

*Prairie South Schools*  
**BOARD OF EDUCATION**

**January 11, 2022**

1:00 p.m.

Central Office, 1075 9<sup>th</sup> Avenue NW  
Moose Jaw

**AGENDA**

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
  - 3.1. Regular Board Meeting December 7, 2021
- 4. Declarations of Conflict of Interest**
- 5. Decision and Discussion Items**
  - 5.1. Human Resources Accountability Report
  - 5.2. First Quarter Financial Accountability Report
  - 5.3. Borrowing Resolution – Operating Line of Credit
  - 5.4. Disposal of Records
  - 5.5. Out of Province Excursion – Coronach School to Asessippi Ski Resort, Manitoba
  - 5.6. Monthly Reports
    - 5.6.1. Teacher Absence and Substitute Usage Report
    - 5.6.2. CUPE Staff Absence and Substitute Usage Report
    - 5.6.3. Bus Driver Absence and Substitute Usage Report
    - 5.6.4. Out of Scope Absence and Substitute Usage Report
    - 5.6.5. Tender Report
- 6. Delegations and Presentation**
- 7. Information Items**
  - 7.1. Inquiry: Prairie South Playgrounds
- 8. Committee Reports**
  - 8.1. Business, Infrastructure and Governance
  - 8.2. Human Resources
  - 8.3. Partnerships and Teambuilding
  - 8.4. Student Outcomes
  - 8.5. Communications Ad Hoc Committee
  - 8.6. Transportation Ad Hoc Committee

- 9. Provincial Matters**
- 10. Celebration Items**
- 11. Identification of Items for Next Meeting Agenda**
  - 11.1. Notice of Motions
  - 11.2. Inquiries
- 12. Meeting Review**
- 13. Adjournment**

**MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at the Central Office, 1075 9<sup>th</sup> Avenue North West, Moose Jaw, Saskatchewan on December 7, 2021 at 1:00 p.m.**

Attendance:

Mr. R. Bachmann; Mr. J. Bumbac; Dr. S. Davidson (via teleconference); Ms. C. Froese; Mr. B. Hagan; Mr. T. Johnson; Ms. J. Jukes; Ms. D. Pryor (via teleconference); Ms. G. Wilson (via teleconference); Mr. L. Young; D. Swanson, Superintendent of School Operations; D. Huschi, Superintendent of School Operations; J. Prokopetz, Superintendent of School Operations; A. Johnson, Superintendent of Human Resources; A. Olson; Superintendent of Learning; R. Boughen, Director of Education; R. Purdy, Superintendent of Business; H. Boese, Director Assistant

Presentations/Delegations:

Provincial Education Plan Mental Health and Well-Being Priority, Amanda Olson

Motions:

2021-12-07 - 3643 Ryan Boughen, Director of Education took the chair and called the meeting to order at 1:03 p.m.

Our Board Chair and Vice-Chair are unable to attend in-person, so Ryan Boughen called for nominations for a Board Chair for this meeting.

Todd Johnson nominated Robert Bachmann as Chair for the meeting today.

Lew Young moved that nominations cease.

Ryan Boughen declared Mr. Robert Bachmann Chair for this meeting and Mr. Bachmann took the chair.

2021-12-07 - 3644 That the Board adopt the agenda as presented. Carried  
- Froese

2021-12-07 - 3645 That the Board adopt the minutes of the November 2, 2021 Regular Board Meeting. Carried  
- Johnson

2021-12-07 - 3646 That the Board adopt the minutes of the November 23, 2021 Special Board Meeting. Carried  
- Hagan

2021-12-07 - 3647 That the Board receive and file the 2020-2021 Facilities Accountability Report. Carried  
- Jukes

- 2021-12-07 - 3648 That the Board appoint the following people as directors of the Moose Jaw School District No. 1 Bursary Fund Inc. for the year 2022: Carried
- Greg Veillard, George Patterson, Claude Duke,  
John Livingston, Pam Ludwar, Ron Purdy,  
Mary Jukes, Jan Stewart, Al Kessler, Jeff Feeley,  
and Patti Rodger.
- Bumbac
- 2021-12-07 - 3649 That the Board approve the parameters for the 2022-2023 calendars and direct administration to proceed with calendar development. Carried
- Froese
- 2021-12-07 - 3650 That the Board approve the revised Craik School Community Council Constitution dated November 2021. Carried
- Hagan
- 2021-12-07 - 3651 That the Board approve the Peacock Collegiate and Central Collegiate Grade 9-12 Wrestling Trip to Edmonton, Alberta on January 28-30, 2022. Carried
- Johnson
- 2021-12-07 - 3652 That the Board approve Lafleche Central School's Grade 5-12 Ski Trip to Elk Water, Alberta on January 14, 2022. Carried
- Hagan
- 2021-12-07 - 3653 That the Board receive and file the monthly reports as presented. Carried
- Jukes
- Inquiry: Froese – Where is Prairie South at with a strategy around playground renewal. For example, what is our equipment like, what is accessible, what might need to be updated.
- 2021-12-07 - 3654 That the meeting be adjourned at 3:05 p.m. Carried
- Froese

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R. Bachmann  
Acting Chairperson

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R. Purdy  
Superintendent of Business

Next Regular Board Meeting:

January 11, 2022  
Prairie South School Division Central Office, Moose Jaw

## AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | January 11, 2022                             | <b>Agenda Item #:</b>               | 05.1                                 |
| <b>Topic:</b>        | <b>Human Resources Accountability Report</b> |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | In accordance with the Board's annual work plan, a Human Resources Accountability Report is to be presented to the Board at their regular Board Meeting in January. |
| <b>Current Status:</b>                 | The Human Resources Accountability Report is attached.  |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> |   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                   |                                       |
|---------------------|-------------------|---------------------------------------|
| <b>Prepared By:</b> | <b>Date:</b>      | <b>Attachments:</b>                   |
| Amy Johnson         | December 28, 2021 | Human Resources Accountability Report |

***Recommendation:***

That the Board receive and file the Human Resources Accountability Report.

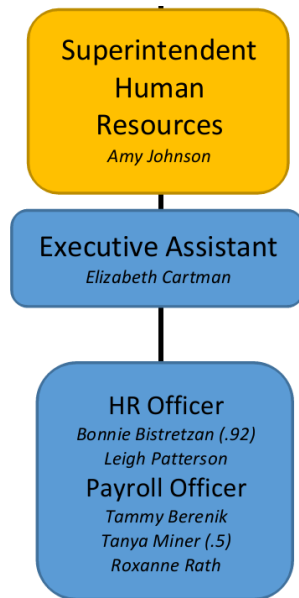
# **2020-2021 Human Resources Accountability Report**

**January 2022**

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## Department Structure



*This report is to provide the Board information that demonstrates how the work of the Human Resources Department supports and contributes to the success of Prairie South Schools.*

## Staff Composition

| Job Category   | FTEs          |
|--|---------------|
| Classroom Teachers   | 443.1         |
| Principals, Vice-Principals  | 37.1          |
| Other Educational Staff (educational psychologists, counsellors, social workers, speech language pathologists, speech language assistants, educational assistants, library associates, school-based administrative assistants, concession workers, informational technology staff) | 239.6         |
| Administrative & Financial Staff (administrative/management positions within the following departments: learning, student information, human resources and business & operations)  | 18.42         |
| Plant Operations & Maintenance (facility operators and maintenance and administrative/management positions within the Facilities Department)   | 59.83         |
| Transportation (school bus drivers, mechanics and administrative/management positions within the Transportation Department)  | 118.00        |
| LEADS (Director of Education and Education Superintendents)  | 5.0           |
| <b>Total Full-Time Equivalents Staff (FTE) as of September 30, 2020</b>  | <b>921.05</b> |
| <b>Total Staff (head count) as of September 30, 2020 (includes subs/casuals)</b>   | <b>1273.0</b> |

## Salary & Benefits

| Financial Category             | 2020-21 Actual      |            | 2019-20 Actual      |              |
|--------------------------------|---------------------|------------|---------------------|--------------|
| Administration                 | \$2,255,697         | 2%         | \$2,321,155         | 2.7%         |
| Complimentary Services *       | \$1,335,324         | 1%         | \$1,292,465         | 1.5%         |
| External Services **           | \$2,848,703         | 3%         | \$3,037,746         | 3.6%         |
| Instruction (Teacher)          | \$44,472,105        | 49%        | \$41,376,418        | 48.8%        |
| Instruction (Support)          | \$9,237,969         | 10%        | \$8,835,253         | 10.4%        |
| Plant Operations & Maintenance | \$4,163,164         | 5%         | \$4,109,947         | 4.9%         |
| Transportation                 | \$3,529,852         | 4%         | \$3,546,272         | 4.2%         |
| <b>Total % of Expenses</b>     | <b>\$67,842,814</b> | <b>75%</b> | <b>\$64,519,256</b> | <b>76.1%</b> |

\* Complimentary Services includes ministry funded Pre-K and nutrition programming.

\*\* External Services includes concessions at Riverview Collegiate, A.E. Peacock Collegiate and Central Collegiate. Professional teaching staff pursuant to the agreements related to the operations of Briercrest Christian Academy and Cornerstone Christian School are also included.

## Central Administrative Council (CAC) – Leadership Portfolios

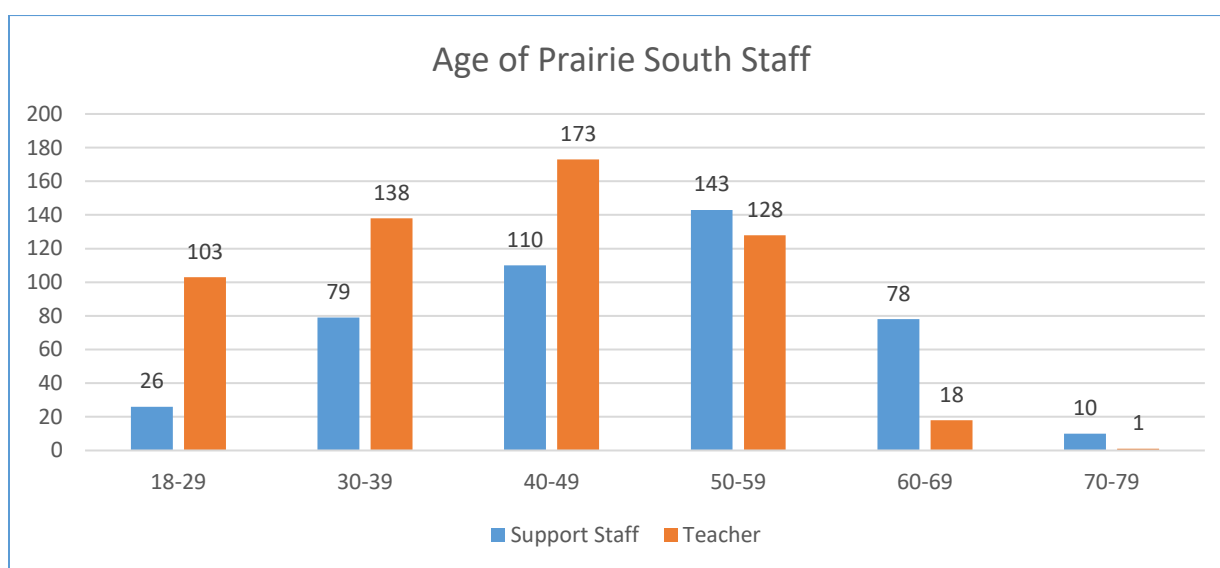
In accordance with Administrative Procedure 451, The CAC is comprised of Superintendents and Director of Education. The CAC's purpose is to assist the Director of Education to effectively and efficiently administer the Division and to make the Board's will a reality.

|   |  |
|---|--|
| <b>Baldwin, Anthony</b>   | <b>Director of Education</b>               |
| <i>Strategic and Operational Support: All Areas</i><br><i>*Direct Operational Support: Transportation, Facilities.</i><br>Governance Support; Communications; School Community Councils; Strategic Plan Implementation; School-Based Administrator<br>Professional Learning; Staff Satisfaction Data Synthesis, Reporting and Improvement Planning; School Year Calendar<br>Board Committee Support: All Committees   |  |
| <b>Boughen, Ryan</b>  | <b>Superintendent of School Operations</b> |
| <i>Direct Operational Support: Bengough, Coronach, Glentworth, Gravelbourg, Kincaid, Lafleche, Mankota, Mossbank, Prairie South Virtual School, Rockglen, Rose Valley Colony, Vanguard Colony.</i><br>School Staffing; Staff Orientation and Preservice Placements; Performance Management; Enrolment Data; Asynchronous and Synchronous Learning Support<br>Board Committee Support: Innovation  |  |
| <b>Huschi, Derrick</b>  | <b>Superintendent of School Operations</b> |
| <i>Direct Operational Support: Assiniboia Composite, Avonlea, Briercrest Christian Academy, Central Butte, Central Collegiate, Chaplin, Cornerstone Christian, Craik, Eyebrow, Huron Colony, Mortlach, Peacock Collegiate, Riverview Collegiate, Rouleau</i><br>School Staffing; Driver Education; Teacher Accreditation; Extra-Curricular Programming; VTEC Support; Student Attendance; Student Information System; Safety; Graduation Coach Programming; Home-Based Education; Joint Use Agreements<br>Board Committee Support: Student Outcomes |  |
| <b>Olson, Amanda</b>  | <b>Superintendent of Learning</b>          |
| <i>Direct Operational Support: Curriculum, Instruction, Assessment, Student Services.</i><br>Professional Learning Coordination; Early Learning; Nutrition; Second Language Coordination; FNM Coordination; Career Development; Partnerships; Scholarships; RIC and HUB Support; Student Outcome and Perceptual Data Synthesis, Reporting and Improvement Planning<br>Board Committee Support: Student Outcomes   |  |
| <b>Purdy, Ron (Acting)</b>  | <b>Superintendent of Business</b>          |
| <i>Direct Operational Support: Business.</i><br>Budget Planning and Implementation; Governance Support; Ministry Reporting and Coordination<br>Board Committee Support: Business, Infrastructure, and Governance  |  |

|   |  |
|---|--|
| <b>Teneycke, Darran</b>   | <b>Superintendent of School Operations</b> |
| <i>Direct Operational Support: Assiniboia Elementary, Assiniboia 7<sup>th</sup> Avenue, Baidon Colony, Belle Plaine Colony, Caronport, Empire, King George, Lindale, Palliser Heights, Prince Arthur, Sunningdale, Westmount, William Grayson.</i><br>School Staffing; Innovation and IT Standards; Technology Management Oversight; Libraries; Band<br>Board Committee Support: Innovation |  |
| <b>Johnson, Amy</b>   | <b>Superintendent of Human Resources</b>   |
| <i>Direct Operational Support: Human Resources.</i><br>Staff Attendance Support; School and Division Staffing Level Management; Staff Evaluation Leadership; Collective Agreement Interpretation; Labour Relations; Projection Data; Staff Recruitment and Recognition; Workplace Safety (WCB)<br>Board Committee Support: Partnerships and Teambuilding                                    |  |

\*Direct operational support redirected during Superintendent of Business leave of absence

## Demographics



**Teachers** are eligible to retire with no reduction if the teacher's age plus eligibility service equals at least 85 and they are a minimum of 55 years old; or 30 years' eligibility service regardless of age; or 20 years' eligibility service at age 60 or older; or one year or more of eligibility service at age 65.

