OBJECTIVES

The objectives of this By-law are to:

- Establish and ensure the maintenance of a comprehensive and current registry of all municipal Capital Assets owned by the City of Selkirk.
- Ensure that municipal infrastructure is constructed, maintained and decommissioned in a manner that facilitates the social, environmental and economic sustainability of the City.
- Endeavour to maintain City Capital Assets in the most natural, energy-efficient and reliable manner that costs the least to operate over the life-cycle of the asset.
- Promote and facilitate the delivery of municipal services that achieve the standards set out by council from time to time.
- Ensure the City has the necessary tools to better adapt municipal infrastructure to the local impacts of climate change.
- Empower City administration to establish policies, processes and strategies and source and allocate the resources necessary, to maintain municipal Capital Assets at standards set by council, transparently and in alignment with established leading practices.

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The Council of the City of Selkirk enacts as follows:

1 TITLE

1.1 This By-law shall be known as the City of Selkirk Capital Asset Management By-law.
2 DEFINITIONS

“Asset Registry” means the official recording of Capital Assets owned by the City and containing all of the data and information generally considered necessary for the delivery of asset management processes.

“Capital Asset” means a Natural or Engineered Asset deemed material by the City and included in the City’s Asset Registry.

“Capital Asset Management” means the practice of using an integrated, lifecycle approach to systematically plan, source, construct, operate, maintain, renew and decommission municipal infrastructure assets to manage risk and sustainably achieve a prescribed level of service to the public.

“Chief Administrative Officer” means the Chief Administrative Officer for the City of Selkirk as designated by by-law.

“City” means the City of Selkirk.

“Council” means the Council of the City of Selkirk.

“Engineered Assets” means an asset that has been designed and constructed or manufactured by humans for the delivery of municipal services.

“Levels of Service” means the standards set by the City for the characteristics, condition, and/or performance of a municipal asset class, sub-class, or individual asset.

“Life-Cycle Costs” means the sum of all recurring and one-time costs related to the procurement, ownership, operation, maintenance and dispose of an asset or process.

“Natural Asset” means a naturally occurring land, water, air or subsurface feature which performs or supports the delivery of a municipal service.

“Sustainability” means the ability to maintain the characteristics and processes at a particular level, indefinitely into the future.

3 REPORTING TO COUNCIL

3.1 The Chief Administrative Officer shall report to Council annually, a summary of the condition of the City’s Capital Assets.

3.2 The Chief Administrative Officer shall report to Council annually, an evaluation of the City’s ability to provide municipal infrastructure at the Levels of Service approved by Council.

4 PROGRAM TO MANAGE CAPITAL ASSETS

4.1 The City of Selkirk shall establish and maintain a systematic, robust and effective Capital Asset Management program to ensure municipal infrastructure is planned, created, operated, maintained, renewed and decommissioned in accordance with the principles of social, environmental and economic sustainability and delivering upon Levels of Service as established by Council.

4.2 Capital Asset Management shall be considered a core service of the City of Selkirk and its principles shall be integrated within existing business planning and operating processes.

5 ASSET REGISTRY

5.1 The City of Selkirk shall establish and maintain a comprehensive and current Asset Registry.
5.2 Such registry shall include data and information pertaining to the City’s Capital Assets generally considered appropriate for the effective delivery of a Capital Asset Management program for a community of the size and complexity of the City of Selkirk.

6  NATURAL ASSETS

6.1 The City of Selkirk recognizes the inherent value of Natural Assets in the delivery of municipal services and will, where practicable, identify and manage Natural Assets in a similar manner as Engineered Assets.

6.2 Where practicable, the City of Selkirk shall seek to substitute the use of Engineered Assets in situations where Natural Assets will achieve comparable Levels of Service.

7  LEVELS OF SERVICE

7.1 Following generally accepted Capital Asset Management methodologies, the City of Selkirk shall establish Levels of Service for the City’s Capital Assets.

7.2 The City’s Capital Asset Levels of Service shall be approved by resolution of Council.

7.3 Establishment of such Levels of Service shall consider the capacity of the City to sustain the levels as well as the reasonable expectations of the community.

7.4 At a minimum, the Levels of Service shall meet all legislative and regulatory requirements for municipal Capital Assets.

