



## Town of Blaine Lake

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| Asset Management Policy | TCA-002         | 173/22            | May 4, 2022            | 2                 |              |

**Policy Objective:**

To set guidelines for implementing consistent asset management processes throughout the Municipality

**Background:**

1. Asset Management practices impact directly in the core business of the Town 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 Town'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 Canada Community Building Fund, (formerly known as 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 Town's assets by providing necessary awareness, training and professional development.
  - j. Providing the municipal ratepayer 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, 2026.



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| Snow Removal Policy | TS-001          | 174/22            | May 4, 2022            | 2                 |              |

**Policy Objective:**

To set Policy on snow removal after a snow storm

**Background:**

The Town of Blaine Lake generally has 2 people who in the winter months in the Public Works Department. This can be challenging when snow removal is necessary after a large snow fall. Guidance is needed as to when and where to begin the snow removal process

**Policy:**

1. As snow accumulates to a level of 2-4 inches, after, during or separate from an individual snow event, removal of snow will start at 5:00 am, every day until grading and snow removal is complete. Overtime will be approved as required in order to facilitate the timely completion of this priority.
2. Removal will begin on Main Street
  - a. There will be four passes down the length of Main Street with the grader, pushing snow from the edge of the sidewalk into the center of the street
  - b. The grader will begin at the north end of Main Street
  - c. While the grader is clearing Main Street, the loader operator will clear access to the fire hall and Ambulance depot, and then will clear intersections on Main Street
  - d. After intersections are cleared on the Main Street, the loader operator will clear sidewalks at the Clinic, Fire Hall, Municipal Office and Library.
3. After opening Main Street, the grader operator will clear the access to the school
4. The grader operator will then make two (2) passes on residential streets. The snow will be pushed to the center of the street.
5. After clearing the sidewalks at the Clinic, Fire Haul, Municipal Office and Library, the tractor operator may begin at the Railway tracks and continue south to Highway #40
  - a. Then it is to proceed north from the Railway tracks to the Country Girls Inn;
  - b. Snow may then be hauled from residential areas during regular working hours until snow removal is complete
6. After clearing ridges from driveways in the residential area, the employees shall sand intersections and any other areas deemed necessary.
7. Residents and business owners will be responsible for clearing their own snow and ice from their property and adjacent sidewalks.

TS-001

TOWN OF BLAINE LAKE

Policy Title: Snow removal Policy

Date Issued: Res #

Replaced – Res #2021-015

  
 Mayor

- a. The Town of Blaine Lake is responsible only for clearing snow from the streets, the alleys for businesses located on Main Street, and from the front of residents' driveways.
8. The Town will assist Churches by clearing snow for funerals if such is deemed necessary.
9. Alleys may be cleaned by the Town if time allows.
  - a. Private contractors may be hired, but snow must be hauled out of Town or to an approved Town snow dump when authorized by Town Administrator or Town Foreman
10. Property Owners/Residents or their Contractors cannot push snow from their lots, or the alleys they have had cleaned onto the streets. Fines will be issued to anyone caught doing this.
11. All time for work on Main Street must be tracked by the Employees in order that the Office may invoice Highways the appropriate amount for snow removal.

TS-001

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Mayor