

# The Corporation of the Town of Grand Valley

## By-law 2019-36

A By-law to adopt a Strategic Asset Management Policy for the Corporation of the Town of Grand Valley.

---

**WHEREAS** Ontario Regulation 588/17 requires public sector organizations, including municipalities, to develop and adopt an Asset Management Policy to guide the work undertaken through their Asset Management Plan;

**AND WHEREAS** the Corporation of the Town of Grand Valley has an established Asset Management Plan and wishes to proceed with its execution;

**NOW THEREFORE** the Council of the Corporation of the Town of Grand Valley enacts as follows:

1. That the Town of Grand Valley adopts the Strategic Asset Management Policy, which forms Schedule A of this By-law;
2. That if any section or portion of this by-law is found by a court of competent jurisdiction to be invalid, it is the intent of the Council of the Corporation of the Town of Grand Valley that all remaining sections and portions of this by-law continues in force and effect.
3. That any by-law inconsistent with this By-law is hereby repealed.

### EFFECTIVE DATE

This By-law comes into full force and effect on the date it is enacted.

Read a first, second and third time and finally passed this 25th of June, 2019.

  
\_\_\_\_\_  
Steve Soloman, Mayor

  
\_\_\_\_\_  
Jane M. Wilson, CAO/Clerk-Treasurer



## **TOWN OF GRAND VALLEY**

### **STRATEGIC ASSET MANAGEMENT POLICY (SAMP)**

Submission Date:	June 11, 2019
Approved By:	Council
Approval Date:	June 25, 2019
Effective Date:	June 25, 2019
By-Law Number:	2019 - 36
Next Revision Due:	2023

---

#### **1. PURPOSE**

The purpose of this policy is to provide leadership in and commitment to the development and implementation of the Town of Grand Valley's Asset Management Program. It is intended to guide the consistent use of asset management across the organization, to facilitate logical and evidence-based decision-making for the management of municipal infrastructure assets and to support the delivery of sustainable community services now and in the future.

By using sound asset management practices, the Town will work to ensure that all municipal infrastructure assets meet expected performance levels and continue to provide desired service levels in the most efficient, reasonable and effective manner. Through the implementation of this policy, we will shift our focus from budget-driven infrastructure investment to service outcome asset management.

This policy demonstrates an organization-wide commitment to the good stewardship of municipal infrastructure assets, and to improved accountability and transparency to the community through the adoption of best practices regarding asset management planning.

In addition, this policy will align practices with provincial and federal standards and regulations, and help the Town take full advantage of available grant funding opportunities.

#### **2. BACKGROUND**

The Town is responsible for providing a range of essential services to the community, including safe and reliable transportation infrastructure, environmental infrastructure, drinking water, and recreation programs and opportunities. To deliver these services, it owns and manages a diverse municipal infrastructure asset portfolio of bridges, culverts, equipment, facilities, land, land improvements, parks, reservoirs, roads, storm sewers, trails, and watermains to name a few. As the social, economic, and environmental wellbeing of the community depends on the

reliable performance of these municipal infrastructure assets, it is critical to implement a systemic, sustainable approach to their management.

### 3. STATEMENT

The Town of Grand Valley commits to meeting the regulatory requirements of *Ont. Reg. 588/17* including, but not limited to, these four phases:

- Strategic Asset Management Policy by July 1, 2019
- Asset Management Plan (AMP) for core infrastructure assets by July 1, 2021
- Asset Management Plan for all infrastructure assets by July 1, 2023
- Asset Management Plan expanded to provide “further details” for all infrastructure assets by July 1, 2024

and all other future regulatory requirements.

### 4. EXISTING PLANS and POLICIES

The Town has developed and adopted an Official Plan, Development Charge Study, Water and Wastewater Master Plan, Transportation Master Plan, and an Asset Management Plan. These plans were designed to meet the legislative requirements and work together to achieve the Town’s goal of delivering sustainable community services now and in the future. These plans will be reviewed regularly by staff, and annual spending requirements that support the plan’s objectives will be incorporated into the budgeting process. The Town’s plans rely, to a great extent, on the physical assets owned by the Town and the commitment of staff to ensure their strategic use with appropriate levels of service. This includes the long-term maintenance, repair, and replacement of existing assets along with the acquisition of new assets to meet the evolving needs of the Town.

