



## VILLAGE OF SUSSEX CORNER POLICY #2019 – 01 ASSET MANAGEMENT PLAN

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### **PURPOSE**

The Village of Sussex Corner, herein referred to as the Village, provides a wide variety of services to the community. The essential assets that are used to provide the desired level of services to the community are sewer pipes, storm pipes, roads, municipal buildings and facilities. Asset management planning is an integrated approach to:

- Managing existing and future assets in order to provide optimal services to residents;
- Reducing life cycle cost of assets;
- Improving decision making procedures with regards to financial planning; and
- Reducing and mitigating risks associated with assets.

The policy will provide guidance and drive cohesive decision making between Village council and municipal departments to provide the desired level of services to the community.

### **SCOPE**

The policy applies to all physical assets owned by the Village and physical assets that are required to provide services, including municipal buildings and facilities; water and wastewater facilities; sewer pipes; storm pipes; roads; sidewalks and curbs, fleet and recreational land.

### **VISION STATEMENT**

*“The Village of Sussex Corner commits to asset management practices by being proactive in decision making, risk management and providing services to residents in a cost-efficient manner.”*

### **PRINCIPLES**

#### Delivery of Services

- Appropriately manage assets to provide optimal level of services to customers and residents.
- Maintain and assess level of services to ensure the community’s and council’s expectations are met.

#### Long-Term Sustainability and Risk Management

- Utilize long term decision making procedures that consider environmental, social and economic factors impacting assets.
- Evaluate and mitigate the risk associated with assets that may disrupt the intended level of service.
- Evaluate and mitigate, where possible, the climate change impacts and hazards that may disrupt the intended level of service.

### Systematic and Transparency Decision Making

- Determine a consistent approach to managing assets to achieve the intended level of service.
- Make decisions using evidence based information and consider the impacts of the decision prior to establishing a consensus.

### Fiscal Responsibility and Asset Management Decision Making

- Develop and maintain a capital investment plan for short-term and long-term infrastructure renewal.
- Prioritize assets renewal and replacement based on risk profile, including climate change consideration, to ultimately provide the intended level of service.

## **ADMINISTRATIVE PROCEDURES**

To maintain the objectives and principles as listed in this policy, the following will be completed:

- Evaluate the Asset Management governance structure to develop Asset Management practices within the organization;
- Encourage consistent communication among all departments and council on matters related to asset condition, replacement, renewal, and retrofitting;
- Incorporate life cycle costs into asset investment;
- Monitor the performance and effectiveness of the Asset Management plan, policies and principles;
- Evaluate the current level of service provided and make improvements when needed;

