

City of Port Alberni
Audit Committee
Minutes from a Meeting held Monday, November 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, Director of Corporate Services
Scott Kenny, Director of Parks, Recreation & Heritage
Cathy Rothwell, Director of Finance

Regrets:

Media:

A. Adoption of Agenda

McLeman/Washington
That the agenda be adopted as circulated.

Carried

B. Minutes

Washington/McLeman
That the minutes of the August 11, 2014 Audit Committee Meeting be adopted as circulated.

Carried

C. Responses to questions arising from the August 11, 2014 Audit Committee Meeting

No report.

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

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

Carried

Councillor McLeman inquired whether the Mayor had a City cell phone or not.

D. 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

Washington/McLeman

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

Carried

Water Revenue Fund

Washington/McLeman

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

Carried

Sewer Revenue Fund

Washington/McLeman

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

Carried

General Capital Fund

Washington/McLeman

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

Carried

Water Capital Fund

Washington/McLeman

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

Carried

Sewer Capital Fund

Washington/McLeman

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

Carried

F. Vendor Cheque Register Report

McLeman/Washington

That the Vendor Cheque Register Report dated November 18, 2014 be received, and questions arising from the Cheque Register be addressed in a report at the December 8, 2014 Regular Council Meeting.

Carried

G. Other Competent Business

1. Duncan Sabine Collyer Partners LLP

Letter dated October 27, 2014 communicating their relationship between the City of Port Alberni and themselves and advising a CGA student will be assisting the Auditor, Don Jones, in preparing the 2014 audit file.

Washington/McLeman

That the letter from Duncan Sabine Collyer Partners LLP be received.

Carried

H. Question Period

There were none.

I. Next Meeting

Washington/McLeman

The next meeting will be on Monday, February 23, 2015 at 4:00 pm in the Committee Room.

Carried

J. Adjournment

Washington/McLeman

The meeting adjourned at 4:36 pm.

Carried

Respectfully submitted,

Councillor Hira Chopra, Chair

Davina Hartwell, City Clerk