

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

**AGENDA**  
**January 17, 2019**

**Nancy Crawford, Chair**  
Trustee Ward 12

**Norman Di Pasquale, Vice Chair**  
Trustee Ward 9

**Frank D'Amico**  
Trustee Ward 6

**Markus de Domenico**  
Trustee Ward 2

**Michael Del Grande**  
Trustee Ward 7

**Daniel Di Giorgio**  
Trustee Ward 10

**Taylor Dallin**  
Student Trustee

**Angela Kennedy**  
Trustee Ward 11

**Ida Li Preti**  
Trustee Ward 3

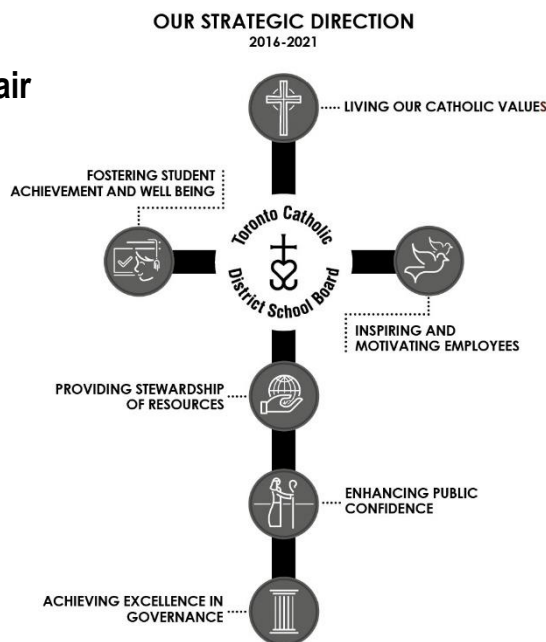
**Teresa Lubinski**  
Trustee Ward 4

**Joseph Martino**  
Trustee Ward 1

**Maria Rizzo**  
Trustee Ward 5

**Garry Tanuan**  
Trustee Ward 8

**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

**Maria Rizzo**  
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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## **OUR VISION**

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



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

## **PUBLIC SESSION**

**Nancy Crawford, Chair**

**Norman Di Pasquale, Vice-Chair**

Thursday, January 17, 2019

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 held December 12, 2018  
for Public Session.
9. Delegations
10. Presentation
11. Notices of Motion
12. Consent and Review

1 - 24

13. **Unfinished Business**
14. **Matters referred or deferred**
15. **Staff Reports**
  - 15.a Short-Term Operating Borrowing Bylaw #192 (Recommendation) 25 - 28
  - 15.b Education Development Charges (EDC) Borrowing By-law #193 (Recommendation) 29 - 33
  - 15.c Funding of Lunchroom Supervisors (Information) 34 - 36
  - 15.d 2018-19 First Quarter Financial Status Update (Information) 37 - 53
  - 15.e Addressing Overcrowding at St. Bonaventure Catholic School (Information) 54 - 57
16. **Listing of Communications**
17. **Inquiries and Miscellaneous**
18. **Updating of the Pending Lists**
  - 18.a Annual Calendar of Reports and Policy Metrics 58 - 59
  - 18.b Monthly Pending List 60
19. **Resolve into FULL BOARD to Rise and Report**
20. **Closing Prayer**
21. **Adjournment**

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### **OUR VISION**

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through witness, faith, innovation and action.*



## **MINUTES OF THE REGULAR MEETING OF THE CORPORATE AFFAIRS, STRATEGIC PLANNING AND PROPERTY COMMITTEE**

**HELD THURSDAY, DECEMBER 12, 2018**

### **PUBLIC SESSION**

**Trustees:** N. Crawford, Chair  
N. Di Pasquale, Vice-Chair  
F. D’Amico – via Teleconference  
M. de Domenico  
M. Del Grande  
D. Di Giorgio  
A. Kennedy  
I. Li Preti  
T. Lubinski  
J. Martino  
M. Rizzo  
G. Tanuan

**Student Trustee:** T. Dallin

**Staff:** R. McGuckin  
L. Noronha  
P. Matthews  
S. Camacho  
P. De Cock  
D. Friesen

S. Harris, Recording Secretary  
 S. Tomaz, Assistant Recording Secretary

**External Guest:** A. Robertson, Parliamentarian

**4. Roll Call and Apologies**

Apologies were extended on behalf of Student Trustee Ndongmi who was unable to attend the meeting.

**5. Approval of the Agenda**

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that the Agenda be approved.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
 de Domenico  
 Del Grande  
 Di Giorgio  
 Di Pasquale  
 Kennedy  
 Lubinski  
 Martino  
 Rizzo  
 Tanuan

The Motion was declared

**CARRIED**

Trustee Di Giorgio left the horseshoe at 7:21 pm.

**6. Report from Private Session**

MOVED by Trustee Di Pasquale, seconded by Trustee Rizzo, that the matter discussed in PRIVATE Session regarding Minutes of the Meeting held on November 13, 2018 be approved.

Trustee Di Giorgio returned to the horseshoe at 7:22 pm.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

## 7. **Declarations of Interest**

The following Declarations of Interest were noted:

- a) Item 16b) 2018-19 Revised Budget Estimates – Instructional - Trustees Del Grande and Kennedy;
- b) Item 16b) 2018-19 Revised Budget Estimates – Instructional – Appendix A, Classroom Teachers - Secondary and Occasional Teachers – Secondary – Trustee Rizzo
- c) Item 6c) 2018-19 Revised Budget Estimates - Non- Instructional – Trustee Kennedy; and
- d) Item 6c) 2018-19 Revised Budget Estimates - Non- Instructional - Budgets transferred to Classroom Instruction from Administration and Governance, Appendix A – Trustee Del Grande

Trustee D’Amico joined via Teleconference at 7:26 pm.

## 8. **Approval & Signing of the Minutes**

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that the Minutes of the Regular Meeting held November 13, 2018 for PUBLIC Session be approved.

Results of the Vote taken, as follows:

### **In favour**

### **Opposed**

Trustees Crawford  
D’Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale



Kennedy  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

## **12. Consent and Review**

The Chair reviewed the Order Paper and the following Items were held:

- 16a) Trustee Di Pasquale
- 16b) Trustee Rizzo
- 16c) `Trustee Rizzo
- 16d) Trustee Rizzo
- 16f) Trustee Kennedy
- 16g) Trustee Lubinski; and
- 16h) Trustee Tanuan

MOVED by Trustee Martino, seconded by Trustee de Domenico, that all Items not held be received.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**MATTERS AS CAPTURED IN ABOVE MOTION**

- 16e)** St. Paschal Baylon Catholic School Addition and Renovation Project Budget Increase (Ward 5):

That a revised project budget of \$14,412,653.00 for the addition and renovations to St. Paschal Baylon Catholic School be approved; and

That funding for the project budget increase be made available from Proceeds of Disposition, Unique Site Cost and School Renewal Grant funding, as detailed in Table 1, subject to Ministry of Education approval

- 16i)** Investment Report 2017-18

## 16. Staff Reports

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that Item 16a) be adopted as follows:

- 16a) Liquor Waiver Request for Neil McNeil Catholic Secondary School Big Brother Student Leadership Program Event, February 8, 2019** that Regulation 6 of Appendix A of the Permits Policy B.R.05 be waived and that permission be granted to serve alcohol at the Neil McNeil Catholic Secondary School Big Brother Student Leadership Program Event, between 6:00 pm and 11:00 pm on Friday, February 8, 2019.

Results of the Vote taken, as follows:

### In favour

### Opposed

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Lubinski  
Martino  
Rizzo  
Tanan

The Motion was declared

CARRIED

Trustees Del Grande and Kennedy left the horseshoe due to a Declaration of Interest, as earlier indicated, in Item 16b).

MOVED by Trustee Rizzo, seconded by Trustee Tanuan, that Item 16b) be adopted as follows:

**16b) 2018-19 Revised Budget Estimates – Instructional** received.

Trustee D’Amico disconnected via Teleconference at 7:46 pm. and reconnected at 7:47 pm.

Trustee Li Preti joined the meeting at 7:52 pm.

Trustee Martino left the horseshoe at 7:52 pm and returned at 7:57 pm.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Tanuan, that the Board of Trustees approve a Revised Instructional Budget Estimate including a deficit of (\$3.5M), with such deficit to be funded by the previously approved reservation of funds from the 2017-18 in-year surplus; and;

That the lunchroom supervision portion be referred to staff for a report to come back regarding how we can reallocate the funds to maximise the money provided by the Province for lunchroom supervisors.

Trustee Di Giorgio left the horseshoe at 8:05 pm and returned at 8:08 pm.

Results of the Vote taken on the Amendment, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D’Amico  
de Domenico

Di Giorgio  
 Di Pasquale  
 Li Preti  
 Lubinski  
 Martino  
 Rizzo  
 Tanuan

The Amendment was declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

**In favour**

**Opposed**

Trustees Crawford  
 D'Amico  
 de Domenico  
 Di Giorgio  
 Di Pasquale  
 Li Preti  
 Lubinski  
 Martino  
 Rizzo (Except Classroom Teachers - Secondary and Occasional  
 Teachers – Secondary, Appendix A  
 Tanuan

The Motion, as amended, was declared

CARRIED

Trustee Del Grande returned to the horseshoe at 8:14 pm.

