

THE CORPORATION OF THE TOWNSHIP OF THE BILLINGS

By-law 2019-24

Being a by-law to adopt an asset management policy

WHEREAS Section 3 of Ontario Regulation 588/17 enacted under the *Infrastructure for Jobs and Prosperity Act, 2015*, states that a municipality shall adopt and maintain a policy with respect to strategic asset management;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BILLINGS ENACTS AS FOLLOWS:

1. That the Asset Management Policy, attached hereto as Schedule "A" be adopted; and,
2. That this by-law shall come into force and take effect upon the day of the final passing thereof.

Read a first, second and third time and enacted in Open Council this 7 day of May, 2019.

THE CORPORATION OF THE TOWNSHIP OF BILLINGS



Ian Anderson, Mayor



Kathy McDonald, CAO/Clerk

SCHEDULE "A" TO BY-LAW 2019-24
POLICY

TITLE:	ASSET MANAGEMENT POLICY
NUMBER:	2019-24
DATE:	May 7, 2019

1.0 Purpose

The purpose of this policy is to set guidelines for implementing consistent asset management processes throughout the Township of Billings. Regulations require all municipalities to complete a Strategic Asset Management Policy by July 1, 2019, and conduct a review and potential update of this policy at least every five years.

Statutory requirements

The *Infrastructure for Jobs and Prosperity Act, 2015*, sets out principles to guide asset management planning in Ontario municipalities. The Township of Billings will strive to incorporate the following principles whenever possible into the day to day operation of the Township:

-*Forward looking*: The Township shall take a long-term view while considering demographic and economic trends in the Region.

- *Budgeting and planning*: The Township shall take into account any applicable budgets or fiscal plans, such as fiscal plans released under the *Fiscal Transparency and Accountability Act, 2004*, and budgets adopted under Part VII of the *Municipal Act, 2001*.

-*Prioritizing*: The Township shall clearly identify infrastructure priorities which will drive investment decision.

-*Economic Development*: The Township shall promote economic competitiveness, productivity, job creation, and training opportunities.

-*Transparency*: The Township's decisions shall be evidence-based and transparent. Additionally, subject to any prohibition under an Act or otherwise by law on the collection, use, or disclosure of information, the Township shall make decisions with respect to infrastructure based on information that is publicly available or made available to the public and share information with implications on infrastructure and investment decisions with the Government and broader public sector entities.

-*Consistency*: The Township shall ensure the continued provision of core public services.

-*Environmentally conscious*: The Township shall minimize the impact of infrastructure on the environment by respecting and helping maintain ecological and biological diversity, by augmenting resilience to effects of climate change and by endeavouring to make use of acceptable recycled aggregates.

- Health and Safety*: The township shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
- Community-focused*: The Township shall promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project, such as local job creation and training opportunities, improvement of public spaces within the community, and promoting accessibility for persons with disabilities.
- Innovation*: The Township shall create opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques, and practices developed in Ontario.

In addition, the Township must adhere to the requirements outlined in the Minimum Maintenance Standards currently in force, the Growth Plan for Northern Ontario and any other legislation specific to the municipality.

2.0. Scope

This policy applies to all of the Township of Billings' departments, officers, employees and contractors.

3.0 Objectives

- The Township's Strategic Plan calls for responsible management of assets in the following way:
- Continue to develop and implement long-term roads maintenance and improvement.
 - Continue to pursue rational, cost-effective, and efficient use of municipal property.
 - Continue to improve/increase public use washroom facilities.
 - Continue with the waterfront development as outlined in the Waterfront Master Plan Study and the project intent.
 - Continue to improve municipal waste site efficiency including waste diversion and recycling.
 - Continue to insure the most efficient and effective operation of the municipal water treatment and distribution system for the hamlet of Kagawong.
 - Engage in joint municipal energy planning initiatives.
 - Update our Asset Management program with supporting long-term financial plan of major assets to guide the Township's future growth.

4.0 Policy

Background

Asset Management Practices should guide the business of the Township of Billings to achieve our service delivery objectives.

We are committed to delivering our services in a socially, economically and environmentally responsible manner. We will consider stakeholders wants, needs, and priorities and commit to having an informed understanding of the trade-offs between risks, costs and service performance.

Principles

The Township of Billings is committed to sustainable service delivery through the following principles:

1. Ensuring that the Township of Billings tangible capital assets and other assets that are deemed critical are provided for and maintained in a sustainable manner;
2. Meeting all relevant legislation and regulatory requirements;
3. Implementing asset management plans and strategies and providing financial resources to support them by:
 - a. Completing Asset Management Plans for all major asset/service areas. Asset management Planning will be aligned with the Township's Official Plan.
 - b. Using the Asset Management Plans to support the Township of Billings' Long-Term Financial Plan and annual budgets. The Township will achieve this by consulting with those responsible for managing the services to analyze the future costs and viability of projected changes. Methods, assumptions, and data used in the selection of projected changes should be documented to support the recommendations in the Asset Management Plan. Capitalization thresholds developed for financial reporting will not be the guide in selecting the assets covered by the asset management planning process.
 - c. Regularly reviewing all asset management plans.
 - d. Consulting with the community when deciding on service level changes.
 - e. Committing to invest staff time and resources toward asset management practices.
 - f. Ensuring that asset management practices align with the Township of Billings' Master Plans, Financial Plans, Strategic Plan, Official Plan, Emergency Plan and the Ontario Planning Act.
 - g. Asset renewals, operations and maintenance practices will consider climate change impacts during decision making and funds will be allocated or reserved when appropriate. Climate change will be considered as part of the Township's risk management approach embedded in local asset management planning methods. This approach will balance the potential cost of vulnerabilities to climate change impact and other risks with the cost of reducing these vulnerabilities. The balance will be struck in the levels of service delivered through operations, maintenance schedules, disaster response plans, contingency funding, and capital investments.
 - h. Encouraging all Township employees to participate in asset management by providing necessary awareness, training and professional development; and
 - i. Providing our stakeholders with services that they are willing and able to pay for; including: renewals, maintenance and operations, unless otherwise legislated.

5.0 Responsibilities

Elected Officials are responsible for adopting the policy, allocating resources, and providing oversight of the delivery of the Township of Billings asset management strategy and plans.

The Chief Administrative Officer has signing authority and the responsibility of developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within the Township of Billings to Council.

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

The Asset Management Committee is responsible for providing guidance to staff for the creation, review and edit of all asset management work within the Township of Billings.

6.0 Review Date

This policy has a life of 5 years or less at the discretion of the current Council. A scheduled major review will take place in July 2024. (check legislation)