

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.

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.

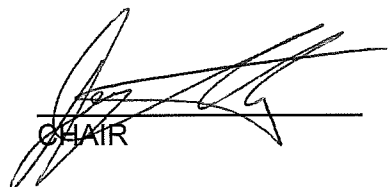
5. OTHER BUSINESS:

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.


CHAIR

CERTIFIED CORRECT:


CORPORATE OFFICER