

**MINUTES OF A COUNCIL MEETING
OF THE RURAL MUNICIPALITY OF MARYFIELD NO. 91
HELD IN THE MUNICIPAL OFFICE AT MARYFIELD, SASKATCHEWAN
ON THURSDAY, JUNE 14, 2018**

The meeting was called to order by the Reeve Cameron Thompson at 12:56 p.m. with the following members of council present: Jeffrey Chambers, Thomas Botterill, Tyler Adamson, Louis Hebert, Robin Thompson, and Daphne Brady Administrator. Absent was Tyler Van Eaton.

DELEGATES

12:56 - 1:39 p.m. Don Adair – Foreman's report
2:15 – 2:25 p.m. Louis Hebert - Fire Call and Concerns

Councillor Louis Hebert claimed conflict of interest due to delegation appointment and left the meeting 2:15 p.m.

HEBERT FIRE CALL

150/18. R.THOMPSON "That the Rural Municipality of Maryfield No. 91 fine Fairfield Acres Ltd. and Hebert Land Holdings Ltd \$750.00 as per the Fire Restriction Bylaw No. 9/2016 for burning on May 9, 2018 on while a fire ban is active, furthermore the \$500.00 minimum fire call fee remain payable to the municipality."

CARRIED.

Councillor Louis Hebert returned to the meeting at 2:39 p.m.

CORRESPONDENCE

151/18. BOTTERILL "That the following correspondence, as attached, be filed:

CARRIED.

MINUTES

152/18. HEBERT "That the minutes of the meeting dated May 10, 2018, be approved as read."

CARRIED.

RECEIPTS & PAYMENTS STATEMENT

153/18. CHAMBERS "That the Statement of Cash Receipts and Payments for the month of May, 2018 be received and filed."

CARRIED.

BANK RECONCILIATION

154/18. C.THOMPSON "That the May 2018 Bank reconciliation be accepted."

CARRIED.

REPORTS

155/18. BOTTERILL "That the following reports be received:
A: Forman's verbal report;
B: Administrators written report;
C: Written reports:
- Maryfield Library
- Ag In the Classroom Annual Report 2017
- Plains Marketing Annual Report
- Southeast Transportation May Meeting Minutes
D: Verbal: R. Thompson – SEMHC Foundation Meeting
Botterill – Airport Meeting.

CARRIED.

PAYMENT OF ACCOUNTS

156/18. BOTTERILL "That the accounts in the amount of \$99,236.26 be hereby approved for payment as per the list attached hereto."

CARRIED.

RESOLUTION FOR EDUCATION PROPERTY TAX MILL RATES

157/18. C.THOMPSON "That the Rural Municipality of Maryfield No. 91 levy the confirmed education property tax mill rates and collect the education property tax on behalf of the South East Cornerstone School Division and submit collected taxes to SECSD."

CARRIED.

BUILDING REPAIR QUOTES

158/18. C.THOMPSON "That the Rural Municipality of Maryfield No. 91 agree to hire FnF Construction Ltd. to do the mutually agreed upon building upgrades in the amount of \$ 4150.29 including taxes."

DEFEATED.

B
OT

MOTION TO RECONSIDER MOTION 158/18

159/18. ADAMSON "That the Rural Municipality of Maryfield No. 91 reconsider motion number 158/18."
CARRIED.

BUILDING REPAIR QUOTES

160/18. C.THOMPSON "That the Rural Municipality of Maryfield No. 91 agree to hire FnF Construction Ltd. to do the mutually agreed upon building upgrades in the amount of \$ 4150.29 including taxes."
CARRIED.

ROCK RAKE

161/18. C.THOMPSON "That the Rural Municipality of Maryfield No. 91 ratify the purchase of the Rock Rake to Pattison Ag in the amount of \$16.666.75 including taxes."
CARRIED.

CHAIR APPOINTMENT

162/18. HEBERT "That Deputy Reeve Tyler Adamson assume duties of reeve for the remainder of the meeting."
CARRIED.

Reeve Cameron Thompson left the meeting at 3:38 p.m.

HIGHWAY MOWING DITCHES 2018

163/18. HEBERT "That the Rural Municipality of Maryfield No. 91 are interested in the 2018 Department of Highways mowing contract at a price of \$55.00 per hectare furthermore we request that due to large amount of highway and valley hectares we mow we are requesting to be paid for double the hectares."
CARRIED.

