

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: