



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD  
OPERATIONS AND FINANCE COMMITTEE  
PUBLIC MEETING MINUTES  
October 13, 2015**

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**Members present:** M. Brant – Vice Chair, J. Bray, B. Danes – Chair, M. Hall, D. Patterson  
**Student Trustees:** None  
**Regrets:** D. Inch  
**Guests:** None  
**Resource:** T. FitzGibbon, L. Miller, N. Pfeiffer, M. Savery-Whiteway  
**Minutes:** C. Reid

**Call to order**

The public session of the Operations and Finance Committee was called to order at 7:27 p.m.

**Presentations** - None

**Approval of the agenda**

Moved: J. Bray  
Seconded: M. Brant

**That the agenda be approved.**

Carried

**Approval of minutes**

Moved: D. Patterson  
Seconded: M. Hall

**That the minutes of the September 14, 2015 regular meeting be approved, as corrected.**

It was noted that Morgan Hillier, Student Trustee, was not in attendance.

Carried

**Business arising** - None

**Recommendations**

None

**Information**

**2015-2016 mileage rate of reimbursement**

Superintendent Miller referred to Report No. C-1 and indicated Procedure 510: Travel Expense Reimbursement requires that the mileage rate for reimbursing individuals be reviewed annually. The current mileage rate is \$.44/kilometer, which aligns with the current CAA rate. Following a review of other mileage rates, administration is recommending no change to the rate for 2015-2016. It was noted that the Ministry of Education's current rate is \$.40/kilometer. Given that the Ministry is the key funding agent for the board, administration is hereby registering its intention to give future consideration to aligning with the Ministry rate.

Clarification/discussion items included:

- Process of surveying other boards as comparators;
- Consideration of adjusting the rate based on number of kilometers, as the Ministry currently does;
- Revenue Canada rate tends to be higher as that is the maximum rate that organizations can pay without it being considered a taxable benefit;

**Trustee expense report**

Trustee expenses for the period ending September 30, 2015 were reviewed and discussed. Trustees are reminded to submit expenses in timely manner to allow for accurate tracking.

Clarification/discussion items included:

- Additional OPSBA related expenses for OPSBA representatives.

**2015-2016 policy review**

Director Savery-Whiteway stated that the draft policies will come through the committees in October and November and will be presented to Board for approval at the Board meeting in November. Further revisions, as they occur, will be shared via email. There are a total of five policies being reviewed at this time. Four of the draft policies were included in the agenda package and Policy 15 has been distributed.

Director Savery-Whiteway stated that all policies will be revised to align with the new strategic plan and will reflect the term “board member” rather than “trustee”. Key changes to Policies 1, 2, 4 and 9 were reviewed at the Program and Human Resources Committee meeting earlier. She noted that the draft Policy 15: Student Enrolment/School Capacity has undergone significant revisions to align with the new Ministry of Education Pupil Accommodation Review Guidelines and was also reviewed at the Program and Human Resources Committee meeting. More information will be provided as further revisions take place.

It was noted that a further review of Policy 2 with respect to legal references is required.

**Trustee proposals/queries**

None

**Correspondence**

None

The public meeting adjourned at 7:43 p.m.