



## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Monday, January 20, 2025  
4:00 p.m.

Pg. #      ITEM

### PRESENTATION

1. Donald Trapp, Executive Project Director, Fraser River Tunnel Project, and Dustin Bergstrom, Project Director, Steveston Interchange Project, TI Corp, to provide a presentation on the Highway 99 Tunnel Program update.

### DEPUTY CAO'S OFFICE

2. **MAJOR CONSTRUCTION PROJECTS OVERSIGHT COMMITTEE POLICY – REFERRAL RESPONSE**  
(File Ref. No. 10-6000-01) (REDMS No. 7909177)

GP-3

[See Page GP-3 for full report](#)

*Designated Speaker: Martin Younis*

### STAFF RECOMMENDATION

*That the Major Construction Projects Oversight Committee Policy 1021, as described in the report titled "Major Construction Projects Oversight Committee Policy – Referral Response", dated January 6, 2025, from the Director, Facilities and Project Development, be approved.*



**General Purposes Committee Agenda – Monday, January 20, 2025**

Pg. #      ITEM

3.      **TERMS OF REFERENCE – MAJOR CONSTRUCTION PROJECTS  
OVERSIGHT COMMITTEE**

(File Ref. No. 06-2052-25-WYAR1) (REDMS No. 7905856)

**GP-7**

**See Page GP-7 for full report**

*Designated Speaker: Martin Younis*

STAFF RECOMMENDATIONS

- (1) *That the “Terms of Reference – Major Construction Projects Oversight Committee”, dated January 6, 2025, from the Director, Facilities and Project Development, be endorsed;*
- (2) *That Council appoint a Council-liaison to the Major Construction Projects Oversight Committee;*
- (3) *That the Works Yard Replacement Project be referred to the Major Construction Projects Oversight Committee; and*
- (4) *That the recruitment for members of the Major Construction Oversight Committee occurs as soon as possible and that staff report back to Council with recommended appointees.*

**FINANCE AND CORPORATE SERVICES DIVISION**

**ADDED**      4.      **REGULAR COUNCIL MEETINGS FOR PUBLIC HEARINGS  
SCHEDULE CHANGE**

(File Ref. No. 01-0105-01) (REDMS No. 7929799)

**GP-14**

**See Page GP-14 for full report**

*Designated Speaker: Claudia Jesson*

STAFF RECOMMENDATIONS

*That the Regular Council Meetings for Public Hearings be held on a Monday at 5:30 pm immediately following a General Purposes Committee Meeting.*

**ADJOURNMENT**



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** January 6, 2025  
**From:** Martin Younis, B. Eng., M. Eng. **File:** 10-6000-01/2024-Vol 01  
 Director, Facilities and Project Development  
**Re:** **Major Construction Projects Oversight Committee Policy – Referral Response**

### Staff Recommendation

That the Major Construction Projects Oversight Committee Policy 1021, as described in the report titled “Major Construction Projects Oversight Committee Policy – Referral Response” dated January 6, 2025, from the Director, Facilities and Project Development, be approved.

Martin Younis, B. Eng., M. Eng.  
 Director, Facilities and Project Development  
 (604-204-8501)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF DEPUTY CAO
Business Services	<input checked="" type="checkbox"/>	
City Clerk's Office	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	INITIALS: 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

At the December 16, 2024, General Purposes Committee meeting, Committee adopted the following referral motion:

*That staff be directed to develop a policy that an Oversight Committee be considered at the outset of each project for projects with a Capital cost exceeding \$50 million dollars.*

The purpose of this report is to address the referral by establishing a new policy that an Oversight Committee be established at the onset of all new Capital Construction Projects exceeding \$50 Million.

This report supports Council's Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

*Responsible financial management and efficient use of public resources to meet the needs of the community.*

*4.1 Ensure effective financial planning to support a sustainable future for the City.*

*4.2 Seek improvements and efficiencies in all aspects of City business.*

*4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.*

### Background

The Major Projects Oversight Committee ("the Committee") for capital construction projects over \$50 million will provide oversight review of the project plans and programs providing advice to the project team for:

- Value for money spent within the Council-approved direction for the project;
- Best practices; and
- Compliance with Council-approved project goals including Project guiding principles.

