



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Monday, November 9, 2020 – 6:00 p.m.
Boardroom, Administration Office

Present: S. Bambridge C. Ekenna
K. Fallis B. Foley
J. Gobeil D. Kejick
L. Letain J. Murray
L. Ross

Also Present: D. Labossiere M. Casavant

1. COMMITTEE ITEMS

A. 2021-2022 Budget Preparations

Consumer Price Index (CPI)

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the Manitoba CPI rate for the months of September 2019 to August 2020 (1.3%). Mr. Labossiere also reviewed the CPI rate from January 2020 to September 2020, which resulted in an average of 0.7%.

Factors That Will Affect the 2020-2021 Budget

Mr. Labossiere spoke to this item and reviewed the memo provided to the Committee. He noted that factors such as:

- Enrollments;
- COVID-19;
- Tax Incentive Grant (TIG) reduction/phase out;
- Provincial Legislation and Guidelines;
- Administration Cap Limits;
- and, Special Requirement Limits

will have an impact on revenues, expenditures and the development of the 2021-2022 Budget.

Discussions took place regarding existing bills and new bills introduced by the Province. Mr. Labossiere reviewed the Inflationary Impact on Budget for 2021-2022 and how it affects the Special Requirement.

2021-2022 Budget Preparation

Mr. Labossiere reviewed the 2021-2022 Budget Preparation memo provided to the Committee. Trustees asked questions for clarification.

Mr. Labossiere also noted that the deadline for Trustee Budget Requests is December 15, 2020, which is a day after the December Board meeting. He suggested that the deadline date be moved to Friday, December 11, 2020. This will allow the Board to review Trustee Budget Requests at the Committee of the Whole Board Meeting on Monday, December 14th.

The Committee agreed to bring forward the following recommendation for the 2021-2022 Preliminary Budget Preparation:

Recommendation

That the following guidelines be initiated for the 2021-2022 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) No increase for controllable services and supplies;
- c) No increase for the school instructional supply budget;
- d) No increase for the Capital and Maintenance Budget;
- e) The 2021-2022 Budget provide for enrollment change.

B. RFP – Supply of CISCO Wireless Access Points

The Secretary-Treasurer reviewed the Tender regarding the Supply of 300 CISCO Wireless Access Points and 300 CISCO software licenses.

The Committee agreed to the recommendation as presented.

Recommendation:

That the Tender from BellMTS in the amount of \$313,733.28 (including taxes) to supply 300 CISCO Wireless Access Points and 300 CISCO software licenses funded through the 2020-2021 Operating Budget, be accepted.

C. Ameresco Report

The Secretary-Treasurer spoke to this item and noted that this year's Ameresco (facility) report shows \$53.3M in deferred costs required in the next five years. He reviewed the report and the items listed as high priority in the next five years, which amount to \$7.6M, of which \$1.7M would be funded by Brandon School Division and \$5.9M funded by Public Schools Finance Branch (PSFB). He indicated that several of the large capital projects such as roof and heating system replacements are on the Division's 5-Year Capital Plan submitted to PSFB.

D. Confirm Payments of Account (October)

The payments of account for the month of October were provided for information.

The reports were accepted as circulated.

E. Review Monthly Reports (September)

The Monthly Reports for the month of September were provided for information.

The reports were accepted as circulated.

COVID-19 update:

The Secretary-Treasurer provided an update on additional COVID-19 Expenditures that have already been incurred or will be incurred going forward. The Province has requested that divisions keep track of COVID expenditures, and provide monthly reports to the Province. Last year the Division's net savings due to COVID was approximately \$2.1M. That amount must be spent before the Division will receive additional funds from the Province. The Division currently has approximately \$2.2M in undesignated accumulated surplus for which the majority will be used for COVID expenditures.

Trustees asked questions for clarification regarding teachers and students in remote learning. Dr. Marc Casavant, Superintendent/CEO, discussed how the Division is addressing the winter months and mental health, along with initiatives such as the CalmConnect subscription service.

F. Sub-Committee Reports – Received for Information

- Workplace Safety & Health – October 13, 2020

2. OPERATIONS INFORMATION

- The Secretary-Treasurer provided updates on the following:
 - Maryland Park School - Progress
 - YMCA Daycare – at Maryland Park School
 - Earl Oxford – Boiler Repair

NEXT MEETING: Monday, December 14, 2020, 6:00 p.m. Boardroom.

