

Chapter 44

Saskatchewan Rivers School Division No. 119— Maintaining Facilities

1.0 MAIN POINTS

Saskatchewan Rivers School Division No. 119 (Saskatchewan Rivers, Division) is responsible for maintaining facilities necessary for the educational programs and instructional services it provides. This includes 32 schools located in 17 communities, its school division office, and support and maintenance service buildings located in Prince Albert.

By June 30, 2016, Saskatchewan Rivers had implemented one of five recommendations we made in our 2014 audit of its processes to maintain facilities. It was actively working on and making progress towards:

- › Establishing written processes for gathering and recording reliable information about its facilities and components (e.g., condition, required maintenance, and completed maintenance), determining maintenance priorities and its maintenance plan, and monitoring timely completion of maintenance
- › Setting performance measures and targets for monitoring the effectiveness of its maintenance processes

Effective maintenance processes help enhance the future viability and safety of schools, improve the quality of space, protect against loss of facility value or service life (i.e., replacing a facility earlier than intended), and limit repair costs in the future.

2.0 INTRODUCTION

This chapter describes our follow up of management's actions on five recommendations made in our 2014 audit of Saskatchewan Rivers' processes to maintain its facilities. Our *2014 Report – Volume 2*, Chapter 37 concluded that Saskatchewan Rivers had effective processes to maintain its facilities except for the five recommendations made.

To conduct this review engagement, we followed the standards for assurance engagements published in the *CPA Canada Handbook – Assurance*. To evaluate Saskatchewan Rivers' progress towards meeting our recommendations, we used the relevant criteria from the 2014 audit. Saskatchewan Rivers' management agreed with the criteria in the 2014 audit.

We examined Saskatchewan Rivers' reports and documents that relate to the maintenance of facilities. We also interviewed staff responsible for the maintenance of facilities.



3.0 STATUS OF RECOMMENDATIONS

This section sets out each recommendation including the date on which the Standing Committee on Public Accounts agreed to the recommendation, the status of the recommendation at June 30, 2016, and Saskatchewan Rivers' actions up to that date. We found that Saskatchewan Rivers had implemented one recommendation, and was in the process of implementing the other four recommendations.

3.1 Maintenance System and Procedures Being Updated

We recommended that Saskatchewan Rivers School Division No. 119 establish written processes for gathering and recording reliable information about facilities and components. (2014 Report – Volume 2, p. 278; Public Accounts Committee agreement January 13, 2016)

Status – Partially Implemented

We recommended that Saskatchewan Rivers School Division No. 119 establish written processes for determining its facility maintenance priorities and developing its maintenance plan. (2014 Report – Volume 2, p. 279; Public Accounts Committee agreement January 13, 2016)

Status – Partially Implemented

We recommended that Saskatchewan Rivers School Division No. 119 establish written processes for monitoring the timely completion of maintenance of its facilities. (2014 Report – Volume 2, p. 281; Public Accounts Committee agreement January 13, 2016)

Status – Partially Implemented

Saskatchewan Rivers uses an electronic asset maintenance system (Maintenance System) to manage and track its maintenance activities. At June 2016, the Division was working with its Maintenance System staff to revise the system to include:

- › Additional information about facilities and components (e.g., age, condition)
- › Needs, actions, and priorities
- › Targeted and monitored levels of service (e.g., cost, completion time)

The Division indicated that it plans to conduct a survey to solicit stakeholder input about what needs it should prioritize. Once it completes the revisions to the Maintenance System, Saskatchewan Rivers plans to prepare a procedures manual to establish written processes for gathering and recording reliable information about facilities and components. It expects the procedures manual will also establish written processes for determining its facility maintenance priorities, developing a maintenance plan, and monitoring the timely completion of maintenance of its facilities. The Division indicated it plans to update and approve the procedures manual annually.

We recommended that the Board of Education of the Saskatchewan Rivers School Division No. 119 set performance measures and targets for monitoring the effectiveness of its strategies to maintain its facilities. (2014 Report – Volume 2, p. 280; Public Accounts Committee agreement January 13, 2016)

Status – Partially Implemented

After the implementation of the changes to the Maintenance System, including the update of the data in the System, Saskatchewan Rivers indicates it plans to set performance measures and targets for monitoring the effectiveness of its strategies to maintain its facilities.

3.2 Maintenance Reported

We recommended that the Board of Education of the Saskatchewan Rivers School Division No. 119 require periodic reports analyzing the results of its maintenance processes. (2014 Report – Volume 2, p. 282; Public Accounts Committee agreement January 13, 2016)

Status – Implemented

The Board of Education's annual work plan includes reviewing an annual maintenance accountability report. The report includes analysis on the results of the Division's maintenance processes (e.g., number of outstanding reactionary maintenance requests, number of outstanding preventative maintenance requests, and costs of projects). We found that the Board reviewed these reports annually in 2014 and 2015.