Trustee de Domenico left the horseshoe at 8:18 pm.

MOVED by Trustee Di Pasquale, seconded by Trustee Tanuan, that Item 16c) be adopted as follows:

**16c) 2018-19 Revised Budget Estimates – Non-Instructional)** received.

Trustee de Domenico returned to the horseshoe at 8:26 pm.

Time for business expired and was extended by 15 minutes by unanimous consent, as per Article 12.6.

Trustee Del Grande left the horseshoe at 8:47 pm and returned at 8:48 pm.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Di Pasquale, that the Board of Trustees approve a Revised Non-Instructional Budget Estimate including a deficit of (\$1.5M), with such deficit to be funded by the previously approved reservation of funds from the 2017-18 in-year surplus.

MOVED in AMENDMENT to the AMENDMENT by Trustee Rizzo, seconded by Trustee Di Pasquale, that Budgets transferred to Classroom Instruction from Administration and Governance (Appendix A) be voted upon separately.

With the consent of the Committee, based on majority vote as follows,  
Trustee Rizzo withdrew her Amendment to the Amendment.

Results of the Vote taken, as follows:

<b><u>In favour</u></b>	<b><u>Opposed</u></b>
Trustees Crawford	Del Grande
D'Amico	Martino
de Domenico	
Di Giorgio	
Di Pasquale	
Li Preti	
Lubinski	
Rizzo	
Tanuan	

The Motion was declared

CARRIED

Time for business expired and was extended by 15 minutes by unanimous consent, as per Article 12.6.

Trustee de Domenico left the horseshoe at 9:04 pm.

Results of the Vote taken on the Amendment, as follows:

<b><u>In favour</u></b>	<b><u>Opposed</u></b>
Trustees Crawford	Martino
D'Amico	Rizzo
Del Grande	
Di Giorgio	
Di Pasquale	
Li Preti	
Lubinski	
Tanuan	

The Amendment was declared

CARRIED

The Chair declared a five-minute recess.

The meeting resumed.

**Present:**

**Trustees:** N. Crawford, Chair  
 N. Di Pasquale, Vice-Chair  
 F. D'Amico – via Teleconference  
 M. de Domenico  
 M. Del Grande  
 D. Di Giorgio  
 I. Li Preti  
 T. Lubinski  
 J. Martino



M. Rizzo  
G. Tanuan

**Student Trustee:** T. Dallin

Trustee Del Grande left the horseshoe due to a Declaration of Interest, as earlier indicated.

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Tanuan, that the Board approve \$3,451,433 for Budgets transferred to Classroom Instruction from Administration and Governance.

Results of the Vote taken on the Amendment, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Di Giorgio  
Di Pasquale  
Li Preti  
Lubinski  
Martino  
Tanuan

Rizzo

The Amendment was declared

**CARRIED**

Results of the Vote taken on Motion, as amended, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Di Giorgio  
Di Pasquale  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion, as amended, was declared

CARRIED

Trustees Del Grande and Kennedy returned to the horseshoe at 9:33 pm.

MOVED by Trustee Rizzo, seconded by Trustee Di Giorgio, that Item 16d) be adopted as follows:

**16d) 2018-19 Renewal Plan (Recommendation)** received.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Rizzo, that the 2018-2019 School Renewal Plan, for a total budget of \$51,187,967, as detailed in Appendices A and B, be approved, as well as Items 1 to 5 of the Implementation, Strategic Communications and Stakeholder Engagement Plan, with the addition of CSPC Chairs and that

Principals be asked to post a link to the Board's facilities page on their school website, to Item 1.

MOVED in AMENDMENT to the AMENDMENT by Trustee Rizzo, seconded by Trustee Di Pasquale, that all Trustees and school communities be informed of any work that is not specifically listed in any of the Appendices.

Results of the Vote taken on the Amendment to the Amendment, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Amendment to the Amendment was declared

CARRIED

Results of the Vote taken on the Amendment, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Amendment was declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy

Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that Item 16f) be adopted as follows:

**16f) St. Matthias Catholic School Capital Project Budget Approval and Consultant Award (Ward 11):**

1. That a professional services contract be awarded to Snyder Architects Inc. to provide consulting services for a replacement school on the site of the current St. Matthias Catholic School in the amount of \$992,572.44, plus net HST of \$21,439.56, for a total cost of \$1,014,013.00, funded as detailed in Table 1 and subject to EDU approval of the Space Plan Template; and
2. That a project budget of \$13,785,309.00 for the construction of a replacement school on the site of the existing St. Matthias Catholic School be approved, as detailed in Table 1, as per Ministry approved funding for Capital Priorities, FDK and Child Care; and approval of a further \$1,692,966.00 budget for unique site costs, subject to Ministry of Education approval of additional funding, for a total project budget of \$15,478,275.00.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Lubinski, seconded by Trustee Li Preti, that Item 16g) be adopted as follows:

**16g) Holy Angels Catholic School Capital Project Consultant Appointment and Budget Approval (Ward 4):**

1. That a contract be awarded to CS&P Architects Inc. to provide professional consulting services for the replacement elementary school to be constructed on the site of the existing Holy Angels Catholic School, for a total cost of \$993,506.00 (including net HST) funded as detailed in Table 1, subject to Ministry of Education approval of the Space Plan Template; and

2. That a project budget of \$17,358,410.00, as detailed in Table 1, as per Ministry approved Capital Priorities, FDK and Child Care funding and including eligible funding from Educational Development Charges; and approval of a further \$461,250.00 budget for unique site costs, subject to Ministry of Education approval of additional funding, for a total project budget of \$17,819,660.00.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Li Preti, that Item 16h) be adopted as follows:

- 16h) Toronto Hydro Vault Access Charges** that the Chair of the Board of Trustees send a letter to the Board of Directors of Toronto Hydro, with copies to the Minister of Education and the Premier's Office, to request that one annual hydro vault access remain free-of-charge for school boards.

MOVED in AMENDMENT by Trustee Tanuan, seconded by Trustee Li Preti, that the Chair of the Board of Trustees send a letter to the counterpart Toronto District School Board (TDSB) Chair, Trustees, and Director of Education encouraging a similar petition from TDSB to the Toronto Hydro Business Development Lead, Hydro Board of Directors, Ministry of Education, Mayor, Premier's office, and Ward Councillors/Members of Provincial Parliament (MPPs); and that

Staff provide all Trustees with Toronto Hydro vault access charges exemption letters to send to their respective local Ward Councillors and MPPs with copies to the Toronto Hydro CDM Business Development Lead, Toronto Hydro Board of Directors, Ministry of Education, Mayor and Premier's office.

Results of the Vote taken on the Amendment, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy



Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Amendment was declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion, as amended, was declared

CARRIED

**20. Resolve into FULL BOARD to Rise and Report**

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that the meeting resolve into FULL BOARD to Rise and Report.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Lubinski, that the meeting resolve back into DOUBLE PRIVATE Session.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
 D'Amico  
 de Domenico  
 Del Grande  
 Di Giorgio  
 Di Pasquale  
 Kennedy  
 Li Preti  
 Lubinski  
 Martino  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

**22. Adjournment**

MOVED by Trustee Crawford, seconded by Trustee de Domenico, that the meeting adjourn.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

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SECRETARY

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CHAIR



## REPORT TO

# CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

## SHORT-TERM OPERATING BORROWING BY-LAW #192

*"Give and it will be given unto you."*

**Luke 6:38**

Created, Draft	First Tabling	Review
January 8, 2019	January 17, 2019	

D. Bilenduke, Senior Coordinator, Finance  
P. Matthews, Legal Counsel  
P. De Cock, Comptroller, Business Services & Finance

## RECOMMENDATION 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**

1. The Board maintains a demand operating line of credit to finance short-term cash requirements for current expenditures only.
2. This report recommends that the Board approve Borrowing By-law #192 that authorizes the Board to maintain a ninety five million dollar (\$95,000,000) demand operating line of credit for the term of the Trustees.

*The cumulative staff time required to prepare this report was 3 hours*

## **B. PURPOSE**

1. The Board of Trustees are required to set an upper limit for short term borrowing by way of a by-law as required by:
  - I) Ontario Regulation 41/10 and section 243 of the Education Act
  - II) Board policy #F.M. 08 – Effective Financial Management and Control of Operations.

## **C. BACKGROUND**

1. CIBC is the Board's banker of record. The Board maintains a demand operating line of credit to finance short-term cash requirements for current expenditures only.
2. The CIBC Demand Operating Line of Credit is in place to permit short term borrowings should the need arise until current revenue is received from either the Ministry of Education or the City of Toronto.
3. CIBC requires that the Board pass an updated By-law in respect of the line of credit (see Borrowing By-Law #192 attached as Appendix A).

