

Property & Infrastructure Committee

Terms of Reference

Purpose of Committee

The Property & Infrastructure (P&I) Committee is responsible for having a long term view on the best utilization of the assets of Niagara Parks Commission (NPC) to meet its mandate under the Niagara Parks Act as well to fulfill the vision of NPC.

The Committee has two primary responsibilities. One is to oversee the creation and implementation of plans for the development and maintenance of the land, infrastructure, and facilities owned and/or leased by NPC. Land, infrastructure, and facilities include the following:

- Heritage property
- Horticultural school
- Parks
- Power Plants
- Roads
- Transportation system
- Buildings

The Committee's second responsibility is to oversee the ongoing use and safeguarding of the land, infrastructure, and facilities.

Responsibilities

- a) Oversee development of a future oriented land use and infrastructure plan, recommend to Commission; conduct annual update – seek stakeholder input to incorporate into plans and share results of planning for NPC programming (i.e. Winter Festival of Lights) and tactical issues (i.e. signage)
- b) Oversee development of multi-year minor and major capital plan, identify priorities, recommend to Commission; conduct annual update of the multi-year plan to maintain a minimum 5 year rolling plan
- c) Monitor implementation of approved capital plan, making recommendations on amendments as necessary and prudent with respect to priorities in strategic plan, business plan, and other parameters
- d) Oversee development of comprehensive asset management plan, recommend to Commission; and monitor implementation of the approved maintenance plan with regard to priorities as determined

- e) Receive, review report on assessment of structural integrity of infrastructure and facilities (including attractions), understand risks to safety of people and buildings and determine implications to long term plans and annual maintenance, consider management's recommendations
- f) Determine that NPC infrastructure and facilities meet requirements for physical accessibility; oversee plans to rectify where necessary
- g) Receive, review reports from management and make enquiry to gain assurance of NPC's adherence to environmental laws and oversee plans to rectify where necessary
- h) Oversee development of plans for preservation of heritage properties and implementation of such plans, including reviewing issues and providing recommendations on matters relating to conservation of heritage resources
- i) Oversee development of plans for preservation and conservation of green space (including parks) and implementation of such plans
- j) Oversee development of plans with respect to roads, parking, and transit and implementation of such plans
- k) Review reports on operations of horticultural school, parks, heritage, other facilities, and transit, and review in terms of alignment to strategy and metrics on performance
- l) Be informed of opportunities to invest, divest, collaborate, partner with respect to heritage, infrastructure, and parks
- m) Be informed of funding programs available through government and other sources
- n) Oversight of police operations of NPC as outlined by NPC's agreement with the Niagara Regional Police Services Board
- o) The review of the Niagara Parks Police quarterly reports to the Niagara Region's Police Services Board.

Committee Size and Quorum

The P&I Committee will consist of at least three (3) Commissioners, one of whom will be the Chair of the Commission. Quorum requires the participation of no less than three (3) committee members.

Committee Membership and Qualification

Members of the Committee are appointed annually from and by the Commission. To ensure continuity there must be at least one returning committee member.

Term of Office

Each Committee member is appointed for a one year term. Committee members are eligible for re-appointment by the Commission at the end of their term but to a limit of three consecutive years

of serving on the Committee unless an incumbent Committee member has been appointed as Chair of the Committee then they can serve for five consecutive years. There is no term limit for the Commission Chair on the committee.

Selection of the Chair

The Chair of the Committee will be recommended by the Chair of the Commission for consideration and approval by the Commission.

Resources to the Committee

The following are resources to the Committee as and when required by the Committee:

- General Manager
- Senior Director, Engineering, Transportation & Parking
- Senior Director, Parks, Planning & Properties
- Chief of Police
- Other Management, as needed
- Outside advisors, as needed (e.g. legal counsel, consultants)

Frequency and timing of Meetings

The Committee shall meet as required, but not less frequently than four times each year. The Committee shall determine its own procedures for the conduct of meetings. Where the Chair of the Committee is absent from a properly called meeting, the Commissioners in attendance, assuming quorum, will identify amongst themselves one of them to chair the meeting.

The Committee's annual timetable of tasks is attached as an appendix to the Terms of Reference. The timing of these tasks may be amended to better suit the availability of information or current priorities.

Authority

The Committee conducts its responsibilities on behalf of the Commission and makes recommendations to the Commission on policies and matters in the areas of its assigned responsibilities.

The Committee will carry out the work outlined in these terms of reference and will make recommendations to the Commission regarding approval of expenditures as detailed in the Commission approved work plan and budget. Where funding is needed for a project and budget was not included in the current year financial plan, a request will be forwarded to the Commission for approval.

Reporting

The Committee reports directly to the Commission. Following a meeting of the Committee, minutes will be prepared and presented in draft format at the next meeting. Any recommendations of the Committee requiring endorsement by the Commission will be brought forward to the next meeting of the Commission.

The Committee Chair may provide an oral report to the Commission on matters not yet recorded in the minutes. All Committee minutes and reports are available to all Commissioners via the Leading Boards web portal.

Review of the Committee Terms of Reference

The Committee will review its Terms of Reference annually and submit recommended changes to the Governance, Ethics, and Human Resources Committee for its review and submission to Commission.

Annual Calendar of Committee's Tasks

The Committee deals with these tasks on a continuous basis:

- Monitor structural integrity of infrastructure and facilities, understand staff/public safety risks and implications to planning and budgets; select particular area for review each quarter
- Monitor implementation of approved capital and maintenance plans, making recommendations on amendments as necessary
- Review operations reports for alignment to strategy and performance metrics (Eng., Parks, Heritage, Facilities, etc.)
- Review Quarterly Police Services Report prior to submission to the Regional Municipality of Niagara Police Services Board

The following tasks are undertaken as required:

Quarter 1 (April to June)

- Update committee mandate
- Identify committee member training needs
- Review report on development of future-oriented land use infrastructure plan, recommend to Commission; update annually

Quarter 2 (July to September)

- Review report on requirement fulfillment for Environmental Laws/Policies, oversee plans to rectify as necessary
- Review report on stewardship funding through grants/donations/sponsorship/other

Quarter 3 (October to December)

- Oversee development of annual capital and maintenance plans, updating 5-year rolling plan, recommend to Commission
- Oversee development of annual plans for natural/cultural stewardship, programming and interpretation

Quarter 4 (January to March)

- Review report on AODA requirement fulfillment for facilities/infrastructure
- Review report on partnerships regarding Heritage, Parks, School, other