

AGENDA

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.

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

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Inaugural Special Open Meeting of the 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. *Pg. 3-4*

5. **ADMINISTRATION:**

- (a) New Terms of Reference *Pg. 5-6*

- Terms of Reference Working Document for Public Works and Engineering Committee *Pg. 7-9*

Note: Please return the working document of the Terms of Reference to the recording secretary with any suggested edits at the end of the meeting.

- (b) Keydate Calendar *Pg. 11-12*

Two options are provided for meeting dates and times for 2016.

6. **QUESTION PERIOD:**

7. **ADJOURNMENT:**

MINUTES
SPECIAL OPEN INAUGURAL MEETING OF THE PUBLIC WORKS AND
ENGINEERING COMMITTEE
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
TUESDAY, 2016-SEP-20, AT 4:30 P.M.

PRESENT: Councillor W. L. Pratt, Chair

Members: Councillor J. A. Kipp

Absent: Councillor W. L. Bestwick
W. Wells

Staff: T. Samra, Chief Administrative Officer
S. Gurrie, City Clerk
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 INAUGURAL MEETING OF THE PUBLIC WORKS AND
ENGINEERING COMMITTEE TO ORDER:

The Special Open Inaugural Meeting of the Public Works and Engineering Committee was called to order at 4:37 p.m.

2. WELCOME:

T. Samra, Chief Administrative Officer, discussed committee structure and requirements from each committee to assist Council with recommendations. Examples were given of what was discussed in previous inaugural meetings to illustrate the direction and roles each committee is considering.

3. TERMS OF REFERENCE:

(a) Discussion took place regarding:

- The differences between Terms of Reference and Operating Guidelines
- Cross communication between committees
- The importance of decisions being made within the Committee
- Membership and inclusion of members of the public
- The Committee's function being a place to convey to Council what is being brought forward to Council meetings to improve efficiency.
- Integration of the Strategic Plan within Committee recommendations
- The importance of accessibility and having a representative from that area of the community

- Members from the environmental community
- Staff recommendations regarding potential members
- Recommended changing the Purpose to be inclusive of all Engineering and Public Works departments
- Suggested adding financial before sustainability in the Purpose bullet points
- Membership eligibility, diversity and term
- Accountability for quarterly reports
- Deadlines for submitting agenda items

4. ADJOURNMENT:

It was moved and seconded at 6:14 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

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 subject matter experts on Public Works & Engineering matters.

The Committee’s purpose is to provide recommendations to Council on the following:

- transportation master plan;
- capital priorities and planning;
- asset management and sustainability;
- community accessibility issues;
- relevant federal and provincial government policies and programs;
- strategies to address environmental sustainability in the context of public works & engineering; and
- other issues referred to the Committee by Director, CAO or Council.

MEMBERSHIP:

The membership of the Committee will be as follows:

- a minimum of seven (7) members; and
- three (3) members of Council.

ELIGIBILITY:

An individual with the following skills and expertise may be given preference for membership on this Committee:

1. members of the engineering consulting community, development community, contracting community, transportation community;
2. broad-based perspective on community services and delivery of those services; and
3. 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 cumulative 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***.

MEETING FREQUENCY:

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

Below you will find the draft of the Terms of Reference for the Public Works and Engineering Committee. Each section has been broken apart so that as a committee you can discuss, make amendments, or change the terms of reference to better suit your committee. Once you have your suggested edits they will need to go to Council to be approved.

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What Works?	What Doesn't?	What should be amended?

Ideas:

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Additional Notes and ideas:

City of Nanaimo

PUBLIC WORKS AND ENGINEERING COMMITTEE KEY DATE
CALENDAR – 2016

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.

Public Works and Engineering Committee Meetings start at 4:30

September 5 LABOUR DAY

September 20 Public Works and Engineering Committee Meeting

September 26 to 30..... UBCM Conference – Victoria

October 10 THANKSGIVING DAY

October 19 Public Works and Engineering Committee

November 11 REMEMBRANCE DAY

November 16 Public Works and Engineering Committee

December 21..... Public Works and Engineering Committee

December 25 CHRISTMAS DAY

December 26 BOXING DAY

Public Works and Engineering -----3rd Wednesday of every month 4:30-7:00

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