

## 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.

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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:

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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.

  
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CHAIR

CERTIFIED CORRECT:

  
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CORPORATE OFFICER