Respectfully submitted,

L. Ross

SAFETY COMMITTEE MINUTE

See instructions on back of form

Complete Name and Address of Workplace Brandon School Division 1031 – 6 th Street Brandon, MB R7A 4K5 Phone: 204-729-3100 Fax: 204-727-3100 Which Committee (if more than one): Central Committee Meeting date: October 13, 2020 Date of next meeting: January 13, 2020 @ 14:00 Number of employees at the workplace:700+	Employer Members (list all) Caroline Cramer Tim Mendel Sherilyn Bambridge Craig Laluk	Occupation Director, Facilities & Transportation Director, Human Resources BSD Trustee Principal Wavery Park School	Present X X X X	Absent
	Worker Members (list all) Jamie Rose Dale Seafoot Tammy Tutaluk Scott Stapleton Julie Braaksma Danae Heaman Eunice Hurd Vacant	Utility Worker/Bus Driver Teacher Teacher Head Custodian Teacher Educational Assistant	X X X X X X	X
	Guests (list any)			

Date of Origin	Concern or Problem (see reverse for completion instructions)	Recommendation or Action to be taken	Action By (who & when)
Oct 13/20	Agenda Approval: C. Cramer called the meeting to order 13:05	Motion to adopt the agenda: J. Braaksma, T Mendel	N/A
Oct 13/20	Minutes	Motion to adopt the minutes as accepted: J.Rose would like minutes to reflect SWP for Working Alone. C.Cramer noted and will be discussed further in agenda item #4 SWP J. Braaksma, Jamie Rose	N/A
June 9/20	C.Cramer Working Alone Administrative Procedure – Draft to Senior Admin Shared.	Senior Administration Review/Approval & update for next meeting	Tim Jan 13/20
Oct 13/20	C.Cramer development of Safe Work Procedure, Code of Practice and Hazard Assessment required completion.	Require coordination and development of draft documents by next meeting.	Chuks Jamie Caroline Jan 13/20
June 9/20	MSDS updates to be completed in all facilities via Head Custodian. T. Tutaluk It was discussed in the committee training held by Safe work that all MSDS should be archived for a period no less than 30 years: CCSM c. W210, 35.15 (2).	Update on progress sent to all members by end of week. Update on process for archiving records of MSDS.	Tim Oct 16/20 Tim Jan 13/20
Oct 13/20	J.Braaksma Proper PPE is a concern for teachers in her school. Although face shields were provided to EA's concerns have been expressed from Teachers that they are not being provided face shields even when they request them. Additionally, the initial allotment of face shield worked well for team members; however, the model supplied most recently is uncomfortable to wear which bring concerns about team members opting out of wearing them. Request to use goggles rather than face shields.	Review of current process for assignment of face shields with update to committee members. See if goggles would be acceptable to wear.	Tim Jan 13/20

Date of Origin	Concern or Problem (see reverse for completion instructions)	Recommendation or Action to be taken	Action By (who & when)
Oct 13/20	<p>T. Mendel Safework Procedures</p> <p>T.Mendel Introduction of disinfection backpack sprayers to all school facilities to provide support to custodial staff and increase efficiencies at the schools.</p> <p>J.Rose Request details on product training.</p> <p>C.Cramer Advised that the supplier will carry out training in each facility along with equipment drop off at each location.</p> <p>J.Rose A safe work procedure (SWP) must be shared with the JHSC prior to being adopted. This process is not being followed currently.</p> <p>T. Mendel Advised he is aware that SWP's need to be shared with the committee and will discuss further with Chuks to ensure they are being reviewed at committee level.</p> <p>C.Cramer Advised that a new disinfectant product is being introduced for daytime use in spray bottles and in the sprayer. The product has a shorted disinfection time and is preferred by transportation as it has no smell.</p> <p>C.Laluk Advised that teachers are very pleased with the introduction of the sprayers in the schools.</p>	<p>SWP to be reviewed by committee prior as per legislation. CCSM c W210,2.2</p>	<p>Standing Item</p>
Oct 13/20	<p>T. Medel Incident Reporting / Violent Incident reporting framework is being reviewed to ensure only appropriate details are shared, there is a risk with student information being provided. Other division will be approached to better understand format being shared among committees.</p> <p>T.Totaluk Advised that the committee will still be required to investigate incidents.</p> <p>T.Mendel Clarified that student related incidents would not be investigated by the committee.</p> <p>E.Hurd Requested investigation training for the committee.</p> <p>T. Mendel Advised that training can be provided but MSBA but they had to postpone there road show this year due to Covid-19.</p>	<p>Reporting format to be drafted</p>	<p>T. Mendel Jan 13/20</p>

