



Organized Hamlet of Pelican Cove/RM of Leask					
Policy Name	ASSET MANAGEMENT POLICY				
	Motion No.	Date	Chair	Vice-Chair	Secretary
Adopted	18/25	Mar 11/25			
Amended					

This policy establishes the framework for the effective management of RM of Leask#464 assets within the Organized Hamlet of Pelican Cove, including physical equipment, buildings, tools, supplies and financial assets to optimize their utilization, minimize risks and ensure compliance with relevant regulations and standards.

Procedures:

- a) This policy applies to all employees, contractors and third-party vendors who have access to or responsibility for all RM assets located within the boundaries of the OHPC.
- b) All RM assets located within the OHPC must be accurately identified and information is to be recorded and submitted to the RM for insurance purposes and catalogue.
- c) A general inventory of assets must be maintained on an on-going basis.
- d) Regular maintenance inspection and schedules must be established and adhered to. Preventative maintenance activities must be prioritized. Each employee and contractor are accountable for the assets assigned to them and must report any loss, damage or malfunction to the OH Board and RM Superintendent of Public Works. The OH Board is to report and adhere to the RM Administrator and RM Superintendent of Public Works recommendations as required.
- e) Access to RM assets located within the OHPC must be restricted to authorized users. Physical assets must be secured in designated areas within appropriate security measures. Assets within the OH are not permitted to be removed from the OHPC premises without RM approval.
- f) All asset disposals, transfer or sale, must follow RM Council recommendation and procedures to maintain proper sale, disposal, control and security.
- g) OH Board members, employees and contractors are responsible for managing assets within the OHPC. Employees and contractors within the OH shall report any damage or loss issues to the OH Board. The OH Board is to report to the RM Administrator and RM Superintendent of Public Works.