

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **ADMINISTRATION & FINANCE COMMITTEE** Meeting
Monday, June 23, 2008, at 7:18 p.m.
Central Saanich Municipal Council Chamber

PRESENT: Councillor John Garrison, Chair
Mayor Jack Mar, Councillors Bryson, Graham, King, 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
Nirmal Bhattacharya, Municipal Engineer

APPROVAL OF THE AGENDA:

804.08 MOVED BY COUNCILLOR GRAHAM
 NO SECONDER
 *That the Agenda for the Administration & Finance Committee Meeting held on
 June 23, 2008, be approved as distributed.*
 CARRIED UNANIMOUSLY

1. 2007 Annual Report

- a) 2007 Annual Report document binder, including Memorandum dated June 6, 2008, from the Administrator entitled "2007 Annual Municipal Report"

The Administrator advised that the 2007 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 2007 Annual Report binder and referred specifically to his Memorandum dated June 6, 2008, entitled "2007 Annual Municipal Report".

The Director of Financial Services, Rosalyn Tanner, advised that the format of the Annual Report is similar to previous years.

The Chair invited members of the public to speak to this matter and no one took the opportunity to address Committee.

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

805.08 MOVED BY COUNCILLOR MASON
 NO SECONDER
 That it be recommended to Council:

That the Staff Memorandum dated June 6, 2008, from the Administrator entitled "2007 Annual Municipal Report" be received and Council:

- 1. Receive the 2007 Annual Municipal Report for information;*
- 2. Approve the District's 2007 audited Financial Statements and related information schedules, and the Annual Report be made available for public inspection during regular business hours; and,*
- 3. 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 make the Schedules available for public inspection during regular business hours.*

CARRIED UNANIMOUSLY

2. Greater Victoria Public Library (GVPL) – Proposed New Library Operating Agreement

- a) Copy of proposed new 2009-2013 GVPL Operating Agreement
- b) Summary of Changes from the Last Signed Agreement

The Administrator overviewed some significant changes to the proposed new Agreement, in particular, the board composition, the approval mechanism for the Annual Budget, and responsibilities of municipalities regarding branch provision and maintenance.

The Chair invited members of the public to speak to this matter and no one took the opportunity to address Committee.

Councillor Graham provided some comments on the proposed new Agreement.

806.08 MOVED BY COUNCILLOR GRAHAM
 NO SECONDER
 That it be recommended to Council:

That Council approve the proposed new Greater Victoria Public Library (GVPL) Operating Agreement (2009-2013) in the form as set-out, and authorize its execution by the appropriate signing officers of the municipality.

CARRIED UNANIMOUSLY

ADJOURNMENT:

On motion, the Administration & Finance Committee Meeting held on June 23, 2008, adjourned at 7:29 p.m.

Councillor John Garrison, Chair

Recorded By: Sara C. Ribeiro
Municipal Clerk