



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Wednesday, August 19, 2020 – 1:00 p.m.

Boardroom, Administration Office

Present: P. Bartlette (Chair – by phone), J. Murray, L. Ross (arrived at 1:17 p.m.), S. Bambridge (Alternate)
D. Labossiere, E. Jamora, C. Cramer, M. Casavant

1. CALL TO ORDER

Committee Chair, Trustee Peter Bartlette, called the Finance and Facilities Committee Meeting to order at 1:02 p.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the June 16, 2020 meeting were received as information.

Trustee Bartlette asked questions for clarification regarding the new Follett Destiny library software and the Comprehensive Health Care Aide program.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A. 2019-2020 Financial Audit

Mr. Denis Labossiere, Secretary-Treasurer, provided, for information, the BDO Canada LLP Client and Engagement letters regarding the 2019-2020 Financial Audit, and the Planning Report to the Board of Directors.

The Secretary-Treasurer also reviewed a memo from the Treasury Board Secretariat regarding direction for the 2019-2020 Financial Statements. He advised that the memo will be discussed with the Division's auditors.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Tender – Furniture – Maryland Park School

The Secretary-Treasurer reviewed the memo to the Committee and the Tender Summary regarding the furniture for Maryland Park School.

Four (4) firms will be awarded a portion of the total School Furniture Tender of \$412,495.73.

Discussion took place regarding the New School Furniture Capital Reserve and the \$105,284 furnishings grant allocation by the Province. Trustees asked questions for clarification.

The Committee agreed to the recommendation as presented.

Recommendation:

That the Tender from the following vendors in the total amount of \$412,495.73 (including taxes) to supply and install furniture at Maryland Park School, funded through the New School Capital Reserve, be accepted.

Accent Environments Inc.	\$ 182,957.81
Art Metz Contract Interiors	36,303.43
Christies Office Plus	166,491.26
Schoolhouse Products Inc.	26,743.23
Total	\$ 412,495.73

B. Lighting Upgrade Retrofit Projects: Vincent Massey High School and École Harrison

The Secretary-Treasurer spoke to this item, indicating that the Manitoba School Boards Association (MSBA) had funds from the Climate Action Incentive Fund (CAIF) to be distributed to divisions. The Brandon School Division put forth several project proposals in July 2020, and two (2) of those projects were approved. The Division is approved for a total of \$227,214 through CAIF for lighting retrofits at École Harrison and Vincent Massey High School. The Division's net cost to have all the lights updated at these schools is \$34,000 after Hydro rebates and CAIF funding. The deadline for project completion is the end of December 2020.

The Committee agreed to the recommendation as presented.

Recommendation:

That the proposal from Johnson Controls in the amount of \$277,594.20 (plus applicable taxes) for facility lighting upgrades at Vincent Massey High School and École Harrison, funded through the 2020-2021 Operating Budget, be accepted.

6. OPERATIONS INFORMATION

- Ms. Caroline Cramer, Director of Facilities and Transportation, provided updates on the following projects:
 - School Front Desk Shields
 - Crocus Plains – Structural Roof Review
 - Earl Oxford – Basement Storage
 - Concrete and Flooring
 - Basketball Backstops
- The Secretary-Treasurer provided an update on the following:
 - Maryland Park School – Playground Equipment/Installation
 - School Bus Transportation

7. NEXT REGULAR MEETING: TBD.

The meeting adjourned at 1:52 p.m.

Respectfully submitted,

P. Bartlette (Chair)

S. Bambridge

J. Murray

L. Ross (Alternate)