

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

## AGENDA November 14, 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

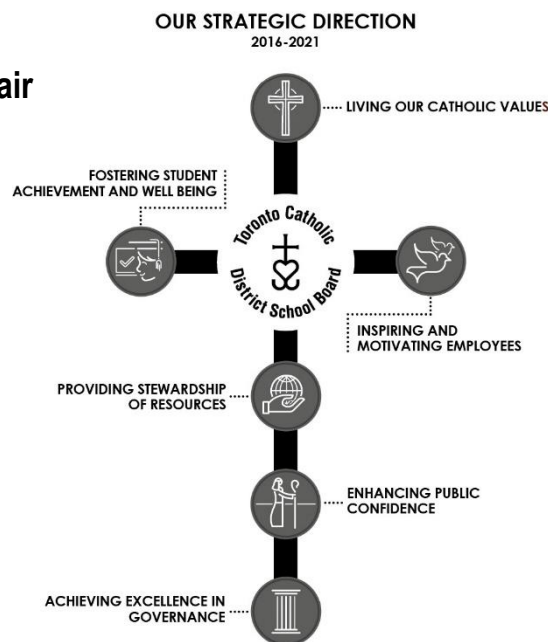
**Teresa Lubinski**  
Trustee Ward 4

**Joseph Martino**  
Trustee Ward 1

**Maria Rizzo**  
Trustee Ward 5

**Garry Tanuan**  
Trustee Ward 8

**Kathy Nguyen**  
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: Skeeter Hinds-Barnett, 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

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

## **PUBLIC SESSION**

**Nancy Crawford, Chair**

**Norman Di Pasquale, Vice-Chair**

Thursday, November 14, 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 October 10, 2019  
for Public Session.
9. Delegations
10. Presentation
11. Notices of Motion
12. Consent and Review

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<b>13.</b>	<b>Consideration of Motions for which previous notice has been given</b>	
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	<u>From the October 10, 2019 Meeting</u>	
15.a	Non-Resident Student Visa Fees (Recommendation)	30 - 34
<b>16.</b>	<b>Staff Reports</b>	
16.a	Draft Audited Financial Statement and Financial Status Update No. 4 (Recommendation) (To Be Distributed)	
16.b	Monthly Procurement Approvals (Recommendation)	35 - 118
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<b>19.</b>	<b>Updating of the Pending Lists</b>	
19.a	Annual Calendar of Reports and Policy Metrics	161 - 162



20. **Resolve into FULL BOARD to Rise and Report**
21. **Closing Prayer**
22. **Adjournment**

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through witness, faith, innovation and action.*



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

## **PUBLIC SESSION**

**HELD OCTOBER 10, 2019**

### **PRESENT:**

#### **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  
M. Rizzo  
G. Tanuan

#### **Student Trustee:**

T. Dallin

#### **Staff:**

R. McGuckin  
D. Koenig  
L. Noronha  
A. Della Mora  
S. Camacho  
M. Farrell  
D. Friesen  
G. Iuliano Marrello

M. Loberto  
S. Vlahos

S. Harris, Recording Secretary  
S. Hinds-Barnett, Assistant Recording Secretary

#### **4. Roll Call and Apologies**

An apology was extended on behalf of Trustee Martino and Student Trustee Nguyen.

#### **5. Approval of the Agenda**

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that the Agenda, as amended to include the Addendum and Items 17a) Verbal Communication from Trustee Lubinski regarding Live Election Debate by Roman Catholic Archdiocese of Toronto on October 3, 2019 and 18a) Inquiry from Trustee Kennedy regarding Bullying in the Toronto Catholic District School Board (TCDSB), be approved.

Results of the Vote taken, as follows:

#### **In favour**

#### **Opposed**

Trustees Crawford  
de Domenico  
Del Grande  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Student Trustee Dallin wished to be recorded as voted in favour.

**6. Report from Private Session**

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that the matters discussed in PRIVATE and DOUBLE PRIVATE Sessions be approved.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
de Domenico  
Del Grande  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**7. Declarations of Interest**

There were none.

**8. Approval and Signing of the Minutes of the Previous Meeting**

MOVED by Trustee Kennedy, seconded by Trustee Del Grande, that the Minutes of the Meeting held September 12, 2019 for PUBLIC Session be approved.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
de Domenico  
Del Grande  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Rizzo  
Tanuan

The Motion was declared

**CARRIED**

**11. Notices of Motion**

- 11a) From Trustee De Domenico regarding Parent Guide to Admissions** dealt with in Item 12b) Consideration of Motion from Trustee de Domenico regarding School Board Support.

- 11b) From Trustee De Domenico regarding Amendment to Admission and Placement of Elementary Pupils Policy S.A.01 Admissions** will be considered at the November 14, 2019 Corporate Services, Strategic Planning and Property Committee meeting.

**12. Consideration of Motion for which Previous Notice has Been Given**

MOVED by Trustee de Domenico, seconded by Trustee Del Grande, that Item 12a) be adopted as follows:

**12a) From Trustee de Domenico regarding Paperless Agendas:**

WHEREAS: As part of the 2019/2020 the Board of Trustees approved a motion targeting a reduction of paper use across the TCDSB;

WHEREAS: Trustees and senior staff have the ability to view the agendas electronically and online through Board-provisioned devices;

WHEREAS: The reduction in paper use and CO2 generated by printing and delivering agendas is an easy, achievable means of reducing the TCDSB's environmental impact;

WHEREAS: Eliminating staff hours involved in printing and delivery of the agenda to Trustees provides additional cost savings to the Board; and

WHEREAS: The public has access to agendas online and we print numerous agendas for every Board meeting and Committee meeting.

BE IT RESOLVED THAT: The printed agendas no longer be provided to Trustees and senior staff.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee de Domenico, that Trustees that require accommodation for paperless environment be provided with the proper electronic support devices.

Trustee D'Amico connected via Teleconference at 7:43 pm.

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

**In favour**

**Opposed**

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

The AMENDMENT was declared

CARRIED

Student Trustee Dallin wished to be recorded as voted in favour.

MOVED in AMENDMENT by Trustee Li Preti, seconded by Trustee Di Pasquale, that paper agendas be provided to accommodate disabilities; and

That we provide Wi-Fi passwords for public and stop printing agendas to reduce our environmental footprint.

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

**In favour**

**Opposed**

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

The AMENDMENT was declared

CARRIED

Student Trustee Dallin wished to be recorded as voted in favour.

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee de Domenico, that printed agendas as of the November 14, 2019 Corporate Services , Strategic Planning and Property Committee meeting no longer be provided to Trustees and senior Board staff.



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

**In favour**

**Opposed**

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

The AMENDMENT was declared

CARRIED

Student Trustee Dallin wished to be recorded as voted in favour.

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

**In favour**

**Opposed**

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

Li Preti  
Lubinski  
Rizzo  
Tanuan

The Motion, as amended, was declared

CARRIED

Student Trustee Dallin wished to be recorded as voted in favour.

MOVED by Trustee de Domenico, seconded by Trustee Li Preti, that Item 12b) be adopted as follows:

**12b) From Trustee de Domenico regarding School Board Support:**

WHEREAS: School Board support is listed as tracked through municipal property ownership:

WHEREAS: Section 16(4) of the Assessment Act requires that school support designation default to English-Public unless the owner or tenant advises the Municipal Property Assessment Corporation (MPAC) otherwise;

WHEREAS: There are four school support options available;

WHEREAS: Accurate school support data is required for multiple purposes including determining Ward boundaries and ensuring effective representation; and

WHEREAS: In order to correct an inherent bias in favor of our Co Terminus Board when a default to that Board is in place, when parents register their property tax support.

**BE IT RESOLVED THAT:**

1. The Chair of the Board and Director of Education formally request that the Minister of Municipal Affairs and Housing review Section 16(4) of the Assessment Act with the goal of removing English-Public school support as the default option; and
2. That we request that Ontario Catholic School Trustees Association (OCSTA) also advocate for the same request of the Minister of Municipal Affairs and Housing to review Section 16(4) of the Assessment Act with the goal of removing English-Public school support as the default option.

Trustee Di Giorgio joined the horseshoe at 8:07 pm.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

**CARRIED**

Trustee Di Giorgio abstained from voting.

MOVED by Trustee Di Pasquale, seconded by Trustee de Domenico, that Item 12c) be adopted as follows:

**12c) From Trustee Di Pasquale regarding Access to Free Menstrual Products:**

WHEREAS: Lack of access due to economic factors - often referred to as “period poverty” - impacts girls and women around the world and can be especially damaging at puberty, when school interactions are crucial to a girl’s development;

WHEREAS: Nearly one in seven Canadian girls have either left school early or missed school entirely because they did not have access to the feminine care products they needed to manage their periods;

WHEREAS: Menstrual hygiene products are not optional and are necessary and essential to women's and girls' health, comfort and participation in work, school and society;

WHEREAS: Other Ontario school Boards, Municipal, Provincial, and Federal governments have already taken steps to provide free menstrual hygiene products to students and staff; and

WHEREAS: There are organizations that exist that provide no cost access to menstrual products and associated educational materials.

**BE IT RESOLVED THAT:**

1. The Director be authorized to enter into a partnership with an appropriate organization to secure access to menstrual products and education materials at no cost to the Board; and

2. Should a partnership be found, that free menstrual products be provided in all secondary schools where females attend, beginning as soon as possible.

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

Student Trustee Dallin wished to be recorded as voted in favour.

**12. Consent and Review**

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

- 15a) Trustees Di Pasquale;
- 15b) Trustee Tanuan;
- 15c) Trustee Rizzo;

- 16a) Trustee Rizzo;
- 16c) Trustee Rizzo;
- 16d) Trustee Kennedy;
- 16e) Trustee Rizzo;
- 16h) Trustee de Domenico;
- 17a) Trustee Lubinski; and
- 18a) Trustee Kennedy

MOVED by Trustee Di Pasquale, seconded by Trustee Tanuan, that the Items not held be received and that the staff recommendation 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  
Li Preti  
Lubinski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

## **ITEMS NOT HELD AS CAPTURED IN THE ABOVE MOTION**

- 15d) 2018-2019 Third Quarter Financial Status Update;**
- 16b) Monthly Procurement Approvals** that the Board of Trustees approve all procurement activities/awards listed in Appendix A of the Report;
- 16f) 2019-20 Trustee Honorarium;**
- 16g) Preliminary Enrolment for Elementary and Secondary Schools;**
- 19a) Annual Calendar of Reports and Policy Metrics; and**
- 19b) Monthly Pending List**

### **15. Staff Reports**

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that Item 15a) be adopted as follows:

- 15a) Net Zero Study** that Trustees commit to the creation of a conservation culture at TCDSB;

That consultation on the creation of a conservation culture and identification of targets for energy conservation be carried out, as detailed in the

Implementation, Communications and Stakeholder Engagement Plan in this report; and

That we bring in a consultant to conduct the workshop for Staff and Trustees.

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

Student Trustee Dallin wished to be recorded as voted in favour.

Trustees Di Giorgio and Li Preti left the horseshoe at 8:52 pm.

MOVED by Trustee Tanuan, seconded by Trustee Del Grande, that Item 15a) be received.

Trustees Di Giorgio and Li Preti returned to the horseshoe at 9:12 pm.

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

Student Trustee Dallin wished to be recorded as voted in favour.

MOVED by Trustee Tanuan, seconded by Trustee Del Grande, that Item 15b) be adopted as follows:

**15b) Student Information System (SIS) Project Update** received and;

BE IT RESOLVED THAT: Our Chief Information Officer (CIO) and Information Technology (IT) Staff provide a comprehensive SIS Project Update workshop opportunity open to the public and Catholic stakeholders (students, parents, staff, teachers, administrators, ratepayers ), and a separate workshop for the Trustees to further solicit input, comments and feedback at least three to four weeks before the final SIS contract award and establishment of the dedicated project team.

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

MOVED by Trustee Rizzo, seconded by Trustee Tanuan, that Item 15c) be adopted as follows:

**15c) Capital Program Update 2019** received.

Trustee D'Amico disconnected via Teleconference.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
De Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Student Trustee Dallin wished to be recorded as voted in favour.

The Chair declared a 10-minute recess.

**PRESENT:**

**Trustees: (Following Recess)**

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  
M. Rizzo  
G. Tanuan

Trustee D'Amico reconnected via Teleconference at 9:55 pm and disconnected at 10:00 pm.

Trustee Lubinski left the horseshoe at 10:15 pm.

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

- 16a) 2019-20 Renewal Plan** received and that the Board send a letter to the Ministry of Environment requesting that they provide an update with respect to the timing of releasing the \$41 million in Federal Funding to Ontario School Boards to perform energy efficient retrofits.

Time for business expired and was extended by 15 minutes, as per Article 12.6 by majority consent to complete the debate on the Item.

Results of the Vote taken for Extension of Time, as follows:

**In favour**

**Opposed**

Trustees Crawford  
De Domenico  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Rizzo  
Tanuan

Del Grande

The Motion was declared

CARRIED

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Rizzo:

1. That the 2019-2020 Renewal Plan, in the budget amount of \$60,179,759 be approved;
2. That the three-year Renewal Forecast in the estimated amount of \$180,539,277 be recognized for planning purposes; and
3. That staff bring back a report in the Fall of 2020 to reconcile and illustrate progress on the 2019-20 Renewal Plan.

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

**In favour**

**Opposed**

Trustees Crawford  
De Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Rizzo  
Tanuan

The AMENDMENT was declared

CARRIED

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

**In favour**

**Opposed**

Trustees Crawford  
De Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Rizzo  
Tanuan

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Item 16c) be adopted as follows:

**16c) Removal of Barriers to using School Cash Suite received.**

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Tanuan, that the 1% recovery fee, built in to the School Cash Suite software be removed.

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

**In favour**

**Opposed**

Trustees Crawford  
De Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Tanuan

Rizzo

The AMENDMENT was declared

CARRIED

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

**In favour**

**Opposed**

Trustees Crawford  
De Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Tanuan

Rizzo

The Motion, as amended, was declared

CARRIED

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

- 16d) Non-Resident Student Visa Fees** deferred to the November 14, 2019 Corporate Services, Strategic Planning and Property Committee Meeting.

Results of the Vote taken as follows:

**In favour**

**Opposed**

Trustees Crawford  
De Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Rizzo  
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee de Domenico, that Item 16e) be adopted as follows:

- 16e) Ontario Catholic School Trustees' Association (OCSTA) Fees** received.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee de Domenico, that the OCSTA be invited to a Board meeting as soon as possible to answer questions from Trustees about the benefits of membership for TCDSB.



MOVED in AMENDMENT to the AMENDMENT by Trustee Del Grande, seconded by Trustee Di Pasquale, that OCSTA be paid the bargaining invoice of \$43,017 as in Appendix B of the report.

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

**In favour**

**Opposed**

Trustees Crawford  
De Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
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  
De Domenico  
Del Grande  
Di Giorgio  
Di Pasquale

Kennedy  
Li Preti  
Rizzo  
Tanuan

The AMENDMENT was declared

CARRIED

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

**In favour**

**Opposed**

Trustees Crawford  
De Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Rizzo  
Tanuan

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that all Items not discussed be referred to the October 17, 2019 Regular Board meeting.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
De Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**MATTERS NOT DISCUSSED AS CAPTURED IN ABOVE MOTION**

- 16h) Admissions Inquiry related to South Etobicoke Schools;
- 17a) Verbal Communication from Trustee Lubinski regarding Live Election Debate by Roman Catholic Archdiocese of Toronto on October 3, 2019 (Verbal); and
- 18a) Inquiry from Trustee Kennedy regarding Bullying in the TCDSB

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

MOVED by Trustee Li Preti, seconded by Trustee Di Pasquale, that the meeting resolve into FULL BOARD to Rise and Report.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
De Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**22. Adjournment**

MOVED by Trustee Rizzo, seconded by Trustee Tanuan, that the meeting be adjourned.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
De Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Rizzo  
Tanuan

The Motion was declared

CARRIED

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SECRETARY

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CHAIR



*Markus de Domenico  
Trustee Ward 2*

*E-mail: Markus.deDomenico@tcdsb.org*

*Voicemail: 416-512-3402*

**To:** Corporate Services Committee Meeting , November 14, 2019

**From:** Markus de Domenico, Trustee Ward 2

**Subject: Consideration of Motion – Amendment to Policy S.A.01  
Admission and Placement of Elementary Pupils**

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**MOVED BY:** Markus de Domenico, Toronto Catholic District School Board

**WHEREAS:** parents want to enroll their children in their neighbourhood school;

**WHEREAS:** Whereas; the documentation required for admission must be more accurate, government issued and offer proof positive that the resident resides in the catchment;

**BE IT RESOLVED THAT:** that Regulation 2. iv. of Policy S.A.01 – Admission and Placement of Elementary Pupils be amended to read, “Proof of residency as evidenced by a Canadian Revenue Agency notice of assessment and corresponding government issued photo identification.”

**Markus de Domenico  
Trustee, Ward 2**



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### NON-RESIDENT VISA STUDENT FEES FOR SEPTEMBER 2020

*“There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female;  
For you are all one in Christ Jesus”*  
**Galatians 3:28**

Created, Draft	First Tabling	Review
September 10, 2019	October 10, 2019	<a href="#">Click here to enter a date.</a>
D. de Souza, Co-ordinator of Revenue, Grants & Ministry Reporting A. Mazzucco Co-ordinator of International & Continuing Education P. Aguiar, Superintendent of Safe Schools, Alternative Ed. & SSI P. De Cock, Comptroller of Business Services & Finance		
<b>RECOMMENDATION REPORT</b>		

**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

**L. Noronha**  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This report recommends that the Toronto Catholic District School Board (TCDSB) increase the fees for Non-Resident VISA students. TCDSB does not receive any provincial grants for Non-Resident VISA students and the Toronto District School Board (TDSB) has increased its fees for elementary by \$3,000 to \$16,000 and for secondary by \$1,500 to \$16,000 for the 2020-21 school year.

To maintain parity with TDSB and cover the International student recovery amount which reduced TCDSB revenues by \$1,300 per student in 2019-20, Business Services and International Education staff are recommending increasing TCDSB's fees of \$13,000 to \$16,000 for elementary and \$14,500 to \$16,000 for secondary, for September 2020. The application fee will also increase from \$250 to \$350, and the \$40 wire transfer fee will remain unchanged. The \$40 wire transfer will only be charged if applicants do not use the board recommended on line payment process. It is anticipated that the TCDSB will continue to remain competitive and attractive to Non-Resident VISA students for September 2020.

*The cumulative staff time required to prepare this report was 4 hours*

## **B. PURPOSE**

1. To set the TCDSB Non-Resident VISA student fees for the 2020-21 school year, enhance recruitment efforts and remain competitive with the co-terminus school board, the TDSB.

## **C. BACKGROUND**

1. *This is an annual report provided to the Board for its consideration.* In 2002, the Board approved a motion requesting staff to prepare an annual report on the setting of Non-Resident VISA student fees and updates on any changes that have occurred with surrounding boards.
2. *The Ministry sets a minimum, but no maximum for non-resident fees.* In March 2000, the Ministry of Education announced the Regulation made



under the Education Act, "Calculation of fees for non-residents" for the 2000-01 school year. The regulation pertaining to the charging of tuition fees to VISA students does not set a maximum ceiling on how high the fees should be set, only a required minimum fee since the board does not receive any grants for Visa students.

3. ***The Ministry has added an International Student recovery beginning in the 2019-20 fiscal year.*** In the preparation of the 2019-20 budget the TCDSB was faced with what amounted to a loss of revenue as the Province implemented a plan to recover \$1,300 per International Student beginning in the 2019-20 fiscal year. While the Board originally intended on increasing the tuition for the 2019-20 year to offset this revenue loss, staff advised that 95% of the tuition fees had already been collected for the following year and increasing fees could be seen as a breach of contract. As such, the Board passed the budget with a deficit, partially as a result of providing a one-year phase-in for these tuition fees with the intention of increasing fees in September 2020.

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

1. ***TCDSB remained comparable for both the Elementary and Secondary Visa Student fees in the 2019-20 School year.*** Most boards will not set their fees for the following school year 2020-21 until March or April of 2020 so there is very little comparative data. At this time the only board to set its fees for September 2020-21 is the TDSB. Staff expect that other boards will follow this example to cover the International student recovery amount which effectively reduced revenues by \$1,300 per student in 2019-20.
2. ***International Student Fee amounts was a topic during budget discussions.*** On June 11, 2019 at a Special Board meeting the Board of Trustees approved the following motion “That the TCDSB International Visa Student tuition fees be increased by \$2,000 (elementary and secondary)”. The chart below shows the 2019-20 approved fees as per the approved board motion to increase the fees by \$2,000 and it also shows what the market will bear based on TDSB setting their fees at \$16,000.

Panel	Sept, 1 2018 Board Approved Rate (2018- 19 School Year)	March 26, 2019 SAWB (Student Achievement & Well Being) Approved Rate Increase for Sept. 1 2019	Sept. 1 2019 Approved Rate for 2019-20 Communicated to Agents world wide	June 11, 2019 Board Motion	Sept. 1 2020 Fee as per June 11 2019 Board Motion	Staff Suggested adjustment to market rates	Sept 1, 2020 Market Rate Suggested by Staff (TDSB posted rate)
Elementary	\$ 12,500	\$ 500	\$ 13,000	\$ 2,000	\$ 15,000	\$ 1,000	\$ 16,000
Secondary	\$ 14,000	\$ 500	\$ 14,500	\$ 2,000	\$ 16,500	\$ (500)	\$ 16,000

Business Services and International Education staff recommend that the tuition for elementary increase by \$3,000 to \$16,000 and secondary increase by \$1,500 to \$16,000, the application fee will increase by \$100 from \$250 to \$350, and the administration fee of \$40 for those paying by wire transfer as the TCDSB incurs additional costs and tracking and reconciling wire transfers. The administration fee may also encourage parents to make their child's payment using CIBC's on-line banking services, which would not incur the \$40 additional fee.

3. ***All Boards exceed the minimum fee level set by the Ministry.*** For context, the Ministry of Education's Grants for Student Needs (GSNs) requires a minimum VISA tuition fee charge of \$10,844 for elementary and \$11,505 for secondary.
4. ***The TCDSB implemented Director's Caps in 2018-19.*** In collaboration with the International Students department, Planning Services and Director's Council, caps for International VISA students have been developed for all secondary schools, with a particular focus on oversubscribed schools. These CAPS were approved at the February 2, 2018 meeting of the Student Achievement and Well-Being Committee and are applicable as a total for all grade level International students per school.
5. ***TCDSB will continue to monitor the market.*** In the event TDSB or surrounding boards increase or decrease their fees for the 2020-21 school year, TCDSB staff will reevaluate and recommend adjustments to the tuition fee as appropriate.

## **E. STAFF RECOMMENDATION**

1. That the fees for Non-Resident VISA students for September 2020 for Toronto Catholic District School board increase from \$13,000 to \$16,000 for elementary and from \$14,500 to \$16,000 for secondary, inclusive of the \$500 mandatory cost of Health Insurance.
2. That the administrative fee increases from \$250 to \$350.

<b><u>Panel</u></b>	<b><u>Yearly Fee</u></b>	<b><u>Pro-Rated Fee</u></b>
Elementary	\$16,000	or \$1,600 per month
Secondary (under 21)	\$16,000	or \$1,600 per month
Secondary (over 21-Fraser)	\$16,000	or \$2,000 per additional course



## REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### MONTHLY PROCUREMENT APPROVALS

*“What you heard from me, keep as the pattern of sound teaching, with faith and love in Christ Jesus. Guard the good deposit that was entrusted to you—guard it with the help of the Holy Spirit who lives in us.”*

**2 Timothy 1:13-14**

Created, Draft	First Tabling	Review
October 22, 2019	November 14, 2019	<a href="#">Click here to enter a date</a>

J. Charles, (Acting) Coordinator of Material Management

P. De Cock, Comptroller of 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

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

As required by the TCDSB Purchasing Policy (FP.01), the Board of Trustees approve any procurement activity/awards in excess of \$50,000. This report submits to the Board of Trustees all procurement activity/awards in excess of \$50,000 subsequent to November 1, 2019 for review and approval, and further reports will be prepared on a monthly basis for the Corporate Services, Strategic Planning and Property Committee.

*The cumulative staff time required to prepare this report was 40 hours.*

## **B. PURPOSE**

1. This report responds to a TCDSB Purchasing Policy regulation requiring Board of Trustees approval for any procurement activity/award equal to or greater than \$50,000.

## **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 not to exceed a threshold of \$50,000 where the Board of Trustees has approved the budget, project or report.
2. In order to facilitate procurement activity and/or awards in excess of the \$50,000 limit, this report recommends approval for the attached list of procurement requisitions and/or awards.

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

1. A complete listing and description of procurement requisitions and/or awards appears in Appendix A.

## **E. CONCLUDING STATEMENT**

That the Board of Trustees approve all procurement activities/awards listed in Appendix A.

Monthly Procurement Report Summary:  
October 3, 2019 to November 1, 2019

#	Report Name	Vendor Name(s)	Type	Description	Amount
1	Ope 2019 005 Elyxry Group Procurement Approval	Elyxry Group	Information on Existing Award	Annual Software& Maintenance Services for 3-Permits and Resource Management Systems	\$88,903.19
2	Purchase of SEA Peripherals	Compugen/CDW	New procurement award	These peripherals are purchased in conjunction with the purchase of assistive technology devices that have been recommended through a report by a qualified professional (i.e. Psychologist, Speech Language Pathologist) and deemed as essential for a student to access curriculum. See the attached excel spreadsheet for a breakdown of the requested peripherals and the cost.	\$82,852.15
3	Lexia Licenses Renewal	Lexia Licenses Renewal	Renewal	Lexia Reading Intervention Program licenses to support literacy in students from K-12.Lexia Core5 Reading is a research-proven program providing individual instruction for elementary students who struggle learning to read.	\$139,144.98

#	Report Name	Vendor Name(s)	Type	Description	Amount
4	Ope 2019 004 Garda World Security Services Procurement Award	Garda World Security Services	Information on Existing Award	Year 2 Purchase Order for Protective Services for static guards, patrol and central alarm monitoring for school budget year 2019/20.	\$733,984.07
5	Interactive Projector Purchase	Diversified (Formally Advanced Visual Environments)	New procurement award	Interactive projectors in support of shared student claims through Special Education Equipment funding and for St. John the Evangelist, the school is new and as part of the capital expenditure, it was wired specifically to have an interactive projector in all of the learning spaces.	\$179,438.00
6	SAP 2020 Annual Software Maintenance Invoice Projection	SAP Canada	Information on Existing Award	SAP's ERP 6.0 software application is used to manage the Board's finance, purchasing, human resources, payroll, capital projects, and plant maintenance processes at schools and administrative offices. SAP Enterprise Support (maintenance) includes the delivery of software support packages, hotfixes, new software releases, remote assistance, installation verification, support, remote support, and SAP's online software services.	\$1,100,479.30

#	Report Name	Vendor Name(s)	Type	Description	Amount
7	Ope 2019 006 Remove and Replace Snow Removal	FC Landscaping, Mr. Mow It All, Clintar, D&G Property	Modification to existing award	A tender for snow and ice removal was re- issued since the original snow removal contractors at various schools did not perform during the 2018-2019 winter season.	\$1,017,182.60
8	Renewal of 2019- 2020 Cisco SmartNet Maintenance	Long View	Information on Existing Award	This is for the 2019-2020 Cisco SmartNet Maintenance Agreement renewal with Long View leveraging existing OECM agreement valid until February 19, 2020.	\$100,016.78
9	ST. CLEMENT CATHOLIC SCHOOL CHANGE ORDERS AND BUDGET INCREASE (WARD 2)	Pre-Eng Contracting	Budget Increase	That staff action to approve Change Orders totaling \$106,886.92, including net HST, to the construction contract with Pre-Eng Contracting for the addition and renovation at St. Clement Catholic School, to resolve unforeseen conditions relating to the existing elevator, be ratified.	\$106,886.92,
10	SEA Training through Bridges Canada	Bridges Canada	Modification to existing award	On-going training for students/staff new to devices purchased through Special Equipment Amount (SEA) for students to access order)	\$350,000.00



#	Report Name	Vendor Name(s)	Type	Description	Amount
11	Chaminade Stair Repair and Replacement Budget and consultant Fee Increase	Bluegrove Engineering Inc.	Budget Increase	<p>1. That the project budget be increased to the amount of \$728,000, including net HST, to cover a shortfall of \$661,817 including net HST.</p> <p>2. That the Consultant fees be revised to the amount of \$9,518.25, including net HST, to cover a shortfall of \$4,903.68 including net HST for the additional scope of work.</p> <p>3. That the contingency allowance be approved for the amount of \$65,000.00 including net HST.</p>	\$9,518.25
12	Ope 2019 002 Water Bottle Filling Stations Additional	Pipe-All Plumbing and Heating	Budget Increase	Budget Increase - Installation costs received higher than anticipated, due to asbestos remediation and shut off valve failures where fountains were being installed. Additional contingency and technical development funds are required to complete the installations.	\$57,011.98
13	St. Margaret Catholic School Lighting and Controls Upgrade - Budget Approval and Contractor Award	CEC Services Limited (Aurora)	New procurement award	That a contract be awarded for interior and exterior lighting and control upgrades at St Margaret Catholic School be awarded to CEC Services Limited (Aurora) in the amount of \$359,000.00 plus a net HST of \$7,754.40, for a total of \$366,754.40	\$366,754.40

#	Report Name	Vendor Name(s)	Type	Description	Amount
14	St. Jude Catholic School Parking Lot Asphalt Contractor	Mopal Construction Limited	Budget Increase	That a Change Order in the amount of \$55,491.40, plus net HST of \$1,198.62 for a total of \$56,690.02, be awarded to Mopal Construction Limited.	\$56,690.02
15	St. Gregory Catholic School Exterior Walls Repair Budget increase	St. Gregory Catholic School Exterior Walls Repair Budget Increase	Budget Increase	Localized EIFS repairs needs to be revised to full removal of the EIFS and replacement with a more robust masonry cladding system to address wildlife burrowing and nesting in the existing wall system.	\$865,000.00
16	St. Andre Catholic School Portable Electrical Installation Change Order	R. Galati Contracting Ltd.	Budget Increase	<p>That a change order to the contract with R. Galati Contracting Ltd. in the amount of \$7,288.65 plus a net HST of \$157.43, for a total of \$7,446.08 be approved for additional work related to the portable electrical, PA, video surveillance and HVAC commissioning work at St. Andre Catholic School.</p> <p>That funding be made available from the portable contingency allowance of \$16,745.00 as approved in the 2019-2020 Annual Portable Plan as reported to the Board at its April 11, 2019 meeting.</p>	\$53,159.62

#	Report Name	Vendor Name(s)	Type	Description	Amount
17	191114 CS PLN GIS Site License Renewal	ESRI - GIS Software License Renewal		<p>Site License for GIS mapping software utilized in strategic planning, long term planning, transportation analysis, fixed attendance boundary maintenance, pupil accommodation analysis and development tracking for example.</p> <p>That the renewal of the GIS Software Site License be awarded to ESRI Canada @\$36,900/yr for a 3 year period to be funded from the Transportation software budget.</p>	\$36,900.00
18	Knowledgehook Board wide Licenses 2019-2020	Knowledge-hook Inc.	Renewal	Knowledgehook is an Instructional Guidance System (IGS) that uses engaging assessments to unlock insights and expert guidance for math teachers. Cost includes Board wide Licenses for the 2019-2020 school year.	\$81,728.00

#	Report Name	Vendor Name(s)	Type	Description	Amount
19	Precious Blood Catholic School Public Address System Upgrades Contractor Award	Meteor Telecommunications Inc.	New procurement award	<p>1. That a contract be awarded to Meteor telecommunication Inc. for a new Public Address, Master Clock and Gym Sound System at Precious Blood Catholic School, in the amount of \$101,000.00, plus net HST of \$2,181.60 for a total of \$103,181.60</p> <p>2. That the funds for the project are available from the School Renewal Program, under the School Condition Improvement Grant.</p>	\$103,181.60
20	St. Cyril Catholic School Public Address System Contractor Award	Meteor Telecommunications Inc.	New procurement award	That a contract be awarded to Meteor Telecommunications Inc. for the upgrade of the public address and master clock system at St. Cyril Catholic School for the amount of \$75,000, plus net HST of \$1,620 for a total of \$76,620	\$76,620.00
21	Agreement Extension with Altis HR Recruitment	Altis HR Recruitment	Modification to existing award	The existing agreement with Altis HR Recruitment to address temporary staffing requirements ended as of October 31, 2019. There are temporary staffing contracts with the ICT Services Division that are currently continuing and some temporary staffing may need to be addressed during the next few months therefore in the interim the agreement	\$250,000.00

#	Report Name	Vendor Name(s)	Type	Description	Amount
				<p>with Altis HR Recruitment needs to be continued.</p> <p>This report recommends that in the interim the existing agreement with Altis HR Recruitment be extended to August 31, 2020 up to a maximum contract value of \$250,000.</p>	
22	Ren 2019 034 Mother Cabrini Catholic School Window Replacement Contractor Award	Ritestart Limited	New procurement award	<p>The existing aluminum windows are the original windows at this school, and there are signs of water damage on the interior side of most of the windows. All Hollow Metal doors are rusted on the bottom. Main entrance door's accessible button is not functional. The boiler room door is below grade and when it rains, the boiler room gets full of water.</p> <p>Windows will be replaced with as many operable windows as possible based on the location of the window. The windows will be galvanized aluminum awning type for the ground floor, and galvanized aluminum hopper type for the second floor. The main entrance door will be galvanized aluminum as well and the rest of the doors will be hollow metal doors painted to match the existing color.</p>	\$357,560.00



# Procurement Award Report

Report Name	Ope 2019 005 Elyxir Group Procurement Approval
Division	Environmental Services
SO/Executive	Martin Farrell
Initiator/Requestor	Rose MacDonald
Report Type	Information on existing award

## Tender/RFP Information

RFP/Tender #		Value + Net HST	\$88,903.19
Term Start Date	September 1, 2019	Term End date	August 31, 2020

## Description of Goods/Service or Change

Annual Software & Maintenance Services for e-Permits and Resource Management System (RMS) both are proprietary software applications.

- e-Permits is used for booking and paying for permits at various Board locations
- RMS is used to record custodial absences and replacement staff which is uploaded into the SAP H/R module

## Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	The Elyxir Group
Winning Bid Value + Net HST	
Budget Source	Operations
Budget Source approval (Report & Date)	As per signed Agreement 2012
Under/Over Budget	Within Approved Budget

## Formal Award Recommendation

That approval be given for the renewing of the Board's annual software and maintenance agreement with The Elyxir Group for both e-permits and Resource Management System (RMS) from September 1, 2019 to August 31, 2020 in the amount of \$88,903.19 (includes Net HST).

Funds for this expenditure have been included in the 2019-2020 Facilities Operations/Maintenance budget.



## Procurement Award Report

Report Name	Purchase of SEA Peripherals
Division	Special Services
SO/Executive	L. Maselli-Jackman, SO Special Services
Initiator/Requestor	D. Reid, Principal, Special Services/SEA
Report Type	New procurment award

### Tender/RFP Information

RFP/Tender #		Value + Net HST	\$82,852.15 plus net HST
Term Start Date	Click or tap to enter a date.	Term End date	Click or tap to enter a date.

### Description of Goods/Service or Change

These peripherals are purchased in conjunction with the purchase of assistive technology devices that have been recommended through a report by a qualified professional (i.e. Psychologist, Speech Language Pathologist) and deemed as essential for a student to access curriculum. See the attached excel spreadsheet for a breakdown of the requested peripherals and the cost.



## Procurement Process

Procurement Type	Multiple Award/VOR
Consortium/Group Purchase	Choose an item.
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Compugen/CDW
Winning Bid Value + Net HST	
Budget Source	771
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

## Formal Award Recommendation

It is recommended that the Board approve the purchase of the corresponding SEA peripherals in support of students that require assistive technology to access curriculum in the value of \$80,852.15 plus net HST.



# Procurement Award Report

Report Name	Lexia Licenses Renewal
Division	Special Services
SO/Executive	L. Maselli-Jackman SO of Special Services
Initiator/Requestor	D. Reid, Special Services Principal (SEA) J. Mirabella, Chief Psychologist R. Macchia, Chief of IPRC
Report Type	Information on existing award

## Tender/RFP Information

RFP/Tender #		Value + Net HST	\$139,144.98
Term Start Date	October 7, 2019	Term End date	Click or tap to enter a date.

## Description of Goods/Service or Change

Lexia Reading Intervention Program purchased through Greenfield Learning Inc.as individual licenses to support literacy empowerment in students from K-12. Lexia Core5 Reading is a research-proven program providing individual instruction for elementary students who struggle learning to read. It is a technology based, self-paced learning program where teachers can monitor each student's progress. While other programs are designed for students diagnosed with a Learning Disability, Lexia Reading is appropriate for students of all ability levels. It therefore represents an opportunity for all students needing support to receive a proven, structured reading intervention.

### Criteria/Rationale:

- Considered a Tiered Literacy (Reading) Intervention (when prior intervention has not demonstrated improvement in literacy skills)
- Students are identified with either LD or LI
- Students not identified have been discussed at SBSLT, 2+ years lower in literacy skills, prior intervention has occurred, and an IEP is in place (meets all SEA Guidelines requirements)
- All students who access Lexia fall under the Special Services domain

**SEA Guidelines to support license:**

*The SEA Equipment Amount (SEA) provides funding to school boards to assist with the costs of equipment (i.e., computers, software, robotics, computing-related devices, etc.) essential to support students with special education needs. This equipment is to provide students with accommodations that are directly required and essential to one or more of the following: attending school, accessing the Ontario Curriculum, accessing a board determined alternative program and/or course. (p.2)*

***Boards are encouraged to seek efficiencies for all SEA equipment purchases. The SEA PPA enables boards to seek bulk purchases and board licenses to decrease costs, including the establishment of consortia across boards to decrease unit costs. (p.3)***

Greenfield Learning  
Lexia Licenses

- Renewing 500 Lexia Licenses to Expire 8/31/2022	\$23,114.00
- District Implementation Package – Core5 & PowerUp Products	\$13,219.00
- (1) Purchase 491 New Lexia Licenses to expire 8/31/2022	\$49,935.00
- (1) Purchase 491 New Lexia Licenses to expire 8/31/2022	\$49,935.00

Total Cost:     \$136,203.00



## Procurement Award Report

Report Name	Ope 2019 004 Garda World Security Services Procurement Award
Division	Environmental Services
SO/Executive	Martin Farrell
Initiator/Requestor	Rose MacDonald
Report Type	Information on existing award

### Tender/RFP Information

RFP/Tender #	<b>P-053-18</b>	Value + Net HST	\$733,984.07
Term Start Date	September 1, 2018	Term End date	August 31, 2023

### Description of Goods/Service or Change

Year 2 Purchase Order for Protective Services for static guards, patrol and central alarm monitoring for the school budget year 2019/20.

