

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **ADMINISTRATION AND FINANCE COMMITTEE** Meeting  
Monday, June 26, 2006 at 7:02 pm  
Central Saanich Municipal Council Chamber

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**PRESENT:** Councillor Christopher Graham, Chair  
Mayor Jack Mar  
Councillors: Bryson, Garrison, Mason and Thompson  
Gary C. Nason, Administrator  
Hope V. Burns, Director of Planning & Building Services  
Nirmal Bhattacharya, Municipal Engineer  
Bruce Greig, Planner  
Steve Epp, Acting Director of Financial Services  
Ruby Shea, Administrative Assistant

Ms. Lenora Lee, Manager, KPMG Chartered Accountants

**ABSENT:** Councillor King

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**APPROVAL OF THE AGENDA:**

The Administrator, Mr. Gary C. Nason, circulated a revised page 4 (Consolidated Statement of Financial Activities – Statement B) to the audited Financial Statements for the year ended December 31, 2005, and requested that members of Council insert the revised page 4 into their Annual Report binder.

759.06            MOVED BY COUNCILLOR THOMPSON  
NO SECONDER  
*That the Agenda for the Administration & Finance Committee Meeting held on June 26, 2006 be approved as amended.*  
CARRIED UNANIMOUSLY

**1. 2005 Annual Report**

- a) 2005 Annual Report document binder, including Memorandum dated June 9, 2006 from the Administrator entitled “2005 Annual Municipal Report”

The Administrator, Mr. Gary C. Nason, advised that the 2005 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 2005 Annual Report binder and referred specifically to his Memorandum dated June 9, 2006 entitled “2005 Annual Municipal Report”. Mr. Nason also referred to the Annual Audit Findings Report which has been prepared by KPMG Chartered Accountants as part of the audit of the District’s Financial Statements. Mr. Nason indicated that Ms. Lenora Lee, Manager, KPMG Chartered Accountants, was in attendance at the Meeting to respond to any questions that Council may have in regards to either the District’s Financial Statements or the Audit Findings Report.

Ms. Lee then proceeded to respond to various questions from members of Council in regards to the contents of the District’s audited Financial Statements and the Audit Findings Report.

760.06            MOVED BY COUNCILLOR GARRISON  
NO SECONDER

*That It Be Recommended To Council:*

*That the Memorandum dated June 9, 2006 from the Administrator entitled “2005 Annual Municipal Report” together with the binder document entitled “Corporation of the District of Central Saanich – 2005 Annual Report” be received, Council approve the District’s 2005 audited Financial Statements and related information schedules; and the Annual Report be made available for public inspection during regular business hours.*

CARRIED UNANIMOUSLY

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**2. Proposed “Whistle Blower Policy”**

- a) Staff Memorandum dated June 21, 2006 from Gary C. Nason, Administrator entitled “Proposed ‘Whistle Blower Policy’”.

The Administrator, Mr. Gary C. Nason, gave a comprehensive overview of the Staff Memorandum in regards to the proposed Whistle Blower Policy for the District of Central Saanich, and responded to questions from members of the Committee.

761.06            MOVED BY COUNCILLOR BRYSON  
                     NO SECONDER  
                     *That It Be Recommended To Council:*

*That the Memorandum dated June 21, 2006 from the Administrator entitled “Proposed Whistle Blower Policy” be received, and Council ratify the proposed “Whistle Blower Policy” and summary documents in the form attached as Appendix “A” to the Memorandum, and Staff be requested to undertake the appropriate process for implementation.*

CARRIED UNANIMOUSLY

**ADJOURNMENT:**

*On motion, the Administration & Finance Committee Meeting held on June 26, 2006 adjourned at 7:28 pm.*

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Councillor Christopher Graham, Chair

Recorded by: Ruby Shea  
                     Administrative Assistant