

Ashley St. Pierre, Chair

Craig Myles, Director of Education

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### **Finance Committee**

Tuesday, June 4, 2024 11:00 AM Zoom meeting

#### Committee Members Present

Shane Hall, Committee Chair – joined at 11:30am  
Julie Bertram, Trustee  
Howard Wesley, Trustee  
Craig Myles, Director of Education joined meeting at 11:26am  
Seija Van Haesendonck, Superintendent of Business

#### Staff Present

Lesley Marshall, Acting Executive Assistant  
Wende Proulx, Manager of Finance

#### Absent

Chantal Phillips, Trustee

### **1. Call to Order**

Following the roll call at 11:06am, it was noted by Trustee Wesley that the meeting did not have quorum and would proceed with items for informational purposes only until such time as quorum could be reached. Trustee Wesley advised that Trustee Hall requested that he Chair the meeting in his absence and would join the meeting when possible.

### **2. Declaration of Conflict of Interest**

The Chair called for declarations of conflict of interest; none arose.

### **3. Business Arising**

#### **3.1. 2024-2025 Budget Update – SBO Van Haesendonck**

SBO Van Haesendonck provided two documents relating to the budget in the agenda package for member review including a report addressing changes to the funding formula from Ministry of Education, including the Core Education Funding (formerly Grants for Student Needs (GSN)) and Responsive Education Programs (REP) (formerly Priorities and Partnership Funding (PPF)). To summarize for committee members, the SBO utilized several pieces of available information to compile one board-specific report including the most relevant ministry memorandum for review. Several other memos are available to members but are not included in the agenda package. This report also addresses Special

Education, Transportation, salary benchmarks, and REP allocations.

SBO Van Haesendonck noted that a considerable amount of staff time has been associated with the Bill 124 remedy payments as it was a significant undertaking. As such, delays are to be expected aside from base operating items. Consequently, the budget process has been delayed, while currently focusing on immediate deadlines. Budget work is occurring, in conjunction with other priority tasks, however timelines in the budget manual will be delayed. A revised budget timeline will be submitted to identify finance committee and board meeting dates. SBO Van Haesendonck noted the Ministry of Education approved an extension for the submission deadline for the Estimates to July 15, 2024.

**Director Myles joined meeting at 11:26am, at which time quorum requirements were met and the meeting proceeded formally.**

Trustee Wesley acknowledged the delay in the budget timelines, and noted the commitment of staff to the work being done.

#### **4. Approval of Agenda**

**4.1. Motion:** *Moved by Trustee Bertram and seconded by SBO Van Haesendonck. Carried That the agenda for the meeting of June 4, 2024 be approved.*

#### **5. Approval of Minutes from Previous Meeting**

**5.1. Motion:** *Moved by Trustee Bertram and seconded by SBO Van Haesendonck. Carried That the minutes of the meeting held on March 5, 2024 be approved.*

**5.2. Chippewa and West Ferris Secondary School - Track upgrades – previously brought forward by trustee Phillips. Deferred in Trustee Phillips' absence to September to focus upcoming meeting(s) on the budget process.**

#### **6. Review of Quarterly Report**

**Motion:** *Moved by: Trustee Hall, Seconded by Trustee Bertram. Carried.*

*That the Finance Committee recommends the Quarterly Report for March 2024 be presented to the Board of Trustees for review.*

SBO Van Haesendonck provided a brief overview of the quarterly report, noting that the Trustee Initiatives Fund indicated it is fully expended after the Board-approved reallocation to schools. It was noted that when comparing expenses to the budgeted amounts Bill 124 remedy payments reflected in the GL as of May 31 have resulted in a considerable impact on expenses. The budget reflects a 94% usage of the budgeted figures and would be closer to 81% if the expensed remedy payments were removed.

Additionally, it was noted that the month-end timeline associated with the finalization of reports brought forward to the committee makes it difficult to provide members with agenda items an appropriate number of days in advance of meetings to allow for a thoughtful review of materials. Consideration could be given to moving meeting schedule to the third week of the month on a quarterly basis, should the availability of members support this change.

Trustee Wesley thanked staff for their work to complete the reporting and agenda materials, and agreed a scheduling change could assist both staff and members in moving forward.

## **7. New Business**

### **7.1. NNDSB 2024-020 Classroom Alterations, West Ferris Secondary School – Tender Award**

*Motion: Moved by: Trustee Bertram Secoded by: Superintendent Van Haesendonck. Carried.*

*That the Finance Committee of the Near North District School Board recommends that the Board of Trustees awards tender NNDSB 2024- 020 Classroom Alterations, West Ferris Secondary School to Venasse Building Group for \$580,000.00 plus HST.*

This work involves altering some existing non-instructional spaces, to better meet the needs of students at West Ferris SS. This work is expected to be completed over the summer months.

