

MINUTES OF THE AUDIT COMMITTEE
Wednesday, October 6, 2021 @ 4:30 PM
in the City Hall Committee Room

PRESENT: Councillor D. Washington, Chair
Councillor R. Corbeil
Councillor C. Solda

RESOURCE STAFF: Andrew McGifford, Director of Finance
Tanis Feltrin, Receptionist

MEDIA: David Wiwchar, The Peak 93.3FM

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 4:34 PM.

MOVED AND SECONDED, THAT the agenda be approved as printed and circulated.
CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Audit Committee meeting held on April 19, 2021, be adopted.
CARRIED

C. UNFINISHED BUSINESS

D. QUARTERLY ANALYSIS OF MAYOR AND COUNCIL TRAVEL + DEVELOPMENT EXPENSES

1. The Director of Finance provided an overview up to August 31, 2021.

E. REPORTS

General Fund - Revenue

Additional information was requested regarding the following:

Director of Finance provided a summary of the General Revenue Fund, advising of the higher than expected revenue shortfall for Parks and Recreation services. Based on the year to date as of August 31, 2021 it is unlikely the budgeted income will be realized in 2021. A portion of the COVID-19 Safe Restart Grant may be required to cover the revenue shortfall.

- What funds have been allocated at present to Parks and Recreation services?
In 2020 Parks and Recreation was allocated \$410,000 of the COVID Safe Restart Grant funds however, there is \$2.5 million remaining for 2021.
- Are there shortfalls in other departments?
An assessment will take place as yearend approaches. It is anticipated that funding will be required to supplement reduced revenue streams due to COVID-19.
- Are we using the COVID-19 Safe Restart Grant in place of gaming funds that we would have normally received?
Yes, the gaming centre was not open due to COVID-19 and the funding commitments that normally use these funds were made in 2021 with the understanding that the gaming revenue may not be received. The COVID-19 Safe Restart funds can be used where gaming funds are not realized.

General Fund - Expenditures

Additional information was requested regarding the following:

- Road Surfaces Maintenance are at 50% of the budgeted amount, will it be at 100% by the end of the year?
The expenses reflected are as of August 31, 2021. The budgeted expenditures may still be realized by yearend.
- Were COVID-19 Safe Restart Grant funds used to support BC Transit expenditures?
Yes, BC Transit revenue was supplemented in 2020 with COVID-19 Safe Restart Grant funding. In 2021 separate senior government funding was provided for transit service in order to address operational funding shortfalls and allow local governments to continue without service reductions.
- Are the variances reflected in waste collections due to the roll out of the organics collection service?
Yes, the three-stream waste collection program was planned to begin earlier in 2021, both revenues and expenses will not meet expectation in 2021.
- Security lighting program does not appear to have been utilized this year.
Community Safety did not have a staff lead to undertake the program. Adjustment have been made to support more efficient submissions and approvals. These funds could be utilized in 2022 should Council direct that during the 2022-2026 Financial Planning process.

Sewer Revenue Fund Update

Additional information was requested regarding the following:

- With all the new development happening wouldn't we see an increase in revenue?
Revenue rates can vary based on a number of factors such as new builds utilizing low flow fixtures and a general increased diligence from residents concerning water consumption.

Water Revenue Fund Update

Additional information was requested regarding the following:

- Metered Sales – is this a discrepancy (Low revenue vs. budget)?
No, the amount captured only includes the first billing cycle of 2021 [January to April]. The next Audit meeting will reflect May to August which is the highest period of the year due to summer demand.

Capital All Funds Update

Additional information was requested regarding the following:

- Regarding equipment purchases, can the vendor go back on their quoted price?
No, once we have accepted the bid or tender the contract price is finalized.
- Will we get to all of the projects listed this year?
Unlikely to occur, some are weather dependent, some are still be planned, Council will see all outstanding projects in the 2022-2026 Financial Plan.
- Mill Stone Park – is this project complete?
Staff changes in the Parks Department and the year-end confirmation of completion was not provided for 2020. The Manager of Parks will confirm status for 2021-year end.
- Is the lighting upgrade complete at the Multiplex?
Yes, and we are receiving a grant from BC Hydro for the upgrade.

F. VENDOR CHEQUE REGISTER REPORT

The Director of Finance provided an overview regarding the vendor cheque register report from April 1, 2021 to August 31, 2021.

- What were the payments made to Colin Bates?
Economic Development consulting work for Seaweed Research.
- Cheque to Addy Power?
Multiplex light fixtures and controls.
- Cheque to Badger Daylighting?
Contractor used when our pumper truck is not available.
- Cheques to Danielle Karass Communication?
Contractor fulfilling the vacant Communications Manager position.
- Cheques to Mary Clare Massicotte?
Programs with the Community Action Team.
- Cheque to Paper Excellence?
This was a refund cheque, they were inadvertently paying the San Groups water bill. This has been corrected and the San Group will be billed for their water use.
- Cheque to Randy Reynolds?
Programs with the Community Action Team.

G. INVESTMENTS REPORT

The Director of Finance provided a verbal update regarding the City's investments.

H. OTHER COMPETENT BUSINESS

The Committee requested a separate report of the McLean Mill expenditures.
Director of Finance to provide at the next Audit Committee meeting.

I. QUESTION PERIOD

J. ADJOURNMENT

MOVED AND SECONDED THAT the meeting be adjourned at 5:53 pm.
CARRIED

Respectfully submitted,



Councillor Dan Washington, Chair



Twyla Slonski, Corporate Officer