

MINUTES
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.

PRESENT: Members: Councillor W. L. Bestwick
 Councillor M. D. Brennan
 Councillor G. W. Fuller
 Councillor J. Hong
 Councillor J. A. Kipp
 Councillor I. W. Thorpe
 Councillor W. M. Yoachim

Absent: Mayor W. B. McKay
 Councillor W.L. Pratt

Staff: T. Samra, Chief Administrative Officer
 V. Mema, Chief Financial Officer (via telephone)
 B. McRae, Chief Operations Officer (vacated 9:58 a.m.)
 D. Hiscock, Revenue Services Manager
 M. Laura, Manager Accounting Services
 W. Fulla, Manager Finance – Business & Asset Planning
 D. Blackwood, Client Support Specialist
 S. Gurrie, A/City Clerk
 J. Vanderhoef, Recording Secretary

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

The Finance and Audit Committee Meeting was called to order at 9:49 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 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 Tuesday, 2016-DEC-06 at 9:30 a.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 Thursday, 2016-DEC-08 at 2:00 p.m.

The motion carried unanimously.

4. PRESENTATIONS:

- (a) Bill Dawson, Deputy Assessor for BC Assessment, provided a presentation regarding 2017 assessment values and trends in Nanaimo.

It was moved and seconded that the Finance and Audit Committee receive the presentation from Bill Dawson. The motion carried unanimously.

B. McRae vacated the Boardroom at 9:58 a.m.
Councillor Hong vacated the Boardroom at 10:31 a.m.

- (b) Cliff Trollope, MNP, provided a presentation regarding the Business Continuity Plan (BCP) project.

It was moved and seconded that the Finance and Audit Committee receive the presentation from Cliff Trollope. The motion carried unanimously.

Councillor Hong returned to the Boardroom at 10:33 a.m.

5. ADMINISTRATION:

- (a) Quarterly Direct Award Purchases

It was moved and seconded that the Finance and Audit Committee receive the Quarterly Direct Award Purchases report dated 2017-FEB-08 for information. The motion carried unanimously.

- (b) Quarterly Single Submission Purchases

It was moved and seconded that the Finance and Audit Committee receive the Quarterly Single Submission Purchases report dated 2017-FEB-08 for information. The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded at 10:37 a.m. that the meeting terminate. The motion carried unanimously.



CHAIR

CERTIFIED CORRECT:



CORPORATE OFFICER