

A Regular meeting of the Transportation Solutions & Public Works (TSPW) Committee of the Corporation of the City of Port Coquitlam was held in the Heritage Room, City Hall, 2580 Shaughnessy Street, Port Coquitlam, on January 17, 2018 at 4:30 pm.

**VOTING MEMBERS:**

Councillor Darrell Penner, Chair  
Councillor Mike Forrest, Acting Vice-Chair

**ADVISORS TO THE COMMITTEE:**

Dawn Becker, Citizen Advisor  
Nancy McCurrach, Citizen Advisor

**STAFF:**

John Leeburn, Chief Administrative Officer  
Kristen Dixon, Director of Engineering & Public Works  
Staff Sergeant Mark McCutcheon, RCMP Coquitlam Detachment  
Penny Martin, Recording Secretary

**OTHERS:**

Dave Kidd, Manager of Public Works  
Bob Bell, Section Manager of Utilities

Meeting start time 4:31 pm

**1. ADOPTION OF THE AGENDA**

**1.1 January 17, 2018 Regular Meeting Agenda**

It was MOVED AND SECONDED

That the Agenda of the January 17, 2018 Transportation Solutions & Public Works Committee Regular Meeting be adopted as circulated.

Carried

**2. ADOPTION OF THE MINUTES**

**2.1 December 13, 2017 Committee Minutes**

That the adoption of the December 13, 2017 Minutes of the Transportation Solutions & Public Works Committee Meeting be postponed to the next meeting.

3. **DELEGATIONS**

None.

4. **REPORTS**

4.1 **2015 Utility Benchmarking Results**

**Discussion:**

- Staff provided Committee with a brief summary of the report.
- Committee discussed national participation in the benchmarking process, comparison of the results, and benefits to the City of participating.

4.2 **Public Works Business Plan Updates**

**Discussion:**

- Staff provided Committee with an overview of the report, focusing on the Public Works Business Plan updates, including the efficiency and effectiveness of the shared service CIA, and the development of proactive scheduled work plans and associated key performance indicators.
- Committee discussed the reliability of the measures and benchmarks based on the data collection process, and requested the work plans be shared with all of Council.

4.3 **2018 Work Plan for Transportation Solutions & Public Works Committee - Verbal Report**

**Discussion:**

- Staff provided Committee with a summary of the work plan items.
- Committee discussed various items.

5. **ACTION TABLE**

5.1 **Business Arising From Minutes & Action Table  
(Action Table dated January 11, 2018)**

The following items were discussed by Committee:

Completed Item #17 - Traffic Counts - In-house option

Committee inquired about the in-house option for traffic counts and requested staff provide a copy of the information e-mail.

Item #7 - Shaughnessy St and Nacht Ave - Delegation

Committee inquired about schedule for pedestrian upgrades and conversion to LED.

Completed Item #7 - Kingsway Boat Launch Reinstatement

Committee inquired whether the City has a lease with the port authority for the ramp area of the boat launch. Committee discussed the junk boat and directed staff to follow up on who is responsible for addressing that issue.

Completed Item #15 - Sidewalk Program

Committee inquired about the process for completing miscellaneous sidewalk gaps in the community. Staff confirmed that the projects have already been selected (utilizing available funding) for 2018, and that the list of projects for 2019 would be coming forward to Committee later this year. In addition, a report on how sidewalk projects are prioritized in the future will also be coming forward to Committee, upon completion of the budget survey.

6. **INFORMATION ITEMS**

None.

7. **NEW BUSINESS**

None.

8. **ADJOURNMENT**

It was MOVED AND SECONDED:

That the Transportation Solutions & Public Works Committee meeting be adjourned at 5:40 pm.

Carried



Chair, Councillor D. Penner



Corporate Officer, G. Joseph

The official Minutes of the January 17, 2018 Transportation Solutions & Public Works Committee Meeting are not read and adopted until certified correct by the Committee Chairperson.