

# CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE REGULAR MEETING Public Session

## AGENDA September 13, 2018

**Jo-Ann Davis, Chair**  
Trustee Ward 9

**Garry Tanuan, Vice Chair**  
Trustee Ward 8

**Ann Andrachuk**  
Trustee Ward 2

**Patrizia Bottoni**  
Trustee Ward 4

**Nancy Crawford**  
Trustee Ward 12

**Frank D'Amico**  
Trustee Ward 6

**Taylor Dallin**  
Student Trustee

**Michael Del Grande**  
Trustee Ward 7

**Angela Kennedy**  
Trustee Ward 11

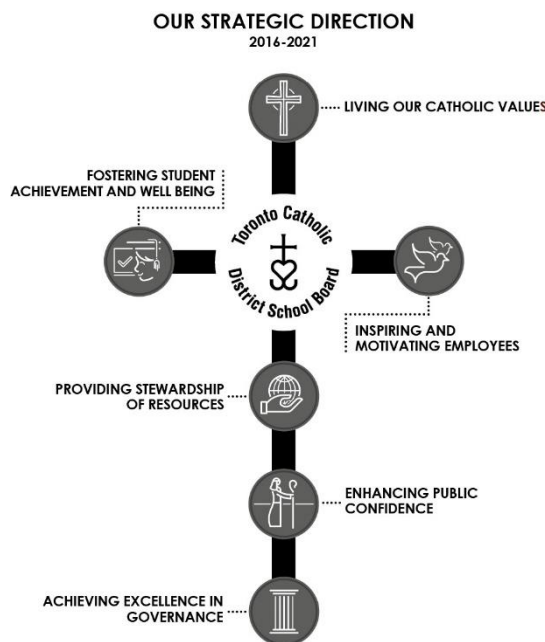
**Joseph Martino**  
Trustee Ward 1

**Sal Piccininni**  
Trustee Ward 3

**Barbara Poplawski**  
Trustee Ward 10

**Maria Rizzo**  
Trustee Ward 5

**Joel Ndongmi**  
Student Trustee



### MISSION

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.  
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

### VISION

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293**  
**Assistant Recording Secretary: Sonia Tomaz, 416-222-8282 Ext. 2298**

**Rory McGuckin**  
Director of Education

**Barbara Poplawski**  
Chair of the Board

**TERMS OF REFERENCE FOR CORPORATE SERVICES, STRATEGIC  
PLANNING AND PROPERTY COMMITTEE**

The Corporate Services, Strategic Planning and Property Committee shall have responsibility for considering matters pertaining to:

- (a) Business services including procurement, pupil transportation risk management/insurance and quarterly financial reporting
- (b) Facilities (buildings and other), including capital planning, construction, custodial services, design, maintenance, naming of schools, enrolment projections and use permits
- (c) Information Technology including, computer and management information services
- (d) Financial matters within the areas of responsibility of the Corporate Services, Strategic Planning and Property Committee including budget development
- (e) Policy development and revision in the areas of responsibility of the Corporate Services, Strategic Planning and Property Committee
- (f) Policies relating to the effective stewardship of board resources in the specific areas of real estate and property planning, facilities renewal and development, financial planning and information technology
- (g) The annual operational and capital budgets along with the financial goals and objectives are aligned with the Board's multi-year strategic plan
- (h) Any matter referred to the Corporate Services, Strategic Planning and Property Committee by the Board
- (i) Intergovernmental affairs and relations with other outside organizations
- (j) Advocacy and political action
- (k) Partnership development and community relations
- (l) Annual strategic planning review and design

## **OUR MISSION**

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# **AGENDA THE REGULAR MEETING OF THE CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE**

## **PUBLIC SESSION**

**Jo-Ann Davis, Chair**

**Garry Tanuan, Vice-Chair**

Thursday, September 13, 2018

7:00 P.M.

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Pages

1. **Call to Order**
2. **Opening Prayer (Chair or Designate)**
3. **Singing of O Canada**
4. **Roll Call and Apologies**
5. **Approval of the Agenda**
6. **Report from Private Session**
7. **Declarations of Interest**
8. **Approval & Signing of the Minutes of the Meeting - Nil**  
  
Minutes of June 6, 2018 circulated at August 23, 2018 Regular Board meeting
9. **Delegations**
10. **Presentation**
11. **Notices of Motion**

**12. Consent and Review**

**13. Unfinished Business**

**14. Matters referred or deferred**

Matters Referred from the September 6, 2018 Student Achievement Committee Meeting

- |      |  |       |
|------|--|-------|
| 14.a | Annual Statistical Report 2017-18 on New Hires to the Board (Information)                      | 1 - 4 |
| 14.b | Inquiry from Trustee Andrachuk regarding Jump Math Pilot Program                               |       |
| 14.c | Inquiry from Trustee Andrachuk regarding Vision Zero   |       |
| 14.d | Inquiry from Trustee Andrachuk regarding Air Conditioning                                      |       |
| 14.e | Inquiry from Trustee Andrachuk regarding Earth Day Funding                                     |       |
| 14.f | Inquiry from Trustee Piccininni regarding Air Conditioning                                     |       |
| 14.g | Inquiry from Trustee Poplawski regarding Newspaper Article about Alternative Use of Playground |       |
| 14.h | Inquiry from Trustee Rizzo regarding Safe School Zones   |       |
| 14.i | Inquiry from Trustee Rizzo regarding Facility Work   |       |
| 14.j | Inquiry from Trustee Rizzo regarding Behavioral and Treatment programs                         |       |
| 14.k | Inquiry from Trustee Rizzo regarding Crossing Guards   |       |

**15. Staff Reports**

- |      |   |         |
|------|---|---------|
| 15.a | Updated List of All Gymnasium Additions (All Wards) (Recommendation)                                | 5 - 14  |
| 15.b | Summary of Reports Approved by Delegated Authority, Summer Contracts 2018 (All Wards) (Information) | 15 - 17 |

15.c	Preliminary Enrolment Reports – Full-Day Kindergarten Elementary and Secondary Schools (Information) (To Be Distributed)	
15.d	Capital Program Update 2018 (All Wards) (Information)	18 - 27
15.e	Cooling Centers Program Status Update (All Wards) (Information)	28 - 40
15.f	Staff Identification Badges (Information)	41 - 48
15.g	Protocols for Maintenance of Board-Owned Vacant Properties (Information)	49 - 53
15.h	Former St. Veronica Catholic School Ward 10 - City of Toronto Shelter for Asylum Seekers (Information)	54 - 57
15.i	Year-to-Date June 2018 Interim Financial Report (Information)	58 - 71
<b>16.</b>	<b>Listing of Communications</b>	
<b>17.</b>	<b>Inquiries and Miscellaneous</b>	
<b>18.</b>	<b>Updating of the Pending Lists</b>	
18.a	Annual Calendar of Reports and Policy Metrics	72 - 73
18.b	Monthly Pending List	74
<b>19.</b>	<b>Resolve into FULL BOARD to Rise and Report</b>	
<b>20.</b>	<b>Closing Prayer</b>	
<b>21.</b>	<b>Adjournment</b>	



## REPORT TO

# STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE

## ANNUAL STATISTICAL REPORT 2017-18 ON NEW HIRES TO THE BOARD

*"We put no obstacle in anyone's way, so that no fault may be found with our ministry."  
Second Corinthians 6:3*

Created, Draft	First Tabling	Review
August 28, 2018	September 6, 2018	<a href="#">Click here to enter a date.</a>

Adrian Della Mora, Superintendent of Human Resources & Employee Relations  
Mark Moffett, Sr. Coordinator, Academic Services, Human Resources

### INFORMATION REPORT

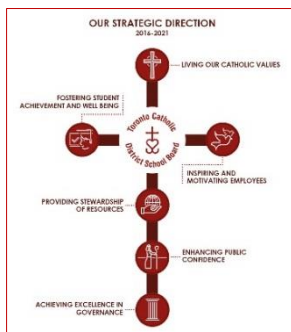
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Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

Tim Robins  
Acting Associate Director  
of Planning and Facilities

Lloyd Noronha  
Executive Superintendent  
of Business Services and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

The TCDSB is committed to hiring and promoting the best, most qualified individuals supportive of its Multi-Year Strategic Plan, subject to its denominational rights and in accordance with the Human Rights Code. The application, interview, hiring and promotion of individuals at TCDSB is based on ability and qualifications and is conducted in a fair and transparent manner, free from discrimination, nepotism and cronyism.

This report provides a summary of statistics relating to the hiring of employees to the Toronto Catholic District School Board during the 2017-2018 academic year. It also highlights a number of steps that the Board has taken as it continues to realize the commitment to a fair and transparent hiring process.

*The cumulative staff time required to prepare this report was 5 hours.*

## **B. PURPOSE**

1. The Fair Practice in Hiring and Promotion Policy (H.M. 40) under the section entitled Evaluation and Metrics (2) states the following:

*An annual report will be provided to the board about employment statistics, and be added to the rolling calendar.*

## **C. BACKGROUND**

1. The Recruitment section of the Human Resources department is continuing the transformation of the department in order to meet the needs of the Board by exploring the procurement of an electronic applicant tracking system to support recruitment processes, practices and reporting. At present, many of our processes, including the collection of statistical data, are manual in nature.
2. The staffing actions reflected in this report pertain to the external recruitment and selection of new employees. Staffing actions such as the hiring of teachers at the school level for Long Term Occasional teaching assignments are not included in this report primarily because these actions involve existing employees.

3. The Recruitment Team consists of a Senior Manager, a Supervisor and three secretarial staff. The team also includes temporary secretarial staff comprised of secretarial staff and a Recruitment Assistant. The addition of two new permanent Talent Acquisition Specialists/ Recruiters was recently approved by the Board. The new staff will join the Human Resources department on September 17<sup>th</sup>, 2018. These additional staff will allow the department to create specialized teams designed to enhance all aspects of recruitment.

#### **D. EVIDENCE/RESEARCH/ANALYSIS**

1. **Transparent Recruitment Practices** - The practices utilized by the Board are open and transparent. Positions are advertised via numerous channels including Apply to Education, a job-posting site used by many boards in Ontario and Indeed.ca. Other transparent practices include the use of Candidate Copy questions and assessed competencies provided to all candidates during interviews.
2. **Application Review** – Standardized procedures, albeit manual in nature, are in place for the scrutiny of employment applications. These procedures include the use of a template that reflects the required criteria of the position in question relative to the applicant’s experience as documented in their application.
3. **Hiring Responsibilities and Conflicts of Interest** – As a standard practice, all panel members are required to sign a form indicating that they have no conflicts of interest when discharging their responsibility as a member of the interview panel.
4. **Unsuccessful Applicants** – Applicants who are unsuccessful in their attempts to secure employment with the Board are afforded the opportunity for feedback upon request.

#### **E. METRICS AND ACCOUNTABILITY**

1. The statistical data below reflects the work of recruitment staff who diligently address various annual job vacancies. The Human Resources department is continuing to focus on investing in more resources and tools to better position the department to address the needs of the Board.



**ANNUAL RECRUITMENT STATISTICS**  
**SEPTEMBER 2017 to JUNE 2018**

<b>Group</b>	<b>Candidates Interviewed</b>	<b>Successful (Yes)</b>	<b>Unsuccessful (No)</b>	<b>Debriefs Granted</b>	<b>Hired (Yes letter)</b>
Occasional Teachers	583	437	146	21	340
Caretakers	171	141	30	1	109
Secretaries	59	54	5	1	48
Early Childhood Educators	92	70	22	4	42
Educational Assistants	125	97	28		95
Library Technicians	18	14	4		12
Parenting/Family Literacy Centres	2	1	1		1
Non-Union	67	16	51		16
<b>Totals</b>	<b>1117</b>	<b>830</b>	<b>287</b>	<b>27</b>	<b>663</b>

2. **Comment regarding Occasional Teacher recruitment statistics** – 78% of those candidates that were successful on the interview were actually hired as many of these candidates simultaneously interview with other boards and accept other offers of employment.
3. **Comment regarding Early Childhood Educator (ECE) recruitment stats** – Only 60% of successful ECE interview candidates are actually hired. This is a reflection of the province wide demand for ECEs, which results in them receiving multiple offers of employment.
4. **Comment regarding Education Assistant (EA) recruitment stats** – the board is able to attract and hire 98% of its successful EA interview candidates.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### UPDATED LIST OF ALL GYMNASIUM ADDITION PRIORITIES (ALL WARDS)

*"I can do all things through Him who strengthens me."  
Philippians 4:13 (NRSVCE)*

Created, Draft	First Tabling	Review
September 4, 2018	September 13, 2018	

P. de Cock, Comptroller, Business Services  
F. Cifelli, P. Keyes, J. Shanahan, J. Wujek, K. Malcolm, M. Caccamo, P. Aguiar, S. Campbell  
Superintendents of Learning, Student Achievement and Well-Being  
D. Friesen, (Acting) Executive Superintendent of Facilities Services

### RECOMMENDATION REPORT

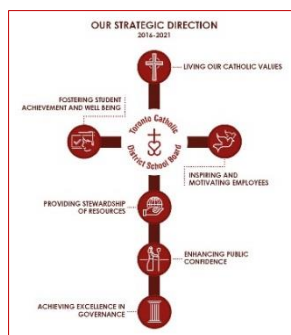
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Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

T. Robins  
Acting Associate Director  
of Planning and Facilities

L. Noronha  
Executive Superintendent  
of Business Services and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

*This report recommends that staff prepare business cases for submission to the Ministry of Education for approval of the use of Proceeds of Disposition (POD), along with approved child care funding, for gymnasium additions and child care renovations at the following schools:*

- *St. Edmund Campion Catholic School*
- *St. Albert Catholic School*
- *St. Bernard Catholic School (previously approved by Board)*
- *St. Kevin Catholic School (previously approved by Board)*
- *Father Serra Catholic School (previously approved by Board)*
- *St. Margaret Catholic School (previously approved by Board)*

These recommendations are based on the updated list of gymnasium addition priorities, derived from application of the gymnasium criteria matrix approved by Board in June 2017 to all schools with under-sized gyms, including consideration of child care funding as a factor.

*The estimated POD required for six combined gymnasium/child care projects is \$13.3m. A subsequent report detailing the estimated project costs for the proposed gymnasium/child care projects will be provided to the Board in winter 2019, with a request to proceed using a combination of childcare funding surplus and POD and a reconciliation of the POD balance.*

*The cumulative staff time required to prepare this report was 12 hours*

## **B. PURPOSE**

1. In response to a report on April 19, 2018 to the Corporate Services, Strategic Planning and Property Committee to approve revisions to the application of the gymnasium criteria matrix to account for funding for child care additions, the Board directed staff to bring back an updated ranked list of gymnasium addition priorities, both with and without child care.

