(LOGO)

(Name of Municipality)

**Terms of Reference**

**Asset Management (Staff) Committee**

**Purpose:** To monitor progress on our Municipality’s Asset Management Roadmap/Workplan, which includes but is not limited to:

* Promoting awareness of the Town’s commitment to asset management.
* Promoting awareness of the workplan activities among departmental staff.
* Recommending (or assigning) responsibilities and timelines for Workplan activities.
* Making recommendations on allocation of resources (eg. staff and budget) to implement the workplan
* Monitoring and reporting progress on activities and timelines
* Recommending amendments to the Workplan or additional activities to support integration to good asset management practices for the municipality.
* Other …

**Committee Composition:** The Committee Chair shall be (CAO or designate?). Other Committee members will include *(ensure a cross-functional team – where applicable include a key individual from finance, public works, engineering, etc*.)

**Meetings:** The committee will meet (frequency – e.g. biweekly or monthly - it is *suggested that times are set in advance on a regular schedule, e.g. first Wednesday of each month at 9 a.m.)*

**Authority and Reporting**: Written minutes will be prepared at each meeting and circulated to (all staff?) which will document progress to date on each activity in the Workplan.

The Committee receives it authority from (*this should be the CAO/Town Manager)* and will report to (*whom? Frequency? This should be the CAO if CAO is not a committee member. The statement may be omitted if the CAO is on the committee. The CAO may also wish to report to Council on progress annually. Including this in the Terms of Reference is optional.)*