

## Facilities, Infrastructure, and Public Realm

### Terms of Reference

Task Force Name	Facilities, Infrastructure, and Public Realm Task Force
Vision/Goal Statement	The City of New Westminster Task Force on Facilities, Infrastructure, and the Public Realm has been established to provide oversight, support and coordination for civic capital projects with a direct link to Council’s strategic priorities.
Mandate	<p>Within the context of the City’s <i>Envision 2032</i> Sustainability Framework, Asset Management Program, Corporate Energy and Emissions Reduction Strategy, Five Year Financial Plan, and Procurement Policy, the mandate of the Facilities, Infrastructure and the Public Realm Task Force is as follows:</p> <ul style="list-style-type: none"> <li>• To ensure that City Council is informed and updated on a regular basis as to project status.</li> <li>• To review and consider industry best practices and ensure they are incorporated into the City’s project planning and delivery processes.</li> <li>• To provide general guidance to project management staff and consultants engaged in project management of capital projects.</li> </ul> <p>Projects to be considered within the scope of the Task Force include:</p> <ul style="list-style-type: none"> <li>• New City facilities and infrastructure</li> <li>• Public Realm and Open Space initiatives;</li> <li>• New park development or existing park redevelopment</li> <li>• Riverfront Vision, including completion of the Riverfront Connection and Brunette Fraser Regional Greenway</li> <li>• Asset Management.</li> </ul> <p>The Task Force will use the Facilities, Infrastructure and Public Realm Advisory Committee as a public engagement forum for projects at its discretion.</p>

To this end, the Task Force will ensure that the following focus areas of project planning, project delivery, quality control and progress reporting are undertaken:

1. Capital Project Planning

- Ensure that department sponsors have prepared a business case appropriately scaled to the size, value and complexity of the project and demonstrably linked to the City’s strategic priority areas. The business case should outline alternatives considered, identify project risks, schedule, and consider full lifecycle costs including initial capital, carbon, operations, maintenance, major rehabilitation and decommissioning costs.
- Ensure that preliminary project budgets are based on cost estimates developed in accordance with recognized industry best practice (i.e., APEGBC, AIBC, CIQS).
- Ensure that proposed projects are aligned and support to the fullest degree possible City Council’s 2019-2022 Strategic Plan priorities.

2. Public Realm Integration

- Support the creation of a more interesting and animated public realm in all projects within the City.
- Advance the goals of the Riverfront Vision:
  1. Continuity.
  2. Connectivity.
  3. Activity.

3. Identifying and Managing Risk

- Ensure that a “risk register” is established identifying project risks and how they will be addressed.
- Consider the best party that risk should be allocated to, given the ability and cost to appropriately manage.

4. Procurement

- Evaluate the recommended procurement strategy and project delivery model.

	<ul style="list-style-type: none"> <li>• Ensure compliance with the City’s procurement policy including review and monitoring of significant change orders.</li> </ul> <p>5. Value for money</p> <ul style="list-style-type: none"> <li>• Ensure appropriate business feasibility and market readiness studies are undertaken as required.</li> <li>• Ensure and evaluate value engineering processes are undertaken as considered appropriate.</li> </ul> <p>6. Monitoring and reporting</p> <ul style="list-style-type: none"> <li>• Ensure an appropriate level of on-site inspection and monitoring is in place to ensure project schedule, budget and quality control is adhered to.</li> <li>• Ensure that public notification and the impacts of projects on businesses and residents are appropriately addressed in accordance with the City’s Good Neighbour Policy.</li> <li>• Ensure regular project reporting is made to City Council with respect to project schedule, budget, quality control and risk management.</li> </ul>
<p>Members</p>	<p>The Task Force will be chaired by the Mayor or a City Councillor, and membership will be comprised of the following:</p> <ul style="list-style-type: none"> <li>• Three Members of Council</li> <li>• Chief Administrative Officer</li> <li>• Director of Development Services</li> <li>• Director of Finance and IT</li> <li>• Director of Engineering</li> <li>• Director of Parks and Recreation</li> <li>• General Manager, Utility Commission</li> <li>• Manager, Major Projects</li> <li>• Manager of Civic Buildings and Properties</li> <li>• Manager of Horticulture, Arboriculture and Parks and Open Space Planning</li> <li>• Intergovernmental and Community Relations Manager</li> </ul> <p>In the event a member is unable to attend, they may send an alternate.</p>

Chair	The Mayor, if a member, or one Council member, appointed by Council for a one year term.
Meeting Frequency	At least every two months, or at the call of the chair.
Reporting	<p>Reports:</p> <ul style="list-style-type: none"> <li>• Semi-annually to Council</li> <li>• Minimum 24 month work plan to be included in the first semi-annual report</li> <li>• Subsequent report based on adopted work plan, or need for specific action as required.</li> </ul> <p>Receives reports from:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Architects, etc.</li> <li>• Facilities, Infrastructure and Public Realm Advisory Committee</li> </ul>
Staff Support	The Task Force will be supported by staff from the Engineering Department, Building & Civic Properties Division, and the Finance Department Purchasing Division, the Office of the Chief Administrative Officer and other departments as required.
Governance	Community Charter Section 143
Rules of Procedure	<p>Task Force procedures are governed by:</p> <ol style="list-style-type: none"> <li>5. New Westminster Council Procedure By-law No. 6910, 2004.*</li> <li>6. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.*</li> </ol> <p>* This refers to the most recent version</p>

<sup>1</sup> Canadian Infrastructure Report Card 2016 – Federation of Canadian Municipalities – [www.canadianinfrastructure.ca](http://www.canadianinfrastructure.ca)

<sup>1</sup> AGLG Perspectives Series Audit Topic 3 – Tool 1 April 2014 Oversight of Capital Project Planning & Procurement – Key Considerations for Local Government and Board Members [www.aglg.ca/includes/docs/AGLG\\_Audit\\_Topic\\_3\\_Tool\\_1.pdf](http://www.aglg.ca/includes/docs/AGLG_Audit_Topic_3_Tool_1.pdf)