

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:
Asset Management Policy

SUBJECT:

POLICY SECTION:
A

POLICY NO:
4

EFFECTIVE DATE:
November 4, 2020

ENACTED BY:
By-Law 20-43

1.0 BACKGROUND

The Corporation of the Township of the North Shore is committed to providing services to stakeholders in a fiscally responsible manner that supports a healthy, safe and progressive Township. Council and staff are committed to managing assets to ensure the Township meets its goals, plans and policies and this policy formalizes the Township's commitment to asset management.

2.0 PURPOSE

The Municipality provides a range of services and infrastructure to stakeholders that require ownership, responsible operation and maintenance of its physical assets including land, buildings, equipment, transportation, environment, utilities, technology and information/documentation.

This policy supports the Municipality in focusing its infrastructure efforts on managing risks, addressing priorities, and meeting both short and long term needs enabling the organization to benefit from available grant funding opportunities. It is intended to guide the consistent use of asset management across the organization, to facilitate logical and evidence-based decision-making for the management of municipal infrastructure assets and to support the delivery of sustainability community services now and in the future.

This policy demonstrates an organization-wide commitment to the good stewardship of municipal infrastructure assets, and to improved accountability and transparency to the community through the adoption of best practices regarding asset management planning.

Furthermore, this policy seeks adhere to the guidelines and practices that govern decisions on the Asset Management Plan as required by O. Reg. 588/17 and regulations such as the Infrastructure for Jobs and Prosperity Act, 2015, to ensure that the Municipality provides high-quality services in a sustainable and safe environment.

3.0 DEFINITIONS

Asset Management Plan: The combination of management, physical, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.

Life Cycle: The time interval stages involved in the management of assets beginning with the identification of the need for the asset, through design, construction and commissioning, maintenance and rehabilitation of the asset and concluding with the decommissioning and disposal of the asset.

Life Cycle Costs: The total cost of an asset through its life cycling including planning, design, construction, acquisition, operation, maintenance and rehabilitation and disposal costs.

Levels of Service: A description of the current and expected customer levels of services and the technical level of services for each asset class.

4.0 RESPONSIBILITY

This policy applies to all assets owned by The Township of the North Shore and all aspects of each asset. The policy applies to Council, staff, contractors, volunteers, Committees and consultants for the Municipality.

The following details the responsibilities of the key stakeholders within the Municipality:

Council:

- Approves by means of by-law the asset management policy and plan and its updates every five years;
- Supports ongoing efforts to continuously improve and implement the asset management plans.
- Approves level of service.

Clerk:

- Provide leadership and maintain compliance with the asset management policy, across the organization.

Treasurer and Public Works Staff Person:

- Responsible for providing conditions of assets and the associated risk for all infrastructure assets and facility assets. The lifecycle costs will be developed and incorporated into the plan.

Staff:

- Oversee asset management policy and provincial asset management regulations;
- Be responsible for observing the requirements of this policy;
- Determine the conditions and risk analysis of their assets and provide information to the Public Works Staff Person.

5.0 PRINCIPLES OF ASSET MANAGEMENT

To achieve the goals in establishing an Asset Management Plan, the following principles will be applied, whenever possible into the day-to-day operation of the Municipality:

- a) For all new/upgrades of assets, a financial analysis will be conducted to ensure that they will not compromise the existing financial plans for the current assets.

- b) The Municipality shall clearly identify infrastructure priorities, which will drive investment decisions.
- c) Full life cycle costs will be implemented to maximize the assets' service lives, which includes full maintenance plan, renewals and upgrades, if need be, to meet the desired levels of services, if financially viable.
- d) Legislative requirements shall be incorporated, and the financial plan of other assets may be altered.
- e) The Municipality shall be evidence-based and transparent, basing decision on publicly shared informed and make the information available to the public.
- f) Modify the long-term financial plan based on changes to the asset management plan and/or change in direction.

6.0 COMMITMENT TO IMPROVEMENT AND COMPLIANCE

Managing the Municipality's physical assets through their lifecycle requires the contribution of all departments. These contributions will over time develop and form a comprehensive asset management initiative. As the initiative develops there needs to be the ability to foster continued improvement and innovation, and as such we will:

- Strive to improve our ability to predict the performance of our assets and ability to support the services they deliver reducing the need to be reactive to problems;
- Continually review our policies, by-laws, technology, strategies, approaches and methods with a goal of assessing their value and improvements where applicable.
- Conduct an annual review of asset management progress and such review will include:
 - Municipal progress in implementing the plan;
 - Factors impeding ability to implement based on vulnerabilities associated with effects on climate change, on the Municipality's infrastructure assets, regulatory changes, senior government policy changes and disaster planning.
 - A strategy or adjustment to the Asset Management Plan to address the factors.

7.0 OTHER PLANS AND POLICIES

The following policies and documents will be considered when defining current and future needs:

- Township of the North Shore annual operational and capital budgets;
- Official Plan;
- Emergency Response Plan; and
- Roads Standards.

8.0 POLICY REVISION

This policy shall be reviewed at least every five (5) years.