## **C. BACKGROUND**

1. On June 8, 2017, the Board approved a criteria matrix to prioritize schools for new gymnasiums, subject to Ministry funding approval, as noted below:

	<b>Criteria</b>	<b>Points</b>
	Combined stage & gymnasium area less than EDU Space Benchmark based on OTG.	Yes/No
1	External funding opportunities to fully or partially fund gymnasium addition (minimum 50%).	30*
2	Combined stage & gymnasium s.f. area/by OTG	10
3	Facility Condition Index of School (FCI)	10
4	LTAP recommends a major addition or replacement school	10
5	Space deficiency of exterior play space based on 175 s.f./pupil	5
6	Current school utilization rate	4
7	School utilization rate by 2026	4
8	Access to other play or physical activity space in building	3
9	Barrier-free access to existing gymnasium, from within the building and from the site/exterior.	3
10	Site Size	2

\* Reduced to 15 points for less than 50% external funding

2. On November 9, 2017, the Corporate Services, Strategic Planning and Property Committee approved the application of the matrix, and ranking of all TCDSB schools, identifying the top twenty (20) elementary schools as well as top ten (10) secondary schools. There are 107 TCDSB elementary schools with combined stage and gymnasium areas below 3000 square feet.
3. Also on November 9, 2017, the Board approved a new accommodation plan for the St. Margaret community, including a new TCDSB school on Baycrest Avenue and use of surplus previously approved Proceeds of Disposition (POD), plus a portion of funding requested for a child care addition, to construct a gymnasium and elevator addition at St. Margaret on Carmichael and renovate the existing gymnasium for child care, subject to Ministry approval. This strategy arose out of staff concerns that the site was too small to accommodate both a child care addition and a gym addition. Redirecting child care addition funding to child care retrofits within existing gymnasium space provides surplus funding that can be used towards a new

gymnasium addition and also leverages efficiencies in the construction process and better utilizes the sites and funding. Further efficiencies can be realized by including renewal upgrades and cooling centres in the projects.

4. The Board received approval of funding for three (3) child care additions in January 2017 (currently in design), for thirteen (13) child care additions in December 2017 and for a child care addition at St Margaret Elementary School in March 2018. Based on the gym addition/child care retrofit proposal for St. Margaret, staff initiated discussions with the Ministry regarding the potential to apply this strategy to other schools funded for child care additions that also ranked high in priority for gym additions, to leverage efficiencies in the construction process and to better utilize sites and funding.
5. On January 24, 2018, the Chair of the Board sent a letter to the Ministry of Education seeking funding for a multi-year phased gymnasium addition program. The Minister of Education sent a response to the Chair on March 29, 2018, (Appendix A), stating that she would be prepared to allow the TCDSB to use POD to expand gymnasiums at the four sites where child care additions have been approved, namely Father Serra, St. Bernard, St. Kevin and St. Margaret, subject to a proper assessment of specific requests.
6. On April 19, 2018, the Board approved the following based on the March 29, 2018 letter from the Ministry and a revised application of the gymnasium criteria matrix:
  1. *That the Board approve proceeding with the four top-ranked schools for gymnasium additions as detailed in the Ministry of Education letter, to be funded from Proceeds of Disposition and savings from the childcare retrofits.*
  2. *That the Board submit a request to the Ministry of Education for other gymnasium additions.*
  3. *That staff bring back an updated list of all Gymnasium projects.*

The list provided in Appendix B of the April 2018 report included only schools that had receiving funding for child care additions.

## D. METRICS AND ACCOUNTABILITY

1. **Appendix B** provides a consolidated list ranking all schools for gymnasium additions, as per the criteria approved in June 2017, including points under Criteria # 1, External Funding, for use of surplus child care funding.
2. Under Criteria # 1, External Funding, 15 points were given to Capital funding for a child care addition (as per the April 2018 report), not the full 30 points, as the funding is less than 50% of the cost of the gym. The exception is St. Margaret for which 30 points were given, as the previously approved POD plus surplus child care funding provides greater than 50% funding for the gym.
3. On March 27, 2019, the Director of Education submitted a letter and cost estimate to EDU requesting approval to use surplus previously approved POD and surplus child care funding to construct a new gymnasium and elevator addition at **St. Margaret** Catholic School.
4. Unreserved development levies previously committed to a replacement school for St. Margaret can also be redirected towards a gym addition. With these funds and surplus child care funding from doing a retrofit instead of an addition, the amount of POD required and available for the gym addition is estimated by staff (based on an earlier feasibility study) at \$1,110,924.
5. An architect has been retained and design work is underway for the child care at the fifth ranked school in Appendix B, **St. Albert**. In order to not miss an opportunity to take advantage of the child care project to potentially provide a new gym for the school, staff requested the architect to carry out a space planning study of the existing gym area to determine if the five room child care program could fit in this area, and to provide an Order of Magnitude Class 'D' cost estimate for a child care retrofit in the gym and a gymnasium addition.
6. Based on the architect's analysis, it would be feasible to retrofit the existing gym, change rooms and staff room to accommodate the child care at St. Albert and construct a new gym and staff room at a cost of approximately \$4,465,000, of which the gym addition would cost \$2.5M. Approved funding for the five-room child care addition is \$2,571,267, therefore the amount of POD required to complete both the gym and the child care is estimated at \$1,893,733.

7. Costs will vary depending on site conditions, existing building configuration and renewal work required, however based on the costing for St. Albert, a reasonable average estimate of POD required for a combined gymnasium/child care project is \$2M. The April 2018 report proposed an estimated expenditure of \$13.3M in POD. This could potentially fund up to six projects, including \$200,000 for renewal upgrades and cooling centres. A subsequent report detailing the estimated project costs for up to six gymnasium/child care projects will be provided to the Board, with a request for approval to proceed using a combination of childcare funding surplus and POD.

## **E. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

1. A Request for Proposals has been issued to engage architectural firms to provide design services for the fourteen (14) newly approved child care addition projects and proposals received are currently being evaluated by staff. The scope of work for the four schools identified in the Ministry letter in Appendix A, namely **St. Bernard, St. Kevin, Father Serra and St. Margaret**, includes review of physical feasibility and preliminary costing for gymnasium additions and conversion of the existing gyms for child care use.
2. Consideration should be given to also reviewing the feasibility of a gym addition and child care retrofit at **St. Edmund Campion**. Although it was not listed in the Ministry letter, it has received funding for a child care addition and is ranked third in Appendix B according to the Board's gym criteria matrix.
3. Upon receiving confirmation of the feasibility of retrofitting existing gyms for child care use, preliminary cost estimates from the architects, and availability of sufficient POD, a letter will be submitted to the Ministry of Education requesting approval to proceed with the gymnasium additions at the six schools noted above, using both POD and surplus child care funding. The letter will include reconciliation of available POD and POD expenditures and the rationale for this use of POD. There would also be an opportunity to include renewal and accessibility upgrades in these projects.



4. The City of Toronto Children and Youth Services would also need to review and approve the revised timeline – as this could potentially add another year to the completion of the childcares.
5. Principals of the approved schools will receive a letter for distribution to their respective school community, indicating the Board's intention to seek funding approval from the Ministry.
6. As per Board policy, consultation with each school's Local Design Committee (LDC) will take place during the design development phase of the project.
7. Monthly project status letters will be provided to the school principal for distribution to the school community throughout the project approval and construction phases. This information will also be posted on the Board's web site.

## **F. STAFF RECOMMENDATION**

1. That staff review the feasibility and costing of a gymnasium addition and child care retrofits for submission to the Ministry of Education for approval of the use of Proceeds of Disposition, in addition to previously approved child care funding, at St. Edmund Campion Catholic School.
2. That staff include the completed space analysis and costing for a gymnasium addition and child care retrofit at St. Albert Catholic School in the submission to the Ministry of Education for approval of the use of Proceeds of Disposition, in addition to previously approved child care funding.
3. That staff provide a reconciliation of available Proceeds of Disposition, anticipated expenditures and the declining balance after each proposed gymnasium/child care project for Board approval and submission to the Ministry of Education for approval, including four previously approved projects, namely St. Bernard, St. Kevin, Father Serra and St. Margaret, as well as St. Edmund Campion and St. Albert Catholic Schools.



## APPENDIX A

### Ministry of Education

Minister

Mowat Block  
Queen's Park  
Toronto ON M7A 1L2

### Ministère de l'Éducation

Ministre

Édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2



March 29, 2018

Ms. Barbara Poplawski  
Chair of the Board  
Toronto Catholic District School Board  
80 Sheppard Avenue East  
Toronto ON M2N 6E8  
[barbara.poplawski@tcdsb.org](mailto:barbara.poplawski@tcdsb.org)

Dear Ms. Poplawski,

Thank you for your letter dated January 24, 2018 requesting approval for the Toronto Catholic District School Board (TCDSB) to use its Proceeds of Disposition (POD) for the purpose of implementing a phased program to undertake program-related improvements to build new, larger gymnasiums at several of the board's schools.

Under *Ontario Regulation 193/10 – Restricted Purpose Revenues* (O. Reg. 193/10), POD funds are designated to be used to address school renewal needs. However, school boards may also request an exemption from the Minister to use POD funding for other purposes under O. Reg. 193/10. Such requests are assessed on the basis of a business case made by the board for a particular project.

The Ministry of Education recognizes that several TCDSB schools are facing constraints with respect to the size of their existing gymnasiums. In your letter, you noted that the TCDSB had approved a priority ranking in November 2017 to determine where gym expansions should occur based on an evaluation matrix approved in June 2017. Since that time, board staff have informed my ministry that the TCDSB is working to re-prioritize this list of school gymnasiums to account for recent funding approvals for child care additions to some schools.

I appreciate that proceeding with potential gym expansions concurrently with child care additions could allow the board to leverage efficiencies in the construction process, and may allow for additional renewal work to take place concurrently.

As such, I would be prepared to grant an exemption under O.Reg 193/10 to allow the TCDSB to use POD to expand gymnasiums at the following sites where childcare additions have been approved, subject to a proper assessment of specific requests.

.../2

We look forward to receiving information on the following sites contained in your last submission:

- Father Serra Catholic School
- St. Bernard Catholic School
- St. Kevin Catholic School
- St. Margaret Catholic School

As with any request from a school board, the ministry will require that the TCDSB provide a reconciliation of its unencumbered POD and prepare a properly costed business case to indicate how any gymnasium-related investment of POD would demonstrate merit over general school renewal needs. I encourage the TCDSB to submit these details as soon as possible.

I understand that on April 12, 2018, the TCDSB will be reviewing a re-prioritized list of schools with child care capital funding approvals that may require potential gymnasium expansions. The ministry looks forward to receiving this information as part of the TCDSB's formal request, and remain open to considering additional requests at a future date based on your local needs and priorities.

Thank you again for taking the time to write. I trust that this information is helpful.

Sincerely,

A handwritten signature in black ink, reading "Indira Naidoo-Harris". The signature is fluid and cursive, with the first name "Indira" being more prominent and the last name "Naidoo-Harris" following in a similar style.

Indira Naidoo-Harris  
Minister

cc. R. McGuckin, Director of Education  
D. Koenig, Associate Director, Academic Affairs  
L. Noronha, Executive Superintendent of Business Services and CFO  
TCDSB Trustees  
TCDSB Superintendents

<b>Top 20 - Elementary Schools - Gym Size Analysis (Revised)</b>				
<b>RANK</b>	<b>School Name</b>	<b>Ward</b>	<b>Approved ChildCare Funding</b>	<b>Board Approved - April 2018</b>
1	St Bernard CS	3	3 Room Addition	x
2	St Kevin CS	7	3 Room Addition	x
3	St Edmund Campion CS	12	3 Room Addition	
4	Father Serra CS	1	3 Room Addition	x
5	St Albert CS	7	5 Room Addition	
6	St Barbara C S	12	3 Room Addition	
7	St Margaret CS	5	5 Room Addition	x
8	Our Lady of Perpetual Help CS	9		
9	St Rose of Lima CS	12		
10	Santa Maria CS	6	2 Room Addition	
11	St Anselm CS	11		
12	Blessed Sacrament CS	5		
13	St Jean de Brebeuf	8	3 Room Addition	
14	Nativity of Our Lord CS	2	5 Room Addition	
15	St Pius X CS	10		
16	Josyf Cardinal Slipyj CS	2		
17	St Isaac Jogues CS	11		
18	Holy Spirit CS	7		
19	St Vincent de Paul CS	10		
20	Our Lady of Peace CS	2		



## REPORT TO

# CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

## SUMMARY OF REPORTS APPROVED BY DELEGATED AUTHORITY, SUMMER CONTRACTS 2018 (ALL WARDS)

*"I can do all things through him who strengthens me."  
Philippians 4:13 (NRSVCE)*

Created, Draft	First Tabling	Review
September 4, 2018	September 13, 2018	

M. Zlomislic, (Acting) Senior Coordinator, Capital Development  
M. Farrell, Coordinator, Materials Management  
P. de Cock, Comptroller, Business Services  
F. Cifelli, P. Keyes, J. Shanahan, J. Wujek, K. Malcolm, M. Caccamo, P. Aguiar, S. Campbell  
Superintendents of Learning, Student Achievement and Well-Being  
D. Friesen, (Acting) Executive Superintendent of Facilities Services

## INFORMATION REPORT

### Vision:

*At Toronto Catholic we transform the world through witness,  
faith, innovation and action.*

### Mission:

*The Toronto Catholic District School Board is an inclusive  
learning community uniting home, parish and school and rooted  
in the love of Christ.*

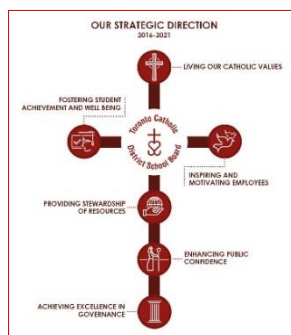
*We educate students to grow in grace and knowledge to lead lives  
of faith, hope and charity.*

Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

T. Robins  
Acting Associate Director  
of Planning and Facilities

L. Noronha  
Executive Superintendent  
of Business Services and  
Chief Financial Officer



## **A. EXECUTIVE SUMMARY**

As outlined in the June 7, 2018 report - Delegating of Authority for Approval of Summer Contract Awards 2018 (All Wards), the Board of Trustees approved the report and requested that a follow-up information report be provided in September 2018. *As requested and following Board Purchasing Policy FP01, this report confirms that there were no projects approved, under delegated authority, by the Director of Education during the summer months 2018.*

*The cumulative staff time required to prepare this report was 1 hour.*

## **B. PURPOSE**

1. Board approval is required for tender awards for new school construction, major additions and other projects for which a project budget has not been approved, or the approved project budget has been exceeded. During the summer period when the Board is not scheduled to meet, the Board typically delegates approval authority to the Director of Education or designate.

## **C. BACKGROUND**

1. The Board Purchasing Policy FP01 provides delegation of authority to the Director of Education to approve the award of all contracts and expenditures where the budget, project or report has been approved by the Board with the exception of:
  - a. New school construction and major school additions;
  - b. Contracts that have exceeded the approved budget;
  - c. Significant strategic initiative.
2. In order to facilitate tender awards during the summer period when the Board and Committees do not meet, the Board has approved a further delegation to the Director for tender awards for Facilities projects that fall under exceptions a and b above.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

1. On June 7, 2018, the Board of Trustee approved the report entitled Delegating of Authority for Approval of Summer Contract Awards 2018 (All Wards).

## **E. ACTION PLAN**

1. There were no projects approved by delegated authority during the summer months 2018.

## **F. CONCLUDING STATEMENT**

This report is provided for the information of the Board of Trustees.



