



REPORT FIN-2015-037

TO: Mayor and Members of Council

FROM: Paul Creamer, Director of Finance/Treasurer

MEETING DATE: December 2, 2015

SUBJECT: Fleet Management
File No. A09 FLE

RECOMMENDATIONS

That Report FIN-2015-037 regarding the Fleet Management Study be received; and

DISCUSSION

Purpose

The purpose of this report is to introduce the Fleet Management Study completed by BDO Canada. The report includes an overview of the Township's fleet, best practices for fleet management and observations/recommendations for the effective and efficient management of fleet in the Township.

Background

Council at its Capital Budget meeting held on January 14, 2015 requested that Township staff prepare a report detailing the usage, lifecycle and corporate rotation of vehicles.

Township staff, through report FIN-2015-026, recommended that BDO Canada LLP be retained to complete a Fleet Management Study that provided the findings, recommendations and appropriate action plan for the effective and efficient management of fleet in the Township.

The study included:

1. Interviews of key personnel to understand the current state and any expected changes

2. Analysis of the total costs of fleet inventory to the Township
3. Comparison of the Township's fleet management to similar municipalities
4. Cost/benefit analysis of various financing options
5. A recommended policy for appropriate internal controls and reporting to manage fleet inventory
6. Presentation to Council

FINANCIAL IMPLICATIONS

The report projects an average annual capital expenditure of \$325,000 and \$213,000 for annual maintenance over the next 20 years. The actual budget impacts will be determined during budget deliberations.

APPLICABLE LEGISLATION AND REQUIREMENTS

N/A

ATTACHMENTS

Township of Puslinch Fleet Management Analysis – Final Draft – For Discussion Purposes Only; December 2, 2015; BDO