



Strategic Asset Management Policy

1. Background

The Township of Mapleton (Township) provides a range of services to the public. The provision of these services requires the ownership and responsible management of physical assets. It is imperative that the Township has a plan to manage these assets in order to meet desired service levels, manage risks, and to provide long-term financial sustainability.

A Strategic Asset Management Policy is a document that details the policies and principles that together form a framework for the Township's asset management process. This framework is intended to enable the Township to make consistent and sound decisions, plan for future needs, and build public confidence in municipal infrastructure.

This Strategic Asset Management Policy complies with the requirements of Ontario Regulation 588/17.

2. Terms and Definitions

For the purpose of this document, the following definitions apply and reflect industry accepted practices, including ISO 55000 – International Standard for Asset Management.

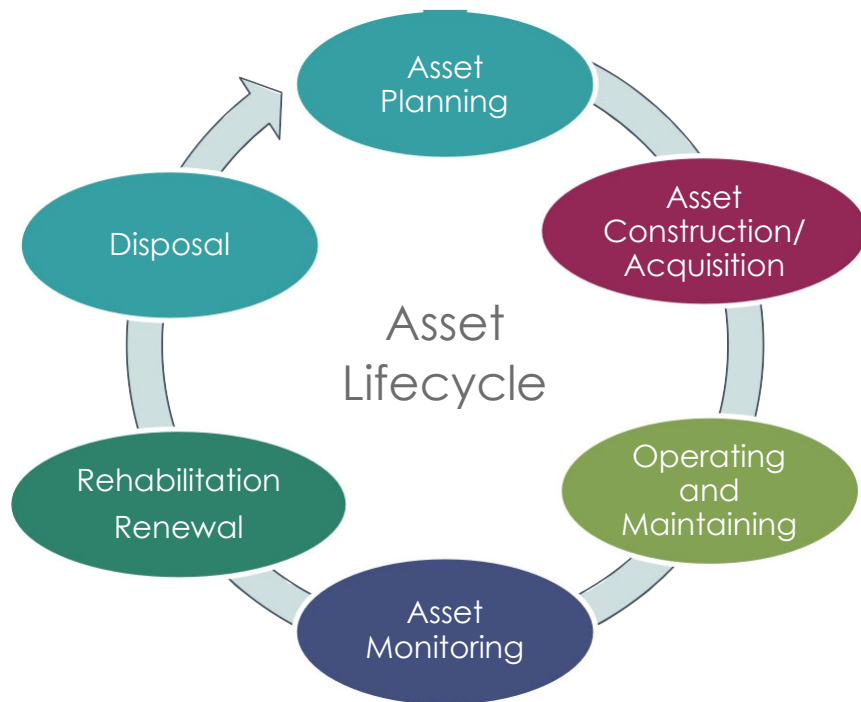
Asset: An item, thing or entity that has potential or actual value to an organization.

Asset Management: coordinated activity of an organization to realize value from assets.

Asset Management Plan: documented information that specifies how the Township will achieve the goals articulated in this Strategic Asset Management Policy. At a minimum, the Asset Management Plan needs to comply with the requirements of O. Reg. 588/17.

Lifecycle: Stages involved in the management of an asset.

Level of Service: Parameters or a combination of parameters, which reflect social, political, environmental and economic outcomes that the organization delivers.



3. Scope

The Strategic Asset Management Policy applies to all physical assets that enable the Township to provide services and require management and long-term planning by the Township. These may include natural assets such as street trees and ponds. The Township will coordinate asset management planning with other municipalities or municipal bodies when their assets connect or are interrelated with the Township's assets (e.g. sidewalks on County roads).

The service focus of the Township's asset management planning may require assets to be defined differently from how they are defined in the Township's Tangible Capital Assets Policy (e.g., assets that do not meet the minimum capitalization thresholds set out in the Tangible Capital Assets Policy may be included in asset management planning). The determination of scope of costs to be included as 'assets' within the Township's asset management process will be consistent with the Township's Tangible Capital Assets Policy, with consideration for additional items where material to the asset management strategy.



4. Asset Management Goals and Objectives

The Township's asset management goals and objectives are defined in terms of levels of service provided to Township constituents and stakeholders. The Township will establish and document realistic, financially viable level of service targets for its assets. The Township will ensure that the level of service targets are achieved through development of effective asset management practices. The asset management plan and its implementation will be evaluated based on the Township's ability to meet these goals and objectives.

5. Principles

The Township commits to following the principles set out in this section when making asset management decisions.

These principles are designed to encompass those contained in section 3 of the *Infrastructure for Jobs and Prosperity Act, 2015*.

Service delivery – service levels and performance targets will be established and form the basis for strategic asset management decision making. In addition to meeting asset specific requirements, service levels will be chosen that protect the health and safety of the public and provide economic benefits. The Township will manage risks associated with the defined service levels and performance targets by assessing the criticality of assets and giving priority to assets with a higher criticality rating. The Township will ensure that infrastructure planning and investment is focused on promoting community benefits by ensuring alignment with the Township's various strategic documents, as identified in section 6 of this policy. Furthermore, the Township will ensure that infrastructure planning and investment reflects the community's unique needs and circumstances, and promotes accessibility for persons with disabilities.