**Support Staff** who contribute to the Municipal Employees' Pension Plan (MEPP) are eligible to retire with no reduction if the employee's age plus eligibility service equals at least 80; or if the employee reaches 65 years of age.

## Recruitment & Retention

A position is posted if a vacancy will be longer than a certain term; a minimum of 60 working days for support staff and 20 working days for teachers is a general guideline, however individual context may necessitate some flexibility. A vacant position may become available to replace an employee on a leave of absence (e.g. maternity/parental, medical, etc.), when an existing employee moves to another position, leaves Prairie South Schools or a new position is created.

| Position Type         | # of Postings |
|-----------------------|---------------|
| Central Office        | 10            |
| Facilities            | 32            |
| Support Staff         | 90            |
| School Administration | 8             |
| Teacher               | 79            |
| Transportation        | 28            |
| <b>Total</b>          | <b>247</b>    |

|               | Retirement | Resignation |
|---------------|------------|-------------|
| Teachers      | 18         | 21          |
| Support Staff | 25         | 26          |
| <b>Total</b>  | <b>43</b>  | <b>47</b>   |

## Training & Development

Professional development is necessary to support excellent performance and improve teaching. In addition to self-directed learning, sessions are arranged that target specific priorities. In addition to these offerings, school administration may request targeted professional learning opportunities for their staff connected to their Learning Improvement Plan goals for their school or when an emergent need arises. Offerings during the 2020-21 school year include:

### Teachers

| Workshop                    | Required Attendance |
|-----------------------------|---------------------|
| Early Learning Workshops    | Pre-K Teachers      |
| Employee Safety Orientation | All staff           |
| WHMIS                       | All new staff       |

### Support Staff

| Workshop  | Required Attendance       |
|---|---------------------------|
| Annual Transportation In-Service                        | Bus Drivers               |
| Employee Safety Orientation                             | All staff                 |
| Fall Protection, Confined Space, Power Mobile Equipment | All maintenance staff     |
| NVCI Training   | Educational Assistant IIs |
| Transferring Lifting Repositioning (TLR)                | Educational Assistant IIs |
| WHMIS   | All new staff             |

## Tuition Reimbursement

Employees who are upgrading their qualifications are eligible to apply for tuition and book reimbursement each year. Their applications are assessed in accordance with the respective collective bargaining agreement.

| Employee Type | # Employees | # of Courses | Total Cost   |
|---------------|-------------|--------------|--------------|
| Teachers      | 42          | 89           | \$106,661.64 |
| Support Staff | 20          | 45           | \$27,112     |

## Performance Management

All supervision models include formal and informal observations.

### Supervision & Evaluation Model

|                | Teachers & School Administration                               | Support Staff (CUPE)                     |
|----------------|--|--|
| <b>Track 1</b> | 1 <sup>st</sup> and 2 <sup>nd</sup> Year Teacher/Administrator | Probationary Employees (60 working days) |
| <b>Track 2</b> | 4 Year Cycle of Supervision                                    | 3 Year Cycle of Supervision              |
| <b>Track 3</b> | Annual Professional Growth Plan                                | On Review – As Required                  |
| <b>Track 4</b> | Not Demonstrating Proficiency                                  | ---                                      |

### Out-of-Scope Staff

Each department head is responsible for the supervision and evaluation of their respective staff through a model that meets individual department needs. Human Resources provides support on an as needed and on-request basis.

### Central Administrative Council (CAC)

The Director of Education conducts an evaluation on members of the CAC every second year. The purpose of the Professional Growth Cycle Summary is to provide documented evidence of the superintendent's performance. The process includes:

- Professional Planning Conversations: yearly at the beginning of the school year to discuss goals and plans for growth; yearly at the end of the school year to discuss accomplishments and review progress.
- Evidence: Yearly at the end of March to document perceptions of school-based administrators.
- Written Summary: Yearly by the end of June to synthesize all data sources and provide feedback in a summative format.

## Employee Health & Safety

### Workplace Injuries for Employees Covered Under WCB

Workers' compensation is a mandatory insurance system for workplace injuries funded by employers. It is a no-fault system and protects employers from lawsuits. All employees, including substitute teachers, in Prairie South Schools are covered under WCB with the exception of teachers employed under a contract.

|  | *2021      | 2020       | 2019      | 2018      |
|--|------------|------------|-----------|-----------|
| Claims Accepted                        | 23         | 18         | 32        | 30        |
| Time Loss Claims                       | 12         | 12         | 16        | 19        |
| Time Loss Days **                      | 738        | 998        | 802       | 1631      |
| WCB Costs (Compensation & Medical) *** | -\$313,713 | -\$114,630 | \$94,754  | \$239,460 |
| WCB Base Premium                       | \$200,989  | \$202,270  | \$196,055 | \$197,522 |
| WCB Premium Surcharge/Discount         | \$93,141   | \$ 125,214 | \$237,947 | \$256,108 |

Note: Data is reported based on a calendar year to match WCB Reporting and includes cost relief adjustments. Successful appeals on older claims result in cost relief being applied in the current year. Therefore, this can result in negative overall WCB Costs.

\*2021 Data to November 30, 2021

\*\* Time loss days and compensation/medical costs include claims accepted in previous years.

\*\*\*Total Capped Costs 2021 **-\$174,106**. Costs for individual claims are limited to the maximum assessable wage each year for the purpose of calculating Experience Rates

## Attendance

When our employees are healthy and at work our students and our school division benefit. In the 2014/15 school year, Prairie South Schools implemented an Attendance Support Program that uses the Bradford Formula to measure absenteeism as it relates to illness and medical leaves. The theory is that short, frequent, and unplanned absences are more disruptive than longer absences.

The formal Prairie South Schools Attendance Support Program was suspended for 2020-21 due to on-going Pandemic Response. Individual employees with short, frequent, and unplanned absences recognized by supervisors or human resources were addressed on an as required basis.

**Teachers (All Employees with a Teacher Certificate)**

|                                    | <b>2020-21</b> | <b>2019-20</b> | <b>2018-19</b> |
|------------------------------------|----------------|----------------|----------------|
| Prairie South Directed             | 1.0            | 2.0            | 4.6            |
| Collective Agreement/Legislated    | 7.6            | 3.7            | 7.1            |
| Illness Leave                      | 7.4            | 5.9            | 7.1            |
| Medical & Dental Leave             | 2.2            | 1.6            | 2.2            |
| <b>Total Average Days/Employee</b> | <b>18.2</b>    | <b>13.2</b>    | <b>21.0</b>    |

**Classroom Teachers**

|                                    | <b>2020-21</b> | <b>2019-20</b> | <b>2018-19</b> |
|------------------------------------|----------------|----------------|----------------|
| Prairie South Directed             | 0.7            | 1.3            | 3.1            |
| Collective Agreement/Legislated    | 6.7            | 3.1            | 6.1            |
| Illness Leave                      | 6.5            | 5.6            | 6.4            |
| Medical & Dental Leave             | 2              | 1.3            | 1.8            |
| <b>Total Average Days/Employee</b> | <b>15.9</b>    | <b>11.3</b>    | <b>17.4</b>    |

**Support Staff – CUPE**

|                                    | <b>2020-21</b> | <b>2019-20</b> | <b>2018-19</b> |
|------------------------------------|----------------|----------------|----------------|
| Prairie South Directed             | .10            | 0.2            | 0.7            |
| Collective Agreement/Legislated    | 8.2            | 3.9            | 6.3            |
| Illness Leave                      | 10.5           | 6.9            | 9.3            |
| Medical & Dental Leave             | 2.1            | 1.4            | 1.7            |
| <b>Total Average Days/Employee</b> | <b>20.9</b>    | <b>12.4</b>    | <b>18.0</b>    |

**Support Staff – Out of Scope**

|                                    | <b>2020-21</b> | <b>2019-20</b> | <b>2018-19</b> |
|------------------------------------|----------------|----------------|----------------|
| Prairie South Directed             | 0              | 0.5            | 0.7            |
| Collective Agreement/Legislated    | 4.0            | 1.7            | 1.8            |
| Illness Leave                      | 6.2            | 6.5            | 6.2            |
| Medical & Dental Leave             | 1.1            | 1.2            | 1.5            |
| <b>Total Average Days/Employee</b> | <b>11.3</b>    | <b>9.9</b>     | <b>10.2</b>    |

**Bus Drivers**

|                                    | <b>2020-21</b> | <b>2019-20</b> | <b>2018-19</b> |
|------------------------------------|----------------|----------------|----------------|
| Prairie South Directed             | 0.0            | 0.0            | 0.0            |
| Collective Agreement/Legislated    | 6.1            | 6.2            | 8.1            |
| Illness Leave                      | 3.6            | 2.5            | 4.5            |
| Medical & Dental Leave             | 1.4            | 0.8            | 2.1            |
| <b>Total Average Days/Employee</b> | <b>11.1</b>    | <b>9.5</b>     | <b>14.7</b>    |

Note: Employees on Long Term Disability/Income Continuance Plan, Workers' Compensation and Vacation Leave are not included.

## COVID Absences – 2020-21

|                                    | All Teachers | CUPE       | Bus Drivers | OOS        |
|------------------------------------|--------------|------------|-------------|------------|
| COVID Close Contact                | 845.3        | 430.3      | 47.5        | 48         |
| Quarantine Leave                   | 337          | 424.8      | 59          | 18         |
| Special Vaccination Leave          | 62.7         | 28.8       | .5          | 2.1        |
| Total Days Away for COVID-19       | 1245         | 883.9      | 107         | 68.1       |
| <b>Total Average Days/Employee</b> | <b>2.8</b>   | <b>3.3</b> | <b>1.3</b>  | <b>1.1</b> |

**COVID Close Contact** – used when employees were required to self-isolate by Public Health due to a close contact with a positive case of COVID-19, symptoms/investigation for COVID-19. Some employees were able to provide meaningful work from home during this time; replacement employees may or may not have been required.

**Quarantine Leave** – used when employees were required to self-isolate by Public Health due to symptoms/investigation for COVID-19, or positive test result of COVID-19. Most employees were not able to provide meaningful work from home during this time; replacement employees were required.

**Special Vaccination Leave** – March 18, 2021 amendments to the Occupational Health and Safety Regulations, 2021 (section 6-22.1, Special Vaccination Leave) established that during the pandemic, workers are entitled to up to three consecutive hours of leave to receive a COVID-19 vaccination on one occasion.

## Employee & Labour Relations

### Progressive Discipline

|   | Teachers | Support Staff |
|---|----------|---------------|
| Letters of Clarification/Verbal Warning                         | 2        | 19            |
| Letters of Discipline (Warning, Reprimand)                      | 0        | 4             |
| Suspensions   | 0        | 2             |
| Workplace Investigations *                                      | 0        | 0             |
| Mutual Termination/Removal of Duties                            | 0        | 0             |
| Involuntary Termination (Terminated or Frustration of Contract) | 0        | 1             |

\* Workplace investigations do not include the process of progressive discipline that leads to termination

### Dispute Resolution

| STF              |                                  |                     |                                 |
|------------------|----------------------------------|---------------------|---------------------------------|
| Grievances Filed | Grievances Resolved or Withdrawn | Show Cause Hearings | Referrals to Board of Reference |
| 0                | 0                                | 0                   | 0                               |

S.213 & S.215 *The Education Act* - A teacher may apply for an opportunity to attend a meeting of the board to show cause why their contract should not be terminated or amended.

| CUPE             |                                  |   |
|------------------|----------------------------------|---|
| Grievances Filed | Grievances Resolved or Withdrawn | Referrals to Arbitration, Mediation or Labour Board |
| 1                | 1                                | 1*  |

A grievance exists when there is a dispute or difference in the interpretation or application of the collective bargaining agreement.

