

MINUTES OF THE AUDIT COMMITTEE
Tuesday, September 12, 2023 @ 9:30 AM
City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

PRESENT: Councillor C. Solda, Chair
Councillor T. Patola

ABSENT: Councillor D. Dame

STAFF: A. McGifford, Director of Finance
M. Fox, Chief Administrative Officer
D. Monteith, Director of Corporate Services
T. Feltrin, Recording Secretary

GALLERY: 0

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 9:34 AM.

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 June 6, 2023, be adopted.

CARRIED

C. UNFINISHED BUSINESS

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

The Director of Finance provided an overview of Mayor and Council travel and development expenses up to June 30, 2023.

Members inquired as follows:

- Why do Councillor expenses vary from one another?
Some conferences charge for additional workshops and not all members of Council wish to attend these extra events.
- Are the expense forms reviewed?
Yes, the forms are reviewed by staff.

E. REPORTS

General Fund - Revenue

The Director of Finance provided a summary of the General Revenue Fund as follows:

- Public Works Service Charges are reconciled at year end.
- Line 14434 Residential Solid Waste Collection is trending as little less than expected, will review the expected versus actual.
- Line 14560 Economic Development is higher due to grants over expected.
- Parks and Recreation trending higher than expected, partly due to the Multiplex being open longer in the season with the Bulldogs playoff season.
- Line 16214 Revenue Sharing – Traffic Fines – will review for next meeting.

Members inquired as follows:

- Line 14241 Fire Department Service Charge?
This is the payments received from fire protection agreements the City has with First Nations and outside agencies.
- Line 15320 Rentals are down?
Will report back at next meeting.
- Line 19115 Transfer from RCMP Surplus Reserve
Funding for Community Policing.

General Fund - Expenditures

The Director of Finance provided a summary of the General Fund - Expenditures as follows:

- Line 23121 Engineering Consulting Services – this will be reviewed and brought back to the next meeting.
- Line 24323 Solid Waste Disposal Fees – peaks are seen with organics, higher in the spring and winter.
- Line 26132 Consulting Services – OCP time line will see the expenditure under planned due to timeline changes.
- Line 26701 Alberni Harbour Quay Overhead – we have been shifting the property taxes to the lease.
- Line 26238 Community Serv-Community Engagement – this will be reviewed and brought back to the next meeting.

Members inquired as follows:

- Line 21260 Carbon Offsets
We take money and contribute to carbon reserve to support Clean BC work.
- How is this reported?
We complete a report for LGCAP annually and receive approximately \$150,000.
- Line 21950 Grants In Aid
This is money received from Alberni Valley Community Forest.
- Line 23205 Customer Service Requests-Streets
This will be reviewed and brought back to the next meeting.
- Line 23881 Training Program
This is for training ie. forklift training, water operators etc.
- Line 26235 Economic Development
Some initiatives have fallen through. Grant funding have been 100%.

Sewer Revenue Fund Update

The Director of Finance provided a summary of the Sewer Fund Revenue and Expenses as follows:

- On track for the time of year.

Water Revenue Fund Update

The Director of Finance provided a summary of the Sewer Fund Revenue and Expenses as follows:

- We are on trending lower on water usage, even though summer months.

Capital All Funds Update

The Director of Finance provided a summary of the Capital Projects as follows:

- Account 485666 Server Upgrade/Refresh – ERRF Cycle – wrong amount entered, will make an adjustment for next meeting.
- Account 485567 Redford & 10th Avenue Intersection – associated w/signal repairs. An overage will be assigned.

Members inquired as follows:

- A lot of projects are still pending and the rainy season is coming.
This listing is only for the 2nd quarter. Some of the projects are now completed.
- Will a report be forthcoming to Council for the roundabout for 10th Avenue?
Yes, for a project of this nature, it would be brought before Council.

F. VENDOR CHEQUE REGISTER REPORT

The Director of Finance provided an overview of the vendor cheque register report from May 1, 2023 – August 31, 2023.

- Payment to Alberni Valley Bulldogs
They receive 15% of concession revenue
- Payment to Berks Intertruck
Related to parts and mechanical repairs
- Tej Basra
Tax sale payment
- City of Victoria
Administration of Social Procurement – Membership Fees
- Coffee Fund
Staff have money debited from their paycheques and a cheque is written to the Coffee Fund for payment
- Dave Cusson
Expenses related to Community Policing
- Footprints Security
Security for Somass Mill and patrols around the Public Works Yard
- Lifesaving Society
Director of Finance will look into this item
- M2 Green Mechanical
Director of Finance will look into this item
- Panago Pizza
Parks and Recreation program and birthday party bookings
- Staff Fund
Much like the Coffee Fund, staff have money debited from their paycheques and a cheque is written to the Staff Fund for payment

G. INVESTMENTS REPORT

The Director of Finance provided a verbal overview of the City's investment portfolio as of June 30, 2023.

H. OTHER COMPETENT BUSINESS

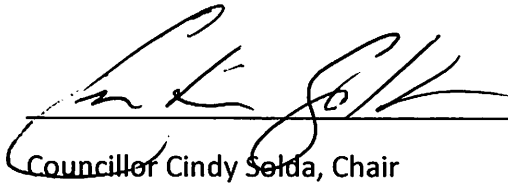
I. QUESTION PERIOD

J. ADJOURNMENT

MOVED AND SECONDED THAT the meeting be adjourned at 10:43 am.

CARRIED

CERTIFIED CORRECT



Councillor Cindy Selda, Chair