MUNICIPAL POLICY

CANTON / TOWNSHIP
ALFRED AND PLANTAGENET

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POLICY STATEMENT

The Corporation of the Township of Alfred and Plantagenet is committed to providing services to residents in a fiscally responsible manner that supports economic, social and environmental improvement in our community. To ensure sustainability, promote risk management and achieve our set levels of services, the Township must manage its municipal infrastructure assets according to its plans, policies, and procedures.

The Township's asset management plan will be in accordance with Ontario Regulation 588/17, (O. Reg. 588/17), Asset Management Planning for Municipal Infrastructure, under the *Infrastructure for Jobs and Prosperity Act, 2015*.

To ensure comprehensive and founded decision-making, the Township and its key stakeholders are committed to updating its municipal infrastructure assets inventory and ensuring its asset management plan aligns accordingly.

The Township shall review and update its asset management plan at least five years after the year in which the plan is completed under section 6 and at least five years thereafter (O. Reg. 588/17, section 7 (1)).

The Township shall prepare its first strategic asset management policy by July 1, 2019, and shall review and, if necessary, update it at least every five years (O. Reg. 588/17, section 4).

DEFINITIONS

Unless otherwise specified, the definitions provided in this policy align with those outlined in O. Reg. 588/17.

- **"Township"** means the Corporation of the Township of Alfred and Plantagenet.
- **"Council"** means the Council of the Corporation of the Township of Alfred and Plantagenet.
- **"Chief Administrative Officer"** means the Chief Administrative Officer of the Corporation of the Township of Alfred and Plantagenet.

- **“Department Heads”** means the person responsible for managing the department within the Corporation of the Township of Alfred and Plantagenet.
- **“Finance Department”** means the Finance Department of the Corporation of the Township of Alfred and Plantagenet.
- **“Treasurer”** means the Treasurer of the Corporation of the Township of Alfred and Plantagenet.

PURPOSE

The purpose of this policy is to provide a framework for implementing asset management to enable a consistent and strategic approach at all levels of the organization, and to provide guidance to staff responsible for asset management.

This policy demonstrates an organization-wide commitment to the good stewardship of municipal infrastructure assets, and to improve accountability and transparency to the community through the adoption of best practices, desired levels of service and risk management in the most efficient and effective manner.

REGULATION

This policy is in accordance with O. Reg. 588/17. This policy applies to all Members of Council, officers, and employees of the Township.

STRATEGIC ALIGNMENT

The Township’s vision is to proactively manage its assets to best serve its residents, including:

a) Effectively delivering services in a safe, sustainable, and responsible manner.
b) Effectively meet the agreed service levels through asset lifecycle management, as set out in the Township’s asset management plan.
c) Supporting sustainability and economic development.
d) Maintaining prudent financial planning and decision-making.

Asset management planning therefore will not occur in isolation from other municipal goals, plans and policies.

The Council, CAO and Department Heads will review this policy and incorporate it into the asset management planning approach that fosters the integration of the Township’s strategies and adopted plans. The said documents include, but are not limited to:

a) The Strategic Plan
b) The Recreation and Cultural Master Plan
c) The 10-year Capital Plan
d) The Official Plan of the Urban Areas of the Township of Alfred and Plantagenet
e) The Official Plan of the United Counties of Prescott and Russell
f) The Accessibility Plan
g) The Development Charges Study
h) The Tangible Assets Policy
i) The Procurement and Tendering Procedure
j) The Investment Policy
k) The Emergency Plan

STATUTORY REQUIREMENTS

The Township’s decision-making process while managing and planning its infrastructure investments should stem from the following key principles, as set out by the *Infrastructure for Jobs and Prosperity Act, 2015*:

a) Infrastructure planning and investment should take a long-term view while considering demographic and economic trends.
b) Infrastructure planning and investment should take into account any applicable budgets or fiscal plans.
c) Infrastructure planning and investment should clearly identify infrastructure priorities, which will drive investment decisions.
d) Infrastructure planning and investment should promote economic competitiveness, productivity, job creation, and training opportunities.
e) Infrastructure planning and investment should 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:
    i. Asset management decisions should stem from information that is publicly available or made available to the public, and
    ii. Information with implications on infrastructure and investment decisions should be shared between the Government and broader public sector entities and should factor into investment decisions respecting Infrastructure.
f) Infrastructure planning and investment should ensure the continued provision of core public services.
g) Infrastructure planning and investment should minimize the impact of infrastructure on the environment, respecting and help maintain ecological and biological diversity and be resilient to the effects of climate change.
h) Infrastructure planning and investment should endeavour to make use of acceptable recycled aggregates.
i) Infrastructure planning and investment should ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
j) Infrastructure planning and investment should 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:
    i. Local job creation and training opportunities (including for apprentices, within the meaning of section 9 of the *Infrastructure for Jobs and Prosperity Act, 2015*)
    ii. Improvement of public space within the community, and
    iii. Any specific benefits identified by the community.
i) Infrastructure planning and investment should promote accessibility for persons with disabilities.
j) Infrastructure planning and investment should foster innovation by creating opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize those developed in Ontario.
k) Where provincial or municipal plans or strategies have been established in Ontario, under an Act or otherwise, but do not bind or apply to the Township, as the case may be, the Township should nevertheless be mindful of those plans and strategies and make investment decisions respecting infrastructure that support them, to the extent that they are relevant.

