

## CORPORATE SERVICES

Policy #:	20-300-OP-002
Branch:	Strategy & Administration
Effective Date:	August 13, 2019
<b>STRATEGIC ASSET MANAGEMENT PROCEDURE</b>	

The development and continuous support of the Town's asset management program requires a wide range of duties, responsibilities and actions. The following procedure prescribes this for the program:

### 1. PEOPLE

#### Council

- Approve the asset management policy and direction of the asset management program;
- Maintain adequate organizational capacity to support the core practices of the asset management program;
- Prioritize effective stewardship of assets in adoption and ongoing review of policy and budgets;
- Establish and monitor levels of service;
- Approve the asset management plan(s) by resolution;
- Review the Town's asset management progress annually.

#### Senior Management Team

- Development of draft policy and policy updates;
- Provide corporate oversight to goals and directions and ensure the asset management program aligns with the Town's strategic direction;
- Ensure that adequate resources are available to implement and maintain core asset management practices;
- Provide departmental staff coordination;
- Develop and monitor levels of service and make recommendations to Council;
- Track, analyze and report on asset management program progress and results.

### Joint Administrative/Executive Leads:

- Manage policy and policy updates;
- Provide organization-wide leadership in asset management practices and concepts;
- Provide departmental staff coordination;
- Monitor levels of service;
- Coordinate and track asset management program implementation and progress;
- Endorse the asset management program and plan(s).

### Staff

- Manage information and utilize the new business processes and technology tools developed as part of the asset management program;
- Participate in implementation task teams to carry-out asset management activities;
- Implement and maintain levels of service;
- Provide support and direction for asset management practices within their department;
- Track and analyze asset management program progress and results.

## **2. PROCESS**

The Town will implement continuous improvement protocols and adopt best practices regarding asset management planning, including developing and managing the following:

- Internal governance structure
- Comprehensive asset management plan(s);
- Complete, consistent and accurate asset data;
- Data and information technology systems integration;
- Condition and performance assessment processes;
- Risk management;
- Life Cycle management;
- Financial Strategy development;
- Levels of Service framework.

### 3. INFORMATION

The Town will develop and maintain an asset inventory of all municipal infrastructure assets. Assets that have a fixed geographic position in the real world will be digitally map-enabled through a Geographic Information System.

The asset inventory will include:

- Unique identification;
- Description of the asset;
- Purpose and/or function;
- Location information;
- In-service date;
- Value (both historical and replacement value where available);
- Performance and condition characteristics and/or metrics;
- Estimated remaining service life and estimated repair, rehabilitation or replacement date and cost.

Note: For management purposes, it can be advantageous to inventory, track, and document municipal infrastructure assets that fall below the relevant capitalization threshold. Recognizing that it may be beneficial to include these types of assets in the asset management plan(s), the Town will consider incorporating such assets at their own discretion, based on the objective of sustainably managing municipal infrastructure assets.

### 4. TECHNOLOGY

The Town will integrate asset information with information technology systems, specifically those linking asset information to business program activities such as and not limited to:

- Budget and accounting;
- Procurement;
- Customer service;
- Work order management;
- Analytics, management and summary reports;
- Mapping.

Town of East Gwillimbury			
Policy #:	20-300-OP-001		
<b>STRATEGIC ASSET MANAGEMENT PROCEDURE</b>			
Date Reviewed:		Revision #:	1.0
Date Revised:		Prepared By:	Denny S. Boskovski, C.E.T.
Approved By:	Signature General Manager, Corporate Services		
	Signature <i>General Manager, Community Infrastructure and Environmental Services</i>		