	Windsor Utilities Commission POLICY	Policy No.:	F001.01
Issuing Department:	Engineering, Water Operations	Approval Date:	2019-06-19
Subject:	Asset Management Policy	Approved By:	Windsor Utilities Commission
ID#	3000202	Effective Date:	2019-06-19
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1.0 **Purpose**

To ensure the Windsor Utilities Commission's (WUC's) vision and plan for asset management is documented, managed, funded and executed in accordance with its strategic plan and engineering master plan.

2.0 **Scope**

The Asset Management Policy applies specifically to WUC's distribution and treatment assets. This includes the operation and maintenance of these assets as it relates to the level of service required to produce and deliver safe and reliable drinking water to its customers.


3.0 **Definitions**

Asset Management (AM) - Co-ordinated activity of an organization to realize value from its assets. AM involves the balancing of costs, opportunities and risks against the desired performance of assets, to achieve organizational objectives (balancing may need to be considered over multiple timeframes). AM enables an organization to examine the need for, and performance of, assets and asset systems at different levels and in conjunction with non-asset solutions. Additionally, it enables the application of analytical approaches towards managing assets over the different stages of their lifecycle.

Asset Management Plan (AMP) - A plan developed for the management of infrastructure assets that combines multi-disciplinary management strategies (including technical and financial) over the lifecycle of the asset in the most cost-effective manner to deliver a specified level of service. It specifies the activities, resources and timescales required for individual assets (or asset groups) to achieve the organization's AM objectives. A significant component of the AMP is WUC's six year financial plan and the engineering master plan.

Distribution Assets – assets that are mainly linear assets including transmission mains, feeder mains, local water mains, service connections, hydrants, valves and meters.

Treatment Assets – assets that are involved in the treatment, storage and pumping of drinking water primarily raw water intakes, low lift and high lift pumping stations, treatment facilities, in-ground storage, elevated storage and re-chlorination facilities.


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Owner - means, the person or entity that has overall responsibility for the Windsor Drinking Water System. This includes but not limited to compliance with all applicable regulations that govern the drinking water system.

Operating Authority - means, in respect of the Windsor drinking water system, the person or entity that is given responsibility by the Windsor Utilities Commission for the operation, management, maintenance or alteration of the system.

4.0 **Policy**

- 4.1. The Asset Management Policy shall guide the overall direction of the asset management system, providing clear direction as to the appropriate focus and level of asset management practice expected. It shall establish the key principles, overall mission and goals for the program, and be guided by the WUC Strategic Plan and Engineering Master Plan.
- 4.2. The WUC Asset Management Plan shall detail the intended asset management programs at a corporate level to allow WUC to understand and target service levels and the asset portfolio's capability to meet those requirements.
- 4.3. Asset management plans are to be developed based on consideration of principles outlined under section 3 of the Infrastructure for Jobs and Prosperity Act, 2014, and be informed by:
 - 4.3.1. An understanding of current and future asset condition, needs and costs,
 - 4.3.2. An understanding of risks and WUC's ability to manage risks relating to assets, including disaster planning and any required contingency planning;
 - 4.3.3. Accessibility standards and other related standards;
 - 4.3.4. Changing demographics, including population growth or decline;
 - 4.3.5. Ontario's land-use planning framework, including any relevant policy statements issued under subsection 3 (1) of the Planning Act, any provincial plans as defined in the Planning Act and the municipality's official plan.
- 4.4. Assets in the asset management plan are not to be subject to a capitalization threshold, and are to be included based upon judgement of whether the asset has value to the organization.
- 4.5. Asset management plans shall identify activities to be undertaken, with

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consideration of the full lifecycle of assets, for at least the ten years following the preparation of that plan or update. In addition, they will document key assumptions made within the plan. Asset management plans are to be updated at no longer than six year intervals.


- 4.6. The outcomes and background data generated through the development of the asset management plan shall form the basis for infrastructure-related long-term financial plans. During the annual budgeting process, projects and funding levels shall be reviewed against the background data and results of the asset management plans.
- 4.7. Planning for asset management, should be coordinated with necessary 3rd parties, where related municipal infrastructure assets connect or are interrelated with those of the City of Windsor or neighbouring municipalities.
- 4.8. Asset management plans shall be aligned with the current six year financial plan prepared under the *Safe Drinking Water Act, 2002*

5.0 Responsibilities

Windsor Utilities Commission – Responsible to ensure that the Operating Authority is providing the necessary corporate resources to support the development, implementation and maintenance of the AM plan. Review the AM plan and approve funding through the annual budgeting process. Ensure asset funding is consistent with the six year financial plan and engineering master plan.

Operating Authority – Responsible to direct and facilitate, and in the case of the Board of EWU, to oversee the review of this Policy every five years (minimum). Ensures the implementation of the AM plan is effective in support of WUC's strategic and long term asset plans. Establish an Asset Planning Committee led by the Director of Engineering, Water and including the Director of Finance and other representatives from engineering, operations and finance necessary to ensure the AM plan is appropriate to achieve the corporation's goals.

Asset Planning Committee – Responsible to ensure an acceptable engineering and construction plan, resource allocation, budgetary recommendation and accounting structure is developed to support the sustainable management of assets with appropriate recommendations to the Board of Commissioners of WUC.

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6.0 References & Related Documents

- Windsor Utilities Commission Engineering Master Plan (Current)
- Windsor Utilities Commission Six Year Financial Plan (Current)
- Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure
- Infrastructure for Jobs and Prosperity Act, 2015
- Safe Drinking Water Act, 2002

7.0 Attachments

None

8.0 Policy History & Approval

This policy was originally approved on: June 19, 2019

This version was approved on: June 19, 2019

This version takes effect from: June 19, 2019

This policy will be reviewed by: Windsor Utilities Commission

9.0 Contact Person(s)

ENWIN Utilities Ltd. VP Water Operations
ENWIN Utilities Ltd. – Director of Engineering, Water