



"Accepting the Challenge"

# Facilities/Transportation Committee Minutes

Monday, November 15, 2010, 10:30 a.m.  
Board Room, Administration Office

Present: D. Karnes, Chairperson, G. Kruck, J. Murray, P. Bowslaugh  
(Alternate), M. Clark, R. Harkness, G. Malazdrewicz, G. Barnes.

## 1. CALL TO ORDER:

The Facilities/Transportation Committee Meeting was called to order at 10:35 a.m. by Trustee Karnes

## 2. APPROVAL OF AGENDA

The Facilities/Transportation Committee Agenda was approved as circulated.

## 3. COMMITTEE GOVERNANCE GOAL ITEMS

It was agreed Doug Karnes would serve as Committee Chairperson for 2010-2011. It was further agreed that the Facilities/Transportation Committee would be held on the second Tuesday of each month as follows:

Tuesday, December 14, 2010	11:30 a.m.
Tuesday, January 11, 2011	11:30 a.m.
Tuesday, February 8, 2011	11:30 a.m.
Tuesday, March 8, 2011	11:30 a.m.
Tuesday, April 12, 2011	11:30 a.m.
Tuesday, May 10, 2011	11:30 a.m.
Tuesday, June 14, 2011	11:30 a.m.

The Committee reviewed their responsibilities as noted on the agenda.

## 4. OTHER COMMITTEE GOVERNANCE MATTERS

### a) **Appointment of Committee Members to Sub-Committees**

The Committee agreed that Trustee Pat Bowslaugh would represent the Facilities/Transportation Committee on the Workplace Safety and Health Committee for the 2010-2011 term.

### Recommendation:

That Trustee Pat Bowslaugh be the Facilities/Transportation Committee representative on the Workplace Safety and Health Committee for the 2010-2011 term.

### b) **B.J. Hales Museum**

Secretary-Treasurer, Mr. Barnes, circulated additional information to be discussed by the Committee with respect to the B.J. Hales Museum. He provided the Committee with background information and a brief history of the various conversations which have taken place with Brandon University regarding the renovations to the museum to locate it in the basement of Earl Oxford School. He suggested the Board request the Brandon University honour the commitments made in their letter of September 14, 2010 wherein they would be willing to support \$100,000 for renovations spread over a ten-year period at \$10,000 per year, in addition to the costs for maintaining and curating the Museum. He noted locating the museum in the basement of Earl Oxford School was on a temporary basis only until such time as the City of Brandon had a General Museum. He suggested the renovations be increased to \$50,000 which the Division would fund up front and then be recovered as a receivable from the University. Discussions were held regarding clarification of ownership of the museum artifacts; the Division's relationship with the

University; the location of the museum at Earl Oxford School; access to public washrooms and a separate entrance; staffing of the museum; the current state of the artifacts and preservation of the artifacts; as well as where the display cases are that the artifacts were displayed in at the University.

Suggestions were made to give the collection to a historical society to maintain and to refer the matter to the Joint City Task Force Ad-Hoc Committee; and compromising on the University's proposals.

It was agreed that the Division would follow-up with the University in regards to their latest letter and their previous correspondence regarding the relocation of the B.J. Hales Museum as noted in their September 14, 2010 correspondence. It was further agreed that the matter would be referred to the Joint City Task Force Ad-Hoc Committee for discussion with the Historical Society/General Museum Committee.

**Recommendation:**

That the Senior Administration respond to the Brandon University November 5, 2010 letter regarding arrangements for the operation of the B.J. Hales Museum Collection; and further that the matter be referred to the Joint City Task Force Ad-Hoc Committee for follow-up discussion with the Historical Society/General Museum Committee.

