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**TITLE:** ASSET MANAGEMENT POLICY  
**SECTION:** ENGINEERING & PUBLIC WORKS  
**POLICY NO.:** 31600-03

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**APPROVAL DATE:** September 22, 2025      **CAO Signature:** 

#### **PURPOSE**

Asset management is the process of acquiring, operating, maintaining, upgrading, replacing and eventually disposing of assets in the most cost-effective manner using a standardized method of decision-making to balance costs, risks, performance, and sustainability across the lifecycle of an asset.

The Town of Amherst is responsible for delivering a wide range of services that support community well-being, public safety, economic growth, and environmental sustainability. To achieve this, the Town owns and manages a diverse asset portfolio, including roads, sidewalks, streetlights, water, wastewater and stormwater systems, fleet and equipment, land, buildings, recreation facilities, parks, and trails.

The purpose of this policy is to:

- Demonstrate the Town's commitment to responsible stewardship of community assets.
- Provide direction to staff to implement and maintain a municipal asset management program.
- Align the management of assets with the Town's strategic priorities.
- Ensure that services are delivered reliably, cost-effectively, and sustainably for current and future generations.

#### **SCOPE**

This Policy applies to all assets owned, leased, managed, and operated by the Town of Amherst.

#### **POLICY STATEMENT**

The Town shall adopt an asset management program to ensure sustainable delivery of services. The asset management program will provide the data required to ensure the responsible management of all Town owned infrastructure and shall include:

- **Inventories:** Capture all asset types, records and historical data.
- **Current Valuations:** Calculate current condition ratings and replacement values.
- **Life Cycle Analysis:** Identify maintenance and renewal strategies and life cycle costs.
- **Service Level Targets:** Define measurable levels of service targets.
- **Risk and Prioritization:** Rank all assets categories through risk and prioritization strategies.
- **Sustainable Financing:** Identify sustainable financing strategies for all asset categories.
- **Continuous Processes:** Provide continuous processes to ensure asset information is kept current and accurate.
- **Decision Making and Transparency:** Integrate the asset data into all purchases, acquisitions, assumptions, and disposals.
- **Monitoring and Reporting:** At defined intervals, assess the assets and report on condition and performance

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The data, when compiled, will provide the critical information needed for Council to make evidence-based decisions regarding the timely acquisition and disposal of all Town owned assets.

### ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
<b>Director of Operations</b>	<ul style="list-style-type: none"> <li>• Ensure the policy is reviewed periodically and updated as needed to reflect changes in best practices and ensure it meets the needs of the Town.</li> <li>• Be able to interpret and explain policy content</li> </ul>
<b>Council</b>	<ul style="list-style-type: none"> <li>• Review Policy recommendations for approval consideration (approve, reject or edit)</li> <li>• Support the Asset Management Program; and</li> <li>• Authorize the CAO to maintain oversight over the Asset Management Program.</li> </ul>

For Administrative Use Only:

### VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<b>New Policy</b>	Director of Operations – Bourgeois	Council	September 22, 2025

Minutes Reference Dates: September 22, 2025