

MINUTES of the **SPECIAL MEETING** of the **COUNCIL** of the **DISTRICT OF MISSION** held in the Conference Room of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on June 15, 2009 commencing at 5:10 p.m.

Council Members Present: Mayor James Atebe
Councillor Terry Gidda
Councillor Paul Horn
Councillor Danny Plecas
Councillor Mike Scudder
Councillor Jenny Stevens
Councillor Heather Stewart

Staff Members Present: Glen Robertson, chief administrative officer
Dennis Clark, director of corporate administration
Ken Bjorgaard, director of finance
Kerri Onken, deputy treasurer/collector
Kelly Ridley, deputy director of corporate administration
Carmelle Jullion, executive assistant

1. TOPICS FOR DISCUSSION

District of Mission Audit Results and Communications

SC09/091
JUNE 15/09

Mayor Atebe welcomed Mr. Bill Cox from BDO Dunwoody Chartered Accountants, and stated that the purpose of today's meeting was to review the audit comments prepared by BDO Dunwoody for the District of Mission's fiscal year ended December 31, 2008.

Mr. Cox reported the following:

- There were no fraudulent or illegal activities, or material misstatements detected as a result of the audit;
- The financial results and position reported by the District for 2008 is in accordance with generally accepted Canadian accounting principles.
- There were no significant disagreements with management;
- There were no uncorrected misstatements during the 2008 audit;
- After consideration of both quantitative and qualitative factors with respect to misstatements, the financial statements are fairly stated;
- A prior year recommendation regarding the security of cash receipts has been addressed;
- Current year management letter observations include:
 - i) a recommendation to deactivate terminated staff user accounts in a timely manner;
 - ii) implementation of a formal policy to ensure that the IT department reviews user privileges for systems and MAIS every six months;
 - iii) the establishment of individual usernames and passwords for each staff member that will be doing cash disbursements;
 - iv) a recommendation that the District invoice suppliers for GST not collected

between 2004 to 2008;

- v) the implementation of a change in procedure whereby changes to utility rates and usage are performed by different accounting staff to ensure that there is appropriate segregation of duties;
- vi) a recommendation that the District start identifying improvements to its carbon inventory to ensure optimum rebates from the Climate Action Revenue Incentive Program.

Council thanked Mr. Cox for his review of the audit and commended the director of finance and his staff for a job very well done.

2. ADJOURNMENT

Moved by Councillor Stevens, seconded by Councillor Horn, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 6:05 p.m.



JAMES ATEBE, MAYOR



DENNIS CLARK, DIRECTOR OF
CORPORATE ADMINISTRATION