

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2019-24

**BEING A BY-LAW TO ADOPT AN ASSET MANAGEMENT STRATEGIC
POLICY FOR THE TOWNSHIP OF ADMASTON/BROMLEY**

WHEREAS Section 3(1) of Provincial Regulation 588/17 states that every municipality shall prepare a strategic asset management policy by July 1, 2019 under the Infrastructure for Jobs and Prosperity Act, 2015;

AND WHEREAS Council wishes to adopt an Asset Management Strategic policy for the Township;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY ENACTS AS FOLLOWS:

1. That the "Asset Management Strategic Policy" attached hereto as Schedule "A", be and is hereby adopted.
2. That Schedule "A" is deemed to form part of this by-law.
3. That this by-law shall come into force and take effect upon the passing thereof.

By-law read a first and second time this 18th day of April, 2019.

By-law read a third time and passed this 18th day of April 2019.

Mayor

Clerk-Treasurer

Schedule "A"

The Township of Admaston/Bromley Policy and Procedures			
SECTION: Asset Management			POLICY #: AMP-01
POLICY: Asset Management Strategic Policy			
DATE:	REV. DATE:	COVERAGE: All Departments	PAGE #: 2 of 5

VISION:

Our vision to maintain a safe community with sustainable growth, 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.

GOVERNANCE AND CONTINUOUS IMPROVEMENT:

The Council of the Corporation of the Township of Admaston/Bromley is entrusted with the responsibility of overseeing a large range of services provided through a diverse portfolio of assets. Council, having stewardship responsibility, is the final decision maker on all matters related to Asset Management. The Council, Clerk-Treasurer, Public Works Superintendent and Fire Chief are committed to the success of asset management planning.

Provincial Regulation (O.Reg. 588/17 – Asset Management Planning for Municipal Infrastructure) requires the Township of Admaston/Bromley to prepare, and Council to approve a Strategic Asset Management Policy by July 1, 2019 under the *Infrastructure for Jobs and Prosperity Act, 2015, S.O. 2015, c. 15*. This regulation requires that the Township of Admaston/Bromley review this policy every five years thereafter.

Within asset management planning, Council is responsible for:

- Approving by resolution the asset management plan and its updates every five years;
- Conducting annual reviews of the asset management plan implementation progress on or before July 1 of every year; and
- Supporting ongoing efforts to improve and implement the asset management plan.

The Clerk-Treasurer is ultimately responsible for asset management planning across the Township of Admaston/Bromley and maintaining compliance with the regulation. Department Heads are responsible for asset management planning activities that fall within their service area and in support of others.

The budget process is the basis of the Township’s approach for continually improving its methods and adopting appropriate practices. The annual review will be completed in consultation with the Township’s Operations, Fire and Finance and Administration Committees and it will include:

- Progress on ongoing efforts to implement the asset management plan;
- Consideration of the asset management policy;
- Any factors affecting the ability of the Township of Admaston/Bromley to implement its asset management plan;
- Consultation with Department Heads; and
- A strategy to address these factors including the adoption of appropriate practices.

STRATEGIC ALIGNMENT:

Asset management planning will not occur in isolation from other Township of Admaston/Bromley goals, plans, and policies. 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 our Strategic

Plan, Official Plan, and Purchasing Policy, as they influence our Asset Management Plan and 10 year Capital Plan.

GUIDING PRINCIPLES:

The *Infrastructure for Jobs and Prosperity Act, 2015* sets out key guiding principles for infrastructure priority setting, planning, and investment of the asset management policy and the Township of Admaston/Bromley will strive to incorporate the following principles whenever possible:

Forward Looking: The Township of Admaston/Bromley will make the appropriate decisions and provisions to better enable its assets to meet future challenges, including changing demographics and populations, council adopted service levels, legislative requirements, technological and environmental factors.

Budgeting and Planning: The Township of Admaston/Bromley shall take into account any applicable budgets or fiscal plans, such as fiscal plans released under the following:

1. *Fiscal Transparency and Accountability Act, 2004*; and
2. Budgets adopted under Part VII of the *Municipal Act, 2001*.

