



## AMP - Self Assessment Tool

### Scoring Report

This is your municipality's Self Assessment Tool Scoring Report. For each section you will see your level of completion and your score.

☒ Group by Section    ☐ Group by Asset

☒ Show Comments

### Fort Frances

SAT-1 Status: Completed

SAT-1 Score: **32%**

#### 1. Introduction (Completed: 100% - Score: 90%)

Comments: none

#### 2. Asset Management Policies & Procedures (Completed: 100% - Score: 33%)

Comments: none

#### 3. State of Local Infrastructure (Completed: 100% - Score: 36%)

Roads (Completed: 100% - Score: 41%)

Comments: none

Bridges and Culverts (Completed: 100% - Score: 52%)

Comments: none

Water (Completed: 100% - Score: 42%)

Comments: none

Wastewater (Completed: 100% - Score: 54%)

Comments: none

Stormwater (Completed: 100% - Score: 36%)

Comments: none

Solid Waste (Completed: 100% - Score: 36%)

Comments: *none*

Facilities (Completed: 100% - Score: 23%)

Comments: *none*

Vehicles and Equipment (Completed: 100% - Score: 25%)

Comments: *none*

Improvement to Land (Completed: 100% - Score: 21%)

Comments: *none*

Other (Completed: 100% - Score: 32%)

Comments: *none*

**4. Levels of Service (LOS) (Completed: 100% - Score: 26%)**

Roads (Completed: 100% - Score: 31%)

Comments: *LOS is determined by complying with Minimum Maintenance Standards for Municipal Highways*

Bridges and Culverts (Completed: 100% - Score: 38%)

Comments: *none*

Water (Completed: 100% - Score: 25%)

Comments: *none*

Wastewater (Completed: 100% - Score: 25%)

Comments: *none*

Stormwater (Completed: 100% - Score: 23%)

Comments: *none*

Solid Waste (Completed: 100% - Score: 29%)

Comments: *none*

Facilities (Completed: 100% - Score: 20%)

Comments: *none*

Vehicles and Equipment (Completed: 100% - Score: 20%)

Comments: *none*

Improvement to Land (Completed: 100% - Score: 31%)

Comments: *none*

Other (Completed: 100% - Score: 22%)

Comments: *none*

**5. Asset Management Strategy (Completed: 100% - Score: 26%)**

Roads (Completed: 100% - Score: 28%)

Comments: none

Bridges and Culverts (Completed: 100% - Score: 29%)

Comments: none

Water (Completed: 100% - Score: 29%)

Comments: none

Wastewater (Completed: 100% - Score: 29%)

Comments: none

Stormwater (Completed: 100% - Score: 26%)

Comments: none

Solid Waste (Completed: 100% - Score: 29%)

Comments: none

Facilities (Completed: 100% - Score: 25%)

Comments: none

Vehicles and Equipment (Completed: 100% - Score: 22%)

Comments: none

Improvement to Land (Completed: 100% - Score: 20%)

Comments: none

Other (Completed: 100% - Score: 20%)

Comments: none

**6. Financing Strategy (Completed: 100% - Score: 36%)**

Roads (Completed: 100% - Score: 47%)

Comments: none

Bridges and Culverts (Completed: 100% - Score: 47%)

Comments: none

Water (Completed: 100% - Score: 57%)

Comments: none

Wastewater (Completed: 100% - Score: 53%)

Comments: none

Stormwater (Completed: 100% - Score: 47%)

Comments: none



Solid Waste (Completed: 100% - Score: 26%)

Comments: *none*

Facilities (Completed: 100% - Score: 20%)

Comments: *none*

Vehicles and Equipment (Completed: 100% - Score: 21%)

Comments: *none*

Improvement to Land (Completed: 100% - Score: 20%)

Comments: *none*

Other (Completed: 100% - Score: 20%)

Comments: *none*

**7. Making Asset Management Operational (Completed: 100% - Score: 28%)**

Comments: *none*

**8. Continuous Improvements and Updates (Completed: 100% - Score: 20%)**

Comments: *No personnel in charge of AMP document updates or changes*

**9. Asset Management Tools (Completed: 100% - Score: 52%)**

Comments: *none*

**10. Internal Governance and Ownership (Completed: 100% - Score: 46%)**

Comments: *none*

**11. Council Approval and Support (Completed: 100% - Score: 80%)**

Comments: *none*

**12. Public Engagement and Communication (Completed: 100% - Score: 20%)**

Comments: *none*

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**Possible components of a regulation that may be proposed under  
s. 6(2) of the *Infrastructure for Jobs and Prosperity Act, 2015***

**Asset Management Planning Consultation**

**July 2016**

1. The following terms would be defined,

"Capitalization Threshold" defines the minimum dollar level a municipality will use to determine which non-financial assets will be capitalized and which will be expensed and is consistent with the principles and standards established by the Public Sector Accounting Board of Canada.

"Core infrastructure assets" include paved and unpaved roads; bridges; culverts; any assets involved in wastewater collection, conveyance, treatment and disposal; urban and rural stormwater systems; water treatment, distribution and transmission, and; public and non-profit housing infrastructure.

"Deferred infrastructure maintenance backlog" means all lifecycle activities required up to the present that have not yet been undertaken.

"Infrastructure assets" includes "Core infrastructure assets" and all other Tangible Capital Assets consolidated on the financial statements of the municipality.

"Lifecycle activities" means any activity undertaken to maintain the infrastructure asset over the expected life of the asset as well as any activities undertaken to prolong the life of an infrastructure asset including: constructing, maintaining, renewing, operating and decommissioning the asset throughout its service life.

"Lifecycle cost" means the total cost of constructing, maintaining, renewing, operating and decommissioning an infrastructure asset throughout its service life.

"Service life" means the total period during which an infrastructure asset remains in use, or ready to be used, in a productive process.

"Tangible Capital Assets" refers to non-financial assets having physical substance as defined by the Public Sector Accounting Board of Canada.

2. Municipalities would be a broader public sector entity that would be prescribed for the purposes of s. 6 of the *Infrastructure for Jobs and Prosperity Act, 2015* (IJPA)
3. The following would be the list of the additional mandatory infrastructure asset management planning information that would have to be prepared by a municipality and included in a strategic asset management policy, that specifies:

- a) how the asset management plan will be consistent with the long-term municipal goals outlined by council, including those in municipal plans and policies,
- b) how the asset management plan will be consistent with the municipality's budget and any long-term financial plan, if one is in place,
- c) how the municipality will consider the principles outlined under section 3 of the IJPA in developing the asset management plan and how the asset management plan will be informed by:
  - i. an understanding of current and future infrastructure needs and costs,
  - ii. an understanding of risks and the municipality's ability to manage risks relating to infrastructure, including disaster planning and any required contingency funding,
  - iii. accessibility standards,
  - iv. changing demographics, including population growth or decline, .
  - v. climate change impacts, as well as adaptation and mitigation techniques, such as greenhouse gas emission reduction goals and targets, and
  - vi. Ontario's land-use planning framework, priorities and outcomes, as set out in the Provincial Policy Statement (PPS), provincial land use plans such as the Growth Plan for the Greater Golden Horseshoe, and municipal official plans, where applicable
- d) a commitment that asset management plans will identify infrastructure activities to be undertaken, with consideration of the lifecycle of assets, for at least the ten years following the preparation of that plan or update,
- e) a commitment that plans will document key assumptions made within the plan and outline other important information including the capitalization threshold used for each category of assets,
- f) how often the municipality will update their asset management plan, which should occur at least every 4 years,
- g) the role of council during the development of the asset management plan and the role of council in ongoing asset management planning, which would be supported by a commitment to provide council with an annual update on asset management planning progress, factors affecting the ability to meet commitments outlined in the plan, and a strategy to address any shortcomings, and
- h) the role of residents of the community during the development of the asset management plan and the role of residents of the community in ongoing asset management planning.



4. The strategic asset management policy would have to be prepared and approved by council by January 1, 2018.
5. A municipality would have to prepare an asset management plan that contains
  - (1). Progress on outcomes achieved since the development of any prior asset management plan and opportunities to strengthen asset management practices,
  - (2).
    1. A listing of all core infrastructure assets owned by the municipality as of Jan 1, 2018, and of all infrastructure assets owned by the municipality as of Jan 1, 2022.
    2. For all assets listed in 1 a summary of the following information and a commitment to provide a full copy of the information upon a request being received by the municipality
      - a) the type and its quantity or extent,
      - b) the replacement cost valuation,
      - c) the age distribution and age as a proportion of expected useful life, and
      - d) the condition based on industry-accepted engineering practices.
  - (3). The proposed levels of service that,
    - a) indicate the current levels of service defined in clear and specific terms, including through the definitions of levels of service in table 1,
    - b) meet legislative requirements, and, are based on strategic and corporate goals, expected asset performance including condition, community expectations, and availability of finances,
    - c) identify a preliminary estimate of expenditures required to maintain the current levels of service, with consideration to the assessments conducted under (4).(b) for comparison purposes,
    - d) identify targets and timelines for proposed levels of service for the levels of service described in a), and
    - e) discuss any external trends or issues that may affect the proposed levels of service or the municipality's ability to meet it.
  - (4). A lifecycle management strategy that,
    - a) examines the risks currently faced by the municipality with respect to their municipal infrastructure, including risk of asset failure, risks to service levels and risks of increasing future financial burden,
    - b) examines options for activities, regarding existing and future assets, to achieve the proposed levels of service, and assesses,
      - i. lifecycle costs,

- ii. how potential options will address the risks identified under a),
  - iii. considering i. and ii., the financial viability,
  - iv. opportunities to eliminate the deferred infrastructure maintenance backlog and address the costs associated with the activities undertaken to eliminate this backlog, and
  - v. other considerations outlined within the municipality's strategic asset management policy
- c) contains a summary of all activities that will be undertaken in relation to achieving the proposed levels of service, based on the analysis conducted under b) above, and
- d) prioritizes activities to be undertaken as part of (4).(c).
- (5). A financial strategy that explains how activities summarized under (4).(c) will be funded, and that,
- a) shows expenditure forecasts, based on activities identified under paragraph c) of subsection (4) for at least 10 years from the date of the asset management plan,
  - b) provides actual expenditures on infrastructure activities from the previous five years, broken down by asset type,
  - c) provides revenue forecasts broken down by source for the next 5 years, including increase or decrease in revenues compared to existing revenues, and
  - d) discusses key assumptions and alternative funding considerations.
6. Each asset management plan must be approved and adopted by council.
7. Municipalities would be a broader public sector entity that would be prescribed for the purposes of s. 6(5) of the *Infrastructure for Jobs and Prosperity Act, 2015* (IIPA).
8. Municipalities would be required to post their strategic asset management policy and asset management plan on the municipality's website, if one exists, and make copies of these documents available free of charge to the public, if requested.

Table 1

Illustrative Definitions for Levels of Service	
Water	
# of Water Customer Complaints (pressure and quality) / 1,000 People Served	
# of Boil Water Advisory Days / Households affected	
# of Main Breaks / 100 km Length	

For the purposes of consultation only  
Does not represent a policy position of the Government



# of Unplanned System Interruptions / 100 km Length
# of Emergency Repairs / 100 km Length & 1,000 Service Connections
Wastewater
# of Wastewater Customer Complaints / 1,000 People Served
# of Blocked Sewers / 100 km Length
# of Blocked Service Connections / 1000 Service Connections
# of Emergency Repairs / 100 km length & 1000 Service Connections
# of Reported Overflows / 100 km length
Roads
Percentage of paved kilometres meeting "x" or better pavement condition rating.
Accidents per year where "road condition" is a contributing factor.
Compliance with Ontario's Minimum Maintenance Standards for Municipal Highways O. Reg. 239/02.
Bridges
Compliance with Ontario's Standards for Bridges O. Reg. 104/97.
Percentage of Bridges meeting "x" Bridge Condition Index rating or better
Compliance with Ontario's Minimum Standards for Municipal Highways O. Reg. 239/02.
Number of annual road closures associated with bridge issues (exclusive of planned maintenance/repair).



