

**MINUTES**  
**SPECIAL FINANCE AND AUDIT COMMITTEE MEETING**  
**BOARD ROOM, SERVICE AND RESOURCE CENTRE**  
**411 DUNSMUIR STREET, NANAIMO, BC**  
**THURSDAY, 2017-AUG-10, AT 9:30 A.M.**

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PRESENT: Chair                      Acting Chair W. M. Yoachim

Members: Mayor W. B. McKay  
Councillor S. D. Armstrong  
Councillor M.D. Brennan (entered 9:32)  
Councillor J. Hong  
Councillor J. A. Kipp (vacated 10:09 a.m.)  
Councillor I. W. Thorpe

Absent: Councillor W. L. Bestwick  
Councillor G. W. Fuller

Staff: V. Mema, Chief Financial Officer  
B. McRae, Chief Operations Officer  
D. Lindsay, Director of Community Development  
P. Cooper, Director of Communication & Community Engagement  
(entered 9:50 a.m.)  
D. Duncan, Deputy Director of Financial Services  
L. Mercer, Manager Accounting Services (vacated 11:09 a.m.)  
W. Fulla, Manager, Finance – Business & Asset Planning  
C. Davis, Manager of Sanitation, Recycling & Public Works  
Administration (vacated 10:17 a.m.)  
J. Horn, Social Planner (entered 10:16 a.m.)  
J. Vanderhoef, Steno  
S. Griffin, Recording Secretary

1. CALL THE SPECIAL FINANCE AND AUDIT COMMITTEE MEETING TO ORDER:

The Special Finance and Audit Committee Meeting was called to order at 9:30 a.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda, be adopted. The motion carried unanimously.

Councillor Brennan entered the Board Room at 9:32 a.m.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Meeting of the Finance and Audit Committee held in the Board Room Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2017-JUN-14 at 9:30 a.m. be adopted as circulated. The motion carried unanimously.

4. REPORTS:

(a) Key Date Calendar

Introduced by Victor Mema, Chief Financial Officer/Deputy City Manager.

It was moved and seconded that the Finance and Audit Committee approve the amended 2017 Finance and Audit Committee Key Date Calendar. The motion carried unanimously.

(b) Travel Assistance Grant – Boxing BC Association

Introduced by Victor Mema, Chief Financial Officer/Deputy City Manager.

It was moved and seconded that the Finance and Audit Committee approve the request from the Boxing BC Association for a Travel Assistance Grant in the amount of \$200 for two (2) Nanaimo Boxing Club athletes to attend the 2017 Imperium Cup being held in Terrebonne, Quebec during the period 2017-MAY-19 through 2017-MAY-21. The motion carried unanimously.

(c) Travel Assistance Grant – Nanaimo Lawn Bowling Club

Introduced by Victor Mema, Chief Financial Officer/Deputy City Manager.

It was moved and seconded that the Finance and Audit Committee approve the request from the Nanaimo Lawn Bowling Club for a Travel Assistance Grant in the amount of \$100 for one (1) Nanaimo Lawn Bowler to attend the National Junior & U25 Lawn Bowling Championships being held in Dartmouth, Nova Scotia, during the period 2017-JUL-13 through 2017-AUG-07. The motion carried unanimously.

P. Cooper entered the Board Room at 9:50 a.m.

(d) Automated Solid Waste Collection – Equipment Financing

Introduced by Victor Mema, Chief Financial Officer/Deputy City Manager.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the borrowing of up to \$6,200,000 through the Equipment Financing Program for implementation of automated solid waste collection. The motion carried.

Opposed: Councillors Hong and Kipp

(e) Quarterly Sole Source and Single Submissions Purchases

To be introduced by Victor Mema, Chief Financial Officer/Deputy City Manager.

It was moved and seconded that the Finance and Audit Committee recommend that Council receive the Quarterly Sole Source and Single Submission Purchases report dated 2017-AUG-10 for information. The motion carried unanimously.

(f) Capital Project Results for the Six Months Ending 2017-JUN-30

Introduced by Victor Mema, Chief Financial Officer/Deputy City Manager.

It was moved and seconded that the Finance and Audit Committee receive the report titled Capital Projects Results for the Six Months Ending 2017-JUN-30 for information. The motion carried unanimously.

Councillor Kipp vacated the Board Room at 10:09 a.m.

(g) Operating Results for the Six Months Ending 2017-JUN-30

Introduced by Victor Mema, Chief Financial Officer/Deputy City Manager.

It was moved and seconded that the Finance and Audit Committee receive the report titled Operating Results for the Six Months Ending 2017-JUN-30 for information. The motion carried unanimously.

The Special Finance and Audit Committee Meeting recessed at 10:11 a.m.

The Special Finance and Audit Committee Meeting reconvened at 10:15 a.m.

J. Horn entered the Board Room at 10:16 a.m.

C. Davis vacated the Board Room at 10:17 a.m.

(h) Development Cost Charge Bylaw

Introduced by Dale Lindsay, Director of Community Development.

Acting Chair Yoachim advised that Dave Frances and Dave Hammond were in attendance and wished to address the Committee as a delegation regarding the Development Cost Charge Bylaw.

It was moved and seconded that Dave Frances and Dave Hammond be permitted to address the Committee as a late delegation regarding the Development Cost Charge Bylaw. The motion carried unanimously.

Delegation:

1. Dave Frances and Dave Hammond spoke regarding the Development Cost Charge Bylaw and the new rates model from the perspective of the industrial and commercial developers.

It was moved and seconded that the Committee receive the delegation from Dave Frances and Dave Hammond for information. The motion carried unanimously.

L. Mercer vacated the Board Room at 11:09 a.m.  
Mayor McKay vacated the Board Room at 11:14 a.m.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to:

1. prepare and introduce a draft Development Cost Charge Bylaw based on the framework outlined in the report titled Development Cost Charge Bylaw dated 2017-AUG-10; and,
2. review and provide a report for Council's consideration on potential expansion of the existing tax exemption programs.

The motion carried unanimously.

Mayor McKay entered the Board Room at 11:26 a.m.

(i) Social Planning Grants – 2017 Recommendations

Introduced by John Horn, Social Planner.

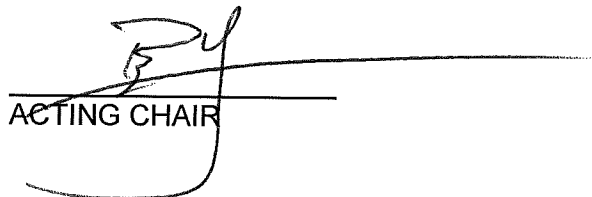
It was moved and seconded that the Finance and Audit Committee recommend that Council approve the 2017 Social Response and the 2017 Community Vitality grant recommendations. The motion carried unanimously.

5. QUESTION PERIOD:

No one in attendance wished to ask questions.

6. ADJOURNMENT:

It was moved and seconded at 11:28 a.m. that the meeting terminate. The motion carried unanimously.

  
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ACTING CHAIR

CERTIFIED CORRECT:

  
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CORPORATE OFFICER