Service includes static guards for CEC, central fire and burglar alarm monitoring and patrol units to respond to alarms, emergencies and property protection needs

## Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	One
Name of Recommend Vendor/Bidder	GardaWorld Protective Services
Winning Bid Value + Net HST	\$733,984.07 annually
Budget Source	2019/20 Operating Budget
Budget Source approval (Report & Date)	Ope2017019 June 7, 2018
Under/Over Budget	Within approved budget

## Formal Award Recommendation

Continuation of the Contract Award to GardaWorld Protective Services as approved report ope2017219 June 7, 2018.



## Procurement Award Report

Report Name	Interactive Projector Purchase
Division	Special Services/ Area 2
SO/Executive	L. Maselli-Jackman, SO Special services M. Meehan, SO Area 2
Initiator/Requestor	D. Reid, Principal Special Services A. Grossi, Principal, St. John the Evangelist
Report Type	New procurment award

### Tender/RFP Information

RFP/Tender #		Value + Net HST	\$179,438 + Net HST
Term Start Date		Term End date	

### Description of Goods/Service or Change

Rationale for purchase of Epson Interactive Projector in support of shared student claims through Special Equipment Amount funding:

- Many of our existing ISP classrooms have outdated technology (i.e., SMARTBoards)
- TCDSB no longer has a license with SMART Technology
- Rationale to replace existing SMARTBoards that are either not working, or not repairable, with **only** device listed in the SEA IT Catalogue from 2018-2019 is the EPSON Brightlink Interactive Projector (p. 10 in catalogue, attached)
- Targeted claims for 'self-contained' classrooms in which all students have supporting documentation (IEP) to access their learning; many students have mobility issues...further supports access through the interactive projector alongside their individual device (Chromebook or iPad)
- Some projectors have been installed - if not all claims are installed that were submitted/approved last year it presents an issue of equity for our ISP classrooms (our most marginalized/vulnerable students)

**As per SEA Ministry Guidelines (2019-20) - PPA and Claims-Based Funding:**

*It is expected that equipment will be replaced or upgraded as needed to accommodate changes in students' needs, due to changing technology, and/or to better meet the students' strengths and needs as documented in the current IEP. (p.5)*

For the SEA units, the pricing per unit is \$3662.00, which includes the installation and labour, cabling, and accessories requested. The total required for approval is 21 units,  $\$3662 \times 21 = \$76,902.00$

For St. John the Evangelist, the school is new and as part of the capital expenditure, it was wired specifically to have an interactive projector in all of the learning spaces. The total required for approval is 28 units at \$3662.00 which includes the installation and labour, cabling and accessories requested which equals \$102,536.00 plus net HST.

## Procurement Process

Procurement Type	Choose an item.
Consortium/Group Purchase	Choose an item.
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Advanced Visual Environments
Winning Bid Value + Net HST	
Budget Source	<ul style="list-style-type: none"><li>- 771 for SEA purchased projectors</li><li>- Capital funding IO 8326244 GL 55100 for the St. John the Evangelist projectors</li></ul>
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

## Formal Award Recommendation

<ul style="list-style-type: none"><li>- It is recommended to Board that the acquisition of 21 Interactive Projectors for shared assistive technology claims, purchased through Advanced Visual Environments with funding to come through SEA (Special Equipment Amount) be approved at a cost of \$76,902.00 plus net HST.</li><li>- It is recommended to Board that the acquisition of 28 Interactive Projectors for St. John the Evangelist Catholic School, purchased through Advanced Visual Environments with funding to come through Capital funding IO 8326244 GL 55100 be approved at a cost of \$102,536.00 plus net HST.</li></ul>
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## Procurement Award Report

Report Name	SAP 2020 Annual Software Maintenance Invoice Projection
Division	ICT Services Division
SO/Executive	S. Camacho, Chief Information Officer
Initiator/Requestor	J. Brighton, Senior Coordinator
Report Type	Information on existing award

### Tender/RFP Information

RFP/Tender #		Value + Net HST	\$1,100,479.30
Term Start Date	January 1, 2020	Term End date	December 31, 2020

### Description of Goods/Service or Change

SAP's ERP 6.0 software application is used to manage the Board's finance, purchasing, human resources, payroll, capital projects, and plant maintenance processes at schools and administrative offices. SAP Enterprise Support (maintenance) includes the delivery of software support packages, hotfixes, new software releases, remote assistance, installation verification, support, remote support, and SAP's online software services.

Most importantly, the maintenance agreement provides software changes to comply with statutory regulations in Ontario and Canada, including sales taxes, personal taxes, T4s and records of employment. The Board cannot continue to use SAP software without an on-going maintenance support agreement, e.g., 2019 T-4s cannot be produced without a maintenance contract for 2020. Annual SAP Enterprise Support maintenance fees for TCDSB for the last 2 years are;

## Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	SAP Canada
Winning Bid Value + Net HST	
Budget Source	ICT Services Division - Operations budgets
Budget Source approval (Report & Date)	2019- 2020 Budget Estimates – Overall Instructional Volumes 1, 2, 3, 4 2019- 2020 Budget Estimates – Non-Instructional Volumes 5, 6 June 13, 2019
Under/Over Budget	Within approved budget

## Formal Award Recommendation

That approval be given for the renewing of the Board's annual maintenance agreement with SAP Canada for its SAP software for the period January 1, 2020, to December 31, 2020, for **\$1,077,211.53** plus net HST (2.16%) of **\$23,267.77** for a total of **\$1,100,479.30**. Funds for this expenditure have been included in the 2019-2020 operating expenditure budget



# Procurement Award Report with Project Update

Report Name	Ope 2019 006 Remove and Replace Snow Removal Contractors from 2018-2020 Providers
Report #	Ope 2019 006
Division	Operations
SO/Executive	Martin Farrell, (Acting) Superintendent of Environmental Support Services
Initiator/Requestor	Fabrizio Macieri
Report Type	Modification to existing award

## Tender/RFP Information

RFP/Tender #	<b>P-001-20</b>	Value + Net HST	\$1,017,182.60
Term Start Date	October 28, 2019	Term End date	May 29, 2020

## Description of Goods/Service or Change

A tender for snow and ice removal was re- issued since the original snow removal contractors at various schools did not perform during the 2018-2019 winter season.

## Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	5
Name of Recommend Vendor/Bidder	FC Landscaping, Mr. Mow It All, Clintar, D&G Property
Winning Bid Value + Net HST	\$1,017,182.60
Budget Source	Operations Budget
Budget Source approval (Report & Date)	Ope 2018 003 Snow and Ice Control 2018 – 2020, October 15, 2018
Under/Over Budget	

## Formal Award Recommendation

That the snow and ice control program for the following Areas be awarded to the following contractors for the winter season 2019/20:

- FC Landscaping:
- Mr. Mow
- Clintar:
- D & G Landscaping:

The tender results have increased pricing from the originally approved contract Ope 2018 003 in the amount of \$153,907.94 including net HST.

## **Project History/Background**

*(delete this page if not needed)*

A meeting was held on July 24, 2019 for the termination of three snow removal contractors that did not perform during the 2018 – 2019 winter season.

The three contractors removed were Springview Landscaping, Snow Wrangler and Forest Ridge Landscaping which left a void for areas 1A,1B, 1C, 1D,1E, 2A,2B,2C,2D,2E,7A,7B,7C,7D,7E, & 8A.

Tender for snow and ice removal needed to be re- issued to replace existing contractors that were terminated from snow and ice removal contract 2018- 2020, Ope 2018 003.

An initial tender was issued on August 27, 2019. The tender closed on September 5, 2019. There were no compliant bids.

Second tender issued on October 8, 2019. The tender and closed on October 22, 2019. There were five compliant bids.

**Ope 2019 006 Remove and Replace Snow Removal Contractors from 2018-2020 Providers**

	<b>FC Landscaping</b>	<b>Mr.Mow It All</b>	<b>D&amp;G Property</b>	<b>Ivy Property</b>	<b>Clintar (Downtown)</b>
<b>1A</b>	\$ 46,000.00				
<b>1B</b>	\$ 60,000.00				
<b>1C</b>	\$ 58,000.00				
<b>1D</b>	\$ 70,000.00				
<b>1E</b>	\$ 62,000.00				
<b>2A</b>	\$ 21,000.00	\$ 57,390.00			
<b>2B</b>	\$ 15,000.00			\$ 12,900.00	
<b>2C</b>	\$ 11,000.00				\$ 45,371.00
<b>2D</b>	\$ 59,000.00				
<b>2E</b>	\$ 10,000.00				\$ 63,185.00
<b>3B</b>	\$ 24,000.00				
<b>3D</b>				\$ 26,000.00	
<b>3E</b>				\$ 26,700.00	
<b>4C</b>			\$ 8,000.00		
<b>5D</b>		\$ 7,430.00			
<b>7A</b>	\$ 99,000.00				
<b>7B</b>			\$ 43,000.00		
<b>7C</b>			\$ 57,500.00		
<b>7D</b>	\$ 54,200.00				
<b>8B</b>	\$ 59,000.00				
<b>TOTAL</b>	\$ 648,200.00	\$ 64,820.00	\$ 108,500.00	\$ 65,600.00	\$ 108,556.00

Oct 22, 2019 Tender resultd	\$995,676.00
HST	\$21,506.60
<b>TOTAL</b>	<b>\$ 1,017,182.60</b>



## Procurement Award Report

Report Name	Renewal of 2019-2020 Cisco SmartNet Maintenance Agreement
Division	ICT Services
SO/Executive	S. Camacho, Chief Information Officer
Initiator/Requestor	K. Chung, Senior Manager, ICT Services Division
Report Type	Information on existing award

### Tender/RFP Information

RFP/Tender #		Value + Net HST	\$100,016.78
Term Start Date	December 4, 2019	Term End date	December 3, 2020

### Description of Goods/Service or Change

This is for the 2019-2020 Cisco SmartNet Maintenance Agreement renewal with Long View leveraging existing OEMCM agreement valid until February 19, 2020. The Cisco SmartNet Maintenance Agreement provides software upgrades and technical support for the core Cisco network equipment in the TCDSB Data Centre to deliver mission-critical services including Internet services, web sites, email, Trillium, SAP, etc.

## Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	Yes - OECM
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Long View
Winning Bid Value + Net HST	\$100,016.78
Budget Source	ICT Services Division - Operations budgets
Budget Source approval (Report & Date)	2019- 2020 Budget Estimates – Overall Instructional Volumes 1, 2, 3, 4 2019- 2020 Budget Estimates – Non-Instructional Volumes 5, 6 June 13, 2019
Under/Over Budget	Within approved budget

## Formal Award Recommendation

That the renewal of the 2019-2020 Cisco SmartNet Maintenance Agreement be executed with Long View leveraging the existing OECM agreement at a cost of \$100,016.78 inclusive of net taxes.





# Procurement Award Report

## with Project Update

Report Name	ST. CLEMENT CATHOLIC SCHOOL CHANGE ORDERS AND BUDGET INCREASE (WARD 2)
Report #	Cap 2017 013
Division	Capital Development and Asset Renewal
SO/Executive	Deborah Friesen (Acting) Superintendent, Capital Development and Asset Renewal
Initiator/Requestor	Shirley Sederavicious, Project Supervisor
Report Type	Modification to existing award

### Tender/RFP Information

RFP/Tender #		Value + Net HST	\$6,348,733.20
Term Start Date	August 23, 2017	Term End date	December 31, 2019

### Description of Goods/Service or Change

- Remedial work to the existing elevator sump/drainage system (exterior to the school) valued at \$61,332.15 (plus net HST of \$1,324.77) for a total of \$62,656.92.
- Waterproofing and cleaning to the existing elevator pit valued at \$40,772.22 (plus \$880.68 net HST) for a total of \$41,652.88.
- Removal of piping within elevator shaft that was obsolete and not code compliant valued at \$2,522.51 (plus \$54.49 net HST) for a total of \$2, 577.10.
- This work was required as a result of the addition and renovation to St. Clement Catholic School, but were due to unforeseen existing conditions not part of the scope of the Capital project.

## Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Pre-Eng Contracting
Winning Bid Value + Net HST	\$6,214,500 + \$134,233
Budget Source	Various – see Project Background
Budget Source approval (Report & Date)	Cap 2016 041-St. Clement Catholic School Capital Project Tender Award and Revised Project Budget – August 23, 2017
Under/Over Budget	Budget Increase required

## Formal Award Recommendation

1. That staff action to approve Change Orders totalling \$106,886.92, including net HST, to the construction contract with Pre-Eng Contracting for the addition and renovation at St. Clement Catholic School, to resolve unforeseen conditions relating to the existing elevator, be ratified.
2. That these changes be funded from the School Renewal Grant.

# Project Funding Update

## Funding Statement

	Cost	Balance
<b>Approved Project Budget</b>		<b>\$7,488,104.00</b>
Construction Contract	\$6,348,733.00	
Consulting Fees	\$591,865.00	
Capital Project Change Orders	\$251,495.21	
Other Soft Costs	\$296,010.79	
Renewal Change Order	\$106,886.92	
<b>Total Project Cost</b>		<b>\$7,594,990.92</b>
Budget short fall		-\$106,886.92

Project Budget Change Needed?	Yes
Budget Change Amount	\$106,886.92

## Formal Budget Change Recommendation

<ol style="list-style-type: none"> <li>1. That the Project Budget be increased by \$106,886.92 to cover additional changes to the existing elevator to correct 'as found conditions'.</li> <li>2. That this increase be funded from the School Renewal Grant.</li> </ol>
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## Project History/Background

1. On August 23, 2017, St. Clement Catholic School Capital Project tender award was approved and awarded to Pre-Eng Contracting for \$6,348,733.20 including net HST. A revised project budget of \$7,488,104.00 was also approved.
2. This project involved an addition, conversion of space in the existing school to a child care centre and other renovations and upgrades to the existing school. As such, it is funded by multiple funding sources: Enrolment Pressures, Full-Day Kindergarten, Child Care and School Renewal Grant.
3. When an exterior manhole scheduled to be removed was determined to be part of the overflow system of the existing hydraulic elevator, it was also determined that this manhole and the exterior overflow lines and sump pump needed repair, as well as cleaning of hydraulic oil residue from a previous failure and waterproofing of the elevator pit walls. Change Orders were issued utilizing the Renewal portion of the project contingency to allow the work to proceed in order to maintain the construction schedule and put the elevator back into service.
4. Subsequently the Renewal portion of the project contingency was required for other Change Orders related work in the existing building as part of the Capital project. The Changes Orders relating to the existing elevator are outside the scope of the Capital Project and should be funded from the contingency allowance for unplanned work in the School Renewal Plan.

## List Related Reports

Report Name	Date of Review
Cap 2016 041 - St. Clement Catholic School Capital Project Tender Award and Revised Project Budget	August 23, 2017
Cap 2015 024 – St. Clement Catholic School Capital Project Consultant Fess for Child Care and Project Budget Approval	February 9, 2016

## Appendix A

## CHANGE ORDER REPORT 5

St. Clement Addition Project Budget	OTG	193	Total OTG with addition		439		September, 25 2019
Total Sample School area (sq.m.)	4,543	Benchmark Area per pupil		10.35			
Proposed GFA School Use	4,155						
Proposed Child Care GFA	465	Project Budget (all costs include net HST)					
Total Proposed GFA	4,620	Enrolmt Pressures (EP)	FDK	Child Care (B11)	Unique Site Costs	School Renewal (SRG)	Total
GFA of Addition at Benchmark (sq.m.)	1,998						
GFA of Addition (includes new gym)	1,993						
A. Construction Costs	\$/sq.m.						
A. Revised Construction Cost		\$3,270,860	\$470,925	\$1,273,991	\$1,149,951	\$541,388	\$6,707,115
B. Consulting Fees/Expenses							
B. Total Consulting Fees/Expenses	\$241	\$417,630	\$0	\$121,519	\$52,716	\$0	\$591,866
C. Other Soft Costs							
C. Total Other Soft Costs	\$118	\$166,861	\$9,000	\$114,565	\$0	\$0	\$290,426
E. Contingency Allowance (Original)		\$100,980	\$0	\$109,124	\$54,783	\$20,725	\$285,613
Remaining contingency after CO 4		\$1,922		\$2,434	\$498	\$729	\$5,583
Increase Renewal Contingency Report Cap2017 013		\$0	\$0	\$0	\$0	\$106,887	\$106,890
E. Revised contingency after report Cap 2017 013		\$1,922		\$2,434	\$498	\$107,616	\$112,470
Change Order 5		\$0	\$0	\$0	\$0	\$106,887	\$106,890
Remaining contingency after CO 5		\$1,922	\$0	\$2,434	\$498	\$729	\$5,583
TOTAL PROJECT COST	\$3,090	\$3,857,274	\$479,925	\$1,512,509	\$1,203,165	\$542,117	\$7,594,990
EDU APPROVED FUNDING		\$3,857,274	\$479,925	\$1,512,509	\$1,203,361	\$542,117	\$7,595,186
Additional Funding Requested		\$0	\$0	\$0	\$0	\$0	\$0



# Procurement Award Report

Report Name	SEA Training through Bridges Canada
Division	Special Services
SO/Executive	L. Maselli-Jackman, SO Special Services
Initiator/Requestor	D. Reid, Principal, Special Services Care and Treatment/SEA
Report Type	Modification to existing award

## Tender/RFP Information

RFP/Tender #		Value + Net HST	\$350,000.00
Term Start Date	Click or tap to enter a date.	Term End date	Click or tap to enter a date.

## Description of Goods/Service or Change

On-going training for students/staff new to devices purchased through Special Equipment Amount (SEA) for students to access curriculum. (Open purchase order)

The Special Equipment Amount provides assistive technology to special needs students to allow them to access the curriculum. The provision of the technology is upon the recommendation of a qualified professional (e.g. Speech Language Pathologist, Psychologist) who deems the device essential for the student to successfully access curriculum. In tandem with the purchase of the device and any required peripherals is an allowance for up to three sessions of student training. This training is coordinated through the Special Services Department and provided by Bridges Canada. It is provided on an ongoing basis through the school year across the system to the students and the staff who support them.

### SEA Guidelines to support purchase:

*The SEA Equipment Amount (SEA) provides funding to school boards to assist with the costs of equipment (i.e., computers, software, robotics, computing-related devices, etc.) essential to support students with special education*

*needs. This equipment is to provide students with accommodations that are directly required and essential to one or more of the following:*

*attending school, accessing the Ontario Curriculum, accessing a board determined alternative program and/or course. (p.2)*

**Boards are encouraged to seek efficiencies for all SEA equipment purchases. The SEA PPA enables boards to seek bulk purchases and board licenses to decrease costs, including the establishment of consortia across boards to decrease unit costs. (p.3)**



## Procurement Process

Procurement Type	Single/Sole Source
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Bridges Canada
Winning Bid Value + Net HST	
Budget Source	771
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

## Formal Award Recommendation

Board is recommended to approve the request for the purchase of student assistive technology training from Bridges Canada in the amount of \$350,000.00 plus net HST.



