



MINUTES

**GENERAL PURPOSES COMMITTEE**

Date: Tuesday, September 4<sup>th</sup>, 2001  
Place: Anderson Room  
Richmond City Hall  
Present: Acting Mayor Lyn Greenhill, Chair  
Councillor Linda Barnes  
Councillor Bill McNulty  
Councillor Harold Steves  
Absent: Councillor Kiichi Kumagai  
Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

1. It was moved and seconded  
*That the minutes of the meeting of the General Purposes Committee held on Monday, August 20<sup>th</sup>, 2001, be adopted as circulated.*

**CARRIED**

FINANCE & CORPORATE SERVICES DIVISION

2. **KPMG MANAGEMENT LETTER**  
(Report: Aug. 24/01, File No.: 0950-01) (REDMS No. 491522)

The General Manager, Finance & Corporate Services, Jim Bruce, introduced Mr. Don Matthew, of KPMG Chartered Accountants, who then reviewed the details of the management letter with the Committee. A brief discussion then ensued among Committee members, staff and the delegation on such matters as:

- the reasons for the delay in the forwarding of invoices to the Accounts Payable department in a timely manner
- disaster recovery planning
- authorization of corporate Visa Card expenses.

It was moved and seconded  
*That the report (dated August 24<sup>th</sup>, 2001 from the Director of Finance), regarding the KPMG Management Letter, be received for information.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (4:15 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Tuesday, September 4<sup>th</sup>, 2001.

---

Acting Mayor Lyn Greenhill  
Chair

---

Fran J. Ashton  
Executive Assistant