



Asset Management Team Terms of Reference

Policy No: L-00-08

Date: September 9, 2019

Reference No: 2019-09-03

Purpose of Asset Management Team:

The purpose of our Asset Management team is to implement the Asset Management Strategy and fulfill Asset Management Policy objectives.

Membership and Structure:

The perspectives required on our Asset Management Team to achieve our purpose and associated job title within the municipality is as follows:

| <u>Type of Perspectives</u> | <u>Associated Job Title</u> |
|---------------------------------------|------------------------------------|
| Infrastructure: Roads | PW Manager |
| Infrastructure: Water/ Sewer | Water Operator |
| Infrastructure: Buildings/ facilities | Operations Technician |
| Finance | CAO/ Finance Clerk |
| Planning | CAO |
| Operations | PW Manager |
| Recreation | Recreation Coordinator |
| Information/ Data Coordinator | Accounts Payable Clerk |
| Emergency Services | Fire Chief |

Our Asset Management Champion is the CAO who has direct communication with Council, and the Asset Management Team.



Roles and Responsibilities

| Role | Responsibilities | Position Responsible |
|---------------------|---|--|
| Champion | Promote and support Asset Management Chair the committee Assign Roles Communication Report to Council | CAO |
| Data Coordinator | Develop and Maintain AM Database Physical Asset Tracking Implement Risk Matrix | Payable's Clerk |
| Data Collectors | Identify assets, age, condition Determine life cycle Perform Risk Assessment Determine Replacement cost | Fire Chief, Recreation Coordinator, Public Works Manager, Facility Maintenance Tech., Water Operator |
| Data Interpretation | Financial Forecasting Level of Service | Finance Clerk, CAO |

Team Meetings:

- An initial Startup meeting will be held with the Team to explain the strategy, policy, and outline short term and long-term goals.
- The team will set dates for meetings with goals to accomplish prior to next meeting.

Communications to Council:

Council will be updated by the CAO of the progress of the strategy during regular Council meetings, and through the budget process.