

Staff Report

Council Meeting Date: August 11, 2025

Subject: FIN-2025-15 Asset Management Plan

Report from: David Munro, Interim Treasurer

Attachments:

Recommendation

Be It Resolved that Council hereby approves report FIN-2025-15 Asset Management Plan;

AND approves entering into an agreement with PSD CityWide to provide consulting services to update our Asset Management Plan (AMP) to be compliant with Ontario regulations;

AND FURTHER approves that the total cost of this project estimated to be \$69,500 with \$39,500 expected in 2025 to be funded from the Working Capital Reserve and grants pre-budget approval for the 2026 expenditure of \$30,000.

Background

The Ministry of Infrastructure has imposed timelines for compliance with [O.Reg. 588/17 Asset Management Planning for Municipal Infrastructure Regulation](#).

We have been using PSD CityWide software as our asset management database for approximately ten years. Each year, we ensure that all the assets we purchase are updated in our PSD CityWide database.

The Municipality met the Ontario Asset Management Plan requirements for July 1, 2022.

However, staff have not met all the Ontario requirements for July 1, 2024, and July 1, 2025, and require outside expertise to become compliant.

A copy of the current [Municipal Asset Management Plan](#) is linked here for review.

Analysis

The project will be completed in two phases over a period of 6-10 months. An in-depth analysis of our asset management database will assist us to refine the data and an AMP that is compliant with the 2024 requirements will be created in Phase 1. Phase 2 will involve staff and stakeholder engagement to determine current and proposed levels of service and develop a 10-year financial strategy to support the proposed levels of service. This will then be combined with the 2024 compliant plan to bring us into full compliance.

Going forward, Staff will continue to maintain the database and use the AMP as a guide to capital planning and forecasting. We are also actively working to link the database with our GIS system to accurately locate assets in the field.

The AMP plan will be reviewed and updated every 5 years as necessary.

In addition to being required by the Province of Ontario, a compliant AMP will help us plan for future asset replacement. A compliant AMP may be required with some grant applications. This project may also assist with us moving our annual audit from qualified to clear.

Staff recommend sole sourcing this contract to PSD CityWide since we are already so connected with them. They helped us implement the software and become compliant with the July 1, 2022, Ontario regulation. The total cost of this project is estimated to be \$69,500 with \$39,500 expected in 2025 and the rest in 2026.

Link to Strategic/Master Plan

6.4 Leading Financial Management

Financial Impacts/Source of Funding/Link to Procurement Policy

This is an operating expense, and staff recommend this be funded in 2025 by our Working Capital Reserve. Also, staff are asking for pre-approval of the 2026 portion of the project from the 2026 budget.

Approved by: Emily Dance, Chief Administrative Officer