

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

**Tuesday, March 11, 2025**

**MS Teams 8:30 am**

**Present:** C. Broady, Board Chair (in the Chair); F. Zhu, Trustee; C. Kennedy, Superintendent; J. Leiterman, Secretary-Treasurer; L. Hill, Deputy Superintendent; S. Mascoe, Executive Director of Human Resources; R. Street, Director of Facilities; K. Johnson, Assistant Secretary Treasurer; J. Thomas, Manager of Facilities; S. Duffield, Manager of Finance; M. Son, Manager of Purchasing & Transportation; T. Buckley, Manager of Communications and Community Engagement

**Stakeholder Representation:**

S. Capier, C. Wigley (WVTA); C. Fota, P. Van Rhyn (WVMEA); T. Kolkea (WVAA); K. Richter (DPAC Exec); S. Donahue, guest

<b>1</b>	<p><b><u>New Multi-Function Device Contract</u></b></p> <p>Secretary-Treasurer Leiterman commended the Manager of IT and Manager of Purchasing for their efforts in securing the large Multi-Function Device (printers) contract ahead of the tariff deadline. Their work resulted in better printers and enhanced service at a lower cost. The new devices will be deployed to school sites after Spring Break.</p>
<b>2</b>	<p><b><u>PA System Update</u></b></p> <p>Through last spring's School Enhancement Plan (SEP), Phase 1 of updating/replacing our school PA Systems, includes replacing all amplifiers by June 30. Confirmation on Phase 2 funding is pending, after which an RFQ for system speakers will be issued. Installations will proceed site by site, starting with the oldest systems, with the goal of completing the entire district by the end of the 2025/26 school year.</p>
<b>3</b>	<p><b><u>WVFC Soccer Bubble Update</u></b></p> <p>The West Vancouver Football Club has submitted their building permit in its final form to the district. There is no indication of the final approval timeline, but this marks another step toward getting the structure up and running. The project remains on track for a December 2025 opening, with work set to begin shortly after Spring Break.</p>
<b>4</b>	<p><b><u>Early Childhood Education Centre</u></b></p> <p>The permit for the Early Childhood Education Centre (ECEC) has been submitted. Consultants are keeping the project on track, and modular fabrication is already underway, with inspections taking place at the fabrication site. Once the permit is</p>

**Committee members: Dave Stevenson (Chair), Felicia Zhu**

	approved, progress will accelerate. Tariffs are not a major concern, as construction, labour and most materials are Canadian.
<b>5</b>	<p><b><u>District Playground Grant</u></b></p> <p>District Administrative Procedure 544 allows schools to apply for a district playground grant. This grant includes \$5,000 in district funding, plus up to an additional \$5,000 in labour and/or materials from the Facilities Department to support project completion. If unclaimed, the annual grant carries forward to future years.</p> <p>Westcot Elementary was awarded the grant for 2024/25 and will be installing new playground equipment near its primary-grade outdoor space. These grant submissions are initiatives led and funded by Parent Advisory Councils (PACs).</p>
<b>6</b>	<p><b><u>New Playground Equipment</u></b></p> <p>Hollyburn Elementary school was selected by our facilities department for the 2024/25 playground grant portion of the 5-year capital plan (minor projects) filed annually with the ministry. This grant will be augmented by an additional 2024/25 award of the district playground grant. Planned upgrades include replacing woodchips with playground grass—a fully accessible, soft surface that offers fall protection and improves drainage. In addition, the new design will feature an accessible merry-go-round, enhancing the playground’s inclusivity.</p>
<b>7</b>	<p><b><u>Adjourn</u></b></p> <p style="text-align: right;">9:12am</p>