

January 18, 2021

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held via video conference, on **Monday, January 18, 2021, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

Policy and Governance

01	Board Policy 1010 - Accessibility for Ontarians with Disabilities	P. Rubenschuh
03	Board Policy 2000 - Environmental Values	M. Gerard
05	Board Policy 5010 - Employment and Placement of Relatives	M. Weinert

Reports

09	Interim Financial Report and Forecast	M. Gerard
27	Major Capital Projects Quarterly Update	M. Gerard

Board Reports

Question Period (*10 minutes*)

Future Agenda Items (*Notices of Motion to be referred to Agenda Development Committee*)

Adjournment

Questions relating to this agenda should be directed to
Stephanie Reidel, Manager of Corporate Services
519-570-0003, ext. 4336, or Stephanie_Reidel@wrdsb.ca



Waterloo Region
District School Board

Board Policy 1010

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES

Legal References:	<u>Accessibility for Ontarians with Disabilities Act, 2005 (AODA)</u> <u>Accessibility Standards for Customer Service, Ontario Regulation 429/07;</u> <u>Ontario Human Rights Code</u> <u>Integrated Accessibility Standards, Ontario Regulation 191/11</u>
Related References:	<i>Accessibility Planning Committee – Terms of Reference</i>
Effective Date:	<i>March 2013</i>
Revisions:	<i>April 20, 2015</i>
Reviewed:	<i>October 15, 2018, January 18, 2021</i>

1.

It is the policy of the Waterloo Region District School Board to provide an environment that builds inclusiveness, equity, and respect for all of our students, parents/guardians, staff, trustees, and the public. The Waterloo Region District School Board is committed to meeting the accessibility needs of persons with disabilities and to achieve the Accessibility Standards established pursuant to the Accessibility for Ontarians with Disabilities Act. This includes access to our sites and services, as well as the use and application of appropriate assistive technology and alternative forms of communications.



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ENVIRONMENTAL VALUES

Legal References:	<u>Education Act</u>
Related References:	<u>Board Policy 2011 – Sun Safety and Shading</u> <u>Administrative Procedure 4980 – Single Use Commercially Bottled Water</u>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>February 22, 2010, May 14, 2018</i>
Reviewed:	<i>January 11, 2016, March 6, 2017, January, 2021</i>

- 1.1 It is the policy of the Waterloo Region District School Board (WRDSB) to promote the development of environmentally sound values by modeling appropriate practice, by supporting environmentally sound activities and by supporting a comprehensive environmental education program, subject to budget limitations, recognizing that:
- 1.1.1 the WRDSB has identified environmental issues as a priority;
 - 1.1.2 a sustainable environment must be a global goal;
 - 1.1.3 the educational community has a major leadership role in teaching, promoting and actively demonstrating the principles, values and behaviours necessary to live in harmony with our environment.
- 1.2 The WRDSB will endeavour to design safe school grounds with an ecological focus, recognizing the importance of creating and sustaining healthy, natural school grounds that support child development and learning.
- 1.3 The WRDSB recognizes its responsibility to the environment to promote the consumption of water from local sources by refraining from the purchase and sale of commercially bottled water in single use plastic containers except in extenuating circumstances.



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EMPLOYMENT AND PLACEMENT OF RELATIVES

Legal References:	Education Act Human Rights Code, R.S.O. 1990, c. H. 19 s.24.
Related References:	Administrative Procedure 4360 – Principles of Business Conduct for Board Employees. Administrative Procedure 3760 – Progressive Discipline Ontario College of Teachers Standards of Practice and Ethical Standards
Effective Date:	December 13, 2010
Revisions:	February 22, 2016 , April 10, 2017, January 18, 2021
Reviewed:	June 18, 2018 January 18, 2021

1. The Waterloo Region District School Board (“WRDSB” or “the Board”) is committed to a policy of **fair and equitable** employment and advancement, based on **the promotion of diversity**, qualifications and merit. Under some circumstances, the employment and placement of a “close relative” may create ~~potential conflict with, or the appearance of conflict with this stated Board objective~~ **a real or perceived conflict with these stated objectives.**
2. **Definitions**
 - 2.1 Employee refers to all persons who are currently engaged in active employment with the Board **WRDSB** regardless of employment status (e.g., full-time, part-time, regular, term, contract).
 - 2.2 ~~Close Relative, for the purposes of this policy, shall be defined as anyone of the following who is related by blood, marriage, or legal relationship to an employee: spouse; parent or child; grandparent or grandchild; brother or sister; uncle or aunt; nephew or niece; spouse of any of the aforementioned; or unmarried couples living together.~~
“Relative”, for the purpose of this policy, includes but is not limited to: current or former spouses or domestic partners (including at common law); fiancés; children or step-children; siblings or step siblings; parent or step-parents; grandparents or step-grandparents; and uncles/aunts, and nephews/nieces.
3. **Policy**
 - 3.1 Employees of the WRDSB occupy positions of great trust and confidence. They are expected to discharge their duties and responsibilities professionally, efficiently, and impartially.
 - 3.2 Employees shall support and advance the interests of the Board and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the Board **WRDSB** or may affect their ability to exercise skill and good judgment on behalf of the Board **WRDSB** in the performance of their duties.
 - 3.3 In the interest of and appearance of productivity, equitable treatment of employees, and the protection of Board **WRDSB** resources, no individual shall be employed in a school or other Board **WRDSB** location under the supervision or direction of a close relative.

Further, no close relative shall have influence and/or effect regarding an individual's progress, performance, welfare, work environment or workload.

- 3.4 Employees of the Board WRDSB are not to initiate nor participate in Board WRDSB decisions involving a close relative, which includes, but is not limited to initial appointments, reappointments, promotions, evaluations, salary changes or granting leaves of absences.
- 3.5 In the event that an employee of the Board WRDSB enters into such restricted employment relationship, one of the employees should seek a transfer, or request a change to the reporting relationship structure. These changes will be supported by the appropriate Superintendent, Principal, Manager/Supervisor, and approved by the Coordinating Superintendent, Human Resource Services.
- 3.6 Where an employee of the Board WRDSB is in a restricted employment relationship and fails to seek a transfer, or is unsuccessful in facilitating a transfer or change in the reporting relationship structure, the Coordinating Superintendent, of Human Resource Services, or designate may implement an administrative transfer.
- 3.7 This policy does not preclude the hiring or employment of staff who are members of another employee's immediate or extended family.

