

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
WEDNESDAY, 2021-JAN-20, AT 9:00 A.M.

Present: Mayor L. Krog, Chair
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley (joined electronically)

Staff: J. Rudolph, Chief Administrative Officer
R. Harding, General Manager, Parks, Recreation and Culture
S. Legin, General Manager, Corporate Services
D. Lindsay, General Manager, Development Services
B. Sims, General Manager, Engineering and Public Works
T. Doyle, A/Fire Chief (joined electronically)
L. Mercer, Director, Finance
L. Wark, Director, Recreation and Culture
L. Bhopalsingh, Manager, Community Planning
F. Farrokhi, Manager, Communications
J. Rushton, Manager, Purchasing and Stores
D. Stewart, Social Planner
S. Snelgrove, Deputy Corporate Officer
K. Lundgren, Recording Secretary

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

The Finance and Audit Committee Meeting was called to order at 9:00 a.m.

2. APPROVAL OF THE AGENDA:

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

3. ADOPTION OF THE MINUTES:

It was moved and seconded that the following Minutes be adopted as circulated:

- Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Friday, 2020-DEC-04, at 9:13 a.m.

- Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2020-DEC-09, at 8:30 a.m.
- Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2020-DEC-16, at 9:00 a.m.

The motion carried unanimously.

4. REPORTS:

(a) Sustainable Procurement Policy and Procurement Policy Update

Introduced by Shelley Legin, General Manager, Corporate Services.

Presentation:

1. Jane Rushton, Manager, Purchasing and Stores, provided a PowerPoint presentation. Highlights included:
 - The Procurement Policy, launched in 2017, transformed the City from decentralized purchasing to a centralized purchasing organization
 - The purpose of the Procurement Policy is to establish governance parameters for the purchasing of all goods and services for the City
 - Implications of the Procurement Policy for Staff and the City include:
 - Responsible fiscal spending and management
 - Fair, open and transparent procurement practices
 - Compliance with applicable trade agreements
 - Supporting local economy by making a shift from ordering from large retail establishments to seeing if the product is available locally
 - Implication of the Procurement Policy for vendors include:
 - The City's commitment to fair, open and transparent purchasing practices
 - Ensuring the City obtains the best value and good outcomes for its expenditures
 - Standard operating procedures and guiding documents
 - In accordance with all the applicable trade agreements, there will be no local preferences for competitive process purchases
 - The policy is to be reviewed every three years from its effective date
 - Review was completed in 2020 and minor updates were determined:
 - Remove, revise and add definitions
 - Remove any procedural elements not consistent with a policy
 - Align with modifications to the organizational structure
 - Add reference to new trade agreements not in effect when the Procurement Policy was initially implemented
 - Align with advice from legal counsel
 - The Sustainable Procurement Policy aims to further align procurement with Council's core vision of being a livable sustainable city

- The Sustainable Procurement Policy applies to all procurement activities including goods, services, and capital projects, where applicable and when relevant
- Implications of the Sustainable Procurement Policy for Staff and the City include:
 - Considering the sustainability impacts associated with purchases
 - Engaging the vendor community and communicating with vendors regarding sustainability
 - Improving tools and practices
- Inclusion of sustainability considerations in the procurement process will signal to potential suppliers of the City's commitment to local priorities and global sustainable development goals
- Next steps in Sustainable Procurement Policy implementation include:
 - Continuing to engage the working group
 - Further development of tools to guide implementation of sustainability into various procurement activities
 - Develop specific Standard Operating Procedures
 - Identify high impact procurement opportunities and imbed relevant sustainability considerations in "Request for X" (RFX) documents
 - Identify indicators that will capture process and outcome measurements
 - Vendor communication and engagement
 - Staff training and engagement

Committee discussion took place. Highlights included:

- Timeline in respect to the new buyer position effective July 1, 2021
- The inclusion of elements such as cost of living and living wage in the Procurement Policy
- The approval and validation of single source procurements
- The review process for unsolicited bids
- The appeal process for vendors excluded from participating in a procurement process
- The rationale for Section 10.1.9 of the Procurement Policy in regards to the use of personal property for personal advantage
- Vendor engagement and vendor readiness
- The use of purchasing power to benefit the local economy
- Support for the documents and moving forward with a solid governance framework
- Staff's perspective in regards to the practicality of implementing the policies

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the revised Procurement Policy and the new Sustainable Procurement Policy. The motion carried unanimously.

(b) 2021 Social Planning Grant Recommendations

Introduced by Dale Lindsay, General Manager, Development Services.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a total of \$115,000 for the 2021 Social Planning Grant allocations as follows:

2021 Community Vitality Grants:

Organization	Project	Amount
Nanaimo Community Kitchens Society	Cooking Kits for Families	\$7,000
Protection Island Lions Club	Protection Island Neighbourhood Connections	\$2,900
Newcastle Community Association	Illuminight	\$2,000
Nanaimo Region John Howard Society	Clothing for Success	\$11,600
Old Age Pensioners Nanaimo	Social Inclusion Program	\$1,500

2021 Social Response Grants:

Organization	Project	Amount
AVI Health Centre	Trans Wellness Program	\$35,000
Nanaimo Foodshare	E.A.T. Everyone at the Table	\$25,000
Literacy Central Vancouver Island	Word on the Street	\$30,000

The motion carried unanimously.

(c) Community Program Development Grant - Nanaimo Science and Sustainability Society (NS3)

Introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

Committee discussion took place. Highlights included:

- An additional application was received; however, it did not meet the grant criteria
- The Nanaimo Science and Sustainability Society meets the criteria as it is expanding the program with two additional park locations

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the request from the Nanaimo Science and Sustainability Society (NS3) for a Community Program Development Grant in the amount of \$3,500 to assist in funding the Science in the Park program. The motion carried unanimously.

(d) Proposed Bid for the 2026 BC Summer Games

Introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

Committee discussion took place. Highlights included:

- The importance of event tourism and attracting visitors to our community
- Huge boost to local economy and community pride
- Staff bringing recommendation forward based on a letter received from BC Games Society inviting communities to host the 2026 BC Summer Games
- Proposition to host the North American Indigenous Games in 2024
- Indications of community support and the consideration of the need for volunteers
- Received positive stakeholder feedback within the REIMAGINE NANAIMO process
- Budget considerations in regards to security and overtime
- Sending a signal to the community regarding confidence for the future considering the past struggles relating to COVID-19

It was moved and seconded that the Finance and Audit Committee recommend to Council that the City of Nanaimo provide a bid to host 2026 BC Summer Games and that an expenditure of \$55,000 cash and \$55,000 of in-kind be included in the 2026 budget if successful. The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 9:50 a.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER