

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.

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.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER