

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **ADMINISTRATION & FINANCE COMMITTEE** Meeting
Monday, June 29, 2009, at 7:00 p.m.
Central Saanich Municipal Council Chamber

PRESENT: Councillor John Garrison, Chair
Mayor Mar
Councillors Bryson, Kubek, Mason, Olsen, and Siklenka
Gary C. Nason, Administrator
Sara C. Ribeiro, Municipal Clerk
Hope V. Burns, Director of Planning & Building Services
Roselyn Tanner, Director of Financial Services

APPROVAL OF THE AGENDA:

483.09 **MOVED AND SECONDED**
That the Agenda for the Administration & Finance Committee Meeting held on June 29, 2009, be approved as circulated.
CARRIED UNANIMOUSLY

1. 2008 Annual Report

The Administrator advised that the 2008 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 2008 Annual Report binder and referred specifically to his Memorandum dated June 15, 2009, entitled "2008 Annual Municipal Report".

The Director of Financial Services, Roselyn 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 Ms. Wanda Farrant, on behalf of KPMG, for preparing the audited financial statements.

484.09 **MOVED AND SECONDED**
That it be recommended to Council:

That the Staff Memorandum dated June 15, 2008, from the Administrator entitled "2008 Annual Municipal Report" be received and Council:

- 1. Receive the 2008 Annual Municipal Report for information;*
- 2. Approve the District's 2008 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

ADJOURNMENT:

On motion, the Special Administration & Finance Committee Meeting held on June 29, 2009, adjourned at 7:09 p.m.

Councillor John Garrison, Chair

Recorded By: Sara C. Ribeiro
Municipal Clerk