4. Appeal Process

- 4.1 In limited circumstances, such as specialized educational background and experience, the employment of two close family members in a single work location may be desirable, despite one being under the supervision or direction of the other. In such limited circumstances the employee, or both employees, may seek an exemption from the Coordinating Superintendent, Human Resource Services.



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Report to Committee of the Whole

January 18, 2021

Subject: 2020-21 Interim Financial Report and Forecast

Recommendation

This report is for the information of the Board.

Status

The Board of Trustees (Board) approved the 2020-21 operating budget on [August 10, 2020](#), and at that time the expected in-year deficit was \$7.17M, or 1.0% of operating revenues.

The development of the Waterloo Region District School Board's (board's) operating budget includes many underlying assumptions which, over the course of a school year, can change. The process used in the development of the annual operating budget for the board has evolved over the years but the underlying factors that influence its development continue to be:

- Ministry funding and directives;
- The board's underlying financial position (accumulated surplus/ deficit); and,
- The board's [strategic plan and operational goals](#);

In addition to the above, ongoing efforts to plan for a safe return to school for our students and staff in 2020-21 had a material impact on the board's 2020-21 budget development. The uncertainty regarding COVID-19 and how it would impact the 2020-21 school year introduced an increased level of financial risk for the organization, and staff are closely monitoring this situation.

The information contained in this report is based on financial results up to November 30, 2020 (Q1). The ability of staff to significantly alter our forecast of the year-end financial position based on three months of operations is limited; particularly in a year filled with uncertainty regarding the ongoing impact of COVID19.

Consistent with the approved budget for 2020-21, we expect the WRDSB to finish the year in a deficit position; this was confirmed through submission of our Revised Estimates to the Ministry of Education (Ministry) on December 15, 2020, which showed an in-year deficit forecast of \$9.83M, including board funded COVID19 expenses of \$6.37M.

The 2019-20 Q1 Interim Financial Report, comparing the budget to the forecasted year-end position, is attached as [Appendix A](#).

Key Budget Risks

As noted in the presentation to Trustees on [August 10, 2020](#), the 2020-21 budget was developed using the most current information available at that time. However, given the unprecedented situation associated with the COVID19 pandemic, it was noted that the number of budget risks facing the board were far greater than in previous years, and this was compounded by our inability to confidently forecast the financial impact of risks that had been identified. The following represent key risk areas which will impact the year-end results.

Revenues

- Student Enrolment
 - Budget Risk: As part of the 2020-21 budget presentation, staff identified reduced enrolment as a financial and operational risk to the organization.
 - In-year change: Total enrolment is projected to be 819.5 full-time equivalent (FTE) students lower than the budget forecast; a change of 1.3% of the board's total projected enrolment.
 - Impact: Student enrolment is the primary driver of funding through the Grants for Student Needs (GSN). Staff estimate the financial impact of the above noted decrease to be \$6.68M, or 0.94% of operating revenues. The GSN includes a declining enrolment allocation for school boards who experience year over year reductions in enrolment; under normal circumstances the board would not qualify for this allocation, but staff are projecting additional funding of \$1.33M as a result of our lower enrolment in 2020-21. Furthermore, in recognition of the fact that many boards across the Province have experienced similar declines as a result of COVID19, the Ministry announced one-time stabilization funding on [November 26, 2020](#). It is estimated that the board will receive \$9.78M in additional funding as a result of this announcement, offsetting the financial impact of reduced enrolment.

Decreases in enrolment also have operational impacts, as they put pressure on the board to realign classes to meet Ministry class size targets and align with funding. Over the course of the fall, Human Resource Services, Business Services, Learning Support Services, and School Administrators have worked tirelessly to reorganize classes to adjust for both declines in student enrolment and transitions to distance learning. The overall impact has been an increase in the number of teachers required to support our students; the expenditure impact of these changes is [noted below](#).

- Strategy: Staff does not anticipate the decline that we have experienced in 2020-21 to be the beginning of a multi-year trend. As such, we have not amended our multi-year forecast to reflect the enrolment decline experienced in 2020-21, but will continue to monitor new registrations (particularly for

Kindergarten). Over the medium to long term, we anticipate continued, positive, growth in both the elementary and secondary panel.

- French as a Second Language (FSL) Allocation
 - Budget Risk: As part of the 2020-21 budget presentation, staff did not identify a pressure in this area as a risk; this was largely due to the fact that at the time, return to school plans were still being developed.
 - In-year change: Total funding through the FSL allocation within the Grants for Student Needs is projected to be \$1.77M lower than the budget forecast, a change of 18.63%.
 - Impact: Funding through the FSL allocation supports the incremental cost of providing both core French instruction and French immersion instruction to students. The allocation is based on the number of students receiving core French instruction in grades 4-8, and students receiving French immersion instruction in grades JK-8. Students participating in the elementary distance learning program (excluding French immersion) are not receiving core French instruction; as such, we were not able to report these students for FSL funding purposes. The stabilization funding being provided by the Ministry (noted above), will offset this reduction in FSL funding for the 2020-21 school year.
 - Strategy: Staff will continue to monitor this area of the budget, but given that the reduction is related specifically to distance learning and the supply of qualified French language teachers,, this does not present an ongoing pressure for the board once students return to in person learning.
- Extended Day Program
 - Budget Risk: As part of the 2020-21 budget presentation, staff identified reduced enrolment in our directly operated extended day programs as a financial risk to the organization.
 - In-year change: For the period of September 1, 2020 to November 30, 2020, average enrolment in the board's extended day program was 815 full-time equivalent (FTE) students; this represents a reduction of approximately 59.2% compared to the same time last year. As such, we are forecasting that revenues for the program will be \$6.3M lower than the budget forecast, a decrease of 59.2%.
 - Impact: The Extended Day Program (EDP) fee regulations ([O. Reg. 221/11](#)) continue to require boards to establish fees that bear a reasonable relationship to operating costs. When the EDP rate for 2020-21 was approved by the Board on [March 9, 2020](#), there was no evidence to suggest that we would be in the situation we have found ourselves in over the past 9 months with the pandemic.

As such, the approved rate does not contemplate the additional costs the board has incurred for supplies and staff to meet Public Health guidelines.

Furthermore, staffing for the Extended Day Program occurs primarily in the spring, to align with the school staffing process. At that time, staff were unable to forecast the impact of the pandemic on Extended Day Program registrations in the 2020-21 school year. The resulting impact is that we are responsible for covering fixed overhead costs related to staffing, while simultaneously dealing with a significant reduction in revenues; the resulting impact is a forecasted loss in this program of \$4.0M.

