

## The 2018 Asset Management Questionnaire

### Overview

The [Administrative Agreement on the Federal Gas Tax Fund](#) requires AMO to demonstrate the municipal sector's progress on asset management. As indicated in the [Municipal Funding Agreement](#), this includes demonstrating how asset management plans (AMPs) guide infrastructure planning and investment decisions, and how federal Gas Tax Funds address priority projects identified in the AMPs. Asset Management Questionnaires (AMQs) help AMO collect information to meet this requirement.

### Q1. Was your municipality's AMP updated in 2018?

An AMP is a strategic document that states how a group of assets will be managed over a period of time. The plan describes the characteristics and condition of infrastructure assets, the levels of service expected from them, planned actions to ensure that the assets provide the expected levels of service, and financing strategies to implement the planned actions.

Your municipality submitted its AMP to AMO during the 2017 reporting cycle; a copy is available in the [Gas Tax Reporting Module](#) for your reference. Please indicate whether or not this AMP was updated in 2018. Contact [AMO's Gas Tax Team](#) for feedback on the plan that your municipality submitted during the 2017 reporting cycle.

### Q1A. Please upload your updated AMP.

To ensure that AMO has the latest version of your municipality's AMP on file, please upload a copy to the [Gas Tax Reporting Module](#) if it was updated in 2018. Contact [AMO's Gas Tax Team](#) if you require assistance.

Disclaimer: This questionnaire has been developed for municipal reporting requirements of the federal Gas Tax Agreement in Ontario. For more information, please contact AMO's Gas Tax team at [gastax@amo.on.ca](mailto:gastax@amo.on.ca).

**Q2. What activities is your municipality pursuing to improve asset management planning?**

Asset management improves the balance of people, strategy, assets, processes and technology to deliver expected levels of service. Use at least one of the following themes to describe your current or future asset management initiatives. This question is optional.

**Q2A. People**

Activities under this theme might include:

- Building support from Council and senior management;
- Identifying an asset management champion;
- Developing a governance structure including asset management steering committees;
- Clarifying roles and responsibilities;
- Hiring dedicated asset management staff;
- Receiving technical training to address knowledge gaps; or
- Establishing knowledge sharing groups.

**Q2B. Assets**

Activities under this theme might include:

- Collecting and maintaining asset data from procurement to disposal including asset performance indicators and levels of service; or
- Building complete and accurate knowledge of asset technical characteristics, location, work performed to date, condition, residual life, operating and capital whole lifecycle costs, etc.

**Q2C. Strategy**

Activities under this theme might include:

- Developing an asset management policy;
- Aligning asset management with your strategic plan, official plan, and master plans; or
- Developing an asset data strategy, lifecycle management strategy from procurement to disposal, risk management strategy, financial strategy, demand management strategy, community engagement strategy, etc.

## Q2D. Processes

Activities under this theme might include:

- Integrating asset registries/inventories across various departments;
- Identifying controls for the creation, management and maintenance of asset data;
- Achieving cost efficiencies through interdepartmental or inter-municipal coordination based on interdependency of assets to provide expected levels of service to the community (e.g. reconstruction of roads should be coordinated with the repair or replacement of water, wastewater and stormwater pipes: both impact transit, traffic, fire and police services);
- Integrating asset management activities with financial reporting and capital budgeting; or
- Using asset management plans to identify priority projects and inform infrastructure investment decision-making.

## Q2E. Technology

Activities under this theme might include:

- Implementing computerized work management systems, GIS, financial information systems, customer information systems, or other analytical software; or
- Cost-effective use of technology to improve asset management planning.

## Q3. What additional comments would you like to share to guide AMO's future asset management capacity-building projects?