

	Strategic Asset Management Policy
	Compliance Ontario Regulation 588/17

Title: Asset Management Policy	Effective Date: 2019-07-01	Revision Date: NA
Approved On: 2019-06-17	Reviewed: CAO/Clerk-Treasurer	Approved By: Council

1. Background

The Municipality of Tyendinaga Township’s vision is to continue to be a small thriving Municipality in Ontario; a desirable place to work, live, vacation, and retire; by providing a clean natural environment, varied sources of recreation, excellent services and reasonable taxes. Asset management planning is key in supporting and delivering this vision.

Asset management planning will not occur in isolation from other municipal goals, plans and policies. Rather an integrated approach will be followed to successfully develop a practical asset management plan that will align with our Strategic Plan, borrowing policy, multi-year capital forecast’s and Financial Plans, including any financial plans prepared under the Safe Drinking Water Act, 2002, or any plans related to the Municipality’s wastewater assets.

The Municipality will align all asset management planning with the Province of Ontario’s land-use planning framework, including any relevant policy statements issued under section 3(1) of the Planning Act; shall conform with the provincial plans that are in effect on that date; and, shall be consistent with all municipal official plans.

2. Purpose

The purpose of this policy is to establish the basic direction, philosophies, and values for the management of the assets of the Municipality of Tyendinaga Township through existing and new asset management plans.

By using sound asset management practices, the Municipality can ensure that all infrastructure assets meet performance levels and continue to provide desired service levels in the most efficient and effective manner.

This policy demonstrates an organization-wide commitment to the good stewardship of infrastructure assets, and the adoption of best practices regarding asset management planning.

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This policy, together with the relevant asset management plan(s) will facilitate logical and informed decision making and support the delivery of sustainable community services.

3. Statutory requirements

The Infrastructure for Jobs and Prosperity Act, 2015 sets out principles to guide asset management planning in municipalities in Ontario. The Municipality of Tyendinaga Township will strive to incorporate the following principles whenever possible into the day to day operation of the Municipality:

- a. **Forward looking:** The Municipality shall take a long-term view while considering demographic and economic trends in the region.
- b. **Budgeting and planning:** The Municipality shall consider any applicable budgets or fiscal plans, such as fiscal plans released under the Fiscal Transparency and Accountability Act, 2004 and Budgets adopted under Part VII of the Municipal Act, 2001.
- c. **Prioritizing:** The Municipality shall clearly identify infrastructure priorities which will drive investment decisions.
- d. **Economic development:** The Municipality shall promote economic competitiveness, productivity, job creation, and training opportunities.
- e. **Transparency:** The Municipality shall be evidence-based and transparent. Additionally, subject to any prohibition under an Act or otherwise by law on the collection, use, or disclosure of information, the Municipality shall make decisions with respect to infrastructure based on information that is publicly available or made available to the public and share information with implications on infrastructure and investment decisions with the Government and broader public sector entities.
- f. **Consistency:** The Municipality shall ensure the continued provision of core public services.
- g. **Environmental conscious:** the Municipality shall minimize the impact of infrastructure on the environment by respecting and helping maintain ecological and biological diversity, by augmenting resilience to effects of climate change and by endeavouring to make use of acceptable recycled aggregates.

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- h. **Health and safety:** The Municipality shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
- i. **Community focused:** The Municipality shall promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities, improvement of public spaces within the community, and promoting accessibility for persons with disabilities.
- j. **Innovation:** The Municipality shall create opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques, and practices developed in Ontario.

4. Roles/Responsibility

Municipality of Tyendinaga Township policies are approved by Council. The Municipal CAO/Clerk-Treasurer will assume the lead role and be responsible for the maintenance of and reporting on the activity related to the management of municipal assets. The Department heads will assist in this task through the utilization of condition assessment information and service level requirements to update the long term and short-term asset requirements. Departmental Staff will strive to utilize the new business processes and technology tools developed as part of the asset management program, participate in implementation task teams to carry-out asset management activities, and provide support and direction for asset management practices within their department. This information will be presented to Council annually for consideration during budget deliberations.

