



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Administration, Finance and Human Resources Committee  
**From:** Andrea Brossault, Asset Management Programme Manager  
**Date:** Tuesday, November 21, 2023  
**Subject:** **Asset Management Update and 2023 Annual State of Infrastructure Report**

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### **Background:**

The County of Wellington continues to move towards compliance with the deadlines as outlined in Ontario Regulation 588/17 Asset Management (AM) Planning for Municipal Infrastructure.

In addition, the County continues to develop and refine the Asset Management Programme Area.

### **Asset Management Programme Area Highlights:**

The following is a summary of asset management programme development activities completed in 2022:

- Additional asset profiles and modelling created in CityWide for annual reporting
  - Vehicles and Equipment
  - Traffic Signals (Roadside Elements)
  - Roundabouts (Road)
  - County Building Structures
- Revised and uploaded the Housing inventory into a new classification system (UniFormat) for building elements, systems, and assemblies, providing a standardized framework for design and management across a building's lifecycle. This is utilizing a North American standard.
- Created Annual State of Infrastructure template and published 2022 Annual State of Infrastructure on County of Wellington website
- Setup Service Type Requests and Inspections in CityWide for Property Services
  - Created user documentation and trained staff in Maintenance Manager
  - Initiated building maintenance inspections using mobile app – linked to properties
  - Prepared pilot project for internal county service requests (library services).
- Completed Statistics Canada Annual Capital and Repair Expenditures Survey
- Reviewed and Updated the Strategic Asset Management Policy
- Continued to prepare for implementation of PSAB 3280 Asset Retirement Obligations (ARO)

## Asset Management Plan Requirements:

Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure requires that municipalities complete an asset management plan for core assets by July 1, 2022. The following table provides a description of the requirements and outlines the timelines for compliance with the regulation:

Date	Requirement	Status	Description
July 1, 2019	Strategic Asset Management Policy	COMPLETE	The policy identifies municipal goals the asset management plan supports, how the budget is informed, asset management planning principles, considerations for climate change, and a commitment to provide opportunities for stakeholder input.
July 1, 2022	Asset Management Plan (Core Assets)	COMPLETE	The plan must address current levels of service and the associated costs of maintaining that service for roads, bridges, culverts, and storm water assets.
July 1, 2024	Asset Management Plan (All municipal asset)	IN PROGRESS	The plan must address current levels of service and the associated costs of maintaining that service for all municipal assets.
July 1, 2025	Proposed Levels of Service	NOT STARTED	Builds on the 2023 requirement by including a discussion of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund those activities

All non-core County asset information will be included in the next version of the AM plan scheduled for completion by July 1, 2024.

## Annual Reporting

In compliance with O. Reg. 588/17, the County will prepare updated AM plans as required in 2024 and 2025. After completing those requirements, the AM Plan will be updated every five years. Interim changes made to sections of the AM Plan will occur annually in order to update the financial analysis and detailed 10-Year Financial Forecast for Capital Assets. This will ensure continued alignment with the County's most current ten-year capital plan and the detailed data and information outlined in the AM Plan.

While the AM plan is a document that outlines how County assets are to be managed over a period of time, the purpose of the annual state of infrastructure report is to ensure those practices and procedures are being monitored and updated to ensure the County continues to deliver the best possible services to the community.

The Annual State of Infrastructure Report 2023 (based on actuals to December 31, 2022) will provide information for the following asset categories:

- Core Assets:
  - Roads
  - Bridges and Culverts
  - Stormwater
- Other (Non-Core) Assets:
  - Vehicles and Equipment (All Departments)
  - Roadside Elements – Traffic Signals
  - Building Structures

The information in the report is based on capital and limited operating activities in the reporting year and will contain the following key information points:

- Inventory
- Condition
- Risk
- Levels of service metrics
- Infrastructure funding needs, backlog, and gap, including a high-level assessment of future Roads garages, new affordable housing construction, ambulance stations, the new Erin library, and transitional housing project on Delhi Street
- Data quality indicators
- Continuous improvement

Annual reporting is supported by the following principles in the County's Strategic Asset Management Policy approved by Council on December 1, 2022:

- The County will continually monitor and review the agreed upon levels of service to ensure that they support community and council expectations and other strategic objectives
- Ensure transparency and accountability to the community on service delivery. This will include regular communications to council and shared information with the public on service performance.

And by the following priority areas in the Wellington County Strategic Action Plan:

- Providing the Highest Level and Best Quality Services
- Planning for and Providing the Best Physical Infrastructure

The Annual State of Infrastructure Report will be posted on the County of Wellington website.

**Next Steps:**

Staff will proceed with the following activities:

- Complete the required Asset Management (AM) Plans for 2024 and 2025 and continue to report annually in the years when AM Plans are not required under Provincial legislation.
- Continue to develop data and lifecycle activities for all assets. As datasets are developed these additional asset classes will be included in both the annual reporting and in the full asset management plans as required under the provincial regulation.
- Continue to work on the continuous improvement initiatives with the goal to improve the County's overall state of asset maturity over time. This includes improving the integration of the 10-year budget forecast with the AM Plan in order to better align with the asset categories.
- Work to complete the next Asset Management Plan due on July 1, 2024, for all municipal assets under the regulation
- Continue to work with member municipalities in order to collect and collate GIS data and continue the process of identifying further areas for potential collaboration.

**Attachments:**

Appendix A: Annual State of Infrastructure Report 2023 (based on actuals to December 31, 2022)

**Recommendation:**

That the Asset Management Update and Annual Report be received for information; and

That County staff make the 2023 Annual State of Infrastructure Report publicly available on the County of Wellington website

Respectfully submitted,



Andrea Brossault

Asset Management Programme Manager