



**Capital Plan Committee Meeting Minutes**  
**March 29, 2016 – 5:30 p.m.**  
**North Bay and Parry Sound Boardrooms**  
**963 Airport Road, North Bay/111 Isabella Street, Parry Sound**

**Present:** Committee Chair Michelina Beam, Trustees David Thompson, Harry Fry, Jim Beatty, Corine Green, Louise Sargent, Al Bottomley, Paul Moffat, Director Jackie Young, Principal of Capital Projects Gay Smylie, Project Manager Marianne Speirs, Educational Technology Administrator Jeff Roynon, Executive Assistant Sue Walker

**Regrets:** Trustee Carol Stevens

**Call to Order**

Chair Beam called the meeting to order at 5:00 p.m.

**Current Capital Projects – status – concerns**

Capital Projects Manager Marianne Speirs spoke on the current status of following projects:

**Pinewood School**

- Project is on schedule with substantial completion June 15, 2016
- Project is on budget
- project is 75% complete
- furniture specs are being worked on, with delivery of full furniture layouts and criteria for tender the first week of April
- the move tender is being completed next week, for posting the 2<sup>nd</sup> week of April. Contractors have a planned walk thru at the school on April 26<sup>th</sup>.
- The move will be in 3 stages, beginning the week of August 15<sup>th</sup>

- a) Phase 1: Special Education and IT components
- b) Phase 2: Main office, OSR's, filing cabinets, gymnasium, library, and academic supplies
- c) Phase 3: Teacher's teaching tools, classroom furniture

### **Land of Lakes**

- construction documents are underway
- tendering may begin the first week of May, subject to Approval to Proceed to Tendering from the Ministry of Education Capital Branch
- Superintendent Bowness is working with staff and Principals around transitions and having discussions around move management.
- Charlotte Land is to begin the Move Tender next week for this project.

### **Parking Lot for Parry Sound Public School**

- A special meeting of the Board with regards to the selection of the Civil Engineer for the parking lot project will be organized in order to move this forward

### **Review of Data Collection: Educational Technology Administrator Jeff Roynon and Principal of Capital Projects Gay Smylie**

An in-depth Powerpoint presentation was shared with Trustees. A brief summary is as follows:

#### **Facility Information Profiles – progress**

46 sets of data are being compiled, which will be put into 4 categories:

- Capital plan
- Facility profile
- Instructional profiles
- Other school use profiles (lease agreements, partnerships, etc.)

Data that was pertinent to Capital Plan was prioritized.

#### **Capital Plan specific data:**

##### **Items completed:**

- 10 year projections
- Condition assessments (renewal needs - we will have the most up to date data)
- Birth data by community has been obtained from the Health Units for Nipissing and Parry Sound
- All census profiles by community have been pulled (2006 and 2011)

**In progress:**

- On the ground capacity (how we measure the size of the buildings needed)
- Facility Condition Index (what will it cost to replace a facility)
- Utilization rates (what percentage of our schools are full?)
- Surplus/deficit pupil places (where we need space or have surplus)

**Facility Profiles:****Items completed**

- Floor plans
- Date of construction and additions
- Boundary map
- Building area
- Number of portables

**In Progress**

- Site plans
- Context map with land use
- Planning map with zoning
- Size of school site
- Number and types of rooms
- Areas of various surfaces (fields, green space, etc.)
- 10-year history and 5-year future renewal events (how many windows have been replaced, what's necessary to keep that building open?)

**Instructional profiles:****Items completed**

- Course and program offerings
- Specialized services
- Current grand configuration
- Current extra-curricular activities

**In progress**

- Number and type of staff
- Current grade or organization
- Number of out-of-zone students
- Utilization/classroom usage

### **Other School use profiles:**

#### **In progress:**

- Current facility partnerships and their revenue
- Current non-school programs or services resident at or co-located with the school revenue
- Availability of Before and After school programs or services and their revenue
- Lease terms at the school as well as any revenue
- Description of the school's suitability for facility partnerships

Need to determine whether the agreement is at full cost recovery.

### **Community Consultations**

#### **Completed:**

- Met with the City of North Bay
- Met with the Town of Mattawa

#### **Scheduled:**

- Meeting with the Municipality of West Nipissing, Township of East Ferris, Municipality of Callander, Sundridge, South River and Machar Townships

Trustees will be invited to these meetings as well.

### **Facility Visits**

15 schools completed, 24 still scheduled

### **Lease agreements:**

Some lease agreements are slightly different so it will be helpful to see some standardization. As well, the new Childcare Modernization Act will standardize fees through new regulations.

Some childcare programs run during the school day, although children come to before and after school as well. West Ferris has been running in excess of 20 years. E.W. Norman, Ferris Glen and Silver Birches – childcare providers pay for the use of our facilities, with the cost based on operating costs (eg. per square foot). The new Pinewood school build has been approved for 4 spaces – 1 infant, 1 toddler and 2 preschool.

School responsibility is another component of the Childcare Modernization Act. As directed by the Ministry of Education, eventually all schools will be offering daycare. Director Young offered to investigate the responsibility of the Principal if something goes wrong above and beyond the childcare piece.

Before and After school programs

These programs are now mandated by the Ministry. These programs run from 1 to 5 days per week if the numbers are warranted and if there's a provider in the area. There are currently only 10 schools which don't have before/after programs.

Early Years (0 to 3.8 years of age) programs run in the East and West by DSAAB, and by Community Living in this area. All have permits in place.

Community Living – 38 Joseph Street – near PSHS

The Near North Board has another agreement with them where we provide teaching services for some of their specialized programming

Facility Use:

There are many requests for Facility Use, sometimes on a weekly basis. There is a need to delineate between profit and not-for-profit. Once the Capital Plan is complete we will be in a better position to determine what is profit and not-for-profit.

Accessibility:

Currently, the Near North District School Board has 4 schools that have been deemed fully accessible: Argyle, Almaguin, Parry Sound Public School and West Ferris.

### **Presentation of Data – plan meeting date – determine format**

Trustees and staff were questioned on how to best present that data once complete. Family of Schools? Start high level then peel back the layers as things become obvious. Charts and graphs. Exact location of schools in comparison to other schools/facilities.

Timeframe: Gay and Marianne are on road trips until the end of May, usually 2-3 times per week collecting the soft data. Jeff anticipates he needs at least 3 weeks, barring nothing unforeseen.

### **Public Consultation – determine format, timeline**

It was determined that it's too premature to choose a public consultation date at this time. Discussion will also need to be had on how to best present the information to the public, and in what depth.

It was questioned as to whether we put something on the Board website as to where we are now, the “why” behind the right-sizing, etc. Director Young will speak with Information Officer Carrie Girard to see about putting together a succinct overview which will be shared with Trustees first, to ensure we've captured what we need to address in all of our communities.

### **Next Committee Meeting Date**

To be determined at April Board meeting. (it will probably fall within the first few weeks of May)

### **Adjournment**

The meeting was adjourned at 7:50 p.m.