



# BRANDON SCHOOL DIVISION

## Facilities/Transportation Committee Minutes

Monday, June 22, 2015 – 10:00 a.m.  
Boardroom, Administration Office

Present: S. Bambridge, G. Buri, M. Sefton (Alternate).  
D. Labossiere, G. Malazdrewicz, M. Clark, R. Harkness.  
Regrets: J. Murray (Chairperson).

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### 1. CALL TO ORDER.

The Facilities & Transportation Committee Meeting was called to order at 10:06 a.m. by Committee Chair Jim Murray.

### 2. APPROVAL OF AGENDA

Additions were made to the agenda by Greg Malazdrewicz, Acting Superintendent, and Denis Labossiere, Secretary-Treasurer.

The agenda was approved as amended.

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

The Minutes of April 27, 2015 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

### 5. OTHER COMMITTEE GOVERNANCE MATTERS

#### A) Earl Oxford School – Fence/Sidewalk

The Earl Oxford Fence Relocation document was provided and reviewed by Mr. Mel Clark, Director of Facilities & Transportation. Mr. Clark spoke on the fence move and noted that a retaining wall would be required due to the slope of the land in that area. Mr. Clark estimated the costs to move the fence would be \$10,000 for the Division, with estimated costs for re-grading and installing a retaining wall (approx. 160 ft) at \$50,000 for the City. Mr. Clark also indicated that he spoke to Patrick Pulak, Brandon City engineer and their department was unaware of this project. Mr. Labossiere noted that if the city of Brandon agrees to move forward on the project a Board motion would be required for the easement required.

#### Recommendation:

That the Board agrees in principle with councilors from the City of Brandon regarding changes suggested for the southwest corner of 18<sup>th</sup> Street and Victoria Avenue that would have BSD move the fence at Earl Oxford School to allow for the sidewalk to be widened. The Division would be responsible for the cost of moving the fence and the City would be responsible for the reconstruction of the roadway, sidewalk and re-grading.

#### B) ACC – Request for Proposal (RFP)

The Request for Proposal – Assiniboine Community College – Facility Condition Assessment And Space Inventory document was reviewed and discussed. Trustees felt this document was a very good start and a good overview of what it would take to bring the current ACC Main Campus building up to standard. It

was noted by Mr. Greg Malazdrewicz, Acting Superintendent, that not only is it a matter of facility appropriateness, but timelines are also important. Mr. Malazdrewicz wondered when an asbestos study would be completed and added that if it would not be too invasive, anything regarding asbestos should be included in this study.

**Agreed:**

That a hazardous materials survey be added to the information requested in the RFP and that BSD proceed with the RFP.

**C) Enrollment Growth and Catchment Changes**

Mr. Malazdrewicz provided an update on K-8 enrollment and noted that the Division is on track for solid growth. The forecast shows that over the next 5 years there will be approximately 700 new K-8 students in the Division, which would require two new schools to accommodate all the students. He noted that for the next few years George Fitton, Meadows and Waverly Park Schools will have space due to the current (20K3) classroom addition projects. Mr. Malazdrewicz noted that the forecast shows in 2018, of the 700 more students in the schools, 600 will be in grades K-3. He also reminded the Committee that as of September 2017, we cannot have classes in grades K-3 above 23 students. High schools will be seeing growth in the next 5 years of 200-300 students. Mr. Malazdrewicz stated that the Division is well on its way to 10,000 students within 10 years.

The Facilities and Transportation Department was asked to look at enrollments and enrollment forecasts, which would affect busing, catchment areas, etc. Mr. Malazdrewicz provided an update of the number of students being bused to schools from the Patricia Heights, Brookwood/Bellafield developments. With the enrolments forecast and new home development there is potential for 750 students living in the Patricia Heights area. Currently there are 510 students residing in the area.

Currently there are 270 students residing in Brookwood, with new homes being built in the Brookwood and Bellafield developments there will be a further increase of approximately 200 students based on current data. The Committee agreed that this information should be passed on to the Minister of Education as one new school is not enough for future enrollments.

The Committee agreed that direction is needed to go forward and suggested Public Consultations. There will be proposals brought forth for catchment changes as of September 2016. The months of October and November were discussed for the consultation with the decisions made in early December.

**Agreed:**

That the Division hold consultations in the fall in regards to catchment changes.

**6. OPERATIONS INFORMATION**

**A) Ameresco Report**

Mr. Clark spoke to this item and noted that this year's Ameresco report shows \$36M in deferred costs required in the next five years, which is an increase of \$2M from the last report. He reviewed the document and pointed out the items that are listed as high priority, which consist of \$4.4M of the total.

Trustees asked questions for clarification.

Mr. Labossiere noted that the Ameresco Report Summary is available on the Brandon School Division website.

**B) Portfolio Manager Software – Energy Efficient Report on BSD Schools**

Mr. Labossiere spoke to this item and noted that the Brandon School Division is one of four Divisions initially taking part in this pilot project where energy data was entered into the Portfolio Manager. The project is supported by PSFB and MB Green Building Coordination Team. The results showed the majority of BSD schools are performing very well (7/20 schools are in the top 10% of similar schools) while Earl Oxford and O'Kelly Schools are performing poorly when compared to similar buildings. Mr. Clark noted that water usage will be included in the future, and that information from Manitoba Hydro automatically downloads into the software. Mr. Clark added that some of the cost savings can be

attributed to the Johnson Controls systems, lighting upgrades, roofs, windows, heating systems, etc. Portfolio manager is an industry leading energy benchmarking tool that allows the Division to measure and track energy, water consumption and greenhouse emissions.

**C) Bus Garage Addition**

Mr. Labossiere spoke to this item and noted that the Bus Garage Addition Project tender closes on June 30, 2015. The initial estimates for the cost of this project have increased due unforeseen factors, including:

- Requirement of a deeper foundation than the original building due to the Geotechnical investigation
- Buried power line relocation – site survey
- New energy code – implemented December 2014
- Increased cost for lighting
- Building code requires a 4 hour firewall to separate the new addition or upgrades to the existing building; renovations will require ceiling replacement in current offices and drywall to the outside of offices
- Exhaust system upgrades due to propane buses
- Fencing
- Contingency and cash allowance.

Mr. Labossiere noted that cost may fluctuate from the estimates and we will have better costing once the tender closes. Mr. Labossiere suggested use of a reserve fund to cover the unbudgeted over-expenditures so that future budgets are not affected.

**Agreed:**

Mr. Labossiere will present the tender results of the project to the Board with the use of a capital reserve fund for the over expenditures.

**D) Administration Office Roof Update**

Mr. Labossiere spoke to this item and reviewed the 2015 Roof Assessment provided by Agassiz Consulting Group Ltd. The report indicated that the Administration Office roof is at the end of its service life. Repair costs to the Administration Building are the responsibility of the Division as there is no funding provided by PSFB. Mr. Labossiere indicated the approximate cost is \$210,000 and noted there are options available to fund the roof replacement. This item can be brought forward to the next budget or it can be funded through a capital reserve. He reminded the Committee that the Division has until September 15<sup>th</sup> each year to apply to PSFB to transfer funds into capital reserves from the current fiscal year..

Mr. Clark stated the roof should be replaced by September of 2016 and answered Trustee questions.

**E) In-Camera**

Mr. Labossiere advised the Committee on a facility matter.

**F) Facilities/Construction Projects Update**

The Director of Maintenance and Transportation, Mr. Mel Clark, provided verbal updates on the following project:

- Betty Gibson – Grooming room

Mr. Labossiere indicated that tender for this project closes Wednesday, July 15, 2015 and therefore a motion will be required at the July 6, 2015 Board Meeting to authorize Senior Administration to accept the tender subject to PSFB approval.

**Recommendation:**

That Senior Administration accept the tender for the Betty Gibson Grooming Room, as recommended by MCM Architects Inc., and the Architect be authorized to forward the tender to PSFB for approval.

Mr. Clark also provided verbal updates on the following:

- Vincent Massey - Science labs
- Crocus Plains – Science Labs

- Vincent Massey & Neelin – Roofing Projects
- Crocus Plains – Kitchen Ventilation Ductwork
- Betty Gibson Modular Classroom - The tender for the Betty Gibson Modular Classroom Site Development/Delivery and Installation closes on Tuesday, June 30, 2015. A motion will be brought forward to the July 6, 2015 Board Meeting.

**8. NEXT REGULAR MEETING: TBD, Boardroom**

The meeting adjourned at 11:51 a.m.

Respectfully submitted,

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J. Murray, Chair

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S. Bambridge

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G. Buri

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M. Sefton (Alternate)