

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES & TECHNOLOGY COMMITTEE

Agenda

Committee Members: Trustee Martin, Chair
Trustee McMurphy
Trustee VanWell

Staff Support: Jason Reid, Secretary-Treasurer
Dave Eberwein, Superintendent of Schools
Megan Cimaglia, Director of Finance
Rob Lumb, Director of Facilities
Cody Henschel, Director of Information Technology

Partner Representatives: Don Peterson, STA
Dean Coates, CUPE
David Mark, SAA
James Taylor, COPACS

Other Attendees:

Tuesday, March 2, 2021
10:30 am, MS Teams

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS FOR DISCUSSION

1. Risk Report - attachment

C. ITEMS FOR RECOMMENDATION

1. Annual Facilities Grant

Staff Recommendation:

That the Board approve the 2021/22 Annual Facility Grant as presented.

D. ITEMS FOR INFORMATION

1. Report from Budget Advisory Committee
2. Fiscal Forecast – attachment
3. Keating Flyover - attachment

E. FUTURE AGENDA ITEMS

No Items.

To: Finance Facilities and Technology Committee

Prepared By: Jason Reid

Subject: 2021 Risk Report

Date: February 24, 2021

Purpose

The purpose of this briefing note is to present the 2021 Risk Report for discussion and feedback.

Background

Risk Management is the integrated and coordinated monitoring of risk across and through an organization supporting decision making, planning and resource allocation. Improved understanding of risk informs better decisions and demonstrates to the community that we are accountable for managing risk.

Monitoring and responding to risk is a continuous process. As new information is available or as circumstances changes, our assessments of risk and planned responses to risk are adjusted. The assessments reflect the effectiveness of existing mitigations to reduce risk and are forward looking considering the “likelihood of occurrence”, and the “severity of impact”. A risk ranking of Medium or greater means that further steps are necessary to mitigate the risk.

The pandemic has impacted certain risk assessments and responses. For other risks, the implementation of responses were delayed as necessary to focus on pandemic response.

Next Steps

The risk report has been updated in consultation with those responsible for managing each risk, and reflects feedback received from the broader management team.

The next steps are for the Finance, Facilities and Technology committee and partner groups to review the report and provide feedback.

Respectfully submitted,



Jason Reid

Attachment: SD63 (Saanich) Risk Report – February 24, 2021

SD63 (Saanich) Risk Report – February 24, 2021

	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
A	Financial: Significant unanticipated financial pressure emerges	<ul style="list-style-type: none"> External event impacts domestic and/or international enrolment and revenues External event results in additional expenditure in excess of forecast Actual results vary from enrolment and/or financial forecasts Government policy change – funding model and/or service delivery change 	<ul style="list-style-type: none"> Sudden expenditure reductions required impacting programs and services Strategic outcomes not achieved and/or significant risks not mitigated Non-compliance with legislative budgetary requirements. Reduced confidence 	<ul style="list-style-type: none"> Financial forecasting and monitoring processes Enrolment forecasting Investment in innovative and competitive programs including online learning Appropriately conservative budget including budget contingency 	HIGH	<ul style="list-style-type: none"> Monitor impact and uncertainty resulting from the COVID-19 pandemic, and other external events. Monitor implementation of recommendations from the Funding Model Review and related implementation of a provincial service delivery model for online learning. Develop Preliminary 2021/22 Budget (including contingency reserve) that is appropriately conservative with the objective of maintaining long-term program stability.
B	Information Systems: Information systems fail or do not meeting evolving needs	<ul style="list-style-type: none"> Aging IT infrastructure and programs Historical decentralization of procurement / implementation Reliance on obsolete applications/devices to support business functions and educational programs Cyber attack 	<ul style="list-style-type: none"> Programs and services are affected negatively impacting outcomes Impairment of educational innovation Inefficient or ineffective management of programs Increased risk related to data security and protection of privacy Reputational damage 	<ul style="list-style-type: none"> Completion of data center refresh Implementation of MS Office 365 productivity suite Leverage internal and external expertise to identify risks and opportunities Implementation of Refresh Plan Refresh (2,000 new windows devices deployed) 	MEDIUM – HIGH	<ul style="list-style-type: none"> Implementation of year two of five year Refresh Plan including continued phased replacement of obsolete devices. Development and implementation of a new communications plan (emergency and non-emergency communications including district and school-based website renewal). Review existing applications to assess options to reduce risks related to