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### CAPITAL PROGRAM UPDATE 2018 (ALL WARDS)

*"I can do all things through Him who strengthens me."  
Philippians 4:13 (NRSVCE)*

Created, Draft	First Tabling	Review
September 4, 2018	September 13, 2018	
M. Zlomislic, (Acting) Senior Coordinator, Capital Development M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services F. Cifelli, P. Keyes, J. Shanahan, J. Wujek, K. Malcolm, M. Caccamo, P. Aguiar, S. Campbell Superintendents of Learning, Student Achievement and Well-Being D. Friesen, (Acting) Executive Superintendent of Facilities Services		
<b>INFORMATION REPORT</b>		

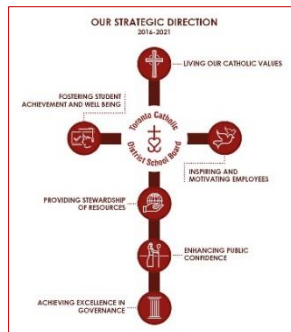
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## A. EXECUTIVE SUMMARY

This report updates the Board on the status of the Capital Program, now consisting of eight Phases from 2008-2018, under the following Ministry of Education Capital grants and other funding:

Phase	Years	Funding
1	2008-12	Primary Class Size (PCS)/ Enrolment Pressures (EP)
2	2010-14	New Pupil Places (NPP)/Enrolment Pressures (EP)
3	2010-12	Capital Priorities (CP) and Full Day Kindergarten
4	2013-15	Full Day Kindergarten and Proceeds of Disposition(POD)
5	2013-14	Full Day Kindergarten
6	various	Development Funded
7	2015-17	Capital Priorities (CP)/School Consolidation Capital (SCC)
8	2017	Child Care Capital and City of Toronto

In growth areas of the City, Education Development Charges (EDCs) cover site preparation costs, such as storm water management, removal of hazardous materials, infrastructure upgrades and costs related to poor soils. Additional Capital Priorities and Capital Lands funding has been provided for unique site costs, chiefly site preparation costs where EDCs are not available, difficult site grading, third storey premium for small sites, Toronto Green Standards and the Toronto Green Roof By-law.

Phases 1, 2 and 5 of the Capital Program are complete except for minor landscaping deficiencies. Phase 3 is over 50% complete, with the occupancy of St. Simon and Holy Trinity Catholic Schools this past spring, and construction of St. Joseph's Morrow Park and St. John the Evangelist Schools well under way. Appendix A provides the updated project costs and funding for Phases 3 to 8, currently in various stages from consultant selection through to construction.

**The cumulative staff time dedicated to developing this report was 20 hours.**



## B. PURPOSE

This report provides an update on the status of the Capital program, including a summary of project budget approvals and additional funding approved by the Ministry of Education (EDU).

## C. BACKGROUND

1. The Board's current Capital Program, commencing in 2008, consists of 8 phases of work, funded from Ministry grants, Board Proceeds of Disposition (POD) and Development levies/contributions as follows:

Phase	# of Projects	Description	Primary Funding Source	Status
1	16	Elementary school additions	EDU Primary Class Size (PCS), Enrolment Pressures (EP)	Complete
2	6	New Elementary Schools	EDU EP, New Pupil Places (NPP)	Complete/ remedial work nearing completion
3a	64	FDK Years 1-3	EDU FDK Grant	Complete
3b	5	3 New Elementary/ 2 Secondary Schools	EDU 2011 Capital Priorities Grant (CPG)	3 complete/ 2 under construction/ 1 in development
4	9	2 New Elementary Schools/ 6 Additions to replace portables	EDU 2013-15 CPG/ Board Proceeds of Disposition (POD)	3 complete/ 3 nearing completion/ 2 in development/ 1 in site acquisition
5a	42	Elementary school retrofits for FDK Year 4 (2013)	EDU FDK Grant	Complete
5b	33	Elementary school additions and retrofits	EDU FDK Grant	Complete

		for FDK Year 5 (2014)		
<b>6</b>	1	Joint Community Centre/Catholic School/Public School	Development Levies	In construction
<b>7</b>	7	Replacement Schools 5 Elementary/ 1 Secondary / 1 Gr 3-12	EDU 2015-16 CPG/ School Consolidation Capital (SCC)	3 in design/ 4 in Consultant selection
<b>8a</b>	36	Retrofit existing child cares to toddler/infant	EDU Schools-First Grant	Complete
<b>8b</b>	20	EDU funded Child Care 5 retrofits/ 15 additions	EDU Child Care Capital (B11 and B06)	1 in development/7 in design/ 12 in consultant selection
<b>8c</b>	6	City funded Child Care 3 retrofits/ 3 additions	City of Toronto	3 in construction/ 3 in design

2. Since the last Capital Program Update issued in June 2017, the Board has received Capital Funding for 3 new schools and 14 new child care additions/retrofits, amounting to **\$57,053,453**.

#### **D. EVIDENCE/RESEARCH/ANALYSIS**

1. The value of current active (in progress) Capital projects is **\$357,194,492**. Refer to Appendix A for a detailed financial breakdown and project status for Phases 3-8.
2. The Ministry recognizes that there are site specific costs that are not included in the construction standard outlined in the *Report from the Expert Panel on Capital Standards* on which the benchmark funding is based. The Ministry will provide additional funding for these site specific costs upon review of a detailed cost estimate. This additional funding must be approved prior to requesting ATP.
3. Refer to Appendix B for a summary by project of additional funding received and pending from the Ministry of Education for unique site costs, including storm water management, removal of hazardous materials, costs related to infrastructure upgrades, poor soils, difficult site grading, third

storey premium for small sites, Toronto Green Standard and green roof by-law.

4. The following is a summary of the status of the active projects:
  - This past spring The Holy Trinity and St. Simon were occupied, with final deficiencies to be completed;
  - St. John the Evangelist and St. Joseph Morrow Park are under construction and are 49% and 12% complete respectively. Currently St. John the Evangelist is delayed with completion anticipated for Spring 2019 as a result of the finalization of agreements and culvert permits from Metrolinx;
  - St. Margaret is in development with the appointment of an architect next month, and the Baycrest project is in development awaiting Ministry approval to redirect previously approved POD for St. Margaret and for child care funding;
  - Additions at St. Clement and St. Paschal Baylon were occupied this September, and the addition at St. Augustine is expected to be complete for March Break 2019;
  - Bishop Macdonell is progressing well and construction is 40% complete;
  - Consultant Prequalification and selection is under way for Blessed Cardinal Newman, St. Michael Choir, St. Matthias, and Holy Angels and expected to be complete this fall;
  - St. Antoine Daniel, St. Leo and St. Bruno-St. Raymond replacement schools are at various stages of design development with the architects;
  - Ministry and City funded child care retrofits and additions are at various stages of design and construction.
5. The Ministry of Education has not yet issued a memorandum calling for 2018 Capital Priority funding, therefore submission requirements for new Capital funding are not known at this time.
6. The Board's Capital Program has resulted in the removal of 278 portables from the system since 2008, with a further 37 to be removed upon completion of Phase 7.

## **E. METRICS AND ACCOUNTABILITY**

1. Capital project budgets are monitored through the Board's financial systems and audit processes and financial status is reported to the Ministry of Education twice a year through the Capital Asset Project Template.
2. Since 2010, all Capital project supervisors employed by the Board have been trained architects with experience in construction contract administration. The supervisors understand the construction process and related construction contract legal implications, resulting in a reduction in construction related legal claims against the Board. It has also resulted in a high level of quality control of both design and construction.
3. All Capital Project Supervisor salaries are charged to the Capital projects budgets on which they work, with the cost ranging for 0.8% to 3% of the project budget, depending on the size and complexity of the project.
4. Other costs such as legal fees and site acquisition that fall outside of the Capital funding benchmark are charged to Education Development Charges, if eligible, or submitted to the Ministry as unique site-related costs.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.

## APPENDIX A: CAPITAL PLAN SUMMARY SEPTEMBER 2018

School/Project Name	Project Type	% Complete	Current Project Budget/Cost	Total EDU Funding	EDC Funded Costs	Other (City, Develop't Levies, Archdi etc.)	EDU Approved Board POD	Total Project Funding	Funding Surplus/ (Shortfall)
Phase 1 - 16 Additions		100%	\$61,652,200	\$61,750,493	\$0	\$0	\$0	\$61,750,493	\$98,293
Phase 2 - 6 New Schools Final Cost		100%	\$64,397,090	\$63,883,572	\$903,363	\$200,000	\$0	\$64,986,935	\$589,845
Phase 3a FDK Years 1 - 3 - Retrofits Final Cost		100%	\$5,475,279	\$5,475,279	\$0	\$0	\$0	\$5,475,279	\$0
Phase 3b								\$0	\$0
Monsignor Fraser	Addition	100%	\$2,208,967	\$0		\$2,208,967		\$2,208,967	\$0
The Holy Trinity	New School - Elementary	99%	\$13,326,676	\$10,770,174	\$2,556,502			\$13,326,676	\$0
St. Joseph Morrow Park	New School - Secondary	12% Construction	\$32,483,045	\$22,543,937	\$9,939,108			\$32,483,045	\$0
Dante Aligheri/ Regina Mundi	New School - Secondary	Study	\$34,497,751	\$32,818,951	\$1,281,944	\$396,856		\$34,497,751	\$0
St. John the Evangelist	New School - Elementary	49% Construction	\$20,429,550	\$12,299,165	\$5,532,233	\$2,598,152		\$20,429,550	\$0
St. Simon	New School - Elementary	99% construction	\$12,464,734	\$11,543,162	\$921,572			\$12,464,734	\$0
Phase 3 Total			\$115,410,723	\$89,975,389	\$20,231,359	\$5,203,975	\$0	\$115,410,723	\$0
Phase 4								\$0	\$0
Baycrest Avenue	New School - Elementary	Design	\$13,858,009	\$3,139,978	\$1,500,000		\$8,818,031	\$13,458,009	(\$400,000)
St. Margaret @ Carmichael	Addition	RFP	\$4,962,210	\$3,093,612		\$596,314	\$1,272,284	\$4,962,210	\$0
St. Fidelis	TBD	Site Acquisition	\$15,007,117	\$13,726,750	\$460,143			\$14,186,893	(\$820,224)
St. Malachy	Addition	100%	\$3,964,743	\$3,964,743				\$3,964,743	(\$0)
Our Lady of Wisdom	Addition	100%	\$3,899,980	\$2,975,509			\$924,471	\$3,899,980	(\$0)
St. Paschal Baylon - Ph 2	Addition	93% construction	\$13,791,511	\$2,157,209			\$11,634,302	\$13,791,511	\$0
St. Ursula	Addition	100%	\$3,013,889	\$1,701,538			\$1,312,351	\$3,013,889	\$0
St. Eugene	Addition	100%	\$8,674,961	\$1,803,872			\$7,628,602	\$9,432,474	\$757,513
St. Victor	Addition	100%	\$5,519,621	\$1,891,844			\$4,362,586	\$6,254,430	\$734,809
St. Augustine - Phase 2	Addition	92% construction	\$8,207,593	\$8,207,593				\$8,207,593	\$0
St. Clement	Addition	94% Construction	\$7,488,103	\$7,488,103				\$7,488,103	\$0
Phase 4 Total			\$88,387,737	\$50,150,750	\$1,960,143	\$596,314	\$35,952,627	\$88,659,835	\$272,098
Phase 5a - FDK Year 4 Retrofits - Final			\$9,683,289	\$9,683,289	\$0	\$0	\$0	\$9,683,289	\$0
Phase 5b - FDK Year 5 Retrofits & Small Additions - Final			\$34,703,015	\$34,699,898	\$0	\$3,116	\$0	\$34,703,014	(\$0)
Phase 6									
Bishop Macdonell/Railway Lands	New School - Elementary	40% construction	\$19,624,176	\$0	\$0	\$19,624,176	\$0	\$19,624,176	\$0

## APPENDIX A: CAPITAL PLAN SUMMARY SEPTEMBER 2018

School/Project Name	Project Type	% Complete	Current Project Budget/Cost	Total EDU Funding	EDC Funded Costs	Other (City, Develop't Levies, Archdi etc.)	EDU Approved Board POD	Total Project Funding	Funding Surplus/ (Shortfall)
<b>Phase 7</b>									
Blessed Cardinal Newman	New School - Secondary	RFP	\$33,704,421	\$30,404,421	\$2,300,000			\$32,704,421	(\$1,000,000)
St. Leo/ St. Louis	New School - Elementary	25% Design	\$15,909,203	\$12,362,048	\$3,086,880			\$15,448,928	(\$460,275)
St. Bruno/St. Raymond	New School - Elementary	75% Design	\$14,068,541	\$11,067,283	\$0			\$11,067,283	(\$3,001,258)
St. Antoine Daniel	New School - Elementary	5% Design	\$15,070,104	\$13,220,104	\$1,074,226			\$14,294,330	(\$775,774)
Holy Angels	New School - Elementary	RFP	\$15,224,996	\$15,142,540	TBD	TBD		\$15,142,540	(\$82,456)
St. Matthias	New School - Elementary	RFP	\$13,785,309	\$13,785,309	TBD			\$13,785,309	\$0
St. Michael Choir	New School	RFP	\$11,155,222	\$11,155,222	TBD	TBD	TBD	\$11,155,222	\$0
<b>Total Phase 7</b>			<b>\$118,917,796</b>	<b>\$107,136,927</b>	<b>\$6,461,106</b>	<b>\$0</b>	<b>\$0</b>	<b>\$113,598,033</b>	<b>(\$5,319,763)</b>
<b>Phase 8 Child Care</b>									
<b>8a. Schools-FirstChild Care Retrofits Total</b>			<b>\$3,600,900</b>	<b>\$3,600,900</b>				<b>\$3,600,900</b>	<b>\$0</b>
<b>8b. Ministry Capital Funded Child Care Additions/Retrofits</b>									
Regina Mundi Child Care	Child Care	On Hold	\$2,047,510	\$1,577,510		\$470,000		\$2,047,510	\$0
Holy Family	Child Care	5% Design	\$794,068	\$794,068				\$794,068	\$0
St. John Vianney	Child Care	5% Design	\$771,380	\$771,380				\$771,380	\$0
Blessed Pope Paul VI	Child Care	10% Design	\$529,379	\$529,379				\$529,379	
Pope Francis	Child Care	10% Design	\$794,069	\$794,069				\$794,069	
Nativity of Our Lord	Child Care	50% Design	\$2,571,267	\$2,571,267				\$2,571,267	\$0
St. Albert	Child Care	60% Design	\$2,571,267	\$2,571,267				\$2,571,267	\$0
St. Thomas Aquinas	Child Care	30% Design	\$2,571,267	\$2,571,267				\$2,571,267	\$0
Father Serra CS	Child Care	RFP	\$1,542,762	\$1,542,762				\$1,542,762	
Santa Maria	Child Care	RFP	\$1,028,508	\$1,028,508				\$1,028,508	
St. Andre	Child Care	RFP	\$1,542,762	\$1,542,762				\$1,542,762	
St. Barbara	Child Care	RFP	\$1,542,762	\$1,542,762				\$1,542,762	
St. Bernard	Child Care	RFP	\$1,542,762	\$1,542,762				\$1,542,762	
St. Dominic Savio	Child Care	RFP	\$1,542,762	\$1,542,762				\$1,542,762	
St. Edmund Campion	Child Care	RFP	\$1,542,762	\$1,542,762				\$1,542,762	
St. Gerald	Child Care	RFP	\$1,542,762	\$1,542,762				\$1,542,762	
St. Jean de Brebeuf	Child Care	RFP	\$1,542,762	\$1,542,762				\$1,542,762	

