

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **ADMINISTRATION & FINANCE COMMITTEE** Meeting
Monday, June 25, 2007, at 7:00 p.m.
Central Saanich Municipal Council Chamber

PRESENT: Councillor John Garrison, Chair
Mayor Jack Mar, Councillors Bryson, Mason, and Thompson
Gary C. Nason, Administrator
Sara C. Ribeiro, Municipal Clerk
Hope V. Burns, Director of Planning & Building Services
Rosalyn Tanner, Director of Financial Services
Bruce Greig, Planner

ABSENT: Councillors Graham and King

APPROVAL OF THE AGENDA:

651.07 MOVED BY COUNCILLOR MASON
 NO SECONDER
 *That the Agenda for the Administration & Finance Committee Meeting held on
 June 25, 2007, be approved as circulated.*
 CARRIED UNANIMOUSLY

1. 2006 Annual Report

- a) 2006 Annual Report document binder, including Memorandum dated June 19, 2007, from the Administrator entitled "2006 Annual Municipal Report"

The Administrator, Mr. Gary C. Nason, advised that the 2006 Annual Municipal Report had been distributed separately and appears on the agenda of this evening's Committee Meeting for formal receipt as required by the *Community Charter*. Mr. Nason further advised that the District's auditors, KPMG Chartered Accountants, were in attendance at the Meeting to respond to any questions or concerns Council may have particularly in relation to the Financial Statements or the Annual Audit Findings report. Mr. Nason then preceded to overview the contents of the 2006 Annual Report binder and referred specifically to his Memorandum dated June 19, 2007, entitled "2006 Annual Municipal Report". Mr. Nason also referred to the Annual Audit Findings Report which has been prepared by KPMG Chartered Accountants as part of the audit of the District's Financial Statements.

The Director of Financial Services, Rosalyn Tanner, advised that the format of the Annual Report is similar to previous years; however, she noted the Police Salaries have been removed from the Remuneration Schedule, at the direction of the Provincial Government.

The Committee offered its thanks to Mr. Larry Ross, on behalf of KPMG, for preparing the audited financial statements.

652.07 MOVED BY COUNCILLOR THOMPSON
 NO SECONDER
 That it be recommended to Council:

1. *That the Staff Memorandum dated June 7, 2007, from the Administrator entitled "2006 Annual Municipal Report" together with the binder document entitled "Corporation of the District of Central Saanich – 2006 Annual Report" be received for information;*
2. *Council approve the District's 2006 audited Financial Statements and related information schedules, and the Annual Report be made available for public inspection during regular business hours;*
3. *Council approve the Financial Information Act / Statement of Financial Information Schedules (Council Remuneration; Employee Remuneration; Payments to Suppliers) as presented, forward the Schedules as required to the Ministry of Community Services, and the Schedules be made available for public inspection during regular business hours; and*
4. *Council endorse Staff's proposal that the District utilize as its performance objectives and measures for 2007 and 2008 the various "Actions" (This Year and Short Term) as well as the "2007 Special Projects Outside of Core Services" which are specified in the most recent (March 2007) edition of the District's Corporate Strategic Plan.*

CARRIED UNANIMOUSLY

ADJOURNMENT:

On motion, the Administration & Finance Meeting held on June 25, 2007, adjourned at 7:07 p.m.

Councillor John Garrison, Chair

Recorded By: Sara C. Ribeiro
Municipal Clerk