

## **AGENDA**

SPECIAL OPEN PUBLIC WORKS AND ENGINEERING COMMITTEE MEETING  
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC  
MONDAY, 2016-OCT-24, AT 4:00 P.M.

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

2. **ADOPTION OF AGENDA:**

3. **TERMS OF REFERENCE:**

(a) Approval of the edited Draft Terms of Reference

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Recommendation: That the Committee recommend that the Terms of Reference for the Public Works and Engineering Committee be forwarded to Council for adoption.

4. **ADJOURNMENT:**



**City of Nanaimo**  
**PUBLIC WORKS & ENGINEERING COMMITTEE**  
(the “Committee”)

**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).

1. capital priorities and planning;
2. water Management;
3. environmental sustainability;
4. asset management and financial sustainability;
5. transportation master plan;
6. community accessibility;
7. relevant federal and provincial government policies and programs; and
8. other issues referred to the Committee by Director, CAO, COO or Council.

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.

*The order and thus priority may change dependant on changes to emerging issues as identified by the Committee.*

**MEMBERSHIP:**

The membership of the Committee will be as follows:

- a maximum of seven (7) members
- 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

**TERM:**

Each member of the Committee may be appointed for a term of up to two years. Membership may be staggered to support continuity and effective operations. Members may serve a maximum of two consecutive terms on this Committee.

**ACCOUNTABILITY:**

On a regular basis Council will provide direction on Council's priorities to the Committee. The Committee will submit a quarterly a summary report on their activities to Council. The Committee will submit a report with its minutes in a timely manner to Council. The Committee will comply with the City of Nanaimo Committee Operating Guidelines. All members will be given equal voting rights and privileges, not subject to area of expertise.

**MEETING FREQUENCY:**

In addition to regularly scheduled meetings, the Committee will meet upon the 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

**OBSERVERS & COMMUNITY SUPPORTS:**

Non-voting representatives may be invited to attend the meeting specific to topics of shared interest.