



REPORT

Finance Committee

- *Minutes of the Finance Committee meeting June 19, 2014.*
 - i) *2014 School Board Elections – Compliance Audit Committee*

Resolution:

- *That the Rainy River District School Board appoint the Board's Compliance Audit Committee as Dean Carrie, Superintendent of Business Keewatin Patricia DSB, Chris Howarth, Superintendent of Business Northwest Catholic DSB and Yvon Bolduc, Superintendent of Business CSDC Aurores Boreales DSB for the 2014 School Board Trustee Election.*



**Finance Committee Minutes
Education Centre
June 19, 2014 – 9:30 a.m.**

COMMITTEE MEMBERS PRESENT: David Kircher, Dianne McCormack (teleconference), Michael Lewis, Ralph Hill

REGRETS: Marg Heyens

STAFF: Heather Campbell, Director of Education; Laura Mills, Superintendent of Business; Sherri Belluz, Recording Secretary

1. Call to Order

The meeting was called to order at 9:30 a.m.

2. Approval of Agenda

The agenda was approved as distributed.

3. Disclosure of Conflict of Interest

There was no conflict of interest disclosed.

4. Confirmation of Minutes

The minutes of the Finance Committee meeting held on May 29, 2014 were approved.

5. Business Arising from the Minutes

a) Reporting of Trustee Expenses

As noted at the previous Finance Committee meeting, new Trustee Expense forms have been developed. The forms will be available for use in September. To help facilitate the annual reporting of trustee expenses, the newly approved categories have been used.

It was reported that the four-year review of trustee expense claims and allowances for any errors or omissions is being completed with adjustments being processed upon completion.

6. New Business

a) Policy Review – 1.41 Trustee Honoraria and Expenditures

A combined Policy 1.41 Trustee Expenditures and 1.43 Trustee Honoraria was presented for review.

A statement on Chair and Vice Chair honoraria will be added and references to procedural items will be removed. A separate section for Student Trustees will be added. Further research was requested on clear language that pertains to meal allowances; in particular, time of travel to determine what meals are allowable will be completed as this will also impact Policy 8.22 Expense Claims. The draft policy will be re-worked in its entirety and presented at the next Finance Committee meeting.

It was recommended that the honoraria calculation be published along with the reporting of trustee expenses.

b) Procurement Over \$50,000 Update

The Committee received a report on the Procurement over \$50,000. There were two requests for proposals for the purchase of coach and yellow bus services for field trips and one request for proposal for replacement of shingles at Crossroads School. All bids received were evaluated based on mandatory requirements and pricing information, with low price obtaining high score.

There was also a direct award for desk top computers as part of the computer refresh program.

c) 2013-14 Budget YTD

The Committee reviewed the 2013-14 YTD financial position for the nine months ending May 31, 2014. Expenditures are in line with budget guidelines.

d) Facility Partnerships Meeting Update

The second annual Facility Partnerships Meeting was held on Tuesday, June 17, 2014 at Donald Young School, Emo. Surplus space has been identified at McCrosson-Tovell School and new construction/co-build at Donald Young School. Representatives from the Knox United Church, Northwestern Health Unit, Seven Generations, and Township of Emo were in attendance. Applications of interest are to be submitted by June 30, 2014.

e) Townshend Theatre Advisory Committee

The Townshend Theatre Management Committee meeting was held on June 11, 2014. The minutes were presented to the Committee for their information.

The Management Committee received status updates on the replacement of the sound board, light board, curtains, planned repairs to the building scuppers, and quotes for the cooling condenser unit. The Committee also reviewed the surcharge revenue amounts for the past two years.

The next Townshend Theatre Management Committee meeting is scheduled for September 24, 2014.

7. Future Meetings

The next Finance Committee meeting will be in September; date to be determined.

8. Adjournment

The meeting adjourned at 11:20 a.m.



REPORT

Date: September 2, 2014

Finance: 2014-48

File Code: M13

To: Trustees

From: Laura Mills, Superintendent of Business

Re: **2014 School Board Elections – Compliance Audit Committee**

As a result of amendments to the *Municipal Elections Act, 1996*, every district school board must appoint a Compliance Audit Committee by October 1, 2014. This Compliance Audit Committee is to hear and decide on applications for compliance audits regarding a candidate's campaign expenses.

The Committee must be composed of three to seven people, who are neither members of the School Board, an employee, nor a candidate in the election. Members serve a four-year term beginning on December 1, 2014 on an as needed basis.

Municipalities and school boards can appoint the same members to their respective Compliance Audit Committees (i.e. the same person may serve on more than one Compliance Audit Committee) but each must appoint all the members of their Committee. The Committee will be in place for any by-elections that occur during the term.

The Committee has the authority to:

- Grant or reject a compliance audit application;
- Appoint an auditor to conduct the audit where the application is granted and receive the results;
- Commence legal proceedings against the candidate for any apparent contravention within 30 days of receiving the auditor's report; and,
- Make a finding whether or not there were reasonable grounds for making the application if the auditor's report concludes the candidate did not appear to have contravened a provision of the act relating to election campaign finances.

The clerk of a municipality or secretary of the board shall establish administrative practices and procedures for the Committee and shall carry out any other duties required under the *Act* to implement the Committee's decisions. Clerks in a region might consider getting together and appoint a common Compliance Audit Committee. The council or local board is responsible for paying all costs in relation to the Committee's operation and activities.

A compliance audit can be requested by an elector who is entitled to vote in an election and believes, on reasonable grounds, that a candidate has contravened the *Act* relating to election campaign finances, by filing a written application with the clerk or secretary of the board. The clerk or secretary will forward the application to the Committee and provide a copy to council or board.

The Rainy River District School Board's Compliance Audit Committee was comprised of the Superintendents of Business from the Keewatin-Patricia, Northwest Catholic, and Kenora Catholic District School Boards for the 2010-2014 term.

Recommendation:

That the Rainy River District School Board appoint the Board's Compliance Audit Committee as Dean Carrie, Superintendent of Business Keewatin Patricia DSB, Chris Howarth, Superintendent of Business Northwest Catholic DSB and Yvon Bolduc, Superintendent of Business CSDC Aurores Boreales DSB for the 2014 School Board Trustee Election.