



Staff Report

Finance

Report To: COW_Finance_Admin_Fire_Community_Services
Meeting Date: June 10, 2024
Report Number: FAF.24.072
Title: Asset Management Plan Update
Prepared by: Vicky Bouwman, Acting Deputy Treasurer / Manager of Budgets and Accounting

A. Recommendations

THAT Council receive Staff Report FAF.24.072, entitled “Asset Management Plan Update” for information purposes.

B. Overview

The Ontario Regulation 588/17 (O. Reg. 588/17) Asset Management Planning for Municipal Infrastructure requires the Town’s Council to annually review the Asset Management Plan (AMP) progress on or before July 1st of each year. The report must include the Town’s progress in implementing the Asset Management Plan and any protocols to achieve compliance of the legislation. This progress report focuses on the next steps of the asset management requirements of Proposed Levels of Service.

C. Background

The Town has met the O. Reg. 588/17 requirement of having an approved Asset Management Plan with current level of services before the July 1, 2024, deadline. The Asset Management Plan is embedded in the Town’s regular business practices through maintenance activities and creation of capital budgets. Staff continues to improve tracking of assets profiles and condition inspection processes by using the asset management software.

The next legislation requirement of O. Reg./17 is the proposed levels of service which are due by July 1, 2025. To meet this legislation staff is using the Town’s 2022 Residential Satisfaction Survey to prepare proposed level of service. As reported last year the Town is working on a adding natural asset component and updating asset benchmark costs to improve the accuracy of the Town’s Asset Management Plan.

D. Analysis

The Town is using Hemson’s framework for Proposed Levels of Service which focuses on affordability, technical measurements, current risks, lifecycle activities, capital and operating

associated costs and the residual risk of not meeting the proposed level of service. To comply with the Proposed Levels of Services requirement the staff will answer the following questions:

- What is the Current Level of Services of each asset class?
- What is the Proposed Level of Services?
- Define level of service metrics for each asset class?
- What is the Proposed Level of Service that reflect demands and expectations of the stakeholders?

During the year Staff will be working on the Proposed Levels of Service development approach by following the steps below.

Services Identification

Identifying the service to understand the activities provided by the Town. This exercise will provide the activities, frequency of the activity and the cost to provide this activity.

Determine Measures

Determining demand management framework. Provide demand drivers, service impacts and cost implications.

Set Levels of Service Targets

Setting realistic targets that represent the Town's vision for service performances aligning with the Town's values in the Strategic Plan and Residential Satisfaction Survey.

Compare with Current Level of Services

Understanding the difference between the current and Proposed Levels of Service.

Assess Impact and Risks

Identify the outcomes and assess the risk of not meeting the proposed levels of service. Providing the costs associated with both. Ensuring to stay within the lines of sight of risk management strategies of capacity and use, function, quality, and affordability.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

N/A

G. Financial Impacts

Staff continues to strive to complete the Asset Management Plan with current staffing resources to meet the Town's needs and legislative deadlines.

H. In Consultation With

N/A

I. Public Engagement

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

J. Attached

None.

Respectfully submitted,

Vicky Bouwman

Acting Deputy Treasurer/ Manager of Budgets and Accounting

For more information, please contact:

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Report Approval Details

Document Title:	FAF.24.072 Asset Management Plan Update.docx
Attachments:	
Final Approval Date:	May 27, 2024

This report and all of its attachments were approved and signed as outlined below:

Sam Dinsmore - May 27, 2024 - 2:39 PM