COUNCILLOR WORKERS COMPENSATION RATES

164/18. CHAMBERS "That the Rural Municipality of Maryfield No. 91 amend resolution number 135/18 to read as follows: That the 2018 Workers' Compensation coverage for all council members be set at the minimum allowed per council member."
CARRIED.

PROPOSED SUBDIVISION ON NE 28-10-31 W1

165/18. BOTTERILL "That the council of the Rural Municipality No. 91 has reviewed the revised proposal and sees no issues with the untying of parcel 152796561 from parcels 146975912 and 1456975923 on NE 28-11-31 W1."
CARRIED.

MOWER AND HANDY HITCH TENDERS

166/18. R.THOMPSON "That the Rural Municipality of Maryfield No. 91 tender the 2011 and 2014 mowers as well as the handy hitch in the newsletter, and on the SARM tender listing, furthermore all tenders be in the office July 10, 2018 to be opened at the July 12, 2018 regular meeting of council."
CARRIED.

LOWER SOURIS WATERSHED NOMINATIONS

167/18. CHAMBERS "That the Rural Municipality of Maryfield No. 91 nominate Robin Thompson for a Board of Director position for Lower Souris Watershed."
CARRIED.

BYLAW NO. 4/2018

168/18. HEBERT "That a bylaw be introduced to allow the hunting of beaver in the Rural Municipality of Maryfield No. 91"
CARRIED.

169/18. R.THOMPSON "That Bylaw No. 4/2018, being a bylaw to allow for the hunting of beaver in the Rural Municipality of Maryfield No. 91, be read the first time."
CARRIED.

170/18. CHAMBERS "That Bylaw No. 4/2018, being a bylaw to allow for the hunting of beaver in the Rural Municipality of Maryfield No. 91, be read the second time."
CARRIED.

171/18. BOTTERILL "That Bylaw No. 4/2018, being a bylaw to allow for the hunting of beaver in the Rural Municipality of Maryfield No. 91, be read the third time."
CARRIED UNANIMOUSLY.

172/18. ADAMSON "That Bylaw No. 4/2018, being a bylaw to allow for the hunting of beaver in the Rural Municipality of Maryfield No. 91 be adopted, signed, sealed and form a part of these minutes."
CARRIED.

CTB

ASSET MANAGEMENT POLICY

- 173/18. HEBERT "That the Rural Municipality of Maryfield No. 91 adopt the attached Asset Management Policy, furthermore it form part of our current policy manual."
CARRIED.

ASSET MANAMGENT STRATEGY

- 174/18. R.THOMPSON "That the Rural Municipality of Maryfield No. 91 adopt the attached Asset Management Strategy and furthermore it form a part of our current policy manual."
CARRIED.

VERN HALL PIT INTEREST

- 175/18. CHAMBERS "That the Rural Municipality of Maryfield No. 91 remove the Miscellaneous Interest on the Vern Hall Pit as the municipality has completed their contract."
CARRIED.

RENTAL HOUSE REPAIRS

- 176/18. HEBERT "That the Rural Municipality of Maryfield refund the renter to replace the toilet in the rental house furthermore the renter do the install."
CARRIED.

COLD STORAGE SHED DEVELOPMENT PERMIT

- 177/18. ADAMSON "That the Rural Municipality of Maryfield No. 91 approve the development permit for NE 32-33-30 W1 for a 80 ft x 150 ft cold storage shed, furthermore expiry date for this project is July 31, 2019."
CARRIED.

APPOINTMENT

- 178/18. BOTTERILL "That councillor Jeff Chambers assumes the Acting Reeve position for the next portion of the meeting."
CARRIED.

Deputy Reeve Tyler Adamson claimed conflict of interest on agenda item's development permit and approach request.

Deputy Reeve Adamson left the council chambers at 4:53 p.m.

GRAIN BIN DEVELOPMENT PERMIT

- 179/18. R.THOMPSON "That the Rural Municipality of Maryfield No. 91 approve the development permit for SW 08-11-31 W1 for additional grain bins and the moving of the current bin yard, furthermore expiry date for this project is July 31, 2019."
CARRIED.

APPROACH REQUESTS

- 180/18. HEBERT "That the Rural Municipality of Maryfield No. 91 approve the approach requests for SE 07-11-31 W1."
CARRIED.

