

# Memorandum to the Council of Corporation of the Municipality of Temagami

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**Subject:** Asset Management Progress Report

**Memo No:** 2025-M-175

**Date:** August 14, 2025

**Attachment:** None

**Prepared By:** Keshav Singh – GIS/Asset Management Coordinator Intern

## Recommendation

BE IT RESOLVED THAT Council receives Memo 2025-M-175 as presented

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## 1. Executive Summary

The Municipality has reached a major milestone in the development of its Asset Management Plan (AMP). Building on the foundational work completed earlier this year, the Municipality has now finalized comprehensive data collection, integrated relevant budget information, and received a full draft AMP prepared by Marmak, the Municipality's asset management software provider and consultant.

This report summarizes the work completed since the last update, including detailed field data collection, financial integration, and collaboration with Marmak. A meeting is scheduled with Marmak in the coming week to review and finalize the draft AMP, after which it will be presented to Council and published. These developments mark a significant advancement in our ongoing efforts to establish sustainable, data-driven infrastructure planning.

## 2. Background and Objectives

Municipal infrastructure—including roads, bridges, facilities, mechanical systems, signage, and fire protection—represents both essential public services and substantial financial investments. To ensure these assets are managed responsibly, the Municipality has undertaken the development of a robust and actionable Asset Management Plan.

The AMP is designed to promote operational efficiency, meet regulatory obligations under Ontario Regulation 588/17, and provide a long-term roadmap for maintenance, renewal, and capital investment. With cross-departmental collaboration, GIS-enabled data collection, and professional guidance from Marmak, the Municipality is now approaching the final stage of AMP development.

## 3. Recent Progress and Key Updates

### 3.1. Completion of Asset Data Collection

All municipal facilities and sites have been visited and inventoried. This process involved:

- Identifying, tagging, and photographing assets
- Recording condition ratings, installation dates, and locations

- Using department-specific templates to ensure consistent reporting

The data collection effort was a coordinated initiative involving Public Works, Parks and Recreation, Fire Services, and Administration. This comprehensive and standardized approach has resulted in a detailed and reliable asset registry that supports long-term lifecycle planning.

### **3.2. Budget Integration**

Following data collection, internal finance staff and department leads collaborated to input:

- Operational budgets and annual maintenance costs
- Lifecycle-based capital replacement projections
- Asset class-specific cost estimates, using ASHRAE and other industry standards

Aligning financial data with verified field information ensures the AMP reflects both current fiscal realities and future capital planning needs. These financial inputs, now fully integrated into the AMP, enhance budgeting transparency and support informed infrastructure investment decisions.

### **3.3. Draft AMP Prepared by Marmak**

With all asset and financial data compiled, Marmak has prepared a comprehensive draft AMP. As the Municipality's contracted consultant and platform provider, Marmak used their system to organize and present our data in a standardized format consistent with provincial regulations and recognized best practices.

A meeting is scheduled in the coming week to:

- Review the full draft
- Confirm the accuracy of all municipal inputs
- Make any necessary adjustments prior to formal approval and publication

This step will finalize the Municipality's readiness to adopt a published AMP that is both compliant and operationally relevant.

## 4. Next Steps

Once finalized, the AMP will be published and made available to Council, staff, and the public. It will serve as a living document, updated regularly to reflect changes in asset conditions, service levels, and financial planning.

Through the use of ArcGIS, standardized data templates, and Marmak's integrated platform, the AMP will remain scalable, updatable, and fully embedded within municipal operations. This foundation will support long-term capital investment strategies, risk mitigation planning, and service level optimization.

## 5. Conclusion

With asset data collection completed, budget information fully integrated, and a complete draft AMP prepared, the Municipality is in the final stages of a major strategic initiative. The AMP will serve as a key tool for:

- Meeting provincial compliance requirements
- Planning future capital projects and maintenance
- Supporting funding applications and financial accountability
- Enhancing service delivery to the community

This initiative reflects months of cross-departmental coordination, fieldwork, and professional engagement. The structured and evidence-based approach taken to date has yielded a robust and actionable asset inventory, positioning the Municipality to manage infrastructure with greater foresight and fiscal responsibility.