



## **ASSET MANAGEMENT**

### **CITY OF SAINT JOHN POLICY STATEMENT**

#### **POLICY SECTION: ASSET AND ENERGY DIVISION OF FINANCE AND ADMINISTRATIVE SERVICES**

##### **1. POLICY STATEMENT**

To confirm the City of Saint John's (City's) support for implementing asset management practices to ensure sustainable delivery of services, the City adopts the following statement.

The City of Saint John shall adopt and apply recognized asset management practices in support of delivering services to its customers reflecting the vision presented in the City's Municipal Plan, PlanSJ, and related strategic plans.

Specific objectives of the Asset Management (AM) policy are to:

- Improve the reliability of customer service by maintaining clearly defined levels of service.
- Improve the decisions related to the management of the City's assets.
- Improve the transparency and accountability of community investments in the management of the City's assets.
- Improve the management of the City's exposure to risks of reduced service delivery.
- Facilitate the leveraging of partnerships and infrastructure funding from external sources.

The City shall maintain a strategy for the implementation of asset management practices across the organization. The strategy will incorporate the following asset management principles:

- Incorporating industry recognized asset management protocols.
- Defining levels of service to support quality of life objectives defined in strategic plans.
- Evaluating risks of asset failure, including the threat of climate change.
- Utilizing lifecycle costing principles.
- Incorporating continuous improvement practices.

Asset management will be considered and integrated in the development of all other organizational plans, including capital and operating budgets.

##### **2. SCOPE**

This policy applies to all City of Saint John activities related to all assets of the City.

### **3. LEGISLATION AND STANDARDS**

Province of New Brunswick Local Governance Act

### **4. ROLES AND RESPONSIBILITIES**

Refer to the Governance Structure outlined in the AM strategy (Appendix A - 3.1) for a hierarchical representation of the following roles.

#### **4.1 City Council**

- Adopt AM policy.
- Ensure sufficient resources are available to manage the City's assets.
- Revise and update the AM policy as required.

#### **4.2 Finance Committee**

- Coordinate interaction between Council and the Senior Leadership Team

#### **4.3 Senior Leadership Team**

- Establish and maintain an AM strategy to implement the AM policy.
- Report to Council on the progress of meeting the AM policy objectives.
- Direct the AM Steering Group to develop and maintain an AM work plan to complete the AM strategies.

#### **4.4 AM Coordination Team (part of AM Steering Group)**

- Prepare annual asset management plan (AMP).
- Submit AMP to the provincial government to satisfy regulatory and funding requirements.
- Establish and direct AM Support Groups as required.
- Report to the Senior Leadership Team on the implementation of the of the AM strategy.

#### **4.5 AM Steering Group**

- Establish and maintain an AM work plan to implement the AM strategy.
- Coordinate AM activities across the organization.
- Coordinate with AM Support Groups to develop the AM work plan.

#### **4.6 AM Operation Teams**

- Execute the AM work plan.
- Report to the AM Steering Group on the results of AM work plan.

- Coordinate with AM Support Groups to execute the AM work plan.

#### **4.7 AM Support Groups**

- Provide specialized expertise to support AM Steering Group to establish and maintain the AM work plan.
- Provide specialized expertise to support the AM Operation Teams to execute the AM work plan.

### **5. MONITOR AND REVIEW**

This Policy will be reviewed every 3 years, and as determined by the City Manager.

### **6. IMPLEMENTATION**

This Policy will be implemented under the authority of the City Manager by the Asset & Energy Management Division of Finance and Administrative Services.

### **7. AUTHORIZATION**

This Policy shall be authorized by the City Manager pursuant to a resolution of Common Council approving the associated “Asset Management” Policy Statement.

### **8. RESOURCES**

The City recognizes that a successful asset management program depends upon the employees of the City of Saint John along with Common Council.

### **9. GLOSSARY**

None.

### **10. INQUIRIES**

Inquiries regarding this Policy can be addressed to the City of Saint John’s Asset & Energy Management Division of Finance and Administrative Services.

### **11. APPENDICES**

Appendix A - City of Saint John Asset Management Strategy