

**City of Port Alberni
Audit Committee
Minutes from a Meeting held Monday, November 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
Cathy Rothwell, Director of Finance
Alicia Puusepp, Manager of Communications

Media: Dave Wiwchar, Peak Radio

Regrets:

A. Adoption of Agenda

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

Carried

B. Minutes

*Alemany/Sauvé
That the minutes of the August 14, 2017 Audit Committee Meeting be adopted as circulated.*

Carried

C. Responses to questions arising from the August 14, 2017 Audit Committee Meeting

*Sauvé/Alemany
That the report dated August 15, 2017 from the Director of Finance responding to questions arising from the August 14, 2017 meeting, be received.*

Carried

D. Quarterly Analysis of Mayor and Council Travel and Convention Expenses (September 30, 2017)

*Sauvé/Alemany
That the Mayor and Council Travel and Development Expenses report for the period ending September 30, 2017 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 September 30, 2017 be received.*

Carried

Water Revenue Fund

*Sauvé/Alemany
That the Water Revenue Fund report for September 30, 2017 be received.*

Carried

Sewer Revenue Fund

*Sauvé/Alemany
That the Sewer Revenue Fund report for September 30, 2017 be received.*

Carried

General Capital Fund

*Sauvé/Alemany
That the General Capital Fund report for September 30, 2017 be received.*

Carried

Water Capital Fund

*Sauvé/Alemany
That the Water Capital Fund report for September 30, 2017 be received.*

Carried

Sewer Capital Fund

*Sauvé/Alemany
That the Sewer Capital Fund report for September 30, 2017 be received.*

Carried

F. Vendor Cheque Register Report

*Sauvé/Alemany
That the Vendor Cheque Register Report dated August 9 through November 15, 2017 be received, and questions arising from the Cheque Register be addressed in a report at the December 11, 2017 Regular Council Meeting.*

Carried

G. Investments Report

*Sauvé/Alemany
That the verbal Investment Summary Report from the Director of Finance be*

received.

Carried

H. Other Competent Business

Questions/information requests raised by the Audit Committee to be reported back at the December 11, 2017 Regular Council Meeting:

- 1. Details of cheque no. 139736 to FPInnovations.*
- 2. Water rates charged to Beaver Creek (ACRD) and Tseshah First Nation.*

I. Question Period

There were none.

J. Next Meeting

The next meeting will be on February 26, 2018 at 4:00 pm in the Committee Room.


K. Adjournment

*Sauvé/Aleman
That the meeting be adjourned at 4:14 pm.*

Carried

Respectfully submitted,


Councillor Dan Washington, Chair


Davina Hartwell, City Clerk