\*Grievance referred to Arbitration filed in 2019-20 scheduled for hearing in 2022

### Collective Bargaining

| Collective Agreements                                   | Contract Expiry Date | Details  |
|---|----------------------|--|
| Saskatchewan Teachers' Federation (STF): Teachers       | August 31, 2023      | No bargaining occurred during this year.   |
| Local Initiative Negotiating Committee (LINC): Teachers | July 31, 2024        | In March 2021, the parties met over the course of three and a half (3.5) days, reaching tentative agreement through meaningful interest-based negotiations. This agreement was later ratified by 94% |
| CUPE Local 5512: In-Scope Support Staff                 | August 31, 2022      | No bargaining occurred during this year.   |
| Conditions of Employment: Non-Union Employees           | Annual Review        | No changes to the agreement occurred during this year. A 3% general wage increase was approved for the 2020-21 year.   |

### Human Rights Complaints

There were no human rights complaints filed during the 2020-21 year.

### Learning Support Services

|                                       |          | Referrals/Caseload |           |           |
|---------------------------------------|----------|--------------------|-----------|-----------|
| Service Provider                      | # of FTE | 2020-21            | 2019-2020 | 2018-2019 |
| Psychologist                          | 4        | 91                 | 77        | 111       |
| Speech/Language Pathologist           | 6.3      | 217                | 262       | 236       |
| Speech/Language Pathologist Assistant | 3.5      |                    |           |           |
| Family Support Worker (South)         | 1        | 32 + 37            | 11        | 18        |

|                                  |     |                              |    |     |
|----------------------------------|-----|------------------------------|----|-----|
| Advocacy & Behaviour Consultants | 6   | 219 + 46                     | 64 | 168 |
| Student Support Consultants      | 4   | <i>See Description Below</i> |    |     |
| Learning Consultants             | 3.1 | <i>See Description Below</i> |    |     |
| Career Development Consultant    | 1   | <i>See Description Below</i> |    |     |
| Coordinators                     | 2   | <i>See Description Below</i> |    |     |

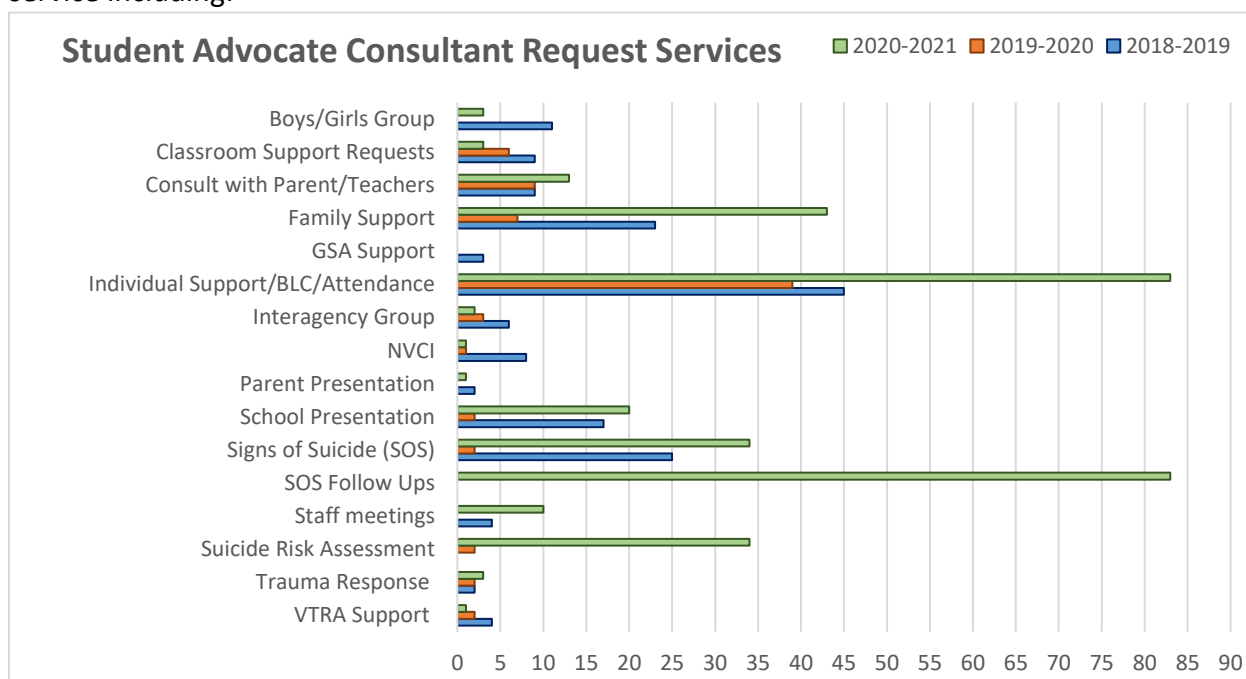
**Psychologists** provide consultation and assessment for students demonstrating learning and/or behavioral challenges.

**Speech and Language Pathologists (SLPs)** provide consultation, assessment and treatment for students demonstrating speech and/or language challenges.

**Speech and Language Pathologist Assistants (SLPAs)** provide assistance to students demonstrating speech and/or language challenges that are determined by the Speech-Language Pathologist (SLP) responsible for supervising the SLPA.

**Family Support Worker (south)** provides support and advocacy for families who may otherwise be referred to social services. The work is intense and often occurs outside of regular working hours. The position is partially funded by the Ministry of Social Services (approximately 90% is funded by Prairie South).

**Advocacy & Behaviour Consultants (MJ based)** provide a range of responses to the requests for service including:



**Student Support Consultants** and **Learning Consultants** work with classroom teachers and teams on an informal request basis thus the numbers are not tracked in the same fashion.

The **Student Support Consultants** work closely with other Consultants and the Coordinators in the implementation of the Behaviour Learning Cycle.

The **Learning Consultants** provide support for the implementation of MySchoolSask and outcomes-based reporting on an as requested basis. In addition they provide in-service and support for reading, writing, and math achievement and respond to individual requests for support in planning, implementing, and assessing in a variety of grades and subject areas. Support for beginning teachers, FNM initiatives, early learning classrooms and newcomers are also delivered through this group.

The **Career Development Consultant** works collaboratively with school administration, students, staff, and parents to advise students on educational programming, transitioning to post-secondary education and/or career pathways.

Within the Learning Support Team, Prairie South has two **Coordinators**. The Coordinator of Student Support Services oversees and administers the support services provided by Student Support Consultants and Advocacy and Behaviour Consultants. The Curriculum Coordinator oversees and administers the support provided by Learning Consultants including the Early Years Consultant, and the Career Development Consultant.

## **Stakeholder Engagement**

The Partnerships and Teambuilding Committee found that while COVID-19 precluded the normal process of in-person engagement from going forward, the Board has committed to modelling safe behaviour during a period of restrictions associated with the pandemic. While limiting personal contact is unfortunate, an opportunity has emerged due to the extensive use of remote conferencing technology. The Partnership and Teambuilding Committee discussed a series of engagement opportunities with various stakeholders using remote technology.

Although not all planned engagement opportunities occurred, the Board engaged with Moose Jaw City Council and some of Prairie South's rural local government officials. The Board also extended engagement opportunities to recently elected Cabinet Ministers and Members of the Legislative Assembly (MLA's) from both the Head of Government and the Official Opposition at the provincial level.

The Partnerships and Teambuilding Committee lead the engagement sessions with the local government to introduce newly-elected Trustees and discuss the role of the Trustees in communities and specific community-related issues. Engagement opportunities with provincially elected officials centered around the impact of budget reductions on children and families, use of COVID-19 and CAIF funding, mental health and wellness support, Prairie South

Schools' commitment to supporting goals of the Provincial Education Plan, local improvement levies and emerging issues.

The focus of the Board's engagement and advocacy work in the spring of 2021 was related to current issues, concerns, and celebrations. Such activities provide an important framework for strategic planning for 2021-2022. Data collected through engagement activities will be an essential tool for the Board of Education as it considers stakeholder communications during future planning processes

## **Human Resource Initiatives**

### **Atrieve Implementation**

PowerSchool Atrieve implementation nearly complete, the Human Resource/Payroll department continued to implement the eDocs module (employee's electronic personnel file). In 2019-20 nearly all active employee personnel files have been scanned and uploaded. This work will be completed in 2021-22.

### **BCL Consulting**

In May 2017, Prairie South Schools entered into a service agreement with BCL Consulting Group Inc. The consultants do a historical review of our WCB history of claims for possible savings. The service is provided on a contingency basis in accordance with the following sliding scale:

- ✓ 50% of the first \$50,000 of actual, total savings identified/realized;
- ✓ 40% of the second \$50,000; and
- ✓ 35% thereafter.

Where an administrative error by WCB has resulted in additional costs to an employer's cost experience, the employer shall receive cost relief and have their experience rating reviewed. During the 2020-21 year, BCL was successful in achieving \$28,667.66 in cost relief, applied during the years of 2019 and 2020. The total contingency fee paid to BCL Consulting Group Inc. was \$10,535.36 inclusive of GST.

Our Experience Rating surcharge for 2016, 2017 and 2018 were also revised during this reporting period. Due to the time frame, Prairie South's surcharge for 2022 will be revised.

The industry premium rate means the rate applied to all employers within a rate code expressed as a dollar amount for every \$100 of assessable payroll. As noted above, WCB applied a surcharge to our industry premium rate due to our claims history.

## Appendix A: 2020-21 Total Absences (In Days)

|  | Classroom Teachers | All Teachers   | CUPE           | Out of Scope  | Bus Drivers  |
|--|--------------------|----------------|----------------|---------------|--------------|
| <b>Prairie South Directed</b>                |                    |                |                |               |              |
| Extra/Co-curricular Leave                    | 10.81              | 15.64          | 0              | 0             | 0            |
| Internship Seminar Leave                     | 0                  | 0              | n/a            | n/a           | n/a          |
| Meetings/PD - Business & Operations          | 14.7               | 94.18          | 1.31           | 0             | 0            |
| Meetings/PD - Learning                       | 140.44             | 149.02         | 1.49           | 0             | 0            |
| Meetings/PD - School Operations              | 3.12               | 16.94          | 1              | 0             | 0            |
| Professional Development (School Determined) | 143.95             | 171.72         | 16.55          | 0             | 0            |
|  | <b>313.02</b>      | <b>447.5</b>   | <b>20.35</b>   | <b>0</b>      | <b>0</b>     |
| <b>Collective Agreement/Legislated</b>       |                    |                |                |               |              |
| Compassionate Care Leave                     | 60.9               | 72.0           | 62.1           | 6.7           | 21.5         |
| Bereavement Leave                            | 93.7               | 99.2           | 114.9          | 4.3           | 24.5         |
| Competition Leave                            | 0.0                | 0.0            | 0.0            | 0.0           | 0.0          |
| Convocation Leave                            | 22.2               | 26.8           | 7.9            | 3.0           | 2.0          |
| Court/Jury                                   | 0.0                | 0.0            | 0.5            | 0.0           | 0.0          |
| COVID Close Contact                          | 750.7              | 845.3          | 430.3          | 48.0          | 47.5         |
| Earned Day Off                               | 221.2              | 279.5          | 40.0           | n/a           | n/a          |
| Education Leave                              | 1.1                | 1.1            | n/a            | n/a           | n/a          |
| Emergency/Hazardous/Acts of God Leave        | 46.4               | 52.5           | 49.0           | 3.3           | 0.0          |
| Executive/Community Service Leave            | 2.0                | 2.0            | 0.0            | 0.0           | 0.0          |
| Family Responsibilities Leave                | n/a                | n/a            | 169.3          | 0.0           | 39.0         |
| Leave Without Pay                            | 51.3               | 54.4           | 254.7          | 53.9          | 402.0        |
| Parenting/Caregiver Leave                    | n/a                | n/a            | 211.8          | 23.5          | 35.0         |
| Parenting/Adoption Leave                     | 8.0                | 9.2            | 29.5           | 0.0           | 0.0          |
| Prep Time Leave                              | 1126.3             | 1246.5         | n/a            | n/a           | n/a          |
| Pressing Leave                               | 184.0              | 210.6          | 139.5          | 22.9          | 23.0         |
| PSTA or CUPE Leave                           | 1.0                | 1.0            | 101.7          | n/a           | n/a          |
| Quarantine Leave                             | 300.4              | 337.0          | 424.8          | 18.0          | 59.0         |
| Secondment                                   | 11.6               | 13.7           | n/a            | n/a           | n/a          |
| Service Recognition Leave                    | n/a                | n/a            | 33.5           | n/a           | n/a          |
| Special Vaccine Leave                        | 55.9               | 62.7           | 28.8           | 2.1           | 0.5          |
| STF Business                                 | 29.3               | 34.1           | n/a            | n/a           | n/a          |
| Time In Lieu                                 | n/a                | n/a            | 62.2           | n/a           | n/a          |
|  | <b>2965.9</b>      | <b>3347.4</b>  | <b>2160.4</b>  | <b>185.7</b>  | <b>654.0</b> |
| <b>Illness Leave (paid and unpaid)</b>       | <b>2856.47</b>     | <b>3263.07</b> | <b>2765.86</b> | <b>287.75</b> | <b>383.5</b> |
| <b>Medical &amp; Dental Leave</b>            | <b>862.98</b>      | <b>978.09</b>  | <b>547.62</b>  | <b>50.78</b>  | <b>153</b>   |

Note: Long Term Disability/Income Continuance Plan, Workers' Compensation and Vacation Leave are not included

## AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | January 11, 2022                                     | <b>Agenda Item #:</b>               | 05.2                                 |
| <b>Topic:</b>        | <b>First Quarter Financial Accountability Report</b> |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision         | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |  |
|--|--|
| <b>Background:</b>                     | In accordance with the Board's annual work plan, a quarterly financial accountability report is to be presented to the Board at the end of each quarter. |
| <b>Current Status:</b>                 | The First Quarter Financial Accountability Report is attached.   |
| <b>Pros and Cons:</b>                  |  |
| <b>Financial Implications:</b>         |  |
| <b>Governance/Policy Implications:</b> |  |
| <b>Legal Implications:</b>             |  |
| <b>Communications:</b>                 |  |

|                     |                   |   |
|---------------------|-------------------|---|
| <b>Prepared By:</b> | <b>Date:</b>      | <b>Attachments:</b>                           |
| Ron Purdy           | December 23, 2021 | First Quarter Financial Accountability Report |

***Recommendation:***

That the Board receive and file the First Quarter Financial Accountability Report.

