



# BRANDON SCHOOL DIVISION

## Facilities/Transportation Committee Minutes

Wednesday, September 11, 2013 – 11:30 a.m.

Board Room, Administration Office

Present: D. Karnes, Chairperson P. Bowslaugh (entered 11:45 a.m.)  
J. Murray, M. Snelling (Alternate), D. Labossiere, G. Malazdrewicz,  
Dr. D. Michaels (entered 11:50 a.m.), M. Clark (entered 11:55 a.m.)  
and R. Harkness.

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### 1. CALL TO ORDER.

The Facilities & Transportation Committee Meeting was called to order at 11:40 a.m. by Trustee Doug Karnes.

### 2. ELECTION OF CHAIR/CONFIRM REGULAR MEETING DATES/REVIEW COMMITTEE RESPONSIBILITIES.

It was agreed that Mr. Doug Karnes would serve as Committee Chairperson for 2013-2014. It was further agreed that the Facilities & Transportation Committee meetings would be held on the first Thursday of each month from 11:30 a.m. to 1:00 p.m. as follows:

Thursday, October 3, 2013	11: 30 a.m.
Thursday, November 7, 2013	11:30 a.m.
Thursday, December 5, 2013	11:30 a.m.
Thursday, January 2, 2014	11:30 a.m.
Thursday, February 6, 2014	11:30 a.m.
Thursday, March 6, 2014	11:30 a.m.
Thursday, April 3, 2014	11:30 a.m.
Thursday, May 1, 2014	11:30 a.m.
Thursday, June 5, 2014	11:30 a.m.

The Committee reviewed their responsibilities as noted on the agenda.

### 3. APPROVAL OF AGENDA

The agenda was approved as circulated.

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

The Minutes of June 6, 2013 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

#### A) Facilities Report

Mr. Clark, Director of Facilities and Transportation, spoke to the Facilities Report. Trustees asked questions with respect to high school enrollment and future capacity; housing development on Richmond Avenue; changing Valleyview School to a K-8 facility; and Division owned land. It was agreed the Committee would review the Report and bring back any further questions to the next Committee meeting.

B) Use of ACC for expansion of BSD Programming

Superintendent, Dr. Michaels, noted she had been asked to follow up with Dr. Gerald Farthing regarding this matter. She confirmed she would be holding a telephone conference with Dr. Farthing early in the next week. This item was postponed to the next meeting for a report from Senior Administration.

C) Joint Use Agreement – Insurance Follow-Up

Acting Secretary-Treasurer, Mr. Labossiere, noted Mr. Zabowski, the previous Secretary-Treasurer, had met with Mr. Perry Roque of the City of Brandon, to discuss the requirement of proof of insurance by Community User Groups using school facilities. Mr. Labossiere recommended the Community User Groups be advised that they are responsible for providing proof of insurance through their own insurance provider. This would then put the onus on the User Group to provide the required proof prior to using Division facilities. The Associate Superintendent noted User Groups affiliated with the Division need to be clearly identified to avoid any confusion for groups who assume they may be affiliated with the Division. Further discussions were held regarding communicating with Users Groups about the need for insurance. It was agreed that a letter would be forwarded to the City of Brandon noting that the Division had been informed by the MSBA Insurance Committee that all users of school facilities that are not affiliated with the school division must provide evidence of liability insurance prior to booking a school division facility. It was also agreed discussions regarding this item would be added to the agenda for the Joint City of Brandon/Brandon School Division Meeting to take place in October.

**5. OTHER COMMITTEE GOVERNANCE MATTERS**

A) Riverview School – Furnace Replacement Phase II

The Director of Facilities and Transportation, Mr. Clark, spoke to this matter. The Committee agreed to recommend the appointment of HSB Engineering Inc. as Consultant for the Riverview School Phase II Furnace Replacement Project.

**Recommend:**

That the appointment of HSB Engineering Inc. as Consultant for the Riverview School Phase II Furnace Replacement Project, be approved, subject to approval by the Public Schools Finance Board.

B) George Fitton School – 20K3 Two Classroom Renovation of Existing Gym

The Director of Facilities and Transportation, Mr. Clark, spoke to this matter. The Committee agreed to recommend the appointment of MCM Architects Inc., as Consultant for the George Fitton School 20K3 Two Classroom Renovation of Existing Gym Project.

**Recommend:**

That the appointment of MCM Architects Inc., as Consultant for the George Fitton School 20K3 Two Classroom Renovation of Existing Gym Project, be approved, subject to approval by the Public Schools Finance Board.

C) Meadows School – 20K3 Three Classroom Addition Renovation

The Director of Facilities and Transportation, Mr. Clark, spoke to this matter. The Committee agreed to recommend the appointment of MCM Architects Inc., as Consultant for the Meadows School 20K3 Three Classroom Addition Renovation.

**Recommend:**

That the appointment of MCM Architects Inc., as Consultant for the Meadows School 20K3 Three Classroom Addition Renovation, be approved, subject to approval by the Public Schools Finance Board.

D) Request from Royal Canadian Legion National Youth Track & Field Championship

The request of Erin Brown, Recruitment Officer, Brandon First for the use of Kirkcaldy Heights School, Division buses, and drivers for the Royal Canadian Legion National Youth Track & Field Championship to be held in 2017 and 2018 was discussed. Supervisor of Transportation, Mr. Harkness, noted what had

been provided by the Division in the past for similar events with respect to the use of Division buses and Division drivers. Discussions were held regarding cost with respect to providing custodial staff at the school during the requested time frame. It was agreed that the Committee would recommend approval of the request subject to satisfactory arrangements being made with the Director of Facilities and Transportation regarding the use of school facilities and school buses and the costing for the use of staff for this event.

**Recommend:**

That the request of the Brandon First, to use Kirkcaldy Heights School building, bus transportation and drivers, for the Royal Canadian Legion National Youth Track & Field Championship in August of 2017 and 2018 be approved subject to satisfactory arrangements with the Director of Facilities and Transportation.

**6. OPERATIONS INFORMATION**

- The letter from PSFB regarding the George Fitton School Gymnasium and Child Care Facility was received as information.
- Director of Facilities and Transportation, Mr. Clark, reviewed the various projects completed by his staff over the summer months. He noted Mr. Kyle Lewkowich from the Public Schools Finance Board would be attending in Brandon on September 12<sup>th</sup> to review several of the projects currently taking place in the Division. The Committee inquired about the possibility of receiving a report on the proposed timelines and costs for projects. Senior Administration agreed to have a report ready for the Committee in January.

**7. NEXT REGULAR MEETING: Thursday, October 3, 2013, Board Room**

The meeting adjourned at 12:47 p.m.

Respectfully submitted,

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D. Karnes, Chair

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P. Bowslaugh

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J. Murray

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M. Snelling (Alternate)