

**SUBJECT: Asset Management**

## County of Brant – Strategic Asset Management Policy Addendum – Community Services

Policy #:	
Effective date:	July 1, 2025
Amendment date:	July 1, 2025
Replaces:	

### 1. Procedure Statement and Scope:

This addendum to the Strategic Asset Management Policy (SAMP) identifies the specifics in the application of the policy as it pertains to Community Services related assets. The content of this addendum should be read in conjunction with the SAMP.

### 2. Principles:

Preparation of the Community Services portion of the Asset Management Plan (AMP) shall consider but not be limited to the following:

**Regulatory Compliance** – The Municipality shall consider all applicable legislation in the development and update of its AMP, including but not limited to:

1. *Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure*
2. *Technical Standards and Safety Act, 2000*
3. *Employment Standards Act, 2000*
4. *Public Parks Act, 1990*
5. *Accessibility for Ontarians with Disabilities Act, 2005*
6. *Occupational Health and Safety Act, 1990*
7. *Municipal Act 2001, Section 44 (1)*

**Level of Service (LOS):** The County of Brant's (the County) Community Services assets exist to deliver services to the public (both residents and non-residents of the County of Brant).

LOS are used to assess the actual services being delivered so that decisions can be made about the assets based on the service that they provide rather than simply on their technical components alone.

These standards will help the County to understand the current state of infrastructure by identifying deficiencies, failures, and weaknesses. Knowledge of this information helps with the maximization of infrastructure performance while minimizing cost and risk.

*Ontario Regulation 588/17* does not define LOS for Community Services assets and therefore the County has developed municipally defined LOS.

The LOS measures for the County's Community Services assets will be divided into two (2) applicable categories with subsequent standards to be maintained. These categories are as follows: Customer Levels of Service and Technical (or Asset) Levels of Service.

**Customer Levels of Service (CLOS)** for Community Services assets help measure the LOS received by the public. These measures will be used by the County to assess whether its assets are successfully delivering the County's desired LOS.

**Technical (or Asset) Levels of Service (TLOS)** measure the adequacy of the assets to deliver these services. TLOS measures are directly linked to activities and annual budgets regarding acquisition, operation, maintenance, and renewal. Asset owners and managers create, implement, and control technical service levels to influence the service outcomes.

### 3. Application:

In coordination with the Community Services department, these will be the County's designated levels of service measures for parks and recreation assets:

Service Type (Classification)	Community Levels of Service (CLOS)	Technical Levels of Service (TLOS)	Target Service Level (Measured Condition)
<b>Park Amenities</b>			
Benches, Bike Racks, Picnic Tables, Bollards, Bleachers, Waste Receptacles, Flagpoles, Fencing & Gates, Lights		Inspection, maintenance, and repair of park perimeter fencing  Park furniture is safe, free of graffiti, and in a state of good repair.	Fencing is safe and intact. Fencing is visually acceptable. Repair Park furniture if damaged Replace Park furniture as required Visually Inspect weekly, monthly inspection documented.
<b>Signage</b>			
		Inspection of park signage  Signage is fastened securely, free of graffiti and in a good state of repair	Signage is in place Signage is not peeling or faded Replace when missing or in fair condition Visually inspect annually and document.
<b>Sport Fields &amp; Sport Courts</b>			
	Adequate provision of parks and recreation facilities	Number of residents per facility (target level)  Percentage (%) of lit fields and courts	Infield and warning track are level and drain properly with smooth transition to turf. Field amenities are in a state of good repair. Courts surfaces are level, free of cracks and lined. Goals, hoops, backboards and nets are in state of good repair.

Service Type (Classification)	Community Levels of Service (CLOS)	Technical Levels of Service (TLOS)	Target Service Level (Measured Condition)
<b>Playgrounds</b>			
	Playgrounds Meet CSA standards	Percentage (%) of Inspections completed monthly and documented	Maintenance completed within 14 days or within seven (7) days of delivery of parts.  Replacement completed every 20 years
<b>Machinery and Equipment Assets</b>			
	Recreation Program Equipment	Equipment is safe to use and in Fair or better condition	Equipment is visually inspected prior to use  Equipment is inspected once per session (four (4) – 10 weeks) of use.  Deficient equipment is removed from service upon discovery.
	Parks Equipment  Staff are trained to provide safe and effective use of machinery and equipment assets	Equipment is serviced annually and parts in fair condition or worse are replaced when required.  Percentage (%) of equipment in good or better condition  Percentage (%) of Operators with required training and certifications  Safe work practices in place to ensure worker safety and effective operation of equipment	Machinery and equipment are inspected on a regular basis, with frequency related to their service delivery  Safe work practices are reviewed annually
	Facilities Equipment  Staff are trained to provide safe and effective use of machinery and equipment assets	Equipment is inspected on the schedule as per TSSA regulations to meet provincial standards  Major components such as	Monthly or as required preventative maintenance is documented  Daily and weekly logs are maintained and reviewed by the supervisor weekly  Safe work practices are reviewed annually.

