

The Organization is Asset Management Ontario (AM Ont)

The Asset Management Ontario represents a cross-section of public sector infrastructure practitioners from Ontario that meets to share information and best practices to satisfy the growing needs of the asset management profession. Members span a variety of expertise and backgrounds. AM ONT strives to make the connections amongst all professions to advance the field of asset management and enhance decision making. Supporting and increasing the maturity of asset management practices across all public infrastructure

This is being accomplished through:

- **Collaboration:**
Collaborate and complement existing organizations to improve the state of asset management practice in Ontario
- **Leadership:**
Increasing the capacity to enhance and promote asset management in Ontario
- **Innovation:**
Engaging in and supporting knowledge generation, consolidation and dissemination of information and best practices in Ontario

Definitions

- Key Associations:
 - Canadian Network of Asset Managers (CNAM) – Formal Memorandum of Understanding
 - Municipal Finance Officers Association (MFOA) – informal
 - Ontario Coalition for Sustainable Infrastructure (OCSI) - informal
- Other Associations (non-members):
 - Asset management training partners
 - Consulting partners
 - Other non-publicly controlled infrastructure partners
- Membership:
 - Municipalities
 - Provincial Ministries
 - Other Public Utility Providers (ie power, gas, semi-private utilities)
 - Other Government Organizations (ie Conservation Authorities)
 - Asset Management-related organizations (ie Asset Mgmt BC, MFOA, CNAM, IAM, OCSI)
- Leadership Committee:
 - Chair
 - Vice Chair
 - Past Chair
 - Treasurer
 - Media and Communications
 - Member at Large

1. Mission, Vision and Goals

Vision:

The vision of AM ONT is to be the multi-disciplinary center of excellence and innovation for public sector asset management in the Province of Ontario.

Mission:

The mission of AM ONT is to be a multi-disciplinary community of practice for public infrastructure stewards to strengthen asset management capabilities and achieve defined Levels of Service through implementable practices aligning international standards, regulatory requirements, and best practices to optimize public services.

AM ONT fosters the values of:

- **Collaboration:**
Collaborate and complement existing organizations to improve the state of asset management practice in Ontario
- **Leadership:**
Increasing the capacity to enhance and promote asset management in Ontario
- **Innovation:**
Engaging in and supporting knowledge generation, consolidation and dissemination of information and best practices in Ontario

With a focus on publicly owned infrastructure, the objectives of AM ONT:

- Work with the regulators to establish the framework and support the implementation within which asset management can operate in Ontario.
- Be proactive with development of methodologies in dealing with the evolving asset management regulations, and regulators.
- Share member experiences with asset accounting and asset management information systems and capabilities.
- Forum for ideas exchange in management of asset reporting requirements, and asset management best practices in both the finance and program, and program planning worlds.
- Support progressive improvement towards ensuring services delivered to the public are sustainable.
- Support the development of tools and practices to ensure the maintenance of appropriate levels of services indicators and monitoring of levels is possible.
- Encourage and develop relationships with other organization committees to promote cross industry sharing and training opportunities. This includes finance, utility, and engineering based organizations.

This committee is dedicated to the promotion, education, information exchange, and discussion of best cross industry asset management practices.

The mission, vision, goals and objectives of ONT AM shall be reviewed on an annual basis.

2. Structure and Governance

2.1 Term of Office for Leadership Committee

The term for serving on the Leadership Committee will be a 2-year term, for each position. Leadership Committee membership is renewable, with Chair and Vice Chair roles being non-renewable. Chair and Vice-Chair roles rotate in May of odd ended years. Other role beginning and end dates will be staggered for Leadership Committee continuity.

Committee members shall attempt to provide a minimum of 6 months notice prior to resigning duties.

2.2 Leadership Committee

The Leadership Committee will be a standing committee and will manage the day-to-day affairs of AM ONT and will monitor issues and concerns.

The Leadership Committee (6) will consist of a Chair, Vice Chair, Past Chair, Treasurer, Communications and Media representative and one Member at Large.

See table for definition of roles and responsibilities of the Executive Committee members.

