



## Corporation of the Township of Brock

### Staff Report to the Members of Council

**From:** Ben Kester, CET, CRS-s  
**Position:** Interim Director of Public Works  
**Title / Subject:** Asset Management Report  
**Date of Meeting:** September 8, 2025  
**Report No:** 2025-OP-023

#### 1.0 Issue / Origin

Under Ontario Regulation 588/17, all municipalities are required to develop and maintain asset management plans that report on the condition and state of repair of municipal infrastructure. Roads, being the highest-value asset for most municipalities, require particular attention in these plans.

#### 2.0 Background

Historically, the Township has conducted a Roads Needs Study every five years at a cost of approximately \$40,000. However, Regulation 588/17 mandates that asset management plans must be based on condition data that is no more than two years old. Continuing with the Roads Needs Study approach would require the Township to repeat this study every two years to remain compliant.

Staff recommend transitioning to a more robust and regulation-compliant approach by engaging 4Roads Management Services to prepare a comprehensive State of Infrastructure and Asset Management Report for the Township's Road network. The proposed strategy involves assessing the full road system in 2025, followed by alternating assessments of half the system each year thereafter.

#### 3.0 Analysis

Staff have looked into the different possibilities of producing this report and feel that the most comprehensive and useful product would be one that is produced by 4Roads Management Services. The company owner has an extensive background in managing roads and roads infrastructure. The owner is a certified member of Ontario Association of Certified Engineering Technicians and Technologists and a member of the Canadian

Technical Asphalt Association. He is a past member of Ontario Provincial Standards and Specifications, Sub Committee for Aggregate Standards and the Ontario Stone Sand and Gravel Committee. The owner has performed asset management work for over 40 different municipalities in Ontario and has long standing commitments with many of these Municipalities.

4Roads has given the Township of Brock a proposal to prepare a State of the Infrastructure and Asset Management Report for Roads.

The proposal includes the following deliverables

- Updated Structural Adequacy and Surface Condition on all road sections
- Updated attribute information that may have changed since the last inspection, such as dimensions, surface material etc
- Updated traffic information (to be provided by the Township)
- Preparation of an Executive Summary report that will provide an overview of the Current State of the Infrastructure and tabular summaries of key information
- Development of a performance model (work plan) for the road system based on Best Return on Investment, current data and current budget
- Provision of an electronic database and performance model output in Excel format
- Provision of a geodatabase compatible with ESRI products. The report will include PDF versions of the mapping.

Each year the report will generate a document that tells staff what needs to be done to each road section in the Township. For example, when is the best time to crack seal a road and when a road needs to be surface treated again or the ideal time to use slurry seal. The idea being that it will recommend doing the right treatment at the right time to maximize the return on the Township's investment in roads.

#### **4.0 Related Policies / Procedures**

Regulation 588/17

#### **5.0 Financial / Budget Assessment**

The 4Roads proposal is \$36,500 plus non refundable HST (\$37,142.40). The 2023 budget included a total of \$75,000, funded from the Canada Community Building Fund ("CCBF"), of which a total of \$30,421 was spent on updating the 2024/2025 Asset Management Plan. There is funding of approximately \$44,500 remaining which could be used to complete this work in 2025. The balance of unused CCBF (approx. \$7,300) will remain in the CCBF Reserve and can be reallocated to future projects.

#### **5.1 Asset Management**

6.0 If approved, this report will serve as the foundational document for road asset management in 2025. Annual updates will be required to maintain compliance with Regulation 588/17. The cost for the 2026 update is estimated at \$18,000 and will be

included in the 2026 Operating Budget and subsequent years. For comparison, the Township completed its last Roads Need Study in 2023/2024 at a cost of approximately \$30,000.

Following this approach will ensure that the Township remains compliant with Regulation 588/17 and will align with the next Asset Management Plan to be completed in 2030 (work will begin on this in 2029 and be ready to meet regulations for 2030).

## **7.0 Climate Change Impacts**

N/A

## **8.0 Communications**

Each year the report will be posted on the Township web site.

## **9.0 Conclusion**

To comply with Ontario Regulation 588/17, the Township must prepare and update a State of Infrastructure report annually. Staff recommend awarding the 2025 report to 4Roads Management Services through a non-competitive procurement process.

## **10.0 Recommendation**

That report 2025-OP-023 be received for information and;

THAT the 4Roads proposal to complete the State of the Infrastructure and Asset Management Plan be awarded based on a noncompetitive procurement basis and;

THAT the cost of the report be funded through remaining reserves set aside in 2023 to complete the update of the asset management study.