SD63 (Saanich) Risk Report – February 24, 2021

	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
		<ul style="list-style-type: none"> Limited funding 		<p>to date under plan replacing obsolete equipment).</p> <ul style="list-style-type: none"> Wiring infrastructure in schools being replaced to meet modern needs 		<p>system failure, data security, and privacy.</p> <ul style="list-style-type: none"> Review processes for procurement and implementation of technology. Updating Disaster Recovery and Business Continuity Plans.
C	<p>Information Systems / Operations:</p> <p>A significant privacy breach and/or cyber security attack occurs</p>	<ul style="list-style-type: none"> Accountability is not clear or procedures / process inadequate Privacy/security training is inadequate. District information systems do not meet organizational needs (users find unsecure solutions) Inappropriate use of cloud services IT systems/ devices/ tools are not secure or data is stored improperly Financial controls are not sufficient to prevent fraud resulting from unauthorized access 	<ul style="list-style-type: none"> Harm to students or employees Financial loss to district Reputational damage Legal liability 	<ul style="list-style-type: none"> Implementation of IT Refresh Plan Leverage internal and external expertise to identify risks and opportunities Privacy impact assessments performed for new applications Regular review of processes and procedures Personal Information Directory (PID) developed Focusing asset replacement to address data security risk IEP and elementary report cards moved to MyEdBC 	<p>MEDIUM – HIGH</p>	<ul style="list-style-type: none"> An objective of the Refresh Plan is to improve data security and protection of privacy. Review existing applications and information banks to assess options to reduce risks related to system failure, data security, and privacy. Additional investment in technology to improve access and security for learning and working remotely Review processes for procurement and implementation of new services. Review and implement options for FOIPPA compliant secure storage and sharing of data. Professional development focused on protection of privacy.

SD63 (Saanich) Risk Report – February 24, 2021

	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
D	Human Resources: Organizational capacity is insufficient to mitigate key risks and meet key strategic objectives.	<ul style="list-style-type: none"> Not enough qualified candidates entering the market to meet the needs of the district Increasing expectations and compliance requirements Salaries/wages/benefits are not as competitive 	<ul style="list-style-type: none"> Programs and services are affected negatively impacting student outcomes Inadequate mitigation of key risks Increased staff workload and staff turnover 	<ul style="list-style-type: none"> Continual review of organizational structure Prioritization of service delivery needs Differentiated wage increases implemented Jan 2020 reducing wage disparity (CUPE collective agreement). Work with post-sec institutions (e.g. Camosun College, UVic) to build understanding of our current needs and support training in our schools 	MEDIUM – HIGH	<ul style="list-style-type: none"> Continual review of staffing and organizational structure in relation to assessed risks and strategic priorities. District participation in the Provincial Job Evaluation Pilot project (CUPE/BCPSEA) Creation of joint recruitment and retention working group (CUPE collective agreement). Assess options working with post-secondary partners to improve Education Assistant certification opportunities.
E	Strategic / Facilities: Facilities do not accommodate changing demographics or program requirements	<ul style="list-style-type: none"> Limited capital funding Enrolment growth exceeds forecast Actions to manage growth are not implemented soon enough 	<ul style="list-style-type: none"> Schools exceed capacity or students are unable to attend their catchment area school. Expectations of families are not met Educational programs negatively impacted Reputational damage 	<ul style="list-style-type: none"> Long range facilities planning work and continuous monitoring Installation of portable classrooms when needed Implementation of catchment boundary changes in 2021/22 	MEDIUM (reduced from MEDIUM - HIGH)	<ul style="list-style-type: none"> Annual renewal of the long range facilities plan reflecting continual monitoring of enrolment trends/forecasts and changing facilities needs.

SD63 (Saanich) Risk Report – February 24, 2021

	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
F	<p>Strategic / Financial:</p> <p>Funding is not sufficient or is not allocated optimally through the budget process to adequately mitigate risk and best support educational outcomes.</p>	<ul style="list-style-type: none"> Budget consultation process does not identify the highest priorities Overall funding is inadequate 	<ul style="list-style-type: none"> Significant risks are not properly mitigated Improving student outcomes impeded 	<ul style="list-style-type: none"> Evolving public budget consultation process Evolving processes to evaluate risk and strategic priorities. Oversight by the Budget Advisory Committee 	MEDIUM	<ul style="list-style-type: none"> Continued refinement of the budget process to increase integration with strategic planning and risk management processes. Development of a new strategic plan
G	<p>Health & Safety Operations:</p> <p>An event occurs (earthquake, tsunami, fire, pandemic, etc) and the district is not able to maintain appropriate continuity of service or is not able to respond appropriately to an emergency.</p>	<ul style="list-style-type: none"> Accountability is not clear and/or appropriate protocols/procedures not in place District staff are not able to communicate Information systems fail without timely return of service 	<ul style="list-style-type: none"> Harm results to students or staff Significant impact on educational outcomes for students Reputational damage 	<ul style="list-style-type: none"> Emergency preparedness planning Emergency drills compliance (fire, earthquake and lock-down) Completion of data center refresh Seismic upgrade is a capital plan priority 	MEDIUM	<ul style="list-style-type: none"> Development and implementation of a new communications plan (emergency and non-emergency communications including district and school-based website renewal). Increased collaboration with partners (municipalities, island health, province, etc.) in planned response to events.
H	<p>Facilities:</p> <p>Facilities are not sufficiently maintained and</p>	<ul style="list-style-type: none"> Limited funding A building condition issue is not identified Changing building codes 	<ul style="list-style-type: none"> Sub-optimal teaching environment Increasing long term cost 	<ul style="list-style-type: none"> Facility planning reflects relevant information including assessment of facility condition and 	MEDIUM	<ul style="list-style-type: none"> Continued facilities assessment and planning to identify the district's greatest priorities for the annual capital plan and allocation of maintenance funding.

SD63 (Saanich) Risk Report – February 24, 2021

	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
	renewed (deferred maintenance)		<ul style="list-style-type: none"> • Climate action goals impeded • Increased Health & Safety Risk • Non-compliance with building code, WorkSafe or other regulatory requirements • Reputational damage 	<ul style="list-style-type: none"> • building component lifespan • Regular inspection of facilities 		<ul style="list-style-type: none"> • Prioritization of structural (seismic), building envelope, and energy/GHG reduction projects • Maintain a current long range facilities plan. • Enhanced energy/GHG plan.
I	<p>Schools Operations:</p> <p>Student trauma, injury or fatality results from violence/suicide, overdose or other threats.</p>	<ul style="list-style-type: none"> • Cyberbullying or violence • Overdose • Mental health risk • External threat 	<ul style="list-style-type: none"> • Harm results to students or staff • Student outcomes negatively impacted • Reputational damage 	<ul style="list-style-type: none"> • Critical Incident Response Team (CIRT) • School safety protocols including lockdown and hold and secure procedures • Training / professional development • Student support services 	MEDIUM	<ul style="list-style-type: none"> • Tri-district partnership focusing on school safety. Continual refinement of safety and response protocols. • Professional development focusing on trauma/trauma response, digital literacy/safety, violent threat risk assessment, and critical incident response. • Development and implementation of a new communications plan (emergency and non-emergency communications including district and school-based website renewal). • Parent learning opportunities - social media, digital safety, and mental wellness. • Additional mental health and wellness support for staff, families and students during the pandemic including virtual

SD63 (Saanich) Risk Report – February 24, 2021

	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
						counselling, and increased outreach to support families and connect with community services.
J	<p>Health and Safety Operations / Human Resources:</p> <p>A workplace injury results from an accident or violence.</p> <p>Claims and Disability Management is ineffective.</p> <p>Non-compliance with WorksafeBC regulation</p>	<ul style="list-style-type: none"> Accountability is not clear or procedures / process inadequate Increased compliance focus (WorkSafe) and risk associated with violence in the workplace 	<ul style="list-style-type: none"> Harm to students or employees Increased claims and insurance premium cost Financial loss to District (fines for non-compliance and/or legal liability) Reputational damage 	<ul style="list-style-type: none"> Some Health & Safety preventative measures in place Inspection of facilities Workflow/forms renewal process completed increasing compliance Updated WHMIS processes in place OH&S training courses Leverage SD23 expertise to manage claims 	MEDIUM	<ul style="list-style-type: none"> Continue to implement preventative programs 3-5 year goal of obtaining COR and PIR certification (reduces insurance fees) Complete Violence Prevention Risk Assessments as per WorkSafeBC Reviewing online Safety Management System options to increase efficiencies and compliance
K	<p>Facilities / Operations:</p> <p>Facilities or transportation system (bus and white fleet) are not safe for students, staff or community</p>	<ul style="list-style-type: none"> Limited funding for capital upgrade and maintenance Accountability is not clear Potential risk not addressed by inspections or compliance procedures 	<ul style="list-style-type: none"> Harm results to students or staff Non-compliance with regulatory requirements (OH&S, fire code, building code, motor vehicle regs, etc.) Financial loss including legal liability or penalty Reputational damage 	<ul style="list-style-type: none"> Regular inspections of vehicles and facilities. Targeted audit of higher risk activities including shops. Facility safety is a capital plan priority 	MEDIUM	<ul style="list-style-type: none"> Seismic upgrade and facility safety continues to be a capital plan priority Continue targeted audits of higher risk programs including trades programs. Continued replacement of aging vehicles and equipment

SD63 (Saanich) Risk Report – February 24, 2021

	Category / Risk Event	Cause	Consequence	Existing Mitigations	Residual Risk Ranking	Risk Response
L	<p>School Operations:</p> <p>A student or staff member has an accident during a field trip, sports event, shop class or other educational program.</p>	<ul style="list-style-type: none"> • Non-compliance with procedures or risk not mitigated 	<ul style="list-style-type: none"> • Harm results to student or staff • Financial loss including legal liability or penalty • Non-compliance with regulatory requirements. • Reputational damage 	<ul style="list-style-type: none"> • Field trip/event procedures including approval and supervision • Inspection of school learning environments. • Compliance with OH&S and other regulatory safety requirements 	LOWER	<ul style="list-style-type: none"> • No specific risk response (risk lower due to existing mitigations)
M	<p>Financial / Operations / Human Resources / Educational Programs:</p> <p>Ethical breach or inappropriate action by staff member or volunteer</p>	<ul style="list-style-type: none"> • Fraud or perceived inappropriate use of funds • Conflict of interest • Harassment or other inappropriate behaviour 	<ul style="list-style-type: none"> • Harm results to students or staff • Non-compliance with legal or regulatory requirements. • Reputational damage • Financial loss including legal liability or penalty 	<ul style="list-style-type: none"> • Implementation of new policy and procedures manuals • Financial controls • Oversight and training • Criminal record checks 	LOWER	<ul style="list-style-type: none"> • No specific risk response (risk lower due to existing mitigations)

To: Finance Facilities & Technology Committee

Prepared By: Rob Lumb
Director of Facilities

Subject: 2021/22 AFG Planning

Date: 21.02.19

Purpose

The purpose of this briefing note is to present the 2021/22 Annual Facility Grant plan for review by the committee and approval by the Board.

Background

The Annual Facility Grant (AFG) was originally introduced as the 'Facilities Shareable Capital Allowance' in the 1988/89 school year. In recognition of the need for routine maintenance of school facilities this allowance was provided as part of Boards' operating budgets as a supplementary funding source for projects regularly required to extend the life of existing facilities. There are 12 categories that are eligible for AFG expenditures:

- Roof Replacements
- Mechanical System Upgrades
- Electrical System Upgrades
- Facility Upgrades
- Loss Prevention Projects
- Functional Improvements
- Technology Infrastructure Upgrades
- Site Upgrades
- Disabled Access
- Asbestos Abatement
- Health and Safety Upgrades
- Site Servicing

The funding year for the AFG matches the fiscal year of government. Therefore, this plan relates to expenditures from April 1, 2021 to March 31, 2022. AFG is separate and distinct from the other capital submissions that are completed for major capital projects such as seismic upgrades, school replacements, busing and other large ticket expenses.

To determine the priorities in a given year we use information from professional inspectors, VFA building reports, data from our work order systems, feedback from our trades staff, and from visits with each school administration.

Next Steps

This year's proposal has been broken down by constant costs then by priority. The constant costs are fixed and they include the wages for the administration resources required to manage the projects. There is also a CMMS (computerized maintenance management system) cost which funds our electronic work order system, as well as an AFG administrative fee which is paid to the government for their management of the projects.

Priority 1 (Projects that are most urgent):

- In past years and in future years we have/and will be allocating substantial dollars to roofing projects. This year we are expecting \$500K of funding for roofing to come from our Minor Capital funding to be officially announced in March of 2021.
- Our current operating budget has no capacity for any painting, therefore we employ three painters through capital funding to paint our buildings.
- The CDC project will require a \$300k contribution from the School District (\$100k will come from the AFG, with the other \$200k coming from reserved capital funds).

- We have committed to allocating \$200k to construct a new parking lot at Prospect Lake Elementary.
- The facilities dust collector that serves the district shop has reached end of life and is also subject to the same WorkSafe BC requirements that resulted in the upgrade of our dust collectors at our schools. While the school dust collectors were funded through the Minor Capital program we have confirmed with the Ministry of Education that the only available source of funding for equipment located at the facilities shop is from the AFG funds.
- We are continuing to support the Tech Plan by rewiring our schools. To date we have completed Lochside and Cordova Bay is nearly completed.

Priority 2 (Projects include items that are less than immediate urgency, but still require substantial attention):

- Stelly's tennis courts are presently in an unusable condition. We will be resurfacing these courts to allow them to be fully functional.
- We have allocated \$300k to the Parkland Track Fund which will be determined this year. The scope will depend on fundraising that the school has undertaken. The \$300k is in place to, as a minimum, to replace the track with asphalt, improve field drainage and replacement of the grass field.

AFG Funding 2021 / 2022	
Constants	
Admin Support	95,644
AFG Admin Fee	26,032
CMMS	10,000
Sub Total	131,676
Priority #1	
District Painting	246,314
CDC Contribution	100,000
Prospect lake Parking Lot	200,000
Facilities dust collector	400,000
District IT Wiring	100,000
Sub Total	1,046,314
Priority #2	
Stelly's tennis courts	30,000
Misc Building repairs	41,626
district Line painting	20,000
Sub Total	91,626
Priority #3	
Parklands Track Fund	300,000
Sub Total	300,000
Total required for 2021 / 2021	1,569,616
last years AGF	1,503,270
Projected carry over	66,346
Total available	1,569,616

Staff Recommendation:

That the Board approve the 2021/22 Annual Facility Grant as presented.

Respectfully submitted,

Rob Lumb
Director of Facilities

Saanich School District
2020/21 Year-End Projection (Operating Fund w/CEF)

Actual and Forecasted Results

As at February 25, 2021

	Prior Year Actual 2019	Prior Year Actual 2020	Amended Budget	Current Budget	Revenue/ Expenditures to January 31, 2021	Projected Revenue and Expenditure	Variance From Budget	Notes
Revenue								
621 Consolidated Revenue Grants	(68,251,286)	(69,978,199)		(72,760,565)	(36,376,197)	(72,760,565)	-	
627 Indig. Northern Affairs Canada (INAC) Recovery	2,984,092	3,281,144		3,148,859	1,312,400	3,148,859	-	
629 Other Ministry Of Ed Grants <i>includes Pay Equity, Ad hoc MOE grants, Grad adult funding</i>	(1,277,918)	346,623		(3,287,019)	(2,170,905)	(3,287,019)	-	
629 Classroom Enhancement Fund (CEF)	(7,832,734)	(7,617,267)		(7,697,396)	(3,619,363)	(7,697,396)	-	
630 Federal Grants <i>French Odyssey Grant, Jordan's Principle</i>	-	(52,923)		-	-	-	-	
645 Instructional Cafeteria Revenue	(158,687)	(111,259)		(68,000)	(57,393)	(68,000)	-	
646 Local Education Agreements/Direct Funding Indig.	(2,984,092)	(3,281,144)		(3,148,859)	(1,312,400)	(3,148,859)	-	
647 International and Out of Province Students	(7,445,332)	(7,086,493)		(2,238,500)	(3,109,658)	(2,800,000)	561,500	Note 1
649 Misc. Fees & Revenues <i>includes ad hoc grants received, recovery revenue from shared services, funding from municipalities</i>	(738,841)	(439,018)		(263,957)	(321,457)	(321,457)	57,500	
650 Text Book Deposit Receipts	-	-		-	-	-	-	
651 Community Use Of Facilities	(20,229)	(12,874)		-	(7,344)	(7,344)	7,344	
659 Other Rentals & Leases	(373,872)	(378,889)		(390,000)	(197,359)	(354,000)	(36,000)	
660 Exchange (Gain) Loss	(2,659)	15,273		-	(1,246)	(1,246)	1,246	
661 Interest On Short Term Deposits	(387,270)	(369,858)		(200,000)	(127,356)	(212,000)	12,000	
662 Appropriated Surplus (prior years carry forward amounts)	-	-		(5,954,376)	-	(5,954,376)	-	
672 Student Fees/Certifications	(64,207)	(101,790)		(75,000)	(44,850)	(75,000)	-	
Total Revenue	(86,553,035)	(85,786,674)	-	(92,934,813)	(46,033,128)	(93,538,403)	603,590	
Expenses								
105 Salaries - P/VP	4,535,583	4,548,388		4,683,763	2,760,209	4,632,712	51,051	
111 Salaries - Teachers <i>(incl. POSR)</i>	35,158,350	35,048,397		39,765,465	19,819,175	39,434,014	331,451	Note 2
307 - Teacher remedy	1,217,910	973,130		1,085,486	395,332	1,085,486	-	Note 3
Teacher remedy unspent	-	-		-	-	-	-	
122 Salaries - Support Staff <i>(incl. In Service, WCB and First Aid)</i>	8,335,824	8,034,024		8,926,331	5,107,103	8,985,136	(58,805)	
123 Salaries - Other Professionals	2,727,455	3,076,688		3,176,386	1,669,343	3,187,306	(10,920)	
131 Salaries - Educational Assistants	4,596,491	4,910,856		5,689,905	2,812,180	5,468,367	221,538	Note 4
143 Support Staff Replacement Costs	518,363	390,629		393,228	299,117	427,363	(34,135)	
146 Teacher Replacement Costs	2,576,226	2,242,596		2,687,461	1,417,170	2,561,115	126,346	
	59,666,202	59,224,708	-	66,408,025	34,279,629	65,781,499	626,526	
200 Benefits	14,687,466	14,261,495		16,598,649	7,800,074	16,429,815	168,834	Note 5
	14,687,466	14,261,495	-	16,598,649	7,800,074	16,429,815	168,834	
Services & Supplies								
Services	4,696,799	4,650,249		2,890,998	1,652,731	3,330,998	(440,000)	Note 6
Pro-D & Travel	671,213	528,389		742,506	235,065	742,506	-	
Rentals & Leases	94,027	92,429		125,012	66,072	125,012	-	
Dues & Fees	272,919	336,159		364,400	285,700	364,400	-	
Insurance	168,378	167,891		174,000	158,102	174,000	-	
Supplies	3,042,502	1,960,575		2,761,671	1,954,312	1,761,671	1,000,000	Note 7

Projection for Discussion Purposes - Actual Results May Differ From Projected
Prepared by Megan Cimaglia

	Prior Year Actual 2019	Prior Year Actual 2020	Amended Budget	Current Budget	Revenue/ Expenditures to January 31, 2021	Projected Revenue and Expenditure	Variance From Budget	Notes
Utilities	1,531,380	1,357,815		1,627,500	517,076	1,627,500	-	
	10,477,218	9,093,507	-	8,686,087	4,869,058	8,126,087	560,000	
Total Expenses	84,830,886	82,579,710	-	91,692,761	46,948,761	90,337,401	1,355,360	
Transfer from operating for purchase of capital assets	615,580	1,677,301		1,146,441	-	1,146,441	-	
Transfer from operating to support special purpose funds	6,947	-		3,474	-	3,474	-	
Transfer to local capital for asset replacement reserve	57,060	92,138		92,138	-	92,138		
(Surplus)/Deficit	(1,042,562)	(1,437,525)	-	0	915,633	(1,958,950)	1,958,950	
					Opening Unrestricted Surplus	(723,702)		
					Estimated School and District Carry Forwards	1,000,000		
					Estimated Closing Unrestricted (Surplus)/Deficit	(1,682,652)		

Amended Budget is the February *Amended Annual Budget*, which was approved by the Board on February 17, 2021.

