

**City of Port Alberni
Audit Committee
Minutes from a Meeting held Monday, August 8, 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 May 24, 2016 Audit Committee Meeting be adopted as circulated.*

Carried

C. Responses to questions arising from the May 24, 2016 Audit Committee Meeting

*Sauvé/Alemany
That the report dated May 25, 2016 from the Director of Finance responding to questions arising from the May 24, 2016 meeting, be received.*

Carried

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

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

General Revenue Fund by Department

Sauvé/Aleman

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

Carried

Water Revenue Fund

Sauvé/Aleman

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

Carried

Sewer Revenue Fund

Sauvé /Aleman

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

Carried

General Capital Fund

Sauvé /Aleman

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

Carried

Water Capital Fund

Sauvé/Aleman

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

Carried

Sewer Capital Fund

Sauvé /Aleman

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

Carried

F. Vendor Cheque Register Report

Sauvé/Aleman

That the Vendor Cheque Register Report dated May 13, 2016 through August 2, 2016 be received, and questions arising from the Cheque Register be addressed in a report at the September 12, 2016 Regular Council Meeting.

Carried

G. Other Competent Business

Questions/information requests raised by the Audit Committee:

- 1. The 2016 schedule of Municipal Finance Authority debt repayments was requested.*
- 2. Regarding Mayor and Council quarterly expense report:*
 - a. Who is Loretta Chow?*
 - b. Which MP did Mayor Ruttan meet with in March?*

3. *Details of cheque no. 135196 to Sarah Thomas.*
4. *Details of cheque no. 135238 to Coulson Group.*
5. *Details of cheque no. 135432 to Merit Furniture.*
6. *Details of cheque no. 135415 to Southern Rail.*
7. *Details of cheque no. 135844 to Acklands Grainger.*
8. *A question was raised regarding the TriConic Challenge. This was referred to the Regular Council Meeting.*
9. *A question was raised regarding the status of negotiations with the Bulldogs. Negotiations are ongoing.*

I. Question Period

There were none.

J. Next Meeting

The next meeting will be on November 28, 2016 at 4:00 pm in the Committee Room.

K. Adjournment

Aleman/Sauvé

That the meeting be adjourned at 4:20 pm.

Carried

Respectfully submitted,

Councillor Dan Washington, Chair



Davina Hartwell, City Clerk