

RESORT VILLAGE OF LUMSDEN BEACH (RVLB)

POLICY NO. 1 / 2022

TO ESTABLISH AN ASSET MANAGEMENT PLAN

BACKGROUND:

In 2018, RVLB celebrated its 100th year since becoming a village. RVLB is of a small triangular shape, two sides bounded by the RM of Lumsden and on one side by Last Mountain Lake. There are currently 84 residences with only a few being four season cottages/homes. As well, there are 8 privately owned empty lots plus additional municipal owned lots, road allowances and actual roadways. RVLB is a small seasonal operation providing annual services to property owners as an urban municipality from May 1 to October 1. An elected Council, Administrator, Clerk and seasonal staff oversee operations. There is only one commercial operation, the RVLB Store, which is owned by the municipality and operated by staff recruited by Council. There is minimal land for development, which as per the RVLB Official Community Plan is what the municipality prefers.

The current expectancies of residents includes the delivery of potable water, the seasonal maintenance of roads, the means for the disposal of waste including sewage, the control of water run off, and the provision of maintained spaces and equipment for recreational activities. The municipality has historically worked to maintain and improve these services to meet the requirements of governing agencies and the expectations of property owners. The total amount of RVLB municipal assets needing to be managed is minimal and not of extreme replacement cost. That situation is likely to remain relatively the same for the foreseeable future.

POLICY:

RVLB, as an Asset Management Tier 1 municipality (i.e. population under 500), shall on a regular basis, as outlined in the Strategy and the Asset Register, review all assets owned by the municipality and project any future assets that are not currently in place, but may be desired in the future. The review is to determine the current condition, expected lifespan, operating costs and projected replacement cost of current assets. As has been the case in the past, the majority of costs are to be covered by the annual operating budget of RVLB. RVLB is a debt free municipality. In the few cases where a cost may be substantial, RVLB shall by Council decision determine a course of action from the following four options:

- Make application for any available grants;
- Make use of any savings on hand replacing those savings through future years planned contingencies within the operating budgets;
- Make use of the already established Financial Institution Credit Line (\$25,000 currently available), paying off the Credit Line debt through future years planned contingencies within the operating budgets;
- Charge a specific Special Assessment to property owners to cover the expense. The Special Assessment shall be a one time charge collected through annual property taxes over a one to three year period.

STRATEGY:

- The Asset Register is to be updated on an annual basis including a review of the functional condition of all assets.
- It shall be the responsibility of Council and staff to oversee the maintenance of current assets.
- At the annual budget meeting, a five-year Capital Asset Plan is to be reviewed and updated.
- The annual operating budget shall include planned for asset maintenance expenses including recommended upgrades.
- The budget, where necessary, shall include plans for asset replacement based on the Capital Asset Plan.

ASSET REGISTER:

1. RVLB currently owns four buildings three of which were constructed pre-1988 with the other built in 2022. Each is debt free, annually maintained within the budget structure and depreciated yearly as part of the annual audit. There is no current plan to replace or add to these existing facilities.
 - a. Water Treatment Facility

A single story non-insulated vinyl sided metal roof garage style structure (26'x26'x8') with one garage door, one-person door and cement pad floor. The facility houses water storage tanks, two push pumps, chemical injection equipment, water meter and backflow controls. Water testing equipment, chemicals and filters are also on site. A deep water well is situated close to this facility with water entering the facility from the well and distributed throughout the village mostly through gravity. Staff and volunteers use a workspace, equipment and supplies for maintenance. RVLB has a listing of all equipment within the facility including age, model number, serial number and original cost.
 - b. Garage/Shop

A new single story non-insulated metal sided and metal roofed structure (30'x36'x10') with one large (16'x9') garage door, one-person door and cement pad floor with front apron. There is also an internal insulated and heated storage room (8'x6'). The facility provides parking space for two vehicles, pull behind equipment/trailers and houses maintenance equipment and tools. Staff operates from this facility.
 - c. Community Hall

A single story non-insulated vinyl sided metal roof structure (20'x48') with two one-person doors and ceiling fans. The facility includes kitchen equipment (fridge/stove/ microwave / propane hot plate) tables, chairs and supplies. Attached to the Hall is a storage facility for additional equipment used in or around the Hall.
 - d. Community Store

A single story, non-insulated, air-conditioned metal roof structure (20'x42') with a one-person door. The facility houses a stove and numerous types of refrigeration equipment. One storage room houses RVLB filing cabinet with historical records as well as equipment used for social events. There are two public washrooms with external entrances.
2. Within RVLB there is less than 3 km of public roads. These are clay based sometimes graveled routes connecting the main access road into RVLB to individual residences and the waterfront. Roads, ditches, culverts and water lines are all identified on Administrative Maps of RVLB including the location of telephone poles and underground electrical wiring.
3. Sewage is transported by private septic haulers from municipal facility and from individual residence septic tanks to a neighboring community lagoon. RVLB is not an owner of the lagoon, but shared in the capital cost of construction and shares the annual operating expenses of the lagoon.
4. On an annual basis a separate **RVLB Asset Register** document is updated. The Asset Register includes a Data Field, Summary and five capital asset areas – Land, Buildings, Engineered Structures, Equipment and Vehicles each with individual descriptions.