



# BRANDON SCHOOL DIVISION

## FINANCE AND FACILITIES COMMITTEE MINUTES

Monday, April 27, 2026 – 6:00 p.m.

Boardroom, Administration Office

Trustees Present: L. Ross D. Ross  
K. Carr L. McConnell  
J. Murray B. Sieklicki

Also Present: D. Labossiere, Secretary-Treasurer  
M. Gustafson, Superintendent/CEO  
S. Gilleshammer, Assistant Superintendent – Student Services  
J. Zilkey, Assistant Superintendent – Curriculum and HR  
J. McBeth, Executive Assistant

Regrets: C. Ekenna, K. Fallis, S. Mozdzen

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### 1. COMMITTEE ITEMS

#### A. PROMISSORY NOTE

Mr. Labossiere spoke to the Promissory Note received from the Province for Betty Gibson School and New Era School.

The Committee agreed to bring the following recommendation as a Late Motion to the Regular Board Meeting Monday, April 27, 2026:

#### Recommendation

That the Promissory Note LTPS0887 for the purpose of borrowing the sum of Two Hundred Eighty-Five Thousand Four Hundred Dollars (\$285,400) to meet partial costs of the following:

School:

Betty Gibson School

New Era School

Project:

Modular Classroom

Structural Roof Upgrade & Masonry Repairs

be approved.

#### B. CONFIDENTIAL MATTER

Mr. Labossiere and Mr. Gustafson spoke to a confidential matter and answered Trustee questions for clarification.

C. CAPITAL PROJECT REPORT – STATUS UPDATES

Mr. Labossiere provided a report and statuses on the following capital projects and answered Trustee questions for clarification:

Projects funded by the Province:

- Betty Gibson – Modular Classroom Unit
- Crocus Plains Regional Secondary School – East side roof structural reinforcement (Phase 2)
- Crocus Plains Regional Secondary School – West side roof replacement with structural upgrade (Phase 3)
- Crocus Plains Regional Secondary School – Make Up Air (MUA) Unit Replacements (Vocational Shops)
- Crocus Plains Regional Secondary School – Emergency Lighting Upgrade
- Earl Oxford – Elevator Modernization
- J.R. Reid – Steam Boiler System Replacement
- Kirkcaldy Heights – Roof Replacement
- Maryland Park – Classroom Addition
- Meadows – Modular Classroom Unit
- Meadows – Boiler Replacement
- Meadows – Roof Replacement
- École Secondaire Neelin High School – Crawlspace Remediation
- École New Era School – Roof Replacement
- École New Era School – Structural Roof Upgrade and Masonry Repairs
- New K-8 School – Southwest Brandon

Projects funded by the Division:

- Various Schools – Installation of doors & windows
- Division Office – Replacement of Audio System in Board Room
- École New Era School & Vincent Massey – Concrete stair repairs

D. FIVE YEAR CAPITAL PLAN – 2027-2028 TO 2031-2032

Mr. Labossiere reviewed the Five-Year Capital Plan for 2027-2028 to 2031-2032 and answered Trustee questions for clarification.

The capital plan submission consists of the following categories: construction of new facilities and renovation of existing facilities, accessibility, roofing, structural and systems replacement. Based on needs to accommodate students, feedback from School Leaders, age of facilities/equipment, inspections, reports and repair history, Senior Administration has identified the following capital requests in each category:

Construction of New Schools:

1. New High School (Gr. 9-12)

Additions / Renovations / Modulars:

1. Earl Oxford – Renovation to add instructional space

2. Green Acres – Renovation to old gym to increase classroom space
3. Valleyview – New gym addition and renovate old gym into classroom space
4. Riverview – New Gym to K to 8 standards
5. Neelin High School – Addition for 500 students

Accessibility:

1. École O’Kelly – Hygiene room
2. New Era – Elevator replacement
3. Waverly Park – Hygiene room
4. Riverview – Gymnasium Accessibility
5. Riverheights – Barrier free/gender neutral bathroom
6. Meadows – Barrier free/gender neutral bathroom
7. Alexander – Hygiene Room