Deputy Reeve Tyler Adamson returned to the council chambers at 4:57 p.m.

Acting Reeve Jeff Chambers has vacated the chair and Deputy Reeve Tyler Adamson has assumed the chair.

JULY & AUGUST LIONS NEWSLETTER

- 182/18. CHAMBERS "That the Rural Municipality of Maryfield No. 91 advertise the following in the July & August Lions Newsletter:
Well water quality
Contact info for EMO purposes
July/August office closures
Mower Tenders:"
CARRIED.

JUNE/JULY HOLIDAYS

- 183/18. BOTTERILL "That the council of the Rural Municipality of Maryfield No. 91 approve the following holidays for the following employees for the month of June and July:
Don Adair - June 1, 2018
Ken Radke - June 8, 2018 & July 6, 9, 10, 11, 12, 13, 2018
Daphne Brady - June 25, 2018 and July 3, 4, 5, 6, 2018
July 30, 31, 2018 & August 1, 2, 3, 2018."
CARRIED.

LIBRARY INSTALLMENT

- 184/18. ADAMSON "That the Rural Municipality of Maryfield No. 91 pays the second installment of the Library Grant in the amount of \$1,783.62 based on \$11.01 per capita and a population of 324."
CARRIED.

CT B

COMMUNITY INITIATIVES FUND OVERPAYMENT

- 185/18. R.THOMPSON "That the Rural Municipality of Maryfield No. 91 repay the \$1,668.56 in overpaid funds back to the Community Initiatives Fund grant program for the R.M. Centennial Celebrations." CARRIED.

ADMINISTRATOR TRAINING

- 186/18. ADAMSON "That the Rural Municipality of Maryfield No. 91 be allowed to attend the following training programs, furthermore all expenses will be paid on her behalf:
- Cannabis Webinar – June 19, 2018 - \$75.00
 - Division 1 meeting - September 14, 2018 - \$50.00
 - Munisoft refresher training – October 16, 2018 - \$175.00 in Moosomin.
- CARRIED.

OFFICE CLOSURE

- 187/18. HEBERT "That the Rural Municipality of Maryfield No. 91 close the office from July 3 to July 6, 2018." CARRIED.

DIVISION ONE MEETING

- 188/18. HEBERT "That the council of the Rural Municipality of Maryfield No.91 ratify that the Administrator Daphne Brady, be hereby authorized to attend the Division 1 Meeting in Kipling Town Hall on Wednesday, June 13, 2018." CARRIED.

CASUAL LABOUR

- 189/18. CHAMBERS "That the Rural Municipality of Maryfield No. 91 hire a casual labor personal at a starting wage of \$15.00/hr." CARRIED.

CANADIAN NATIONAL RAILROAD CLEAN UP

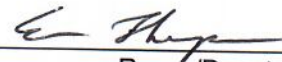
- 190/18. R.THOMPSON "That the Rural Municipality of Maryfield No. 91 send a letter to Canadian National Railroad requesting them to clean up the debris on our road allowances so as not to cause damage to our equipment while maintaining the roads and municipal right of ways." CARRIED.

MAPLE LEAF FOODS INC.

- 191/18. R.THOMPSON "That the Rural Municipality of Maryfield No. 91 send a letter to the Maple Leaf Foods Inc. operating on land location NE 03-11-31 W1 requesting that they clean up the garbage blowing out of their open garbage bins onto their land and adjoining lands." CARRIED.

ADJOURN

- 192/18. BOTTERILL "That this meeting be adjourned at 5:35 p.m."



Reeve/Deputy-Reeve



R.M. Administrator

**CORRESPONDENCE OF A COUNCIL MEETING
OF THE RURAL MUNICIPALITY OF MARYFIELD NO. 91
HELD IN THE MUNICIPAL OFFICE AT MARYFIELD, SASKATCHEWAN
ON THURSDAY, June 14, 2018**

- Information from SARM re: Insurance costs for employee's with DUI's, Clubroot Resources, Turn in Poachers Signs, Crown Lands Summer Auctions, Asset Management Guidebook, Bill C-49's Royal Assent Positive News for SARM, Disaster mitigation and Adaptation Fund, Support for infrastructure planning and green innovation, Call for Proposals for New horizons Seniors Program, Agreement in Principle on Port of Churchill, CP Strike news;
- APAS re: Pleased with passage of Bill C-49;
- Government of Saskatchewan re: Single Engine Aircraft Tanker Program;
- Phoenix re: Services;
- Melron Services Ltd. re: EZ MUV Packers;
- Think Big re: Magazine;
- APAS re: Churchill railway update;
- SARM re: June Division meeting updates and discussion;
- Agriview re: June 2018 Issue;
- Worksaver re: 2018-2019 Attachment Catalog;
- Degrees re: Spring/Summer Magazine;
- The Furrow re: Summer 2018.

