



## Town of Saugeen Shores Corporate Policy

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<b>Policy Title:</b>	Asset Management Policy
<b>Policy Number:</b>	POL-AMP-001
<b>Category:</b>	Asset Management
<b>Department:</b>	Development Services
<b>Author:</b>	Asset Management Supervisor
<b>Approved by:</b>	Council
<b>Resolution Number:</b>	36-2024
<b>Effective Date:</b>	February 25, 2019
<b>Review Date:</b>	February 2027

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### 1. Intent

The objective of this policy is to guide the development and implementation of the Town of Saugeen Shores' asset management plans and framework. The intended purpose of this policy is to promote consistency and an integrated approach to asset management across the organization. In doing so it will facilitate logical and evidence-based decision making. This policy is in accordance with O.Reg 588/17.

### 2. Policy Statement

Asset management practices should guide the business of the Town to achieve service delivery objectives.

The Town is committed to delivering services in a socially, economically, and environmentally responsible manner. The Town will consider community partners' wants, needs, and highlighted priorities as well as commit to having an informed understanding of the trade-offs between risks, costs, and service performance.

### 3. Authority

Ontario Regulation 588/17 made under the Infrastructure for Jobs and Prosperity Act, 2015 states that every municipality shall prepare a strategic asset management policy.

### 4. Scope

This policy applies to all assets owned and/or managed by the Town and should be followed by all departments, officers, employees, and contractors.

Assets in which this policy applies, includes but is not limited to the following asset classes:

- Road Network
- Sidewalk & Curb
- Bridges & Culverts
- Water, Wastewater, Stormwater Systems
- Facilities
- Parks
- Community Service Assets (docks, benches, landscaping, etc)
- Fleet
- Equipment
- Land
- Information Technology and systems (IT)
- Transportation Assets (parking, road lighting, and street signs)
- Business Units (landfill, harbour, and tourist camps)

## **5. Definitions**

- 5.1 “Asset” means tangible assets that are purchased, constructed, developed or otherwise acquired for use in the delivery of services.
- 5.2 “Asset Management” means a business practice that integrates planning, finance, engineering, and operations to effectively manage existing and new assets.
- 5.3 “The Town” stands for the Town of Saugeen Shores.

## **6. Policy**

### **6.1 Background**

The Town of Saugeen Shores continues to experience substantial growth in both residential and non-residential development. As a result, Town assets require the same amount of growth and attention through new and/or improved infrastructure. It is important that these assets continue to meet acceptable performance levels and support service delivery within the community.

The Asset Management Policy provides the framework for developing the asset management approach that will ensure long-term asset sustainability. Asset management practices should guide the Corporation of the Town of Saugeen Shores to achieve service delivery objectives.

The Town is committed to delivering services in a socially, economically, and environmentally responsible manner. The Town will consider community partners wants, needs, and priorities and commit to having an informed understanding of the trade-offs between risks, costs, and service performance.

### **6.2 Asset Management Objectives**

The Town’s Strategic Plan calls for responsible management of assets in the following way:

To update the Asset Management program with a supporting long-term financial plan of major assets and “to ensure growth is appropriately planned for and that local infrastructure, amenities, and services continue to meet the needs of a growing community” (Town of Saugeen Shores Strategic Plan, 2023-2027).

The following objectives align with the Corporate Strategic Plan:

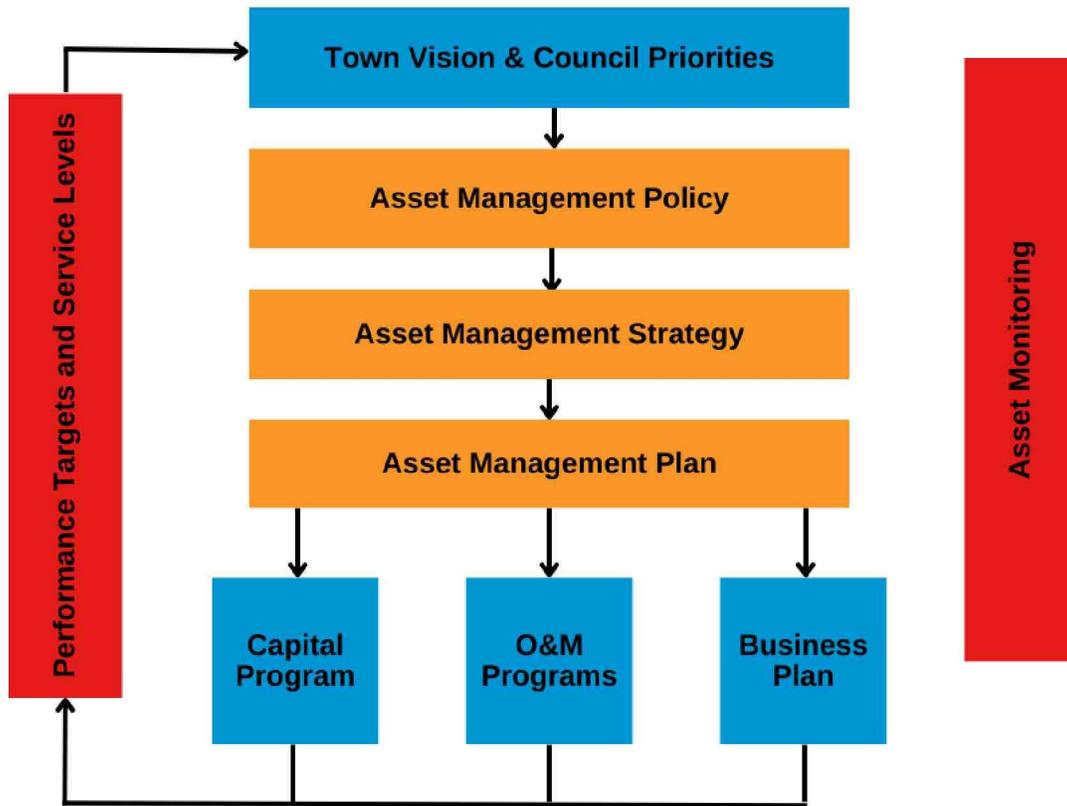
- Ensuring that services and infrastructure are provided in a sustainable manner, with the appropriate levels of service and financial resources.
- To encourage all Town employees to participate in asset management practices.
- Meeting any legislative and regulatory requirements for asset management.
- Ensuring that staff and resources are provided to support asset management practices.
- Practice transparent and responsible asset management.
- Follow long-term life cycle planning approaches to asset management

