



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Mark Eby, Director of Infrastructure and Asset Management
Ognjen Coric, GIS and Asset Management Coordinator
Date: July 15, 2025
Report #: RPT-0211-25
Subject: Asset Levels of Service (as Required per Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure)
Purpose: For Approval

Recommendation

That Council approves the Asset Levels of Service as included in the individual addendums to the Strategic Asset Management Policy (SAMP):

- SAMP Addendum – Roads
- SAMP Addendum – Structures (Bridges and Culverts)
- SAMP Addendum – Water Operations
- SAMP Addendum – Wastewater Infrastructure
- SAMP Addendum – Stormwater Management Systems
- SAMP Addendum – Business and Technology Solutions
- SAMP Addendum – Fleet Management
- SAMP Addendum – Fire Services
- SAMP Addendum - Facilities (Vertical Structures)
- SAMP Addendum – Community Services
- SAMP Addendum – Brant-Brantford Paramedic Services

Executive Summary

Under *Regulation 588/17, Asset Management Planning for Municipal Infrastructure* under the *Infrastructure for Jobs and Prosperity Act, 2015*, municipalities are required to adopt Levels of Service for all municipal assets. The recommended levels of service are based on current practices and schedules adopted by the respective County of Brant Departments.

Strategic Plan Priority

Strategic Priority 1 - Economic and Financial Resilience

Impacts and Mitigation

Social Impacts

The Strategic Asset Management Policy (SAMP) (see attached) is the framework by which the County of Brant (the County) operates and maintains all of the owned assets. Level of Service (LOS) provides for timing of how and when things are done and will affect the lives of all County residents.

Environmental Impacts

N/A

Economic Impacts

The Strategic Asset Management Policy (SAMP) is a critical component of the County's Asset Management Plan (AMP) and Asset Management Plan Financial Strategy, which are in turn, key drivers of County of Brant's Long Term Financial Planning and annual budget process.

Report

Background

On December 27, 2017, the Province of Ontario introduced *Regulation 588/17, Asset Management Planning for Municipal Infrastructure* under the *Infrastructure for Jobs and Prosperity Act, 2015*.

Consistent with this legislation, the County has undertaken a Strategic Asset Management Policy (SAMP), the Asset Management Plan for both core and non-core assets and the Asset Management Financial Strategy, which is being presented to Council at its July 22, 2025, meeting. Part of the Policy is to establish Levels of Service (LOS) for all County assets.

As LOS will live within the SAMP as an addendum, they will be reviewed and updated at least every five (5) years as a minimum as stated by the regulation.

Analysis

The SAMP creates the process by which the County's AMP will be created and followed. Essentially it is how the County will conduct its business in relation to assets and infrastructure that they own and maintain going forward and the financial strategies that will be utilized to fund the required work. The SAMP has been set up as an overarching policy that has addenda for each individual asset type (roads, structures (bridges and culverts), vertical structures, stormwater, water, sanitary, Community Services, Fire Services, etc.) As part of the addendums that have been created, LOS have been included.

The asset management team worked with staff in each department that currently manages assets on behalf of the municipality to deliver required services to the residents. The LOS that have been documented and included in the addendums are LOS that are currently being delivered. No increase in LOS has been included in this process for Council approval. Any

LOS increase will be put forward for Council approval in conjunction with analysis of financial impacts with respect to the Long-Term Financial Plan (LTFP).

Ultimately, the SAMP is a living document, along with the addendums, and changes or improvements are made as required. This ensures it still meets the needs of the municipality as assets are added, and changes occur over time. At any time, there is a change in LOS or as management of County assets improves (both in the field and through our software), the asset addendum can be updated and approved by Council without an update or revision to the SAMP. Staff believe that there will be addendum updates to a number of the assets over the next couple of years as we build corporate knowledge of assets and work towards the next update to the AMP. A standard operating procedure (SOP) is still in the works to ensure that the SAMP is followed as a part of the ongoing work to create, document, update and deliver all aspects of asset management for the County.

Summary and Recommendations

To meet the requirements of *O.Reg. 588/17*, that Council approves, the individual asset addendums that include the Level of Service for each asset group.

Attachments

1. 2024 Strategic Asset Management Policy (SAMP)
2. SAMP Addendum – Roads
3. SAMP Addendum – Structures (Bridges and Culverts)
4. SAMP Addendum – Water Operations
5. SAMP Addendum – Wastewater Infrastructure
6. SAMP Addendum – Stormwater Management Systems
7. SAMP Addendum – Business and Technology Solutions
8. SAMP Addendum – Fleet Management
9. SAMP Addendum – Fire Services SAMP Addendum - Facilities (Vertical Structures)
10. SAMP Addendum – Community Services
11. SAMP Addendum – Brant-Brantford Paramedic Services
12. SAMP Addendum – Facilities (Vertical Structures)

Reviewed By

D. Mellor – General Manager of Operations
H. Boyd - General Manager of Corporate Services

Copied To

C. Stevenson – General Manager of Emergency and Protective Services
D. Watson, Fire Chief
R. King, Chief, Brant-Brantford Paramedic Services
P. Mete - General Manager of Community Services
G. Demers, Director of Roads

J. DeMunck, Fleet Manager
 J. Murphy, Capital Project Manager
 A. Bazzard, Director of Environmental Services
 M. Biggin, Environmental Services Manager
 M. D'Hondt, Solid Waste/Wastewater Operations Manager
 S. Tweedle, Environmental Services Technologist (Stormwater/Wastewater)
 A. Dubeckyj, Manager of Compliance and Quality
 H. Bailey, Manager of Budgets and Long-term Financial Planning
 K. Ballantyne, Director of Facilities & Special Projects
 S. Ellins, Director of Parks & Recreation
 S. McAfee, Capital Property Manager
 J. Rickert, Director of Business and Technology Solutions

By-law and/or Agreement

By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No