



Township of Wellesley - Strategic Asset Management Policy

Purpose: The purpose of the policy is to guide the municipal process of infrastructure asset management planning.

Goal: The goal of the policy is to help the Township of Wellesley provide an optimal environment for the community's socio-economic well-being, by allowing the municipal administration to allocate infrastructure funding according to expected infrastructure asset performance (level of service) over time

Articles:

1. The Asset Management Plan is to be the starting and terminal point of financial, engineering, and administrative activities regarding municipal infrastructure assets needs and allocations. This includes, but is not limited to the development and maintenance of: master plans, strategic plans, long-term financial plans, policies, capital and operational budgets, and multi-year forecasts. Schedule 1 provides a schematic of the relationship between the documents.
2. The Asset Management Plan development process is to be built on top of the existing organizational processes. This will minimize the necessary time and effort to full asset management implementation (operationalization) within the Township. Schedule 2 provides the Operationalizing Asset Management Framework.
3. Upon exhausting internal capacities, the Township will pro-actively seek assistance from appropriate academic, private, public, and non-profit service providers in order to continuously improve and adopt appropriate asset management planning practices.
4. The following principles are to be considered in practicing asset management planning:
 - a. 25 – year performance (level of service) and corresponding expenditure graphs are to be created for each asset class (category), as well as, for all asset classes (categories) aggregated into one.
 - b. Performance (level of service) measures break down into four main categories, i. conditional - defined by professionals ii. conditional - defined by public (e.g. citizenry) iii. functional - defined by professionals iv. functional - defined by public (e.g. citizenry)
 - c. Performance measure (level of service indicator) development and future projections are to be based upon the following methods:
 - i. Application of reliability (risk) theory to financial, engineering, and administrative information, and / or,
 - ii. Application of asset inspection information, and / or,
 - iii. Application of industry averages, and / or, iv. Application of asset age.
 - d. Over time, the goal is to have performance (level of service) of all asset classes (categories) based upon the method in section c.i.
 - e. An Asset Management System composed of the interaction between the organization (staff) and its technology (computer applications) is to be developed, implemented, and maintained.
 - f. The Asset Management System is to be used to:
 - i. Model assets' service cycles (life cycles)

- ii. Model 25 – year deterioration of all asset classes (categories) at the most granular (detailed) level of asset information inventory
 - iii. Program 25 – year scenario(s) of improvement activities at the most granular (detailed) level of asset information inventory
 - iv. Generate multi-year work plans
 - v. Generate improvement activity – project sheets
- g. Infrastructure planning principles as per applicable provincial and federal legislation
5. Asset management planning will consider climate change aspects as they relate to the management of infrastructure assets. This includes, but is not limited to:
- a. Identifying vulnerable assets at the most granular (detailed) level of asset information inventory
 - b. Capturing climate change items (e.g. greenhouse gas emission scenarios) in 25 – year programming of infrastructure improvement activities
 - c. Developing infrastructure performance (level of service) vs. expenditure scenarios, which include sensitivity analysis of disaster planning items, and climate change mitigation and adaptation factors.
6. As per Article 4, asset management planning will address Township relevant information provided in any of the following:
- a. Applicable land-use planning framework,
 - b. Municipal Government Act,
 - c. Provincial plans as defined by the Municipal Government Act, and
 - d. Township’s official plan.
7. Each asset class (category) is composed of numerous more granular components or aggregates of municipal infrastructure assets that provide the same type of service attributed to the defined asset classes (categories). Should the replacement value of a new asset class (category), of a different type of service other than of already established ones, surpass a capitalization threshold of \$ 10,000, the new asset class (category) is to be included within the municipal asset management plan.
8. As per Article 4, asset management planning will address Wellesley relevant information of connected or interrelated public infrastructure assets of other communities, public organizations, and levels of government.
9. All positions with the organization are responsible for asset management planning to varying extents. The Chief Administrative Officer, Treasurer, and Public Works Director are the leaders of this team effort.
10. Council’s role is to increase asset management awareness at the elected officials’ level of the organization, and collaborate with municipal staff through already established communicative and authoritative responsibilities of respective departments and positions.
11. Public input is to be obtained through a public engagement effort on asset management. The results of which should readily be incorporated through Article 4.

Key Roles for Managing the Asset Management Policy:

Township policies are approved by Council. While staff, public and other agencies may provide input on the nature and text of the policy, Council retains the authority to approve, update, amend or rescind policies.

Role	Responsibility
Identification of issues and development of policy updates	Council and staff
Establish levels of service	Council, staff and public
Exercise stewardship of assets, adopt policy and budgets	Council
Implementation of policy,	CAO and staff
Development of guidelines and practices	CAO and staff
On-going Review of policies	Council and staff

Implementation, review and reporting of Asset Management work

The implementation, review and reporting back regarding this policy will be integrated within the organization. Due to the importance of this policy, the organization's asset management program will be reported annually to the community, and implementation of the policy reviewed by Council at the mid-point of its term.

Actions	Responsibilities
Adopt Asset Management Policy	Council and CAO
Monitor and review infrastructure standards and levels of service policies at established intervals	Council and CAO
Develop and maintain critical asset strategies including development and service plans	Planning, Public Works, Fire, Recreation, Finance
Develop and maintain asset inventories	Public Works, Fire, Recreation, Finance
Assess critical asset condition and service levels	Public Works, Fire, Recreation
Establish and monitor critical asset replacement levels through the use of full life-cycle costing principals	Public Works, Fire, Recreation, Finance
Develop and maintain financial plans for the appropriate level of maintenance, rehabilitation, extension and decommission of critical assets	Public Works, Fire, Recreation, Finance
Report to citizens on the status of the community's critical assets and the asset management program. The channels may include annual citizen reports, business plans etc.	Council and CAO