

## **AGENDA**

SPECIAL OPEN PUBLIC WORKS AND ENGINEERING COMMITTEE MEETING  
SARC BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC  
TUESDAY, 2016-SEP-20, AT 4:30 P.M.

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1. **CALL THE SPECIAL OPEN INAUGURAL MEETING OF THE PUBLIC WORKS AND ENGINEERING COMMITTEE TO ORDER:**
2. **WELCOME:**
  - (a) Ms. Tracy Samra, Chief Administrative Officer, to facilitate a welcome and introductions.
3. **TERMS OF REFERENCE:**
  - (a) Committee Operating Guidelines – The same for all Committees. *Pg. 3-4*
  - (b) Terms of Reference – Unique for each Committee. *Pg. 5-6*
4. **MEMBERSHIP:**
5. **QUESTION PERIOD:**
6. **ADJOURNMENT:**



# **COMMITTEE OPERATING GUIDELINES**

## **Already Addressed for Individual Committees in Terms of Reference**

- Purpose
- Membership
- Eligibility
- Term
- Accountability
- Meeting Frequency
- Voting rights
- Staff Support

## **For All Committees**

Agendas – templates for meetings

Accountability – expectations and deliverables

Appointment Process – recruitment of the public

Budget and Resources – financial and staffing resources

Chair and Vice Chair – selection and responsibilities

Code of Conduct – Members' general responsibilities

Communications – among the committee members and between the committee and other committees

Meeting Arrangements – timing of meetings and procedures

Members – attendance of members, use of resources, vacancies during the term

Minutes – templates, distribution and standards

Public and Delegations – committee interaction with the public during meetings

Quorum – minimum number required for attendance

Remuneration – what the City will and will not cover in terms of expenses and compensation

Reporting to Council – format and timing to respond to Council

Roles on the Committee – involving Council Members, chairs and vice chairs, members, recording secretary and staff members

Scope – mandate, if not specified, and limitations, overlap between committees

Terms – duration of the time, appointments by outside organizations

Work Plan – details and approvals

**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