A. Recommendations

THAT Council receive Staff Report FAF.19.099 entitled “Asset Management Resource Requirements” for information purposes;

AND THAT Council endorse the inclusion of a 7 month contract extension for the GIS Specialist in the 2020 budget;

AND THAT Council approve funding the contract extension from the Efficiency Grant.

B. Overview

At the June 3, 2019 Special Meeting of Council staff were directed to provide a report to advance the timelines regarding the preparation of a full asset management plan. This report is the requested update.

C. Background

Ontario Regulation 588/17 (O.Reg 588/17) was approved through the Infrastructure for Jobs and Prosperity Act, 2015. Included in this regulation was a timeline for municipalities to meet in regards to creating asset management plans.

1) July 1, 2019 Asset Management Policy –this policy was approved by Council in early 2019
2) July 1, 2021 Asset Management Plan for Core (linear) Assets
3) July 1, 2023 Asset Management Plan for all Assets
4) July 1, 2024 Asset Management Plan for all Assets with Proposed Levels of Service

On June 3, 2019 Council gave direction to staff to outline required resources to prepare the Town’s asset management plan using the following timeline:

1) July 1, 2019 Asset Management Policy
2) July 1, 2020 Asset Management Plan for Core (linear) Assets
3) July 1, 2021 Asset Management Plan for all Assets
4) July 1, 2022 Asset Management Plan for all Assets with Proposed Levels of Service
D. Analysis

Previous Town asset management plans have been written by external consultants, and relied heavily on assumptions especially around condition of assets and setting the current level of service. With the purchase of asset management software, staff are now tracking this data which results in a better more realistic asset management plan. Continually collecting this data relies heavily on staffing resources as does writing the plan.

Previously to 2018, the Town was not tracking this type of data and the more data available the more robust and reliable the plan will become. The number one resource that the Town needs is time. With this in mind staff are recommending the following timeline for the Town when writing the asset management plan:

1) July 1, 2019 Asset Management Policy -Done
2) July 1, 2021 Asset Management Plan for all Assets
3) July 1, 2023 Asset Management Plan for all Assets with Proposed Levels of Service

Under this proposal staff would complete an entire asset management plan by the due date that the plan is required for the Core Infrastructure only. This is one year later than the Council direction; however, staff feel that the extra time to collect more data will benefit the Town in the long run by having the ability to prepare a more comprehensive plan with better data.

The other change that staff are recommending is delaying the last item (Proposed Levels of Service) by a year, which would still be done a year before O.Reg 588/17 outlines. The reason behind this request is due to the fact that before any service levels are changed, the Town should have a fulsome public consultation period to gain the expectations/desires of the public. Being able to outline costs associated with the changes will allow the Town to have a better more informed conversation with the public.

Staff are intending to bring smaller asset management plans for Council consideration rather than bring a one-time complex plan. Staff believe that doing it this way will give Council and the Public a better understanding around each asset type. Once all plans have been approved by Council then an over-arching summary plan can be brought forward. Staff will be working off of the following timeline in order to meet the July 1, 2021 advanced timeline.

2020

1\textsuperscript{st} Quarter
   - Finalize Facilities
   - Fleet
3\textsuperscript{rd} Quarter
   - Roads
   - Bridges
   - Sidewalks
4\textsuperscript{th} Quarter
   - Water
   - Wastewater
2021

1st Quarter
- Parks
- Trails

2nd Quarter
- Final Summary Plan

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The diagram above gives an idea of the information flow from front line staff who are using the assets to the over-arching asset management plan (AMP). The bottom three pieces are maintained in the Town’s asset management software, Cityworks. This information is then used to create an asset type asset management plan (Facilities as an example) which will ultimately feed into the Town’s over-arching asset management plan.

E. The Blue Mountains Strategic Plan

The Blue Mountains Strategic Plan

Goal #4: Promote a Culture of Organizational and Operational Excellence
Objective #4: To Be a Financially Responsible Organization

F. Environmental Impacts

N/A

G. Financial Impact

Currently the Town’s full-time GIS Specialist is on parental leave and the position is currently filled with a 12 month contract. Staff are recommending that the contract position be extended until December 31, 2020. Having two GIS Specialists for this period will allow more concentrated work to be done on writing the asset management plans as well as enhancing the use of the GIS centric asset management software.
Staff are recommending that the additional contract months be funded from the Efficiency Grant that the Town received in 2019. Having good, robust plans will allow the Town to approach the purchase, preventative maintenance, and replacement of all Town assets in an efficient and effective way.

H. In consultation with

Ruth Prince, Director of Finance and IT Services

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets at finance@thebluemountains.ca.

J. Attached

None.

Respectfully Submitted,

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Sam Dinsmore
Deputy Treasurer/Manager of Accounting and Budgets

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Ruth Prince
Director of Finance and IT Services

For more information, please contact:
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