Date of Origin	Concern or Problem (see reverse for completion instructions)	Recommendation or Action to be taken	Action By (who & when)
	<p>J.Rose Requested investigation training be provide by Safework MB to committee members and all school representative.</p> <p>T. Mendel Will provide more details on investigation training next meeting.</p> <p>T.Totaluk Advised that meeting starting at 13:00 require her to use her lunch time to prep for this meeting.</p> <p>It was agreed that meeting would be scheduled for 14:00 going forward to allow prep time for the meeting.</p>	<p>Update on investigation training</p> <p>All future meetings scheduled to allow 1-hour prep time.</p>	<p>Jan 13/20</p> <p>Standing Item</p>
Oct 13/20	<p>T.Mendel Facility water testing is being done at school.</p> <p>Tammy -Advised that there is signage informing people not to drink water at River Heights School.</p>		
Oct13/20	<p>Committee Basics Training was completed with members via Safework MB. Feedback was provided related gaps in notification from Safework MB.</p> <p>T.Mendel advised that this was a pilot offering from the province and they were made aware of concerns.</p> <p>T.Totaluk Advised that she found the training to be great and that it provided her with better insight into her role on the committee.</p> <p>The Committee requested another offering of Committee Basics for those that could not attend: Dale, Julie, Eunice, Sherilyn and Caroline.</p>		
Oct 13/20	<p>C.Cramer Advised that the Committee will be responsible to take minutes going forwards as per stand industry practice. Discussion around the ability for participation while taking minutes. It was agreed we would share the responsibility of minute taking as follow:</p> <p>Jan 13/21 T.Mendel, April 2021 C. Osakwe.</p>	<p>Shared responsibility for 1 year then reviews to see outcome.</p>	<p>Standing Item -1 year</p>

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.

() Print name of Employer Co-Chair _____

() Print Name of Worker Co-Chair _____

Signature _____

Signature _____

Within 7 days, copy to: ● Committee members; ● Committee files; ● Post on S&H Bulletin Board

SAMPLE COMMITTEE MINUTE FORM

Get a copy of this minute form by searching "Committee Minute Form" at safemanitoba.com. Fill in your meeting information as outlined below (Instructions for Completion of Minute Forms) and print the form.

Your committee must meet four or more times per year. You can use this sample Workplace Safety and Health Committee Minute Form or set up your own format containing all the information in this form.

The minute form is intended for your use to record briefly and clearly the safety and health concerns at your workplace and steps taken by the committee or others to resolve them. They are designed to provide everyone at your workplace with information on your committee's activities and progress to date.

If you are unable to resolve an issue yourselves, call the Workplace Safety and Health Branch for assistance at 204 957-SAFE (7233) or toll-free in Canada at 1 855 957-SAFE(7233).

INSTRUCTIONS FOR COMPLETION OF MINUTE FORMS

① **You must complete all information in top boxes:**

Full Name & Full Address of Workplace - must include Department & Branch, where applicable.

Which Committee - needs to be completed only if you have more than one committee at the same address.

Number of Employees at the Workplace - the number at the workplace, not the number on the committee.

- ② In the first column "**Origin**" indicate the date an issue is first raised at a safety and health committee meeting. Continue to note this date in future minutes until the committee agrees the issue is resolved.
- ③ In the second column "**Concern or Problem**" list the details of items discussed. Draw a line across the page to separate each issue.
- ④ In the third column "**Recommendation or Action Taken**" indicate what has been done or the steps being taken or the committee's recommendation as to what should be done to resolve the issue.
- ⑤ In the last column "**Action By**" fill in who will be responsible for carrying out each interim step or action and the date it will be completed or, if the issue is resolved, fill in the date it was resolved.
- ⑥ In the bottom section "**Other Business**" record any points not covered such as upcoming elections or date of next meeting.
- ⑦ **Both** management and worker co-chairs must sign each page of the minutes when they are satisfied that the record is complete and accurate. Please indicate by an (X) in the brackets who chaired that particular meeting.
- ⑧ Distribution of copies must be done within one week following the committee meeting:
- Distribute copies to committee members, alternates, and relevant managers.
 - Keep one copy at the workplace for a period of at least 10 years from the date of the meeting.
 - Post one copy on the safety and health committee bulletin board(s).

SETTING AGENDAS: It is recommended that the co-chairs get together to set the agenda for each meeting. This must be posted on the safety and health committee bulletin board **prior** to each meeting and distributed to committee members **at least 3** clear days ahead of the meeting. Following is a generic agenda outline that could be used in creating your own agendas.

- Review minutes of last meeting.** You will need to determine if all issues have been resolved or if actions have been taken as indicated and next steps agreed to and noted.
- Review issues resolved by individual committee members or supervisors.**
- Review illness, injuries and accidents since last meeting.** This could also include a brief review of working procedures, rules and policies related to the illness, injuries or accidents and recommendations for changes to same.
- Consider new concerns or problems.** These may arise out of inspection tours, surveys, investigations by committee or concerns brought to the committee's attention by employees or management.
- Review of educational material and availability of safety and health training programs.**