

**OPERATIONS & FINANCE PARTNER ADVISORY COMMITTEE  
MINUTES  
TUESDAY, MAY 14, 2024**

**Board:** K. Etheridge, Committee Chair (*via video conference*)  
D. Lang, Chair  
J. Bremner, Vice-Chair  
M.J. Blackmore  
S. Nazaroff  
M. Shunter  
L. Trenaman

**Partners** J. Adams, KLPVPA  
C. Bayly, DPAC  
S. Kalabis, KLPVPA  
A. Morrow, DPAC  
N. Nazaroff, DPAC  
C. Wilson, KLTF

**District Staff:** T. Smillie, Superintendent  
C. MacArthur, Secretary-Treasurer  
B. Eaton, Director of Instruction – Innovative Learning  
D. Holitzki, Assistant Superintendent  
C. Kerr, Director of Operations  
C. Singh, Director of Human Resources  
S. Bruskowski, Executive Assistant

**Guests:** D. Bond, KPMG (for agenda item 10A)

**Regrets:** S. Chew  
A. Gribbin

**1. Call to Order**

The meeting was called to order at 3:00 PM.

**2. Acknowledgement of Aboriginal Territory**

**3. Changes to Proposed Agenda – Nil**

**4. Adoption of Agenda**

The agenda 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 were adopted as circulated.

**9. Unfinished Business – Nil**

**10. New Business – Secretary Treasurer**

A. 2023-2024 Audit Plan Presentation

*Guest: David Bond, KPMG*

Secretary-Treasurer MacArthur welcomed guest David Bond representing KPMG who presented the 2024-2025 audit plan. KPMG won the bidding process and will do their first audit for School District No. 8 (Kootenay Lake) this summer.

David presented the financial reporting framework and the process and timeline for the 2023-2024 audit and risk mitigation.

B. 2024-2025 Annual Budget

Secretary-Treasurer MacArthur presented the final version of the 2024-2025 draft budget. A budget survey had been posted and feedback was received on prioritizing Strategic Priorities as well as allocating surplus funds.

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

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. Labour settlement funding has not been announced yet and is not expected until after June 30th. This means the budget now shows an operating deficit which is balanced with funds coming from the opening accumulated operating surplus. Labour settlement funding will be included in the amended budget, thereby eliminating the deficit and the use of opening accumulated operating surplus for operations. The budget includes the use of opening accumulated operating surplus for purchase of tangible capital assets which was contemplated and approved in September 2023. As per BC School Act, districts are required to provide a balanced budget.

No questions were raised about the budget.


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


**12. Meeting Schedule & Reminders**

The next meeting of the Committee is scheduled for September 10, 2024.

**13. Adjournment of Meeting**

The meeting was adjourned at 3:46 PM.

  
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Committee Chair

  
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Secretary-Treasurer