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

1. The By-law provides that:
  - i) in accordance with subsections 243(1), 243(2) and 243(3) of the *Education Act, R.S.O. 1990, c.E.2*, as amended, the Board hereby authorizes the Treasurer, together with the Chair or Vice-Chair of the

Board, to borrow from time to time the sums that the Board considers necessary to meet the current expenditures of the Board, until the current revenue has been received by the Board.

- ii) the Treasurer of the Board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all the monies comprising the current revenue of the Board and (if applicable), the proceeds from the sale of any debentures hereafter received.
- iii) the total amount borrowed on a short-term basis from all sources shall not exceed ninety five million dollars (\$95,000,000) at any one time.

## **E. METRICS AND ACCOUNTABILITY**

- 1. The Treasurer to the Board will prepare an annual financial report to the Board of Trustees as required by Ontario Regulation 41/10 of the Education Act and policy #F.M. 08 – Effective Financial Management and Control of Operations.
- 2. The Education Act stipulates the by-law term may not exceed the term of the current Board of Trustees.

## **F. STAFF RECOMMENDATION**

That the Board approve Borrowing By-Law #192 attached as Appendix A for \$95 million for a period not to exceed November 30, 2022.

## TORONTO CATHOLIC DISTRICT SCHOOL BOARD

### BORROWING BY-LAW #192

#### **RESOLUTION**

**WHEREAS TORONTO CATHOLIC DISTRICT SCHOOL BOARD** (hereinafter called the "Board") may find it necessary to borrow at any one time up to the sum of ninety five million dollars (\$95,000,000) to meet its current expenditure requirements for school purposes for the period ended November 30, 2022 until current revenue for each of those years has been received;

**AND WHEREAS** the rates or taxes levied or to be levied by the provincial government for current expenditures of the Board made, or to be made, during the current school year for school purposes have not yet been collected or fully collected, and such rates or taxes hereafter to be collected will, together with other monies to be received by the Board, provide the monies required to repay the sums borrowed hereunder and the interest thereon;

**THEREFORE**, the Board enacts as follows:

1. That, in accordance with subsections 243(1), 243(2) and 243(3) of the *Education Act; R.S.O. 1990, c.E.2*, as amended, the Board hereby authorizes the Director of Education, together with the Chair or Vice-Chair of the Board, to borrow from time to time the sums that the Board considers necessary to meet the current expenditures of the Board, until the current revenue has been received by the Board; and the Director of Education, together with the Chair or Vice-Chair of the Board are hereby authorized and directed for, and on behalf of, the Board, to execute and deliver to its bank or such other parties as may be required, all such documents and instruments, and to do such acts and things as, in their opinion, may be necessary or advisable to carry out the foregoing.
2. That the Director of Education of the Board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all the monies comprising the current revenue of the Board and (if applicable), the proceeds from the sale of any debentures hereafter received.
3. That the total amounts borrowed on a short-term basis from all sources shall not exceed ninety five million dollars (\$95,000,000) at any onetime.

PASSED THIS 17<sup>th</sup> day January, 2019

WITNESS the Corporate Seal of the Board.

---

Maria Rizzo  
Chair of the Board

---

Rory McGuckin  
Director of Education





REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### EDC BORROWING BY-LAW #193

*"The man of integrity walks securely, but he who takes crooked paths will be found out."*

Proverbs 10:9

Created, Draft	First Tabling	Review
January 8, 2019	January 17, 2019	
D. Bilenduke, Senior Coordinator, Finance P. Matthews, Legal Counsel P. De Cock, Comptroller, Business Services & Finance		
<b>RECOMMENDATION REPORT</b>		

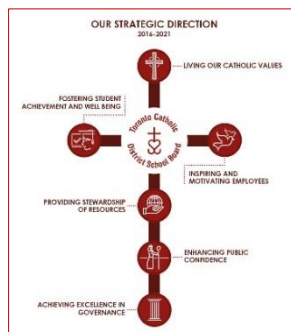
**Vision:**

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D. Koenig  
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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**

1. The Board has an agreement with the CIBC for an EDC operating line of credit. The bank requires that the Board of Trustees renew the Borrowing By-Law for another four-year term.
2. The EDC line of credit is required so the Board may act in a timely manner to any Site Acquisition Plans.

*The cumulative staff time required to prepare this report was 3 hours*

## **B. PURPOSE**

1. The Board of Trustees are required to set an upper limit for short term borrowing by way of a by-law as required by Ontario Regulation 41/10 and section 243 of the Education Act as well as Board policy #F.M. 08 – Effective Financial Management and Control of Operations.

## **C. BACKGROUND**

1. CIBC is the Board's banker of record. The Board maintains a demand operating line of credit to finance short-term cash requirements for "current expenditures" only.
2. The TCDSB is qualified to have an EDC by-law in the city of Toronto, which enables it to collect funds on new building permits for the purpose of acquiring property for new school construction.
3. The board may acquire property in one of three ways. Expropriation, properties declared surplus by other school boards and agencies, or, on the open market.
4. The Board has very little influence over when these properties become available; when they do become available, the Board must act quickly and have a source of financing readily available.
5. In the past, the Board has always had excess funds in its EDC reserve enabling it to purchase EDC properties with cash. This reserve is expected to run out this fiscal year and the Board needs to maintain some flexibility and capacity to fulfil the Site Acquisition Plan.

6. CIBC requires that the Board pass an updated By-law in respect of an EDC line of credit (see Borrowing By-Law #193 attached as Appendix A).

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

The By-law provides that:

1. That, in accordance with subsections 243(1), 243(2) and 243(3) of the *Education Act, R.S.O. 1990, c.E.2*, as amended and Ontario Regulation 41/10, the Board hereby authorizes the Director of Education, together with the Chair or Vice-Chair of the Board, to borrow from time to time the sums that the Board considers necessary to meet the EDC expenditures of the Board, until the EDC revenue has been received by the Board; and the Director of Education, together with the Chair or Vice-Chair of the Board are hereby authorized and directed for, and on behalf of, the Board, to execute and deliver to its bank or such other parties as may be required, all such documents and instruments, and to do such acts and things as, in their opinion, may be necessary or advisable to carry out the foregoing.
2. That the Director of Education of the Board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all the monies comprising the EDC revenue of the Board and (if applicable), the proceeds from the sale of any debentures hereafter received.
3. That the total amounts borrowed on a short-term basis from EDC shall not exceed one hundred sixty million dollars (\$160,000,000) at any one time.

## **E. METRICS AND ACCOUNTABILITY**

1. The Treasurer to the Board will prepare an annual financial report to the Board of Trustees as required by Ontario Regulation 41/10 of the Education Act and policy #F.M. 08 – Effective Financial Management and Control of Operations.
2. The Education Act stipulates the by-law term may not to exceed the term of the current Board of Trustees.

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

1. Each time the Board requests approval from the Trustees to purchase an EDC property the Director will provide to the Board of Trustees the following:
  - i. If the purchase is being made from cash or credit.
  - ii. The surplus/deficit in the EDC account.
  - iii. A prioritization of other anticipated expenditures over the following year.
  - iv. The status of EDC revenues compared to budgeted revenues.

## **G. STAFF RECOMMENDATION**

That the Board approve Borrowing By-Law #193 attached as Appendix A for \$160 million for a period not to exceed November 30, 2022.

## TORONTO CATHOLIC DISTRICT SCHOOL BOARD

### BORROWING BY-LAW #193

#### RESOLUTION

**WHEREAS TORONTO CATHOLIC DISTRICT SCHOOL BOARD** (hereinafter called the "Board") may find it necessary to borrow at any one time up to the sum of one hundred sixty million dollars (\$160,000,000) to acquire Education Development Charges (EDC) funded school and property purchases for the period ended November 30, 2022 until current EDC revenues for each of those years has been received;

**AND WHEREAS** the rates or taxes levied or to be levied by the Board for EDC eligible expenditures of the Board made, or to be made, during the current school year for EDC purposes have not yet been collected or fully collected, and such rates or taxes hereafter to be collected will provide the monies required to repay the sums borrowed hereunder and the interest thereon;

**THEREFORE**, the Board enacts as follows:

1. That, in accordance with subsections 243(1), 243(2) and 243(3) of the *Education Act*; *R.S.O. 1990, c.E.2*, as amended, and Ontario Regulation 41/10, the Board hereby authorizes the Director of Education, together with the Chair or Vice-Chair of the Board, to borrow from time to time the sums that the Board considers necessary to meet the EDC expenditures of the Board, until the EDC revenue has been received by the Board; and the Director of Education, together with the Chair or Vice-Chair of the Board are hereby authorized and directed for, and on behalf of, the Board, to execute and deliver to its bank or such other parties as may be required, all such documents and instruments, and to do such acts and things as, in their opinion, may be necessary or advisable to carry out the foregoing.
2. That the Director of Education of the Board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all the monies comprising the EDC revenue of the Board and (if applicable), the proceeds from the sale of any debentures hereafter received.
3. That the total amounts borrowed on a short-term basis from EDC shall not exceed one hundred sixty million dollars (\$160,000,000) at any one time.

PASSED THIS 17<sup>th</sup> day January, 2019

WITNESS the Corporate Seal of the Board.

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Maria Rizzo  
Chair of the Board

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Rory McGuckin  
Director of Education



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### REPORT REGARDING FUNDING FOR LUNCHROOM SUPERVISORS

*"In everything I did, I showed you that by this kind of hard work we must help the weak, remembering the words the Lord Jesus himself said: 'It is more blessed to give than to receive.'"*

**Acts 20:35**

Created, Draft	First Tabling	Review
January 7, 2019	January 17, 2019	<a href="#">Click here to enter a date</a>
D. De Souza, Coordinator of Revenue, Grants and Ministry Reporting G. Sequeira, Coordinator of Budget Services P. De Cock, Comptroller of Business Services & Finance		
<b>INFORMATION REPORT</b>		

**Vision:**

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## **A. EXECUTIVE SUMMARY**

As requested by the Board, this report provides options to reallocate operating funds in order to use the full amount of Grants for Student Needs (GSN) provided by the Province for Elementary Lunchtime Student Supervisors on only this specific program.

Currently, the Board budgets \$1.3M for Elementary Lunchtime Student Supervisors whereas the GSNs generate approximately \$1.6M. The GSNs received for this program are not restricted and therefore the difference of \$0.3M is used primarily to fund Secondary School Student Supervisors, which are not currently funded by GSNs.

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

## **B. PURPOSE**

1. The purpose of this report is to identify options to reallocate operating funds to use the full amount of GSNs provided by the Province for Elementary Lunchtime Student Supervisors on only this specific program.

## **C. BACKGROUND**

1. The Board of Trustees, during the Corporate Services, Strategic Planning and Property Committee meeting held on December 12, 2018 passed the following motion:
  - i. *That the Board of Trustees approve a revised Instructional Budget Estimate including a deficit of (\$3.5M), with such deficit to be funded by the previously approved reservation of funds from the 2017-18 in-year surplus; and*
  - ii. *That the lunchroom supervision portion be referred to staff for a report to come back regarding how we can reallocate the funds to maximize the money provided by the Province for lunchroom Supervisors.*

## D. EVIDENCE/RESEARCH/ANALYSIS

The following two strategies would enable funding for Elementary Lunchtime Student Supervisors to be brought to fully funded GSN levels for the remainder of the 2018-19 academic year. In either scenario only \$0.15M (or half) of the \$0.3M is being proposed to be reallocated as nearly half the academic year has already occurred. Staff can re-evaluate for the full \$0.3M during budget development for the 2019-20 fiscal year.

### Option 1:

That funds in the amount of \$0.15M be withdrawn on a one-time basis from TCDSB's operating contingency reserve.

### Option 2:

That 2018-19 operating funds from the following areas are reallocated. Both areas are tracking to be in positive variances for the 2018-19 academic year.

Program Area	Proposed Fund Reallocations
Student Support Mileage and Cell Phone	\$0.1M
Insurance Rebate	\$0.05M
<b>Total</b>	<b>\$0.15M</b>

Should a Trustee wish to move a motion regarding reallocation of funding, the following would be appropriate in the context of the two options above:

*“That for the 2018-19 Revised Budget Estimates, an in-year budget reallocation for Elementary Lunchtime Student Supervisors, as described in Option [X] within this report, be approved”.*

## E. CONCLUDING STATEMENT

This report is for the consideration of the Board.





REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### 2018-19 FIRST QUARTER FINANCIAL STATUS UPDATE

*"Whatsoever thy hand findeth to do, do it with all thy might."*

Ecclesiastes 9:10

Created, Draft	First Tabling	Review
January 8, 2019	January 17, 2019	

L. LePera, Sr. Financial Analyst  
D. Bilenduke, Senior Coordinator of Finance  
P. De Cock, Comptroller of Business Services & Finance

#### INFORMATION REPORT

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## **A. EXECUTIVE SUMMARY**

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

This is the first update for fiscal 2018-19 using the Revised Estimates approved by the Board of Trustees in December 2018. The Board is on target to ending the year with a balanced budget. A more detailed variance summary is attached as Appendix A.

*The cumulative staff time required to prepare this report was 20 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.
2. *Year to year comparisons can be slightly skewed.* When comparing the percentage spent to this period last year, it is important to note that YTD November 2017 had 62 teaching days and YTD November 2018 had 63 teaching days.

## D. EVIDENCE/RESEARCH/ANALYSIS

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

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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. These expenditure are expected to be on track at this time.

**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>	↑	0.4%	↓	0.7%	●
<i>Instructional Benefits</i>	↓	7.1%	↑	2.0%	●
<i>Non-Instructional Salaries</i>	↑	0.5%	↑	1.8%	●
<i>Non-Instructional Benefits</i>	↓	3.5%	↓	3.4%	●

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

Salaries are tracking very close to budget for both Instructional and Non-Instructional categories. All employee groups have been moved to the benefit trusts as of June 1<sup>st</sup> 2018. Benefits are tracking to finish on budget.

2. ***At an aggregate level, total 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>	↓	7.1%	↓	2.9%	●
<i>Transportation Expense</i>	↓	5.9%	↓	2.1%	●
<i>Operations &amp; Maintenance</i>	↓	7.5%	↑	1.9%	●
<i>Other Administrative</i>	↑	4.3%	↑	4.7%	◆

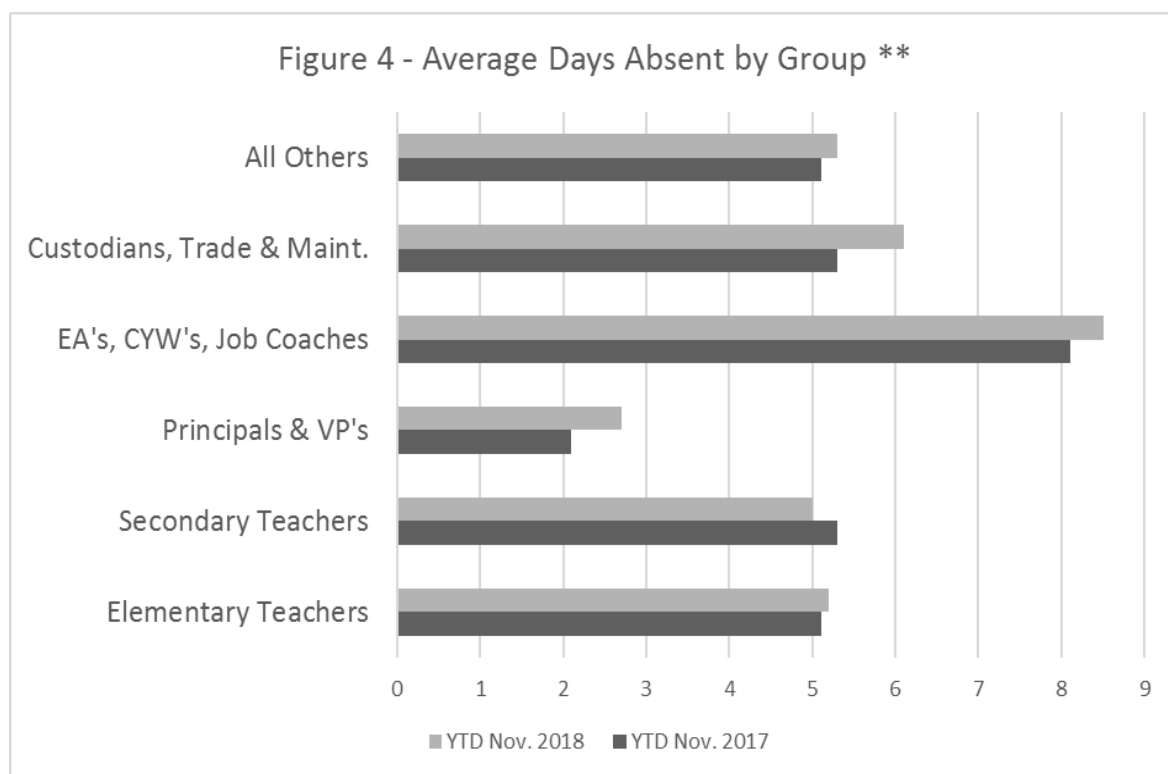
While Instructional expenses are tracking low compared to budget, they are considered a low risk because the timing of expenditure recognition is subject to annual variations and unspent school block funds are carried forward. Other Revenue Related expenses are being monitored and are expected to come in at Budget.

3. ***Grant Revenue from the Province projected to remain unchanged from the Latest Estimates.*** Grants for Student Needs (GSNs) revenue is expected to remain unchanged and all indications from the current Provincial Government is that they will not be affected in the 2018-19 school year.
4. ***“Education Program – Other” or “EPO” Revenues are projected to decrease by a minimum of \$440K, based on the most recent Ministry announcements.*** Recent updates provided by the Ministry of Education mitigated the reduction to EPO funded initiatives, originally estimated at a reduction of \$655K. The conversion to application-based EPO funding agreements could reduce the funding reduction to a minimum of \$440K. The details of this funding reduction are attached as Appendix D.