**c) Five-Year Capital Plan Meeting**

Secretary-Treasurer, Mr. Barnes, provided background information for Committee members regarding the requests made to date to the Public Schools Finance Board, both local Provincial politicians and government officials, regarding the five-year capital plan. Discussions were held regarding the number of outstanding issues the Division is currently awaiting responses on from the Public Schools Finance Board. The Committee considered who the Board should meet with and if a site visit should be involved. It was agreed the Board would request a meeting with Mr. Caldwell, MLA for Brandon East; Dr. Farthing, Deputy Minister and Chairperson of the Public Schools Finance Board; as well as Mr. Rick Dedi, Executive Director of the Public Schools Finance Board. The Committee also directed the Secretary-Treasurer to determine when the NDP caucus is coming to Brandon next and possibly set up the meetings during that time. Committee members requested a tour of George Fitton School and were asked to contact Mr. Mel Clark, Director of Facilities and Transportation to make arrangements to view the school facilities.

**Recommendation:**

That the Brandon School Division Board of Trustees meet with Mr. Drew Caldwell, MLA Brandon East, Dr. Gerald Farthing, Deputy Minister/Chairperson of the Public Schools Finance Board and Mr. Rick Dedi, Executive Director of the Public Schools Finance Board regarding the Division's Five Year Capital Plan and other items currently before the Public Schools Finance Board.

**d) Staff Washroom Update**

Trustee Karnes provided the Committee with background information regarding the issue of increasing the number of staff washrooms which is currently being addressed by the Workplace Safety and Health Committee. He noted that the Workplace Safety and Health Officer is currently reviewing the matter noting many of the schools can address the situation by relabeling the washrooms. The Workplace Safety and Health Officer will be providing the Workplace Safety and Health Committee with an update in January. The Committee will then address the situation and determine as to whether or not a budget enhancement will be requested to accommodate any schools requiring renovations. Discussions were held regarding the differences between the Building Code and the Workplace Safety and Health Act. It was noted that the Division is currently up to code with the number of washrooms required under the Building Code. The Division has attempted to obtain clarification from the Government as to which Act takes priority in this situation.

**e) Dogs in School Yards**

Trustee Karnes inquired about signage on school properties where people are allowing their dogs to run after school hours. Mr. Clark, Director of Facilities and Transportation, noted that the Division does have signage up at schools where this has been a problem in the past. Mr. Karnes would advise Mr. Clark as to what schools he has received concerns about dogs roaming at night.

**f) Archival Material at Fleming**

Trustee Karnes requested an update on where the archival material currently stored at Fleming School would be placed following the sale of the school. Mr. Clark, Director of Facilities and Transportation noted that Riverview School has space. He spoke to the school principal who agreed to house the material in an empty classroom, however, he would require some renovations made in another area of the school for the Reading Recovery program.

**g) Handicap Parking**

Trustee Bowslaugh inquired about handicap parking spaces at all the schools. It was noted that staff parking was currently overcrowded and not necessarily accessible to the handicap entrance at many of the schools. Discussions were held regarding establishing handicap parking spots in conjunction with City of Brandon signs currently located in front of the schools. It was agreed to review the matter with school principals and possibly establish handicap parking in the fall when school staffing is often in transition and parking spaces become available. It was agreed to leave the matter with Mr. Clark for review and report back to the Committee at a later date.

**5. OPERATIONS INFORMATION**

**a) Emergency Evacuation Drill Report**

The Emergency Evacuation Drill Report from the Supervisor of Transportation was received as information. It was noted that this drill was conducted by teaching staff. Suggestions were made about having guest speakers at the schools address bus safety. Senior Administration was directed to look into the possibility of using transportation staff as guest speakers and a teaching resource with respect to school bus safety.

Point of Privilege: Trustee Kruck asked that discussions regarding unused land, empty classrooms and computer equipment held in storage, be added to the next Committee agenda.

**6. NEXT REGULAR MEETING: 11:30 a.m., Tuesday, December 14, 2010, Board Room.**

The meeting adjourned at 12:11 p.m.

Respectfully submitted,

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D. Karnes, Chair

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G. Kruck

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J. Murray

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P. Bowslaugh (Alternate)