



**FINANCE & OPERATIONS COMMITTEE MEETING**  
**Saturday, October 3, 2015 – 1:15p.m.**  
**District Conference Centre – Strawberry Marsh Road**

**1. Call to Order**

The first regular meeting of the Finance and Operations Committee of the Newfoundland and Labrador English School Board for the school year 2015-2016, was called to order at 1:15p.m. Saturday, October 3, 2015.

Members Present:       Goronwy Price, Chair  
                                  Nada Borden, Committee Member  
                                  Wayne Lee, Committee Member  
                                  John George, Committee member  
                                  Rick Martin, Committee member  
                                  Gary Baikie, Committee member

NLESD Staff Present:   Darrin Pike, CEO/Director of Education  
                                  Terry Hall, Assistant Director of Education – Finance and Business

Administration

                                  Jim Sinnott, Director of Facilities and Custodial Management  
                                  Susan Clarke, Administrative Assistant/Recorder (Finance)

**2. Approval of Agenda**

Agenda amended to remove item 4.2 “Request to purchase property near Coley’s Point Primary” and to add item 4.5 “Audit Update”.

It was moved by Wayne Lee, seconded by Rick Martin that the agenda be adopted as amended. *Carried.*

**3. Approval of Minutes – June 6, 2015, August 11, 2015**

It was moved by John George, seconded by Nada Borden that the minutes of June 6, 2015 be adopted as presented. *Carried.*

It was moved by Gary Baikie, seconded by Rick Martin that the minutes of August 11, 2015 be adopted as presented. *Carried.*

#### **4. New Business – for motion**

##### **4.1 Lease Extension – G.C. Rowe**

The Bay of Islands – St. George's/Burgeo/Ramea Integrated School Board leased property from the Anglican Church of Canada, Diocese of Western Newfoundland for an Access Road to G.C. Rowe Junior High School, and Humber Elementary School, Corner Brook. The School Board constructed the Access Road in accordance with the requirements of the Lease. The Lease was registered in the Registry of Deeds for Newfoundland and Labrador on May 6, 1991. The term of the Lease was 25 years from October 15, 1990 to October 14, 2015 since the District still requires the use of the Access Road for the schools in the immediate area, an extension to the term of the Lease and amendment of the Lease is being proposed on the terms set out below.

- Extend the term of the Lease for a further term of 25 years from October 15, 2015 to October 14, 2040, subject to earlier termination as set out below.
- The Church may terminate the Lease on not less than six months' notice of termination.
- The District may terminate the Lease on not less than six months' notice of termination.
- The District agrees, subject to clauses above, the Church is not to be precluded from sale of the Lessor's property by anything set out in the Lease.
- The Church and the District agree, other than as specifically modified by the Lease Extension, and Amendment Agreement, the terms of the Lease are unchanged and continue in effect.

##### **Motion:**

**Moved by Nada Borden, seconded by Wayne Lee that the Finance and Operations Committee recommend that the Board grant approval for the proposed Lease Extension and Amendment as forwarded by the Anglican Church of Canada, Diocese of Western Newfoundland. Carried.**

##### **Recommendation #1:**

**That the Finance and Operations Committee recommend that the Board grant approval for the proposed Lease Extension and Amendment as forwarded by the Anglican Church of Canada, Diocese of Western Newfoundland.**

##### **4.2 Request to purchase former All Saints School & leased property Topsail Road**

The Newfoundland and Labrador English School District has received a proposal from the Town of Conception Bay South to purchase the former All Saints School and a leased portion of property located on Topsail Road on which the Fire Station is located.

During the summer of 2015, the Town of Conception Bay South requested a meeting on three District properties within the Town. The former All Saints School property, leased land on Topsail Road and Cherry Lane (former Board office) which the Town has leased and operated for many years. The Town stated in the meeting that it wanted to do an assessment of the properties and also have appraisals completed for value and would

respond in writing.

A letter dated September 8, 2015 was received by the District from the Town stating; (Subject to Council approval):

1. All Saints – Offer \$400,000 for vacant land after building removed by the District or a reduced price and the Town responsible for demolition of the building. (Stated estimate of \$150,000 to remove building).
2. Fire Station – Offer appraised value of \$50,000 for land on which the Fire Station is located.
3. Cherry Lane – No interest in purchasing Cherry Lane property and will vacate and terminate the lease in coming months.

