



MINUTES OF A MEETING OF THE FINANCE & FACILITIES COMMITTEE

Tuesday, June 13, 2017

School Board Office - 8:30 a.m.

Present: P. Dorsman (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; Nick Mann, Manager of Purchasing

Stakeholder Representation: M. LaBounty (WVAA); R. Millard (WVTA); B. Scott (WVMEA); A. Milavsky and Danielle Katerberg (DPAC)

1. WVSS South Campus Boiler RFP

The Secretary Treasurer reminded the committee that we were awarded \$672,000 for this project as part of SEF funding. There was only one respondent to the RFP for this project, but they have an excellent reputation in the industry. The Director of Facilities said the project should last 14 weeks, with a targeted completion date of September 1. The asbestos team is going in next week to evaluate the necessary prep work so that the project can begin as soon as classes end. There is a large scope of work, including millwork and a new HVAC system as well as the boiler, so the South Campus should see a significant upgrade.

RECOMMENDATION: That Crosstown Metal Industries be referred to the Board for approval as the contract winner for the WVSS South Campus boiler project.

2. VOIP RFP

The Secretary Treasurer briefly reviewed the evaluation process for RFP respondents, which is long and very detailed. Each committee member evaluated the three final submissions and then met to discuss and compare their scores on everything from price, to materials, training, and support. Action Data received the highest score. While a small company, they are a subsidiary of Paladin Security and partner with MiTel, a very large international communication company, so they have a strong backing. They previously installed VOIP at Ecole Cedardale, so have some familiarity with the district and our needs. The Director of Facilities reported that infrastructure work will begin as soon as school finishes and should be completed by September. A gradual "turn on" plan can happen during the fall, beginning with smaller sites, with most schools likely not switching until November.

RECOMMENDATION: That Action Data be referred to the Board for approval as the contract winner for the VOIP implementation project.

The Secretary Treasurer noted that West Vancouver Schools is building a reputation as a district with a strong RFP program, which is important in the public sector, so there is trust in how public money is being spent.

Committee members: Dave Stevenson, Pieter Dorsman

3. CEF – Capital Portion

The Secretary Treasurer reminded that this money was allocated by the government to support the changes in primary class size and that all districts were asked to submit applications for funding. She said it was very good news, as we got everything we asked for and more, including the offer of a portable at Gleneagles Cha'axáy which we turned down, as it was not required. In total, West Vancouver Schools was awarded \$1.25 million to help with re-organization and the addition of classroom space at six different elementary schools in the district. Another positive outcome is that some of that work had already been underway in response to growing enrolment at some sites, so the operating grant funds that would have been used can now be re-allocated.

The Director of Facilities thanked the Purchasing Manager for securing four portables for the district, and mentioned that the District of West Vancouver has been helpful in fast-tracking the permit process so that they can be in use for the beginning of the school year in September. Much of the preparation and site work is already underway and some of the school renovations already nearing completion. The bulk of the work will take place during the summer. The Secretary Treasurer thanked the Director of Facilities and the Purchasing Manager for all their hard work, saying it is a huge job. It is great news for our district, as many others are struggling to find portables and/or facing huge delays in the permitting process.

It was noted that this is one-time funding, provided in response to changes in primary class sizes as a result of the recent Supreme Court ruling. Further expansion in later years is not anticipated, as we now limit our enrolment to the mandated provincial class sizes. The Director of Facilities reported that while portables are temporary buildings that often become permanent fixtures, the ones we were able to purchase are of high quality and facilities has a pro-active long term maintenance plan in place.

4. 2018/19 Capital Plan

The Secretary Treasurer provided a brief background on the planning and application process, noting that the Ministry has now rolled everything into one application – ie. the carbon neutral program and building envelope grants, among others, are now part of the same application. The Sentinel seismic upgrades are listed every year to demonstrate ongoing need, but as it is currently categorized as H3 priority, it is unlikely funding will be received for at least 25 years. The Director of Facilities is working with his contact at the capital branch of the Ministry to get approval for a re-assessment of that categorization. The risk is that it could be downgraded to a lower priority, but it could also move up. The cost to replace Sentinel is still more than ongoing upgrades and renovations, so no funding is expected at this time.

