

MINUTES OF A MEETING OF THE FINANCE AND FACILITIES COMMITTEE

LOCATION: Online

DATE: December 09, 2025

TIME: 8:30 a.m. – 9 a.m.

Present: D. Stevenson, Trustee (in the Chair); F. Zhu, Trustee; J. Leiterman, Secretary-Treasurer; R. Street, Director of Facilities; C. Kennedy, Superintendent; L. Hill, Deputy Superintendent; S. Mascoe, Executive Director of HR; S. Duffield, Manager of Finance, M. Son, Manager of Transportation & Purchasing; T. Buckley, Manager of Communication and Engagement

Stakeholder Representation:

S. Capiere; C. Wigley (WVTA); C. Fota, P. Van Rhyn (WVMEA); K. Hayes (WVAA);
M. Yang (DPAC Exec)

1) EARLY CHILDHOOD EDUCATION CENTRE UPDATE

The Director of Facilities reported that the ECEC project is progressing well. With BC Hydro design approval completed, construction of the new electrical service is now underway, with testing of electrical and HVAC systems to follow. The interior is nearing completion, and the building is close to being fully enclosed. Occupancy is expected by mid-January, with playscape construction completion to follow in early February. The project remains on budget.

2) WEST VANCOUVER FOOTBALL CLUB BUBBLE UPDATE

Secretary-Treasurer Leiterman provided an update on the BC Hydro statutory right-of-way required for electrical servicing to the Soccer Bubble at the West Vancouver Secondary site. The Board has approved the bylaw, and the district is awaiting the Form C agreement from BC Hydro. The right-of-way will allow installation of an electrical shed, pad-mounted transformer, and power poles at the base of the track retaining wall.

3) REQUEST FOR PROPOSALS – EXTERNAL AUDITORS

As required under TILMA rules for service contracts over \$75,000, the District will post a public RFP on BC Bid today, closing January 30, and a three-year contract with an optional two-year extension will be awarded February 15.

4) MEMORANDUM OF UNDERSTANDING WITH DISTRICT OF WEST VAN RE CAULFIELD TENNIS COURTS

The School District signed a new five-year Memorandum of Understanding with the District of West Vancouver regarding the tennis courts located on school district property. The District of West Vancouver will continue to maintain the courts, and Caulfeild School retains priority access during school hours with the ability to ask residents to vacate if needed. The formal MOU replaces previous informal arrangements and clearly outlines responsibilities and terms.

ADJOURN: 8:49AM