School/Project Name	Project Type	% Complete	Current Project Budget/Cost	Total EDU Funding	EDC Funded Costs	Other (City, Develop't Levies, Archdi etc.)	EDU Approved Board POD	Total Project Funding	Funding Surplus/ (Shortfall)
St. Jude	Child Care	RFP	\$514,254	\$514,762				\$514,762	
St. Kevin	Child Care	RFP	\$1,542,762	\$1,542,762				\$1,542,762	
St. Nicholas of Bari	Child Care	RFP	\$1,542,762	\$1,542,762				\$1,542,762	
<b>8c. City of Toronto Funded Child Care Additions/Retrofits</b>									
St. Columba	Child Care	90% construction	\$1,422,000	\$22,000		\$1,400,000		\$1,422,000	\$0
St. Maurice	Child Care	97% construction	\$1,422,000	\$22,000		\$1,400,000		\$1,422,000	\$0
St. Stephen	Child Care	99% construction	\$1,422,000	\$22,000		\$1,400,000		\$1,422,000	\$0
St. Bartholomew	Child Care	95% Design	\$2,600,000	\$0		\$2,600,000		\$2,600,000	\$0
St. Barnabas	Child Care	95% Design	\$2,600,000	\$0		\$2,600,000		\$2,600,000	\$0
St. Roch	Child Care	50% Design	\$1,900,000	\$0		\$1,900,000		\$1,900,000	\$0
<b>Total Child Care</b>			<b>\$44,587,489</b>	<b>\$32,817,997</b>	<b>\$0</b>	<b>\$11,770,000</b>	<b>\$0</b>	<b>\$44,587,997</b>	<b>\$508</b>
<b>Total Capital Program Budgets/ Costs</b>			<b>\$569,044,992</b>	<b>\$455,640,079</b>	<b>\$33,831,731</b>	<b>\$37,487,581</b>	<b>\$35,952,627</b>	<b>\$562,912,018</b>	<b>(\$6,132,973)</b>
<b>Completed Projects Value</b>			<b>\$211,850,500</b>						
<b>Total Current Project Value</b>			<b>\$357,194,492</b>						

## APPENDIX B

## Capital Program Phases 3, 4 and 7 Summary of Ministry Funding for Unique Site Costs

Sept 6 2018

School Name	The Holy Trinity	St. Simon	St. Victor	St. Paschal Baylon	St. Eugene	St. Ursula	St. Clement	St. John the Evangelist	St. Augustine	St. Joseph Morrow Park	St. Raymond	Total Approved
Site Plan Approval/PPR Municipal Fees	100% EDC	-		0	0			100% EDC		100% EDC		-
Removal of Material/Trees/Shrubs/Debris From Site	100% EDC	-	-	0	0			100% EDC		100% EDC		-
Tree Protection	100% EDC	-	-	0	0			100% EDC		100% EDC		-
Strip & Store Topsoil	100% EDC	-	-	0	0			100% EDC		100% EDC		-
Additional Excavation/Fill/Foundation Depth Poor Soils	100% EDC	134,072	136,894	201,255	568,010	23,591	185,931	100% EDC	76,620	100% EDC		1,326,373
Rough Grading/Retaining walls/exterior ramps	100% EDC	33,829	-	0	0	65,508		100% EDC	97,052	100% EDC		196,389
Storm Water System Including Retention Tanks, swales	100% EDC	70,107	148,132	173,672	175,915		247,227	100% EDC	340,184	100% EDC		1,155,237
Off-Site Municipal Upgrades (sidewalk, etc.)	100% EDC		61,296			49,780	28,605	100% EDC		100% EDC		139,681
Studies- Traffic, Arborist, Archeological, etc.	100% EDC	16,713		31,963	7,966		10,216	100% EDC	12,978	100% EDC		79,836
Building Demolition	100% EDC	317,420	-					100% EDC		100% EDC	1,573,027	1,890,447
Site Prep Related Hazardous Materials	100% EDC	6,641	-					100% EDC		100% EDC		6,641
New/Relocated Services to Site (Elec, Water, FO)	100% EDC	26,001	125,657		109,311			100% EDC	403,110	100% EDC		664,079
Temporary Services to Site	100% EDC	21,374						100% EDC	51,027	100% EDC		72,401
TCDSB Project Supervisor Cost Related to Site Prep	100% EDC	-		0				100% EDC		100% EDC		-
Consulting Fees Related to Site Prep	100% EDC	-	51,727	0	56,852			100% EDC		100% EDC		108,579
New Vehicular Drop-off/Internal Roadway	-	-		426,007				100% EDC	163,456	100% EDC		589,463
New/Relocated Water/Sanitary/Storm Service to Building	-	-		0	0	37,370	240,076	100% EDC		100% EDC		277,446
New Gas Service Property Line to Building	-	-		0	0			100% EDC		100% EDC		-
Demolition/Alterations/Abatement to connect addition	-	-	113,398	160,391	203,083	101,568	66,200	NA		100% EDC		644,640
TCDSB Supervisor	-	-		0	0			100% EDC		100% EDC		-
Fees/Permits Related to Other Unique Site Costs	-	-	9,926	33,970	30,740		107,500	100% EDC		100% EDC		182,136
Green Roof/Cash in Lieu	128,600	179,800	48,015	172,650	67,099			130,560		536,340		1,263,064
Garbage enclosure/ Screen fencing/Bike storage	20,403			43,929	17,367	7,359		29,422	30,648	79,936		229,064
Bird Friendly Glass/Operable Windows		25,029	11,238	36,778	30,648	24,819	12,259	166,051	12,259	62,000		381,081
Tree Replacment on Site and/or cash in Lieu	16,616		5,619	15,715	1,277	14,141	3,500		21,454	15,324		93,645
Other extraordinary landscaping requirements	62,946	113,648								363,690		540,284
Consulting Fees/Municipal Permits				15,417	6,475			30,864	34,488	89,778		177,022
TCDSB Supervisor				0				0				-
3 or 4 Storey Premium	207,005	-	-					477,087				684,092
Premium for Phasing		-	-	0	0							-
Premium for Difficult/Restricted/Small Site	82,276	-	-	0	0							82,276
Contingency Allowance							73,414		82,601	0		156,015
Post-Tender Changes due to Unique Site Issues		286,305		845,461								1,131,766
(Difference Approved-Requested))												-
<b>Total Unique Site Costs</b>	<b>\$517,846</b>	<b>\$1,230,939</b>	<b>\$711,901</b>	<b>\$2,157,208</b>	<b>\$1,274,742</b>	<b>\$324,136</b>	<b>\$974,928</b>	<b>\$833,984</b>	<b>\$1,325,876</b>	<b>\$1,147,068</b>	<b>\$1,573,027</b>	<b>\$12,071,654</b>





## REPORT TO

# CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

## COOLING CENTRES PROGRAM STATUS UPDATE (ALL WARDS)

*"I can do all things through Him who strengthens me."  
Philippians 4:13 (NRSVCE)*

Created, Draft	First Tabling	Review
September 4, 2018	September 13, 2018	

M. Iafrate, Senior Coordinator, Renewal  
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D. Friesen, (Acting) Executive Superintendent of Facilities Services

### INFORMATION REPORT

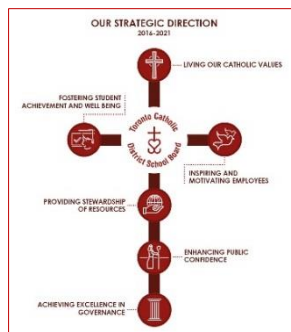
#### Vision:

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

#### Mission:

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



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Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

T. Robins  
Acting Associate Director  
of Planning and Facilities

L. Noronha  
Executive Superintendent  
of Business Services and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

*This report provides an update on the implementation of Cooling Centres in elementary and secondary schools that do not have air conditioning.* There are 146 TCDSB schools that do not have air conditioning or cooling centres, excluding new schools that are under construction or planned construction.

Cooling Centres have been incorporated into recent addition projects and will be included in upcoming child care projects. Board staff are in the process of retaining a project manager to expedite the roll-out of the Cooling Centres project across the system. Originally approved by Board as a four-year phased program, the time period may be shortened through the project manager approval. Year 1 work is planned to be completed by spring 2019.

The Cooling Centre program will also include installation of ceiling fans in third floor classrooms, where feasible. A pilot program has also been initiated to immediately provide portable fans in third floor classrooms.

*The cumulative staff time required to prepare this report was 10 hours.*

## **B. PURPOSE**

This report is provided in response to a trustee inquiry at the June 6, 2018 Corporate Services, Strategic Planning and Property Committee Meeting regarding hot classrooms, referred to staff for a status update report on air conditioning.

## **C. BACKGROUND**

1. On December 13, 2017, the Corporate Services, Strategic Planning and Property Committee approved a four-year phased implementation plan to add Cooling Centres at non-air conditioned schools.
2. The December 2017 report also recommended that the Annual Pupil Accommodation and Portable Classroom requirements report provide detailed information and recommendations for the installation of air conditioning units to portables classrooms and that the Chair of the Board send a letter to the Ministry of Education (EDU) regarding the impact of hot weather on interior air temperatures in classrooms.
3. In January, 2018, a letter was sent by the Chair of the Board to EDU regarding the growing public concern related to the dramatic negative health impact of extreme, hot weather temperatures on students and staff in non-air

conditioned schools and requesting additional funding to boards, in order to support and expand the installation of air conditioning in schools (refer to Appendix A).

4. On May 7, 2018, EDU sent a response to the Chair's letter, stating that they agree with the TCDSB's goal of prioritizing safe and healthy learning environments and that the Board's School Renewal Allocation (\$17M for the 2017-2018 year) can be used to install air conditioning in schools (refer to Appendix B).
5. On April 12, 2018, as part of the Annual Portable Plan, the Corporate Services, Strategic Planning and Property Committee approved a plan to install air conditioning in all portable classrooms over a period of five years, at a cost of \$160,000 per annum, to be funded from the School Renewal Grant.
6. In establishing the Cooling Centres, high efficiency variable refrigerant fluid (VRF) air conditioning equipment will be specified. Floor-standing and window-mounted portable air conditioning units are not recommended for classrooms for the following reasons:
  - These units are typically intended for residential use and do not have the capacity to sufficiently cool an occupied classroom;
  - Installing several units in a classroom would in most cases overload the electrical service;
  - These units must be vented to the outside through a removable panel that fits within the window which are not secure, creating a risk of break-ins and rain penetration;
  - Ongoing operations and maintenance costs of system-wide use of individual portable air conditioning units would be significant.

## **D. ACTION PLAN**

1. The steps and status of the phased Cooling Centre implementation are as follows:
  - i. Identify schools – 140 elementary schools and 6 secondary schools without air conditioning or a Cooling Centre (does not include new schools that are under construction or planned construction which will have Cooling Centres and an option for full cooling);

- ii. Cooling Centre definition – library or multi-program room; gymnasium in cases where other rooms are too small to accommodate at least two classes;
  - iii. Criteria established for prioritization of the schools over the four years; all wards to have Cooling Centres established each year of the four-year program until complete. Criteria used were, number of floors, OTG, FCI and year of construction. In addition, schools in which temperature data loggers were installed were placed in Phase 1.
  - iv. A Request for Proposals has been issued to select a Project Manager to provide turnkey services to complete the program over the four years. It may be possible to reduce the four-year period pending review and success of Year 1.
  - v. Year 1 work is planned to be completed by spring 2019;
  - vi. The Project Manager will also evaluate and expedite installation of ceiling fans on the upper floor of schools with three or more storeys.
2. The list of schools in the Cooling Centre implementation program by Phase is included as Appendix C.
3. Ongoing construction projects have been leveraged to expedite the implementation of twenty-one (21) Cooling Centres as follows:
  - St. Paschal Baylon – Cooling Centre in library in new addition (completed);
  - St. Clement – Cooling Centre in library in new addition (completed);
  - St. Augustine – Cooling Centre in existing library or gym incorporated into addition project (under construction);
  - Cooling Centre added to James Culnan renovation project (under construction);
  - Cooling Centres added to two (2) child care renovation projects (in design);
  - Cooling Centres to be added to fifteen (15) child care addition projects (starting design).
4. Staff will look for opportunities to incorporate Cooling Centres into school renewal projects in the 2018-2019 Renewal Plan currently being developed to further accelerate the program.

5. In order to provide some immediate relief from excessive heat in the worst case three storey schools with no mechanical ventilation, staff have initiated a pilot program to provide ten (10) commercial grade pedestal fans to one three storey elementary school in each of the 12 Wards and one secondary school. An advantage of portable fans is flexibility of placement within the school based on the need at particular times of day or for particular activities or student needs. As well, no electrical wiring work is required. If the fans are found to be helpful, additional fans can be purchased in the spring. The cost of the pilot is approximately \$20,000.00, funded from the Operations and Maintenance budget.

## **E. METRICS AND ACCOUNTABILITY**

1. The progress of the Cooling Centre implementation program will be monitored by an annual report to Education Council and to Director's Council.
2. Further reporting on the program will also be included in the annual Renewal Plan report to Board.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.

## APPENDIX A

Chair of the Board

To Minister of Education

RE: Providing School Boards with Funding to Address Non-Air Conditioned Schools

Dear Minister Naidoo-Harris:

I am writing on behalf of the Toronto Catholic District School Board regarding the growing public concern related to the dramatic negative health impact of extreme, hot weather temperatures on students and staff in non-air conditioned schools.

As you may be aware, an overwhelming majority (84%) TCDSB elementary schools do not have air conditioning. Some 35% of secondary schools have partial or no air conditioning. In a recent study of air temperatures conducted by the TCDSB, digital data loggers placed in thirteen sample schools during May, June and September, 2017 recorded very high air temperature readings that could potentially compromise the health and safety of students and staff. For example, the indoor air temperature recorded during the heat wave in September, reached temperatures above 28°C for over 100 hours. Classrooms with south or south-west exposure had over 160 hours of high temperatures recorded between 6 am and 6 pm.

In response to this concern, the TCDSB recently approved a phased program to install air conditioning in the Learning Commons of 155 non-air conditioned schools. This program is anticipated to take four years to implement, at a cost of \$3M per year – funded through the Board's School Renewal program. Other school boards are also recognizing this as a potential health issue and are installing air conditioning in gymnasiums. However, as the majority of TCDSB gymnasiums are under 2,000 square feet in size, the Learning Commons is often the larger space in the building and can therefore accommodate more than one classroom at a time.