CT 

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: Direct - Direct Deposit for payroll/etc				
Other:				
1379	6/06/2018	RBC Royal Bank	Fuel Pump for tanks	1,073.47
1616	6/01/2018	SaskTel CMR	Apr/18 Internet Expenses	200.25
2937	6/01/2018	SASKPOWER	New shop/power	255.13
4049	6/01/2018	SASKPOWER	Old shop/power	301.42
4111	6/04/2018	South East Cornerstone School	May/18 collections	1,964.09
5269	5/22/2018	John Deere Financial - Lease	544K Loader Lease Pmt	2,712.26
6553	6/14/2018	John Deere Financial - Lease	544K Loader Lease Pmt	2,712.26
7179	6/06/2018	ACN	May 2018 Long Distance	20.09
7628	6/13/2018	Borderland Co-operative Ltd.	May Cardlock Fuel	591.79
7932	6/04/2018	SASKTEL	May Office/Shop Phone Bill	154.05
8336	6/06/2018	RBC Royal Bank	Annual Card Fee	2,061.65
8338	6/06/2018	RBC Royal Bank	Chuck Get Well Flowers	55.50
5311801	5/29/2018	Donald Adair	April 2018 wage	4,512.91
5311802	5/29/2018	Daphne Brady	May 2018 Wage	3,102.73
5311803	5/29/2018	Nathan Cairns	May 2018 wages	3,139.41
5311804	5/29/2018	Kenneth Radke	May 2018 Wage	4,638.82
5311805	5/29/2018	Charles Rowley	May 2018 Wages	4,351.69
9363670	5/30/2018	Receiver General	Payroll May 2018	8,840.00
Total for Direct:				40,687.52
Bank Code: General - General Bank Account				
Computer Cheques:				
8287	5/10/2018	Void during printing		0.00
8288	5/10/2018	Nathan Cairns	Donation in lieu of house fire	5,000.00
8289	5/31/2018	Alida & Area 4-H Beef Club	2018 donation	200.00
8290	5/31/2018	Mun. Employees' Pension Plan	May/18 Contributions	3,867.46
8291	5/31/2018	Sask. Municipal Hail Ins Assoc	May 2018 Collections	22.84
8292	6/14/2018	Tyler Adamson	Apr12-May10/18 Indemnity	191.00
8293	6/14/2018	APEX Distribution Inc.	Fuel Tank Plug	3.30
8294	6/14/2018	Thomas Botterill	Apr12-May 10/18 Indemnity	194.00
8295	6/14/2018	Daphne Brady	RMAA Mileage 2018	375.00
8296	6/14/2018	Broadway Stationery	Clip board & Envelopes	8.93
8297	6/14/2018	Jeff Chambers	Apr12-May10/18 Indemnity	192.50
8298	6/14/2018	Community Initiatives Fund	Centennial Celebrations Pay	1,668.56
8299	6/14/2018	Davidson Truck & Tractor Ltd.	Diesel Kleen - Semi	700.34
8300	6/14/2018	Denray Tire Ltd.	Tire Change Over-Backhoe	84.36
8301	6/14/2018	Girard Bulk Service	994.0 Ltr of 15W40 Bulk	3,439.43
8302	6/14/2018	Heartland Vac & Sanitary	Sewer Tank May 8/18	111.83
8303	6/14/2018	Hebert Legacy	Apr 12-May10/18 Indemnity	409.00
8304	6/14/2018	Lesnar, Brock	2 beaver tails @ \$30 each	60.00
8305	6/14/2018	Lower Souris Watershed	2017 municipal levy	2,500.00
8306	6/14/2018	L. Penner Lumber Co. Ltd.	Tape Measure	33.29
8307	6/14/2018	Pattison Agriculture	2018 Schulte SRW1000	16,666.75
8308	6/14/2018	Maryfield & District Lions	Jan-June Lions Newsletter Ads	145.00
8309	6/14/2018	Midwestern Redi-Mix Concrete	Road Graveling	6,628.97

