



Township of Ashfield-Colborne-Wawanosh – Asset Management Policy

1. Background

The Corporation of the Township of Ashfield-Colborne-Wawanosh is committed to managing its assets in a way that best serves the Township's objectives, including:

- Effectively delivering services,
- Promoting sustainable development,
- Supporting agriculture and economic development, and
- Enhancing the natural environment.

2. Purpose and Guiding Principles

The purpose of this policy is to establish consistent standards and guidelines for management of the Township's assets applying sound technical and economic principles that consider present and future needs and the service expected from the assets. 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. The Township of Ashfield-Colborne-Wawanosh 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.
- **Budgeting and planning:** The Township shall take into account any applicable budgets or fiscal plans, including those adopted through Ontario 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. The Township shall make decisions with respect to infrastructure based on information that is publicly available or made available to the public.
- **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 striving to make use of acceptable recycled aggregates.
- **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.

Existing Plans and Policies

The Township has developed and adopted an Official Plan, a Strategic Plan, an Emergency Management Plan, a Multi-Year Accessibility Plan, and an Asset Management Plan. These plans were designed to meet the legislative requirements and work together to achieve the Township's priorities for 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, Roles, and Responsibilities

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 Deputy Treasurer 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 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 will approve the asset management planning documents and required updates every five years. They will review management's implementation of the plan each year (on or before July 1) as part of the budget deliberation 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 update these documents to reflect changes, as needed, and present them for Council approval at least every five years.

4. Definitions

In this policy the following definitions are used:

- a. **Asset management** – the coordinated activity of an organization to realize value from assets.
- b. **Asset management plan** – 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.
- c. **Capitalization threshold** – 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.
- d. **Infrastructure** – municipal tangible capital assets primarily for public use or benefit in Ontario.

5. General Policy

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

Department heads will reference the asset management plan in order to look up forecasted spending needs, verify progress, identify potential gaps, and prioritize spending needs as part of the budget process.

The Treasurer will be involved in the asset management planning process to coordinate the information from department heads in the preparation of the budget submission. The financial analysis used for water asset management plans will align with existing financial plans related to these assets through the use of common methods and the most up-to-date information from the same datasets.

Asset management planning will be aligned with the Township's Official Plan. The asset management plan 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.

Climate change and environmental issues will be included as part of the Township's risk management efforts. This approach will consider how changing weather may influence operations, maintenance, and investment decisions and identify opportunities that may be undertaken to manage these potential vulnerabilities. The asset management plan will encompass this sustainable approach 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.