

**City of Port Alberni
Audit Committee
Minutes from a Meeting held Monday, February 23, 2015 at 4:06 pm
in the City Hall Committee Room**

Present: Mayor Mike Ruttan
Councillor Dan Washington
Councillor Denis Sauvé
Councillor Chris Alemany

Resource Staff: Ken Watson, City Manager
Theresa Kingston, Director of Corporate Services
Guy Cicon, City Engineer
Cathy Rothwell, Director of Finance

Media: Dave Wiwchar, 93.3 The Peak Radio

The meeting was opened by Mayor Ruttan.

A. Election of Chair

*Sauvé/Alemany
That Councillor Washington be appointed as Chair of the Committee.*

Carried

B. Adoption of Agenda

*Sauvé/Washington
That the agenda be adopted as circulated.*

Carried

C. Minutes

*Washington/Sauvé
That the minutes of the November 24, 2014 Audit Committee Meeting be
adopted as circulated.*

Carried

**D. Responses to questions arising from the November 24, 2014 Audit
Committee Meeting**

*Washington/Sauvé
That the report dated November 25, 2014 from the Director of Finance
responding to questions arising from the November 24, 2014 meeting, be
received.*

Carried

E. Quarterly Analysis of Mayor and Council Travel and Convention Expenses (ending October 31, 2014)

Sauvé/Alemaný
That the Mayor and Council Travel and Convention Expenses report for the period ending October 31, 2014 be received.

Carried

F. Reports

The Director of Finance did not deem any of the items out of the ordinary so no summary was prepared.

General Revenue Fund by Department

Alemaný/Sauvé
That the General Revenue Fund report for December 31, 2014 be received.

Carried

Water Revenue Fund

Sauvé/Alemaný
That the Water Revenue Fund report for December 31, 2014 be received.

Carried

Sewer Revenue Fund

Alemaný/Sauvé
That the Sewer Revenue Fund report for December 31, 2014 be received.

Carried

General Capital Fund

Sauvé/Alemaný
That the General Capital Fund report for December 31, 2014 be received.

Carried

Water Capital Fund

Alemaný/Sauvé
That the Water Capital Fund report for December 31, 2014 be received.

Carried

Sewer Capital Fund

Sauvé/Alemaný
That the Sewer Capital Fund report for December 31, 2014 be received.

Carried

G. Vendor Cheque Register Report

Alemaný/Sauvé

That the Vendor Cheque Register Report dated November 19, 2014 through February 17, 2015 be received, and questions arising from the Cheque Register be addressed in a report at the March 9, 2015 Regular Council Meeting.

Carried

H. Other Competent Business

Questions/information requests raised by the Audit Committee:

- 1. Callout and minimum time charges for Ace Flagging contract.*
- 2. Bailey's Electric – details requested on work performed.*
- 3. Vendor payments listing for electrical contractors.*
- 4. Detail of Bailey's Electric invoices paid by cheque no. 129259*
- 5. Percentage of concession sales to AV Bulldogs.*
- 6. Detail of Guillevin Int'l invoices paid by cheque no. 129765.*
- 7. Detail of Block Watch invoice paid by cheque no. 129996, and is the City a participant in the program.*
- 8. Detail of Great Central Social Company invoices paid by cheque no. 130074.*

I. Question Period

Dave Wiwchar of The Peak Radio requested and received the current Audit Committee Agenda package. (Note: Audit Committee Agenda packages are available on the City's website at www.portalbern.ca)

J. Next Meeting

The next meeting will be on Monday, May 25, 2015 at 4:00 pm in the Committee Room.

K. Adjournment

Sauvé/Alemaný

That the meeting be adjourned at 5:00 pm.

Carried

Respectfully submitted,

Councillor Dan Washington, Chair

Davina Hartwell, City Clerk