## STAFF ABSENTEEISM AND EMPLOYEE FAMILY ASSISTANCE PROGRAM

5. ***Staff Absenteeism Rates have increased and Occasional Fill Rates have declined.*** Recent statistics provide evidence that overall staff absenteeism rates experienced an increase of 1,067 days over the same period, from the prior year. Total Teacher Absence days have remained relatively flat year over year, while total Occasional Teacher expenditures have risen by 7.0% when compared to the same period last year.

Figure 4 provides a year-over-year comparison of staff absenteeism over the same period in the previous fiscal year. Elementary Teachers, Principals/VP's, Education Assistants (EAs), Child and Youth Workers (CYW), Job Coaches, Secondary Teachers, Custodians/Maintenance and Other school board employees are all showing an increase in days absent. These increases were slightly offset by a decrease in days absent for Secondary Teachers. The following chart compares average absence utilization by employee type as of November:



\*\* 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. ***Staff absenteeism due to personal illness continues to be an area of concern for the Board.*** Despite the rise in Occasional Teacher costs shown in Figure 5a, they are expected to end in line with budget as staff proactively increased the Occasional Teacher Budget in the Revised Budget Estimates last fall in anticipation of this increase. Figure 5b illustrates the 13-month trend. The first 2 months of the school year experienced the same level of salary when compared to prior year. This graph highlights any trends in absenteeism by month, year over year.

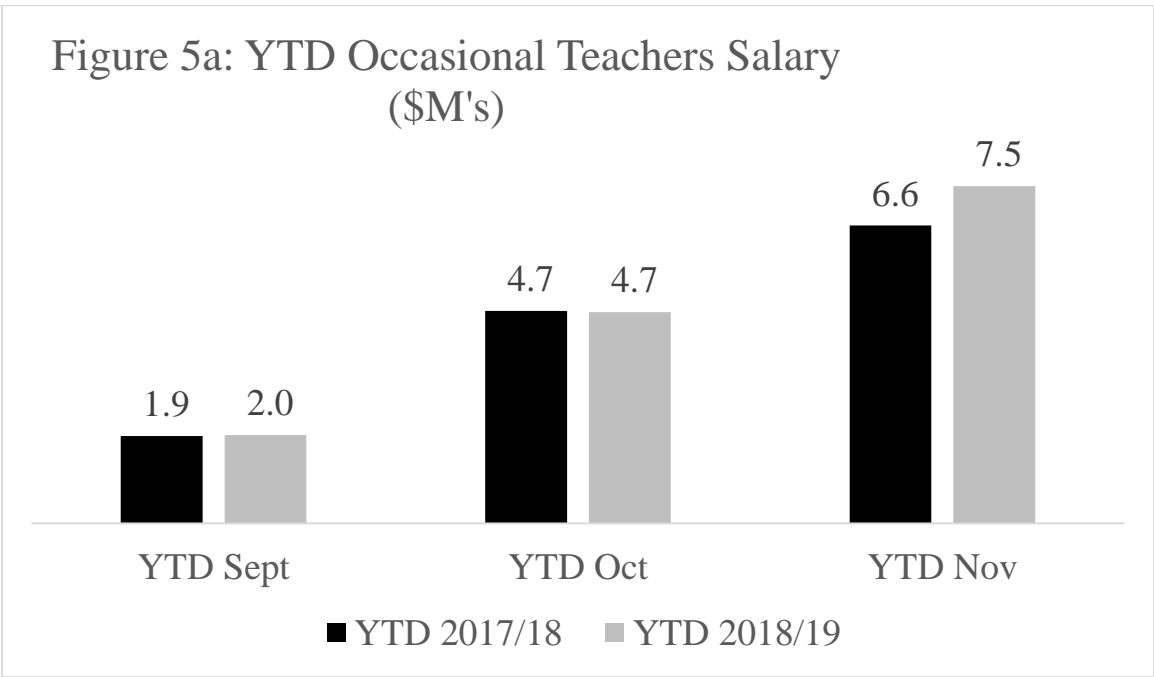
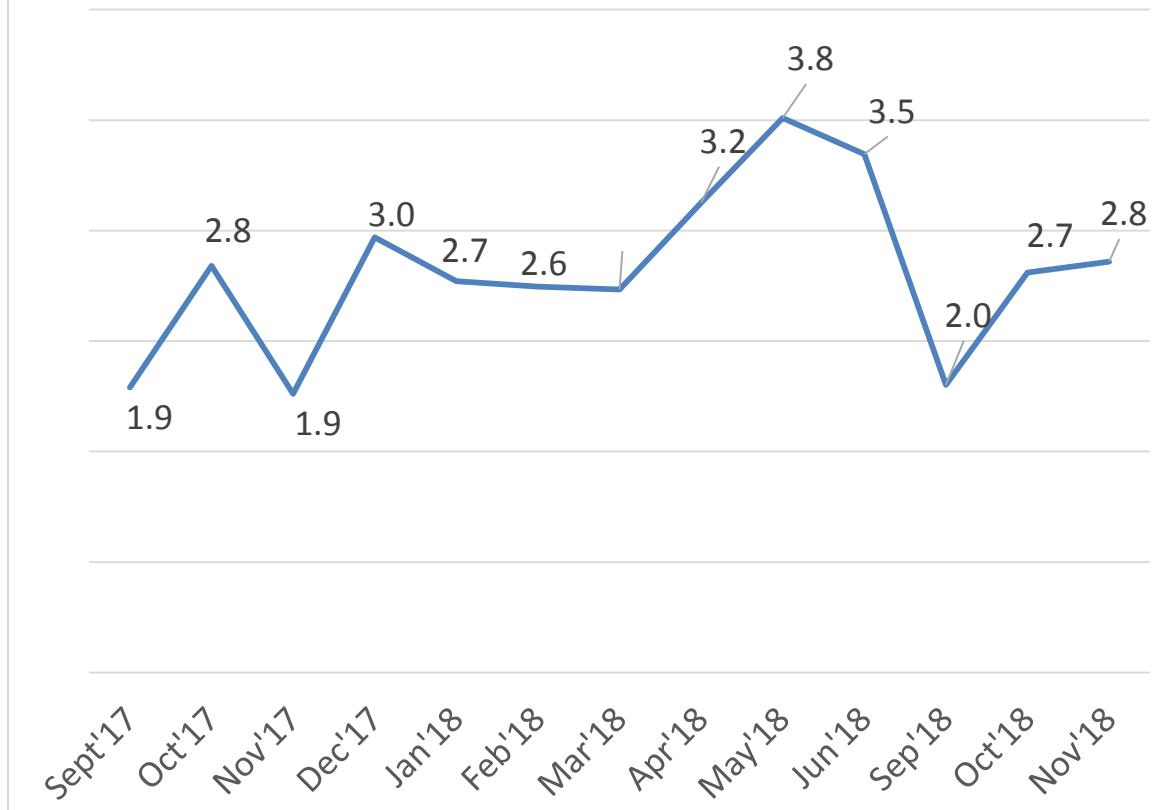
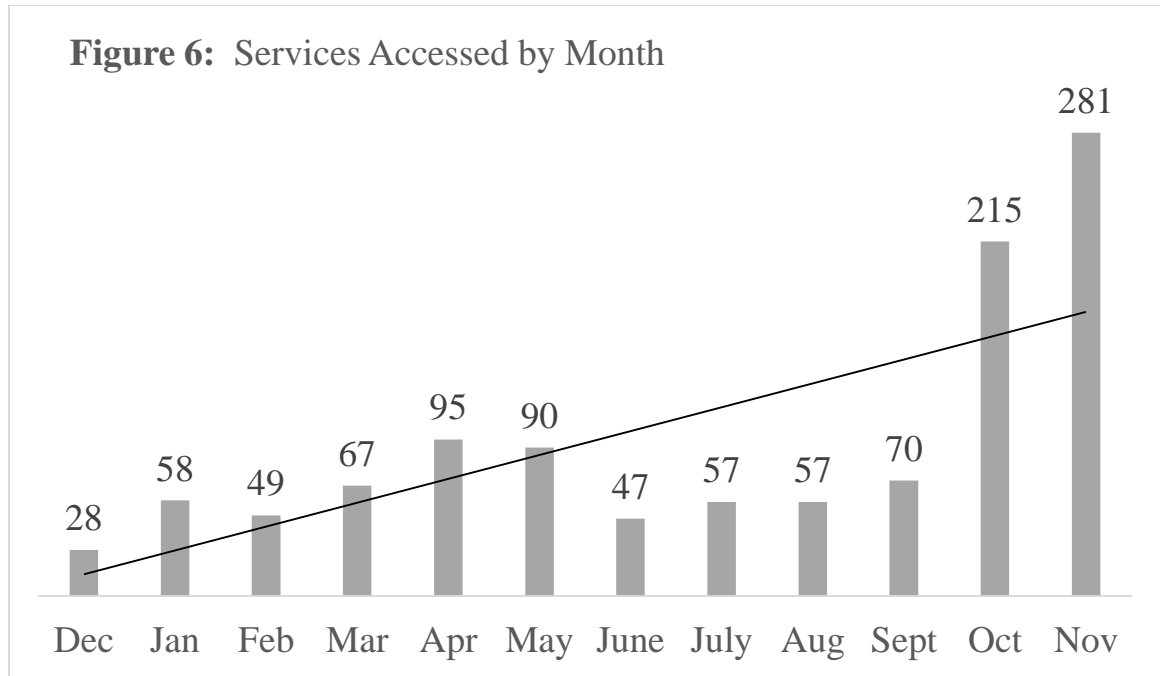


Figure 5b: Occasional Teachers Salary (\$M's)13  
Month Trend



7. ***The Board has invested in employee wellness by purchasing an Employee Family Assistance Program (EFAP).*** The Board purchased an EFAP in December 2017. The data collected to November 30, 2018 show that usage rates spiked in the fall months. This is largely driven by promotion of the program as there is a direct connection to supporting employees and their workplace engagement and attendance. Figure 6 provides the services accessed by month and Figure 7 provides information on the types of services accessed.



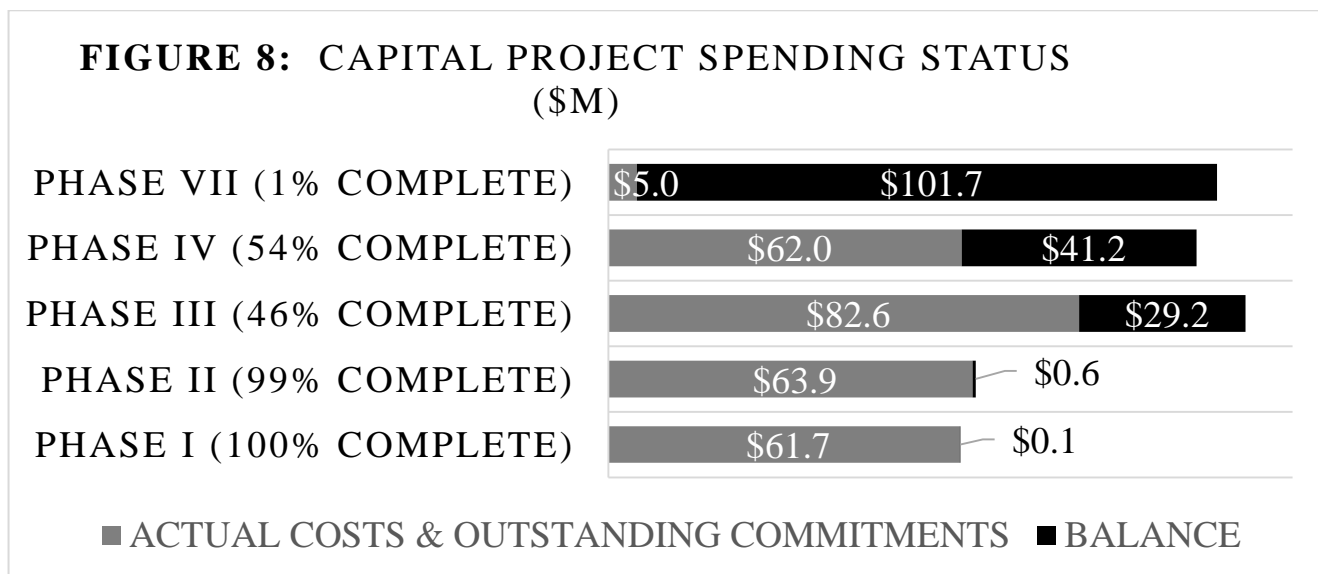
**Figure 7: Counselling Service Types**

	Q1	Q2	Q3	Q4	Current YTD		Industry Average	National Norm
Addiction Related	1	11	3	2	17	2.3%	1.7%	2.5%
Couple / Relationship	15	50	26	59	150	20.7%	23.5%	23.0%
Family	4	18	17	27	66	9.1%	11.9%	10.9%
Personal / Emotional	54	85	65	201	405	55.9%	50.7%	50.5%
Work Related	7	12	12	56	87	12.0%	12.2%	13.2%
<b>Total</b>	<b>81</b>	<b>176</b>	<b>123</b>	<b>345</b>	<b>725</b>	<b>100.0%</b>		



## HIGH LEVEL REVIEW OF SCHOOL RENEWAL AND CAPITAL PROJECTS

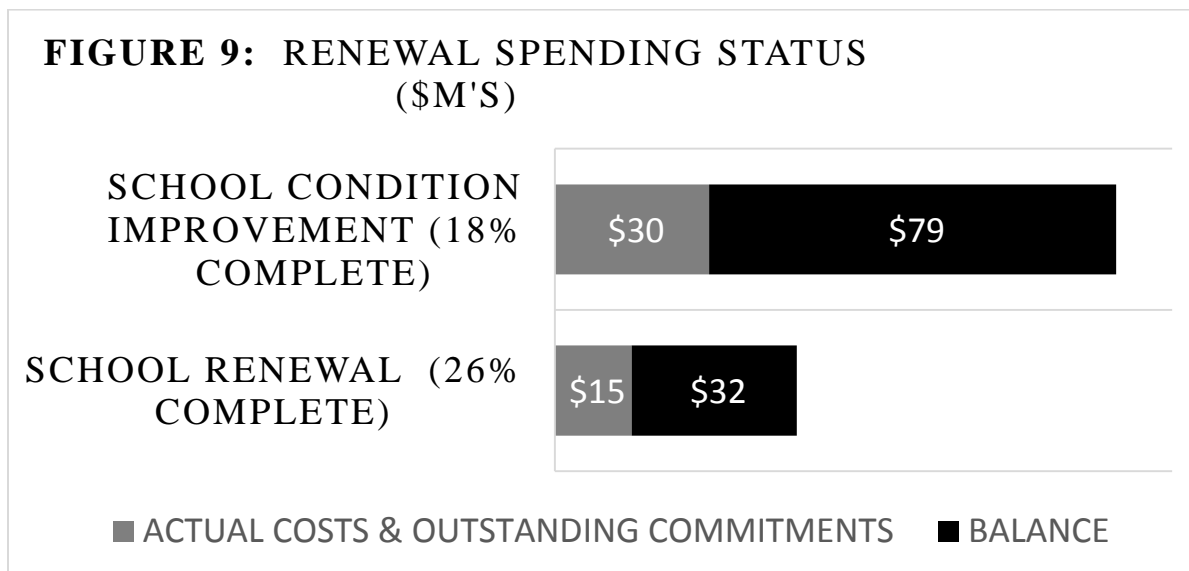
8. ***The Capital program totals \$448 million.*** The Board received Capital Project funding for many new schools, additions and childcare spaces. The capital program funding includes Childcare funding and Full Day Kindergarten funding for projects where applicable. Figure 8 illustrates the Ministry 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.



**Phase I** (16 School Additions), **Phase II** (6 New Elementary Schools), **Phase III** (5 New Elementary Schools), **Phase IV** (8 School Additions & 3 New Elementary Schools), **Phase VII** (7 New Elementary Schools)

9. ***The Renewal Program consists of major building component replacements and site improvements for a total available at September 1, 2018 of \$158M with funding of approximately \$111M remaining.*** The Renewal Program is funded through several grants such as Regular School Renewal Grant and School Improvement Grant. Staff are currently planning for the upcoming construction season so projects may begin in the summer months. Greenhouse Gas Reduction projects are fully committed and underway and the completion timeline of March 31, 2019 is expected to be met.

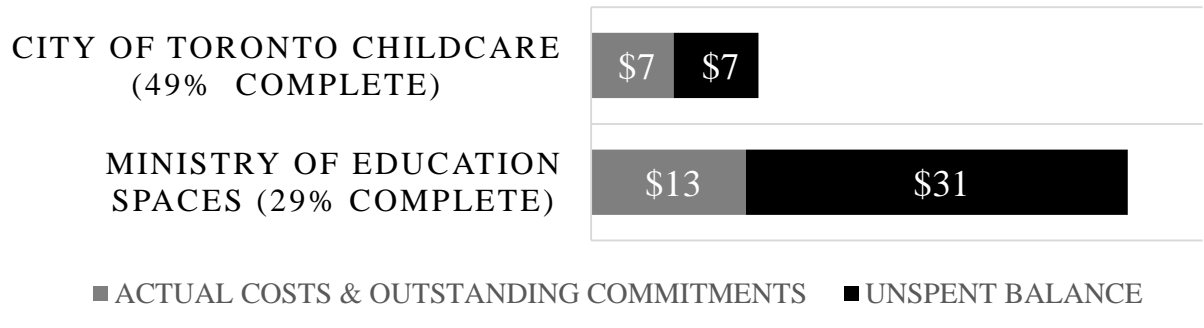
Figure 9 provides a high-level view of the Ministry Approved funding, Actual & Committed Amounts spent and the balance remaining for School Renewal and School Renewal Capital Projects to date:



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 committed work underway to meet the expenditure timeline of March 31, 2019. This funding stream has been discontinued.

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.

