

Summary Report – Special Examination

To the Minister of Transport and the Board of Directors of Nanaimo Port Authority

As required by Section 41 of the Canada Marine Act, we have carried out a special examination of the financial and management control, information systems and management practices maintained by Nanaimo Port Authority (the “Port Authority”). The Port Authority is required by the Canada Marine Act to maintain these systems and practices in such a manner as will provide reasonable assurance that:

- The Port Authority’s assets are safeguarded and controlled;
- The transactions of the Port Authority are in accordance with the Canada Marine Act, the letters patent and, when applicable, the by-laws of the Port Authority;
- The financial, human and physical resources of the Port Authority were managed economically and efficiently and that its operations were carried out effectively.

Our responsibility is to express an opinion on whether, during the period under examination, there was reasonable assurance that there were no significant deficiencies in the systems and practices examined.

A final plan for the examination, based on our survey of the Port Authority’s systems and practices, was submitted to the Audit Committee in September 2014 and approved in September 2014. The final plan included the criteria to be applied in the special examination. The criteria for this examination were selected in consultation with the Port Authority. They were based on our knowledge and experience with value for money auditing and with reference to legislative and regulatory requirements, to standards and practices followed by the Port Authority and by other organizations and to professional literature. Appendix A summarizes the criteria used in our work.

The final plan used for the special examination also identified those systems and practices that we considered essential to providing the Port Authority with reasonable assurance with respect to its assets being safeguarded and controlled, its resources being managed economically and efficiently, and its operations being carried out effectively. The systems and practices of four key department and functional areas selected for detailed examination.

Our examination was made in accordance with the plan, as well as standards for assurance engagements, recommended by the Canadian Institute of Chartered Accountants. Accordingly it included such tests and other procedures, as we considered necessary in the circumstances. We did not rely on any internal audits during our examination.

In our opinion, with respect to the criteria established during the period under examination of January 1, 2014 to October 10, 2014 there is reasonable assurance that there are no significant deficiencies in the systems and practices examined.

This report is intended solely for the internal use of the Minister of Transport and the Board of Directors of Nanaimo Port Authority. Dickson Dusanj & Wirk assumes no responsibility or liability for damages incurred by any other entity or person resulting from the use of or reliance on this report.

Dickson Dusanj & Wirk

Victoria, British Columbia
October 10, 2014

Chartered Accountants