



Embracing the Future while Remembering our Past

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Asset Management Policy

1. Background

The Corporation of the Township of Stirling-Rawdon 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 in municipalities in Ontario. The Township of Stirling-Rawdon will attempt to incorporate the principles listed below whenever possible into the operation of the Township:

- **Budgeting and planning** – The Township shall consider any applicable budgets or fiscal plans such as Budgets passed under Part VII of the Municipal Act, 2001 and the fiscal Transparency and Accountability Act, 2004.
- **Transparency** – The Township shall be transparent subject to any prohibition under an Act or otherwise bylaw on the collection, use or disclosure of information.
- **Consistency** – The Township shall continue to provide the core public services
- **Health and safety** – The Township shall ensure that health and safety of workers involved in the construction and maintenance of infrastructure assets is protected. Also, the Township shall ensure the health and safety of workers using fleet assets is protected.
- **Community focused** – The Township shall promote community benefits where possible the supplementary social and economic benefits arising from an infrastructure project that may improve the well-being of the community affected, such as improvement of public spaces within the community and promoting accessibility for persons with disabilities.
- **Prioritizing** – The Township shall clearly identify infrastructure priorities which will assist with investment decisions
- **Forward Looking** – The Township shall consider the long-term view of the demographic and economic trends in the area

- **Economic development** – The Township shall promote economic competitiveness, productivity and when applicable job creation and training opportunities.
- **Innovation** – The Township shall try to make use of innovative technologies, services and practices developed in Ontario
- **Environmental conscious** – The Township will when possible minimize the impact of infrastructure on the environment by respecting the effects of climate change and may use acceptable recycled aggregates.

In addition, the Township must adhere to the requirements outlined in the Minimum Maintenance Standards and the level of service policy.

Existing Plans and Policies

The Township has developed and adopted a Strategic Plan, an Emergency Management Plan, Community Improvement Plan and an Asset Management Plan. Since the Township is a lower-tier municipality in the County of Hastings, we follow the Official Plan thru the Hastings County Planning Department. The Township will try to align its budget to the Water Financial Plan under Ontario Regulation 453/07 and the rate study for user fees for Water and Wastewater assets. These plans will be regularly reviewed by staff and annual spending requirements to support the plans will be incorporated into the budgeting process. These plans assist the township with the commitment to long term maintenance, repair, and replacement of existing assets along with the acquisition of new assets to meet the evolving needs in the Township.

3. Scope and Responsibility

The CAO-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 with assistance from the Municipal Management Assistant. The Public Works Manager and Environmental Manager and other department heads 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 provided during budget deliberations to the Finance Committee annually.

4. Guiding Principles

The policy requires the commitment of key stakeholders with the Township's organization to ensure the policy provides 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 and/or with each term of Council. They will review management's implementation of the plan as part of the annual budget process. They will support efforts to improve the plan and changes necessary by updating other Township strategic documents.

Management will oversee the policy implementation and ensure both the Asset Management Plan and the Asset Management Policy are following Provincial Asset Management regulations. Management will ensure that current year and long-range asset requirements are presented to council during budget annually. Management will update the policy and plan to reflect changes as needed and present them to council for approval at least every five years and/or with each term of Council.

5. General Policy

The asset management plans and progress made on the plans will be considered annually in the development of the Township's capital budgets, operating budgets and long-term financial plans.

The Township will refer to the Tangible Capital Asset Policy and use the thresholds for capitalization to determine which assets are included in the Asset Management Plan.

Finance staff will be involved in the asset management planning process to coordinate the information for budget preparation and submission.

The Township will work with neighbouring municipalities on assets that connect and with any joint service bodies.

The Township recognizes the need for stakeholder input into the planning process and will foster dialogue using the best available information. The Township also, recognizes the need to align the asset management plan with various other Township plans and policies and will consult with those responsible for managing the services to analyze the future costs and viability of projected changes. The methods, assumptions and data used should be documented to support the recommendations in the Asset Management Plan.