Long-term sustainability – As part of its commitment to long-term sustainability, the Township will consider potential vulnerabilities that may be caused by climate change. These vulnerabilities will be considered in developing asset management strategies that outline the actions and associated costs that may be required to manage potential risks. The Township will review asset design standards, asset lifecycles, asset maintenance requirements, and level of service targets to determine if changes are needed in response to climate change. The Township will consider mitigation strategies, disaster



planning, and contingency funding as part of its asset management planning. The Township will seek to minimize the environmental impacts of infrastructure and will endeavour to make use of acceptable recycled aggregates where appropriate.

Holistic approach – The Township will take a holistic approach to asset management that takes into consideration all aspects and stages of the asset lifecycle and the inter-relationships between them. Within this approach, the Township will consider not only capital costs, but also significant capital planning costs, operating costs, and service performance impacts. In addition to capital planning, the Township will establish maintenance plans for its assets. The Township will approach asset management from a multi-disciplinary perspective, recognizing that there needs to be deliberate collaboration between various areas of the organization.

Fiscal responsibility – The Township will use an evidence-based approach to decision making that balances service levels, risks, and costs, in order to maximize value from assets and services. To improve affordability, the Township will seek out lowest lifecycle cost approaches to meeting identified service level targets. The Township will consider affordability, indebtedness, and availability of external funding when determining an appropriate level of funding for asset management. Once an appropriate level of funding for asset management is established, the Township will ensure that this funding is provided in a consistent manner, by appropriately reflecting this in tax rates and user fees.

Innovation and continual improvement – The Township views continuous improvement as an essential element of successful asset management. As required by the *Infrastructure for Jobs and Prosperity Act, 2015*, the Township will review its asset management progress annually, and will present the findings of these reviews to Council on or before July 1 in each year. The annual review will address the Township's progress in implementing its asset management plan, factors impeding the Township's ability to implement its asset management plan, and strategies to address these impeding factors. The Township will continue to monitor industry best practices and innovation opportunities. The Township will periodically review and update its asset management procedures, processes and systems, ensuring that they are up-to-date and adequately resourced. As part of this commitment to continual improvement, the Township will support staff professional development initiatives to ensure they have the competencies required to support all facets of asset management.



Public engagement – the Township will provide opportunities for residents and other interested parties to provide input to asset management planning, for example, through the annual budget process. Where possible, the Township will respond to issues raised by stakeholders through a review its policies and procedures, not through one-off actions.

6. Strategic Alignment & Integration

The Township's asset management plan will be aligned with the following documents:

- Mapleton Strategic Plan
- Wellington County Official Plan
- Growth Management Plan
- Economic Development Strategy
- Rural Community Parks, Recreation & Culture – Strategic Master Plan
- Fire Master Plan
- Water & Wastewater Rate Study and any associated financial plans, including financial plans prepared under the *Safe Drinking Water Act, 2002*.
- Development Charges Study
- Energy Management Plan
- Emergency Response Plan (identification of risks)
- Urban Design Guideline Strategy
- Community Improvement Plan
- Municipal Cultural Plan
- Multi-year Accessibility Plan

Following updates or material changes to any of the documents listed above, the Township will consider potential impacts on the Strategic Asset Management Policy and the Asset Management Plan to ensure continued alignment.

In addition to ensuring alignment between the Township's general asset management practices and the various strategic documents listed above, the Township will ensure that its asset management plan is considered when developing annual budgets and long-term financial plans. This will be achieved by annually presenting a summary of the Township's asset management process and its implications for annual budgets and long-term financial plans. Projects submitted for consideration in the capital budget will include an identification of how the project aligns with the Strategic Plan and Asset Management Plan.



7. Roles & Responsibilities

Stakeholder Group	Responsibilities
Council	<ul style="list-style-type: none"> • Approve the Strategic Asset Management Policy and Asset Management Plan (as updated at least every 5 years) • Receive annual reporting on the status and performance of the Township’s Asset Management Plan • Review and approve funding associated with Asset Management through the annual budget process • Provide opportunities for the public to provide input into asset management planning – as identified in the Public Engagement principle under section 5 of this policy • Provide resources for implementation of the Strategic Asset Management Policy and Asset Management Plan.
CAO	<ul style="list-style-type: none"> • Identify resources required for implementation of the Strategic Asset Management Policy and Asset Management Plan. • Coordinate annual reporting on the status and performance of the Township’s assets • Periodic review of the Strategic Asset Management Policy and Asset Management Plan at least every 5 years
Asset Management Working Group	<ul style="list-style-type: none"> • Define levels of service measures and metrics • Suggest levels of service targets • Incorporate lifecycle costing and levels of service considerations when evaluating competing asset investment needs and developing asset management strategies • Review the Strategic Asset Management Policy and update the Asset Management Plan, at least every 5 years
Residents, Constituents and Stakeholders	<ul style="list-style-type: none"> • Provide input to the Township, for example, through participation in the annual budget process



8. Review Period

This policy will be reviewed by the CAO, in consultation with the Township's Asset Management Working Group, at least every five years (as required by Ontario Regulation 588/17) and following any changes in regulatory requirements.