5. Definitions

In this policy the following definitions are used:

- a. **“Asset Management Plan”** - Means a strategic document that states how a group of assets are to be managed over a period of time. The plan describes the characteristics and condition of infrastructure assets, the levels of service expected from them, planned actions to ensure the assets are providing the expected level of service, and financing strategies to implement the planned actions.

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- b. **“Capitalization Thresholds”** – The Municipality’s Asset Management Policy applies to all assets whose role in service delivery requires deliberate management by the Municipality. The service-focused intent of this policy differentiates its requirements for identifying assets from the capitalization thresholds which are developed for the purposes of financial reporting. For this reason, the capitalization threshold developed for financial reporting will not be the guide in selecting the assets covered by the asset management planning process.
- c. **“Infrastructure”** - Means municipal tangible capital assets primarily for public use or benefit in the Province of Ontario.

6. Guiding Principles

The policy requires the commitment of key stakeholders within the Municipal organization to ensure the policy contains a clear plan that can be implemented, reviewed and updated.

Council, on behalf of the citizens, will be entrusted with the responsibility of overseeing the management of the assets. They will approve the Asset Management Planning documents and required updates every five years. They will review management’s implementation of the plan as part of the annual budget process. They will support efforts to improve the plan and ensure it includes changes necessitated by updates to other municipal strategic documents. They will support a commitment to asset management planning by way of ensuring appropriate assets and infrastructure are budgeted for in accordance with the plan.

Management will oversee the policy implementation and ensure both the Asset Management Plan and the Asset Management Policy are in compliance with Provincial Asset Management regulations. Management will ensure that current year and long-range asset requirements are incorporated into the budget presented to Council annually. Management will update the Policy and Plan to reflect changes as needed and present them for Council approval at least every five years. These changes will include those reflected in the updates to the Roads Needs Study, Structural Assessment Reports, and all other condition assessments commissioned for assets covered by the plan.



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This policy applies to all our current levels of service:

SERVICE PROVIDED	ASSET GROUP	ASSET TYPE
Flood protection	Drainage infrastructure	Pipes, culverts, storm ponds, natural assets
Transportation	Transportation infrastructure	Roads, bridges, sidewalks, traffic signals, street lighting
Parks & Recreation	Parks infrastructure	Ballfields, playgrounds, trails, splash pad, natural assets
Community facilities	Buildings	Municipal offices, public works yards, fire hall, recreational (arena, community hall, etc.)
Emergency response	Fleet vehicles	Fire trucks and emergency response vehicles
Support for departments to serve the community	IT infrastructure	Server hardware, computer hardware and software, SCADA

7. General Policy

The asset management plans and progress made on the plans will be considered annually in the development of the Municipality’s capital budgets, operating budgets, and long-term financial plans.

Service area personnel will reference the asset management plan for their area in order to look up forecasted spending needs identified in the plan, verify progress made on the plan to identify potential gaps, and prioritize spending needs across the gap identified in the plan and recent developments, for the year to be budgeted for.

Finance staff will be involved in the asset management planning process to coordinate the information from the service personnel in the preparation of the budget submission. Asset management planning will be aligned with the Municipality’s Official Plan. The asset management plans will reflect how the community is projected to change and the related asset impact. The Municipality will achieve this by consulting with those

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responsible for managing the services to analyze the future costs and viability of projected changes. Methods, assumptions, and data used in the selection of projected changes should be documented to support the recommendations in the Asset Management Plan.

Climate change will be considered as part of the Municipality’s risk management approach embedded in local asset management planning methods. This approach will balance the potential cost of vulnerabilities to climate change impact and other risks with the cost of reducing these vulnerabilities. The balance will be struck in the levels of service delivered through operations, maintenance schedules, disaster response plans, contingency funding, and capital investments. The Municipality will continue to work with stakeholders in the area and region regarding climate change mitigation and adaptation.

The Municipality recognizes the need for stakeholder input into the planning process and will foster informed dialogue using the best available information.