

## Accountability Topic: Facilities

### Date of Board Meeting:

November 17, 2022

### Strategic Priority:

- High Quality Teaching and Learning
- Engagement of All Students, Families, and Communities
- Effective Policy and Procedures
- Healthy, Sustainable Physical & Social Environments

### Quality Indicator(s) (if applicable):

- **QI 1.2** - Regular actions are taken to ensure busses and facilities are safe and healthy.
- **QI 3.6** - Reviews expenditures to ensure continuous improvement in terms of value for money.
- **QI 8.1** – Ensures Divisional compliance with all Ministry of Education and Board mandates (timelines and quality).
- **QI 8.2** - Facility project budgets and construction schedules are followed, or timely variance reports are provided to the Board.

### Key Measures:

- The Good Spirit School 2022-23 Strategic Plan
- AssetPlanner Data
- Preventative Maintenance and Renewal Funding Program

### Targets:

- GSSD Safety Management System implementation
- Evolve preventative maintenance to include internal HVAC and Electrical inspections.

### Data:

#### Projects Completed 2021-2022 School Year

Project	Budget	Completed Date
YRHS Roof Replacement 2021	Stimulus Funding	January 2022
Esterhazy Home Economics Lab	PMR	February 2022
Dr Brass Food Insecurity	Minor Renovations	November 2021
Sturgis High School Brick Wall Repairs	Minor Renovations	July 2022
YRHS Cooler Replacement	Minor Ren/ HC PAA	July 2022
YRHS Cosmetology Renovation	PMR /HC PAA	August 2022
Melville Bus Garage Replace OH Door	Minor Renovations	July 2022
Norquay Home Ec and Classroom Renovations	Federal Tuition	September 2022
Kamsack Comprehensive Institute Boilers	PMR/Fed Tuition	July 2022
Melville Comprehensive Entry Way	Minor Renovations	June 2022
Macdonald School Learning Commons Ph2	PMR	August 2022
Canora Junior Barrier Free Change/Washroom	PMR	August 2022
Davison School Lower Washroom Sinks	Minor Renovations	July 2022

Esterhazy High School 100 Wing Exterior	Minor Renovations	June 2022
Springside School Roof	PMR	August 2022
Columbia School Extend PreK Fence	Minor Renovations	April 2022
Grayson Daycare, Sidewalk and Entrance	Minor Reno/Donation	August 2022

### Current Active 2022-2023 Projects

Project	Budget	Start Date	Complete Date
YRHS Major Capital	Major Capital	April 2022	August 2023
Victoria School Gymnasium Renovation	PMR	June 2022	March 2023
Grayson School Phone System	PMR	February 2022	December 2022
Canora Junior Phone System	PMR	February 2022	December 2022
Springside School Phone System	PMR	February 2022	December 2022
Grayson School Roof Replacement	PMR	July 2022	November 2022
Melville Comp Roof Replacement	PMR	June 2022	November 2022
Macdonald School Roof Replacement	PMR	September 2022	January 2023

### Upcoming 2022-2023 Projects

Project	Budget	Est. Start Date
Esterhazy High School Computer Lab	PMR	March 2023
Yorkdale Central Boiler Room	PMR	May 2024
Macdonald School Water Softener System	Minor Renovations	January 2023
Churchbridge Public Drainage	Minor Renovations	March 2023
Saltcoats Roof Sections 1 & 2	PMR	July 2023
Yorkdale Roof Sections 4,7 &10 and S.C. Shingles	PMR	July 2023
Sturgis Roof Sections 7 & 8	PMR	August 2023
Preeceville Roof Section 7	PMR	August 2023
Columbia Shed and Site Drainage	Minor Renovations	April 2023
Melville Comprehensive Storage Shed	Minor Renovations	February 2023
Dr Brass Office, Workout Room and GN Washroom	Minor Renovations	December 2022
Invermay Site Drainage	Minor Renovations	April 2023
Invermay Shingles	Potential Insurance	July 2023
Preeceville Concrete Repairs	Minor Renovations	April 2023
Norquay Classroom Renovations	Federal Tuition	July 2023
Kamsack Comprehensive Washroom Fixtures	Minor Renovations	February 2023
Grayson Library	TBD	December 2022
Davison School Playground Accessibility	Minor Renovations	April 2023
Melville Comprehensive Corridor Railings	Minor Renovations	February 2023
Churchbridge Public Boiler Room Renovation	PMR	April 2023
PJ Gillen Classroom Renovations	PMR	January 2023
Canora Comp Home Ec Renovation	PMR	January 2023
EHS Drainage and Track Repairs	Minor Renos	November 2022
Melville Comprehensive Surveillance	PMR	December 2022

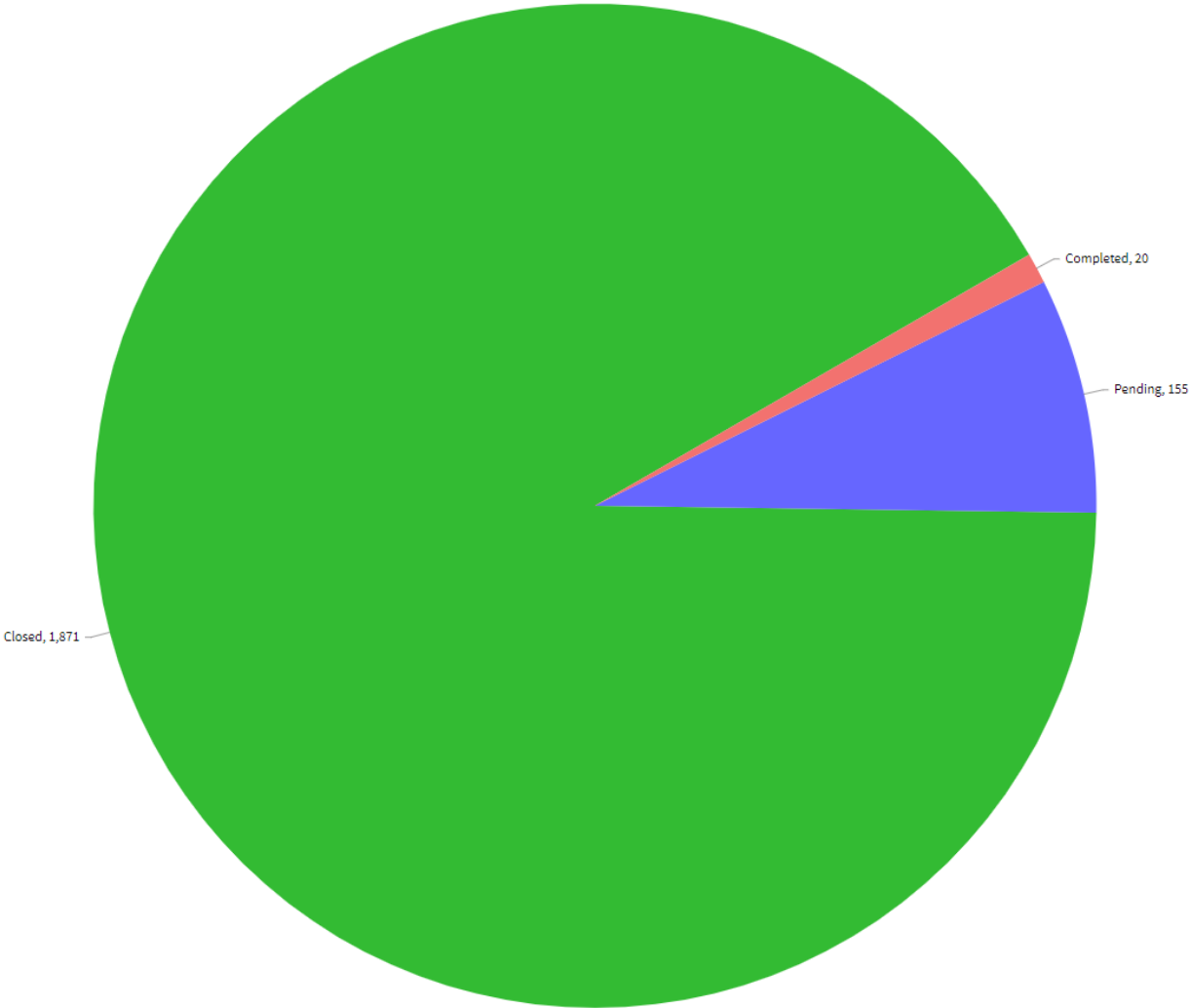
### Projects of Interest

Project	YRHS Major Capital
Current Stage	Construction
Project Overview	Infrastructure renovation involving building envelope (windows and roofs), mechanical system, and life safety (sprinklers and/or fire separations).

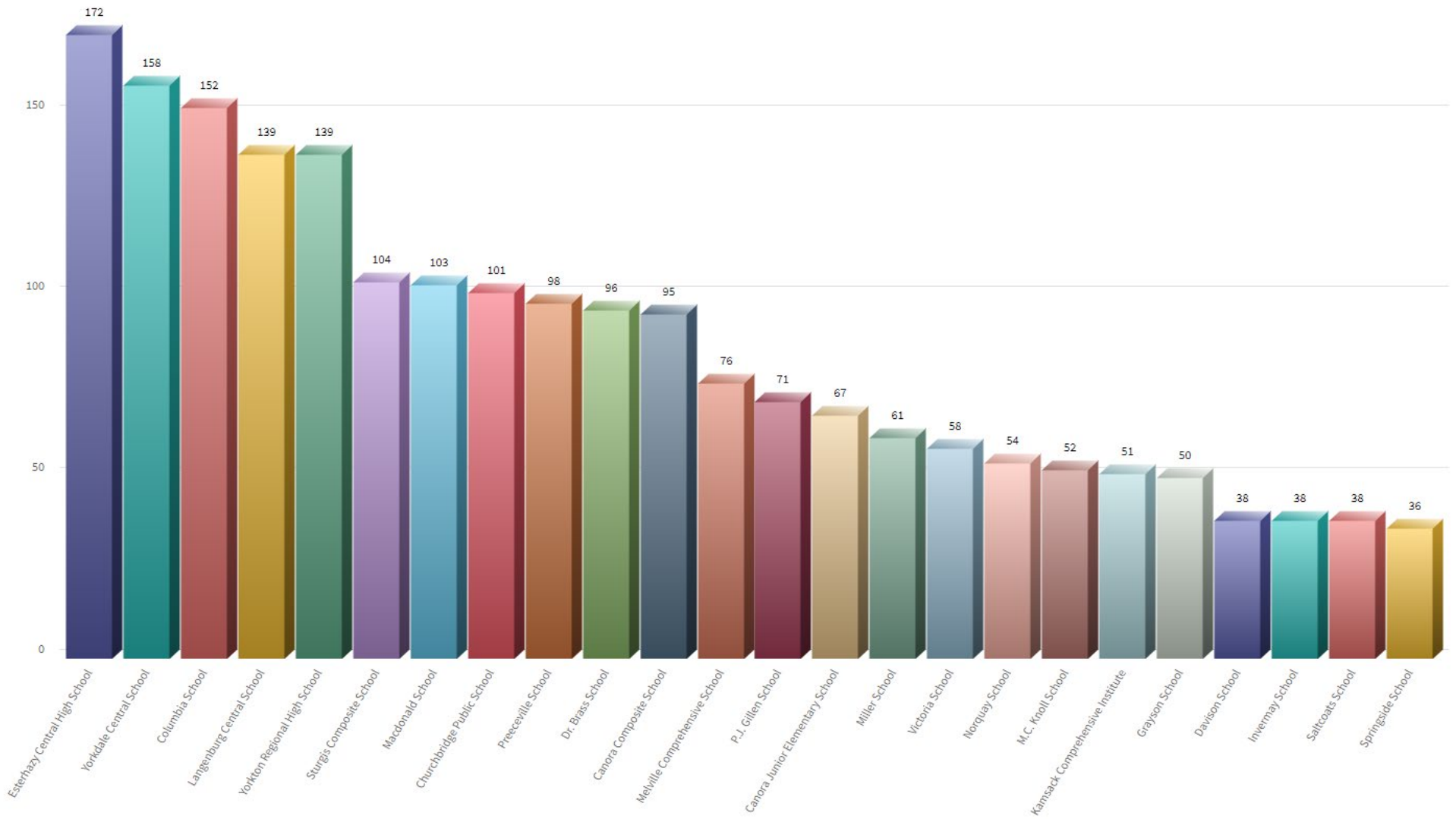
Schedule Overview	Phase	Start	End
	Pre-Design	September 24, 2020	February 22, 2021
	Design Development	February 23, 2021	December 2021
	Procurement	January 2022	March 2022
	Construction	March 2022	August 2023
	Post-Construction	August 2023	October 2023
Notes	<ul style="list-style-type: none"> <li>• Ministry leads Major Capital Project process</li> <li>• Predesign includes Project Manager, Design Consultant and Commissioning Consultant tender creation, review, and award.</li> <li>• Design involves Design and Commissioning teams to design together, with project steering committee (PM, Ministry, GSSD) directing and approving.</li> <li>• Procurement will involve creating and awarding tender once design is complete.</li> <li>• Summer work completed <ul style="list-style-type: none"> <li>○ Windows: 80% Complete</li> <li>○ Painting 30% Complete</li> <li>○ Ductwork, bulkheads and Ceiling 95% Complete</li> </ul> </li> <li>• Delivery delays <ul style="list-style-type: none"> <li>○ Key Electrical Components</li> <li>○ Classroom Ventilators</li> <li>○ Piping Components</li> <li>○ Roof Top Units</li> </ul> </li> <li>• 4 A wing Classroom rotation throughout the school year <ul style="list-style-type: none"> <li>○ Complete paint, flooring, and bulkhead</li> <li>○ Position classroom ventilators</li> </ul> </li> </ul>		

**Service Requests**

- From September 1, 2021 to August 31, 2022 – 2046 service requests have been logged.
- The following charts are pulled from AssetPlanner Service Request Module:



