



OPERATIONS & FACILITIES COMMITTEE MEETING

**February 21, 2017
4:30 p.m.
District Education Office**

AGENDA (Amended)

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes – December 13, 2016..... Page 2
4. Snow Removal on School Roofs (*D. Templeton*)
5. Kent Elementary Addition (*D. Templeton*)
6. Boston Bar – update on water issue (*D. Templeton*)
7. Boston Bar Mechanical Upgrade Update (*D. Templeton*)
8. 2016 SmartTool update (*N. Lowe-Zucchet*) Page 5
9. DDC Controls Update (*D. Templeton*)
10. Questions
11. Adjournment

**Next Meeting: April 18, 2017
4:30 p.m.
District Education Office**

**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**DRAFT MINUTES OF THE OPERATIONS & FACILITIES COMMITTEE MEETING
December 13, 2016**

PRESENT:

Board Representatives:

Tom Hendrickson	Chair
Linda Kerr	Trustee

Committee Representatives:

Peter Flynn	Vice Principal	FCPVPA
Karl Koslowsky	Vice Principal	FCPVPA
Diana Savoie	AEC	
Brad Bourel	Staff	CMAW

District Staff:

Karen Nelson	Superintendent
Natalie Lowe-Zucchet	Secretary-Treasurer
Kevin Bird	Assistant Superintendent
Doug Templeton	Director, Transportation & Facilities
Laurie Bjorge	Recording Secretary

Regrets:

Amy Smith	President	FCTA
Lisa Mason	Parent Rep	
Leanne Bowcott	AEC	

1. Call to Order

The meeting was called to order by the Chair at 4:30 p.m. in the boardroom of the District Education Office.

2. Approval of Agenda

KERR/BOUREL

THAT the agenda of the Operations and Facilities Committee meeting for December 13, 2016 be approved as presented.

CARRIED

3. Approval of Previous Minutes –October 18 , 2016

BIRD/KERR

THAT the minutes of the Operations and Facilities Committee meeting held on October 18, 2016 be approved as presented.

CARRIED

4. Long Range Facility Plan

The Director of Transportation & Facilities discussed the district's Long Range Facility Plan. This plan demonstrates to the Ministry what the district's expected requirements are for the next ten to twenty years. Information is considered with consultation with the municipalities regarding population growth and what it means to the district's enrolment. The Long Range Facility Plan is a good analytical tool, but it doesn't tell the whole story. Neighbouring districts are showing more growth than they had planned.

Kent Elementary is over capacity and will continue to grow. The Agassiz/Harrison area will feel the impact of the growth in Chilliwack over the next ten years. The prediction is not as much growth in the Hope and Boston Bar areas.

The Ministry required all districts to update their Long Range Facilities Plan this year. The Ministry changed the format of the plan template to include seismic upgrades, busing, and building envelope as one report, instead of separating the reports. The Plan was shared with the Committee at the last meeting. The Ministry now has the Plan for review.

The district needs to find a solution soon for Kent Elementary. Prefer not to use portables, as portables now are expensive and would have to spend approximately \$500,000 to install what's needed. Should be spending that money on a permanent structure. The Director of Transportation & Facilities is working with Ministry to expand the school rather than working on a short term solution.

5. Transportation

The Director of Transportation and Facilities initiated a third party review to make sure that the district's bus maintenance program is being done to appropriate standards. The results were very good; the Secretary-Treasurer gave kudos to Dan Landrath, Transportation Supervisor – the inspector stated it was the best inspection he has done.

The district is not entitled to bus replacement this year, however, next year the district is eligible for two buses. The Director of Transportation & Facilities is looking at modernizing the pretrip procedure to an electronic handheld device which would transmit readings directly to the shop. This should be more efficient and eliminate paperwork.

The Superintendent thanked the transportation and maintenance departments for all their hard work over the past days dealing with weather issues.

6. Use of funds for following year

The Secretary-Treasurer reported on funding received from the Ministry for transportation. This year the district received \$184,576. Just over \$130,000 will be used to improve safety on the buses, install video and GPS units, and the purchase of a small bus. The balance was allocated to schools on a per pupil basis.

The Secretary-Treasurer invited suggestions as to how to use next year's funding. Requests are already coming in for field trips and transporting students to UFV programs. The Superintendent asked all committee members to solicit suggestions from their groups.

