

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:

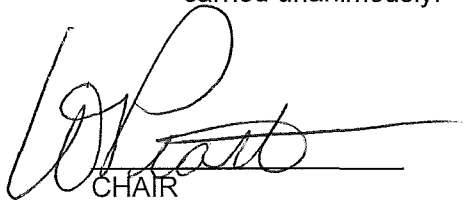
(a) Discussion took place regarding:

- 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