KIRKLAND LAKE
THE RIGHT ENVIRONMENT

P O L I C Y	
Policy Number: CORP2020-004	Date Approved: June 2019
Department: Corporate	Date Reviewed: October 2020
Capital Asset Management	

1. <u>Policy Statement</u>

The Town will manage infrastructure assets in a strategic, comprehensive, enterprise-wide manner through an integrated business approach that relies on well-devised strategies, trained knowledgeable staff, and good communication with all stakeholders to achieve desired service results.

The Town will promote life-cycle and risk management of all municipal infrastructure assets, with the goal of achieving the lowest total cost of ownership, while meeting the desired level of service. In order to do this effectively, all assets are to be treated as interrelated components in a unified system, rather than isolated parts. Town staff will evaluate, enhance, and maintain assets using a common framework and collaborative processes.

2. <u>Purpose</u>

The purpose of this policy is to provide an organization-wide commitment and set out the leadership to the development and implementation of the Town of Kirkland Lake's asset management (AM) 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 asset, to improve accountability and transparency to the community through the adoption of best practices regarding asset management planning and to support the delivery of sustainable community services now and into the future.

3. <u>Scope</u>

Not Applicable
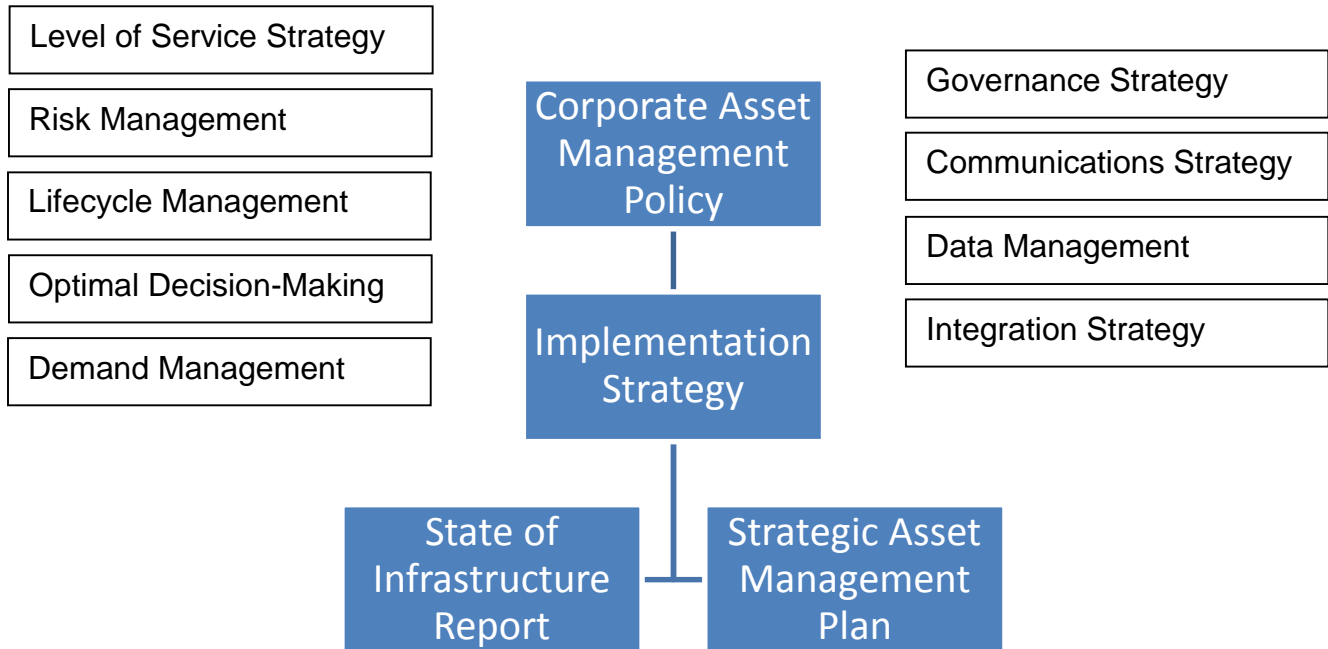
4. <u>Definitions</u>

Not Applicable

5. **Policy & Procedures**

The policy will be accomplished by:

- Integrating asset management plans and practices with the Town's long-term financial planning and budgeting strategies. This includes the development of financial plans that determine the level of funding required to achieve short-term operating and maintenance needs, in addition to long-term funding needs to replace and/or renew municipal infrastructure assets based on full lifecycle costing.

- Developing meaningful performance metrics and reporting tools to transparently communicate and display the current state of asset management practice to Council and the community.

- Considering the risks and the vulnerabilities of municipal infrastructure assets to climate change and the actions that may be required including, but not limited to, anticipated costs that could arise from these impacts, adaptation opportunities, mitigation approaches, disaster planning and contingency funding. Impacts may include matters related to operations, level of service and lifecycle management.

- Integrating asset management throughout the organization's lines of business through references and linkages between corporate documents, such as, but not limited to, the Town's Official Plan, Parks Plan, Winter Maintenance Plan, Strategic Plan, Financial Plan, Community Improvement Plan, etc.

- Develop processes and provide opportunities for municipal residents and other interested parties to offer input into asset management planning wherever possible.

This policy will be reviewed on an annual basis and updated every five (5) years to ensure continuous improvements are made to this Policy.

Governance Framework:

| Level of Service Strategy |

| Risk Management |

| Lifecycle Management |

| Optimal Decision-Making |

| Demand Management |

Corporate Asset Management Policy

Implementation Strategy

State of Infrastructure Report

Strategic Asset Management Plan

| Governance Strategy |

| Communications Strategy |

| Data Management |

| Integration Strategy |

Key Roles:

The development and continuous support of the Town's asset management program requires a wide range of duties and responsibilities. The following outlines the persons responsible for these tasks:

Council:

Town policies are approved by Council. While staff, the public and other agencies may provide input on the nature and context of the policy, Council retains the authority to approve, update, amend or rescind policies. They are also responsible for the:

- Approval of the AM policy and the direction of the AM program;

- Maintaining adequate organizational capacity to support the core practices of the AM program;

- Prioritizing effective stewardship of assets in adoption and ongoing review of policy and budgets;

- Establishing and monitoring levels of service.

Senior Management Team:

- Development of policy and policy updates;

- Provide corporate oversight to goals and directions and ensure the AM program aligns with the Municipality's sustainable strategic plan;

- Ensure that adequate resources area available to implement and maintain core AM practices;

- Provide departmental staff coordination;

- Develop and monitor levels of service and make recommendations to Council;

- Track, analyze and report on AM program progress and results.

Treasurer:

- Manage policy and policy updates;

- Provide organization-wide leadership in AM practices and concepts;

- Provide departmental staff coordination;

- Monitor levels of service;

- Coordinate and track AM program implementation and progress.

Chief Administrative Officer:

- Provide organization-wide leadership in AM Practices and concepts;

- Work in conjunction with Treasurer for AM implementation and progress;

- Ensure senior management team staff coordination and participation and progress.

Departmental Staff:

- Utilize the new business processes and technology tools developed as part of the AM program;

- Participate in implementation task teams to carry-out AM activities;

- Implement and maintain levels of service;

- Provide support and direction for AM practices within their department;

- Track and analyze AM program progress and results.

6. **Summary**

Not Applicable