- Strategy: Staff are continuing to monitor registrations and adjust staffing levels where possible. We are also working with the Region of Waterloo to access additional funding that has been provided by the Province to support the child care sector; including board operated Extended Day Programs. To date, these efforts have allowed us to secure additional funding in the amount of \$0.952M through the Safe Restart Program, as well as some additional funding (\$9,400) to cover costs associated with programs that have been required to close temporarily as a result of COVID19 outbreaks.
- Other Grants
 - Budget Risk: As part of the 2020-21 budget presentation, staff did not identify this area as a risk. We anticipated additional funding would be provided by the Ministry to support return to school, but the details and amounts had not yet been announced.
 - In-year change: At November 30th, 2020, revenue received through Other Grants, which includes but is not restricted to Priorities and Partnerships Fund (PPF), was projected to be \$27.99M, or 310.9%, higher than the budget forecast as outlined in the summary of financial results included in [Appendix A](#). This increase was the result of funding announcements made by the Ministry following the development of the board's budget, and relates exclusively to additional funds that have been allocated to support school re-opening and operations during the pandemic.
 - Impact: PPF grants are used to support targeted Ministry initiatives, such as Focusing on Fundamental Mathematics, and can change from year-to-year based on Ministry priorities and the availability of financial resources. Understandably, the vast majority of PPF allocations in 2020-21 relate to school re-opening and operations during the pandemic. Utilization of these funds is reflected in the expenditures reported as part of this report.
 - Strategy: Staff from Financial Services are working collaboratively with other departments to monitor PPF spending and reporting requirements.

Expenditures

- Classroom Teachers

- Budget Risk: As part of the 2020-21 budget presentation, staff did not identify this area as a risk. However, transitions between in-person and distance learning that occurred in the fall of 2020 have created a pressure in this area of the budget.
- In-year change: Total expenditures on classroom teachers are projected to be \$4.80M higher than the budget forecast, an increase of 1.2%.
- Impact: The variance noted above is based on the need to hire additional teaching staff to support both in-person and distance learning. The majority of the positions that have been added are Long-term Occasional contracts, meaning they can be ended once we return to normal operations.

Position	Ministry Funded Teachers (COVID PPF)	Board Funded Teachers (COVID Related)	Total Teaching FTE Added in 2020-21
Additional Teaching Full-Time Equivalent Added	40.5	46.1	86.6

- Strategy: Overall, the in-year change noted above is minimal relative to the size of the teaching compliment, and is required to meet our contractual and regulatory (class size) obligations.
- Supply Costs
 - Budget Risk: As part of the 2020-21 budget presentation, staff identified short-term supply costs as a financial and operational risk to the organization.
 - In-year change: At November 30, expenditures were forecast to be \$1.20M higher than the budget forecast, an increase of 5.3%.
 - Impact: As noted at the outset of this report, the ability of staff to significantly alter the year-end projection is limited, and some areas of spend do not evenly trend throughout the year; short term supply costs are one example of this. As such, staff would caution that the forecast in this area is highly variable at November 30th, given that absenteeism rates can fluctuate significantly as a result of a variety of factors, not the least of which is the ongoing pandemic.
 - Strategy: Staff are continuing to monitor expenditures in this area, and will provide further updates throughout the year.

- Textbooks and Classroom Supplies
 - Budget Risk: As part of the 2020-21 budget presentation, staff did not identify this area as a risk.
 - In-year change: Total expenditures on Textbooks and Classroom Supplies are projected to be \$1.31M higher than the budget forecast, an increase of 9.3%.
 - Impact: The GSN provides funding to support the elements of a classroom that are required by, and generally common to, all students (textbooks and supplies). A portion of the increase noted above is the result of additional funding received through the Math PPF to support classroom resources; the remainder is the result of unutilized school operating budgets which are carried forward from the 2019-20 school year. A large portion of this carry-over (\$0.806M) has been utilized for student supplies kits which were purchased for all in-person elementary students.
 - Strategy: Staff are continuing to monitor expenditures in this area and will provide further updates throughout the year if necessary. As the carry forward of school operating budgets represents deficit spending, this will be the last year that unspent school operating budgets are carried forward to a subsequent budget year.
- Technology
 - Budget Risk: As part of the 2020-21 budget presentation, staff did not identify this area as a risk.
 - In-year change: Total expenditures on technology (primarily computers) is projected to be \$1.45M higher than the budget forecast, an increase of 21.4%.
 - Impact: The increase noted above is the result of additional funding received through a PPF grant, as well as an internal appropriation of Board funds, to supplement additional technology purchases during the pandemic.
 - Strategy: While additional funding and expenditures related to computers have been included in the forecast for Q1, the pandemic continues to negatively impact the supply chain for many commodities, including technology. Information Technology Services and Procurement Services are working with our technology vendors to secure as many devices as possible to support our staff and students.
- Professionals and Paraprofessionals
 - Budget Risk: As part of the 2020-21 budget presentation, staff did not identify this area as a risk.
 - In-year change: Total expenditures on Professionals and Paraprofessionals are projected to be \$1.22M higher than the budget forecast, an increase of 3.9%.

- Impact: The increase noted above is largely the result of budget carryovers from 2019-20 for the Waterloo Region Education & Public Network (WREPNET) and Computer Hardware Infrastructure Replacement Program (CHIRP); as well as additional positions that have been hired to support school reopening and are funded through PPF grants in response to the pandemic.
 - 3.66 FTE have been hired (Mental Health Supports and Behavioural Management System Trainers)
 - Strategy: Staff are continuing to monitor expenditures in this area, and will provide further updates throughout the year if there are material changes to the forecast.
- Principals and Vice-Principals
 - Budget Risk: As part of the 2020-21 budget presentation, staff did not identify this area as a risk. We anticipated additional funding would be provided by the Ministry to support return to school, but the details and amounts had not yet been announced.
 - In-year change: Total expenditures on Principals and Vice-Principals are projected to be \$1.47M higher than the budget forecast, an increase of 4.9%.
 - Impact: The increase noted above is largely the result of funding received through various PPF grants to support additional school administrators for distance learning. As a result of this funding, the following positions have been added, or repurposed, for 2020-21:

Position	Additional Positions Added in 2020-21	Repurposed Positions for 2020-21	Total Positions to Support Distance Learning
Elementary Principal	1	4	5
Elementary Vice-Principal	6	0	6
Secondary Principal	0	1	1
Secondary Vice-Principal	2	0	2
Total	9	5	14

- Strategy: Staff are continuing to monitor expenditures in this area, and will provide further updates throughout the year if there are material changes to the forecast.

- School Operations
 - Budget Risk: As part of the 2020-21 budget presentation, staff identified the availability of Personal Protective Equipment (PPE) and enhanced cleaning as a compliance, financial and operational risk to the Board.
 - In-year change: Total expenditures on School Operations (Custodial & Maintenance staff, Cleaning Supplies & PPE) are projected to be \$3.98M higher than the budget forecast, an increase of 5.9%.
 - Impact: The increase noted above is largely the result of funding received through various PPF grants to hire additional custodians and purchase additional cleaning supplies to support a safe return to school. As a result of this funding, the following positions have been added for 2020-21:

Position	Support for Students Funding	COVID Staffing Support (PPF)	Total Positions Added in 2020-21
Custodial Staffing (Custodial I, Custodial Maintenance Helpers) Full-Time Equivalents	12.73	50.60	63.33

Further to the above, the Ministry of Education in conjunction with the Ministry of Government & Consumer Services, has been providing the board with PPE. The PPE has been provided at no additional cost to the board but the details of how this will be achieved has not yet been shared with the board. This has largely nullified the risk noted at budget, and has reduced our need to internally appropriate funds for this purpose.

- Strategy: Staff are continuing to monitor expenditures in this area, and will provide further updates throughout the year.

Overall, staff continue to identify, assess and mitigate against financial risks to help ensure the fiscal well-being of the organization. As noted above, we have not changed our forecast of the year-end financial position at this time, which is a balanced budget.

Background

It is the sole responsibility of the Board to approve the annual operating budget and it is the responsibility of staff to oversee and monitor day-to-day spending within the budget framework. The Board plays a key role in the budget process, ensuring that funding is aligned with the WRDSB's strategic priorities and legislative requirements.

In an effort to support the Board in fulfilling their fiduciary duties, staff provide quarterly financial updates on in-year spending forecasts relative to the budget. These updates identify potential risks and opportunities that may be on the horizon, as well as the strategies staff have in place to address the identified items. These actions are

intended to support the Board in making evidence based decisions and fulfilling their governance responsibilities.

Financial Implications

No Financial implications.

Communications

Financial Services will work with our communications department to ensure that financial information is readily available to the public via our corporate website.

Prepared by: Matthew Gerard, Coordinating Superintendent,
Business Services & Treasurer of the Board
Nick Landry, Controller, Financial Services
Sharon Uttley, Manager of Accounting Services
Wendy Jocques, Manager of Budget Services
Fabiana Frasher, Budget Officer
in consultation with Coordinating Council

APPENDIX A

2020-21 Interim Financial Report (First Quarter - Sept 1 to Nov 30, 2020)

(000s)

Summary of Financial Results	Budget	Forecast	In-Year Change	
			\$	%
Revenue				
Provincial Grants-GSN	735,667	725,537	(10,130)	(1.4%)
Revenue transferred from/(to) deferred revenue	(23)	880	903	(3879.9%)
Other Grants	6,814	27,997	21,183	310.9%
Other Revenue	30,008	23,032	(6,976)	(23.2%)
School Generated Funds	14,000	1,000	(13,000)	(92.9%)
Transferred from DCC**	39,330	39,330	(0)	(0.0%)
Transferred to DCC**	(14,078)	(16,924)	(2,846)	20.2%
Total Revenue	811,717	800,852	(10,866)	(1.3%)
Expenses				
Instruction	626,322	637,005	10,683	1.7%
Administration	19,165	19,165	-	0.0%
Transportation	20,279	21,638	1,359	6.7%
School Operations & Maintenance	67,641	71,535	3,893	5.8%
Pupil Accom/Renewal/Debt/Non-operating	53,374	52,150	(1,225)	(2.3%)
School Generated Funds	14,000	1,000	(13,000)	(92.9%)
Provision for COVID19	4,366	1,185	(3,181)	(72.9%)
Total Expenses	805,148	803,677	(1,470)	(0.2%)
Surplus/(Deficit)	6,570	(2,826)	(9,395)	(143.0%)

Changes in Revenue

- Provincial Grants- Net effect of projected change in enrolment, reduction in FSL funding and Teacher/DECE Qualifications and Experience Grant
- Deferred Revenue- Changes are related to transfers for School Renewal, Library staff, targeted student supports and Indigenous Education
- Other Grants- Increase due to additional Priorities and Partnerships Funding (PPF) announcements following 2020-21 budget submission
- Other Revenue- Projected decrease in the number of International students; decrease in extended day revenue due to decreased enrolment; decrease in Community Use rental revenue and investment income

Change in Expenditures

- Instruction- Reflects changes due to additional PPF announcements following 2020-21 budget submission, mostly COVID related
- Transportation- Increase in costs due to enhanced cleaning requirements and mid-day runs for secondary students
- School Operations & Maintenance - Reflects increased staffing and cleaning supplies due to COVID
- Pupil Accom/Renewal/Debt/Non-Operating- Net of increase in school renewal and decrease in extended day care enrolment
- School Generated Funds - decrease due to no fundraising activities and off-campus trips taking place due to COVID

**DCC - Deferred Capital Contributions

2020-21 Interim Financial Report (First Quarter- Sept 1 to Nov 30, 2020)

(000s)		
DETERMINATION OF ANNUAL OPERATING SURPLUS	Budget	Forecast
PSAB Surplus/(Deficit) (from above)	6,570	(2,826)
LESS: Internally Appropriated		
Committed Capital Projects		
Committed capital projects annual amortization	(746)	(746)
Sub-Total: In-Year Appropriations	(746)	(746)
Previous year one-time initiatives	-	3,569
Commitment of sinking fund interest	5	5
Committed capital projects	36	36
Total: Internally Appropriated	(705)	2,864
Less: Unavailable for Compliance		
PSAB Adjustments	(10,659)	(10,619)
Total Adjustments	(11,364)	(7,755)
In-year unappropriated Operating Surplus/(Deficit)	(4,795)	(10,581)
Committed capital projects annual amortization	746	746
ANNUAL Unappropriated Operating Surplus/(Deficit)	(4,048)	(9,834)

(000's)		
Summary of Capital to be Financed	Budget	Forecast
Funding		
New Building and Additions	14,766	14,766
Child Care Capital	8,279	8,279
Child and Family Centres	1,078	1,078
School Condition Improvement	22,386	35,650
Full Day Kindergarten	2,043	2,043
Renewal	7,550	8,240
Education Development Charge (EDC)	5,861	5,861
Proceeds of Disposition	1,250	1,250
Minor Tangible Capital Assets	6,473	8,629
Rural and Norther Education	55	55
Other	730	877
Total Capital by Funding Source	70,470	86,726
Expenditure		
Buildings (new, additions & renewal)	56,931	71,011
Land	5,861	5,861
Land Improvements	1,000	1,020
Leasehold Improvements	0	0
Moveable Assets	6,678	8,834
Total Capital Expenditure	70,470	86,726

2020-21 Interim Financial Report (First Quarter- Sept 1 to Nov 30, 2020)

Summary of Average Daily Enrolment (ADE)	Budget	Forecast	In-Year Change	
			#	%
Elementary				
JK	4,029.05	3,670.55	(358.50)	-8.9%
SK	4,555.09	4,301.59	(253.50)	-5.6%
Grade 1-3	13,439.49	13,258.99	(180.50)	-1.3%
Grade 4-8	23,254.99	23,084.49	(170.50)	-0.7%
Other Pupils (International)	11.00	11.00	-	0.0%
Total Elementary	45,289.62	44,326.62	(963.00)	-2.1%
Secondary				
Pupils of the Board <21	19,640.62	19,793.12	152.50	0.8%
High Credit Pupils	26.02	26.02	-	0.0%
Pupils of the Board >21	8.35	8.35	-	0.0%
Other Pupils (International)	68.00	59.00	(9.00)	-13.2%
Total Secondary	19,742.99	19,886.49	143.50	0.7%
Total	65,032.61	64,213.11	(819.50)	-1.3%

Note: Forecast based on October 31st count date

Highlights of Changes in Enrolment:

- Declines in the elementary panel are concentrated primarily in Junior & Senior Kindergarten. Our conclusion is that this relates exclusively to parent decisions regarding school attendance during the pandemic, and not a dramatic loss in market share.
- We have not adjusted our multi-year forecast based on the changes noted for 2020-21; we continue to expect a gradual increase in enrolment once the pandemic has ended.

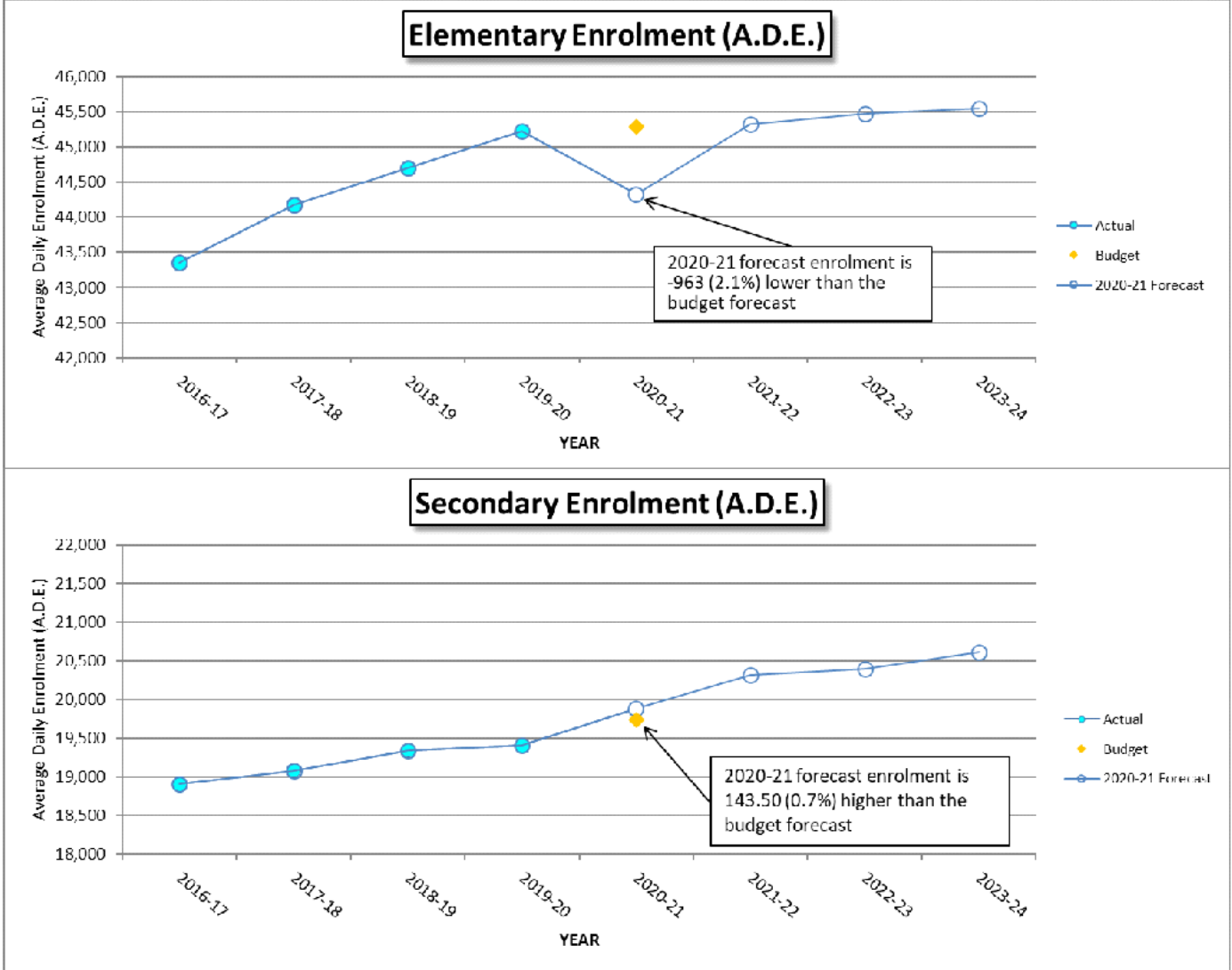
Summary of Staffing (FTE)	Budget	Forecast	In-Year Change	
			#	%
Instruction				
Classroom Teachers	3,896.50	3,937.50	41.00	1.05%
Non-Classroom	2,060.30	2,040.40	(19.90)	-0.97%
Total Instruction	5,956.80	5,977.90	21.10	0.35%
Non-Instruction	856.10	866.60	10.50	1.23%
Total	6,812.90	6,844.50	31.60	0.46%

Highlights of Changes in Staffing:

- October 31st numbers exclude vacant permanent positions

2020-21 Interim Financial Report (First Quarter- Sept 1 to Nov 30, 2020)

Historic and Projected Enrolments with 2020-21 Budget vs Projected Comparison



2020-21 Interim Financial Report (First Quarter- Sept 1 to Nov 30, 2020)

OTHER GRANT REVENUE- Including Program and Partnerships Funding (PPF)	2020-21 Budget	2020-21 Nov 30th	Variance
PPFs Included in 2020-21 Budget			
After School Skills Development Program	\$127,325	\$127,325	\$0
Educators Autism AQ Subsidy	13,300	13,300	-
Human Rights and Equity Advisors	170,430	170,430	-
Math Strategy	1,196,000	1,196,000	-
Parents Reaching Out Grants	36,000	36,000	-
Supporting Students with Severe Learning Disabilities	198,000	198,000	-
Well-Being and Mental Health Bundle	77,432	77,432	-
DECE Professional Development	448,321	448,321	-
COVID19 Re-opening Schools (amounts reflected below for Nov 30th)	3,077,719	-	(3,077,719)
Sub-total	\$5,344,527	\$2,266,808	(\$3,077,719)
COVID19 Related Grants Not Included in 2020-21 Budget			
Additional Funding for Teachers (Non-Permanent/ Supply)	\$0	\$2,904,597	\$2,904,597
Additional High Priority Areas	-	2,046,832	2,046,832
Air Quality and Ventilation Funding	-	1,467,400	1,467,400
Education and Community Partnership Program	-	42,314	42,314
Enhanced Cleaning	-	123,929	123,929
Health & Safety Training (Occasional/Casual Staff)	-	298,803	298,803
Mental Health Supports	-	186,187	186,187
Remote Learning (Principals/ Secretaries)	-	1,430,492	1,430,492
School Reopening Emerging Issues	-	2,857,865	2,857,865
Special Education & Mental Health Supports	-	504,229	504,229
Staffing Support (Custodians)	-	1,583,099	1,583,099
Transportation	-	806,795	806,795
Sub-total	\$0	\$14,252,542	\$14,252,542
Total PPF Grants	\$5,344,527	\$16,519,350	\$11,174,823
Other Grants			
Canada-Ontario Agreement on Minority Language Education and Second Official Language Instruction (FSL)	183,710	183,710	-
Funding Stabilization Grant	\$0	\$9,792,392	\$9,792,392
Literacy & Basic Skills (LBS)	370,900	370,900	-
Ontario Youth Apprenticeship Program (OYAP)	237,434	237,434	-
Other EDU Grants- Amounts from Deferred Revenue	677,194	893,194	216,000
Total Other Grants	\$6,813,765	\$27,996,980	\$21,183,215

2020-21 Interim Financial Report (First Quarter- Sept 1 to Nov 30, 2020)

Public Sector Accounting Board (PSAB) Revenues	Budget	% Change from Prior Year Actuals	Forecast	\$ Increase (Decrease)	% Increase (Decrease)	Material Variance Note
Provincial Grants for Student Needs						
Pupil Foundation-Elementary	250,119,450	1.3%	244,298,212	(5,821,238)	(2.33%)	1
Pupil Foundation-Secondary	114,261,860	20.3%	115,149,049	887,189	0.78%	1
School Foundation	45,494,854	1.4%	45,125,814	(369,040)	(0.81%)	1
Special Education	92,401,305	1.0%	91,488,765	(912,540)	(0.99%)	1
French as a Second Language	9,508,841	1.1%	7,737,356	(1,771,485)	(18.63%)	2
English as a Second Language	13,064,721	4.3%	13,064,721	-	0.00%	
Remote and Rural Allocation	59,999	1.9%	59,999	-	0.00%	
Learning Opportunities	7,479,814	(1.9%)	7,457,575	(22,239)	(0.30%)	
Continuing Education	1,479,640	(12.6%)	1,491,340	11,700	0.79%	
High Credit	92,657	(24.4%)	92,657	-	0.00%	
Teacher Q&E	68,823,830	7.4%	66,163,215	(2,660,615)	(3.87%)	3
New Teacher Induction Program (NTP)	296,915	9.0%	290,535	(6,380)	(2.15%)	
ECE Q&E	4,041,642	0.0%	3,629,350	(412,292)	(10.20%)	3
Transportation	18,748,359	2.5%	18,592,290	(156,069)	(0.83%)	
Admin and Governance	17,713,262	(3.1%)	17,569,075	(144,187)	(0.81%)	
Trustees' Association Fee	43,316	0.0%	43,316	-	0.00%	
School Operations	63,324,200	1.4%	62,667,418	(656,782)	(1.04%)	
Community Use of Schools	852,357	0.8%	852,357	-	0.00%	
Declining Enrolment	-	0.0%	1,326,127	1,326,127	100.00%	1
Temporary accommodation - relocation and leasing	1,671,529	(10.6%)	1,671,529	-	0.00%	
Indigenous Education	1,060,206	10.7%	1,041,026	(19,180)	(1.81%)	
Mental Health and Well-Being	1,861,895	37.7%	1,868,521	6,626	0.36%	
School Renewal	10,320,788	2.9%	10,245,509	(75,279)	(0.73%)	
Approved Debt	104,872	0.0%	104,872	-	0.00%	
Debt Charges-Interest Portion	5,964,280	(6.7%)	5,989,250	24,970	0.42%	
Supports for Students Fund	6,099,255	0.0%	6,099,255	-	0.00%	
Program Leadership Grant	905,864	0.0%	905,864	-	0.00%	
Restraint Savings	(129,030)	0.0%	(129,030)	-	0.00%	
Strike Savings	-	(100.0%)	-	-	0.00%	
Teacher Job Protection Funding	-	(100.0%)	-	-	0.00%	
Support for Covid-19 Outbreak Allocation	-	0.0%	641,078	641,078	100.00%	
Total Provincial Grants for Student Needs(GSN)	735,666,681	3.8%	725,537,045	(10,129,636)	(1.38%)	
Amortization of Deferred Capital Contributions	39,329,805	100.0%	39,329,732	(73)	(0.00%)	
Legislative Grants transferred from/(to) Deferred Revenue	(23,274)	(99.0%)	879,736	903,010		
Other Grants	6,813,765	57.8%	27,996,980	21,183,215	310.89%	4
Non Grant Revenue						
Fees	1,418,400	(28.7%)	1,260,900	(157,500)	(11.10%)	
Transportation Recoveries	73,700	(49.9%)	66,400	(7,300)	(9.91%)	
Rental Revenue	2,034,500	69.6%	1,277,500	(757,000)	(37.21%)	5
Education Development Charge	10,638,975	45.3%	10,638,975	-	0.00%	
Other Revenue	15,842,505	15.5%	9,788,055	(6,054,450)	(38.22%)	6
Non Grant Revenue	30,008,080	23.1%	23,031,830	(6,976,250)	(23.25%)	
School Generated Funds Revenue	14,000,000	95.8%	1,000,000	(13,000,000)	(92.86%)	
Grants Transferred to Deferred Capital Contributions	(14,077,700)	10.7%	(16,923,624)	(2,845,924)	20.22%	
Total PSAB Revenues	811,717,357	5.8%	800,851,699	(10,865,658)	(1.34%)	

EXPLANATIONS OF MATERIAL GRANT VARIANCES

- 1 Projected change in enrolment
- 2 Decrease in funding due to core French not being offered to distance learning students
- 3 Impact of projected enrolment change and placement on grid of additional Teachers/DECEs hired due to COVID19
- 4 Additional PPF grants announced after budget submission - includes COVID PPF's and stabilization grant
- 5 Projected decrease in Community Use rental income due to COVID
- 6 Projected decrease in extended day revenue due to decrease in enrolment, decrease in projected interest income

2020-21 Interim Financial Report (First Quarter- Sept 1 to Nov 30, 2020)

Public Sector Accounting Board (PSAB) Expenses	A. Budget Assessment					Material Variance Note
	Budget	% Change from Prior Year Actuals	Forecast	In-Year Change		
				#	%	
OPERATING						
Classroom						
Classroom Teachers	415,774,424	5.5%	420,577,950	4,803,526	1.2%	1
Supply Staff	22,587,200	44.9%	23,787,200	1,200,000	5.3%	2
Teacher Assistants	37,084,958	5.3%	37,084,958	-	0.0%	
Early Childhood Educator	18,971,600		19,974,660	1,003,060	5.3%	1
Textbooks and Classroom Supplies	14,130,181	22.3%	15,444,915	1,314,734	9.3%	3
Computers	6,810,800	24.3%	8,266,613	1,455,813	21.4%	4
Professionals & Paraprofessionals	31,636,464	4.2%	32,861,116	1,224,652	3.9%	1
Library & Guidance	14,039,457	3.9%	13,703,457	(336,000)	(2.4%)	
Staff Development	4,049,704	60.9%	4,343,631	293,927	7.3%	
Department Heads	1,469,200	2.0%	1,478,600	9,400	0.6%	
Principal and Vice-Principals	29,970,194	-2.1%	31,443,487	1,473,293	4.9%	1
School Secretaries & Office Supplies	16,691,071	9.7%	16,997,401	306,330	1.8%	1
Teacher Consultants	10,712,407	13.9%	10,712,407	-	0.0%	
Continuing Education	1,906,364	-8.3%	1,906,364	-	0.0%	
Instruction-Amortization	6,587,521	7.8%	6,587,521	-	0.0%	
Less: GSN Funded Tangible Capital Assets	(6,099,500)	31.4%	(8,165,113)	(2,065,613)	33.9%	
Sub-Total Instruction Expenses	626,322,045	6.8%	637,005,167	10,683,122	1.7%	
Other Expenses						
Board Administration	18,472,136	2.9%	18,472,136	-	0.0%	
School Operations	67,942,909	7.9%	71,926,523	3,983,614	5.9%	1
Transportation	20,277,974	14.7%	21,636,927	1,358,953	6.7%	1
Amortization	765,321		765,248	(73)	(0.0%)	
Less: GSN Funded Tangible Capital Assets	(373,200)		(463,400)	(90,200)	24.2%	
Sub-Total Other Expenses	107,085,140	9.5%	112,337,434	5,252,294	4.9%	
TOTAL OPERATING EXPENSE	733,407,185	7.2%	749,342,601	15,935,416	2.2%	
NON-OPERATING						
Pupil Accommodation/Renewal/Debt						
School Renewal	9,820,788		10,690,111	869,323	8.9%	
Debt Charges	5,326,940		5,367,180	40,240	0.8%	
Recoverable Costs	12,891,400		11,447,236	(1,444,164)	(11.2%)	5
Other Non-Operating Expenses	104,872		104,872	-	0.0%	
Loss on Disposal of TCA and Assets						
Amortization	32,780,441		32,780,441	-	0.0%	
Less: GSN Funded Tangible Capital Assets	(7,550,000)		(8,240,111)	(690,111)	9.1%	
Total Pupil Accommodation Expense	53,374,441	-828.4%	52,149,729	(1,224,712)	(2.3%)	
School Generated Funds	14,000,000	1.07	1,000,000	(13,000,000)	(92.9%)	
Provision for Contingencies	4,366,000		1,184,994	(3,181,006)	(72.9%)	
TOTAL EXPENSES	805,147,626	8.4%	803,677,324	1,710,704	0.2%	

EXPLANATIONS OF MATERIAL BUDGET VARIANCES

- 1- Additional staff added due to COVID
- 2- Projected pressure due to increase in long-term sickness (COVID)
- 3- Increase due to school 2019/2020 budget carryover
- 4- Increase in planned expenditures to support technology for distance learning- GSN increase as well as \$1 million budget increase
- 5- Decrease in variable extended day costs due to decrease in enrolment (food, supplies)

2020-21 Interim Financial Report (First Quarter- Sept 1 to Nov30, 2020)