*September 1, 2021 – August 31, 2022 - Requests by Status*



September 1, 2021 – August 31, 2022 - Requests by School

### Key Strategies Employed:

- Preventative Maintenance
  - Developed and implemented an annual building envelope inspection system.
  - Completed 3<sup>rd</sup> party playground assessments
  - Revised our approach to roof inspections and project prioritization
- Projects
  - Continue to utilize the project management features within AssetPlanner and evolve our existing system.
- Staffing
  - Restructure technician role by moving the Building Technicians into the Facilities Technician team to better serve the Division as a whole.
- Safety
  - Kicked off the Safety Management System project with Saskatchewan Association for Safe Workplaces in Health (SASWH)

### Future Strategies:

- Preventative Maintenance
  - Develop internal HVAC and Electrical inspection workflow and checklists.
  - Schedule preventative maintenance inspections and service requests daily within AssetPlanner.
- Projects
  - Develop or revise GSSD project management documents, forms and workflows including project tender, pre job planning checklist, and project status report.
- Staffing
  - Review team roles and responsibilities
  - Create a GSSD Caretaking manual
- Safety
  - Implement the GSSD Safety Management System project (2-3 year project)

### Risk Assessment:

Impact Categories	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Financial</b>	Financial impact of the event is less than \$50,000	Financial impact of the event exceeds \$50,000, but less than \$150,000	Financial impact of the event exceeds \$150,000, but is less than \$250,000	Financial impact of event exceeds \$250,000, but is less than \$500,000	Financial impact of the event exceeds \$500,000
<b>Comments &amp; Mitigation Strategy</b>	In addition to our Purchasing AP we follow a set of procedures involving preventative maintenance, repairs and project management that allow us to make the best financial decisions for the division.				
<b>Reputational</b>	One negative article in a publication	Negative articles in more than one publication	Short term negative media focus and concerns raised by stakeholders	Long term negative media focus and sustained concerns raised by stakeholders	Stakeholders lose faith in management or Trustees
<b>Comments &amp; Mitigation Strategy</b>	We operate open and transparent and emphasize the importance of communication. We listen to and work with all project or facility stakeholders to ensure we are in the decisions together as a team. This approach results in less questioning and critique keeping our reputation intact and positive.				

<b>Managerial Effort/Capacity</b>	Impact can be absorbed through normal activity	Some management effort is required to manage the impact	Can be managed under normal circumstances with moderate effort	With significant management effort, can be endured	Potential to lead to the collapse of the organization
<b>Comments &amp; Mitigation Strategy</b>					
<b>Government Relations</b>	Routine ministerial inquires	In-depth ministerial inquires	Concerns raised by Ministry of Education	School division's ability mandate is questioned	Ministry of Education loses faith in the organization
<b>Comments &amp; Mitigation Strategy</b>					
<b>Legal</b>	Legal action threatened	Civil action commenced/small fine assessed	Criminal action threatened/moderate fine assessed	Criminal lawsuit commenced/significant fine assessed	Jail term of any length for a Trustee/Director; multiple significant fines assessed
<b>Comments &amp; Mitigation Strategy</b>	With respect to law, we follow project procedures developed by the Ministry of Education and Saskbuilds and Procurement. Our internal procedures are extensions of these procedures.				
<b>Student Outcomes</b>	Immaterial impact on student achievement	Student achievement metrics begin to show a decline	Parental complaints submitted related to student achievement	Overall student competency levels are below standards	Inability to satisfactorily deliver curriculum or key programs
<b>Comments &amp; Mitigation Strategy</b>	Student safety and success is the 1 <sup>st</sup> priority at GSSD. Their learning environment is a large factor in both safety and success. We work with Administrators and other GSSD staff to ensure all students have the best learning environment as well as use this as a factor in our project prioritization.				

<b>Likelihood</b>				
The likelihood of identified risks is to be assessed by estimate the probability of the risk occurring during the planning horizon.				
<b>Rare</b>	<b>Unlikely</b>	<b>Moderate</b>	<b>Likely</b>	<b>Almost Certain</b>
Extremely rare in the sector. Once in more than 10 years at the school division.	Has occurred occasionally in the sector. Once in 5 to 10 years at the school division.	Periodic occurrence in the sector; possible occurrence. Once in 3 years at the school division.	Has occurred previously and could reasonably occur again. Once in 1 to 2 years at the school division.	Extremely likely to occur. Multiple times per year at the school division.

**Summary Comments:**

- The Facilities Department is a team of lifelong learners and will continue to improve and evolve all tasks and responsibilities under the Facilities umbrella. We live and breathe the GSSD service commitments, and the safety and education of our students will always be our utmost priority.

**Recommended Decision/Motion:**

“That the Board approve the accountability report on Facilities, as presented, and met the requirements of QIs 1.2, 3.6, 8.1 and 8.2, based on the evidence within the report.”

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
Good Spirit School Division