

## CORPORATE POLICIES AND PROCEDURES

<b>SECTION:</b> General Administrator		<b>POLICY</b>	
<b>POLICY:</b> Strategic Asset Management			
<b>DATE:</b> June 2019	<b>REV. DATE:</b>	<b>COVERAGE:</b> All Departments	<b>PAGE #:</b> 1 of 4

### **VISION:**

The Corporation of the Township of Brudenell, Lyndoch and Raglan 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 municipality to achieve its goals, plans and policies.

### **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.

### **GOVERNANCE AND CONTINUOUS IMPROVEMENT:**

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 the updates to the Road Needs Study, Building Condition Assessment and all other condition assessments commissioned for assets covered by the plan.

The Finance Department 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 Public Works Superintendent together with 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 presented to Council annually for consideration during the budget deliberations.

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**STRATEGIC ALIGNMENT:**

The municipality has developed and adopted an Official 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 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 municipality 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.

**GUIDING PRINCIPLES:**

The *Infrastructure for Jobs and Prosperity Act, 2015* set out key guiding principles for infrastructure priority setting, planning and investment of the asset management policy and the Township of Brudenell, Lyndoch and Raglan will strive to incorporate the following principles whenever possible.

**Forward Looking:** The Township of Brudenell, Lyndoch and Raglan shall take a long-term view when considering demographic and economic trends in the municipality.

**Budgeting and Planning:** The Township of Brudenell, Lyndoch and Raglan 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 Brudenell, Lyndoch and Raglan shall clearly identify infrastructure priorities which will drive investment decisions.

**Economic Development:** The Township of Brudenell, Lyndoch and Raglan shall promote economic competitiveness, productivity, job creation, and training opportunities.

**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 Brudenell, Lyndoch and Raglan 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.

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**Consistency:** The Township of Brudenell, Lyndoch and Raglan shall ensure the continued provision of core public services within our community.

**Environmentally Conscious:** The Township of Brudenell, Lyndoch and Raglan 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 Brudenell, Lyndoch and Raglan 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 Brudenell, Lyndoch and Raglan 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;
2. Improvement of public space within the community; and
3. Promoting accessibility for persons with disabilities.

**Innovation:** The Township of Brudenell, Lyndoch and Raglan 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 municipality must adhere to the requirements outlined in the Minimum Maintenance Standards currently in force and any other legislation specific to the municipality.

#### **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.

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**BUDGETING:**

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

The Treasurer will be involved in the asset management planning process to coordinate the information from the Department Heads in the preparation of the budget submission.

**COMMUNITY PLANNING:**

The Township of Brudenell, Lyndoch and Raglan 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 County of Renfrew’s Official Plan.

**CLIMATE CHANGE:**

Climate change will be considered as part of the Township of Brudenell, Lyndoch and Raglan’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 Brudenell, Lyndoch and Raglan’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 Brudenell, Lyndoch and Raglan recognizes the need for stakeholder input into the planning process and will foster informed dialogue using the best available information.