8  ASSET LIFE-CYCLE MANAGEMENT

8.1 In all decisions related to the planning, procurement, creation, operation, maintenance, renewal and decommissioning of Capital Assets, the City shall consider the full life-cycle of the asset.

8.2 The City shall establish and maintain policies, practices and strategies that generally strike a sustainable balance between maximizing the service life of City Capital Assets while minimizing their Life-Cycle Costs.

9  ASSET EVALUATION

9.1 The City shall establish, implement and maintain an asset inspection and condition evaluation system that provides the necessary data to maintain the City’s Asset Registry and supports the City’s asset reporting regime set out in section three (3) of this by-law.

9.2 The City’s inspection and asset condition evaluation system will be demonstrably aligned with generally accepted asset management practices and will consistently provide reliable condition and value information for the City’s Capital Asset Management program.

10  LIFE-CYCLE COSTING

The City shall, as practicable, consider the full Life-Cycle Costs of Capital Assets in all decisions relating to the creation of new, and the upgrading of exiting, municipal services and infrastructure.

11  FUNDING

11.1 Asset renewal and maintenance schedules, as determined by the City’s Capital Asset Management program, shall be an integral part of the City’s annual business planning and budget processes.

11.2 The City shall establish long-term funding policies and plans that support the planning, procurement, creation, operation, maintenance, renewal and decommissioning of Capital Assets at the Levels of Service approved by Council.
11.3 Unless otherwise determined by Council, the maintenance of exiting Capital Assets shall generally take precedence over the creation of new Capital Assets.

12 CITY GOVERNMENT CAPACITY

12.1 The City shall cultivate and retain the capacity to ensure the reliable and effective delivery of Capital Asset Management for the City of Selkirk.

12.2 The City shall ensure relevant employees receive the necessary training in asset and financial management to competently manage the City’s Capital Assets.

12.3 The City shall ensure that all members of Council receive an appropriate orientation to the City’s Capital Asset Management program, and ongoing training as deemed necessary to ensure they can competently oversee this program.

13 RESPONSIBILITIES

13.1 Capital Asset Management is a City responsibility that involves all employees and members of Council to achieve the effective implementation and sustainable delivery of municipal services.

13.1.1 Council is responsible for:

13.1.1.1 Governance and high-level oversight of the City’s Capital Asset Management program as articulated by this and other By-Laws.

13.1.1.2 Approving Levels of Service that reflect, to the best of Council’s ability and within the context of the City’s financial capacity, the reasonable expectations City citizens have for municipal services.

13.1.1.3 Ensuring the supply of sufficient resources to enable the City to achieve the Objectives and Responsibilities set-out in this by-law.

13.1.1.4 Ensuring that all members of Council receive adequate orientation to the City’s Capital Asset Management program and other relevant training to allow them to competently discharge their responsibilities as set-out in this by-law.

13.1.2 The Chief Administrative Officer is responsible for:

13.1.2.1 Ensuring the development and maintenance of a robust and sustainable Capital Asset Management program.

13.1.2.2 Establishing policies, practices, procedures and allocating the resources necessary to competently deliver the City’s Capital Asset Management program.

14 BY-LAW REVIEW

This By-law shall be reviewed no less than every five years from the date it is passed.

15 SEVERABILITY

The invalidity of any provisions of this By-law with an Act or Regulation in force in the Province of Manitoba or a decision of Court, shall not affect the validity or enforceability of any other provisions of this By-law, which shall remain in full force and effect.

16 SUNSET

This By-law shall continue in force and effect until repealed.

17 EFFECTIVE DATE

The effective date of this By-law shall be the day after it is passed.
18 AUTHORITY

*The Municipal Act* provides as follows:

Section 3 The purposes of a municipality are
(a) to provide good government;
(b) to provide services, facilities or other things that, in the opinion of the
council of the municipality, are necessary or desirable for all or a
part of the municipality; and
(c) to develop and maintain safe and viable communities.

READ A SECOND TIME THIS 10th DAY OF April, 2017.
READ A THIRD TIME THIS 10th DAY OF April, 2017.

DONE AND PASSED by the Council of the City of Selkirk, assembled at Selkirk, Manitoba,
this 10th day of April, 2017.

L. JOHANNSON, MAYOR

D. NICOL, CHIEF ADMINISTRATIVE OFFICER