### **7.2. NNDSB – 2024-023 Window Replacement – East Wing Classrooms, Chippewa Secondary School Tender Award**

*Motion: Moved by: Trustee Hall, seconded by Trustee Bertram. Carried*

*That the Finance Committee of the Near North District School Board recommends that the Board of Trustees awards tender NNDSB 2024- 023 Window Replacement – East Wing Classrooms, Chippewa Secondary School to Venasse Building Group for \$1,324,000.00 + HST.*

### **7.3. NNDSB 2024-018 White Woods Public School – AH Units and BMS Upgrades – Tender Award**

*Motion: Moved by: Trustee Bertram, seconded by Trustee Hall. Carried*

*That the Finance Committee of the Near North District School Board recommends that the Board of Trustees awards tender NNDSB 2024- 018 White Woods Public School – AH Units and BMS Upgrades to Bernard Rochefort Limited for \$292,180.00 + HST*

SBO Van Haesendonck noted the existing units set to be replaced are Denkar and require manual work repairs or adjustments. The work cannot be done remotely, and it can be challenging to have a contractor attend the site on a timely basis. The tendered project includes the replacement and installation of new building management system to upgrade to Honeywell and replace several air handling units.

### **7.4. To Confirm Electronic Votes**

*Moved by: Trustee Hall, seconded by Trustee Bertram. Carried*

*Motion: To confirm the motions to recommend the approval of the following tender awards via electronic vote*

- March 28, 2024 NNDSB 2024-011 Woodland P.S. Window Replacement
- April 26, 2024 NNDSB 2024-013 Land of Lakes Senior Public School Heating Plant Upgrades
- May 6, 2024 NNDSB 2024-019 Parry Sound P.S. Window Replacement

## **7.5 HVAC System Upgrades**

Trustee Bertram spoke to the item of HVAC System Upgrades, noting that the board received COVID funding to upgrade HVAC systems at some schools, and asked whether these types of upgrades would continue in schools moving forward now that the funding has ended.

SBO Van Haesendonck advised HVAC upgrades are capital projects and the board was able to take advantage of CVRIS funding to upgrade many systems that had no or only partial mechanical ventilation, and also used School Condition Improvement and School Renewal funding when CVRIS funding was insufficient due to cost increases. Ventilation work continues to be prioritized as identified through facility department inspections and through the third party facility condition assessments funded by the Ministry of Education. Age of components, the shell, structure, and systems assist in compiling suggested end of life and replacement timelines for existing systems. These processes are supported through the Capital Planning and Facilities Department and when replacements/upgrades are identified as necessary, these are funded through School Condition Improvement and School Renewal funding. It was also noted this is a finite amount of funding and facility needs must be prioritized each year.

## **7.6 Washroom Upgrades**

Trustee Bertram thanked Superintendent Van Haesendonck for her thorough answer to the previous item and noted that the item of washrooms was brought forward out of concern that some facilities were not completing repairs.

SBO Van Haesendonck noted that the same process is used to identify expected replacement timelines for washroom facilities as was mentioned in the HVAC discussion but additionally consideration is given to enhancement to accessibility when modifications do take place and whether upgrades as a result of building code requirements are required.

Occasionally facilities are closed due to ongoing patterns of vandalism or limited supervisory capacity in a facility. Attempts are made to complete repairs but may become cost prohibitive over longer periods of time. Emergency or safety-related repairs take priority, but administration may elect to keep spaces closed if the building is not at capacity and there is sufficient access to washroom facilities with it closed. Trustee Wesley noted that it was important for students to feel they are in an environment that is cared for adequately.

## **7.7 Trustee Initiative Fund**

This item was not discussed.

## **7.8 Widdifield Secondary School operating costs**

Trustee Wesley noted that he had requested this item be added to the agenda however he was cognizant that for this committee to discuss this item thoughtfully there was insufficient time to request materials for review. It is expected further fulsome conversation will happen at the Committee of the Whole.

8. The regular quarterly meeting of the Finance Committee will be moved to the third week of the relevant month, Tuesdays at 11:00am. Calendar invites to be adjusted by staff.

**9. Adjournment**

*Motion: Moved by Trustee Bertram and seconded by Trustee Hall. Carried  
That there being no further business to discuss, on June 4<sup>th</sup> 2024 the Finance Committee stands adjourned at 11:58 am.*

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