Public Sector Accounting Board (PSAB) Expenses	B. Risk Assessment					Forecast vs. Prior year YTD
	Actual to Nov 20-2020	% of Forecast Spent	Actual to Nov 20-2019	% of Actual Spent	Year-to year Increase (Decrease)	
OPERATING						
Classroom						
Classroom Teachers	105,516,538	25.09%	103,748,007	26.33%	(1.2%)	
Supply Staff	3,804,624	15.99%	4,127,438	26.47%	(10.5%)	
Teacher Assistants	9,873,216	26.62%	9,957,558	28.26%	(1.6%)	
Early Childhood Educator	5,139,755	25.73%	5,218,345	28.97%	(3.2%)	
Textbooks and Classroom Supplies	4,233,020	27.41%	3,388,160	29.31%	(1.9%)	
Computers	2,247,646	27.19%	1,273,772	23.25%	3.9%	
Professionals & Paraprofessionals	7,025,449	21.38%	7,413,080	24.43%	(3.0%)	
Library & Guidance	3,542,389	25.85%	3,552,591	26.30%	(0.5%)	
Staff Development	153,377	3.53%	1,221,283	48.53%	(45.0%)	1
Department Heads	393,689	26.63%	320,174	22.23%	4.4%	
Principal and Vice-Principals	8,177,163	26.01%	7,648,235	24.99%	1.0%	
School Secretaries & Office Supplies	4,215,462	24.80%	4,047,855	26.59%	(1.8%)	
Teacher Consultants	2,355,087	21.98%	2,204,005	23.43%	(1.4%)	
Continuing Education	151,826	7.96%	282,692	13.61%	(5.6%)	
Instruction-Amortization		0.00%		0.00%	0.0%	
Less: GSN Funded Tangible Capital Assets	(1,581,232)	19.37%	(269,747)	5.81%	13.6%	
Sub-Total Instruction Expenses	155,248,008	24.37%	154,133,447	26.28%	(1.9%)	
Other Expenses						
Board Administration	4,091,552	22.15%	5,179,509	28.84%	(6.7%)	
School Operations	14,585,165	20.28%	13,380,848	21.25%	(1.0%)	
Transportation	5,771,306	26.67%	5,610,812	31.75%	(5.1%)	
Amortization	-	0.00%	-	0.00%	0.0%	
Less: GSN Funded Tangible Capital Assets	(72,023)	15.5%	(218,511)	15.00%	0.5%	
Sub-Total Other Expenses	24,376,001	21.70%	23,952,659	24.50%	(2.8%)	
TOTAL OPERATING EXPENSE	179,624,009	23.97%	178,086,106	26.03%	(2.1%)	
NON-OPERATING						
Pupil Accommodation/Renewal/Debt						
School Renewal	1,702,812	15.93%	1,286,755	13.23%	2.7%	1
Debt Charges	2,972,152	55.38%	953,886	16.00%	39.4%	1
Recoverable Costs	3,085,326	26.95%	3,151,528	27.13%	(0.2%)	
Other Non-Operating Expenses		0.00%		0.00%	0.0%	
Loss on Disposal of TCA and Assets		0.00%		0.00%	0.0%	
Amortization		0.00%		0.00%	0.0%	
Less: GSN Funded Tangible Capital Assets	(1,345,928)	16.3%	(917,809)	-2.89%	19.2%	
Total Pupil Accommodation Expense	6,414,363	12.30%	4,474,360	-61.06%	73.4%	
School Generated Funds		0.00%		0.00%	0.00%	
Provision for Contingencies						
TOTAL EXPENSES	186,038,372	23.15%	182,560,466	24.58%	(1.4%)	

EXPLANATIONS OF SPENDING RISK ASSESSMENT

1- Variations between the year-to-date spending this year and the % spent at this time last year is due to the timing of expenditures only. A budget pressure in these areas is not anticipated.



Report to Committee of the Whole

January 18, 2021

Subject: Major Capital Projects Quarterly Update Report

Recommendation

This report is provided for information of the Board.

Status

Current capital projects with budgets greater than \$2.5M are outlined in Appendix A and are presented with dashboard symbols to indicate the status of the project relative to the schedule, budget and scope. Significant milestones, along with basic project statistics, are also presented. All projects are proceeding as planned through the design and construction stages with the exception of the two childcare additions at Saginaw Public School and Lackner Woods Public School.

Business Services is still awaiting a response of “Approval to Proceed” for requests that were submitted to the Ministry for each of these projects for additional funding prior to tendering these projects. Once we receive the additional funding, we will proceed to tender for both childcare additions.

For the public school in Kitchener Huron South (Tartan Avenue) we are still awaiting approval to proceed to tender from the Ministry of Education. Building permit has been received from the City of Kitchener.

On October 20, 2020, our board received official notice that we were granted funding for a 184 pupil place addition at Laurelwood Public School.

Background

The major capital projects listed on Appendix A have been funded by the Ministry and approved by the Board of Trustees (Board).

Financial implications

The projects are listed on Appendix A.

Communications

Facility Services staff have consulted with the Ministry of Education, administration, contractors, architects, Financial Services, municipalities, various internal committees and the Board in regard to the stages of approval, design, construction and budget approvals.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services
& Treasurer of the Board
Ron Dallan, Manager of Capital Projects
in consultation with Coordinating Council

Major Capital Projects
Quarterly Update Report
December 1, 2020

Project	Stage		Scope	Board Approval	Ministry Approval	Site Acquisition Complete	Site Encumbrances	Architect	Site Plan Approval	Bldg Permit	Tender Awarded	Project Budget	Classes Begin
P.S. in South Kitchener (new)	Pre-Design		New School	16-Sep-19	31-Mar-20	No	No	TBD	No	No	No	\$14,425,653	TBA
P.S. in South East Cambridge (new)	Pre-Design		New School	9-May-16	21-Nov-16	No	No	TBD	No	No	No	\$13,503,269	TBA
P.S. in Kitchener Huron South (Tartan Ave) (new)	ATP with Ministry		New School	15-May-17	15-Jan-18	Yes	No	Cornerstone Architecture	Yes	Yes	No	\$16,361,437	TBA
Laurelwood P.S. (addition)	Pre-Design		Addition	16-Sep-19	20-Oct-20	Yes	No	TBD	No	No	No	\$3,976,096	TBA
Lackner Woods P.S. (childcare addition)	ATP with Ministry		Addition	NA	3-May-18	NA	No	CS&P Architects Inc.	No	No	No	\$2,520,852	TBA
Saginaw P.S. (childcare addition)	ATP with Ministry		Addition	NA	3-May-18	NA	No	Martin Simmons	No	No	No	\$2,520,852	TBA

Major Capital Projects are those greater than \$2.5M total project cost.

Dashboard Definitions

On schedule, on budget, within scope.	
Schedule, budget or scope concerns.	
Schedule delays, budget creep, or quality concerns.	

Major Capital Projects
Quarterly Update Report
December 1, 2020

Project	Stage		Scope	Board Approval	Ministry Approval	Site Acquisition Complete	Site Encumbrances	Architect	Site Plan Approval	Bldg Permit	Tender Awarded	Project Budget	Classes Begin
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P.S. in Kitchener Huron South (Tartan Ave) (new)	ATP with Ministry		New School	15-May-17	15-Jan-18	Yes	No	Cornerstone Architecture	Yes	Yes	No	\$16,361,437	TBA
Laurelwood P.S. (addition)	Pre-Design		Addition	16-Sep-19	20-Oct-20	Yes	No	TBD	No	No	No	\$3,976,096	TBA
Lackner Woods P.S. (childcare addition)	ATP with Ministry		Addition	NA	3-May-18	NA	No	CS&P Architects Inc.	No	No	No	\$2,520,852	TBA
Saginaw P.S. (childcare addition)	ATP with Ministry		Addition	NA	3-May-18	NA	No	Martin Simmons	No	No	No	\$2,520,852	TBA

Major Capital Projects are those greater than \$2.5M total project cost.

Dashboard Definitions

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