Memorandum to the Council of

Corporation of the Municipality of Temagami

Subject: Asset Management Progress Report

Memo No: 2025-M-142

Date: June 12, 2025

Attachment: None

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Recommendation

BE IT RESOLVED THAT Council receives Memo 2025-M-142 as presented

Contents

1. Executive Summary

Asset management is a critical process that ensures the sustainable, safe, and cost-effective operation of municipal infrastructure. Over the past several months, the Municipality has made substantial progress in developing its Asset Management Plan (AMP). While asset management is typically a multi-year initiative, a focused and collaborative effort has enabled us to lay down a strong foundation within a short period.

This report outlines the work completed so far in support of the AMP, including the development of a custom asset identification system, creation of department-specific inspection templates, collection of detailed asset inventory across municipal sites, and analysis of asset lifespan and replacement costs. The report also highlights training undertaken to ensure compliance with Ontario Regulation 588/17 and best practices in municipal asset management. We are now in the final stages of preparing the AMP and look forward to building on this work to support long-term planning, public safety, and efficient service delivery.

2. Introduction

Our municipality's assets—ranging from roads and buildings to playground equipment and water systems—are the foundation of the services we deliver to our community. Managing these assets effectively means we can extend their life, plan better for replacements, avoid costly emergencies, and deliver reliable services to our residents.

Over the past few months, significant steps have been taken to build a strong foundation for the Municipality's Asset Management Plan. While this type of project normally takes years to develop, we have worked diligently and collaboratively to collect accurate data, build new systems, and align our approach with both provincial legislation and real-world operational needs. This report provides a detailed look at the actions completed so far and the benefits these efforts are bringing to the Municipality.

3. Steps Taken

- **Developed a Custom Asset Identification System:**

  One of the first tasks I undertook was to create a standardized Asset ID system that classifies assets by type. Previously, there was no uniform system in place—assets were either unlabeled or inconsistently tracked, making it difficult to monitor them over time. The new system uses logical coding (e.g., SFTY_XXX, which represents Safety Equipment and XXX represents the asset number) to make it easier for staff to record, retrieve, and understand asset data. This approach brings clarity, reduces the chance of duplication or confusion, and builds a structure that will support future digital integration. A standardized Asset ID system is fundamental to good asset management—it is what allows a municipality to organize its information and confidently make decisions based on it.

- **Defined Levels of Service with Department Leads:**

  In collaboration with other departments, we began the process of establishing Levels of Service (LOS) for different types of municipal infrastructure. LOS outlines what residents and staff can expect from various assets—such as how often roads should be maintained, how park facilities should function, or what level of performance is acceptable from heating and cooling systems. This work not only aligns with requirements under O. Reg. 588/17, but also helps departments prioritize resources and define success in clear, measurable terms. LOS creates a shared understanding of what "good service" looks like and enables better planning for operations, maintenance, and capital upgrades.

- **Created Department-Specific Inspection Templates:**

  Recognizing that each department has unique needs, we designed inspection templates tailored to specific asset types across Parks & Recreation, Fire Services, Public Works, and Facilities. These templates include checklists and condition scoring to ensure that inspections are standardized and easy to complete in the field. The development of these templates was done in consultation with department staff, ensuring they are

practical and efficient to use. Implementing regular, structured inspections allows the municipality to identify issues early, avoid unexpected failures, and better plan for maintenance and replacements—all of which improve safety, reduce costs, and extend asset life.

- **Conducted On-Site Inventory Collection:**

  In collaboration with Public Works, Parks and Recreation, Temagami Fire Department (TFD), and Marten River Fire Department (MRFD), we visited nearly every municipal building and outdoor site to collect detailed inventory data. This included photographing assets, assessing their condition, recording their locations, and tagging them with the newly developed Asset ID system. This extensive fieldwork has significantly improved the accuracy of our asset registry. High-quality, real-time data is the backbone of an effective AMP, it supports reliable financial planning and reduces the risk of surprises or oversights in service delivery.

- **Researched Expected Lifespan and Replacement Costs:**

  To prepare for long-term budgeting, I conducted research into the expected lifespan and replacement costs of various municipal assets using standards from sources such as ASHRAE and other references. These calculations include HVAC systems, structural elements, site furnishings, and fire and safety equipment. Having realistic and well-researched estimates allows the municipality to anticipate and plan for future capital expenditures, ensuring financial responsibility and reducing the need for emergency spending.

- **Retrieved Installation Dates for Key Assets:**

  With support from Deb Larochelle, Barry Turcotte and other long-serving municipal staff, I estimated the installation dates of a significant number of assets by examining available documentation and consulting institutional knowledge. Knowing when an asset was installed is vital to understanding where it is in its lifecycle, planning maintenance schedules, and forecasting future needs. This process also fills critical gaps in the municipality's historical records and aligns our asset data with industry standards.

- **Attended Specialized Asset Management Training:**

  To ensure that our work is informed by industry best practices, I participated in several asset management training sessions facilitated by organizations such as the Municipal Finance Officers' Association (MFOA) and the Association of Municipalities of Ontario (AMO). These workshops provided insights into lifecycle costing, regulatory requirements, risk assessment, and capital planning. Attending these sessions helped strengthen our plan and brought valuable knowledge back into the organization that benefits our current and future infrastructure planning.

- **Reaching the Final Stage of the Asset Management Plan:**

  We are now in the final stages of drafting the Asset Management Plan. The combination of field data, inspection schedules, and financial planning tools developed in recent months has made this possible. This work represents a substantial leap forward in the municipality's ability to track, maintain, and plan for its assets in an organized, sustainable, and legally compliant manner. The AMP will serve as a living document that supports responsible governance, budgeting, and long-term service delivery.

4. Conclusion

Asset management is not a one-time task. It is an ongoing, evolving process that must be regularly updated and maintained to reflect the reality of changing infrastructure, priorities, and regulations. That said, the progress achieved in just a few months is substantial. Establishing a custom asset identification system, collecting accurate field data across departments, researching lifespan and replacement costs, and defining service levels—all of this work typically spans years in other municipalities.

The speed at which this foundation has been built reflects not just the urgency of the task, but also the dedication of the team and the Municipality's commitment to proactive, data-driven planning. With ArcGIS now in place, our ability to visualize, track, and analyze assets will improve significantly. It gives us the tools to update records in real time, identify service gaps,

monitor asset conditions, and support long-term capital planning with far greater precision and confidence.

The Asset Management Plan we are finalizing is not just about regulatory compliance—it's about building a resilient, efficient, and well-informed future for our community. With continued support and collaboration, this living framework will serve as a powerful tool for managing our assets wisely and ensuring that municipal services remain strong, safe, and sustainable for years to come.