# Procurement Award Report with Project Update

Report Name	Chaminade Stair Repair and Replacement Budget and Consultant Fee Increase
Report #	Ren 2019-016
Division	Asset Renewal
SO/Executive	Deborah Friesen
Initiator/Requestor	Angelo Ruscetta
Report Type	Modification to existing award

## Tender/RFP Information

RFP/Tender #	<b>C-015-019</b>	Value + Net HST	\$4,614.57
Term Start Date	September 3, 2019	Term End date	August 14, 2020

## Description of Goods/Service or Change

- Provide design, tender, contract administration and construction review services for the removal and replacement of 3 additional interior staircases.
- Additional consultant fees are required and the construction budget needs to be increased to incorporate the additional scope of work.

## Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	Previously Awarded
Name of Recommend Vendor/Bidder	Bluegrove Engineering Inc.
Winning Bid Value + Net HST	\$4,614.57
Budget Source	School Condition Improvement
Budget Source approval (Report & Date)	2018-057 – 2018-Dec-12
Under/Over Budget	Budget Increase required

## Formal Award Recommendation

Increase the professional fees for Bluegrove Engineering Inc. from \$4,614.57 (including net HST) to \$9,518.25 (including net HST) to complete the design of the additional 3 stairwells not included in their original scope of work.

# Project Funding Update

*Note: Complete this for any purchasing awards need that have impact on a project budgets*

## Funding Statement

Chaminade College - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget A		\$66,183.00
Estimated Construction Costs	\$650,000.00	
Consulting Fees	\$4,614.57	
Additional Consultant Fees	\$4,903.68	
Technical Development Allowance	\$3,481.75	
Contingency Allowance	\$65,000.00	
Total Project Cost		\$728,000.00
<b>Balance</b>		<b>(\$661,817.00)</b>

Project Budget Change Needed	Yes
Budget Change Amount	\$661,817.00

## Formal Budget Change Recommendation

1. That the project budget be increased to the amount of \$728,000.00, including net HST, to cover a shortfall of \$661,817.00 including net HST.
2. That the Consultant fees be revised to the amount of \$9,518.25, including net HST, to cover a shortfall of \$4,903.68 including net HST for the additional scope of work.
3. That the contingency allowance be approved for the amount of \$65,000.00 including net HST

## Project History/Background

*(delete this page if not needed)*

- The original scope of work presented to the Consultants at the start of the project included for the localized replacement of the metal pans, terrazzo treads, and hand rails at 4 sets of interior stairs to meet current code requirements.
- Further investigation revealed that the stairs needed replacement rather than repairs.
- There are 3 additional staircases that also require the replacement as above that were not presented to the Consultants in the initial site meeting.

## List Related Reports

*(delete this page if not needed)*

Report Name	Date of Review
Ren 2018-057 – 2018-2019 Renewal Plan	2018-Dec-12
Ren 2018-146 – Various Schools Stair Repairs and Replacement Consultant Award	2019-Jun-06



# Procurement Award Report with Project Update

Report Name	Ope 2019 002 Water Bottle Filling Stations Additional Installations Budget Increase
Report #	Ope 2019 002
Division	Environmental Support Services
SO/Executive	Martin Farrell
Initiator/Requestor	Stefan Martens
Report Type	Modification to existing award

## Tender/RFP Information

RFP/Tender #	<b>P-037-18</b>	Value + Net HST	\$57,011.98
Term Start Date	November 22, 2018	Term End date	November 23, 2021

## Description of Goods/Service or Change

Budget Increase - Installation costs received higher than anticipated, due to asbestos remediation and shut off valve failures where fountains were being installed. Additional contingency and technical development funds are required to complete the installations.

## Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	5
Name of Recommend Vendor/Bidder	Pipe-All Plumbing and Heating
Winning Bid Value + Net HST	Unit-Price Contract
Budget Source	Facilities Operations/Maintenance
Budget Source approval (Report & Date)	Ope 2018 020, July 4, 2019
Under/Over Budget	Budget Increase required

## Formal Award Recommendation

That the installation continue under the Board's unit-price contractor Pipe-All Plumbing and Heating acquired through Tender P-037-18 (*Ren 2018 030*).

## Project Funding Update

*Note: Complete this for any purchasing awards need that have impact on a project budgets*

## Funding Statement

Various school locations - (All amounts include net HST)			
	Cost	Subtotal	Balance
Project Budget	\$ 34,536.78		
Technical Dev	\$ 6,129.60		
Contingency Allowance	\$ 6,129.60		
Approved Project Cost (Ope 2018 002)		\$ 46,795.98	
Technical Dev Budget	\$ 5,108.00		
Contingency Budget	\$ 5,108.00		
		\$ 10,216.00	
Revised Project Cost			\$57,011.98
<b>Balance</b>			-\$10,216.00



Project Budget Change Needed?	Yes
Budget Change Amount	\$10,216.00

## Formal Budget Change Recommendation

1. That the project budget for the drinking fountain/water bottle filling stations be approved in the amount of \$57,011.98 for the installation of twelve (12) school purchased drinking fountain/water bottle filling stations at nine (9) schools which includes an increase to the combined contingency and technical development allowance of \$10,216.00 inclusive of net HST.
2. The funds for this project are available in the Facilities Operations and Maintenance budget.

## Project History/Background

1. The TCDSB is a “bottled-water-free zone”. To assist in this environment initiative the Board has provided funding for the installation of drinking fountain/water bottle filling stations acquired by school communities through local fundraising efforts.
2. On July 4, 2019, the Superintendent of Environmental Services approved a project budget in the amount of \$46,795.98 for the installation of twelve (12) school purchased drinking fountain/water bottle filling stations at nine (9) school locations which includes a contingency technical development allowance of \$12,259.20 (*Ope 2018 020*).
3. On July 4, 2019, the Superintendent of Environmental Services the contract be awarded to the Board approved unit-price contractor, Pipe-All Plumbing and Heating to install twelve (12) drinking fountains/water bottle filling stations for \$34,536.78 (including HST) (*Ren 2018.030*).

## List Related Reports

Report Name	Date of Review
Ope 2018 020 Water Bottle Filling Stations – Additional Installations (Wards 3, 5, 8, 11 and 12)	July 04, 2019
Ren 2018 003 Water Bottle Filling Stations Budget Increase and Contract Award (All Wards)	October 23, 2018



# Procurement Award Report with Project Update

Report Name	St. Margaret Catholic School Lighting and Controls Upgrade - Budget Approval and Contractor Award
Report #	Ren 2019 020
Division	Renewal
SO/Executive	Debra Friesen
Initiator/Requestor	James Lester
Report Type	New procurement award

## Tender/RFP Information

RFP/Tender #	<b>P-074-19</b>	Value + Net HST	\$366,754.40
Term Start Date	October 21, 2019	Term End date	September 25, 2020

## Description of Goods/Service or Change

1. Provide new lighting and control system for the interior and exterior of the building. Scope as detailed below:
  - 1.1. Supply and install new lighting fixtures for both the interior and the exterior of school.
  - 1.2. Supply and install new lighting control system for interior lighting.
  - 1.3. Supply and install new photocell lighting control for exterior lighting.

## Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	5
Name of Recommend Vendor/Bidder	CEC Services Limited (Aurora)
Winning Bid Value + Net HST	\$366,754.40
Budget Source	School Condition Improvement Grant
Budget Source approval (Report & Date)	Revised 2017-2018 Renewal Plan
Under/Over Budget	Within approved budget

## Formal Award Recommendation

That a contract be awarded for interior and exterior lighting and control upgrades at St Margaret Catholic School be awarded to CEC Services Limited (Aurora) in the amount of \$359,000.00 plus a net HST of \$7,754.40, for a total of \$366,754.40.

## Bidding Summary

<b>CEC Services Ltd (Aurora)</b>	<b>\$ 359,000.00</b>	<b>\$ 7,754.40</b>	<b>\$ 366,754.40</b>
Gremar Electric Ltd.	\$ 374,000.00	\$ 8,078.40	\$ 382,078.40
Alltech Electrical Systems Inc.	\$ 486,298.00	\$ 10,504.04	\$ 496,802.04
E M Electrical Services Ltd.	\$ 498,860.00	\$ 10,775.38	\$ 509,635.38
RCN Electric	\$ 375,000.00	\$ 8,100.00	\$ 383,100.00

## Project Funding Update

*Note: Complete this for any purchasing awards need that have impact on a project budgets*

### Funding Statement

St. Margaret Catholic School (All amounts include net HST)		
	Cost	Balance
Approved Project Budget A		\$580,000.00
Construction Costs	\$366,754.40	\$
Consulting Fees	\$9,398.72	
Technical Development Allowance	\$5,000.00	
Contingency Allowance	\$58,000.00	
Total Project Cost	\$439,153.12	\$
<b>Balance</b>		\$140,846.88

Project Budget Change Needed?	No
Budget Change Amount	

### Formal Budget Change Recommendation

<ol style="list-style-type: none"> <li>1. That a project be awarded to CEC Services Limited (Aurora) in the amount of \$366,754.40 Including net HST.</li> <li>2. That funds be made available from School Condition Improvement Grant.</li> </ol>
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## List Related Reports

*(delete this page if not needed)*

Report Name	Date of Review
Renewal Report 2017-032	



# Procurement Award Report with Project Update

Report Name	St. Jude Catholic School Parking Lot Asphalt Contractor Change Order
Report #	Ren 2019 025
Division	Renewal
SO/Executive	D. Friesen (Acting) Superintendent of Capital Development and Renewal
Initiator/Requestor	Elton Camishi
Report Type	Modification to existing award

## Tender/RFP Information

RFP/Tender #	<b>P-083-18</b>	Value + Net HST	\$193,800.00
Term Start Date	October 1, 2018	Term End date	November 23, 2018

## Description of Goods/Service or Change

A Change Order is required to cover the cost for site improvement for St Jude Catholic School and St Catholic Jude Church. This increase is due to the unforeseen soft spots in the parking lot.



## Procurement Process

Procurement Type	Choose an item.
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	21
Name of Recommend Vendor/Bidder	Mopal Construction Limited
Winning Bid Value + Net HST	\$197,986.08
Budget Source	School Renewal Grant
Budget Source approval (Report & Date)	Ren 2016-045
Under/Over Budget	Budget Increase required

## Formal Award Recommendation

That a Change Order in the amount of \$55,491.40, plus net HST of \$1,198.62 for a total of \$56,690.02, be awarded to Mopal Construction Limited.

# Project Funding Update

*Note: Complete this for any purchasing awards need that have impact on a project budgets*

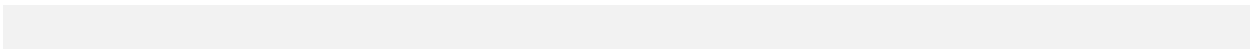
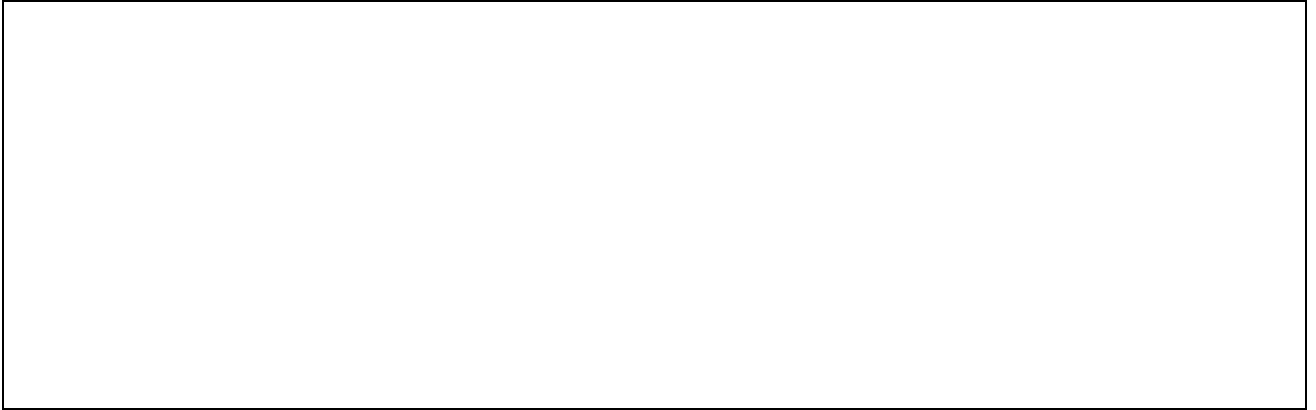
## Funding Statement

[Add School Name here-remove brackets] - (All amounts include net HST)		
	Cost	Balance
Approved Project (Renewal)		\$300,000.00
Construction Cost	\$197,986.08	\$
Consulting Fees	\$14,680.39	
Technical Development Allowance	\$7,500.00	
Contingency Allowance	\$30,000.00	
Change Order Cost	\$56,690.02	
Total Project Cost		\$306,856.49
<b>Balance</b>		<b>(\$6,856.49)</b>

Project Budget Change Needed?	Yes
Budget Change Amount	\$6,856.49

## Formal Budget Change Recommendation

1. That a Change Order for \$56,690.02 be awarded to address the unforeseen site conditions.
2. That the project budget be increased to \$306,856.49 to account for the shortfall of \$6,856.49





# Procurement Award Report with Project Update

Report Name	St. Gregory Catholic School Exterior Walls Repair Budget Increase
Report #	Ren 2019-026
Division	Asset Renewal
SO/Executive	Deborah Friesen
Initiator/Requestor	Justin Liang
Report Type	Information on existing award

## Tender/RFP Information

RFP/Tender #	C-014-19	Value + Net HST	\$4,678.93
Term Start Date	October 23, 2019	Term End date	August 21, 2020

## Description of Goods/Service or Change

The original scope of work to carry out localized EIFS repairs needs to be revised to full removal of the EIFS and replacement with a more robust masonry cladding system to address wildlife burrowing and nesting in the existing wall system. Localized repairs will not address the current issue, as the wildlife will find new places to burrow.

**Procurement Process**

Procurement Type	RFP
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	To be retendered to Consultants
Name of Recommend Vendor/Bidder	
Winning Bid Value + Net HST	
Budget Source	School Renewal Allocation
Budget Source approval (Report & Date)	2018-057 (2018-Dec-12)
Under/Over Budget	Budget Increase required

**Formal Award Recommendation**

Not applicable at this time.
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# Procurement Award Report with Project Update

Report Name	St. Andre Catholic School Portable Electrical Installation Change Order
Report #	Ren 2019 011
Division	Renewal/Maintenance
SO/Executive	Superintendent Capital and Renewal
Initiator/Requestor	David A. Domet
Report Type	Modification to existing award

## Tender/RFP Information

RFP/Tender #	<b>Emailed RFQ</b>	Value + Net HST	\$45,713.54
Term Start Date	July 17, 2019	Term End date	October 10, 2019

## Description of Goods/Service or Change

<ol style="list-style-type: none"> <li>1. Supply and install outdoor/indoor CAT6 cable to accommodate security camera (by others) on the “dark” side of the portable classrooms at a cost of \$631.60 plus HST of \$645.24.</li> <li>2. Supplied and installed one transformer due to roof conditions of a “green roof” not allowing original plan of power to run across roof from electrical room on southeast corner of the building at a cost of \$2,429.95 plus HST of \$52.59 for a total of \$2,482.54.</li> <li>3. Installation of additional “Station Card” in the existing PA system in order to accommodate the four portable classrooms at a cost of \$2,256.00 plus HST of \$48.73 for a total of \$2,304.73.</li> <li>4. Installation, connection and commissioning of LogOne EMS (Energy Management System) at a cost of \$1,971.20 plus HST of \$42.58 for a total cost of \$2,013.78.</li> </ol>
---

## Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	3
Name of Recommend Vendor/Bidder	R. Galati Contracting Ltd.
Winning Bid Value + Net HST	\$45,713.54
Budget Source	School Renewal Grant
Budget Source approval (Report & Date)	School Renewal Grant. Report regarding Annual Portable Plan and Other Accommodation Needs 2019-20 approved April 11, 2019
Under/Over Budget	Budget Increase required

## Formal Award Recommendation

1. That a change order to the contract with R. Galati Contracting Ltd. in the amount of \$7,288.65 plus a net HST of \$157.43, for a total of \$7,446.08 be approved for additional work related to the portable electrical, PA, video surveillance and HVAC commissioning work at St. Andre Catholic School.

# Project Funding Update

*Note: Complete this for any purchasing awards need that have impact on a project budgets*

## Funding Statement

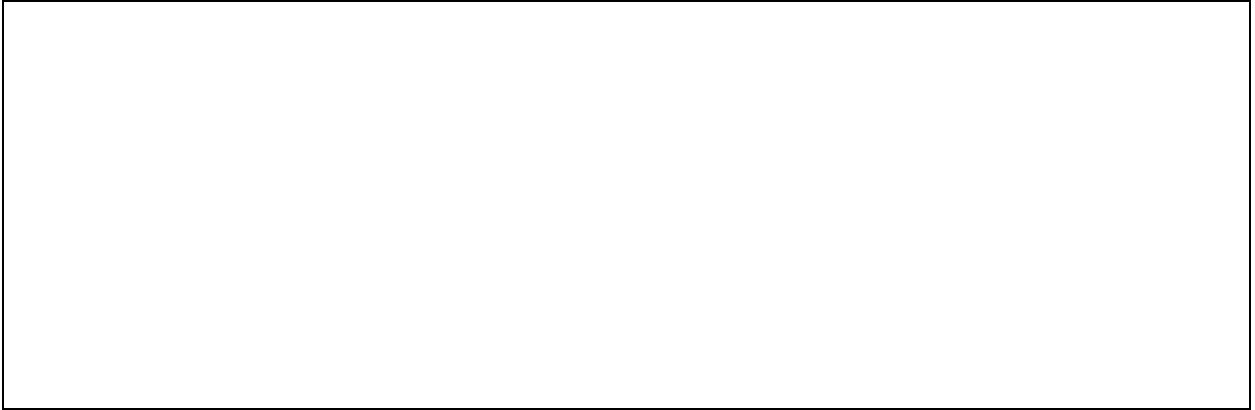
St. Andre Catholic School Portable Placement		
	Cost	Balance
Approved Project Budget		\$50,569.20
Consulting Fees	\$	
Construction Contract Cost	\$45,713.54	
Change Order 1	\$7,446.08	
Total Project Cost		\$53,159.62
<b>Balance</b>		<b>(\$2,590.42)</b>

Project Budget Change Needed?	Yes
Budget Change Amount	\$2,590.92

## Formal Budget Change Recommendation

1.	That the project budget for portable placement at St. Andre Catholic School be revised to \$53,159.62 to account for the shortfall of \$2,590.42.
2.	That funding be made available from the portable contingency allowance of \$16,745.00 as approved in the 2019-2020 Annual Portable Plan as reported to the Board at its April 11, 2019 meeting.





## Project History/Background

Original contract award of \$45,713.54, including net HST to R. Galati Contracting Ltd. for electrical work associated with the portable placement at St. Andre Catholic school.

Additional work as described above was required to complete the project, resulting in a total contract over \$50,000.

## List Related Reports

*(delete this page if not needed)*

Report Name	Date of Review
Report regarding Annual Portable Plan and Other Accommodation Needs 2019-20	April 11, 2019

# Project Funding Update

*Note: Complete this for any purchasing awards need that have impact on a project budgets*

## Funding Statement

St. Gregory Catholic School - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget		\$30,000.00
Approved Project Budget Increase		\$20,000.00
Anticipated Construction Budget	\$750,000.00	
Consulting Fees	\$75,000.00	
Technical Development Allowance	\$10,000.00	
Contingency Allowance	\$80,000.00	
Total Project Cost		\$915,000.00
<b>Balance</b>		<b>(\$865,000.00)</b>

Project Budget Change Needed	Yes
Budget Change Amount	\$865,000.00

## Formal Budget Change Recommendation

The original budget to carry out localized EIFS repairs is insufficient to address the current site conditions observed. The scope of work is to be updated to include for removal of all existing EIFS and replacement with a masonry wall. The budget needs to be increased by \$865,000 including net HST. The funds be made available from the School Renewal Allocation funds.

## Project History/Background

The original scope of work to carry out localized EIFS repairs needs to be revised to full removal of the EIFS and replacement with a more robust masonry cladding system to address wildlife burrowing and nesting in the existing wall system. Localized repairs will not address the current issue as the wildlife will find new places to burrow.

As of our last site review, there are 14 EIFS panels affected.

## List Related Reports

*(delete this page if not needed)*

Report Name	Date of Review
Ren 2018-057 – 2018-2019 Renewal Plan	2018-Dec-12
Ren 2018-145 – Consultant Award	2019-Jun-06
Ren 2018-182 – Budget Increase	2019-Jun-13



# Procurement Award Report

Report Name	191114_CS_PLN_GIS_Site_License Renewal
Division	Planning/Transportation
SO/Executive	Michael Loberto
Initiator/Requestor	Barbara Leporati
Report Type	Modification to existing award

## Tender/RFP Information

RFP/Tender #		Value + Net HST	\$36,900.00/yr – 3yr term
Term Start Date	November 11, 2019	Term End date	November 10, 2022

## Description of Goods/Service or Change

Site License for GIS mapping software utilized in strategic planning, long term planning, transportation analysis, fixed attendance boundary maintenance, pupil accommodation analysis and development tracking for example.

## Procurement Process

Procurement Type	Single/Sole Source
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	ESRI Canada
Winning Bid Value + Net HST	\$36,900.00/yr for 3 yrs.
Budget Source	Transportation Operating
Budget Source approval (Report & Date)	Annual Software Expense
Under/Over Budget	Within approved budget

## Formal Award Recommendation

That the renewal of the GIS Software Site License be awarded to ESRI Canada @\$36,900/yr for a 3 yr. period to be funded from the Transportation software budget.





## Procurement Award Report with Project Update

Report Name	Knowledgehook Boardwide Licenses 2019-2020
Report #	
Division	Student Success
SO/Executive	G. Iuliano Marrello, Superintendent – Student Success
Initiator/Requestor	M. Diamanti, Officer – Student Success
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #		Value + Net HST	\$ 81,728.00
Term Start Date	September 1, 2019	Term End date	August 31, 2020

### Description of Goods/Service or Change

Knowledgehook is an Instructional Guidance System (IGS) that uses engaging assessments to unlock insights and expert guidance for math teachers. Cost includes Boardwide Licenses for the 2019-2020 school year.

## Procurement Process

Procurement Type	Single/Sole Source
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Knowledgehook Inc.
Winning Bid Value + Net HST	\$81,728.00
Budget Source	740110
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

## Formal Award Recommendation

That the Board approve the purchase of Boardwide licenses for the 2019-2020 school year from Knowledgehook in the amount of \$80,000 plus net HST.



# Procurement Award Report with Project Update

Report Name	Precious Blood Catholic School Public Address System Upgrades Contractor Award
Report #	Ren 2019 024
Division	Asset Renewal
SO/Executive	D. Friesen, (Acting) Superintendent of Capital Development and Asset Renewal
Initiator/Requestor	D. Thompson, Project Supervisor, Electrical
Report Type	New procurement award

## Tender/RFP Information

RFP/Tender #	<b>P-005-20</b>	Value incl Net HST	\$103,181.60
Term Start Date	December 2, 2019	Term End date	February 28, 2020

## Description of Goods/Service or Change

Contract to Meteor Telecommunications Inc. to install a new Public Address, Master Clock and Gym Sound System at Precious Blood Catholic School.

## Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	2
Name of Recommend Vendor/Bidder	Meteor Telecommunications Inc.
Winning Bid Value incl. Net HST	\$103,181.60
Budget Source	School Renewal Program under the School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2018 142 - May 29, 2019
Under/Over Budget	Within approved budget

## Formal Award Recommendation

1. That a contract be awarded to Meteor Telecommunication Inc. for a new Public Address, Master Clock and Gym Sound System at Precious Blood Catholic School, in the amount of \$101,000.00, plus net HST of \$2,181.60 for a total of \$103,181.60.
2. That the funds for the project are available from the School Renewal Program, under the School Condition Improvement Grant.

*Note: Complete this for any purchasing awards need that have impact on a project budgets*

[Precious Blood Catholic School] - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget		\$140,000.00
Consulting Fees	\$5,925.28	
Construction Cost	\$103,181.60	
Technical Development Allowance	\$6,000.00	
Contingency Allowance	\$24,893.12	
Total Project Cost		\$140,000.00
	<b>Balance</b>	<b>\$0.00</b>

Project Budget Change Needed?	No
Budget Change Amount	N/A

[illegible]

## List Related Reports

Report Name	Date of Review
Ren 2018 142	May 29, 2019



# Procurement Award Report with Project Update

Report Name	St. Cyril Catholic School Public Address System Contractor Award
Report #	Ren 2019 023
Division	Asset Renewal
SO/Executive	D. Friesen, (Acting) Superintendent of Capital and Asset Renewal
Initiator/Requestor	D. Thompson, Project Supervisor, Electrical
Report Type	New procurement award

## Tender/RFP Information

RFP/Tender #	<b>P-005-20</b>	Value incl. Net HST	\$76,620.00
Term Start Date	December 2, 2019	Term End date	February 28, 2020

## Description of Goods/Service or Change

This report recommends the award of a contract to Meteor Telecommunications Inc. for the upgrade of the public address and master clock system at St. Cyril Catholic School.

## Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	2
Name of Recommend Vendor/Bidder	Meteor Telecommunications Inc.
Winning Bid Value incl. Net HST	\$76,620.00
Budget Source	School Renewal Program under the School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2018 141 – May 7, 2019
Under/Over Budget	Within approved budget

## Formal Award Recommendation

1. That a contract be awarded to Meteor Telecommunications Inc. for the upgrade of the public address and master clock system at St. Cyril Catholic School for the amount of \$75,000.00, plus net HST of \$1,620.00 for a total of \$76,620.00
2. That the funds for this project are available from the School Renewal Program, under the School Condition Improvement Grant.



*Note: Complete this for any purchasing awards need that have impact on a project budgets*

St. Cyril Catholic School - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget		\$107,926.00
Consulting Fees	\$5,925.28	
Construction Cost	\$76,620.00	
Technical Development Allowance	\$7,000.00	
Contingency Allowance	\$18,380.72	
Total Project Cost		\$107,926.00
	Balance	\$0.00

Project Budget Change Needed?	No
Budget Change Amount	N/A

[illegible]

## List Related Reports

Report Name	Date of Review
Ren 2018 141	May 7, 2019



## Procurement Award Report

Report Name	Agreement Extension with Altis HR Recruitment
Division	ICT Services Division
SO/Executive	S. Camacho, Chief Information Officer
Initiator/Requestor	J. Di Fonzo, Senior Coordinator, IT Infrastructure and Operations
Report Type	Modification to existing award

### Tender/RFP Information

RFP/Tender #		Value + Net HST	\$250,000
Term Start Date	November 1, 2019	Term End date	August 31, 2020

### Description of Goods/Service or Change

The existing agreement with Altis HR Recruitment to address temporary staffing requirements ended as of October 31, 2019. A procurement process was initiated to acquire a vendor of record for staffing services but that procurement is being evaluated and has not yet been awarded. There are temporary staffing contracts with the ICT Services Division that are currently continuing and some temporary staffing may need to be addressed during the next few months therefore in the interim the agreement with Altis HR Recruitment needs to be continued. This report recommends that in the interim the existing agreement with Altis HR Recruitment be extended to August 31, 2020 up to a maximum contract value of \$250,000.

## Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	Yes - Other
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Altis HR Recruitment
Winning Bid Value + Net HST	\$250,000
Budget Source	Temporary Staffing and Operating budgets
Budget Source approval (Report & Date)	2019- 2020 Budget Estimates – Overall Instructional Volumes 1, 2, 3, 4 2019- 2020 Budget Estimates – Non-Instructional Volumes 5, 6 June 13, 2019
Under/Over Budget	Within approved budget

## Formal Award Recommendation

This report recommends that in the interim the existing agreement with Altis HR Recruitment for temporary staffing needs be extended to August 31, 2020 up to a maximum contract value of \$250,000.



# Procurement Award Report

## with Project Update

Report Name	Ren 2019 034 Mother Cabrini Catholic School Window Replacement Contractor Award
Report #	Ren 2019 034
Division	Asset Renewal
SO/Executive	D. Friesen (Acting) Superintendent of Capital Development and Asset Renewal
Initiator/Requestor	Elton Camishi, Capital Project Supervisor
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	<b>P-004-20</b>	Value + Net HST	\$357,560.00
Term Start Date	November 14, 2019	Term End date	March 27, 2020

### Description of Goods/Service or Change

The existing aluminum windows are the original windows at this school, and there are signs of water damage on the interior side of most of the windows. All Hollow Metal doors are rusted on the bottom. Main entrance door's accessible button is not functional. The boiler room door is below grade and when it rains, the boiler room gets full of water. Windows will be replaced with as many operable windows as possible based on the location of the window. The windows will be galvanized aluminum awning type for the ground floor, and galvanized aluminum hopper type for the second floor. The main entrance door will be galvanized aluminum as well and the rest of the doors will be hollow metal doors painted to match the existing color.

## Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	Choose an item.
# of Compliant Bidders/Respondents	8
Name of Recommend Vendor/Bidder	Ritestart Limited
Winning Bid Value + Net HST	\$357,560.00
Budget Source	School Renewal Grant
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

## Formal Award Recommendation

1. That a contract be awarded to Ritestart Limited for window and door replacement at Mother Cabrini Catholic School in the amount of \$350,000.00 plus net HST of \$7,560.00 for a total of \$357,560.00.
2. That a technical development allowance of \$5,000.00 be approved.
3. That a contingency allowance of \$26,000.00 including net HST be approved.
4. That funds be made available from School Renewal Grant.

# Project Funding Update

*Note: Complete this for any purchasing awards need that have impact on a project budgets*

## Funding Statement

Mother Cabrini - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget		\$265,616.00
Construction Cost	\$357,560.00	
Consulting Fees	\$10,788.10	
Technical Development Allowance	\$5,000.00	
Contingency Allowance	\$26,000.00	
Total Project Cost		\$399,348.10
<b>Balance</b>		<b>(\$133,732.10)</b>

Project Budget Change Needed?	Yes
Budget Change Amount	\$133,732.10

## Formal Budget Change Recommendation

1. That the project budget be increased to \$399,348.10 including net HST to account for the shortfall of \$133,732.10.



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### ST. MICHAEL CHOIR CAPITAL PROJECT ARCHITECT APPOINTMENT AND PRELIMINARY PROJECT BUDGET APPROVAL (WARD 9)

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

Created, Draft	First Tabling	Review
November 5, 2019	November 14, 2019	
L. Northey, Senior Manager, Capital Development P. de Cock, Comptroller, Finance and Business Services J. Shanahan, Superintendent of Learning, Student Achievement and Well-Being D. Friesen, (Acting) Superintendent of Capital Development and Asset Renewal M. Loberto, Superintendent of Planning & Development		

### 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

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer



## A. EXECUTIVE SUMMARY

This report recommends that a contract be awarded to the joint team of KPMB Architects and The Ventin Group Ltd. Architects. The two firms have joined forces to provide full architectural services, including a Heritage Impact Assessment and demolition of existing structures, for a new 300-pupil place St. Michael Choir School. The new school is to be constructed at 56 & 66 Bond St., in the amount of \$2,919,849.00, (including net HST), funded as detailed in Appendix A and subject to Ministry of Education (EDU) approval of the Space Plan Template.

This report also recommends approval of a preliminary project budget in the amount of \$35,036,000.00, including net HST, as detailed in Table 1. This amount includes approved Capital Priority funding in the amount of \$11,155,222.00, for a standard academic program for Grades 3 to 12, and a request for an additional funding of \$4.8M for unique site costs, pending approval from EDU. The balance of costs related to specialty programming for the Choral Institute and heritage requirements will be funded by the Archdiocese of Toronto (Roman Catholic Episcopal Corporation/RCEC) at an estimated amount of \$19M.

*The cumulative staff time required to prepare this report was 11 hours.*

## B. PURPOSE

The Board's Purchasing Policy requires that contracts for new schools and major additions be approved by the Board of Trustees.

## C. BACKGROUND

1. ***Funding was approved in 2018 for the replacement of St. Michael Choir School.*** On March 13, 2018, the Ministry of Education (EDU) approved Capital Priorities funding in the amount of \$11,155,222 for the construction of a new 300-pupil place school to replace St. Michael's Choir School. In a letter dated September 6, 2017, the Archdiocese expressed their commitment to cover the portion of the construction cost for the school which is in excess of the funds approved by EDU for the project.
2. ***In 2017, the total project budget was determined to be \$35,036,000.00.*** A July 2017 preliminary costing report by Turner & Townsend, based on a preliminary building program and sketches included in the Cathedral Block Master Plan, indicated a project cost of \$35,036,000, including net HST and soft costs—consulting fees, municipal fees, furniture and equipment costs, moving and set-

up, and internal project management costs. The Board has submitted a request to the Ministry for approval of the use of Board Proceeds of Disposition (POD) in the amount of \$4.8M for unique site costs.

3. ***The intent is to bring the school into one consolidated facility located on the west side of Bond Street.*** Currently, the school operates from four buildings located at 56, 66, 67 & 69 Bond St., which are on the east and west sides of Bond Street. The buildings, which were built between 1900 and 1937, are leased from the Archdiocese of Toronto (Roman Catholic Episcopal Corporation/RCEC), with the St. Michael's Cathedral parish having shared use of 66 Bond Street. The consolidated facility will be located on the west side at 56 & 66 Bond St. The project will include demolition and a Heritage Impact Assessment of 66 Bond St. to determine the heritage attributes that will be preserved.

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

1. ***Staff implemented a two-stage process for the selection of an architect.*** In March 2019, a Request for Qualification (RFSQ-001-19) was issued for the St. Michael Choir School replacement school project to select architectural firms to be prequalified as part of Stage 1 of the selection process in consultation with the Archdiocese of Toronto. The proposals were evaluated by a committee composed of staff from the Board and the Archdiocese according to the following criteria stipulated in the RFSQ:

<b>Evaluation Criteria Schedule</b>	<b>Points Available</b>
<b>A) Firm Profile - 25 points</b>	
1. Firm stability: Years in business, number of staff	5
2. Overall experience: Appropriate project types and scale	10
3. Qualifications of Key Staff	10
<b>B) Project Experience - 35 points</b>	
1. Number of Similar Projects	5
2. Recent Completed Example(s)	5
3. Suitable Project Sizes	5
4. Demonstrated Cost Control	5
5. Demonstrated Energy/Greenhouse Gas Reduction	5
6. Design Quality – Aesthetics and Functionality	5
7. References	5
<b>C) Project Approach - 40 points</b>	
1. Design Approach	8
2. Energy/Greenhouse Gas Reduction Approach	8

3. Cost Control Approach	8
4. Municipal Approvals Approach	8
5. Contract Admin / Construction Field Review Approach	8
<b>Total</b>	<b>100</b>

The following three Proponent teams were shortlisted based on the scoring of their responses to the RFSQ:

- KPMB Architects / The Ventin Group Inc. Architects
- MC Architects Inc. / Bogdan Newman Caranci Inc. Architects
- Montgomery Sisam Architects Inc.

2. *The shortlisted Proponents were invited to the next stage in the selection process.* In August 2019, a Request for Proposal (RFP# P-077-19) for Stage 2 was issued to the three shortlisted Proponent teams. Subsequently, all three Proponent teams were invited for an interview to be scored along with their responses to the RFP. The proposals were evaluated by the same committee according to the following criteria stipulated in the RFP:

	<b>Evaluation Criteria</b>	<b>Points Available</b>
A.	Qualifications of Proponent's team	15
B.	Understanding of the project Scope of Work (Appendix C)	15
C.	Suitability of proposed services/processes and timelines/schedule	15
D.	Proposed Fixed Fee (excl. stipulated allowances and separate prices)	30
E.	Interview	25
	<b>Grand Total</b>	<b>100</b>

3. *The team of KPMB / VG scored highest at the conclusion of the interviews.* Staff from both TCDSB and Archdiocese recommend awarding the contract to the joint team of KPMB Architects and The Ventin Group Inc. Architects for the provision of full architectural services for the project. In addition to the architects and heritage professionals from both firms, the consulting team includes structural, civil, geotechnical, mechanical, and electrical engineers, landscape architects, and specialty consultants for various studies required to complete the project. The fee of \$2,919,849 includes allowances for required studies and expenses and net HST.

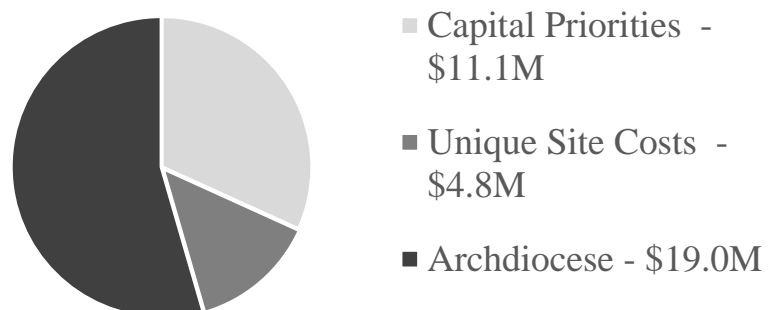
## E. METRICS AND ACCOUNTABILITY

1. *The preliminary project budget for the St. Michael Choir School replacement project is outlined in Table 1 below.* The budget includes demolition of the two existing buildings where the consolidated replacement school will be built.

Table 1: St. Michael Choir School – Project Budget	
	Total Estimated Costs
Total Consultant Fee / Expenses	\$2,919,849
Total Municipal Fees	\$332,232
Total TCDSB Allowances	\$2,867,638
Total Construction Budget	\$27,518,839
Contingency Allowance (5% Construction)	\$1,397,441
<b>TOTAL PROJECT COST</b>	<b>\$35.036,000</b>
<b>APPROVED FUNDING</b>	<b>\$30,236,000</b>

2. *The current funding breakdown is outlined in Figure 1 below and further detailed in Appendix A.* EDU has approved Capital Priorities funding in the amount of \$11,155,222 and has advised that the Board's request for approval of the use of POD in the amount of \$4.8M towards the project will be evaluated following submission of detailed costing of unique site costs. The Archdiocese has committed to cover the remainder of the project cost.

Figure 1: Funding Source Breakdown



3. ***A revised request for additional funding for unique site costs will be submitted to the Ministry upon completion of a detailed schematic design costing.*** The consultant team will be responsible for identifying unique site costs not included in the Ministry benchmark and for providing third party cost consultant estimates and substantiation for these unique costs.
4. ***EDU Approval to Proceed (ATP) is required to tender the project.*** Based on a detailed pre-tender estimate by the cost consultant, a request for ATP, identifying all funding sources, will be submitted prior to tendering the project. Following tendering, the project budget will be reviewed by both TCDSB and RCEC staff and revised to reflect the actual tender price. There may be separate construction contracts for the demolition and for the construction of the new school. A report (or reports) will be submitted to the Board for approval to award the demolition/construction contract(s).

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

1. ***Consultation with the school community and other stakeholders will continue throughout the design process.*** Following approval of the architect appointment, a school community meeting will be scheduled to introduce the architect, who will conduct a "visioning session." This will be an opportunity for the school community to provide preliminary input that may be incorporated into the design of the new school. A Local Design Committee (LDC) comprising the principal, choir director, area superintendent, trustee, parish priest, teachers and parents will be set up to meet regularly with the Architect and Capital staff and continue community consultation throughout the design process.
2. ***Some relocation is required for the construction.*** The construction is intended to take place by relocating classes and other functions from the site to the other two buildings currently serving the school on the other side of Bond St. When the construction is completed, all classes and functions of the school will permanently vacate the buildings east of Bond St. and will move to the new building.
3. ***Regular project status update will be provided to the school community and will also be posted on the school website.*** Facilities staff will communicate directly with the Principal, caretakers, and the area facilities supervisor to coordinate construction activities, including project schedule, hours of work, site access, health and safety issues, and to provide support to the school's principal and area superintendent for communication with school communities.

## **G. STAFF RECOMMENDATION**

1. That a contract be awarded to the joint team of KPMB Architects and The Ventin Group Inc. Architects to provide full architectural services for the construction of a replacement school for St. Michael Choir School for a fee of \$2,858,114, plus net HST of \$61,735 for a total cost of \$2,919,849, including allowances and expenses.
2. That a preliminary project budget of \$35,036,000 be approved for St. Michael Choir School replacement project, as detailed in Table 1. Of this budget, \$4,800,000 is subject to Ministry of Education approval of additional funding or use of POD for unique site costs.

CAP 2019 005  
St. Michael Choir Capital Project  
Architect Appointment and Preliminary  
Project Budget Approval

## APPENDIX A

### St. Michael Choir School – Project Budget and Funding Breakdown

	Funding Breakdown			Total Estimated Costs
	In Benchmark	Not in Benchmark		
	Capital Priorities	Unique Site Costs	Archdiocese	
A. Total Consultant Fee/Expenses	\$1,557,251	\$285,666	\$1,076,932	\$2,919,849
B. Total Municipal Fees	\$132,652	\$111,512	\$88,068	\$332,232
C. Total TCDSB Allowances	\$282,839	\$83,528	\$2,501,271	\$2,867,638
D. Total Construction Budget	\$8,723,356	\$4,115,000	\$14,680,483	\$27,518,839
E. Construction Contingency (5% construction)	\$459,124	\$204,293	\$734,024	\$1,397,441
TOTAL PROJECT COST	\$11,155,222	\$4,800,000	\$19,080,778	\$35,036,000
APPROVED FUNDING	\$11,155,222		\$19,080,778	\$30,236,000
Estimated Funding Deficit (Request for Unique Site Costs)		\$4,800,000	\$0	\$4,800,000





REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### PLAYGROUND IMPROVEMENT UPDATE (ALL WARDS)

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

Created, Draft	First Tabling	Review
October 29, 2019	November 14, 2019	
M. Iafrate, Senior Coordinator, Asset Renewal P. de Cock, Comptroller, Finance and Business Services D. Friesen, (Acting) Superintendent of Capital Development and Asset Renewal		
<b>RECOMMENDATION REPORT</b>		

**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

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer



## **A. EXECUTIVE SUMMARY**

In June 2019, the Board approved the establishment of a strategic Ward Priorities School Playground Reserve fund of \$1.2M from in-year surpluses (if available). This report recommends the approval of selection criteria and a process for the allocation of Playground Reserve Funds by the Board. The goal of the process is to ensure equitable distribution of funds.

This report also provides an update regarding the Standard Operating Procedure (SOP) for playground improvements initiated by school communities. The SOP has been revised to reflect changes in delivery of landscape consultation and project management services and feedback received from involved parents at three pilot schools. The SOP is designed to ensure efficient and accountable delivery of services, conformance with the Board's Procurement Policy and Procedures and responsible ongoing maintenance of school sites.

Support for sustainable playground/outdoor revitalization investment is also reviewed in this report. Funding of playground improvements through the annual operating budget would not be appropriate and would not achieve the desired equity goals. Sustainable funding for enhanced outdoor environment could be realized if the Ministry of Education considered the following:

- that the condition of outdoor play and learning elements be included in building condition assessments for determination of School Condition Improvement grants;
- that Capital funding be made available for outdoor environment improvements at existing schools; and
- that enhanced outdoor learning and play environments be considered as an integral and essential component of the Capital funding benchmark for new schools and additions.

*The cumulative staff time required to prepare this report was 22 hours.*

## **B. PURPOSE**

1. The purpose of this report is to provide an update on the Board's standard operating procedures with respect to outdoor play environments including development of sustainable funding for playground improvements as well as a methodology for equitable distribution of the approved Playground Reserve

Fund. The report addresses a number of Board motions and inquiries regarding playgrounds as follows:

- May 9, 2019 – *Request for Standard Operating Procedures and forms for outdoor environment improvements to be more “parent-friendly.”*
- May 16, 2019 - *Support for Playgrounds/Outdoor Revitalization Investment;*
- June 11, 2019 – *Approval of a strategic Ward Priorities School Playground Reserve fund to be established from in-year surpluses, with \$0.1M to be allocated for each ward from the in-year surpluses for a total of \$1.2M, and this allocation will be reassessed on an annual basis; further that staff develop a criteria for prioritizing the use of the playground reserve funds that may include, but is not limited to, equity considerations (socio-economic demographic data), age of playground infrastructure, consideration towards the playground plan, distance from existing playgrounds and green space.*

## **C. BACKGROUND**

1. ***The last update to the Outdoor Play Environments Policy B.G. 01 in November 2016 included a Standard Operating Procedure (SOP) for playground improvements.*** The SOP was intended to help facilities staff organize, track, and supervise all improvements to the outdoor environments on TCDSB property as well as provide schools with design consultation and support. At that time, a consultant employed by Evergreen, a non-profit organization dedicated to creating and sustaining healthy urban environments, had been retained by the Board to assist with playground improvement projects.
2. ***To reflect the Board’s changing relationship with Evergreen and the creation of a new landscape project supervisor position in the Renewal Department, the SOP for improvements to Outdoor Play Environments required revision.*** In August 2018, the Evergreen consultant assigned to the Board left the employment of Evergreen. Evergreen decided not to replace this consultant and to change the focus of its services to school boards. The revised SOP and Project Request Form, reflecting the role of the new Landscape Supervisor position in the Renewal Department are attached as Appendix A. A link to the SOP and all forms required to complete a playground improvement project can be found in Policy B.G. 01.

3. ***The creation of a Playground Reserve Fund, as approved by Board, will further assist school communities to carry out playground improvements.***  
As stated in the Board motion, criteria need to be established to ensure equitable distribution of this fund. Staff have developed a criteria matrix and a high level process for selection of schools for allocation of Playground Reserve funds, for Board approval. Administrative procedures for implementation will be further developed by staff.
4. ***Finance staff have reviewed suggestions for playground revitalization investment through the annual budgeting process.*** A delegation by the St. Vincent De Paul Catholic School Parent Council (CSPC) to the June Corporate Services Committee meeting requested that the Board investigate playground funding through school block budgets and/or other areas of the annual operating budget. Benefits in the areas of Mental Health, Safe Schools, Student Success and Nurturing Our Catholic Community were cited.

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

1. ***Policies, standards and legislation related to the Playground Reserve and/or referenced in the SOP, include but are not limited to:***
  - Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
  - CSA Z614 Standard
  - B.G. 01 Outdoor Play Environment Policy
  - F.P 01 Purchasing Policy
  - F.F.02 Donation and Sponsorship Policy
  - F.F.26 Sponsorship Policy
  - Integrated Accessibility Standards Regulation, O.Reg. 191-11 (Outdoor Play Spaces)
  - OPHEA Ontario Physical Education Safety Guidelines
  - S 25 Good Neighbour Policy
  - S.M. 04 Fundraising in Schools Policy
  - Education Act R.R.o. 1990 Regulation 298, Operation of School, s 24 (1) & (2) s. 25 (1) & (2)
  - TCDSB Facilities Operating Procedure
  - TCDSB FDK Playground Standard
  - The Ontario Building Code
2. ***The SOP for playground improvements in Policy B.G.01 outlines the following (refer to Appendix A):***

- Formation of an Outdoor Environment Committee, led by the Principal;
  - Completion of a ***Project Request Form***, submitted to the Renewal Department;
  - Grouping of projects into categories based on budget and scope to determine project lead, consultation requirements and approximate timelines;
  - Process for community engagement by the Outdoor Environment Committee with the assistance of the Landscape Project Supervisor;
  - Completion of a ***Project Details Form*** in collaboration with Landscape Project Supervisor, Area SQS and/or consultant;
  - Required procurement process;
  - Confirmation of funding source(s).
3. ***A draft revised SOP was “test-driven” with three school communities embarking on playground improvements through the summer of 2019.*** Parents from St. Conrad, St. Simon and St. Vincent de Paul provided feedback that was used to refine the SOP and supporting documents. Items such as clarification of Outdoor Environment Committee members, simplification of language and inconsistencies were addressed in revisions. See Appendix B for the details of feedback and resulting changes.
4. ***An application and selection process will be established for allocation of the Playground Reserve.*** A deadline for applications will be publicized and the Project Request Form for Outdoor Environment Improvements will be adapted to include an option to apply for the Playground Reserve funding. Proposed selection committee members are the local trustee for each ward, a Business Supervisory Officer and an Academic Supervisory Officer. Decisions will be by consensus. In the event that a consensus cannot be reached, the Director of Education and/or Associate Directors will be consulted.
5. ***The criteria listed in Table 1 are proposed to evaluate and rank school submissions for consideration for the Playground Reserve.*** Refer to Appendix C for definitions of criteria and terms used in the evaluation.

**Table 1**

	Primary Criteria	Points
1	Socio-Economic Ranking	20
2	Existing Site Condition	10

3	Existing Site Elements	10
---	------------------------	----

6. ***Schools will be evaluated on the criteria as follows:***

- Socio-Economic Ranking: *N-Tile Scores*, ranging from 0-9, will be doubled to provide scores from 0 - 18 (refer to definitions in Appendix C for data used to generate *N-Tile Scores*) and 2 points will be added for schools that are part of the E-PAN (Equity-Poverty Action Network) initiative.
- Existing Site Condition: This information will be provided through the Ministry building condition database. Existing site conditions (for example, hardscapes and softscapes) will be based on the percentage of the element's lifespan. If an element has reached its expected life span, the condition will receive a full score of 10, where as an element that has reached half of its expected life span will receive a score of 5. On-site verification will be required to ensure the accuracy of the data.
- Existing Site Elements: Site elements include play structures, outdoor sports courts, outdoor classrooms and play elements will be evaluated based on their presence (lower score) or lack thereof (higher score) and condition.

7. ***The selection committee may consider the additional criteria listed in Table 2.*** Depending on the number of submissions received and a determination by the selection committee whether to distribute the available funding to one or more schools, these criteria will be used to further rank similarly high scoring schools being considered for funding.

**Table 2**

	Secondary Criteria
1	Existing comparable play structure, outdoor sports court or play element within walking distance
2	Community green space within walking distance
3	Access to shade on site
4	Access to natural features/play surfaces on site
5	Availability of partnerships/external funding

8. ***All proposed playground improvement projects are required to be AODA compliant.*** Accessibility improvements and compliance with the

Accessibility for Ontarians with Disabilities Act are understood to be necessary and expected to be included in all projects. This is outlined in the SOP.

9. ***The St. Vincent De Paul CSPC delegation's suggestion that school block budgets include a specific allocation for school yard improvements, while good intentioned, may cause inherent inequities.*** School Block Budgets are calculated by enrolment and socio-economic factor differences between school communities. Playground repair and replacement is generally not driven by enrolment, but rather, a function of the age and condition of the playground infrastructure. A simple illustration of this would be if School A was a large school in a higher socio-economic area with a larger school block budget, but had a new playground. School B is a smaller school in a lower socio-economic area with a smaller school block budget and has a very old playground. Under this scenario the school with a newer playground in a higher socio-economic area would likely receive much more funding if the formula were largely driven by enrolment. This would be an unintentional consequence of budgeting for playgrounds using school block budgets.
10. ***The CSPC delegation's suggestion that a portion of the Board's operating budget be allocated to playground improvements, while good intentioned, presents many operational challenges.*** The use of Operations & Maintenance funds would require offsetting reductions in other areas such as custodial and maintenance staff services, plant operational supplies, lower service levels for grass-cutting and snow-removal, utilities, etc.
11. ***The addition of a "school yard" component to the annual School Condition Improvement Grant would be the most ideal and equitable way to fund playground improvements.*** Staff agree with the delegate that outdoor education forms a fundamental part of the learning. One of the best ways to ensure this is recognized is to establish a stable stream of funding for both new and replacement playgrounds; no different than how the Ministry would fund new or replacement gymnasiums. Staff recommend that the Chair of the Board and Director of Education should write to the Ministry of Education to request that a school yard component be added to the School Condition Improvement Grant to generate an ongoing and sustainable solution to playground improvement and outdoor learning environment challenges.



## **E. METRICS AND ACCOUNTABILITY**

1. ***The SOP for Outdoor Environment Improvements will be reviewed on a five year cycle with the policy.*** Continued feedback from parents, principals and staff will be taken into consideration for future updates.
2. ***The Playground Reserve criteria will be reviewed following its first application to ensure it is fair and equitable.*** Administrative processes will be further refined and an update report will be provided if significant changes are required.
3. ***Transparency and accountability will be ensured by reporting to Board on how the Playground Reserve funds are expended.*** Staff will provide an annual report to the Corporate Service Committee following completion of playground projects utilizing the reserve funds in each fiscal year, outlining the amount allocated to each ward and listing the projects completed and final costs.

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

1. ***Stakeholders have been engaged in the roll-out of the revised SOP for playground improvements over the past several months.*** The SOP has been reviewed by Asset Renewal and Environmental Support Services staff, Communications, Education Council and at Principals' meetings. It has been in use in draft form for CSPC initiated projects since early 2019.
2. ***The SOP will be made available on the TCDSB's School Ground Greening web page, the TCDSB's CSPC web page as well as sent directly to all Principals.*** Supporting documents, including community engagement resources, landscape design resources and guidelines, frequently asked questions and relevant grant information, will also be made available in the same location. The link referenced in the Outdoor Play Environment Policy B.G.01 on the Board website will be updated to link to the revised SOP.
3. ***The Asset Renewal and Operations departments continue to look for ways to improve the delivery of services to school communities striving to improve outdoor play environments for students.*** Verbal feedback from multiple CSPCs since the hiring of the Landscape Supervisor has confirmed that the

position has increased efficiency for locally funded school ground improvements, as they act as the primary contact and resource at the TCDSB.

4. ***The amount of available Playground Reserve funding will be assessed after fiscal year-end financial statements are finalized.*** If the TCDSB has a surplus, \$1.2M of that surplus will be designated into a fund called the Playground Equipment Reserve Fund. Equal amounts will be distributed to each ward once a project or projects have been approved and work begins, up to a maximum of \$100,000 per ward. The execution of projects will follow the SOP process referenced in Policy B.G.01.

## **G. STAFF RECOMMENDATIONS**

1. That the Ward Priorities Playground Reserve selection criteria and process as detailed in this report be approved.
2. That the Chair of the Board and the Director of Education send a letter to the Minister of Education requesting:
  - that the condition of outdoor play and learning elements be included in building condition assessments for determination of School Condition Improvement grants;
  - that Capital funding be made available for outdoor environment improvements at existing schools; and
  - that enhanced outdoor learning and play environments be considered as an integral and essential component of the Capital funding benchmark for new schools and additions.





## IMPROVEMENTS TO OUTDOOR ENVIRONMENTS

### Appendix A

VERSION 5 – 05.15.19

of Policy B.G.01

## FACILITIES DEPARTMENT ADMINISTRATIVE PROCEDURE

### Step 1: Forming an Outdoor Environment Committee

1. To begin an outdoor environment improvement initiative at your school, first, the school community must form an **Outdoor Environment Committee**. The Principal will oversee the Outdoor Environment Committee and act as the main point of contact between the Committee and the TCDSB's Landscape Supervisor. The Committee will include the Principal, parents, staff, and, optionally, students.
2. In consultation with the Area Service Quality Supervisor (SQS), the Outdoor Environment Committee will determine the category of work as per Table 1 (found at the end of Appendix A).

### Step 2: Completing the Project Request Form (Appendix B)

1. The Area SQS and Principal will complete "Appendix B" and submit it to the Landscape Supervisor. The **completion and submission** of Appendix B confirms a 'Request'. Requests will be logged by the Landscape Supervisor and ordered by the date received. A Request Reference Identification number will be assigned at this point.
2. The Landscape Supervisor will confirm receipt of the request and the category of work with the Principal and Area SQS.
3. For Category 1 Projects, proceed directly to Step 6 – Category 1 Projects. For Category 2 and 3 Projects, proceed to Step 3 through to Step 6 – Category 2 & 3 Projects.

### Step 3: Completing the Project Request Details Form (Appendix C)

1. The Landscape Supervisor will contact the Principal to schedule a meeting with the school's Outdoor Environment Committee and provide resources/guidance as required. Resources to include:
  - i. Tools for gathering data from the community (Sample surveys, design 'charrette' outlines, etc.)
  - ii. Basic Site Plan for surveying and analyzing the school ground
  - iii. Examples of landscape elements or features
  - iv. List of applicable grants and application requirements
  - v. List of local schools with similar improvements
2. The Outdoor Environment Committee will engage the school community to determine project themes and gain consensus on project focus (with the use of surveys, design charrettes, etc.), the results of which will be submitted with Appendix C as part of Section D: Supporting Documents.



## IMPROVEMENTS TO OUTDOOR ENVIRONMENTS

### Appendix A

VERSION 5 – 05.15.19

### of Policy B.G.01

3. The Outdoor Environment Committee, Area SQS, and Head Caretaker complete the Appendix C package – outlining the details of the project, maintenance, curriculum and developmental objectives for the project.
4. Renewal Management and the Landscape Supervisor will review the completed Appendix C package, providing feedback and recommendations as required. Note: Appendix C, Section D requires the submission of the following supporting documents:
  - a. A detailed site plan
  - b. A concept drawing
  - c. Details or specifications of proposed structures
  - d. Photographs of the proposed site
  - e. The methods and results of community engagement
  - f. Any additional documents in support of the school's proposed project

#### **Step 4: Design Development**

1. When the project **requires** an outside Landscape Architect; the Outdoor Environment Committee will work with a Landscape Architect on design development. A report will be written by the Landscape Supervisor to the required governing approval bodies to approve the budget is required if an approved project is not pre-existing. CSPC funding must be submitted to the TCDSB Finance Department prior to engaging a consultant. A consultant is to be engaged by the Landscape Supervisor not directly by the school. Note: **All** Category 3 will require an outside Landscape Architect. The Landscape Supervisor will provide guidance on which category a project falls into as required.
2. When the project **does not require** an outside Landscape Architect; the Outdoor Environment Committee will work with the Landscape Supervisor on design development.

#### **Step 5: Final Project Approval & Tender Document Preparation**

1. The Senior Coordinator of Renewal will approve Appendix C – Section J, providing sign off for the project. Any changes to the plan after this point will require the school to start the process over again.
2. The design is finalized by the Landscape Architect or Landscape Supervisor and construction documents are prepared.



## IMPROVEMENTS TO OUTDOOR ENVIRONMENTS

### Appendix A

VERSION 5 – 05.15.19

### of Policy B.G.01

#### **Step 6 – Category 1 Projects: Project Award & Construction Completion**

1. Prior to asking preapproved Board vendors for quotations for the project, the school must deposit the balance of project funds into the TCDSB account with the finance department via the Area SQS.
2. The Area SQS gathers quotations for the project as per TCDSB procurement guidelines.
3. The project is awarded to the vendor with the lowest, compliant quotation.
4. A report is written to the required governing approval bodies.
5. Finance sets up budget and a Purchase Order is generated.
6. The Area SQS oversees the project as it moves through the construction and post construction phases with consultation from the Landscape Supervisor if/as required.

#### **Step 6 – Category 2 & 3 Projects: Project Award & Construction Completion**

1. Prior to tendering the project for construction, the school must deposit the balance of project funds into the TCDSB account with the finance department via the Landscape Supervisor.
2. The Project Supervisor submits the construction tender package to Materials Management and it is issued as per TCDSB procurement guidelines.
3. A report is written to the required governing approval bodies to award the contract to the lowest, compliant bidder and proceed with the project.
4. Finance sets up budget and a Purchase Order is generated.
5. The Landscape Architect supervises the contractor with support from the Landscape Supervisor as the project moves through the construction and post construction phases.



# IMPROVEMENTS TO OUTDOOR ENVIRONMENTS

## Appendix A

VERSION 5 – 05.15.19

### of Policy B.G.01

Table 1	Category 1	Category 2	Category 3		
Budget	< \$10,000	\$10,000 - \$25,000	\$10,000 – \$50,000	\$50,000 - \$100,000	\$100,000 +
Time Line	Approx. 6 months	Approx. 1 year	Approx. 1-2 years	Approx. 2-3 years	Approx. 2-3 years
Examples	Site specific projects such as tree planting, food or habitat gardens, some kindergarten elements	Site specific projects such as outdoor classrooms, in-ground elements, including some kindergarten elements	Play structures, shade structures, larger scale in-ground elements, projects requiring asphalt removal	Larger scale projects with multiple elements such as play structures, shade structures, larger scale in-ground elements	Larger scale projects with multiple elements such as artificial turf fields, master plan for the entire yard
Consultant	Design consultation and guidance provided by Landscape Supervisor		Consultation provided by <b>outside consultant</b> from prequalified vendor list of Landscape Architects.		
TCD SB Project Lead	Area SQS	Landscape Supervisor			
	*Fundraising efforts may extend project timelines.* **Some larger projects may require or benefit from a masterplan prepared by a Landscape Architect to provide material for the Outdoor Environment Committee and school community to utilize for fundraising. The Landscape Supervisor can advise if this option is suitable for the school's project.**				



## IMPROVEMENTS TO OUTDOOR ENVIRONMENTS

### Appendix B

VERSION 5 – 05.15.19

### of Policy B.G.01

#### **PROJECT REQUEST FORM**

This form is to be completed by the school Principal and Area SQS on behalf of the Outdoor Environment Committee, and then, submitted to the Landscape Supervisor. Requests will be logged based on the date Appendix B is received by the Renewal Department.

#### **PLEASE NOTE: THIS IS NOT APPROVAL TO CONSTRUCT**

SECTION A: Contact Information			
School Name			
Address			
Phone Number			
Principal Name			
Principal E-mail			
Principal Signature		Date	
Area SQS			
Area SQS Signature		Date	
Submitted By			
<i>The Principal will be the primary contact person for any directions or communications from TCDSB staff.</i>			

SECTION B: Project Request Description	
Project Category	
Project Name	
Location of Project on School Grounds	

Request Reference ID Number (For Office Use Only)	
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# IMPROVEMENTS TO OUTDOOR ENVIRONMENTS

## Appendix B

VERSION 5 – 05.15.19

## of Policy B.G.01

SECTION C: Project Request Details	
<b>Detailed Description of Project</b> Provide as much detail as possible on the scope of work for this request. Include additional pages if required and list documents in Section D below.	
Anticipated Work Funding Source(s)	

SECTION D: Supporting Documentation		
If supporting documents have been included with this initial request (photos, drawings, projects outlines, partnership agreements, timeline details, etc.) please list below.		
Item No.	Document Description	Received (For Office Use Only)

SECTION E: Submission Confirmation (For Office Use Only)	
Received By	
Position	
Date	

## Appendix B: Improvements to Outdoor Environments SOP Feedback and Changes

Feedback Provided	Resulting Changes
Required members of the Outdoor Environment Committee are undefined and unclear.	Appendix A, Step 1 was revised to provide a clearer description of the committee and its members
Some acronyms are not written in the full form	Necessary acronyms were changed to include the full form and unnecessary acronyms were removed from the document.
Inconsistencies between Appendix A (Procedure) and Appendix B & C (Forms)	Inconsistencies were reviewed and changed to match
The submission of the results of community engagement is not required.	The submission of community engagement results is required as a part of Appendix C, Section D, now stated twice in the procedure.
It is not noted that projects are awarded to the lowest, <i>compliant</i> bidder.	The addition of compliant was added to the requirement for bid award in Appendix A.
Some information included in the SOP is too in depth for the Committee.	The language in Appendix A was simplified and superfluous information was removed.
The SOP must be made more readily available and easy to find on the TCDSB website	The updated Appendices will be made available through the link in the related policy (B.G. 01) on the Board's website.
Project Detail Form - Appendix C is too long and comprehensive for independent completion by Outdoor Environment Committees.	It was made clearer that the Project Details Form is to be completed throughout the design process with the assistance of the Landscape Supervisor and/or consultant.
Verbal feedback from multiple CSPCs since the hiring of the Landscape Supervisor has confirmed that the position has increased efficiency for locally funded school ground improvements, as they act as the primary contact and resource at the TCDSB.	

## Appendix C: Terms of Reference

- Community Green Space: Publically accessible, open land that is entirely or partially covered in grass, trees, shrubs and/or other vegetation including parks and conservation areas.
- Hardscape: Asphalt, concrete, unit pavers, gravel, limestone screening, or other hard, man-made surface material.
- Play Element: A singular structure that is designed for children to climb, run, play, balance, slide, swing, etc. on. These elements may be arranged in a group to create an obstacle course or larger play area. Many play elements require a safety surface underneath and surrounding the structure to prevent injury from falls.
- Play Structure: A multi-element structure that is designed for children to climb, run, play, balance, slide, swing, etc. on. Play structures require a safety surface underneath and surrounding the structure to prevent injuries from falls. Typically these structures are designed for a defined age group.
- Outdoor Sports Court: An outdoor facility with surface treatment (hard or soft surface) and equipment requirements for specific sports activities. For example, a paved surface and basketball nets constitutes a basketball court while a grass field with soccer goal posts constitutes a soccer field. In a school setting, often these facilities could be permitted for use by outside agencies.
- Socio-Economic Data: The Board utilizes data derived from various factors (government transfer payments, low family income, single parent families, born outside of Canada, second language at home, parent unemployment, housing (rent versus own), and parent education) to create an *N-Tile Score* for assessment of local socio-economic status of school communities.
- Softscape: Grass, planting beds, mulch areas within a landscape. Typically, these surfaces are not accessible, with the exception of engineered wood fibre (EWF) and mulch with a binder.
- Walk Distance: The walk distance is defined by Transportation Services as a zone around the school within 1.5 km that takes into account any major hazards or obstacles within a walking route (for example, major roads or rail lines).





## REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### ONTARIO MUNICIPAL COMMUTER CYCLING PROGRAM

*“Give some of your food to the hungry, and some of your clothing to the naked. Give all your surplus as alms, and do not let your eye begrudge your giving of alms.” Tobit 4:16*

#### Created, Draft

August 21, 2019

#### First Tabling

November 14, 2019

#### Review

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

M. Iafrate, Sr. Coordinator, Renewal, Capital Development

B. Leporati, Sr. Coordinator, Planning Services

D. Friesen, (Acting) Superintendent, Capital Development and Asset Renewal

M. Loberto, Superintendent, Planning & Development Services

### RECOMMENDATION REPORT

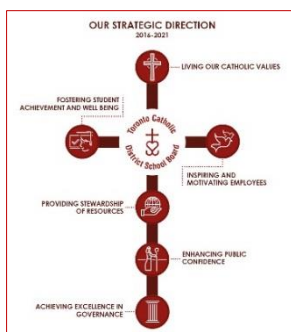
#### Vision:

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

#### Mission:

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*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

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

Since the Pan-American games in 2015, the TCDSB and TDSB have been working in close partnership with Cycle Toronto to supply Toronto schools with bicycle racks, which directly supports the School Travel Planning initiative and the efforts of the Board to reduce its collective carbon footprint.

In 2018, the City of Toronto received funding through the Ontario Municipal Commuter Cycling Program (OMCC) to further the supply of bicycle racks to Toronto schools at no cost to school boards. This report recommends that the TCDSB enter into a funding agreement with the City of Toronto for the installation of bicycle parking at TCDSB schools at no cost to the Board.

*The cumulative staff time required to prepare this report was 30 hours*

## **B. PURPOSE**

The purpose of this report is to provide an update to the progress made to date with respect to the procurement of bicycle racks for TCDSB schools using OMCC funding and to gain approval to enter into an agreement between the City and TCDSB outlining disbursement of funds for future placement of bicycle racks.

## **C. BACKGROUND**

1. *Toronto hosted the Pan-American Games in 2015. A number of temporary bicycle racks were installed across the City to support the Games. The bicycle racks were donated to both the TCDSB and TDSB following the Games.* Bicycle racks have been installed at several TCDSB sites in partnership with the City of Toronto.
2. *TCDSB staff have been working in close partnership with both Cycle Toronto and the TDSB to identify bicycle-parking need at Toronto schools.* Both the TCDSB and TDSB have set the goal of having 7% of school travel trips made with a bicycle by the year 2025. In order to meet this ambitious target, bicycle parking space availability must increase in scale to accommodate the additional riders. The partnership team have employed the following criteria to select bicycle rack recipient schools:

- Schools with local cycling infrastructure (bike paths/lanes, sidewalks etc.) that do not currently have bicycle racks
  - Schools that have participated in the TCDSB school travel planning program that do not currently have bicycle rack
  - Schools with documented traffic congestion issues that do not currently have bicycle racks
  - Eco Schools
  - Schools that have made specific requests for bicycle racks in addition to the ones currently placed on site.
  - Ensuring an equitable distribution of bicycle racks at schools across both School Trustee and City Councillor wards.
3. ***Board staff are in the process of identifying schools requiring bicycle rack installations.*** Schools will be assessed annually contingent on future funding availability.
  4. ***In 2018, the City of Toronto submitted a successful OMCC application to finance bike parking at Toronto schools.*** The OMCC was a grant program under the Ontario Climate Change Action Plan, funded by the Ontario Cap and Trade program, intended to significantly offset the cost of cycling projects for eligible municipalities. The TCDSB's portion of the funds amounts to approximately \$200,000.
  5. ***The funds for this project will flow through the City.*** The City will provide \$50,000 in funding to start the bicycle rack placement program. Projects above the initial amount will be reimbursed through submission of completed invoices. Staff have estimated the costs for installation of the bicycle racks to utilize the entire \$200,000 grant (*Appendix 'A'*).
  6. ***At present, the TCDSB lacks a unit price contract for the supply and installation of bicycle racks at school sites.*** The City of Toronto has agreed to allow the Board access to their award (*RFQ 6407-17-0109*), at commensurate pricing to the City of Toronto benchmark. Exercising this particular option with the City satisfies both the Boards business and procurement needs. The tender award is in its first option year, expiring April 29, 2020 – with an option to renew for two additional one-year periods.

## **D. STAFF RECOMMENDATIONS**

1. That the TCDSB be authorized to enter into a funding agreement with the City of Toronto for the installation of bicycle parking at TCDSB schools at no cost to the Board and;
2. That the TCDSB participate in the current City of Toronto award for the supply and installation of bicycle racks RFQ 6407-17-0109, expiring April 29, 2020 with the option to renew for an additional two, one-year periods.

## Estimated Project Cost Breakdown

## APPENDIX 'A'

Initial OMCC Funds		\$ 50,000.00
Cost Recovery projects		\$ 150,000.00
OMCC Funds Total		\$ 200,000.00
Estimated Cost for Bicycle Racks	\$ 66,000.00	
Estimated Cost for Installation	\$ 20,400.00	
Estimated cost for installation of concrete pads	\$ 95,000.00	
Contingency	\$ 14,250.00	
Subtotal	\$ 195,650.00	
net HST	\$ 4,226.04	
Total	\$ 199,876.04	
Balance		\$ 123.96



REPORT TO

**CORPORATE SERVICES, STRATEGIC  
PLANNING AND PROPERTY  
COMMITTEE**

**LEGAL FEES REPORT 2019**

*"But select capable men from all the people – men who fear God, trustworthy men who hate dishonest gain"*  
**Exodus 18:21**

Created, Draft	First Tabling	Review
October 25, 2019	November 14, 2019	
D. Bilenduke, Senior Coordinator of Finance P. Matthews, General Legal Counsel M. Eldridge, Senior Legal Counsel B. Dourley, Senior Legal Counsel P. De Cock, Comptroller of Business Services & Finance		
<b>INFORMATION REPORT</b>		

**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

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

TCDSB policy *A.12 Legal Counsel* requires that a report on legal services/fees will be made semi-annually to the Corporate Affairs, Strategic Planning and Property Committee of the Board; however, the Audit committee recommended that the report be provided on an annual basis.

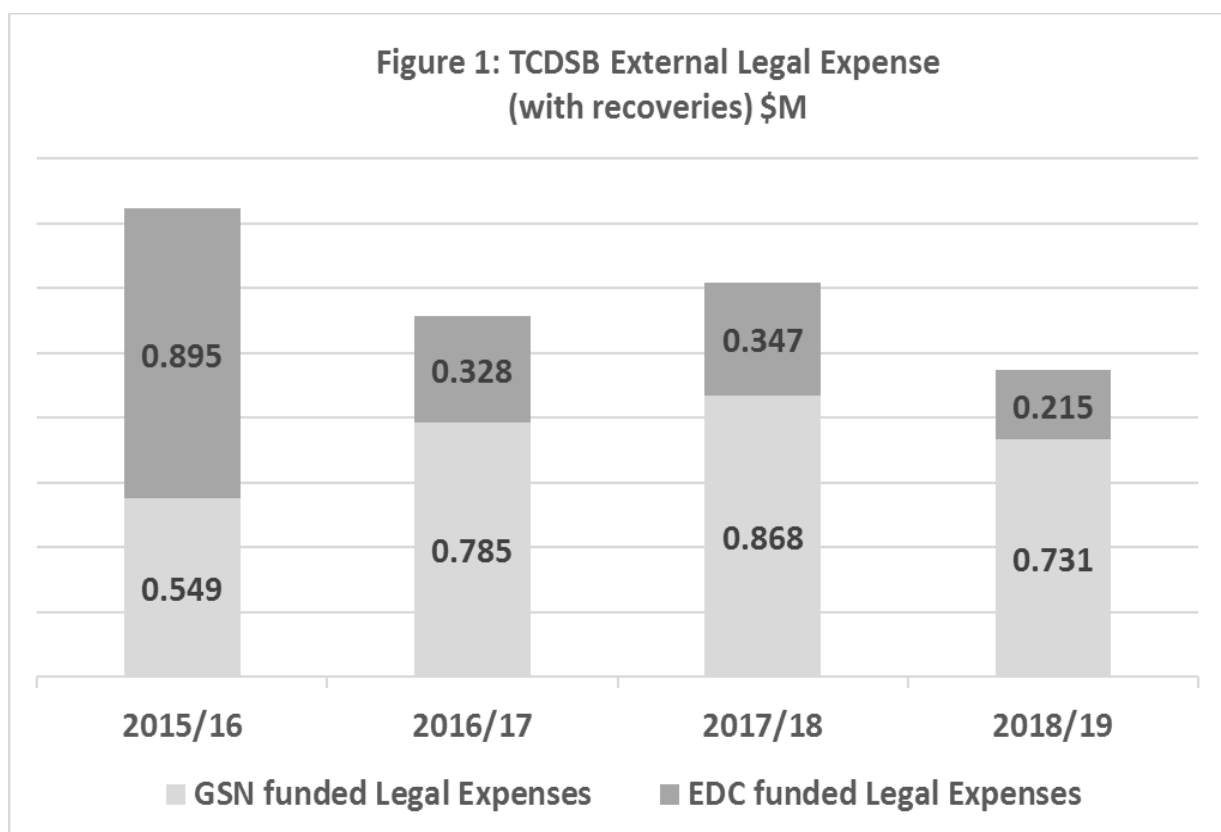
*The cumulative staff time required to prepare this report was 4 hours*

## **B. PURPOSE**

1. A four-year comparative report on legal fees has been prepared.
2. ***Board staff and Legal Counsel have taken several remediation measures to reduce its external legal fees expenditures.*** Legal Counsel reviews any requirement for legal services and redirects to in-house Legal Staff to the greatest extent possible before retaining external legal services.
3. ***Complex property transactions require significant legal advice.*** Over the last four years, the Board has been aggressive in obtaining properties under its Education Development Charges (EDC) bylaw. These deals are complicated and require significant legal expertise. Legal fees related to these projects are recovered from the EDC Reserve that is funded from building permits.

## **C. EVIDENCE/RESEARCH/ANALYSIS**

1. Figure 1 provides a comparison of the last four years of external legal expense. The “Board’s Net Legal Expense” represents the amount paid by the Board and is unrecoverable, while the “Legal Expense Recovered” is the amount that has been or is expected to be recovered from third parties.



## D. METRICS AND ACCOUNTABILITY

1. *Net legal fees have decreased 15.8% year over year.* Labour, Human Rights Tribunal (HRT), Real estate and Contract law all experienced increases during the year, while Construction and Corporate law experienced decreases.
2. Appendix A provides a detailed analysis of legal expenditures by firm and categorized by expenditure type.
3. Appendix B provides a four-year analysis by expenditure type.

The Board continues to explore new ways to streamline and increase in-house legal services and provide further reports as required by TCDSB Policy A.12

## E. CONCLUDING STATEMENT

This report is for the consideration of the Corporate Services, Strategic Planning and Property Committee.



