

**OPERATIONS AND FINANCE PARTNER ADVISORY COMMITTEE  
MINUTES**

**HELD ON TUESDAY, SEPTEMBER 27, 2022**

In person: School Board Office – 811 Stanley Street, Nelson BC  
and via video conference

**BOARD:**

L. Trenaman, Board Chair  
S. Nazaroff, Board Vice-Chair  
D. Lang, O&F Committee Chair (*via video conference*)  
S. Chew (*via video conference*)  
S. Walsh (*via video conference*)  
A. Gribbin (*via video conference*)  
B. Maslechko (*via video conference*)  
B. Coons (*via video conference*)  
C. Beebe (*via video conference*)

**DISTRICT STAFF:**

T. Smillie, Superintendent  
J. Glaudeman Secretary-Treasurer  
C. Kerr, Acting Director of Operations  
C. Singh, Director of Human Resources  
B. Eaton, Director of Innovative Learning  
D. Holitzki, Director of Inclusion  
J. Francis, PVP  
S. Bruskowski, Executive Assistant  
N. Lynn, Executive Assistant

**PARTNERS:**

Sinéad Scanlon, CPA, CA, BDO Canada LLP (*via video conference*)  
Anita Early, CUPE  
Rena Bens, CUPE  
Doug Kunzelman, KLTF (*via video conference*)  
Karen Walgren, KLTF (*via video conference*)  
Colleen Bayly, DPAC (*via video conference*)

**GUESTS:**

Sinéad Scanlon, CPA, CA, BDO Canada LLP (*via video conference*)

**REGRETS:**

**1. Call to Order**

The meeting was called to order at 3:09 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. Changes to Proposed Agenda - Nil**

**4. Adoption of Agenda**

**Proposed Resolution:**

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

**THAT** the agenda for this September 27, 2022 meeting, **BE ADOPTED**, as circulated.

5. **Receiving Presentations** - Nil
6. **Opportunity for Comments by the Public regarding items on this Agenda** - Nil
7. **Correspondence** - Nil
8. **Adoption of Minutes**

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

**THAT** the minutes from the May 17, 2022 and the June 14, 2022 Operations and Finance Committee of the Whole meeting **BE ADOPTED as amended**.

Revisions to attendees were noted.

**9. Unfinished Business**

A. Emerging Questions from the 2022-2023 Budget – Secretary-Treasurer

The Secretary-Treasurer declared that the budget has been uploaded to the finance system for the current year. After the enrolment counts at the end of September, adjustments will be made early in October. The budget was created based on enrolment projections.

**10. New Business**

A. Terms of Reference

The Chair presented a review of policy 121 as provided below:

**OPERATIONS & FINANCE PARTNER ADVISORY  
COMMITTEE**

**2022-2023 TERMS OF REFERENCE**

**PURPOSE**

1. The Operations & Finance Partner Advisory Committee is an advisory group and is chaired by the elected Trustee. In the absence of the elected Trustee the Board Vice-Chair will assume the Chair.
2. The purpose of the Operations & Finance Partner Advisory Committee is to bring together, on an ongoing basis, partner groups, senior staff, and the Board of Education to have informal discussions about how to support the district and provide advice to Board.
3. The Operations & Finance Partner Advisory Committee will offer a venue for parties to discuss ways to work together in support of students, the school district and public education, building trust and sustaining strong functional relationships, and strengthening communication and information sharing. The discussions will be purposeful, constructive and team building in nature.
4. Operations & Finance Partner Advisory Committee input will be considered in all

matters related to the district but will not replace the accountability of district management and the Board of Education in decision making.

5. An annual schedule of meetings will be developed by the Chair of the committee, in collaboration with the Board Chair. An agenda will be developed for each meeting. To facilitate open discussion, summary minutes shall be recorded, following the minute-taking standards in Policy 124.
6. Labour relations or personnel matters will be addressed through district labour management meetings.

Committees will be called partner advisories which meet four times per year with the goal to provide information to the Board. There will be no voting or resolutions in partner advisory meetings. Informal minutes will be taken and provided at the next meeting.

B. Additional Targeted Funds

The Secretary-Treasurer elaborated that early in the year SD8 received two additional sources of funding, from the Ministry. The Early Learning and Child Care (ELCC) Capacity Fund in the amount of \$175,000 to expand childcare on school grounds, and the Student and Family Affordability Fund of \$553,554 to assist families with rising food costs and costs of goods and services.

The Secretary-Treasurer thanked the Board for writing letters of recommendation that stressed the needs for funding. The Board Chair reminded everyone that these are one-time funds.

C. 2021-2022 Audited Financial Statements, Discussion and Analysis

The Secretary-Treasurer informed the Board about the process of Financial Statements. School Districts are required to create Financial Statements after the end of each school year for the K-12 sector in B.C.. It is a requirement to have the Financial Statement audited by an independent auditor. The Secretary-Treasurer introduced Sinéad Scanlon from BDO Canada in Kelowna who is the auditor of record for SD8.

Sinéad Scanlon highlighted key aspects of the Financial Audit in a presentation and proposed the approval of the Audited Financial Statement 2021-2022 in the Public Board Meeting.

The presentation focused on two documents:

(1) Independent Auditor Report

The financial auditor was pleased to provide a clean report for Kootenay Lake School district, in accordance with all standards for the 2021-2022 school year.



(2) Final report to Board

The financial auditor provided information about the process. Within the last couple of months, the audit has been planned and conducted to meet the September 30 Ministry deadline. The audit is now complete and waiting for Board approval.

D. Surplus Restrictions and Carry Forwards

The Secretary-Treasurer informed the Board that within the operating funds there are certain transactions that can be carried over to the next year. The schedule keeps track to allow information from one year to the next.

The Secretary-Treasurer explained how enrolment affects the allocation of resources. There has been a small increase in enrolment as well as operating revenues compared to the previous year. Moving forward, the Secretary-Treasurer advises to aim, for a healthy surplus of 3% (which equals a CAD 1.8 Million surplus) to provide a financial buffer and ensure SD8 can continue to work independently in the future.

A CUPE member inquired about the projected EA wage increase. Last year EA costs decreased because of difficulties of hiring them. Is there enough money allocated in the budget if hiring is possible and positions can be filled? The Secretary-Treasurer pointed out that hiring will be based upon needs to ensure we provide the support that is necessary within the classroom.

**11. Comments or Questions from the Public**

**12. Meeting Schedule & Reminders**

The next meeting of the Committee is scheduled for January 10, 2023.

**13. Adjournment of Meeting**

The meeting adjourned at 4:15 PM.

[Redacted Signature]

Committee Chair

[Redacted Signature]

Secretary/Treasurer

[Redacted Signature]