CT B

Payment #	Date	Vendor Name	Reference	Payment Amount
8310	6/14/2018	Ministry of the Economy	2017 Mineral Rights Tax	2,121.00
8311	6/14/2018	Konica Minolta Business	April 2018 Photocopier bill	380.85
8312	6/14/2018	Piston Ring Service	Synthetic Oil	640.94
8313	6/14/2018	R.M. of Walpole No. 92	Vern Hall Road Maint Correctio	878.88
8314	6/14/2018	SARM	Stars Donation	1,015.23
8315	6/14/2018	Scotsmun Steel Ltd	Misc Bolts/Nuts/Washers	30.85
8316	6/14/2018	Alex Sheard	1 beaver tails @ \$30.00	30.00
8317	6/14/2018	Southeast Regional Library	Second Installment - fees	1,783.62
8318	6/14/2018	Cameron Thompson	Apr12-May10/18 Indemnity	490.00
8319	6/14/2018	Robin Thompson	Apr12-May10/18 Indemnity	185.00
8320	6/14/2018	Trans Canada Bearing & Machine	Rebuild plow hitch	4,335.66
8321	6/14/2018	Twin Auto & Ag Supply	Rhino Ramps	454.59
8322	6/14/2018	Tyler Van Eaton	Apr12-May10/18 Indemnity	185.00
8323	6/14/2018	Village Of Maryfield	Office, Library Mainteance	2,804.56
8324	6/14/2018	Dave Waldner	16 beaver tails @ \$30.00 each	660.00
8325	6/14/2018	Wirges, Mike	RMAA Division 1 Meeting	50.00

Total for General: 58,548.74

Grand Total: 99,236.26

Resolution # 156/18 dated June 14/18 refers

Signatures:

Daphne Brady
R.M. Administrator

BYLAW NO. 4/2018

**A BYLAW TO ALLOW BEAVER TO BE HUNTED WITHIN THE
RURAL MUNICIPALITY OF MARYFIELD NO. 91**

The Council of the Rural Municipality of Maryfield No. 91, in the Province of Saskatchewan, enacts as follows:

1. Beavers are hereby declared to be open to hunting within the rural municipality.




Reeve


Administrator

Section 4 of The Wildlife Regulations

Read a third time and adopted
this 14th day of June 2018.


Administrator

ASSET MANAGEMENT POLICY

RURAL MUNICIPALITY OF MARYFIELD NO. 91

1.0 Purpose

The purpose of this policy is to set guidelines for implementing consistent asset management processes throughout the R.M. of Maryfield No. 91.

2.0 Scope

This policy applies to all the Organization's departments, officers, employees and contractors.

3.0 Objectives

To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that all services and infrastructure are provided in an affordable manner, with appropriate levels of service to rate payers and the environment.
- Managing infrastructure assets including physical and assets and employees by implanting agreed upon asset management strategies and appropriate financial resources for those assets within our financial capacity.
- 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.
- Meeting any/all legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

4.0 Policy

4.1 Background

Asset management practices impact directly on the core business of the R.M. of Maryfield and appropriate asset management is required to achieve our objectives.

Adopting asset management principles will assist in achieving Strategic Long-Term Plan and Long Term Financial objectives.

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.

Sound Asset Management practices enable Sustainable Service Delivery by integrating customer values, priorities and informed understanding of the trade-offs between risks, costs and service performance.

4.2 Principles

The R.M. of Maryfield's Sustainable Service Delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, renewal, upgrade and disposal of capital assets by:

1. Ensuring that the municipality's capital assets are provided in a manner that respects financial, cultural, economic and environmental sustainability;
2. Meeting all relevant legislative and regulatory requirements;
3. Demonstrating transparent and responsible Asset Management processes that align with demonstrable best-practices;
4. Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them by:
 - a. Asset Management plans will progressively be completed for all major asset/service areas.
 - b. Expenditure projections from Asset Management Plans will be incorporated into the municipality's Financial Plan.
 - c. 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 asset management process to ensure agreed and funded 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 and assets and upgrading of existing services and assets.
- g. Future service levels with associated delivery costs will be determined in consultation with 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 Organizations assets by providing necessary awareness, training and professional development; and
- j. Providing the community we serve with services and levels of service for which they are willing and able to pay.

