

**THE CORPORATION OF THE TOWNSHIP OF SCHREIBER**  
**BYLAW 26-2019**

***BEING A BYLAW TO ADOPT A STRATEGIC ASSET MANAGEMENT POLICY***

**WHEREAS**, *Section 4 of Ontario Regulation 588/17 made under the Infrastructure and Prosperity Act 2015*, mandates a municipality must establish a Strategic Asset Management Policy;

**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SCHREIBER ENACTS AS FOLLOWS:**

1. That a policy with respect to Strategic Asset Management be established as set out in Policy Statement F-2019-2 attached hereto and forming part of this Bylaw;
2. That this Bylaw shall come into force and take effect as of June 11, 2019;
3. And that this Bylaw be cited for all purposes as "Township of Schreiber Strategic Asset Management Policy Bylaw 26-2019".

**READ A FIRST AND SECOND TIME** this 11<sup>th</sup> day of June, 2019.

**READ A THIRD TIME AND FINALLY PASSED** this 11<sup>th</sup> day of June, 2019.



  
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Mayor

  
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Clerk

**Township of Schreiber  
Policy Statement F-2019-2**

**Strategic Asset Management Policy**

**BACKGROUND**

The Corporation of the Township of Schreiber is committed to providing service to residents in a fiscally responsible manner that supports 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.

**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. This means balancing the lowest total lifecycle cost of ownership against the service levels that best meet the needs of the community while being cognizant of the level of acceptable risk.

**SCOPE AND RESPONSIBILITY**

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 the Township's assets. The Director of Operations 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 implemented in the asset management plan which will be reviewed and considered by Council in the annual budget process.

**EXISTING PLANS AND POLICIES**

The Township of Schreiber has developed and adopted a Strategic Plan, an Official Plan, a Zoning Bylaw, a Water Financial Plan, an Emergency Management Plan, an Asset Management Plan and a Tangible Capital Asset Policy.

These plans were designed to meet the legislative requirements and work together to achieve the Township's vision statement which is growth for our community. 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 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. Therefore, asset management planning will not occur in isolation from other municipal goals, plans and policies.

**STAKEHOLDER ENGAGEMENT**

The Township of Schreiber recognizes the importance of stakeholder engagement as an integral component of a comprehensive asset management approach. The Township recognizes its residents and businesses as stakeholders in service delivery. Accordingly, the Township will foster informed dialogue with these parties and all stakeholders using the best available information and engage with them by:

- Providing opportunities for residents and other stakeholders served by the Township to provide input in asset management planning; and

- Coordinating asset management planning with other infrastructure asset owning agencies such as municipal bodies and regulated utilities.

## **GUIDING PRINCIPLES**

The Infrastructure for Jobs and Prosperity Act, 2015 sets out principles to guide asset management planning in municipalities in Ontario. The Township of Schreiber 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 in the region.
- **Budgeting and planning:** The Township shall take into account any applicable budgets or fiscal plans, including those adopted through Ontario legislation.
- **Prioritizing:** The Township shall clearly identify infrastructure priorities which will drive investment decisions.
- **Economic development:** The Township shall promote economic competitiveness, productivity, job creation, and training opportunities.
- **Transparency:** The Township shall be evidence-based and transparent, basing decision on publicly shared information and make information available to the public.
- **Consistency:** The Township shall ensure the continued provision of core public services, such as health care and education.
- **Environmentally conscious:** The Township shall 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 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, 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 local job creation and training opportunities, improvement of public spaces within the community, and promoting accessibility for persons with disabilities.
- **Innovation:** The Township shall 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 Township shall 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 Township must adhere to the requirements outlined in the Minimum Maintenance Standards currently in force and any other legislation specific to the Township.

### **COMMUNITY PLANNING**

Asset management planning will be aligned with the Township's Official Plan. The asset management plans will reflect how the community is projected to change and the related asset impact. 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 documents to support the recommendations in the Asset Management Plan.

### **CLIMATE CHANGE**

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, disaster response plans, contingency funding and capital investments. The Township recognizes the need for stakeholder input into the planning process and will foster dialogue using the best available information.

### **CAPITALIZATION THRESHOLDS**

This policy applies to all assets in the asset management planning process whose role in service delivery requires deliberate management by the Township. Infrastructure assets will be capitalized as per the Tangible Capital Asset Policy at the actual value.

### **FINANCIAL PLANNING AND BUDGETING**

The asset management plan and progress made on the plan will be considered annually in the development of the Township's annual operating and capital budget.

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 personnel in the preparation of the budget submission.

### **GOVERNANCE AND CONTINUOUS IMPROVEMENT**

The policy requires the commitment of key stakeholders within the Township's organization to ensure the policy guides the development of 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 support efforts to improve the plan and ensure it includes changes necessitated by updates to other Township 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.