

**City of Port Alberni  
Audit Committee  
Minutes from a Meeting held Monday, November 28, 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, CAO  
Cathy Rothwell, Director of Finance  
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**

*Sauvé /Alemany  
That the minutes of the August 8, 2016 Audit Committee Meeting be adopted as circulated.*

*Carried*

**C. Responses to questions arising from the August 8, 2016 Audit Committee Meeting**

*Alemany/Sauvé  
That the report dated August 23, 2016 from the Director of Finance responding to questions arising from the August 8, 2016 meeting, be received.*

*Carried*

**D. Quarterly Analysis of Mayor and Council Travel and Convention Expenses (September 30, 2016)**

*Sauvé/Alemany  
That the Mayor and Council Travel and Development Expenses report for the period ending September 30, 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.*

**ENTERED**  
F.2 ✓

**General Revenue Fund by Department**

*Alemaný/Sauvé*

*That the General Revenue Fund report for September 30, 2016 be received.*

*Carried*

**Water Revenue Fund**

*Sauvé/Alemaný*

*That the Water Revenue Fund report for September 30, 2016 be received.*

*Carried*

**Sewer Revenue Fund**

*Sauvé/Alemaný*

*That the Sewer Revenue Fund report for September 30, 2016 be received.*

*Carried*

**General Capital Fund**

*Sauvé/Alemaný*

*That the General Capital Fund report for September 30, 2016 be received.*

*Carried*

**Water Capital Fund**

*Sauvé/Alemaný*

*That the Water Capital Fund report for September 30, 2016 be received.*

*Carried*

**Sewer Capital Fund**

*Sauvé /Alemaný*

*That the Sewer Capital Fund report for September 30, 2016 be received.*

*Carried*

**F. Vendor Cheque Register Report**

*Sauvé/Alemaný*

*That the Vendor Cheque Register Report dated August 3, 2016 through November 22, 2016 be received, and questions arising from the Cheque Register be addressed in a report at the December 12, 2016 Regular Council Meeting.*

*Carried*

**G. Other Competent Business**

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

- 1. Details of cheque no. 136671 to Viridian Energy Cooperative.*
- 2. Details of cheque no. 136002 to Guy Cicon.*
- 3. Details of cheque no. 136444 to Rocky Mountain Phoenix.*
- 4. Details of cheque no. 135911 to DKI Services Ltd.*
- 5. Details of cheque no. 137088 Eecol Electric.*

**I. Question Period**

*There were none.*

**J. Next Meeting**

The next meeting will be on February 27, 2017 at 4:00 pm in the Committee Room.

**K. Adjournment**

*Sauvé/Aleman*

*That the meeting be adjourned at 4:20 pm.*

*Carried*

Respectfully submitted,

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Councillor Dan Washington, Chair



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Davina Hartwell, City Clerk