

**CITY OF LANGFORD**

**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE**

**Tuesday, February 9<sup>th</sup>, 2010 @ 4:45 p.m.**

**Council Chambers, 3<sup>rd</sup> Floor – 877 Goldstream Avenue**

**PRESENT**

Councillors: W. Sifert (Vice Chair), D. Blackwell; Members: J. Crook, K. Halbert and F. Hudson.

**ATTENDING**

Administrator, Jim Bowden, Finance Director, Steve Ternent.

**ABSENT**

Councillor M. Sahlstrom (Chair).

**1. CALL TO ORDER**

The Chair called the meeting to order at 4:45 p.m.

**2. APPROVAL OF THE AGENDA**

MOVED BY: J. CROOK  
SECONDED: F. HUDSON

That the Administration and Finance Committee approve the Agenda as presented.

CARRIED.

**3. ADOPTION OF THE MINUTES**

**a) Administration and Finance Committee – December 15<sup>th</sup>, 2009.**

MOVED BY: J. CROOK  
SECONDED: F. HUDSON

That the Minutes of the December 15<sup>th</sup>, 2009 Administration and Finance Committee meeting be adopted as circulated.

CARRIED.

**4. REPORTS**

**a) Monthly Approval of Accounts Payable – Nov./Dec. 2009 & January 2010  
- Staff Report (File No. 1880-20/AP)**

MOVED BY: F. HUDSON  
SECONDED: J. CROOK

That the Administration and Finance Committee recommend to Council:  
That Council receive the Monthly Approval of Accounts Payable for November,  
December 2009 and January 2010 as outlined in the staff report dated February 9<sup>th</sup>,  
2010.

CARRIED.

**b) Records and Information Management Policy and Bylaw  
- Staff Report (File No. 3900-1272)**

MOVED BY: F. HUDSON  
SECONDED: J. CROOK

That the Administration and Finance Committee recommend to Council:  
That Council:  
1. Adopt the Records and Information Management Policy, and  
2. Give necessary readings and adoption to “City of Langford Records Management  
Program Bylaw No. 1272, 2010”.

CARRIED.

**5. ADJOURNMENT**

The Chair adjourned the meeting at 4:50 p.m.

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CHAIR

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CERTIFIED CORRECT  
(Administrator)