

Town of Stratford - Council Policy		(Tab 48)
Name:	Operational Plan Policy	Policy Number: 2004-FA-02
Committee:	Finance and Administration	Approval Date: January 12, 2005

1. Introduction

New capital projects and major new initiatives can have an impact on the annual operating budgets of the Town and of Town entities and on the workload of staff. This Policy is designed to ensure that the full impact of capital projects and major new initiatives is considered before they are approved and that appropriate adjustments are made to operational budgets and staffing levels to accommodate the projects(s) or new initiatives. This Policy applies to the Town owned entities including the Stratford Utility Corporation.

2. Operational Plan

For any new capital project with an initial value over \$10,000 or a major operating initiative with an annual budget value of over \$10,000, an operational plan will be developed and submitted to the Finance and Administration Committee at the time of the request for the capital item or new operating initiative. At a minimum, the following questions must be answered in the operational plan (when answering the questions on staff impact, please indicate if the resources are additional or part of the current duties of a staff person or persons):

- a. For a capital project with a value of over \$25,000:
 - i) What are the benefits of the capital project to residents?
 - ii) What is the initial capital cost?
 - iii) What are the estimated annual operating costs of maintaining the capital works?
 - iv) What staff resources are required to manage and implement the capital project?
 - v) What staff resources are required to maintain the capital works?
 - vi) What is the useful life and replacement cost of the capital works?

- b) For a new operating initiative over \$10,000 per year:
 - i) What are the benefits of the new operating initiative to residents?
 - ii) What are the start up costs of the new operating initiative?
 - iii) What are the estimated annual operating costs of new operating initiative?
 - iv) What staff resources are required to sustain the new operating initiative?