

AGENDA
OPEN PUBLIC WORKS COMMITTEE MEETING
TRAINING ROOM, SECOND FLOOR, CITY HALL, 455 WALLACE STREET
WEDNESDAY, 2016-NOV-09, AT 4:30 P.M.

1. **CALL THE MEETING OF THE PUBLIC WORKS COMMITTEE TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 - (a) Minutes of the Special Open Meeting of the Public Works Committee held in the Service and Resource Centre Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2016-OCT-09 at 4:00 p.m. *Pg. 2-3*
 - (b) Minutes of the Special Open Meeting of the Public Works Committee held in the City Manager's Office Boardroom, City 455 Wallace Street, Nanaimo, BC, on Monday, 2016-OCT-24 at 4:00 p.m. *Pg. 4-5*
5. **ADMINISTRATION:**
 - (a) **2017 Key date Calendar**

Recommendation: That the Committee adopt the 2017 Key date Calendar for the Public Works and Engineering Committee. *Pg. 6*
6. **QUESTION PERIOD:**
7. **ADJOURNMENT:**

MINUTES

SPECIAL OPEN PUBLIC WORKS AND ENGINEERING COMMITTEE MEETING
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2016-OCT-19, AT 4:00 P.M.

PRESENT: Councillor W. L. Pratt, Chair

Members: Councillor J. A. Kipp
Councillor W. L. Bestwick
W. Wells

Staff: T. Samra, Chief Administrative Officer
B. McRae, Chief Operations Officer
J. Armstrong, City Clerk
S. Gurrie, FOI and Records Supervisor
J. Elliot, Manager of Utilities
C. Davis, Manager of Sanitation, Recycling, and Public Works Admin
G. Foy, Manager of Transportation
P. Stewart, Manager of Engineering Projects
P. Rosen, Senior Manager of Engineering
M. Brown, Recording Secretary

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

The Special Open Public Works and Engineering Committee Meeting was called to order at 4:04 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 Inaugural Special Open Public Works and Engineering Committee Meeting held in the Service and Resource Centre Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2016-SEP-20 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

4. ADMINISTRATION:

(a) New Terms of Reference

The Committee discussed the draft of the Terms of Reference and provided the following recommendations:

- Under Purpose:
 - Change “subject matter experts on Public Works & Engineering matters.” to “experts on subject matters regarding Public Works & Engineering.”
 - Add “Participation of community members is of utmost importance.”
 - Add “2. Water Management”
 - Add “These focus areas have been prioritized according to the following documents: a. Core Service Review b. current Transportation Master Plan c. Yearly Financial Plan; and d. 2016-2019 Strategic Plan.”
 - Add “The order, and thus priority, may change depending on changes to emerging issues as identified by the Committee.”
- Under Membership:
 - Change “minimum” to “maximum”.
- Under Eligibility:
 - Change “environmental sustainability” to “environmental stewardship and sustainability”.
- Under Term:
 - Change “cumulative” to “consecutive”.
- Under Accountability:
 - Change “quarterly” to “semi-annual”.
- Under Meeting Frequency:
 - Add “In addition to regularly scheduled meetings”.

(b) Key date Calendar

It was moved and seconded that the 2016 Key date Calendar with a meeting in December be adopted. The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 4:49 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CORPORATE OFFICER

CERTIFIED CORRECT:

MINUTES

SPECIAL OPEN PUBLIC WORKS AND ENGINEERING COMMITTEE MEETING
CITY MANGER'S OFFICE BOARDROOM, 455 WALLACE STREET, NANAIMO, BC
MONDAY, 2016-OCT-24, AT 4:00 P.M.

PRESENT: Councillor W. L. Pratt, Chair

Members: Councillor J. A. Kipp
Councillor W. L. Bestwick
W. Wells

Staff: B. McRae, Chief Operations Officer
M. Brown, Recording Secretary

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

The Special Open Public works and Engineering Committee Meeting was called to order at 4:04 p.m.

2. ADOPTION OF AGENDA:

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

3. TERMS OF REFERENCE:

The Committee discussed the draft of the Terms of Reference and provided the following recommendations:

- Under Purpose:
 - change numbered and lettered items to bulleted items.
 - change the "M" in water management to a lower case "m".
 - change "prioritized" to "identified".
- Under Accountability:
 - remove "On a regular basis" and add "from time to time"
- Under Observers & Community Supports:
 - Add "All regular meetings are open to the public."

It was moved and seconded that the Committee recommend that the Terms of Reference for the Public Works and Engineering Committee as amended, be forwarded to Council for adoption. The motion carried unanimously.

4. ADJOURNMENT:

It was moved and seconded at 4:18 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

City of Nanaimo

PUBLIC WORKS AND ENGINEERING COMMITTEE

KEY DATE CALENDAR – 2017

Committee meetings are held in the boardroom on the first floor of the Service and Resource Centre Building at 411 Dunsmuir Street unless otherwise stated.

| Committee | Start Time | Day of the Month |
|---|------------|---------------------------|
| Public Works and Engineering Committee | 4:30 p.m. | 2 nd Wednesday |

January 1.....New Year's Day
January 11 Public Works and Engineering Committee

February 8..... Public Works and Engineering Committee
February 13.....Family Day

March 8..... Public Works and Engineering Committee

April 7-9..... AVICC-Convention – Campbell River
April 12 Public Works and Engineering Committee
April 14.....Good Friday
April 17.....Easter Monday

May 10 Public Works and Engineering Committee
May 22.....Victoria Day

June 1 to 4 FCM Convention - Ottawa
June 14..... Public Works and Engineering Committee

July 3.....Canada Day Stat
July 12..... Public Works and Engineering Committee

August 7.....BC Day Stat
August 9..... Public Works and Engineering Committee

September 13..... Public Works and Engineering Committee
September 25 to 29 UBCM Conference - Vancouver

October 9.....Thanksgiving Day
October 11 Public Works and Engineering Committee

November 8..... Public Works and Engineering Committee
November 13.....Remembrance Day Stat

December 13..... Public Works and Engineering Committee
December 25.....Christmas Day
December 26.....Boxing Day