Leadership Committee Members	Roles	Responsibilities
Chair	Charged with providing leadership and direction to the Committee, the Chair is responsible for ensuring that the Committee fulfils its responsibilities for the governance and success. He/she also works to optimize the relationship between the Committee, CNAM, the members any ancillary or support organizations. The Chair is generally the spokesperson for the Committee and should work to maintain key relationships within and outside of the organization.	<ul style="list-style-type: none">• Authority to speak on behalf of AM ONT;• Call meetings;• Authorize expenditures within approved budget;• Execute approved contracts and agreements as approved by the Leadership Committee;• Report to the Organization on decisions of the Leadership Committee that affect the Organization’s work;• Where appropriate, guide the Organization in proposing new activities and service that will further the mission and goals, and;• Account co-signing authority with the Treasurer.

Vice Chair	The Vice Chair is responsible for assisting the Chair to fulfill his/her responsibilities for the governance and success of the Organization. This may mean chairing meetings at short notice. The Vice Chair role is commonly regarded as preparation for the next Chair. At times the Vice Chair will need to work with the Chair to help him/her understand concerns and alternative points of view within the Organization.	<ul style="list-style-type: none"> • Act as alternate for the Chair as required, and; • Division of detailed duties will be agreed upon between the Chair and Vice Chair based on competencies and mutual agreement.
Past Chair	The Past Chair is responsible for assisting the new Chair in the transition to their new role.	<ul style="list-style-type: none"> • Provide advice and direction based on previous Organization Work; • Will attend Leadership meetings to provide input throughout the Past Chair term, and; • Will provide all relevant contacts, background and will fully participate in Organization activities as a full Leadership Committee Member.
Treasurer	The Treasurer is responsible for maintaining and tracking the financial records for the Organization. The Treasure will also explore and recommend alternate structures and formal organization for the Organization.	<ul style="list-style-type: none"> • Maintain the books and accounts for the committee; • Manage and track the financial arrangements with other organizations; • Explore and recommend alternate structures, and; • Account co-signing authority.
Media and Communications	The Media and Communications representative is responsible to explore the options to make the Group information and meetings more accessible and available for all members and attendees.	<ul style="list-style-type: none"> • Explore and recommend technology improvements for: <ul style="list-style-type: none"> ○ Information storage ○ Communications including website and email ○ Meeting management ○ All other recommendations • Manage the technologies on-going.
Member at Large	Additional Organization member(s) will sit on the Leadership Committee to get broader input and prepare them for future and more formalized leadership roles.	<ul style="list-style-type: none"> • Will fully participate in Organization activities as a full and equal Leadership Committee Member • The number will be reviewed and updated annually

2.3 Chair Selected by Appointment

Upon completion of the previous Chair's term, the Vice Chair of the Organization will assume the role of Chair. The term of office for the Chair is a maximum term of 2 years.

2.4 Past Chair

For continuity, upon completion of their term, the Chair will continue to serve in a Past Chair role on the Leadership Committee for a minimum of 1 year, and maximum of 2 years.

2.5 Vice Chair and Broader Leadership Committee Board members (4)

The Vice Chair and Broader Leadership Committee members will be elected by the Organization.

A call for nominations for available roles will occur annually in November with formal elections held in Q1 of the following year.

2.6 Unplanned Loss of Members

Until elections are held, the remaining board may appoint a temporary replacement.

2.7 Working Groups and Committees

The Leadership Committee has the authority to strike a working group or committee to deliver a task or project. The Board will approve the terms of reference for the working groups and committees. Terms of reference will include: scope of the task or project, participants, chair, sunset clause, approval process and reporting requirements.

Participants on Working Groups and Committees are not limited to members of the Leadership Committee and can be recruited at the discretion of the committee Chair. Member organizations are encouraged to recommend members from within their organizations, who have a specific area of expertise or experience, to contribute to the work of Asset Management Ontario through Working Groups or Committees.

3. Work Plan and Finances

3.1 Work Plan

The Leadership Committee will prepare a work plan annually for the organization by October for the following year.

3.2 Budgeting and Finances

The Leadership Committee will endorse an annual budget and financial statements as prepared and submitted by the Treasurer.

3.3 Annual General Meeting

An annual general meeting/conference will be held each year to showcase progress in asset management over the past year and approve the Organization's annual budget.