

DATE OF MEETING | FEBRUARY 20, 2019 |

AUTHORED BY | SKY SNELGROVE, STENO COORDINATOR, LEGISLATIVE SERVICES |

SUBJECT | **2019 FINANCE AND AUDIT COMMITTEE KEY DATE CALENDAR** |

OVERVIEW

Purpose of Report

To provide for the Finance and Audit Committee's consideration, the draft 2019 key date calendar.

Recommendation

That the Finance and Audit Committee recommend that Council approve the 2019 Finance and Audit Committee Key Date Calendar.

BACKGROUND

The purpose of the Finance and Audit Committee (committee) is to assist Council in fulfilling its oversight responsibilities over the finance of the City in accordance with the provisions of the *Community Charter* by providing advice on financial matters, enterprise risk matters, community investment matters, subsidiary companies as well as service agreements. Delegations related to financial matters are directed to attend Finance and Audit Committee meetings.

Currently, the majority of City committees are not meeting until Council provides further direction. Staff have recognized the need for the Finance and Audit Committee, comprised of each member of Council, to continue to meet. The Committee Operating Guidelines state that the Corporate Officer is responsible for determining the regular schedule of days, times and locations for committees. Staff have prepared the attached key date calendar (Attachment A) for the committee's consideration.

The committee has historically met on the second Wednesday of the month from 9:00 a.m. to 12:00 p.m. in the Shaw Auditorium, Vancouver Island Conference Centre. In order to avoid having a morning meeting scheduled the day after the Regional District of Nanaimo's Board meeting or Committee of the Whole meeting, held on the second and fourth Tuesdays of the month, Staff recommend changing the meeting date to the third Wednesday of the month. The Chamber of Commerce holds a monthly luncheon where the Mayor is invited to attend, held on the second Wednesday of the month, conflicting with the original meeting schedule.

Staff recommend changing the location of the meeting to the Board Room, Service and Resource Centre, as using a City-owned facility will result in an average cost saving of approximately \$1300 per meeting. The costs for the meeting are primarily related to audio/visual technical equipment, now provided by the City, room rental and hospitality costs. Meetings would continue to be live streamed and video recorded from the Boardroom.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the 2019 Finance and Audit Committee Key Date Calendar.
 - **Budget Implication:** Hosting the meeting in City-owned facilities will result in a cost savings of approximately \$1300 per meeting.
 - **Engagement Implication:** Meetings will continue to be livestreamed to the City's website and a recording posted.
 - **Strategic Priorities Implication:** Open and transparent meetings lead to good governance.
2. That the Finance and Audit Committee provide alternate direction regarding the 2019 Key Date Calendar.

SUMMARY POINTS

- Committee meetings will be held on the 3rd Wednesday of the month from 9:00 a.m. to 12:00 p.m. in the Boardroom, Service and Resource Centre.
- Changing the meeting date to the third Wednesday of the month avoids conflicts such as the Chamber of Commerce Luncheon and Regional District of Nanaimo meetings the evening prior.
- Meetings will continue to be livestreamed to the website and recorded.

ATTACHMENTS

Attachment A – 2019 Finance and Audit Key Date Calendar

Submitted by:

Sky Snelgrove
Steno Coordinator, Legislative Services

Concurrence by:

Sheila Gurrie
City Clerk and Corporate Officer

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