



# TOWN OF INNISFIL CORPORATE POLICY

<b>POLICY:</b> <i>Asset Management</i>	<b>COUNCIL APPROVAL</b> <b>DATE: June 26, 2019</b> <b>RES. NO.: 2019.06.26-CR-01</b>
<b>POLICY NO.:</b> <b>001-13-2019</b>	<b>REVISED DATE: n/a</b> <b>RES. NO.: n/a</b>

## 1. Purpose

### 1.1. Vision

The Town of Innisfil (Innisfil) is committed to providing service to residents in a responsible manner that supports a sustainable community. With this commitment in mind, assets must be managed in a way that allows Innisfil to achieve its goals, plans and policies.

### 1.2. Goals

The goals of this policy are to outline the principles, roles and responsibilities for asset management practices that enable a coordinated, cost effective and organizationally sustainable approach for Innisfil.

### 1.3. Objectives

The objectives of the policy include the following:

- Provide a consistent framework for implementing asset management throughout the organization.
- Provide guidance to staff responsible for asset management.
- Communicate to stakeholders the management principles and approach endorsed by Innisfil.
- Provide transparency and accountability to demonstrate to stakeholders the legitimacy of decision-making processes that have integrated strategic plans, budgets, defined service levels and inherent risks.
- Commit Innisfil to support the implementation of asset management methods that are consistent with the organization and meet Council's priority objectives.

## 2. Application

### 2.1. Guiding Principles:

The Infrastructure for Jobs and Prosperity Act, 2015 outlines a set of infrastructure planning principles that should be considered when making decisions related to infrastructure. Innisfil will strive to incorporate these principles into its day-to-day operations whenever possible. A summarized list of these principles includes:

- Taking a long-term view while also considering demographic and economic trends;



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- Taking into account all applicable budgets or fiscal plans, including those adopted through Ontario legislation;
- Clearly identifying infrastructure priorities which will drive investment decisions;
- Ensuring the continued provision of core public services;
- Promoting economic competitiveness, job creation, and training opportunities;
- Ensuring that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected;
- Making use of innovative technologies, services, and practices, particularly where doing so would utilize those developed in Ontario;
- Basing decisions on publicly available information and make this information available to the public, subject to any legal restrictions;
- Considering the principles and content of non-binding provincial or municipal land-use plans and strategies established under an Act or otherwise;
- Promoting accessibility in order to remove barriers for persons with disabilities in Innisfil’s programs, services and facilities;
- Minimizing environmental impacts, respecting and maintaining ecological and biological diversity and augmenting resilience to climate change;
- Endeavoring to make use of acceptable recycled aggregates in road construction and other public works; and
- Promoting social benefits such as improvement of public spaces and any other benefits identified by the community.

### 2.2. Exceptions

Infrastructure as defined under the Electricity Act (1998) are excluded from the application of this policy. Additionally, all Innisfil government business enterprises are also excluded from the application of this policy. Further, all joint municipal services boards of which Innisfil is a member are excluded from the application of this policy.

## 3. Policy Statements

### 3.1. Community Engagement

Innisfil will endeavor to provide opportunities for community engagement in asset management planning. Innisfil will provide information on the corporate website to facilitate transparency in asset management planning.



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### **3.2. Risk Management**

Levels-of-service will be established in order to ensure that risks are minimized in the delivery of infrastructure services. Additionally, Innisfil will adopt an approach of continuous improvement in relation to asset management planning.

### **3.3. Quality Management**

Innisfil will adhere to requirements outlined in the Minimum Maintenance Standards currently in force and any other legislation specific to Innisfil. Additionally, Innisfil will ensure that the health and safety of workers is protected in the performance of all work.

### **3.4. Financial Planning**

Asset management planning will be integrated into Innisfil's processes for both annual budgeting and long-term financial plans. Asset management plans will be used as a resource in the development of these budgets and plans.

### **3.5. Land-Use Planning**

Asset management planning will be aligned with local land-use planning and be used as a resource in the development of the municipality's Official Plans. Additionally, asset management planning will be aligned provincial land-use plans and policies.

### **3.6. Strategic Planning**

Asset management planning will be aligned with Innisfil's currently adopted strategic plans. Additionally, Innisfil will coordinate asset management planning where applicable with upper-tier municipality, neighbor municipalities and jointly-owned municipal bodies.

## **4. Definitions**

- a) Asset – Infrastructure that is physical in nature, a significant economic resource, and provides delivery of programs and services.
- b) Asset Management – The planning, organizing, leading and controlling of financial and technical processes in order to meet established levels-of-service.
- c) Asset Management Plan – The report that summarizes the current and future state of asset management in the municipality. The plan is comprised of four sections including: asset inventories; work schedules; service priorities; and activity budgets.



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- d) Capitalization Thresholds – The value of an asset above which Innisfil will capitalize its value and below which it will the expense the value. These thresholds will be developed independently of those used for financial reporting purposes.

### **5. Responsibilities**

Council, having stewardship responsibility, is the final decision maker on all matters related to asset management. The Council and Senior Leadership Team are committed to the success of asset management planning and their responsibilities include:

Council:

- Approve by resolution the asset management policy and its updates every five years.
- Approve by resolution the asset management plan and its updates every five years:
- Conduct annual reviews of asset management progress on or before July 1<sup>st</sup> of every year, that includes;
  - Progress on ongoing efforts to implement the asset management plans;
  - Any factors that limit the Innisfil’s ability to implement asset management plans;
  - A strategy to address these factors in order to continuously improve.

Senior Leadership Team:

- Maintain compliance with the asset management policy and provincial asset management regulations.
- Oversee asset management planning activities that fall within their service area and in support of others.