CAPITALIZATION THRESHOLDS

The service rendered by an asset will be the determining factor of whether or not to include it in the asset management plan. It is the assets whose role in service delivery requires deliberate management by the Township that will thus be included in the asset management plan. 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 asset management planning processes. However, the Tangible Assets Policy may be relied upon to the extent relevant for infrastructure planning and investment, such as including municipal infrastructure assets identified for financial purposes in the asset management plan, at a minimum.

BUDGETING

The asset management plan and progress made on the plan will be considered annually in the creation of the municipality's capital budget, operating budget, and 10-year capital plan. Every Department Head will reference the asset management plan for their area in order to:

a) Look up forecasted spending needs identified in the plan.
b) Verify progress made on the plan to identify potential gaps.
c) Prioritize spending needs of new and current capital assets and their impact on future Operating Costs.
d) Incorporate new revenue tools and alternative funding strategies where possible.

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

The Finance Department will be involved in asset management planning to facilitate the bridge between:

a) The financial strategy developed in the asset management plan.
b) The budget submissions of each department.
c) The overall budgeting process they ultimately oversee.

COMMUNITY PLANNING

The Official Plan of the United Counties of Prescott and Russell as well as the Official Plan of the Urban Areas of the Township of Alfred and Plantagenet provide guidance and direction on growth, development, redevelopment, and conservation activities within the Township. Without regulating land use, they offer a strategic framework for regulatory tools, such as zoning by-laws, subdivision plans, programs for capital work, municipal budgets, and other municipal by-laws. The official plans aim to ensure efficient and effective management of land uses and resources in a fiscally responsible manner and support a balance between the residents' rights and community needs, with the necessity to conserve and protect the environment.

The alignment of the asset management plan with both official plans is critical in driving community development and redevelopment that require new assets, or existing asset enhancements.

Parties involved in the development of the asset management plan will reference the direction established in the official plans as well as the methods, assumptions, and data used in its development. The aim of cross-referencing these plans is to ensure that development and redevelopment occur within the Township's means through an understanding of current and future asset needs.

CLIMATE CHANGE

Climate change will be considered as part of the Township's risk management approach embedded in local asset management planning methods. The Township will evaluate the impact of climate change on its infrastructure and tailor its actions by striking a balance between its organizational capacity, financial and stakeholder support, and the local risks and vulnerabilities related to climate change.

The Township's approach will entail the following actions, but will not be limited to, anticipated costs resulting from potential vulnerabilities, mitigation measures, levels of service delivered through operations, maintenance schedules, adaptation opportunities, emergency planning and contingency and reserve funding.

STAKEHOLDER ENGAGEMENT

The ultimate goal of the Township is to efficiently provide its various stakeholders with the municipal services they need within the bounds of regulatory requirements, the built environment, and the natural environment.

In order to achieve this goal, it is necessary that the Township understand the needs of current stakeholders, consider the needs of future generations, and incorporate these perspectives into asset management planning.

Accordingly, the Township will:

a) Provide opportunities for residents and other stakeholders served by the Township to offer input in asset management planning.
b) Coordinate asset management planning with other infrastructure asset owning agencies such as municipal bodies and regulated utilities.

RESPONSIBILITIES

Asset management planning requires the collaboration of key stakeholders within the Township. Commitment from all parties involved is critical in ensuring successful deployment of the asset management plan.

1) COUNCIL

a) Approve the strategic asset management policy.
b) Approve by resolution the asset management plan and its updates every five years.
c) Conduct annual reviews of the asset management plan implementation.
d) Support ongoing efforts to continuously improve and implement the asset management plan.
e) Approve strategies and best practices when establishing the final budget.
f) Consult with Department Heads.

2) CHIEF ADMINISTRATIVE OFFICER (CAO)

a) Maintain compliance with the strategic asset management policy and provincial asset management regulation.
b) Oversee asset management planning implementation and deployment.

3) TREASURER

a) Develop and update as necessary the strategic asset management policy for Council approval.
b) Update the asset management plan as necessary for Council approval.
c) Oversee application of the strategic asset management policy.
d) Provide support and guidance during the budget process in ensuring integration of the asset management plan.
e) Coordinate and track the asset management plan program implementation and progress.
f) Support Council, the CAO and the Department Heads when instituting and incorporating best practices.

4) DEPARTMENTS HEADS

a) Oversee asset management planning activities that fall within their service area and in support of others.

b) Responsible for asset management planning across the Township, with respect to the asset management plan and policy.
c) Ensure integration of the asset management plan within their service area budgets, while considering current and long-term requirements.
d) Support the CAO and Treasurer in developing, implementing and updating the asset management plan.