Service Type (Classification)	Community Levels of Service (CLOS)	Technical Levels of Service (TLOS)	Target Service Level (Measured Condition)
		<p>Refrigeration/HVAC Equipment are inspected annually</p> <p>Small equipment is inspected prior to use and on a regular basis to ensure it is safe and functional to operate</p> <p>Percentage (%) of Operators with required certifications</p>	
<b>Splashpads</b>			
	Seasonal waterplay facilities	<p>All water plays components fully functioning.</p> <p>Surfaces clean and free of hazards.</p> <p>Mechanical equipment and buildings maintained and operational.</p>	<p>100 percent (%) Water Quality Checks completed daily</p> <p>100 percent (%) Weekly Water Quality Checks completed</p> <p>Number (#) of days operational</p> <p>Mechanical equipment repaired within one (1) day or as parts and service permits</p>
<b>Environmental Services</b>			
Septic Systems	Septic Systems remain functional	Septic pump outs regularly scheduled	Annual Inspection occurs and is documented
Wells	Wells are functioning effectively	Water Testing is scheduled and within acceptable parameters	Pump-outs occur regularly and are documented
Irrigation Systems	Irrigation systems are functional	Repair and seasonal maintenance (start-up and shutdown) of irrigation systems at sports fields, horticultural beds, planters and turf areas.	Waste receptacles are emptied when capacity reaches more than 50 percent (%) full.
Waste Management	Waste bins are located in parks and checked regularly		<p>Missed collection (within five (5) days of report).</p> <p>Illegal dumping (within seven (7) days of report).</p>

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		Sanitation collection – summer (minimum two (2) times per week). Sanitation collection - winter (biweekly for Destination Parks; monthly for Community Parks)	Dead animal removal (within two (2) days of report).  Overflow waste receptacles (within 48-hours of report)
<b>Trails, Park Pathways</b>			
Asphalt Trails Stone dust Trails Other Trails (Natural, Wood Mulch) Park Pathways – Asphalt Park Pathways – Stone dust	Length of Trails	Percentage (%) of Monthly Trail Inspections Completed	100 percent (%) of multi-use inspections complete and documented  Annual inspections of pathways  Maintenance completed within seven (7) days
<b>Trees &amp; Horticulture</b>			
Street Trees  Woodlots  Trees on County Properties (Parks, Municipal Buildings, Fire Halls, OPP Station, Cemeteries)  Community Gardens, Garden Beds, Containers, Baskets, Pollinator Gardens	County-wide canopy coverage  Community Forest Plan developed	Annual tree planting  Average Pruning Cycle for Street Trees  Percentage (%) of trees on County lands in Fair or better condition  Tree Inventory for County properties (Number of trees and species)  Percentage (%) trees are pruned on time per Best Management Practices (work orders)	3000 trees planted annually by the County  Gradual increase of canopy coverage to 30 percent (%) by 2051  Seven (7)-year pruning and inspection cycle  Development applications to provide 30 percent (%) canopy coverage  Annual updates of the inventory

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		<p>Percentage (%) trees inspected per Best Management Practices</p> <p>Technical Tree Guideline followed</p> <p>Community Forest Plan updated</p>	
<b>Recreation Programming</b>			
Recreation programs and events provide opportunities for leisure, entertainment, skill development, social interaction, and personal enrichment.	<p>Registered Recreation programs</p> <p>Recreation drop-in programs</p> <p>Community Events</p> <p>Social Networking</p>	<p>Quarterly assessment of communities recreation needs through surveys, focus groups and data analysis</p> <p>Offer diverse programming for different age groups, interests and abilities</p> <p>Ensuring all programs are led by qualified program leaders by ensuring all required qualifications are satisfied.</p> <p>Collaborating with Community Partners annually to meet the need of Recreation Programs and community</p> <p>Complete program evaluations quarterly to ensure program quality is met</p> <p>Track and monitor membership and participation levels after each session is completed</p>	

Service Type (Classification)	Community Levels of Service (CLOS)	Technical Levels of Service (TLOS)	Target Service Level (Measured Condition)
<b>Parkland and Natural Green Space</b>			
	<p>Parkland is available for residents to use for physical and mental well-being, social connection and ecological sustainability.</p> <p>Natural green space assets are available for recreation, environmental health and create habitat for animals, plants and other organisms.</p>	<p>Hectares per capita of active parkland</p> <p>Hectares per capita of Natural green space</p> <p>Development application review to protect natural assets</p> <p>Walkability -Access to parkland within 400-800 m for communities over 300 in population</p> <p>Sq. M of outdoor recreation space (FIR)</p> <p>Total parkland in each type of category that meets targets in the Park Master Plan</p> <p>Percentage (%) assets not fit for service (at or passed planned service life)</p>	<p>4.50 ha / 1000</p> <p>4.25 ha/1000</p>