



## BRANDON SCHOOL DIVISION

# Finance Committee Minutes

Thursday, March 23, 2017 – 12:00 p.m.  
Boardroom, Administration Office

Present: M. Sefton (Chair), L. Ross, K. Sumner  
D. Labossiere, E. Jamora

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### **1. CALL TO ORDER**

The Finance Committee Meeting was called to order at 12:10 p.m. by Committee Chair Mark Sefton.

### **2. APPROVAL OF AGENDA**

The agenda was approved as circulated.

### **3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY**

The Minutes of February 28, 2017 were received as information.

### **4. COMMITTEE GOVERNANCE GOAL ITEMS**

#### **A. 2017-2018 Budget Process**

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the 2017-2018 Budget Process, noting the strengths and challenges with the current process and possible amendments for future budgets. He indicated that Motion 88/2016 whereby individual Trustee budget requests were reviewed and endorsed by a Committee of the Board, worked well. The process allowed sufficient time for the Committee to discuss and endorse the requests, and it also reduced the workload of costing budget requests. Mr. Labossiere suggested that the Board continue with this format and build it into the budget process. The Committee agreed the amended process for individual Trustee requests worked well and will be recommending that future budget processes be amended with this change.

Mr. Labossiere noted some challenges during the budget process including the late Provincial funding announcement, the late A1-Revised funding for 2016-2017 and the late EIS reports from the Province, which led to shorter timelines for the Division to prepare budget documents.

Mr. Labossiere spoke on the Special Budget meeting dates and indicated that although there were some Special Budget meeting dates cancelled, the revised Budget meetings worked well when combined with Regular Board meetings. Trustees spoke in favour of this change for future years dependent on the Provincial funding announcement. Mr. Labossiere also spoke on the budget survey and the stakeholder questions.

Mr. Labossiere reviewed Policy 3001 – “Budget Deadlines and Schedules” and the issues with the policy. The Committee is recommending to the Policy Review Committee that this policy be eliminated, as the policy should be an administrative procedure.

Discussion took place regarding feedback from the Public Consultation, and the different timelines and options available for the consultation format. The Committee agreed that there is still value in the Public Budget Consultation.

The Committee discussed the All Day Budget meeting format and agreed to make changes to the format such as having the In-Camera session prior to the meeting.

The Committee discussed providing comparisons to Divisions of similar size (such as St. James and Seven Oaks School Divisions) in future budget presentations as this would provide a better comparison than to the Provincial average.

Due to lack of time, the Committee agreed to discuss Stakeholder groups at the April meeting.

**Recommendation:**

That in preparing the 2018-2019 and future budgets, the budget process will be amended to require all requests from Trustees for budget additions or reductions be made to the Office of the Secretary-Treasurer by October 31<sup>st</sup>, and that individual Trustee requests shall then be integrated with Senior Administrative requests in the final list of preliminary budget and sustainability requests only after being reviewed and endorsed by an appropriate committee of the Board. An exception to this process would be during an election year, where the deadline for the budget requests would be December 15<sup>th</sup> of that year.

**Recommendation:**

That the proposed budget dates for the 2018-2019 budget deliberations be as follows, subject to receiving the provincial Funding Announcement by February 2, 2018:

Monday, February 12, 2018	Board Meeting – Preliminary Budget Presentation
Wednesday, February 14, 2018	Public Budget Consultation Forum
Tuesday, February 20, 2018	Budget Deliberations
Monday, February 26, 2018	Board Meeting – Public Presentations
Monday, March 12, 2018	Board Meeting – Final Budget Approval

**5. OTHER COMMITTEE GOVERNANCE MATTERS**

**A. Banking Services**

Mr. Labossiere reviewed the School Fund Banking Analysis for the Division schools and the Metro School Divisions banking summary. Mr. Labossiere noted that Division schools are currently using different banks and credit unions for their school funds and discussed the advantages of having the schools under the Division umbrella at CIBC, which include no service charges, the ability to print online statements and the ability to access all school bank accounts in the summer and perform reconciliations in preparation for the Division's annual audit. The process for changing school signing authority would be streamlined and the Office of the Secretary-Treasurer would be able to assist schools with trouble shooting and access to their accounts.

The Committee agreed with the recommendation of transferring the school funds for all Division schools to the Division's financial institute. Further, the Committee agreed to the Division entering into a five (5) year agreement with CIBC effective July 1, 2017.

**B. Tuition Fees – 2017-2018 School Year**

Mr. Denis Labossiere, Secretary-Treasurer, spoke to this item and reviewed the Metro School Divisions Residual Fee Rates for 2017-2018. Mr. Labossiere noted that there is now a \$250 non-refundable application fee for International students.

The Committee agreed to the recommendation as presented.

**Recommendation:**

That the following tuition fees be approved for the 2017-2018 year:

Transfer Fee	\$ 1,300
Residual Fee	\$ 5,585
Non-Resident (First Nations)	\$11,900
International Student Fees	\$11,900

**C. Confirm Payments of Account**

The payments of account for the month of February were accepted as circulated. Trustees asked questions for clarification.

**D. Review Monthly Reports**

The monthly reports for the month of February were accepted as circulated. Mr. Labossiere reviewed the reports and answered Trustee questions.

**6. OPERATIONS INFORMATION**

Due to scheduling conflicts, the Thursday, April 20, 2017 meeting was rescheduled to Wednesday, April 19, 2017, 12:00 p.m.

**7. NEXT REGULAR MEETING: Wednesday, April 19, 2017, 12:00 p.m., Boardroom**

The meeting adjourned at 1:42 p.m.

Respectfully submitted,

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M. Sefton (Chair)

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L. Ross

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K. Sumner

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J. Murray (Alternate)