

**MINUTES OF A MEETING OF THE FINANCE & FACILITIES COMMITTEE
TUESDAY, NOVEMBER 18, 2014, AT THE BOARD OFFICE AT 8:30 A.M.**

Present: D. Stevenson (in the Chair); J. Kellett, Trustee; C. Dekker, Board Chair; J. Leiterman, Secretary Treasurer; K. Johnson, Assistant Secretary Treasurer; G. Cords, General Manager of Facilities; I. Wallis, Manager of Facilities

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

Regrets: C. Kennedy, Superintendent of Schools; B. Scott (WVMEA)

1. Ministry Update

The Secretary Treasurer reported that she had recently attended both a BCASBO zone meeting and a Ministry of Education meeting with secretary treasurers and superintendents. A number of key points were reviewed:

Operating Grant Review

- The focus is now on high level principles vs technical delivery and how the system can best support service delivery
- Aim is for more predictability, especially around holdback funds
- There will be no changes until the new year

Collective Agreement Funding (teachers)

- For the current school year, funding will come from outside of the operating grant; size of grant will be announced in late November
- For 2015/2016 school year and beyond, funding will be included in the operating grant
- Confirmation received that the collective agreement will be funded in the future, but districts may also be required to identify internal efficiencies/cooperative gains
- The clawback amount from the September strike savings should be confirmed sometime this month – waiting until \$40/day monies are fully paid out
- The total strike savings were \$163 million; cost for \$40/day estimated at \$160 million
- Districts hope to be allowed to use the extra \$3 million to cover incurred strike-related costs

2014/2015 Operating Results

- Provincially, 43 districts increased their surplus, mostly one-time savings due to strike
- There is continued pressure from the Treasury Board to either give surplus back or reduce funding

Central Deposit Program

- Currently optional, with 46 districts participating – will soon be mandatory
- Metro zone accounts for 69% of total on deposit
- Program has significantly improved the ratio of provincial debt to GDP

- Ministry of Education seismic funding for districts dependent upon central deposits holding at \$700 million – they are currently at \$606 million
- In order to qualify for seismic funding, a district must keep 50% of its cash in the central deposit program – the assumption is that this will soon apply to all capital project funding

Summer Learning Funds

- Savings due to job action will not be made available to district, contrary to hopes

Capital Plans

- New instructions expected in April 2015

Shared Services Initiative

- Ministry is directing resources toward this project in order to move the agenda forward
- Districts now being told this is a “how” question, rather than “what if”
- Several areas are being reviewed for efficiency:
 - Legal – insurance premium model
 - Purchasing – possibilities include central purchasing department, centralized RFPs, centralized purchasing cards
 - Payroll – centralized model presents some issues with collective agreements
 - Centralized print services

2. **Administrative Procedure 512 5.2 Update**

The Secretary Treasurer reviewed the update to AP 512 5.2 regarding insurance reimbursement for travel expenses. Previously, ICBC had a special clause that provided blanket insurance coverage for school district staff that drove more than six days a month for business purposes. As of September 30, 2014, that coverage was revoked and staff must now carry their own business class auto insurance. The district will reimburse the cost difference (average \$100/policy) between the regular and business class rates, which is expected to amount to approximately \$5000 for about 45 affected people.

3. **Facilities Summer Project Review**

The General Manager of Facilities introduced Ian Wallis, Manager of Facilities and acknowledged his help and hard work during the 18 months he has been with the district. They then presented a PowerPoint that reviewed the projects undertaken by Facilities staff during the summer, noting that while summer is always a busy time, three weeks was lost this year due to job action in June, creating further challenges. The three main work sites were at Cypress Park Primary, Eagle Harbour Montessori and Gleneagles Ch'axay, though there were numerous other projects that were completed as well:

Cypress Park Primary

- New learning commons
- Update/refresh of all common areas
- New photocopy room

Eagle Harbour Montessori

- New classroom for added division
- Relocation of library
- New lockers and photocopy room
- Re-organization of storage areas for fencing academy and school equipment

Gleneagles Ch'axay

- Demolition and removal of old Kindergarten portable
- Conversion of primary classroom to Kindergarten classroom, including size-appropriate washrooms, staff washroom
- New flooring in office and staffroom
- Creation of additional staff parking
- Site clean-up and wall added

Ecole Cedardale

- New entry canopies installed on portables – will be rolled out across district as funding available

Hollyburn and Ridgeview

- Vandalism prevention roof-rollers added
- Not terribly expensive - Gleneagles Ch'axay next in line

Hollyburn

- New shingles, rain screen gutters and fascia installed on old building

Ecole Pauline Johnson

- New HVAC system installed in gymnasium – put out to tender
- Facilities created mezzanine to house new system

West Bay

- Soffits and deck replaced on new full-day Kindergarten portable to address water and drainage issues
- Could not go back to original manufacturer regarding problems, as company has gone bankrupt
- BICS portable to have same work done next year

ACE IT Carpentry

- Re-paved floor and laid asphalt lift at one end to address “ponding”

WVSS

- New boiler plant created under the Carbon Neutral Capital Plan (CNCP)
- Five old, inefficient boilers replaced with three new condensing boilers
- Auto shop renovated

A long list of work done at other schools was also briefly reviewed and included things such as siding/cladding/gutter replacement, skylight replacement, painting, completion of the Sentinel projector installation, and replacement of the stage floor at the Kay Meek, which was a shared-funding project. As well, other projects, such as the West Bay learning commons, are ongoing, as are the usual maintenance requests.

Mr. Wallis noted that they have trained their staff to become more pro-active, rather than re-active, in order to better handle the large volume of work that is required in our aging buildings.

Judy Duncan, on behalf of principals, teachers and staff, thanked Mr. Cords and Mr. Wallis and their staff for their hard work. She noted that while in their buildings, administrators find facilities staff to be creative, considerate, and collaborative, and said it is much appreciated.

Further thanks and appreciation were extended by trustees, but it was noted that our capital funding is chronically underfunded and will be cause for concern as our buildings continue to age, despite the hard work done by our small staff.

Julia Leiterman, Secretary Treasurer