### **6.3 Corporate Asset Management Framework**

The Town will adopt and implement a Corporate Asset Management Framework which will ensure an integrated approach to the management of assets essential for service delivery.

Figure 1 (shown on the next page) outlines the relationship between elements of an asset management system as integrated throughout the organization.

**Figure 1 Corporate Asset Management Framework**



The elements of the asset management framework together with related policies, plans, and programs will provide the necessary foundation for the implementation of asset management as outlined in this policy.

#### **6.4 Principles**

The Town is committed to sustainable service delivery through the following principles:

1. Ensuring that the Town of Saugeen Shores' Tangible Capital Assets and other assets that are deemed critical are provided for and maintained in a sustainable manner;
2. Meeting all relevant legislative and regulatory requirements;
3. Implementing Asset Management plans and strategies and providing financial resources to support them by:
  - a. Asset Management plans will be completed for all major asset / service areas.
  - b. Use the results of the Asset Management Plans to support the Town of Saugeen Shores' Business Plan and annual budgets.
  - c. Regular reviews will be conducted for all asset plans to meet legislation.
  - d. The community will be consulted when considering service level changes.
  - e. Committing to invest staff time and resources toward asset management practices.
  - f. Ensure that Asset Management practices align with the Town of Saugeen Shores Master Plans, Financial plans, Official Plan, Business Plan, Strategic Plan and applicable provincial legislation.
  - g. Asset renewals, operations and maintenance practices will consider climate change impacts during decision making and funds will be allocated or reserved when appropriate.
  - h. The Town of Saugeen Shores commits to coordinate with upper tier and neighbouring municipalities where infrastructure assets are interrelated or jointly owned.

- i. Encouraging all Town employees to participate in asset management by providing necessary awareness, training, and professional development.
- j. Committed to providing stakeholders with services that they are willing and able to pay for; including renewals, maintenance, and operations, unless otherwise legislated.

## 6.5 Continuous Improvement and Reporting Requirements

The Town will strive to continue to improve the implementation of asset management and adopt best practices with regards to:

- Asset Data Accuracy;
- Condition Assessment Standards;
- Lifecycle Management;
- Financial Strategy Development; and
- Service Levels and Performance Measures.

The Town will continue to develop meaningful metrics and implementation of reporting tools that will allow for a better understanding of the current state of asset management.

Asset management plans, policies, and strategies will be developed for all owned and/or Town managed assets. The asset management plan will be developed in accordance with the Ontario Regulation.

Asset management plans will continue to reflect the development and growth of the Town.

The asset management plan will continue to incorporate all Town assets that meet the capitalization threshold. Assets below the threshold may be included in the plan based on professional judgement that indicates the assets are critical to service delivery or provide beneficial information.

Asset management plans, policies, and strategies will be updated in accordance with the review cycle outlined in the regulation, every 5 years.

## 6.6 Related Documents

- Town of Saugeen Shores Strategic Plan
- Town of Saugeen Shores Official Plan
- Business Plan
- Transportation Master Plan
- Water and Wastewater Master Plan
- Parks and Trails Master Plan
- Town of Saugeen Shores Asset Management Advisory Committee mandate

## 6.7 Responsibilities

**Council** is responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the Town of Saugeen Shores' asset management strategy and plans.

The **Chief Administrative Officer** has the responsibility to ensure the development of an asset management strategy, plans and procedures as well as reporting on the status and effectiveness of asset management within the Town of Saugeen Shores to Council.

The **Asset Management Staff** are responsible for providing organizational-wide leadership related to asset management practices and concepts, the management and development of asset management data, and ensuring the Town of Saugeen Shores meets Regulation requirements and continues to implement asset management corporate wide.

The **Asset Management Advisory Committee** is responsible for providing advice and guidance to staff for the creation, review, and edit of all asset management work within the Town of Saugeen Shores.

The **Senior Leadership Team** is responsible for overseeing asset management planning activities within their service area.

## **6.8 Review Period**

This Policy will be reviewed and updated in alignment with the dates outlined in Ontario Regulation 588/17 for the preparation of Asset Management Plans. This policy has a life of 5 years or less at the discretion of the current Council. The next scheduled major review will be by July 2029.