Prioritizing: The Township of Admaston/Bromley shall clearly identify infrastructure priorities which will drive investment decisions. The Township of Admaston/Bromley Asset Management Plan promotes lifecycle and risk management of all municipal infrastructure assets, with the goal of achieving the lowest total cost of ownership while meeting the Township's desired levels of service.

Economic Development: The Township of Admaston/Bromley shall promote economic competitiveness, productivity, job creation, and training opportunities as identified in the Economic Development Action Plan.

Transparency: Asset management decisions shall be evidence-based and transparent. Additionally, subject to any prohibitions under an Act or otherwise by law on the collection, use, or disclosure of information, the Township of Admaston/Bromley shall:

1. Make decisions with respect to infrastructure based on information that is publicly available or made available to the public; and
2. Share information with implications on infrastructure and investment decisions with the Government and broader public sector entities.

Consistency: The Township of Admaston/Bromley shall ensure the continued provision of public services within our community.

Environmentally Conscious: The Township of Admaston/Bromley 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. Endeavouring to make use of acceptable recycled aggregates.

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

Community Focused: The Township of Admaston/Bromley 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 opportunities (including for apprentices, within the meaning of section 9 of the *Infrastructure for Jobs and Prosperity Act, 2015*);
2. Improvement of public space within the community; and
3. In co-operation with the Township of Admaston/Bromley's Accessibility Advisory Committee, promote accessibility for persons with disabilities.

Innovation: The Township of Admaston/Bromley 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.

Integration: The Township of Admaston/Bromley 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.

CAPITALIZATION THRESHOLDS:

The capitalization threshold policy (TCA-04 - Tangible Capital Assets – Thresholds) developed for financial reporting will be the initial guide in selecting the assets covered by asset management planning processes. However, there are some larger assets that have many sub components that do not, on their own, qualify for capitalization based on a dollar threshold. 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. Therefore, additional items may be managed by this policy that are not also on the financial asset listings.

BUDGETING:

The asset management plans and progress made on the plans, will be considered annually in the creation of the Township of Admaston/Bromley’s 10 year capital plans, capital budgets and operating budgets. Department Heads are responsible to reference the asset management plan for their area in order to:

- Confirm 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 years to be budgeted for.

The budgets prepared by each department will then be processed in accordance with the broader municipal budgeting process.

The Clerk-Treasurer will be involved in asset management planning to facilitate the bridge between:

- The 10 year capital plans;
- The annual budget submissions of each department; and
- The financial strategy developed in the asset management plan(s);

COMMUNITY PLANNING:

The Township of Admaston/Bromley will align 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 the Township of Admaston/Bromley’s Official Plan.

CLIMATE CHANGE:

Climate change will be considered as part of the Township of Admaston/Bromley’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. The balance will be struck in the levels of service delivered through operations, maintenance schedules, emergency response plans, contingency funding, and capital investments. The Township of Admaston/Bromley’s contribution to climate change through greenhouse gas emissions will be mitigated in accordance with its local reduction targets, financial capacity, and stakeholder support.

STAKEHOLDER ENGAGEMENT:

The Township of Admaston/Bromley will coordinate planning for interrelated municipal capital infrastructure assets and projects by pursuing collaborative opportunities with neighbouring and local municipalities and regulated utilities wherever viable and beneficial.

RELATED DOCUMENTS:

Asset Management is multi-faceted and impacts all areas of the organization. The following policies, frameworks and plans are impacted by, or impact, the Policy:

- Strategic Plan
- Official Plan
- Asset Management Plan
- 10 Year Capital Plan
- Emergency Response Plan
- Economic Development Action Plan
- Energy Management Plan
- By-Law 2007-49 Procurement of Goods and Services
- CM-01 – Debt Management Policy
- TCA-02 – Tangible Capital Assets – General Definitions
- TCA-03 – Tangible Capital Assets – Asset Categories
- TCA-04 – Tangible Assets – Thresholds
- Annual Capital and Operating Budgets