

**City of Port Alberni
Audit Committee
Minutes from a Meeting held Monday, April 23, 2012 at 4:00 pm
in the City Hall Committee Room**

Present: Councillor Jack McLeman (Acting Chair)
Councillor Cindy Solda
Councillor Dan Washington

Regrets: Hira Chopra, Chair

Resource Staff: Theresa Kingston, Acting City Manager
Cathy Rothwell, Director of Finance
Guy Cicon, City Engineer
Scott Kenny, Director of Parks & Recreation

A. Adoption of Agenda

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

Carried

B. Minutes

*Washington/Solda
That the minutes of the January 23, 2012 Audit Committee Meeting be adopted
as circulated.*

Carried

C. Quarterly Analysis of Mayor and Council Travel and Convention Expenses (ending June 30, 2012)

Councillor McLeman requested that a quarterly analysis of Mayor and Council travel and convention expenses be presented along with the quarterly financial statements. The analysis is included in the agenda package. Councillor Washington noted that his LGLA expenses were omitted, and the report was subsequently amended for the omission.

*Solda/Washington
That the Mayor and Council Travel and Convention Expenses report for the period ending March 31, 2012 be received as amended.*

Carried

D. Reports

General Administration

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

*Washington/Solda
That the audit committee report be received.*

Carried

F. Other Competent Business

Eight questions were raised by the Committee. The questions and answers are included in the Director of Finance report.

G. Question Period

There were none.

G. Next Meeting

Washington/Solda

The next meeting will be on Monday, July 23, 2012 at 4:00 pm in the Committee Room.

Carried

H. Adjournment

Washington/Solda

The meeting adjourned at 4:42 pm.

Carried

Respectfully submitted,

Councillor Jack McLeman, Acting Chair

Davina Sparrow, City Clerk