



## REPORT

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** Dharmen Dhaliah, Corporate Asset Manager

**DATE:** June 25, 2018

**REPORT NO.:** RP-2018-0018

**RE:** Town of Halton Hills Corporate Asset Management Policy

### RECOMMENDATION:

THAT Report No. RP-2018-0018 dated June 25, 2018, regarding the Town of Halton Hills Corporate Asset Management Policy be received;

AND FURTHER THAT Council endorse the Town of Halton Hills Corporate Asset Management Policy as contained within Report RP-2018-0018.

### BACKGROUND:

In response to the O.Reg.588/17: Asset Management Planning in Municipal Infrastructure which came into effect on January 1, 2018 the Town of Halton Hills is moving forward with its Corporate Asset Management program. On September 11, 2017 in a Council workshop key deliverables and deadlines of O.Reg.588/17 were presented (Appendix 1). One of the first key requirements is to develop a Corporate Asset Management Policy fully endorsed by Council by July 1, 2019.

The development of the Corporate Asset Management Policy is one of the 2018 deliverables of the Level of Service Strategy project partially funded by the Federation of Canadian Municipalities under the Climate and Asset Management Network program.

The Corporate Asset Management Policy outlines the multiple approach and requirements the Town will commit for better asset management planning. It spells out the underlying principles that the Town of Halton Hills intends to follow when using asset management practices to meet the O.Reg.588/17 requirements and the Town's strategic objectives.

## **COMMENTS:**

A Council-adopted Corporate Asset Management Policy as defined by O.Reg.588/17 provides specific requirements of Town staff to implement an asset management system through the use of its Governance and Corporate Asset Management Frameworks, and provides guiding principles and expected outcomes for the system.

The Town of Halton Hills Corporate Asset Management policy consists of several parts:

1. Terms & Definitions: Outline asset management definitions from the ISO 55000:2014(E) and the International Infrastructure Management Manual (IIMM).
2. Purpose: Articulates the intended outcomes of the policy.
3. Statement: Describes the corporate asset management goals and objectives to which the policy applies
4. Definition: Describes the governance strategy and the asset management framework that will be used to implement the policy.
5. Principles: Provides direction and guidance on what asset management should cover and alignment with the Town's strategic direction.
6. Guidelines & Practices: Outlining asset management regulation requirements and practices guidelines.
7. Context & Integration: Describes the context and integration of asset management outcomes in the development of other corporate documents.
8. Roles & Responsibilities: Identifies who is responsible for approving, championing and supporting the implementation of the policy.

The proposed Town of Halton Hills Corporate Asset Management Policy is shown in Appendix 2. Upon Council approval, the Policy will be submitted to the Ministry of Infrastructure before July 2019 per the requirements of O.Reg.588/17.

## **RELATIONSHIP TO STRATEGIC PLAN:**

The CAM Program aligns with the Top Eight Priorities of the Town's Strategic Plan related to Municipal Service Delivery and Financial Sustainability:

1. Effective, efficient and economical delivery of the Town's existing services;
- 2A. Establish sustainable financing, asset management and master plans to acquire, operate, maintain, renew and replace infrastructure.

**FINANCIAL IMPACT:**

There will be no direct financial impact related to this report. The development of the Corporate Asset Management Policy is partially funded by the 2018 FCM Levels of Service project. The policy outlines the asset management principles that the Town will follow using an evidence-based decision making framework to deliver required levels of service within available budget while managing risks.

**CONSULTATION:**

Staff consulted with the cross-departmental Asset Management Network Team and the CAM Steering Committee during the drafting and reviewing of the Corporate Asset Management Policy.

**PUBLIC ENGAGEMENT:**

No public engagement required.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the Strategy's implementation.

This report supports the Resilient Economy, Healthy and Diverse Environment and Responsive and Effective Government pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Good.

**COMMUNICATIONS:**

Staff will communicate the approved Corporate Asset Management Policy to staff by making the document available on the HUB and to the public by posting on the Town's website.

**CONCLUSION:**

Staff recommend the approval and endorsement by Council of the proposed Town of Halton Hills Corporate Asset Management Policy to be in compliance with the O.Reg.588/17: Asset Management Planning in Municipal Infrastructure

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Warren Harris". The signature is written in a cursive, flowing style.

Warren Harris, Commissioner of Recreation and Parks

A handwritten signature in black ink, appearing to read "Brent Marshall". The signature is written in a cursive, flowing style.

Brent Marshall, CAO