5.0 Related Documents

Where possible and appropriate, Council and staff will consider this policy and integrate it in the development of corporate documents such as

- Capital Budget Plan
- Operational plans and budgets (including vehicle and fleet plans and budget)
- Infrastructure servicing, management and replace plans, e.g. transportation plans.
- Asset Management Strategy
- Asset Management Plan
- Long Term Financial Plan

6.0 Responsibility

Councillors are responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the R.M. of Maryfield No. 91's asset management strategy and plans. The council is also responsible for ensuring that organizational resources are appropriately utilized to ensure sustainable service delivery.

The **Administrator** has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within the R.M. of Maryfield No. 91.

The **Foreman** is responsible for assisting the CAO in updating the condition scores of the assets on a yearly basis.

OR

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 and rescind policies.

Role	Responsibility
Identification of issues and development of policy updates	Council and Administration
Establish levels of service	Council, Administration & Public Works
Exercise stewardship of assets, adopt policy and budgets	Council
Implementation of Policy	Administration of Public Works
Development of guidelines and practices	Council and Administration
On-going review of policies	Council and Administration

7.0 Implementation, Review and Reporting of Asset Management work

The implementation, review and reporting back regarding this policy shall be integrated within the Municipality - Due to the importance of this policy, the municipality's asset management program shall be reported annually to Council and implementation of this policy.

Actions	Responsibility
Adopt asset management policy	Council and Administration
Monitor and review infrastructure standards and service levels at established intervals	Council and Administration
Develop and maintain infrastructure strategies including development and service plans	Administrator and Public Works

Role	Responsibility (those notes are suggested)
Develop and maintain asset inventories	Administrator/Public Works/Council
Asset infrastructure condition and service levels	Administrator/Public Works/Council
Establish and monitor infrastructure replacement levels using full life cycle costing principles	Administrator/Public Works/Council
Develop and maintain financial plans for appropriate level of maintenance, rehabilitation, extensions and decommissions of assets	Administrator

This policy has a life of four (4) years and/or within 12 months of a newly elected council at the discretion of the current Council. It will be reviewed in December 2022.



Reeve/Deputy Reeve

June 14, 2018 Res # 173/18

Date of Council Meeting & Motion Number

RM OF MARYFIELD NO 91

Municipal Asset Management Strategy

Approval Date: June 14, 2018

Effective Date: June 14, 2018

1.0 PURPOSE AND SCOPE

The Asset Management Strategy is a core component of the RM of Maryfield's Asset Management System. This strategy is a document that describes how the policy will be implemented. It documents the RM of Maryfield's objectives for asset management and describes the role of the Asset Management System in supporting achievement of those objective by:

- Describing the role of asset management in achieving organizational objectives within the scope of mandated principles and requirements as stated in the Asset Management Policy
- Documenting information that specifies how organizational objectives have been translated into asset management objectives
- Describing the Asset Management System and its role in supporting achievement of asset management objectives

Intended outcomes of the asset management strategy are:

- Determine the scope of the Asset Management System
- Document and demonstrate an integrated approach to planning and coordination of asset management outcomes across the defined core services and levels of service
- Detail the role of the Asset Management System to achieve the asset management objectives
- Identify key initiatives that support delivery of the Asset Management Policy
- Define what the RM of Maryfield intends to achieve from asset management activities and by when
- Specify how the RM of Maryfield's objectives are to be converted into asset management objectives
- Develop a set of actions aimed at improving asset management practices across the RM of Maryfield

The Asset Management Strategy applies to all assets identified in the RM of Maryfield's asset register and is concerned with their whole life cycle planning, namely; strategy, investment, design, selection, purchase, build, commission, operation, maintenance, support and disposal.

2.0 BACKGROUND

The RM of Maryfield is a six (6) township Rural Municipality located in South Eastern Saskatchewan. The RM of Maryfield is mostly agriculture based with both grain and cattle operations present. The RM of Maryfield also has two (2) pipelines that cross through the Municipality. The population of the RM of Maryfield has remained fairly constant over the last ten years and there has not been a large increase in any kind of development. The RM of Maryfield has seen a change from many small farms to much larger farms especially in the last couple decades.

