

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **SPECIAL ADMINISTRATION AND FINANCE COMMITTEE** Meeting
Monday, July 4, 2005 at 5:45 p.m.
Central Saanich Municipal Council Chamber

PRESENT: Councillor Christopher Graham, Chair
Mayor Allison Habkirk
Councillors: Haddon and King
Gary C. Nason, Administrator
Ed Sykora, Director of Financial Services
Hope V. Burns, Director of Planning & Building Services

ABSENT: Councillors: Korol, Mason and Thompson

APPROVAL OF THE AGENDA:

The Administrator, Mr. Gary C. Nason, distributed a revised page 43 and page 44 for insertion into the Annual Municipal Report for the year 2004. Mr. Nason noted that a minor error had been detected in the Remuneration and Expenses column for several members of Council.

889.05 MOVED BY MAYOR HABKIRK
 NO SECONDER
 That the Agenda for the Special Administration & Finance Committee Meeting held on July 4, 2005 be approved as amended.
 CARRIED UNANIMOUSLY

1. Annual Audit of District's Financial Statements

- a) Correspondence from KPMG dated January 20, 2005 which was previously received by Council at the February 21, 2005 Regular Council Meeting and referred to this evening's Committee Meeting for further discussion.

The Administrator advised that the purpose of the Meeting was to afford the District's auditors, KPMG Chartered Accountants, the opportunity to meet with Council and answer any questions or discuss any issues of concern in relation to the annual audit of the District's Financial Statements. Mr. Nason advised that Mr. Larry Ross of KPMG Chartered Accountants was in attendance at the Meeting.

Mr. Nason further advised that the Annual Municipal Report for the year 2004 had been previously distributed and was to be considered later in the evening on the agenda of the July 4th, 2005 Special (Open) Council Meeting for formal receipt as required by the Community Charter. Mr. Nason also referred to a copy of a letter from KPMG dated January 20th, 2005 which was included in the agenda package, and was previously received by Council at the February 24th, 2005 Regular Council Meeting and referred to this evening's Committee Meeting for further discussion.

The Director of Financial Services, Mr. Ed Sykora, then proceeded to overview the audited Financial Statements for the year ended December 31, 2004 and responded to questions from members of the Committee.

Mr. Larry Ross of KPMG Chartered Accountants, responded to several questions from members of the Committee in regards to the highlights and findings as contained in the Annual Audit Findings Report prepared by KPMG.

The Director of Financial Services then briefly overviewed the major contents and various items as contained in the 2004 Annual Municipal Report, and responded to several questions from members the Committee.

ADJOURNMENT:

On motion, the Special Administration & Finance Committee Meeting held on July 4, 2005 adjourned at 6:16 pm.

Councillor Christopher Graham, Chair

Recorded by: Gary C. Nason
Administrator