



Township of Assiginack – Strategic Asset Management Policy

1.0 Purpose

A strategic asset management policy formalizes the Municipality’s commitment to asset management, aligns its asset management actions with strategic goals and objectives, and provides direction to guide Council, management and staff in carrying out its business strategies, plans and activities. This policy will support the Municipality in focusing its infrastructure efforts on managing risks, addressing priorities and meeting short and long-term needs within the bounds of possible funding.

2.0 Vision

The Municipality’s vision is to proactively manage its assets to best serve the Municipality’s objectives, including:

- Prioritizing the need for existing and future assets to effectively deliver services,
- Supporting sustainability and economic development, and
- Maintaining prudent financial planning and decision making.

3.0 Objectives

The objectives of this policy are to:

- Provide a consistent framework for implementing assets management throughout the organization.
- Provide transparency and accountability and to demonstrate to stakeholders the legitimacy of decision-making processes which combine strategic plans, budgets, service levels and risks.

Our vision to maintain a safe, family-oriented community with sustainable growth as well as promote the township as a primary destination requires alignment of the many initiatives underway in our organization at any given time in order for it to be achieved. This alignment is necessary to properly consider whether the level of service provided by our existing and planned assets is congruent and supports our vision.

Asset management planning therefore will not occur in isolation from other municipal goals, plans, and policies. Rather, an integrated approach will be followed to successfully develop practical asset management plans that align with the overarching accountabilities and aspirations of our community. The elements of our asset management planning approach keep us mindful of the goals described in municipal documents such as: The strategic plan, Emergency Plan, and Official Plans.

5.0 Stakeholder Engagement

The ultimate goal of the municipality is to efficiently provide its various stakeholders with the municipal services they need within the bounds of regulatory requirements, the built environment, and the natural environment. In order to achieve this goal, it is necessary that the municipality understand the needs of current stakeholders, consider the needs of future generations, and incorporate these perspectives into asset management plans. The municipality recognizes then as an integral part of the asset management approach. Accordingly, the municipality will:

- Provide opportunities for residents and other stakeholders served by the municipality to provide input in asset management planning; and
- Coordinate asset management planning with other infrastructure asset owning agencies such as municipal bodies and regulated utilities.

6.0 Guiding Principles

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

- **Forward looking** – The Municipality shall take a long-term view while considering demographic and economic trends in the region.
- **Budgeting and planning** – The Municipality shall take into account any applicable budgets or fiscal plans, including those adopted through Ontario legislation
- **Prioritizing** – The Municipality shall clearly identify infrastructure priorities which will drive investment decisions.
- **Economic development** – The Municipality shall promote economic competitiveness, productivity, job creation, and training opportunities.
- **Transparency** – The Municipality shall be evidence-based and transparent, basing decision on publicly shared information and make info available to the public.
- **Consistency** – The Municipality shall ensure the continued provision of core public services.
- **Environmentally conscious** – The Municipality shall minimize the impact of infrastructure on the environment by: 1. Respecting and helping maintain ecological and biological diversity, 2. Augmenting resilience to the effects of climate change, and 3. Endeavoring to make use of acceptable recycled aggregates.
- **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.

- **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 1. Local job creation and training, 2. Improvement of public space within the community, and 3. Promoting accessibility for persons with disabilities.
- **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 on Ontario.
- **Integration** – The Municipality shall where relevant and appropriate, be mindful and consider the principles and content of non-binding provincial or municipal plans and strategies established under an Act or otherwise, in planning and making decisions surrounding the infrastructure that supports them.

7.0 Community Planning

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 impacts. The Municipality will achieve this by consulting with those 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 the recommendations of the Asset Management Plan.

8.0 Climate Change

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 impacts and other risks with the cost of reducing these vulnerabilities. Bolstering resilience to climate change includes adapting to opportunities to manage vulnerabilities, anticipating possible costs to support contingency funds, and disaster planning to allow for business continuity. These actions will be taken in addition to acquiring or modifying assets based on greenhouse gas reductions.

9.0 Capitalization Thresholds

The Asset Management Policy applies to all assets whose role in service delivery requires deliberate management by the Municipality. The service-focus 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 asset management planning processes.

10. Budgeting

The Municipality will integrate asset management planning into the annual capital budget, operating budget, and its long-term financial plan. The asset management plan will be used as a resource in order to:

Identify all potential revenues and costs (including operating, maintenance, replacement and decommissioning) associated with forthcoming infrastructure asset decisions;

Evaluate the validity and need of each significant new capital asset, including considering the impact on future operating costs, and Incorporate new revenue tools and alternative funding strategies where possible.

The department level budget submission prepared by each Department Head will be reviewed and evaluated by the CAO and Treasurer in the preparation of the Municipality's annual budget. 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.

For the purposes of managing water and wastewater assets, the water and wastewater financial plans will be used as a basis for establishing user fees, and master plans will be referenced in order to ensure alignment with the budgeting process.

11.0 Governance and Continuous Improvement

The policy requires the commitment of key stakeholders with the Township's organization to ensure the policy guides the development of a clear plan that can be implemented, reviewed and updated.

The Council is entrusted with the responsibility of overseeing, on behalf of citizens, a large range of service provided through a diverse portfolio of assets. Council, having stewardship responsibility, is the final decision maker on all matters related to asset management in the Township. The Council and senior management are committed to the success of asset management planning. The following details the responsibilities of the key stakeholders within the Township:

Council, will approve the Asset Management documents and required updates every five years. They will review managements 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 Township strategic documents.

Treasurer, will assume the lead role and be responsible for the maintenance of and reporting on the activity related to the management of Township assets. Department heads will assist in this task through the utilization of condition assessment information and service level requirements to update the long and short-term asset requirements. The information will be reviewed and presented annually for consideration during the budget deliberations.

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 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 all condition assessments commissioned for assets covered by the plan.