



DATE: May 24, 2023

TO: Board of Trustees

FROM: Cindy Briggs, Committee Chair

GOVERNANCE POLICY: [Policy 230 – Board Committees](#)

ADDITIONAL REFERENCE: [Policy 225 – Board Responsibility and Conduct](#)
[Policy 405 – Budget Development and Transparency](#)
[Administrative Procedure 600 – Capital Plan Development](#)
[Administrative Procedure 605 – Site and Playground Development Procedures](#)
[Administrative Procedure 615 – School Facilities and Equipment Maintenance](#)
Board Procedures Regulation 82/2019
Education Act: Section 34, 51, 52(1)(b)
Assurance Domain - [Governance](#)

SUBJECT: Building and Maintenance Committee

PURPOSE:
For information.

BACKGROUND:

The Building and Maintenance Committee makes recommendations to the Board regarding the Board's real property, as well as the Division's Capital Plan and Modular requests. The Committee recommends and reviews policies related to buildings. The Committee also reviews tenders, Division managed major projects, and architectural designs for new buildings, and subsequently make recommendations to the Board.

REPORT SUMMARY:

The Building and Maintenance Committee held a meeting on April 26, 2023. The following is a summary of that meeting:

- Old Business:
 - The interim spring break project list was successfully completed, including the installation of urinals at Four Winds Public School and the replacement of hot water tanks.
 - To ensure the upkeep of older structures, facility management is currently completing the semi-annual cleaning of ducts, including filter replacements.
 - Snow was cleared from the Ochre Park roof, and water drainage has been accomplished. The contractor will revisit the site for a warranty assessment review.
 - The Division and Sturgeon County have mutually agreed to a proposal for Camilla School permitting the release of water drainage into the pond.
- New Business:
 - The Division has received a letter from Alberta Education extending the JUPA (Joint Use & Planning Agreement) deadline to June 2025. Drafts for Morinville, the City of St. Albert, and Sturgeon County are presently being drafted.



- Facilities personnel have been diligently working during evenings and weekends since mid-April to complete the cleaning of parking lots and the repair of potholes. Ground maintenance schedules have already commenced for each school.
- The issue of AEDs (Automated External Defibrillators) at Bon Accord School and Lilian Schick School will be escalated to the HR department for further action.

The Committee Chair is prepared to respond to questions at the May 24, 2023, Public Board meeting.