



# BRANDON SCHOOL DIVISION

## **Facilities/Transportation Committee Minutes**

Monday, May 15, 2017 – 11:30 a.m.  
Boardroom, Administration Office

Present: G. Kruck (Chair), G. Buri, M. Sefton, P. Bowslaugh (Alternate)  
D. Labossiere, M. Clark, G. Malazdrewicz

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### **1. CALL TO ORDER**

The Facilities and Transportation Committee Meeting was called to order at 11:40 a.m.

### **2. APPROVAL OF AGENDA**

The agenda was approved as circulated.

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

The Minutes of March 20, 2017 were received as information.

### **4. COMMITTEE GOVERNANCE GOAL ITEMS**

#### **A) Riverheights Catchment Adjustment**

Mr. Greg Malazdrewicz, Assistant Superintendent, reviewed his memorandum, which addresses ongoing enrolment pressure at Riverheights School. Mr. Malazdrewicz noted that the demand on Riverheights School to accommodate Brookwood and Island Park/Patricia Heights students continues to grow as a result of ongoing development and changes in the demographics in the core Riverheights catchment.

Discussion took place on the students being bused from the Patricia Heights and Brookwood areas and the possibility of some of the new Kindergarten students being bused to Waverly Park School instead of Riverheights School. The impact of a possible new school opening in 2021 was discussed and it was noted that the student capacity of the new school would be for 450 students, and be expandable to 675 students.

Mr. Malazdrewicz reviewed four possible options to deal with the high enrolments at Riverheights School.

Trustees asked questions for clarification. Mr. Denis Labossiere, Secretary-Treasurer, added that Division has contacted parents of Kindergarten students currently registered at Riverheights for 2017-2018 and offered to register the students at Waverly Park and provide transportation to the school. So far 11 families have agreed to have their child attend Waverly Park instead of Riverheights for 2017-2018.

Senior Administration will continue to monitor the situation and will do further background work on enrollment data and will provide further information in the near future.

#### **B) New School – Private Public Partnership (P3)**

Mr. Labossiere reviewed information he provided on the Private Public Partnership (P3) process and the terms used in the Alternate Financing and Procurement (AFP) Delivery Models.

He indicated that the Province issued an RFP for a Business Case and Financial Advisory Services. He also indicated that this was the first step in determining whether the project is suitable for P3 procurement by conducting the appropriate analysis and developing a business case. The estimated time for the analysis is late Winter 2018.

Mr. Labossiere noted that further information will be provided to the Facilities and Transportation Committee as it becomes available from PSFB.

## **5. OTHER COMMITTEE GOVERNANCE MATTERS**

### **A) Wheelchair School Bus Request – Society for Manitobans with Disabilities**

The Committee noted that the use of Brandon School Division buses was approved in the past for the Society for Manitobans with Disabilities and there were no objections to the request.

The Committee agreed with the recommendation as submitted.

#### **Recommendation:**

That a wheelchair school bus be provided to the Society for Manitobans with Disabilities for their Summer Program from July 4 to August 25, 2017 at the current rates subject to approval by the Supervisor of Transportation and the Manitoba Transport Board.

### **B) Custodial Services – Letter from CUPE Local 737**

The Committee reviewed the letter the Board received from Mr. Jamie Rose, President, CUPE Local 737 and discussed the custodial services at Vincent Massey High School. Mr. Labossiere noted a questionnaire is being created for the custodial staff at the school.

Busing for Shop/Home Ec students was discussed. Mr. Labossiere indicated that there is currently a review of the middle years (Grade 7 & 8) optional programming taking place and no changes will be considered until after the review is complete. Trustees asked questions for clarification.

The Committee agreed that the visit to Vincent Massey High School be postponed until such time as there has been a minimum of one full year under the changes and that the visit be reconsidered upon further information and recommendation from Senior Administration that the Board of Trustees accompany them on a tour.

### **C) Sub-Committee Reports**

- Workplace Safety and Health Committee (WPS&H)
  - The Committee reviewed the March 14, 2017 WPS&H Committee meeting minutes, and discussed safe work procedures and a proposed sign-in/sign out sheet for School Administrative Assistants in reference to banking.

(Mr. Malazdrewicz exited at 12:51 p.m.)

## **6. OPERATIONS INFORMATION**

- The Director of Facilities and Transportation provided updates on the following projects:
  - Green Acres Gymnasium
  - Green Acres Heating System & Ventilator Replacement
  - New Era Grooming Room
  - George Fitton Roof Replacement
  - King George Roof Replacement
  - Meadows Foundation Waterproofing
  - Off-Campus Move
- The Secretary-Treasurer provided a further update on the New Era Grooming Room project.

**7. NEXT REGULAR MEETING: Monday, June 19, 2017, 11:30 a.m., Boardroom**

The meeting adjourned at 12:58 p.m.

Respectfully submitted,

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G. Kruck, Chair

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G. Buri

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M. Sefton

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P. Bowslaugh (Alternate)

**Committee Minute Form**Room 328, 340-9<sup>th</sup> Street

Brandon MB R7B 2K8

Phone (204) 726-6361

FAX (204) 726-6749

Email: [cominutes@gov.mb.ca](mailto:cominutes@gov.mb.ca)

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Workplace Safety &amp; Health Division

<b>BRANDON SCHOOL DIVISION</b> 1031 – 6 <sup>th</sup> Street Brandon, MB R7A 4K5 <b>Phone:</b> (204) 729-3100 <b>Fax:</b> (204) 727-2217  <b>Central Committee</b>  <b>Meeting date:</b> May 9, 2017  <b>Date of next meeting:</b> October 10, 2017  <b>Number of employees at Workplaces:</b> 700+  <b>Recording Secretary:</b> <u>Melanie Smoke-Budach</u>	<b>Employer Members</b> Pat Bowslaugh Mark Sefton Craig Laluk Greg Malazdrewicz Mel Clark	<b>Occupation</b> Trustee Trustee School Administrator Assistant Superintendent Director Facilities / Transportation	<b>Present</b>  x x  x	<b>Absent</b> x  x
	<b>Worker Members</b> Peter Buehler Erik Been Jamie Rose Heather Kryshewsky	BTA President Teacher Utility/CUPE President School Admin Assistant	x x x x	
	<b>Guests</b> Doug Armstrong, WPS&H Officer	Ex-officio	x	

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	<b>Agenda Approval:</b> J. Rose, called the meeting to order at 1:05 p.m.	➤ The agenda for May 9, 2017 was accepted and filed without additions/deletions.	
	<b>A. Minutes: March 14, 2017</b>	➤ J. Rose referred to the minutes and asked for any errors or omissions. The meeting minutes of March 14, 2017 were adopted as circulated. ➤ Moved by E. Been – H. Kryshewsky, Accepted and Filed.	
		➤	
	<b>B. Outstanding Issues:</b>	➤ NONE	
		➤	
	<b>C. Review of Selected Site Inspection Reports:</b> (Distributed in meeting, Attachment #1)	➤ <b>K-8 Schools:</b> Earl Oxford (Apr 6/17), JR Reid (ABSENT), Meadows (Mar 16/17) & St. Augustine (ABSENT) & Waverly Park (March 29/17) ➤ <b>High Schools:</b> Vincent Massey/École secondaire Neelin HS (Dec 6/16). ➤ <i>D. Armstrong reviewed the current site inspection reports, as per handouts.</i> ➤ <i>The Committee noted JR Reid and St. Augustine were missing from the reports.</i>  ➤ <b>Previous, K-8 Schools:</b> Betty Gibson (Nov 11/16), École Harrison (Nov 3/16), Linden Lanes (Oct 26/16) & Riverview (Dec 14/16). ➤ <b>Previous, High Schools:</b> Vincent Massey/École secondaire Neelin (Jan 17/17) ➤ <i>The Committee was unable to review the inspections - the BSD Portal was unavailable.</i>  D. Armstrong informed the Committee it is a timely task to collect the completed, signed inspection reports.	Inspection reports for J.R. Reid and St. Augustine to be reviewed – update, D. Armstrong.  Previous inspection reports to be reviewed at the next meeting, October 10, 2017.

