
AGENDA – AUDIT COMMITTEE MEETING

Tuesday, June 24, 2025 @ 9:30 am

In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC

A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. The Committee would like to acknowledge and recognize that we work, live and play in the City of Port Alberni which is situated on the unceded territories of the Tseshaht [čišaaʔath] and Hupačasath First Nations.
2. Late items identified by Committee Members.
3. Late items identified by the Director of Finance.

That the agenda be approved, as circulated.

B. ADOPTION OF MINUTES

1. Minutes from the Audit Committee meeting held on February 25, 2025, as presented.

C. UNFINISHED BUSINESS

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

1. Mayor and Council Travel and Development Expenses | 1st Quarter [Jan. – Mar. 2025].

E. REPORTS (as of March 31, 2025)

1. General Fund Revenue | Pages 1-2
2. General Fund Expenses | Pages 3-6
3. Sewer Fund Revenue and Expenses | Page 7
4. Water Fund Revenue and Expenses | Page 8
5. Capital Projects | Pages 9-10

F. VENDOR CHEQUE REGISTER REPORT

1. Vendor Cheque Register Report [January 1 – March 31, 2025].

G. INVESTMENTS REPORT

1. Portfolio Review as of March 31, 2025.

H. OTHER COMPETENT BUSINESS

1. **Audit Committee | Terms of Reference Review**

Report from the Director of Finance dated May 20, 2025 providing an overview of the Audit Committee Terms of Reference.

THAT the Audit Committee receive the report from the Director of Finance titled “Audit Committee / Terms of Reference review” dated May 20, 2025.

I. QUESTION PERIOD

An opportunity for the public to ask questions of the Committee.

J. ADJOURNMENT

That the meeting adjourn at AM.

MINUTES OF THE AUDIT COMMITTEE
Tuesday, February 25, 2025 @ 9:30 AM
City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

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

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

GALLERY: 3

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 9:30 AM.

MOVED AND SECONDED, THAT the agenda be approved with the addition of an updated copy of page 12 of the Capital Plan.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Audit Committee meeting held on November 26, 2024, be adopted, as presented.

CARRIED

C. UNFINISHED BUSINESS

The Director of Finance provided additional information requested at the November 26, 2024 Audit Committee Meeting.

- Is there a summary of the projects using Growing Communities Fund grant?
Going forward all projects will be listed.
- Line 15210 – Fines and Parking Tickets; the YTD is the same amount, why?
\$134,000 in fines in 2024, the Financial Plan has been adjusted.
- Line 23121 – Engineering Consulting Services; why is it up 229.62%?
Consulting services for Developments that were not in the capital plan (small lot subdivision) and Argyle Street engineering
- Payment to Co-op for landscaping?
The payment was returning landscaping deposit to Co-op.
- Line 15320 – Rentals; why is it up 224%?
Market adjustment to rentals for rent for Childcare Centre, Harbour Quay rentals etc.

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 December 31, 2024.

Members inquired as follows:

- Councillor Dame attended the Affordable Housing Conference on December 9, 2024 and has an expense of \$2,190.92, on December 11, 2024 the RCM Conference with an expense of \$161.00, what are these expenses?

Councillor Dame responded that \$2,190.92 was for registration and hotel, \$161.00 was for the banquet dinner.

E. REPORTS

General Fund - Revenue

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

- General Purposes – taxes up slightly.
- Class 5 to Class 2 utilities.
- Law Enforcement under budget; we hadn't received the rent.
- Economic Development overage due to grants received.
- Rentals are up due to charging market value.
- Recreation Services saw increases over plan for the additional games from the Bulldogs playoff run, these revenues are offset some of the additional expenditure for the additional services in 2024.
- Fines and Parking Tickets are over budget due to enforcement at the Port Pub.

Members inquired as follows:

- Did the Museum not receive all of their grants in 2024?
\$65,000 is the usual grant amount.

General Fund - Expenditures

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

- Chief Administrative Officer and Corporate Services are under budget due to vacancies.
- Bylaw Enforcement is over due to the Port Pub expenses.
- Administration is under but expected to balance out.
- By-Election was an unexpected expense as noted.
- RCMP collective agreement saw increases not planned for the Collective Agreement increases, including the signing bonus.
- Fire Protection – Fire crew collective agreement higher than budgeted.
- Line 23110 – Engineering Administration higher due to allocation of positions.
- Line 23121 – Engineering Consulting Services higher due to Argyle Street improvements.
- Public Works roof expense – borrowing from water fund to cover this expense.
- Line 26132 – Consulting Services – OCP – this included all consulting services, grant funding of \$200,000 will be coming.
- Line 26235 – Economic Development – grant funding coming, revenue matching.
- Multiplex had some additional expenses.
- Line 27510 – Museum Services – under due to position vacancy.
- Line 27515 – Museum Programs – Curatorial – over budget.
- Interest & Debt Servicing – still looking at completing this, finalizing still needs to be done.

Sewer Revenue Fund Update

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

- Increasing rates annual still haven't achieved full revenue, close but not where we would like it to be.
- Line 108220 – Transfer to Sewer Capital Fund – slightly under budget.

Water Revenue Fund Update

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

- Water is starting to get a healthy reserve fund.

Capital Funds Update

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

- Many items have been completed. The Somass development will remain on until the sale of the land.
- ERRF fund expended, supply chain is getting back to normal.
- Burde Street work just starting.
- Connect the Quays – there is \$551,687 remaining.
- Train Station receiving additional funding from leased properties revenue fund.

Members inquired as follows:

- Does the City still put old vehicles up for auction? What happens to old vehicles?
The manager will look at the best options, that might be selling the vehicle or trading it in.
- Do we have a Fleet Manager that looks after the fleet?
Yes.

F. VENDOR CHEQUE REGISTER REPORT

The Director of Finance provided an overview of the vendor cheque register report from October 1, 2024 to December 31, 2024.

- Payment to Bakers Dozen.
EFAP annual lunch.
- Payment to Dog Mountain Brewery.
Employee coffee fund [paid by staff] and Bulldogs games concession.
- Payment to Dry Creek Townhouse.
Director of Finance will look into this item.
- Payment to Todd Patola.
Travel reimbursement – UBCM.

G. INVESTMENTS REPORT

The Director of Finance provided a verbal overview of the City's investment portfolio as of December 31, 2024.

H. OTHER COMPETENT BUSINESS

I. QUESTION PERIOD

R. Smith inquired as follows:

- San Group has two significant properties in town where does uncollected taxes get allocated?
Property taxes will be resolved once changes to ownership have occurred.
- Fire Crew – a payment for retroactive, does that include exempt staff?
No.
- What about overtime, is that also captured in that number?
Yes.

- Line 23130 – Supervision Operations – budgeted \$390,448, YTD \$568,761 why is there such a difference.
Supervisor doing capital projects, we will need to make adjustments.
- On the cheque register there is a payment to Joanne Hidber & Joseph Hidber what is this for?
Director of Finance to follow up.
- L42 Solutions – what is this payment for?
Network switch replacement.
- Is there anyway to fix the echoing of the mikes during the meeting?
Yes, the problem was another Councillor had their laptop on the livestreaming of the meeting.
- Payments to Pulver Crawford Munroe LLP, is this for legal advice?
Yes.

L. Walerius inquired as follows:

- Water Fund Revenue and Expenses don't balance, need to have it amended or clarified.
Director of Finance to review.
- Questions related to the February 3, 2025 Committee of the Whole meeting – aquatic centre reserve fund only increase is from interest, why is this?
CAO: Council is working with ACRD on the construction of a new pool.
- Reserves - Park Land Acquisitions the beginning balances are the same from 2024 onward, why?
CAO: It is up to Council to increase reserves.
- Reserves – Land Sale the beginning balances are the same from 2024 onward, why?
As properties are sold these amounts will be updated. These are the balances at the beginning of the year.
- Question from the February 24, 2025 Regular Meeting of Council – Reserves | Land sales – if the land is purchased would this be drawn down?
Funds are drawn down as work is completed for the redevelopment
- Asset Reserve – is this new?
Yes, we will have a policy coming. This is a fund to put monies back into our leased assets.
- Is the Asset Reserve for all of the City's leased facilities?
Yes.
- Do you have a list of these leased facilities?
All leased properties/reflected in the Financial Plan moving forward.
- \$50,000 is being allocated to the Train Station ventilation system from the asset renewal, is the lessee making payments?
The person leasing the property is doing so at fair market value over 10 years. The lessee is making improvements on behalf of the City.
- Is the ventilation in Phase 2?
CAO: We don't look at the lease in phases.
- Ventilation system was done in 2024?
CAO: In 2024 air and cooling system was done, the ventilation system will happen in 2025.

J. ADJOURNMENT

MOVED AND SECONDED THAT the meeting be adjourned at 10:49 am.

CARRIED

CERTIFIED CORRECT

Councillor Cindy Solda, Chair

2025 Council Travel and Development

Date	Event	Location	Mayor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Total
			Minions	Dame	Haggard	Verbrugge	Mealey	Solda	Patola	
January 8, 2025	Truck Loggers Convention	Vancouver	1,062.62		1,052.85					2,115.47
January 8, 2025	AVICC - Registration	n/a	420.00							420.00
January 9, 2025	Alberni Valley Chamber of Commerce (Lunch)	Port Alberni						26.25		26.25
January 13, 2025	Meetings Meal - The Starboard Grill	Port Alberni	26.45	26.45	26.45	26.45	26.45	26.45	26.45	185.15
February 10, 2025	Meetings Meal - The Starboard Grill	Port Alberni	26.45	26.45	26.45	26.45	26.45	26.45	26.45	185.15
February 24, 2025	BCEDA (Discount on Registration)	n/a						(33.08)	(33.08)	(66.16)
February 25, 2025	Meetings Meal - V9Y Culinary Services	Port Alberni	23.94	23.94	23.94	23.95	23.94	23.94	23.95	167.60
February 25, 2025	AVICC - Registration + Travel	n/a		430.55	(6.25)		440.00	433.75	430.00	1,728.05
March 10, 2025	Meetings Meal - V9Y Culinary Services	Port Alberni	26.34	26.34		26.34	26.34	26.34	26.34	158.04
March 11, 2025	FCM - Registration + Travel	n/a		2,053.67	2,205.77				2,093.38	6,352.82
March 11, 2025	AVICC - Registration + Travel	n/a				440.00				440.00
Total - 1st Quarter (January - March 2025)			\$ 1,585.80	\$ 2,587.40	\$ 3,329.21	\$ 543.19	\$ 543.18	\$ 530.10	\$ 2,593.49	\$ 11,712.37
Total - 2nd Quarter (April - June 2025)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total - 3rd Quarter (July - September 2025)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total - 4th Quarter (October - December 2025)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS - YTD 2025			\$ 1,585.80	\$ 2,587.40	\$ 3,329.21	\$ 543.19	\$ 543.18	\$ 530.10	\$ 2,593.49	\$ 11,712.37
		FCM	\$ 6,352.82						Budget	\$ 60,000.00
		AVICC	\$ 2,588.05						Balance	\$ 48,287.63
		UBCM	\$ -							

PRIOR YEAR:

Total - 1st Quarter (January - March 2024)	\$ 2,534.05	\$ 2,151.32	\$ 4,633.68	\$ 3,155.64	\$ 1,369.38	\$ 1,540.90	\$ 3,056.72	\$ 18,441.69
Total - 2nd Quarter (April - June 2024)	\$ 3,963.59	\$ 3,082.66	\$ 2,019.05	\$ 319.98	\$ 104.88	\$ 2,451.07	\$ 3,853.03	\$ 15,794.26
Total - 3rd Quarter (July - September 2024)	\$ 3,737.64	\$ 3,600.27	\$ 3,884.02	\$ -	\$ 529.91	\$ 3,574.01	\$ 1,770.69	\$ 17,096.54
Total - 4th Quarter (October - December 2024)	\$ 54.59	\$ 2,737.14	\$ 358.41	\$ -	\$ 77.70	\$ 123.42	\$ 2,640.48	\$ 5,991.74
TOTALS - YTD 2024	\$ 10,289.87	\$ 11,571.39	\$ 10,895.16	\$ 3,475.62	\$ 2,081.87	\$ 7,689.40	\$ 11,320.92	\$ 57,324.23



**CITY OF PORT ALBERNI
GENERAL FUND - REVENUE
Audit Committee - Quarter 1**

	Budget 2025	Quarter 1 - YTD 2025	Variance \$	Variance %
REAL PROPERTY TAXES				
11111 General Purposes - Taxes	35,375,666	3,823	35,371,843	0.01%
11112 Debt Purposes - Taxes	211,671	-	211,671	0.00%
<i>TAX LEVY</i>	35,587,337	3,823	35,583,514	0.01%
11211 Special Area Levy	19,282	-	19,282	0.00%
<i>SPECIAL ASSESSMENTS</i>	19,282	-	19,282	0.00%
11910 Utility Tax 1%	841,420	121,496	719,924	14.44%
<i>TAXES</i>	36,448,039	125,319	36,322,720	0.34%
FEDERAL GOVERNMENT				
12110 Federal Building Grant	561	-	561	0.00%
12210 CBC Grant	6,000	-	6,000	0.00%
PROVINCIAL GOVERNMENT				
12310 Provincial Government Grant	54,000	-	54,000	0.00%
12410 BC Hydro	106,000	-	106,000	0.00%
12411 Public Housing Grant (in lieu of taxes)	65,000	-	65,000	0.00%
OTHER ENTITIES				
12910 University of Victoria	200	-	200	0.00%
<i>GRANTS IN LIEU OF TAXES</i>	231,761	-	231,761	0.00%
SERVICES PROVIDED TO GOVERNMENT				
13121 PRISONER EXPENSE RECOVERY	75,000	17,613	57,387	23.48%
SALES OF SERVICES				
14120 ADMINISTRATION SERVICE CHARGE	30,000	4,571	25,429	15.24%
14221 Law Enforcement Service Charge	200,000	5,380	194,620	2.69%
14241 Fire Department Service Charge	226,888	4,899	221,989	2.16%
<i>PROTECTIVE SERVICES</i>	426,888	10,279	416,609	2.41%
14310 Public Works Service Charge	77,800	159	77,641	0.20%
14400 Public Transit Revenue	350,947	69,385	281,562	19.77%
<i>TRANSPORTATION SERVICES</i>	428,747	69,544	359,203	16.22%
14433 Commercial Solid Waste Collection	15,450	-	15,450	0.00%
14434 Residential Solid Waste Collection	1,561,388	(1,063)	1,562,451	-0.07%
14434 Recycle BC Collection Incentive	309,166	54,346	254,820	17.58%
<i>CURBSIDE WASTE COLLECTION</i>	1,886,004	53,283	1,832,721	2.83%
14516 PUBLIC HEALTH-CEMETERIES	76,350	8,405	67,945	11.01%
14550 PLANNING ADMINISTRATION	45,000	5,225	39,775	11.61%
14560 ECONOMIC DEVELOPMENT	10,000	8,783	1,217	87.83%
14600 Marine Commercial Building	115,310	29,047	86,263	25.19%
14601 Port Building	51,500	12,833	38,667	24.92%
14602 Market Square	25,750	5,639	20,111	21.90%
14690 A. H. Q. Miscellaneous Revenue	700	-	700	0.00%
<i>ALBERNI HARBOUR QUAY</i>	193,260	47,519	145,741	24.59%
RECREATION SERVICES				
RECREATION FACILITIES				
14710 Gyro Youth Centre	8,000	3,067	4,933	38.34%
14712 Echo '67 Centre	221,982	44,388	177,594	20.00%
14714 Glenwood Centre	41,449	7,477	33,972	18.04%
14716 Echo Aquatic Centre	17,090	5,498	11,592	32.17%
14718 AV Multiplex	725,320	220,652	504,668	30.42%
14720 Stadium & Athletic Fields	20,085	4,437	15,648	22.09%
RECREATION PROGRAMS				
SPORT PROGRAMS				
14730 Glenwood Centre	2,300	2,102	198	91.39%
14732 Echo Aquatic Centre	207,545	75,882	131,663	36.56%
14734 AV Multiplex	71,198	24,473	46,725	34.37%
LEISURE PROGRAMS				
14738 Children & Youth Programs	270,060	49,005	221,055	18.15%
14742 Adult Programs	132,673	39,844	92,829	30.03%
14750 Special Events	1,000	-	1,000	0.00%
COMMUNITY SERVICES				
14760 Community Services Misc. Revenue	11,270	1,897	9,373	16.83%
14770 Contributions & Grants	102,447	550	101,897	0.54%
<i>RECREATION SERVICES</i>	1,832,419	479,272	1,353,147	26.16%



GENERAL FUND - REVENUE
Audit Committee - Quarter 1

	Budget 2025	Quarter 1 - YTD 2025	Variance \$	Variance %
CULTURAL SERVICES				
MUSEUM SERVICES				
14810 Museum-Sales & Service	49,400	10,527	38,873	21.31%
14820 Museum-Federal Grants	23,400	-	23,400	0.00%
14830 Museum-Provincial Grants	125,000	65,000	60,000	52.00%
CULTURAL SERVICES	197,800	75,527	122,273	38.18%
SALES OF SERVICES	5,126,468	762,408	4,364,060	14.87%
OTHER REVENUE OWN SOURCES				
15110 Business License Fees	191,900	16,588	175,312	8.64%
15160 Dog License Fees	13,771	14,770	(999)	107.25%
15170 Building & Plumbing Permit Fees	412,000	41,073	370,927	9.97%
15181 Other Const/Demolition Permit Fees	500	100	400	20.00%
15190 Vacant Bldg. Registration Permit Fees	1,000	-	1,000	0.00%
LICENCES & PERMITS	619,171	72,531	546,640	11.71%
15210 FINES & PARKING TICKETS	17,000	1,460	15,540	8.59%
15320 RENTALS	257,110	55,979	201,131	21.77%
15510 Interest On Investments	400,000	-	400,000	0.00%
15590 Other Interest	306,000	21,006	284,994	6.86%
RETURN ON INVESTMENTS	706,000	21,006	684,994	2.98%
15611 Current Tax Penalties	216,300	-	216,300	0.00%
15621 Arrears & Delinquent Tax Interest	55,208	5,995	49,213	10.86%
15625 Residential Garbage Penalties	20,000	4,241	15,759	21.21%
PENALTIES & INTEREST	291,508	10,236	281,272	3.51%
15930 Miscellaneous Revenue	242,205	301	241,904	0.12%
15940 Miscellaneous Revenue-IT Services	35,350	12,009	23,341	33.97%
MISCELLANEOUS REVENUE	277,555	12,310	265,245	4.44%
OTHER REVENUE OWN SOURCES	2,168,344	173,522	1,994,822	8.00%
UNCONDITIONAL TRANSFERS OTHER GOV'T				
PROVINCIAL GOVERNMENT				
16212 Small Community Protection Grant	220,000	-	220,000	0.00%
16214 Revenue Sharing - Traffic Fines	345,000	-	345,000	0.00%
16215 Community Gaming Revenue	450,000	83,039	366,961	18.45%
UNCOND TFRS OTHER GOV'T	1,015,000	83,039	931,961	8.18%
CONDITIONAL TRANSFERS OTHER				
18121 Grants/Contributions Other	70,000	-	70,000	0.00%
CONDITIONAL TRANSFERS - OTHER	70,000	-	70,000	0.00%
OTHER TRANSFERS & COLLECTIONS				
19110 Cemetery Trust Fund	2,000	-	2,000	0.00%
19114 Operating Funds From Prior Years	1,100,000	-	1,100,000	0.00%
TRANSFERS FROM OWN RESERVES	1,102,000	-	1,102,000	0.00%
COLLECTIONS FOR OTHER GOV'T				
19811 Non-Residential School Tax	1,931,250	-	1,931,250	0.00%
19812 Residential School Tax	5,356,000	1,096	5,354,904	0.02%
COLLECTIONS FOR OTHER GOV'T	7,287,250	1,096	7,286,154	0.02%
REGIONAL GOVERNMENT				
19820 Alberni-Clayoquot Regional Hosp Dist.	685,000	101	684,899	0.01%
19821 Alberni-Clayoquot Regional District	2,094,578	164	2,094,414	0.01%
REGIONAL GOVERNMENT	2,779,578	265	2,779,313	0.01%
JOINT BOARDS AND COMMISSIONS				
19830 Municipal Finance Authority	1,236	-	1,236	0.00%
19831 BC Assessment	226,600	27	226,573	0.01%
JOINT BOARDS AND COMMISSIONS	227,836	27	227,809	0.01%
OTHER TRANSFERS, COLLECTIONS	10,294,664	1,388	10,293,276	0.01%
GENERAL FUND REVENUE	56,531,276	1,163,289	55,367,987	2.06%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2025-2029 FINANCIAL PLAN
Audit Committee - Quarter 1**

