

**City of Port Alberni**  
**Audit Committee**  
**Minutes from a Meeting held Monday, Aug 11, 2014 at 4:00 pm**  
**in the City Hall Committee Room**

**Present:** Councillor Hira Chopra, Chair  
Councillor Jack McLeman  
Councillor Dan Washington  
Councillor Rob Cole (arrived 4:35)

**Resource Staff:** Theresa Kingston, Deputy City Manager  
Scott Kenny, Director of Parks, Recreation & Heritage  
Guy Cicon, City Engineer (arrived 4:35)  
Cathy Rothwell, Director of Finance

**Regrets:** -

**Media:** Dave Wiwchar, The Peak Radio

**A. Adoption of Agenda**

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

*Carried*

**B. Minutes**

*Washington/McLeman*  
*That the minutes of the May 26, 2014 Audit Committee Meeting be adopted as circulated.*

*Carried*

**C. Responses to questions arising from the May 26, 2014 Audit Committee Meeting**

No report.

**D. Quarterly Analysis of Mayor and Council Travel and Convention Expenses (ending June 30, 2014)**

*Washington/McLeman*  
*That the Mayor and Council Travel and Convention Expenses report for the period ending June 30, 2013 be received.*

*Carried*

Councillor McLeman noted that input has been received on the revisions to the guidelines for Mayor and Council expenses, however the policy is not yet adopted. Adoption by Council is projected for September 2014. Two expense claims to be clarified: San Francisco and Williams Lake.

**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**

*McLeman/Washington*

*That the General Revenue Fund report for June 30, 2014 be received.*

*Carried*

**Water Revenue Fund**

*Washington/McLeman*

*That the Water Revenue Fund report for June 30, 2014 be received.*

*Carried*

**Sewer Revenue Fund**

*Washington/McLeman*

*That the Sewer Revenue Fund report for June 30, 2014 be received.*

*Carried*

**General Capital Fund**

*McLeman/Washington*

*That the General Capital Fund report for June 30, 2014 be received.*

*Carried*

**Water Capital Fund**

*Washington/McLeman*

*That the Water Capital Fund report for June 30, 2014 be received.*

*Carried*

**Sewer Capital Fund**

*Washington/McLeman*

*That the Sewer Capital Fund report for June 30, 2014 be received.*

*Carried*

**F. Vendor Cheque Register Report**

*McLeman/Washington*

*That the Vendor Cheque Register Report dated August 6, 2014 be received, and questions arising from the Cheque Register be addressed in a report at the September 8, 2014 Regular Council Meeting.*

*Carried*

**G. Other Competent Business** Nil

**H. Question Period**

There were none.

**I. Next Meeting**

*Washington/McLeman*

*The next meeting will be on Monday, November 24, 2014 at 4:00 pm in the Committee Room.*

*Carried*

**J. Adjournment**

*McLeman/Washington*

*The meeting adjourned at 4:50 pm.*

*Carried*

Respectfully submitted,

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Councillor Hira Chopra, Chair

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Davina Hartwell, City Clerk