



TOWN OF SHELBURNE ASSET MANAGEMENT COMMITTEE

TERMS OF REFERENCE

September 13, 2018

The establishment of the Asset Management Committee follows from the Town of Shelburne's participation in the provincial Asset Management Pilot Project 2017-18 as one of five pilot municipalities (along with the Town of Lockeport by joint application to the Province). The pilot project will provide the Town with the assistance of provincially-contracted consultants in developing an up-to-date asset inventory to support future asset management decisions and the development of a draft Asset Management Plan. The Committee was established to assist the Town Council in developing policies for the management of Town-owned assets, including the draft Asset Management Plan. Committee meetings are expected to begin following the completion of the pilot project with Committee members undergoing Asset Management training and reviewing the consultant's reports.

Committee Vision

We envision Shelburne as a community where public assets are managed in a proactive and sustainable manner for current and future generations.

Committee Mission

To develop a draft Asset Management Plan and associated draft policies for recommendation to the Shelburne Town Council and to regularly review these documents, proposing amendments as required. The Committee will make recommendations concerning service levels for municipal assets and engage in sessions to assess risks/opportunities and prioritize capital spending, building on prior work by Council and staff. Additional considerations could include maintenance requirements, risk management, innovative technologies, energy efficiency, climate adaptation, use of natural infrastructure, accessibility, associated staff certifications, fair service principles, tourism promotion and impacts on the local economy,

among others to be determined by the membership.

Role of the Committee

To research and investigate issues relating to the Committee Mission, to receive and consider representations by any individual, organization or delegation of citizens on these issues, to review issues referred to the Committee by Council or Staff, and to make recommendations to the Shelburne Town Council to address these issues.

To pursue its Mission the Committee – supported by Town staff at the direction of the CAO – will conduct public sessions and surveys concerning various asset categories, policies, rankings, options for setting service standards, etc. to collect additional public input for Council. The Committee will work to provide Council with solid background to support recommendations and will obtain Council authorization to fund additional technical studies as required, through the Town’s annual budget process.

Key Roles and Activities

The Committee shall meet its purpose through:

- Electing a Chair from amongst its members
- Reviewing the Terms of Reference, the vision and the mission, and revising as necessary
- Researching, critiquing and recommending a draft Asset Management Policy to Council
- Reviewing the preliminary infrastructure report asset class by asset class
- Based on current service provision and existing assets, assisting in the development of Level of Service (LOS) definitions that are clear, concise, and jargon free
- Considering appropriate levels of service, assess service delivery risks, recommend service targets to Council
- Setting clear, efficient guidelines for communications with the purpose of:
 - Providing regular progress updates to Council
 - Providing regular progress updates to the public
- Designing a public engagement strategy
- Researching successful practices in Asset Management when it comes to establishing priorities and achieving results in small communities
- Participating in ongoing training and regular workshops when appropriate

Committee Structure and Membership

The membership of the Committee will consist of the following:

- Two Council Members
- The following staff of the Town of Shelburne will be considered permanent members, other staff members will attend meetings as required;
 - Chief Administrative Officer
 - Manager of Finance
 - Manager of Operations
- 6 members of the community at large.

Community at large members are appointed either directly or following a recruitment and application process.

A Town of Shelburne staff liaison shall be appointed as secretary and administrative support to the Committee.

Appointments to the Committee shall be effective until its disbandment and may include alternates, with such appointments to be re-allocated, reviewed, or rescinded by Council in the event of resignations, absence of a member from more than three consecutive meetings without good cause, or for any other reasonable determination.

The committee may publicly solicit for members to replace those with intent to resign at any time, though new appointments must be determined by council.

Committee Covenants

Members of the Committee shall undertake their responsibilities on an impartial and objective basis. Any member whose personal or financial interest could be in conflict with the subject matter being discussed should immediately disclose this information. Members with a conflict of interest will not participate in any discussion or recommendations unless this is a conflict of interest shared by all.

Guiding Principles

The Committee will apply the following key principles to guide ongoing recommendations to Council:

- Focus, pragmatism, achievability, cost-effectiveness, performance, and compatibility with established community plans, directives, and initiatives
- Collaborative, candid and pro-active dialogue amongst its members, Council, staff, consultants and the public

Expectations

We expect that we would all be ambassadors of sustainable service delivery through sound asset management practices and process.