



Office of the Director

Jim McCuaig Education Centre
2135 Sills Street Thunder Bay ON P7E 5T2
Telephone (807) 625-5131 Fax (807) 622-0961

STANDING COMMITTEE
Tuesday, November 11, 2014
Jim McCuaig Education Centre

Ian MacRae
Director of Education

Karen Wilson
Chair

AGENDA

PUBLIC SESSION
7:30 P.M. – in the Board Room

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE - Closed Session – 7:00 p.m. (SEE ATTACHED AGENDA)		
6. Delegations/Presentations		
7. Confirmation of Minutes		
7.1 Standing Committee Meeting - October 14, 2014	K. Wilson	1-4
8. Business Arising from the Minutes		
<u>MATTERS NOT REQUIRING A DECISION</u>		
9. Information Reports		
9.1 Environment: Multi-Year Capital Plan (111-14)	D. Wright	5-12
9.2 Legal Representation for 2013-2014 (100-14)	I. MacRae	13-16

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD

		<u>Resource Person</u>	<u>Pages</u>
10.	First Reports		
<u>MATTERS FOR DECISION:</u>			
11.	Postponed Reports		
12.	Ad Hoc and Special Committee Reports		
13.	New Reports		
13.1	Education Centre Mechanical Systems and Site Update (124-14)	D. Wright	17-21
	<i>It is recommended that Lakehead District School Board approve the use of other capital reserve funds up to \$1,000,000 to support the renovations and site improvements of the Jim McCuaig Education Centre as outlined in Report No. 124-14, Education Centre Mechanical Systems and Site Update.</i>		
14.	New Business		
15.	Notices of Motion		
16.	Information and Inquiries		
17.	Adjournment		

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.



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STANDING COMMITTEE
Tuesday, November 11, 2014
Jim McCuaig Education Centre

Ian MacRae
Director of Education

Karen Wilson
Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session
7:00 P.M. – in the Sibley Room

	<u>Resource Person</u>	<u>Pages</u>
5.1 Confirmation of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - June 10, 2014	K. Wilson	1-2
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Legal Report	I. MacRae	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Board Room
Jim McCuaig Education Centre

2014 OCT 14
7:30 p.m.

TRUSTEES PRESENT:

Karen Wilson (Chair)
Marg Arnone
Pat Johansen
Lori Lukinuk

Deborah Massaro
Ron Oikonen
Jack Playford
George Saarinen
Hannah Smith (Student Trustee)

SENIOR ADMINISTRATION:

Ian MacRae, Director of Education
Colleen Kappel, Superintendent of Education
Sherri-Lynne Pharand, Superintendent of Education
David Wright, Superintendent of Business

FEDERATION/UNION REPRESENTATIVES:

Kirsti Alaksa, Managers

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Massaro

"THAT the Agenda for Standing Committee Meeting, October 14, 2014 be approved."

CARRIED

2. **Confirmation of Minutes**

Moved by Trustee Lukinuk

Seconded by Trustee Arnone

"THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, September 9, 2014."

CARRIED

3. **Business Arising from the Minutes**

Regarding item 12.2, Chair Wilson requested information regarding the solar panels at Westgate Collegiate and Vocational Institute. David Wright, Superintendent of Business, responded that Lakehead District School Board continues to work with Honeywell and the project is in its commercial viability phase.

4. Audit Committee Report

Chair Massaro presented this verbal report highlighting the September 29 Audit Committee meeting. All Trustees' questions were addressed.

5. Draft - Revisions to the 2010 Procedural By-Law (088-14)

Karen Wilson, Chair of the Procedural By-Law Ad Hoc Committee, presented the report outlining the proposed amendments to the 2010 Procedural By-Law.

6. Special Education Advisory Committee Meeting Minutes - June 18, 2014

Colleen Kappel, Superintendent of Education, presented the June 18 minutes for information.

7. Student Achievement (103-14)

Sherri-Lynne Pharand, Superintendent of Education, introduced Paul Tsekouras, Student Success Lead, Nicole Walter Rowan, Program Coordinator, and Lori Carson, Special Education Officer, who presented the report. All Trustees' questions were addressed.

8. Alternative School (106-14)

Sherri-Lynne Pharand, Superintendent of Education, introduced Leslie Hynnes, Education Officer, who presented the report. All Trustees' questions were addressed.

9. Aboriginal Education Advisory Committee Meeting Minutes - June 6, 2014

Sherri-Lynne Pharand, Superintendent of Education, presented the June 6 minutes for information.

