

Municipality Of Chatham-Kent

Infrastructure and Engineering Services

To: Mayor and Members of Council

From: Thomas Kelly, General Manager, Infrastructure and Engineering Services

Date: February 3, 2021

Subject: Terms of Reference – Infrastructure of Bridges, Culverts and Roads Innovation Committee

Recommendations

It is recommended that:

1. The amended terms of reference for the Infrastructure of Bridges, Culverts and Roads Innovation Committee (Appendix A) be approved to include:
 - a. The structure of the Infrastructure of Bridges, Culverts and Roads Innovation Committee be modified to include other professionals or complimentary positions.
 - b. The composition of committee be revised to be a maximum of four members of Council, four agricultural representatives and four technical experts.

Background

The Infrastructure of Bridges, Culverts and Roads Innovation Committee (the Committee) is a Committee of Council. In accordance with the Committee's terms of reference, approved on April 3, 2018, the Committee's mandate is:

The Committee will consider how the Municipality of Chatham-Kent can innovate and optimize investments related to the infrastructure of bridges, culverts and roads. The Committee will review the processes related to:

1. Establishing asset priorities
2. Procurement:
 - a. "Tendering" versus "Design Build"
 - b. Sourcing Criteria - Evaluation of projects based on initial investment, projected life, risk and the annual lifecycle costs required to maintain the infrastructure
 - c. Tendering timelines
 - d. Types of projects - standardization
3. Financing
4. Inventory reduction and/or repurposing of assets
5. Service level changes

6. Consideration of new infrastructure
7. Utilization of traditional products versus new technology and the relationship to product life and risks
8. Legal liability and risk management considerations
 - a. Requirements for Professional Engineering approval and adherence to all codes

On June 1, 2020, Councillor Pinsonneault raised the following motion:

1. “That the membership of the Infrastructure Committee be realigned to add one member from the Ontario Federation of Agriculture to join the member of the Kent Federation of Agriculture and;
2. That in the absence of either of those representatives, a substitute member of the organization be allowed to attend in their place at meetings.”

Following discussion, Councillor C. McGregor moved, and Councillor Hall seconded:

“That the motion be referred back to the Infrastructure Committee.”

The motion was carried.

Comments

The Committee discussed the proposed changes to the Terms of Reference at their meeting of December 15, 2020.

To ensure a balance of input, the original creation of the Committee was based on a cross section of public representation consisting of three technically based experts and three from the agricultural sector. Resumes were received, evaluated, ranked, and then submitted to Council for final approval. The particular farming federation or affiliation was not a part of the original criteria, but instead, focus was placed on the knowledge and experience of the individual.

Due to resignations and a lack of public support, there is only one representative from the public representing the technical experts. To assist with the membership drive, the Committee agreed Council should consider expanding the qualifications to include urban and business representatives, or retired building inspectors.

The Committee approved the following motion:

“The committee structure be modified to include other professionals or complimentary positions; and that the composition of committee be revised to be a maximum of 4 members of Council, 4 agricultural representatives and 4 technical experts”.

Regarding the use of substitutions, Procedure By-law does not permit this practice. In addition, there are also the following concerns to consider:

- Qualifications of the substitute member,
- The level of knowledge and history of past discussions, and
- The difficult position of being required to vote on items without sufficient background and understanding of the issue at hand.

The committee agreed the terms of reference remain unchanged in this regard. Appendix A is the proposed revised Terms of Reference.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

A Healthy and Safe Community:

Chatham-Kent is a healthy and safe community with sustainable population growth

People and Culture:

Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community

Environmental Sustainability:

Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

Financial Sustainability:

The Corporation of the Municipality of Chatham-Kent is financially sustainable

Open, Transparent and Effective Governance:

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership

Has the potential to support all areas of strategic focus & critical success factors

Neutral issues (does not support negatively or positively)

Consultation

The recommendations within this report are from the Infrastructure of Bridges, Roads and Culverts Innovation Committee and are reflected in the committee minutes of December 15, 2020.

Financial Implications

There are no financial implications resulting from the recommendations.

Prepared by:

Thomas Kelly, P.Eng., MBA
General Manager, Infrastructure and Engineering Services
On behalf of the Committee

Reviewed by:

Councillor Mark Authier
Chair of the Committee

Appendix A – Infrastructure of Bridges, Culverts and Roads Innovation Committee
Revised Terms of Reference

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Infrastructure of Bridges, Culverts and Roads Innovation Committee.docx

Infrastructure of Bridges, Culverts, and Roads Innovation Committee

Revised Terms of Reference

Draft February 2, 2021

1. Mandate

The purpose of this Committee will be to consider how the Municipality of Chatham-Kent can innovate and optimize investments related to the infrastructure of bridges, culverts and roads. The Committee will review the processes related to:

1. Establishing asset priorities
2. Procurement:
 - a. “Tendering” versus “Design Build”
 - b. Sourcing Criteria - Evaluation of projects based on initial investment, projected life, risk and the annual lifecycle costs required to maintain the infrastructure
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 - a. Requirements for Professional Engineering approval and adherence to all codes

2. Composition of Committee

Voting:

- (a) Four (4) members of Council
- (b) Four (4) Agriculture representatives
- (c) Four (4) Technical experts

Non-Voting Support / Resource Members:

- (a) Staff support
 - GM, Infrastructure and Engineering Services; CFO; Director, Legal Services; Administrative Support; others as deemed necessary by the committee.
- (b) Other Government representation – currently vacant.

3. Term of Membership

The length of term is the balance of this term of Council plus one full term of Council. Replacements (if necessary) shall be appointed in accordance with the Committee of Council policy.

Members shall serve without remuneration; however, expenses such as mileage will be reimbursed in accordance with municipal policy.

4. Role Committee Members and Meeting Procedure

The committee shall select a Chair.

Meetings will be held at 5:00 p.m. on the first Tuesday of the month or at the call of the Chair.

Meeting protocol will follow the Municipal Council procedural by-law.

Meetings are open to the public and notice needs to be given within 48 hours as to where and when the meetings will be held and topics to be discussed.

This is an advisory committee of Council. Council has final decision-making authority.

Recommendations forwarded to Council must be of the majority view of the committee.

5. Agenda Outline:

1. Call to Order
2. Adoption of Agenda
3. Declaration of Pecuniary/Conflict of Interest
4. Deputations regarding items on the committee agenda
5. Motion for Approval of previous meeting minutes
6. Business arising from the minutes
7. New Business
8. Next Meeting
9. Adjournment

6. Reports to Council

Minutes, after committee approval, will be forwarded to Council. Reports to Council will be submitted on an as needed basis.