Laurie Witherspoon/Frances  
05/18/2016 02:30 PM

To Dawn Galusha/Frances@Frances, Travis  
Rob/Frances@Frances, Doug Brown/Frances@Frances,  
Trish Law/Frances@Frances  
cc  
bcc  
Subject Fw: Does your asset management plan meet federal Gas  
Tax requirements? Watch AMO's new video.

Laurie A. Witherspoon, CMO  
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----- Forwarded by Laurie Witherspoon/Frances on 05/18/2016 02:30 PM -----



Judy Dezell  
<JDezell@amo.on.ca>  
05/18/2016 01:42 PM

To Salman Zafar <SZafar@amo.on.ca>, Lovely Devaya  
<LDevaya@amo.on.ca>  
cc "Jacqueline Demers (demers@redbrick.ca)"  
<demers@redbrick.ca>  
Subject Does your asset management plan meet federal Gas Tax  
requirements? Watch AMO's new video.

AMO's [new video](#) is here! *Asset Management: A Roadmap for the Future of our Communities* is online now and ready for you to share with Council and staff.

The video will help your local elected officials and staff learn more about the value of municipal asset management planning.

**Ontario municipalities must have an asset management plan in place by December 31, 2016 in order to continue receiving federal Gas Tax Fund payments. The good news is that most municipalities have a plan in place. The bad news is that many of these plans don't meet Gas Tax requirements.**

To meet [the requirements](#), your municipal asset management plan must:

- Include **all** assets eligible for Gas Tax funding. These assets can fall into 16 different categories.
- Adhere to the guidelines set out in Ontario's Building Together: Guide for Asset Management Plans.

Contact [gastax@amo.on.ca](mailto:gastax@amo.on.ca) if you have any questions about asset management requirements.

We encourage you to show the video to your Council and staff, and to share through social media. We will be tweeting about asset management at [@GasTaxatWork](#).

As owners of more public infrastructure than any other order of government, municipalities play a fundamental role in building safe, prosperous and thriving communities. Effective asset management planning is an important part of that work.

Judy Dezell

Director AMO Enterprise Centre, Business Partnerships and LAS

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# Overview of AMP and AM

As stated in the Province's 2012 "Building Together – Guide for Municipal Asset Management Plans", "an Asset Management Plan (AMP) is a strategic document that states how a group of assets is to be managed over a period of time." The "Building Together" Guide states that an AMP contains the following sections:

- Executive Summary
- Introduction
- State of Local Infrastructure
- Expected levels of service
- Asset management strategy
- Financing strategy

The beginning of the guide also discusses ASSET MANAGEMENT (AM) as a process or activity. In the guide, ASSET MANAGEMENT "is the process of making the best possible decisions regarding building, operating, maintaining, renewing replacing and disposing of infrastructure assets." This AM definition focuses on the ongoing activities that are necessary to prepare and implement the AMP rather than focusing on the document itself.

The Self Assessment Tool (SAT) is modeled after a framework established in the Province's "Building Together" guide. A comprehensive AM guide will be available in 2017 that will provide details about each section of the framework, outlined below.

1. Introduction
2. AM Policies and Procedures
3. State of Local Infrastructure
4. Levels of Service
5. AM Strategy
6. Financing Strategy
7. Making AM Operational
8. Continuous Improvements and Updates
9. AM Tools
10. Internal Governance and Ownership
11. Council Approval and Support
12. Public Engagement and Communication

This SAT will ask you a series of question which will help to determine how your municipality is doing on various aspects of preparing an AMP document as well as the ASSET MANAGEMENT process.

ASSET MANAGEMENT is a critical step in achieving the ultimate goal of long term financial sustainability for municipalities. The progression of which is shown below.

