



The Corporation of the Township of Tiny
Public Works Department

Strategic Asset Management Policy

Procedure Number: PW-24	Original Date: 24/06/2019	Revision Date: n/a	Page: 1 of 4
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Background:

The Corporation of The Township of Tiny (referred to as Tiny) is committed to providing services to stakeholders in a fiscally responsible manner that supports a healthy, safe and vibrant Township. Council and staff are committed to managing assets to ensure we meet our goals, plans and policies.

Purpose:

Tiny provides a wide range of services and infrastructure to stakeholders that require ownership and responsible operation and maintenance of physical assets including land, buildings, equipment, transportation, environment, utilities, technology and information/documentation.

This policy seeks to outline the guidelines and practices that govern decisions on the Asset Management Plan (AMP) at Tiny as required by *O. Reg. 588/17* to ensure Tiny accomplishes its mission of providing high-quality services in a sustainable and safe environment. Tiny's AMP will support five guiding principles as established by Council in the Strategic Plan. These principles are:

- Deliver Efficient and Exceptional Municipal Services
- Build Prosperity
- Healthy Environment and Sustainable Community Planning
- Support Community Health, Safety and Well-Being
- Community Engagement.

Scope and Responsibility:

This asset management policy applies to all assets owned by Tiny and all aspects of each asset, including design, construction, operation, maintenance and disposal. This policy applies to Council, staff, contractors, volunteers, Committees and consultants for Tiny. In addition, Tiny may rely on natural and shared assets in our planning and sustainability process. Where operations are supported by these assets, we will work collaboratively with the asset owners, regulatory bodies, upper tier government (County, Provincial, and Federal), neighbouring Municipalities and residents to promote the principles outlined in this policy.

The roles and responsibilities for executing this policy include the following:

- Council is responsible for approving the asset management policy, articulating organizational values, defining priorities, approving funding and resources to implement the asset management policy and associated requirements, and approving asset funding through budgetary and long-range financial plans.
- The CAO is responsible for leading the implementation of this policy across the organization.



Strategic Asset Management Policy

Procedure Number: PW-24	Original Date: 24/06/2019	Revision Date: n/a	Page: 2 of 4
-----------------------------------	------------------------------	-----------------------	--------------

- Departmental managers are responsible for leading the adoption of this policy within their departments and allocating appropriate resources to its implementation.
- All staff involved in the application of asset management are responsible for observing the requirements of this policy.

Policy Statement:

In managing the assets belonging to Tiny, we are committed to:

- Taking steps to connect the appropriate departments, functions, and support activities in order to build effective working relationships and encourage information-sharing.
- Using asset management decision-making to drive optimum value for our stakeholders.
- Ensuring decisions are made collaboratively.
- Ensure decisions consider all life-cycle stages and interrelationships between asset, operations and service performance.
- Focusing on decision-making that recognizes the interconnected nature of asset systems and how decisions about one set of assets may potentially interact with or affect assets controlled by other departments and functions.

Application of Policy:

Tiny will develop and maintain appropriate plans for the renewal, purchase, construction and decommissioning of assets which are within the Capitalization Thresholds.

This includes:

Financial Planning:

- Developing long-term projections of investment needs and applying rigorous analysis, including consideration of risk, to identify short-term needs.
- Outlining Capitalization thresholds will be developed for the purpose of financial reporting within the AMP. For the purpose of asset management, assets roles in service delivery will be the determining factor of whether or not to include them in asset management plans.
- Implementing processes to ensure investments address needs efficiently and effectively, and address operational budget implications of capital investments.
- Exploring efficiency opportunities where appropriate, including new technologies.
- Analyzing investment plans and associated funding requirements and putting in place mechanisms to ensure long-term financial sustainability.
- Evaluating relevant asset investment decisions based on consideration of the costs associated with managing an asset through its entire lifecycle.
- Developing prioritized capital investment plans that reflect community and stakeholder expectations with regard to the level of service and other strategic objectives.



Commitment to Continuous Improvement and Compliance:

Managing the Municipality's physical assets through their lifecycle requires the contribution of many individuals across all departments. These contributions over time will develop and will start to form a comprehensive asset management initiative. As this initiative develops there needs to be the ability to foster continual improvement and innovation, as such we will:

- Strive to improve our ability to predict the performance of our assets and their ability to support the services they deliver reducing the need to be reactive to problems;
- Assessing competencies necessary to implement proper asset management and providing support, education, and training to fulfil these competencies.
- Continually review our policies, By Laws, technology, strategies, approaches and methods with a goal of assessing their value and improving them where applicable.

As regulated under *O. Reg. 588/17* the Municipality will at a minimum review and update its asset management plan at least five years after the year in which the plan is completed under section 6 of the regulation and at least every five years thereafter.

Additionally council will conduct an annual review of asset management progress on or before July 1 each year, starting the year after the Municipality's asset management plan is completed under *O. Reg. 588/17 Infrastructure for Jobs and Prosperity Act, 2015 – Asset Management Planning for Municipal Infrastructure*. Council's annual review shall include:

- The Municipalities progress in implementing the plan
- Input from stakeholders specifically Council, staff and residents.
- Any factors impeding the Municipality's ability to implement its asset management plan based on:
 - The vulnerabilities that may be caused by effects of Climate Change on Tiny's infrastructure assets
 - Regulatory changes
 - Government Policy changes
 - Disaster planning and contingency funding needs
- A strategy or adjustments within the AMP to address these factors

Alignment with other Plans and Policies:

The following policies will be considered for the AMP in order to assist in defining current and future needs.



The Corporation of the Township of Tiny
Public Works Department
Strategic Asset Management Policy

Procedure Number:
PW-24

Original Date:
24/06/2019

Revision Date:
n/a

Page: 4 of 4

Official Plan (OP):

Tiny created and adopted an Official Plan in compliance with the *Places to Grow Act*, the *Planning Act* and the *2014 Provincial Policy Statement*. The Official Plan reflects how our diverse Township is projected to change going forward relative to County and Provincial projections.

Drinking Water Quality Management System (DWQMS) O. Reg. 170/03:

The Safe Drinking Water Act requires that a DWQMS is implemented and managed to ensure that stakeholders on Municipal drinking water systems can rely on a safe water supply for years to come.

Emergency Response Plan (ERP) O. Reg. 378/18:

The ERP is established to ensure Tiny is prepared for various unplanned emergency events.

Parks and Recreation Master Plan:

Tiny developed a comprehensive plan that incorporates our Parks and Recreational services, facilities and needs.

Road Needs Study:

Establishes priorities and conditions of the Roads within Tiny. This plan is updated every 5 years as required by *Minimum Maintenance Standard (MMS)*.

Bridge Assessment Plans:

Establishes priorities and conditions of the Bridges/Major Culverts within Tiny. This plan is updated every 2 years as required by *Minimum Maintenance Standard (MMS)*.

Environmental Stewardship – Severn Sound Sustainability Plan:

Tiny has engaged with Severn Sound Environmental Agency/Sustainable Severn Sound. The Sustainability Plan includes goals, strategies, and actions to ensure the environmental integrity, economic prosperity, and community well-being of the communities in the watershed.