



BRANDON SCHOOL DIVISION

Finance and Facilities Committee Minutes

Tuesday, February 18, 2020 – 1:00 p.m.

Boardroom, Administration Office

Present: P. Bartlette (Chair), L. Ross
D. Labossiere, E. Jamora, C. Cramer
Regrets: S. Bambridge (Alternate), J. Murray

1. CALL TO ORDER

The Finance and Facilities Committee Meeting was called to order at 1:06 p.m. by Acting Committee Chair, Trustee Peter Bartlette.

2. ELECTION OF CHAIR

The Committee agreed that Trustee Peter Bartlette will serve as Chair of the Finance and Facilities Committee for the remainder of the 2019-2020 year.

3. APPROVAL OF AGENDA

The agenda was approved as circulated.

4. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the January 21st and January 23rd meetings were received as information.

5. COMMITTEE GOVERNANCE GOAL ITEMS

6. OTHER COMMITTEE GOVERNANCE MATTERS

A. Tender – Storage Room Renovation – Earl Oxford School

Ms. Caroline Cramer, Director of Facilities and Transportation, reviewed the Tender information provided to the Committee, indicating that CW2 Construction had the lowest bid and that the project is scheduled to be completed by June 30, 2020. Mr. Denis Labossiere, Secretary-Treasurer, also spoke to this item, noting that this renovation will improve accessibility, meet storage code requirements, and address fire regulations in the school basement. He indicated that there will now be Divisional space for Band and Choral program storage.

The Committee agreed to the recommendation as presented.

Recommendation:

That the Tender from CW2 Construction in the amount of \$254,216 (excluding GST) for the Earl Oxford Storage Renovation funded through the 2019-2020 Operating Budget, be accepted.

B. Tender – Supply and Installation – Gym Floor – Waverly Park School

The Director of Facilities and Transportation reviewed the Tender information for the Committee. The Secretary-Treasurer added that Public Schools' Finance Branch (PSFB) does not cover the cost to replace gymnasium flooring.

The Committee agreed to the recommendation as presented.

Recommendation:

That the Tender from Caliber Sport Systems Inc. in the amount of \$68,654.25 (including taxes) for The Supply and Installation of the Gym Floor at Waverly Park School funded through the 2019-2020 Operating budget, be accepted.

C. Confirm Payments of Account (January)

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

The reports were accepted as circulated.

D. Review Monthly Reports (January)

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

Trustees asked questions for clarification.

The reports were accepted as circulated.

E. Sub-Committee Reports

- Workplace Safety and Health – NIL

7. OPERATIONS INFORMATION

- Ms. Caroline Cramer, Director of Facilities and Transportation, provided updates on the following projects:
 - Riverheights School – Roof Replacement
 - Vincent Massey High School – Fitness Room
- Mr. Denis Labossiere, Secretary-Treasurer, provided updates on the following:
 - Maryland Park School – Furniture Tender
 - Long-Term Borrowing for School Capital Projects – Letter from PSFB
- Tender/Quotation Summary – Under \$50,000:
 - Copier Paper - White

8. NEXT REGULAR MEETING: Tuesday, March 17, 2020, 1:00 p.m., Boardroom.

The meeting adjourned at 1:58 p.m.

Respectfully submitted,

P. Bartlette (Chair)

S. Bambridge

J. Murray

L. Ross (Alternate)