



TOWN OF
HALTON HILLS
Working Together Working for You!

REPORT

TO: Mayor Bonnette and Members of Council

FROM: Dharmen Dhaliah, Senior Manager Climate Change & Asset Management

DATE: July 5, 2021

REPORT NO.: ADMIN-2021-0035

SUBJECT: Corporate Asset Management Secondment Proposal

RECOMMENDATION:

THAT Report No. ADMIN-2021-0035, dated July 05, 2021, regarding Corporate Asset Management Secondment Proposal be received;

AND FURTHER THAT Council supports the proposal from SLBC Inc. of 18, Freshspring Drive, Brampton, Ontario, L6R 3H6 for staff augmentation resourcing strategy;

AND FURTHER THAT Council approve the award for Corporate Asset Management Secondment Proposal to SLBC Inc. of 18, Freshspring Drive, Brampton, Ontario, L6R 3H6 for a one year contract term, to an upset limit of \$73,500 (exclusive of taxes);

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a Purchase Order for \$73,500 exclusive of tax, to SLBC Inc. of 18, Freshspring Drive, Brampton, Ontario, L6R 3H6 for a one-year contract term, to support the Town of Halton Hills with the development and implementation of its Corporate Asset Management Program.

KEY POINTS:

The following are key points for consideration with respect to this report:

- As from July 31, 2021, the Town's Asset Management Analyst from the Climate Change and Asset Management Division is taking a one-year leave. This is going to be a very important year for the Town's Corporate Asset Management Program, not only workload-wise but also with many ongoing critical projects to remain in

compliance with the Ont. Reg. 588/17 for Municipal Asset Management Planning requirements.

- Since March 2021 staff has been working with the Human Resources department to backfill the Asset Management Analyst position on a one-year contract to continue to support the Corporate Asset Management Program.
- Twice the job was posted on several professional websites as part of the hiring process but unfortunately, the Town was not successful to attract good candidates with the relevant skills and experience to provide the required level of support and expertise.
- Given the situation we are requesting that SLBC Inc. be awarded a Single-Source Purchase Award for professional asset management services to provide secondment and support the capacity of the Town's Corporate Asset Management function to an upset limit of \$73,500 (plus applicable taxes).
- The loaned staff resource from SLBC Inc. will be available from August 1, 2021, till July 31, 2022, as and when needed for a maximum of 35 hours per week at an hourly rate of \$105 plus applicable taxes.
- The scope of work as outlined in the Proposal (attached Appendix A) will cover the following key areas among other things:
 - Data collection and analysis
 - Preparation of plans and reports
 - Supporting implementation of the Asset Management Information System
 - Coordinating the data, risk and lifecycle management strategies
 - Improving the level of service framework
 - Participating and contributing in meetings/workshops as required

BACKGROUND AND DISCUSSION:

The Town's Corporate Asset Management Program is progressing well to be in compliance with the Ont. Reg. 588/17 for Municipal Asset Management Planning. In March 2020, the Climate Change and Asset Management Division hired an Asset Management Analyst to lead the development and operationalization of asset management plans to meet the requirements and tight deadlines of the regulation. Since that time key initiatives were completed such as the Town's Strategic Asset Management Plan and Infrastructure Vulnerability Assessment. Key projects have been launched such as the Data, Risk and Lifecycle Management strategy project partially funded by FCM and the integration of Climate Change and Asset Management in Levels of Service project. The Town has also started drafting its Core Asset Management Plan to meet the July 2022 deadline. Earlier this year the Asset Management Information System multi-year project has also been launched and implementation will be happening in 2022.

With the Asset Management Analyst going on leave for a year as from July 31, 2021 and with the existing workload, there is an urgent need to provide capacity to support the Corporate Asset Management Program and to continue to provide expertise and to deliver on the above mentioned projects.

RATIONALE:

Value: The Asset Management Analyst position is a very specialized job with specific skills and knowledge requirements. It is a difficult position to fill because experienced practitioners in the asset management field are not only scarce but very much in demand in the industry. Hiring an inexperienced candidate in this position will require a lengthy learning curve, which we cannot afford in our current situation. The Town will get best value for money spent in hiring someone with the expertise and ready to hit the ground running to maintain continuity and provide the required support as needed.

Compliance: As per the Ont. Reg. 588/17 Municipal Asset Management Planning all municipalities in Ontario need to submit an updated asset management plan for its core assets by July 1, 2022. Work has started in developing the plan and the secondment from SLBC will support finalizing the document to present to Council before the deadline. This will ensure the Town remains in compliance with the regulation.

Alignment: SLBC Inc. is currently leading the Data, Risk and Lifecycle Management Strategy project. This contract was awarded in October 2020 RFP No. P-086-20 through the Town's procurement bidding process. The Data, Risk and Lifecycle management strategies are key ingredients that will be used in the configuration and implementation of the Asset Management Information System project. These strategies as well as the implementation of the Asset Management Information System will ultimately inform the Town's LRFP by forecasting the whole lifecycle needs for all Town assets.

Having SLBC involved as a secondment to support the Town's Corporate Asset Management Program will ensure proper alignment and seamless transition from strategies to operationalization.

Assurance: In November 2020, the Town awarded a contract to ESRI Canada for the implementation of a town-wide Asset Management Information System (Council Report No. CORPSERV-2020-0044). This is a critical project which will enable proper operationalization of a corporate asset management system across all departments and ensure alignment across all business processes. Having SLBC Inc. providing capacity to support this project will minimize risks of any implementation failure.

STRATEGIC PLAN ALIGNMENT:

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

This report also identifies fiscal and corporate management as one of the Town's Strategic priorities.

RELATIONSHIP TO CLIMATE CHANGE:

This report impacts and/or helps address climate change and the Town's resiliency through climate adaptation.

Integrating climate change and asset management provides the opportunity to assess the impact of climate change on the levels of service provided and adapt to extreme weather events as well as provide the platform for decision making through a climate change lens

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

Town staff from Human Resources, Finance, Information Technology Services, and Purchasing have been consulted in the preparation of this report.

FINANCIAL IMPLICATIONS:

This report will be funded through an existing approved budget source.

Finance confirmed that the wages and benefits pertaining to the current Asset Management Analyst position for the period of leave (August 1, 2021, to July 31, 2022), total \$110,600. The current secondment proposal is expected to total \$73,500 for a maximum of 700 hours for that same period and therefore will result in potential operating budget savings of \$37,100.

Reviewed and approved by,

A handwritten signature in black ink, appearing to read 'R. Cockfield', written in a cursive style.

Richard Cockfield, Director of Strategic Planning

A handwritten signature in black ink, appearing to read 'C. Mills', written in a cursive style.

Chris Mills, Acting Chief Administrative Officer