



## Wollaston Township – Asset Management Policy

### 1. Background

The Township of Wollaston is committed to providing service to residents in a fiscally responsible manner that supports a healthy and vibrant community. With this commitment in mind, assets must be managed in a way that allows the Township to achieve its goals, plans and policies.

### 2. Purpose

The purpose of this policy is to establish consistent standards and guidelines for management of the Township's assets applying sound technical, social and economic principles that consider present and future needs of users, and the service expected from the assets. This means leveraging the lowest total lifecycle cost of ownership with regard to the service levels that best meet the needs of the community while being cognizant of the risk of failure that is acceptable. The standards and guidelines must adhere to the following:

#### Statutory requirements

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

**Forward looking:** The Township shall take a long-term view while considering demographic and economic trends in the County.

**Budgeting and planning:** The Township shall take into account any applicable budgets or fiscal plans, released under relevant Provincial legislation.

**Prioritizing:** The Township shall clearly identify infrastructure priorities which will drive investment decisions.

**Economic development:** The Township shall promote economic competitiveness, productivity, job creation, and training opportunities.

**Transparency:** The Township 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 Township 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 Provincial Government and broader public sector entities.

**Consistency:** The Township shall ensure the continued provision of core public services.

**Environmental conscious:** the Township 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. Note is this something the Township would do? I know it is pretty common in the industry

**Health and safety:** The Township shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.

**Community focused:** The Township 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.

**Innovation:** the Township 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.

In addition the Township must adhere to the requirements outlined in the Minimum Maintenance Standards currently in force, and any other legislation specific to the Township.

### **Existing Plans and Policies**

The Township has developed and adopted a Strategic Plan, an Energy Conservation and Demand Management Plan, a Community Emergency Plan, an Accessibility Plan, and an Asset Management Plan. The County of Hastings Official Plan guides the physical development of the Township. These plans were designed to meet the legislative requirements and to work together to achieve the Township's mission of providing innovation and excellence in service delivery. These plans will be reviewed regularly by staff and annual spending requirements in support of the plans' objectives will be incorporated into the budgeting process. All of the Township's plans rely to some extent on the physical assets owned by the Township and the commitment of staff to ensure their strategic use. This includes the long term maintenance, repair, and replacement of existing assets along with the acquisition of new assets to meet the evolving needs in the Township.

In addition, the existing Township policies complement the planning documents by providing details for the implementation of strategic objectives.

### **3. Scope and Responsibility**

The 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. The Director of Public Works together with the other 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. This information will be reviewed with the Chair of the Finance Committee and presented to the Committee annually for consideration during the budget deliberations.

#### 4. 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.
- b) **“Capitalization Thresholds”** – The Township’s Asset Management Policy applies to all assets whose role in service delivery requires deliberate management by the Township. 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 the asset management planning process.
- c) **“Infrastructure”** - Means municipal tangible capital assets primarily for public use or benefit in Ontario.

#### 5. Guiding Principles

The policy requires the commitment of key stakeholders within the Township’s 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 Township strategic documents.

**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 all relevant assessments and studies commissioned for assets covered by the plan.

#### 6. General Policy

The asset management plans and progress made on the plans will be considered annually in the development of the Township’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 gaps 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 County of Hastings Official Plan. The asset management plans will reflect how the community is projected to change and the related asset impact. The Township 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 support the recommendations in the Asset Management Plan.

Climate change will be considered as part of the Township'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 Township will continue to work with the Region in regard to climate change mitigation and adaptation.

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