



Report to Council

Department: Infrastructure Services

Division: Capital Works and Asset Management

Date: April 22, 2025

Prepared by: Erica Tilley, P. Eng.,
Assistant Manager, Capital Works & Asset

Report Number: Capital Works and Asset Management-2025-09

Subject: 2024 Asset Management Plan

Number of Pages: 4 + Attachment (147 pages)

Recommendation(s)

That Capital Works and Asset Management-2025-09 entitled, “2024 Asset Management Plan” prepared by PSD Citywide dated April 2025 be received and approved as presented, and

That the findings from the 2024 Asset Management Plan be incorporated into the annual budget process to ensure sufficient funds are available for capital projects.

Purpose

To update and expand on the previous Asset Management Plan to be in compliance with applicable legislation, O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure.

Background and Discussion

The Town's current Asset Management Plan for Phase 1 of O.Reg 588/17, completed in 2022, required municipalities to develop an Asset Management Plan (AMP) that included details for core assets. With the development of this appended AMP, the Town of Essex has achieved compliance with phase II requirements under O. Reg. 588/17 section 6. This includes requirements for levels of service and inventory reporting for all asset categories of both core and non-core assets. Phase III of O.Reg 588/17 requires an additional update to the AMP in 2025 to expand the plan to include proposed levels of service, lifecycle management and financial strategy. As previously approved by Council, PSD will be the consultant for Phase III as well, to which work on this plan is currently underway.

Financial Impact

Financial recommendations are included within the appended 2024 Asset Management Plan, specifically section 14.3.1 page 101 details that there is an annual funding deficit of \$17,382,951. The Town of Essex currently dedicates \$2,061,622 in tax levies, \$1,055,800 from CCBF and \$1,388,571 from OCIF annually. The prior AMP annual funding deficit for core and non-core assets was \$10,032,412 net of the commitments of tax levies, CCBF and OCIF. In conclusion within the AMP it is recommended that the Town of Essex include a 3.2% Asset Management tax levy, each year, to cover the funding gap over the next 20 years. The balance of the Asset Management reserve as of December 31, 2024 is \$13,048,135. It is important to note that the AMP is for information and guidance

purposely only. O.Reg 588/17 does not require Council to follow the findings in the associated AMP. However, if the Town of Essex does not continue to contribute to the AMP reserve we risk not having available funding in the case of infrastructure breakdown. The Financial Impact of critical asset replacement outside of the annual approved budget would be presented to council on an ad hoc basis. Administration recommends including and deferring conversations associated to applicable tax increases regarding the AMP to budget deliberations.

Consultations

Kevin Girard, Director, Infrastructure Services

Kate Giurissevich, Director, Corporate Services/Treasurer

David McBeth, Manager, Capital Works and Asset Management

Ann Marie Unis, Manager, Finance and Business Services

Link to Strategic Priorities

- ☒ Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- ☐ Leverage our Town's competitive advantages to promote jobs and economic investment.
- ☐ Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- ☐ Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- ☐ Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	2024 Asset Management Plan - Capital Works and Asset Management-2025-09.docx
Attachments:	- TownofEssex_2024AMP_FINAL_v1_20250409.pdf
Final Approval Date:	Apr 14, 2025

This report and all of its attachments were approved and signed as outlined below:

David McBeth, Manager, Capital Works & Asset Management - Apr 14, 2025 - 3:54 PM



Kevin Girard, Director, Infrastructure Services - Apr 14, 2025 - 4:06 PM



Kate Giurissevich, Director, Corporate Services - Apr 14, 2025 - 4:32 PM



Doug Sweet, Chief Administrative Officer - Apr 14, 2025 - 4:33 PM