	Budget 2025	Quarter 1 - YTD 2025	Variance \$	Variance %
GENERAL GOVERNMENT SERVICE				
LEGISLATIVE				
21110 Mayor	78,902	16,135	62,767	79.55%
21130 Council	212,449	43,196	169,253	79.67%
21190 Receptions and Other Services	47,632	14,893	32,739	68.73%
<i>LEGISLATIVE</i>	338,983	74,224	264,759	78.10%
GENERAL ADMINISTRATION				
ADMINISTRATIVE				
21211 Chief Administrative Officer & Admin	367,268	74,564	292,704	79.70%
21212 Corporate Services	774,525	139,818	634,707	81.95%
21215 Legal Services	25,000	19,436	5,564	22.26%
21216 Bylaw Enforcement	504,698	259,530	245,168	48.58%
21217 Bylaw Enforcement Vehicles	23,201	2,124	21,077	90.85%
21218 Public Safety Building	49,070	10,259	38,811	79.09%
FINANCIAL MANAGEMENT				
21221 Financial Management Administration	1,115,189	242,649	872,540	78.24%
21225 External Audit	35,000	-	35,000	100.00%
21226 Purchasing Administration	139,549	31,011	108,538	77.78%
21229 Other Financial Management	61,541	7,331	54,210	88.09%
COMMON SERVICES				
21222 Administration Vehicle	13,018	1,529	11,489	88.25%
21252 City Hall	157,557	44,637	112,920	71.67%
21253 Other City Buildings	2,270	1,232	1,038	45.73%
21254 Planning & Engineering Building	79,830	26,731	53,099	66.52%
21259 Other Common Services	633,706	57,140	576,566	90.98%
21260 Carbon Offsets	53,045	-	53,045	100.00%
INFORMATION SERVICES				
21261 Information Services	1,017,002	280,357	736,645	72.43%
OTHER ADMINISTRATIVE SERVICES				
21282 Appraisals	27,500	-	27,500	100.00%
21283 Personnel (Human Resources)	489,493	86,096	403,397	82.41%
21285 Employee Wellness (EFAP)	19,368	12,272	7,096	36.64%
RECOVERIES				
21290 Administration Services Recovered	(545,900)	-	(545,900)	100.00%
<i>GENERAL ADMINISTRATION</i>	5,041,930	1,296,716	3,745,214	74.28%
21911 Election Expense	-	1,355	(1,355)	
21920 Training and Development	199,069	17,120	181,949	91.40%
21925 Council Travel and Development	60,000	792	59,208	98.68%
21930 Insurance	175,809	197,989	(22,180)	-12.62%
21931 Damage Claims	21,000	7,247	13,753	65.49%
21950 Grants In Aid	11,000	-	11,000	100.00%
<i>OTHER GENERAL GOV'T SERVICES</i>	466,878	224,503	242,375	51.91%
GENERAL GOVERNMENT SERVICE	5,847,791	1,595,443	4,252,348	72.72%
PROTECTIVE SERVICES				
22121 Police Services Contract	7,968,738	40,801	7,927,937	99.49%
22122 Police Services Administration	1,505,247	327,281	1,177,966	78.26%
22123 Police Services Consulting	38,750	-	38,750	100.00%
22130 Community Policing	169,263	76,367	92,896	54.88%
22160 Police Building Maintenance	314,511	63,995	250,516	79.65%
22180 Detention & Custody of Prisoners	600,444	131,459	468,985	78.11%
<i>POLICE PROTECTION</i>	10,596,953	639,903	9,957,050	93.96%
22411 Fire Protection Administration	461,547	91,282	370,265	80.22%
22421 Fire Crew	3,648,586	872,880	2,775,706	76.08%
22422 Personnel Expense	61,973	6,676	55,297	89.23%
22431 Communication System	9,257	203	9,054	97.81%
22440 Fire Investigation	2,163	-	2,163	100.00%
22441 Fire Prevention	214,886	87,631	127,255	59.22%
22471 Fire Building Maintenance	105,845	21,813	84,032	79.39%
22480 Vehicle Repair & Maintenance	545,135	26,283	518,852	95.18%
22481 Sundry Equipment Repair & Mtce	29,493	2,889	26,604	90.20%
22482 Fire Fighting Tools/Supplies Purchases	74,550	10,968	63,582	85.29%
<i>FIRE PROTECTION</i>	5,153,435	1,120,625	4,032,810	78.25%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2025-2029 FINANCIAL PLAN
Audit Committee - Quarter 1**

	Budget 2025	Quarter 1 - YTD 2025	Variance \$	Variance %
22510 Emergency Program (Tsunami Warning)	2,027	123	1,904	93.93%
22921 Building & Plumbing Inspection	295,244	60,938	234,306	79.36%
22926 Building Inspector Vehicle	10,707	2,108	8,599	80.31%
22931 Animal Control Services Contract	158,331	39,320	119,011	75.17%
<i>OTHER PROTECTION</i>	464,282	102,366	361,916	77.95%
PROTECTIVE SERVICES	16,216,697	1,863,017	14,353,680	88.51%
TRANSPORTATION SERVICE COMMON SERVICES				
23110 Engineering Administration	744,384	71,739	672,645	90.36%
23121 Engineering Consulting Services	6,500	30,761	(24,261)	-373.25%
PUBLIC WORKS ADMINISTRATION				
23129 Clerical & Reception-Operation	179,435	31,350	148,085	82.53%
23130 Supervision Operations	414,828	122,334	292,494	70.51%
23134 Small Tools/Equipment/Supplies	58,136	110	58,026	99.81%
23136 Works Yard Maintenance	133,127	49,976	83,151	62.46%
23137 Main Building Maintenance	199,539	21,472	178,067	89.24%
23138 Shop Overhead	106,728	15,456	91,272	85.52%
23160 General Equipment Maintenance	787,666	198,513	589,153	74.80%
23161 Vehicle Maintenance & Replacement	41,601	5,462	36,139	86.87%
23162 Supv Vehicle Mtce & Replacement	28,840	-	28,840	100.00%
<i>COMMON SERVICES</i>	2,700,784	547,173	2,153,611	79.74%
ROAD TRANSPORTATION ROADS AND STREETS				
23205 Customer Service Requests-Streets	93,439	19,489	73,950	79.14%
23210 Small Tools/Supplies-Streets	2,454	-	2,454	100.00%
23220 Streets Inspections	48,078	16,327	31,751	66.04%
23231 Roadway Surfaces Maintenance	647,286	100,089	547,197	84.54%
23233 Road Allowance Maintenance	481,790	55,287	426,503	88.52%
23234 New Driveway Crossings	13,302	-	13,302	100.00%
23236 Street Sweeping	123,249	27,108	96,141	78.01%
23237 Snow & Ice Removal	200,000	90,402	109,598	54.80%
BRIDGES AND RETAINING WALLS				
23241 Bridges & Engineered Structures	30,922	-	30,922	100.00%
STREET LIGHTING				
23250 Overhead & Decorative Lighting	423,387	89,509	333,878	78.86%
23261 Signs & Traffic Marking	277,416	38,921	238,495	85.97%
23264 Traffic & Railroad Signals	25,975	2,929	23,046	88.72%
PARKING				
23272 Off-Street Parking	18,620	2,552	16,068	86.29%
OTHER				
23291 Gravel	135,438	16,048	119,390	88.15%
<i>ROADS & STREETS</i>	2,521,356	458,661	2,062,695	81.81%
STORM DRAINAGE OPEN DRAINAGE				
23311 Ditch, Creek & Dyke Maintenance	113,888	25,405	88,483	77.69%
STORM SEWERS				
23331 Storm Sewer Maintenance	147,595	37,657	109,938	74.49%
23333 Storm Sewer Lift Station	55,784	1,902	53,882	96.59%
23335 Storm Sewer Connections	119,456	3,106	116,350	97.40%
<i>STORM DRAINAGE</i>	436,723	68,070	368,653	84.41%
OTHER COMMON SERVICES				
23881 Training Program	120,226	7,606	112,620	93.67%
23882 Safety	82,172	6,241	75,931	92.40%
23884 Special Streets Work Orders	23,308	954	22,354	95.91%
<i>OTHER COMMON SERVICES</i>	225,706	14,801	210,905	93.44%
OTHER				
23510 PUBLIC TRANSIT	1,253,892	190,087	1,063,805	84.84%
RECOVERIES				
23952 Main Building Expense Recovery	(24,000)	(6,000)	(18,000)	75.00%
23958 Equipment Charges Recovery	(420,000)	(81,733)	(338,267)	80.54%
23959 Gravel Cost Recovery	(75,000)	(174,155)	99,155	-132.21%
<i>RECOVERIES</i>	(519,000)	(261,888)	(257,112)	49.54%
TRANSPORTATION SERVICE	6,619,461	1,016,904	5,602,557	84.64%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2025-2029 FINANCIAL PLAN
Audit Committee - Quarter 1**

	Budget 2025	Quarter 1 - YTD 2025	Variance \$	Variance %
ENVIRONMENTAL HEALTH SERVICES				
SOLID WASTE COLLECTION				
24320 Residential Waste Collection	956,728	114,920	841,808	87.99%
24322 Solid Waste Containers Purchase & Mtce	71,086	23,828	47,258	66.48%
24323 Solid Waste Disposal Fees	593,000	122,285	470,715	79.38%
24324 City Facility Solid Waste Collection	6,500	-	6,500	100.00%
ENVIRONMENTAL HEALTH	1,627,314	261,033	1,366,281	83.96%
PUBLIC HEALTH				
25161 Cemetery Maintenance	15,509	174	15,335	98.88%
25162 Interments	50,207	5,543	44,664	88.96%
25163 Memorial Marker Installation	24,070	7,364	16,706	69.41%
CEMETERIES	89,786	13,081	76,705	85.43%
PUBLIC HEALTH	89,786	13,081	76,705	85.43%
DEVELOPMENT SERVICES				
26129 Planning Administration	825,372	172,041	653,331	79.16%
26132 Consulting Services - OCP	225,000	16,074	208,926	92.86%
RESEARCH AND PLANNING	1,050,372	188,115	862,257	82.09%
26234 Business Development	13,156	2,042	11,114	84.48%
26235 Economic Development	305,169	178,560	126,609	41.49%
26237 Community Serv-Community Inv Program	33,200	12,285	20,915	63.00%
26238 Community Serv-Community Engagement	500	-	500	100.00%
COMMUNITY DEVELOPMENT	352,025	192,887	159,138	45.21%
CITY BUILDINGS				
26500 Tebo Building (North Island College)	91,433	6,933	84,500	92.42%
26501 Cedarwood School (Stepping Stones Too)	4,548	4,162	386	8.49%
26502 Rollin Art Centre (ILM Daycare)	35,845	10,399	25,446	70.99%
CITY BUILDINGS	131,826	21,494	110,332	83.70%
26701 Alberni Harbour Quay Overhead	123,563	17,910	105,653	85.51%
26770 Harbour Quay - Buildings Maintenance	135,222	23,540	111,682	82.59%
ALBERNI HARBOUR QUAY	258,785	41,450	217,335	83.98%
ENVIRONMENTAL DEVELOPMENT	1,793,008	443,946	1,349,062	75.24%
PARKS, RECREATION & HERITAGE				
RECREATION FACILITIES				
ADMINISTRATION				
27110 Parks, Recreation & Heritage Mgmt Serv	628,711	137,843	490,868	78.08%
COMMUNITY CENTRES AND HALLS				
27120 Gyro Youth Centre Maintenance	39,703	17,306	22,397	56.41%
27126 Glenwood Skate Shop	3,088	1,478	1,610	52.14%
27128 Glenwood Centre Maintenance	99,332	32,421	66,911	67.36%
27129 Bob Dailey Stadium	21,645	4,751	16,894	78.05%
27130 Echo Activity Centre Maintenance	428,029	132,772	295,257	68.98%
27134 Echo Aquatic Maintenance	576,827	111,858	464,969	80.61%
27140 AV Multiplex Concessions	211,966	84,621	127,345	60.08%
27142 AV Multiplex Skate Shop	30,839	7,464	23,375	75.80%
27144 AV Multiplex Maintenance	1,104,065	352,068	751,997	68.11%
27146 Parks Building & Fieldhouses	149,792	48,569	101,223	67.58%
27148 Echo Park Field House	73,099	12,800	60,299	82.49%
RECREATION PROGRAMS				
SPORT PROGRAMS				
27156 Glenwood Centre Programs	72,757	16,014	56,743	77.99%
27160 Echo Aquatic Programs	897,353	228,430	668,923	74.54%
27163 AV Multiplex Programs	296,346	69,797	226,549	76.45%
LEISURE PROGRAMS				
27166 Leisure Service Programs	296,534	55,273	241,261	81.36%
27173 Children's Programs	338,916	46,485	292,431	86.28%
27180 Adult Programs	132,454	33,995	98,459	74.33%
SPECIAL EVENTS				
27190 Special Events	67,400	986	66,414	98.54%
27198 Vehicle Maintenance & Repair	37,577	2,357	35,220	93.73%
RECREATION FACILITIES & PROGRAMS	5,506,433	1,397,288	4,109,145	74.62%
PARKS AND PLAYGROUNDS				
27210 Parks & Facility Management Services	355,895	79,096	276,799	77.78%
27215 Parks Maintenance	1,146,597	144,122	1,002,475	87.43%
27220 Horticultural Services	426,455	39,455	387,000	90.75%
27225 Vehicles & Equipment Mtce & Repair	246,706	38,680	208,026	84.32%
27230 Parks Upgrading	68,873	14,191	54,682	79.40%
27499 Equipment Recovery	(70,000)	(3,835)	(66,165)	94.52%
PARKS & PLAYGROUNDS	2,174,526	311,709	1,862,817	85.67%



**CITY OF PORT ALBERNI
GENERAL FUND - EXPENSE
2025-2029 FINANCIAL PLAN
Audit Committee - Quarter 1**

	Budget 2025	Quarter 1 - YTD 2025	Variance \$	Variance %
CULTURAL SERVICES				
27510 Museum Services	346,355	53,483	292,872	84.56%
27515 Museum Programs-Curatorial	140,754	57,418	83,336	59.21%
27516 Museum Programs-Permanent Exhibits	16,842	5,318	11,524	68.42%
27517 Museum Programs-Temporary Exhibits	65,806	3,772	62,034	94.27%
27530 Industrial Collections	11,405	3,468	7,937	69.59%
27531 Industrial Heritage Centre/Curling Rink Building	30,426	19,126	11,300	37.14%
27532 Roundhouse & Alberni Pacific Railway Ops	79,387	5,633	73,754	92.90%
27533 E&N Train Station	18,601	2,621	15,980	85.91%
27550 Museum Maintenance	97,347	21,618	75,729	77.79%
27600 Vancouver Island Regional Library	1,139,722	284,931	854,791	75.00%
27700 McLean Mill Operator Agreement	120,000	30,000	90,000	75.00%
27710 McLean Mill City operations	92,320	18,448	73,872	80.02%
CULTURAL SERVICES	2,158,965	505,836	1,653,129	76.57%
RECREATION & CULTURAL	9,839,924	2,214,833	7,625,091	77.49%
TOTAL OPERATIONS EXPENSES	42,033,981	7,408,257	34,625,724	82.38%
INTEREST & DEBT SERVICING				
28115 Interest on Prepaid Taxes	50,000	23,640	26,360	52.72%
28121 Interest Payments on Debentures	83,777	-	83,777	100.00%
28131 Principal Payments on Debentures	120,468	2,108	118,360	98.25%
28193 Banking Service Charges	8,300	-	8,300	100.00%
FINANCING & BANK FEES	262,545	25,748	236,797	90.19%
TOTAL OPERATIONS AND DEBT SERVICING	42,296,526	7,434,005	34,862,521	82.42%
TRANSFERS TO RESERVES				
28910 Debt Reserve Fund Transfer	15,000	-	15,000	100.00%
28222 Transfer to Equipment Replacement	34,000	-	34,000	100.00%
28230 Transfer to Capital Works Reserve	70,000	-	70,000	100.00%
RESERVE TRANSFERS	119,000	-	119,000	100.00%
TRANSFERS TO GENERAL CAPITAL RES.				
28220 Projects TBD Council Direction	-	-	-	-
Administration	-	-	-	-
Fire Department	54,600	-	54,600	100.0%
Transportation Services	-	-	-	-
Paving and Road Construction	744,010	-	744,010	100.0%
Traffic Upgrades	100,000	-	100,000	100.0%
Storm Drains	380,000	-	380,000	100.0%
Other Public Works Projects	-	-	-	-
Parks	34,500	-	34,500	100.0%
Cultural Services	30,000	-	30,000	100.0%
Parks, Recreation and Heritage	1,024,358	-	1,024,358	100.0%
TOTAL GENERAL CAPITAL TRANSFERS	2,367,468	-	2,367,468	100.0%
OTHER SERVICES				
OTHER BUDGET CONSIDERATIONS				
29911 Contingency Funds	300,000	-	300,000	100.00%
OTHER BUDGET CONSIDERATIONS	300,000	-	300,000	100.00%
TOTAL OPERATIONS, DEBT SERVICING, RESERVE AND CAPITAL TRANSFERS, CONTINGENCY	45,082,994	7,434,005	37,648,989	83.51%
TRANSFERS TO RESERVE ALLOWANCES				
28211 Transfers to Reserve - Asset Mangement	1,522,784	-	1,522,784	100.00%
TAXES COLLECTED FOR OTHERS				
REGIONAL DISTRICT				
28410 Alberni-Clayoquot Regional District	2,094,578	-	2,094,578	100.00%
SCHOOL DISTRICTS				
28811 Non-Residential School Tax	1,931,250	-	1,931,250	100.00%
28812 Residential School Tax	5,356,000	-	5,356,000	100.00%
REGIONAL GOVERNMENTS				
28820 Alberni-Clayoquot Regional Hosp District	685,000	-	685,000	100.00%
JOINT BOARDS AND COMMISSIONS				
28830 Municipal Finance Authority	1,236	-	1,236	100.00%
28831 BC Assessment	226,600	-	226,600	100.00%
TAXES COLLECTED FOR OTHERS	10,294,664	-	10,294,664	100.00%
GENERAL FUND EXPENDITURE	56,900,442	7,434,005	49,466,437	86.94%



CITY OF PORT ALBERNI
SEWER FUND - REVENUE & EXPENSES
2025-2029 FINANCIAL PLAN
Audit Committee - Quarter 1

	Budget 2025	Quarter 1 - YTD 2025	Variance \$	Variance %
SALES OF SERVICE				
94421 Sewer Fees	3,392,276	-	3,392,276	0.00%
94431 Sewer Connections	86,977	-	1,705	0.00%
94432 Service Charges Sundry	41,200	1,200	1,200	2.91%
94433 User Charges	21,744	-	426	0.00%
OTHER SERVICES				
94441 Sewage Disposal Fees	76,105	13,870	62,235	18.22%
<i>SALES OF SERVICE</i>	3,618,302	15,070	3,603,232	0.42%
OTHER REVENUE FROM OWN SOURCE				
95590 Interest Income	24,000	3,092	20,908	12.88%
95611 Sewer Penalty	39,765	7,793	31,972	19.60%
91210 Sewer Local Improvement Charges	1,000	-	1,000	0.00%
<i>OTHER REVENUE</i>	64,765	10,885	53,880	16.81%
SEWER FUND REVENUE	3,683,067	25,955	3,657,112	0.70%
ADMINISTRATION				
104210 Sewer Administration & Other	1,102,667	382,309	720,358	65.33%
ENGINEERING SERVICES				
104221 Consulting Services	37,169	1,924	35,245	94.82%
SEWER SYSTEM ADMINISTRATION				
104233 Customer Service Requests	9,691	-	9,691	100.00%
104236 Small Tools/Equipment/Supplies	4,606	-	4,606	100.00%
SEWER COLLECTION SYSTEM				
104240 Sewage Collection System Main	122,772	42,573	80,199	65.32%
104241 Sewer Service Connections	227,359	55,157	172,202	75.74%
SEWER LIFT STATIONS				
104260 Sewage Lift Stations	317,475	47,156	270,319	85.15%
SEWER TREATMENT AND DISPOSAL				
104280 Sewage Treatment	282,434	38,292	244,142	86.44%
OTHER COMMON SERVICES				
104294 Special Work Orders	1,000	-	1,000	100.00%
<i>SEWER SYSTEM</i>	2,105,173	567,411	1,537,762	73.05%
FISCAL SERVICES				
DEBT				
108120 Interest Payments On Debentures	519,558	-	519,558	100.00%
108130 Principal Payments On Debentures	204,577	-	204,577	100.00%
<i>TOTAL DEBT</i>	724,135	-	724,135	100.00%
TRANSFER TO FUNDS AND RESERVES				
108220 Transfer To Sewer Capital Fund	851,758	-	851,758	100.00%
108910 Debt Reserve Fund Transfer	2,000	-	2,000	100.00%
<i>TRANSFERS</i>	853,758	-	(87,333)	-10.23%
FISCAL SERVICES	1,577,894		1,577,894	100.00%
EXCESS OF REVENUE OVER EXPENSE	-	(541,456)	-	
SEWER FUND EXPENSES	3,683,067	567,411	3,115,656	84.59%



CITY OF PORT ALBERNI
WATER FUND - REVENUE & EXPENSES
2025-2029 FINANCIAL PLAN
Audit Committee - Quarter 1

	Budget 2025	Quarter 1 - YTD 2025	Variance \$	Variance %
SALES OF SERVICE				
54421 Metered Sales	4,005,972	-	(4,005,972)	0.00%
54431 Connections	60,000	-	(60,000)	0.00%
54432 Turn-On Charges	1,500	-	(1,500)	0.00%
54433 Service Charges Sundry	50,000	-	(50,000)	0.00%
SALES OF SERVICE	4,117,472	-	(4,117,472)	0.00%
OTHER REVENUE FROM OWN SOURCE				
55590 Other Interest	100,460	1,340	(99,120)	1.33%
55611 Water Penalty	35,000	9,007	(25,993)	25.73%
OTHER REVENUE	135,460	10,347	(125,113)	7.64%
			-	
WATER FUND REVENUE	4,252,932	10,347	(4,242,585)	0.24%
WATER SUPPLY SYSTEM ADMINISTRATION				
64110 Water Administration & Other	1,104,261	221,161	883,100	79.97%
ENGINEERING SERVICES				
64121 Engineering Consulting Services	30,000	-	30,000	100.00%
WATER SYSTEM ADMINISTRATION				
64133 Customer Service Requests	10,335	-	10,335	100.00%
64136 Small Tools/Equipment/Supplies	6,041	-	6,041	100.00%
SERVICE OF SUPPLY				
64141 Supply Inspection & Operation	123,164	21,753	101,411	82.34%
PUMPING				
64161 Pumping Inspection & Operation	298,932	57,048	241,884	80.92%
TRANSMISSION & DISTRIBUTION				
64181 Transmission/Distribution System	400,242	70,816	329,426	82.31%
64183 Connections	85,364	200	85,164	99.77%
64185 Meters	292,544	38,755	253,789	86.75%
64187 Hydrants	58,765	18,374	40,391	68.73%
WATER SUPPLY SYSTEM	2,409,648	428,107	1,981,541	82.23%
FISCAL SERVICES				
DEBT				
68120 Interest Payments On Debentures	44,000	-	44,000	100.00%
68130 Principal Payments On Debentures	38,743	-	38,743	100.00%
DEBT	82,743	-	(82,743)	-100.00%
TRANSFERS TO FUNDS AND RESERVES				
68220 Transfers To Water Capital Fund	1,760,081	-	(109,103)	-6.20%
68910 Debt Reserve Fund Transfer	460	-	-	0.00%
	1,843,284	-	(109,103)	-5.92%
			-	
EXCESS OF REVENUE OVER EXPENSE	-	(417,760)		
			-	
WATER FUND EXPENSE	4,252,932	428,107	3,824,825	89.93%



