

**City of Port Alberni
Audit Committee
Minutes from a Meeting held Monday, February 27, 2017 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
Theresa Kingston, Director of Community Services

Media: Dave Wiwchar, Peak Radio

Regrets: Cathy Rothwell, Director of Finance

A. Adoption of Agenda

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

Carried

B. Minutes

*Sauvé /Alemany
That the minutes of the November 28, 2016 Audit Committee Meeting be
adopted as circulated.*

Carried

**C. Responses to questions arising from the November 28, 2016 Audit
Committee Meeting**

*Sauvé/ Alemany
That the report dated November 29, 2016 from the Director of Finance
responding to questions arising from the November 28, 2016 meeting, be
received.*

Carried

**D. Quarterly Analysis of Mayor and Council Travel and Convention
Expenses (December 31, 2016)**

*Sauvé/Alemany
That the Mayor and Council Travel and Development Expenses report for the
period ending December 31, 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/ Alemany

That the General Revenue Fund report for December 31, 2016 be received.

Carried

Water Revenue Fund

Sauvé/Alemany

That the Water Revenue Fund report for December 31, 2016 be received.

Carried

Sewer Revenue Fund

Sauvé/Alemany

That the Sewer Revenue Fund report for December 31, 2016 be received.

Carried

General Capital Fund

Sauvé/Alemany

That the General Capital Fund report for December 31, 2016 be received.

Carried

Water Capital Fund

Sauvé/Alemany

That the Water Capital Fund report for December 31, 2016 be received.

Carried

Sewer Capital Fund

Sauvé /Alemany

That the Sewer Capital Fund report for December 31, 2016 be received.

Carried

F. Vendor Cheque Register Report

Sauvé/Alemany

That the Vendor Cheque Register Report dated November 23, 2016 through February 17, 2017 be received, and questions arising from the Cheque Register be addressed in a report at the March 13, 2017 Regular Council Meeting.

Carried

G. Other Competent Business

Questions/information requests raised by the Audit Committee to be reported back at the March 13, 2017 Regular Council Meeting:

- 1. What is 2017 year to date snow removal expense?*
- 2. Multiplex concessions – is there a percentage of revenues that goes to the*

Bulldogs?

3. *Please provide an update on negotiations of the agreement with the Bulldogs, in particular the outstanding debt. What is the current debt amount?*
4. *Grants in Aid/CIP – why is one line actual higher than budget and the other line lower?*
5. *Does “in kind” have an actual cost attached to the City?*
6. *Details of cheque no. 137302 to Sheen Arnold McNeil.*
7. *Details of cheque no. 137320 to Kevin Wright.*
8. *Details of cheque no. 137627 to Sarah Thomas.*
9. *Details of cheque no. 137336 to Spiffy in a Jiffy Janitorial Services.*
10. *What is a Multiplex capacitor?*
11. *How much grant funding have we received for liquid waste project?*
12. *Cumulative dry cleaning costs – what are they to do with?*

I. Question Period

Question from the media to be reported back at the March 31, 2017 Regular Council Meeting:

Can we get an itemized list of expenses for meetings with Loretta Chow?

J. Next Meeting

The next meeting will be on May 23, 2017 at 4:00 pm in the Committee Room.

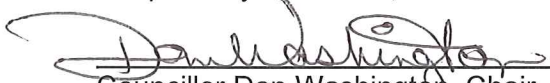
K. Adjournment

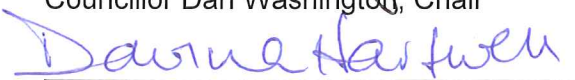
Sauvé/Alemaný

That the meeting be adjourned at 4:30 pm.

Carried

Respectfully submitted,


Councillor Dan Washington, Chair


Davina Hartwell, City Clerk