

Staff Report

Report To: Service Review Implementation Ad Hoc Committee
Report From: Greg Nicol, Fire Services Administrator
Meeting Date: July 9, 2025
Report Code: CR-25-069
Subject: Project 1d1 – Fleet Management Strategy

Recommendations:

THAT in consideration of Staff Report CR-25-069 respecting Project 1d1 – Fleet Management Strategy, the Service Review Implementation Ad Hoc Committee recommends that City Council receive the report for information purposes.

Highlights:

- 23 of 32 recommendations in the Fleet Management Strategy have been acted on or completed since October 2024.
- New vehicle share system has been implemented at City Hall.

Strategic Plan Alignment:

[Strategic Plan](#) Priority: This report supports the delivery of Core Service.

Climate and Environmental Implications:

This supports the City's Climate Mitigation Plan objective to optimize and innovate the City's fleet and equipment through right-sizing, technology and the use of alternative fuels.

Previous Report/Authority:

[Project 1d1 – Draft Fleet Management Strategy – CR-24-110 .pdf](#)

Background:

The City fleet is a part of the Service Review Project List. A draft Fleet Strategy was brought forward in October 2024 that identified 32 recommendations for the City Fleet. The recommendations were for making our vehicle and equipment use more efficient, safer for staff, and more cost-effective to operate.

Analysis:

Update on the recommendations in the Fleet Strategy:

Staff has made significant progress on 23 of 32 of the recommendations in the Fleet Strategy, including the following highlights:

- Konas at City Hall now shared with all City Hall and Tom Thomson staff. This has facilitated decreasing mileage claims (saving costs and staff time) and increasing the use of the greenest vehicles in the fleet.
- Vehicles are shared between departments which is decreasing rental costs.
- Staff trained in fleet management.
- Automatic Vehicle Locators expanded to include 19 more vehicles for a total of 57 and dashboards adjusted to capture data on vehicle utilization.

Update on feedback from the October 9, 2024, Service Review Ad Hoc Committee:

1. Staff use of vehicles, parked at their homes.
 - This has decreased with staff changes since the previous meeting. If staff take a vehicle home because they are on call - we charge them a taxable benefit, and they are unable to take anyone other than another City employee in the City vehicle.
 - As a result, employees are choosing not to take City vehicles home and are submitting mileage reimbursement which is more costly to the City as we are paying \$0.70 per km.
2. Mileage vs giving staff a vehicle.

- We have noted a decrease in mileage costs/claims by implementing the Kona car share program at City Hall. This program also saves staff time due to decrease in claims for mileage being processed.
3. Replacement cycle length.
- This can vary depending on the mileage and use of the vehicle. Staff report OP-25-026 makes a recommendation to further research a capital lease program which has a 5-year replacement cycle. Our current replacement schedule for light duty vehicles (1/2 Ton trucks and cars) is 7 years and 10-years for 1 Ton Trucks. Grey County uses a similar timeline for their fleet. Our data shows that vehicles 8 years or older had annual repair costs more than 100% those vehicles less than 8 years of age.
4. Plan for monitoring or combined fuel/alternative fuel.
- The fleet lead and City Mechanics will watch industry trends to see what options are available for the current fleet.
5. Fleet manager hiring cost.
- This task was assigned to existing staff. The fleet lead is working with the users in a team approach with other existing staff to complete the tasks.
6. Fleet creep and lifespan of vehicle – rationale when to replace, keep through summer months then sell in the fall as a bridge.
- As noted above in item 3 the replacement can vary. We will be looking to keep older vehicles in the fleet to supply parks with our own vehicles through the summer with sales planned for the late fall to decrease the rental fleet. We are also using Automatic Vehicle Locators AVL's in the vehicles to track the utilization of the fleet.

Financial Implications:

The Table below shows mileage that City Hall staff and Tom Thomson staff were paid when it appears that a City Hall vehicle could have been used to meet the current policy and procedure in place. This number should reduce with vehicle sharing at City Hall. Data from 2020 and 2021 is available but not included as the Konas were purchased in 2021.

Year	Number of Mileage Claims where new policy would apply.	Total of Mileage Claims for City Hall Staff where new policy would apply.
2022	69	\$4801
2023	89	\$7077
2024	71	\$5137

19 additional vehicles have been equipped with AVL's at a cost of approximately \$25/per vehicle per month.

Communication Strategy:

Review and Communication with the Service Review Implementation Ad Hoc Committee.

Meet with inside and outside workers to keep them updated on changes to fleet.

Consultation:

Lara Widdifield, Director of Public Works and Engineering

Joe Bumstead, City Mechanic

Phil Eagleson, Fire Chief

Bryce McDonald, Manager of Water and Wastewater, Public Works and Engineering

Pam Coulter, Director of Community Services

Bradey Carbert, Manager of Corporate Services
Corporate Services Department

Janet Ashfield, Manager, Human Resources

Karen Leger, Accounts Payable Administrator

Attachments:

Recommendations for Fleet Efficiency Strategy 2025

Recommended by:

Greg Nicol, Fire Services Administrator

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Greg Nicol, Fire Services Administrator at gnicol@owensound.ca or 519-376-4440 ext 2243.