

May 17, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Adoption of an Asset Management Policy and the State of Maturity Report

As Council is aware the Town again engaged Public Sector Digest (PSD) to undertake a review of their Asset Management Plan and bring the plan and program into compliance with upcoming Asset Management Regulations. The program we are in with PSD is called the Roadmap program and this will take a look at not only the Town's Asset Management Plan but the Town's asset management program as a whole. The Roadmap program will help the Town develop policy and procedures to guide us through our asset management process and set the stage for how we maintain, report and budget for our assets moving forward through their entire life cycle.

A key piece of the Town's Asset Management program moving forward is a strong asset management policy to guide both administration and Council's decision making on a path to the sustainable provision of community services and infrastructure. The Policy needs to be linked to the Town's Strategic Plan and as such will be reviewed in conjunction with Strategic Plans moving forward. The Policy sets out the Town's Asset Management Plan and frequency of updates as well as continuous improvement protocols. Most importantly this policy sets out roles and responsibilities for all members throughout the organization, from Mayor and Council through to operational staff. To highlight this, the roles and responsibilities of Mayor and Council are:

- Approve the Asset Management Policy and direction of the asset management program
- Approve future amendments to the asset management policy
- Ensure adequate resources are available.

The full asset management policy is attached to this report. The direction of the asset management program is detailed further in the State of Maturity Report.

Through the Roadmap program with Public Sector Digest the direction of the asset management program is detailed through a review of current practices throughout the organization surrounding asset management and data collection. From this information they put together a State of Maturity Report, which you will find attached to this report. The State of Maturity Report outlines not only where the Town is with its current Asset Management program but the capacity of the organization to expand and maintain the program on an ongoing basis. The Town scored very well in their Organizational Cognisance, meaning that we are well aware of what we need to be doing, however the Town is lacking in the Organizational Capacity to act on what we know. From this weakness the Infrastructure Data, Asset Management and Financial Strategies and Level of Service Definitions are all lacking and reflects in our score in section 3.0 on Page 10. From their investigation a number of recommendations were provided on how, we the Town, can further our Asset Management Program. These recommendations are found in Section 4.0, starting on page 10.

Administration recommends the following:

1. That Council, by resolution, accept the Asset Management Policy as written and incorporate it into the Town's Policy Manual

2. That Council accept the State of Maturity Report and further accept the direction of the Asset Management program outlined therein.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Travis Rob", with a stylized flourish at the end.

Travis Rob, EIT
Manager of Operations and Facilities

Council approval of this report will ensure:

1. That Council, by resolution, accept the Asset Management Policy as written and incorporate it into the Town's Policy Manual
2. That Council accept the State of Maturity Report and further accept the direction of the Asset Management program outlined therein.