

## MINUTES OF A MEETING OF THE FINANCE AND FACILITES COMMITTEE

**Tuesday, June 11, 2024**

**MS Teams – 8:30 am**

**Present:** D. Stevenson, Trustee (in the Chair); L. Block, Trustee; C. Kennedy, Superintendent; J. Leiterman, Secretary-Treasurer; L. Hill, Assistant Superintendent; S. Mascoe, Executive Director HR; K. Johnson, Assistant Secretary Treasurer; D. Eliasov, Manager of Facilities; M. Son, Manager of Purchasing & Transportation; S. Duffield, Manager of Finance; C. Broady, N. Brown, F. Zhu (guests)

**Stakeholder Representation:**

S. Capier; C. Wigley (WVTA); C. Fota, P. Van Rhyn (WVMEA); M. Finch (WVAA); K. Richter (DPAC Exec)

1.	<p><b><u>Introduction: Facilities Manager</u></b></p> <p>Director of Facilities Street reported that the new Facilities Manager, Jarred Thomas, began two weeks ago. He brings a diverse background, transitioning from carpentry to civil engineering and now into the business field, offering a broad spectrum of expertise for the position.</p>
2.	<p><b><u>2025 / 2026 Five Year Capital Plan – Major Projects</u></b></p> <p>Director of Facilities Street presented the sole project submission for approval under the 2025/26 Five-Year Capital Plan (Major Projects): seismic retrofitting of all four blocks and an addition at Sentinel Secondary School. As the district's only remaining seismic upgrade site, it's the top priority on SD45's plan.</p>
3.	<p><b><u>2024 / 2025 Annual Facilities Grant Summer Slate</u></b></p> <p>Director of Facilities Street provided an overview of the proposed projects listed on the Annual Funding Grant (AFG) for the fiscal year 2024/25. He noted that the slate may change as priorities shift over the course of the year and different projects arise.</p> <p>Additionally, it was mentioned that funding for Information Technology (IT) initiatives is sourced from the AFG, as there is currently no dedicated funding stream from the ministry. As a result, a specific portion of the budget is earmarked for IT projects.</p>

**Committee members:** Dave Stevenson, Lynne Block

4.	<p><b><u>West Vancouver Place for Sports</u></b></p> <p>Secretary-Treasurer Leiterman provided a progress report on the track at WVSS, highlighting the completion of the retaining wall that runs along the entire south edge of the track. The recent heavy rainfall served as a solid test for the drainage system, which proved to be effective.</p> <p>The track surface is on schedule for completion by September, with the infield following suit by October. Progress on the washroom design is well underway, with plans for permit submission imminent. Notably, all washrooms will be universal, and one of the three fully accessible, underscoring our commitment to inclusivity and accessibility.</p>
5.	<p><b><u>2024/25 Preliminary Annual Budget</u></b></p> <p>Secretary-Treasurer Leiterman reviewed the preliminary annual budget, which will go before the board for approval next week. She emphasized the significant focus on aligning the budget with the District's Strategic Plan—a blueprint that informs all its decisions. The budget has three funding streams:</p> <p><b>Capital Fund</b> – new this year</p> <ul style="list-style-type: none"> <li>• Carbon Neutral Project - Westcot</li> <li>• School Enhancement Program – District PA System</li> <li>• Playground Improvement – Hollyburn Elementary</li> </ul> <p><b>Special Purpose Funds</b></p> <ul style="list-style-type: none"> <li>• Comprising 21 funds tailored to specific purposes. This diverse allocation helps the Ministry in recognizing the priorities that they set forth.</li> </ul> <p><b>Operating</b></p> <ul style="list-style-type: none"> <li>• This fund offers the greatest flexibility and serves as the arena where the strategic plan's influence is most prominent. Decisions regarding the allocation of funds are guided by the Board's strategic goals.</li> </ul> <p>After the review, Secretary-Treasurer Leiterman spoke to the structural deficit, which is forecast despite conservative funding estimates and careful expense projections. Addressing the deficit, Secretary-Treasurer emphasized that approving the current budget would necessitate tapping into reserves, resulting in a less than ideal reserve fund at the conclusion of the 2024/25 fiscal year.</p>
	<p><b>Adjourn</b> <span style="float: right;"><b>9:30 am</b></span></p>

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Julia Leiterman, Secretary Treasurer

Committee members: Dave Stevenson, Lynne Block