**1ST QUARTER FINANCE REPORT**  
For the period ended November 30, 2021

**Source Documents**

**Policy 12 Section 3. Fiscal Responsibility**

- 3.1. Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.  
3.2. Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.  
3.3. Ensures insurance coverage is in place to adequately protect assets, indemnify liabilities and provide for reasonable risk management.

**1. Accumulated Surplus**

Following is the accumulated surplus as at August 31, 2021. While the board has just reviewed this in November, we can highlight the surplus early in the year for awareness and budget planning:

|  | August 31,<br>2020   | Additions<br>during the<br>year | Reductions<br>during the<br>year | August 31,<br>2021   |
|--|----------------------|---------------------------------|----------------------------------|----------------------|
| <b>Invested in Tangible Capital Assets:</b>                        |                      |                                 |                                  |                      |
| Net Book Value of Tangible Capital Assets                          | \$ 47,851,402        | \$ 3,106,458                    | \$ 4,365,032                     | \$ 46,592,828        |
|  | <b>47,851,402</b>    | <b>3,106,458</b>                | <b>4,365,032</b>                 | <b>46,592,828</b>    |
| <b>PMR Maintenance Project Allocations (1)</b>                     | <b>1,651,435</b>     | <b>2,411,017</b>                | <b>1,330,655</b>                 | <b>2,731,797</b>     |
| <b>Education Emergency Pandemic Support Program Allocation (2)</b> | <b>-</b>             | <b>3,391,491</b>                | <b>2,528,629</b>                 | <b>862,862</b>       |
| <b>Designated Assets:</b>  |                      |                                 |                                  |                      |
| <b>Capital Projects:</b>   |                      |                                 |                                  |                      |
| Joint Use New School   | 766,618              | 750,000                         | 271,724                          | 1,244,894            |
| Designated for Capital Projects - Emergent                         | -                    | 1,650,000                       | 1,559,701                        | 90,299               |
| Allocation for School Buses  | 4,081,061            | -                               | 148,845                          | 3,932,216            |
| Playgrounds  | 10,000               | -                               | 5,236                            | 4,764                |
| School Buses from Covid Savings                                    | 1,629,513            | -                               | 1,629,513                        | -                    |
|  | <b>6,487,192</b>     | <b>2,400,000</b>                | <b>3,615,019</b>                 | <b>5,272,173</b>     |
| <b>Other:</b>  |                      |                                 |                                  |                      |
| One Time Facility Projects from Covid Savings                      | 1,231,400            | -                               | 1,231,400                        | -                    |
| Designated for Classroom Composition                               | 1,458,762            | -                               | -                                | 1,458,762            |
| Early Learning Intensive Support                                   | 55,467               | 100,000                         | 155,467                          | -                    |
| Innovation   | 267,470              | 76,626                          | 184,148                          | 159,948              |
| Pre-Kindergarten Programming                                       | 620,548              | -                               | -                                | 620,548              |
| School Budget Carryovers   | 561,405              | 3,196,997                       | 2,790,126                        | 968,276              |
| School Community Council Carryovers                                | 23,075               | 31,000                          | 33,402                           | 20,673               |
| School Development Fund  | 51,194               | -                               | 45,837                           | 5,357                |
| School Generated Funds   | 1,347,773            | 429,144                         | 432,662                          | 1,344,255            |
| Support Staff Professional Development                             | 70,198               | 49,319                          | 44,517                           | 75,000               |
| Synchronous Learning   | 6,286                | -                               | 6,286                            | -                    |
| Violent Threat Risk Assessment                                     | 10,285               | 9,000                           | 16,737                           | 2,548                |
|  | <b>5,703,863</b>     | <b>3,892,086</b>                | <b>4,940,582</b>                 | <b>4,655,367</b>     |
| <b>Unrestricted Surplus</b>  | <b>15,685,139</b>    | <b>2,558,304</b>                | <b>-</b>                         | <b>18,243,443</b>    |
| <b>Total Accumulated Surplus</b>                                   | <b>\$ 77,379,031</b> | <b>\$ 17,759,356</b>            | <b>\$ 16,779,917</b>             | <b>\$ 78,358,470</b> |

## 2. Revenue/Expense notes for the period September 1, 2021 to November 30, 2021:

### ***Revenue:***

Overall our revenue is at 22.36% of budget:

- Normally we would be a little under 25% of grant revenue at this point. The percentage is lower because there is \$7.7 million of funding for the new school to come at some point later in the year, \$2.4 million for PMR which comes in late spring as well as a budgeted amount of roughly \$450K for community net that the ministry pays on our behalf.
- In mid-December we received our grant update and will receive an increase of approximately 1.5 million dollars. The total grant is up 1.29 million but the associate school funding is reduced. This is not reflected in the first quarter numbers as they go to November 30.
- Tuition is a higher than 30% percent as tuition is paid at the start of the semester.
- In Complementary 100% of both the ELIS and nutrition grants have been received for the year which makes the percentage of budget higher than 25%.
- In other interest revenue is higher than budget at this point making that percentage higher and a rebate was received for some old technical equipment turned in.

### ***Expenditure:***

Overall our expenditures are at 28.54% of budget which is around where we expect to be at the end of the 1<sup>st</sup> quarter with most expenses paid over 10 months:

- Administration is higher than 25% for the first quarter as expenses reflect full payment for our annual software licenses.
- Instruction is approaching 30%. There are some expenses here that are weighted more heavily towards the end of the year such as special events/trips, and ROS days for teachers that should make costs a little less than 30% at this point. Also many teachers would have maxed out on CPP and EI and not be paying those amounts in the fall.
- Plant is close to 25% for the first quarter and may go over depending on the projects that come in the spring. Our current cold snap and the federal tax increases will also impact our heat and electricity bills.
- Transportation is less than 30% but the special trips that affect instruction at the end of the year will also affect transportation costs. We need to watch fuel prices and the carbon tax which increases again in the spring.

Overall we would project to be about \$600,000 under budget with the numbers to date and before the grant adjustment. With the grant adjustment we would project to be at 1.9 million under budget. This is very early in the year so may not be as accurate as after 6 months.

### **Governance Implications**

Continue to monitor net effect of expenditures on future net assets and cash. Watch for impact of cost increases in new year.

**Prairie South School Division No. 210**

**Statement of Operations**

**For the Period Ended November 30, 2021**

|   | <b>2022<br/>Budget</b> | <b>2022<br/>Actual</b> | <b>2021<br/>Actual</b> | <b>Pct of<br/>Budget</b> |
|---|------------------------|------------------------|------------------------|--------------------------|
|   | \$                     | \$                     | \$                     |                          |
|   | (Note 15)              |                        |                        |                          |
| <b>REVENUES</b>   |                        |                        |                        |                          |
| Property Taxation   | -                      | -                      | -                      | 0.00%                    |
| Grants  | 87,091,139             | 19,114,302             | 20,208,182             | 21.95%                   |
| Tuition and Related Fees                                      | 216,500                | 89,620                 | 67,710                 | 41.39%                   |
| School Generated Funds  | 1,283,954              | 385,186                | 453,322                | 30.00%                   |
| Complementary Services (Note 12)                              | 691,700                | 222,001                | 221,133                | 32.09%                   |
| External Services (Note 13)                                   | 3,457,580              | 882,118                | 899,455                | 25.51%                   |
| Other   | 431,000                | 137,016                | 219,047                | 31.79%                   |
| <b>Total Revenues (Schedule A)</b>                            | <b>93,171,873</b>      | <b>20,830,243</b>      | <b>22,068,849</b>      | <b>22.36%</b>            |
| <b>EXPENSES</b>   |                        |                        |                        |                          |
| Governance  | 413,793                | 93,426                 | 107,507                | 22.58%                   |
| Administration  | 2,777,029              | 786,190                | 799,894                | 28.31%                   |
| Instruction   | 60,713,777             | 17,701,242             | 17,336,824             | 29.16%                   |
| Plant   | 13,841,359             | 3,439,990              | 3,301,163              | 24.85%                   |
| Transportation  | 6,804,296              | 1,934,521              | 1,669,505              | 28.43%                   |
| Tuition and Related Fees                                      | 8,000                  | 8,000                  | 1,000                  | 100.00%                  |
| School Generated Funds  | 1,262,797              | 378,840                | 423,769                | 30.00%                   |
| Complementary Services (Note 12)                              | 1,450,165              | 430,169                | 371,503                | 29.66%                   |
| External Services (Note 13)                                   | 3,541,985              | 1,075,289              | 1,020,512              | 30.36%                   |
| Other Expenses  | 6,000                  | 4,758                  | 1,951                  | 79.30%                   |
| <b>Total Expenses (Schedule B)</b>                            | <b>90,819,201</b>      | <b>25,852,425</b>      | <b>25,033,628</b>      | <b>28.47%</b>            |
| <b>Operating Surplus (Deficit) for the Year</b>               | <b>2,352,672</b>       | <b>(5,022,182)</b>     | <b>(2,964,779)</b>     |                          |
| <b>Accumulated Surplus from Operations, Beginning of Year</b> | <b>78,358,469</b>      | <b>78,358,469</b>      | <b>77,379,030</b>      |                          |
| <b>Accumulated Surplus from Operations, End of Year</b>       | <b>80,711,141</b>      | <b>73,336,287</b>      | <b>74,414,251</b>      |                          |

## AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | January 11, 2022                                       | <b>Agenda Item #:</b>               | 05.3                                 |
| <b>Topic:</b>        | <b>Borrowing Resolution - Operating Line of Credit</b> |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision           | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | The school division maintains an operating line of credit in the event that a disruption of revenue requires funds to be allocated from a different source.   |
| <b>Current Status:</b>                 | The current operating line of credit is \$15,000,000 through Scotiabank. The previous banking agreement expired December 31, 2021.  |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> | Maintaining an operating line of credit is a risk management strategy. While the operating line of credit has not been accessed for several years, having it in place ensures the smooth operation of the school division in the event for a disruption in revenue. |
| <b>Legal Implications:</b>             | Authority for a borrowing resolution on the part of the Board of Education flows from <i>The Education Act, 1995</i> , Section 319.   |
| <b>Communications:</b>                 |   |

|                     |                   |  |
|---------------------|-------------------|--|
| <b>Prepared By:</b> | <b>Date:</b>      | <b>Attachments:</b>  |
| Ron Purdy           | December 30, 2021 | <ul style="list-style-type: none"> <li>Borrowing Resolution, Scotiabank</li> </ul> |

### ***Recommendation:***

That the Board approve the attached borrowing resolution for the line of credit for the year 2022.

# BORROWING RESOLUTION SCHOOL BOARDS

COPY OF RESOLUTION PASSED AT A MEETING OF THE School Board

(SCHOOL BOARD)

of BOE of the Prairie South School Division No.210 of SK

(NAME OF SCHOOL DISTRICT, ETC.)

**RESOLVED:**

(\*INSERT TITLES  
RATHER  
THAN NAMES)

1. That the \* Any one of Board Chair / Vice Chair and one of CFO / Director is/are hereby authorized to borrow on behalf of BOE of the Prairie South School Division No.210 of SK (the "Corporation") from THE BANK OF NOVA SCOTIA (the "Bank") from time to time by way of promissory note or bankers' acceptance a sum or sums not exceeding at any one time Fifteen Million dollars (\$ 15,000,000.00 ) to meet, until the current revenue has been received, current expenditures of the Corporation for the year 2022

2. That the \* Any one of Board Chair / Vice Chair and one of CFO / Director is/are hereby authorized to sign, make or draw on behalf of the Corporation and to furnish to the Bank from time to time promissory notes or bankers' acceptances sealed with the corporate seal for the sum or sums so borrowed with interest or any other charges at such rate as the Bank may from time to time determine.

3. That the \* Any one of Board Chair / Vice Chair and one of CFO / Director is/are hereby authorized and directed to furnish to the Bank at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.

4. That the \* Any one of Board Chair / Vice Chair and one of CFO / Director is/are hereby authorized and directed to apply in payment of all sums borrowed from the Bank, and of any interest thereon and any other charges in connection therewith, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the moneys collected or received from any other source.

## CERTIFICATE

I hereby certify that the foregoing is a true copy of a Resolution of the Corporation of the BOE of the Prairie South School Division No.210 of SK in the Province of Saskatchewan duly passed at a meeting of the Council of the said Corporation duly held on the 11th day of January, 2021 at the City of Moose Jaw signed by its proper officers as required by law and that the said Resolution is in full force and effect.

DATED at Moose Jaw this 11th day of January, 2021

(CORPORATE SEAL)

By: Sign \_\_\_\_\_  
Title

By: Sign \_\_\_\_\_  
Title

|                |
|----------------|
| DATE RECEIVED  |
| .....          |
| RECORDED ..... |
| APPROVED ..... |
| E.O.           |
| AUDITOR .....  |

# AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | January 11, 2022                             | <b>Agenda Item #:</b>               | 05.4                                 |
| <b>Topic:</b>        | <b>Disposal of Records</b>                   |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | Board Policy is that records be retained for the duration specified in the Saskatchewan Learning Records Retention and Disposal Schedule. They are to be retained and disposed of in accordance with the directives of the Education Act 1995, The Local Government Election Act and The Archives Act. The Local Authority and Freedom of Information and Protection of Privacy Act also requires that we not keep records with personal information any longer than the purpose for which the information was collected. The Acts require that the Board approve the disposal of public records. They do not give instruction on non-public records. This Board has chosen to approve the disposal of all records. |
| <b>Current Status:</b>                 | A listing of records that are past or at their time for disposal according to the Records Retention and Disposal Schedule is attached. The record of disposal of records, i.e. the attached list, is a permanent record that must be retained permanently. The student and personnel records contain personal information and will not be offered to Saskatchewan Archives.<br><br>We require Board approval for the disposal.  |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> |   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                   |                              |
|---------------------|-------------------|------------------------------|
| <b>Prepared By:</b> | <b>Date:</b>      | <b>Attachments:</b>          |
| Ron Purdy           | December 14, 2021 | 2022 Records for Destruction |

## ***Recommendation:***

That the Board approve the disposal of records listed on the attached which are at or past their retention by shredding.