Current Budget is the current working budget.

Certain comparative figures have been restated to conform with current year's presentation

Variance comments:

Note 1 - International and Out of Province Students positive variance is due to having approximately 20 more students than budgeted (approximately 130 FTE instead of 110FTE) and higher homestay revenue (offset by additional homestay fees) due to more students than budgeted and longer stay due to the quarantine period. Figures here are subject to change based on entry decisions by Immigration, Refugees and Citizenship Canada (IRCC).

Note 2 - If any teacher salary savings occur, to the extent that these savings are attributable to the Classroom Enhancement Fund, it may result in claw back of funding. Teacher salaries positive variance is due to current average teacher salary being lower than budgeted. We have also deployed fewer teachers than budgeted due to hiring lag in filling positions. Teacher salary savings may be needed to offset higher teacher replacement costs.

Note 3 - We currently assume that teachers will use all remedy they are entitled to during the year. This assumption may need to be adjusted as the year progresses based on elected usage by teachers and ability of the District to provide teachers on call to deliver the remedy. Funding for remedy is targeted and cannot be used for any other purpose.

Note 4 - Education Assistant (EA) salaries positive variance is due to several factors:

- This budget is allocated across the 17 school budget centres and each centre maintains conservatism in deployment of resources to remain on budget.

- Schools fill as many full time EA positions as they can but inevitably, EAs take unpaid time off and are not replaced or are replaced with a lower cost temporary employee (when we budgeted the role to be filled by a full time permanent employee).

- Hiring lag in deployment of September EA funding.

Now being offset by increases to existing EA assignments where possible.

Note 5 - Benefits are currently expected to be under budget due to a number of small factors.

Note 6 - Additional homestay costs associated with higher than budgeted international student revenue.

Note 7 - Assumption made in preparing this forecast is that departments and schools will spend their services and supplies budgets as allocated, other than the following anticipated carry forward: (\$1,000,000) expected school and district carry forward.

To: Finance, Facilities and Technology Committee

Prepared By: Jason Reid

Subject: Keating Flyover Project Consultation

Date: February 25, 2021

Purpose and Background

The purpose of this briefing note is to report that the consultation phase of the Keating Flyover project has commenced and will be open until March 24, 2021.

In November 2020, the committee reviewed the history and status of the Keating Flyover project and reviewed related correspondence from a community member. The briefing materials from the November meeting are attached for reference.

Community Consultation

The online engagement is now open until March 24, 2021 (link to [Virtual Open House](#)).

There are two options presented for access to Buena Vista Road and Tamany Drive. As these access points are on the south side of Keating Cross Road, neither option will impact traffic running north along Central Saanich Road by Keating Elementary. School district staff have reviewed the virtual open house materials and do not have recommendations regarding the proposed design or the options presented.

At the November 2020 committee meeting, the existence of a more detailed traffic study report was noted. I followed up with Central Saanich and with the Ministry of Transportation, who both confirmed that all available reports are included on the Ministry's project website.

With Respect,



Jason Reid
Secretary Treasurer

JR

Attachments: 1 – Briefing Note – Keating Flyover Project – Nov 6, 2020

To: Finance, Facilities and Technology Committee

Prepared By: Jason Reid

Subject: Keating Flyover Project

Date: November 6, 2020

Purpose and Background

A letter from Mr. William Burns expressing concerns with the announced Keating Flyover project was received at the September 16, 2020 meeting of the Board of Education, and the following motion was carried by the Board:

That the June 26, 2020 letter from William Burns (under #14 Correspondence) be referred to staff with a request that they address the safety concerns raised in the letter and report back to Board.

The Keating Cross Road Flyover project was announced in August 2019 ([link to project page](#)). Public consultation was planned to occur in 2020, but was delayed due to the pandemic. The letter from William Burns (attached) expresses concern that traffic between Keating Cross Road and the Pat Bay Highway north of Keating will continue to pass in front of Keating Elementary. The letter states “Now is the time for the Saanich School District to express their rejection of the short comings of the Highway Project”.

The purpose of this briefing note is to report back to the Board on the concerns raised in the letter.

Keating Flyover Project

I recently discussed this project with Oliver Schwuchow, who is the regional project manager at the Ministry of Transportation responsible for this project. Mr. Schwuchow provided background on the project including the options considered, and why this option was chosen. He also advised that the consultation is now planned to begin in early 2021.

An overall long term planning objective for the Pat Bay Highway is to remove signalized intersections and left hand turns across the highway. In a [2015 Highway planning study](#) three options were identified (see pages 29 to 34 in linked report):

- i. Concept 1 – Keating Flyover and Island View Interchange
- ii. Concept 2 – Full Keating Interchange (and close Island View to highway)
- iii. Concept 3 – Full Island View Interchange (and close Keating to highway).

A full interchange at both Keating and Island View was never a consideration given their close proximity. The decision to move forward with the Keating flyover is part of a long term strategy that also includes a future interchange at Island View (i.e. Concept 1). With Concept 1, traffic between Keating Cross Road and the Pat Bay Highway north of Keating will continue to pass in front of Keating Elementary as it does presently.

With Concept 3 (Full Island View Interchange) all traffic accessing Keating Cross Road would be via an interchange at Island View. This option would have resulted in a significant increase to commercial vehicle traffic on Central Saanich Road negatively impacting Keating Elementary.

Concept 2 (Full Keating Interchange) would provide direct access to Keating Road from the north and south. With this option vehicles moving between the highway and Keating Crossroad would not travel by Central Saanich Road in front of Keating Elementary. However, as highway access at Island View would be closed, vehicles travelling between East Saanich Road and the highway would do so via Central Saanich Road past Keating Elementary. Traffic to and from East Saanich Road currently accesses the highway at Island View without passing in front of the school, and with Concept 1 this would continue.

Concept 2 (Full Keating Interchange) was the preferred option of Central Saanich and the Highway 17 Joint Peninsula Taskforce. The option of a full interchange at Keating was considered during the planning process, but did not progress due to technical and financial considerations. A significant technical challenge was the much lower elevation of the highway north of Keating Cross Road. A traffic study also confirmed that most commercial vehicle traffic approaches Keating from the south and departs Keating southbound. Considering all factors, Concept 1 was determined to be the best option for the community.

The Ministry is completing preliminary design options (for the Flyover project) and expects consultation will begin early in 2021. Options will be presented and community engagement will likely be virtual. Mr. Schwuchow said the Ministry will engage directly with the school district through the consultation and planning work. If requested, Ministry staff will meet with the Board of Education to present options and answer questions.

School district staff will review the options when presented considering the impact on Keating Elementary and will report findings to the Board.

With Respect,

Jason Reid
Secretary Treasurer

JR

Attachments: 1 – Letter from William Burns

From: Bill Burns <billburnsmaill@gmail.com>
Sent: June 26, 2020 7:34 PM
To: Jason Reid <jreid@saanichschools.ca>
Subject: Keating X Road improvements

Hello Jason.

The long awaited improvement to accessing Keating X Road has been announced but it falls far short for improving the safety for the students and staff at Keating Elementary School.

The fly-over and access improvements will address driver and school bus safety for vehicles going North on the Pat Bay Highway to the Keating X Road area and to some extent for vehicles going from Keating X Road southbound on the Pat Bay Highway.

However, there are as many transport trucks driving between the Sidney/Swartz Bay area and Keating X Road. Proceeding right past Keating Elementary School.

The Ministry of Transportation and Highways have chosen to disregard the option of the transport trucks and others being able to access Pat Bay Highway going South and Keating X Road going North without going past the school.

Now is the time for the Saanich School District to express their rejection of the shortcomings of the Highway project.

Please, for the safety of Keating Elementary students and staff, demand that this concern is addressed.

Thank You

William Burns
6506 Rodolph Road
Central Saanich, BC V8Z5W5

(250)588-2601