



## “ Schedule A”

# Township of Enniskillen – Asset Management Policy 2019

## 1. Background

The Corporation of the Township of Enniskillen is committed to providing service to residents in a fiscally responsible manner that support a healthy and vibrant community. With this commitment in mind, assets must be managed in a way that allows the Township to achieve its goals, plans and policies.

## 2. 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.

### **Statutory requirements**

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

- **Forward looking:** The Township shall take a long-term view while considering demographic and economic trends.
- **Budgeting and planning:** The Township shall take into account the Asset Management Plan when preparing budgets or fiscal plans.
- **Prioritizing:** The Township shall clearly identify infrastructure priorities which will drive budgeting decisions.
- **Economic development:** The Township shall promote economic competitiveness, productivity and job creation.
- **Transparency:** The Township shall make decisions with respect to infrastructure based on information that is publicly available and share information with implications on infrastructure and investment decisions with the broader public sector entities.
- **Consistency:** The Township shall ensure the continued provision of core public services.
- **Environmental conscious:** the Township shall consider minimizing the impact of infrastructure on the environment and take action to address vulnerabilities to the assets caused by changes in the environment.

- **Health and safety:** The Township shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
- **Community focused:** The Township shall promote community benefits from infrastructure projects. This may include local job creation and training opportunities, improvement of public spaces within the community, and promoting accessibility for persons with disabilities.
- **Innovation:** the Township will evaluate 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 Township must adhere to the requirements outlined in the Minimum Maintenance Standards currently in force.

### **Existing Plans and Policies**

The Township has developed and adopted an Official Plan, an Emergency Management Plan, a Water Financial Plan and an Asset Management Plan. These plans were designed to meet legislative requirements. These plans will be reviewed by staff. 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 Township 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 emerging needs in the Township.

### **3. Scope and Responsibility**

The Treasurer 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 Road Superintendent together with the other staff 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 reviewed with Council for consideration during the budget deliberations.

### **4. Definitions**

In this policy the following definitions are used:

a) "**Asset management Plan**" - Means a document that states how a group of assets are to be managed over a period of time. The plan describes the characteristics and condition of infrastructure assets, the levels of service expected from them, planned actions to ensure the assets are providing the expected level of service, and financing strategies to implement the planned actions.

b) "**Capitalization Thresholds**" – The Township's Asset Management Policy applies to all assets whose role in service delivery requires 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.

c) **“Infrastructure”** - Means municipal tangible capital assets primarily for public use or benefit in Ontario.

## **5. Guiding Principles**

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.

**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 considered in the annual budget preparation 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.

## **6. General Policy**

The asset management plans and progress made on the plans will be considered annually in the development of the Township’s capital and operating budgets. Finance staff will be involved in the asset management planning process to coordinate in the preparation of the annual budget.

Asset management planning will be aligned with the Township’s Official Plan. Changes in the assets of the community will be reflected in future updates of the Asset Management Plan. The Township will achieve this by consulting with those responsible for managing the services 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 Township’s risk management approach embedded 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 struck in the levels of service delivered through operations, maintenance schedules and capital investments. The Township recognizes the need for stakeholder input into the planning process and will foster informed dialogue using the best available information.