**Files fro Shredding January 2022**

| <b>File Type</b>  | <b>School</b> | <b>Location</b> | <b>Start Year</b> | <b>End Year</b> | <b>Retention</b>                                   |
|---|---------------|-----------------|-------------------|-----------------|--|
| Student CUM Files - birth year  |               | Empire          | 1996              | 1996            | retain until student turns 25                      |
| Learning Student Files - birth year   |               | Empire          | 1996              | 1996            | retain until student turns 25                      |
| Student Composite 1995/1996 - school year   | Peacock       | Empire          | 1995              | 1996            | retain until student turns 25                      |
| Attendance 2017 2018 - calendar year 2015/2016 - school year  | Peacock       | Empire          | 2015              | 2018            | 1 year, have attendance registers on Office Server |
| Graduation Program/Letters 2014 2015 2017 2018 - calendar year  | Peacock       | Empire          |                   |                 | no specific requirement                            |
| Invoices 2010/2011 - school year  | Peacock       | Empire          | 2010              | 2011            | 3 years  |
| Student Summary 1982-1984 - calendar year   | Peacock       | Empire          | 1982              | 1984            | retain until student turns 25                      |
| Student Marks/Analysis/Gathering/Verification 1969 1972 1973 1975 1976 1978 1979 1980 1981 1994 1995 1996 1997 1998 1999 2000 2001 2002 - calendar year | Peacock       | Empire          |                   |                 | retain until student turns 25                      |
| Nutrition Program 2009/2010 2011/2012 2012/2013 2013/2014 2018/2019 - school year   | Peacock       | Empire          |                   |                 | 3 years  |
| Personnel Files - employees who ended employment before 2019.   | Office        | Board Office    |                   | 2019            | 3 years  |

## AGENDA ITEM

|                      |   |                       |      |
|----------------------|---|-----------------------|------|
| <b>Meeting Date:</b> | January 11, 2022  | <b>Agenda Item #:</b> | 05.5 |
| <b>Topic:</b>        | <b>Out of Province Excursion – Coronach School to Asessippi Ski Resort, MB</b>  |                       |      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information |                       |      |

|  |   |
|--|---|
| <b>Background:</b>                     | Coronach School Grade 9-12 Ski Trip to Asessippi Ski Resort, Manitoba on March 4-5, 2022. |
| <b>Current Status:</b>                 | See attached application form.  |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> |   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                 |  |
|---------------------|-----------------|--|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>  |
| Derrick Huschi      | January 4, 2022 | <ul style="list-style-type: none"> <li>Out of Province Excursion Application Form</li> </ul> |

***Recommendation:***

That the Board approve Coronach School's Grade 9-12 Ski Trip to Asessippi Ski Resort, Manitoba on March 4-5, 2022.

## OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

### Division Office Administration Approval Required

|  |                              |
|--|------------------------------|
| <b>A. INFORMATION</b>  |                              |
| Name of Teacher: Nathan Beselaere  | School: Coronach School      |
| Type of Activity: <input type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular <u>Curricular</u><br><input type="checkbox"/> High Risk Activity <u>Skiing/Snowboarding</u>  |                              |
| Grade Level: 9/10/11/12  | Number of Students: 37       |
| Destination: Asessippi Ski Area and Resort   | Trip Date: March 04-05, 2021 |
| Number of School Days (Partial/Full): Friday-Saturday – The Friday is a Preparation/LIT Day  |                              |
| Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: <u>Moose Mountain Bus Lines or Engeheim Charters</u><br><input type="checkbox"/> Travel by Car/Van (List names of drivers): |                              |
| Number of Teachers, Parents, Chaperones: 1 Teacher Chaperone and 3-4 Parent Chaperones   |                              |
| Qualifications/Certifications of Teachers, Parents, Chaperones:<br><input type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____           |                              |

|  |
|--|
| <b>B. SAFETY GUIDELINES</b>  |
| <input type="checkbox"/> Parent consent forms and medical information including the Health Card Number will be obtained.<br><input type="checkbox"/> Evacuation Plan is in place and will be communicated to appropriate individuals.<br><input type="checkbox"/> Designated supervisor has access to emergency vehicles at all times.<br><input type="checkbox"/> Access to cellular or satellite phone or other communication device.<br><input type="checkbox"/> A list of emergency telephone numbers will be formulated.<br><input type="checkbox"/> Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education.<br><input type="checkbox"/> Appropriate number of supervisors as designated in the Physical Activity Safety Guidelines.<br><input type="checkbox"/> Male and Female Chaperones for a co-ed activity.<br><input type="checkbox"/> If using 15 passenger vans, SSBA safety guidelines and restrictions will be followed. |

|   |
|---|
| <b>C. BUDGET</b>  |
| <ul style="list-style-type: none"> <li>- Anticipated Budget</li> <li>❖ Budget breakdown (be sure to include cost of substitute staff)           <ol style="list-style-type: none"> <li>1. Excursion Trip One Night Two Day – School Stay Package: Prices ranging from \$63.60 - \$147.95 per person + meals and transportation.</li> <li>2. Substitute Teacher Salary: \$0 (<i>Substitute not required</i>)</li> </ol> </li> <li>❖ Description of Funding Sources           <ol style="list-style-type: none"> <li>1. The SRC will fundraise for additional costs of ski trip through food sales/special events.</li> <li>2. Transportation will come our of decentralized account 1-2-14-175-522-118-000-000.</li> </ol> </li> </ul> |

❖ **Out of Pocket Cost per Participant**

1. The students will be required to submit cash/cheque/online \$125.00 per person.

**SECTIONS D, E and F MUST BE COMPLETED FOR ALL CURRICULAR EXCURSIONS**

**D. LEARNING OBJECTIVES**

**Physical Education 9 (Grades 9/10)**

PE9.5

Build skills towards proficiency in four self-selected complex movement skills including one from four of the following categories:

- target games (e.g., bowling, curling, golf, archery)
- striking/fielding games (e.g., long ball, softball, slo-pitch, cricket)
- net/wall games (e.g., badminton, tennis, table tennis, volleyball)
- invasion/territorial games (e.g., basketball, soccer, touch football, soft lacrosse, floor hockey, rugby, ultimate frisbee, double ball, team handball)
- alternate environment activities (e.g., orienteering, skating, cross-country skiing, canoeing, roping, downhill skiing, dog sledding, wall climbing, in-line skating, skate boarding, cycling)
- body management activities (e.g., dance, wrestling, track and field, pilates, martial arts, yoga, aerobics, gymnastics).

PE9.7

Design and implement, collaboratively, plans to use effective tactics and strategies to enhance performance and enjoyment of self and others, while showing respect for the environment, when participating in a variety of alternate environment activities (e.g., orienteering, skating, cross-country skiing, canoeing, roping, downhill skiing, dog sledding, wall climbing, in-line skating, skate boarding, cycling, completing a challenge course, Quincy building)

**Physical Education 20 (Grades 11/12)**

PE20.3

Body Management – Explore and participate in body management activities as pathways towards personal well-being

PE20.4

Complex Skills – Demonstrate improvement in performance of complex skills

PE20.5

Physical Activity within Multiple Environments – Investigate how physical activity within multiple environments contributes to the well-being of self and others

**E. LEARNING ACTIVITIES** (*Outline prior training for outdoor education and high risk activities*)

a) Pre-Excursion Learning

**Model and promote a local culture/norm of safety and injury prevention (i.e., physical safety, social safety, psychological safety, spiritual safety, environmental safety) to optimize well-being of self, family, community, and the environment.**

b) Excursion Learning

**Plan for and engage in movement activity to increase confidence, competence, and sustainability in self-selected individual and/or partner movement activities.**

c) Post-Excursion Learning

**Evaluate one's understanding of wellness while participating in various learning opportunities that balance the dimensions of wellness (i.e., physical, psychological, social, spiritual, environmental).**

## **F. SCHEDULE OF ACTIVITIES**

### **Friday, March 04, 2021**

**Time:** 6:00AM Departing Coronach School

**Time:** 8:30AM Breakfast in Regina Saskatchewan

**Time:** 9:30AM Departing Regina Saskatchewan

**Time:** 12:00PM Arriving Asessippi Ski Area and Resort (Orientation and rental equipment)

**Time:** 12:30-4:30PM Ski/Snowboard Package (lesson, lift, lunch)

**Time:** 4:30PM Departing Asessippi Ski Area and Resort

**Time:** 5:00PM Arriving at Russell Inn, Russell Manitoba

**Time:** 6:00PM Dinner

**Time:** 7:00-11:00PM Swimming/Movie/Games

### **Saturday, March 28, 2019**

**Time:** 8:00AM Breakfast at the Russell Inn (provided by Russell Inn)

**Time:** 9:00AM-1:00PM Ski/Snowboard Package (lesson, lift, lunch)

**Time:** 1:00PM Departing Asessippi Ski Area and Resort

**Time:** 3:30-4:30PM Supper in Regina Saskatchewan

**Time:** 4:30PM Departing Regina Saskatchewan

**Time:** 7:00PM Arriving at Coronach School

Teacher Signature

Date

Dec 22, 2021

Principal Signature

Date

Dec 22, 2021.

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

## AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | January 11, 2022                             | <b>Agenda Item #:</b>               | 05.6                                 |
| <b>Topic:</b>        | <b>Monthly Reports</b>                       |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | The Board has requested monthly updates regarding staff absences and tenders awarded. |
| <b>Current Status:</b>                 | Current information is attached.  |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> |   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                       |                 |   |
|-----------------------|-----------------|---|
| <b>Prepared By:</b>   | <b>Date:</b>    | <b>Attachments:</b>   |
| Amy Johnson/Ron Purdy | January 4, 2022 | <ul style="list-style-type: none"> <li>• Staff Absence Summaries</li> <li>• Tender Summary</li> </ul> |

***Recommendation:***

That the Board receive and file the monthly reports as presented.

| <b>Teacher Absences &amp; Substitute Usage</b>             |  |                            |                 |                     |                           |
|--|--|----------------------------|-----------------|---------------------|---------------------------|
| <b>Date Range:</b>   | <b>November 18, 2021 - December 14, 2021</b> |                            |                 |                     |                           |
| <b>Absence Reason</b>                                      | <b>Days</b>                                  | <b>% of Total Absences</b> | <b>Sub Days</b> | <b>% Needed Sub</b> | <b>% of possible days</b> |
| <b>LINC Agreement</b>                                      |  |                            |                 |                     |                           |
| Compassionate Leave  | 15.96  | 1.84%                      | 9.43            | 59.09%              | 0.20%                     |
| Competition Leave  | 0  | 0.00%                      | 0               | 0.00%               | 0.00%                     |
| Convocation Leave  | 0  | 0.00%                      | 0               | 0.00%               | 0.00%                     |
| Earned Day Off   | 44.85  | 5.16%                      | 38.13           | 85.02%              | 0.55%                     |
| Education Leave  | 0  | 0.00%                      | 0               | 0.00%               | 0.00%                     |
| Emergency Leave  | 0  | 0.00%                      | 0               | 0.00%               | 0.00%                     |
| Executive Leave  | 2.88   | 0.33%                      | 2.8             | 97.22%              | 0.04%                     |
| Prep Time  | 63.6   | 7.32%                      | 60.52           | 95.16%              | 0.78%                     |
| Pressing Leave   | 22.26  | 2.56%                      | 19.27           | 86.57%              | 0.27%                     |
| PSTA   | 1  | 0.12%                      | 1               | 100.00%             | 0.01%                     |
| Leave Without Pay  | 7  | 0.81%                      | 5.6             | 80.00%              | 0.09%                     |
| <b>SUB TOTAL</b>   | <b>157.55</b>                                | <b>18.14%</b>              | <b>136.75</b>   | <b>86.80%</b>       | <b>1.94%</b>              |
| <b>Provincial Agreement/ Education Act/ Employment Act</b> |  |                            |                 |                     |                           |
| Court/Jury   | 0  | 0.00%                      | 0               | 0.00%               | 0.00%                     |
| Illness - Teacher  | 305.84                                       | 35.22%                     | 270.57          | 88.47%              | 3.77%                     |
| Illness - Long Term  | 148  | 17.00%                     | 0               | 0.00%               | 1.82%                     |
| Medical/Dental Appt  | 120.16                                       | 13.84%                     | 109.01          | 90.72%              | 1.48%                     |
| Paternity/Adoption Leave                                   | 0  | 0.00%                      | 0               | 0.00%               | 0.00%                     |
| Quarantine   | 27.64  | 3.18%                      | 27              | 97.68%              | 0.34%                     |
| Secondment   | 1  | 0.12%                      | 1               | 100.00%             | 0.01%                     |
| STF Business - Invoice                                     | 0  | 0.00%                      | 0               | 0.00%               | 0.00%                     |
| Unpaid Sick Leave  | 0  | 0.00%                      | 0               | 0.00%               | 0.00%                     |
| <b>SUB TOTAL</b>   | <b>602.29</b>                                | <b>69.35%</b>              | <b>407.58</b>   | <b>67.67%</b>       | <b>7.41%</b>              |
| <b>Prairie South</b>                                       |  |                            |                 |                     |                           |
| Extra/Co-curr Teach  | 4.03   | 0.46%                      | 4.03            | 100.00%             | 0.05%                     |
| FACI Meet/PD   | 0  | 0.00%                      | 0               | 0.00%               | 0.00%                     |
| HUMA Meet/PD   | 47.94  | 5.52%                      | 35.04           | 73.09%              | 0.59%                     |
| Internship Seminar   | 0  | 0.00%                      | 0               | 0.00%               | 0.00%                     |
| IT Meet/PD   | 0  | 0.00%                      | 0               | 0.00%               | 0.00%                     |
| LRNG Meet/PD   | 15.51  | 1.79%                      | 14.03           | 90.46%              | 0.19%                     |
| PD DEC Teachers  | 27.15  | 3.13%                      | 22.54           | 83.02%              | 0.33%                     |
| School Operations Meet/PD                                  | 13.97  | 1.61%                      | 13.33           | 95.42%              | 0.17%                     |
| TRAN Meet/PD   | 0  | 0.00%                      | 0               | 0.00%               | 0.00%                     |
| <b>SUB TOTAL</b>   | <b>108.60</b>                                | <b>12.51%</b>              | <b>88.97</b>    | <b>81.92%</b>       | <b>1.34%</b>              |
| <b>Total Absences</b>                                      | <b>868.44</b>                                | <b>100.00%</b>             | <b>633.30</b>   | <b>72.92%</b>       | <b>10.69%</b>             |

