



# BRANDON SCHOOL DIVISION

## Finance and Facilities Committee Minutes

Tuesday, April 16, 2019 – 1:00 p.m.

Boardroom, Administration Office

Present: K. Sumner (Chair), P. Bartlette S. Montague  
D. Labossiere, E. Jamora, C. Cramer

Guests: L. Ross (arrived at 1:09 p.m.)

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### 1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:03 p.m. by Committee Chair, Trustee Kevan Sumner.

### 2. APPROVAL OF AGENDA

The agenda was approved with three additions: Two In-Camera items and the MUST Fund.

### 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the April 2, 2019 meeting were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A. 2019-2020 BUDGET PROCESS

Due to time constraints this item was deferred to the next Finance and Facilities Committee meeting.

#### B. SCHOOL CATCHMENTS

Ms. Caroline Cramer, Director Facilities & Transportation, and Mr. Denis Labossiere, Secretary-Treasurer, reviewed the Maryland Park School catchment area information.

The Committee discussed the current City of Brandon school catchments, Maryland Park School neighbourhood map, projected enrolment numbers, transportation and school capacities. Modifications will be made to the Maryland Park Catchment based on guidelines set by the Committee.

The Committee set the following timelines regarding the catchment:

- April 30, 2019 – 1:00 p.m., Finance and Facilities Committee Meeting
- May 22, 2019 – 7:00 p.m., Public Information Session – Crocus Plains Regional Secondary School
- June 4, 2019 – 1:00 p.m., Finance and Facilities Committee Meeting
- June 10, 2019 – 7:00 p.m., Approval of Maryland Park School Catchment area – Regular Board meeting

**C. CAPITAL RESERVE – LINDEN LANES – RESOURCE ROOM RELOCATION**

The Secretary-Treasurer reviewed his memorandum to the Committee regarding the Linden Lanes School Resource Room Relocation.

Although PSFB covers the grooming room renovation costs, it does not cover the Resource Room relocation. Relocation of the existing Resource Room space is required to accommodate the grooming room installation.

The Committee agreed to the recommendation as presented.

**Recommendation:**

That the amount of \$65,300 from the Operating Fund Accumulated Surplus be allocated to a Linden Lanes Resource Room Capital Reserve Fund for the relocation of the Resource Room, subject to PSFB approval.

**D. LINDEN LANES GROOMING ROOM RENOVATION**

The Secretary-Treasurer reviewed the Tender results and the letter from Public Schools Finance Board regarding the Linden Lanes Grooming Room renovation. The Committee agreed to the recommendation as presented.

**Recommendation:**

That the low tender from Ben Wiebe Construction in the amount of \$351,021 (excluding GST) for the Linden Lanes – Grooming Room Renovation Project, as recommended by MCM Architects Inc. be accepted.

(Trustee Ross exited at 3:22 p.m., returned at 3:27 p.m.)

**5. OTHER COMMITTEE GOVERNANCE MATTERS**

**A. IN CAMERA**

Mr. Denis Labossiere, Secretary-Treasurer provided background on two In-Camera items and received Committee direction.

**B. IN-CAMERA**

The Committee reviewed an item of correspondence from CUPE local 737. Trustees asked questions for clarification and provided direction to the Secretary-Treasurer.

**C. CONFIRM PAYMENTS OF ACCOUNT (FEBRUARY & MARCH)**

The payments of account for the months of February & March were provided for information.

The reports were accepted as circulated.

**D. REVIEW MONTHLY REPORTS (FEBRUARY)**

Mr. Labossiere reviewed the financial report for February and answered Trustee questions. The report was accepted as circulated.

**OPERATIONS INFORMATION**

- The Secretary-Treasurer provided an update on the following:
  - March 31, 2019 Audit
- The Secretary-Treasurer provided an update on the following projects:
  - Maryland Park School
  - New Era – Steam Unit Ventilation Replacement
  - King George – RTU Replacement
- Ms. Eunice Jamora, Assistant Secretary-Treasurer provided information on the following:
  - Tender/Quotation Summary – Under \$50,000:
    - Paper Tender

Due to time constraints, the Committee deferred the remaining items on the agenda to the May 21, 2019 Finance and Facilities Committee meeting.

**6. NEXT REGULAR MEETING: Tuesday, April 30, 2019, 1:00 p.m., Boardroom.**

The meeting adjourned at 3:34 p.m.

Respectfully submitted,

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K. Sumner (Chair)

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P. Bartlette

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S. Montague

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J. Murray (Alternate)