Asset Management Questionnaire (AMQ) Help Text

Contents

[Ontario Regulation 588/17](#) Deadlines for Compliance

Every municipality in Ontario must have the following documents prepared – endorsed by the executive lead of the municipality and approved by a resolution passed by the municipal council – by the prescribed deadlines.

July 1, 2019

A strategic asset management policy that includes several components that guide the advancement of the municipality's asset management planning. The policy must be reviewed every five years.

July 1, 2022

An asset management plan (AMP) for core assets (roads, bridges, water, wastewater, stormwater) based on data that is at most two years old with the following components:

1. The current levels of service with qualitative and technical metrics. Specific metrics are defined for core assets in the regulation.
2. The current performance as determined by the municipality's performance measures.
3. An inventory analysis within each category, including a summary of assets, the replacement costs, the average age, and the average condition and the approach to assessing condition.
4. An assessment of the full lifecycle of the assets including a description of the lifecycle activities and the associated costs and risks to sustain the current levels of service for the following 10 years.
5. A growth analysis. For municipalities with a population of 25,000 or more, a 10-year financial analysis of estimated capital expenditures and operating costs related to projected growth demands.

July 1, 2024

An AMP for both core and non-core assets (vehicles, equipment, buildings, land improvements, solid waste, and others) with the same components as the 2022 AMP. The levels of service for non-core assets are to be determined by the municipality as they are not specifically defined by the regulation.

July 1, 2025

An AMP for all assets with the following components in addition to the AMP components defined in 2022/2024:

1. For each asset category, levels of service that the municipality proposes to provide for each of the following 10 years.
2. For each asset category, the proposed performance for the 10-year period as determined by the municipality's performance measures.
3. A lifecycle management and financial strategy for the 10-year period that would be needed to provide the proposed levels of service based on the full lifecycle of assets and the associated costs and risks.
4. An estimate of annual costs for each of the 10 years.
5. A financial analysis of the annual funding projected to be available, how to maximize funding, and funding shortfalls.
6. A description of how the growth analysis informs the defined lifecycle management and financial strategy. For municipalities with a population of 25,000 or more, estimated capital expenditures and operating costs to achieve proposed levels of service to accommodate projected growth demands.

Data Confidence Ratings and Descriptions

Rating A or Very High Confidence

- Reliable data inventory and source
- No assumptions related to asset age, condition, and replacement and lifecycle costs

Rating B or High Confidence

- Moderately reliable data inventory and source
- Little assumptions (less than 10%) related to asset age, condition, and replacement and/or lifecycle costs

Rating C or Moderate Confidence

- Moderately reliable data inventory and source
- Some assumptions (more than 10%) related to asset age, condition, and/or replacement and lifecycle costs

Rating D or Low Confidence

- Data is from unreliable or out of date inventory and source
- Many assumptions (more than 50%) related to asset age, condition, and/or replacement and lifecycle costs

Rating E or Very Low Confidence

- Data is from unreliable and/or out of date inventory and source
- Many assumptions (more than 75%) related to asset age, condition, and/or replacement and lifecycle costs

Rating F or No Confidence

- No reliable Data

Asset Management State of Maturity Assessment

Organization and people

How well is asset management understood and prioritized by key members of the municipality? Do you have staff or a team dedicated to asset management such as an asset management specialist or an asset management department. Do you have asset management governance structures in place such as an asset management committee with executive staff members, council members, and others?

Strategy and Planning

What are the municipality's strategic planning activities and how do they link with asset management? What documents are in place for asset management and how well do other documents link to the asset management program?

Asset Information/Data

Data is the foundation of evidence-based decision-making. This includes, asset data, as well as the processes and practices related to data gathering and management. Is your data from reliable and current inventory and source? Are there assumptions made related to asset age, condition, costs, measurements, etc.?

Risk and Review

Risk is a function of the likelihood that an asset will fail and the various consequences of that failure. What is the municipality's approach to risk management (e.g. qualitative, quantitative)?

Levels of Service

Levels of service indicate the quality, function, and capacity of an asset class (or service area). Defining levels of service for all asset classes is critical to building a strong, affordable asset management program. Do you have defined levels of service metrics, and do you update the records at least every two years? Do you have proposed levels of service defined?

Financial Strategies & Project Prioritization

How is financial planning linked with its asset management to ensure a sustainable service delivery model? Is financial planning and project prioritization based on asset management information such as asset condition, risk, projected growth, and/or current or desired levels of service?