

DECISION/DIRECTION NOTE

Title: Asset Management Policy

Date Prepared: September 21, 2020

Report To: Committee of the Whole

Councillor and Role: Councillor Dave Lane, Finance & Administration

Ward: N/A

Decision/Direction Required: Approval of an Asset Management Policy

Discussion – Background and Current Status:

As a condition of the funding agreement for federal gas tax revenues, municipalities are required to develop an Asset Management (AM) Plan. The City's AM Plan will detail the City's overall AM system and includes the development of an AM policy; AM strategy; and AM governance structure.

The AM policy provides guiding principles to support all asset management activities; describes the scope of the overall asset management system; and provides asset management-related responsibilities for City staff. Activities of the overall AM system are overseen by the Asset Management Working Group and will be supported by this policy.

Key Considerations/Implications:

1. Budget/Financial Implications: There are no budget or financial implications associated with the policy itself. However, the broader AM system may have additional costs. Over the long term, there are expectations of cost savings through the overall implementation of the policy and framework.
2. Partners or Other Stakeholders: Stakeholders include all City departments (including Metrobus), Government of Newfoundland and Labrador, Government of Canada, and St. John's Sports and Entertainment (which receives funding from the City under the agreement).
3. Alignment with Strategic Directions/Adopted Plans: This policy aligns with the "Sustainable City" strategic direction and is included as an initiative in the related goal (Goal S1 – Be financially responsible and accountable).
4. Legal or Policy Implications: The Office of the City Solicitor has reviewed and approved the policy.

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5. Privacy Implications: As this relates to physical City assets, there are no privacy implications.
6. Engagement and Communications Considerations: The Department will contact Marketing and Office Services and Organizational Performance and Strategy regarding communications and training requirements.
7. Human Resource Implications: The policy will be implemented with existing human resources.
8. Procurement Implications: The AM policy and AM plan requirements may influence the timing and method of procuring tangible capital assets. Any procurement will comply with the City's procurement policy and provincial legislation.
9. Information Technology Implications: The AM policy has no IT implications. There will be future IT implications as the overall AM plan is finalized and implemented.
10. Other Implications: Not applicable.

Recommendation:

That Council approve the Asset Management Policy

Prepared by: Trina Caines, Policy Analyst

Reviewed by: Melanie Shea, Program Manager, Asset Management
Kris Connors, Manager, Budget and Treasury

Approved by/Date: Derek Coffey, DCM, Finance and Administration
Elaine Henley, City Clerk, CPC Co-Chair; Roshni Antony, Manager - HR
Advisory Services, CPC Co-Chair

Attachments:

Asset Management Policy

Report Approval Details

Document Title:	DN - Asset Management Policy.docx
Attachments:	- Draft Asset Management Policy - For COTW.docx
Final Approval Date:	Sep 24, 2020

This report and all of its attachments were approved and signed as outlined below:

Elaine Henley - Sep 24, 2020 - 11:34 AM