Despite approving this program, many parents and school staff have expressed concerns to Trustees that the provision of a cooling centre is not enough to address the impact of hot weather in non-air conditioned schools. They worry about their children's well-being as well as their ability to focus and learn in classrooms that are over 28°C throughout the day. Unfortunately, at this point, the Board does not want to use more Renewal funding to add more air-conditioning to schools, given the very large Deferred Maintenance Backlog and the need to maintain and upgrade our existing schools.

Therefore, I am writing to ask if the Ministry to provide additional funding to boards, in order to support and expand the installation of air conditioning in schools. It is important to bring some consistency to this initiative as across the province, as many boards with newer schools may have more air conditioned buildings.

Thank you for your consideration regarding this issue and I look forward to hearing from you, as will many of our students, staff and parents when the warmer weather returns in the spring.

Regards

Chair of the Board

Cc all the Trustees, Director, Associate Director of Education, CFO & Superintendents

## APPENDIX B

### Ministry of Education

Minister

Mowat Block  
Queen's Park  
Toronto ON M7A 1L2

### Ministère de l'Éducation

Ministre

Édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2



May 7, 2018

Ms. Barbara Poplawski  
Chair of the Board  
Toronto Catholic District School Board  
80 Sheppard Avenue East  
Toronto ON M2N 6E8

Dear Ms. Poplawski,

Thank you for your letter about funding for heating, venting and air conditioning (HVAC) for Toronto Catholic District School Board (TCDSB) schools. I appreciate the opportunity to respond.

The Ministry of Education shares the TCDSB's goal of prioritizing safe and healthy learning environments for students, and has provided the board with funding to address its school renewal and capital needs.

The ministry recognizes that school boards require ongoing funding to address school renewal needs in order to conduct the necessary long-term planning to keep schools in a state of good repair. This is why our government has maintained its historic investment of \$1.4 billion in funding to maintain and improve Ontario's schools for the 2017-18 and 2018-19 school years. As part of this investment, the TCDSB will receive \$52.5 million for the 2017-18 school year to improve the condition of its existing facilities, address urgent renewal priorities and significantly reduce its repair backlog.

I understand that the ministry has reached out to the TCDSB regarding its capacity to spend its unspent renewal funding of \$98.4 million, which includes \$88.4 million in School Condition Improvement funding and \$6.6 million under the Greenhouse Gas Reduction Fund. For the 2017-18 school year, the TCDSB has also received \$17 million through the School Renewal Allocation, which can be used to install air conditioning in its existing schools.

.../2



In addition, the TCDSB is required to direct 70 per cent of its School Condition Improvement funding to address repair and renewal needs for major building components, such as HVAC in existing schools. Moving forward, we intend to continue investing in infrastructure and relying on boards to spend this increased level of investment locally.

Thank you again for taking the time to write. I trust that this information is helpful.

Sincerely,



Indira Naidoo-Harris  
Minister of Education  
Minister Responsible for Early Years and Child Care

## Phase 1 - Cooling Centre Installation 2018-19

School Code	Name	Trustee Ward	Notes
267	St Benedict	1	
284	St Stephen	1	
295	St Andrew	1	
361	St Angela	1	
262	St Gregory	2	
266	St Teresa	2	
253	Our Lady of Peace	2	
240	St Matthew	3	
279	St Jude	3	
261	St Bernard	3	Cooling Centre installation included in child care work (occupancy Sept 2021)
363	St Charles Garnier	4	
313	St Wilfrid	4	
328	St Augustine	4	Cooling Centre incorporated into addition project (under construction)
294	St Jerome	4	
250	St Charles	5	
270	St Cyril	5	
263	St Bonaventure	5	
236	St Thomas Aquinas	5	
214	St Clare	6	
371	Stella Maris	6	
300	St Kevin	7	Cooling Centre installation included in child care work (occupancy Jan 2021)
264	St Lawrence	7	
289	Blessed Trinity	7	
282	Holy Spirit	7	
414	The Divine Infant	8	
334	St Bartholomew	8	Cooling Centre installation included in child care work (occupancy Jan 2020)
365	St Ignatius of Loyola	8	
380	St Columba	8	
225	Holy Rosary	9	
205	St Mary	9	
218	St Cecilia	10	
275	St James	10	
212	Holy Family	10	Cooling Centre installation included in child care work (occupancy June 2020)
235	St Brigid	11	
220	St John (Toronto)	11	
215	Holy Name	11	
209	St Joseph	11	
274	St Barbara	12	Cooling Centre installation included in child care work (occupancy Jan 2021)
269	St Rose Of Lima	12	
248	St Theresa Shrine	12	
277	St Boniface	12	
509	Chaminade	3	
506	Madonna	4	
511	Loretto Abbey	5	

Count 44

**Phase 2 - Cooling Centre Installation 2019-20**

School Code	Name	Trustee Ward	Notes
341	St Dorothy	1	
337	St Eugene	1	
391	Father Serra	1	Cooling Centre installation included in child care work (occupancy Sept 2021)
392	St John Vianney	1	Cooling Centre installation included in child care work (occupancy June 2020)
307	St Clement	2	Cooling Centre in new library completed
288	Nativity of Our Lord	2	
278	St Elizabeth	2	
413	Josyf Cardinal Slipyj	2	
271	St Francis Xavier	3	
397	Venerable John Merlini	3	
320	St Roch	3	Cooling Centre installation included in child care work (occupancy Jan 2020)
294	St Jerome	4	
344	St Martha	4	
226	Blessed Sacrament	5	
318	D'Arcy McGee	5	
249	St Margaret	5	Cooling Centre installation included in child care work (occupancy Jan 2021)
224	St Monica	5	
228	St Mary of the Angels	6	
282	Holy Spirit	7	
350	St Aiden	7	
335	St Albert	7	Cooling Centre installation included in child care work (occupancy Jan 2021)
336	St Malachy	8	
359	St Brendan	8	
351	St Barnabas	8	Cooling Centre installation included in child care work (occupancy Jan 2020)
385	St Florence	8	
381	St Marguerite Bourgeoys	8	
204	St Paul	9	
237	St Pius X	10	
216	St Rita	10	
251	Canadian Martyrs	11	
316	St Catherine	11	
242	Holy Cross	11	
243	St Anselm	11	
272	Immaculate Heart of Mary	12	
292	St Joachim	12	
338	St Victor	12	
302	St Agatha	12	
502	Neil McNeil	12	
501	Notre Dame	11	
514	St Joseph College	9	

Count 40

**Phase 3 - Cooling Centre Installation 2020-21**

School Code	Name	Trustee Ward	Notes
311	St Marcellus	1	
379	St Maurice	1	
276	Transfiguration	1	
331	St Louis	2	
259	St Ambrose	2	
291	St Josaphat	2	
358	St Fidelis	3	
366	St Francis de Sales	3	
285	St Raphael	4	
396	St Conrad	4	
256	St Gabriel	5	
255	St Edward	5	
362	Regina Mundi	5	
305	St John Bosco	6	
374	Pope Paul	6	Cooling Centre installation included in child care work (occupancy June 2020)
273	Our Lady of Wisdom	7	
258	Precious Blood	7	
345	St Agnes	7	
425	St Bede	8	
394	St Jean De Brebeuf	8	Cooling Centre installation included in child care work (occupancy Jan 2021)
467	St Dominic Savio	8	Cooling Centre installation included in child care work (occupancy Jan 2021)
385	St Florence	8	
381	St Marguerite Bourgeoys	8	
239	Our Lady of Perpetual Help	9	
326	St Alphonsus	9	
227	St Vincent de Paul	10	
325	James Culnan	10	Cooling Centre added to renovation project currently underway
348	Blessed John XXIII	11	
319	St Gerald	11	Cooling Centre installation included in child care work (occupancy Jan 2021)
356	St Edmund Campion	12	Cooling Centre installation included in child care work (occupancy Jan 2021)
272	Immaculate Heart of Mary	12	
286	St Martin de Porres	12	
301	St Richard	12	

Count 33

**Phase 4 - Cooling Centre Installation 2021-22**

School Code	Name	Trustee Ward	Notes
384	St Demetrius	1	
399	Msgr John Corrigan	1	
433	Holy Child	1	
340	Mother Cabrini	2	
332	St Mark	2	
409	Blessed Margherita	4	
309	St Norbert	4	
398	Sts Cosmas and Damian	5	
283	St Paschal Baylon	5	Cooling centre in new library in addition completed
265	Our Lady of the Assumption	5	
368	Santa Maria	6	Cooling Centre installation included in child care work (occupancy Sept 2021)
408	St Rene Goupil	8	
415	Sacred Heart	8	
386	St Elizabeth Seton	8	
377	St Gabriel Lalemant	8	
372	Our Lady of Grace	8	
206	St Francis Assisi	9	
387	St Michael	9	
370	St Luigi	10	TDSB Lease agreement
354	St Sebastian	10	TDSB Lease agreement
299	Annunciation	11	
315	St Isaac Jogues	11	
393	St Kateri Tekakwitha	11	
292	St Joachim	12	
322	St Thomas More	12	
306	St Ursula	12	

Count 26



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### STAFF IDENTIFICATION BADGES

*"I can do all things through Him who strengthens me."  
Philippians 4:13 (NRSVCE)*

Created, Draft	First Tabling	Review
September 4, 2018	September 13, 2018	

A. Rashid, Senior Coordinator, Operations  
M. Farrell, Coordinator, Materials Management  
P. de Cock, Comptroller, Business Services  
F. Cifelli, P. Keyes, J. Shanahan, J. Wujek, K. Malcolm, M. Caccamo, P. Aguiar, S. Campbell  
Superintendents of Learning, Student Achievement and Well-Being  
D. Friesen, (Acting) Executive Superintendent of Facilities Services

### INFORMATION REPORT

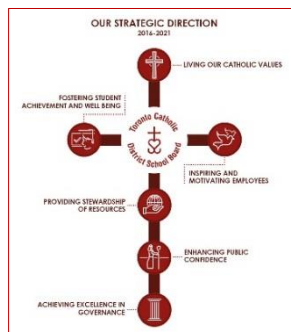
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Executive Superintendent  
of Business Services and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This report responds to a Trustee inquiry regarding staff Identification badges. In 2013, the Board initiated a pilot project to install a new access control system with a provision for photo identification at three locations. This was followed by a phased implementation program with 84 schools completed to date, as well as the Catholic Education Centre.

***Full implementation of security access cards with photo identification at all Board locations is scheduled to be completed by August 2020.***

***The cumulative staff time required to prepare this report was 8 hours.***

## **B. PURPOSE**

1. This report is a follow up to a Trustee inquiry at the June 6, 2018 Corporate Services, Strategic Planning and Property committee meeting regarding staff Identification badges.
2. The report provides a summary of the Board's building access control process, which includes a phased implementation of provision of staff photo identification.

## **C. BACKGROUND**

1. There are two types of photo identification cards:
  - photo identification cards that do not have access control enabled; and
  - smart cards that provide access control as well as photo identification.
2. On July 3, 2013, Director's Council approved a report recommendation to supply and install access control systems with photo identification and security equipment at various Board locations through a phased-in approach. A pilot program for installation of a new access control system with a provision for photo identification comprising three locations was initiated.
3. In December 2013, the Premier of Ontario announced that all Ontario elementary schools are to keep their doors locked during the day. Resulting from the Premier's announcement, the Facilities department provided generic security access cards (no photo) to all elementary schools' staff to gain entry into the building Monday to Friday during school hours, as a

stopgap measure until the implementation of the photo ID system could be completed.

4. As of June 2018, the Facilities Renewal Department has completed installation of upgraded access control systems with photo ID access cards at eighty-four (84) elementary schools and four (4) secondary schools. The list of completed schools is included in Appendix A.
5. On July 3, 2018, Director's Council approved a contract to supply and install access control systems with photo identification and security equipment at thirty-six (36) additional schools. Estimated completion date is December 2018.
6. Full implementation of security access cards with photo identification at all Board locations is scheduled to be completed by August 2020. The system will be linked to the SAP Human Resources system to facilitate automatic re-programming of access when employees change locations.
7. The Capital Department has updated design standards for new elementary and secondary schools to include the new card access control system that allows staff to have photo identification. Installations have been completed at four (4) elementary schools. These schools are included in the list in Appendix A.
8. All Catholic Education Centre staff are provided with photo identification access control cards that provides various levels of access throughout the Catholic Education Centre, depending on the employee's job function.
9. School Principals, Vice Principals and all Custodial staff are provided with photo identification access cards.
10. Arising from the Safe Schools Inquiry report in 2016, one of the recommendations was to provide generic security access cards to all staff at Secondary Schools and Msgr Fraser Campuses.
11. Some secondary school principals have decided to provide their school administration and teaching staff with photo identification cards. These photo identification cards are arranged through the school contracted photographer that takes student and staff yearly photos. These photo identification cards do not provide access control.
12. On October 19, 2017, the Board approved the Access Control Policy (B.B.05), which provides for access cards to include the name and photo image of the person to whom the card is issued and provides an access level determined by the employee's job classification. Standardization of access



card information was developed in consultation with Safe Schools, Facilities Services, Health and Safety and the unions. The policy includes an Operational Guideline for Keys and Access Cards.

13. Upon change of employment status or a change of position with the Board, which would no longer require the employee to be an authorized key/access card holder, employees shall relinquish keys and access cards to their immediate Supervisor or identified alternate senior staff person before any final or further payment to the employee is processed.
14. Tenants and/or Licensees operating in a TCDSB school are provided with a security access card at their sole cost, which is administered by the respective school principal. Tenants and/or Licensees are required to pay a fee for each card to a maximum of two cards.
15. On August 14, 2018, staff surveyed other GTA school boards as to whether staff are provided with ID badges at their Education Centre and schools. This information is provided in Appendix B.

## **D. CONCLUDING STATEMENT**

This report is for the information of the Board.

Ops 2018 001 Appendix A	
	<b>New Access Control System - Staff Photo ID Cards</b>
<b>#</b>	<b>School Name</b>
	<b>Elementary Schools</b>
290	All Saints
299	Annunciation
409	Blessed Margherita
456	Blessed Pier Giorgio
374	Blessed Pope Paul VI
251	Canadian Martyrs
318	D'Arcy McGee
525	Don Bosco
378	Epiphany of Our Lord
329	Holy Angels
242	Holy Cross
215	Holy Name
282	Holy Spirit
281	Immaculate Conception
325	James Culnan
413	Josyf Cardinal Slipyj
340	Mother Cabrini
288	Nativity Of Our Lord
252	Our Lady of Fatima
372	Our Lady of Grace
342	Our Lady Of Guadalupe
221	Our Lady of Lourdes
405	Our Lady of Mount Carmel
247	Our Lady Of Victory
273	Our Lady Of Wisdom
416	Prince of Peace
415	Sacred Heart
368	Santa Maria
302	St Agatha
350	St Aidan
335	St Albert
326	St Alphonsus
410	St Andre
361	St Angela
339	St Antoine Daniel
328	St Augustine

Ops 2018 001 Appendix A	
New Access Control System - Staff Photo ID Cards	
#	School Name
334	St Bartholomew
261	St Bernard
263	St Bonaventure
376	St Bruno/Raymond
218	St Cecilia
250	St Charles
214	St Clare
307	St. Clement
380	St Columba
270	St Cyril
384	St Demetrius
310	St Denis
341	St Dorothy
241	St Dunstan
356	St Edmund Campion
255	St Edward
337	St Eugene
206	St Francis of Assisi
256	St Gabriel
377	St Gabriel Lalemant
208	St Helen
395	St Henry
365	St Ignatius of Loyola
275	St James
296	St Jane Frances
294	St Jerome
292	St Joachim
305	St John Bosco
209	St Joseph
279	St Jude
300	St Kevin
264	St Lawrence
333	St Leo
331	St Louis
336	St Malachy
205	St Mary Elementary
379	St Maurice

Ops 2018 001 Appendix A	
	<b>New Access Control System - Staff Photo ID Cards</b>
<b>#</b>	<b>School Name</b>
355	St Nicholas of Bari
309	St Norbert
283	St. Paschal Baylon
204	St Paul
237	St Pius X
301	St Richard
297	St Robert
320	St Roch
269	St Rose of Lima
383	St Simon (new school)
284	St Stephen
373	St Sylvester
322	St Thomas More
298	St Timothy
306	St Ursula
338	St Victor
417	The Holy Trinity
	<b>Secondary Schools</b>
549	Bishop Allen
525	Don Bosco (closed)
502	Neil McNeil
501	Notre Dame

**DOES YOUR BOARD PROVIDE ID BADGES TO ALL STAFF –  
EDUCATION CENTRE AND SCHOOLS**

1. TDSB – Toronto District School Board:

**Yes all staff require an identification badge**

2. Dufferin Peel Catholic District School Board:

**Yes -in process of changing. All staff get ID badges**

3. Peel District School Board:

**Central Board - yes Schools -no**

4. Durham District School Board:

**Staff in the Education Centre are issued ID badges.**

**It appears that there are different policies – school based.**

**Some of the larger high schools do have ID badges but not all.**

5. Durham Catholic District School Board:

**Yes all staff issued ID badges**

6. York Catholic District School Board:

**Staff at Central Board are issued ID badges**

7. York Region District School Board:

**ID badges are given to Administrative Office staff including admin staff  
in the satellite offices.**

**Caretakers, Principals, Vice Principals, Teachers arrange for ID  
badges from an outside company if they want.**



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### PROTOCOL FOR MAINTENANCE OF BOARD-OWNED VACANT PROPERTIES

*"I can do all things through Him who strengthens me."*  
*Philippians 4:13 (NRSVCE)*

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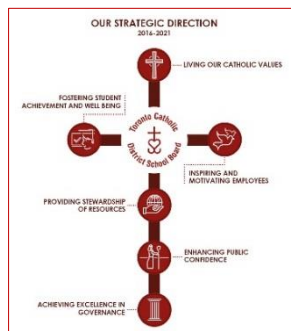
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Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

The Board currently owns four (4) vacant sites and ten (10) properties with vacant buildings. *This report summarizes the protocol for monitoring and maintaining vacant Board properties in order to protect the Board's assets and the safety and appearance of the surrounding neighbourhoods.* Board Operations and Maintenance staff, the Board's contracted security provider and various trades contractors fulfil the security and service needs of these sites through timer test signals and automatic arming of the intrusion alarm systems, logged custodial visits daily, grass cutting, weed removal, snow clearing and placement and completion of maintenance work orders, as required.

*The cumulative staff time required to prepare this report was 8 hours.*

## **B. PURPOSE**

1. Arising from a delegation to Board on June 14, 2018, regarding maintenance at one of the Board-owned properties, staff were directed to provide a report regarding Board protocol for the maintenance and monitoring of vacant sites and properties.
2. Ongoing incidents of vandalism, break-ins, prowlers, graffiti, accumulation of debris and growth of weeds at vacant properties, as well as damage due to severe weather events, indicate a need to revisit procedures for monitoring and caring for these sites to ensure protection of the Board's assets and the safety and appearance of the surrounding neighbourhoods.

## **C. BACKGROUND**

1. On March 3, 2006, Director's Council approved the following regarding closed vacant sites:
  - *The Board has set procedures in place for all closed sites to generate timer test signals every twenty-four hours and to automatically arm closed sites at **midnight** when closed signals have not been received at the Central Monitoring Station.*
  - *From this point forward, CEC Security has been directed to alert the Board of potential problems with these locations.*
  - *Board staff are required to ensure that custodial staff are deployed to vacant sites.*

- *Custodial staff are required to log in their activities daily with respect to inspections of the buildings, testing of the fire alarm systems, ensure that the site is secured, and the grounds maintained.*
2. The Board currently owns four (4) vacant sites and ten (10) properties with vacant buildings.
  3. Closed schools that the Board plans to retain for future accommodation needs or as temporary holding schools during construction projects or emergencies, must be maintained in good working order to be ready for occupancy with minimal notice.
  4. Sites planned for demolition represent a bigger challenge as there is no return on maintenance investments. At the same time, steps need to be taken to avoid the appearance of the properties as being abandoned, thereby attracting undesirable activities. These buildings and the surrounding property also need to be maintained to a standard that does not detract from the appearance of the neighbourhood.
  5. School Renewal funding can be used only on sites that are currently being used for educational purposes. As such, required repairs only are completed on vacant sites and properties through Operations and Maintenance funding.

## **D. ACTION PLAN**

1. As per the protocol approved March 3, 2006 by Director's Council, recommended by the Board's security provider, Board staff from Operations and Maintenance, as well as the Board's contracted security provider and various trades contractors, fulfil the security and service needs of vacant sites owned by the TCDSB. These procedures are also required to satisfy the terms of the Board's insurance.
2. A procedure is in place for all closed sites to generate timer test signals from the intrusion alarm system every twenty-four hours and to automatically arm closed sites at midnight when "closed" signals have not been received at the Central Monitoring station.



3. If security concerns arise at a closed site, the Board's security provider is instructed to place the site on special attention with increased visits by the mobile security unit.
4. The Area Service Quality Supervisor (SQS) is responsible to ensure that custodians assigned to nearby schools visit vacant sites every day. Custodial staff are required to log their activities daily with respect to inspections of the buildings, testing of the fire alarm systems, removal of garbage and ensuring that the site is secured and the grounds maintained, and to place SAP work order notifications for any maintenance work that is required.
5. Tenants are sought for vacant sites where possible, however some closed sites must remain vacant, as they are required as temporary holding schools during construction projects or emergencies.
6. Buildings slated to be demolished can be permitted for film shoots and other short-term uses, which assists in providing activity on the site and avoiding a sense of abandonment.
7. Grass-cutting and bush trimming at closed/vacant sites are included in the Board's landscaping contracts. Vacant properties receive 13 cuts per season, one bush trimming and two leaf pick ups. Vacant lands receive 3 or 4 cuts per season, garbage pick up and bush trimming as needed. Snow is cleared from pathways leading to the front entrance of buildings. No snow clearing is carried out on vacant lands.
8. Procedures for "mothballing" schools when they are closed are as follows:
  - SQS does a thorough walk through of the building and engages custodians to do a thorough final cleaning
  - SQS does an inventory of the contents of the building
  - Permits and Security are advised that the location is closed
  - Security access cards and master keys are retrieved from staff
  - Heating system temperature is lowered to 15°C
  - Water and lights are shut off

## **E. METRICS AND ACCOUNTABILITY**

1. The custodial activity log is kept inside the building to ensure that the custodian enters the building and the log is verified by the SQS who also is responsible to follow up with appropriate custodial or Maintenance staff for actions required.
2. Neighbouring residents may alert the Board to issues at a vacant site of which staff are unaware. These alerts are relayed to the SQS for follow up, which, in addition to clean-up or maintenance work, may require increasing the frequency of custodial visits and/or increased attention by the Board's contracted security provider.

## **F. CONCLUDING STATEMENT**

This report is for the information of the Board.



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### FORMER ST. VERONICA C.S. WARD 10 CITY OF TORONTO SHELTER FOR ASYLUM SEEKERS

*"Whoever welcomes one such child in my name welcomes me, and whoever welcomes me welcomes not me but the one who sent me." Mark 9:37*

#### Created, Draft

August 28, 2018

#### First Tabling

September 13, 2018

#### Review

[Click here to enter a date.](#)

B. Leporati, Sr. Manager, Planning and Admissions  
M. Loberto, Superintendent of Planning and Development

#### INFORMATION REPORT

##### Vision:

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

##### Mission:

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

T. Robins  
Acting Associate Director  
of Planning and Facilities

L. Noronha  
Executive Superintendent  
of Business Services and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

The shelters operated by the City of Toronto Real Estate Services division across the city are full and unable to accommodate additional refugee families and asylum seekers. The City, the Ministry of Education and the Ministry of Community Safety and Correctional Services reached out to GTA school boards for assistance in identifying vacant schools that could serve as temporary shelters for asylum seekers.

Arising out of discussions with both the Ministry of Education and City of Toronto Real Estate Services in June 2018, the TCDSB identified vacant schools which could be made available for use as temporary shelters for asylum seekers.

The former St. Veronica Catholic School, a vacant school facility located at 30 Bank Street, was identified as a suitable location to satisfy the needs of the City and both Ministries.

*As a result, the Toronto Catholic District School Board and the City of Toronto have agreed on the terms of a license agreement for the use of the former St. Veronica to accommodate asylum seekers, with an effective date to be determined.*

*The cumulative staff time required to prepare this report was 10 hours.*

## **B. BACKGROUND**

1. Shelters across the City of Toronto are at capacity, and unable to accommodate asylum seeking families. According to City staff, as many as 200 families are arriving weekly.
2. These families are being temporarily accommodated at the Radisson Hotel East, located at the corner of Victoria Park Avenue and Highway 401. Many of these families will be relocated to permanent residences, but there is no clear understanding on timing of the moves.

3. Arising out of discussions with both the Ministry of Education and City of Toronto Real Estate Services in June 2018, the TCDSB identified vacant schools which could be made available to serve as temporary shelters.
4. After reviewing potential options, the former St. Veronica, a vacant TCDSB facility located at 30 Bank Street, was identified as an ideal location to temporarily accommodate asylum seekers.
5. The TCDSB and City of Toronto have agreed on the terms of a License Agreement for the use of the former St. Veronica as a shelter to accommodate asylum seekers.
6. The City will be responsible for all costs associated with the establishment, maintenance, and operations of the facility, and the term of the agreement is 1 year and 23 days.
7. The finalization of the agreement is conditional on the City of Toronto holding a community consultation meeting and delivering notices to the local neighbourhood regarding the intention to open the facility as a shelter.
8. As of September 4, 2018, the City of Toronto has not indicated the date that they will carry out the community consultation and the effective date of the License Agreement.
9. The use of a TCDSB facility for this endeavour is consistent with Catholic values and teachings.

*‘We have a duty toward our brothers and sisters who, for various reasons, have been forced to leave their homeland: a duty of justice, civility and of solidarity.’*

Pope Francis.

Pope Francis has challenged all Catholics to offer shelter and hospitality to the weary traveler in light of the current refugee humanitarian crisis around the world. This has been a foundational element of the rich history of the TCDSB and the City of Toronto.

10. In addition, Hospitality is the TCDSB virtue of the month for September, and this agreement symbolizes the Board’s ongoing commitment to living its

Catholic values. Since its founding in 1842, Catholic Board school communities have always responded generously to assisting successive waves of newcomers and refugees by contributing resources food, shelter and clothing resources.

## **C. CONCLUDING STATEMENT**

This report is for the consideration of the Board.



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### YTD JUNE 2018 INTERIM FINANCIAL REPORT

*Psalm 51:6*

*Surely you desire truth in the inner parts; you teach me wisdom in the inmost place.*

Created, Draft	First Tabling	Review
September 4, 2018	September 13, 2018	

D. Bilenduke, Senior Coordinator of Finance

P. De Cock, Comptroller of Business Services & Finance

#### INFORMATION REPORT

##### **Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

##### **Mission:**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

T. Robins  
Associate Director  
of Planning and Facilities  
(Acting)

L. Noronha  
Executive Superintendent  
of Business Services and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This Financial Update Report as at June 30<sup>th</sup>, 2018 provides a year-to-date look at significant financial activities at the Board.

The Board is on target to exceed the budgeted operating surplus of \$0.1 million for 2017-18 and expects the surplus to be in the \$6 million to \$9 million range. The anticipated surplus from the ASO benefits reserve has not been included in the preceding projected in-year operating surplus because this item is considered an extraordinary one-time revenue item. Appendix A provides a high-level summary expenditure variance analysis.

*The cumulative staff time required to prepare this report was 15 hours.*

## **B. PURPOSE**

The Financial Update report is required to keep Trustees informed on the Board's financial performance through the year and illustrate any variance in expected outcomes. The report will provide a systematic analytical review of Operating and Capital Budgets, in the following order:

- High Level Review and Risk Assessments of Operating Budget
- Staff Absenteeism and Employee Family Assistance Program
- High Level Review of School Renewal and Capital Projects

## **C. BACKGROUND**

1. *This report is recognized as a best practice in the province.* The Ministry of Education and the District School Board Reporting Workgroup have both identified regular periodic financial reporting as a best practice in managing the Board's financial outcomes.



## D. EVIDENCE/RESEARCH/ANALYSIS

### HIGH LEVEL REVIEW AND RISK ASSESSMENTS OF OPERATING BUDGET

---

1. *Salary and Benefit expenditures are expected to finish on or below target for this academic year.* Overall, in the Salary and Benefits area, Figure 1 below illustrates the current risk exposure. This expenditure category is the most closely monitored risk as it comprises the largest portion of the operating budget.

**Figure 1:** Salary and Benefits Variance / Risk Analysis





	<i>Actual to Budget</i>	<i>Actual to Previous Year</i>	<i>Risk Assessment</i>
<i>Instructional Salaries</i>	↓ 1.5%	↑ 0.7%	●
<i>Instructional Benefits</i>	↓ 17.2%	↓ 2.9%	●
<i>Non-Instructional Salaries</i>	↑ 0.3%	↓ 0.8%	●
<i>Non-Instructional Benefits</i>	↓ 11.2%	↓ 13.5%	●

● = Low: On Track    ◆ = Medium: Monitor    ◆ = High: Action Required

All employee groups have been moved to the benefit trusts as of June 1st. Some catch-up payments are still required but benefits are tracking to finish under budget. This will contribute significantly to the forecasted surplus at year-end.

2. ***At an aggregate level, other expenditure categories (besides salary and benefits) are expected to finish on or below target.*** Overall, in the Non-Salary area, Figure 2 below illustrates the current risk exposure.

**Figure 2:** Non-Salary Variance / Risk Analysis




	<b><i>Actual to Budget</i></b>		<b><i>Actual to Previous Year</i></b>		<b><i>Risk Assessment</i></b>
<i>Instructional Expense</i>	↓	34.9%	↓	15.0%	
<i>Transportation Expense</i>	↑	4.9%	↑	1.5%	
<i>Operations &amp; Maintenance</i>	↓	5.5%	↑	0.7%	
<i>Other Administrative</i>	↓	24.5%	↑	14.0%	

While Instructional expenses are tracking low compared to budget, they are considered a low risk because the timing of expenditure recognition is subject to annual variations and unspent school block funds are carried forward. Transportation Expenses were closely monitored due to higher fuel costs and the triggering of fuel escalation clauses in bus contracts. Other Revenue Related expenses are tracking higher than budget, however, this can be attributed to prior year's remedy payments negotiated by the Ministry of Education and paid out this year. The Ministry is providing the Board with offsetting revenue against this expense.

