

Preventative Maintenance and Renewal Funding Program Guidelines

Program Description:

The Preventative Maintenance and Renewal (PMR) Funding Program will allow boards of education and the conseil scolaire to maintain owned facilities in satisfactory operating condition. The funding is intended to assist in the proactive inspection, detection, and correction of incipient failures before they occur or before they develop into major defects.

Funding:

- The PMR funding formula uses the gross floor area of capital-funded schools greater than seven years old and owned by a board of education or the conseil scolaire.
- A location factor is applied to address the increased construction costs for schools farther away from Saskatoon and Regina.
- Joint-Use Schools Project (JUSP) schools, Hutterian schools, associate/independent schools, and leased facilities are excluded.
- PMR funding formula:

$$\frac{\text{School Division} \\ \text{Gross Floor Area of Schools > 7 Years Old} \\ \text{x Location Factor}}{\text{Provincial} \\ \text{Gross Floor Area of Schools > 7 Years Old} \\ \text{x Location Factor}} \times \text{Annual PMR Budget Allocation}$$

- School divisions will receive their annual PMR funding in the form of a “*capital grant*” provided:
 - a 3-Year PMR Maintenance Plan is developed in accordance with PMR policy and guidelines;
 - the 3-Year PMR Maintenance Plan has been approved by the ministry; and
 - the PMR reconciliation process has been completed for the previous school year.
- PMR funding shall not be used for the purposes of:
 - Expanding or adding to the gross floor area of facilities;
 - Renovating or altering facilities to establish other ministry programs (e.g. Prekindergarten and school-based child care centres);
 - Moving relocatables;
 - Purchasing or installing playground equipment; or
 - Funding facility operational and instructional expenses including, but not limited to, salaries and utilities.

Maintenance Plan, Amendments, and Authorizations:

- School divisions must complete a 3-Year PMR Maintenance Plan which must include a prioritized list of projects for each year requested by the ministry.
- All projects must be PMR-eligible and include a facility name, a detailed project description, a projected start date, and an estimated cost.
- The 3-Year PMR Maintenance Plan and a corresponding PMR Authorization Form must be uploaded to AssetPlanner™ by May 31st of each year for ministry approval.
- If new projects are added to a previously approved PMR Maintenance Plan, a PMR Amendment Form and a corresponding PMR Authorization Form must be uploaded to AssetPlanner™ for ministry approval.
- PMR Authorization Forms must be signed by a school division official.
- All projects must be approved by the ministry before work begins.

Reconciliation:

- School divisions must complete a PMR Reconciliation Form each year.
- PMR expenditures reported in AssetPlanner™ are to be reconciled to Audited Financial Statement Expenses using the PMR Reconciliation Form.
- The PMR Reconciliation Form must reconcile all PMR expenditures from the previous school year.
- The PMR Reconciliation Form must be signed by a school division official and uploaded to AssetPlanner™ by December 1st of each year.

Project Activity Types Eligible for PMR Funding:

Activity types include, but are not limited to, the following:

- Architectural Systems;
- Mechanical Systems;
- Electrical Systems;
- Site;
- Environmental;
- Fees related to a PMR project (contingent on ministry approval);
- Studies; and,
- Other (contingent on ministry approval).

Financial Reporting Implications:

School divisions are required to use the Public Sector Accounting Board Standards, sections: *PS 3150 – Tangible Capital Assets* and *PS 3410 - Government Transfers* and adhere to ministry accounting guidelines related to capital funding.

Other Supporting Documents:

- Preventative Maintenance and Renewal Funding Program Policy
- Preventative Maintenance and Renewal Amendment Form
- Preventative Maintenance and Renewal Authorization Form
- Preventative Maintenance and Renewal Reconciliation Form

Supporting documents can be found at:

<https://publications.saskatchewan.ca/#/categories/669>

Contact:

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