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**OPERATIONS AND FINANCE COMMITTEE OF THE WHOLE  
MEETING MINUTES  
HELD ON TUESDAY, SEPTEMBER 22, 2020**

**BOARD:**

L. Trenaman  
S. Walsh  
D. Lang  
S. Chew  
B. Maslechko (*via video conference*)  
A. Gribbin (*via video conference*)  
S. Nazaroff (*via video conference*)  
B. Coons (*via video conference*)  
C. Beebe (*via video conference*)

**DISTRICT STAFF:**

C. Perkins, Superintendent  
M. McLellan, Secretary-Treasurer  
N. Howald, Director of Information Technology  
D. Holitzki, Director of Inclusive Education  
C. Singh, Director of Human Resources  
B. MacLean, Director of Operations  
S. Shaw, Manager of Finance  
R. Krulitsky, Executive Assistant

**PARTNERS:**

A. Early, CUPE  
M. Bennett, CUPE  
C. Wilson, KLTF (*via video conference*)  
R. Sherman, KLPVPA (*via video conference*)

**GUESTS:**

T. Neels, Grant Thornton (*via video conference*)  
A. Ruggiero, Grant Thornton (*via video conference*)  
L. MacDonald, Salmo Valley Youth & Community Centre (*via video conference*)

**1. Call to Order**

The meeting was called to order at 3:03 PM.

**2. Acknowledgement of Aboriginal Territory**

*We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District No. 8.*

**3. Insertions/Deletions to proposed Agenda**

The Committee Chair provided an overview of procedures for the meeting:

- Virtual attendees to keep their microphones muted
- Raise hand or use Zoom chat function to ask questions
- Trustee Gribbin is participating as an observer only due to censure

**4. Adoption of Agenda**

**UPON** a motion duly made and seconded it was **RESOLVED:**

**THAT** the agenda for this September 22, 2020 meeting, **BE ADOPTED**, as circulated.

**5. Receiving Presentations**

**A. Salmo Tennis, Basketball & Skate Park Project**

L. MacDonald delivered a presentation that provided an overview of the Salmo Tennis, Basketball, and Skate Park Project.

**6. Opportunity for Comments by the Public**

**7. Consent Package**

The Board Chair inquired about a transaction over 10k. The Director of Inclusive Education stated the expense inquired about was to pay for contracts with psychologists for students.

**8. Adoption of Minutes**

**UPON** a motion duly made and seconded it was **RESOLVED:**

**THAT** the minutes from the June 9, 2020 Finance and Operations Committee of the Whole Minutes meeting **BE ADOPTED**.

**9. Old Business: Nil**

**10. New Business**

**A. Terms of Reference and Annual/Priority Plan Review**

- Annual Plan
  - Communication Strategies were added
  - The date of the February 2021 O&F meeting was corrected
- Terms of Reference
  - 2A, after DPAC add 'partner groups'
  - 2C updated for clarity

A Trustee inquired if Student Trustees would be able to sit in on O&F meetings. The Superintendent advised that was in the plans to assist the Student Trustees in preparing for the O&F themed Student Symposium in 2021.

**UPON** a motion duly made and seconded it was **RESOLVED:**

**THAT** the Operations and Finance Committee of the Whole Terms of Reference and Annual Plan **BE RECOMMENDED** to the Board for approval.

**B. 2019/2020 Financial Report and Audit**

- 2019-2020 Financial Statements (Audited)
- 2019-2020 Financial Statements Discussion & Analysis
- Surplus Restrictions & Carry-Forwards
- Audit Report

The Secretary-Treasurer introduced Auditors from Grant Thornton. Presentations were given regarding the Audit Report, Financial Statements, Surplus Restrictions and Carry-Forwards.

Conversations ensued regarding the following topics:

- How the enrolment budget works
- 1701 submission deadlines
- EFAP expenses
- Gratitude to the Staff

**UPON** a motion duly made and seconded it was **RESOLVED:**

**THAT** the Financial Statements and Financial Discussion & Analysis for the year ended June 30, 2020 **BE RECOMMENDED** to the Board for approval.

C. Facilities and Capital Plan Update

The Director of Operations gave a presentation regarding upgrades made to facilities over the summer and the Capital Plan update.

D. Salmo Pool & Tennis Court Lands

The Secretary-Treasurer advised that Staff strongly recommend this project.

A stakeholder inquired if CUPE Staff would be working on this project.

The Secretary-Treasurer stated that he did not believe so as the district does not have Staff in-house and equipment to do paving and/or resurfacing.

**UPON** a motion duly made and seconded it was **RESOLVED:**

**THAT** a contribution of up to \$50,000 by the Board towards the Salmo Tennis, Basketball & Skate Park Project under the Board's 5-Year Capital Operations Plan **BE RECOMMENDED**.

E. Federal Funds and Budget Amendments

A discussion ensued regarding the following topics:

- Three options available to choose from
- Staff recommend option C
- Acknowledgement of additional hiring
- WiFi hubs

**UPON** a motion duly made and seconded it was **RESOLVED:**

**THAT** Budget Amendment Option 'C' **BE RECOMMENDED** to the Board for approval.

11. Question Period

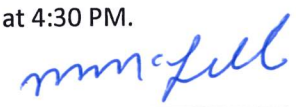
12. Meeting Schedule & Reminders

The next meeting of the Committee is scheduled for November 10, 2020.

13. Adjournment of Meeting

The meeting was adjourned at 4:30 PM.

  
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Committee Chair

  
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Secretary-Treasurer