

**City of Port Alberni
Audit Committee
Minutes from a Meeting held Monday, February 24, 2014 at 4:00 pm
in the City Hall Committee Room**

Present: Councillor Hira Chopra, Chair
Councillor Jack McLeman
Councillor Dan Washington

Resource Staff: Ken Watson, City Manager
Theresa Kingston, Manager of Human Resources & Community Development
Scott Kenny, Director of Parks, Recreation & Heritage
Guy Cicon, City Engineer

Regrets: Cathy Rothwell, Director of Finance

Media: Dave Wiwchar, The Peak

A. Adoption of Agenda

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

Carried

B. Minutes

*McLeman/Washington
That the minutes of the November 25, 2013 Audit Committee Meeting be adopted as circulated.*

Carried

C. Responses to questions arising from the November 25, 2013 Audit Committee Meeting

Responses to questions arising at the November 25, 2013 Audit Committee meeting are included in the November 25th minutes.

A question was raised by a Committee member with regards to Planning Consultant expense in the 2012 budget. Funds approved in the 2012 budget were carried forward for use in 2013.

D. Quarterly Analysis of Mayor and Council Travel and Convention Expenses (ending December 31, 2013)

Washington/McLeman

That the Mayor and Council Travel and Convention Expenses report for the period ending December 31, 2013 be received.

Carried

McLeman/Washington

That the Audit Committee recommends to Council to review existing City policies regarding appropriate application of the expense portion of Councillor stipends.

Carried

McLeman/Washington

That the Audit Committee recommends to Council to develop a travel expense policy for Council.

Carried

E. Reports

General Administration

The Director of Finance did not deem any of the items out of the ordinary so no summary was prepared.

McLeman/Washington

That the audit committee report for December 31, 2013 be received.

Carried

It was noted Vendor Cheque Register Report dated February 21, 2014 was not included in the agenda package. The Report will be distributed to Councillors with the minutes of the February 24, 2014 Audit Committee meeting, in the March 10, 2014 Regular Council meeting agenda.

F. Other Competent Business

McLeman/Washington

That the Vendor Cheque Register Report dated February 21, 2014 as circulated at the February 24, 2014 Audit Committee meeting be received; and questions be brought to the March 10, 2014 Regular Council meeting.

Carried

G. Question Period

There were none.

H. Next Meeting

Washington/McLeman

The next meeting will be on Monday, May 26, 2014 at 4:00 pm in the Committee Room.

Carried

I. Adjournment

Washington/McLeman

The meeting adjourned at 4:20 pm.

Carried

Respectfully submitted,

Councillor Hira Chopra, Chair

Davina Hartwell, City Clerk