



**FINANCE & OPERATIONS COMMITTEE MEETING**  
**April 15, 2021 – 12:30pm**  
**Newfoundland and Labrador English School District**  
**(Via Zoom)**

**1. Call to Order**

A meeting of the Finance and Operations Committee of the Newfoundland and Labrador English School Board was called to order at 12:30pm on Thursday, April 15, 2021.

Members Present: Steve Tessier, Chair  
Goronwy Price, Board Chair  
Wayne Lee, Committee Member  
Winston Carter, Committee Member  
John George, Committee Member  
Guy Elliott, Committee Member  
Raymond Bennett, Committee Member

NLESD Staff Present: Terry Hall, CFO/ADE – Corporate Services  
Tony Stack, CEO/Director of Education  
Jim Sinnott, Director of Facilities and Custodial Management  
Susan Clarke, Administrative Assistant (Corporate Services)

**2. Approval of Agenda**

It was moved by Wayne Lee, seconded by Goronwy Price that the agenda be adopted as presented. *Carried.*

**3. Approval of Minutes – January 12, 2021**

It was moved by John George, seconded by Guy Elliott that the minutes of January 12, 2021 be adopted as presented. *Carried.*

**4. New Business (Motion)**

**4.1 Quarterly Budget Status Update – Period Ended December 31, 2020**

Tabled by Terry Hall, CFO/ADE Corporate Services.

**Budget Highlights**

**Total Budget**

Original Budget (total)	\$829.28 Million
Revised Budget (total)	836.76 Million
Budget Increase	7.44 Million

Expenses are expected to remain within budget for the 2020-21 fiscal year, although certain expenditures may exceed the approved budget allocation and budget transfers within these categories may be required.

**Budget Adjustments**

The total budget, as previously presented, has been decreased by \$200,000 to Align with the confirmed one-time funding budget provided to the District. The revenue and related salary expenses have both been corrected and reduced by \$200,000.

The attached schedules summarize the operating results compared to the revised budget for the period ended December 31, 2020.

**Motion #1:**

**Moved by Goronwy Price, seconded by Winston Carter that the Finance and Operations Committee recommend to the Board, approval of the revised Quarterly Budget Status Update for the period ended December 31, 2020. Carried.**

**4.2 City of St. John’s Easements – Bishop Abraham**

Tabled by Jim Sinnott, Director of Facilities and Custodial Management.

The former Bishops College was sold to Pennecon a few years back, and is being converted to a senior’s facility. The City of St. John’s recently contacted the District, and as a part of the redevelopment they would like to upgrade traditional ad-hoc walking paths in the area, predominantly used by Bishop Abraham students, such that they are formalized and maintained by the City.

Survey field work can be completed where necessary to nail down exact locations provided the Board approves easements in concept, and the City approves funding.

- The City has required the Developer to upgrade to a City specification trail, which the City would then have an easement over for the purpose of maintenance/upkeep.
- The City would like to acquire an easement from the Board for the purpose of installing a formal pedestrian access/trail at some point in the future. If the Board is agreeable to providing an easement the project will be added to the City's list of projects for funding.
- The District can connect with the upgraded trail to complete the formal pedestrian access to the school for students.

**Motion#2:**

**Moved by Wayne Lee, seconded by Raymond Bennett that the Finance and Operations Committee recommend to the Board, approval of easements as required for the City of St. John's to upgrade the Bishop Abraham trail network. Carried.**

**4.3 Sale of Former Our Lady of Labrador, West St. Modeste**

Tabled by Jim Sinnott, Director of Facilities and Custodial Management.

The former Our Lady of Labrador was closed by the Western School District in 2010. The NL English School District listed the property for sale by tender twice in 2014; garnering no bids it has been listed with a real estate agent since that time.

A Quit Claim was signed by the Roman Catholic Episcopal Corporation for the specific school land in 2016, in exchange for \$1,000 consideration and their retention of most of the original grant.

A 2017 prospective sale fell through due to the Crown Grant restriction that was in place at the time. The associated "for church and educational use" grant restriction was subsequently removed by the Crown Lands in 2018. The Town of West St. Modeste charges the District \$15,000 a year in municipal fees. A recent offer was made for \$20,000 which both allows us to relieve the District of the potential liability of a closed building as well as the ongoing municipal fees. Prior to receipt of the formal offer, the District wrote the Town inquiring if they were interested in obtaining title, however there was no response.

**Motion#3:**

**Moved by John George, seconded by Guy Elliott that the Finance and Operations Committee recommend to the Board, approval of the sale of the former Our Lady of Labrador for \$20,000, subject to Ministerial approval. Carried.**

#### **4.4 Transfer of St. Agnes School to Town of Pouch Cove**

Tabled by Jim Sinnott, Director of Facilities and Custodial Management.

The former St. Agnes School in Pouch Cove was closed by the Avalon East School District in 2002. As a former church-owned school, the site was subject to Section 84 of the Schools Act – specifically in this case the building was to be removed and the site returned to the Roman Catholic Episcopal Corporation (RCEC). However, subsequent to demolition of the building, hydrocarbon contamination was discovered in the soil. Consequently, the site was purchased from the RCEC based on a cost benefit analysis – specifically the ~\$100,000 purchase price was ~25% of the cost of remediation.

The Town of Pouch Cove expressed interest in purchasing the land some years back, but withdrew upon reading the environmental report. They have now approached the District seeking to have the land transferred to them at no cost, subject to their obtaining funding to pursue a new remediation method in partnership with Memorial University. This is a win-win scenario in that the land is of no use to the District so ownership is solely a liability, whereas the Town hopes to gain a useful parcel of land once remediated. NLESD has been invited to observe the remediation trial, as this is thematically common with present/former school sites.