Land title is still in Anglican Church name, profits noted in motion and recommendation may have to be divided with the Church upon agreement of sale price with the Town. This site has deteriorated and is now a legal liability to the District.

**Motion:**

**Moved by Gary Baikie, seconded by John George that the Finance and Operations Committee recommend that the Board grant approval for the District to respond with:**

1. An asking price of \$250,000 for the All Saints School property “as is” and
2. Accept the \$50,000 offer for the Fire Station site.

**Subject to Ministerial approval. Carried.**

**Recommendation #2:**

**That the Finance and Operations Committee recommend that the Board grant approval for the District to respond with:**

1. An asking price of \$250,000 for the All Saints School property “as is” and
2. Accept the \$50,000 offer for the Fire Station site.

**Subject to Ministerial approval.**

**New Business – Information Purposes**

**4.3 Update – Capital Projects**

Compliments were extended by Tony Stack, Assistant Director of Education, Operations to Jim Sinnott, Director of Facilities and Custodial Maintenance and his maintenance staff on the preparation work to get schools open on time for this school year.

Update on Capital Projects was tabled by Jim Sinnott, Director of Facilities and Custodial Maintenance as presented below:

**Projects nearing completion (currently occupied):**

- Corner Brook Intermediate: Minor deficiencies plus a list of deferred elements remaining that did not make original scope.
- Exploits Valley High: Minor deficiencies plus a list of deferred elements remaining that did not make original scope.
- Roncalli Elementary: Minor deficiencies plus multipurpose room (cafeteria) remaining.
- Waterford Valley High: Deficiencies plus commissioning/training.

**Projects in active construction:**

- Conception Bay South K-7 School: Marco – began September, 2015 – planned substantial completion March, 2017.
- Octagon Pond area school: Pomerleau – began March, 2015 – planned substantial completion June, 2016.
- Portugal Cove St. Philip’s 5-9 School: Marco – began July, 2016 – planned substantial completion November, 2016.
- Torbay 5-7 School: Bird – began May, 2015 – planned substantial completion July, 2016.
- St. Francis of Assisi, Outer Cove: Four classroom extension, First Canadian Group – planned substantial completion February, 2016.
- Mary Queen of Peace, St. John’s: Four classroom extension, Enercon Builders – planned substantial completion June, 2016.

**Projects in tender process (awaiting tender release or award):**

- Gander 4-6 School: New school
- Virginia Park K-6 School: New school
- St. Peter’s Junior High: Extension and renovations

**Projects in Design:**

- Gander Academy: Extension and demolition to effectively create “new” Gander K-3
- Coley’s Point Primary: New school

**Projects announced and awaiting consultant appointment:**

- Paradise Junior High: Site selection underway
- Paradise High School: Site selection underway
- Mobile-area Intermediate School: Site selection underway
- Riverside Elementary: Extension and renovations

Approximately 100 renovations of varying scopes being made to schools in order to accommodate full day Kindergarten.

New home being constructed in Rigolet and new home to be purchased in Nain for

Labrador Housing initiative.

**For information purposes only.**

**4.4 Virginia Park Elementary – Easement request from NL Power**

This item was brought before the Executive Committee on September 24, 2015.

It is being brought forward to the Finance and Operations Committee for information purposes.

The Newfoundland and Labrador English School District has been contacted by Regal Realty regarding the approval of an easement along Virginia Park School Property.

Regal Realty is building condominiums in Virginia Park. As part of the development the developer has requested an easement along District property to place a transformer pad on the existing easement bordering the District property. Placement of the pad and impact to the existing easement will have no impact to the design plan for the future Virginia Park School.

**For information purposes only.**

**4.5 Audit Update**

Tabled by Terry Hall, Assistant Director of Education – Finance and Business Administration.

Draft audit has been forwarded for review and edits. Once the finalized documents have been prepared a meeting of the Finance and Operations Committee will be required for approval. This meeting is expected to be held the last week of October.

**For information purposes only.**

**5. Date of Next Meeting**

The next meeting will be at the call of the Chair.

**6. Adjournment**

It was moved by Rick Martin to adjourn at 2:00 p.m. Carried.