

COUNCIL POLICY



Asset Management Policy

Policy Number:	2020-25-07
Approved by:	Council Resolution #2020-25-07 dated December 7, 2020
Effective date:	January 1, 2021
Departments:	Financial Services/Legislative Services

Authority

Section 177(a) of the *Municipal Act* provides Council with the legislative authority for developing and assessing the policies, services, and programs for the municipality.

Section 224 of the *Municipal Act* states that the municipality has a responsibility to safely maintain the municipality's assets.

Purpose

The purpose of this policy is to provide guidance and leadership for the development and implementation of an Asset Management System for the City of Whitehorse. This Asset Management Policy is intended to:

- Provide the foundation for developing a comprehensive City asset management system that will support the sustainability of the City's long-term assets, enable proficient, timely maintenance and stewardship of the City's infrastructure, and enhance the City's accountability to the public through the implementation of sound asset management practices; and
- Ensure a consistent, coordinated, cost-effective and organizationally sustainable approach to corporate asset management, to assist the organization in pursuing evidence-based decision making for the management of City assets.

Definitions

"asset" means a physical item that currently or is expected to provide a future benefit or service to the organization. The benefit provided may be tangible, intangible, financial or non-financial.

"Asset Management System" means a set of principles and procedures according to which the City's asset management is conducted corporately to ensure a coordinated, cost effective and organizationally sustainable approach across all City departments, and which may include an organizational framework and methods of completing asset management tasks.

"levels of service" means defined standards for the provision of City services to residents.

“**lifecycle**” means the time period that commences with the identification of the need for an asset and ends with the disposal of the asset.

Scope

This policy applies to all City departments and all City assets. It does not replace existing business plans, budget processes or bylaws that are already in place.

The City of Whitehorse possesses approximately \$454 million worth of assets (at net book value as of December 2019) that it requires and relies on to deliver essential services to the community.

To support delivery of these services in an efficient and sustainable manner, these assets must be able to sustain and support an acceptable level of performance.

The scale and criticality of these services to the wellbeing of the City and City residents necessitates the implementation of a systematic approach to managing this portfolio of assets.

Assets owned by the City include but are not limited to:

- Land;
- Roads and bridges;
- Water distribution networks;
- Wastewater systems;
- Water treatment plants;
- Landfills;
- Culverts;
- Sidewalks;
- Fibre-optic network;
- Buildings;
- Equipment; and
- Vehicles.

Principles

This policy will guide the development of an Asset Management System, asset management planning and decision-making in relation to City assets by adhering to the following principles:

Aligned – complements and adheres to the strategic objectives of the City and all pertinent legislation and bylaws;

Comprehensive – addresses asset management with a “big picture” approach that takes into account the contributions of assets through their entire lifecycle, recognizing that assets will vary in their value and complexity;

Systematic – employs a methodical approach that is formal, repeatable, and efficient in the management of public assets;

Sustainable – takes a long-term, lifecycle based approach in estimating asset investment and activities, thus developing effective and efficient asset management strategies that can address future challenges;

Integrated – attempts to integrate corporate, business, technical, financial and budgetary planning for all public assets;

Risk-based – assesses and manages the risks associated with ensuring the City's ability to meet its endorsed levels of service; and

Continual improvement and innovation – continually improves asset management plans and practices by driving innovation in the development of processes, tools, techniques and strategies.

Responsibilities

The development, utilization, and support of the Asset Management System requires an integrated and consistent approach across all City departments. The asset management roles and responsibilities are summarized as follows:

City Council

- Approves the asset management policy and any amendments thereto;
- Reviews and approves City policies to establish levels of service for asset use; and
- Approves the allocation of funds for asset management planning through the budgetary process.

City Manager

- Provides corporation-wide leadership in development and implementation of asset management practices and strategies, including the Asset Management Policy and resulting Asset Management System;
- Oversees that the Asset Management Policy aligns with Council priorities;
- Appoints a member of senior management to lead the implementation of the Asset Management System; and
- Establishes a corporate wide working group with clear terms of reference to develop the City's Asset Management System.

Appointed Member of Senior Management

- Develops and maintains corporation-wide accountability mechanisms for achieving corporate asset management goals and priorities;
- Provides regular reporting regarding the status and progress of the Asset Management System; and

- Leads the Asset Management Working Group in accordance with its terms of reference.

Asset Management Working Group

- Leads and manages the development, implementation and continuous improvement of corporate asset management practices and systems within the organization.

Department Managers

- Provide management level support for the adoption of departmental asset management practices that align with the City’s Asset Management System; and
- Provide feedback and direction to corporate asset management strategies.

Supporting References

Municipal Act, R.S.Y. 2002, c.154

History of Amendments

Date of Council Decision	Reference (Resolution #)	Description
December 7, 2020	2020-25-07	Initial Approval Date