

MINUTES
FINANCE AND AUDIT MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2017-MAY-10, AT 9:30 A.M.

PRESENT: Councillor W. L. Bestwick, Chair

Members: Mayor W. B. McKay (vacated 11:05 a.m.)

Councillor J. Hong (vacated 10:05 a.m.)

Councillor J. A. Kipp

Councillor I. W. Thorpe

Councillor W. M. Yoachim

Councillor G. W. Fuller

Absent: Councillor M. D. Brennan

Staff: V. Mema, Chief Financial Officer

D. Duncan, Deputy Director of Financial Services

L. Mercer, Manager of Accounting Services

W. Fulla, Manager of Finance – Business and Asset Planning

B. Anderson, Manager of Community and Cultural Planning (entered 9:38 a.m., vacated 11:05 a.m.)

S. Gurrie, A/City Clerk (vacated 10:01 a.m.)

J. Vanderhoef, Steno

K. Gerard, Recording Secretary

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

The 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.

3. ADOPTION OF MINUTES:

It was moved and seconded that the following Minutes of the Finance and Audit Committee be adopted as circulated:

- Minutes of the Special Meeting of the Finance and Audit Committee held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2017-APR-05 at 1:00 p.m.; and,
- 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-APR-12 at 9:30 p.m.; and,

- Minutes of the Special Meeting of the Finance and Audit Committee held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2017-APR-19 at 10:00 a.m.

The motion carried unanimously

B. Anderson entered the Boardroom at 9:38 a.m.
S. Gurrie vacated the Boardroom at 10:01 a.m.

4. PRESENTATIONS:

(a) Procurement Transformation Project Update

Stuart Wright, SGW Management Services Inc., provided an update regarding Procurement Transformation Project.

Councillor Hong vacated the Boardroom at 10:05 a.m.
Councillor Fuller vacated the Boardroom at 10:21 a.m.
Councillor Yoachim vacated the Boardroom at 10:22 a.m. and quorum was lost. Discussion continued.
Councillor Yoachim returned to the Boardroom at 10:25 a.m. and quorum was achieved.
Councillor Fuller returned to the Boardroom at 10:26 a.m.

It was moved and seconded that the Finance and Audit Committee receive the presentation from Stuart Wright, SGW Management Services Inc., regarding the Procurement Transformation Project, for information. The motion carried unanimously.

(b) Island Roots Market Co-operative

Larry Whaley provided a presentation regarding Island Roots Market Co-operative.

It was moved and seconded that the Finance and Audit Committee receive the presentation from Larry Whaley, regarding Island Roots Market Co-operative, for information. The motion carried unanimously.

It was moved and seconded that the Finance and Audit Committee direct Staff to meet with the Island Roots market Co-operative, as soon as possible, to discuss their lease at Beban Park, charitable donations and tax receipts. The motion carried unanimously.

5. REPORTS:

(a) Travel Assistance Grant – Wellington Secondary School Band

It was moved and seconded that the Finance and Audit Committee approve the request from the Wellington Secondary School Band for a Travel Assistance Grant in the amount of \$1,200 for twelve (12) musicians to attend MusicFest Canada – Canadian Nationals being held in Niagara Falls, Ontario, during the period 2017-MAY-14 through 2017-MAY-19. The motion carried unanimously.

(b) TeenFest

It was moved and seconded that the Finance and Audit Committee direct staff to provide details regarding:

- specifics of the \$7,000 funding request;
- what is involved in the TeenFest event;
- is there a profit to be made and if so where does it go; and,
- the time frame for the event.

The motion carried unanimously.

Mayor McKay vacated the Boardroom at 11:05 a.m.

B. Anderson vacated the Boardroom at 11:05 a.m.

(c) 2018 – 2022 Financial Plan Process

It was moved and seconded that the Finance and Audit Committee:

1. receive for information the 2018 – 2022 Financial Plan Process report dated 2017-MAY-10; and,
2. recommend that Council approve the “2018 – 2022 Financial Plan Development Calendar” outline:

May 2017	Planning Information and Direction Communicated to
June to August 2017	Departments prepare operating budgets and finalize project plans Business cases are prepared where
September to October 2017	Financial Planning review and completes plan preparation, analysis and reporting
November to December 2017	Council review and public consultation
December 2017	2018 – 2022 Financial Plan (Provisional) and 2018 User Fees bylaws adopted
January to March	Estimates finalized – e.g. growth, RDN and other levies
April/May 2018	2018 – 2022 Financial Plan (Annual) bylaw amendment and 2018 Property Tax Bylaw adopted

The motion carried unanimously.

(d) Quarterly Sole Source and Single Submission Purchase Report

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

6. ADJOURNMENT:

It was moved and seconded at 11:09 a.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER