

## SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Finance and Legal Committee DATE: June 21, 2006

CHAIRPERSON: Trustee A. Hunt-Binkley STAFF CONTACT: L. Paul  
E. Sadlowski

### **Attendees:**

Trustee A. Hunt-Binkley (Chairperson)  
Trustee R. Cacchioni (Committee member)  
Trustee C. Wiebe (Committee member)  
Trustee M. Baxter  
Trustee W. Horning

Staff:  
L. Paul, Secretary-Treasurer  
E. Sadlowski, Director of Finance  
M. Essler, Executive Assistant (Recorder)

### **Partner Group Representation:**

COPAC No Representative  
COPVPA No Representative  
DSC No Representative

COTA Bob Shanks, President  
CUPE Robbie Borden, Secretary-Treasurer

### **Minutes**

*Note: Detailed Minutes of the Committee meetings are available upon request. To obtain copies of Minutes of the Finance and Legal Services Committee Meetings, please phone the office of the Secretary-Treasurer at 470-3216.*

The Committee adopted the Minutes of the May 17, 2006 meeting.

### **Action Items:**

#### **Review of Investment Policy**

In attendance: Mr. Gord MacLean, FCSI Associate, Portfolio Manager, RBC Dominion Securities Inc.

Gord MacLean reviewed the Investment Policy Statement for School District No. 23. Mr. MacLean confirmed that this Investment Policy Statement is the 'rule book' to help guide the School District on appropriate investments. The prime objective is to maximize the returns of the portfolio while preserving the capital. Mr. MacLean confirmed that the portfolio consists entirely of high quality debt instruments with a guarantee and that there are no equity or stock investments. Examples of eligible investments would be Government obligations issued by the Federal Government (i.e. Treasury Bills Notes, Debentures and/or Bonds) or any Provinces, Canadian Chartered Bank Securities and/or Securities of foreign banks with the appropriate credit rating. All issuers have credit ratings with 'AAA' as the top rating for the Federal Government, 'AA' as the next rating for three or four Provinces, and 'A' for the remainder of Provinces and governments. Acceptable investments for School District No. 23 would only be for credit ratings of 'A' or higher. Government debt securities will at no time make up less than 40% of the portfolio and at no time shall the debt securities of any single corporate issuer make up more than 10% of portfolio. Mr. MacLean confirmed that there is a monthly reporting process to the School District on the portfolio and the policy review is conducted annually by the Secretary-Treasurer and Director of Finance. Trustee Cacchioni requested that the Investment Policy Statement, including the monthly reporting process, be referred to a future Agenda item.

**Outcome: The Finance and Legal Committee received with thanks the presentation from Gord MacLean, FCSI Associate, Portfolio Manager, RBC Dominion Securities Inc.**

**2006/2007 Annual Budget**

The Director of Finance reviewed the 2006/2007 Annual Budget – Executive Summary.

**Outcome: The School District Annual Budget for the 2006/2007 fiscal year, as presented at the June 21, 2006 Finance and Legal Committee Meeting, be referred to the Board for approval.**

**Summary of School Audits for the 2004/2005 School Year**

The Director of Finance reviewed the memo of June 12, 2006 regarding School Audits for the 2004/2005 School Year. Audits were conducted by Ted Atkinson pursuant to the guidelines as contained in the Finance Manual. The external auditors review the audits conducted by Ted Atkinson and they have stated they are satisfied the procedures are sufficient to rely on audit findings for their audit purposes.

**Outcome: The Finance and Legal Committee received the report on School Audits for the 2004/2005 School Year.**

**Information Items:**

**Update on Diesel Fuel Purchases**

Under the terms of the agreement with ‘All Things Energy’, a private consultant, the specifics regarding pricing must remain confidential. Savings are in the range of 15-22% of the pump cost. The current contract is for five years concluding in July of 2010.

**Items for Future Agenda**

Investment Policy – specifically, what is the appropriate level of governance  
Presentation by Robbie Borden on operations of Central Stores – October 2006

Next Committee Meeting Date: Oct. 18/06 at 6:30 p.m. Location: To Be Confirmed

Questions: Please Contact: Trustee Anna Hunt-Binkley Phone: (250) 766-5690