Teachers (FTE)

427.51

# of teaching Days

19

Possible Days

8122.69

**Long Term Illness:** When a temporary contract is issued for an illness leave of 20+ days.

## CUPE Staff Absences & Casual Usage 2021-2022

Date: November 29, 2021 - January 2, 2022

| Absence Reason                   | Days          | % of Total Absences | Sub Days      | % Received Sub | % of possible days |
|----------------------------------|---------------|---------------------|---------------|----------------|--------------------|
| <b>CUPE Agreement</b>            |               |                     |               |                |                    |
| Act of God                       | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Bereavement Leave                | 9.48          | 1.61%               | 5.7           | 60.13%         | 0.15%              |
| Community Service                | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Compassionate Care               | 9.94          | 1.69%               | 4.81          | 48.39%         | 0.15%              |
| Competition Leave                | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Convocation Leave                | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Covid Close Contact Leave        | 10.5          | 1.78%               | 8.47          | 80.67%         | 0.16%              |
| CUPE Business                    | 10.3          | 1.75%               | 10.3          | 100.00%        | 0.16%              |
| Earned Day Off                   | 4.14          | 0.70%               | 2.89          | 69.81%         | 0.06%              |
| Executive Position               | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Family Responsibilities          | 11.12         | 1.89%               | 3.5           | 31.47%         | 0.17%              |
| Illness - Support                | 291.31        | 49.46%              | 124.66        | 42.79%         | 4.53%              |
| Med/Den Appt Support             | 60.42         | 10.26%              | 41.35         | 68.44%         | 0.94%              |
| Parenting/Caregiver              | 25.14         | 4.27%               | 13.01         | 51.75%         | 0.39%              |
| Pressing Leave                   | 11.54         | 1.96%               | 1.81          | 15.68%         | 0.18%              |
| Quarantine Leave                 | 10.33         | 1.75%               | 4.7           | 0.00%          | 0.16%              |
| Service Recognition Days         | 6.43          | 1.09%               | 5             | 77.76%         | 0.10%              |
| TIL Support                      | 2.4           | 0.41%               | 0             | 0.00%          | 0.04%              |
| Without Pay Support              | 23.35         | 3.96%               | 15.35         | 65.74%         | 0.36%              |
| <b>SUB TOTAL</b>                 | <b>486.4</b>  | <b>82.58%</b>       | <b>241.55</b> | <b>49.66%</b>  | <b>7.57%</b>       |
| <b>Employment Act</b>            |               |                     |               |                |                    |
| Court/Jury Duty                  | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Paternity Leave                  | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Special Vaccination Leave        | 1.56          | 0.26%               | 1             | 64.10%         | 0.02%              |
| Vacation Support                 | 93.55         | 15.88%              | 62.18         | 66.47%         | 1.46%              |
| Workers Compensation             | 7.5           | 1.27%               | 0             | 0.00%          | 0.12%              |
| <b>SUB TOTAL</b>                 | <b>102.61</b> | <b>17.42%</b>       | <b>63.18</b>  | <b>61.57%</b>  | <b>1.60%</b>       |
| <b>Prairie South</b>             |               |                     |               |                |                    |
| ACCT Meet/PD                     | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| BUSI Meet/PD                     | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Extra/Co-curr Sup                | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| FACI Meet/PD                     | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| HUMA Meet/PD                     | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| LRNG Meet/PD                     | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| PD DEC In Province Support Staff | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| PD Out of Province Support Staff | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| SCHOOL OPERATIONS MEET/PD        | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| TRAN Meet/PD                     | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| <b>SUB TOTAL</b>                 | <b>0</b>      | <b>0.00%</b>        | <b>0</b>      | <b>0.00%</b>   | <b>0.00%</b>       |
| <b>Total Absences</b>            | <b>589.01</b> | <b>100.00%</b>      | <b>304.73</b> | <b>51.74%</b>  | <b>9.17%</b>       |

### Possible Days

November 29, 2021 - January 2, 2022

### Days

23.00

### FTE

279.42

### Total Days

6426.66

\*\* WCB absences are adjusted after they occur as they are not entered as such until WCB accepts and pays the claim.

## Bus Driver Staff Absences & Casual Usage 2021-2022

Date: November 29, 2021 - January 2, 2022

| Absence Reason                  | Days         | % of Total Absences | Sub Days     | % Received Sub | % of possible days |
|---------------------------------|--------------|---------------------|--------------|----------------|--------------------|
| <b>Conditions of Employment</b> |              |                     |              |                |                    |
| Act of God                      | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| Bereavement Leave               | 3.00         | 0.00%               | 3.00         | 100.00%        | 0.16%              |
| Community Service               | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| Compassionate Care              | 2.00         | 2.42%               | 0.00         | 0.00%          | 0.10%              |
| Competition Leave               | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| Convocation Leave               | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| Covid Close Contact             | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| Family Responsibilities         | 1.00         | 1.21%               | 1.00         | 100.00%        | 0.05%              |
| Illness - Support               | 28.50        | 34.55%              | 13.50        | 47.37%         | 1.49%              |
| Med/Den Appt Support            | 12.50        | 15.15%              | 7.50         | 60.00%         | 0.66%              |
| Parenting/Caregiver             | 9.00         | 0.00%               | 4.00         | 44.44%         | 0.47%              |
| Pressing Leave                  | 3.00         | 3.64%               | 3.00         | 100.00%        | 0.16%              |
| Quarantine Leave                | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| Without Pay Support             | 22.50        | 27.27%              | 21.50        | 95.56%         | 1.18%              |
| <b>SUB TOTAL</b>                | <b>81.50</b> | <b>84.24%</b>       | <b>53.50</b> | <b>65.64%</b>  | <b>4.27%</b>       |
| <b>Employment Act</b>           |              |                     |              |                |                    |
| Court/Jury Duty                 | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| Paternity Leave                 | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| Special Vaccination Leave       | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| Vacation Support                | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| Workers Compensation            | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| <b>SUB TOTAL</b>                | <b>0.00</b>  | <b>0.00%</b>        | <b>0.00</b>  | <b>0.00%</b>   | <b>0.00%</b>       |
| <b>Prairie South</b>            |              |                     |              |                |                    |
| ACCT Meet/PD                    | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| BUSI Meet/PD                    | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| Extra/Co-Curricular             | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| FACI Meet/PD                    | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| HUMA Meet/PD                    | 1.00         | 0.00%               | 1.00         | 100.00%        | 0.05%              |
| LRNG Meet/PD                    | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| SCHOOL OPERATIONS MEET/PD       | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| TRAN Meet/PD                    | 0.00         | 0.00%               | 0.00         | 0.00%          | 0.00%              |
| <b>SUB TOTAL</b>                | <b>1.00</b>  | <b>0.00%</b>        | <b>1.00</b>  | <b>100.00%</b> | <b>0.05%</b>       |
| <b>Total Absences</b>           | <b>82.50</b> | <b>0.00%</b>        | <b>54.50</b> | <b>66.06%</b>  | <b>4.32%</b>       |

### Possible Days

November 29, 2021 - January 2, 2022

Days

18.00

Staff

106.00

Total Days

1908.00

\*\* Data includes data from 4 CUPE bus drivers

\*\*\* WCB absences are adjusted after they occur as they are not entered as such until WCB accepts and pays the claim.

## Out of Scope Staff Absences & Casual Usage 2021-2022

Date: November 29, 2021 - January 2, 2022

| Absence Reason                  | Days         | % of Total Absences | Sub Days | % Received Sub | % of possible days |
|---------------------------------|--------------|---------------------|----------|----------------|--------------------|
| <b>Conditions of Employment</b> |              |                     |          |                |                    |
| Act of God                      | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| Bereavement Leave               | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| Community Service               | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| Compassionate Care              | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| Competition Leave               | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| Convocation Leave               | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| Covid Close Contact             | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| Family Responsibilities         | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| Illness - Support               | 38.93        | 31.88%              | 0        | 0.00%          | 3.91%              |
| Med/Den Appt Support            | 7.25         | 5.94%               | 0        | 0.00%          | 0.73%              |
| Parenting/Caregiver             | 0.47         | 0.38%               | 0        | 0.00%          | 0.05%              |
| Pressing Leave                  | 1            | 0.82%               | 0        | 0.00%          | 0.10%              |
| Quarantine Leave                | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| Without Pay Support             | 0.17         | 0.14%               | 0        | 0.00%          | 0.02%              |
| <b>SUB TOTAL</b>                | <b>47.82</b> | <b>39.16%</b>       | <b>0</b> | <b>0.00%</b>   | <b>4.80%</b>       |
| <b>Employment Act</b>           |              |                     |          |                |                    |
| Court/Jury Duty                 | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| Paternity Leave                 | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| Special Vaccination Leave       | 0.13         | 0.00%               | 0        | 0.00%          | 0.01%              |
| Vacation Support                | 74.15        | 60.73%              | 0        | 0.00%          | 7.44%              |
| Workers Compensation            | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| <b>SUB TOTAL</b>                | <b>74.28</b> | <b>60.84%</b>       | <b>0</b> | <b>0.00%</b>   | <b>7.46%</b>       |
| <b>Prairie South</b>            |              |                     |          |                |                    |
| ACCT Meet/PD                    | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| BUSI Meet/PD                    | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| FACI Meet/PD                    | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| HUMA Meet/PD                    | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| LRNG Meet/PD                    | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| SCHOOL OPERATIONS MEET/PD       | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| TRAN Meet/PD                    | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| PD Out of Province              | 0            | 0.00%               | 0        | 0.00%          | 0.00%              |
| <b>SUB TOTAL</b>                | <b>0</b>     | <b>0.00%</b>        | <b>0</b> | <b>0.00%</b>   | <b>0.00%</b>       |
| <b>Total Absences</b>           | <b>122.1</b> | <b>100.00%</b>      | <b>0</b> | <b>0.00%</b>   | <b>12.25%</b>      |

### Possible Days

November 29, 2021 - January 2, 2022

### Days

23.00

### FTE

43.32

### Total Days

996.36

\*\* WCB absences are adjusted after they occur as they are not entered as such until WCB accepts and pays the claim.

## **Tender Report for the period November 29, 2021 to December 30, 2021**

### Background:

- Board has requested a monthly report of tenders awarded.
- Administrative procedure 513, which details limits where formal competitive bids are required.

The procedure is as follows:

- The Board of Education has delegated responsibility for the award of tenders to administration except where bids received for capital projects exceed budget. In this case the Board reserves the authority to accept/reject those tenders. A report of tenders awarded since the previous Board Meeting will be prepared for each regularly planned Board meeting as an information item.
- Competitive bids will be required for the purchase, lease or other acquisition of an interest in real or personal property, for the purchase of building materials, for the provision of transportation services and for other services exceeding \$75,000 and for the construction, renovation or alteration of a facility and other capital works authorized under the Education Act 1995 exceeding \$200,000.

### Current Status:

There was one competitive bid awarded during this period:

- A tender was issued to upgrade the lighting at Avonlea School. The tender was awarded to Pro-Tec Electric for a cost of \$67,600. Engineer's fees are estimated at \$12,000. Costs are before tax.

# AGENDA ITEM

|                      |                                    |                                     |   |
|----------------------|------------------------------------|-------------------------------------|---|
| <b>Meeting Date:</b> | January 11, 2022                   | <b>Agenda Item #:</b>               | 07.1  |
| <b>Topic:</b>        | <b>Froese Inquiry: Playgrounds</b> |                                     |   |
| <b>Intent:</b>       | <input type="checkbox"/> Decision  | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | At the December Regular Meeting of the Board of Education, Trustee Froese made the following inquiry:<br><br><i>"Where is Prairie South at with a strategy around playground renewal. For example, what is our equipment like, what is accessible, what might need to be updated."</i> - Froese |
| <b>Current Status:</b>                 | Please see the attached for more information.   |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> |   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                   |                          |
|---------------------|-------------------|--------------------------|
| <b>Prepared By:</b> | <b>Date:</b>      | <b>Attachments:</b>      |
| Darren Baiton       | December 17, 2021 | • Playground Information |

***Recommendation:***

That the Board review the information provided.



