	<b>POLICY</b>	<b>NO.</b>	<b>1003</b>
	<b>POLICY TITLE:</b> <b>APPOINTMENT OF THE ASSET  MANAGEMENT COMMITTEE  (AMC) POLICY</b>	<b>EFFECTIVE DATE:</b>	<b>12-17-2020</b>
		<b>REVISION LETTER:</b>	<b>B</b>
		<b>FINAL APPROVAL</b>	<b>RESOLUTION <del>214-20</del> 296-20</b>

**1.0 PURPOSE**

- 1.1 To ensure that the **Rural Municipality of Beaver River No.622 (RM)**:
- a) The Asset Management Committee (AMC) is integral to ensuring the Municipalities undertakes asset management activities as a corporate responsibility. The appointments are key in shaping how the AMC will aid in more informed decision-making abilities the **RM** have.
  - b) The Council, Administrator and Other departments as required; membership ensures a whole-of-organization view to ensure the **RM's** assets are managed in a systematic, efficient, and coordinated manner. This ensures the assets meet the required level of service in the most cost-effective manner for present and future users. The continuing role of this Committee is important in implementing, monitoring, and reporting on the corporate approach to asset management.
  - c) The appointment is for one-year term and will be appointed upon every Jan of the year in question in accordance with Section 81 of "The Municipalities Act".

**2.0 DEPARTMENT(S) AFFECTED (SCOPE)**

2.1 Department(s) Affected: **ALL DEPARTMENTS OF THE RM**

**3.0 POLICY**

3.1 **Policy Principles:**

The AMC is integral to ensuring the Municipalities undertakes asset management activities as a corporate responsibility. The **RM's** will try incorporating ISO 55000 group along with ISO 31000 principals to better extend and have better expectation on asset life cycles, budgeting, use of public funds and risks that Council endure.

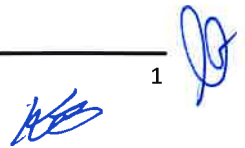
**4.0 DEFINITIONS**

4.1 The following terms are defined as such but limited too:

*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.

**“Level of Service”:**

Parameters or a combination of parameters, which reflect social, political, environmental, and economic outcomes that an organization delivers from their assets.

**“Life Cycle”:**

Phases involved in the management of an asset.

**“Line of Sight”:**

This alignment (or line of sight) focuses the entire organization on the same strategic goals. It lines up the value the asset is expected to produce with the financial business objectives of the organization.

**“Service Life of an Asset”:**

is the total period during which it remains in use, or ready to be used, in a productive process.

**“Triple Bottom Line”:**

is accounting framework method that asks you to see beyond the traditional bottom line of business to the profits that your business makes socially, environmentally, and economically. Measuring your business using the Triple Bottom Line is one of the best markers of how sustainable your business is.

**“Useful Life”:**

is the period of time (or total amount of activity) for which the asset will be economically feasible for use in a business. In other words, it is the period of time that the business asset will be in service and used to earn revenues.

**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 - PROCEDURE**

- 6.1 In undertaking these responsibilities, the **AMC** will:

1. Implement an Asset Management Framework (AMF);
  2. Implement a **RM**-wide strategic asset management system that delivers cost effective, sustainable, systematic, and coordinated management of its physical assets;
  3. Ensure that the responsibility for all asset management activities is assigned within the organization and that skill levels are sufficient to achieve the required results;
  4. Ensure that the information flow for financial planning and reporting is in place;
  5. Ensure the delivery of the Asset Management Plan (AMP) and the Asset Implementation Plans (AIPs);
  6. Provide leadership to set the direction and priorities for the development of the Town's asset management capabilities.
- b) In the above responsibilities, the Committee's tasks will include:
1. Endorsement and regular review of the **RM's** Asset Management Policy, Objectives, Strategy and Plans;
  2. Review and respond to the annual AMF Audit and the asset performance reports;
  3. Review and approve the **RM's** Asset Management Plan (AMP) and its associated Asset Implementation Plans (AIPs)
    - i. Capital Investment Plan
    - ii. Maintenance Plan
    - iii. Reserve Land Management Plan
    - iv. Facilities Operations Plan
    - v. Infrastructure Operational Plan
    - vi. Road Maintenance/ Operational Plan
  4. Consistently implement enablers and controls that support decision making and efficiency of service delivery which govern investment in new assets, renewal of existing assets and the disposal of surplus/ aged assets;
  5. Development of targets for the Town's assets in order to measure its performance;
  6. Aligning and integrating asset management planning with strategic and corporate planning cycles to enable and support the achievement of the **RM's** Asset Management Policy.
- c) **Delegations:**
1. In order to meet its responsibilities, the AMC has been delegated by Reeve and Council to be a part of approving new projects and changes to budgets provided such variations remain within annual budget as approved by Council.
  2. Project variations which cannot be accommodated within the annual budget as approved by Council must be referred by the AMC to the Reeve and Council for consideration.
- d) **Membership:**
1. The membership of the AMC will consist of:

- i. Minimum of 2 councillors from current council;
- ii. Administrator of the town;
- iii. Consultant as chosen by the RM;
- iv. Department Members (if available)

e) **Invitees:**

- 1. The AMC may invite any person or persons, to assist in its deliberations either for particular items or for whole meetings.

6.3 **Reporting:**

- 1. The AMC reports via the Chair to the Council of the RM.
- 2. The AMC will provide a report to the Administrator following each meeting.

6.4 **Review of the Committee:**

- 1. The AMC will review its functions and performance at a minimum every two years.

6.5 **Frequency of Meetings:**

- 1. The AMC will meet as required.

6.6 **Quorum:**

- 1. The quorum of the AMC is the majority of the members of the AMC and is required for meetings of the AMC

**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