**FIGURE 10: CHILDCARE CAPITAL PROGRAM  
SPENDING STATUS (\$M)**



## **E. METRICS AND ACCOUNTABILITY**

1. The actual revenues and expenditures are tracking to budget at the end of the first quarter.
2. The one-time extraordinary item (ASO benefit surplus) had a projected balance of \$10.5M for the 2017-18 fiscal year of which \$4.5M was recorded as revenue in the 2017-18 financial statements. The remaining balance of the ASO benefit surplus is projected to be \$5.3M and is expected in the 2018-19 fiscal year.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.

## OPERATING EXPENDITURES

@ November 30, 2018

'000's	Total Revised Estimate	YTD Revised Estimate	YTD Actual	Variance '000's	Variance %	2018/19 YTD % Spent	2017/18 YTD % Spent
<b>Salaries</b>							
Teachers	540,445	162,133	169,854	(7,720)	-4.8%	31.4%	32.2%
Occasional Teachers	27,109	8,133	7,455	678	8.3%	27.5%	20.5%
Educational Assistants & ECE's	61,652	18,496	16,985	1,511	8.2%	27.6%	31.2%
Principal & VP	38,112	11,433	12,070	(636)	-5.6%	31.7%	31.8%
School Office	17,777	5,333	4,719	614	11.5%	26.6%	27.8%
Continuing Education	17,843	5,353	3,235	2,118	39.6%	18.1%	20.1%
Other Instructional	61,925	18,577	18,115	463	2.5%	29.3%	30.6%
<b>Sub Total Instruction</b>	<b>764,862</b>	<b>229,459</b>	<b>232,432</b>	<b>- 2,973</b>	<b>-1.3%</b>	<b>30.4%</b>	<b>31.1%</b>
Administration	18,173	4,543	4,530	13	0.3%	24.9%	23.1%
Transportation	1,063	266	240	25	9.5%	22.6%	24.7%
Operations & Maintenance	46,129	11,532	11,859	(327)	-2.8%	25.7%	26.3%
Other	8,591	2,148	2,191	(43)	-2.0%	25.5%	15.7%
<b>Sub Total Non Instruction</b>	<b>73,956</b>	<b>18,489</b>	<b>18,821</b>	<b>- 332</b>	<b>-1.8%</b>	<b>25.5%</b>	<b>23.7%</b>
<b>Total Salaries</b>	<b>838,818</b>	<b>247,948</b>	<b>251,252</b>	<b>- 3,305</b>	<b>-1.3%</b>	<b>30.0%</b>	<b>30.4%</b>
<b>Benefits</b>							
Teachers	78,843	23,653	17,485	6,168	26.1%	22.2%	19.6%
Occasional Teachers	5,536	1,661	1,240	421	25.3%	22.4%	18.2%
Educational Assistants & ECE's	19,779	5,934	5,044	889	15.0%	25.5%	23.8%
Principal & VP	4,898	1,469	977	492	33.5%	20.0%	22.0%
School Office	5,566	1,670	1,377	293	17.6%	24.7%	27.7%
Continuing Education	2,759	828	665	162	19.6%	24.1%	21.9%
Other Instructional	14,079	4,224	3,375	849	20.1%	24.0%	23.3%
<b>Sub Total Instruction</b>	<b>131,460</b>	<b>39,438</b>	<b>30,163</b>	<b>9,275</b>	<b>23.5%</b>	<b>22.9%</b>	<b>20.9%</b>
Administration	4,770	1,193	974	219	18.3%	20.4%	22.7%
Transportation	249	62	52	10	16.7%	20.8%	22.3%
Operations & Maintenance	14,703	3,676	3,266	410	11.2%	22.2%	26.8%
Other	1,675	419	305	114	27.2%	18.2%	14.6%
<b>Sub Total Non Instruction</b>	<b>21,397</b>	<b>5,349</b>	<b>4,597</b>	<b>753</b>	<b>14.1%</b>	<b>21.5%</b>	<b>24.9%</b>
<b>Total Benefits</b>	<b>152,857</b>	<b>44,787</b>	<b>34,760</b>	<b>10,028</b>	<b>22.4%</b>	<b>22.7%</b>	<b>21.4%</b>
<b>Operating Expense</b>							
Instructional Expense	48,928	14,678	11,200	3,478	23.7%	22.9%	25.8%
Transportation Expense	35,910	8,977	6,856	2,121	23.6%	19.1%	21.2%
Operations & Maintenance Expense	37,192	9,298	6,494	2,805	30.2%	17.5%	15.6%
Other Non Instructional Expense	5,116	1,279	1,497	(218)	-17.0%	29.3%	24.6%
<b>Total Expense</b>	<b>127,146</b>	<b>34,233</b>	<b>26,046</b>	<b>8,187</b>	<b>23.9%</b>	<b>20.5%</b>	<b>20.9%</b>
<b>Grand Total</b>	<b>1,118,821</b>	<b>326,968</b>	<b>312,058</b>	<b>14,910</b>	<b>4.6%</b>	<b>27.9%</b>	<b>28.1%</b>

Instruction %	3/10	30.0%
Non-Instruction %	3/12	25.0%

**CAPITAL PROJECT PHASES 1 TO 7  
NOVEMBER 30, 2018**

**SUMMARY**

	①	②	③	④	⑤	⑥	
	<b>COMPLETED PROJECT STATUS</b>			<b>WORK IN PROGRESS - OPEN PURCHASE ORDERS</b>			
	<b>MINISTRY APPROVED BUDGET</b>	<b>SAP COSTS TO DATE (excluding purchase order balances)</b>	<b>REMAINING APPROVED BALANCE LESS ACTUALS ①—②</b>	<b>Outstanding Purchase Order Balances &amp; Committed Works</b>	<b>SAP Costs &amp; Outstanding Purchase Orders ② + ④</b>	<b>BALANCE REMAINING WORK NOT STARTED ①—⑤</b>	<b>% Complete</b>
<b>Phase I</b>	61,750,493	61,652,172	98,321	-	61,652,172	98,321	<b>100%</b>
<b>Phase II</b>	64,450,776	63,343,645	1,107,131	544,562	63,888,208	562,568	<b>99%</b>
<b>Phase III</b>	111,781,897	51,373,118	60,408,779	31,214,655	82,587,773	29,194,124	<b>46%</b>
<b>Phase IV</b>	103,163,780	55,212,756	47,951,025	6,773,062	61,985,818	41,177,962	<b>54%</b>
<b>Phase VII</b>	106,764,690	1,114,468	105,650,222	3,928,080	5,042,548	101,722,142	<b>1%</b>
	<b>447,911,636</b>	<b>232,696,159</b>	<b>215,215,477</b>	<b>42,460,359</b>	<b>275,156,518</b>	<b>172,755,118</b>	<b>52%</b>

**Phase II** - Includes Phase I & II post construction; SAP actuals includes \$63,113,632 + Post construction completion of \$230,013 for a total of \$63,343,645

**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: December 12, 2018.

## Financial Update at November 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, 2018 (2018 Accruals incl.)	25,399,374	1,394,592	438,786	38,172,324	29,018,085	94,423,160
Grant - 2018/2019 (Rev. Estimates/SB11 2018)	16,418,436	704,708		24,152,170	10,350,930	51,626,244
<b>Total Grant Available for 2018/2019</b>	<b>41,817,810</b>	<b>2,099,300</b>	<b>438,786</b>	<b>62,324,494</b>	<b>39,369,015</b>	<b>146,049,404</b>
Add: Accruals (Payments incl. below)	3,002,368	148,988	1,111,473	7,439,787	0	11,702,617
Balance Available September 1, 2018 ①	<b>44,820,177</b>	<b>2,248,288</b>	<b>1,550,259</b>	<b>69,764,281</b>	<b>39,369,015</b>	<b>157,752,021</b>
<b>EXPENDITURES &amp; WORK IN PROGRESS (September 1, 2018 - November 30, 2018)</b>						
Actuals - Completed Work	3,571,995	219,465	533,166	6,031,120	0	10,355,746
Open Purchase Orders - Work in Progress	10,772,711	354,458	1,017,093	23,800,236	142,973	36,087,470
<b>EXPENDITURES AND OPEN PURCHASE ORDERS ②</b>	<b>14,344,706</b>	<b>573,923</b>	<b>1,550,259</b>	<b>29,831,356</b>	<b>142,973</b>	<b>46,443,216</b>
<b>BALANCE AT NOVEMBER 30, 2018 ① - ②</b>	<b>30,475,472</b>	<b>1,674,365</b>	<b>0</b>	<b>39,932,925</b>	<b>39,226,042</b>	<b>111,308,805</b>