7. Boston Bar – update on water issue

The Director of Transportation & Facilities reported on the water incident at Boston Bar Elementary Secondary. The sewer back up was caused by a plug in the sewer line at the septic tank. Someone had connected a rain water leader to the septic at some point. Approximately 150 metres of floor was flooded. Drywall has been replaced, the flooring is being redone, the zone was sealed and air quality testing done. There was some asbestos in the flooring in the nurses room which was appropriately removed. Deconstruction is completed and reconstruction should be completed by the end of the winter break.

Other than Yale which the district is not responsible for, Boston Bar is the only school on septic. Septic systems should be pumped every five years.

8. Cameras in schools

In light of recent events in the news, the Chair would like to see more surveillance cameras installed in the schools. The new standard is to have cameras at all entrance doors. The Director of Transportation & Facilities commented that approximated cost would be \$100 - \$200 per camera and would need to be installed by an outside company.

Legislation dictates that notices must be visibly posted advising that cameras are onsite and recording. The district would also have to publish reminders annually that cameras are installed. Existing cameras would not be taken out until such time as they needed to be replaced. All schools would eventually be equipped with the same equipment.

9. Questions

No questions at this time.

Next Meeting

Date: February 7, 2017, 4:30 pm

Location: District Education Office

Adjournment

KOSLOWSKY/KERR

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 5:22 p.m.

Carbon Tax Calculation Form
Under the Climate Action Revenue Incentive Program

School District Name:	School District 78 - Fraser - Cascade
Contact Information:	
Name:	Cindy Wheeler
Position:	
Telephone Number:	
Email Address:	cwheeler@sd78.bc.ca
Report Date:	Friday, January 22, 2016 10:49:41 AM

**Calculation of carbon tax paid directly by the School District
for fuel purchased between January 1 and December 31, 2015:**

Fuel Type	Unit Measure	Units	Tax Rate per unit, January 1, 2015 to June 30, 2015	Units	Tax Rate per unit, July 1, 2015 to December 31, 2015	Carbon Tax Paid
Diesel	Litres	48,563.51	0.0767	24,752.79	0.0767	5,623.36
Gasoline	Litres	11,558.93	0.0667	5,440.56	0.0667	1,133.87
Natural Gas ²	GigaJoules	5,871.79	1.4898	2,535.69	1.4898	12,525.47
Propane Gas	Litres	27,049.70	0.0462	16,614.20	0.0462	2,017.27
Total Claim						21,299.97

1. Only list fuels that were purchased for the school district's own use, on which carbon tax was paid, and where that carbon tax was not refunded or recovered from another party (e.g., through a lease arrangement). Also do not include any fuels that were exempted from carbon tax (for more information on exemptions see the *Carbon Tax Act* and its Regulations)

2. Marketable Natural Gas may be recorded as either Gigajoules or m³

3. The information contained in this report is based on the data provided to the SMARTTool System at the date of generation. It is the responsibility of the user to submit all data relevant to the reporting year prior to running this report.

4. Fuel usage displayed under "Units" is rounded to two decimal places but is not rounded in the tax calculations. This may cause the "Carbon Tax Calculated" to differ by up to \$0.01 if displayed values are used to test the calculation.

5. This form includes only REPORTED fuel usage and excludes all ESTIMATED fuel usage. This may cause the values displayed in this form to differ from those in other exports and reports.

I declare that the information contained in this Carbon Tax Calculation Form is true and correct and based on actual accounting records and not estimates.

Signature of Secretary-Treasurer	Name: (Please Print)	Date

Carbon Tax Calculation Form
Under the Climate Action Revenue Incentive Program

School District Name:	School District 78 - Fraser - Cascade
Contact Information:	
Name:	Cindy Wheeler
Position:	
Telephone Number:	
Email Address:	cwheeler@sd78.bc.ca
Report Date:	Tuesday, January 31, 2017 10:53:05 AM

**Calculation of carbon tax paid directly by the School District
for fuel purchased between January 1 and December 31, 2016:**

Fuel Type	Unit Measure	Units	Tax Rate per unit, January 1, 2016 to June 30, 2016	Units	Tax Rate per unit, July 1, 2016 to December 31, 2016	Carbon Tax Paid
Diesel	Litres	50,670.72	0.0767	34,153.30	0.0767	6,506.00
Gasoline	Litres	11,725.31	0.0667	12,112.54	0.0667	1,589.98
Natural Gas ²	GigaJoules	5,581.28	1.4898	2,990.01	1.4898	12,769.52
Propane Gas	Litres	34,563.44	0.0462	20,493.50	0.0462	2,543.63
Total Claim						23,409.13

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Signature of Secretary-Treasurer	Name: (Please Print)	Date