



CITY OF NANAIMO
THE HARBOUR CITY
COUNCIL POLICY MANUAL

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Title:	CAPITAL PROJECT MANAGEMENT POLICY	01

POLICY

The City of Nanaimo (the “City”) is committed to improving transparency and consistency of capital construction project outcomes. The Capital Project Management Framework, as amended from time to time, is a mandatory Administrative Procedure which will be implemented pursuant to this Policy by all Departments undertaking capital construction projects at the City.

REASON FOR POLICY

This Policy is designed to improve capital construction project outcomes through the establishment and implementation of a fit-for-purpose, consistent approach to project management and oversight.

AUTHORITY TO ACT

Delegated to Staff.

PROCEDURE

1 Definitions

- 1.1 Capital Project: For the purposes of this Policy, a Capital Project is defined as all design, construction and related activities involved in delivering a defined scope of work to provide or improve upon the City’s infrastructure within a defined budget and timeframe.
- 1.2 Capital Project Management Framework (the “CPMF”): The CPMF is an Administrative Procedure which describes the standard of project controls and governance arrangements applicable to various classes of Capital Projects.

2 Responsibilities

- 2.1 To implement this Policy and maintain continual improvement of the City’s CPMF, an appropriate level of governance for decision making must be in place throughout the City.
 - 2.1.1 Council is responsible for:
 - i. adoption, periodic review and updating this Policy;

- ii. maintaining the necessary corporate capacity to support the elements and practices within the CPMF; and
- iii. setting priorities and articulating community values to City administration.

2.1.2 CAO is responsible for:

- i. implementing this Policy;
- ii. committing to the implementation and continuous improvement of Capital Project practices and systems to support achievement of the City's organizational objectives.

3 Scope and Applicability

3.1 This Policy applies to all Capital Projects across the organization.

3.2 IT capital projects should follow the intent (but not necessarily the letter) of the CPMF

3.3 The CPMF does not replace any existing corporate strategy, business & capital planning, budget management, asset management, estimating, procurement management systems and processes already in place. The Capital Project Management Framework complements and aligns with these initiatives.

4 Benefits of Compliance

4.1 Implementing this Policy will:

- (i) support the goals stated in the Official Community Plan by making best use of available funds for the provision and maintenance of infrastructure;
- (ii) support the City's vision, community values and priorities as stated in Council's Strategic Plans;
- (iii) establish common expectations across the City in terms of how Capital Projects are delivered based on industry good practices which in turn will improve financial performance, and delivery of services that meet stakeholder expectations.

5 Review Date

This Policy should be reviewed every 3 years from its effective date or from time to time as appropriate.

Date: 201X-XXX-XX Approved by: Council / In Camera Council

1. Amendment Date: 201X-XXX-XX Approved by: Council / In Camera Council