

The Township of Puslinch Asset Management Policy

Purpose

An Asset Management Policy formalizes the Township of Puslinch's commitment to asset management, aligns its asset management actions with strategic goals and objectives, and provides direction to guide Council and staff in carrying out its business. Such a policy will support the Township in focusing its infrastructure efforts on managing risks, addressing priorities, and meeting short and long-term needs within the bounds of possible funding.

Vision

The Township's vision is to proactively manage its assets to best serve the Township's objectives, including:

- Prioritizing the need for existing and future assets to effectively deliver services,
- Supporting sustainability and economic development, and
- Maintaining prudent financial planning and decision making.

Objectives

The objectives of this policy are to:

- Provide a consistent framework for implementing asset management throughout the Township in compliance with Regulation 588/17.
- Demonstrate transparent, accountable, and informed decision-making that considers the Township's strategic plans, budget, service levels and risks.

Strategic Alignment

The Township adopted in principle a Community Based Strategic Plan, a Master Fire Plan, a Parks and Recreation Master Plan, a Community Improvement 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. Spending requirements defined in the budgeting process and in long-term financial planning will reflect the objectives of these plans.

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 evolving needs of the Township.

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

Stakeholder Engagement

The Township recognizes the importance of stakeholder engagement as an integral component of a comprehensive Asset Management Plan. The Township fosters informed dialogue with all stakeholders by:

- Providing residents and other stakeholders served by the Township opportunities to provide input; and
- Coordinating Asset Management Planning with other infrastructure owning government agencies and bodies.

Guiding Principles

The Infrastructure for Jobs and Prosperity Act, 2015 establishes principles to guide Asset Management Planning. The Township will strive, where possible, to incorporate the following principles into decisions respecting infrastructure planning and investment:

- **Forward looking:** Take a long-term view while considering demographic and economic trends in the County.
- **Budgeting and planning:** Take into account any applicable budgets or fiscal plans.
- **Prioritizing:** Clearly identify infrastructure priorities which will drive investment decisions.
- **Economic development:** Promote economic competitiveness, productivity, job creation, and training opportunities.
- **Transparency:** Promote an open and transparent decision-making process through the sharing, posting or access to information subject to any restrictions or prohibitions on the collection, use or disclosure of information.
- **Consistency:** Ensure the delivery of core public services such as Roads, Infrastructure and Fire.
- **Environmentally conscious:** Consider the impact of infrastructure on the environment and climate change. Endeavour to make use of acceptable recycled aggregates.
- **Health and safety:** ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
- **Community focused:** Consider the community benefits arising from an infrastructure project such as improvements to public space within the Township and promoting accessibility. The Township shall coordinate planning for asset management when municipal infrastructure assets connect or are interrelated with the County and neighboring Municipalities.

- **Innovation:** foster innovation by creating opportunities to make use of innovative technologies, services, and practices, particularly where doing so would utilize technology, techniques, and practices developed in Ontario.
- **Integration:** 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.

Community Planning

Asset Management Planning will align with the County of Wellington Official 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.

Climate Change

The Township where applicable and appropriate will consider designing infrastructure to be resilient to the effects of climate change and support disaster planning to facilitate business continuity.

Scope and Capitalization Thresholds

The Township will use a service-based (qualitative) perspective when applying this policy to municipal assets, rather than a monetary value (quantitative). The capitalization threshold developed for financial reporting will not be the guide in selecting assets covered by the Asset Management Planning process.

Financial Planning and Budgeting

The Township will integrate Asset Management Planning into the annual capital budget, operating budget, and its long-term financial plan. The Asset Management Plan will be used as a resource in order to:

- Identify all potential revenues and costs (including operating, maintenance, replacement and decommissioning) associated with forthcoming infrastructure asset decisions;
- Evaluate the validity and need of each significant new capital asset, including considering the impact on future operating costs; and Incorporate new revenue tools and alternative funding strategies where possible.

The department level budget submission will be reviewed and evaluated by the CAO and Director of Finance in the preparation of the Township's annual budget. Service area 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 to identify potential gaps, prioritize spending needs and recent developments. Finance staff will be involved in the

Asset Management Planning process to coordinate the information from service personnel in the preparation of the budget submission.

Governance and Continuous Improvement

Council is entrusted with the responsibility of overseeing, on behalf of citizens, a large range of services provided through a diverse portfolio of assets. Council, having stewardship responsibility, is the final decision maker on all matters related to asset management in the Township. The Council and staff are committed to the success of Asset Management Planning. The following details the responsibilities of the key stakeholders within the Township:

Council:

- Approve by resolution the Asset Management Plan and its updates every five years;
- Conduct an annual review of the Asset Management Plan on or before July 1st of every year, that includes:
 - Progress on ongoing efforts to implement the Asset Management Plan;
 - Consideration of the Asset Management Policy;
 - Any factors affecting the ability of the Township to implement its Asset Management Plan;
 - Consultation with staff;
 - Support efforts to improve and implement the Asset Management Plan.

Director of Finance/Treasurer:

- Maintain compliance with the Asset Management Policy and Provincial Asset management regulations.

Senior Management:

- Oversee Asset Management Planning activities that fall within their service area.

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