

**OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE –
PRELIMINARY DRAFT BUDGET DISCUSSION
MINUTES
TUESDAY, APRIL 23, 2024**

- Board:** D. Lang, Chair
J. Bremner, Vice-Chair (*via video conference*)
K. Etheridge, Committee Chair (*via video conference*)
M.J. Blackmore (*via video conference*)
S. Nazaroff (*via video conference*)
- Partners** J. Adams, KLPVPA
C. Bayly, DPAC
R. Bens, CUPE
D. Jones, Secwepemc
S. Kalabis, KLPVPA
D. Kunzelman, KLTF
C. Martin, CUPE
N. Nazaroff, DPAC
K. Wiens, KLPVPA
C. Wilson, KLTF
- District Staff:** T. Smillie, Superintendent
C. MacArthur, Secretary-Treasurer
B. Eaton, Director of Instruction – Innovative Learning
G. Higginbottom, District Principal
D. Holitzki, Assistant Superintendent
C. Kerr, Director of Operations
C. Singh, Director of Human Resources
S. Bruskowski, Executive Assistant
- Regrets:** S. Chew
A. Gribbin
M. Shunter
L. Trenaman

- 1. Call to Order**
The meeting was called to order at 1:31 PM.
- 2. Acknowledgement of Aboriginal Territory**
- 3. Changes to Proposed Agenda**
- 4. Adoption of Agenda – Nil**
- 5. Receiving Presentations – Nil**
- 6. Opportunity for Comments by the Public regarding items on this Agenda**
- 7. Correspondence - Nil**
- 8. Adoption of Minutes**

The minutes were amended to reflect the roles of Chair and Acting Committee Chair.

9. Unfinished Business – Nil

10. New Business – Secretary Treasurer

A. Preliminary Draft Budget 2024-2025 Review

Secretary-Treasurer MacArthur presented the preliminary draft budget 2024-2025. A budget survey had been posted and feedback was received on prioritizing Strategic Priorities as well as allocating surplus funds. Secretary-Treasurer MacArthur highlighted patterns from the feedback received and presented the budget schedule.

Superintendent Smillie presented the Strategic priorities and the strategies in which they are addressed.

Secretary-Treasurer MacArthur presented the budget overview. In the development process staffing requirements, services and supplies are determined on enrolment projections. As per BC School Act, districts are required to provide a balanced budget.

Secretary-Treasurer MacArthur presented the 2024-2025 draft budget which is aligned to the strategic plan and reflects its strategic priorities. A budget overview was provided based on enrolment projections and framework assumptions to ensure expenditures stay within the projected funding increases.

Superintendent Smillie, Secretary-Treasurer MacArthur, and Assistant Superintendent Holitzki answered questions from partners and the public related to staffing, operating surplus, and special purpose funds.


11. Comments or Questions from the Public – Nil

12. Meeting Schedule & Reminders


The next meeting of the Committee is scheduled for May 14, 2024.

13. Adjournment of Meeting

The meeting was adjourned at 2:18 PM.



Committee Chair



Secretary-Treasurer