



MINUTES OF A MEETING OF THE FINANCE & FACILITIES COMMITTEE

Tuesday, June 14, 2016

School Board Office - 8:30 a.m.

Present: D. Stevenson (in the Chair); S. Donahue, Trustee; C. Kennedy, Superintendent of Schools; J. Leiterman, Secretary Treasurer; W. Hickey, Director of Facilities; K. Johnson, Assistant Secretary Treasurer; J. Brown, Manager of Finance

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

1. Administrative Procedure update

The Secretary Treasurer explained that in order to match RBC requirements around cheque signing, our administrative procedures have been updated to the following: cheques up to \$25,000 are signed by machine or physically by the Secretary Treasurer or the Assistant Secretary Treasurer; cheques over \$25,000 are signed by the Secretary Treasurer, the Assistant Secretary Treasurer, and either the Superintendent or Deputy Superintendent.

It was noted that we already have a comprehensive procedure of internal checks, with clear separation of duties, including review by the Assistant Secretary Treasurer or Manager of Finance of each cheque included in a cheque run.

2. Administrative Savings update

The Secretary Treasurer reminded the committee of the Ministry-mandated administrative savings program, which required West Vancouver Schools to find \$333,668 in savings from our operational accounts for the 2015-2016 school year. Those savings were achieved mostly through infrastructure savings, as many projects were complete. For 2016-2017, we were supposed to find an additional \$284,472 in savings.

Recently, the Ministry announced that the administrative savings program is discontinued for 2016-17 and that those monies can now be applied by districts to downloaded charges, beginning with the NGN costs.

The Secretary Treasurer noted that because we had already approved a status quo budget, there is no need to go back and revamp figures. This is one of those unexpected factors referenced in the budget presentation in May and the \$284,472 will be applied to our reserves. This announcement is good news, not only for our reserves, but because it is a recognition of the shortage of money in the system and a response to political pressure. What is also unprecedented is the acknowledgement by the Ministry that this is not new money to the system, simply a reallocation to mitigate downloaded costs.

3. New Curriculum Support funding

The Secretary Treasurer added an item, as this new funding announcement came after the agenda was published. The Ministry has announced \$6 million in new funding province-wide to support implementation of the new curriculum. Detailed figures and guidelines will be available August 31, but a portion of that funding is specific to support an initiative around offering instruction in coding. The Superintendent noted that West Vancouver Schools are ahead of the game, as we are already having a coding summer institute for Grades 4 – 6 teachers, and have been incorporating coding into our instruction at many sites already.

4. West Vancouver Place for Sport update

The launch gala was held at the Kay Meek Centre on May 26 and received great reviews. The fundraising committee reports great response to initial fundraising contacts and is feeling confident. The District of West Vancouver announced that they will match the contributions of WVSD and the West Vancouver Community Foundation in the amount of \$250,000, bringing confirmed funding to \$850,000. The anticipated total cost of the project is \$5.6 million. As well, we are re-applying for a federal community infrastructure grant, with the application due June 22. MP Pamela Goldsmith-Jones is now well-versed in the project and is impressed with what had been done so far. As a result, there is more confidence that a grant might be awarded in this round.

Meetings have been held with Collingwood School and the Kay Meek Centre. Collingwood is interested in the project and what access might look like for them, but the understanding is that WVSD needs will take precedence. The Kay Meek remains the main voice of concern about the project, mostly around parking worries. In response, the DWV hired a traffic consulting firm, who produced an in-depth, multi-level report, which concluded that the current parking is adequate moving forward, but that coordination would be required if multiple events are occurring at that same time. Currently, clear lines of communication exist, with multiple events during school hours coordinated between the Meek and WVSS. If the project goes ahead, booking made outside of school hours would be made through the DWV, who would consult with the Kay Meek and the school to ensure large events were not booked on the same evenings..

In recognition of the Meek's concerns and of the demographic of some of their clientele, the Secretary Treasurer and the Director of Facilities have worked to identify ways to alleviate concerns and identify more efficient use of parking space. As a result, we will be adding 81 new parking spots as of July 31, 2016 through the following actions: removing the fencing outside the South Campus cafeteria to allow the creation of 9 new paved parking stalls; moving recycling and waste bins behind the theatre to add 3 new paved parking stalls adjacent to the theatre; reducing the paved stalls required by the ACE-IT program from 4 to 2; removed bollards and chains from all parking lots on the WVSS campus, allowing parking access 24/7; worked with the DWV to designate 5 new signed parking stalls on the side of the road opposite South Campus; worked with DWV to adjust permit parking on Mathers after school hours to provide 56 additional parking spots on the street; and created four new handicapped stalls directly in front of the school. The net result is 19 new parking stalls and 56 on-street parking stalls available as of July 31, 2016. As well, \$50,000 will be drawn from the 2017-2018 AFG to lay asphalt around ILC during July 2017, creating 40 more available paved spots (currently a mixture of gravel, mud and broken pavement).

Committee members: Dave Stevenson, Sheelah Donahue

The Secretary Treasurer is creating an addendum to the traffic study, outlining the creation of these parking spaces, and it will be delivered to the Kay Meek Board by Justin Corrie, Technical Director.

5. Capital Bylaw update

The Secretary Treasurer reported that the Ministry has changed their policy regarding Capital Bylaws and will now only require two per school year: one for the Annual Facilities Grant (AFG); and a second that will cover all other capital funding, including school enhancement funds, seismic upgrades, and building envelope projects.

6. School Enhancement Fund Award

The Secretary Treasurer passed the floor to the Director of Facilities, who reminded the committee that we had submitted our top five projects as part of the School Enhancement Fund application and announced that we had been successful in winning funding for the Ridgeview Elementary re-roofing project. We will receive \$716,000 in funding support. The tender process is underway and closes June 27, after a mandatory site visit. The project is due to start on June 30, with substantial completion by August 26, 2016. He also noted that facilities has several “shelf-ready” projects that can be started immediately, should additional funding be made available.

The Secretary Treasurer explained that there is the possibility of additional funding in the fall, as any capital funding unspent by September 30, will then funnel down to the School Enhancement Fund for another round of awards, with the stipulation that projects must be complete by March 31, 2017. She praised the Director of Facilities for his hard work and his success in establishing a trusting relationship with the Ministry. That relationship, and the proven ability to complete tasks demonstrated by the former General Manager of Facilities and his crew, goes a long way to helping us win funding.

7. Facilities Department update

The Director of Facilities continued, highlighting some of the projects that his crews will be undertaking during the summer. They include: the Ridgeview re-roofing project; renovation of the robotics room and Special Education space at WVSS; the conversion of Ecole Cedardale’s old library to a classroom; the bank reinforcement and buddy bench project at Westcot; carpet replacement in the Gleneagles Ch’axáy learning commons; renovation of the art room and CONNECT room at Sentinel; and replacing fire alarms at six elementary schools to bring them up to code. He reported that the learning commons renovation at Rockridge is almost complete and that they have managed to get an early start on the learning commons project at Ecole Pauline Johnson. As well, he will be working to clean up the Web Works work order system and improve communication with school administrators.

8. Special Meeting

The Secretary Treasurer noted that a special meeting of the Board will be required in early July to approve the recommended outcome of the RFP process for the Ridgeview project and that a full report on the RFP and the project will be provided at the first Finance and Facilities meeting of the new school year.

9. Adjourn

9:06

Julia Leiterman, Secretary Treasurer