



**AGENDA**  
**Wednesday, January 15, 2025. 11:00 AM.**  
**Finance, Audit, and Facilities – SD 64 (Gulf Islands)**

Called to order:

- 1. Adoption of Agenda**
- 2. Approval of May 8, 2024 Meeting and June 19, 2024 Pre-Audit Meeting Summaries (*attachments*)**
- 3. Business Arising**
- 4. New Business**
  - a) *Draft FAF Committee Terms of Reference (*attachment*)*
  - b) *Draft Amended Budget Discussion*
  - c) *Annual Audit Contract Renewal Discussion*
  - d) *Water Taxi Surveillance*
- 5. Other Business**
- 6. Next Meeting:** February 26, 2025
- 7. Adjournment**



## Summary Finance, Audit, and Facilities Committee – SD 64 (Gulf Islands)

### In attendance

**Committee:** Greg Lucas (committee chair), Rob Pingle, Tisha Boulter (board chair, ex-officio)

**Trustees:** Deborah Luporini, Chaya Katrinsky, Nancy Macdonald

**Staff:** Jill Jensen (superintendent of schools), Jesse Guy (secretary treasurer), Boe Beardsmore (associate superintendent), Lyall Ruehlen (director of instruction), Lori Deacon (director of corporate services), Anna Szul (executive assistant)

**Guests:** Amy Dearden, Adrian Pendergast (GIVPA), Clare Hoffman (DPAC)

**Regrets:** Jeannine Georgeson (committee member, trustee), Ian Mitchell (GITA), Angela Thomas (CUPE)

The meeting was called to order at 10:54 p.m. by Committee Chair Lucas. Chair Lucas acknowledged that this meeting is held on the territories of the Hul'qumi'num, and SENCOTEN speaking peoples – huy tseep q'u.

### 1. Adoption of Agenda

Additions to New Business: Welcome Back BBQ (3a) and GISS Student Graduation Fee \$60 (3b).

Adoption of agenda as amended by consensus.

### 2. Approval of Summary

Remove the last sentence in 4(b) GISS Playing Fields: "The matter was deferred until Secretary Treasurer Jesse Guy's return from leave." As the Action "The Board instructs staff to update the long-range facilities plans." Will provide the guidance required to make decisions on this item.

Adoption of the April 10, 2024 FAF summary amended by consensus.

### 3. Business Arising

#### a. Draft 2024-25 School District 64 Annual Budget Discussion

Jesse Guy presented the draft 2024/2025 Annual Budget. Special service funds parallel a tightening operating budget due to inflation and general cost of living increases. Labor settlement funding over the last two years has reduced the total amount of Funding Protection the district is receiving through the Operating Grant.

Trustees, with responses from staff, discussed the one-time spending items presented. Transportation Manifest Initiative (Traversa), with an allocation of \$58,000 for the inaugural year, covering \$30,000 for devices and an \$18,000 annual expenditure. Concerns were raised regarding the system's viability without active student usage.



Local capital investments encompassed various initiatives, including purchasing a mini coach, district-wide white fleet upgrades, Galiano renovation efforts, and technology and student device renewals. A \$95,000 contingency fund was earmarked for expenses not covered by AFG.

Trustee Pingle inquired about the status of universal bathroom updates at GISS and Pender, noting pending bids and the need for completion.

Trustees discussed the potential expenditure of 25% of the accumulated surplus and considered items categorized as short-term one-time investments that should be prioritized as ongoing expenses within the operating budget (e.g., EPIC—School Plans).

Boe Beardsmore clarified the purpose of EPIC School plans, emphasizing their role in building capacity in our schools annually while gradually reducing funding until their integration becomes standard practice.

**Action:** The budget discussion will continue at the May 22, 2024, Committee of the Whole before being publicly presented for approval at the June 12, 2024, Board meeting.

#### 4. New Business

*a. Welcome Back BBQ*

**Action:** This item will be discussed at the May 22, 2024, Committee of the Whole meeting.

*b. GISS Graduation Fee \$60*

**Action:** This item will be brought to the public agenda in the afternoon.

#### 5. Next Meeting: TBD

#### 6. Adjournment: 12:00 p.m.



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Summary  
**Finance, Audit, and Facilities Committee – SD 64 (Gulf Islands)**  
**Pre-Audit Meeting 2023/2024**

**In attendance**

**Committee:** Greg Lucas (committee chair), Jeannine Georgeson, Rob Pingle  
**Trustees:** Deborah Luporini, Chaya Katrensky, Nancy Macdonald  
**Staff:** Jesse Guy (secretary treasurer), Anna Szul (executive assistant)  
**KPMG Auditor:** Lenora Lee (audit partner), Sarah Burden (senior manager)

The meeting was called to order at 9:00 a.m. by Committee Chair Lucas.

**1. 2023/2024 Audit Plan Report**

The FAF Committee received the Audit Planning Report for the year ending June 30, 2024.

Lenora Lee and Sarah Burden presented the plan for the audit scheduled for this year, outlining what will be undertaken during the audit, specific areas of focus, and new accounting standards.

9:19 a.m. Jesse Guy excused herself from the meeting to provide trustees an opportunity to ask the questions without senior staff present.

**Action:** Request staff provide a copy of the MoU with the Stqeeya' society.

9:37 Jesse Guy returned to the meeting.

Jesse Guy explained that former Superintendent Scott Benwell met with the Cowichan elders and promised financial support from the District. No formal agreement or MOU is in place for use of the facility. The District has no control of the asset as it is not built on land owned by the District. This expense was approved in the 2023-24 Annual Budget as a one-time investment. Invoices for work were paid directly to the contractor, and not to the Stqeeya' Society. These invoices have been collected and will be provided to the auditors along with the one-time investment summary and the approved budget, as they will be highlighted as an unusual transaction.

**2. Next Meeting:** Not yet scheduled

**3. Adjournment:** 9:51 a.m.

## FINANCE, AUDIT, AND FACILITIES COMMITTEE

### PURPOSE

The Finance Audit and Facilities Committee provides accountability for the business aspects of district operations. The Committee assists the Board in its financial oversight by monitoring and reviewing the risk, control, and governance processes that have been established in Board policies.

<b>NATURE OF COMMITTEE</b>	Standing Committee of the Board
<b>MEMBERSHIP</b>	School District No. 64 trustees (3) Board Chairperson (ex officio) Superintendent and/or designate (non-voting) Secretary Treasurer and/or designate (non-voting)
<b>CHAIRPERSON</b>	A trustee will serve as Chair
<b>PARTNER AND REPRESENTATIVE GROUPS</b>	Comments and input from a representative from (non-voting): <ul style="list-style-type: none"> <li>• Canadian Union of Public Employees Local 788</li> <li>• District Parent Advisory Council</li> <li>• Gulf Islands Principals' and Vice-Principals' Association (GIPVPA)</li> <li>• Gulf Islands Teachers' Association (GITA)</li> <li>• Indigenous Education Advisory Council</li> </ul>
<b>APPOINTMENT</b>	<ul style="list-style-type: none"> <li>• Trustees are appointed by the Chairperson of the Board</li> <li>• Representatives are identified by the organization they are representing</li> </ul>
<b>BUDGET</b>	None
<b>SECRETARIAT</b>	Executive Assistant to the Board
<b>MEETINGS</b>	Meetings will be scheduled a minimum of two times per year, or as needed due to workload. Agendas with supporting materials will be circulated to the committee and partner/representative groups, five days in advance of each meeting.
<b>QUORUM</b>	Two trustees designated as members of the committee

## **DELIVERABLES**

The Finance, Audit and Facilities Committee provides oversight of audit and financial reporting, including:

- review and approval of quarterly and annual financial statements;
- transfer of monies between funds, risk management, and internal controls; and specifically,
- makes policy recommendations with respect to:
  - budget development and management;
  - financial management and reporting;
  - labour relations; and
  - capital planning for facilities and transportation.

## **REPORTING MECHANISM**

High-level minutes of all meetings will be provided to the Board. The committee may make recommendations to the Board.