

MINUTES
OPEN FINANCE AND AUDIT COMMITTEE MEETING
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
TUESDAY, 2016-NOV-01, AT 9:30 A.M.

PRESENT: Councillor W. L. Bestwick, Chair

Members: Councillor G. W. Fuller (vacated at 10:55 a.m.)
Councillor J. Hong (arrived at 9:33 a.m.)
Councillor J. A. Kipp
Councillor W. L. Pratt

Absent: Mayor W. B. McKay
Councillor M. D. Brennan
Councillor I. W. Thorpe
Councillor W. M. Yoachim

Staff: T. Samra, Chief Administrative Officer
V. Mema, Chief Financial Officer
B. McRae, Chief Operations Officer
D. Duncan, Deputy Director of Financial Services
L. Mercer, Manager of Accounting Services
A. Coronica, Senior Financial Analyst
D. Lindsay, Director of Community Development
P. Rosen, Senior Manager of Engineering
P. Cooper, Director of Communication and Engagement
M. Brown, Recording Secretary

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

The Special Open Finance and Audit Committee Meeting was called to order at 9:32 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 Minutes of the Inaugural Special Open Meeting of the Finance and Audit Committee held in the Service and Resource Centre Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2016-OCT-04 at 10:00 a.m. be adopted as circulated. The motion carried unanimously.

4. PRESENTATIONS:

- (a) Mr. Paul Warren and Mr. Stuart Wright, representatives of SGW Management Services Inc, presented the City of Nanaimo Supply Management Operations Update.

The Committee discussed having two sets of documents; a standard set as well as a set for emergencies. Earned value management was reviewed by the Committee members. Bids being inflated based on budget expectations were explored. Ms. Samra explained the relationship between the proposal of this presentation, the Core Services Review, and improvement in efficiencies. Mr. Mema addressed the timeline of the costs and benefits of the suggestions from the presentation. Discussion around staffing for centralized purchasing took place.

It was moved and seconded that the Finance and Audit Committee receive the presentation from SGW Management Services Inc. The motion carried unanimously.

5. TERMS OF REFERENCE:

- (a) Approval of the Edited Draft Terms of Reference:

It was moved and seconded that the Terms of Reference for the Finance and Audit Committee be forwarded to Council for adoption. The motion carried unanimously.

6. ADMINISTRATION:

- (a) Business Continuity Plan:

Presentation:

1. Mr. Victor Mema, Chief Financial Officer, Business Continuity Plan.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve allocation of \$125,000 towards development and implementation of the City wide Business Continuity Plan. The motion carried unanimously.

- (b) Draft 2017 – 2021 Financial Review (continued from the meeting held 2016-OCT-04):

Presentation:

1. Ms. Deborah Duncan, Deputy Director of Financial Services, Draft 2017 – 2021 Financial Review from the Inaugural Special Open Finance and Audit Committee Meeting Held 2016-OCT-04

It was moved and seconded that the Finance and Audit Committee receive the presentation of the Draft 2017 – 2021 Financial Review. The motion carried unanimously.

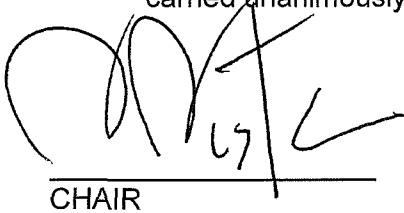
It was moved and seconded that the Finance and Audit Committee Meeting continue to be video recorded for information once quorum was lost. The motion carried unanimously.

Councillor Fuller vacated the Boardroom at 10:55 a.m.

Discussion was suspended as quorum was lost at 10:55 a.m.

7. ADJOURNMENT:

It was moved and seconded at 11:02 a.m. that the meeting terminate. The motion carried unanimously.



CHAIR

CERTIFIED CORRECT:



CORPORATE OFFICER