



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, September 19, 2017 – 1:00 p.m.
Boardroom, Administration Office

Present: M. Sefton (Chair), G. Kruck, K. Sumner
D. Labossiere, E. Jamora, M. Clark
Guest: L. Ross

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:02 p.m. by Trustee Kruck.

2. ELECTION OF CHAIR

It was agreed that Trustee Mark Sefton would serve as Committee Chairperson for 2017-2018.

3. APPROVAL OF AGENDA

Trustee Kruck added Computer Reserves to the agenda.

Mr. Denis Labossiere, Secretary-Treasurer, added Playgrounds to the agenda.

The agenda was approved as amended.

4. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The following Minutes were received as information:

- June 19, 2017 – Facilities and Transportation Committee
- September 5, 2017 – Finance Committee

5. REVIEW GOVERNANCE GOALS AND RESPONSIBILITIES

The Committee reviewed the recently updated Committee Governance Goals and Responsibilities from the Board Strategic Planning meeting held on August 31, 2017.

6. MEETING DATES FOR 2017-2018

The Committee reviewed the dates for the Committee's monthly meetings. Mr. Labossiere indicated that the November 21, 2017 meeting may need to be rescheduled due to potential conflicts with the installation of the new ERP system. The November date will be discussed at the October meeting when further information is available. The meeting on Tuesday, May 15, 2018 was rescheduled to Tuesday, May 22, 2018 at 1:00 p.m. to accommodate the timing of audit reports.

7. COMMITTEE GOVERNANCE GOAL ITEMS

A. 2018-2019 Budget Preparations

2018-2019 Budget Schedule

Mr. Labossiere reviewed the Budget Schedule and Annual Planning Cycle.

Consumer Price Index (CPI)

The Secretary-Treasurer reviewed the Manitoba CPI rate for the months of September 2016 to July 2017 (1.2%) and the current Manitoba CPI for 2017 (January to July) is 1.4%. The Canadian CPI for the above periods is 1.5%.

Factors That Will Affect the 2018-2019 Budget

Mr. Labossiere spoke to this item and reviewed the memo provided to the Committee. The Secretary-Treasurer noted revenue, expenditures and other factors which will affect the development of the 2018-2019 budget.

Further discussions were held regarding Funding, Board of Trustee Election Costs, Program Reviews and WCB rates and claims.

(Trustee Ross exited at 1:51 p.m.)

2018-2019 Budget Preparation

Mr. Labossiere reviewed the 2018-2019 Budget Preparation memo provided to the Committee. Trustees asked questions for clarification.

The Committee agreed to the following recommendations for the 2018-2019 Preliminary Budget Preparation:

Recommendation:

That the following guidelines be initiated for the 2018-2019 Preliminary Budget Preparation:

- a) Inflationary increases be provided as advised by suppliers for non-controllable expenditures e.g.: employee benefits, insurance, fuel/propane for school buses, taxes and utilities;
- b) A 1.5% inflationary increase be provided for controllable services and supplies;
- c) A 1.5% inflationary increase on the school instructional supply budget;
- d) A 1.5% inflationary increase be provided for the Capital and Maintenance Budget;
- e) The 2018-2019 Budget provide for expected enrollment growth.

Trustee Request Form

The Secretary-Treasurer reviewed the updated Trustee Budget Request form for 2018-2019, which takes into consideration motion 48/2017 and the revised Board Goals. Trustee Budget Requests are due by noon on Tuesday, October 31, 2017, although it is recommended that the requests be submitted as early as possible.

B. Establish Stakeholder Budget Dates and Questions

The Committee set the following Stakeholder meeting dates:

- Parent Councils – Tuesday, October 17, 2017 – 7:00 p.m.
- Employee Groups – Wednesday, October 18, 2017 – 4:30 p.m.
- Chamber of Commerce – Wednesday, October 25, 2017 – 4:30 p.m.

The Committee reviewed the 2017-2018 Stakeholder questions and agreed to use the same questions for the 2018-2019 Stakeholder Meetings. These questions will be provided to the Stakeholders prior to their meeting with the Finance and Facilities Committee:

- 1) Do you have any questions regarding the Brandon School Division budgeting process?
- 2) What areas of concern should Brandon School Division be focusing on in the upcoming budget deliberations?

- 3) Are there additions that you would recommend the Brandon School Division consider in this budget?
 - Indicate timelines for addition(s):
- 4) Are there reductions that you would recommend the Brandon School Division consider in this budget?
 - Indicate timelines for reduction(s):

8. OTHER COMMITTEE GOVERNANCE MATTERS

A. École Harrison – Steam Heating System Replacement Design Authorization

Mr. Mel Clark, Director of Facilities and Transportation, spoke to this item, noting that design authorization has been received from PSFB to replace the heating system at École Harrison. Mr. Clark and Mr. Labossiere recommended using SNC Lavalin for this project.

A discussion also took place regarding the replacement of the Johnson Controls while upgrading to the new steam heating system similar to the controls installed at Vincent Massey. Trustees asked questions for clarification.

The Committee agreed to the recommendation as presented.

Recommendation:

That the appointment of SNC Lavalin as Consultant for the École Harrison – Steam Heating System Replacement Project, be approved, subject to Public Schools Finance Board (PSFB) approval.

B. Computer Disposals

The Secretary-Treasurer reviewed the information and three options provided by Mr. Brent Ewasiuk, Director of Management & Information Systems Technology, regarding disposal of old computer units.

Trustees asked questions regarding the “Certificate of Destruction” required to ensure hard-drive removal or clearing. The Committee supports the use of these computers by volunteer community groups and discussed a Request for Proposal with the hope of recycling/repurposing the units back into the community.

Information will be provided to Mr. Ewasiuk, to request an RFP to recycle/repurpose the units, with preference being given to community use of computers.

C. Soccer Field Development

Mr. Clark reviewed his letter to the Committee regarding the Joint Use Agreement between BSD and the City budget request 2018.

The Committee discussed the Division and City increasing their current funding by \$10,000 each per year to \$30,000, for a total of \$60,000. Mr. Clark provided rationale for this request:

- Recent playing field re-development at Kirkcaldy Heights School was approximately \$50,000, which exceeded budget;
- He discussed the advantages of laying sod vs seeding costs, timelines and irrigation.

Trustees asked questions for clarification. The Committee agreed to bring this item forward as a budget request for 2018-2019. The Committee will also discuss this item at the Joint City/BSD meeting.

D. Playgrounds

Mr. Labossiere spoke to this item and reviewed the information distributed at the meeting regarding the School Playground Funds and School Playground Replacement Schedule. Mr. Labossiere noted that

some schools/parent councils have difficulty raising the funds to purchase new playgrounds and that the cost for a new playground ranges from \$100,000 to \$120,000.

The Committee discussed increasing the BSD contribution from \$30,000 to \$50,000 per playground. The Committee agreed to bring this item forward as a budget request for 2018-2019. The Committee discussed the City contribution and is hoping that they will match BSD's contribution. The Committee will also discuss this item at the Joint City/BSD meeting.

E. Confirm Payments of Account (August)

The payments of account for the month of August were provided for information. The reports were accepted as circulated.

F. Computer Reserves

Trustee Kruck asked questions for clarification regarding computer reserves. Mr. Labossiere indicated that the Division does not currently have a computer reserve for computer replacements and that Mr. Ewasiuk will be presenting an eight (8) year plan to the Board in October.

9. OPERATIONS INFORMATION

- The Director of Facilities and Transportation provided updates on the following projects:
 - New Era Grooming Room and Wheelchair Ramp
 - Green Acres Gymnasium and Heating System Replacement
 - King George Roof Replacement
 - George Fitton Roof Replacement
 - Waverly Park Roof Replacement
 - Earl Oxford Grooming Room
- The Secretary-Treasurer provided a further update on the Land Exchange – Trinity Site and the Easement Agreement for the Fiber Optic Conduit at Kirkcaldy Heights School.

10. NEXT REGULAR MEETING: Tuesday, October 17, 2017, 1:00p.m., Boardroom.

The meeting adjourned at 2:49 p.m.

Respectfully submitted,

M. Sefton (Chair)

G. Kruck

K. Sumner

P. Bartlette (Alternate)