# Playground Report 2021

By Darren Baiton  
Facility Manager

## PLAYGROUND RENEWAL

In previous years all playgrounds that did not meet the Canadian Parks and Recreation Association (CPRA) were removed from school sites to mitigate the liability risk. Many new playgrounds were and continue to be installed. Currently Prairie South does not have a renewal program in place

## ANNUAL INSPECTIONS

- PSS currently has 5 in house certified that do playground inspections
- All playgrounds are inspected annually
- Deficiencies are tracked in Asset Planner and repaired after inspections
- Inspections are filed into Connect
- All PSS playgrounds are in very good condition
- Pea rock protective surfacing is the standard we strive for as it mitigates 80% of injury due to falls
- Sample playground report attached with photos

## NEW, ACCESSABILITY, UPDATED PLAYGROUNDS

- Ministry Preventative Maintenance Renewal does not allow funding to be used for new playgrounds.
- New playground equipment or installs are done through Administrative Procedure 544 School Community Development Fund, school and SCC fundraising, donations.
- Only a couple of small pieces of accessible pieces of equipment are in PSS locations Sunningdale, Palliser Heights, Assiniboia Elementary



## Disclaimer

The Equipment Compliance Inspection Report – Annual Comprehensive Report contained within the Canadian Playground Safety Institute (CPSI) Practical Course Resource Manual is intended as course content for the Canadian Certified Playground Inspector Certification Program. CPRA gives course participants permission to quote, display and distribute this document contained within this Resource Manual, provided that the following citation is used when referencing the material:

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## Playground Equipment Compliance Inspection Report Annual Comprehensive Report

Note: This annual comprehensive report is a “work in progress”. Please forward any comments or suggestions to [cpsi@cpa.ca](mailto:cpsi@cpa.ca)

\*\*This report is best used as a “Prior To Use” inspection or as a full annual audit. If using this report as a monthly inspection to compile the annual comprehensive report this format may need to be shortened or customized based on what equipment is present\*\*

### GENERAL SITE INFORMATION

|  |                               |                                       |                      |
|--|-------------------------------|---------------------------------------|----------------------|
| Agency Requesting Inspection:              | Prairiesouth 210              | Inspection Date:                      | Oct / 7 / 2021       |
| Phone:                                     | 306 630-6490                  | Time:                                 | 8:30                 |
| Location Name:                             | Mortlach                      | Weather:                              | cloudy               |
| Inspector:                                 | Ben Rogers                    | Temperature:                          | 8 degrees            |
| Purpose:                                   | Annual inspection             | Position/Qualifications of Inspector: | Playground inspector |
| Methodology and Tools Used for Inspection: | Standard Used For Evaluation: |                                       |                      |

### GENERAL EQUIPMENT INFORMATION

|                    |  |                    |  |
|--------------------|--|--------------------|--|
| Area #/<br>Part #: |  | Equipment Present: |  |
| Site Location:     |  |                    |  |

### OWNER/OPERATOR RECORD KEEPING INFORMATION (risk management information not necessarily required for compliance with CSA Z614)

|  |  |  |  |
|--|--|--|--|
| Documentation for Selection, Installation, Acceptance and Payment Information in File: |  | Scaled Site Plan, Photos, or Plan Layout Included with Report: |  |
| Installation Date and Date of Upgrades/Retrofit in File:                               |  | Letter of Compliance to Z614 in File:                          |  |
| Equipment Structural Integrity Testing Data in File (as per Clause 9):                 |  | Previous Inspection and Maintenance Records in File:           |  |

### SITE FURNISHINGS

(exempt from CSA under Clause 1.5, check for general condition, stability and obvious hazards)

- Access to play area, pathways, lighting, benches, tables, fencing, buildings fixtures, garbage cans, shade shelters, etc. (exempt from CSA Z614 under Clause 1.5)  
**Satisfactory** / Unsatisfactory / Not applicable

Approximate budget cost for repair (\$):

Comments:

















## SURFACING INFORMATION

2. Protective surfacing type P-rock , Fill gravel  
Sand / **Gravel** / Wood Chips / Engineered Wood Fibres / Synthetic (PIP or tiles) / Other
  3. Protective surfacing dimensions: 75x100 ( 12"-6" p-rock), 140x50, (12"-6" p-rock)
  4. **Retaining wall** or excavated pit (mandatory if loose fill material)  
**Satisfactory** / Unsatisfactory / Not applicable  
CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
Comments: a couple of spots the boarder is startin to decay and crack will need to replace in the future
  5. Manufacturer/supplier of protective surfacing (add name and contact info if known):
  6. Compaction and/or contamination of protective surfacing  
Satisfactory / **Unsatisfactory** / Not applicable  
CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
Comments: Compaction of surfacing material 4 to 6 inch of rock above compaction
  7. Maximum CSA fall height of surface system (list equipment type and height):  
Location:  
Fire pole  
Height  
7'- 1"
  8. Maximum height of equipment on surface system (list equipment type and height):  
Location: Fire pole  
Height: 11'
  9. Check depth of protective surfacing to ensure adequate compared to CSA fall height (check minimum 3 locations) . Use depth chart below to confirm adequacy.  
Satisfactory / **Unsatisfactory** / Not applicable  
CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
Comments: 6-8" deep p-rock on top of gravel
- Result: Okay / **add material** / **Till** / **Re-distribute** (circle any that apply)

### APPROXIMATE RESULTS AND RECOMMENDATIONS FOR SURFACING DEPTH LISTED BELOW WITH MATERIAL DEPTH OF 300mm (APPROX. 12 in) OR GREATER

| Protective Surfacing Type  | Approximate Critical Height Achieved |
|--|--------------------------------------|
| Wood Chip/Bark Mulch:  | Up to 3.0m (Up to 10 feet)           |
| Engineered Wood Fibres:  | More than 3.0m (More than 10 feet)   |
| "Washed" Round Pea Gravel:<br>*Needs to be appropriately cleaned and washed to avoid compaction  | Up to 2.5m (Up to 8.25 feet)         |
| Specified Sand:<br>*Needs to have specific sieve analysis completed to ensure adequate impact attenuation                                      | More than 2.5m (More than 8.25 feet) |
| Shredded Tire Crumb:<br>*Depth of only 200mm (approx. 8 in)  | More than 3.0m (More than 10 feet)   |
| ALTERNATE SURFACING DEPTH CHARTS EXIST IN CPSC HANDBOOK FOR PLAYGROUND SAFETY AND NATIONAL PROGRAM FOR PLAYGROUND SAFETY (both of U.S. origin) |                                      |

## GENERAL EQUIPMENT INFORMATION, SIGNAGE AND RETROFIT INFORMATION

10. Check for owner/operators name and contact information in a “readily identifiable” and “clearly visible” location from the play area

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments (list information provided on signage):

11. Check for manufacturers name and contact information present on play equipment

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments (list information provided on signage):

12. Check for age group indicated (1.5 to 5, 5 to 12, 1.5 to 12)

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments (list age group indicated):

## EQUIPMENT INVENTORY

**Stairs:**

**Stepladders:**

**Rung Ladders:**

**Rigid Climbers:**

**Flexible Climbers:**

**Platforms:** 9

**Activity Panels at Ground**

**Single Slides:**

Double Slides:

Triple Slides:

Level:

Wavy Slides (single, double, etc.):

Enclosed Tube Slides:

Open Tube Slides:

Embankment Slides:

Spiral Slides:

Curved/Elbow Slides:

Sectional Slides:

Roller Slide:

Other Slide:

Other Slide:

**Sliding Poles:**

**Upper Body Equipment:**

**Track Rides:**

Crawl Tunnels:

Suspension Bridges:

**Arched Bridge:**

Ramps:

**Transfer Stations:**

Roofs:

**To-Fro Swings:**

Rotating Swings:

**Seesaws:**

Vertical Axis Eqp:

Horizontal Axis Eqp:

Diggers:

**Springing/Rocking Eqp.:**

**Wood Border Panels:**

**Poly Border Panels:**

**Other Border Panels/Types:** Poly/steel      Water Play:

Sand Play Area/Sandboxes:

**Support Posts:** 36

Chinning/Turning Bars:

Bannister Rails:

Geodesic Dome:

Climbing Net Structure:

Space Net:

Planar Net:

**Balance Beam:**

**Guardrails:**

Protective Barriers:

Other:

Other:

Other:

Other:

Other:

## EQUIPMENT INSPECTION INFORMATION AND HAZARD IDENTIFICATION

### GENERAL INFORMATION REGARDING EQUIPMENT AND PLAY AREA (various clauses and appendix)

13. Check to ensure all components are tight and secure

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments: the step to the top platform had one loose bolt holding it on now has 6 tight bolts please check

14. Check to ensure no trip hazards exist

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

15. Check to ensure play components are free of extra holes and gaps that may harbor insects or inappropriate material

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

### MATERIALS AND INSTALLATION (Clause 7 and Clause 8)

16. Check moving suspended elements are connected to a fixed support with bearings or bearing surfaces that serve to reduce friction or wear

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

17. Check to ensure steel cables are inaccessible or capped to prevent injury from frayed wires

Satisfactory / Unsatisfactory / **Not applicable**

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

18. Check for drainage/ponding on equipment and/or protective surfacing

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

19. Check to ensure components are not capable of being removed without the use of tools

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

20. Check for rusting, rotting or significant decay

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

|   |
|---|
| <b>PROTECTIVE SURFACING ZONES AND NO-ENCROACHMENT ZONES (Clause 14)</b> |
|---|

21. Check for 1.8-m (70.87 in) around all stationary equipment. Note: Overlap is permitted  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:
22. Check all rocking/springing equipment for 1.8m (70.87 in) if intended for sitting and 2.1m (82.68 in) in direction of use if intended for standing. Note: Overlap is permitted  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:
23. Check protective surfacing zones around all moving equipment. Note: 1.8-m (70.87 in) that cannot overlap at horizontal axis rotating equipment, 1.8-m (70.87 in) + no-encroachment zone at vertical axis rotating equipment. Hint: Vertical axis equipment with platform diameter less than 500mm (19.69 in) is exempt from no-encroachment zone requirement  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:
24. Check slide protective surfacing zones. Note: Platform height equals P.S.Z. required with a minimum 1.8m (70.87 in) and a maximum 2.4-m (94.49 in) plus a no-encroachment zone required when starting platform is greater than 1.2-m (47.24 in) in elevation above protective surfacing  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:
25. Check all swing protective surfacing zones. Note: 2 x Y in each direction plus no-encroachment zone. Also check protective surfacing zone width. Note: 1.8-m (70.87 in) from end of top beam or 1.8m (70.87 in) from centre of outermost swing seat (whichever is greater)  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:

|                                      |
|--------------------------------------|
| PERFORMANCE REQUIREMENTS (Clause 12) |
|--------------------------------------|

26. Check for fully bounded opening head and neck entrapment. Note: Check rigid and non-rigid openings

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

27. Check for partially bounded opening head and neck entrapment. Note: use fish probe with “A” and “B” portions of test gauge

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

28. Check for sharp edges/sharp points capable of abrading human skin

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

29. Check for uncapped tubing

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

30. Check for accessible bolt ends beyond two threads. Note: This can be considered an entanglement hazard or a protrusion/sharp edge hazard.

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

31. Check for minimum radius of curvature of 6mm (0.24 in) at all suspended members. Note: Belts, straps, ropes and similar flexible components are exempt

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

32. Check for impalement protrusions using the 3 protrusion gauges

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

33. Check for entanglement protrusions using the 4<sup>th</sup> gauge (i.e. the thin entanglement protrusion gauge). Note: Check for projections upwards of horizontal and projections in any orientation within the slide clearance zone

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

34. Check for protrusions increasing in size  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:
35. Check for gaps greater than 1-mm (0.04 in) in fastening devices  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:
36. Check any S-hooks for non-compliant configuration. Hint: lower loop cannot extend beyond upper loop, lower loop must be aligned with connector body  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:
37. Check for drawstring entanglement at slides and sliding poles in accordance with Clause 12.4.6.2, 12.4.6.3 and 12.4.7. Note: 12.4.6.2 is a test of the slide starting point and slide bedway, 12.4.6.3 is a test of the slide enclosure device (i.e. hood, canopy, etc.) and 12.4.7 is a test for sliding poles (AKA fireman's pole)  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:
38. Check for crush and shear points. Note: must have movement to be non-compliant and exemptions present for: light-weight moving components, chains and their method of attachment, attachment of heavy duty coil springs, area between swinging element and toprail, track ride assemblies  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:
39. Check for suspended hazards. Note: Rope, cable, etc. must be above 2.1m (82.68 in) or if lower must be > 25mm (0.98 in) and bright colour recommended)  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:
40. Check for looping hazards > 125mm (4.92 in)  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:

ACCESS/EGRESS (Clause 13)

41. Check all steps and rungs for even spacing within a horizontal tolerance of +/- 6mm (0.24 in) and horizontal tolerance of +/- 2 degrees

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

42. Check all steps, rungs, platforms, landings, walkways, ramps, stairways, etc. to ensure they do not trap water or accumulate debris