The City takes a comprehensive approach to maintaining and constantly improving how projects are managed and delivered. There are multiple layers of accountability and transparency built into the City's capital management and delivery process that are essential to creating successful outcomes.

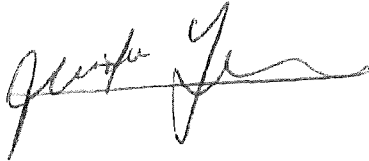
The addition of an Oversight Committee will further solidify the approach to major capital construction projects and will aid the City in delivering the projects on time and budget.

### Financial Impact

None.

**Conclusion**

The City will continue to apply established, rigorous processes for major capital construction projects compliance with the project deliverables, budget and schedule. Project Oversight Committees within major capital construction projects will enhance existing controls.

A handwritten signature in black ink, appearing to read 'Martin Younis', written over a horizontal line.

Martin Younis, B. Eng., M. Eng.  
Director, Facilities and Project Development  
(604-204-8501)

MY:ek

Att. 1: Draft Policy 1021 – Major Construction Projects Oversight Committee



Page 1 of 1	<b>Major Construction Projects Oversight Committee</b>	<b>Policy 1021</b>
Adopted by Council: Date TBD		

**Policy 1021:**

It is Council policy that:

1. A Major Construction Projects Oversight Committee for capital construction projects, with a budget exceeding \$50 Million, be established. Applicable projects that meet this criteria will be brought forward to Council for referral to this Major Construction Projects Oversight Committee.
2. Staff will prepare a Terms of Reference for Council consideration which will include the details of membership, duties, procedures and code of conduct protocols.
3. Council will appoint Committee Members that have relevant experience in major capital project design and delivery.
4. A Council liaison will be assigned by Council to the Committee.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 6, 2025

**From:** Martin Younis, B. Eng., M. Eng.  
Director, Facilities and Project Development

**File:** 06-2052-25-WYAR1/Vol 01



**Re:** **Terms of Reference - Major Construction Projects Oversight Committee**

### Staff Recommendations

1. That the “Terms of Reference - Major Construction Projects Oversight Committee”, dated January 6, 2025, from the Director, Facilities and Project Development, be approved;
2. That Council appoint a Council-liaison to the Major Construction Projects Oversight Committee;
3. That the Works Yard Replacement Project be referred to the Major Construction Projects Oversight Committee; and
4. That the recruitment for members of the Major Construction Oversight Committee occurs as soon as possible and that staff report back to Council with recommended appointees.

Martin Younis, B. Eng., M. Eng.  
Director, Facilities and Project Development  
(604-204-8501)

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b> Business Services Finance	<b>CONCURRENCE</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF DEPUTY CAO</b> 
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> CS	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

At the December 16, 2024, General Purposes Committee meeting, Committee adopted the following referral motion:

*That staff be directed to develop Terms of Reference for an Oversight Committee for the Works Yard Replacement Project.*

The purpose of this report is to address the referral by outlining terms of reference for a Major Construction Projects Oversight Committee, that will complement existing procedures and processes, for Council's endorsement. The Works Yard Replacement Project is recommended to be referred to the Major Construction Projects Oversight Committee.

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

*Community safety and preparedness through effective planning, strategic partnerships and proactive programs.*

*3.1 Advance proactive, sustainable, and accelerated flood protection in collaboration with other governments and agencies.*

*3.3 Ensure the community is collectively prepared for emergencies and potential disasters.*

*3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.*

This report supports Council's Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

*Responsible financial management and efficient use of public resources to meet the needs of the community.*

*4.1 Ensure effective financial planning to support a sustainable future for the City.*

*4.2 Seek improvements and efficiencies in all aspects of City business.*

*4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.*



## **Background**

At the Open Council Meeting on July 10, 2023, it was announced that the existing Lynas Lane location will be the site for replacement of the Works Yard. The Works Yard is critical to operations, emergency response and disaster recovery, supporting services, equipment and material that are fundamental for the operations and maintenance of the City's infrastructure. The Works Yard is essential to maintaining the City's ability to respond and recover when events and incidents occur that may impact community safety.