The main objective of the RM of Maryfield is to provide a suitable road network to support the large Agriculture economy as well as the oil and gas businesses that depend on safe and well- maintained roads. As the cost of everything continues to rise it is more important than ever to make sure the RM of Maryfield is financially prepared to replace aging assets as needed. Implementing an Asset Management Policy and Strategy will assist the RM of Maryfield Council in making decisions on the order in which assets need to

be replaced and what level of taxation is necessary to ensure the long term financial planning for replacing these assets is in place.

The RM of Maryfield has already taken steps in building our Asset Management system. We have created a detailed asset inventory and have also implemented an Asset Management Policy.

3.0 NEEDS AND EXPECTATIONS OF STAKEHOLDERS

In the realm of asset management, stakeholders are those that affect decisions regarding assets and the linkage to service provision. Naturally both internal and external stakeholders will exist. Internal stakeholders are involved in asset management practices and the asset management system. External stakeholders are those that are affected by the services that are provided and the quality thereof.

3.1 External Stakeholders – The following are primary examples of people or groups that use or participate in the provision of service:

- Residents/Ratepayers
- Local Business Owners
- Visitors

As asset management practices integrate into the RM of Maryfield's daily activities stakeholder engagement and stakeholder expectations will factor into decision-making.

3.2 Internal Stakeholders – The following stakeholders are considered participants in the Asset Management System and Asset Management practices:

- Reeve and Councillors – As the voice of the RM of Maryfield, the Reeve and Council members are key stakeholders and responsible for setting policy and making choices for the R.M.
- Chief Administrative Officer (CAO)
- Foreman

As the Asset Management System is developed the new policy and strategy will be integrated and adopted into everyday practices and become a part of the budgeting and long term planning of the RM of Maryfield.

4.0 ASSET MANAGEMENT DECISION MAKING

4.1 Current Decision-Making Process

The fundamental goal of the Asset Management Program is to support informed decision-making. The RM of Maryfield currently follows a traditional method for making decisions. Each year an annual budget is completed and Council decides which equipment and/or infrastructure can be fixed or replaced that year while keeping taxes at relatively the same level and balancing the budget. In years where not as many capital purchases are needed money may be set aside in a Capital Reserve Account to be used in years where more funds are required. This allows taxes to remain relatively constant for the ratepayers over the years. This process has served the RM of Maryfield well for many years however it has its shortcomings and really only looks one (1) or two (2) years into the future and does not incorporate any real long term financial planning. Currently no formal system exists for ranking and prioritizing which assets are due to be replaced, instead informal criteria is used to determine this. The informal criteria includes:

- Public Health and Safety – any roads/bridges/culverts that present a safety issue are given priority
- Legislative Requirements
- Managing existing assets that are essential to the delivery of services – for example the graders are the most important piece of equipment the RM of Maryfield owns

and they have scheduled replacement dates to ensure we have new and reliable machines

- Cost savings and efficiencies – if it becomes known that certain equipment is getting older and repairs are starting to cost more money than this is also used to prioritize replacement

4.2 Evolution of the Decision Making Process

In order to achieve the overall goal of the Asset Management Program success must be found within making better-informed decisions. Progressive establishment of the major elements of the Asset Management Framework will bring systematic improvements to the planning process. Decision-making will be linked to the achievement of RM of Maryfield's objectives and will be supported by asset management information.

The objective is to develop and implement an improved planning process that will consider Council, business and ratepayer priorities, service delivery obligations and commitments, risk tolerance and management, as well as asset life cycle information. Compiling condition scores on all of the RM of Maryfield's assets will also allow for more informed decision making, especially for roads, culverts and bridges.

5.0 ASSET MANAGEMENT OBJECTIVE & PERFORMANCE TARGETS

One of the fundamental components of asset management is to "translate the organizational objectives into technical and financial decisions, plans and activities" (ISO 55000). Thus, the RM of Maryfield's asset management objectives are aligned with and support its organizational objectives and priorities. Asset management objectives direct the development of the Asset Management System, align with the strategies and plans for each service area and guide the allocation of asset management resources. The following are the RM of Maryfield's organizational objectives:

- Compliance – The RM of Maryfield will remain in full compliance with all regulatory requirements that govern our services
- Reliability/Accessibility – The RM of Maryfield will ensure that the network of grid roads, which serves as the public transportation system, are maintained to ensure that anyone driving these roads can do so in a safe and efficient manner
- Quality – The RM of Maryfield staff and Council will strive to provide the highest quality of service to the ratepayers
- Sustainability – The RM of Maryfield will consider the future and long term needs of the Municipality when evaluating options and making decisions
- Levels of Service – The RM of Maryfield will strive to match the levels of service desired by the ratepayers with the level of taxation that can be afforded

6.0 ASSET MANAGEMENT FRAMEWORK & PROCESSES

Understanding and applying core practices and processes within the RM of Maryfield's Asset Management System will assist staff in the efficient and effective management of assets and delivery of services.