CITY OF PORT ALBERNI

WORK IN PROGRESS - CAPITAL PLAN

Unaudited

Account #	Project #	DEPARTMENT AND PROJECT DESCRIPTION	Total Capital Project Funding	Spend to March 31/2025	Remaining Funds	Comment
CAPITAL PROJECTS FROM PRIOR YEARS CAPITAL PLANS						
STRATEGIC PROJECTS - MASTERPLANS						
485724	24001	Parks, Rec & Culture Dept	300,000	190,589	109,411	Work in progress
485725	24002	Watershed Protection Plan	50,000	-	50,000	Work in progress
485726	24003	Stormwater Master Plan	125,000	120,000	5,000	Work in progress
485727	24004	Fire Services Master Plan	100,000	55,185	44,815	Work in progress
485728	24005	Mobility Master Plan (Active Transportation & Trail Network)	200,000	67,861	132,139	Work in progress
STRATEGIC PROJECTS						
485668	23003	Somass Mill - redevelopment funding	2,200,000	1,463,010	736,990	Work in progress
ADMINISTRATION						
485532	24017	Welcome Sign	40,000	39,801	199	Work in progress (\$15,000 added from Reconciliation funding - 2024 & 2025)
485803	25015	Annual Computer Equipment replacement	88,848	-	88,848	
FIRE DEPARTMENT						
485733	24021	Replace Exhaust Extraction Equipment	48,068	11,925	36,143	Work in progress
485804	25020	Turnout Gear	119,600	-	119,600	Work in progress
485806	25022	Replace 2011 Chev Silverado 4x4 #13 (moved from 2024)	110,000	-	110,000	Work in progress
EQUIPMENT & VEHICLES						
485628	22008	Replace 2007 GMC S500 W/SERVICE BOX #140 (2024 add - \$67,000)	201,000	-	201,000	On order
485629	22009	Replace 2009 DODGE S500 SERVICE TRUCK #141 (2024 add - \$60,000)	172,000	-	172,000	On order
485673	23009	Replace 1998 GMC 4.5M3 Dump Truck #259	288,000	57	287,943	On order
485674	23010	Replace 1999 GMC 4.5M3 Dump Truck #260	288,000	-	288,000	On order
485677	23013	Replace 2018 Freightliner Garbage Truck #401	523,940	521,538	2,402	Received - early January 2025 - Complete
485769	25030	Replace 2018 Freightliner Garbage Truck #402	588,500	-	588,500	Ordered
485770	25031	Replace 2018 Freightliner Garbage Truck #403	588,500	-	588,500	Ordered
485678	23014	Replace 2005 Ford F250 4X4 Pickup #610	47,501	-	47,501	On order
485682	23018	Replace 2007 Dodge Caliber #721	50,600	-	50,600	On order
485736	24032	Replace 1992 Ingersoll Rand Compressor/Trailer #377	29,600	-	29,600	Work in progress
485754	24079	Replace 1997 CLARKE FLOOR SCRUBBER - ERRF	18,842	-	18,842	Work in progress
485742	24038	New - Facilities - Compact SUV	43,000	41,586	1,414	Complete
485809	25032	Replace 2014 Toyota Tacoma #522	75,300	-	75,300	Work in progress
485810	25033	Replace 2015 Venrac Mower	70,800	-	70,800	Work in progress
485807	25034	Replace 1996 Wells Cargo Trailer (Sewer) - #389	14,118	10,883	3,235	Complete
485808	25035	Solid Waste Pickup truck - Service Call needs	85,000	-	85,000	Work in progress
PAVING & ROAD CONSTRUCTION						
485729	24006	Burde Street renewal	1,240,850	296,355	944,495	Work in progress
TRAFFIC UPGRADES						
485642	22023	3rd Ave/Argyle Street - Signal Controller Replacement	27,000	2,200	24,800	Work in progress
485685	23021	Intersection Safety #1a Gertrude/Roger	60,000	-	58,604	Work in progress
485686	23022	Traffic Signal Controller Replacement - 3rd Ave and Redford	96,000	2,675	93,325	Work in progress
485815	25050	Intersection safety	100,000	3,684	96,316	Work in progress
STORM COLLECTION SYSTEM						
485758	24061	Burde Street renewal	1,240,850	501,978	738,872	Work in progress
PUBLIC WORKS						
485753	24066	Total Station Survey Instrument - ERRF	53,835	-	53,835	Work in progress
PARKS, RECREATION, & CULTURE - PARKS & TRAILS						
485645	22026	Victoria Quay Millstone Park Connector Foot Bridge	115,000	5,910	109,091	Work in progress
485748	24072	Echo Phase II - Sports field upgrading	157,550	65,393	92,157	Work in progress
485818	25070	Roger Creek Park - Zipline installation	34,500	14,824	19,676	Work in progress
485819	25071	Tree Planting	79,590	248	79,342	Work in progress
485843	25072	Clutesi Haven Marine Food Truck (Grant Funded)	330,000	233,300	96,700	Work in progress
485844	25073	Connect the Quays - Additional Project work	200,000	690	199,310	Work in progress
PARKS, RECREATION & CULTURE - FACILITIES						
485713	23093	Harbour Quay - window renewals	12,000	3,210	8,790	Work in progress
485755	24080	City Hall - Front & Council Chamber entrance reconfiguration	100,000	81,095	18,905	Work in progress
485756	24081	Public Works - Boiler replacement	402,500	209,867	192,633	Work in progress
485751	24077	Harbour Quay - Rot repair and window replacement	33,000	11,737	21,264	Work in progress
485761	24083	Works Yard - Roof - Phase 1	350,000	281,749	68,251	Complete
485723	24075	Multiplex - Dehumidifier replacement study (Grant) & Project cost \$899,000	949,000	119,996	829,004	Work in progress
485822	25080	Train Station - Ventilation	50,000	-	50,000	Work in progress
485823	25085	Parks Yard - Roof Replacement	100,000	-	100,000	Work in progress
485824	25090	Aquatic Centre - Order Main Pool Recirculating Pump	19,200	-	19,200	Work in progress
485825	25091	Aquatic Centre - Replace Corroded Filter Room Piping	24,000	-	24,000	Work in progress
485826	25092	Aquatic Centre - Order Main Pool UV Filter System	51,878	-	51,878	Work in progress
485827	25100	Multiplex - Handrailing	50,000	-	50,000	Work in progress
485828	25101	Multiplex - Replacement Propane Zamboni	137,500	-	137,500	Work in progress
485829	25102	Multiplex - Replace Rink Boards on Weyerhaeuser	500,000	153,320	346,680	Work in progress
485830	25105	Museum - Security and Washroom Flooring	10,000	-	10,000	Work in progress
485831	25110	City Hall - Committee room updates	30,000	241	29,759	Work in progress
485832	25111	City Hall - Westside door replacement	15,000	-	15,000	Work in progress
485833	25115	PSB - Safety Assessment	20,000	-	20,000	Work in progress
485834	25120	Echo Centre- Cedar room dividers	40,000	-	40,000	Work in progress
485835	25121	Echo Centre - Flooring - Fir room, furniture and offices	10,000	-	10,000	Work in progress
485836	25122	Echo Centre - Blinds and furniture	11,500	-	11,500	Work in progress
485837	25123	Echo Centre - Safety upgrades	45,000	-	45,000	Work in progress



CITY OF PORT ALBERNI

WORK IN PROGRESS - CAPITAL PLAN

Unaudited

Account #	Project #	DEPARTMENT AND PROJECT DESCRIPTION	Total Capital Project Funding	Spend to March 31/2025	Remaining Funds	Comment
CAPITAL PROJECTS FROM PRIOR YEARS CAPITAL PLANS						
485838	25130	Glenwood Centre - Replacement Tables and chairs	10,000	-	10,000	Work in progress
485839	25135	EPFH - East Building gutters	35,000	-	35,000	Work in progress
485840	25140	Rec Park - Concession Roof and Gutter Repairs	10,280	-	10,280	Work in progress
485841	25145	Parks Yard - Replace Office Windows	5,000	-	5,000	Work in progress
485842	25150	RCMP - Secure Police Equipment Room Renovation	150,000	-	150,000	Work in progress
WATER CAPITAL PROJECTS						
525546	23055	Burde Street - 11th Ave to Estevan 650m - Development related	160,000	408	159,592	Work in progress
525550	23059	2023 Water meter replacements	300,000	190,014	109,986	Work in progress
525555	24090	Watershed Masterplan	50,000	-	50,000	Work in progress
525552	24091	Franklin River Rd-Supply Main Replace - Design - Phase 1	135,000	107,429	27,571	Work in progress
525554	24093	Water Masterplan	150,000	-	150,000	Work in progress
SEWER CAPITAL PROJECTS						
565469	24101	Josephine Sewer Forcemain Replacement - design	105,000	20,599	84,401	Work in progress
565470	24102	CSO - 3rd Avenue Storm	72,311	-	72,311	Work in progress
565463	24103	CSO - Burde St - 9th to North Park	1,242,000	-	1,242,000	Work in progress
565464	24104	SCADA - communication requirements	100,000	635	99,365	Work in progress
565465	24105	Decommission old lagoon - consulting/ARO	30,000	-	30,000	Work in progress
565501	25171	Sewer Flow monitoring	40,000	-	40,000	Work in progress
565467	24107	Sewer Masterplan	200,000	-	200,000	Work in progress

* 2025 approved capital projects not listed have no project numbers assigned and are not included on the listing.

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	2025-01-01
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last		2025-03-31

Sorted By: Vendor Name

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0012425	204779	0858133 BC LTD DBA NICKLIN WAS	2025-01-24	BMO1	PMCHQ00002256	\$404.81
EFT0012746	204779	0858133 BC LTD DBA NICKLIN WAS	2025-03-07	BMO1	PMCHQ00002274	\$461.74
EFT0012843	204779	0858133 BC LTD DBA NICKLIN WAS	2025-03-20	BMO1	PMCHQ00002282	\$362.20
EFT0012288	250	A C E COURIER SERVICES	2025-01-10	BMO1	PMCHQ00002245	\$263.94
EFT0012426	250	A C E COURIER SERVICES	2025-01-24	BMO1	PMCHQ00002256	\$1,435.64
EFT0012450	250	A C E COURIER SERVICES	2025-01-29	BMO1	PMCHQ00002258	\$673.90
EFT0012552	250	A C E COURIER SERVICES	2025-02-13	BMO1	PMCHQ00002265	\$297.50
EFT0012603	250	A C E COURIER SERVICES	2025-02-21	BMO1	PMCHQ00002268	\$1,372.23
EFT0012651	250	A C E COURIER SERVICES	2025-02-26	BMO1	PMCHQ00002270	\$602.00
EFT0012747	250	A C E COURIER SERVICES	2025-03-07	BMO1	PMCHQ00002274	\$2,217.82
EFT0012781	250	A C E COURIER SERVICES	2025-03-12	BMO1	PMCHQ00002276	\$186.83
EFT0012844	250	A C E COURIER SERVICES	2025-03-20	BMO1	PMCHQ00002282	\$2,293.22
EFT0012708	202615	A R MOWER SUPPLY LTD	2025-03-05	BMO1	PMCHQ00002272	\$1,485.71
156086	207452	ABBOTT, SARAH	2025-01-08	BMO1	PMCHQ00002244	\$65.00
EFT0012451	205825	ABELL PEST CONTROL INC	2025-01-29	BMO1	PMCHQ00002258	\$627.11
EFT0012604	205825	ABELL PEST CONTROL INC	2025-02-21	BMO1	PMCHQ00002268	\$627.11
EFT0012359	555	ACHINBACK FOUNDRY	2025-01-17	BMO1	PMCHQ00002249	\$326.19
EFT0012329	560	ACKLANDS - GRAINGER INC	2025-01-15	BMO1	PMCHQ00002247	\$927.93
EFT0012360	560	ACKLANDS - GRAINGER INC	2025-01-17	BMO1	PMCHQ00002249	\$158.33
EFT0012452	560	ACKLANDS - GRAINGER INC	2025-01-29	BMO1	PMCHQ00002258	\$2,388.06
EFT0012515	560	ACKLANDS - GRAINGER INC	2025-02-07	BMO1	PMCHQ00002262	\$182.90
EFT0012553	560	ACKLANDS - GRAINGER INC	2025-02-13	BMO1	PMCHQ00002265	\$820.64
EFT0012571	560	ACKLANDS - GRAINGER INC	2025-02-19	BMO1	PMCHQ00002266	\$580.18
EFT0012605	560	ACKLANDS - GRAINGER INC	2025-02-21	BMO1	PMCHQ00002268	\$456.80
EFT0012709	560	ACKLANDS - GRAINGER INC	2025-03-05	BMO1	PMCHQ00002272	\$515.53
EFT0012748	560	ACKLANDS - GRAINGER INC	2025-03-07	BMO1	PMCHQ00002274	\$255.41
156189	204010	ADDENERGIE	2025-02-19	BMO1	PMCHQ00002267	\$2,744.00
156148	46620	ADT SECURITY SERVICES CANADA I	2025-01-29	BMO1	PMCHQ00002259	\$166.79
EFT0012361	203082	ADVANCED AUTOMATIC DOORS	2025-01-17	BMO1	PMCHQ00002249	\$468.09
EFT0012268	207285	AERZEN	2025-01-08	BMO1	PMCHQ00002243	\$766.75
EFT0012710	207285	AERZEN	2025-03-05	BMO1	PMCHQ00002272	\$383.38
EFT0012289	202415	AINSWORTH	2025-01-10	BMO1	PMCHQ00002245	\$1,909.30
EFT0012453	202415	AINSWORTH	2025-01-29	BMO1	PMCHQ00002258	\$622.39
EFT0012606	202415	AINSWORTH	2025-02-21	BMO1	PMCHQ00002268	\$507.83
EFT0012652	202415	AINSWORTH	2025-02-26	BMO1	PMCHQ00002270	\$5,982.38
EFT0012749	202415	AINSWORTH	2025-03-07	BMO1	PMCHQ00002274	\$2,108.05
EFT0012782	202415	AINSWORTH	2025-03-12	BMO1	PMCHQ00002276	\$1,309.03
EFT0012290	27020	AIR LIQUIDE CANADA INC	2025-01-10	BMO1	PMCHQ00002245	\$129.90
EFT0012362	27020	AIR LIQUIDE CANADA INC	2025-01-17	BMO1	PMCHQ00002249	\$101.26
EFT0012427	27020	AIR LIQUIDE CANADA INC	2025-01-24	BMO1	PMCHQ00002256	\$834.72
EFT0012607	27020	AIR LIQUIDE CANADA INC	2025-02-21	BMO1	PMCHQ00002268	\$282.27
EFT0012653	27020	AIR LIQUIDE CANADA INC	2025-02-26	BMO1	PMCHQ00002270	\$704.82
EFT0012845	27020	AIR LIQUIDE CANADA INC	2025-03-20	BMO1	PMCHQ00002282	\$1,253.95
156113	203141	ALARIE, CRISSY	2025-01-15	BMO1	PMCHQ00002248	\$18.48
EFT0012572	1765	ALBERNI CHRYSLER LTD.	2025-02-19	BMO1	PMCHQ00002266	\$3,662.86
EFT0012330	29104	ALBERNI COLOUR CORNER	2025-01-15	BMO1	PMCHQ00002247	\$136.03
EFT0012783	29104	ALBERNI COLOUR CORNER	2025-03-12	BMO1	PMCHQ00002276	\$136.03
EFT0012403	1960	ALBERNI DISTRICT CO-OP ASSOC	2025-01-22	BMO1	PMCHQ00002251	\$2,285.38
EFT0012654	1960	ALBERNI DISTRICT CO-OP ASSOC	2025-02-26	BMO1	PMCHQ00002270	\$364.84
EFT0012750	1960	ALBERNI DISTRICT CO-OP ASSOC	2025-03-07	BMO1	PMCHQ00002274	\$694.21
EFT0012363	45585	ALBERNI ECO DRY CLEANERS	2025-01-17	BMO1	PMCHQ00002249	\$1,220.10
EFT0012516	45585	ALBERNI ECO DRY CLEANERS	2025-02-07	BMO1	PMCHQ00002262	\$994.35
EFT0012655	45585	ALBERNI ECO DRY CLEANERS	2025-02-26	BMO1	PMCHQ00002270	\$95.55
EFT0012846	45585	ALBERNI ECO DRY CLEANERS	2025-03-20	BMO1	PMCHQ00002282	\$991.12
EFT0012269	2200	ALBERNI FIRST AID	2025-01-08	BMO1	PMCHQ00002243	\$3,806.25
EFT0012608	200877	ALBERNI GLASS & MIRROR 2003 LT	2025-02-21	BMO1	PMCHQ00002268	\$323.92

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0012364	2540	ALBERNI INDUSTRIAL MARINE SUPP	2025-01-17	BMO1	PMCHQ00002249	\$88.02
EFT0012454	2540	ALBERNI INDUSTRIAL MARINE SUPP	2025-01-29	BMO1	PMCHQ00002258	\$40.31
EFT0012609	2540	ALBERNI INDUSTRIAL MARINE SUPP	2025-02-21	BMO1	PMCHQ00002268	\$9.55
EFT0012656	2540	ALBERNI INDUSTRIAL MARINE SUPP	2025-02-26	BMO1	PMCHQ00002270	\$24.17
EFT0012751	2540	ALBERNI INDUSTRIAL MARINE SUPP	2025-03-07	BMO1	PMCHQ00002274	\$42.26
EFT0012365	3120	ALBERNI TOWING	2025-01-17	BMO1	PMCHQ00002249	\$263.42
EFT0012517	3120	ALBERNI TOWING	2025-02-07	BMO1	PMCHQ00002262	\$268.80
EFT0012573	3120	ALBERNI TOWING	2025-02-19	BMO1	PMCHQ00002266	\$517.68
EFT0012657	3120	ALBERNI TOWING	2025-02-26	BMO1	PMCHQ00002270	\$165.32
EFT0012752	3120	ALBERNI TOWING	2025-03-07	BMO1	PMCHQ00002274	\$200.55
EFT0012847	3120	ALBERNI TOWING	2025-03-20	BMO1	PMCHQ00002282	\$1,157.52
156213	204035	ALBERNI TOYOTA	2025-02-26	BMO1	PMCHQ00002271	\$43,902.32
156282	204035	ALBERNI TOYOTA	2025-03-19	BMO1	PMCHQ00002279	\$114.81
156283	207298	ALBERNI TRUCK AND OVERLAND ASS	2025-03-19	BMO1	PMCHQ00002279	\$1,339.50
EFT0012270	3150	ALBERNI VALLEY CHAMBER OF COMM	2025-01-08	BMO1	PMCHQ00002243	\$31,500.00
EFT0012574	3150	ALBERNI VALLEY CHAMBER OF COMM	2025-02-19	BMO1	PMCHQ00002266	\$1,050.00
EFT0012711	3150	ALBERNI VALLEY CHAMBER OF COMM	2025-03-05	BMO1	PMCHQ00002272	\$23,406.34
EFT0012848	3150	ALBERNI VALLEY CHAMBER OF COMM	2025-03-20	BMO1	PMCHQ00002282	\$31,500.00
156256	207481	ALBERNI VALLEY MEDIA	2025-03-07	BMO1	PMCHQ00002275	\$3,675.00
EFT0012518	207297	ALBERNI VALLEY PEST CONTROL LT	2025-02-07	BMO1	PMCHQ00002262	\$168.00
EFT0012784	207297	ALBERNI VALLEY PEST CONTROL LT	2025-03-12	BMO1	PMCHQ00002276	\$168.00
EFT0012455	3665	ALBERNI VALLEY REFRIGERATION	2025-01-29	BMO1	PMCHQ00002258	\$9,029.49
EFT0012519	3665	ALBERNI VALLEY REFRIGERATION	2025-02-07	BMO1	PMCHQ00002262	\$664.13
EFT0012658	3665	ALBERNI VALLEY REFRIGERATION	2025-02-26	BMO1	PMCHQ00002270	\$121,715.73
EFT0012753	3665	ALBERNI VALLEY REFRIGERATION	2025-03-07	BMO1	PMCHQ00002274	\$425.25
EFT0012428	206603	ALEXANDER, ANDREA	2025-01-24	BMO1	PMCHQ00002256	\$12.31
156149	207398	Allen / McMillan Litigation Co	2025-01-29	BMO1	PMCHQ00002259	\$1,304.80
156257	207398	Allen / McMillan Litigation Co	2025-03-07	BMO1	PMCHQ00002275	\$4,460.41
EFT0012754	203052	Amazon.com.ca ULC Acct A1DLTT2	2025-03-07	BMO1	PMCHQ00002274	\$55.25
156284	206686	ANDERSEN, DOUGLAS	2025-03-19	BMO1	PMCHQ00002279	\$25.00
EFT0012291	52570	ANDREW SHERET LIMITED	2025-01-10	BMO1	PMCHQ00002245	\$380.02
EFT0012331	52570	ANDREW SHERET LIMITED	2025-01-15	BMO1	PMCHQ00002247	\$301.91
EFT0012366	52570	ANDREW SHERET LIMITED	2025-01-17	BMO1	PMCHQ00002249	\$766.61
EFT0012456	52570	ANDREW SHERET LIMITED	2025-01-29	BMO1	PMCHQ00002258	\$316.92
EFT0012492	52570	ANDREW SHERET LIMITED	2025-02-05	BMO1	PMCHQ00002260	\$5,096.33
EFT0012712	52570	ANDREW SHERET LIMITED	2025-03-05	BMO1	PMCHQ00002272	\$281.18
156190	203977	APPLIED INDUSTRIAL TECHNOLOGIE	2025-02-19	BMO1	PMCHQ00002267	\$242.93
156126	207177	ARSENAULT, DAVE	2025-01-17	BMO1	PMCHQ00002250	\$561.75
EFT0012575	5740	ASSOCIATED ENGINEERING (BC) LT	2025-02-19	BMO1	PMCHQ00002266	\$5,880.00
EFT0012292	5743	ASSOCIATED FIRE & SAFETY INC.	2025-01-10	BMO1	PMCHQ00002245	\$1,172.98
EFT0012610	5743	ASSOCIATED FIRE & SAFETY INC.	2025-02-21	BMO1	PMCHQ00002268	\$3,344.59
EFT0012785	5743	ASSOCIATED FIRE & SAFETY INC.	2025-03-12	BMO1	PMCHQ00002276	\$75.60
156191	204827	ATS TRAFFIC BRITISH COLUMBIA	2025-02-19	BMO1	PMCHQ00002267	\$4,464.31
EFT0012520	6130	AURORA ROOFING LTD	2025-02-07	BMO1	PMCHQ00002262	\$3,675.00
EFT0012423	207457	AUVIK NETWORKS INC	2025-01-22	BMO1	PMCHQ00002253	\$9,676.80
EFT0012367	206736	AV MAINTENANCE SERVICES	2025-01-17	BMO1	PMCHQ00002249	\$6,234.83
156192	204126	B BERRY ENTERPRISES LTD	2025-02-19	BMO1	PMCHQ00002267	\$1,852.20
EFT0012332	9900	B C AIR FILTER LTD	2025-01-15	BMO1	PMCHQ00002247	\$469.66
EFT0012368	9900	B C AIR FILTER LTD	2025-01-17	BMO1	PMCHQ00002249	\$94.50
EFT0012457	9900	B C AIR FILTER LTD	2025-01-29	BMO1	PMCHQ00002258	\$210.42
EFT0012554	9900	B C AIR FILTER LTD	2025-02-13	BMO1	PMCHQ00002265	\$119.65
EFT0012659	9980	B C ASSESSMENT AUTHORITY	2025-02-26	BMO1	PMCHQ00002270	\$882.47
EFT0012272	10478	B C MUNICIPAL SAFETY ASSOCIATI	2025-01-08	BMO1	PMCHQ00002243	\$2,520.00
EFT0012293	10478	B C MUNICIPAL SAFETY ASSOCIATI	2025-01-10	BMO1	PMCHQ00002245	\$787.50
EFT0012271	10950	B C TRANSIT	2025-01-08	BMO1	PMCHQ00002243	\$70,361.01
EFT0012493	10950	B C TRANSIT	2025-02-05	BMO1	PMCHQ00002260	\$80,889.08
EFT0012294	7000	BAILEY ELECTRIC CO LTD	2025-01-10	BMO1	PMCHQ00002245	\$927.71
EFT0012398	7000	BAILEY ELECTRIC CO LTD	2025-01-22	BMO1	PMCHQ00002251	\$15,871.99
EFT0012521	7000	BAILEY ELECTRIC CO LTD	2025-02-07	BMO1	PMCHQ00002262	\$27,273.89
EFT0012660	7000	BAILEY ELECTRIC CO LTD	2025-02-26	BMO1	PMCHQ00002270	\$52,248.11
EFT0012849	7000	BAILEY ELECTRIC CO LTD	2025-03-20	BMO1	PMCHQ00002282	\$18,184.61
EFT0012333	205202	BAKER'S DOZEN CATERING	2025-01-15	BMO1	PMCHQ00002247	\$270.00
156101	7400	BANK OF NOVA SCOTIA	2025-01-13	BMO1	PMCHQ00002246	\$12,491.33