# TORONTO CATHOLIC DISTRICT SCHOOL BOARD

## Comparative EPO Revenues (2017-18 EPO Amounts vs 2018-19 EPO Announcement)

		2017-18 EPO Amount	2018-19 EPO Amount	Inc (Dec) Over 2017/2018 Actuals
EPO Grant	EPO Description	2017-18	2018-19	Under (Over)
Focus on Youth - After School	Provide youth participants with a focus on at-risk youth with leadership experience through supported employment, and develop positive attitudes and behaviours required for leadership roles, within a safe and positive employment environment.	125,426	0	(125,426)
Enhancements to Support Experiential Learning	Support participation in a regional professional learning session to deepen understanding and help develop educators' capacity to plan and deliver effective community-connected experiences.	395,865	TBD	0
Re-engagement 12 & 12+	Support the re-engagement efforts for senior students who have left the school system without an OSSD; the funds will allow boards to temporarily employ individuals or provide release time for staff to contact and mentor those students who left without a diploma during the past school year or who were enrolled in June, did not receive a diploma and do not have a timetable for the following September.	41,041	0	(41,041)
Renewed Mathematics Strategy	Support for schools will focus on professional learning opportunities connected to student learning and well-being that leverage the big and/or highly effective ideas from key foundational mathematical documents and resources that will support teachers.	1,974,856	1,974,856	0
Well-being: Safe, Accepting & Healthy Schools and Mental Health - Theme Bundle	Support for students that encompasses engagement activity; Professional Learning for Programs resources & equipment; Leadership Development; alignment with work that directly supports student well being	257,000	241,010	(15,990)
Indigenous Focused Collaborative Inquiry	Develop new strategies & resources that will enhance the learning of all students, and in particular, those of indigenous backgrounds.	15,000	0	(15,000)

		2017-18 EPO Amount	2018-19 EPO Amount	Inc (Dec) Over 2017/2018 Actuals
EPO Grant	EPO Description	2017-18	2018-19	Under (Over)
Indigenous Student Learning and Leadership	Provide leadership development opportunities to Indigenous students (from Grades 7-12).	30,000	TBD	0
Speak Up Projects	Provide students with an opportunity to lead and/or participate in a project in order to empower students to take action and support student engagement, equity, achievement and well-being through an experience within the school community.	69,695	TBD	0
Transportation Supports for Children and Youth in Care	Implementation of education liaisons and transportation supports to assist in improving educational outcomes for children and youth in care, i.e. Mini-bus and Taxi service.	114,676	TBD	0
Support Pilots on Ensuring Equitable Access to Post-Secondary Education	To support boards and schools in providing enhancements to current initiatives to help students, who without supports might not otherwise go on to Post Secondary Education(PSE), understand the value of pursuing a PSE and gain awareness of the broad range of pathways, possibilities and supports available to them	37,290	0	(37,290)
TechnoMath	Support the development and implementation of the TechnoMath program at St. Patrick's CSS which creates cross-curricular connections between mathematics and technological education.	6,185	TBD	0
TLLP	Project to cultivate community by a collaborative, arts-based initiative towards Reconciliation	17,600	17,600	0



		2017-18 EPO Amount	2018-19 EPO Amount	Inc (Dec) Over 2017/2018 Actuals
EPO Grant	EPO Description	2017-18	2018-19	Under (Over)
Physical Activity for Secondary Schools (PASS)	Promote a culture of physical activity in secondary schools by funding projects that increase the number of less active students participating in physical activities outside of instructional time; Projects can be regional, board-wide (including co-terminus boards), or targeted at an individual secondary school or a group of secondary schools.	54,575	0	(54,575)
Daily Physical Activity for Elementary Schools	Support innovative, strategic and sustainable initiatives that engage elementary students in daily physical activities	22,545	0	(22,545)
Innovation in Learning Fund	Support the evolution of teacher practice towards, for example, more hands-on, culturally relevant, experiential learning that fosters global competencies and deeper learning.	109,500	0	(109,500)
Tutors in the Classroom	Support post-secondary students enrolled in colleges and universities to work as tutors in JK to Grade 6 classrooms.	35,000	0	(35,000)
Gap Closing in Literacy for Grades 7-12	To support educators working in collaborative teams to assess & respond to the literacy learning needs of up to three targeted groups of students: 1) Students in Grade 10 who require additional support to prepare for the Ontario Secondary School Literacy Test (OSSLT); 2) Students who have been unsuccessful on the OSSLT and have not yet met the literacy graduation requirement, and/or; 3) Students in Grades 7, 8 and 9 who require additional support in literacy.	15,960	TBD	0
Student Success Leaders: Supporting Racialized Students	New to TCDSB: Support school boards and schools in creating a safe and welcoming school environments, particularly for students experiencing social isolation, bullying, discrimination and systemic racism; • Projects can be regional, board-wide (including co-terminus boards), or targeted at an individual school or a group of schools.	0	TBD	0
<b>EPO &amp; Other Grant Revenues after Dec 14th and Dec 21st Memo's</b>		<b>3,322,214</b>	<b>2,233,466</b>	<b>(456,367)</b>



## REPORT TO

# CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

## ADDRESSING OVERCROWDING AT ST. BONAVENTURE CATHOLIC SCHOOL

*And let us consider how to provoke one another to love and good deeds.  
Hebrews 10:4*

Created, Draft	First Tabling	Review
January 9, 2019	January 17, 2019	<a href="#">Click here to enter a date.</a>

P. Aguiar – Superintendent of Student Achievement and Well-Being, Area 4  
M. Loberto – Superintendent of Planning and Development  
B. Leporati – Senior Coordinator Planning Services

### INFORMATION REPORT

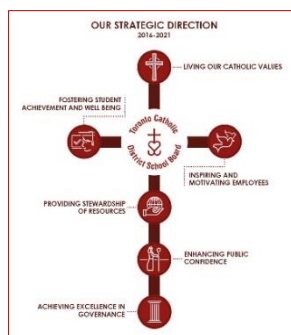
#### Vision:

*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**

This report summarizes the overcrowding challenge at St. Bonaventure Catholic School and outlines the process that will be followed to consult with the school community around the issue of overcrowding.

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

## **B. PURPOSE**

Resulting from the annual review of accommodation needs across the system, enrolment at St. Bonaventure Catholic School is anticipated to exceed the existing capacity of the school. This report outlines the process that will be followed to consult with the community around the issue of overcrowding.

## **C. BACKGROUND**

1. In 2013 a school addition was completed at St. Bonaventure increasing the Ministry rated capacity to 536 pupil places and allowing removal of all portables from the school site.
2. For a number of years after the building of the addition, the school was undersubscribed and efforts were initiated by school administration to increase enrolment.
3. The school currently runs 3 programs: a) a regular English stream b) an extended French program starting in Grade 5 and c) a gifted program starting in Grade 6.
4. All students in the gifted program are also enrolled in the extended French program.
5. As a result of demographics, local outreach and the popularity of the extended French and gifted programs, the school population has continued to grow over the last few years. Currently all teaching spaces have been utilized. The gym stage for music instruction and the library are being used for classroom instruction.

6. Three portables were added for the start of the 2017-2018 school year. As confirmed by the planning department, additional portables are only possible on the playing field and placement of additional portables would further impact on the already limited play space.
7. Enrolment projections for the school are as follows:

	2019	2020	2024	2028	2032
Enrolment	598	617	676	695	716
Utilization	112%	115%	126%	130%	134%

8. TCDSB staff have met with school administration on several occasions to discuss possible solutions. At meeting in October 2018, TCDSB staff and the school administration discussed the importance of meeting with the CSPC to determine how the community would prefer to deal with the issue of overcrowding. In order to avoid any parent confusion related to the enrolment of their child into the gifted program, it was decided to list the gifted program site as TBA in any 2019 notices until a full community consultation was completed with the St. Bonaventure community. The CSPC was briefed on November 26, 2018.

## **D. METRICS AND ACCOUNTABILITY**

1. A community consultation committee composed of the following stakeholders will be established:
  - a. Principal (or designate)
  - b. Local Trustee
  - c. School Superintendent
  - d. CSPC Chair or Vice Chair
  - e. 3 additional Parent Representatives as selected by CSPC
  - f. Planning Staff
  - g. Teacher Representative
2. The committee will meet to review all relevant information and data and to explore possible alternatives. This meeting will occur prior to a full community consultation meeting.
3. A full community consultation meeting will be scheduled for early February 2019. The date of the meeting will be decided in consultation with the committee. At this meeting members of the committee will present the

community with relevant data and possible alternatives. The committee will also gather feedback from the larger school community.

4. Subsequent meeting(s) of the committee will be held to consider community feedback.
5. The committee will report back the results of the consultation process to the Board of Trustees.

## **E. CONCLUDING STATEMENT**

This report is for the consideration of the Board.

# 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 JANUARY 17, 2019**

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Nov-18 Corporate Services	TBD	Corporate Services	Report regarding whether the IL Survey is compromised as a result of staff speaking to children ( <b>Domenico Paglia, President of CUPE 3155 International Languages, regarding IL Survey</b> )	Associate Director, Academic Affairs
2	Nov-18 Corporate Services	TBD	Corporate Services	That staff return for final approval of the project once the RFP results are finalized ( <b>Public Meeting Room Audio Visual Upgrades –Funding</b> )	Executive Superintendent of Business Services and CFO
3	Nov-18 Corporate Services	TBD	Corporate Services	Received and referred to staff for additional school- specific information ( <b>School Cash Suite Progress Report</b> )	Executive Superintendent of Business Services and CFO