



MINUTES OF A MEETING OF THE FINANCE & FACILITIES COMMITTEE

Tuesday, March 8, 2022

MS Teams - 8:30 a.m.

Present: D. Stevenson (in the Chair); L. Block, Trustee; C. Kennedy, Superintendent of Schools; J. Leiterman, Secretary Treasurer; K. Johnson, Assistant Secretary Treasurer; F. De Dios, Director of Facilities; D. Eliasov, Manager of Facilities; M. Son, Manager of Purchasing & Transportation, S. Duffield, Manager of Finance

Stakeholder Representation: S. Capier; S. Price (WVTA); S. Slater (WVAA); K. Richter (DPAC); C. Fota; P. Van Rhyn (WVMEA)

1. WVPFS Update

Julia Leiterman, Secretary Treasurer

The District of West Vancouver is expected to make their first public announcement about their contribution towards the WVPFS project and begin the RFP process for a Project Manager. The fund-raising committee will regularly update donors.

2. Capital Project Update

Julia Leiterman, Secretary Treasurer

The funding announcement pursuant to our five-year-capital plan filed last June is expected shortly. If successful, an HVAC system will be installed at Caulfeild Elementary. Due to supply chain issues and building permit delays, the Ministry has agreed to reallocate funding awarded to West Bay Elementary for their building envelope to fund the HVAC system at Eagle Harbour. Once the two projects are complete, all school sites will have HVAC systems. West Bay's building envelope project will be placed onto the priority list for future Capital Projects.

Director of Facilities Florencio De Dios is currently working on the 2022/23 AFG slate, five-year capital plan and the annual carbon report.

Committee members: Dave Stevenson, Lynne Block

3. Covid Update

Julia Leiterman, Secretary Treasurer

An update from the health authorities announcing an easing of Covid protocols is expected before Spring Break. This could assist in reducing costs due to additional unfunded safety precautions such as extra custodial hours and supervision aides. These additional expenses were temporary and were expected to end as safety precautions eased.

4. Transportation RFP

Mark Son, Manager of Purchasing & Transportation

The district's five-year contract with bus transportation provider First Student expires June 30th. After the RFP process, First Student was the sole proponent, and the district determined it will again award the contract to them. It was decided to extend the contract term to 5 years, with an additional three-year optional extension, in order to save \$148K over the first five years.

5. 2022/2023 Annual Budget

Julia Leiterman, Secretary Treasurer

Secretary Treasurer Leiterman reviewed how estimated enrolment and expenses affect the Annual Budget process. Lower enrolment estimates for both funded and International students in 2022/33 are estimated to decrease revenue, but a decrease in costs for Covid protocols should help mitigate this reduction and reduce our draw on reserves. After spring break Superintendent Kennedy will ask all stakeholder groups for input that can be considered during the 2022/23 Annual budget process.

6. Adjourn

9:02 a.m.

Julia Leiterman, Secretary Treasurer

Committee members: Dave Stevenson, Lynne Block