The project is in the advanced planning/program development and enabling works stages, where space requirements, budget, schedule, form and phasing plans, underground utility relocations in the Phase 1 construction zone, site condition investigations and ground improvement works are being determined. To date, \$100 million has been approved by Council for the project. The project will be delivered in multiple phases over 7 to 10 years, during which full operations will be maintained.

## **Analysis**

The City takes a comprehensive approach to maintaining and constantly improving how projects are managed and delivered. There are multiple layers of accountability and transparency built into the City's capital management and delivery process that are essential to creating successful outcomes. A Major Construction Projects Oversight Committee ("Oversight Committee") will add an additional layer of oversight to the Works Yard Replacement Project.

The Oversight Committee will provide oversight review of the project plans and programs, providing advice to the project team for:

- Value for money spent within the Council-approved direction for the project;
- Best practices; and
- Compliance with Council-approved project goals including Project guiding principles.

Terms of Reference (Attachment 1) have been developed for the Oversight Committee to provide the best value to the City and complement existing procedures related to major project governance and oversight.

Senior-level subject matter experts and consultants in current peer review roles with the City are compensated for their services. In alignment with this, staff recommend a rate of \$500 per meeting for subject matter expert members.

## **Financial Impact**

Costs associated with the Oversight Committee remuneration would be funded within existing budgets.

### **Next Steps**

Staff will conduct a public call and targeted recruitment for membership of the Oversight Committee and bring forward applicant assessments and recommendations for Council consideration.

The Works Yard Replacement Project is currently advancing to the program approval stage. The Oversight Committee will be convened as soon as possible to review the program options to ensure this is brought to Council in a timely manner.

### **Conclusion**

The City will continue to apply established, rigorous processes for major capital construction projects compliance with the project deliverables, budget and schedule. The proposed Major Construction Projects Oversight Committee will augment and enhance existing project management and delivery.



Martin Younis, B. Eng., M. Eng.  
Director, Facilities and Project Development  
(604-204-8501)

MY:ek

Att. 1: Terms of Reference – Major Constructions Projects Oversight Committee

## **Terms of Reference – Major Construction Projects Oversight Committee**

### **Purpose**

The purpose of the Major Construction Projects Oversight Committee (the “Committee”) is to provide independent advice, input and feedback at key milestones during the planning, design development and construction phases of the Project (the “Project”).

### **Role of Committee**

Members of the Committee will focus and provide input on the following:

- The project scope meets the requirements per the Council Strategic Plan or Council-approved program.
- The project budget and schedule aligns with the scope of work.
- Tracking progress – compare critical project milestones to the fundamental elements of scope, schedule, and budget to the baseline.

Committee members are to act within the Council-approved direction for the project. Should the Committee have recommendations outside the Council-approved program staff may present these to Council for consideration. It is Council that must approve any material changes to the project scope, schedule, or budget that may ensue from this input.

Committee members are to act in the best interests of the community.

### **Membership**

Membership shall consist of:

- Three to five (3-5) Subject Matter Experts who have relevant, project-specific experience.

A Council liaison will be appointed by Richmond City Council. The Director, Facilities and Project Development will be the designated Staff Liaison.

Subject Matter Expert Committee members will be remunerated \$500 per committee meeting.

### **Membership Selection**

Staff will conduct a public call and targeted recruitment for membership of the Committee for Council consideration and approval.

Candidates will be chosen to reflect executive-level experience in fields such as construction, architecture, engineering, finance, construction management, or law.

### **Term of Office**

- Two-years for the Chair and Committee members, with appointments reviewed bi-annually.

### **Procedures and Meetings**

- The members of the Committee will choose a Chair and a Vice Chair.
- Meetings will be held on a quarterly basis or at the call of the Chair.
- A quorum will be a majority of members.
- Members of the Committee will make every effort to attend. If a member is to miss a meeting, no alternate is required.
- Copies of the agenda and record of the previous meeting will be circulated to the Committee members.
- The City will provide the Committee with staff support for the preparation of minutes and agendas.
- Other City staff, consultants or contractors may attend meetings and provide technical support as required.

