

**MINUTES**  
SPECIAL PUBLIC WORKS AND ENGINEERING COMMITTEE MEETING  
BOARD ROOM, SERVICE AND RESOURCE CENTRE  
411 DUNSMUIR STREET, NANAIMO, BC  
TUESDAY, 2018-JAN-23, AT 4:30 P.M.

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PRESENT:   Members:   Councillor M. D. Brennan, Chair  
                                  Mike Donnelly  
                                  Mike Herold  
                                  Mike Leach  
                                  Will Milligan  
                                  Wally Wells

                  Absent:   Councillor S. D. Armstrong (Alternate Chair)  
                                  Leon Cake

                  Staff:       T. Samra, Chief Administrative Officer (vacated 5:06 p.m.)  
                                  B. Sims, Director of Public Works and Engineering  
                                  D. Fournier, Manager of Municipal Infrastructure  
                                  S. Snelgrove, Recording Secretary

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

The Public Works and Engineering Committee Meeting was called to order at 4:32 p.m.

2.       INTRODUCTION OF LATE ITEMS:

- (a)     Bill Sims, Director of Engineering and Public Works, introduced the Committees new Chair Councillor Brennan and advised Councillor Armstrong is the alternate.
- (b)     Bill Sims, Director of Engineering and Public Works, advised that the recommendation regarding Agenda Item 6 (a) Water Metering Policy should be changed to receive the report for information.

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 Regular Meeting of the Public Works and Engineering Committee held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2017-SEP-13 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. REPORTS:

(a) Water Metering Policy

Introduced by Bill Sims, Director of Engineering and Public Works.

Presentation:

1. Steve Brubacher, Water Consultant, Urban Systems, provided a presentation regarding the development and overview of the water meter policy.

Committee discussion took place regarding:

- Residential meters fitting in casing and replacement of casing
- Hiring contractors or using City staff for meter change out
- Cost of replacement meters built into water costs
- Water line breaks on private property
- Shut down valves on city property
- City ownership of meters
- Minimizing ecological footprint by reducing water use and minimizing the size of water meters
- Leakage reporting and billing costs
- Public notification and online monitoring regarding water usage
- Wording of policy in relation to maintaining assets that cost the least to operate

T. Samra, CAO, vacated the Board Room at 5:06 p.m.

It was moved and seconded that the Public Works and Engineering Committee endorse “11-5600-03” Water Metering Policy” and recommend that Council endorse the policy. The motion carried unanimously.

Bill Sims, Director of Engineering and Public Works, distributed a document titled Water Audit 2017 Statistics.

Committee discussion took place regarding:

- Amount of power created at Reservoir No. 1
- Mechanisms in place to detect leaks
- Water main breaks and pipe usage

(b) 2018 Strategic Priorities Engineering and Public Works Committee

Introduced by Bill Sims, Director of Engineering and Public Works.

Committee roundtable discussions took place regarding suggestions for 2018 Strategic Priorities including:

- Limiting the use of garburators in residences within the City of Nanaimo
- Implementing residential composting for multifamily units
- Addressing the level of service for residences that are only accessible only by alleyways
- Reducing speed limits for residential streets to 40 km/hour
- Water Supply Strategic Plan Update
- Traffic divider maintenance, beautification and upgrading

- Panhandlers on road medians
- LED lighting upgrade

Further discussion determined that Staff would provide an information update on the following items:

- Addressing the level of service for residences that are accessible only by alleyways
- Reducing speed limits for residential streets to 40 km/hour
- Panhandlers on road medians
- LED lighting update

It was moved and seconded that the Public Works and Engineering Committee select the following items as their 2018 Annual Strategic Directions:

- Limiting the use of garburators in residences within the City of Nanaimo;
- Implementing residential composting for multifamily units;
- Water Supply Strategic Plan Update; and,
- Traffic divider maintenance, beautification and upgrading.

The motion carried unanimously.

(c) 2018 Public Works and Engineering Committee Key Date Calendar

Committee discussion took place regarding quarterly meetings.

By unanimous consent the Public Works and Engineering Committee amended the 2018 Key Date Calendar to reschedule their July meeting to June.

S. Snelgrove, Recording Secretary, advised she will email the committee about potential dates and send out an invitation to the meeting in June.

6. QUESTION PERIOD:

There were no members of the public in attendance to ask questions.

7. ADJOURNMENT:

It was moved and seconded at 5:58 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER