

AGENDA
FINANCE AND AUDIT COMMITTEE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE,
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2017-FEB-08, AT 9:30 A.M.

1. **CALL THE MEETING OF THE FINANCE AND AUDIT COMMITTEE TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 - (a) 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 Tuesday, 2016-DEC-06 at 9:30 a.m. *Pg. 3-4*
 - (b) 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 Thursday, 2016-DEC-08 at 2:00 p.m. *Pg. 5-7*
5. **PRESENTATIONS:**
 - (a) Bill Dawson, BC Assessment, to provide a presentation regarding 2017 assessment values and trends in Nanaimo.
 - (b) Cliff Trollope, MNP, to provide a presentation regarding the Business Continuity Plan (BCP) project.
6. **ADMINISTRATION:**
 - (a) **Quarterly Direct Award Purchases**

Purpose: To comply with Council's "Purchasing Power Delegation Bylaw 2013 No. 7175" by reporting Direct Award Purchases during the three month period from 2016-OCT-01 to 2016-DEC-31.

Recommendation: That the report Quarterly Direct Award Purchases dated 2017-FEB-08 be received for information. *Pg. 8-11*

(b) **Quarterly Single Submission Purchases**

Purpose: To comply with Council's "Purchasing Power Delegation Bylaw 2013 No. 7175" by reporting Single Tender Submissions during the three month period from 2016-OCT-01 to 2016-DEC-31.

Recommendation: That the report Quarterly Single Submission Purchases dated 2017-FEB-08 be received for information. Pg. 12

7. **QUESTION PERIOD:**

8. **ADJOURNMENT:**

MINUTES
SPECIAL FINANCE AND AUDIT COMMITTEE MEETING
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
TUESDAY, 2016-DEC-06, AT 9:30 A.M.

PRESENT: Councillor W. L. Bestwick, Chair

Members: Mayor W. B. McKay
Councillor J. Hong
Councillor G. W. Fuller
Councillor W. M. Yoachim (via phone at 9:36 a.m., disconnected at 9:44 a.m.)

Absent: Councillor I. W. Thorpe
Councillor J. A. Kipp
Councillor M. D. Brennan
Councillor W. L. Pratt

Staff: V. Mema, Chief Financial Officer
D. Lindsay, Director of Community Development
D. Duncan, Deputy Director of Financial Services
P. Rosen, Senior Manager of Engineering
J. Slater, Senior Accountant
M. Brown, 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 9:36 a.m.

2. INTRODUCTION OF LATE ITEMS

- (a) Mr. V. Mema requested that Agenda item 5 (i) Ammonia Chiller Failure at Nanaimo Ice Centre be removed from the Agenda.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Special Meeting of the Finance and Audit Committee held in the Service and Resource Centre Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2016-NOV-16 at 9:30 a.m. be adopted as circulated. The motion carried unanimously.

Councillor Yoachim disconnected from the meeting by phone at 9:44 a.m. Discussion was suspended as quorum was lost at 9:44 a.m.

5. ADJOURNMENT:

The meeting terminated at 9:44 a.m. due to a lack of quorum.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

MINUTES
SPECIAL FINANCE AND AUDIT COMMITTEE MEETING
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
THURSDAY, 2016-DEC-08, AT 2:00 P.M.

PRESENT: Councillor W. L. Bestwick, Chair (arrived 2:21 p.m. and assumed the Chair 2:35 p.m.)
Councillor I. W. Thorpe, Acting Chair

Members: Mayor W. B. McKay
Councillor G. W. Fuller
Councillor I. W. Thorpe
Councillor J. A. Kipp (arrived 2:20 p.m.)
Councillor J. Hong
Councillor M. D. Brennan (vacated 3:42 p.m.)
Councillor W. L. Pratt (vacated 3:41 p.m.)

Absent: Councillor W. M. Yoachim

Staff: V. Mema, Chief Financial Officer
B. McRae, Chief Operations Officer (vacated 3:25 p.m.)
D. Lindsay, Director of Community Development (arrived 3:25 p.m.)
K. Fowler, Chief Sustainability Officer (vacated 2:25 p.m.)
D. Duncan, Deputy Director of Financial Services
P. Stewart, Manager of Engineering Projects (vacated 3:25 p.m.)
P. Rosen, Senior Manager of Engineering (vacated 3:25 p.m.)
E. Williams, Manager of Recreation Services (arrived 3:12 p.m.)
J. Slater, Senior Accountant
M. Brown, 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 2:01 p.m.

2. **ADOPTION OF AGENDA:**

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

3. **ADMINISTRATION:**

(a) **2017 Key Date Calendar**

It was moved and seconded that the 2017 Key Date Calendar for the Finance and Audit Committee be adopted as presented. The motion carried unanimously.

(b) Capital Project Results for the Nine Months Ending 2016-SEP-30

It was moved and seconded that the Finance and Audit Committee receive for information the Capital Project Results for the Nine Months Ending 2016-SEP-30 report. The motion carried unanimously.

(c) Council Expenses for the Nine Months Ending 2016-SEP-30

It was moved and seconded that the Finance and Audit Committee receive for information the Council Expenses for the Nine Months Ending 2016-SEP-30 report. The motion carried unanimously.

(d) Nanaimo Economic Development Corporation Operating Results for the Nine Months Ending 2016-SEP-30

It was moved and seconded that the Finance and Audit Committee receive for information Nanaimo Economic Development Corporation Operating Results for the Nine Months Ending 2016-SEP-30 report. The motion carried unanimously.

(e) Operating Results for the Nine Months Ending 2016-SEP-30

It was moved and seconded that the Finance and Audit Committee receive for information Operating Results for the Nine Months Ending 2016-SEP-30 report. The motion carried unanimously.

Councillor Kipp entered the boardroom at 2:20 p.m.
Councillor Bestwick entered the boardroom at 2:21 p.m.

(f) Vancouver Island Conference Centre Operating Results for the Nine Months Ending 2016-SEP-30

It was moved and seconded that the Finance and Audit Committee receive for information Vancouver Island Conference Centre Operating Results for the Nine Months Ending 2016-SEP-30 report. The motion carried unanimously.

Councillor Bestwick assumed the Chair at 2:35 p.m.

(g) Procurement Policy Update

It was moved and seconded that the Finance and Audit Committee recommend that Council amend "Purchasing Power Delegation Bylaw 2013 No. 7175" and related schedules. The motion carried unanimously.

(h) Bastion Street Bridge Rehabilitation

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to proceed with the rehabilitation and seismic retrofit of the Bastion Street Bridge to achieve a Safety 1 designation. The motion carried unanimously.

(i) Replacement of Recreation Management Software

It was moved and seconded that the Finance and Audit Committee receive for information Replacement of Recreation Management Software report. The motion carried unanimously.

Councillor Pratt vacated the boardroom at 3:41 p.m.
Councillor Brennan vacated the boardroom at 3:42 p.m.

(j) Establishment of Strategic Infrastructure Reserve Fund

It was moved and seconded that consideration of the Establishment of Strategic Infrastructure Reserve Fund Report be deferred to 2016-DEC-12 Committee of the Whole Meeting. The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded at 4:02 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

DATE OF MEETING February 8, 2017

AUTHORED BY VICTOR MEMA, CHIEF FINANCIAL OFFICER

SUBJECT **QUARTERLY DIRECT AWARD PURCHASES**

OVERVIEW

Purpose of Report

To comply with Council's "Purchasing Power Delegation Bylaw 2013 No. 7175" by reporting Direct Award Purchases during the three month period from 2016-OCT-01 to 2016-DEC-31.

Recommendation

That the report Quarterly Direct Award Purchases dated 2017-FEB-08 be received for information.

DISCUSSION

In accordance with Council's "Purchasing Power Delegation Bylaw 2013 No. 7175", a report to Council is provided each quarter summarizing Direct Award purchases made between \$25,000. to \$250,000. without conducting a procurement process. Council approves Direct Award purchases over \$250,000.

There were twenty one (21) Direct Awards made during the three month period from 2016-OCT-01 to 2016-DEC-31.

- 1) Vendor: Alpine Bike Parks, LLC & Alpine Bike Parks Canada Inc.; Whistler, B.C.
Amount: \$32,617.00 + G.S.T.
Description: Beban Bike Park
Reason: To ensure compatibility with existing equipment.
Department: Parks Operations
- 2) Vendor: Active Network; Burnaby, B.C.
Amount: \$26,839.52 + G.S.T. and P.S.T.
Description: Class Maintenance & Support Annual Renewal for 2017.
Reason: Proprietary software service only available from this vendor.
Department: Information Technology Department
- 3) Vendor: Aggreko Canada Inc.; Leduc, AB.
Amount: \$58,782.00 + G.S.T. and P.S.T.
Description: Hometown Hockey Event. Chiller.
Reason: Project must be expedited. Only Western Canada firm able to provide equipment in the short time required.
Department: Parks Operations

- 4) Vendor: Brisbin Brook Beynon Architects; Toronto, ON.
Amount: \$275,000.00 + G.S.T.
Description: Phase 1 Events Centre Feasibility Study.
Reason: Council wishes project to be expedited.
Department: City Manager Office/City Council
- 5) Vendor: BC Hydro; Victoria, B.C.
Amount: \$34,917.00 + G.S.T.
Description: Hometown Hockey. Temporary Transformer Setup.
Reason: Only vendor who can provide service.
Department: Parks Operations
- 6) Vendor: Bunt & Associates Eng Ltd.; Vancouver, B.C.
Amount: \$47,700.00 + G.S.T.
Description: Events Centre
Reason: Council wishes project to be expedited.
Department: City Manager Office/City Council
- 7) Vendor: Center Ice Rinks Incorporated; Mississauga, ON.
Amount: \$44,704.00 + G.S.T. and P.S.T.
Description: Hometown Hockey. Supply and install Arena Mat.
Reason: Project to be expedited.
Department: Parks Operations
- 8) Vendor: Communication Connection; Nanaimo, B.C.
Amount: \$31,485.00 + G.S.T. and P.S.T.
Description: Renewal of Software Assurance on Mitel 3300 Communication Servers.
Reason: To ensure compatibility with existing equipment.
Department: Information Technology Department
- 9) Vendor: Ernst & Young Orenda Corporate Finance Inc.; Toronto, ON.
Amount: \$25,000.00 + G.S.T.
Description: Events Centre
Reason: Council wishes project to be expedited.
Department: City Manager Office/City Council
- 10) Vendor: eScribe Solutions; Markham, ON.
Amount: \$70,146.00 + G.S.T. and P.S.T.
Description: Three year contract. Move from self hosted version to cloud hosted version.
Reason: To ensure compatibility with existing equipment.
Department: Information Technology Department
- 11) Vendor: EST Environmental Technologies Ltd.; Delta, B.C.
Amount: \$28,290.00 + G.S.T. and P.S.T.
Description: Portable FloDar.
Reason: Recommendation from engineering study to install equipment. Ensure compatibility with existing equipment. Only authorized provider.
Department: Engineering Group

- 12) Vendor: FDM Software Ltd.; North Vancouver, B.C.
Amount: \$107,145.75 + G.S.T. and P.S.T.
Description: Three Year Annual Support & Maintenance Contract.
Reason: Proprietary software service only available from this vendor.
Department: Information Technology Group

- 13) Vendor: Flowform Bike Ramps; Whistler, B.C.
Amount: \$26,506.00 + G.S.T. and P.S.T.
Description: Flowform features for Bike Park.
Reason: No Challenges to the Notice of Intent (N.O.I.) posted on the City website and B.C. Bid and City Social Media sites.
Department: Construction Department

- 14) Vendor: Poralu Marine Inc.; Saint-Eustache, QC.
Amount: \$257,700.00 + G.S.T. and P.S.T.
Description: Replacement dock sections.
Reason: No Challenges to the Notice of Intent (N.O.I.) posted on the City website and B.C. Bid and City Social Media sites.
Department: Parks Operations

- 15) Vendor: Prolomar Global Inc.; Priddis, AB.
Amount: \$76,133.50 + G.S.T.
Description: Temporary Management for Purchasing Department.
Reason: Interim manager required until position is filled.
Department: Finance

- 16) Vendor: SGW Management Services Inc.; Raymond, AB.
Amount: \$80,706.74 + G.S.T.
Description: Consulting Services.
Reason: Consulting Services for Purchasing Department Transition Project.
Department: Finance

- 17) Vendor: Softchoice Corporation; Toronto, ON.
Amount: \$155,643.25 + G.S.T. and P.S.T.
Description: Microsoft Select Plus Agreement.
Reason: Pricing is based on MS Plus agreement where pricing is negotiated between Microsoft and the BC Government. Softchoice is a vendor that honours Select Plus pricing.
Department: Information Technology

- 18) Vendor: Tempest Development Group; Kelowna, B.C.
Amount: \$95,463.50 + G.S.T. and P.S.T.
Description: 2017 Annual Support and Maintenance.
Reason: Proprietary software service only available from this vendor.
Department: Information Technology

- 19) Vendor: Tetra Tech EBA Inc.; Edmonton, AB.
Amount: \$45,348.00 + G.S.T.
Description: Events Centre. Geotechnical and Environmental Considerations for Proposed Development at 1 Port Drive.
Reason: Council wishes project to be expedited.
Department: Community Development
- 20) Vendor: Urban Systems Ltd.; Vancouver, B.C.
Amount: \$28,100.00 + G.S.T.
Description: Events Centre. Multiplex Roads and Utility Review.
Reason: Council wishes project to be expedited.
Department: Engineering Department
- 21) Vendor: Weirfoulds LLP;
Amount: \$28,100.00 + G.S.T.
Description: Events Centre. Legal Advisor.
Reason: Council wishes project to be expedited.
Department: Finance Department

SUMMARY POINTS

- Quarterly Direct Award Report as per "Purchasing Power Delegation Bylaw 2013 No. 7175".
- Twenty one (21) Direct Awards during the three month reporting period of 2016-OCT-01 to 2016-DEC-31.

Submitted by:



Victor Mema
Chief Financial Officer

DATE OF MEETING February 8, 2017

AUTHORED BY VICTOR MEMA, CHIEF FINANCIAL OFFICER

SUBJECT QUARTERLY SINGLE SUBMISSION PURCHASES

OVERVIEW

Purpose of Report

To comply with Council's "Purchasing Power Delegation Bylaw 2013 No. 7175" by reporting Single Tender Submissions during the three month period from 2016-OCT-01 to 2016-DEC-31.

Recommendation

That the report Quarterly Single Submissions Purchases dated 2017-FEB-08 be received for information.

DISCUSSION

In accordance with Council's "Purchasing Power Delegation Bylaw 2013 No. 7175", a report to Council is provided each quarter summarizing Single Submissions received between \$25,000. to \$250,000. after conducting a procurement process. Council approves any Single Submission purchases over \$250,000.


There was one (1) Single Submission award made during the three month period from 2016-OCT-01 to 2016-DEC-31.

- 1) Vendor: Urban Systems; Vancouver, B.C.
Amount: Still in negotiation + G.S.T.
Description: Townsite Sanitary Sewer Catchment Master Plan.
Reason: Request for Statement of Qualifications No. 1834 was posted on the City website and BC Bid and City Social Media sites.
Department: Engineering Department

SUMMARY POINTS

- Quarterly Single Submission report as per Council's "Purchasing Power Delegation Bylaw 2013 No. 7175".

Submitted by:



Victor Mema
Chief Financial Officer

Finance and Audit Committee
2017-FEB-08