Date: November 27, 2024   **Agenda Item:** 8.3

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Sean Nicholson, Associate Superintendent, Corporate Services
Steven Holkham, Director, Facility Services

Subject: **Snow Removal and Temperature Monitoring Process**

Background:

A Board request for information was placed at the Committee of the Whole on October 26, 2024, for information on the snow removal and temperature monitoring process for the 2024-2025 school year.

Snow Removal Process

In 2022-2023 the Division contracted out the entire snow removal process at all schools. In the 2023-2024 year, the Facility Services Department shifted to a new process where the facilities team and the custodians were responsible for sidewalks at all schools, while contractors took care of the parking lots division-wide.

For the 2024-2025 year, the Facility Services Department has established the following plan:

- Contracts secured parking lots for five schools closest to St. Albert (Sturgeon Heights, Namao, SCHS, Guthrie and Camilla).
- The Facilities team will be out to assist the custodian with the initial sidewalk snow removal after a snowfall.
- Custodians will be responsible for clearing the sidewalks throughout the day.
- The Facilities team will manage the parking lots at (MPS, Lilian Schick, Bon Accord, Gibbons, Landing Trail, Redwater and Ochre Park).

Temperature Monitoring Process

The Division has the following items in place to assist with the monitoring of temperature in all Division-owned buildings:

- Buildings are all monitored 24-7 through the Building Monitoring System.
- Various team members physically visit all schools regularly over extended breaks. Custodians will also be in schools over breaks to help monitor the buildings.
- During operational hours, if the temperature drops to 17 degrees the system will trigger an alert to facilities. Custodian staff are also tasked with identifying

temperature issues throughout the day. When an issue is identified they will create a work order and email the office.
- At the beginning of each day, the facility team members log in and check that the systems are all running efficiently and look for issues at each school.
- There is also a facilities team member on call who will regularly check the building monitoring system.
- Temperature issues below 17 are considered an emergent issue.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):
This report aligns with the SLQS in the following way:

COMPETENCY: **INDICATORS:**	(6) School Authority Operations and Resources e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.
COMPETENCY: **INDICATORS:**	(7) Supporting Effective Governance j. building the capacity of the board and staff to predict, communicate and respond to emergent circumstances, including emergency readiness and crisis management, and to political, social, economic, legal and cultural contexts and trends.

Governance Implications:
Education Act
The Board shall ensure effective stewardship of the Board's resources [Education Act s. 33(1)(i)]

Policy 225: Role of the Board
Resource Stewardship
The Board shall ensure effective stewardship of the Board's resources [Education Act s. 33(1)(i)]. Specifically, the Board: 39. Within the context of a strategic plan, approve budget assumptions and establish priorities at the outset of the budget process.

Administrative Procedure 615: School Facilities and Equipment Maintenance
The first priority of the Facilities Department is to facilitate comfortable and safe conditions for student learning. For safety and insurance purposes, a process has to be established that ensures consistent building maintenance standards exist throughout Sturgeon Public Schools.

Administration is prepared to respond to questions at the November 27, 2024, Public Board meeting.

Attachment(s):

Not applicable.