3. ***Grant Revenue from the Province remains stable.*** There are no anticipated events affecting operating revenues received by the Ministry of Education for the 2017-18 fiscal year.
4. ***Other Revenues are subject to external factors, which may result in variances from the Annual Plan.*** The 2017-18 revenue and expenditure estimates contained a plan to expand the number of school sites available for parking fee revenue generation in association with the Toronto Parking Authority (TPA). Permit Rate increases and increased enrolment of

international Visa students also contributed to an overall increase in other revenues estimates.

**Figure 3:** Other Revenue Variance / Risk Analysis

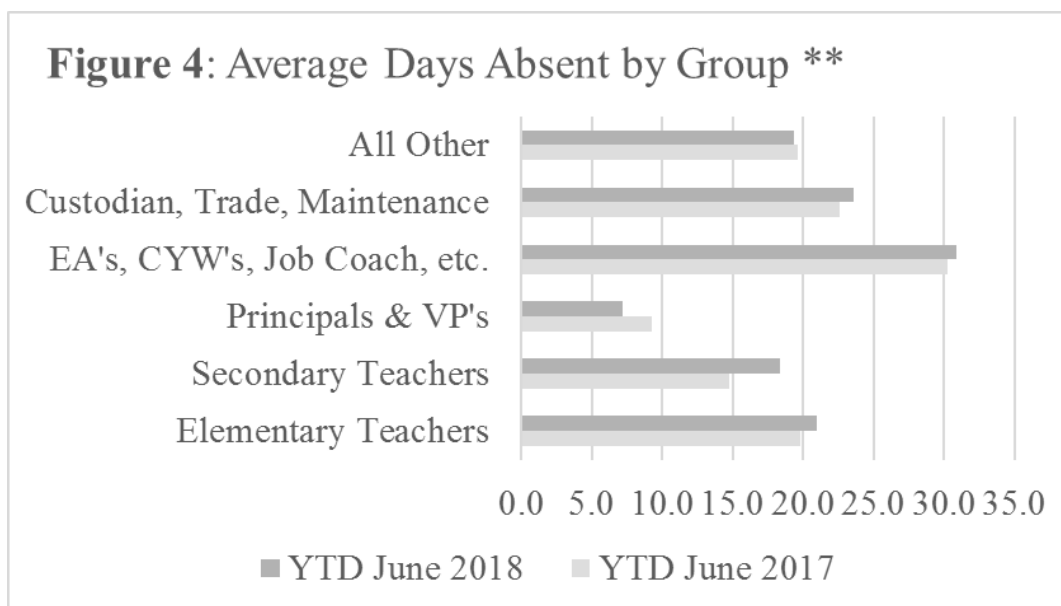
	<i><b>Actual to Budget</b></i>		<i><b>Actual to Previous Year</b></i>		<i><b>Risk Assessment</b></i>
<i>Permit Revenues</i>	↑	0.5%	↑	84.9%	
<i>Parking Revenues</i>	↓	90.5%	↑	2.0%	
<i>Visa Fees</i>	↑	3.2%	↑	9.0%	

Parking revenues year-to-date have realized 9.5% of the planned \$400K, and the year-to-date results are in line with the previous year's actual revenues. Staff have confirmed the delayed rollout of additional school sites to the TPA, and consequently, negatively impacted upon planned parking revenue growth in 2017-18.

### **STAFF ABSENTEEISM AND EMPLOYEE FAMILY ASSISTANCE PROGRAM**

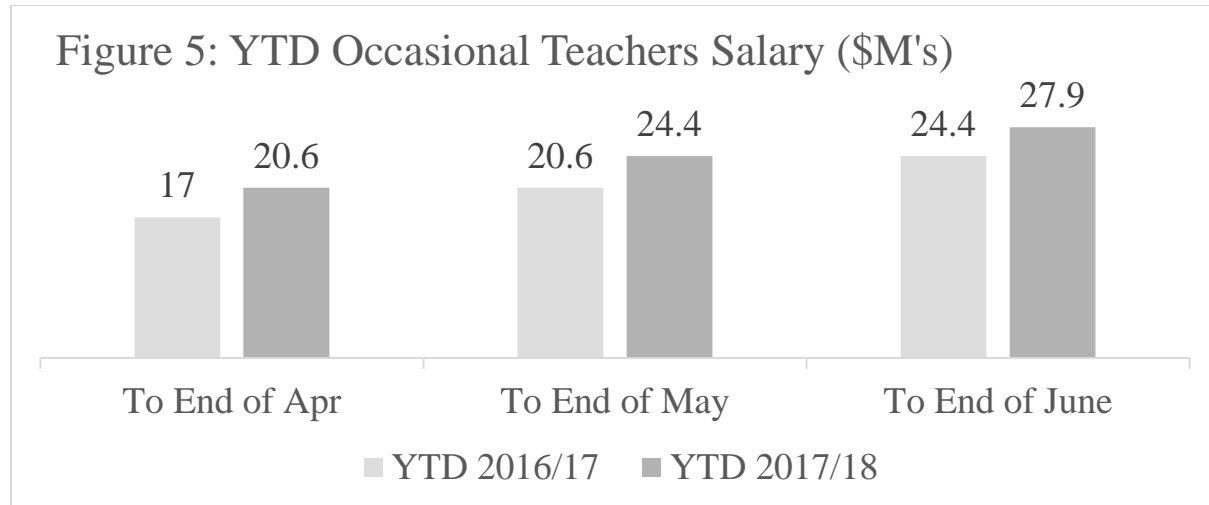
5. ***Staff Absenteeism Rates have increased and Occasional Fill Rates have declined.*** Recent statistics continue to provide evidence that staff absenteeism rates are increasing across all employee groups. Total Teacher Absence days have risen by 11.2% (20 days/teacher avg.) and Total Occasional Teacher expenditures are 20.2% over budget and have risen by 14.7% compared to the same period last year.

The following table provides a year-over-year comparison of staff absenteeism over the same period in the previous fiscal year. Elementary Teachers, Education Assistants (EAs), Child and Youth Workers (CYW), Job Coaches, Secondary Teachers and Custodians/Maintenance are all showing an increase in days absent, while Other school board employees and Principals/VP's are showing a decrease in days absent. The following chart compares average sick utilization by employee type as of June:

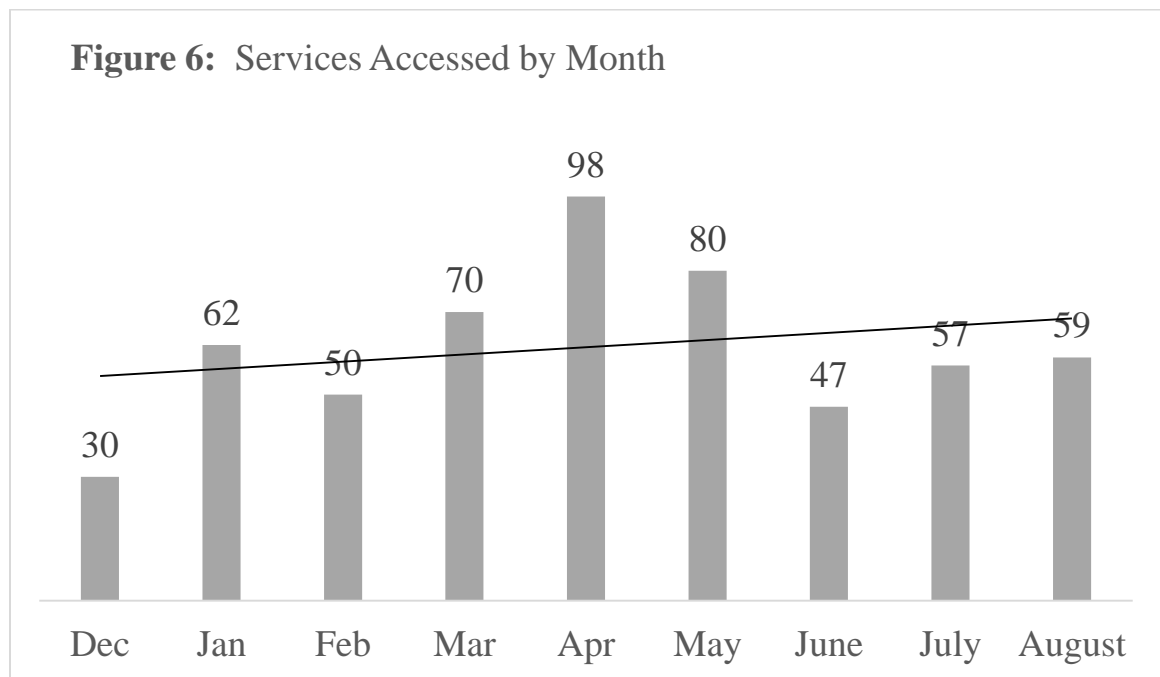


\*\* Absence days are Category A&B and are inclusive of: Personal Illness Days, Non-Personal Illness Days, Bereavement, Compassionate Leave, Health & Safety Inspections, In Lieu of Planning, Jury Duty/Subpoenaed as Witness, Recoverable, Special Circumstances, Special Permission and Suspension.

6. ***Salaries and wages account for 75% of TCDSB's operating budget.*** Staff absenteeism due to personal illness continues to be a problem at the Board. More Occasional Teachers have been made available this fiscal year resulting in 2017-18 usage rate of 18.7% higher when compared to the same period last year as illustrated in Figure 5. Staff had anticipated this increase and budgeted accordingly for the year. As a result, on an overall basis, salary and wages are expected to finish at or below the budgeted amount.



7. ***The Board has invested in employee wellness by purchasing an Employee Family Assistance Program (EFAP).*** The Board purchased an EFAP in December 2018. The data collected to August 31, 2018 show that usage rates climbed during the year and was also well used over the summer months. Figure 6 provides the services accessed by month and Figure 7 provides information on the types of services accessed.



**Figure 7: Counselling Service Types**

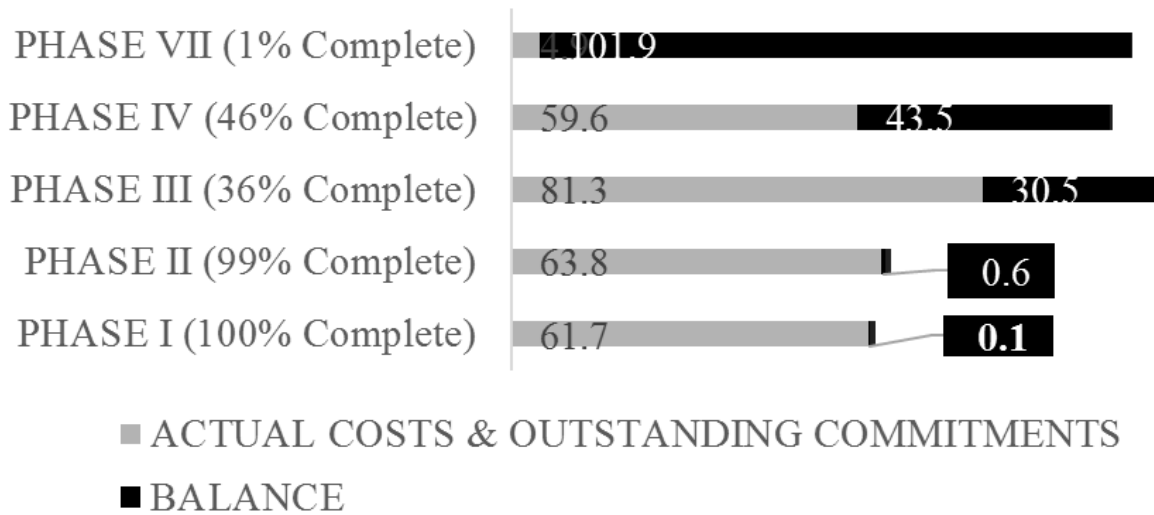
	Q1	Q2	Q3	Current YTD		Industry Average	National Norm
Addiction Related	1	11	3	15	3.9%	1.7%	2.5%
Couple / Relationship	15	50	27	92	24.1%	23.5%	23.0%
Family	4	18	17	39	10.2%	11.9%	10.9%
Personal / Emotional	54	85	65	204	53.4%	50.7%	50.5%
Work Related	7	12	13	32	8.4%	12.2%	13.2%
<b>Total</b>	<b>81</b>	<b>176</b>	<b>125</b>	<b>382</b>	<b>100.0%</b>		

## **HIGH LEVEL REVIEW OF SCHOOL RENEWAL AND CAPITAL PROJECTS**

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8. ***The Capital program totals \$448 million.*** The Board received Capital Project funding for many new schools, additions and childcare spaces. The capital program funding includes Childcare funding and Full Day Kindergarten funding for projects where applicable. Figure 8 illustrates the Ministry approved capital budgets, the amount spent and/or committed, the balance remaining and the percentage completed by each Phase. Appendix B provides more detail regarding the Capital Projects Phases 1 to 7.

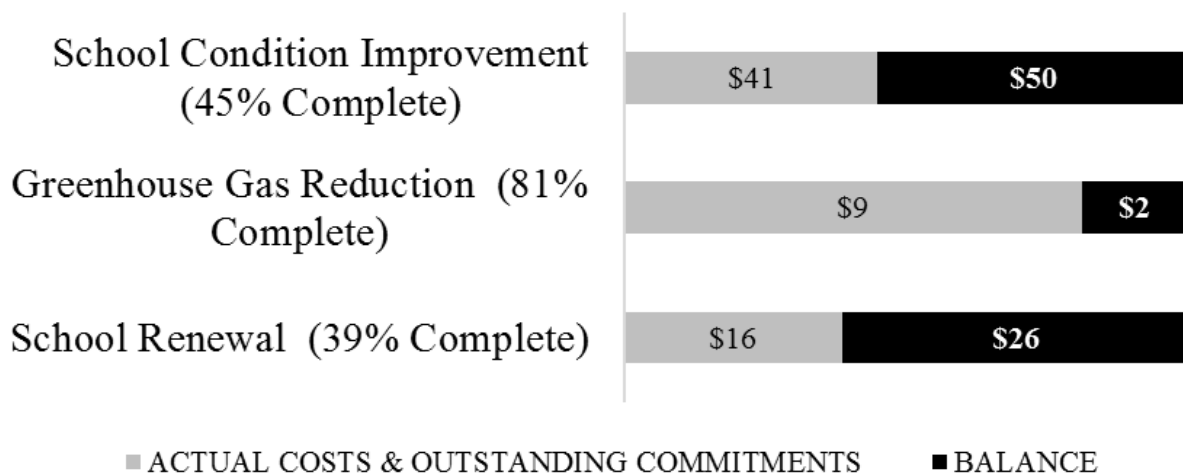
**Figure 8: Capital Project Spending Status (\$M)**



9. ***The Renewal Program consists of major building component replacements and site improvements for a total available at September 1, 2017 of \$140M with funding of approximately \$74M remaining.*** The Renewal Program is funded through several grants such as Regular School Renewal Grant, School Improvement Grant and the Greenhouse Gas Reduction Grant.