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
156087	204692	BARKLEY SOUNDS CHOIR	2025-01-08	BMO1	PMCHQ00002244	\$400.00
156214	7568	BARR PLASTICS INC.	2025-02-26	BMO1	PMCHQ00002271	\$2,772.29
156262	206953	BASELINE ARCHAEOLOGICAL SERVIC	2025-03-12	BMO1	PMCHQ00002277	\$4,134.38
156193	206903	BATTIE, ZOE	2025-02-19	BMO1	PMCHQ00002267	\$528.43
156241	206903	BATTIE, ZOE	2025-03-05	BMO1	PMCHQ00002273	\$425.95
156160	205099	BAUER, BRYAN	2025-02-05	BMO1	PMCHQ00002261	\$100.00
156088	202955	BC ECONOMIC DEVELOPMENT ASSOCI	2025-01-08	BMO1	PMCHQ00002244	\$693.00
156102	207447	BC Professional Fire Fighters	2025-01-13	BMO1	PMCHQ00002246	\$7,000.00
EFT0012369	7860	BEAVER CREEK HOME CENTRE	2025-01-17	BMO1	PMCHQ00002249	\$802.09
EFT0012429	7860	BEAVER CREEK HOME CENTRE	2025-01-24	BMO1	PMCHQ00002256	\$128.34
EFT0012458	7860	BEAVER CREEK HOME CENTRE	2025-01-29	BMO1	PMCHQ00002258	\$1,069.49
EFT0012555	7860	BEAVER CREEK HOME CENTRE	2025-02-13	BMO1	PMCHQ00002265	\$633.12
EFT0012611	7860	BEAVER CREEK HOME CENTRE	2025-02-21	BMO1	PMCHQ00002268	\$2,126.33
EFT0012661	7860	BEAVER CREEK HOME CENTRE	2025-02-26	BMO1	PMCHQ00002270	\$326.29
EFT0012713	7860	BEAVER CREEK HOME CENTRE	2025-03-05	BMO1	PMCHQ00002272	\$7.82
EFT0012755	7860	BEAVER CREEK HOME CENTRE	2025-03-07	BMO1	PMCHQ00002274	\$1,953.50
EFT0012786	7860	BEAVER CREEK HOME CENTRE	2025-03-12	BMO1	PMCHQ00002276	\$1,293.10
EFT0012850	7860	BEAVER CREEK HOME CENTRE	2025-03-20	BMO1	PMCHQ00002282	\$1,492.68
156215	207468	Bee-Rads Vacuum Land	2025-02-26	BMO1	PMCHQ00002271	\$879.18
156258	207468	Bee-Rads Vacuum Land	2025-03-07	BMO1	PMCHQ00002275	\$39.15
EFT0012424	207374	BEHR INTEGRATED SOLUTIONS INC	2025-01-23	BMO1	PMCHQ00002255	\$9,217.48
EFT0012612	207374	BEHR INTEGRATED SOLUTIONS INC	2025-02-21	BMO1	PMCHQ00002268	\$9,846.53
156216	203312	BENDER, GARY	2025-02-26	BMO1	PMCHQ00002271	\$980.23
156135	202402	BERKE, KARRY	2025-01-22	BMO1	PMCHQ00002252	\$537.55
156194	202402	BERKE, KARRY	2025-02-19	BMO1	PMCHQ00002267	\$447.99
EFT0012295	8600	BERK'S INTERTRUCK LTD	2025-01-10	BMO1	PMCHQ00002245	\$114.20
EFT0012370	8600	BERK'S INTERTRUCK LTD	2025-01-17	BMO1	PMCHQ00002249	\$1,208.06
EFT0012556	8600	BERK'S INTERTRUCK LTD	2025-02-13	BMO1	PMCHQ00002265	\$1,177.00
EFT0012613	8600	BERK'S INTERTRUCK LTD	2025-02-21	BMO1	PMCHQ00002268	\$678.11
EFT0012787	8600	BERK'S INTERTRUCK LTD	2025-03-12	BMO1	PMCHQ00002276	\$23.26
EFT0012851	8600	BERK'S INTERTRUCK LTD	2025-03-20	BMO1	PMCHQ00002282	\$1,120.69
156195	206540	BILLYBEAUTY MKTG	2025-02-19	BMO1	PMCHQ00002267	\$239.58
EFT0012494	207300	BIOMAXX ENVIRONMENTAL	2025-02-05	BMO1	PMCHQ00002260	\$11,976.00
156161	206652	BISHOP, JUSTIN	2025-02-05	BMO1	PMCHQ00002261	\$314.99
156162	207446	Bitwarden Inc.	2025-02-05	BMO1	PMCHQ00002261	\$7,200.00
156285	207301	BLACK JAGUAR CHOCOLATE LTD	2025-03-19	BMO1	PMCHQ00002279	\$271.95
EFT0012495	9065	BLACK PRESS GROUP	2025-02-05	BMO1	PMCHQ00002260	\$1,533.72
EFT0012614	9065	BLACK PRESS GROUP	2025-02-21	BMO1	PMCHQ00002268	\$296.20
EFT0012662	9065	BLACK PRESS GROUP	2025-02-26	BMO1	PMCHQ00002270	\$717.09
EFT0012852	9065	BLACK PRESS GROUP	2025-03-20	BMO1	PMCHQ00002282	\$1,063.27
EFT0012576	206367	BLACK PRESS-ALBERNI VALLEY NEW	2025-02-19	BMO1	PMCHQ00002266	\$421.94
156136	207458	BLACK, DONNA	2025-01-22	BMO1	PMCHQ00002252	\$22.00
156295	206756	BMO LENDING OPERATIONS SERVICE	2025-03-20	BMO1	PMCHQ00002283	\$3,610.11
EFT0012296	204775	BODIN, KRISTA	2025-01-10	BMO1	PMCHQ00002245	\$54.44
EFT0012496	204775	BODIN, KRISTA	2025-02-05	BMO1	PMCHQ00002260	\$173.00
156089	205231	BOOMERANGS CAFE	2025-01-08	BMO1	PMCHQ00002244	\$196.25
EFT0012334	207052	BOROVICA, ERWIN	2025-01-15	BMO1	PMCHQ00002247	\$887.67
EFT0012577	207052	BOROVICA, ERWIN	2025-02-19	BMO1	PMCHQ00002266	\$472.75
EFT0012714	207052	BOROVICA, ERWIN	2025-03-05	BMO1	PMCHQ00002272	\$334.28
EFT0012497	206082	BOURGAIN, SHAWN	2025-02-05	BMO1	PMCHQ00002260	\$1,298.74
EFT0012578	206082	BOURGAIN, SHAWN	2025-02-19	BMO1	PMCHQ00002266	\$23.51
EFT0012663	206082	BOURGAIN, SHAWN	2025-02-26	BMO1	PMCHQ00002270	\$215.48
EFT0012371	206515	BOWERMAN CONSTRUCTION LTD	2025-01-17	BMO1	PMCHQ00002249	\$6,292.21
EFT0012399	206515	BOWERMAN CONSTRUCTION LTD	2025-01-22	BMO1	PMCHQ00002251	\$73,745.19
EFT0012579	206515	BOWERMAN CONSTRUCTION LTD	2025-02-19	BMO1	PMCHQ00002266	\$8,415.18
EFT0012615	206515	BOWERMAN CONSTRUCTION LTD	2025-02-21	BMO1	PMCHQ00002268	\$17,165.96
EFT0012664	206515	BOWERMAN CONSTRUCTION LTD	2025-02-26	BMO1	PMCHQ00002270	\$783.81
EFT0012756	206515	BOWERMAN CONSTRUCTION LTD	2025-03-07	BMO1	PMCHQ00002274	\$1,092.06
EFT0012788	206515	BOWERMAN CONSTRUCTION LTD	2025-03-12	BMO1	PMCHQ00002276	\$111,357.72
EFT0012853	206515	BOWERMAN CONSTRUCTION LTD	2025-03-20	BMO1	PMCHQ00002282	\$3,866.08
EFT0012459	10997	BRANDT TRACTOR LTD.	2025-01-29	BMO1	PMCHQ00002258	\$7,935.60
EFT0012757	10997	BRANDT TRACTOR LTD.	2025-03-07	BMO1	PMCHQ00002274	\$460.32
EFT0012335	54350	BRENNTAG CANADA INC.	2025-01-15	BMO1	PMCHQ00002247	\$2,480.66

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0012460	54350	BRENNTAG CANADA INC.	2025-01-29	BMO1	PMCHQ00002258	\$1,146.83
EFT0012789	54350	BRENNTAG CANADA INC.	2025-03-12	BMO1	PMCHQ00002276	\$1,061.11
EFT0012461	26710	BROGAN FIRE & SAFETY	2025-01-29	BMO1	PMCHQ00002258	\$359.10
EFT0012616	26710	BROGAN FIRE & SAFETY	2025-02-21	BMO1	PMCHQ00002268	\$171.36
EFT0012715	26710	BROGAN FIRE & SAFETY	2025-03-05	BMO1	PMCHQ00002272	\$1,200.16
EFT0012827	26710	BROGAN FIRE & SAFETY	2025-03-19	BMO1	PMCHQ00002278	\$1,670.53
156103	207453	BROWN, TRENNA	2025-01-13	BMO1	PMCHQ00002246	\$120.00
156217	202994	BUFFIE, COLTON	2025-02-26	BMO1	PMCHQ00002271	\$52.50
EFT0012400	202747	BUNT & ASSOCIATES ENGINEERING	2025-01-22	BMO1	PMCHQ00002251	\$22,850.63
EFT0012498	202747	BUNT & ASSOCIATES ENGINEERING	2025-02-05	BMO1	PMCHQ00002260	\$14,584.50
EFT0012297	206470	BUNZL	2025-01-10	BMO1	PMCHQ00002245	\$697.27
EFT0012336	206470	BUNZL	2025-01-15	BMO1	PMCHQ00002247	\$4,723.32
EFT0012462	206470	BUNZL	2025-01-29	BMO1	PMCHQ00002258	\$1,189.58
EFT0012557	206470	BUNZL	2025-02-13	BMO1	PMCHQ00002265	\$84.10
EFT0012617	206470	BUNZL	2025-02-21	BMO1	PMCHQ00002268	\$230.73
EFT0012665	206470	BUNZL	2025-02-26	BMO1	PMCHQ00002270	\$1,650.46
EFT0012758	206470	BUNZL	2025-03-07	BMO1	PMCHQ00002274	\$2,139.07
156114	203484	CAMLOCK HOLDINGS LTD	2025-01-15	BMO1	PMCHQ00002248	\$842.56
156150	203484	CAMLOCK HOLDINGS LTD	2025-01-29	BMO1	PMCHQ00002259	\$204.61
156183	203484	CAMLOCK HOLDINGS LTD	2025-02-07	BMO1	PMCHQ00002263	\$247.66
156218	203484	CAMLOCK HOLDINGS LTD	2025-02-26	BMO1	PMCHQ00002271	\$231.00
156263	203484	CAMLOCK HOLDINGS LTD	2025-03-12	BMO1	PMCHQ00002277	\$692.73
EFT0012558	13650	CANADIAN ASSOCIATION OF FIRE C	2025-02-13	BMO1	PMCHQ00002265	\$734.50
EFT0012298	14380	CANADIAN LINEN AND UNIFORM SER	2025-01-10	BMO1	PMCHQ00002245	\$113.61
EFT0012372	14380	CANADIAN LINEN AND UNIFORM SER	2025-01-17	BMO1	PMCHQ00002249	\$409.84
EFT0012463	14380	CANADIAN LINEN AND UNIFORM SER	2025-01-29	BMO1	PMCHQ00002258	\$186.14
EFT0012522	14380	CANADIAN LINEN AND UNIFORM SER	2025-02-07	BMO1	PMCHQ00002262	\$411.84
EFT0012618	14380	CANADIAN LINEN AND UNIFORM SER	2025-02-21	BMO1	PMCHQ00002268	\$502.91
EFT0012666	14380	CANADIAN LINEN AND UNIFORM SER	2025-02-26	BMO1	PMCHQ00002270	\$325.22
EFT0012759	14380	CANADIAN LINEN AND UNIFORM SER	2025-03-07	BMO1	PMCHQ00002274	\$435.18
EFT0012854	14380	CANADIAN LINEN AND UNIFORM SER	2025-03-20	BMO1	PMCHQ00002282	\$208.33
EFT0012373	204107	CANADIAN MARITIME ENGINEERING	2025-01-17	BMO1	PMCHQ00002249	\$201.49
EFT0012667	204107	CANADIAN MARITIME ENGINEERING	2025-02-26	BMO1	PMCHQ00002270	\$408.63
EFT0012855	204107	CANADIAN MARITIME ENGINEERING	2025-03-20	BMO1	PMCHQ00002282	\$674.39
156219	15052	CANADIAN RED CROSS SOCIETY - C	2025-02-26	BMO1	PMCHQ00002271	\$250.00
EFT0012299	15301	CANADIAN TIRE #488	2025-01-10	BMO1	PMCHQ00002245	\$1,545.66
EFT0012337	15301	CANADIAN TIRE #488	2025-01-15	BMO1	PMCHQ00002247	\$672.86
EFT0012374	15301	CANADIAN TIRE #488	2025-01-17	BMO1	PMCHQ00002249	\$26.86
EFT0012523	15301	CANADIAN TIRE #488	2025-02-07	BMO1	PMCHQ00002262	\$1,453.00
EFT0012668	15301	CANADIAN TIRE #488	2025-02-26	BMO1	PMCHQ00002270	\$2,050.71
EFT0012760	15301	CANADIAN TIRE #488	2025-03-07	BMO1	PMCHQ00002274	\$752.80
EFT0012790	15301	CANADIAN TIRE #488	2025-03-12	BMO1	PMCHQ00002276	\$307.69
EFT0012828	15301	CANADIAN TIRE #488	2025-03-19	BMO1	PMCHQ00002278	\$997.26
EFT0012401	15580	CANADIAN UNION OF PUBLIC EMPLO	2025-01-22	BMO1	PMCHQ00002251	\$14,789.30
EFT0012580	15580	CANADIAN UNION OF PUBLIC EMPLO	2025-02-19	BMO1	PMCHQ00002266	\$14,146.07
EFT0012791	15580	CANADIAN UNION OF PUBLIC EMPLO	2025-03-12	BMO1	PMCHQ00002276	\$14,305.29
156296	206525	CARO ANALYTICAL SERVICES	2025-03-20	BMO1	PMCHQ00002283	\$978.18
EFT0012499	16005	CARR MCLEAN	2025-02-05	BMO1	PMCHQ00002260	\$679.36
156127	207144	CARVELLO LAW	2025-01-17	BMO1	PMCHQ00002250	\$3,321.87
EFT0012273	30140	CATT PLASTIC SHOP LTD-INDUSTRI	2025-01-08	BMO1	PMCHQ00002243	\$1,486.81
EFT0012792	30140	CATT PLASTIC SHOP LTD-INDUSTRI	2025-03-12	BMO1	PMCHQ00002276	\$2,128.00
EFT0012300	49165	CBI REHABILITATION IN MOTION I	2025-01-10	BMO1	PMCHQ00002245	\$1,110.00
EFT0012716	49165	CBI REHABILITATION IN MOTION I	2025-03-05	BMO1	PMCHQ00002272	\$150.00
EFT0012274	203688	CDW CANADA	2025-01-08	BMO1	PMCHQ00002243	\$122.90
EFT0012402	203688	CDW CANADA	2025-01-22	BMO1	PMCHQ00002251	\$978.75
EFT0012619	203688	CDW CANADA	2025-02-21	BMO1	PMCHQ00002268	\$14.71
EFT0012717	203688	CDW CANADA	2025-03-05	BMO1	PMCHQ00002272	\$1,720.09
EFT0012856	203688	CDW CANADA	2025-03-20	BMO1	PMCHQ00002282	\$11.61
EFT0012338	55727	CENTRAL SQUARE	2025-01-15	BMO1	PMCHQ00002247	\$44,587.87
EFT0012581	207022	CHEM-AQUA	2025-02-19	BMO1	PMCHQ00002266	\$972.16
156090	205180	CIBC	2025-01-08	BMO1	PMCHQ00002244	\$1,545.32
156184	204100	CIBC PORT ALBERNI BANKING CENT	2025-02-07	BMO1	PMCHQ00002263	\$14,116.80
EFT0012301	17550	CIRCLE DAIRY 1987 LTD	2025-01-10	BMO1	PMCHQ00002245	\$5,296.40

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0012375	17550	CIRCLE DAIRY 1987 LTD	2025-01-17	BMO1	PMCHQ00002249	\$5,886.95
EFT0012430	17550	CIRCLE DAIRY 1987 LTD	2025-01-24	BMO1	PMCHQ00002256	\$643.49
EFT0012500	17550	CIRCLE DAIRY 1987 LTD	2025-02-05	BMO1	PMCHQ00002260	\$1,712.41
EFT0012620	17550	CIRCLE DAIRY 1987 LTD	2025-02-21	BMO1	PMCHQ00002268	\$6,861.57
EFT0012669	17550	CIRCLE DAIRY 1987 LTD	2025-02-26	BMO1	PMCHQ00002270	\$6.71
EFT0012761	17550	CIRCLE DAIRY 1987 LTD	2025-03-07	BMO1	PMCHQ00002274	\$9,237.60
EFT0012857	17550	CIRCLE DAIRY 1987 LTD	2025-03-20	BMO1	PMCHQ00002282	\$33.40
156188	207467	Citaapi Mahtii (Housing) Socie	2025-02-10	BMO1	PMCHQ00002264	\$136,800.00
156163	17640	CITY OF PORT ALBERNI	2025-02-05	BMO1	PMCHQ00002261	\$132.00
156196	17640	CITY OF PORT ALBERNI	2025-02-19	BMO1	PMCHQ00002267	\$60.00
156242	17640	CITY OF PORT ALBERNI	2025-03-05	BMO1	PMCHQ00002273	\$5,052.81
EFT0012582	17971	CIVIC INFO BC	2025-02-19	BMO1	PMCHQ00002266	\$1,107.75
EFT0012583	205870	CLARK, JAYDE	2025-02-19	BMO1	PMCHQ00002266	\$34.49
156115	205743	CLARKSTONE & DEARIN NOTARY COR	2025-01-15	BMO1	PMCHQ00002248	\$1,478.45
156146	205743	CLARKSTONE & DEARIN NOTARY COR	2025-01-24	BMO1	PMCHQ00002257	\$776.09
EFT0012501	207047	CLEAN EXTERIORS	2025-02-05	BMO1	PMCHQ00002260	\$1,044.75
EFT0012376	46589	CLEARTECH INDUSTRIES INC	2025-01-17	BMO1	PMCHQ00002249	\$331.04
EFT0012559	46589	CLEARTECH INDUSTRIES INC	2025-02-13	BMO1	PMCHQ00002265	\$763.67
EFT0012670	46589	CLEARTECH INDUSTRIES INC	2025-02-26	BMO1	PMCHQ00002270	\$433.11
EFT0012858	46589	CLEARTECH INDUSTRIES INC	2025-03-20	BMO1	PMCHQ00002282	\$4,928.26
156116	207353	CLOUDPERMIT INC	2025-01-15	BMO1	PMCHQ00002248	\$2,800.00
EFT0012377	203788	CLOVERDALE PAINT INC	2025-01-17	BMO1	PMCHQ00002249	\$487.20
EFT0012464	203788	CLOVERDALE PAINT INC	2025-01-29	BMO1	PMCHQ00002258	\$165.46
EFT0012524	203788	CLOVERDALE PAINT INC	2025-02-07	BMO1	PMCHQ00002262	\$133.13
EFT0012671	203788	CLOVERDALE PAINT INC	2025-02-26	BMO1	PMCHQ00002270	\$353.43
EFT0012762	203788	CLOVERDALE PAINT INC	2025-03-07	BMO1	PMCHQ00002274	\$676.50
EFT0012859	203788	CLOVERDALE PAINT INC	2025-03-20	BMO1	PMCHQ00002282	\$87.21
EFT0012793	12586	CMJ EQUIPMENT	2025-03-12	BMO1	PMCHQ00002276	\$1,113.00
156128	205911	COASTAL RISK SOLUTIONS	2025-01-17	BMO1	PMCHQ00002250	\$6,785.28
156164	205911	COASTAL RISK SOLUTIONS	2025-02-05	BMO1	PMCHQ00002261	\$355.60
156185	205911	COASTAL RISK SOLUTIONS	2025-02-07	BMO1	PMCHQ00002263	\$6,369.44
156129	18719	COCA COLA BOTTLING	2025-01-17	BMO1	PMCHQ00002250	\$1,859.17
EFT0012378	18740	COKELY WIRE ROPE LTD	2025-01-17	BMO1	PMCHQ00002249	\$479.29
EFT0012404	18740	COKELY WIRE ROPE LTD	2025-01-22	BMO1	PMCHQ00002251	\$70.97
EFT0012621	18740	COKELY WIRE ROPE LTD	2025-02-21	BMO1	PMCHQ00002268	\$1,472.37
EFT0012794	207113	COLYN, DAVE	2025-03-12	BMO1	PMCHQ00002276	\$58.97
EFT0012405	18970	COLYN'S LANDSCAPING LTD	2025-01-22	BMO1	PMCHQ00002251	\$5,246.19
EFT0012795	18970	COLYN'S LANDSCAPING LTD	2025-03-12	BMO1	PMCHQ00002276	\$462.00
156297	18975	COLYN'S NURSERY & GARDEN CENTR	2025-03-20	BMO1	PMCHQ00002283	\$932.12
EFT0012303	203473	COMMERCIAL TRUCK EQUIPMENT CO	2025-01-10	BMO1	PMCHQ00002245	\$13,832.00
EFT0012339	203473	COMMERCIAL TRUCK EQUIPMENT CO	2025-01-15	BMO1	PMCHQ00002247	\$178,607.57
EFT0012525	19263	COMMUNITY FUTURES DEVELOPMENT	2025-02-07	BMO1	PMCHQ00002262	\$13,867.95
EFT0012584	19547	COMPUTROL FUEL SYSTEMS INC	2025-02-19	BMO1	PMCHQ00002266	\$2,520.00
EFT0012860	19547	COMPUTROL FUEL SYSTEMS INC	2025-03-20	BMO1	PMCHQ00002282	\$1,961.75
EFT0012585	201803	CO-OPERATORS, THE	2025-02-19	BMO1	PMCHQ00002266	\$36,714.03
EFT0012841	201803	CO-OPERATORS, THE	2025-03-20	BMO1	PMCHQ00002280	\$18,171.96
EFT0012379	206854	CRAIG INDUSTRIAL SERVICES	2025-01-17	BMO1	PMCHQ00002249	\$448.00
EFT0012465	206854	CRAIG INDUSTRIAL SERVICES	2025-01-29	BMO1	PMCHQ00002258	\$448.00
EFT0012406	203885	CROSS, TRAVIS	2025-01-22	BMO1	PMCHQ00002251	\$2,809.78
EFT0012526	203885	CROSS, TRAVIS	2025-02-07	BMO1	PMCHQ00002262	\$1,282.98
156165	204361	CUSSON, DAVE	2025-02-05	BMO1	PMCHQ00002261	\$87.84
156286	207477	Custom Cubes	2025-03-19	BMO1	PMCHQ00002279	\$76,234.71
EFT0012650	207477	Custom Cubes	2025-02-24	BMO1	PMCHQ00002269	\$76,234.70
EFT0012796	29133	D R CLOUGH CONSULTING	2025-03-12	BMO1	PMCHQ00002276	\$1,146.34
156166	207466	Dass, Purk	2025-02-05	BMO1	PMCHQ00002261	\$20.00
EFT0012380	204129	DAST WELDING INC	2025-01-17	BMO1	PMCHQ00002249	\$454.10
EFT0012503	204129	DAST WELDING INC	2025-02-05	BMO1	PMCHQ00002260	\$553.90
EFT0012622	204129	DAST WELDING INC	2025-02-21	BMO1	PMCHQ00002268	\$1,782.21
EFT0012861	204129	DAST WELDING INC	2025-03-20	BMO1	PMCHQ00002282	\$389.61
EFT0012862	44880	DB PERKS & ASSOCIATES LTD.	2025-03-20	BMO1	PMCHQ00002282	\$279.84
EFT0012623	206488	DE.SIGNS NANAIMO	2025-02-21	BMO1	PMCHQ00002268	\$1,377.60
156104	21600	DEAKIN, PATRICK	2025-01-13	BMO1	PMCHQ00002246	\$383.63
156298	21600	DEAKIN, PATRICK	2025-03-20	BMO1	PMCHQ00002283	\$114.54

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
156117	202632	DEKRA-LITE	2025-01-15	BMO1	PMCHQ00002248	\$7,487.36
EFT0012304	21541	DESIGNED AIR SYSTEMS LTD	2025-01-10	BMO1	PMCHQ00002245	\$1,437.45
156287	207077	DISTRICT DEVELOPMENT CORP	2025-03-19	BMO1	PMCHQ00002279	\$500.00
156130	205996	DOG MOUNTAIN BREWERY	2025-01-17	BMO1	PMCHQ00002250	\$280.00
156220	205996	DOG MOUNTAIN BREWERY	2025-02-26	BMO1	PMCHQ00002271	\$298.56
156243	205996	DOG MOUNTAIN BREWERY	2025-03-05	BMO1	PMCHQ00002273	\$350.00
EFT0012381	22200	DOLANS CONCRETE LTD	2025-01-17	BMO1	PMCHQ00002249	\$707.29
EFT0012466	22200	DOLANS CONCRETE LTD	2025-01-29	BMO1	PMCHQ00002258	\$1,001.06
EFT0012527	22200	DOLANS CONCRETE LTD	2025-02-07	BMO1	PMCHQ00002262	\$695.52
EFT0012672	22200	DOLANS CONCRETE LTD	2025-02-26	BMO1	PMCHQ00002270	\$831.23
EFT0012719	22200	DOLANS CONCRETE LTD	2025-03-05	BMO1	PMCHQ00002272	\$657.90
EFT0012797	22200	DOLANS CONCRETE LTD	2025-03-12	BMO1	PMCHQ00002276	\$3,170.43
EFT0012863	22200	DOLANS CONCRETE LTD	2025-03-20	BMO1	PMCHQ00002282	\$302.35
EFT0012798	202746	DOLANS GASFITTING & HEATING LT	2025-03-12	BMO1	PMCHQ00002276	\$10,843.35
EFT0012467	207455	DRIVE ORGANIZATIONAL DEVELOPME	2025-01-29	BMO1	PMCHQ00002258	\$8,925.00
EFT0012275	206857	DRIVING FORCE	2025-01-08	BMO1	PMCHQ00002243	\$764.23
156105	205043	DYNAMIC RESCUE EQUIPMENT	2025-01-13	BMO1	PMCHQ00002246	\$808.30
156106	206098	EARTH LAND AND SEA	2025-01-13	BMO1	PMCHQ00002246	\$180.00
156197	207475	Ehalt, Corey	2025-02-19	BMO1	PMCHQ00002267	\$100.00
156151	200561	ELECTION SYSTEMS & SOFTWARE IN	2025-01-29	BMO1	PMCHQ00002259	\$20,308.02
156198	205017	ENERSYS CANADA INC	2025-02-19	BMO1	PMCHQ00002267	\$1,971.09
EFT0012431	42374	ENEX FUELS LTD.	2025-01-24	BMO1	PMCHQ00002256	\$16,643.90
EFT0012468	42374	ENEX FUELS LTD.	2025-01-29	BMO1	PMCHQ00002258	\$1,408.72
EFT0012528	42374	ENEX FUELS LTD.	2025-02-07	BMO1	PMCHQ00002262	\$4,649.21
EFT0012624	42374	ENEX FUELS LTD.	2025-02-21	BMO1	PMCHQ00002268	\$27,581.20
EFT0012799	42374	ENEX FUELS LTD.	2025-03-12	BMO1	PMCHQ00002276	\$9,600.82
EFT0012864	42374	ENEX FUELS LTD.	2025-03-20	BMO1	PMCHQ00002282	\$6,627.89
156137	205990	ENTANDEM	2025-01-22	BMO1	PMCHQ00002252	\$1,982.32
156264	207482	EVENFLOW STUDIO	2025-03-12	BMO1	PMCHQ00002277	\$1,088.00
EFT0012382	23450	EVITT ELECTRIC CO LTD	2025-01-17	BMO1	PMCHQ00002249	\$27.10
EFT0012469	23450	EVITT ELECTRIC CO LTD	2025-01-29	BMO1	PMCHQ00002258	\$89.49
EFT0012763	23450	EVITT ELECTRIC CO LTD	2025-03-07	BMO1	PMCHQ00002274	\$110.25
156301	23495	EXHAUST MASTERS - A.P. BRAKE &	2025-03-26	BMO1	PMCHQ00002285	\$53.76
156288	23660	FALCON EQUIPMENT	2025-03-19	BMO1	PMCHQ00002279	\$1,300.14
EFT0012586	23660	FALCON EQUIPMENT	2025-02-19	BMO1	PMCHQ00002266	\$15,208.62
EFT0012673	23660	FALCON EQUIPMENT	2025-02-26	BMO1	PMCHQ00002270	\$1,557.79
156199	203620	FEDERAL EXPRESS CANADA LTD	2025-02-19	BMO1	PMCHQ00002267	\$78.82
156289	207480	Fibre Art Network	2025-03-19	BMO1	PMCHQ00002279	\$3,300.00
156265	24580	FISHER'S REGALIA & UNIFORM	2025-03-12	BMO1	PMCHQ00002277	\$138.10
EFT0012470	24890	FLOORING DEPOT	2025-01-29	BMO1	PMCHQ00002258	\$1,528.80
EFT0012764	24890	FLOORING DEPOT	2025-03-07	BMO1	PMCHQ00002274	\$630.00
156221	204330	FLYING COLOURS INTERNATIONAL	2025-02-26	BMO1	PMCHQ00002271	\$749.29
EFT0012432	204191	FOOTPRINTS SECURITY PATROL INC	2025-01-24	BMO1	PMCHQ00002256	\$189.00
EFT0012865	204191	FOOTPRINTS SECURITY PATROL INC	2025-03-20	BMO1	PMCHQ00002282	\$63.00
EFT0012625	202959	FORT GARRY FIRE TRUCKS	2025-02-21	BMO1	PMCHQ00002268	\$1,790.84
156152	16501	FORTIS BC - NATURAL GAS	2025-01-29	BMO1	PMCHQ00002259	\$32,313.23
EFT0012674	206720	FRANK PLANNING COLLABORATIVE	2025-02-26	BMO1	PMCHQ00002270	\$15,309.00
EFT0012383	206916	FRASER VALLEY REFRIGERATION	2025-01-17	BMO1	PMCHQ00002249	\$2,037.00
EFT0012433	206916	FRASER VALLEY REFRIGERATION	2025-01-24	BMO1	PMCHQ00002256	\$541.80
EFT0012471	206916	FRASER VALLEY REFRIGERATION	2025-01-29	BMO1	PMCHQ00002258	\$541.80
EFT0012504	206916	FRASER VALLEY REFRIGERATION	2025-02-05	BMO1	PMCHQ00002260	\$5,380.59
EFT0012626	206916	FRASER VALLEY REFRIGERATION	2025-02-21	BMO1	PMCHQ00002268	\$579.17
EFT0012765	206916	FRASER VALLEY REFRIGERATION	2025-03-07	BMO1	PMCHQ00002274	\$603.75
EFT0012866	206916	FRASER VALLEY REFRIGERATION	2025-03-20	BMO1	PMCHQ00002282	\$9,338.93
EFT0012560	204015	FRIESEN PLASTICS INC	2025-02-13	BMO1	PMCHQ00002265	\$1,679.97
156200	207473	FUDGE, JULIE	2025-02-19	BMO1	PMCHQ00002267	\$126.00
156118	203958	GAGNON, MICHELLE	2025-01-15	BMO1	PMCHQ00002248	\$703.55
156201	203958	GAGNON, MICHELLE	2025-02-19	BMO1	PMCHQ00002267	\$60.98
EFT0012800	203958	GAGNON, MICHELLE	2025-03-12	BMO1	PMCHQ00002276	\$47.69
EFT0012340	204276	GARDAWORLD	2025-01-15	BMO1	PMCHQ00002247	\$9,850.46
EFT0012472	204276	GARDAWORLD	2025-01-29	BMO1	PMCHQ00002258	\$3,996.18
156092	204999	GEE DANN PRODUCTIONS	2025-01-08	BMO1	PMCHQ00002244	\$15,155.00
EFT0012384	25368	GENESIS FIRE PROTECTION	2025-01-17	BMO1	PMCHQ00002249	\$477.75

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0012675	25368	GENESIS FIRE PROTECTION	2025-02-26	BMO1	PMCHQ00002270	\$1,342.95
EFT0012801	25368	GENESIS FIRE PROTECTION	2025-03-12	BMO1	PMCHQ00002276	\$567.00
EFT0012829	205749	GFL Enviromental Services Inc.	2025-03-19	BMO1	PMCHQ00002278	\$166.59
EFT0012830	207479	GFL Enviromental Services Inc.	2025-03-19	BMO1	PMCHQ00002278	\$99.75
156222	205749	GFL ENVIRONMENTAL SERIVICES IN	2025-02-26	BMO1	PMCHQ00002271	\$2,788.80
EFT0012434	205749	GFL ENVIRONMENTAL SERIVICES IN	2025-01-24	BMO1	PMCHQ00002256	\$199.08
EFT0012473	2003100	GIBSON, MARILYN	2025-01-29	BMO1	PMCHQ00002258	\$95.00
EFT0012802	2003100	GIBSON, MARILYN	2025-03-12	BMO1	PMCHQ00002276	\$150.50
156223	206750	GILL, RANDY	2025-02-26	BMO1	PMCHQ00002271	\$117.50
EFT0012435	25436	GIRISON LAUNDROMAT	2025-01-24	BMO1	PMCHQ00002256	\$1,023.76
156167	207456	Good Faith Pharmacy	2025-02-05	BMO1	PMCHQ00002261	\$23.67
156266	207082	GRANICUS CANADA HOLDINGS ULC	2025-03-12	BMO1	PMCHQ00002277	\$13,720.48
EFT0012436	26070	GRAPHICS FACTORY	2025-01-24	BMO1	PMCHQ00002256	\$2,161.60
EFT0012529	26070	GRAPHICS FACTORY	2025-02-07	BMO1	PMCHQ00002262	\$97.34
EFT0012720	26070	GRAPHICS FACTORY	2025-03-05	BMO1	PMCHQ00002272	\$44.80
EFT0012561	206429	GREEN ROOTS PLAY EQUIPMENT	2025-02-13	BMO1	PMCHQ00002265	\$657.67
156267	26320	GREEN THUMB NURSERIES &	2025-03-12	BMO1	PMCHQ00002277	\$1,680.00
EFT0012305	205009	GREGG DISTRIBUTORS (BC) LTD	2025-01-10	BMO1	PMCHQ00002245	\$739.65
EFT0012341	205009	GREGG DISTRIBUTORS (BC) LTD	2025-01-15	BMO1	PMCHQ00002247	\$1,523.00
EFT0012437	205009	GREGG DISTRIBUTORS (BC) LTD	2025-01-24	BMO1	PMCHQ00002256	\$836.57
EFT0012530	205009	GREGG DISTRIBUTORS (BC) LTD	2025-02-07	BMO1	PMCHQ00002262	\$2,968.72
EFT0012562	205009	GREGG DISTRIBUTORS (BC) LTD	2025-02-13	BMO1	PMCHQ00002265	\$1,077.31
EFT0012627	205009	GREGG DISTRIBUTORS (BC) LTD	2025-02-21	BMO1	PMCHQ00002268	\$108.64
EFT0012676	205009	GREGG DISTRIBUTORS (BC) LTD	2025-02-26	BMO1	PMCHQ00002270	\$3,755.08
EFT0012766	205009	GREGG DISTRIBUTORS (BC) LTD	2025-03-07	BMO1	PMCHQ00002274	\$1,263.27
EFT0012831	205009	GREGG DISTRIBUTORS (BC) LTD	2025-03-19	BMO1	PMCHQ00002278	\$722.11
EFT0012867	205009	GREGG DISTRIBUTORS (BC) LTD	2025-03-20	BMO1	PMCHQ00002282	\$718.07
EFT0012306	207289	GROPP, SYLVIA	2025-01-10	BMO1	PMCHQ00002245	\$407.07
EFT0012276	203117	GUILLEVIN INTERNATIONAL CO	2025-01-08	BMO1	PMCHQ00002243	\$161.15
EFT0012677	203117	GUILLEVIN INTERNATIONAL CO	2025-02-26	BMO1	PMCHQ00002270	\$472.64
156153	202352	HABITAT SYSTEMS INC	2025-01-29	BMO1	PMCHQ00002259	\$3,885.28
EFT0012385	27009	HACH SALES & SERVICE CANADA	2025-01-17	BMO1	PMCHQ00002249	\$1,532.61
EFT0012868	27009	HACH SALES & SERVICE CANADA	2025-03-20	BMO1	PMCHQ00002282	\$10,821.44
EFT0012474	205790	HAGGARD, DEBBIE	2025-01-29	BMO1	PMCHQ00002258	\$70.50
156154	27300	HANDY ANDY MAINTENANCE LTD	2025-01-29	BMO1	PMCHQ00002259	\$448.00
156093	207448	HIDBER, JOANNE & JOSEPH	2025-01-08	BMO1	PMCHQ00002244	\$220,066.97
156268	207485	HOGEN, NICOLE	2025-03-12	BMO1	PMCHQ00002277	\$40.48
EFT0012386	206959	HOSTEDBIZZ INC	2025-01-17	BMO1	PMCHQ00002249	\$8,529.92
EFT0012438	206959	HOSTEDBIZZ INC	2025-01-24	BMO1	PMCHQ00002256	\$3,233.98
EFT0012531	206959	HOSTEDBIZZ INC	2025-02-07	BMO1	PMCHQ00002262	\$2,523.26
EFT0012587	28877	HOULE PRINTING	2025-02-19	BMO1	PMCHQ00002266	\$263.20
EFT0012721	28877	HOULE PRINTING	2025-03-05	BMO1	PMCHQ00002272	\$156.80
156202	29260	HYLAND PRECAST INC	2025-02-19	BMO1	PMCHQ00002267	\$490.64
156302	29260	HYLAND PRECAST INC	2025-03-26	BMO1	PMCHQ00002285	\$599.68
EFT0012407	207410	IDM ROOFING	2025-01-22	BMO1	PMCHQ00002251	\$23,283.75
EFT0012803	207410	IDM ROOFING	2025-03-12	BMO1	PMCHQ00002276	\$1,453.20
156244	207470	INDIGENOUS FISHERS FIRST	2025-03-05	BMO1	PMCHQ00002273	\$630.00
EFT0012678	202319	INDUSTRIAL ALLIANCE INSURANCE	2025-02-26	BMO1	PMCHQ00002270	\$1,209.02
EFT0012842	202319	INDUSTRIAL ALLIANCE INSURANCE	2025-03-20	BMO1	PMCHQ00002280	\$1,217.12
EFT0012679	30194	INLAND KENWORTH/PARKER PACIFIC	2025-02-26	BMO1	PMCHQ00002270	\$6,554.86
EFT0012628	203782	I-open Technologies	2025-02-21	BMO1	PMCHQ00002268	\$2,415.00
EFT0012869	203782	I-open Technologies	2025-03-20	BMO1	PMCHQ00002282	\$2,415.00
EFT0012307	207288	ISLAND ENVIRONMENTAL HEALTH &	2025-01-10	BMO1	PMCHQ00002245	\$656.78
EFT0012408	207288	ISLAND ENVIRONMENTAL HEALTH &	2025-01-22	BMO1	PMCHQ00002251	\$3,391.50
156245	31495	ISLAND FIRE PROTECTION LTD.	2025-03-05	BMO1	PMCHQ00002273	\$2,209.83
EFT0012308	31675	ISLAND KEY COMPUTER LTD	2025-01-10	BMO1	PMCHQ00002245	\$3,225.38
EFT0012832	31750	ISLAND OVERHEAD DOOR 1979 LTD	2025-03-19	BMO1	PMCHQ00002278	\$1,994.24
EFT0012629	12530	ISLAND RADIO LTD.	2025-02-21	BMO1	PMCHQ00002268	\$1,304.10
EFT0012722	12530	ISLAND RADIO LTD.	2025-03-05	BMO1	PMCHQ00002272	\$1,417.50
EFT0012439	205963	ITEL NETWORKS INC	2025-01-24	BMO1	PMCHQ00002256	\$4,410.56
EFT0012630	205963	ITEL NETWORKS INC	2025-02-21	BMO1	PMCHQ00002268	\$4,410.56
EFT0012870	205963	ITEL NETWORKS INC	2025-03-20	BMO1	PMCHQ00002282	\$4,410.56
156224	31937	ITRON CANADA, INC.	2025-02-26	BMO1	PMCHQ00002271	\$542.75

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
156155	205521	IVEZICH, KIM	2025-01-29	BMO1	PMCHQ00002259	\$55.76
156225	205521	IVEZICH, KIM	2025-02-26	BMO1	PMCHQ00002271	\$149.00
156203	207461	J.E. McClelland Construction &	2025-02-19	BMO1	PMCHQ00002267	\$17,770.20
EFT0012309	32270	JACK'S TIRE SALES & SERVICES L	2025-01-10	BMO1	PMCHQ00002245	\$1,699.46
EFT0012475	32270	JACK'S TIRE SALES & SERVICES L	2025-01-29	BMO1	PMCHQ00002258	\$4,574.08
EFT0012680	32270	JACK'S TIRE SALES & SERVICES L	2025-02-26	BMO1	PMCHQ00002270	\$3,607.52
EFT0012804	32270	JACK'S TIRE SALES & SERVICES L	2025-03-12	BMO1	PMCHQ00002276	\$4,044.32
EFT0012871	32270	JACK'S TIRE SALES & SERVICES L	2025-03-20	BMO1	PMCHQ00002282	\$74.49
EFT0012505	32400	JAL DESIGNS AND GRAPHICS INC	2025-02-05	BMO1	PMCHQ00002260	\$244.16
EFT0012723	32400	JAL DESIGNS AND GRAPHICS INC	2025-03-05	BMO1	PMCHQ00002272	\$344.96
EFT0012872	32400	JAL DESIGNS AND GRAPHICS INC	2025-03-20	BMO1	PMCHQ00002282	\$1,817.31
156269	206137	JAVEN SIMON ROOFING LTD	2025-03-12	BMO1	PMCHQ00002277	\$291.33
EFT0012302	18735	JEFF PELECH - COFFEE FUND	2025-01-10	BMO1	PMCHQ00002245	\$93.91
EFT0012502	18735	JEFF PELECH - COFFEE FUND	2025-02-05	BMO1	PMCHQ00002260	\$130.99
EFT0012718	18735	JEFF PELECH - COFFEE FUND	2025-03-05	BMO1	PMCHQ00002272	\$116.44
156246	32620	JIMS CLOTHES CLOSET	2025-03-05	BMO1	PMCHQ00002273	\$41.89
156168	206479	JIVRAJ, AMIN	2025-02-05	BMO1	PMCHQ00002261	\$63.00
EFT0012588	33777	KENDRICK EQUIPMENT 2003 LTD.	2025-02-19	BMO1	PMCHQ00002266	\$1,561.31
EFT0012767	33777	KENDRICK EQUIPMENT 2003 LTD.	2025-03-07	BMO1	PMCHQ00002274	\$451.33
EFT0012631	203777	KLITSA DOORS (2012) LTD	2025-02-21	BMO1	PMCHQ00002268	\$5,123.74
EFT0012342	207343	KMF TRAFFIC SOLUTIONS LTD.	2025-01-15	BMO1	PMCHQ00002247	\$3,058.13
EFT0012440	207343	KMF TRAFFIC SOLUTIONS LTD.	2025-01-24	BMO1	PMCHQ00002256	\$984.38
EFT0012632	207343	KMF TRAFFIC SOLUTIONS LTD.	2025-02-21	BMO1	PMCHQ00002268	\$945.00
156270	207486	KNUDSEN HOMES & DESIGN	2025-03-12	BMO1	PMCHQ00002277	\$500.00
EFT0012277	34215	KOERS & ASSOCIATES ENGINEERING	2025-01-08	BMO1	PMCHQ00002243	\$3,360.00
EFT0012441	34215	KOERS & ASSOCIATES ENGINEERING	2025-01-24	BMO1	PMCHQ00002256	\$28,557.38
EFT0012476	34215	KOERS & ASSOCIATES ENGINEERING	2025-01-29	BMO1	PMCHQ00002258	\$9,618.96
EFT0012681	34215	KOERS & ASSOCIATES ENGINEERING	2025-02-26	BMO1	PMCHQ00002270	\$9,629.88
156094	51746	KRAUSE, LISA	2025-01-08	BMO1	PMCHQ00002244	\$937.30
156169	204204	KRISHAN, SUKHDEV	2025-02-05	BMO1	PMCHQ00002261	\$20.00
156204	205860	KROG, ARTHUR	2025-02-19	BMO1	PMCHQ00002267	\$1.26
156205	206550	KUSUMOTO, TOMOKO	2025-02-19	BMO1	PMCHQ00002267	\$2,147.63
EFT0012310	34420	L B WOODCHOPPERS LTD	2025-01-10	BMO1	PMCHQ00002245	\$230.92
EFT0012343	34420	L B WOODCHOPPERS LTD	2025-01-15	BMO1	PMCHQ00002247	\$4,198.21
EFT0012409	34420	L B WOODCHOPPERS LTD	2025-01-22	BMO1	PMCHQ00002251	\$1,842.98
EFT0012633	34420	L B WOODCHOPPERS LTD	2025-02-21	BMO1	PMCHQ00002268	\$1,295.39
EFT0012682	34420	L B WOODCHOPPERS LTD	2025-02-26	BMO1	PMCHQ00002270	\$682.70
EFT0012768	34420	L B WOODCHOPPERS LTD	2025-03-07	BMO1	PMCHQ00002274	\$289.48
EFT0012873	34420	L B WOODCHOPPERS LTD	2025-03-20	BMO1	PMCHQ00002282	\$878.99
EFT0012311	206907	L42 SOLUTIONS	2025-01-10	BMO1	PMCHQ00002245	\$68,943.96
156259	203121	L7 PICTURE FRAMING	2025-03-07	BMO1	PMCHQ00002275	\$415.31
EFT0012312	204413	LAFRENTZ ROAD MARKING	2025-01-10	BMO1	PMCHQ00002245	\$767.70
156247	34570	LAIRD PLASTICS (CANADA) INC	2025-03-05	BMO1	PMCHQ00002273	\$506.24
EFT0012506	34605	LANARC 2015 CONSULTANTS LTD	2025-02-05	BMO1	PMCHQ00002260	\$8,838.38
EFT0012634	34605	LANARC 2015 CONSULTANTS LTD	2025-02-21	BMO1	PMCHQ00002268	\$4,428.38
EFT0012563	34615	LANDMARK CINEMAS	2025-02-13	BMO1	PMCHQ00002265	\$420.00
EFT0012724	34615	LANDMARK CINEMAS	2025-03-05	BMO1	PMCHQ00002272	\$420.00
156138	201773	LEPINE, TREVOR	2025-01-22	BMO1	PMCHQ00002252	\$419.99
156170	201773	LEPINE, TREVOR	2025-02-05	BMO1	PMCHQ00002261	\$140.00
EFT0012589	35105	LEWKOWICH ENGINEERING ASSOCIAT	2025-02-19	BMO1	PMCHQ00002266	\$577.50
EFT0012805	35105	LEWKOWICH ENGINEERING ASSOCIAT	2025-03-12	BMO1	PMCHQ00002276	\$1,610.70
156171	203713	LGMA	2025-02-05	BMO1	PMCHQ00002261	\$3,583.13
EFT0012507	207221	LIBBERROCK HOLDING INC	2025-02-05	BMO1	PMCHQ00002260	\$5,250.00
EFT0012683	207221	LIBBERROCK HOLDING INC	2025-02-26	BMO1	PMCHQ00002270	\$5,250.00
EFT0012477	204710	LIDSTONE & COMPANY	2025-01-29	BMO1	PMCHQ00002258	\$573.44
EFT0012532	35132	LIFESAVING SOCIETY	2025-02-07	BMO1	PMCHQ00002262	\$28.00
EFT0012635	35132	LIFESAVING SOCIETY	2025-02-21	BMO1	PMCHQ00002268	\$410.00
EFT0012874	46595	LINDE CANADA INC	2025-03-20	BMO1	PMCHQ00002282	\$156.80
156248	202848	LOCK BUSTERZ LOCK & KEY	2025-03-05	BMO1	PMCHQ00002273	\$84.00
EFT0012278	205767	LONG VIEW SYSTEMS CORPORATION	2025-01-08	BMO1	PMCHQ00002243	\$5,503.14
EFT0012533	205767	LONG VIEW SYSTEMS CORPORATION	2025-02-07	BMO1	PMCHQ00002262	\$42,489.10
EFT0012725	205767	LONG VIEW SYSTEMS CORPORATION	2025-03-05	BMO1	PMCHQ00002272	\$6,543.39
EFT0012726	203600	LOOMIS EXPRESS	2025-03-05	BMO1	PMCHQ00002272	\$72.38

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
156107	207405	LOW, RACHEL	2025-01-13	BM01	PMCHQ00002246	\$147.66
156299	36895	M & D AUTO PARTS LTD	2025-03-20	BM01	PMCHQ00002283	\$37.97
EFT0012387	36890	M B LABORATORIES LTD	2025-01-17	BM01	PMCHQ00002249	\$5,250.93
EFT0012534	36890	M B LABORATORIES LTD	2025-02-07	BM01	PMCHQ00002262	\$1,628.46
EFT0012684	36890	M B LABORATORIES LTD	2025-02-26	BM01	PMCHQ00002270	\$4,017.87
EFT0012806	36890	M B LABORATORIES LTD	2025-03-12	BM01	PMCHQ00002276	\$1,536.03
156172	207081	MACDONALD, JIM	2025-02-05	BM01	PMCHQ00002261	\$50.97
156271	207487	MAHOE PROPERTIES 2002 LTD	2025-03-12	BM01	PMCHQ00002277	\$500.00
156095	207449	MASMELENZ, RAFAEL	2025-01-08	BM01	PMCHQ00002244	\$175.00
EFT0012344	206454	MASSICOTTE, MARY CLARE	2025-01-15	BM01	PMCHQ00002247	\$79.38
EFT0012685	206454	MASSICOTTE, MARY CLARE	2025-02-26	BM01	PMCHQ00002270	\$84.77
EFT0012313	202948	MCGIFFORD, ANDREW	2025-01-10	BM01	PMCHQ00002245	\$105.75
EFT0012279	35900	MCGILL & ASSOCIATES	2025-01-08	BM01	PMCHQ00002243	\$1,132.28
EFT0012410	35900	MCGILL & ASSOCIATES	2025-01-22	BM01	PMCHQ00002251	\$1,011.24
EFT0012508	35900	MCGILL & ASSOCIATES	2025-02-05	BM01	PMCHQ00002260	\$10,477.69
EFT0012314	36260	MCLEAN & HIGGINS LTD	2025-01-10	BM01	PMCHQ00002245	\$1,907.51
EFT0012388	36260	MCLEAN & HIGGINS LTD	2025-01-17	BM01	PMCHQ00002249	\$789.44
EFT0012535	36260	MCLEAN & HIGGINS LTD	2025-02-07	BM01	PMCHQ00002262	\$398.01
EFT0012686	36260	MCLEAN & HIGGINS LTD	2025-02-26	BM01	PMCHQ00002270	\$12,521.22
EFT0012727	36260	MCLEAN & HIGGINS LTD	2025-03-05	BM01	PMCHQ00002272	\$2,529.68
EFT0012769	36260	MCLEAN & HIGGINS LTD	2025-03-07	BM01	PMCHQ00002274	\$130.90
EFT0012833	206210	MDC LAW ENFORCEMENT & MILIARTY	2025-03-19	BM01	PMCHQ00002278	\$291.83
EFT0012315	206624	METERCOR INC	2025-01-10	BM01	PMCHQ00002245	\$5,236.00
EFT0012875	206624	METERCOR INC	2025-03-20	BM01	PMCHQ00002282	\$5,009.80
EFT0012280	207431	MICHAEL GARY SHEPARD	2025-01-08	BM01	PMCHQ00002243	\$1,785.00
EFT0012687	200307	MICROSERVE	2025-02-26	BM01	PMCHQ00002270	\$26,491.63
EFT0012636	38161	MID ISLAND FIRE EQUIPMENT LTD	2025-02-21	BM01	PMCHQ00002268	\$855.76
156186	206592	MILL CREEK COFFEE COMPANY	2025-02-07	BM01	PMCHQ00002263	\$375.00
156173	207130	MILNER GROUP VENTURES INC	2025-02-05	BM01	PMCHQ00002261	\$6,895.88
EFT0012876	38560	MINISTER OF CITIZENS - Product	2025-03-20	BM01	PMCHQ00002282	\$470.22
156119	38860	MINISTER OF FINANCE	2025-01-15	BM01	PMCHQ00002248	\$5,134.62
EFT0012345	203389	MINISTER OF FINANCE	2025-01-15	BM01	PMCHQ00002247	\$270.84
EFT0012536	203389	MINISTER OF FINANCE	2025-02-07	BM01	PMCHQ00002262	\$363.85
EFT0012688	203389	MINISTER OF FINANCE	2025-02-26	BM01	PMCHQ00002270	\$161.34
EFT0012537	38560	MINISTER OF FINANCE - Product	2025-02-07	BM01	PMCHQ00002262	\$291.39
EFT0012728	38560	MINISTER OF FINANCE - Product	2025-03-05	BM01	PMCHQ00002272	\$587.78
156226	204394	MINISTRY OF ENVIRONMENT	2025-02-26	BM01	PMCHQ00002271	\$54,359.09
EFT0012346	206607	MKM PROJECTS LTD	2025-01-15	BM01	PMCHQ00002247	\$15,100.42
EFT0012316	207108	MOBIA TECHNOLOGY INNOVATION IN	2025-01-10	BM01	PMCHQ00002245	\$18,578.45
156272	203038	MOLLET, GLENDA	2025-03-12	BM01	PMCHQ00002277	\$62.40
156249	203834	MTS MAINTENANCE TRACKING SYSTE	2025-03-05	BM01	PMCHQ00002273	\$537.49
EFT0012347	206401	MUNICIPAL INSURANCE ASSOC OF B	2025-01-15	BM01	PMCHQ00002247	\$835.69
EFT0012590	206401	MUNICIPAL INSURANCE ASSOC OF B	2025-02-19	BM01	PMCHQ00002266	\$168,368.02
EFT0012637	41801	ND GRAPHICS	2025-02-21	BM01	PMCHQ00002268	\$1,113.85
EFT0012770	41801	ND GRAPHICS	2025-03-07	BM01	PMCHQ00002274	\$877.39
EFT0012807	41801	ND GRAPHICS	2025-03-12	BM01	PMCHQ00002276	\$1,962.32
EFT0012834	41801	ND GRAPHICS	2025-03-19	BM01	PMCHQ00002278	\$2,218.36
EFT0012317	207444	Nebula Cybersecurity Group Ltd	2025-01-10	BM01	PMCHQ00002245	\$22,621.89
EFT0012411	206394	NEIGHBOURHOOD WELCOME PROGRAM	2025-01-22	BM01	PMCHQ00002251	\$334.95
EFT0012729	206394	NEIGHBOURHOOD WELCOME PROGRAM	2025-03-05	BM01	PMCHQ00002272	\$121.28
EFT0012808	206394	NEIGHBOURHOOD WELCOME PROGRAM	2025-03-12	BM01	PMCHQ00002276	\$173.25
156174	41950	NEOCHEM a division of ENERCON	2025-02-05	BM01	PMCHQ00002261	\$340.91
156303	206668	NETZER, TODD	2025-03-26	BM01	PMCHQ00002285	\$50.00
156108	204611	NEXGEN HEARING INDUSTRIAL	2025-01-13	BM01	PMCHQ00002246	\$1,102.50
156273	206173	NISA INTERNET SOLUTIONS	2025-03-12	BM01	PMCHQ00002277	\$568.05
156227	202727	NORTH ISLAND 9-1-1 CORPORATION	2025-02-26	BM01	PMCHQ00002271	\$5,500.00
156290	42620	NORTH ISLAND COLLEGE	2025-03-19	BM01	PMCHQ00002279	\$117,500.00
EFT0012771	290067	NORTH ISLAND TRACTOR	2025-03-07	BM01	PMCHQ00002274	\$286.79
EFT0012318	204527	NUTRIEN AG SOLUTIONS INC	2025-01-10	BM01	PMCHQ00002245	\$1,207.24
EFT0012389	42905	OAK CREEK GOLF & TURF INC.	2025-01-17	BM01	PMCHQ00002249	\$4,604.32
EFT0012689	42905	OAK CREEK GOLF & TURF INC.	2025-02-26	BM01	PMCHQ00002270	\$5,935.79
EFT0012478	207454	Oceanside Industrial Saws	2025-01-29	BM01	PMCHQ00002258	\$400.26
EFT0012509	207454	Oceanside Industrial Saws	2025-02-05	BM01	PMCHQ00002260	\$270.34

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0012538	207454	Oceanside Industrial Saws	2025-02-07	BMO1	PMCHQ00002262	\$335.30
EFT0012809	207454	Oceanside Industrial Saws	2025-03-12	BMO1	PMCHQ00002276	\$270.34
156096	205026	OFFROAD DIESEL	2025-01-08	BMO1	PMCHQ00002244	\$1,747.20
EFT0012638	204256	ORCA HEALTH & SAFETY	2025-02-21	BMO1	PMCHQ00002268	\$2,107.88
EFT0012539	204164	ORKIN CANADA	2025-02-07	BMO1	PMCHQ00002262	\$239.38
EFT0012772	204164	ORKIN CANADA	2025-03-07	BMO1	PMCHQ00002274	\$239.38
EFT0012319	206638	OSBORNE, DAVE	2025-01-10	BMO1	PMCHQ00002245	\$159.88
EFT0012591	206638	OSBORNE, DAVE	2025-02-19	BMO1	PMCHQ00002266	\$70.35
EFT0012730	206638	OSBORNE, DAVE	2025-03-05	BMO1	PMCHQ00002272	\$22.68
EFT0012348	205822	OWENS, MIKE	2025-01-15	BMO1	PMCHQ00002247	\$3,481.72
EFT0012690	43435	P & R TRUCK CENTRE	2025-02-26	BMO1	PMCHQ00002270	\$1,252.10
EFT0012821	43435	P & R TRUCK CENTRE	2025-03-12	BMO1	PMCHQ00002276	\$11.97
EFT0012592	43459	PACIFIC AUDIO WORKS	2025-02-19	BMO1	PMCHQ00002266	\$168.00
EFT0012281	43530	PACIFIC CUSTOMS BROKERS	2025-01-08	BMO1	PMCHQ00002243	\$147.01
EFT0012564	43530	PACIFIC CUSTOMS BROKERS	2025-02-13	BMO1	PMCHQ00002265	\$191.11
156109	206189	PACIFIC WEST HOME APPLIANCE	2025-01-13	BMO1	PMCHQ00002246	\$86.23
EFT0012479	43960	PANAGO	2025-01-29	BMO1	PMCHQ00002258	\$151.50
EFT0012540	43960	PANAGO	2025-02-07	BMO1	PMCHQ00002262	\$210.00
EFT0012390	207408	PANNETON & ASSOCIATES LTD	2025-01-17	BMO1	PMCHQ00002249	\$1,569.75
156250	206594	PARK N PLAY DESIGN CO LTD	2025-03-05	BMO1	PMCHQ00002273	\$391.20
156251	206108	PARK PLACE TECHNOLOGIES LLC	2025-03-05	BMO1	PMCHQ00002273	\$12,148.88
EFT0012691	207463	Passion Plumbing & Heating Inc	2025-02-26	BMO1	PMCHQ00002270	\$2,767.28
156175	207464	Patterson, Kris	2025-02-05	BMO1	PMCHQ00002261	\$910.00
EFT0012835	203043	PELECH, JEFF	2025-03-19	BMO1	PMCHQ00002278	\$1,073.12
EFT0012349	204837	PETERBILT PACIFIC INC	2025-01-15	BMO1	PMCHQ00002247	\$423.16
EFT0012480	204837	PETERBILT PACIFIC INC	2025-01-29	BMO1	PMCHQ00002258	\$517.15
EFT0012510	204837	PETERBILT PACIFIC INC	2025-02-05	BMO1	PMCHQ00002260	\$7,406.12
EFT0012692	204837	PETERBILT PACIFIC INC	2025-02-26	BMO1	PMCHQ00002270	\$401.46
EFT0012810	204837	PETERBILT PACIFIC INC	2025-03-12	BMO1	PMCHQ00002276	\$4,120.20
EFT0012877	204837	PETERBILT PACIFIC INC	2025-03-20	BMO1	PMCHQ00002282	\$227.19
156252	206615	PG SOLUTIONS INC	2025-03-05	BMO1	PMCHQ00002273	\$975.33
EFT0012350	206931	PHOTON FILMS	2025-01-15	BMO1	PMCHQ00002247	\$744.10
EFT0012412	203529	PIPE-EYE VIDEO INSPECTIONS & S	2025-01-22	BMO1	PMCHQ00002251	\$3,329.01
156206	27354	PIZZA FACTORY	2025-02-19	BMO1	PMCHQ00002267	\$632.33
156156	207188	POLAR ENGINEERING	2025-01-29	BMO1	PMCHQ00002259	\$20,764.70
156274	207188	POLAR ENGINEERING	2025-03-12	BMO1	PMCHQ00002277	\$15,577.38
EFT0012511	45725	PORT ALBERNI CIVIC MANAGERS AS	2025-02-05	BMO1	PMCHQ00002260	\$450.00
EFT0012593	45725	PORT ALBERNI CIVIC MANAGERS AS	2025-02-19	BMO1	PMCHQ00002266	\$455.00
EFT0012811	45725	PORT ALBERNI CIVIC MANAGERS AS	2025-03-12	BMO1	PMCHQ00002276	\$460.00
156139	25322	PORT ALBERNI FIRE DEPARTMENT P	2025-01-22	BMO1	PMCHQ00002252	\$180.94
156228	25322	PORT ALBERNI FIRE DEPARTMENT P	2025-02-26	BMO1	PMCHQ00002271	\$80.00
156275	25322	PORT ALBERNI FIRE DEPARTMENT P	2025-03-12	BMO1	PMCHQ00002277	\$58.98
EFT0012413	45800	PORT ALBERNI FIRE FIGHTERS ASS	2025-01-22	BMO1	PMCHQ00002251	\$6,299.74
EFT0012594	45800	PORT ALBERNI FIRE FIGHTERS ASS	2025-02-19	BMO1	PMCHQ00002266	\$9,969.93
EFT0012812	45800	PORT ALBERNI FIRE FIGHTERS ASS	2025-03-12	BMO1	PMCHQ00002276	\$7,189.91
EFT0012282	45995	PORT ALBERNI ONLINE	2025-01-08	BMO1	PMCHQ00002243	\$787.50
EFT0012595	45995	PORT ALBERNI ONLINE	2025-02-19	BMO1	PMCHQ00002266	\$787.50
EFT0012731	45995	PORT ALBERNI ONLINE	2025-03-05	BMO1	PMCHQ00002272	\$787.50
156300	207488	PORT ALBERNI ORCHESTRA AND CHO	2025-03-20	BMO1	PMCHQ00002283	\$1,304.07
156147	45850	PORT ALBERNI PORT AUTHORITY	2025-01-24	BMO1	PMCHQ00002257	\$191,969.67
156176	203402	PORT ALBERNI SALMON FESTIVAL S	2025-02-05	BMO1	PMCHQ00002261	\$880.00
156177	205243	PORT ALBERNI SUPPORT SOCIETY	2025-02-05	BMO1	PMCHQ00002261	\$12,264.84
EFT0012596	46290	PORT BOAT HOUSE LTD	2025-02-19	BMO1	PMCHQ00002266	\$1,545.66
156178	203378	POVEY, BRIAN	2025-02-05	BMO1	PMCHQ00002261	\$377.99
EFT0012773	207087	PRAIRIECOAST EQUIPMENT	2025-03-07	BMO1	PMCHQ00002274	\$203.19
EFT0012320	46686	PROFIRE EMERGENCY EQUIPMENT IN	2025-01-10	BMO1	PMCHQ00002245	\$517.91
EFT0012732	46686	PROFIRE EMERGENCY EQUIPMENT IN	2025-03-05	BMO1	PMCHQ00002272	\$286.34
EFT0012813	46686	PROFIRE EMERGENCY EQUIPMENT IN	2025-03-12	BMO1	PMCHQ00002276	\$2,546.53
EFT0012414	207439	PRONICK CONTRACTING	2025-01-22	BMO1	PMCHQ00002251	\$5,647.47
EFT0012597	207439	PRONICK CONTRACTING	2025-02-19	BMO1	PMCHQ00002266	\$9,068.46
EFT0012442	205662	PROTELEC SECURITY &SAFETY	2025-01-24	BMO1	PMCHQ00002256	\$436.80
EFT0012481	205662	PROTELEC SECURITY &SAFETY	2025-01-29	BMO1	PMCHQ00002258	\$470.40
EFT0012639	205662	PROTELEC SECURITY &SAFETY	2025-02-21	BMO1	PMCHQ00002268	\$437.88

