



**NANAIMO LADYSMITH PUBLIC SCHOOLS  
BUSINESS COMMITTEE  
PUBLIC MEETING  
INFORMATION SHEET**

DATE: September 13, 2023  
TO: Business Committee  
FROM: Mark Walsh, Secretary-Treasurer  
Pete Sabo, Executive Director of Planning and Operation  
SUBJECT: Facilities Summer Work

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**Background:**

Facilities utilizes the summer break to extend maintenance on systems which otherwise would disrupt the operation of the schools. Further, projects (major, minor, local capital, AFG and school funded) are advanced, as above, taking advantage of the summer breaks. This year this work, as in the past, continued.

Further to physical work being performed on sites, departments use the quieter time (relatively speaking) to take vacations, refresh and further catch up on departmental and district level projects and planning.

**Discussion:**

Some projects are mentioned under various departments, these items signify individual departmental ownership or leadership in parts of the same project. For example, staff continue to grow the recently formed Capital Implementation (CI) Department, and this group of staff work to construct projects which may have typically been tendered to local construction companies. This has assisted the district with sourcing work at a time when contractor shortage and higher prices have been evident. Having an expanded in-house service allows the district to advance projects quicker while utilizing project staff (CUPE trade and planning) to provide the bulk of the project. While NLPS has always had project staff (additional to the operating budget), the formation of this department was made possible by the 10 Childcare project approvals (comprising of 18 modular units). Capital implementation construct the modular units mainly with in house trades at both the Woodlands site and directly on the receiving school site. This allows better construction phasing and continues the work on the inclusion of students in the construction. Further, the department has used these daycare projects as a springboard to fully form the department and take on additional projects. This work will also allow maintenance to focus on maintenance activities vs both maintenance and Capital.

## **Facilities**

- Continued development and expansion of Capital Implementation department
- Advanced (NLPS/City of Nanaimo (CON) Joint use agreement for the New Harewood Synthetic Turf fields (currently under construction)
- Continued work on long- and short-range capital (major and minor) planning priorities
- Continued work with insurance adjustor, and remediation firm and school staff on fire damage repair to the Wellington Band room
- Updated property asset records and information using the web-based Property Inventory Management System (PIMS) as per Ministerial Order 87/23
- Continued progress on IT infrastructure update program and projects
- Continued departmental work with local authorities (and stakeholder groups) on various initiatives (strategic and operational)
- Continued work of awareness and integrating NLPS goals into all department's planning and operations
- Summer allowed for significant site visits and project/system discussions by the Director and the Assistant Director

## **Rentals**

- The year 2022/23 was the first full school year where facility rentals were operating with no Covid/Communicable Disease interruption.
- Full day childcare and Community/District Programs ran over the summer break
  - More than 430 students attended various Community School & Certification Programs over the summer
  - 19 daycares operated in SD68 facilities
  - Summer Outreach program operated out of Woodlands
  - NLPS supported Boys and Girls Club with use of Bayview classrooms while renovations were underway at their 5<sup>th</sup> street facility.
  - Continued support for Tillicum Lelum Aboriginal Friendship Center: Qeq College at Bayview.
- Facility rentals will be opening to community user groups as of Monday, September 11<sup>th</sup> for the 2023/24 school year.

## **Transportation**

- The 3 new electric buses arrived this summer and there are now 7 EV buses (6 large and one small) operating in the fleet this September. Two more smaller buses are on order and expected in January.
- There are now a total of nine buses which are equipped with seat belts. A new video on seat belt usage has been developed and is on the district website bus registration page.
- A new 'pool' car (Kona EV) has been received, prepared for service and is now in the fleet.
- Planning continues for receipt of 3 EV trades vans in the next few weeks – Duties of Transportation Department are to receive, inspect, approve payment, apply logo, insure, disposal of replaced units, etc.
- Cartage support for Capital and Operating priorities
- Extensive summer (Busses, white fleet and equipment) maintenance
- Began implementation and set up training of new routing software

## Operations

- There were significant adjustments to the custodial runs at the beginning of summer (via a staffing day), due to the introduction of new space at various schools. 31 Runs were affected - and departmental managers took the opportunity to adjust runs as well as reduce travel distances. The team model continues, with four schools moving to a single custodian to reduce travel times and distance.
- Operations worked closely with the carpentry team and City of Nanaimo to install electronic locks on the washrooms at the Rotary Bowl. This will allow students using the portable classrooms card access to the facilities during school hours. Using the existing washrooms means shorter travel distances for students and avoidance of a portable washroom facility.
- Deep cleans were completed at all schools with minor exceptions. Construction at Ecole North Oyster and Mountain View Elementary prevented full clean completion. The new wing at Ecole Hammond Bay was ready for the start of school.
- Janitorial support for Capital and Operational priorities
- Half of the district's gym floors were refinished after careful consideration and site visits from our gym floor vendors. This is a reduction from the full district in the past. The department has adopted a schedule of refinishing every other year, aligning our district with others on the island, halving cost, and opening the possibility of gym rentals during the summer months for community groups.
- The janitorial supplies distribution contract was tendered and awarded. Five distributors submitted bids with the incumbent, the awarded contact was to the existing vendor with reduced prices and a plan to improve service.
- The Operations team changed all district filters. The filter change process has markedly improved since appointing a team with a consistent leader to the process, reducing unnecessary spending and improving tracking to ensure 100% compliance. Additionally, the 2023/24 filter order was put out to tender. The next year will see a savings of approximately \$6,000 while maintaining MERV 13 filters.

## Maintenance

The summer of 2023/24 saw significant works completed by the NLPS Maintenance Department. The following is a list of highlighted summer works:

- Strategic assignment of new EV trades vans to maximize use and reduce GHG - inclusive of a pilot a program of "double shifting" some EV vans to maximize use and therefore the benefit.
- Assisted in the Hammond Bay Addition wrap-up: field remediation
- Assisted in the Rock City Childcare project wrap-up: field remediation
- Gabriola play field remediation is now complete and field back in rental pool with a process in place to closely monitor conditions. The field was closed in the spring to community use due to poor conditions.
- NDSS - completed construction of sidewalk from Transportation to DAC (along the FAC fence)
- Fully integrated Qwam Qwum Stuwixwulh into maintenance programs for annual inspections
- Supported annual flooring replacement program
- Supported exterior building paint program
- General Maintenance trades support for Capital and Operational priorities

- Rainbow crosswalk additions – this year changed technology to provide longer lasting installations. New installations were completed with some upgrades of existing.
- Annual Inspections Electrical: security (intrusion and video), fire alarm panels, P/A's, transformers
- Annual exterior control lines and games lines painting program
- Annual Inspections Mechanical: fire protection, fire protection backflow devices, fire hydrants, septic digesters, lead in water remediation testing (Fall 2023), potable water testing (monthly)
- Annual maintenance of playfields (outdoor classrooms) including top dressing, over seeding, fertilizing
- Annual inspections and certification of commercial kitchens, hoists (in schools and transportation), pressure vessels, etc.

### **AFG/Special Projects/Facilities Planning**

Each year, as part of the Ministry of Education and Child Care (MOECC) Annual Facilities Grant (AFG) planning process, Principals are asked to submit a prioritized list of 5 projects they see as important to their school. During the summer these lists are received, and databases updated in preparation for prioritization in the fall and approval in the spring.

Of note is that the majority of Planning Projects completed by the Facilities Planning Department are assigned to NLPS construction forces (capital implementation or maintenance).

Of the 30+ planning projects completed by the Facilities Planning Department for the summer of 2023/24, the following are a few of the highlight projects:

#### **Cilaire and Pleasant Valley**

- 10 + Alignment projects to the seismic works i.e. accessibility, AST support, etc.

#### **Facilities**

- White Fleet EV Chargers design for new vehicles

#### **Fairview**

- Field access stair design and hand off to Construction Implementation to complete.

#### **John Barsby**

- Planning underway for additional exterior security cameras to cover NLPS use of new east City artificial turf field
- Design and procurement of paved access from school to new City artificial turf fields

#### **Woodlands**

- Design for move of remaining LA programs and LA office function from 5 rooms at Barsby to Woodlands

#### **NDSS, WSS, Pleasant Valley and Mountain View**

- Portable relocations planning completed and Building permits applied for.

#### **NDSS**

- Design of ARROW program relocation to assist in space use

**NLPS**

- Design and procurement of Roofing Replacement Program
- Design and procurement of Flooring Replacement Program
- Design and procurement of Exterior Painting Program
- Learning Studio #6 planning in early stages
- Portable HVAC upgrade planning
- Supported VFA inspectors – every school visited to update FCI scores (Facilities Condition Index). FCI is used mainly in Capital and AFG planning.

**Qwam Qwum Stuwixwulh**

- Main entrance gate design in progress

**Randerson Ridge**

- Active School Transportation (AST) Recommendations – parking lot safety improvements design underway

**Uplands**

- AST Recommendations – Parking lot safety improvements design underway

**Capital Implementation****Rock City****Childcare Project**

- Construction is wrapping up on this project with occupancy inspections underway, field remediation and other wrap up activities are completing.
- Once an occupancy permit is granted, staff work with the assigned childcare operators as they begin their process with Island Health for licensing.

**Woodlands****Learning Studio #5 (General Instruction Portable)**

- Work restarted on Learning Studio #5 after receipt of the building permit, this unit now near completion and planning continues with respect to which school will receive the unit.
- Planning for Learning Studio #6 is in the early stages, with a unit for renovations yet to be selected.
- Significant features of these new units are larger windows (with shutters) and a new HVAC system utilizing the benefits of an electric heat pump (offering cooling), to support our greenhouse gas reduction and climate change impact mitigation goal.

**Georgia Avenue Childcare project – Small Studio (Before & After Care)**

- Work as now begun on the project with the small unit on Woodland site,
- Students participating in the Learning Alternatives Introduction to Trades (ITT) WRX and WEX programs will be assisting in construction of the unit, this allows exposure to trades, including Carpentry, Plumbing and Electrical.

- Once site preparation has been completed this unit will be moved to the school site and construction of the larger unit will begin.

### **Ladysmith Secondary School**

#### **Inclusive Washroom Renovation**

- Students and staff will notice that hoarding has gone up on the second floor which contains our construction project in their school.
- October is the target month to unveil a brand-new inclusive washroom open to all students as part of the Districts Inclusivity initiative.
- All new fixtures, private stalls w/ full door, and a brand-new vanity in the center of the space are included in this renovation.

### **Fairview Elementary School:**

#### **New Exterior Stairs**

- Fairview visitors will see construction fencing in place as Capital Implementation builds new cement stairs/ramp to traverse the hill area near the baseball back stop at the rear of the school, to help promote safety for our students and community members

### **Portable Moves/Renovations:**

#### **NDSS x 2, Wellington x 1, Mountain view x 1 and Pleasant Valley x 1)**

- Four of five portable buildings were re-located over the summer from the Ecole Hammond Bay Elementary site.
- One will be placed at Mountain View Elementary School once Building permit approval is received the RDN.
- Various renovations (unit dependent) will be completed including Heat Pumps, flooring, sinks, Wi-Fi, PA and Fire alarm connections and accessibility upgrades.

### **Energy**

- Ventilation systems adjusted from summer setting to school occupancy settings - ventilation systems set to run with all dampers 100% open Monday Sept 4<sup>th</sup> 6am to 7am to provide a good flush of the air throughout all the schools.
- In the spirit of reducing our carbon footprint (some projects are synergistic with Capital Planning, Special Projects/AFG & Transportation depts):
  - Continuous Optimization (partnered with BC Hydro) – All school sites have been enrolled in optimization of building automation systems. Group A sites are implementing measures to DDC system to help reduce electrical and gas usage. Group B and C sites are in investigation phase.
  - Process for development of a foundation for a Strategic roadmap to electrify and reduce carbon footprint for all buildings throughout the district was completed and approved and now in progress.
  - John Barsby – boiler plant fully upgraded, and all Air Handling Unit (AHU) coils have been switched to accept low temperature water to take advantage of condensing technology.