10. 2014-2015 Operational Plan (097-14)

Ian MacRae, Director of Education, introduced Superintendents Kappel, Pharand, and Wright who presented the 2014-2015 Operational Plan. All Trustees' questions were addressed.

11. Parent Involvement Committee Meeting Minutes - September 15, 2014

Ian MacRae, Director of Education, presented the September 15 minutes for information. All Trustees' questions were addressed.

MATTERS FOR DECISION:

12. Appointments to the 2014-2015 Parent Involvement Committee (102-14)

Moved by Trustee Saarinen

Seconded by Trustee Playford

“THAT Lakehead District School Board:

1. *Approve the following appointments to the 2014-2015 Parent Involvement Committee effective November 15, 2014 to November 14, 2015:*

- *Samantha Conway, School Council alternate representative;*
- *Hillary Freeburn, Parent alternate member;*
- *Julie Hall, School Council alternate representative;*
- *David Isherwood, Principal representative;*
- *Brandy Kirchen, Parent alternate member;*
- *Donica LeBlanc, Principal alternate representative;*
- *Michael Otway, Special Education Advisory Committee alternate representative;*
- *Laura Prodanyk, Community representative;*
- *Jesse Roberts, Community representative;*
- *Laura Sylvestre, Special Education Advisory Committee representative;*
- *Suzanne Tardif, Aboriginal Education Advisory Committee representative;*
- *Nicole Walter Rowan, Teacher representative;*
- *Beverley White-Kokeza, Aboriginal Education Advisory Committee alternate representative; and*
- *Jason Pilot, Teacher alternate representative.*

2. *Approve the following appointments to the 2014-2015 and 2015-2016 Parent Involvement Committee effective November 15, 2014 to November 14, 2016:*

- *Jennifer DeFranceschi, Parent member; and*
- *Danica Gernat, School Council representative.”*

CARRIED

13. Policy Review - 3070 Allowance for Use of Personal Vehicle (101-14)

Moved by Trustee Arnone

Seconded by Trustee Oikonen

“THAT Lakehead District School Board approve 3070 Allowance for Use of Personal Vehicle Policy as amended, Appendix A to Report No. 101-14.”

CARRIED

14. Extend the Meeting

Moved by Trustee Lukinuk

Seconded by Trustee Johansen

“THAT this meeting be extended to 10:15 p.m.”

CARRIED

15. Policy Review - 7060 Staff Training (105-14)

Moved by Trustee Johansen

Seconded by Trustee Arnone

"THAT Lakehead District School Board approve 7060 Staff Training, Appendix A to Report No. 105-14."

CARRIED

16. New Business

Trustees, by consensus, requested that a report come to the Board with a suggested process for Policy review that will identify redundant policies.

17. Information and Inquiries

17.1 Chair Massaro reported that the Honourable Liz Sandals, Minister of Education, met with Senior Administration at the Jim McCuaig Education Centre on October 6.

17.2 Trustee Johansen reported that she and Trustees Arnone, Massaro, Oikonen, and Saarinen attended the International Baccalaureate (IB) Programme's Graduation Ceremony on October 11.

17.3 Trustee Johansen reported that the Parent Involvement Committee and Lakehead University will host Barbara Coloroso, international best seller author and speaker, who will present *"Learning in a Culture of Caring - Kids are Worth it"* at the Bora Laskin Building, Faculty of Education, Lakehead University on October 21.

17.4 Trustee Playford requested that scheduling for staff professional development be reviewed.

18. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Arnone

"THAT we do now adjourn at 10:13 p.m."

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 NOV 11
Report No. 111-14

TO THE CHAIR AND MEMBERS OF THE
STANDING COMMITTEE – Public Session

RE: ENVIRONMENT: MULTI-YEAR CAPITAL PLAN

1. Background

- 1.1 At the May 27, 2014 Regular Board Meeting, Lakehead District School Board approved the extension of the 2012-2014 Multi-Year Strategic Plan to include the 2014-2015 school year.
- 1.2 On an annual basis, the Operational Plan is presented to the Board. The Operational Plan directly supports the Strategic Plan. One of the general objectives of the Operational Plan is to “Provide an inviting, environmentally responsible physical space”.
- 1.3 The Environment Facility Committee was established to coordinate the effective delivery of this priority as it relates to facilities. The 2014-2015 committee is comprised of the following members:
 - Jeff Upton, Education Officer, Co-Chair;
 - Christy Radbourne, Elementary Principal, Co-Chair;
 - Rod Bessel, Manager of Property Services and Transportation;
 - Mark Hakala, Capital Project Coordinator;
 - Dave Dunn, Maintenance Supervisor; and
 - Gary Wiggins, Plant Supervisor.
- 1.4 The committee’s mandate is to focus on the following items, which correspond with goals laid out in the Operational Plan:
 - reduce the carbon footprint by a further 150 tonnes from previous year;
 - ensure that 80% of the buildings achieve a three (3), and a minimum of 10% achieve a four (4) on the Spring 2015 Quality Maintenance Inspection; and
 - develop a capital development plan for schools with a focus on academic achievement.
- 1.5 The committee reports to and receives guidance from Director’s Council and the Success Advisory Committee. Input is sought and received from schools.
- 1.6 A major component of system success is the development of the Multi-Year Capital Plan. The capital plan is to include the development of a plan for safety and security, street smart beautification for schools, and a development plan for schools with a focus on academic achievement.

1.7 Director's Council has established the 2014-2015 capital project priorities. This list was developed with input from:

- Environment Facility Committee;
- Information Technology Committee;
- Accessibility Committee;
- building and energy consultants;
- Property Services Department; and
- annual school visits.

It also incorporates projects required to satisfy legislated requirements of the Occupational Health and Safety Act, Ministry of Labour, Ontario Fire Marshall, and the Ontarians with Disabilities Act.

1.8 In order to effectively manage the implementation of the Multi-Year Capital Plan, the work has been broken down into the following five categories:

- program renewal;
- school renewal, including renovations/additions;
- inviting schools;
- accessibility; and
- energy management.

1.9 It is the intent of this report to provide an update on completed 2013-2014 capital projects and to submit the 2014-2018 Multi-Year Capital Plan.

2. Summary of 2013-2014 Capital Plan

The following summary highlights the major capital plan accomplishments of the 2013-2014 fiscal year.

2.1 Program Renewal

2.1.1 New dust collectors in the Wood and Design Technology areas at Westgate CVI.

2.1.2 New sports flooring in auxiliary gymnasium at Hammarskjold High School.

2.1.3 New flooring in gymnasium at Westmount Public School.

2.1.4 New ventilation system in Dance room at Westgate CVI.

2.2 School Renewal

2.2.1 New replacement shingled roof at St. James Public School.

2.2.2 Partial locker replacement at Ecole Gron Morgan Public School.

2.2.3 New main secondary electrical panel at Westgate CVI.

2.2.4 Asbestos abatement and new suspended ceilings upgrade at Westgate CVI.

2.2.5 New sound system in gymnasium at Westgate CVI.

2.2.6 New public address systems in Kingsway Park, Kakabeka Falls, Claude E. Garton, Agnew H. Johnston, Ecole Gron Morgan, Vance Chapman, and Ogden Community Public Schools.

2.2.7 New flooring in library at Hammarskjold High School.

2.2.8 Grounds and drainage improvements at Kingsway Park Public School.

2.3 Renovations/Additions

2.3.1 Claude E. Garton Public School Full Day Kindergarten upgrade

- Full Day Kindergarten renovations of three existing Kindergarten classrooms including in-class washrooms; and
- construction of after school program room.

2.3.2 Vance Chapman Public School

- Full Day Kindergarten minor renovations of two existing rooms and in class washrooms; and
- construction of new Day Care space and exterior play area.

2.3.3 Westmount Public School

- Full Day Kindergarten renovation of three existing rooms;
- expansion of existing Multi-Needs room;
- relocation of existing library; and
- construction of after-school program room.

2.4 Inviting Schools

Exterior front entrance sidewalk improvements at C.D. Howe and Sherbrooke Public Schools.

2.5 Accessibility

Accessibility enhancements included in main floor washrooms renovations at Sir Winston Churchill CVI and Hammarskjold High School.

2.6 Energy Management

2.6.1 Heating and ventilation upgrades to Hyde Park, C.D. Howe, Ecole Gron Morgan, and Algonquin Avenue Public Schools and Hammarskjold High School.

- 2.6.2 Increased roof insulation as part of roof upgrades at Hammarskjold High School and Westgate CVI.

3. Lakehead District School Board Long-Term Capital Plan, 2014-2018

The following represents the capital enhancements in the 2014-2015 school year of the Long-Term Capital Plan. These projects will ensure Lakehead District School Board students continue to have access to facilities that will meet the changing requirements of the curriculum.

3.1 Program Renewal

- 3.1.1 New dust collectors in the woodworking technology area at Sir Winston Churchill CVI.
- 3.1.2 Gym floor replacement at St. James, Kingsway Park, and Agnew H. Johnston Public Schools.
- 3.1.3 Family Study room upgrades at Westgate CVI.
- 3.1.4 Upgrade a main shower and change room at Hammarskjold High School.
- 3.1.5 New breakout room in library at Claude E. Garton Public School.

3.2 School Renewal

- 3.2.1 Safety and security communications enhancements at Crestview, Five Mile, Valley Central, and Edgewater Park Public Schools.
- 3.2.2 Electrical and Life Safety system upgrades at École Gron Morgan, Algonquin Avenue, Edgewater Park, Five Mile, McKenzie, Nor'wester View Public Schools and Hammarskjold High School.
- 3.2.3 Roof repairs at Claude E. Garton, Nor'wester View, and Whitefish Valley Public Schools.
- 3.2.4 Ceiling replacements at Westgate CVI and Crestview Public School.
- 3.2.5 Septic field improvements at Nor'wester View Public School.
- 3.2.6 Water system conversion and stand pipe system removal at Valley Central Public School.
- 3.2.7 Washroom upgrades at Westgate CVI, Five Mile Public School, Ecole Gron Morgan Public School and Superior CVI.
- 3.2.8 Site improvement developments of a Kiss and Go/Stop and Drop at Westmount and Crestview Public Schools and perimeter fencing of Maintenance Shop site.
- 3.2.9 Crawl space ventilation improvements at Nor'wester View Public School and Hammarskjold High School.

3.2.10 Interior upgrades of two Armstrong teacherages including wood stove and chimney inspections, and oil furnaces.

3.3 Inviting Schools

Front entrance concrete upgrades to Hyde Park and St. James Public Schools.

3.4 Accessibility

Various accessibility enhancements to the main washrooms at Westgate CVI.

3.5 Energy Management

3.5.1 Energy efficient lighting in gymnasium at Nor'wester View and Five Mile Public Schools, and new energy efficient parking lot lights at Hammarskjold High School.

3.5.2 New classroom windows at Agnew H Johnson and Claude E Garton Public Schools.

3.5.3 Improved roof insulation upgrade at Westgate CVI.

3.5.4 New energy efficient boilers at Claude E. Garton and Gorham Ware Public Schools.

3.5.5 New room ventilator installations at Crestview, Vance Chapman, Ecole Gron Morgan Public Schools and Hammarskjold High School.

3.5.6 Upgrades to air handling units at Algonquin, Vance Chapman, and Crestview Public Schools.

3.5.7 Heating control system upgrades at Edgewater, Ecole Gron Morgan, Kakabeka Falls, Valley Central, C.D. Howe, St James, and Vance Chapman Public Schools.

4. Jim McCuaig Education Centre

Renovations to original heating and ventilations systems within the Jim McCuaig Education Centre are proposed to begin this year. Planned work would also include new elevator cab, replaced parking lot and minor interior renovations including implementation of internal security improvements. Planned work will span the next two years.

5. Full Day Kindergarten Program

Renovations will be completed from 2013-2014 surplus funding at various schools to accommodate the Full Day Kindergarten Program. Work will include upgrades at McKellar Park Central Public School, Claude E. Garton Public School exterior play area and miscellaneous millwork improvements at numerous sites.

6. Child Care Program

Renovations to interior spaces will be completed from 2013-2014 surplus funding at several sites.

7. 2014-2015 Funding

The 2014-2015 capital projects will be funded by the following capital grants:

- Ministry of Education School Renewal Grant;
- Ministry of Education School Condition Improvement Grant;
- Past Ministry of Education School Renewal Carry-Forward funding; and
- Ministry of Education Full Day Kindergarten Grant.

8. 2014-2018 Long-Term Capital Plan

8.1 Appendix A details the capital projects required over the next five years to support the Board's Long Term Capital Plan.

8.2 The capital projects listed in Appendix A reflect input received from school communities and stakeholders.

9. Conclusion

9.1 Quality of program delivery to all students remains first and foremost in all decisions when completing the Capital Plan.

9.2 Lakehead District School Board will continue to focus on the strategies as outlined in the 2014-2015 Operational Plan.

Respectfully submitted,

MARK HAKALA
Capital Project Co-ordinator

ROD BESSEL
Manager of Property Services and Transportation

DAVID WRIGHT
Superintendent of Business

IAN MacRAE
Director of Education

Lakehead District School Board 2014/2015 Capital Budget

#	Location	Project	Brief Description	Cost
1	Agnew H. Johnston	Energy Management	Windows	\$25,000
2	Agnew H. Johnston	Program	Gym Floor Replacement	\$30,000
3	Algonquin Avenue	Energy Management	Upgrade Roof top Units	\$100,000
4	Armstrong Teacherages	Building	Upgrade 2 Teacherages	\$30,000
5	Armstrong Teacherages	Building	Two wood stoves & chimneys	\$11,000
6	Armstrong Teacherages	Building	Two oil furnaces	\$12,000
7	Claude E Garton	Building	Roof Repair (tenting)	\$50,000
8	Claude E Garton	Energy Management	Second Story Windows	\$35,000
9	Claude E Garton	Energy Management	New Boilers	\$225,000
10	Claude E Garton	Program	Library renos	\$25,000
11	Crestview	Building	ACM Removal & New Ceiling	\$25,000
12	Crestview	Energy Management	New Ventilators	\$60,000
13	Crestview	Energy Management	AHU Upgrade	\$40,000
14	Crestview	Site	Parking lot/bus (Study & Upgrade)	\$110,000
15	Edgewater	Energy Management	Control System Upgrade	\$20,000
16	Education Centre	Energy Management/ Building	Phase 1 of 2 - HVAC upgrade, new elevator cab, site upgrades	\$400,000
17	Five Mile	Building	Washroom Upgrade	\$120,000
18	Five Mile	Energy Management	New Gym Lights	\$25,000
19	Gorham Ware	Energy Management	New Boilers	\$100,000
20	Gron Morgan	Building	Washroom upgrade	\$120,000
21	Gron Morgan	Electrical	Fire Alarm Panel & Component Replacement	\$100,000
22	Gron Morgan	Energy Management	New Ventilators N Wing	\$90,000
23	Gron Morgan	Energy Management	Improved Control System	\$25,000
24	Hammaraskjold	Building	Upgrade Male shower/chg rms	\$100,000
25	Hammaraskjold	Building	Crawl Space Ventilation	\$20,000
26	Hammaraskjold	Electrical	Tech Electrical Upgrade - Ph 1	\$100,000
27	Hammaraskjold	Energy Management	New Parking Lot lights	\$50,000
28	Hammaraskjold	Energy Management	Replace Unit Ventilators	\$150,000
29	Hyde Park	Site/Beautification	Replace Rubber Pavers	\$25,000
30	Kakabeka Falls	Energy Management	Control System Upgrade	\$25,000
31	Kingsway Park	Program	Gym Floor Replacement & Paint	\$35,000
32	McKenzie	Electrical	Exterior Alarm Bell	\$10,000
33	Mtce Shop	Site	Perimeter Site Fencing	\$30,000
34	Nor'wester View	Building	Septic Line Replacement	\$150,000
35	Nor'wester View	Building	Roof Snow Stops	\$50,000
36	Nor'wester View	Building	Crawl Space Ventilation	\$10,000
37	Nor'wester View	Energy Management	New Gym Lights	\$25,000
38	Sir Winston Churchill	Program	Tech Shop Ventilation	\$250,000
39	St. James	Program	Gym Floor Replacement	\$30,000
40	St. James	Site/Beautification	Replace Rubber Pavers	\$75,000
41	Superior CVI	Building	Urinal Conversion	\$50,000
42	Valley Central	Building	Remove Standpipe	\$90,000
43	Valley Central	Building	Water Cistern System	\$100,000
44	Valley Central	Energy Management	Control System Upgrade	\$10,000
45	Vance Chapman	Energy Management	Gym Heating Replacement	\$40,000
46	Vance Chapman	Energy Management	New Bsmnt Ventilators	\$30,000
47	Various Sites (4)	Building	Lockdown - New PA (Crestview, 5 Mile, Valley, Edgewater)	\$44,000
48	Various Sites (4)	Energy Management	New Compressors (CDHowe, Gron Morgan, St.James, Vance)	\$60,000
49	Various Sites (5)	Electrical	Replace Fire Alarm Parts (Algon, Edge, 5 Mile, McKen, Nor'w)	\$150,000
50	Various	Misc. Program Needs	Program & accommodation needs	\$100,000
51	Westgate	Accessibility	Main Washrooms	\$250,000
52	Westgate	Building	ACM Removal & New Ceiling (Ph 2)	\$150,000
53	Westgate	Energy Management/ Building	Academic Roof - Ph II	\$200,000
54	Westgate	Program	Family Studies Room Upgrade	\$100,000
55	Westmount	Site	Stop & Drop/ Kiss & Go	\$250,000
56	Whitefish Valley	Building	Roof Repair (tenting)	\$50,000
Total				\$4,587,000

Lakehead District School Board 2014/2018 Year Capital Projects

Category	Category Costs per Year				
	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Program Needs					
Projects to support and enhance the learning environment					
Total	570,000.00	450,000.00	450,000.00	450,000.00	450,000.00
Street Smart Beautification					
Initiative to enhance School appearance:					
- Building Exteriors, Street Frontage, landscapes, etc					
Total	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
Energy Management					
Conservation of non-renewable energy:					
- Lighting, Controls, Heating/Boilers, Water, Ventilation & Balancing, Building Envelope, etc					
Total	1,535,000.00	750,000.00	750,000.00	350,000.00	350,000.00
Electrical					
- Life safety/Emergency systems, communication systems, audiometric systems, switch gear, etc					
Total	360,000.00	200,000.00	200,000.00	170,000.00	150,000.00
Site Work					
- Site drainage, Parking lot paving & curbing, Play area paving & walkways, Fencing, signage, etc					
Total	390,000.00	200,000.00	200,000.00	200,000.00	200,000.00
Building					
- Roof systems, penetrations, HVAC,					
- Structural repairs & Building envelope					
- Window replacements & Interior finishes					
Total	1,382,000.00	475,000.00	475,000.00	450,000.00	450,000.00
Accessibility					
- Ramps, lifts, signage, door hardware					
- Washroom conversion					
Total	250,000.00	100,000.00	100,000.00	100,000.00	100,000.00
TOTAL	\$4,587,000.00	\$2,275,000.00	\$2,275,000.00	\$1,820,000.00	\$1,800,000.00

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 NOV 11
Report No. 100-14

TO THE CHAIR AND MEMBERS OF THE
STANDING COMMITTEE – Public Session

RE: LEGAL REPRESENTATION FOR 2013-2014

1. Background

The Board's Legal Representation Policy and Procedures #3020 (herewith attached) are designed to assist in the resolution of complex and technical legal matters. This report does not include legal expenses incurred which are to be recovered in the future.

2. Situation

The 2013-2014 legal costs paid from the Director's Legal/Audit account are as follows:

Description	Cost
Cheadles Expenses for personnel and general matters	\$173,379.81
Carrell & Partners Expenses for property and general matters	447.55
Keel Cottrelle Expenses for policy development	715.12
Third Party Costs Expenses for third party matters	1,412.78
Ontario Public School Boards' Association Expenses for working group technical document	117.34
Costs for Document Delivery	510.80
TOTAL	\$176,583.40

3. Conclusion

Total legal expenses vary annually as indicated in the chart below.

Year	Total Legal Expenses
2013-2014	\$ 176,583.40
2012-2013	215,943.06
2011-2012	277,790.18
2010-2011	389,611.72
2009-2010	263,803.83
2008-2009	121,867.77
2007-2008	83,985.18
2006-2007	98,874.37
2005-2006	159,291.82

Respectfully submitted,

IAN MacRAE
Director of Education

BUSINESS AND BOARD ADMINISTRATION**3000**

LEGAL REPRESENTATION POLICY**3020**

1. Rationale

There are occasions when legal advice is necessary to assist in resolving very complex and technical problems.

2. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the Director of Education or designate, before referral is sought.

3. Guidelines

3.1 That any solicitor or firm of solicitors so engaged will be recompensed on a fee-for-service basis.

3.2 For specific details concerning this policy, refer to Procedures 3020. Any questions related thereto may be directed to the Superintendent responsible.

4. Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

Cross Reference

Date Approved**February, 1979****Date Revised****June 22, 2010**

Legal Reference

BUSINESS AND BOARD ADMINISTRATION

3000

LEGAL REPRESENTATION PROCEDURES

3020

1. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the Director of Education or designate, before referral is sought.

2. Implementation Procedures

- 2.1 If legal representation is deemed necessary, by an employee they should contact their Superintendent, or, if s/he is not available, the Director or any other Superintendent.
- 2.2 Briefly outline the matter to the Superintendent.
- 2.3 The Superintendent will decide if the matter requires legal representation. If the matter does not require legal representation, the Superintendent will provide the necessary information to allow the matter to be resolved.
- 2.4 If the matter is deemed to require legal representation, the Superintendent, in consultation with the Director, will engage a solicitor to contact the employee directly and continue until the matter is resolved. All engagements must be confirmed in writing (this does not preclude a verbal engagement, but any verbal engagement must be followed by a written confirmation).
- 2.5 A copy of each referral will be forwarded to the Director, who will keep a record of each legal engagement. Such a record will include: the date of engagement, authorizing official, brief description of the matter, the date of completion, and the cost.
- 2.6 The Director files a report annually on the year's activities with respect to use of legal firms.

3. Review

These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	February, 1979	_____
_____	<u>Date Revised</u>	_____
	June 22, 2010	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2014 NOV 11
Report No. 124-14

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE – Public Session

RE: EDUCATION CENTRE MECHANICAL SYSTEMS and SITE UPDATE

1. Background

- 1.1 The Jim McCuaig Education Centre was originally constructed in 1967, with a third floor constructed in 1969, and is the working location for approximately 70 employees. The majority of the building's mechanical systems are located in a roof top penthouse and are original to the construction dates. Equipment performances have noticeably diminished in recent years and have had numerous equipment breakdowns. Employee environmental comfort issues, including lack of humidity, uncontrolled seasonal temperature variance, and lack of conditioned fresh air continue to grow. Individual electric space heaters are prevalent in the winter and windows are often open in the summer.
- 1.2 In late December 2013, a Request For Proposal was released to consultants for the review, assessment, and upgrade recommendations for the current mechanical heating system, mechanical cooling system, building automation system (BAS), air handling units, the building exterior envelop passenger elevator and onsite parking at the Jim McCuaig Education Centre (JMEC).
- 1.3 The intent of this report is to provide information to the Board as to the current condition of existing mechanical systems, elevator and site parking at the JMEC and to propose a strategy for equipment and control system upgrades that will improve employee environmental comfort, reduce energy consumption and the generation of greenhouse gases, improvements to onsite employee parking lot, and steps to improve employee work space safety.

2. Situation

- 2.1 The existing heating system consists of three gas fired atmospheric type hot water boilers manufactured in 1967 operating at approximately 60% efficiency. The boilers are controlled by an existing Direct Digital Control System.
- 2.2 The existing air conditioning located in the penthouse was also installed at time of construction. The system utilizes the hydro chlorofluorocarbon (HCFC) refrigerant R-22 which is currently being phased out by Ministry of the Environment due to their negative environmental impact.
- 2.3 The existing air handling system is located in the penthouse and is designed to convey heating, cooling and humidification to the entire building. The system is currently designed to provide a constant volume of air year round, with most of the return air being exhausted to the exterior. The original humidification system

has long been dismantled with humidification now being provided by evaporation from free standing water in a tub sitting in the air stream.

- 2.4 The Direct Digital Control system is a very early computerized building control system that utilizes pneumatic control lines to provide compressed air to operate system valves. The system is obsolete technology.
- 2.5 The consultant has completed computer modeling exercises based on building envelop construction, utility consumptions, mechanical system performance, and occupant comments. A typical office building design of this nature experiences 0.4 air changes per hour. Modeling indicates that the JMEC is experiencing 0.8 air changes per hour due to infiltration through building envelop. The mechanical systems are being pushed to condition almost all new air volumes in the building every hour, resulting in large utility consumption and temperature variances throughout the building.
- 2.6 The general building exhaust system provides continuous exhaust to exterior, of all washrooms, storage and utility spaces with no form of heat recovery.
- 2.7 The majority of existing interior lighting is outdated 34 watt T-12 fluorescent tube light fixtures. Numerous existing fixtures have been de-lamped to reduce lighting levels to more appropriate levels.
- 2.8 The existing domestic hot water heating system is an electric hot water heating system. Electric water heating is four times more expensive than heating with gas.
- 2.9 The existing passenger elevator system serves all four floors. The cab, mechanical devices, and controls are original to the building. Although the cab is in relatively good condition, the elevator lacks an emergency telephone, and safety devices are not to current code. While the cab is rated for up to six persons and 1200 pounds, no more than four persons can fit comfortably. An individual in a non-powered wheel chair can fit into the cab, but there are insufficient clearances for turning the chair within the cab. The Technical Standards & Safety Authority has recently issued a Directors Order requiring that the single speed elevator control system be upgraded no later than January 1, 2020.
- 2.10 The parking lot services 88 spaces for staff and visitors. The lot has gone through various expansions through the years and the asphalt is in a state of disrepair. Numerous major cracks and frost heaves are present and yearly patching is necessary. The surface is no longer graded for water runoff creating puddling and winter hazards to employees. Damaged electrical pedestals are also present. The parking lot surface is well past its life expectancy.
- 2.11 Computer Services staff is currently located throughout three floors of the JMEC, including many working in the basement. Fragmented staff locations do not permit synergy within the department.

3. Summary of Improvements

- 3.1 Installation of three new 95% high efficiency natural gas fired hot water boilers with variable speed circulating pumps.

- 3.2 Installation of new air-cooled, scroll chiller on roof of building, using non-ozone depleting refrigerant R-410A.
- 3.3 Air handling system upgrade will include new supply and return fans with energy efficient motors, conversion of all air handling units to variable air volume type, and new air handling units with hot water heating coils on each floor. A new gas fired humidifier will be installed, and new zone controlled, volume regulating duct mounted hot water reheat coils throughout all floors of the building.
- 3.4 The general exhaust system will be upgraded with a new energy recovery ventilator to transfer waste heat from exiting air stream to fresh air intake air stream, and to the new air handling units in the penthouse.
- 3.5 The existing Direct Digital Control system will be replaced with a new automated graphic control system permitting visual representation of the system's mechanical system for ease of viewing and system adjustments.
- 3.6 The building envelop will be inspected, mortar cracking will be caulked, and doors will be weather stripped to reduce infiltration of outside air into the building.
- 3.7 Domestic hot water heating will be converted to a natural gas fired hot water tank type, operating at 95% efficiency.
- 3.8 The existing interior lighting will be upgraded to new 25 watt T-8 lamps and ballasts. The number of necessary fixtures to meet recommended light levels for office environments will be made, reducing the total number of fixtures.
- 3.9 The existing elevator system, cab, lift motor, lift cables sheaves and counter weights will be removed. A new slightly larger cab of 2000 pound capacity, designed to fit within the existing elevator shaft, with new overhead geared traction drive and current code required safety features will be installed.
- 3.10 The existing parking lot asphalt, pedestals, electrical receptacles and all underground wiring will be removed to permit excavation and installation of new compacted sub-base materials. The lot will be paved and have painted parking stalls. Minor site landscaping will also be addressed.
- 3.11 Recent staff reductions in the JMEC permit the consolidation of the Computer Services to the second floor. Minor renovations are necessary to develop this space.
- 3.12 It is preferred that most of the described work be scheduled during the summer months to minimize interruption of normal business and employee inconvenience. Work will be scheduled over two phases as follows:

Phase I		Costs with contingence, without HST
1	Hot water boiler plant upgrade	\$168,000
2	Refrigeration Plant Upgrade	\$108,000
3	First stage of air handling upgrade	\$122,000
4	General exhaust system upgrade	\$36,000
5	Domestic hot water heating system upgrading	\$12,000

Phase I		Costs with contingence, without HST
6	Building envelop improvements	\$48,000
7	First stage of direct digital control system upgrade	\$70,000
8	Elevator upgrade	\$200,000
9	Minor renovations	\$60,000
10	Engineering Study	\$20,320
11	Engineering and Project Management	\$62,746
Phase I Total		\$907,066
Phase II		
1	Second stage of air handling system upgrade	\$250,000
2	Lighting Upgrade	\$45,000
3	Second stage direct digital control system upgrade	\$50,000
4	Parking lot upgrade and minor site work	\$427,000
5	Engineering and Project Management	\$60,934
Phase II Total		\$832,934
Project Total		\$1,740,000

3.13 Estimated energy and operating costs savings:

- Electrical Energy Consumption savings/year = 235,351 kWh/yr
- Greenhouse Gas Emissions reduction of 25%/year = 88,338 lb of CO₂/yr
- Annual Operating Cost savings/year = \$25,373 (approximately 35%)
- Building Energy Cost Index reduction of 44% to = \$1.12/sq.ft./yr

4. Conclusion

- 4.1 Building mechanical systems within the JMEC are well beyond their predictable useful life expectancy and significantly outdated for availability of replacement parts. Exposure to catastrophic system failure increases with each passing year. Equipment operating costs will continue to grow with current systems inefficiencies. The building elevator is undersized and is of the age and type that lacks all current code required safety features. The asphalt of the parking lot no longer has the binding oils necessary to hold the aggregate together as is evident by the light grey color of the pavement. It is now experiencing accelerated breakdown.
- 4.2 To help offset the installation costs of the proposed mechanical system upgrades, available incentive programs from both Union Gas and Ontario Power Authority will be pursued.
- 4.3 Upgrades to the JMEC mechanical heating, cooling, and ventilation systems, minor interior renovations and implementation of more advanced security measures within the JMEC will significantly improve employee work environments into the future.

RECOMMENDATION

It is recommended that Lakehead District School Board approve the use of other capital reserve funds up to \$1,000,000 to support the renovations and site improvements of the Jim McCuaig Education Centre as outlined in Report No. 124-14, Education Centre Mechanical Systems and Site Update.

Respectfully submitted,

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