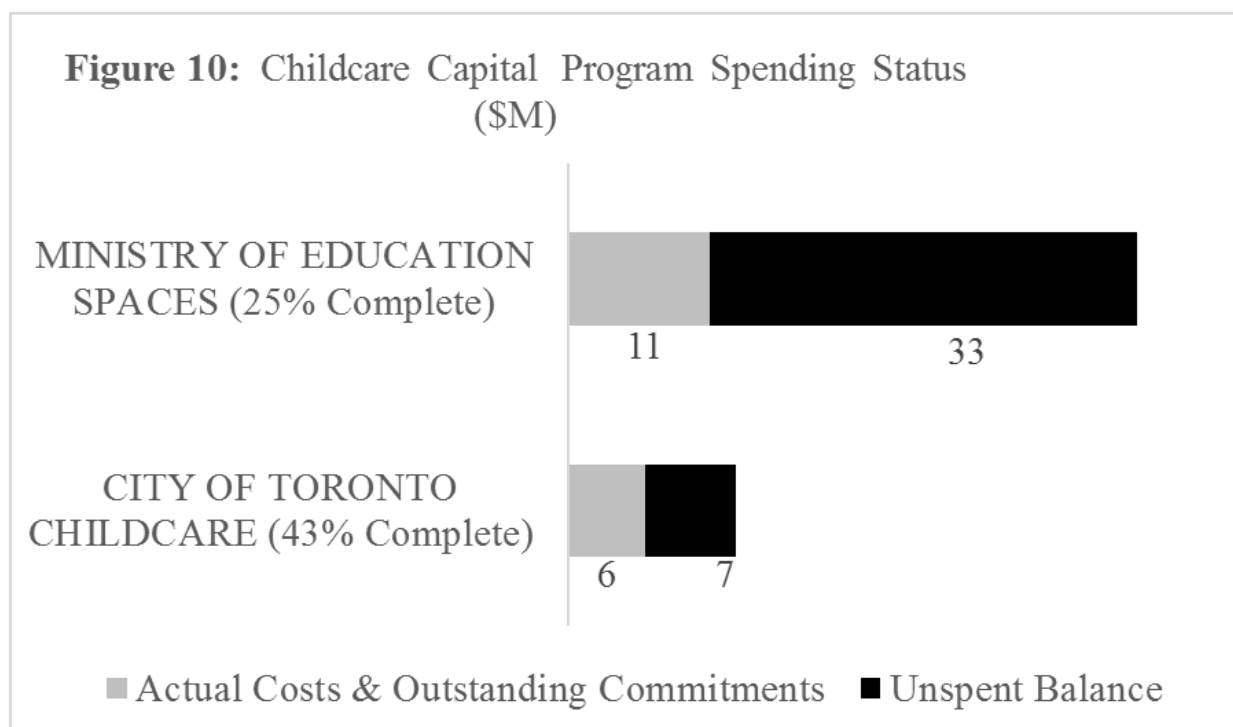
Figure 9 provides a high-level view of the Ministry Approved funding, Actual & Committed Amounts spent and the balance remaining for School Renewal, Greenhouse Gas Reduction and School Renewal Capital Projects to date:

**Figure 9: Renewal Spending Status (\$M's)**



The Board received a budget of \$7.1M for Greenhouse Gas Reduction with an expenditure timeline of March 31<sup>st</sup> 2018 and an additional \$3.8M on April 1, 2018 with an expenditure timeline of March 31<sup>st</sup> 2019. The Board met the completion timeline of March 31, 2018. The Board continues to complete work already underway to meet the expenditure timeline for March 31, 2019.

10. ***The Capital budget also includes two Childcare Program capital projects.*** The childcare program consists of childcare additions, childcares as part of new school construction and retrofit of existing childcares. Childcare capital funding is received from the Ministry of Education and the City of Toronto for purposes of building childcare space at specific schools. Figure 10 presents the status of progress to date including the percentage complete, actual and committed costs, as well as the balance remaining for both the Ministry and City of Toronto funded childcares.



## E. METRICS AND ACCOUNTABILITY

1. ***The Board is on track to finish the year with a surplus.*** Expenditures and Revenues are on track to finish the year with an expected surplus of \$6 to \$9 million primarily due to efficiencies in benefit expenditures.



2. ***The one-time extraordinary item of the ASO Benefit Surplus is subject to continuing review by the Ministry of Education and outstanding grievances.*** The accounting for this surplus has become a moving target and it is expected to land somewhere between \$4 and \$10 million, but not likely by the end of this fiscal year.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.

## OPERATING EXPENDITURES

@ June 30, 2018

'000's	Total Revised Estimate	YTD Revised Estimate	YTD Actual	Variance '000's	Variance %	2017/18 YTD % Spent	2016/17 YTD % Spent
<b>Salaries</b>							
Teachers	517,852	517,852	519,054	(1,202)	-0.2%	100.2%	99.6%
Occasional Teachers	23,212	23,212	27,891	(4,680)	-20.2%	120.2%	100.3%
Educational Assistants & ECE's	60,759	60,759	56,368	4,390	7.2%	92.8%	96.7%
Principal & VP	37,149	37,149	36,638	511	1.4%	98.6%	99.9%
School Office	17,627	17,627	15,579	2,047	11.6%	88.4%	82.5%
Continuing Education	18,183	18,183	11,063	7,121	39.2%	60.8%	64.2%
Other Instructional	59,684	59,684	57,234	2,449	4.1%	95.9%	97.0%
<b>Sub Total Instruction</b>	<b>734,465</b>	<b>734,465</b>	<b>723,828</b>	<b>10,637</b>	<b>1.5%</b>	<b>98.6%</b>	<b>97.9%</b>
Administration	16,759	13,966	14,208	(243)	-1.7%	84.8%	83.5%
Transportation	993	828	773	55	6.7%	77.8%	79.2%
Operations & Maintenance	46,809	39,007	38,145	862	2.2%	81.5%	88.4%
Other	8,591	7,159	10,911	(3,752)	-52.4%	127.0%	67.9%
<b>Sub Total Non Instruction</b>	<b>73,152</b>	<b>60,960</b>	<b>64,037</b>	<b>- 3,077</b>	<b>-5.1%</b>	<b>87.5%</b>	<b>84.4%</b>
<b>Total Salaries</b>	<b>807,617</b>	<b>795,425</b>	<b>787,865</b>	<b>7,560</b>	<b>1.0%</b>	<b>97.6%</b>	<b>96.7%</b>
<b>Benefits</b>							
Teachers	80,794	80,794	69,680	11,114	13.8%	86.2%	81.2%
Occasional Teachers	6,042	6,042	3,126	2,915	48.3%	51.7%	88.1%
Educational Assistants & ECE's	20,242	20,242	15,851	4,391	21.7%	78.3%	92.5%
Principal & VP	4,713	4,713	4,440	273	5.8%	94.2%	99.4%
School Office	5,570	5,570	4,364	1,205	21.6%	78.4%	92.3%
Continuing Education	2,820	2,820	2,165	655	23.2%	76.8%	87.3%
Other Instructional	13,367	13,367	10,895	2,471	18.5%	81.5%	92.7%
<b>Sub Total Instruction</b>	<b>133,548</b>	<b>133,548</b>	<b>110,522</b>	<b>23,026</b>	<b>17.2%</b>	<b>82.8%</b>	<b>85.7%</b>
Administration	4,563	3,803	3,767	35	0.9%	82.6%	88.4%
Transportation	245	204	188	16	8.1%	76.6%	79.6%
Operations & Maintenance	14,999	12,499	10,923	1,577	12.6%	72.8%	86.7%
Other	1,804	1,503	1,119	384	25.6%	62.0%	99.2%
<b>Sub Total Non Instruction</b>	<b>21,612</b>	<b>18,010</b>	<b>15,997</b>	<b>2,013</b>	<b>11.2%</b>	<b>74.0%</b>	<b>87.5%</b>
<b>Total Benefits</b>	<b>155,160</b>	<b>151,558</b>	<b>126,519</b>	<b>25,039</b>	<b>16.5%</b>	<b>81.5%</b>	<b>86.0%</b>
<b>Operating Expense</b>							
Instructional Expense	47,471	47,471	30,917	16,554	34.9%	65.1%	80.1%
Transportation Expense	33,907	28,256	29,638	(1,383)	-4.9%	87.4%	85.9%
Operations & Maintenance Expense	34,059	28,383	26,822	1,561	5.5%	78.8%	78.1%
Other Administrative Expense	4,929	4,107	3,102	1,006	24.5%	62.9%	84.9%
Other Revenue Related Expense	841	701	8,709	(8,008)	-1142.1%	1035.1%	124.4%
<b>Total Expense</b>	<b>121,207</b>	<b>108,917</b>	<b>99,188</b>	<b>9,730</b>	<b>8.9%</b>	<b>81.8%</b>	<b>84.0%</b>
<b>Grand Total</b>	<b>1,083,984</b>	<b>1,055,900</b>	<b>1,013,572</b>	<b>42,328</b>	<b>4.0%</b>	<b>93.5%</b>	<b>94.0%</b>

Instruction %	10/10	100.0%
Non-Instruction %	10/12	83.3%

## CAPITAL PROJECT PHASES 1 TO 7

JUNE 30, 2018

①	②	③	④	⑤	⑥	
COMPLETED PROJECT STATUS			WORK IN PROGRESS - OPEN PURCHASE ORDERS			
MINISTRY APPROVED BUDGET	SAP COSTS TO DATE (excluding purchase order balances)	REMAINING APPROVED BALANCE LESS ACTUALS B7	Outstanding Purchase Order Balances & Committed Works	SAP Costs & Outstanding Purchase Orders B7B7	BALANCE REMAINING WORK NOT STARTED B7	% Complete
61,750,493	61,652,172	98,321	-	61,652,172	98,321	100%
64,450,776	63,303,891	1,146,885	544,715	63,848,606	602,170	99%
111,781,897	40,095,106	71,686,791	41,167,525	81,262,631	30,519,266	36%
103,163,780	47,239,062	55,924,718	12,395,553	59,634,614	43,529,166	46%
106,764,690	735,945	106,028,745	4,131,351	4,867,296	101,897,394	1%
447,911,636	213,026,176	234,885,460	58,239,144	271,265,319	176,646,317	48%

Phase II - Includes Phase I & II post construction; SAP actuals includes \$63,113,632 + Post construction

Phase V - FDK complete and not included in the table above.


Phase VI - Railway/Bishop MacDonnell consolidated with Phase IV Capital Projects.

## SCHOOL RENEWAL / SCHOOL CONDITION IMPROVEMENT / GREENHOUSE GAS REDUCTION GRANT BALANCE

Update: July 12, 2018.

## FUNDS REMAINING

Financial Update at June 30, 2018

	SRG Renewal	SRA Renewal	Greenhouse Gas Reduction Fund	SCI 70% Restricted	SCI 30% Unrestricted	TOTAL
				70%	30%	
<b>FUNDING AVAILABLE</b>						
Balance Forward - August 31, 2017 (incl. Accruals)	23,226,342	1,394,592	6,580,280	39,056,766	20,972,814	91,230,794
Grant - 2017/2018 (Rev. Estimates/SB08 2017)	15,196,883	1,762,806		19,847,939	8,517,831	45,325,459
Grant - April 1, 2018 (Memo: 2018:B11)			3,833,680			
<b>Total Grant Available for 2017/2018</b>	<b>38,423,225</b>	<b>3,157,398</b>	<b>10,413,960</b>	<b>58,904,705</b>	<b>29,490,645</b>	<b>136,556,253</b>
Add: Accruals (Payments incl. below)	1,017,926	82,198	90,801	2,052,666	175,910	3,419,501
Balance Available September 1, 2017 ①	<b>39,441,151</b>	<b>3,239,595</b>	<b>10,504,761</b>	<b>60,957,371</b>	<b>29,666,555</b>	<b>139,975,754</b>
<b>EXPENDITURES &amp; WORK IN PROGRESS (September 1, 2017 - June 30, 2018)</b>						
Actuals - Completed Work	6,012,513	1,121,620	5,776,591	9,462,087	400,667	22,773,478
Open Purchase Orders - Work in Progress	8,356,545	962,460	2,739,512	30,574,371	274,507	42,907,394
<b>EXPENDITURES AND OPEN PURCHASE ORDERS ②</b>	<b>14,369,057</b>	<b>2,084,079</b>	<b>8,516,103</b>	<b>40,036,459</b>	<b>675,174</b>	<b>65,680,872</b>
<b>BALANCE AT JUNE 30, 2018</b> 	<b>25,072,094</b>	<b>1,155,516</b>	<b>1,988,658</b>	<b>20,920,913</b>	<b>28,991,381</b>	<b>74,294,881</b>

# REVISED ANNUAL REPORTS & POLICY METRICS CORPORATE SERVICES

A = Annual Report

P = Policy Metric Report

Q = Quarter Report

#	Due Date	Committee/Board	Subject	Responsibility of
1	January (Q)	Corporate Services	Financial Status Update Report #1	Executive SO Business Services
2	January (P)	Corporate Services	<u>B.R.01 Rental of Surplus School Space &amp; Properties</u> Policy Metric	Associate Director Planning & Facilities
3	February (A)	Corporate Services	Annual Investment Report	Executive SO Business Services
4	March (A)	Corporate Services	Budget Report: Financial Planning and Consultation Review	Executive SO Business Services
5	March (A)	Corporate Services	Planning Enrolment Projection	Associate Director of Planning and Facilities
6	March (A/P)	Corporate Services	Transportation Annual Report and <u>S.T.01 Transportation</u> Policy Metric	Associate Director Planning & Facilities
7	April (Q)	Corporate Services	Financial Status Update Report #2	Executive SO Business Services
8	May (P)	Corporate Services	<u>A.18 Development Proposals, Amendments and Official Plans and Bylaws</u> Policy Metric	Associate Director Planning & Facilities
9	June (Q)	Corporate Services	Financial Status Update Report #3	Executive SO Business Services
10	June (A)	Corporate Services	Report: Annual Budget Estimates	Executive SO Business Services
11	October (A/P)	Corporate Services	Preliminary Enrolment Reports Elementary and Secondary Schools and <u>S.A.01 Elementary Admission and Placement</u> Policy Metric	Associate Director Planning & Facilities
12	October (A)	Corporate Services	Trustee Honorarium Report	Executive SO Business Services
13	November (A)	Corporate Services	Legal Fees Report	Executive SO Business Services

**REVISED ANNUAL REPORTS & POLICY METRICS  
CORPORATE SERVICES**

<b>14</b>	November (Q)	Corporate Services	Financial Status Update #4 and Audited Financial Statements	Executive SO Business Services
<b>15</b>	December (A)	Corporate Services	Budget Report: Revised Budget Annual Estimate	Executive SO Business Services

**CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY  
PENDING LIST TO SEPTEMBER 13, 2018**

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	May-18 Regular Board	Nov-18	Corporate Services	Updated Report regarding <b>School Cash Suite Implementation Progress</b>	Executive Superintendent of Business Services and CFO