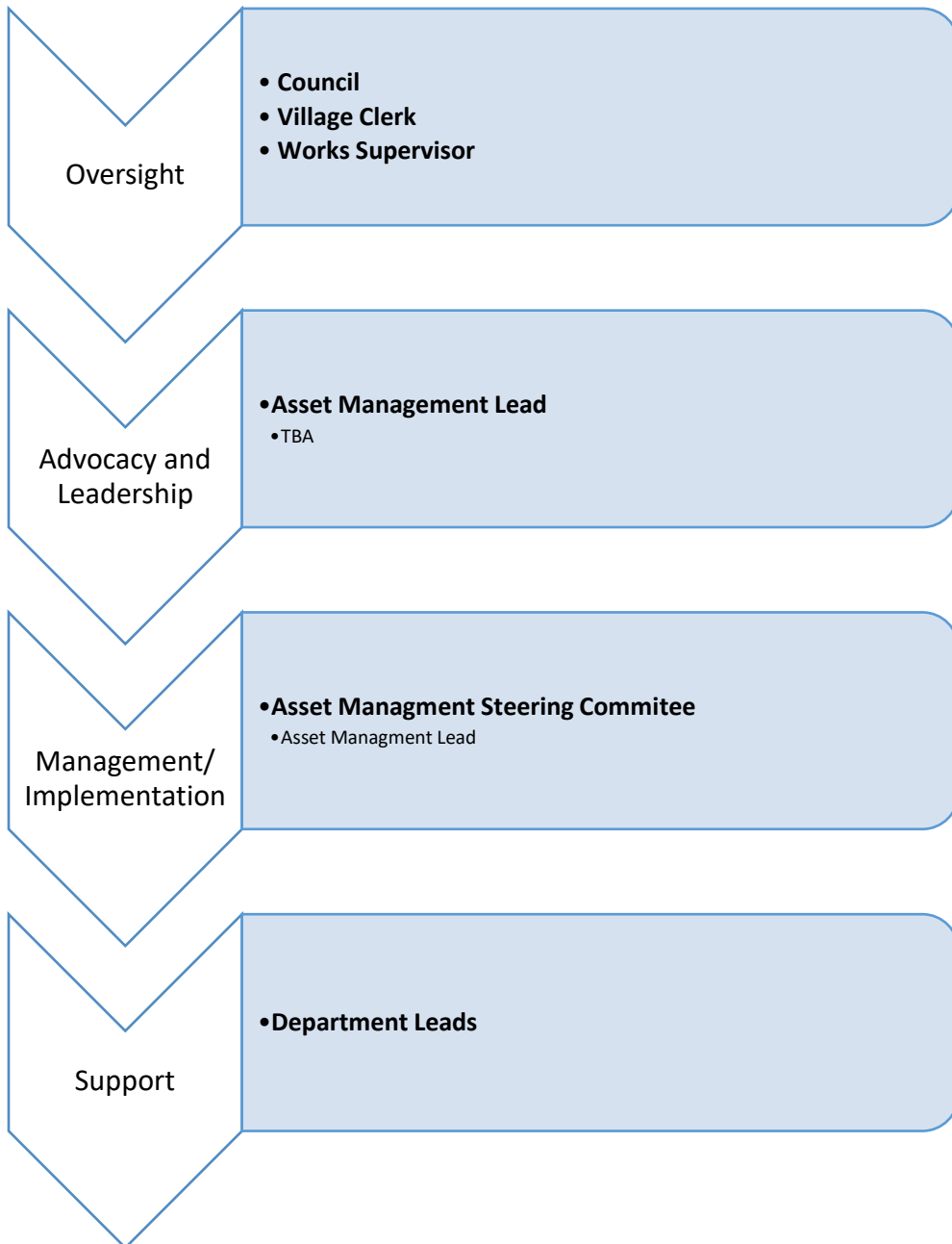
## **GENERAL MAINTENANCE**

In order to be efficient at managing the performance and quality of the Asset Management system, consistent reporting is required to the Asset Management plan and policy. Table 1 highlights the timeline for updating and reviewing documents in the Asset Management system.

**Table 1: Timeline for updating documents and databases pertinent to Asset Management Practices.**

<b>Item</b>	<b>Frequency</b>	<b>Updates</b>
Asset Inventory	Annually	- Adding/ removing infrastructure as necessary based on projects completed; - Updating installation year as necessary based on projects completed; - Updating condition ratings based on condition assessment completed;
Asset Management Policy	5 years or when needed	-Adding/ removing policies, principles as necessary;
Roles and Responsibilities	3 years or when needed	- Updating changes within council and staff; - Updating the Asset Management Structure;

## ROLES AND RESPONSIBILITIES



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### Oversight

The roles of the Council are to:

- Act on behalf of and represent the interests of the community and the organization.
- Review, approve and update the Asset Management policy.
- Set priorities and express the community values to Village staff and department leads.
- Ensure necessary funding is available to support Asset Management elements and practices.

The role of the Village Staff is to:

- Act on behalf of and represent the interests of council.
- Guide the Asset Management steering committee with regards to council's priorities.
- Implement the Asset Management policy within the departments.

### Advocacy and Leadership

The roles and responsibilities of the Asset Management Lead is to:

- Advise and coordinate Asset Management initiatives within the organization.
- Generate solutions to organizational challenges.
- Advocate and support Asset Management within the organization.
- Coordinate information transfer regarding assets between the departments.

### Management and Implementation

The roles and responsibilities of the Asset Management steering committee is to:

- Support the Asset Management practices within the organization.
- Provide direction and coordination to implement Asset Management practices and tools within the municipal departments.
- Monitor the progress and performance of the Asset Management system and recommend improvements as necessary.
- Lead and manage the development, implementation and improvement of Asset Management practices in the organization.
- Recommend and manage the content of the Asset Management policy.

### Support

The roles and responsibilities of the department leads are to:

- Provide support to the Asset Management lead.
- Inform the Asset Management lead and Asset Management steering committee of any issues related to their respective department's asset inventory.
- Provide solutions to organizational challenges related to the implementation of Asset Management.
- Ensure consistency of Asset Management practices and processes across the departments, including adoption and application of Asset Management policies and principles.
- Observe and assess the Village's assets, notifying Village Manager of any disruption in services.