

**City of Port Alberni
Audit Committee
Minutes from a Meeting held Monday, February 25, 2019 at 11:00 am
in the City Hall Committee Room**

Present: Councillor Dan Washington, Chair
Councillor Cindy Solda

Resource Staff: Tim Pley, CAO
Rosalyn Macauley, Deputy Director of Finance

Media: Dave Wiwchar, The Peak Radio
Regrets: Councillor Ron Corbeil

A. Adoption of Agenda

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

Carried

B. Minutes

*Solda/Washington
That the minutes of the November 26, 2018 Audit Committee Meeting be
adopted as circulated.*

Carried

**C. Responses to questions arising from the November 26, 2018 Audit
Committee Meeting**

*Solda/Washington
That the report dated November 29, 2018 from the Director of Finance
responding to questions arising from the November 26, 2018 meeting, be
received.*

Carried

**D. Quarterly Analysis of Mayor and Council Travel and Convention
Expenses (December 31, 2018)**

*Solda/Washington
That the Mayor and Council Travel and Development Expenses report for the
period ending December 31, 2018 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

Solda/Washington
That the General Revenue Fund report for December 31, 2018 be received.

Carried

Water Revenue Fund

Solda/Washington
That the Water Revenue Fund report for December 31, 2018 be received.

Carried

Sewer Revenue Fund

Solda/Washington
That the Sewer Revenue Fund report for December 31, 2018 be received.

Carried

General Capital Fund

Solda/Washington
That the General Capital Fund report for December 31, 2018 be received.

Carried

Water Capital Fund

Solda/Washington
That the Water Capital Fund report for December 31, 2018 be received.

Carried

Sewer Capital Fund

Solda/Washington
That the Sewer Capital Fund report for December 31, 2018 be received.

Carried

F. Vendor Cheque Register Report

Solda/Washington
That the Vendor Cheque Register Report dated November 21, 2018 through February 20, 2019 be received, and questions arising from the Cheque Register be addressed in a report at the March 11, 2019 Regular Council Meeting.

Carried

G. Investments Report

No report.

H. Other Competent Business

Questions/information requests raised by the Audit Committee to be reported back at the March 11, 2019 Regular Council Meeting:

1. *Details of account 014910 McLean Mill Sales & Services \$52K.*
2. *Details of account 023237 Snow and Ice Removal – costs to date, annual forecast rationale.*
3. *BC Transit increase in funding announcement – applicable to Port Alberni?*
4. *Clock Tower project not showing in 2019 capital budget detail.*
5. *Details of cheque no. 142748 to Marathon Services.*
6. *Details of cheque no. 143163 to Alberni Chrysler.*

I. Question Period

No questions.

J. Next Meeting

The next meeting will be on May 27, 2019 at 11:00 am in the Committee Room.


K. Adjournment

*Solda/Washington
That the meeting be adjourned at 11:30 am.*

Carried

Respectfully submitted,


Councillor Dan Washington, Chair


Davina Hartwell, City Clerk