



## MINUTES

### FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, October 15, 2025, 9:00 A.M.  
Shaw Auditorium, Vancouver Island Conference Centre  
80 Commercial Street, Nanaimo, BC

Members: Mayor L. Krog, Chair  
Councillor T. Brown  
Councillor B. Geselbracht\*  
Councillor P. Manly  
Councillor J. Perrino  
Councillor I. Thorpe

Absent: Councillor S. Armstrong  
Councillor H. Eastmure  
Councillor E. Hemmens

Staff: D. Lindsay, Chief Administrative Officer  
L. Bhopalsingh, General Manager, Community Services/Deputy  
Chief Administrative Officer  
L. Mercer, General Manager, Corporate Services  
W. Fulla, Director, Finance  
S. Gurrie, Director, Legislative Services  
N. Sponaule, Strategic Initiatives Advisor  
K. Lundgren, Recording Secretary

#### 1. CALL THE MEETING TO ORDER:

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

#### 2. ADOPTION OF AGENDA:

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

\* Denotes electronic meeting participation as authorized by "Council Procedure Bylaw 2018 No. 7272"

### **3. ADOPTION OF MINUTES:**

It was moved and seconded that the minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2025-SEP-17, at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

### **4. REPORTS:**

#### **(a) Debt Management Policy Amendment**

Laura Mercer, General Manager, Corporate Services, provided an overview of the report in the agenda package, and noted that at the 2025-OCT-06 Regular Council Meeting, Council approved the Finance and Audit Committee recommendation to amend the City's Debt Management Policy to allow for long-term borrowing within the assent-free zone.

Committee and Staff discussion took place. Highlights included:

- This amendment to the City's Debt Management Policy is in response to change initiated by the Province
- With this amendment, long-term borrowing for projects within the assent-free zone would no longer require electoral approval; however, Council would still have the option to proceed with electoral approval for those projects

It was moved and seconded that the Finance and Audit Committee recommend that Council endorse the proposed amendments to Council Policy COU-234 - "Debt Management Policy" as presented in Attachment A of the Staff report titled "Debt Management Policy Amendment" dated 2025-OCT-15. The motion carried unanimously.

#### **(b) 2026 General Fund Project Contingency**

L. Mercer, General Manager, Corporate Services, provided an overview of the report in the agenda package and advised that Staff recommend including one general fund contingency budget in the financial plan. She noted that Staff recommend funding this budget from 2025 surplus; however, other funding options include the Strategic Infrastructure Reserve, property taxation, or cancelling 2026 projects.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to include a \$1,035,000 general fund project contingency for 2026 in the 2026–2030 Provisional Financial Plan, funded from 2025 surplus. The motion carried unanimously.

(c) Cyber Security Cooperation Program

L. Mercer, General Manager, Corporate Services, provided an overview of the report in the agenda package. Highlights included:

- Staff have submitted a proposal for funding to the Cyber Security Cooperation Program (the Program)
- The Program provides funding to support initiatives to reduce cyber crime
- The City's submission was to request funding of \$1,133,700 to fund two temporary full-time positions (Manager of Cyber Security and a Cyber Security Analyst)
- If successful, the City would incur the cost of approximately \$117,300 over 5 years to cover benefits as those cost are not covered under the grant program

Committee and Staff discussion took place. Highlights included:

- Staff anticipate receiving the results of the Program submission by the end of the year
- If the City is unsuccessful in the grant application, the two temporary full-time positions will not be created

(d) Quarterly Budget Transfer Report

L. Mercer, General Manager, Corporate Services, advised that there have been four instances of budget transfers requiring disclosure for the period of 2025-JUL-01 to 2025-SEP-30, and the details of those instances are included in the report in the agenda package.

(e) Quarterly Purchasing Report (Single and Sole Source, Purchases in Excess of \$250,000 and Instances of Exceptions to Trade Agreements)

L. Mercer, General Manager, Corporate Services, advised that the report in the agenda package includes an overview of single and sole source purchases, awards in excess of \$250,000 and instances of exceptions to Trade Agreements for the period of 2025-APR-01 to 2025-JUN-30.

**5. QUESTION PERIOD:**

The Committee received no questions from the public regarding agenda items.

**6. ADJOURNMENT:**

It was moved and seconded at 9:12 a.m. that the meeting adjourn. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER