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# REPORT

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## **Finance Committee**

- *Minutes of the Finance Committee meeting March 31, 2015.*

### **Resolutions:**

- *That the Rainy River District School Board approve the new Riverview/Sturgeon Creek Attendance Zone to be established to match the existing east boundary of the Grey Zone, which is the Morley Dilke/Forrester Road, and that students on and west of this Road would have a home school zone of Riverview School.*
- *That the Rainy River District School Board write to the Northwest Catholic District School Board requesting that the boards cost share the addition of a bus in Atikokan to reduce ride times.*
- *That the Rainy River District School Board authorize administration to execute the Facility Partnership Agreement with the Ontario Provincial Police.*
- *That the Rainy River District School Board strike a Committee as per Section 5.4 of the Board By-Laws with the mandate of creating a policy reflective of the changes outlined in the new Pupil Accommodation Review Guidelines and Community Planning and Partnerships Guidelines*
- *That the Rainy River District School Board approve Policy 3.18, Recognition of Service for stakeholder consultation.*



**Finance Committee Minutes  
Education Centre  
March 31, 2015 – 1:30 p.m.**

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**COMMITTEE MEMBERS PRESENT:** David Kircher, Dianne McCormack, Michael Lewis, Raymond Roy, Ralph Hill

**STAFF:** Heather Campbell, Director of Education; Laura Mills, Superintendent of Business; Travis Enge, Manager of Plant Operations & Maintenance; Meghan Cos, Manager of Financial Services; Sherri Belluz, Recording Secretary

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**1. Call to Order**

The meeting was called to order.

**2. Approval of Agenda**

The agenda was amended to add Item 6. d) Policy 3.18 Recognition of Service. The agenda was approved as amended.

**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 February 24, 2015 were approved.

**5. Business Arising from the Minutes**

**a) School Attendance Zone Review**

The School Attendance Zone Review was established by Trustees by resolution on January 6, 2015 to review the option generated by administration, offer suggestions and revisions, and receive community feedback. A Riverview/Sturgeon Creek Attendance Zone Review Committee was formed and met on January 12, 2015 and March 23, 2015 with public consultations being held on February 24, 2015 and March 9, 2015.

The administration recommendation that has been out for community consultation is:

To establish the new Riverview/Sturgeon Creek Attendance Zone to match the existing east boundary of the Grey Zone, which is the Morley Dilke Road/Forrester Road.

This recommendation was made to eliminate the Grey Zone to provide transportation without special Board consideration to attend Riverview School as the proposed new boundary supports shorter ride times to Riverview School than to Sturgeon Creek School between 30 to 45 minutes.

The Attendance Zone Review Committee reviewed all information provided received during the consultation process, and had an in-depth discussion on the feedback in relation to the administration option and what was in the best interest of the students in the area. The Committee came to the consensus that they support the new attendance zone line to be the Morley Dilke/Forrester Road. The Committee also came to the consensus that students on and west of the Morley Dilke/Forrester Road would have a home school zone of Riverview School.

The Finance Committee recommends that the new Riverview/Sturgeon Creek Attendance Zone be established to match the existing east boundary of the Grey Zone, which is the Morley Dilke/Forrester Road, and that students on and west of this Road would have a home school zone of Riverview School.

#### **b) Donald Young School Building Committee**

The Donald Young School Building Committee met on March 11, 2015. The Manager of Plant Operations and Maintenance also attended meetings at the office of the Architect and decisions were made regarding exterior walls, roof, omission of a crawl space, and specifics around the mechanical systems. An overview of the current architectural plans based on the interior programming meetings were discussed. The Committee also received a presentation of the exterior design development and proposed materiality, preliminary design for the student commons/entrance area, and next steps.

Updates will continue to be provided to the Finance Committee as the project progresses.

#### **c) Bus Ride Times**

Bus ride times for students within the Towns of Atikokan and Fort Frances were presented as requested from the previous Finance Committee meeting. It was felt that the ride times in Atikokan remain quite high and warrant further discussion with the Northwest Catholic District School Board.

The Finance Committee recommends that the Rainy River District School Board write to the Northwest Catholic District School Board requesting that the boards cost share the addition of a bus in Atikokan to reduce ride times.

#### **d) 2015-16 Budget Preparation Update**

On March 26, 2015 the Grants for Student Needs (GSNs) funding was released to school boards. In addition to the GSNs announcement, the Education Program – Other Grants (EPO) were announced.

Changes have been announced to the following grants:

- School Board Efficiencies and Modernization
  - Efficient Use of School Space
  - Eligibility Criteria for Enhanced Top-Up
  - Cost Benchmarks for operating and renewal

- School Foundation Grant
- Geographic Circumstance Grant
- Declining Enrolment Grant

Changes to the GSNs also include:

- A 2% increase in transportation
- A 2% cost benchmark update to assist boards in managing increases in commodity prices
- A 7.3% increase to assist boards with electricity costs
- School Board Administration Grant reform
- Special Education Grant reform
- Envelope reporting
- School condition improvement funding

Revised Pupil Accommodation Review Guidelines and Community Planning and Partnership Guidelines were also released.

#### **e) First Child Care Capital Retrofit Plan Update**

As a result of budget cutbacks, the Rainy River District School Board and Rainy River District Social Services Administration Board have agreed that the original plan to increase daycare spaces at the Country View Child Care Centre in Crossroads School would not be viable at this time, and an alternate plan has been developed.

The new plan includes modifications to the existing space at the Child Care Centre. The exact budget has not yet been determined, but plans are being drawn to allow the project to move forward.

#### **f) School Capacity**

The Director provided an update on enrolment in the district. Declining enrolment continues to be a factor with a more rapid decline in secondary. A significant increase in Early Learning registration at J.W. Walker has resulted in the portable being used for a junior classroom in addition to the conversion of the computer lab to an intermediate classroom.

### **6. New Business**

#### **a) Facility Partnerships: Sunset Project (O.P.P.)**

The O.P.P. have approached administration to use available office space at the Education Centre for the Sunset Project, a crime prevention strategy. A draft Lease Agreement, for the office space, has been developed and is currently being reviewed by the O.P.P.

The Finance Committee recommended that the Rainy River District School Board authorize administration to execute the contract.

#### **b) Procurement over \$50,000**

The Committee received a report on procurement over \$50,000.

### **c) PARG/Guiding Principles**

On March 26, 2015, the Ministry of Education released the new Pupil Accommodation Review Guidelines (PARG) and Community Planning and Partnerships Guidelines (CPPG). Both Guidelines enhance opportunities for school boards to work more closely with local municipalities and other community partners when planning to address underutilized school space.

School boards are expected to amend their existing pupil accommodation review and facility partnerships policies to reflect the changes incorporated into the new PARG and CPPG before announcing any new pupil accommodation reviews. The Ministry of Education expects school boards to consult with local communities prior to adopting or subsequently amending these policies.

The Finance Committee recommends that the Rainy River District School Board strike a Committee to focus on the integration of the guidelines and existing policies into one policy.

### **d) Policy 3.18 Recognition of Service**

The Policy Committee has forwarded Policy 3.18 Recognition of Service, which is an amalgamation of Policy 8.53 Board Gifts and Policy 3.18 Staff Recognition, for review of the dollar amounts and limits contained in the Policy.

The following amendments were made:

- Section 1.2 The Director/designate will approve staff recognition awards, as budgeted.
- Section 1.4 This policy will be reviewed annually by the Finance Committee.

The Finance Committee recommends that Policy 3.18 Recognition of Service be brought forward for stakeholder consultation.

## **7. Future Meetings**

The next Finance Committee meeting will be April 21, 2015 at 1:30 p.m.

## **8. Adjournment**

The meeting adjourned at 3:26 p.m.

<i><b>Rainy River District School Board</b></i>	<b>SECTION 3</b> <i>Personnel</i>
<b>RECOGNITION OF SERVICE</b>	<b>3.18</b>

**POLICY**

The Rainy River District School Board will recognize service to the Board by employees and individuals who are not employed by the Board. Gifts may be provided to individuals as tokens of appreciation for their contributions to the Board.

**RATIONALE**

The Rainy River District School Board believes that recognizing and honoring employees for service and academic excellence is integral to a positive and productive working environment. The Board also appreciates individuals who donate services which promote or enhance the activities and values of the Board. Gifts are an acceptable form of expressing such appreciation.

**IMPLEMENTATION**

As per Procedure 3.18 Recognition of Service.

**GUIDELINES**

- 1.1 Gifts of appreciation to employees are acceptable in recognition of exceptional work, retirement, and 25 years of service, and to individuals who donate services to the Board.
- 1.2 The Director/designate will approve staff recognition awards, **as budgeted.**
- 1.3 Acceptable gifts of appreciation to individuals not employed by the Board will not exceed a value of \$50 and may be:
  - Non cash gifts or gift cards;
  - School board merchandise;
  - Commemorative certificate or plaque.
- 1.4 This policy will be reviewed annually, **by the Finance Committee.**

FEEDBACK TO BE RECEIVED BY  
APRIL 27, 2015

<u>CROSS REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Procedure 3.18 Recognition of Service	<u>Board Motion</u>	
	<u>Review Prior to Annually</u>	