- Brechin – adding Air Source Heat Pumps (ASHP) to the hydronic heating loop is in progress. Additional funding approved by MOECC after tender to support the award. Completion Spring 2024.
- Bayview – upgrade to newest version of building automation (DDC) system. Completion Spring 2024.
- White and Yellow Fleet (vehicle replacement and infrastructure) Study – roadmap to electrifying bus and white fleet is in progress.
- Charging station installation technical support for three Ford Transit vans and one Facilities service vehicle (Kona) – due to be in service by Sept 30<sup>th</sup>.
- ASHP at Cilaire, Pleasant Valley and Cedar Community Secondary – controls programming was fine-tuned over the summer to ensure optimal performance. Monitoring closely Sept to Dec 2023.
- ASHP at Cilaire & Pleasant Valley – will add program to the units to allow for maximum use of system design for heat mitigation.
- Continuing developing at cooling strategy for sites that can be cooled with existing equipment (e.g. Computer labs, portables with heat pumps, etc.)
- Ladysmith Intermediate – all classrooms now have ventilation.
- Ladysmith Secondary School – All classrooms now have ventilation.
- Energy Cup #9 – being prepared for release to schools.

## **Capital Planning**

### **Ecole Hammond Bay**

- Expansion project substantially complete and prepared for September opening
- Portables reallocated off site
- Sewer pump station replaced over the summer
- Minor support work continues as total completion approaches
- Field repair and remediation complete and school use is pending the re-established surface being ready for play.

### **Ecole North Oyster**

#### **Building Envelope Project (BEP)**

- Project saw significant work over the summer, continuing replacement of siding, windows and sections of roof
- Flood damage repairs including classroom remediation and roof repairs
- Substantial completion expected fall of 2023

#### **Seismic Upgrade – Project Definition Report (PDR)**

- This project would see the complete seismic remediation of the school
- Work continued by consultants on this report – mainly on the Seismic Project Identification Report (SPIR), which investigates the core structural upgrade requirement, which is the foundation on which the total project requirements are built.
- PDR is estimated to be complete in the first quarter of 2024

### **Ladysmith Primary**

- MOECC supported the expansion of Ladysmith Primary to proceed to a PDR
- Request for Proposals (RFP) for Consulting services for the PDR and resulting project completed and tendered over the summer, closing in September 2023
- PDR is estimated to be complete in the first quarter of 2024

**Mountain View Elementary**

- A BEP project started at the end of June and includes replacement of siding, windows and painting
- Substantial completion expected spring of 2024

**Ladysmith Intermediate**

- The Seismic upgrade concept plan details were completed with MOECC and consultants over the summer and final DRAFT accepted by MOECC
- This work explored several options for Ladysmith Intermediate School seismic upgrade
- Awaiting MOECC approval to proceed to PDR to explore presented options
- RFP for consulting services for the PDR and resulting project completed and tendered over the summer, closing in September 2023

**SD68 Childcare Projects**

- Forest Park(1), Ladysmith Primary(2) and Chase River (3) previously completed.
- Rock City (4) project completing with Certificate of Occupancy the next project milestone
- Georgia Avenue (5) planning completed, and work started by Capital Implementation, Civil work out to tender
- Qwam Qwum Stuwixwulh (6) approaching planning completion
- Seaview (7) and Quarterway (8) projects in various stages of planning
- Pleasant Valley (9), Claire (10) project pending design start.
- Planning has begun with DLS on a new (11th) Childcare submission for Cedar Elementary – submission pending.

**Minor Capital**

- Planning for Submission of 24/25 Minor Capital (due September 30) continued.
- Demolition completed on home at newly purchased View Street property
- Ladysmith Intermediate ventilation upgrade to be complete in September 2023
- Cedar Community Secondary Dust Extractor to be complete in fall of 2023
- John Barsby Phase 2 - Boiler upgrades to be complete in fall of 2023
- Brechin Phase 2 - heat pump installation to be complete in spring of 2024
- Ladysmith Secondary Washroom renovations planning completed, and work started by NLPS Capital Implementation.
- Digital Marquee sign installation to reach total completion in fall of 2023 – with signs (Dover Bay and Ladysmith) operating