

**City of Port Alberni  
Audit Committee  
Minutes from a Meeting held Monday, February 22, 2016 at 4:00 pm  
in the City Hall Committee Room**

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

**Resource Staff:** Tim Pley, A/CAO  
Cathy Rothwell, Director of Finance  
Guy Cicon, City Engineer

**Media:** Dave Wiwchar, Peak Radio

**A. Adoption of Agenda**

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

*Carried*

**B. Minutes**

*Sauvé/Alemany  
That the minutes of the November 23, 2015 Audit Committee Meeting be  
adopted as circulated.*

*Carried*

**C. Responses to questions arising from the November 23, 2015 Audit  
Committee Meeting**

*Sauvé/Alemany  
That the report dated December 2, 2015 from the Director of Finance responding  
to questions arising from the November 23, 2015 meeting, be received.*

*Carried*

**D. Quarterly Analysis of Mayor and Council Travel and Convention Expenses (ending November 30, 2015)**

*Sauvé/Alemaný*

*That the Mayor and Council Travel and Development Expenses report for the period ending November 30, 2015 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 December 31, 2015 be received.*

*Carried*

**Water Revenue Fund**

*Sauvé/Alemaný*

*That the Water Revenue Fund report for December 31, 2015 be received.*

*Carried*

**Sewer Revenue Fund**

*Sauvé /Alemaný*

*That the Sewer Revenue Fund report for December 31, 2015 be received.*

*Carried*

**General Capital Fund**

*Alemaný/Sauvé*

*That the General Capital Fund report for December 31, 2015 be received.*

*Carried*

**Water Capital Fund**

*Sauvé/Alemaný*

*That the Water Capital Fund report for December 31, 2015 be received.*

*Carried*

**Sewer Capital Fund**

*Alemaný/Sauvé*

*That the Sewer Capital Fund report for December 31, 2015 be received.*

*Carried*

**F. Vendor Cheque Register Report**

*Alemany/Sauvé*

*That the Vendor Cheque Register Report dated November 18, 2015 through February 14, 2016 be received, and questions arising from the Cheque Register be addressed in a report at the March 14, 2016 Regular Council Meeting.*

*Carried*

**G. Other Competent Business**

*Questions/information requests raised by the Audit Committee:*

- 1. Details of cheque no. 133225 to FusionCine.*
- 2. Details of cheque no. 133290 to Active Network.*
- 3. Details of cheque no. 133480 to Social Scientist.*

**H. Question Period**

*Question/information requests raised by attending Media:*

- 1. Details of Council Travel & Development expense March 13, 2016 for \$274.85.*
- 2. Details of Council Travel & Development expense October 30, 2015 for \$100.00.*
- 3. Were the above expenses related to the Judy Rogers Consulting report.*

**I. Next Meeting**

The next meeting will be on May 24, 2016 at 4:00 pm in the Committee Room.

**J. Adjournment**

*Sauvé/Alemany*

*That the meeting be adjourned at 4:26 pm.*

*Carried*

Respectfully submitted,

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Councillor Dan Washington, Chair

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Davina Hartwell, City Clerk