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0012878	205662	PROTELEC SECURITY &SAFETY	2025-03-20	BMO1	PMCHQ00002282	\$470.40
EFT0012351	206077	PULVER CRAWFORD MUNROE LLP	2025-01-15	BMO1	PMCHQ00002247	\$266.01
156229	205261	PUUSEPP, ALICIA	2025-02-26	BMO1	PMCHQ00002271	\$77.49
EFT0012283	201071	QUADIENT	2025-01-08	BMO1	PMCHQ00002243	\$1,111.00
EFT0012541	201071	QUADIENT	2025-02-07	BMO1	PMCHQ00002262	\$1,078.08
EFT0012640	201071	QUADIENT	2025-02-21	BMO1	PMCHQ00002268	\$301.23
EFT0012733	201071	QUADIENT	2025-03-05	BMO1	PMCHQ00002272	\$4,036.08
EFT0012391	47333	QUALITY FOODS	2025-01-17	BMO1	PMCHQ00002249	\$759.46
EFT0012693	47333	QUALITY FOODS	2025-02-26	BMO1	PMCHQ00002270	\$368.59
EFT0012814	47333	QUALITY FOODS	2025-03-12	BMO1	PMCHQ00002276	\$1,040.66
EFT0012284	206978	QUINSAM COMMUNICATIONS GROUP	2025-01-08	BMO1	PMCHQ00002243	\$3,807.85
EFT0012415	206978	QUINSAM COMMUNICATIONS GROUP	2025-01-22	BMO1	PMCHQ00002251	\$152.12
EFT0012815	206978	QUINSAM COMMUNICATIONS GROUP	2025-03-12	BMO1	PMCHQ00002276	\$145.55
EFT0012484	202412	R F BINNIE & ASSOCIATES LTD	2025-01-29	BMO1	PMCHQ00002258	\$1,968.75
EFT0012598	202412	R F BINNIE & ASSOCIATES LTD	2025-02-19	BMO1	PMCHQ00002266	\$5,906.25
EFT0012816	202412	R F BINNIE & ASSOCIATES LTD	2025-03-12	BMO1	PMCHQ00002276	\$4,473.00
EFT0012879	202412	R F BINNIE & ASSOCIATES LTD	2025-03-20	BMO1	PMCHQ00002282	\$1,560.56
EFT0012836	204572	RAIDER HANSEN	2025-03-19	BMO1	PMCHQ00002278	\$220.35
156230	47749	RAINBOW LANES	2025-02-26	BMO1	PMCHQ00002271	\$700.09
EFT0012641	207462	Raincoast Erosion Control Ltd	2025-02-21	BMO1	PMCHQ00002268	\$1,264.83
156140	207459	Raybeck, Trevor	2025-01-22	BMO1	PMCHQ00002252	\$24.35
EFT0012392	47950	RAYNER BRACHT CONSTRUCTION	2025-01-17	BMO1	PMCHQ00002249	\$2,006.79
156157	206647	READY PROPANE	2025-01-29	BMO1	PMCHQ00002259	\$239.84
EFT0012482	48370	RECEIVER GENERAL FOR CANADA -	2025-01-29	BMO1	PMCHQ00002258	\$63,182.95
EFT0012694	48370	RECEIVER GENERAL FOR CANADA -	2025-02-26	BMO1	PMCHQ00002270	\$2,173,396.00
EFT0012880	48370	RECEIVER GENERAL FOR CANADA -	2025-03-20	BMO1	PMCHQ00002282	\$1,234,606.83
156120	200900	RECEIVER GENERAL FOR CANADA -	2025-01-15	BMO1	PMCHQ00002248	\$600.00
156231	200900	RECEIVER GENERAL FOR CANADA -	2025-02-26	BMO1	PMCHQ00002271	\$250.00
EFT0012416	207023	RECSTAFF	2025-01-22	BMO1	PMCHQ00002251	\$395.08
EFT0012774	207023	RECSTAFF	2025-03-07	BMO1	PMCHQ00002274	\$390.33
EFT0012443	49140	REGIONAL DISTRICT OF ALBERNI C	2025-01-24	BMO1	PMCHQ00002256	\$39,239.95
EFT0012483	49140	REGIONAL DISTRICT OF ALBERNI C	2025-01-29	BMO1	PMCHQ00002258	\$182,062.50
EFT0012642	49140	REGIONAL DISTRICT OF ALBERNI C	2025-02-21	BMO1	PMCHQ00002268	\$49,944.95
EFT0012881	49140	REGIONAL DISTRICT OF ALBERNI C	2025-03-20	BMO1	PMCHQ00002282	\$36,697.60
156232	200936	REGIONAL DISTRICT OF NANAIMO	2025-02-26	BMO1	PMCHQ00002271	\$100.00
EFT0012542	206632	RFX DISTRIBUTION INC	2025-02-07	BMO1	PMCHQ00002262	\$88.04
EFT0012352	205040	RICHMOND ELEVATOR	2025-01-15	BMO1	PMCHQ00002247	\$3,600.00
EFT0012695	205040	RICHMOND ELEVATOR	2025-02-26	BMO1	PMCHQ00002270	\$368.55
156131	202899	RICK DENIS AUTOMOTIVE	2025-01-17	BMO1	PMCHQ00002250	\$1,597.64
156187	202899	RICK DENIS AUTOMOTIVE	2025-02-07	BMO1	PMCHQ00002263	\$1,532.78
156233	202899	RICK DENIS AUTOMOTIVE	2025-02-26	BMO1	PMCHQ00002271	\$909.82
156276	202899	RICK DENIS AUTOMOTIVE	2025-03-12	BMO1	PMCHQ00002277	\$653.97
156291	202899	RICK DENIS AUTOMOTIVE	2025-03-19	BMO1	PMCHQ00002279	\$4,136.50
156304	202899	RICK DENIS AUTOMOTIVE	2025-03-26	BMO1	PMCHQ00002285	\$255.67
EFT0012444	203689	RICOH CANADA	2025-01-24	BMO1	PMCHQ00002256	\$5,663.28
EFT0012543	203689	RICOH CANADA	2025-02-07	BMO1	PMCHQ00002262	\$6,973.05
EFT0012734	203689	RICOH CANADA	2025-03-05	BMO1	PMCHQ00002272	\$723.74
EFT0012882	203689	RICOH CANADA	2025-03-20	BMO1	PMCHQ00002282	\$1,844.77
156110	207445	Ridge View Health & Performanc	2025-01-13	BMO1	PMCHQ00002246	\$65.00
156253	207377	ROE ENVIRONMENTAL INC	2025-03-05	BMO1	PMCHQ00002273	\$127,115.65
EFT0012321	50260	ROLLINS MACHINERY LTD	2025-01-10	BMO1	PMCHQ00002245	\$6,578.88
EFT0012643	50260	ROLLINS MACHINERY LTD	2025-02-21	BMO1	PMCHQ00002268	\$547,885.56
EFT0012696	50260	ROLLINS MACHINERY LTD	2025-02-26	BMO1	PMCHQ00002270	\$3,747.98
EFT0012735	50260	ROLLINS MACHINERY LTD	2025-03-05	BMO1	PMCHQ00002272	\$3,749.99
EFT0012883	50260	ROLLINS MACHINERY LTD	2025-03-20	BMO1	PMCHQ00002282	\$4,447.09
EFT0012322	50265	ROTO-ROOTER	2025-01-10	BMO1	PMCHQ00002245	\$49.87
156254	50412	ROYAL CANADIAN LEGION - BC/YUK	2025-03-05	BMO1	PMCHQ00002273	\$385.00
156234	207469	RYNIC COMMUNICATIONS	2025-02-26	BMO1	PMCHQ00002271	\$1,050.00
EFT0012544	53650	S P C A	2025-02-07	BMO1	PMCHQ00002262	\$13,106.65
EFT0012775	53650	S P C A	2025-03-07	BMO1	PMCHQ00002274	\$13,106.65
EFT0012445	204514	SAFE SOFTWARE INC	2025-01-24	BMO1	PMCHQ00002256	\$672.00
156097	207450	SATTAR, SAHREEF	2025-01-08	BMO1	PMCHQ00002244	\$500.00
156132	204552	SAYWELL DEVELOPMENTS LTD	2025-01-17	BMO1	PMCHQ00002250	\$14,201.25

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
156294	204552	SAYWELL DEVELOPMENTS LTD	2025-03-20	BMO1	PMCHQ00002281	\$160,986.00
EFT0012417	915744	SCHWARZ, MIKI	2025-01-22	BMO1	PMCHQ00002251	\$475.00
EFT0012817	915744	SCHWARZ, MIKI	2025-03-12	BMO1	PMCHQ00002276	\$150.29
EFT0012393	205031	SECURTEK MONITORING SOLUTIONS	2025-01-17	BMO1	PMCHQ00002249	\$740.25
EFT0012485	205031	SECURTEK MONITORING SOLUTIONS	2025-01-29	BMO1	PMCHQ00002258	\$36.70
EFT0012644	205031	SECURTEK MONITORING SOLUTIONS	2025-02-21	BMO1	PMCHQ00002268	\$36.70
EFT0012776	205031	SECURTEK MONITORING SOLUTIONS	2025-03-07	BMO1	PMCHQ00002274	\$125.85
EFT0012884	52375	SHARE CANADA	2025-03-20	BMO1	PMCHQ00002282	\$4,915.67
156158	52450	SHAW CABLESYSTEMS	2025-01-29	BMO1	PMCHQ00002259	\$481.71
EFT0012545	202207	SHERINE INDUSTRIES LTD	2025-02-07	BMO1	PMCHQ00002262	\$2,539.63
EFT0012777	202207	SHERINE INDUSTRIES LTD	2025-03-07	BMO1	PMCHQ00002274	\$989.53
156121	52733	SHRED-IT INTERNATIONAL ULC	2025-01-15	BMO1	PMCHQ00002248	\$223.08
EFT0012512	52733	SHRED-IT INTERNATIONAL ULC	2025-02-05	BMO1	PMCHQ00002260	\$112.07
EFT0012778	52733	SHRED-IT INTERNATIONAL ULC	2025-03-07	BMO1	PMCHQ00002274	\$116.17
EFT0012818	52733	SHRED-IT INTERNATIONAL ULC	2025-03-12	BMO1	PMCHQ00002276	\$226.54
EFT0012885	52733	SHRED-IT INTERNATIONAL ULC	2025-03-20	BMO1	PMCHQ00002282	\$225.34
EFT0012599	204140	SIGMA SAFETY	2025-02-19	BMO1	PMCHQ00002266	\$492.10
156260	207471	Skookum Ventures Ltd	2025-03-07	BMO1	PMCHQ00002275	\$93.10
156277	207471	Skookum Ventures Ltd	2025-03-12	BMO1	PMCHQ00002277	\$76.15
EFT0012446	52097	SLR CONSULTING (CANADA) LTD	2025-01-24	BMO1	PMCHQ00002256	\$2,022.56
156122	53499	SMITH, KIRSTEN	2025-01-15	BMO1	PMCHQ00002248	\$272.04
156098	206628	SOAP FOR HOPE CANADA	2025-01-08	BMO1	PMCHQ00002244	\$570.00
156141	53726	SOFTCHOICE CORP	2025-01-22	BMO1	PMCHQ00002252	\$658.25
EFT0012736	53726	SOFTCHOICE CORP	2025-03-05	BMO1	PMCHQ00002272	\$35,688.92
EFT0012645	201900	SOURCE OFFICE FURNISHINGS	2025-02-21	BMO1	PMCHQ00002268	\$1,934.70
EFT0012323	53910	SOUTHSIDE AUTO SUPPLY LTD	2025-01-10	BMO1	PMCHQ00002245	\$3,231.07
EFT0012353	53910	SOUTHSIDE AUTO SUPPLY LTD	2025-01-15	BMO1	PMCHQ00002247	\$603.49
EFT0012447	53910	SOUTHSIDE AUTO SUPPLY LTD	2025-01-24	BMO1	PMCHQ00002256	\$658.60
EFT0012546	53910	SOUTHSIDE AUTO SUPPLY LTD	2025-02-07	BMO1	PMCHQ00002262	\$3,063.68
EFT0012565	53910	SOUTHSIDE AUTO SUPPLY LTD	2025-02-13	BMO1	PMCHQ00002265	\$902.23
EFT0012697	53910	SOUTHSIDE AUTO SUPPLY LTD	2025-02-26	BMO1	PMCHQ00002270	\$2,132.76
EFT0012819	53910	SOUTHSIDE AUTO SUPPLY LTD	2025-03-12	BMO1	PMCHQ00002276	\$512.76
EFT0012886	53910	SOUTHSIDE AUTO SUPPLY LTD	2025-03-20	BMO1	PMCHQ00002282	\$893.02
EFT0012285	207438	SPECIMEN TREES WHOLESALE NURSE	2025-01-08	BMO1	PMCHQ00002243	\$4,785.90
EFT0012354	206009	SPEEDY GLASS	2025-01-15	BMO1	PMCHQ00002247	\$1,122.02
EFT0012698	206009	SPEEDY GLASS	2025-02-26	BMO1	PMCHQ00002270	\$1,059.40
156179	54170	STAFF FUND	2025-02-05	BMO1	PMCHQ00002261	\$61.00
156207	54170	STAFF FUND	2025-02-19	BMO1	PMCHQ00002267	\$31.00
156235	54170	STAFF FUND	2025-02-26	BMO1	PMCHQ00002271	\$30.00
156278	54170	STAFF FUND	2025-03-12	BMO1	PMCHQ00002277	\$62.00
EFT0012286	203124	STAPLES ADVANTAGE	2025-01-08	BMO1	PMCHQ00002243	\$1,709.82
EFT0012355	203124	STAPLES ADVANTAGE	2025-01-15	BMO1	PMCHQ00002247	\$435.19
EFT0012448	203124	STAPLES ADVANTAGE	2025-01-24	BMO1	PMCHQ00002256	\$331.62
EFT0012547	203124	STAPLES ADVANTAGE	2025-02-07	BMO1	PMCHQ00002262	\$1,078.56
EFT0012646	203124	STAPLES ADVANTAGE	2025-02-21	BMO1	PMCHQ00002268	\$246.66
EFT0012699	203124	STAPLES ADVANTAGE	2025-02-26	BMO1	PMCHQ00002270	\$880.48
EFT0012779	203124	STAPLES ADVANTAGE	2025-03-07	BMO1	PMCHQ00002274	\$313.63
EFT0012887	203124	STAPLES ADVANTAGE	2025-03-20	BMO1	PMCHQ00002282	\$1,257.24
156133	202288	STAPLES/ BD# 321 PORT ALBERNI	2025-01-17	BMO1	PMCHQ00002250	\$155.65
156236	202288	STAPLES/ BD# 321 PORT ALBERNI	2025-02-26	BMO1	PMCHQ00002271	\$1,713.61
156123	207138	STEVENSON, HALEY	2025-01-15	BMO1	PMCHQ00002248	\$461.18
156208	207474	Stirling, Bryce	2025-02-19	BMO1	PMCHQ00002267	\$45.00
EFT0012486	202394	STRATHCON INDUSTRIES	2025-01-29	BMO1	PMCHQ00002258	\$958.77
EFT0012700	202394	STRATHCON INDUSTRIES	2025-02-26	BMO1	PMCHQ00002270	\$344.19
EFT0012737	202394	STRATHCON INDUSTRIES	2025-03-05	BMO1	PMCHQ00002272	\$47.90
EFT0012324	206460	SUNBELT RENTALS OF CANADA INC	2025-01-10	BMO1	PMCHQ00002245	\$634.34
156142	203420	SUPREMEX INC	2025-01-22	BMO1	PMCHQ00002252	\$5,094.31
156237	207062	Synergy Sustainability Foundat	2025-02-26	BMO1	PMCHQ00002271	\$2,500.00
156143	207304	TAKE A LOAD OFF MOVING LTD	2025-01-22	BMO1	PMCHQ00002252	\$1,729.88
156145	206291	TECH ELECTRICAL OVERHEAD CRANE	2025-01-23	BMO1	PMCHQ00002254	\$15,929.61
156238	206291	TECH ELECTRICAL OVERHEAD CRANE	2025-02-26	BMO1	PMCHQ00002271	\$878.43
EFT0012548	9868	TECHNICAL SAFETY BC	2025-02-07	BMO1	PMCHQ00002262	\$89.41
156111	407453	The Jumping Slug Community Cyc	2025-01-13	BMO1	PMCHQ00002246	\$233.60