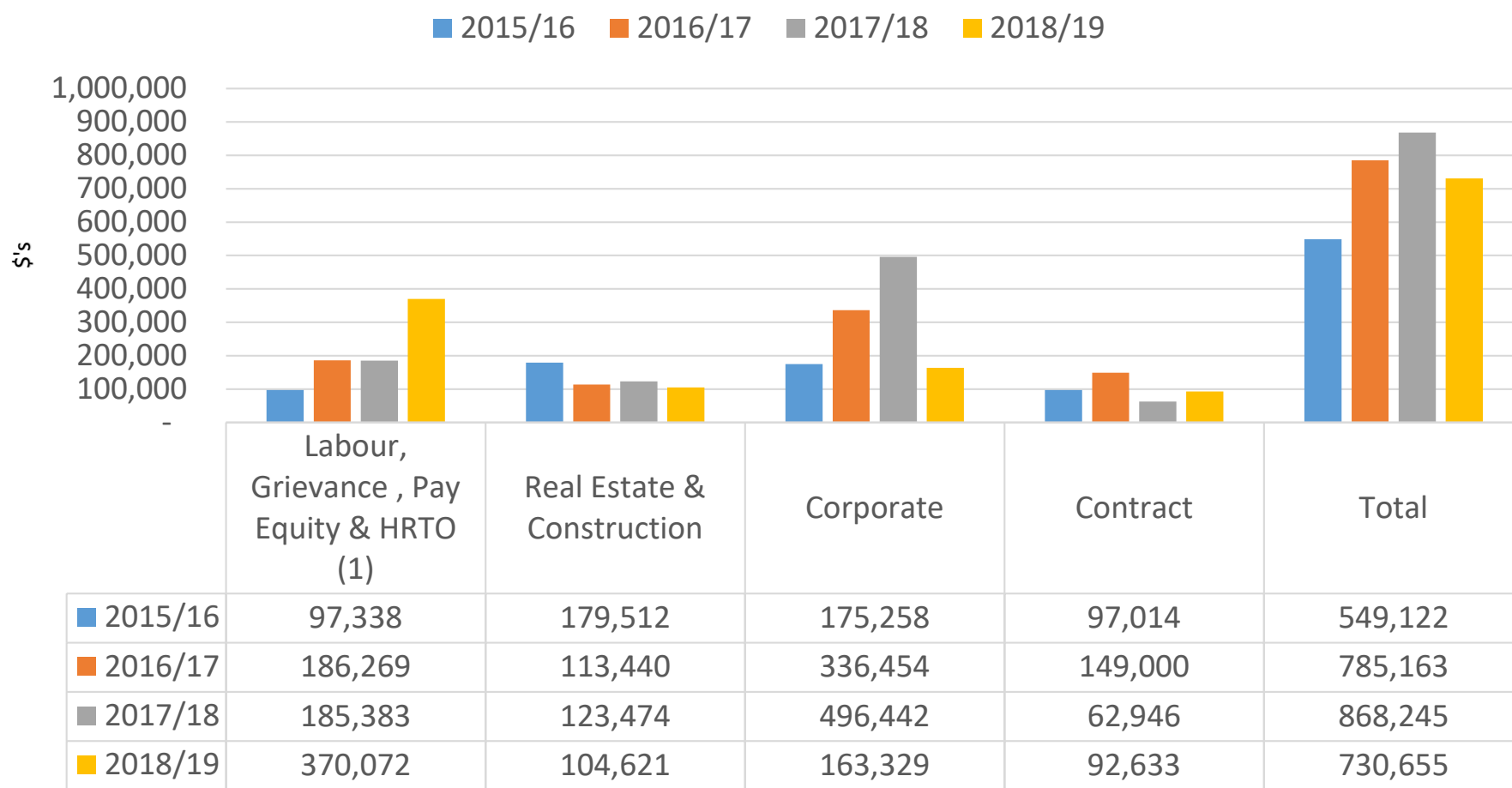
**Toronto Catholic DSB**  
**Legal Fees 2018/19**  
**@ 08/31/2019**

	<b>2018-19 Total</b>		<b>Labour, Grievance, Pay Equity &amp; HRTO (1)</b>	<b>Real Estate &amp; Construction</b>	<b>Corporate</b>	<b>Contract</b>
Borden Ladner Gervais	584,413		346,362	168,424	69,627	
Miller Thomson	342,498		23,710	150,969	75,186	92,633
Keele Cottrelle	2,317				2,317	
Hicks Morley Hamilton	16,199				16,199	
<b>Total</b>	<b>945,427</b>		<b>370,072</b>	<b>319,393</b>	<b>163,329</b>	<b>92,633</b>
Recovery	(214,772)			(214,772)		
<b>Net 18/19</b>	<b>730,655</b>		<b>370,072</b>	<b>104,621</b>	<b>163,329</b>	<b>92,633</b>

NOTES:

(1) Human Rights Tribunal of Ontario (HRTTO)

### Year over Year Net Legal Expense by Category



#### NOTES:

(1) Human Rights Tribunal of Ontario (HRTTO)



## REPORT TO

# CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

## CHILD CARE CAPITAL PROJECTS STATUS UPDATE (ALL WARDS)

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

Created, Draft	First Tabling	Review
November 5, 2019	November 14, 2019	

L. Northey, Sr. Manager, Capital Development  
S. Campbell, Superintendents, Early Years  
M. Loberto, Superintendent, Planning and Development Services  
D. Friesen, (Acting) Superintendent, Capital Development and Asset Renewal

### 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.*

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Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

As a result of Ministry of Education Memorandum 2019:EYCC3, issued on April 26, 2019, nineteen TCDSB child care projects in existing schools were put on hold pending confirmation from the City of Toronto that multi-year operating funding would be available for these projects once completed.

On October 30, 2019, Toronto City Council approved new operating funding for all nineteen of the TCDSB child care projects. Joint confirmation by TCDSB and City of Toronto has been submitted to the Ministry of Education and work on these projects is again proceeding.

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

## **B. PURPOSE**

This report provides an update to the status of nineteen standalone Child Care Projects that were put on hold as a result of Ministry of Education (EDU) Memorandum 2019: EYCC3.

## **C. BACKGROUND**

1. *The current TCDSB Capital Program includes nineteen (19) Ministry of Education funded child care additions/retrofits.* On January 20, 2017, funding approval was received under EDU Memorandum 2016:B11 in the amount of \$9,279,248 for five (5) stand-alone child care projects (3 additions and 2 retrofits). On December 21, 2017, TCDSB received funding approval under EDU Memorandum 2017:B06 in the amount of \$18,293,826 for fourteen (14 stand-alone child care projects, 12 additions and 2 retrofits). Appendix A lists the board's school-based child care stand-alone projects.
2. *In April 2019, The Ministry of Education introduced a new requirement for Approval to Proceed to Tender (ATP) for stand-alone child care projects.* On April 26, 2019, EDU released Memorandum 2019:EYCC3 on the subject of Previously Approved School-Based Child Care Capital Projects. The memo stated that for stand-alone child care projects that have not yet received EDU ATP, school boards must receive confirmation from the Consolidated Municipal Service Manager (CMSM) that any required operating funding for

the new child care spaces will be provided by the CMSM from its existing operating budget. The CMSM for Toronto is City of Toronto Children's Services.

3. ***At the time of the EDU Memo, none of the TCDSB's nineteen stand-alone child care projects had received ATP.*** As previously reported, all design work on these projects was paused pending confirmation that the City of Toronto would be able to provide the required multi-year operating funding. Confirmation was to be provided by August 31, 2019, however, an extension until October 31, 2019 was granted by EDU at the request of the City of Toronto.
4. ***Six child care projects funded by City of Toronto Capital were not affected by Memo 2019: EYCC3.*** Three of these were retrofits that have recently been completed and three are additions that will be tendered for construction shortly.

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

1. ***On October 30, 2019, Toronto City Council approved the new operating funding required for all nineteen TCDSB projects to proceed.*** Toronto Children's Services staff carried out an analysis of the need for child care spaces across the City. Based on this analysis and in consultation with the four school boards, City staff ranked the projects in order of priority and developed a financial model to support this. In the final staff report that went to City Council, it was recommended that operating funding be approved for all of the TCDSB projects. This report was approved.
2. ***Formal confirmation of multi-year operating funding was submitted to the Ministry of Education on October 31, 2019.*** The *Joint Confirmation – Previously Approved School-Based Child Care Capital Project* form was signed by both the TCDSB and the City of Toronto and submitted by TCDSB to the Ministry. Refer to Appendix A.

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

1. School principals have been advised that child care addition and retrofit projects will proceed. Project status updates have been issued for distribution to parents and posted on the Board website.
2. Consultant teams for each of the projects have been notified that the projects are now proceeding and next steps for each individual project are being determined with Capital Project Supervisors.
3. Project timelines will be adjusted to account for the six-month pause and anticipated final completion dates will be communicated to the school communities through project status updates.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.



# APPENDIX A

## Joint Confirmation – Previously-Approved School-Based Child Care Capital Projects

### City of Toronto & Toronto Catholic DSB

The City of Toronto and Toronto Catholic DSB confirm whether to proceed with, defer or not proceed with (cancel) the previously-approved school-based stand-alone\* child care capital project(s) below.

\*A school-based "stand-alone" child care capital project is one that is not part of a larger school capital project. Examples include an existing school that adds child care rooms, or an existing school that renovates excess/surplus space for child care.

If proceeding, the City of Toronto and Toronto Catholic DSB confirm that any required operating funding for the new child care capital spaces will be managed from within the CMSM's or DSSAB's existing operating budget.

If not proceeding (cancelling), Toronto Catholic DSB should immediately minimize and/or cease incurring any additional costs associated with the cancelled project, wherever possible.

Some previously-approved school-based child care capital projects may be ready to proceed in the near future, in which case the City of Toronto and Toronto Catholic DSB may agree to confirm some projects immediately and defer decisions about others to a later date (prior to August 30, 2019).

If deferring, school boards should immediately minimize and/or cease incurring any additional costs, wherever possible.

If the City of Toronto and Toronto Catholic DSB decide to proceed with some projects (i.e. confirm that any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget), the ministry must receive two copies (Excel and scanned with signatures) of the Joint Confirmation Form before an Approval to Proceed (ATP) to tender can be granted.

Child Care Project Name	Municipality	Linked to EarlyON capital project? (See Below)	Rooms				Spaces				Total Child Care Rooms	Total Child Care Spaces	Child Care Capital Funding	Project Status	CONFIRMATION		
			Infant	Toddler	Preschool	Fam Age Grp	Infant	Toddler	Preschool	Fam Age Grp					Confirmation Status	Confirmation Decision	Confirmation Date (YYYY-MM-DD)
Blessed Pope Paul VI CS	Toronto	N	0	1	1	0	0	15	24	0	2	39	\$ 529,379	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
Father Serra CS	Etobicoke	N	1	1	1	0	10	15	24	0	3	49	\$ 1,542,762	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
Holy Family CS	Toronto	N	1	1	1	0	10	15	24	0	3	49	\$ 794,068	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
Nativity of Our Lord CS	Etobicoke	N	1	2	2	0	10	30	48	0	5	88	\$ 2,571,267	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
Pope Francis ES	Toronto	N	1	1	1	0	10	15	24	0	3	49	\$ 794,069	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
Santa Maria CS	Toronto	N	0	1	1	0	0	15	24	0	2	39	\$ 1,029,508	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
St Albert CS	Scarborough	N	1	2	2	0	10	30	48	0	5	88	\$ 2,571,267	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
St Andre CS (new school)	North York	N	1	1	1	0	10	15	24	0	3	49	\$ 1,542,762	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
St Thomas Aquinas CS	York	N	1	2	2	0	10	30	48	0	5	88	\$ 2,571,267	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
St. Barbara CS	Scarborough	N	1	1	1	0	10	15	24	0	3	49	\$ 1,542,762	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
St. Bernard CS	North York	N	1	1	1	0	10	15	24	0	3	49	\$ 1,542,762	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30



# Joint Confirmation – Previously-Approved School-Based Child Care Capital Projects

## City of Toronto & Toronto Catholic DSB

St. Dominic Savio S	Scarborough	N	1	1	1	0	10	15	24	0	3	49	\$	1,542,762	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
St. Edmund Campion CS	Scarborough	N	1	1	1	0	10	15	24	0	3	49	\$	1,542,762	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
St. Gerald CS	North York	N	1	1	1	0	10	15	24	0	3	49	\$	1,542,762	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
St. Jean de Brébeuf CS	Scarborough	N	1	1	1	0	10	15	24	0	3	49	\$	1,542,762	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
St. John Vianney CS	Etobicoke	N	1	1	1	0	10	15	24	0	3	49	\$	771,381	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-06-30
St. Jude CS	North York	N	1	0	0	0	10	0	0	0	1	10	\$	514,254	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
St. Kevin CS	Scarborough	N	1	1	1	0	10	15	24	0	3	49	\$	1,542,762	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
St. Nicholas of Bari CS	York	N	1	1	1	0	10	15	24	0	3	49	\$	1,542,762	Planned	Proceed	YES - the CMSM/DSSAB and school board confirm that this project will proceed Any required operating funding for the new child care capital spaces will be managed from within the CMSM/DSSAB's existing operating budget	2019-08-30
Total											59	989	\$	27,573,077				
Proceeding child care total (if confirmation = YES)											59	989	\$	27,573,077				
Deferred child care total (if confirmation = DEFER)											0	0	\$	-				
Not proceeding (cancelled) child care total (if confirmation = NO)											0	0	\$	-				

This is to affirm that this Joint Confirmation Form has been approved by both the Consolidated Municipal Service Manager (CMSM) or District Social Services Administration Board (DSSAB) and school board listed below.

PLEASE PRINT & SIGN THIS FORM. SEND TWO COPIES (EXCEL AND SCANNED WITH SIGNATURES) TO [EYCU@ONTARIO.CA](mailto:EYCU@ONTARIO.CA) BY AUGUST 30, 2019.

Shanley McNamee

City of Toronto - CMSM/DSSAB Name

Rory McGuckin

Director of Education TCDSB

Director of Education, Toronto Catholic DSB - Name

Shawna Campbell

Early Years Lead, Toronto Catholic DSB - Name

Deborah Friesen

OAA, LEED AP  
(Acting) Superintendent of Capital  
Development and Asset Renewal

Capital Lead, Toronto Catholic DSB - Name

A. McNamee

City of Toronto - CMSM/DSSAB Signature

Rory McGuckin  
Director of Education, Toronto Catholic DSB - Signature

Shawna Campbell

Early Years Lead, Toronto Catholic DSB - Signature

Deborah Friesen

Capital Lead, Toronto Catholic DSB - Signature

October 30, 2019

Date

October 30, 2019

Date

OCT 30 / 2019

Date

Oct 30, 2019

Date





Anne Marie D'Amico Foundation

Presents:

# THE TURTLE PROJECT

*Inspiring Hope. Celebrating Heart.*

**AN EVENING OF DANCE PERFORMANCES, LIVE MUSIC  
AND MAGIC TO SPARK POSITIVE CHANGE**

## WHEN:

DEC. 3, 2019 @ 7:00 PM

## WHERE:

MERIDIAN ARTS CENTRE\*  
5040 Yonge St, North York, ON  
M2N 6R8

\*formerly "Toronto Centre for the Arts"

## TICKETS:

[www.damicofoundation.org/events](http://www.damicofoundation.org/events)

## WHY:



The tragic event that took place on April 23<sup>rd</sup>, 2018 will forever be remembered as the "Toronto Van Attack". One of the victims was Anne Marie D'Amico whose life was violently and unexpectedly taken. She was an inspiring woman who led by example and influenced positive change through her unselfish acts of kindness. That day left a scar on the city and the hearts of the D'Amico family.

Inspired by Anne Marie's character and in remembrance of her spirit, The D'Amico family launched the **Anne Marie D'Amico Foundation** to promote positive change by working with the community and like-minded individuals to support the end of violence against women.

The Turtle Project, its pinnacle event, will commemorate the foundation's efforts each year on December 3<sup>rd</sup>, Anne Marie's birthday.

AN INAUGURAL EVENT TO BENEFIT:

North York  
Women's Shelter  
**HER** campaign



Anne Marie D'Amico Foundation  
[damicofoundation.org](http://damicofoundation.org)

## 2019 REVISED CALENDAR OF ANNUAL REPORTS & POLICY METRICS

A = Annual Report

P = Policy Metric Report

Q = Quarter Report

#	Due Date	Committee/Board	Subject	Responsibility of
1	January (P)	Corporate Services	<u>B.R.01 Rental of Surplus School Space &amp; Properties</u> Policy Metric	A.D. Facilities, Business, Community Development
2	February (Q)	Corporate Services	Financial Status Update Report #1	A.D. Facilities, Business, Community Development
3	March (A)	Corporate Services	Budget Series Report: Financial Planning and Consultation Review	A.D. Facilities, Business, Community Development
4	March (A)	Corporate Services	Consensus Student Enrolment Projection	A.D. Facilities, Business, Community Development
5	March (A/P)	Corporate Services	Transportation Annual Report and <u>S.T.01 Transportation</u> Policy Metric	A.D. Facilities, Business, Community Development
6	April (A)	Corporate Services	Budget Series Report: Grants for Student Needs Update	A.D. Facilities, Business, Community Development
7	May (P)	Corporate Services	<u>A.18 Development Proposals, Amendments and Official Plans and Bylaws</u> Policy Metric	A.D. Facilities, Business, Community Development
8	May (Q)	Corporate Services	Financial Status Update Report #2	A.D. Facilities, Business, Community Development
9	May (A)	Corporate Services	Budget Series Report: Preliminary Budget Estimates for the Following Fiscal Year	A.D. Facilities, Business, Community Development
10	June (A)	Corporate Services	Budget Series Report: Recommended Budget Estimates for the Following Fiscal Year	A.D. Facilities, Business, Community Development
11	June (A)	Corporate Services	Delegated Authority Report	A.D. Facilities, Business, Community Development
12	September (Q)	Corporate Services	Financial Status Update Report #3	A.D. Facilities, Business, Community Development

## 2019 REVISED CALENDAR OF ANNUAL REPORTS & POLICY METRICS

<b>13</b>	September (A)	Corporate Services	Preliminary Enrolment Report for Elementary and Secondary Schools and S.A.01 <u>Elementary Admission and Placement</u> Policy Metric	A.D. Facilities, Business, Community Development
<b>14</b>	September (A)	Corporate Services	Capital Program Update	A.D. Facilities, Business, Community Development
<b>15</b>	September (A)	Corporate Services	Delegated Authority Update Report	A.D. Facilities, Business, Community Development
<b>16</b>	October (A)	Corporate Services	Trustee Honorarium Report	A.D. Facilities, Business, Community Development
<b>17</b>	November (A)	Corporate Services	Legal Fees Report	A.D. Facilities, Business, Community Development
<b>18</b>	November (A/Q)	Corporate Services	Audited Financial Statement and Financial Status Update #4	A.D. Facilities, Business, Community Development
<b>19</b>	December (A)	Corporate Services	Budget Series Report: Revised Budget Estimates for the Current Fiscal Year	A.D. Facilities, Business, Community Development
<b>20</b>	December (A)	Corporate Services	Annual Investment Report	A.D. Facilities, Business, Community Development

**CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY  
PENDING LIST TO NOVEMBER 14, 2019**

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Jan-19 Regular Board	Dec-19	Corporate Services	Report regarding Website Protocols <b>(Delegation: Teresa de Stefano regarding TCDSB Website Protocols)</b>	Associate Director of Facilities, Business & Comm. Dev & CFO
2	Apr-19 Corporate Services	TBD	Corporate Services	Report regarding meeting of staff, Trustee and key members of the O'Connor Heritage House Committee to determine what kind of partnership would be feasible going forward <b>(Senator O'Connor College School Estate Building (Ward 11))</b>	Associate Director of Facilities, Business & Comm. Dev & CFO