### 5. GUIDING PRINCIPLES

The policy requires the commitment of key stakeholders within the Town’s organization to ensure the policy is implemented, reviewed and updated. Stakeholders include:

**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. They will support efforts to improve the plan and ensure it includes changes necessitated by updates to other Town strategic documents. They will establish acceptable levels of service and approve funding required for the asset management program.

**Management**, the Deputy Treasurer will assume the lead role and be responsible for the maintenance of and reporting on the activity related to the management of the Town’s assets. The Supervisor of Public Works will assist in this task with condition assessment information and service level requirements to update the long- and short-term asset requirements.

**Working Committee**, consisting of the CAO/Clerk-Treasurer, Deputy Treasurer, Supervisor of Public Works and at least one Council member to monitor levels of service and ensure the AMP’s goals are achieved.

### 6. PROCESSES

As part of the budget process, service-area personnel shall communicate with management in their areas, to develop capital and operating budget plans, using available data including:

- Condition assessments
- Lifecycle activities / history
- Risk and Criticality models
- Financial Strategy development
- Level-of-Service frameworks

Finance staff will co-ordinate with management, using the information from service personnel and from the sources named above, in the preparation of the budget. Data obtained shall help determine the priority ranking of projects in the budget. (Priority ranking is necessary because of limited resources. In turn, the limited resources can often lead to some timing differences between the Budget and an updated AMP.

## 7. STATUTORY REQUIREMENTS

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

- a) **Budgeting and planning:** The Town will 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*.
- b) **Community focused:** The Town will promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities, improvement of public spaces within the community, and promoting accessibility for persons with disabilities.
- c) **Consistency:** The Town will ensure the continued provision of core public services.
- d) **Economic development:** The Town will promote economic competitiveness, productivity, job creation, and training opportunities.
- e) **Environmental consciousness:** The Town will 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 best practices.
- f) **Forward looking:** The Town will take a long-term view while considering demographic and economic trends.
- g) **Health and safety:** The Town will ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
- h) **Innovation:** The Town will create opportunities to make use of innovative technologies, services and practices.
- i) **Prioritizing:** The Town will clearly identify infrastructure priorities which will drive investment decisions.
- j) **Transparency:** The Town will 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 Town will 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.

In addition, the Town will adhere to the requirements outlined in the Provincial Policy Statement 2017 as amended, the Growth Plan 2019 as amended, Dufferin County Official Plan, Grand River Conservation Authority, Provincial Regulation 239/02 Minimum Maintenance Standards for roads and Amendments 366/18, and any other legislation specific to the Town of Grand Valley.

## 8. DEFINITIONS

In this Policy, the following definitions are used:

- (a) “**Asset Management Plan**” or “**AMP**” refers to the Town’s strategic document that states how a group of assets are to be managed over a period of time
- (b) “**Asset Management Program**” refers to the entire list of activities and documents related to asset management, including this Policy, the AMP, and the assembly of supporting data about each specific asset
- (c) “**Capitalization threshold**” refers to the value of a municipal infrastructure asset at or above which a municipality will capitalize the value of it and below which it will expense the value of it
- (d) “**Core infrastructure assets**” include roads, bridges, culverts greater than 3m, water systems and wastewater systems, and stormwater management assets
- (e) “**Level of Service**” identifies parameters, or combination of parameters, which reflect social, political, environmental and economic outcomes that the Town delivers. Parameters can include, but are not limited to, safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost and availability
- (f) “**Lifecycle activities**” are activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating, decommissioning, disposal, and all engineering and design work associated with those activities
- (g) “**Management**” refers to the departmental Managers, Supervisors, and the Chief Administrative Officer
- (h) “**Policy**” means this Strategic Asset Management Policy
- (i) “**Province**” means the Province of Ontario
- (j) “**Regulation**” means the *Ont. Reg. 588/17: Asset Management Planning for Municipal Infrastructure*
- (k) “**SAMP**” also means this Strategic Asset Management Policy
- (l) “**Town**” means the Corporation of the Town of Grand Valley

## 9. REVIEW PERIOD

The Town will review and, if necessary, update this Strategic Asset Management Policy at least every five years following July 1, 2019, to promote, document and communicate continuous improvement of the Town’s asset management program.