



**COUNCIL POLICY  
COMPLIANCE MONITORING FORM  
~ EXECUTIVE REPORT ~**

**Policy Type:** Executive Limitations 3.5

**Page:** 1 of 4

**Policy Title:** Property Management

**Date:** May 8, 2024

I hereby present my monitoring report on your Executive Limitations policy **Property Management** according to the schedule established. I certify that the information contained in this report is true, and represents compliance with all aspects of the policy unless specifically stated otherwise, since the policy was adopted on February 9, 2022.

*Derek O'Brien*

Superintendent  
May 8, 2024

**Interpretation**

The policy states that the Superintendent must not allow assets to be unprotected, inadequately maintained, inappropriately used, or exposed to unnecessary risk. Safety of students and staff is priority. This means we must have district policies and procedures in place and adhere to the appropriate provincial policies. The staff who work directly in this area must be aware of all policies, procedures, and practices. The 69 schools in ASD-S must be suitable for teaching and learning, making the best use of available funds to repair and replace as required, to complete preventative maintenance when possible, and all inspections must be completed in a timely fashion and deficiencies addressed. Long term goals must be considered when looking at capital projects and annual summer improvement projects.

**Background:**

ASD-S has 69 schools ranging in size from 29 at Lawrence Station to over one thousand at Kennebecasis Valley High School. There is an alternate site facility in Saint John, and a leased alternate site in Sussex. Schools range from 6 years of age (Seaside Park) to 113 years (MacDonald Consolidated) with the average age of our schools 58 years. There is a facilities manager, with an administrative assistant located in the Office of the Superintendent in Saint John, and in each Education Centre an Assistant Manager. Our Occupational Health and Safety Coordinator is now a permanent employee on the plan of establishment working with the District and reporting to EECD. ASD-S employs a team of trades persons including plumbers, electricians, carpenters, painters, and grounds crew as well as two custodial forepersons who work closely with custodians and casuals.

**Evidence of compliance:**

Larger schools with over 20 staff must have a Joint Health and Safety Committee that meets monthly to conduct a general safety inspection of the school and document any hazards or items requiring attention. There are meeting minutes and they are filed by the principal or designate with the Occupational Health and Safety Coordinator. The Committee has representatives of each employee group, and it is chaired by the principal or designate. The three offices have committees as well. There is a training requirement to

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be a member of the committee available in on-line modules followed by one day in person. The training sessions are made up of five on-line courses (from 30 minutes to 1 hour) and then one day of in-person training by our Occupational Health and Safety Coordinator.

The Occupational Health and Safety Coordinator, conducts regular school inspections. The Coordinator regularly responds to questions from schools.

Listed below are safety inspections and when they are carried out:

- Sprinklers and fire pumps are inspected quarterly by Troy Life and Fire Company and hydrants by Stan's Hydrant Service
- Fire Panels are inspected annually by QSA (Quality Sounds Alarm and Troy Life)
- Elevators are inspected bi-monthly and annually by KONE Elevator
- Boiler and compressors are tested daily at guard plant locations (done by engineers)
- Building automation and controls are inspected by AEM (Advanced Energy Management)
- Health inspectors from Public Health visit cafeterias for licensing
- Custodians have a monthly checklist (emergency/exit lights, fire extinguishers, shoveling/sanding/salting log)
- Water tests for schools with wells are submitted monthly
- Wastewater is tested quarterly where needed
- Filter changes are carried out in school air handling units quarterly
- Roof inspections are done yearly by DTI and Assistant Managers
- Air quality is monitored as required if concerns are raised
- Petroleum tanks have cathodic protection annually and precision testing every two years
- Asbestos inspections take place annually and random as required
- Hoist and lift inspections are done annually in high schools (skills trades), and daily by the teacher
- Science labs and skills trades facilities have monthly inspections, and the Occupational Health and Safety Coordinator plans to audit these to ensure they are being done consistently across schools.
- Playground inspections are done monthly by CSA certified staff (one per Education Centre) and as per EECD Policy 406 Outdoor Play Areas, an annual inspection is completed. The District is responsible for maintenance and repairs of the equipment, however replacement is the responsibility of the school community.

