



**AGENDA**  
**PUBLIC WORKS AND ENGINEERING COMMITTEE MEETING**

April 12, 2017, 4:30 PM  
Board Room, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

Pages

1. **CALL THE MEETING OF THE PUBLIC WORKS AND ENGINEERING COMMITTEE TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
  - a. **Minutes** 2 - 3

Minutes from the Open Public Works and Engineering Committee Meeting held Wednesday, 2016-NOV-09 at 4:30 p.m.
5. **PRESENTATIONS:**
6. **REPORTS:**
  - a. **Introductions**
  - b. **Overview**
  - c. **Terms of Reference** 4 - 5
  - d. **Key Date Calendar** 6
7. **OTHER BUSINESS:**
8. **QUESTION PERIOD:**
9. **ADJOURNMENT:**

**MINUTES**  
OPEN PUBLIC WORKS AND ENGINEERING COMMITTEE MEETING  
TRAINING ROOM, SECOND FLOOR, CITY HALL, 455 WALLACE STREET  
WEDNESDAY, 2016-NOV-09, AT 4:30 P.M.

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PRESENT: Councillor W. L. Pratt, Chair

Members: Councillor J. A. Kipp  
W. Wells

Absent: Councillor W. L. Bestwick

Staff: B. McRae, Chief Operations Officer  
P. Rosen, Senior Manager of Engineering  
C. Davis, Manager of Sanitation, Recycling, and Public Works Admin  
B. LaBelle, Manager of Fleet  
M. Brown, Recording Secretary

1. CALL THE PUBLIC WORKS AND ENGINEERING COMMITTEE MEETING TO ORDER:

The Open Public Works and Engineering Meeting was called to order at 4:30 p.m.

2. INTRODUCTION OF LATE ITEMS

- (a) Add Agenda Item 5 (b) Discussion of the Core Service Review as it relates to Engineering.

3. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Special Open Meeting of the Public Works and Engineering Committee held in the Service and Resource Centre Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2016-OCT-09 at 4:00 p.m. be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the Special Open Meeting of the Public Works and Engineering Committee held in the City Manager's Office Meeting Room, City Hall, 455 Wallace Street, Nanaimo, BC, on Monday, 2016-OCT-24 at 4:00 p.m. be adopted as circulated. The motion carried unanimously.

5. ADMINISTRATION:

(a) 2017 Key date Calendar

It was moved and seconded that the Committee adopt the 2017 Key date Calendar for the Public Works and Engineering Committee. The motion carried unanimously.

(b) Discussion of Core Service Review Items Regarding Engineering

Mr. P. Rosen, Engineering and Mr. B. McRae led a discussion regarding the Core Service Review as it relates to Engineering. A Capital Policy was reviewed and Staff have researched several models within different cities, but suggested that members view the version that the City of Windsor is using currently. Mr. P. Rosen is anticipating a draft of a Capital Policy for the City of Nanaimo to be ready in either Q2 or Q3 of 2017 for the Committee to review.

A computerized maintenance managed system that would control and document business workflows was discussed. This program applies primarily to field work and it would tie into the business systems like SAP. This system could take three or four years to roll out as it would be a gradual introduction. The first step towards this would be to retain a consultant to analyze how to fit this system in with the current systems. Educating Staff on the use of the system was discussed. Cities that are currently using this system were compared regarding success levels of integration.

It was moved and seconded that the Committee receive the verbal report from Mr. Rosen. The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded at 4:58 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER



## **TERMS OF REFERENCE**

### **PUBLIC WORKS AND ENGINEERING COMMITTEE**

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#### **PURPOSE:**

The purpose of the Committee is to provide a forum for Council and Staff to seek input from the community and experts on subject matters regarding Public Works & Engineering. Participation of community members is of utmost importance.

The Committee's purpose is to provide recommendations to Council on the following (in the context of Public Works & Engineering Water, sewer, storm, infrastructure, garbage, and fleet).

- capital priorities and planning;
- water management;
- environmental sustainability;
- asset management and financial sustainability;
- transportation master plan;
- community accessibility;
- relevant federal and provincial government policies and programs; and
- other issues referred to the Committee by Director, CAO, COO or Council.

These focus areas have been identified according to the following documents:

- Core Service Review
- current Transportation Master Plan
- Yearly Financial Plan; and
- 2016-2019 Strategic Plan.

*The order and thus priority may change depending on changes to emerging issues as identified by the Committee.*

#### **MEMBERSHIP:**

The membership of the Committee will be as follows:

- a minimum of seven (7) members; and
- three (3) members of Council.

## **ELIGIBILITY:**

All residents are eligible to apply; however, an individual with the following skills and/or expertise may be given preference for membership on this Committee:

- member of the engineering consulting community, development community, contracting community, transportation community;
- broad-based perspective on community services and delivery of those services;
- accessibility; and
- environmental sustainability

## **GRANTS:**

If there are any City Grants related to the Committee the following process will take place:

1. The grant application is received by the City.
2. A Staff/peer review takes place to ensure the applications meet the criteria for a specific grant.
3. The applications that meet the criteria are put on a list in order of relevance by Staff.
4. Staff recommend recipients from the list provided for the grant to the Finance and Audit Committee for approval.

## **MEETING FREQUENCY:**

In addition to regularly scheduled meetings, the Committee will meet upon call of the Chair or the request of two Committee Members.

## **STAFF SUPPORT:**

The following City Departments may provide support to the Committee in accordance with the ***City of Nanaimo Committee Operating Guidelines***:

- Engineering and Public Works
- Community Development
- City Clerk
- Chief Operations Officer
- Other Staff as required

## **OBSERVERS & COMMUNITY SUPPORTS:**

Non-voting representatives may be invited to attend the meeting specific to topics of shared interest. All regular meetings are open to the public.

City of Nanaimo

## PUBLIC WORKS AND ENGINEERING COMMITTEE KEY DATE CALENDAR – 2017

Committee meetings are held in the boardroom on the first floor of the Service and Resource Centre Building at 411 Dunsmuir Street unless otherwise stated.

Committee	Start Time	Day of the Month
<b>Public Works and Engineering Committee</b>	4:30 p.m.	2 <sup>nd</sup> Wednesday

*January 1.....New Year's Day*  
**January 11.....Public Works and Engineering Committee Cancelled**  
  
**February 8.....Public Works and Engineering Committee Cancelled**  
*February 13.....Family Day*  
  
**March 8.....Public Works and Engineering Committee Cancelled**  
  
**April 7-9.....AVICC-Convention – Campbell River**  
**April 12.....Public Works and Engineering Committee**  
*April 14.....Good Friday*  
*April 17.....Easter Monday*  
  
**May 10.....Public Works and Engineering Committee**  
*May 22.....Victoria Day*  
  
**June 1 to 4.....FCM Convention - Ottawa**  
**June 14.....Public Works and Engineering Committee**  
  
*July 3.....Canada Day Stat*  
**July 12.....Public Works and Engineering Committee**  
  
*August 7.....BC Day Stat*  
**August 9.....Public Works and Engineering Committee**  
  
**September 13.....Public Works and Engineering Committee**  
**September 25 to 29.....UBCM Conference - Vancouver**  
  
*October 9.....Thanksgiving Day*  
**October 11.....Public Works and Engineering Committee**  
  
**November 8.....Public Works and Engineering Committee**  
*November 13.....Remembrance Day Stat*  
  
**December 13.....Public Works and Engineering Committee**  
*December 25.....Christmas Day*  
*December 26.....Boxing Day*