

# Federal Gas Tax Fund

## Asset Management: Making Progress

### Fact Sheet: GTF Agreement Requirements

As part of the Canada-Saskatchewan Administrative Agreement and the Municipal Gas Tax Fund Agreement, municipalities are required to make progress towards developing and/or implementing an Asset Management Plan and report on progress made.

Recognizing that Saskatchewan has a vast range of municipal sizes and capacity and that municipalities may be at different stages in development and implementation of their asset management (AM) plans, a tiered structure to meet the requirements was developed.

#### Tiers

It was determined that population would be used as the basis for tiers:

- Tier 1: Population up to 500
- Tier 2: Population from 501 to 1,500
- Tier 3: Population from 1,501 to 5,000
- Tier 4: Population over 5,000

The tier level establishes the number of asset classes your municipality will work towards initially.

#### Measures and Targets

Measures and targets were developed that reflect the need to build a foundation for AM planning before requiring more challenging tasks.

**All municipalities that are participating in the federal Gas Tax Fund program must:**

- **Make progress in developing and/or implementing an asset management plan; and**
- **Report on their progress.**

All municipalities that are participating in the federal Gas Tax Fund Program will be required to meet certain goals or targets by a set deadline to ensure progress towards their AM plan. Target dates are listed on the reverse of this factsheet.

#### Reporting Requirements

Municipalities are required to report to the Ministry on progress they have made.

Municipalities met the first reporting requirement by completing the baseline survey in 2016. The next reporting will be a summary questionnaire in the late fall of 2017 and a more comprehensive questionnaire to be sent in 2018. Municipalities will be notified of further reporting requirements.

## Measures and Targets

The following chart summarizes the measures and targets municipalities are required to work towards in the development of their AM plans.

By	Target	Measures										
June 30, 2018	All Tiers	Municipalities participating in the federal Gas Tax Fund Program are required to: <ul style="list-style-type: none"> <li>• Get educated in AM.</li> <li>• Develop and approve a policy and a strategy on how the municipality will approach AM.</li> <li>• Develop an asset register for all asset classes.</li> </ul>										
June 30, 2019	<table border="1"> <thead> <tr> <th>Tier</th> <th>Number of Asset Classes to Complete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> </tr> <tr> <td>2</td> <td>2</td> </tr> <tr> <td>3</td> <td>3</td> </tr> <tr> <td>4</td> <td>4</td> </tr> </tbody> </table>	Tier	Number of Asset Classes to Complete	1	1	2	2	3	3	4	4	Municipalities are required to: <ul style="list-style-type: none"> <li>• Add the current condition of assets to the asset register.</li> <li>• Document the desired condition of assets listed in their register.</li> </ul>
	Tier	Number of Asset Classes to Complete										
	1	1										
	2	2										
	3	3										
4	4											
All Tiers	All municipalities are required to have a progress check in with council on the status of improving/monitoring the AM plan.											
June 30, 2020	<table border="1"> <thead> <tr> <th>Tier</th> <th>Number of Asset Classes to Complete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> </tr> <tr> <td>2</td> <td>2</td> </tr> <tr> <td>3</td> <td>3</td> </tr> <tr> <td>4</td> <td>4</td> </tr> </tbody> </table>	Tier	Number of Asset Classes to Complete	1	1	2	2	3	3	4	4	Municipalities are required to identify the funding gap between the current and desired asset condition for completed asset classes.
Tier	Number of Asset Classes to Complete											
1	1											
2	2											
3	3											
4	4											
All Tiers	All municipalities are required to have a progress check in with council on the status of improving/monitoring the AM plan.											
June 30, 2022	All Tiers	Municipalities are required to report back to council on monitoring and improving their AM plan moving forward.										

Some municipalities may have more asset classes than identified in the chart. It is anticipated that as a municipality completes their initial asset class, they will gain momentum and proceed to complete all asset classes.

The *Guide to GTF Agreement Requirements* expands on the approved recommendations for tiers, measures and targets and provides general guidance to assist municipalities as they work towards achieving the June 30, 2018 measures and targets.

## For More Information

If you have questions about your requirement under the Gas Tax Fund to develop, implement and report on your AM plan, contact:

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