



## BRANDON SCHOOL DIVISION

# Finance and Facilities Committee Minutes

Thursday, November 22, 2018 – 1:00 p.m.

Boardroom, Administration Office

Present: K. Sumner (Chair), P. Bartlette, S. Montague  
D. Labossiere, E. Jamora, C. Cramer

Guest: L. Ross (arrived at 1:14 p.m.)

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### 1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:02 p.m. by Mr. Denis Labossiere, Secretary-Treasurer.

### 2. ELECTION OF CHAIR

It was agreed that Trustee Kevan Sumner would serve as Committee Chairperson for 2018-2019.

### 3. APPROVAL OF AGENDA

Trustee Sumner added one (1) item to the agenda regarding Catchment Area Consultations. Mr. Denis Labossiere, Secretary-Treasurer, added one (1) item to the agenda regarding Capital Reserves.

The agenda was approved as amended.

### 4. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the October 17, 2018 meeting were received as information.

### 5. REVIEW COMMITTEE RESPONSIBILITIES

### 6. MEETING DATES FOR 2018-2019

The Committee reviewed the dates for the Committee's monthly meetings. The Secretary-Treasurer requested that the January 15, 2019 meeting be changed to January 22, 2019 at 1:00 p.m. The Committee agreed to this change. Trustee Bartlette noted he will be unable to attend the January meeting. Trustee Sumner noted he will be unable to attend the December meeting.

### 7. COMMITTEE GOVERNANCE GOAL ITEMS

#### A. 2018-2020 Budget Preparations – In Camera

The Secretary-Treasurer provided information on a Budget Preparation Matter and received feedback from the Committee.

## **B. Maryland Park School - Catchment Area Consultation**

The Committee discussed the need to hold a public catchment area consultation regarding the Maryland Park School. Many factors, including busing and growth in different areas of the city, will impact the Maryland Park School catchment area.

It was agreed that the catchment area consultation should take place in late April or early May 2019.

## **8. OTHER COMMITTEE GOVERNANCE MATTERS**

### **A. Ameresco**

Ms. Caroline Cramer, Director of Facilities and Transportation spoke to this item and noted that this year's Ameresco Report shows \$44.8M in deferred costs required in the next five years. She reviewed the report and provided the items listed as high priority in the next two years, which amount to \$1.3M.

The Secretary-Treasurer indicated that some of the high priority items are currently being addressed by Public Schools Finance Board (PSFB) such as the steam heating system replacement at École Harrison.

Mr. Labossiere spoke on how the Ameresco Report is used when preparing the 5 Year Capital Plan and the budget for Capital and Maintenance.

### **B. Confirm Payments of Account (October)**

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

The report was accepted as circulated.

### **C. Review Monthly Reports (July, August, September and October)**

Mr. Labossiere reviewed the Financial reports for October and answered Trustee questions. The reports were accepted as circulated.

### **D. Sub Committee Reports**

- Workplace Safety & Health – NIL

## **9. OPERATIONS INFORMATION**

- The Director of Facilities and Transportation provided an update on the following projects:
  - Earl Oxford School – Modular Classroom
  - École Harrison – Steam Heating System Replacement
- The Secretary-Treasurer reviewed a letter from PSFB regarding the Division's Capital Reserve requests and provided updates on Maryland Park School.

## **10. NEXT REGULAR MEETING: Tuesday, December 18, 2018, 1:00 p.m., Boardroom.**

The meeting adjourned at 3:09 p.m.

Respectfully submitted,

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K. Sumner (Chair)

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P. Bartlette

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S. Montague

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J. Murray (Alternate)