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

43. Check all stairways, stepladders and rung ladders for slope, tread width and tread depth as per table #2

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

| Age of intended user                           |                             |                         |
|--|-----------------------------|-------------------------|
| Types of access                                | 18 months to 5 years        | 5 to 12 years           |
| <b>Rung ladders*</b>                           |                             |                         |
| Slope  | 75–90°                      | 75–90°                  |
| Total ladder width†                            | ≥ 300 mm (11.81 in)         | ≥ 400 mm (15.75 in)     |
| Vertical rise (top of rung to top of rung)     | ≤ 300 mm (11.81 in)         | ≤ 300 mm (11.81 in)     |
| Rung diameter                                  | 24–40 mm (0.94–1.57 in)     | 24–40 mm (0.94–1.57 in) |
| <b>Stepladders</b>                             |                             |                         |
| Slope  | 50–75°                      | 50–75°                  |
| Tread width                                    |                             |                         |
| Single-file access                             | 300–525 mm (11.81–20.67 in) | ≥ 400 mm (15.75 in)     |
| Two-abreast access                             | —                           | ≥ 900 mm (35.43 in)     |
| Tread depth                                    |                             |                         |
| Open riser                                     | ≥ 175 mm (6.89 in)          | ≥ 75 mm (2.95 in)       |
| Closed riser                                   | ≥ 175 mm (6.89 in)          | ≥ 150 mm (5.91 in)      |
| Vertical rise (top of step to top of step)     | ≤ 225 mm (8.86 in)          | ≤ 300 mm (11.81 in)     |
| <b>Stairways</b>                               |                             |                         |
| Slope  | ≤ 50°                       | ≤ 50°                   |
| Tread width                                    |                             |                         |
| Single-file access                             | ≥ 300 mm (11.81 in)         | ≥ 400 mm (15.75 in)     |
| Two-abreast access                             | ≥ 750 mm (29.53 in)         | ≥ 900 mm (35.43 in)     |
| Tread depth                                    |                             |                         |
| Open riser                                     | ≥ 175 mm (6.89 in)          | ≥ 75 mm (2.95 in)       |
| Closed riser                                   | ≥ 175 mm (6.89 in)          | ≥ 150 mm (5.91 in)      |
| Vertical rise (top of step to top of step)     | ≤ 225 mm (8.86 in)‡         | ≤ 300 mm (11.81 in)     |
| <b>Ramps (does not address wheelchair use)</b> |                             |                         |
| Slope (vertical/horizontal)                    | ≤ 1:8                       | ≤ 1:8                   |
| Width  |                             |                         |
| Single-file access                             | ≥ 300 mm (11.81 in)         | ≥ 400 mm (15.75 in)     |
| Two-abreast access                             | ≥ 750 mm (29.53 in)         | ≥ 900 mm (35.43 in)     |

44. Ensure stairways have 2 handrails at appropriate reach ranges or protective barriers up to 1.2-m (47.24 in) in step elevation and protective barriers are required above 1.2-m (47.24 in)  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:
45. Check to ensure stepladders have minimum 1 handrail per side at a height less than 725mm (28.54 in) for users < 5 and less than 950mm (37.40 in) for user > 5  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:
46. Check to ensure alternate hand support is available on steps with only one tread  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:
47. Check all handrails and rungs for diameter or maximum cross-section between 24-40mm (0.94 – 1.57 in) and that climbers have a means of hand support while climbing  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:
48. Check to ensure arch climbers and flexible components are not used as the sole means of access for users < 5, that flexible components are securely attached at both ends and that anchoring devices are below the full depth of the protective surfacing  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:
49. Check to ensure all rung ladders, flexible components and arch climbers do not have a stepping surface above the platform surface  
**Satisfactory** / Unsatisfactory / Not applicable  
 CSA Clause #:                      Hazard Class:                      Approximate budget cost for repair (\$):  
 Comments:

|  |
|--|
| <b>GUARDRAILS AND PROTECTIVE BARRIERS ON ELEVATED SURFACES (Clause 13.4)</b> |
|--|

50. Check to ensure that guardrails and protective barriers do not contain a designated play surface (D.P.S. – flat surface greater than 50mm x 50mm (1.97 in) with a slope less than 30-degrees)

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

51. Check to ensure guardrails or protective barriers (to an appropriate height) are compliant on platforms above 500mm (19.69in) for users < 5, and on platforms above 750mm (29.53in for users > 5 and all openings are 375-mm (14.76 in) or less (or have a top horizontal rail)

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

52. Check to ensure protective barriers (to an appropriate height) are compliant on platforms above 750mm (29.53 in) for users < 5, and on platforms above 1.2m (47.24 in) for users > 5 and all openings are 375-mm (14.76 in) or less (or have a top horizontal rail)

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

53. Check to ensure access components are present between adjacent platforms greater than 300mm (11.81 in) for users < 5, and 450mm (17.72 in) for users > 5

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

54. Ensure adjacent platforms that would otherwise be subject to guardrails or protective barriers have some type of protective infill between platforms (i.e. precludes passage of torso probe)

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

## REQUIREMENTS FOR SPECIFIC COMPONENTS OF EQUIPMENT (Clause 15)

### 55. BALANCE BEAMS:

- Height no greater than 300mm (11.81 in) for users < 5, and no greater than 400mm (15.75 in) for users > 5

Satisfactory / Unsatisfactory / **Not applicable**

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

### 56. UPPER BODY EQUIPMENT:

- Centre-to-centre distance between fixed rungs shall be no greater than 375mm (147.76 in)
- Hand-gripping devices shall be between 24-40mm (0.94 to 1.57 in) in diameter
- Rigid hand-grips shall not twist or rotate
- Distance to the first handhold of no greater than 250mm (9.84 in)
- Where access is provided by rungs the distance to the first handhold shall be at least 200mm (7.87 in), but no greater than 250mm (9.84 in)
- Maximum height of the take-off/landing structure shall be no greater than 450mm (17.72 in) for users < 5, and no greater than 900mm (35.43 in) for users > 5
- Maximum height of upper body devices shall be no greater than 1.5m (59.06 in) for users < 5, and no greater than 2.1m (82.68 in) for users > 5

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

### 57. SLIDING POLES:

- Clearance distance of 450-500mm (17.72 – 19.68 in) from platform surface to pole
- Accessed from one height only
- Distance from platform surface to top of pole a minimum of 1.5m (59.06 in)
- Sliding pole diameter no greater than 50mm (1.97 in)
- Pole continuous with no abrupt changes in direction
- Opening in guardrail or protective barrier no greater than 375mm (14.76 in) – no toprail option

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

### 58. SLIDE STARTING PLATFORM:

- Depth to be a min. dimension of 350mm (13.78 in) on composite structures and min. of 550mm (21.65 in) on independent slides
- Starting platform width shall be greater than or equal to the sliding section entrance
- 1.5m (59.06 in) vertical clearance on slide entry platform
- Platform surface subject to guardrail/protective barrier requirements where applicable

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

### 59. SLIDE SITTING SECTION:

- Slope shall not exceed 5-degrees from horizontal
- Handrails or hand support present to facilitate standing to sitting
- Enclosure or hand support present to channel a user into a sitting position
- Enclosure must extend into the sliding section to prevent lateral discharge (i.e. hood, canopy, etc.)

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

60. SLIDING SECTION:

- Slide and slide sidewalls smooth, continuous and allow unhampered flow of hand movement
- Height/length ratio not to exceed 0.577
- No span of sliding surface exceeding 50-degrees
- No regions of zero gravity (note: use slide radius of curvature test device)
- Slide width a minimum of 300mm (11.81 in) for users < 5, and minimum of 400mm (15.75 in) for users > 5
- Minimum sidewall height of 100mm (3.94 in)
- Slide is in shade or faces away from sun during peak hours
- Slide not constructed of wood or fiberglass

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

61. SLIDE EXIT SECTION:

- Rounded to a minimum radius of curvature of 10mm (0.4 in)
- Length of exit section a minimum of 275mm (10.83 in)
- If maximum slide elevation is 1.2m or lower (47.24 in) then slide exit height shall be between 0 and 275mm (0 and 10.83 in)
- If maximum slide elevation is > 1.2m (47.24 in) then slide exit height shall be between 175 – 380mm (6.9 – 14.96 in)

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

62. SLIDE CLEARANCE ZONE:

- 525mm (20.67 in) clearance measured from inside of slide bedwall

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

63. TUBE SLIDES:

- Internal diameter of 575mm (22.64 in) or greater

**Satisfactory** / Unsatisfactory / **Not applicable**

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

64. SWINGS (TO-FRO AND ROTATING):

- Not attached to a composite playstructure and located in a low circulation area
- Support structure discourages climbing and contains no D.P.S.
- Swings are made of impact absorbing material and have rounded edges
- Bearing hangers have a means of reducing friction and wear
- Ensure swings are not hung with rope
- Swing seats are not cracked or damaged, especially where connectors are present
- Vertical distance between swing seat and protective surfacing shall not be less than 300mm (11.81 in)

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

65. TO-FRO SINGLE USER SWINGS:

- No more than 2 swings within each bay
- Swings to accommodate no more than 1 user
- Seat weight of less than 1.4 kg (approx. 3 lbs.)
- Seating surface has minimum length of 300mm (11.81 in) and minimum width of 100mm (3.94 in)
- Ensure all baby seats have support on all sides and between the legs and no movable or adjustable elements are present (accessible swing seats are exempted from this requirement)
- Horizontal clearance of 600mm (23.62 in) to adjacent swing and 750mm (29.53 in) to swing supports (measured at 1.5m above the protective surfacing)
- Horizontal distance between bearing hangers of 500mm (19.69 in) and that chains create "V" shape

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

66. TO-FRO MULTI-USER SWINGS:

- No more than 1 swing within each swing bay
- Seat weight no greater than 20 kg (44 lbs.)
- Seating surface has a minimum diameter of 600mm (23.62 in)
- Minimum 2 suspension members per side (4 total)
- Manufacturer shall design to reduce tipping during use

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

67. ROTATING SWINGS:

- No more than 1 swing within each swing bay
- Seat weight no greater than 20 kg (44 lbs.)
- Distance from top of swing seat to support structure of 750mm (29.53 in) or greater

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

68. ROTATING EQUIPMENT:

- Platform is generally circular with speed limiting device and no oscillation
- Equipment located in a low traffic area
- No components protrude beyond perimeter of platform
- Maximum D.P.S. height of 350mm (13.78 in)
- Underside clearance for head probe
- Secure hand-grips are provided

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

69. SEESAWS:

- Fulcrum seesaws to have shock absorbing mechanism present under seats
- Distance between seesaws of at least 1.2m (47.24 in) when attached to one support structure
- Hand-grips at least 75mm (approx. 3 in) in length (or 150mm/ 6-in if intended for 2 hands)
- Hand-grips do not turn, twist or rotate or protrude beyond the sides of the seat
- Footrests are present on seesaws with spring centering mechanism
- Maximum slope of seesaw to be no greater than 25-degrees
- Maximum seat height no greater than 1.5m (59.06 in)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

70. SPRINGING/ROCKING EQUIPMENT:

- Seats designed to minimize the likelihood of use by more than the intended # of users
- Hand-grips at least 75mm (approx. 3 in) in length (or 150mm/ 6-in if intended for 2 hands)
- Footrests present with a minimum width of 90mm (3.54 in)
- Seat height is between 350 – 700 mm (13.78 – 27.56 in)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

71. LOG ROLLS:

- Rigid hand-grips must be provided (and within 24-40mm requirement)
- Highest point of roller must be no greater than 450mm (17.78 in)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

72. TRACK RIDES:

- Landing platforms to have minimum depth of 900mm (35.43 in)
- Riding zone clearance a minimum of 900mm (35.43 in)
- Structural elements not to pose a hazard during use
- Distance between adjacent track rides is at least 1.2m (47.24 in) when attached to one support structure
- Hand-gripping component height between 1.6 – 1.95m (63 and 76.77 in)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

73. CLIMBING NET STRUCTURES:

- Hand-gripping components between 16 – 40 mm (0.625 – 1.57 in)
- Connections are secure
- Foundation connections do not pose a hazard and located below the full depth of the protective surfacing

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

74. PLANAR NETS:

- If angle of inclination is between 0-30 degrees and height is greater than 450mm (17.72 in) than a vertical envelope of at least 800mm (31.5 in) must be present (to help prevent falls)
- Maximum opening size of 400mm (15.75 in)

Satisfactory / Unsatisfactory / **Not applicable**

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

75. SPATIAL NETS:

- Maximum cross-sectional opening no greater than 700mm (27.56 in)

Satisfactory / Unsatisfactory / **Not applicable**

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

76. CRAWL TUNNELS

- Clear and safe entry/exit points
- Adequate supervision and visibility

Satisfactory / Unsatisfactory / **Not applicable**

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

|  |
|--|
| AGE APPROPRIATE DESIGN AND OTHER DESIGN REQUIREMENTS (various clauses and figures) |
|--|

77. Equipment not recommended for users under age 5:

- Sliding poles
- Track rides
- Log rolls
- Fulcrum seesaws
- Pulley/cable rides
- Freestanding arched climbers

Satisfactory / Unsatisfactory / **Not applicable**

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

78. Swinging exercise rings, animal swings, trapeze bars and swinging gates and doors are not recommended.

Note: This does not apply to these components on upper body devices

**Satisfactory** / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

79. SAND PLAY AREAS:

- Located in a low circulation route
- Adequate shade present
- Depth of 200mm (approx. 8 in) present with a recommended depth of 450mm (approx. 18 in)
- Free of litter, debris and/or other hazardous material
- No standing water

Satisfactory / Unsatisfactory / **Not applicable**

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

80. SMALL CHILDREN'S FENCED PLAYSPACES:

To qualify the play area must be:

- Supervised use
- For users 18 months to 5 years
- Surrounded by fencing with a minimum height of 1.2m (47.24 in)
- At least one lockable entrance gate

Satisfactory / Unsatisfactory / **Not applicable**

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

81. EQUIPMENT WITH NO INFORMATION PROVIDED DUE TO INFREQUENCY OF INSTALLATION:

- Pulley/cable ride (see figure #30)
- Roofs (see clause 15.15)

Satisfactory / Unsatisfactory / **Not applicable**

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

| SUMMARY      |  |   |
|--------------|--|---|
| Items/Issues | Number of issues of non-compliance from inspection | Approximate budget cost for retrofit/repair |
| A hazards    |  |   |
| B hazards    |  |   |
| C hazards    |  |   |

\*\*\*Compliance rating calculated by taking the total number of satisfactory answers and dividing by the total # of questions in the inspection report (in this case 82 possible questions). Multiply that result by 100 to get the compliance %.

## RECOMMENDATIONS & CONCLUSION

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- This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.