### **Conflict of Interest:**

A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.

Committee members who have a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from further comments. Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following their term(s).

### **Professionalism:**

Committee members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards others members.

Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the Committee's mandate. Any Committee member who is absent for three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee.

**Reporting and Social Media:**

The Committee members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council. Items will be presented to the Committee if referred by Council or staff and the standard process of communication is through staff to Council. Committee members may communicate directly to Council but may not share confidential information regarding the project with the media. All information discussed during Committee is considered confidential unless expressly noted otherwise.

Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.

Should a Committee member violate the Code of Conduct or act outside the Terms of Reference, the Committee member may be removed from the Committee

*Committee members serve at the pleasure of Richmond City Council. Council may amend these Terms of Reference at its discretion.*



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 14, 2025

**From:** Claudia Jesson  
Director, City Clerk's Office

**File:** 01-0105-01

**Re:** Regular Council Meetings for Public Hearings Schedule Change

### Staff Recommendation

That the Regular Council Meetings for Public Hearings be held on a Monday at 5:30 pm immediately following a General Purposes Committee Meeting.

Claudia Jesson  
Director, City Clerk's Office  
(604-276-4006)

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> EB
<b>APPROVED BY CAO</b>	

## Staff Report

### Origin

In late November 2023, *Bill 44, Housing Statutes (Residential Development) Amendment Act* was enacted and introduced significant changes to the City's Public Hearing and respective public notification process.

In terms of *Bill 44* and public hearings, all local governments are prohibited from holding a public hearing on rezoning applications that are consistent with the City's OCP, which is why there are two streams for considering rezoning applications and fewer items being forwarded to public hearings. The new legislation has not eliminated the Public Hearing process but has significantly reduced the items proceeding to a Public Hearing.

The purpose of this report is to adjust the Public Hearing schedule to enable Public Hearings to be held earlier at 5:30 pm following a General Purposes Committee on Mondays, especially when Public Hearing agendas are light in nature.

This report supports Council's Strategic Plan 2022-2026 Strategy #1 Proactive in Stakeholder and Civic Engagement:

*Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.*

### Analysis

In accordance with the *Council Procedure Bylaw No. 7560*, Regular Council Meetings for Public Hearings are to be held on the third Monday of each month at 7:00 pm.

The new legislation has created two process streams for staff to manage for rezoning applications: (1) items proceeding to a Public Hearing, and (2) non-Public Hearing items proceeding to a Council Meeting. As a result, there has been a shift from having monthly Public Hearings to having virtually no regularly scheduled Public Hearing since October 2024. Thus far all rezoning applications, with the exception of one, have been non-Public Hearing items and have been considered at Council Meetings. With so few Public Hearings having to be scheduled and very few upcoming items to a Public Hearing, it is recommended that, when required, Public Hearings be held at 5:30 pm on a Monday following a General Purposes Committee Meeting.

In terms of public engagement, the proposed earlier start-time will still be late enough to enable the public to attend. There are various ways for the public to provide input into the Public Hearing, including submitting written submissions and participating remotely, if required. It should be noted that live-streaming of the Public Hearings will continue as per usual processes. In terms of the overall public notification process, early notification will continue to take place for all rezoning applications (public hearing and non-public hearing). The public notification process for public hearing bound applications also remains the same.

It should be noted that flexibility always exists to adjust the meeting schedule as unusual or urgent circumstances may arise outside of the usual schedule. There may be a circumstance when a heavy General Purposes Committee meeting cycle coincides with a busy Public Hearing cycle, in which case the start-time for a Public Hearing meeting could be adjusted.

**Financial Impact**

None.

**Conclusion**

It is recommended that the proposed schedule for Regular Council Meetings for Public Hearings to be held on Mondays at 5:30 pm following General Purposes Committee Meetings be approved.



Claudia Jesson  
Director, City Clerk's Office