The bulk of the work on the capital plan falls under school enhancement, with the top priorities being Irwin Park HVAC and building enclosure renewal and West Bay building enclosure renewal. The Director of Facilities noted that by having reports prepared ahead of time, detailing the scope and estimate cost of work, the district is in a better position to apply for funding and is often more successful. The cost of those reports is covered when those applications are approved. It was noted that West Vancouver Schools has a good relationship with the capital branch and the mutual transparency is beneficial for both parties. The plan must be submitted by June 30, 2017.

RECOMMENDATION: That the 2018/19 Capital Plan be forwarded to the Board for approval and submission to the Ministry.

5. BICS Joint Use Agreement

The Secretary Treasurer reported that the BICS JUA runs for five year terms, and the most recent one expired on May 31. She reviewed the premise of the agreement, which includes increased transparency with costs and a clear explanation of the history of the funding provided by both the District and the Municipality to support the community school. Since an agreement has been in place, the relationship is much easier and operational issues have decreased. The process to update and agree upon the new JUA took less than a week, as things are now working so well. There were no substantial material changes to the new agreement, so no legal costs were incurred. Items of note include a specified list of approved activities in the new gym (including elementary roller hockey) and an agreement to have the Bowen Island municipality take over all costs related to maintenance of the fields.

There are now plans to build a community centre on the island, which will reduce the use of school rooms, but we will continue to share the gym.

The Director of Facilities said he has enjoyed working with the great people on the committee, saying they are very easy to deal with.

RECOMMENDATION: That the 2017-2022 BICS Joint Use Agreement be forwarded to the Board for approval.

6. Operating Budget-to-Actual Update

The Secretary Treasurer said that as we approach year-end she wanted to give a very brief update regarding the comparison of operating budget-to-actual figures. While she doesn't have a final figure yet, she said that she anticipates that we will land in a very favourable position, therefore making a decreased draw on reserves when compared to the amended budget. She said that this will likely be the best finish during her tenure and is a result of the savings and careful spending in all areas of the district.

7. New Capital Project at Sentinel

The Secretary Treasurer reported that she had an exciting announcement regarding gym space at Sentinel. The school is very crowded and the gym and changing rooms inadequate. As a result of pulling funding from various different sources, including AFG funding now available as a result of the CEF monies, savings from the facilities operating budget, lease revenue, and a contribution from the school's capital fund, the district will be installing a new gym to the east of the existing field house in a sprung-frame structure. This modular, fabric-sided solution is a more affordable alternative to traditional construction and will remain on-site in the event the main building is rebuilt. It will house a new gym, washrooms, and changing rooms, and will allow the field house to be repurposed as the home of the fencing program. She said it is a big project that needed to be done for the benefit of the school and district programs, and is excited we are able to make it happen, even in the absence of capital funding.

Committee members: Dave Stevenson, Pieter Dorsman

RECOMMENDATION: That the Sentinel capital project plan be forwarded to the Board for approval and initiation of the RFP process.

8. Kay Meek Capital Grant Application

The Secretary Treasurer explained that the Kay Meek Centre is eager to modify their current space to improve accessibility for their clientele, many of whom have mobility issues. The current structure is challenging to access and the elevator is problematic. They are working with architects and engineers to create a possible wheelchair ramp from Mathers Ave to the atrium and a new elevator that serves all three levels. There is federal funding available, but as a tenant, they must have approval from the leaseholder (West Vancouver Schools) as a caveat of applying for those grants. There have been regular meetings between school, school district, and Kay Meek staff to discuss the ramifications of the reconfigurations, and there has been some give and take regarding space. As a result of our good relationship and open communication, any impact of the renovations on current school space will be alleviated by the repurposing of space behind the stage and elsewhere.

RECOMMENDATION: That the Board write a letter of consent with respect to the Kay Meek Centre grant application.

9. Adjourn

9:25 a.m.

Julia Leiterman, Secretary Treasurer