



MINUTES OF A MEETING OF THE FINANCE & FACILITIES COMMITTEE

Tuesday, January 12, 2016

School Board Office - 8:30 a.m.

Present: D. Stevenson (in the Chair); S. Donahue, Trustee; N. Brown, Trustee; J. Leiterman, Secretary Treasurer; C. Kennedy, Superintendent of Schools; G. Cords, General Manager of Facilities; Karen Johnson, Assistant Secretary Treasurer; Jason Brown, Manager of Finance

Stakeholder Representation: J. Duncan (WVAA); B. Scott (WVMEA); R. Millard (WVTA); A. Milavsky (DPAC)

Committee Chair Stevenson opened the meeting by asking Secretary Treasurer Leiterman to introduce Jason Brown, Manager of Finance, and incoming Director of Facilities Wade Hickey, who attended the meeting as an observer.

1. WVSS Track Project update

The Secretary Treasurer reported that unfortunately, the Canada 150 Community Infrastructure grant application for \$500,000 was rejected, making fundraising for the project committee a more difficult challenge. Fundraising Committee Chair Clint Undseth is now holding regular meetings and it is anticipated that their public activities will begin in the near future. A flow-through account has been set up with the West Vancouver Community Foundation, who will manage the monies, look after tax receipts etc. West Vancouver Schools is designated as the Settlor of the account. Donated funds will be deposited into the account and released by the foundation upon request by the Secretary Treasurer.

2. Routine Capital Plan update

The Secretary Treasurer reported that the three projects approved under the new funding stream have capital bylaws attached to them that will have to be presented to trustees at the board meeting on January 19th for approval.

RECOMMENDATION: That Capital bylaws No. 126954 (Cedardale elevator), No. 126955 (Caulfeild HVAC upgrade), and No. 127010 (Cypress Park boiler/HVAC replacement and DDC installation) be presented to the Board for approval.

The General Manager of Facilities gave brief updates on the three projects: the Cedardale elevator will be installed by the beginning of March; the Caulfeild upgrade is essentially complete; and the Cypress Park boiler/HVAC and DDC installation will be complete by March 31, a deadline required by the funding. He noted that the scope of the Cypress Park project is a difficult one logistically, as school is in session, but that the administration and staff at the school have been very accommodating and that he has full confidence in the ability of the contractor to meet the deadline.

3. New mileage reimbursement rate

The Secretary Treasurer reminded the committee that Administrative Procedure 512 – Travel Expenses requires that rates be reviewed at least annually. She reported that she usually reviews rates posted by the CRA, BCSTA and BCTF in June to make sure we are in line. This year, however, the CRA announced that as of January 1, 2016 they were lowering their maximum allowable reimbursement rates by \$0.01 per kilometre, from \$0.55/km to \$0.54. It is important not to exceed this rate, as any excess would constitute a taxable benefit for employees. As of January 1, 2016, both the BCSTA and WV Schools have reduced the allowance rate for vehicle mileage on District business to \$0.54 per kilometre. AP 512 has been updated to reflect the change.

4. New WorkSafe BC rate

The Secretary Treasurer reported that the WorkSafe BC rate for West Vancouver Schools is \$0.15 lower than the provincial average, a \$65,000 savings for the district. The favourable rate is a result of staff diligence around health and safety, particularly by the facilities department, and our use of shared services with School District #23, who manages our claims for use.

5. 2015/16 Playground Grant

This year, there was one applicant for the district's playground grant – Caulfeild Elementary. The application was approved and the school will receive \$5000 in funding and \$5000 worth of work in kind, provided by the facilities department. The Caulfeild PAC has been fundraising for several years to replace the wooden play structure outside the primary classrooms. It is anticipated that the project will cost approximately \$40,000 in total.

6. 2015/16 Amended Budget - Revenue

The Secretary Treasurer reviewed the details of the amended revenue for the 2015/16 amended budget. It was reported that an unexpected increase in student enrollment in September 2015 of just over 128 FTE, together with increased ELL enrollment and higher international enrollment than planned, have all contributed to an increase of \$1,602,711 in total funding for 2015/16.

However, it is anticipated that there will be increased costs in the amended budget as well, as there are several points of concern still to be considered. The holdback funds will not be released this year, primarily as a result of increased enrollment across the province. These funds were not included in our preliminary budget and, therefore, do not require adjustment, but further clarity is required around how the NGN upgrade will now be funded, as the MOE had intended to finance the current year cost through those holdback funds. A possible funding clawback as a result of the enrollment audit at secondary schools must also be considered, as well as the unfunded salary increase for Administrative staff and potential salary increase for excluded staff. The mandated administrative savings also continues to put further pressure on the budget.

Amended costs will be reviewed at the February Finance and Facilities Committee meeting.

7. Adjourn

9:30

Julia Leiterman, Secretary Treasurer