Core practices and processes within the Asset Management System assist staff in the efficient and effective management of assets and the delivery of services. The development, implementation and improvement of asset management practices (as well as the documentation of associated processes) is an ongoing activity. Core practices and processes within the Asset Management System include, but are not limited to, those identified in Table 1.

Actions	Responsibility	Deadline and Frequency
Outline asset life expectancy on RM Map from Pub Works program (10-40 years) for key infrastructure.	Administrator	December 31, 2018- updated yearly
Determine condition of Infrastructure assets (current and desired) and update in Pub Works program.	Administrator & Public Works	December 31, 2022 Review yearly
Review existing asset listing with council including future replacement costs.	Administrator & Council	June 30, 2019 Review yearly
Establish Asset Reserve Accounts in the GL to capture Future Expenditures for Infrastructure	Administrator & Council	June 30, 2019
Determine future replacement costs in Pub works program (using current inflation rates & information provided by Asset Condition Report	Administrator	December 31, 2018 Update with new assets
Identify fully depreciated assets and determine applicable replacement date. Update in Pub Works program.	Administrator, Foreman & Council	June 30, 2019 Review yearly
Compare current asset condition to "Useful Life" as determined by TCA Policy and update Replacement Year in Pub Works program (if required)	Administrator & Public Works	June 30, 2019 Review yearly
Monitor high traffic roads and implement traffic counters to adjust for changing traffic patterns. Amend replacement dates in Pub works program.	Administrator, Public Works & Council	June 30, 2019 Review yearly
Review funding gap between replacement cost and actual funds in reserve accounts to determine requirements to sustain 8-10 years-worth of ongoing funding.	Administrator & Council	June 30, 2019 Review yearly
Create budgets to anticipate funding gaps.	CAO and Council	June 30, 2019 Review Yearly

7.0 ROLES AND RESPONSIBILITIES

An effective governance structure aims to deliver the following:

- Establish support for the Asset Management System and enable RM of Maryfield staff to excel in implementing and managing the components of the system
- Bring clarity to roles and responsibilities

Councillors are responsible for adopting the strategy, allocating resources, and providing high level oversight of the delivery of the organization's asset management strategy and plans. The Council is also responsible for ensuring that organizational resources are appropriately utilized to ensure sustainable service deliver.

The **Administrator** has overall responsibility for developing the asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within the RM of Maryfield. The CAO is also responsible for ensuring all information regarding Capital Asset condition scores and replacement costs is up to date and reviewed on a yearly basis.

The **Foreman** is responsible for assisting the CAO in updating the condition scores of the assets on a yearly basis.

8.0 RISKS AND OPPORTUNITIES

Risk management is an important element to achieving the Asset Management Program goals. Early identification is key and risks are identified on a regular basis as implementation progresses. The following risks have been identified:

- Staff turnover and retirements
- Lack of engagement from staff or Council may inhibit implementation of proposed changes
- Documented decision-making processes and objectives may not align with Council expectations and priorities as Council members change
- Availability and skill set of staff resources to implement initiatives

The following opportunities have been identified:

- Neighbouring communities may be willing to collaborate and share the cost of service delivery in some areas
- Improved technology or other innovations may create new ways to deliver services with very different or less costly infrastructure


9.0 CONTINUAL IMPROVEMENT & MONITORING

Continual improvement is a key component of asset management. It drives business efficiency and effectiveness and ensures that over time processes and practices are adjusted for changing circumstances. This also ensures that the Asset Management System consistently delivers required outcomes.

A formal review of the Asset Management Strategy will be completed at least once every four years. If required, a review may be completed more frequently to address issues that may arise either from Council members or the CAO.



REEVE



ADMINISTRATOR