

	POLICY	NO.	1001
	POLICY TITLE: ASSET MANAGEMENT CHAMPION APPOINTMENT	EFFECTIVE DATE:	17-12-2020
		REVISION LETTER:	B
		FINAL APPROVAL	RESOLUTION 214-20 296-20

1.0 PURPOSE

- 1.1 To ensure that the **Rural Municipality of Beaver River No. 622 (RM)**:
- a) Establish a formal Asset Management (AM) Champion to work with the AM Consultant and the AM Committee to ensure completion of the municipality's AM Plan. This in accordance with Federal Canadian Municipalities Readiness levels and the federal, along with provincial mandates.

2.0 DEPARTMENT(S) AFFECTED (SCOPE)

- 2.1 Department(s) Affected: **Asset Management Department**

3.0 POLICY

3.1 Policy Principals:

1. The following individual have been appointed as the Asset Management Champion through this policy adopted by resolution of Council.

4.0 DEFINITIONS

4.1 Definitions include:

For consistency, terminology in all official asset management documents shall be consistent with ISO 55000:2014(E) – International Standard for Asset Management

“Asset”: Item, thing or entity that has potential or actual value to an organization. Value can be tangible or intangible financial or non-financial and includes consideration of risks and liabilities.

“Asset Management”: the application of sound technical, social, and economic principles that considers present and future needs of users, and the service from the asset. Refers to any system that monitors and maintains things of value to an entity or group. It may apply to both tangible assets and to intangible assets.

“Asset Management Strategy”: is a high level but very important document that guides the overall asset management activities within an organization. Being a strategy, it is meant to explore long term issues and ensure that the overall plan is linked to key "strategic" issues of the organization.

“Asset Management Plan”: (AMP) is a tactical plan for managing an organization's infrastructure and other assets to deliver an agreed Level of Service. This documented information that specifies the activities, resources, and timescales required for an individual asset, or grouping of assets, to achieve the organization's asset management objectives.

5.0 RESPONSIBILITIES

- 5.1 The Administrator is responsible for ensuring compliance to this policy.
- 5.2 Council shall review all policies for compliance and effectiveness of the policies.



6.0 IMPLEMENTATION

6.1 Asset Management Champion appointment:

- a) Appointment to the Asset Management Champion is for two (2) year increments.
- b) The individual appointed to be the AM Champion has agreed to actively participate in the discussions, exercises, and implementation protocols to achieve the **RM's** AM Plans and is active member of the Asset Management Committee.
- c) To attend Asset Management Committee meetings are held at minimum once per month, unless altered by resolution from Council. Alterations may include a reduction of the meeting amounts (i.e., delayed meetings due to standard farming practices, pandemics, and other acts of God).
- d) Champion members are allowed to miss a maximum of three (3) committee meeting within their appointment on the AM Committee.

6.2 Reporting:

- a) The Administrator, or their delegate, shall maintain meeting minutes of each Asset Management Committee meeting to demonstrate municipal transparencies and discussion of items for higher achievement of task execution for the Asset Management Committee.
- b) These reports are presented back to the chair of the Committee and the chair reports back to Council at the next regularly scheduled Council meeting.
- c) The AM Consultant shall receive a copy of these meeting minutes for inclusion in the yearly AM Level Plan package.

6.3 Appointment:

- a) The following individual is appointed to be the AM Champion:

NAME OF INDIVIDUAL	POSITION
	Administrator

7.0 DOCUMENT APPROVAL

ROLE	POSITION	NAME OF THE APPROVER	DATE APPROVED
AUTHOR	Northbound Planning	RM Council	07/14/2020
OWNER	Administrator	Nicole Neufeld	07/15/2020
FINAL APPROVER	RM COUNCIL	RESOLUTION # 214-20	12/17/2020

8.0 REVISION HISTORY

EFFECTIVE DATE	REVISION LETTER	DOCUMENT AUTHOR	DISCRIPTION OF CHANGE
07/14/2020	A	Northbound Planning	INITIAL RELEASE
12/17/2020	B	Northbound Planning	Additions: Resolutions, Editing and completing the Policy

