

**Township of Southgate
Administration Office**

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Staff Report FIN2022-017

Title of Report: FIN2022-017 Asset Management Plan 2022

Department: Finance

Council Date: October 5, 2022

Recommendation:

Be it resolved that Council receive Staff Report FIN2022-017 Asset Management Plan 2022 as information; and

That Council consider for approval By-law 2022-156, being a by-law to adopt Asset Management Plan 2022; and

That Council directs staff post Asset Management Plan 2022 on the Southgate website.

Background:

The Province of Ontario legislated requirements for all municipalities to “refresh” their existing Asset Management Plans (AMP), but under specific guidelines spelled out in Ont. Reg. 588/17. Among several new guidelines is the requirement for a section of the AMP that deals with Climate Change, for example. The initial version of the AMP is limited to Core Assets, plus a second expanded version of the AMP must follow, that includes all capital assets.

On September 15, 2021, Council passed the following resolution:

Be it resolved that Council receive Staff Report FIN2021-028 Building Condition Assessments RFP as information; and

That Council approve the Building Condition Assessments Request for Proposals (RFP) as presented; and

That Council awards the Building Condition Assessments tender to Bold Engineering Inc. for \$21,700 plus HST.

The RFP document set out approximate project timelines as follows:

- RFP Close date: September 1, 2021 at 2:00 pm
- Commencement of RFP Evaluations: September 2, 2021
- Recommendation to Council for Approval: September 15, 2021
- Notification of Successful Bidder: September 16, 2021
- Project Commencement: ASAP after Notification
- Substantial Completion: January 31, 2022
- Presentation to Council: March 2, 2022

On June 15, 2022, Council received Staff Report FIN2022-014 FCM Grant and Building Condition Assessments which reported the draft Building Condition Assessments were received and to approve By-law 2022-082, being a by-law to approve the FCM Municipal Asset Management Program Grant Agreement to fund the Building Condition Assessments and an update to Asset Management Plan to include facilities no later than November 1, 2022.

On September 7, 2022, Council had discussions with Council related to a building assessment report concerns during a Closed Session.

Staff Comments:

Staff have updated the Asset Management Plan (see Attachment 1 for the markup version, clean version with By-law 2022-156) with the creation of Appendix 9 - Building Replacement Cost Analysis (included with By-law 2022-156 on the agenda). The analysis was prepared by staff with consideration of the information in the Bold Engineering reports. Staff engaged Domm Construction to assist in determining the components and associated replacement costs.

Staff recommends Council approve By-law 2022-156, being a by-law to adopt Asset Management Plan 2022.

Financial Implications:

The 2021 and 2022 Budget contained funding for the cost of the Asset Coordinator, and the FCM grant covers 80% of the costs of the project, up to \$50,000.

Communications & Community Action Plan Impact:

This report has been written and presented to Council in accordance with the Southgate Community Action Plan:

Mission Statement Pillars

- Trusted Government
- Economic Prosperity.

Themes:

- Municipal Services
- Public Communications

Core Values:

- Integrity
- Stewardship

Concluding Comments:

Southgate received grant approval to assist in funding an update to the Asset Management Plan for Building Condition Assessments. The terms of the grant require that Council adopt an updated Asset Management Plan no later than November 1, 2022. Southgate engaged Bold Engineering Inc. to provided the Building Condition Assessment reports. Staff have updated the Asset Management Plan with the creation of Appendix 9 - Building Replacement Cost Analysis. Staff

recommends Council consider approval of By-law 2022-156, being a by-law to adopt Asset Management Plan 2022.

Respectfully Submitted,

Asset Coordinator & Financial Analyst: *Original Signed By*
Aakash Desai

Facilities Manager: *Original Signed By*
Kevin Green

Treasurer: *Original Signed By*
William Gott, CPA, CA, Treasurer

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

1. Asset Management Plan 2022 with mark-ups