



Asset Management Policy

Title: Asset Management Policy	Date of Issue: May 7 th 2019
Approved by: Council	Reviewed/Revised:
Location: Town of Northeastern Manitoulin and the Islands	

PURPOSE

The purpose of this policy is to establish consistent standards and guidelines for management of the Town’s assets while applying sound technical, social and economic principles that consider present and future needs of users, and the service expected from the assets. This means balancing the lowest total lifecycle cost of ownership against the service levels that best meet the needs of the community while being aware of the level of acceptable risk.

SCOPE

The Chief Administrative Officer will assume the lead role and be responsible for the maintenance of and reporting on the activity related to the management of Town assets. The manager of each department will assist in the 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 incorporated in the Asset Management Plan, and reviewed and considered in the annual budget process.

POLICY

The Town of Northeastern Manitoulin and the Islands Asset Management Policy aims to ensure that its assets are effectively managed across the complete asset lifecycle in a safe, efficient, coordinated, and environmentally sensitive way that sustainably serves the needs of its residents, and optimizes the long-term return on investment. In doing so the Town will comply with all legal, regulatory, safety and environmental requirements placed upon it, and will not compromise the safety of its employees and residents.

The Asset Management Plan and progress made on the plan will be considered annually in the development of the Town’s capital and operating budgets.

Department 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, and identify potential gaps.

Finance staff will be involved in the asset management planning process to coordinate the information from the department manager in the preparation of the budget submission. Consulting with those responsible for managing the services will be conducted 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 Town’s risk management approach 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 in the levels



of service delivered through operations, maintenance schedules, disaster response plans, contingency funding, and capital investments. The Town recognizes the need for stakeholder input into the planning process and will foster informed dialogue using the best available information.

STANDARDS/PROCEDURES

The Town strives to efficiently provide stakeholders within the municipality, services they need within the bounds of regulatory requirements. Accordingly, the Town will use the best available resources to:

- Provide opportunities for residents and other stakeholders served by the municipality to provide input in asset management planning; and
- Coordinate asset management planning with other infrastructure asset owning agencies such as municipal bodies and regulated utilities.

The policy requires the commitment of key stakeholders within the Town'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 the oversight of the management of the assets. They conduct an annual review of the Asset Management Plan and corresponding Town 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.

Capitalization thresholds apply to all assets in the asset management planning process whose role in service delivery requires deliberate management by the Town. Infrastructure assets that are at or above the value of \$10,000 (ten thousand) will be capitalized at the value. Infrastructure assets that are below the value of \$10,000 (ten thousand) will be expensed at the value.

Statutory requirements

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

- **Forward looking:** The Town will take a long-term view while considering demographic and economic trends in the region.
- **Budgeting and planning:** The Town will consider any applicable budgets or fiscal plans, such as fiscal plans released under the Fiscal Transparency and Accountability Act, 2004 and Budgets adopted under Part VII of the Municipal Act, 2001.
- **Prioritizing:** The Town will clearly identify infrastructure priorities which will drive investment decisions.



- **Economic development:** The Town will promote economic competitiveness, productivity, job creation, and training opportunities.
- **Transparency:** The Town will be evidence-based and transparent, basing decisions with respect to infrastructure on information that is publicly available or made available.
- **Consistency:** The Town will strive to ensure the continued provision of core public services.
- **Environmental conscious:** The Town will 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.
- **Health and safety:** The Town will ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
- **Community focused:** The Town will promote community benefits arising from infrastructure projects that are intended to improve the well-being of a community affected by the project. Benefits such as local job creation and training opportunities, improvement of public spaces within the community, and promoting accessibility for persons with disabilities.
- **Innovation:** The Town will strive to 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 Town will 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.

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

Existing Plans and Policies

The Town has developed and adopted a Strategic Plan, an Official Plan, a Zoning By-Law, a Water and Waste Water Financial Plan, an Emergency Management Plan, a Community Sustainability Plan, an Age Friendly Community Plan, and an Asset Management Plan.

These plans were designed to meet the legislative requirements and work together to achieve the Town's mission of enhancing, diversifying and expanding its economic base and entrepreneurial spirit; strengthen the health and well-being of all ages. 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 Town's existing plans rely to some extent on the physical assets owned by the Town and the commitment of staff to ensure their strategic use to provide services. 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 Town.