

**OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE
MINUTES**

TUESDAY, SEPTEMBER 12, 2023

Board:

L. Trenaman, Chair (via video conference)
D. Lang, Vice-Chair
M. J. Blackmore
J. Bremner
S. Chew
A. Gribbin
S. Nazaroff
M. Shunter

District Staff:

T. Smillie, Superintendent
C. MacArthur, Interim Secretary-Treasurer
B. Eaton, District Director of Instruction – Innovative Learning
D. Holitzki, District Director of Instruction – Equity, Inclusion & Diversity
C. Kerr, Director of Operations
T. Malloff, District Principal – Innovative Learning
C. Singh, Director of Human Resources
S. Bruskowski, Executive Assistant

Partners:

A. Early, CUPE
N. Nazaroff, DPAC
C. Wilson, KLTF

Guests:

Kayla Northcote, BDO

Regrets:

K. Etheridge

1. Call to Order

Vice Chair Lang took on the role of Acting Chair for this meeting.

The meeting was called to order at 1:30 pm.

2. Acknowledgement of Aboriginal Territory

3. Changes to Proposed Agenda – Nil

4. Adoption of Agenda

The agenda for the September 12, 2023 meeting was 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

The minutes to the May 09, 2023 meeting were adopted as circulated.

9. Unfinished Business – Nil

10. New Business – Secretary Treasurer

A. Terms of Reference

The Terms of Reference were reviewed during the meeting.

Pathways for engagement – as discussed in the prior meeting – will be reviewed.

B. 2022-2023 Audited Financial Statements

Interim Secretary-Treasurer MacArthur welcomed auditor Kayla Northcote from BDO to the meeting. Kayla presented the audit final report. The auditors did not find any indication of fraud. No issues were noted in the audit findings. No internal control deficiencies were flagged and there were no unadjusted errors.

Kayla highlighted changes in reporting requirements that incorporate Asset Retirement Obligations. A clean auditor's opinion was provided to School District No. 8 (Kootenay Lake).

Interim Secretary-Treasurer MacArthur thanked Kayla Northcote and her team for their work.

Interim Secretary-Treasurer MacArthur presented the 2022-2023 Audited Financial Statements. She presented the financial results by fund as well as a comparison to budget and differences to the prior year and provided background information. The district is in a strong financial situation.

As per Board Policy 621, the district aims for a 3-5% targeted surplus level for achieving educational goals and addressing financial health, stability and risk. With accumulated surplus at targeted levels, the district will be able to do long-term planning for projects and replace ageing equipment, vehicles and school equipment and furniture.

Interim Secretary-Treasurer MacArthur responded to questions from Trustees, partners, and the public.


11. Comments or Questions from the Public – Nil

12. Meeting Schedule & Reminders


The next meeting of the Committee is scheduled for February 13, 2024.

13. Adjournment of Meeting

The meeting was adjourned at 2:25 PM.



Committee Chair



Secretary-Treasurer