strategic objectives.

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- **Comprehensive Approach** - The Municipality will take an integrated approach to all infrastructure decisions, maximizing value to the community in a larger service delivery context and considers more than the individual asset. Decisions on the replacement, renewal and acquisition or construction of assets will involve all stakeholders.
- **Long-Term Sustainability** - The Municipality will consider the needs of both current and future residents when making asset management decisions. These considerations will include the impacts of climate change, changing community demographics, asset life-cycle and future expectations related to service delivery.
- **Fiscal Responsibility** – The Municipality will consider the full life-cycle costs including construction, operation, maintenance and renewal of assets in budgeting and financial planning. We will prioritize practices, operational procedures and interventions that will reduce life-cycle costs of our assets while satisfying defined levels of service.
- **Continuous Improvement** – To ensure Council is supported in making well-informed decisions we will support asset management awareness and training for staff and council in accordance with their respective roles and responsibilities. The Municipality will continue to improve the quality and consistency of our asset data and work to integrate this information with our decision making process.

6. ROLES AND RESPONSIBILITIES

Municipal Council has overall responsibility on behalf of residents to provide services that the community needs and are willing to pay for while managing long-term risk. Municipal Council is responsible for:

- Approving by resolution the asset management policy and any amendments;
- Approving by resolution asset management plans and budgets;
- Using this policy as key guidance in asset management decision making; and
- Ensuring this policy is reviewed once every other fiscal year (commencing in 2021-22).

<p align="center">Municipal Clerk’s Annotation for Official Policy Book</p>	
<p align="center">I certify that this policy was adopted by Municipal Council as indicated below:</p>	
<p><i>Seven (7) Day Notice</i>.....</p>	<p align="right">May 14, 2019</p>
<p><i>Council Approval</i></p>	<p align="right">May 21, 2019</p>
<p align="center"><i>Carolyn Young</i> Municipal Clerk</p>	<p align="center">May 21, 2019 Date</p>
<p align="center">At Annapolis Royal Nova Scotia</p>	