##### **Motion #4:**

**Moved by Goronwy Price, seconded by Wayne Lee that the Finance and Operations Committee recommend to the Board, approval of the sale of the former St. Agnes School in Pouch Cove to the Town of Pouch Cove for nominal consideration including the District’s legal costs, subject to Ministerial approval. *Carried.***

#### **4.5 Transfer of Land to the Town of Deer Lake for Medical Clinic Elwood Complex**

Tabled by Jim Sinnott, Director of Facilities and Custodial Management.

The medical clinic in the Town of Deer Lake is owned/operated by a non-profit corporation. The Town contacted the District some time ago seeking to acquire land from the rear of the Elwood Elementary/High School complex in order to expand the clinic and its parking lot. In exchange, the Town offered to upgrade the recreation area, which is also behind the school, along with some associated civil (e.g. parking lot and walkway) improvements. Todd Penney, the Manager of Facilities in the Western Region, has taken lead on this. Notable improvements include:

1. Repositioning the playfield to facilitate land transfer and upgrading with new topsoil/sod;

2. Constructing new outdoor fenced basketball court;
3. Adding new concrete walkways;
4. Extensive site clean-up for improved pedestrian and vehicular flow.

**Motion #5:**

**Moved by Winston Carter, seconded by Wayne Lee that the Finance and Operations Committee recommend to the Board, approval of the sale of the land at the rear of the Elwood schools to the Town of Deer Lake in exchange for the Town undertaking site improvements as agreed to between the Town and the District and illustrated in the concept plan, subject to Ministerial approval. *Carried.***

**4.6 Relinquish Crown Grant – English Harbour West**

Tabled by Jim Sinnott, Director of Facilities and Custodial Management.

The District was recently contacted by an individual interested in acquiring property in English Harbour West. This land was granted to the Bay d’Espoir Integrated School Board in 1986 with a grant restriction “for the purpose of a school”. The land is not of any current or future use to the NLESD. Given this is vacant land, the cleanest way to proceed for both the NLESD and the individual is for the District to relinquish the grant back to the Crown, and the individual to acquire from the Crown.

**Motion #6:**

**Moved by John George, seconded by Raymond Bennett that the Finance and Operations Committee recommend to the Board, approval of relinquishing the unused grant in English Harbour West back to the Crown. *Carried.***

**4.7 Sale – St. Theresa’s, Port aux Choix**

Tabled by Jim Sinnott, Director of Facilities and Custodial Management.

The former St. Theresa’s in Port aux Choix was closed by the Western School District in 2010. The NL English School District listed the property for sale by tender twice; garnering no bids, it has been listed with a real estate agent since that time. The Roman Catholic Episcopal Corporation will retain most of the original grant for the church onsite. The proceeds of sale, minus expenses will be split between NLESD and RCEC. A previous prospective sale fell through due to the restrictions RCEC places on future use.

Potential hydrocarbon contamination has been disclosed to the buyer via an environmental report. This report, commissioned by the Western School District, postulates that the contamination is from an adjacent property that

previously housed a gas station and bulk fuel storage facility. The current offer of \$55,000 allows us to relieve the District of the potential liability of a closed building as well as get a modest return. The purchaser intends to use the facility for non-cannabis agriculture, and has agreed to a restrictive covenant per RCEC's wishes.

**Motion #7:**

**Moved by Wayne Lee, seconded by Raymond Bennett that the Finance and Operations Committee recommend to the Board, approval of the sale of the former St. Theresa's, Port aux Choix, for \$55,000, subject to Ministerial approval. *Carried.***

**4.8 Photocopier Lease and Financing**

Tabled by Terry Hall, CFO/ADE Corporate Services.

Request for Board approval of \$800,000 to purchase approximately 137 photocopiers (multi-function devices) for various schools throughout the District. These photocopiers will replace existing copiers that were installed at least five (5) years ago, and in which the service agreements and/or leases have already expired and/or are due to expire by September 2021. Please note that there are approximately 173 copiers that are due to expire by the beginning of 2022; however, the District will prioritize replacements for this request and will look at replacing the additional 36 devices for the 2022-23 school year.

These purchases shall be made via the Managed Print Services Contract awarded to Xerox by the Government of Newfoundland and Labrador. Lease financing would be arranged through the Royal Bank of Canada with a five (5) year amortization term, and would require Ministerial approval.

**Motion #8:**

**Moved by Guy Elliott, seconded by John George that the Finance and Operations Committee recommend to the Board, approval to:**

- 1. purchase up to \$800,000 (inclusive of net HST) worth of replacement copy/print/duplication technology from Xerox under the provincial RFP, and**
- 2. arrange the necessary lease financing with a five year amortization term, with such lease financing subject to Ministerial approval. *Carried.***

**For Discussion:**

**4.9 Trustee Travel – Graduation and Proms (Revisited Item)**

At the last Board meeting an option to cover travel costs from PD funds was offered as a solution. It was requested to have this item revisited by Finance and Operations for consideration of a Motion.

After discussion, the Committee decided that it was best to leave this until the next Board is elected. As such the item is to remain status quo.

**For discussion purposes only.**

**5.0 Date of Next Meeting**

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

**6.0 Adjournment**

Motion to adjourn by Wayne Lee at 12:45p.m. *Carried.*