

PURPOSE

The Municipality of East Hants (the “Municipality”) is responsible for providing a range of services to the community. To deliver these services, the Municipality owns and manages a diverse asset portfolio, including, but not limited to, roads, sidewalks, streetlights, water and wastewater systems, equipment, fleet, land, recreation and cultural facilities, parks, and trails.

Asset management refers to the set of policies, practices, and procedures that allow an organization to realize maximum value from its assets. Asset Management is an integrated approach, involving all municipal departments, to effectively plan for and manage existing and new assets.

The purpose of the Asset Management Policy (the “Policy”) is to:

1. Provide commitment to asset management best practices; and
2. Provide direction to the CAO to manage a corporate asset management program.

The application of this Policy is an important step towards incorporating and aligning the Municipality’s strategic mission, vision, and objectives through its corporate asset management program; and ensuring that critical municipal assets and services are maintained and provided to the community in a consistent, reliable, and sustainable manner.

SCOPE

The Policy applies to all assets owned, managed, and operated by the Municipality, and to all asset activities which directly or indirectly impact the management of the Municipality’s assets.

Where service provision is supported by asset(s) not owned by the Municipality but the Municipality has provided investment in the asset(s), where appropriate, the Municipality will work collaboratively with those asset-owning groups and promote the philosophies outlined in this Policy.

POLICY

POLICY STATEMENT

1. The Municipality is committed to creating, implementing, and continually improving an asset management program to achieve strategic objectives and ensure municipal services are sustainably provided for future generations.

2. Council authorizes the Chief Administrative Officer to manage a Corporate Asset Management Program.
3. The Municipality will adopt and apply industry recognized asset management best practices.
4. Asset management practices will be considered and integrated in the development of Municipal objectives, programs, plans, and budgets.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date and reviewed annually, or sooner if necessary; • Draft new or edit existing policy content; • Be able to interpret and explain policy content; • Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy; • Ensure policy content is relevant and accurate; • Seek and secure approval recommendation of the policy from the Policy Owner; • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary by the assigned Policy Editor; • Be able to interpret and explain policy content; • Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy; • Provide oversight to ensure policy content is relevant and accurate; • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Council	<p>Council will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision; • Support the Asset Management Program; and • Authorize the CAO to maintain oversight over the Asset Management Program.

Title/Role	Responsibilities
Assistant Municipal Clerk	The Assistant Municipal Clerk will: <ul style="list-style-type: none"> Facilitate an annual Policy Review; and, Ensure final approved policies are maintained, stored and posted where appropriate
Employees	The Employees will: <ul style="list-style-type: none"> Support, comply with and participate in asset management program requirements, as outlined in the Asset Management Strategy.

RELATED DOCUMENTATION

Document Name	Document ID	Document Type
Asset Management Strategy		Strategy

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Creation of Asset Management Policy	Manager, Real Estate & Corporate Projects	Director, Corporate Services	Council	November 23, 2022

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.



Kim Ramsay
Municipal Clerk