

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES AND TECHNOLOGY COMMITTEE

**Agenda**

Committee Members: Trustee Martin, Chair  
Trustee McMurphy  
Trustee VanWell  
  
Jason Reid, Secretary-Treasurer  
Dave Eberwein, Superintendent of Schools  
Rob Lumb, Director of Facilities  
Megan Cimaglia, Director of Finance  
Cody Henschel, Director of Information Technology

January 14, 2020  
10:30 am

**A. PRESENTATIONS AND QUESTIONS**

No Items.

**B. ITEMS FOR DISCUSSION**

1. Long Range Facilities Plan - attachment
2. Parkland Track Promotional Plan – separate attachment
3. Prospect Lake Site Planning – separate attachment

**C. ITEMS FOR RECOMMENDATION**

No Items.

**D. ITEMS FOR INFORMATION**

1. District Budget & Fiscal Forecasting - attachment

**E. FUTURE AGENDA ITEMS**

1. Update on IT Strategic Plan (February)
2. Amended Budget (February)
3. Fiscal Forecast (February)
4. Report from BAC (February)
5. Risk Report (March)

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To: Finance, Facilities and Technology Committee

Prepared By: Jason Reid

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Subject: Long Range Facilities Plan

Date: January 8, 2020

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## Purpose

The purpose of this briefing note is to inform the committee of the next steps in updating the school district's Long Range Facilities Plan ("LRFP").

## Background

Boards of Education are expected to have a LRFP in place articulating the district's facilities management strategies to address risk and support changes in student enrolment and educational programming goals. A current LRFP informs and supports decisions for the school district's annual capital plan and demonstrates to the Ministry of Education that projects in the capital plan have been included based on comprehensive analysis. The district's LRFP was last updated June 2017 and reflected the circumstances at that time.

Following the restoration of class size language in the fall of 2017 and subsequent enrolment growth, managing capacity to accommodate future growth has become a greater priority. The district has and is continuing to pursue strategies to add capacity where needed including the purchase of portable classrooms, internal renovations to repurpose space, and permanent expansion where needed and possible. The district is also planning to review catchment boundaries<sup>1</sup> to better align capacities with community need.

Given the increased risk that schools will not have the capacity needed to accommodate future growth, staff determined that the next LRFP needed to include greater depth of analysis identifying risks and specific options focusing on projected enrolment, capacity and utilization.

After considering a number of options, last fall the district engaged Cascade Facilities Management Consultants Ltd for consulting services related to the development of the next LRFP. Cascade has extensive experience in school district strategic facilities planning, and over the past 3 years has completed LRFP's for nine BC school districts. The LRFP for SD71 (Comox Valley) is linked below for reference.

<http://www3.sd71.bc.ca/Documents/Long%20Range%20Facilities%20Plan,%20May%202018.pdf>

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<sup>1</sup> In September 2019 the Board of Education passed the following motion: "That a boundary review, with community consultation, be completed in the near future focusing on south zone catchments, and considering other catchment boundary issues that may exist in the district."

The school district' LRFP will include the following components:

- population demographics for Saanich communities and enrolment projections;
- capacity and utilization analysis;
- facility condition assessment analysis based on existing VFA reports and recent local observations;
- determination of future space needs by school;
- creation and evaluation of options to satisfy enrolment accommodation over the short and long term;
- summary and recommendations.

### **Next Steps**

The planning work is underway and we expect the draft LRFP will be completed for the FF&T committee's review in April 2019.

The plan will reflect the strategies currently in-progress to increase capacity at Prospect Lake Elementary, Cordova Bay Elementary, and Sidney Elementary. Consultation is and will continue to occur with each school community in relation to these plans.

A broader consultation will be required for the boundary review. The LRFP analysis will inform the boundary review and may identify specific recommendations addressing boundary changes. The LRFP may also identify other options and recommendations where consultation will be necessary. Therefore, the nature of the community consultation should be determined following the committee's review of the draft LRFP.

The FF&T committee will review the draft LRFP plan in April 2020 and determine the next steps regarding consultation for both the boundary review and, if needed, prior to completion of the LRFP for the Board of Education's approval. The final plan will include options, recommendations and strategies for implementation. These strategies may include further consultation necessary for implementation but not for completion of the plan.

It is expected that the boundary review will include a community open house following meetings with partner groups, municipalities, and each school community impacted.

With Respect,

Jason Reid  
Secretary Treasurer

JR

To: Finance, Facilities and Technology Committee

Prepared By: Megan Cimaglia  
Director of Finance

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Subject: **District Budget and Fiscal Forecasting**

Date: January 9, 2020

### **Purpose**

The purpose of this briefing note is to provide an update on the District's fiscal balance in relation to budget and the current status of the fiscal forecasting process.

### **Update on Budget and Forecasting Process**

Amended budgets for each school, department and for the consolidated school district were balanced earlier this week. This process was delayed by the strike and the budgetary complications of reflecting (across all budgets) strike savings and the differentiated support staff wage increases effective January 1, 2020.

While we are monitoring expenditures in relation to budget focusing on key areas of risk, at this stage we are not able to accurately forecast the overall District fiscal balance in relation to budget due to several factors that remain uncertain at this time. These uncertainties include:

- Strike Savings – In the fall, the Ministry advised they would recoup funding related to strike savings and the District reported these savings in early December. There remains uncertainty as to whether the Ministry will recoup certain savings that the District has asserted were funded by revenue programs and provincial grants. The net strike savings reported (excluding costs funded by revenue programs) is \$3.932 million. The Ministry has advised they will confirm the amount of funding to be recovered within a few weeks.
- Collective Agreement Funding – The July 1, 2019 2% general wage increase in the recently ratified support staff collective agreement is to be funded by the Ministry of Education. While the District has estimated the cost of this wage increase to be approximately \$330,000, provincial funding may vary from this amount. The Ministry has advised that this funding will be confirmed within the next few weeks.
- Support Staff wage forecasting – Wage forecasting consists of projecting the cost of actual recent payroll runs and adjusting for known future changes. This method of forecasting is challenged by the implementation of wage increases that are differentiated for each position effective January 1, 2020. Accurate projection of actual support staff wages will be possible following the completion of two pay periods at the new wage rates.

We expect these uncertainties will be resolved within the next few weeks, and beginning in February we will be able to more accurately forecast the District fiscal balance for the remainder of the year.

### Observations from Expenditure Monitoring

Below are the key observations from our monitoring of expenditures to date:

- International revenue – the District has reached its full time equivalent enrolment target of 320 FTE – enrollment currently sits at 320.1 FTE.
- Principal/vice principal salaries are trending over budget due to coverage for leaves in excess of budget.
- Teacher sick and emergency leave has been high and teacher replacement costs are trending over budget for this year. This is possibly due to the bad cold and flu season we are experiencing. In September, November (adjusted for days worked) and December, teachers used above the monthly historical average number of sick and emergency leave days.

At this point, we do not have concerns regarding the District's fiscal balance for the 2019/20 fiscal year.

Respectfully submitted,



Megan Cimaglia  
Director of Finance

MC/klg