**Co-Chairpersons' Signatures** Please indicate by (X) in the brackets below who chaired this meeting.BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

( x ) Print name of Employer Co-Chair Mel Clark( x ) Print Name of Worker Co-Chair Jamie Rose

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Within 7 days, copy to: ● Committee members; ● Committee files; ● Workplace Safety and Health; ● Post on S&amp;H Bulletin Board

**Committee Minute Form**

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 Phone (204) 726-6361  
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Workplace Safety &amp; Health Division

Date of Origin	Concern or Problem	Recommendation or Action To Be Taken	Action By (who & when)
	<b>D. Correspondence:</b>	➤ None.	
	<b>E. New Business:</b>		
	1. Incident Report, March 1, 2017 to April 30, 2017 – D. Armstrong	➤ The BSD Portal was unavailable.	Incident Report to be reviewed at the next meeting, October 10, 2017
	2. Violent Incident Report, May 2016-2017 – D. Armstrong	➤ D. Armstrong reviewed the numbers with the Committee.	
	3. Right to Know – Members working with violent students – J. Rose	➤ J. Rose emphasized the importance of worker safety in the Division, specifically surrounding support staff who work with violent students. The Committee discussed ideas and the logistics of sharing information. ➤ The topic was referred to Senior Administration for review. The Committee believed the procedure should be uniform across all schools for all employees. ➤ C. Laluk offered to have his school pilot any recommendations from Senior Administration.	Senior Administration to review and recommend.
	4. Near-Miss Report – D. Armstrong	➤ The Committee reviewed the Near-Miss Report and discussed the safety of using the Jointer. The Committee agreed all three Industrial Arts locations should be uniform in their procedures surrounding the use of the Jointer. The following procedures were agreed to by the Committee: - D. Armstrong to report back after his meeting with Darren Thomas on Friday, May 12, 2017 regarding risk management. - Three Industrial Arts teachers to meet with D. Armstrong to discuss the safe use of the Jointer.	Risk Management - Update – D. Armstrong  Recommendations – Industrial Arts Teacher – Update - D. Armstrong.
	5. Procedures for HSL and BSSAP, working alone guideline – J. Rose (Attachment #2)	➤ J. Rose read a letter received from Pembina Trails SD regarding working alone with students. The Committee discussed situations where a HSL or a BSSAP worker would be alone with a student(s). ➤ The Committee supported a joint effort between J. Rose, P. Buehler & D. Armstrong to draft a process for HSL/BSSAP employees who are working alone.	Safe work Procedure for HSL/BSSAP workers – Update – J. Rose / P. Buehler / D. Armstrong.
	6. Procedures for Administrative Assistants offsite Banking – J. Rose	➤ J. Rose shared the need to establish a procedure surrounding Administrative Assistants and Banking. J. Rose recommended possibly having a "sign out & sign in procedure" whereby a prolonged absence could be noticed. ➤ The Committee discussed possible solutions to alleviate the risk associated with taking deposits to the bank, ex. Professional courier, BSD courier etc. ➤ J. Rose/H. Kryshewsky/D. Armstrong to draft a procedure.	Safe Banking Procedure for Administrative Assistants – Update – J. Rose / H. Kryshewsky / D. Armstrong
	7. Proposed meeting dates for Tuesdays in 2017-2018	➤ The Committee agreed to the proposed dates: October 10, 2017, January 9, 2018, March 13, 2018 and May 8, 2018.	

**Other Business:** Confirmation of Next Meeting: October 10, 2017

Adjournment: P. Buehler – C. Laluk – The meeting was adjourned at 2:10 p.m. Carried.

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If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

( x ) Print name of Employer Co-Chair   Mel Clark  

( x ) Print Name of Worker Co-Chair   Jamie Rose  

Signature \_\_\_\_\_

Signature \_\_\_\_\_

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