

MINUTES OF THE AUDIT COMMITTEE
Thursday, September 22, 2022 @ 4:00 PM
City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

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

REGRETS: Councillor R. Paulson

STAFF: S. Smith, Director of Development Services | Deputy Chief Administrative Officer
T. Slonski, Director of Corporate Services
A. McGifford, Director of Finance
T. Feltrin, Receptionist

GALLERY: 3

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 4:00 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 May 24, 2022, 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, 2022.

E. REPORTS

General Fund - Revenue

Members inquired as follows:

- Line 15190 Vacant Building Registration Permit Fees – what is this?
Owners of commercial properties which remain vacant require a ‘vacant building permit’. Costs for this permit are \$1,000

General Fund - Expenditures

Members inquired as follows:

- Line 22510 Emergency Program (Tsunami Warning) – why is this item over budget?
Repair work to the receiver was higher than anticipated.
- Line 23250 Overhead & Decorative Lighting – what is this?
Hydro charges [majority of cost] and includes maintenance of all overhead and decorative lighting in the City
- Line 23264 Traffic & Railroad Signals – do we have active railroad signals?
We are required to keep the railroad signals maintained.

- 26810 Security Lighting Incentive Program – are we offering this program?
The City did not invite applications this year given program changes are required.

Sewer Revenue Fund Update

No additional information was requested by the Committee.

Water Revenue Fund Update

No additional information was requested by the Committee.

Capital All Funds Update

Members inquired as follows:

- Account 485523 | 6th Ave – Argyle St, Angus St 150 m (ptp wtr st san) – is this project over budget?
Yes, the project is over budget and operational funding will need to be transferred to fund the costs. Additional funding will be transferred from the appropriate fund as required.
- McLean Mill – it seems like the City is paying a lot for McLean Mill when you add up all the expenditures. Would like to see a breakdown of McLean Mill expenses during budget time.
- Account 485586 | Child Care Spaces – Grant – what is this?
This is the Child Care Centre on 8th Avenue, the City received a grant of \$4.1M for this project.
- Water Meter Replacements – is there a report coming?
Yes, the Director of Engineering and Public Works will be providing a report.

F. *VENDOR CHEQUE REGISTER REPORT*

The Director of Finance provided an overview of the vendor cheque register report from May 1, 2022 – July 31, 2022.

- Payment to CopCan Contracting Ltd?
Contractor for the Public Safety Building renovations.
- Payments to Footprints Security Patrol Ltd?
Security services for the Somass Mill site.
- Payments MCM Facilitation & Training?
These expenses are for the Community Action Team, this is a grant funded program.

G. *INVESTMENTS REPORT*

The Director of Finance provided a verbal overview of the City's investment portfolio as of June 30, 2022.

H. *OTHER COMPETENT BUSINESS*

I. *QUESTION PERIOD*

David Wiwchar inquired about expenditures on the Mayor and Council Travel & Development Expenses, in particular lunch expenses for Mayor Minions?

The Mayor is allocated funds to conduct City business.

Leslie Walerius inquired as follows:

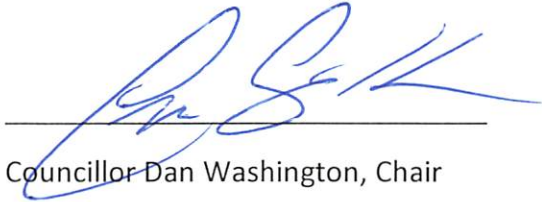
- Capital Projects – Line 20008 – is this project over budget?
If there is a requirement for more funding it this will be brought to Council.
- Reserve accounts – was this presented to Council?
This will be brought forward before the end of the year.
- When does the budget process begin?
Internally, the financial planning processes begins in November/December with Council being introduced to the five-year financial planning process in January of the following year e.g., 2023 – 2027 Five Year Financial Plan]. Formal introduction of the financial plans typically takes place at the first CoW meeting in January.
- When will the report on the Water Meter Replacement project be presented?
No date at this time.

J. ADJOURNMENT

MOVED AND SECONDED THAT the meeting be adjourned at 4:30 pm.

CARRIED

CERTIFIED CORRECT



Councillor Dan Washington, Chair