

**Subject:** Asset Management Plan and Engineering Standards Update

**Recommendation:**

**BE IT RESOLVED THAT Council receive Report #2024-0255 Asset Management Plan and Engineering Standards, for information;**

**AND THAT Council approves the award of the assignment to Update the Town's Asset Management Plan to comply with Ontario Regulation 588/17 to GEI Consultants Canada Inc. in the amount of \$87,091.30 (including non-rebated HST of 1.76%).**

**AND THAT Council approves the funding for the Update to the Town's Asset Management Plan from the Roads Capital Reserve in the amount of \$87,091.30.**

**Background:**

Asset Management Plan (AMP)

On December 17, 2017, O.Reg. 588/17 (the "Regulation") was released to help municipalities better understand what important services need to be supported over the long term while identifying infrastructure challenges and opportunities and finding innovative solutions.

The Town has met the required milestones set out in the O.Reg. 588/17 to date and is now looking to complete the final AMP that will provide the Levels of Service and financial strategy to become a foundation document for future grant funding opportunities.

The Town currently has a Core AMP (2021) and a Non-Core AMP (2024), however, both Plans will need consolidating to comply with the July 1, 2025 requirement. In addition, the consolidated AMP is also required to include the Town's established and required Levels of Service and provide a financial strategy for making infrastructure investment decisions.

The AM Plan is a strategic document that states how the Town's assets are to be managed during the lifecycle of the asset.

The AM Plan describes the characteristics and condition of infrastructure assets, the level of service (LOS) expected from them, planned actions to ensure the assets are

providing the expected LOS, and financing strategies to implement the planned actions.

### **Analysis:**

On January 1, 2018, Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure came into effect. The regulation sets out requirements for municipal asset management planning to help municipalities more consistently identify asset management needs and inform asset management planning and investment decisions.

The July 2025 deadline includes the development of a comprehensive asset management plan, building on the two previous milestones, and combining the Town's core assets, non-core assets, and the Town's level of service expectations and lifecycle cost management strategy.

To meet the July 2025 deadline staff reached out to consulting firms specializing in asset management to obtain proposals to consolidate the AMPs including the Town's current Levels of Service and develop a lifecycle cost management strategy.

The preferred Consultant is GEI Consultants Canada Inc. GEI is ideally positioned to deliver this project because of their vast experience in asset management and the development of asset management plans, as well as their current involvement with the Town on numerous assignments that will contribute to the updated AMP. Currently, GEI is completing the following projects for the Town:

- Cemetery Data Transfer project
- CLI/ECA Operations and Maintenance Manuals (including levels of service)
- Water and Wastewater master plan review and modeling project

GEI understands the O.Reg.588/17 2025 regulatory requirements for municipal asset management planning and the Town's current asset management principles and practices. The project team identified in the proposal (See Appendix A) has completed, or is currently working on, the following AMPs in other LAMs within the Niagara Region:

- City of Welland AMP Update (2024 and 2025)
- City of Port Colborne Core AMP (2024 & 2025)
- City of St. Catharines Core AMP (2022); Remaining Asset AMP (2023)
- City of London AMP (2018-2019, 2022-2023)
- Town of Fort Erie Core and Facilities AMP (2019, 2024)

The assignment will include a Gap Analysis to ensure that all the Town's assets are included, review the existing Levels of Service provided by the Town, propose new enhanced Levels of Service, and provide a life cycle cost management strategy.

The Consultant would also consolidate the Core AMP (2021) and a Non-Core AMP (2024), including any additional data gaps, include the existing Levels of Service, and provide the Town with an Asset Management Plan that would comply with the Ontario Regulation 588/17.

A provisional item that the Consultant has included is the Introduction to Asset Management Planning and Proposed Levels of Service Workshops with Council. This is an optional item that is recommended to be completed under this assignment but could be completed once the existing Levels of Service are established and the requirements under O.Reg. 588/17 are met.

A detailed description of the consultant's action items under this assignment is provided in their proposal attached to this report as Appendix A.

In addition, Town Engineering and Public Works staff continue to review the Town's Engineering Standards and look forward to presenting a revised document to Council in 2025.

The current engineering standards were adopted by Council in 2017. Since that time there have been several changes in legislation and engineering design best practices (particularly around stormwater management as a result of climate change) which has resulted in the need to update the standards.

Staff have completed a full review of our current standards and are in the process of making recommendations for revision. This fall engineering staff intend to provide the industry (developer and consultants) an opportunity to engage with town staff to discuss the potential revisions to the engineering standards.

Once the revisions to the standards are updated staff will provide a report to Council for endorsement.

### **Financial Considerations:**

The Project Items and Financial Summary for the Project are outlined below:

• Phase 1 and Phase 2 - Data and Data Gap Analysis	\$13,300
• Phase 3 - Levels of Service Review	\$ 5,270
• Phase 4 - Lifecycle Management Strategy	\$ 7,800
• Phase 5 - Develop Financial Strategy	\$12,870
• Phase 6 - Develop Comprehensive Asset Mgt Plan	<u>\$23,320</u>
Sub-Total	\$62,560
• Provisional - Workshops with Departments	\$19,865
• Provisional - Workshops with Council	<u>\$ 3,160</u>
Sub-Total Provisional	\$23,025

The total cost for the complete assignment is \$85,585.00 (\$87,091.30 including 1.76% non-rebates HST).

There are anticipated savings in capital project RD 07-24 - 2024 Roads Rehabilitation, that will be sufficient to fund the Asset Management Plan Update project.

**Alternatives Reviewed:**

As an alternative Council could choose not to award the provisional items which include departmental and council workshops to establish the levels of service and life cycle cost management strategies. If this is the Council's direction then the consultant will use best industry practices to determine the levels of service and life cycle cost management strategies. The amount of the assignment excluding the provisional items is \$62,560 (\$63,661.06 including 1.76% non-rebated HST).

Staff recommends awarding the complete assignment as the final product will include input from a variety of stakeholders including Council which will ultimately result in a more comprehensive customized AMP.

**Strategic Plan Relationship: Enhancing Capacity and Future Readiness**

By having a complete and comprehensive asset management plan including the Town's assets, levels of service, and life cycle cost strategies the Town will meet the requirements of the legislation O.Reg. 588/17 which will allow the Town to deliver high-quality infrastructure services to the community.

**Consultation:**

Consultation was undertaken with the Deputy Treasurer and the Manager of Public Works in the preparation of this report.

**Other Pertinent Reports/Attachments:**

Appendix A – GEI 2025 Asset Management Plan Proposal, dated October 11, 2024

**Prepared and Recommended by:**

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**Prepared and Submitted by:**

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