

# STEP 2 TOOLKIT

## Build an Infrastructure Planning Team

### What will this Toolkit help you do?

- Identify individuals to be included on the Infrastructure Planning Team
- Document the purpose of this team
- Document the key responsibilities of this team
- Outline how this team relates to the larger Comprehensive Community Plan (CCP) planning team, if the community is completing a CCP
- Get ready for Step 3: Conduct a Stakeholder Analysis

### What Tools are in this Toolkit?

- Individuals with Infrastructure Knowledge Table
- Infrastructure Planning Team Terms of Reference Template

### When should you use this Toolkit?

If the community is in the process of developing a CCP, use this Toolkit as you complete Pre-Planning Step 3 in the CCP Handbook (see page 20 of the *CCP Handbook*).

If the community is going through another infrastructure planning process, use this Toolkit to help you complete Step 2 in the Guide, and before you take any further steps in the planning process.



**TIPS:**

- Make sure a Project Leader has been identified to champion the infrastructure planning process and build and lead the Infrastructure Planning Team.
- Have conversations with many different people inside and outside of the First Nation to find out who is familiar with infrastructure issues in the community. Start with the Public Works department and/or Infrastructure Manager, as they have the most obvious knowledge of infrastructure, but be sure to speak to all departments. Also, speak to Elders—they often have knowledge of the community’s development history that can be invaluable for infrastructure planning.
- When selecting individuals for the Infrastructure Planning Team, try to choose individuals who are:
  - Knowledgeable about a broad range of infrastructure issues
  - Enthusiastic about being part of the planning process
  - Good communicators
  - Available to contribute to the process
- Be sure to communicate to the entire planning group that infrastructure is everyone’s concern because it underlies so much of what the community aspires to be and to do. Specific roles and responsibilities for infrastructure planning have been assigned to certain individuals to make sure these issues aren’t overlooked.
- Develop the terms of reference for the Infrastructure Planning Team collaboratively with the members of this team (and possibly members of the larger CCP Planning Team, if applicable) to build support and commitment.



- If the community is completing a CCP, be clear on the role of the Infrastructure Planning Team in relation to the larger CCP Planning Team, and share the completed terms of reference with the larger CCP Planning Team. Also, be clear on the roles and responsibilities of each member of the Infrastructure Planning Team.
- Revisit this Toolkit once you have developed a work plan, budget, and schedule (see Step 4 in the Guide and Toolkit), to confirm that all details are accurate.

## INDIVIDUALS WITH INFRASTRUCTURE KNOWLEDGE TABLE

List individuals who have knowledge of the community’s infrastructure. In addition to noting their name and contact information, also identify the individual’s organization. Is the individual a community member? Administrative staff? Consultant? Tribal council staff? If you can, identify an individual for each relevant infrastructure category. Be sure to provide a brief description of the individual’s knowledge. Typical infrastructure categories are:

- Water
- Wastewater
- Transportation
- Telecommunications
- Electrical power
- Stormwater/flood protection
- Solid waste
- Fire protection
- Parks and recreation
- Schools
- Administration buildings
- Housing
- Economic development buildings

You will choose three or four individuals from this list to be on the Infrastructure Planning Team. The contacts listed in this table can be sources of valuable information and advice throughout the infrastructure planning process. Revisit this table once you have completed the asset inventory (see Step 5) to ensure that it includes individuals for all infrastructure categories.

NAME	CONTACT INFO	ORGANIZATION	SPECIFIC KNOWLEDGE
Example: Bob Smith	bob@council.ca	Tribal Council	Water—managed last treatment plant upgrade

## INFRASTRUCTURE PLANNING TEAM TERMS OF REFERENCE TEMPLATE

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### TEAM PURPOSE

The team purpose should answer why the team is coming together and what the end result of the team's work will be. Preferably, the purpose is developed collaboratively by team members to foster support and commitment.

### RELATIONSHIP TO CCP PLANNING TEAM

If the community is in the process of developing a CCP, describe the relationship to the larger CCP Planning Team here. Is the Infrastructure Planning Team embedded as part of the larger CCP Planning Team? Or is the Infrastructure Planning Team an advisory sub-committee that is called upon as needed by the main CCP Planning Team (see Step 2B of the Guide)? Clearly identify the role of the Infrastructure Planning Team's Project Leader to the CCP Planning Team, if applicable.

### **OVERALL TIME COMMITMENT**

Indicate the overall time commitment for members of the Infrastructure Planning Team. Make a preliminary estimate for the purpose of assembling the team—for example, “one year from April 1 to March 31”—and then confirm the overall time commitment once you have developed a work plan, budget, and schedule in Step 4.

### **OVERALL TEAM ROLE AND RESPONSIBILITIES**

List the role and responsibilities of the Infrastructure Planning Team. These could include:

- Fulfilling the steps in the Guide and Toolkit
- Preparing public education materials on infrastructure for use in community meetings
- Responding to questions from community members about infrastructure
- Providing infrastructure-related information to the main CCP Planning Team, if applicable

## INDIVIDUAL TEAM MEMBER ROLES AND RESPONSIBILITIES

Document the roles and responsibilities of individual team members using this table. List the name of each team member and, if possible, an alternate. Also note each team member’s area of expertise, key relevant experience, or knowledge. Be specific about the role each team member will play (think of this as a “job title”) and list each person’s responsibilities (think of this as a “job description”).

NAME	ROLE	AREA OF EXPERTISE	RESPONSIBILITIES
Example: Jim Sawyer (Greg Smith – alternate)	Project Leader	Infrastructure planning	<ul style="list-style-type: none"> <li>• Develop work plan, budget and schedule</li> <li>• Lead all parts of the planning process</li> <li>• Lead all team meetings</li> <li>• Liaise with Chief and Council</li> </ul>