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0012487	203942	THE STARBOARD GRILL LTD	2025-01-29	BMO1	PMCHQ00002258	\$290.95
EFT0012701	203942	THE STARBOARD GRILL LTD	2025-02-26	BMO1	PMCHQ00002270	\$290.95
EFT0012738	203942	THE STARBOARD GRILL LTD	2025-03-05	BMO1	PMCHQ00002272	\$238.05
156180	207465	The Stolen Child Productions	2025-02-05	BMO1	PMCHQ00002261	\$3,030.00
156181	206204	THIBEAU, NADINE	2025-02-05	BMO1	PMCHQ00002261	\$142.34
156209	206204	THIBEAU, NADINE	2025-02-19	BMO1	PMCHQ00002267	\$34.46
EFT0012513	205138	THORPE, WILLA	2025-02-05	BMO1	PMCHQ00002260	\$107.59
EFT0012418	207430	TILLEYS PLUMBING & HEATING LTD	2025-01-22	BMO1	PMCHQ00002251	\$23,336.25
156099	56270	TIMBRE	2025-01-08	BMO1	PMCHQ00002244	\$1,085.00
156239	915751	TK ELEVATOR	2025-02-26	BMO1	PMCHQ00002271	\$329.24
EFT0012488	915751	TK ELEVATOR	2025-01-29	BMO1	PMCHQ00002258	\$339.12
EFT0012739	915751	TK ELEVATOR	2025-03-05	BMO1	PMCHQ00002272	\$773.98
EFT0012740	56340	TOMKO SPORTS SYSTEMS INC	2025-03-05	BMO1	PMCHQ00002272	\$282.84
156210	56410	TORONTO INTERNATIONAL FILM	2025-02-19	BMO1	PMCHQ00002267	\$1,248.37
156240	205933	TOTAL POWER	2025-02-26	BMO1	PMCHQ00002271	\$1,716.75
EFT0012394	205501	TOTEM TREE OPERATIONS	2025-01-17	BMO1	PMCHQ00002249	\$8,121.75
EFT0012549	205501	TOTEM TREE OPERATIONS	2025-02-07	BMO1	PMCHQ00002262	\$4,410.00
EFT0012837	205501	TOTEM TREE OPERATIONS	2025-03-19	BMO1	PMCHQ00002278	\$4,882.50
156292	206824	TRAEGER, IAN	2025-03-19	BMO1	PMCHQ00002279	\$80.00
156134	56530	TRANSPORTATION ASSOC OF CANADA	2025-01-17	BMO1	PMCHQ00002250	\$474.60
EFT0012489	207433	TSUNAMI DETAILING	2025-01-29	BMO1	PMCHQ00002258	\$700.00
156211	203941	TURNER, RYAN	2025-02-19	BMO1	PMCHQ00002267	\$20.00
EFT0012325	57040	UAP INC	2025-01-10	BMO1	PMCHQ00002245	\$9,474.18
EFT0012356	57040	UAP INC	2025-01-15	BMO1	PMCHQ00002247	\$167.47
EFT0012550	57040	UAP INC	2025-02-07	BMO1	PMCHQ00002262	\$1,127.74
EFT0012566	57040	UAP INC	2025-02-13	BMO1	PMCHQ00002265	\$167.47
EFT0012647	57040	UAP INC	2025-02-21	BMO1	PMCHQ00002268	\$1,505.17
EFT0012702	57040	UAP INC	2025-02-26	BMO1	PMCHQ00002270	\$443.57
EFT0012888	57040	UAP INC	2025-03-20	BMO1	PMCHQ00002282	\$1,218.65
156159	205942	UCHUCKLESAHT TRIBE CULTURAL &	2025-01-29	BMO1	PMCHQ00002259	\$350.00
EFT0012287	202823	ULINE	2025-01-08	BMO1	PMCHQ00002243	\$592.17
EFT0012326	202823	ULINE	2025-01-10	BMO1	PMCHQ00002245	\$2,151.35
EFT0012395	202823	ULINE	2025-01-17	BMO1	PMCHQ00002249	\$4,582.60
EFT0012741	202823	ULINE	2025-03-05	BMO1	PMCHQ00002272	\$138.94
EFT0012357	204121	URBAN SYSTEMS LTD	2025-01-15	BMO1	PMCHQ00002247	\$19,152.63
EFT0012600	204121	URBAN SYSTEMS LTD	2025-02-19	BMO1	PMCHQ00002266	\$3,292.91
EFT0012742	204121	URBAN SYSTEMS LTD	2025-03-05	BMO1	PMCHQ00002272	\$1,231.81
156100	207451	URBONAS, DENNIS	2025-01-08	BMO1	PMCHQ00002244	\$160.00
156293	206064	V V S FILM	2025-03-19	BMO1	PMCHQ00002279	\$836.50
156261	207429	V9Y CULINARY SERVICES INC	2025-03-07	BMO1	PMCHQ00002275	\$276.58
EFT0012743	207429	V9Y CULINARY SERVICES INC	2025-03-05	BMO1	PMCHQ00002272	\$276.58
EFT0012744	204816	VALLEY TRAFFIC SYSTEMS	2025-03-05	BMO1	PMCHQ00002272	\$1,751.50
EFT0012648	203234	VAN ISLE FORD	2025-02-21	BMO1	PMCHQ00002268	\$16.82
EFT0012419	58172	VAN KAM FREIGHTWAYS LTD	2025-01-22	BMO1	PMCHQ00002251	\$396.54
156112	202104	VANCOUVER ISLAND ECONOMIC ALLI	2025-01-13	BMO1	PMCHQ00002246	\$577.50
EFT0012551	200036	VANCOUVER ISLAND POTTERY WAREH	2025-02-07	BMO1	PMCHQ00002262	\$489.28
EFT0012703	200036	VANCOUVER ISLAND POTTERY WAREH	2025-02-26	BMO1	PMCHQ00002270	\$844.44
EFT0012820	200036	VANCOUVER ISLAND POTTERY WAREH	2025-03-12	BMO1	PMCHQ00002276	\$77.68
EFT0012838	58660	VANCOUVER ISLAND REGIONAL LIBR	2025-03-19	BMO1	PMCHQ00002278	\$284,930.50
156124	203507	VANDERMAY, VINCENT	2025-01-15	BMO1	PMCHQ00002248	\$31.88
156182	203507	VANDERMAY, VINCENT	2025-02-05	BMO1	PMCHQ00002261	\$28.48
EFT0012358	52551	VI ISLAND CLEANING SUPPLIES	2025-01-15	BMO1	PMCHQ00002247	\$2,320.92
EFT0012567	52551	VI ISLAND CLEANING SUPPLIES	2025-02-13	BMO1	PMCHQ00002265	\$1,774.79
EFT0012822	52551	VI ISLAND CLEANING SUPPLIES	2025-03-12	BMO1	PMCHQ00002276	\$721.04
EFT0012704	203759	VICTORIA BOX & PAPER	2025-02-26	BMO1	PMCHQ00002270	\$461.14
EFT0012601	207219	VIERA	2025-02-19	BMO1	PMCHQ00002266	\$2,137.58
EFT0012514	200217	VOYSEY, SHANE	2025-02-05	BMO1	PMCHQ00002260	\$382.48
EFT0012745	200217	VOYSEY, SHANE	2025-03-05	BMO1	PMCHQ00002272	\$71.00
EFT0012823	200217	VOYSEY, SHANE	2025-03-12	BMO1	PMCHQ00002276	\$81.14
156212	207001	WARBRICK CONTRACTING INC	2025-02-19	BMO1	PMCHQ00002267	\$184,016.96
156255	207001	WARBRICK CONTRACTING INC	2025-03-05	BMO1	PMCHQ00002273	\$16,518.60
156279	207001	WARBRICK CONTRACTING INC	2025-03-12	BMO1	PMCHQ00002277	\$21,548.31
EFT0012420	207001	WARBRICK CONTRACTING INC	2025-01-22	BMO1	PMCHQ00002251	\$61,520.31

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0012839	207001	WARBRICK CONTRACTING INC	2025-03-19	BMO1	PMCHQ00002278	\$16,518.60
EFT0012449	206067	WASTE CONNECTIONS OF CANADA IN	2025-01-24	BMO1	PMCHQ00002256	\$3,110.76
EFT0012649	206067	WASTE CONNECTIONS OF CANADA IN	2025-02-21	BMO1	PMCHQ00002268	\$2,237.97
EFT0012780	206067	WASTE CONNECTIONS OF CANADA IN	2025-03-07	BMO1	PMCHQ00002274	\$1,374.41
EFT0012889	206067	WASTE CONNECTIONS OF CANADA IN	2025-03-20	BMO1	PMCHQ00002282	\$3,125.89
EFT0012602	203974	WATERWORTH	2025-02-19	BMO1	PMCHQ00002266	\$7,890.96
EFT0012396	60613	WESTCOAST HOME HARDWARE	2025-01-17	BMO1	PMCHQ00002249	\$41.28
EFT0012568	60613	WESTCOAST HOME HARDWARE	2025-02-13	BMO1	PMCHQ00002265	\$96.63
EFT0012705	60613	WESTCOAST HOME HARDWARE	2025-02-26	BMO1	PMCHQ00002270	\$173.80
EFT0012824	60613	WESTCOAST HOME HARDWARE	2025-03-12	BMO1	PMCHQ00002276	\$68.82
EFT0012490	203499	WESTVAC INDUSTRIAL LTD	2025-01-29	BMO1	PMCHQ00002258	\$1,033.31
EFT0012327	206516	WHITE PACIFIC AUTOMATION	2025-01-10	BMO1	PMCHQ00002245	\$20,955.52
156280	207484	Wilkinson, Brian S	2025-03-12	BMO1	PMCHQ00002277	\$1,540.00
EFT0012328	62740	WINDSOR PLYWOOD	2025-01-10	BMO1	PMCHQ00002245	\$134.37
EFT0012397	62740	WINDSOR PLYWOOD	2025-01-17	BMO1	PMCHQ00002249	\$1,355.14
EFT0012569	62740	WINDSOR PLYWOOD	2025-02-13	BMO1	PMCHQ00002265	\$1,023.17
EFT0012706	62740	WINDSOR PLYWOOD	2025-02-26	BMO1	PMCHQ00002270	\$733.56
EFT0012825	62740	WINDSOR PLYWOOD	2025-03-12	BMO1	PMCHQ00002276	\$1,108.59
EFT0012421	60900	WOLSELEY CANADA INC.	2025-01-22	BMO1	PMCHQ00002251	\$8,218.78
EFT0012707	204598	WSP CANADA INC	2025-02-26	BMO1	PMCHQ00002270	\$2,696.30
EFT0012422	200530	YELLOW PAGES GROUP	2025-01-22	BMO1	PMCHQ00002251	\$31.62
EFT0012570	200530	YELLOW PAGES GROUP	2025-02-13	BMO1	PMCHQ00002265	\$63.24
EFT0012491	35130	YOUNG, ANDERSON	2025-01-29	BMO1	PMCHQ00002258	\$10,845.16
EFT0012840	35130	YOUNG, ANDERSON	2025-03-19	BMO1	PMCHQ00002278	\$15,112.42
156144	202011	ZAPLOTINSKY, BLADON	2025-01-22	BMO1	PMCHQ00002252	\$761.21
156281	202011	ZAPLOTINSKY, BLADON	2025-03-12	BMO1	PMCHQ00002277	\$3,199.66
156125	206903	ZOE BATTIE	2025-01-15	BMO1	PMCHQ00002248	\$1,017.63
EFT0012826	20208	ZONE WEST LTD	2025-03-12	BMO1	PMCHQ00002276	\$1,464.96

Total Cheques: 840

Total Amount of Cheques: \$9,188,784.67

=====

Short Term Investment Accounts	Interest Earned for Q4 December 31st, 2024	Balance of Accounts As of December 31st, 2024	Redemptions	Deposits	Interest Earned for Q1 March 31st, 2025	Balance of Accounts As of March 31st, 2025	Maturity May 15th, 2025 6.05% Propera Credit Union GIC FIXED 1 YR. Canaccord Genuity	Maturity May 27th, 2025 3.25% Propera Credit Union GIC GIC CASHABLE 90 DAYS Canaccord Genuity	Maturity June 15th, 2025 3.25% Propera Credit Union GIC CASHABLE 90 DAYS Canaccord Genuity	Non Fixed 3.30 % Pooled MFA High Intrest Savings CIBC MFA HISA	Non Fixed 3.075% Pooled MFA Money Market Fund
General Operating Funds Invested	\$193,895	\$6,373,568	(\$6,427,674)		\$54,370	\$264				\$264	
Cemetery - Carbon Investments	\$2,365	\$163,228			\$2,427	\$165,655	\$165,655				
Equipment Replacement Reserve Fund	\$66,390	\$5,926,834			\$49,346	\$5,976,180		\$2,754,073	\$3,222,107		
Capital Works Fund	\$1,314	\$120,010			\$1,000	\$121,010			\$121,010		
Parkland Acquisition	\$4,066	\$354,409			\$2,955	\$357,364		\$357,364			
Land Sale Reserve	\$1,313	\$110,887			\$923	\$111,810			\$111,810		
Parks & Recreation	\$47,089	\$1,232,473			\$10,265	\$1,242,738		\$871,200	\$371,538		
Canadas Community Building Fund	\$20,794	\$1,899,761			\$15,833	\$1,915,594			\$1,915,594		
MFA General	\$3,254	\$297,914			\$2,490	\$300,404			\$300,404		
MFA Water	\$3,643	\$332,784			\$2,772	\$335,557			\$335,557		
Growing Communities reserve Fund	\$72,369	\$4,141,770	(\$17,326)		\$34,485	\$4,159,073		\$3,198,060	\$961,013		
Water capital	\$85,764	\$2,989,630			\$24,887	\$3,014,517		\$2,666,666	\$347,851		
Sewer Capital	\$57,390	\$3,270,225			\$27,224	\$3,297,449		\$2,916,950	\$380,499		
Alberni Valley Community Forest	\$12,073	\$1,540,416			\$3,230	\$1,543,645					\$1,543,645
Totals	\$571,720	\$28,753,909	(\$6,445,000)		\$232,207	\$22,541,260	\$165,655	\$12,764,313	\$8,067,382	\$264	\$1,543,645

Market Rates have continued to declined as predicted in the first quarter of 2025, the Bank of Canada policy rate settled at 2.75%. The City's high interest savings rates dropped from 3.80% to 3.30%. GIC rates for less than 1-year terms dropped to 3.25%. Currently the City's portfolio is invested in the MFA's High interest pooled savings accounts with a floating rate 3.30% & 3.08%. Remaining reserve funds are invested with Canaccord Genuity using a ladder approach to take advantage of higher interest rates. As of March 31st, 2025, The City's interest earned through investment totaled just above \$232,000. The next Bank of Canada interest rate announcement is June 4th, 2025.



MFA Pooled Investment Fund Quarterly Market Update

As of March 31, 2025

Interest Rates

Uncertainty plagued global bond markets during the first quarter of 2025, as investors were focused on the imposition of tariffs by the U.S. and the potential repercussions for Canadian economic growth and inflation. Earlier hopes that a Trump presidency would result in an expansion of already-strong growth in the U.S quickly gave way to less optimistic projections, with mentions of stagflation becoming more frequent among market participants in recent weeks. In Canada, while the economy had gone through a period of significant challenges, there were signs of an uptick in activity with strong fourth quarter GDP growth, a decline in the unemployment rate and other indications that Bank of Canada (BoC) rate cuts were starting to take effect.

Unfortunately, these expectations were short-lived. The constant threat of tariffs from the U.S. administration cast considerable doubt on the outlook of the Canadian economy and, in combination with significant policy uncertainty, resulted in heightened volatility for Government of Canada (GoC) bond yields over the quarter. Following two 0.50% cuts in the fourth quarter of 2024, the BoC cut its policy rate by a further 0.25% in January and March to 2.75%. The recent decrease in the policy rate reflects, at least partly, the central bank's awareness of the impact that tariffs would have on Canadian economic growth. While the BoC expressed that monetary policy does have a role to play in softening the blow of tariffs, it also reiterated that there are limits to its usefulness in such situations. The U.S. Federal Reserve (Fed) also met twice during the quarter, opting to continue to take a data-dependent approach. The Fed kept the target range of its fed funds rate unchanged at 4.25%–4.50%, supported by inflation remaining above target, stable economic growth and an unemployment rate near historic lows. The Fed did, however, begin to incorporate the effects of a trade war into its forward expectations for growth (lower) and inflation (higher). Aside from the trade front, Canadian investors also have to deal with the uncertainty associated with the upcoming federal election, a race that has become tighter than initially anticipated. Against this backdrop, GoC bond yields ultimately ended the quarter lower, with short-term yields declining more than longer-term yields, resulting in a steepening and further normalization of the yield curve.

Date: May 20, 2025
File No: 0640-30-May 27, 2025 – Audit Committee & 0540-20-AC
To: Audit Committee
From: Director of Finance
Subject: **Audit Committee | Terms of Reference Review**

RECOMMENDATION

THAT the Audit Committee receive the report from the Director of Finance titled “Audit Committee | Terms of Reference review” dated May 20, 2025.

PURPOSE

To provide the Audit Committee [AC] with an overview of the Term of Reference [ToR] and to seek input on any necessary amendments.

BACKGROUND

The AC has been a long-standing advisory committee of the Council for the City of Port Alberni. It historically comprises three members of Council who are appointed by Council and meet quarterly to review the City's financial operations. The ToR serves as the framework for the Audit Committee for governance regarding the City's finances and risk management.

The AC's key responsibilities include:

- Financial reporting
- Evaluation of the administration's governance of internal controls and auditing processes

Meetings occur every quarter, generally in February, May, August and November.

ALTERNATIVES/OPTIONS

1. That the Committee receive the report from the Director of Finance titled “*Audit Committee | Terms of Reference review*” dated May 20, 2025.
2. Recommend to Council that the ToR be amended to reflect the AC meeting in an ad hoc manner when Council requires further research and recommendations.
3. Recommend that Council discontinue the Audit committee, move financial oversight duties to broader Council through regular reporting at a Committee of the Whole or Regular Council Meeting.

ANALYSIS

To enhance the effectiveness of the Audit Committee and the fulfill Council's review of financial matters, it is important to establish clear roles and responsibilities. Section 170 of the *Community Charter* authorizes the Council to delegate its powers, duties, and functions to the AC for receiving reports from the municipal auditor. While the *Charter* does not mandate the creation of an AC, it provides Councils with the flexibility to determine the extent and rationale for delegating authority and processes.

Key Considerations:

- All AC members must be Council members, ensuring direct involvement in financial oversight.
- The AC can convene on an ad hoc basis to address specific issues as needed.
- Regular updates, detailed minutes, and shared agendas can promote transparency and continuity between the AC and the full Council.
- Allowing adequate time for document review before presentations to the full Council, along with strategically scheduling AC meetings prior to Council meetings, can improve efficiency.
- Providing training and resources is essential for both the AC and the full Council to effectively fulfill their roles.

Other communities financial oversight approaches:

- [Nanaimo](#): Frequent meetings with all Council members on the AC, focusing on the budget discussions in the fall.
- *City of Courtenay*: No specific AC; the Council has direct oversight responsibilities.
- *Town of Comox*: The AC oversees the financial reporting process and ensures the integrity of financial statements, including the annual Statement of Financial Information (SOFI).
- *Parksville*: Similar AC structure to the City of Port Alberni, comprising three Council members.
- *North Cowichan*: No specific AC; the Council holds direct oversight responsibilities.
- [Campbell River](#): No specific AC; financial oversight is handled directly by the Council, with [quarterly report](#) to the Committee of the Whole.

Public engagement and transparency can be enhanced through the regular publication of financial reports and summaries, as well as the establishment of channels for public feedback. By balancing the roles of the AC and Council, improving communication, enhancing timing, building capacity, and adopting best practices, the financial oversight process can be streamlined, thereby ensuring effective governance.

IMPLICATIONS

Implications depend upon the recommendations of the Committee. Should there be changes in the level of service (more/less meetings or reporting requirements) administration would review and bring forward details associated with the recommendations to the Committee of the Whole/Council to consider.

COMMUNICATIONS

Any recommendations made by the Committee will be reflected in future reports to Committee of the Whole/Council.

BYLAWS/PLANS/POLICIES

- *Audit Committee – Terms of Reference*

SUMMARY

Council should periodically review the ToR and practices of the Audit Committee to ensure that the desired outcomes are achieved and to explore potential opportunities to improve processes.

ATTACHMENTS/REFERENCE MATERIALS

- *Audit Committee – Terms of Reference*

Audit Committee

Terms of Reference

1. PURPOSE

The primary function of the Audit Committee is to assist Council in fulfilling its oversight responsibilities by reviewing the audited annual financial statements and other financial information, and the City staff's governance of internal controls and auditing processes.

2. COMPOSITION

- a) The Audit Committee shall be composed of a maximum of three Council members to be appointed annually by Council.
- b) The Chair will be determined yearly by Council.
- c) A quorum shall be two members of the Committee.

3. MEETINGS

The Audit Committee shall meet at least once every quarter. Additional meetings shall be held as deemed necessary by the Chair. The CAO and Director Finance, or their designate shall attend all meetings to provide input and answer questions.

4. AUTHORITY

The Audit Committee is established in accordance with Section 170 of the Community Charter, whereby a council may only delegate its audit powers, duties and functions to a committee comprised of council members. The Audit Committee has the authority to request a review and/or investigate any activity of the City, and the Committee shall ensure internal and external auditors receive the co-operation of all City employees and have unrestricted access to records.

5. COMMUNICATIONS

- a) Minutes of Audit Committee meetings and any recommendations shall be forwarded to and approved by City Council prior to implementation.
- b) Supporting information and schedules reviewed by the Audit Committee shall be made available for review by any Council member upon request.
- c) The Audit Committee shall receive a copy of all reports issued to the City by the independent external auditor.
- d) The Audit Committee shall receive a copy of all internal audit reports issued by Finance Department and addressed to the CAO, and further any other reports as selected by the Director of Finance.

6. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Audit Committee include the following:

- a) Documents and Reports Review
 - i. To review and periodically update the Audit Committee's Terms of Reference and propose amendments/updates the ToR, for review/approval by Council;

- ii. To review and accept the City's annual audited financial statements;
- iii. To approve the date and format for the Council or public meeting (prior to June 30th) to present the audited financial statements and Council remuneration reports;
- iv. To review internal audit and management reports submitted to the Committee.

b) Independent External Auditors

- i. To recommend to Council the appointment or termination of the external auditor;
- ii. To consult with the external auditor concerning internal controls and risk management.

c) Financial Reporting Principles and Processes

- i. To review the integrity of the City's internal and external financial reporting processes;
- ii. To review the appropriateness of the City's accounting principles and reasonableness of its estimates;
- iii. To consider significant changes to auditing and accounting principles and practices.

d) Process Improvement

- i. To review any significant issues identified during the course of audits;
- ii. To resolve restrictions limiting the scope of an audit or access to City records;
- iii. To review internal control and risk management improvements, as appropriate;
- iv. To review the extent to which recommendations have subsequently been implemented;
- v. To deal with matters referred to the Audit Committee by City Council.

e) Risk Management

- i. To satisfy itself that the City has implemented appropriate systems to identify, monitor and mitigate significant business risks.

f) Investment portfolio

- i. The Audit Committee will ensure the adherence to the Investment policy and review semi annual reporting;

7. REPORTING REQUIRED

The committee considered changes and recommended that reporting includes:

- i. *Quarterly summary report prepared by the Director or designate:*
 - a. *Year to date report versus budget that is in the same format as the five-year Financial Plan, highlight variances within the Financial Plan;*
 - b. *Any other information that requires additional details to be shared within the scope of the committee;*
 - c. *Summary report by department and project with variances reporting and areas of importance.*
- ii. *Quarterly Mayor and Council expense report;*
- iii. *Cheque register details with improved detail (where possible);*
- iv. *Investment report;*
- v. *Risks, process improvements and controls reporting.*