



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

May 10, 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**

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Minutes of the Regular Public Works and Engineering Committee Meeting held 2017-APR-12 at 4:30 p.m. in the Board Room Service and Resource Centre, 411 Dunsmuir Street, Nanaimo.

5. **PRESENTATIONS:**

a. **Structure and Overview of Engineering Group**

Poul Rosen, Senior Manager Engineering, to provide a presentation regarding Structure and Overview of Engineering Group.

b. **Structure and Overview of Public Works**

John Elliot, Senior Manager of Public Works, to provide a presentation regarding Structure and Overview of Public Works.

6. **REPORTS:**

a. **Terms of Reference**

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**7. OTHER BUSINESS:**

**a. Public Works and Engineering Committee 2017 Initiatives**

Public Works and Engineering Committee to discuss and outline committee initiatives for 2017, to be put forward to Council.

**8. QUESTION PERIOD:**

**9. ADJOURNMENT:**

**MINUTES**  
OPEN PUBLIC WORKS AND ENGINEERING MEETING  
BOARD ROOM, SERVICE AND RESOURCE CENTRE  
411 DUNSMUIR STREET, NANAIMO, BC  
WEDNESDAY, 2017-APR-12, AT 4:30 P.M.

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PRESENT: Councillor J. Hong, Chair

Members: Councillor J. A. Kipp  
B. Dashti  
L. Cake  
M. Donnelly  
M. Herold  
M. Leach  
R. Irish  
W. Milligan

Absent: Councillor W. L. Bestwick  
W. Wells

Staff: B. McRae, Chief Operations Officer  
J. Elliot, Senior Manager of Public Works  
S. Gurrie, A/City Clerk (entered 4:43 p.m.)  
J. Vanderhoef, 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 4:30 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Open Meeting of the Public Works and Engineering Committee held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2016-NOV-09 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

4. REPORTS:

(a) Introductions

Councillor Hong initiated a round table introduction of committee members and Staff.

(b) Overview

Brad McRae, Chief Operations Officer, gave an overview of the purpose of the Public Works and Engineering Committee and how it will operate.

(c) Terms of Reference

By unanimous consent the Public Works and Engineering Committee received the Terms of Reference and agreed that the Terms of Reference would be adopted at the next Public Works and Engineering Committee meeting 2017-MAY-10 after all members have had an opportunity to review the document.

(d) Key Date Calendar

Committee discussion took place regarding the Key Date Calendar.

It was moved and seconded that the Public Works and Engineering Committee receive the Key Date Calendar for information. The motion carried unanimously.

S. Gurrie entered the Boardroom at 4:43 p.m.

5. OTHER BUSINESS:

Committee discussion took place regarding the following items:

- ordering food for Public Works and Engineering meetings only if the agenda is large;
- Staff from various departments being invited to attend committee meetings to provide information and expertise on various items;
- handling conflicts of interest;
- the possibility of a future newsletter outlining what the committee is discussing; and,
- the possibility of the Public Works and Engineering Committee viewing various locations around the City (such as the water treatment plant) on a Saturday.

6. ADJOURNMENT:

It was moved and seconded at 4:54 p.m. that the meeting terminate. The motion carried unanimously.

CERTIFIED CORRECT:

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CHAIR

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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.