

**City of Port Alberni
Audit Committee
Minutes from a Meeting held Tuesday, May 24, 2016 at 4:00 pm
in the City Hall Committee Room**

Present: Councillor Dan Washington, Chair
Councillor Denis Sauvé
Councillor Chris Alemany

Resource Staff: Cathy Rothwell, Director of Finance
Guy Cicon, City Engineer
Theresa Kingston, Director of Community Services

Media: Dave Wiwchar, Peak Radio

A. Adoption of Agenda

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

Carried

B. Minutes

*Alemany/Sauvé
That the minutes of the February 22, 2016 Audit Committee Meeting be adopted
as circulated.*

Carried

**C. Responses to questions arising from the February 22, 2016 Audit
Committee Meeting**

*Sauvé/Alemany
That the report dated February 29, 2016 from the Director of Finance responding
to questions arising from the February 22, 2016 meeting, be received.*

Carried

D. Quarterly Analysis of Mayor and Council Travel and Convention Expenses (March 31, 2016)

Sauvé/Alemaný

That the Mayor and Council Travel and Development Expenses report for the period ending March 31, 2016 be received.

Carried

E. 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

Sauvé/Alemaný

That the General Revenue Fund report for March 31, 2016 be received.

Carried

Water Revenue Fund

Sauvé/Alemaný

That the Water Revenue Fund report for March 31, 2016 be received.

Carried

Sewer Revenue Fund

Sauvé /Alemaný

That the Sewer Revenue Fund report for March 31, 2016 be received.

Carried

General Capital Fund

Sauvé /Alemaný

That the General Capital Fund report for March 31, 2016 be received.

Carried

Water Capital Fund

Sauvé/Alemaný

That the Water Capital Fund report for March 31, 2016 be received.

Carried

Sewer Capital Fund

Sauvé /Alemaný

That the Sewer Capital Fund report for March 31, 2016 be received.

Carried

F. Vendor Cheque Register Report

Sauvé/Aleman

That the Vendor Cheque Register Report dated February 15, 2016 through May 12, 2016 be received, and questions arising from the Cheque Register be addressed in a report at the June 13, 2016 Regular Council Meeting.

Carried

G. Other Competent Business

Questions/information requests raised by the Audit Committee:

- 1. Details of cheque no. 134209 to Michael Kleyn.*
- 2. Details of cheque no. 134803 to Alberni-Clayoquot Regional District, including which loan payments were made.*

I. Question Period

Question/information requests raised by attending Media:

- 1. Question of purpose of several payments to Taekema Transport. The Director of Finance replied that Taekema Transport is the City's internal mail delivery service and it is not a City employee providing the service.*

J. Next Meeting

The next meeting will be on August 8, 2016 at 4:00 pm in the Committee Room.

K. Adjournment

Sauvé/Aleman

That the meeting be adjourned at 4:20 pm.

Carried

Respectfully submitted,

Councillor Dan Washington, Chair

Davina Hartwell, City Clerk