



BRANDON SCHOOL DIVISION

Finance Committee Minutes

Tuesday, May 3, 2016, 2:00 p.m.

Boardroom, Administration Office

Present: K. Sumner (Chair), L. Ross, M. Sefton, P. Bowslaugh (Alternate)
G. Malazdrewicz, D. Labossiere, E. Jamora

Regrets: D. Michaels

1. CALL TO ORDER:

The Finance Committee Meeting was called to order at 2:05 p.m. by Committee Chair Kevan Sumner.

2. APPROVAL OF AGENDA

The Finance Committee Agenda was approved as circulated.

3. REVIEW OF COMMITTEE MINUTES

The Minutes of the Committee meeting held March 1, 2016 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) 2016-2017 Budget Process

A review of the Budget Process took place. Mr. Denis Labossiere, Secretary-Treasurer, reviewed the Proposed Budget Timelines for 2017-2018. The Committee reviewed the dates as per Policy 3001 and determined the budget dates for the 2017-2018 Budget. Mr. Labossiere indicated that in the future, he would recommend the Stakeholder questions set by the Committee before sending out the Stakeholder Budget Meeting invitations.

The Committee discussed changing the Regular Board meeting dates next March due to the timing of the Special Levy requirement to municipalities, and agreed to recommend changing the Regular Board meeting dates in March 2017.

Trustee Sumner distributed and reviewed a document containing his review of the 2016-2017 Budget Process. He noted several suggestions for the budget process and presented several options as possible solutions to his budget process concerns. This information will be discussed by the Committee at the June 23, 2016 Finance Committee Meeting.

Recommendations:

a) That the proposed budget dates for the 2017-2018 budget deliberations be as follows:

Wednesday, February 8, 2017	Special Board Meeting (Preliminary Budget)
Wednesday, February 15, 2017	Public Budget Consultation Forum
Tuesday, February 21, 2017	All-Day Budget Meeting
Monday, February 27, 2017	Special Board Meeting – Public Presentations
Monday, March 6, 2017	Final Budget Approval

- b) That the dates for the Regular Board Meetings in March 2017 be changed from the 2nd and 4th Monday of the month, to the 1st and 3rd Monday of the month.

B) Tender Approval – Over \$50,000

a) Desktop Computer Tender

Ms. Eunice Jamora, Assistant Secretary-Treasurer, reviewed the Desktop Computer Tender results for the Committee. Trustees asked questions for clarification.

Recommendation:

That the tender from Powerland Computers in the amount of \$131,280.00 (plus applicable taxes) for the supply of 200 Desktop Computers funded from the 2016-2017 Computer Replacement Budget be accepted.

b) Paper Towels, Toilet Tissue and Garbage Bags

Ms. Jamora reviewed the Paper Towels, Toilet Tissue and Garbage Bags tender results for the Committee. Trustees asked questions for clarification regarding where the bidders are located.

Recommendation:

That the tender for Paper Towels, Toilet Tissue and Garbage Bags for 2016-2017, based on the unit tender prices stated and in the approximate total amounts (applicable taxes extra), be accepted.

Bunzl Distributors	\$42,559.50
Sysco	7,873.00
TOTAL	\$50,432.50

Mr. Labossiere requested that Tender items C) and D) be postponed until the end of the meeting for In-Camera discussions. The Committee agreed to this request.

Mr. Sefton – Dr. Ross

That the Committee do now resolve into Committee of the Whole In-Camera (3:15 p.m.)

Carried.

C) Tender – In-Camera Discussion

The Secretary-Treasurer provided information on a Tender matter and answered questions.

D) Tender – In-Camera Discussion

The Secretary-Treasurer provided information on a Tender matter and answered questions.

Mr. Sefton – Dr. Ross

That the Committee of the Whole In-Camera do now resolve into Committee.

Carried.

E) Request for Proposal – Student Services Remodel, Crocus Plains Regional Secondary School.

Mr. Labossiere reviewed the Request for Proposal memo and noted that the costs for this project will be funded by Crocus Plains and also through the Division's 2016-2017 operating budget. Trustees asked questions for clarification regarding when construction will take place. Mr. Labossiere indicated the project will take place over the summer.

The Committee approved the recommendation as submitted.

Recommendation:

That the Request for Proposal – Student Services Remodel, Crocus Plains Regional Secondary School, in the amount of \$146,825.28 (taxes included) submitted by Contractor's Corner, be accepted.

F) Tuition Fees – 2016-2017 School Year

The Secretary-Treasurer spoke to this item and reviewed the Metro School Division Residual Fee Rates for 2016-2017. Trustees asked questions for clarification. The Committee approved the recommendation as submitted.

Recommendation:

That the following tuition fees be approved for the 2016-2017 year:

Transfer Fee	\$ 1,300
Residual Fee	\$ 5,448
Non-Resident (First Nations)	\$11,700
Foreign Student Fees	\$11,700

5. OTHER COMMITTEE GOVERNANCE GOAL ITEMS**A) Confirm Payments of Account (February and March)**

The payments of account for the months of February and March with Trustees asking questions for clarification. The reports were accepted as circulated.

B) Review Monthly Reports (February and March)

The Secretary-Treasurer reviewed the monthly reports for the months of February and March. The reports were accepted as circulated.

6. OPERATIONS INFORMATION**7. NEXT REGULAR MEETING: Thursday, May 26, 2016, 12:00 p.m., Boardroom.**

The meeting adjourned at 3:57 p.m.

Respectfully submitted,

K. Sumner (Chairperson)

L. Ross

M. Sefton

P. Bowslaugh (Alternate)