



"Accepting the Challenge"

# Facilities/Transportation Committee Minutes

Thursday, May 13, 2010, 10:00 a.m.  
Board Room, Administration Office

Present: D. Karnes, Chairperson, P. Bartlette, J. Murray (Alternate),  
G. Barnes, M. Clark, R. Harkness  
Regrets: M. Snelling, Dr. D. Michaels

## 1. CALL TO ORDER:

Mr. Karnes, Chairperson called the Committee meeting to order at 10:10 a.m.

## 2. APPROVAL OF AGENDA:

The Facilities/Transportation Committee Agenda was approved.

## 3. COMMITTEE GOVERNANCE GOAL ITEMS:

NIL

## 4. OTHER COMMITTEE GOVERNANCE MATTERS

### a) FACILITIES REPORT REVIEW AND PUBLIC CONSULTATIONS

Secretary-Treasurer, Mr. Barnes, reviewed the work completed to date with respect to preparations for the Public Consultations. He noted the results of the consultation will be brought back to the Committee in June for their review prior to taking the Committee recommendations to the Board for approval. The Committee reviewed the proposed power point presentation, making several suggestions for inclusion in the proposed presentation. The agenda for the evening was reviewed and discussed. It was agreed that the Chairperson of the Facilities and Transportation Committee shall chair the consultations. Secretary-Treasurer, Mr. Barnes, will provide background information for the public.

### b) B.J. HALES MUSEUM DISPLAY

Secretary-Treasurer, Mr. Barnes, spoke to the matter, noting that it could be several years before the City had a museum with an area for the B.J. Hales Museum to be displayed. Therefore, the basement of Earl Oxford School was the most logical place to display the museum artifacts. Director of Facilities and Transportation, Mr. Mel Clark, noted he had met with Brandon and Area Planning to review the matter. He presented a list of proposed costs noting it would take the Maintenance Department approximately a month to complete and that the department would need to work the project around the other capital budget projects that have already been approved. Mr. Clark also cautioned the Committee that Fleming School is currently the holding site for the Division's used computers. Should that building be sold, the computers would need to be moved. He noted at one time it was assumed the used equipment would be moved to the basement of Earl Oxford, however, if the museum is placed in the basement, the Division will need another area to store its used computers. Mr. Barnes spoke about the grants available noting he is trying to access grant money to cover off the curator's time. Discussions were held regarding how much education money would the Division be willing to put towards this project; clarification as to whether or not display cases will be required; the need for a separate public access for safety reasons and to allow the public access to the display after school hours; and the proposed timelines. It was noted that the renovations could be completed by June 2011 to allow the display to be set up during the months of July and August with the official opening to take place in September 2011. The proposed renovation costs are attached as Appendix "A".

**Recommendations:**

That the proposed renovations to convert the space in the Earl Oxford Basement in order to display the B.J.Hales Museum collection at an estimated cost of \$17,000 be approved with funds to be acquired from Provincial Grants and Divisional funding sources.

**c) NO STOPPING ZONE AT NEW ERA SCHOOL**

Secretary-Treasurer, Mr. Barnes reviewed the discussions he had with the Director of Facilities & Transportation and the Supervisor of Transportation regarding this matter. He noted an audit of the transportation pick-up and drop-off zones had been conducted last school year and referenced some of the issues raised by the consultant. It was noted that the consultant had specifically referenced the issue at New Era School. Discussions were held and it was agreed that the situation at New Era would likely change due to the implementation of the Single Track French Immersion School at Harrison School. Other discussions were held regarding the misuse of loading zones by parents; the need for education of parents and awareness of signage; requesting assistance from the City Police/By-Law Enforcement in conducting frequent spot checks and ticketing for violations. It was agreed that Senior Administration would continue to work on this matter. Senior Administration will write to the City regarding the request for a no stopping zone at New Era School upon receipt of further information from the consultant.

**d) POLICY REVIEW**

The Committee reviewed Policy 3025 – “Reimbursement for School Bus Plug-In”. Ron Harkness, Supervisor of Transportation spoke to the policy and answered questions raised by the Committee. It was agreed the policy would be reaffirmed.

**Recommendation:**

That Policy 3025 – “Reimbursement for School Bus Plug-In” be reaffirmed.

**5. OPERATIONS INFORMATION**

**a) Green Acres Roof Update**

Mr. Clark, Director of Facilities and Transportation, provided a verbal update on the progress being made with respect to replacement of the Green Acres School Roof.

**b) Capital and Maintenance Project Updates**

Mr. Clark, Director of Facilities and Transportation provided a verbal update on other Capital and Maintenance projects within the Division.

**c) Linden Lanes Spray Park**

Mr. Barnes, Secretary-Treasurer, referenced discussions with the City regarding the proposed spray park next to Linden Lanes School. Concerns regarding locating walkways on Division property; liability should someone injure themselves on school property; and responsibility for cleaning the walkways were all discussed by the Committee. It was noted that an Easement Agreement with the City regarding the proposed walkways would be recommended.

**d) Divisional Track and Field Day**

A parent concern regarding the amount of traffic around Kirkcaldy Heights School on Divisional Track and Field Day was discussed. The Committee inquired about the possibility of using Division school buses to transport children to a central location at the Discovery Centre as well as a parent drop-off point at the Discovery Centre to help alleviate this problem and address the safety concerns raised for children who attend Kirkcaldy Heights School. Other solutions proposed involved cancelling the Divisional Track and Field Day; asking for police assistance; using side streets; and increasing the number of school patrols available for the day. It was agreed that the Division would look into the possibility of parking at the

Discovery Centre and using a crossing guard or City Police officer to help participating students cross Kirkcaldy Drive to the Sportsplex grounds. Division Administration was directed to contact the City about the possibility of parking at the Discovery Centre and providing parents with a letter stating same.

e) Fleming School Update

Trustee Karnes reviewed the Board's In-Camera discussions with their solicitor at the Regular Meeting of the Board held May 10, 2010 regrading the disposal of the Fleming School property. It was noted that both tenders were to be rejected and an Invitation To Bid would be issued. It was further noted that a letter was to be directed to the Public Schools Finance Board requesting clarification regarding the length of time needed to proceed with the Invitation to Bid and the whether the Invitation To Bid needs to be publicized or can go strictly to the parties who have expressed an interest.

f) Playground Hubs

The Committee briefly discussed the City's proposed playground hubs and whether or not any other proposed hubs were adjacent to school property.

**6. NEXT REGULAR MEETING: Thursday, June 10, 2010, 10:00 a.m., Board Room**

The meeting adjourned at 11:40 a.m.

Respectfully submitted,

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D. Karnes, Chair

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P. Bartlette

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M. Snelling

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J. Murray (Alternate)

# Brandon School Division MAINTENANCE DEPARTMENT

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MEL D. CLARK  
Director of  
Facilities/Transportation

BARRY J. STAMPER  
Supervisor of  
Facilities

## Appendix A

### B.J. Hales Cost Estimate

|   |                 |
|---|-----------------|
| Building Permit                               | \$400           |
| Architectural services                        | \$500           |
| Shed for snow blower (8' x 10')               | \$1,500         |
| Carpentry                                     | \$5,300         |
| Painting                                      | \$2,000         |
| Electrical                                    | \$500           |
| Dehumidification, humidification /contingency | \$4,800         |
| <b>TOTAL</b>                                  | <b>\$15,000</b> |

This estimate does not include any charges for labor by the Brandon School Division Maintenance Department.



5/7/2010/MTCE/Mel/B.J. Hales Cost Estimate  
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