General Operating Administrative

Title: **Capital Asset Management Policy and Strategy**	**Policy Number:** **GA-05**
Authority: Resolution 2026-209 - July 21, 2026 Council Minutes	**Next Review:** March 2028

Purpose:
This policy is to articulate Council's commitment to asset management, and guide staff using the policy statements. In doing so, this policy also outlines how it is to be integrated within the organization in such a way that it is coordinated, cost effective and organizationally sustainable.

Council Asset Management Policy Statement:

The Asset Management Policy intends to guide the organization in the application of sound technical, social and economic principles that consider present and future needs of users, and the service from its capital assets.

a) The Town of Carrot River will maintain and manage infrastructure assets at defined levels to support public safety, community well-being and community goals.
b) The Town of Carrot River will monitor standards and service levels to ensure that they meet/support community and Council goals and objectives.
c) The Town of Carrot River will develop and maintain asset inventories of all its infrastructures.
d) The Town of Carrot River will establish infrastructure replacement strategies using full life cycle costing principles.
e) The Town of Carrot River will plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
f) The Town of Carrot River will plan for and provide stable long-term funding to replace and/or renew and/or decommission infrastructure assets.
g) Where appropriate, The Town of Carrot River will consider and incorporate asset management in its other corporate plans.
h) The Town of Carrot River will report to citizens regularly on the status and performance of work related to the implementation of this asset management policy.

General Provisions:

Assets include but are not limited to efficient transportation networks, economical and reliable water distribution networks, safe and reliable sewage collection systems, and accessible recreation and civic facilities.

Though assets age and deteriorate, by using sound asset management practices, Council and the community can be assured that the assets meet performance levels, are used to deliver the desired service in the long term and are managed for present and future users.

Policy Key Principles:

The organization shall:

- make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with infrastructure asset decisions, including additions and deletions.
    - Tradeoffs should be articulated and evaluated, and the basis for the decision recorded
- integrate corporate, financial, business, technical and budgetary planning for infrastructure assets
- establish organizational accountability and responsibility for asset inventory, condition, use and performance
- consult with stakeholders where appropriate
- define and articulate service, maintenance and replacement levels and outcomes
- use available resources effectively
- manage assets to be sustainable
- minimize total life cycle costs of assets
- consider environmental goals
- consider social and sustainability goals
- minimize risks to users and risks associated with failure
- pursue best practices where available
- report the performance of its asset management program

Guidelines and Practices:

This policy shall be implemented by staff using accepted industry guidelines and practices (such as those recommended by the Federation of Canadian Municipalities), and staff shall make use of the asset management strategy and asset management plans.

The organization will also comply with required capital asset reporting requirements and integrate the asset management program into operational plans throughout the organization.

Strategic asset management plans may be developed for a specific class of assets, or be generic for all assets, and should outline long term goals, processes, and steps toward how they will be achieved. The asset management plans should be based on current inventories and conditions (acquired or derived), projected performance and remaining service life and consequences of losses (e.g., vulnerability assessments). Operational plans should reflect these details.

The context and integration of asset management throughout the organization's lines of business is typically formalized through references and linkages between corporate documents. Where possible and appropriate, Council and staff will consider this policy and integrate it in the development of corporate documents such as:

- Official Community Plan
- Strategic plan
- Capital Budget plan
- Operational plans and budgets
- Annual reports
- Design criteria and specifications
- Infrastructure servicing, management and replacement plans, e.g.,
- transportation plans
- Facility plans

Key Roles for Managing the Asset Management Policy

Policies are approved by Council. While staff, public and other agencies may provide input on the nature and text of the policy, Council retains the authority to approve, update, amend or rescind policies.

Role	Responsibility
Identification of issues, and development of policy updates	Council and staff
Exercise stewardship of assets, adopt policy and budgets	Council
Establish levels of service	Council, staff and public
Implementation of policy	Administrator and Staff
Development of guidelines and practices	Administrator and Staff
On-going review of policies	Council and staff

Implementation, Review and Reporting of Asset Management Work

The implementation, review and reporting back regarding this policy shall be integrated within the organization. Due to the importance of this policy, the organization's asset management program shall be reported annually to the community, and implementation of this policy reviewed by Council every two years.

Actions	Responsibility
Adopt Asset Management Policy	Council and Administrator
Monitor and review infrastructure standards and service levels at established intervals	Council and Administrator
Develop and maintain infrastructure strategies including development and service plans	Executive Team
Develop and maintain asset inventories	Executive Team
Assess infrastructure condition and service levels	Executive Team
Establish and monitor infrastructure replacement levels using full life cycle costing principles	Executive Team
Report to citizens on status of the community's infrastructure assets and asset management programs	Council and Administrator

Strategies for Implementation of the Asset Management Policy:

Strategy/Action	Responsibility	Implementation Date
Establish Policy and Strategy	Council	June 2018
Identify Assets	Administrator	June 2026
Investigate Software Available, Recommend purchase and Implementation Dates	Administrator	Silversmith Data AST Software purchased in 2023
Assess Infrastructure Condition Using Software, Develop Asset Inventories	Administrator and Staff	2026/2027/2028
Identify Desired Levels of Service	Council and Staff	Every 3-5 Years
Monitor Infrastructure Replacement Levels and Recommend Annually Capital Replacement Accordingly	Staff	Annually
Approve Capital Asset Plan	Council	Annually
Report to Citizens on Status of Assets	Council and Administrator	Annually
Complete Revaluation of Assets Condition and Update Replacement Costs	Staff and Administrator	Every 3-5 Years