

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

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

**STAFF:** R. Macauley, Deputy Director of Finance  
M. Fox, CAO  
A. O'Connor, Recording Secretary

**ABSENT:** Councillor D. Dame

**GALLERY:** 1

**A. CALL TO ORDER & APPROVAL OF THE AGENDA**

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

*MOVED AND SECONDED, THAT the agenda be approved.*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the minutes of the Audit Committee meeting held on October 7, 2025, be adopted, as presented.*

**CARRIED**

**C. UNFINISHED BUSINESS**

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

*Members inquired as follows:*

- What are the two expenses for FCM on June 1<sup>st</sup>?  
*1<sup>st</sup> one could be for the conference registration and travel, and 2<sup>nd</sup> could be for incidentals or maybe flights.*

**E. REPORTS**

***General Fund - Revenue***

*Members inquired as follows:*

- Revenue is down for Recreation Services? Is that due to closures?  
*Some are up and on track. There is one more quarter to go.*
- Line 14738 – Children & Youth Programs?  
*On track.*
- Business Licences have gone up which is nice to see.
- Line 15190 Vacant Building – would like to have this reviewed.

*MOVED AND SECONDED, THAT the Audit Committee recommends Council to conduct a review of vacant buildings next year.*

**CARRIED**

- Is there a policy?  
*CAO to follow up. There is a bylaw.*  
*The City followed up with four buildings last year which are being used for different purposes and are not vacant.*

- Vacant buildings cause health and safety issues and produce rats.  
*We can only do remedial action because of safety.*
- Does remediation include mold?  
*Only if there are occupants. That would be reviewed by Health & Safety or Island Health, we don't monitor for mold.*
- Line 16215 Community Gaming Revenue has decreased.

### ***General Fund - Expenditures***

*Members inquired as follows:*

- Line 21216 Bylaw Enforcement has increased.  
*It is either because of timing or it hasn't been paid.*
- Line 27126 Glenwood Skate Shop – bring back info?  
*Parks, Recreation and Culture is looking into it.*

### ***Sewer Revenue Fund Update***

The Committee did not have any comments or questions.

### ***Water Revenue Fund Update***

The Committee did not have any comments or questions.

### ***Capital Funds Update***

The Committee did not have any comments or questions.

## ***F. VENDOR CHEQUE REGISTER REPORT***

*Members inquired as follows:*

- Payment to Todd Patola?  
*Refund for tax sale.*

## ***G. INVESTMENTS REPORT***

*Members inquired as follows:*

- Has the balance of the accounts increased?  
*Correct. We have received most. They are typically increased at this time of year.*

## ***H. OTHER COMPETENT BUSINESS***

## ***I. QUESTION PERIOD***

D. Wiwchar inquired as follows:

- General Revenue Line 14560 Economic Development – why is there an almost 2000% difference?  
*Successful grants, moving forward on procurement.*
- Sewer Fund Line 94441 Sewage Disposal Fees – is there something that has occurred for the overage?  
*COA will investigate.*  
*Deputy Director of Finance: Timing for collection.*
- Cheque Requisition – Payment to Ahtsik Art Gallery in the amount of \$9,000  
*CAO: It may be for the art and design phase for Clutesi Haven Marina.*  
*Councillor Solda: Did we not receive grant funding for that?*

- Will the Cheque Requisition be on the COW agenda?  
*Not certain at this point. We are looking into the possibility of uploading it to the website as a 'live' document.*

**J. ADJOURNMENT**

*MOVED AND SECONDED THAT the meeting be adjourned at 9:56 am.*

**CARRIED**

CERTIFIED CORRECT

  
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Councillor Cindy Solda, Chair