Roofing:

1. Crocus Plains Regional Secondary School – West side of school
2. Crocus Plains Regional Secondary School – South side of school
3. Meadows – North half of the school, excluding gym
4. New Era – Shingled roof, west end, original building
5. Waverly Park – West side of school, original school
6. Kirkcaldy Heights – Whole school
7. Riverview – East side of school, including gym
8. King George – West side and North center above library
9. Earl Oxford – North side including gym
10. Linden Lanes – West end
11. J.R. Reid – Whole school
12. George Fitton – Northwest corner of the school
13. New Era – Center school north
14. Riverheights – Mechanical rooms above ground
15. Valleyview – Whole school
16. Vincent Massey – East end, original school
17. Meadows – Gym roof
18. Alexander – Shingled roof, south side

Structural:

1. Alexander – Crawlspace wall excavation and waterproofing
2. New Era – Crawlspace wall excavation and waterproofing
3. École Harrison – Crawlspace wall excavation waterproofing including water entry
4. Riverview – Crawlspace wall excavation and waterproofing including water entry
5. Earl Oxford – Crawlspace wall excavation and waterproofing including water entry
6. École O’Kelly – Crawlspace wall excavation and waterproofing south/east side

Systems Replacement:

1. Crocus Plains Regional Secondary School – Replace steam boilers/heating system, AHU's and pneumatic controls
2. École O'Kelly – Replace steam boilers
3. Riverheights – Replace water boilers / upgrade heating system and pneumatic controls.
4. Meadows – Replace unit ventilators, hot water heat piping and air handlers
5. Crocus Plains Regional Secondary School – Replace dust collector and system code compliance upgrade
6. Alexander – Replace septic system. Install new septic tanks and remove old septic field and old well systems on school yard
7. George Fitton – Upgrade single boiler system to dual system, upgrade north east obsolete AHU
8. Waverly Park – Install new geo thermal heat pump (Chiller) and DDC controls
9. Kirkcaldy Heights – Replace air makeup
10. Crocus Plains Regional Secondary School – Install air conditioning in the kitchen
11. Neelin High – Replace Air conditioning units
12. Riverheights – Replace dust collector

The Committee agreed to bring the following recommendation as a Late Motion to the Regular Board Meeting Monday, April 27, 2026:

**Recommendation**

That the Five-Year Capital Plan 2027-2028 to 2031-2032 be approved for submission to the Capital Project Planning and Delivery (CPPD).

E. JOINT USE AGREEMENT

Mr. Zilkey provided an update regarding the review of the Joint Use Agreement between the City of Brandon and the Brandon School Division. He spoke to the distinction between schools, the fees, and the Cities new soccer field. He added that the Division will be developing a safety and security checklist for the Joint Use Agreement for users of BSD Schools. Mr. Labossiere reviewed the current fees and the proposed changes to the fees charged to user groups for schools, used under the Joint Use Agreement. Senior Administration answered Trustee questions for clarification.

F. REVIEW OF MONTHLY REPORTS

Mr. Labossiere reviewed the Summary of Forecasted Variances for 2025-2026 School year, and the Projected Accumulated Surplus as of February 28, 2026. The reports were accepted as circulated, and the Committee had no questions.

## 2. OPERATIONS INFORMATION

### A. CORRESPONDENCE:

- Mr. Gustafson spoke to the correspondence received from Honourable Tracy Schmidt, Minister of Education and Early Childhood Learning, regarding the new school in the Brookwood South neighborhood.
- Mr. Labossiere spoke to the correspondence received from Greg Cherwonick, Director, Education and Child Care Portfolio, Capital Project Planning and Delivery Division, Department of Public Service Delivery, regarding the Financial Progress Report.

### B. FACILITY PROJECT UPDATES

- Mr. Labossiere provided an update on the new school – Brookwood South. Senior Administration discussed design elements of the new school and answered Trustee questions for clarification.

Respectfully submitted,

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B. Sieklicki