



## Rural Municipality of Meadow Lake #588 Policy

Policy #TCA-002

Policy Title: Asset Management Policy

**Policy Objective:**

To set guidelines for implementing consistent asset management processes throughout the RM of Meadow Lake No. 588.

**Authority:**

Council Resolution #088/18

Dated: April 9, 2018

**Background:**

1. Asset Management practices impact directly in the core business of the Municipality and appropriate asset management is required to achieve our strategic service delivery objectives.
2. Developing asset management principles will assist in achieving Strategic Long-Term Plan and Long Term Financial objectives.
3. Sustainable Service Delivery ensures that services are delivered in a socially, economically and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.
4. Sound asset management practices enable sustainable service delivery by integrating ratepayer values, priorities and an informed understanding of the trade-offs between risks, costs and service performance.

**Scope:**

1. This policy applies to all the RM’s departments, Councillors, employees and contractors.

**Objectives:**

1. To ensure adequate provision is made for the long-term replacement of major assets by:
  - a. Ensuring that services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service to customers and the environment.
  - b. Safeguarding infrastructure assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
  - c. Creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset management awareness throughout the Municipality by training and development.
  - d. Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
  - e. Demonstrating transparent and responsible asset management processes that align with demonstrated best practices.
2. To meet the Gas Tax requirements for asset management and future legislative requirements.

**Policy:**

1. Implementing sound Asset Management Plans and strategies and providing sufficient financial resources to accomplish them by:
  - a. Asset Management Plans will be developed for all major asset/service areas.
  - b. Expenditure projections from Asset Management Plans will be incorporated into the organization’s Long-Term Financial Plan when developed.

- c. To develop a regular and systematic reviews will be applied to all asset plans to ensure that assets are managed, valued, and depreciated in accordance with appropriate best practice.
- d. Regular inspection will be used as part of the asset management process to ensure agreed service levels are maintained and to identify asset renewal priorities.
- e. Asset renewals required to meet agreed service levels and identified in adopted asset management plans, and when applicable long term financial plans, will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented.
- f. Future life cycle costs will be reported and considered in all decisions relating to new services, assets and upgrading of existing services and assets.
- g. Future service levels with associated delivery costs will be determined by council taking into consideration the opinion of the community.
- h. Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated.
- i. Creating a corporate culture where all employees play a part in overall care for the Municipalities assets by providing necessary awareness, training and professional development.
- j. Providing the municipal ratepayers we serve with services and levels of service for which they are willing and able to pay.

**Responsibility:**

- 1. **Councillors** are responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the Municipality's asset management strategy and plans. The Council is also responsible for ensuring that Municipality's resources are appropriately utilized to ensure sustainable service delivery.
- 2. The **Chief Administrative Officer** has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management with the Municipality.

**Review Date:**

- 1. This policy has a life of 4 years or less at the discretion of the current Council. It will be reviewed in May, 2022.



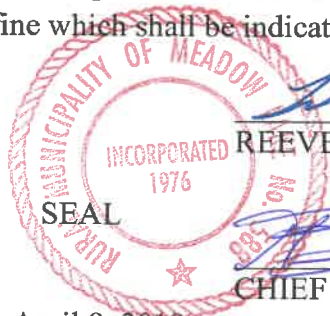
**RURAL MUNICIPALITY OF MEADOW LAKE #588**

**BYLAW #2/18**

**PREVENTION AND CONTROL OF CLUBROOT DISEASE OF CRUCIFERS**

The Council of the Rural Municipality of Meadow Lake No. 588 in the Province of Saskatchewan enacts as follows:

1. This Bylaw may be referred to as the “Clubroot Bylaw”
2. In this Bylaw:
  - a. “Officer” means an officer with the meaning of *The Pest Control Act*;
  - b. “Municipality” means the Rural Municipality of Meadow Lake No. 588;
3. Unless otherwise specified, the owner(s) and/or occupants(s) of land situated in the Municipality shall be responsible for carrying out the provisions of this Bylaw.
4. Every owner(s) and/or occupant(s) of any land in the Municipality shall notify the Municipality in which the land is located of the presence of Clubroot, within 30 days of becoming aware of the same.
5. Notification of the presence of Clubroot shall be in writing in Form “A”, attached to and forming part of this Bylaw. Completed Form A should be returned to the office of the Rural Municipality of Meadow Lake No. 588.
6. Where the officer believes that a person has contravened any provisions of this Bylaw, a Bylaw General Penalty Notice may be served either personally or by mailing or leaving same at the last known address.
7. The Bylaw General Penalty Notice shall be deemed to have been served:
  - a. On the expiration of twenty-four hours after it is posted,
  - b. If the notice is mailed, then the Notice shall be deemed to be served after 7 days have passed;
  - c. On the day of actual delivery, if the notice is served personally; or
  - d. On the business day following the transmission, if given by facsimile.
8. In lieu of prosecution, the person who has contravened the provisions of this Bylaw shall pay a fine which shall be indicated on the Bylaw Violation Notice.



REEVE

CHIEF ADMINISTRATIVE OFFICER

Read a first time on April 9, 2018

Read a second time on April 9, 2018

Read a third time and adopted on April 9, 2018