The Office of the Fire Marshall makes annual visits to schools and a follow-up report is sent to Facilities and copied to the Superintendent. EECD must be notified when the work requested is complete. The Superintendent reviews the reports and if something is seen as a common issue, Director of Schools remind Principals – e.g. too much paper on the walls, paper on classroom doors, storage of items, location of toasters and microwaves. If there are serious issues which are timely the Fire Marshall will copy the Superintendent. This is rare in ASD-S.

Alarm systems are in place in schools as well as video cameras – additional cameras will be added if there are issues after hours outside the school. All schools have buzzer systems on main doors.

EECD is working with us to upgrade the ventilation systems in our schools. Currently, these schools have not had upgrades to the ventilation systems:

**Saint John Education Centre**

- Beaconsfield
- Centennial (will be closing)

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- Grand Bay Primary (will be closing)
- Hazen White St. Francis (will be closing)
- Prince Charles (will be closing)
- Princess Elizabeth (on list for Mid-Life upgrade)
- St. Rose (Diocese school)
- St. John the Baptist/King Edward (will be closing)
- Part of Loch Lomond Elem
- Part of Champlain Heights

**St. Stephen Education Centre**

- Lawrence Station
- St. Stephen Elementary (unit ventilators being replaced)

We are pleased to see that EECDC is including ventilation projects as part of the Summer Improvement Projects.

Each school has a Comprehensive Safety/Emergency Response Plan which is updated, reviewed and submitted annually to the Occupational Health and Safety Coordinator/Director of Finance and Administration. ASD-S has a consistent template. It includes information such as contact names and numbers, school evacuation procedures, evacuation to an alternate location, bomb threats, hazardous/toxic spill, flood, student/staff with specific needs, securing the building in the event of a hold and secure or lockdown, medical emergency response, school bus accident, missing student etc. Schools are encouraged to have local fire officials observe fire evacuation and police a lockdown drill to offer their feedback.

Minor repairs is an on-going challenge with our aging infrastructure. School work requisitions are completed through an electronic program called MPC (Maintenance Planning Control) by the head custodian and reviewed by the Assistant Manager in each area. Staff are then dispatched, or an outside contractor contacted. If something is an emergency and cannot wait the Manager/Assistants are available via e-mail and cell phone to Principals and head custodians. If something requires a building to be evacuated or a school closure, the Directors and Superintendent are involved in the discussion and next steps.

In February the Facilities Manager/Assistant Managers draft a list of Summer Improvement projects to be submitted to the DEC for annual approval. These are larger projects over \$50K such as roofing, ventilation, major paving, windows, washroom upgrades, elevator refurbishment etc. Health and safety items are priority for this list. The prioritization is challenging as we have many needs. The list is discussed with the Director of Finance and Administration prior to being finalized for DEC.

In recent years we have invested self-sustaining funds for summer repair projects, and these are reported to DEC in August and also with the final year-end budget report. These funds have allowed us to do additional washroom upgrades, purchase much needed lockers, painting, paving projects, flooring, and many bleachers for middle and high schools. Schools are very appreciative of these additional projects we have been able to do, and it is good planning on the part of facilities to ensure we have contractors lined up in advance to do the July/August work. There is a short window to have work completed inside schools.

With respect to long-range capital projects, enrolments are monitored closely each year, and the Director of Finance and Administration maintains a spreadsheet showing historical enrolments. Each spring a functional capacity report is presented to DEC showing the maximum number of students that could fit in a school if every classroom was used and filled to maximum. This exercise gives an estimation of the space

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available, as often spaces are used for students with exceptional needs, community school coordinators etc. If a Policy 409, a grade re-configuration, or a change to programs should be considered for a school this would be brought forward to the DEC. Aging infrastructure is a challenge for ASD-S. We would like to be able to do more preventative maintenance and regular upgrades but this is often not possible.

Applicable Policies Related to this Executive Limitations Policy:

- EECD Policies:
- Policy 406 – Outdoor Play Areas
- Policy 410 – Access of Schools for Physically Disabled
- Policy 705 – School and District Crisis Planning
- ASD-S Policies:
- Policy 426 – Storage and Disposal of Chemicals
- Policy 739 – Health and Safety

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