

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

AGENDA
January 16, 2020

Michael Del Grande, Chair
Trustee Ward 7

Nancy Crawford, Vice Chair
Trustee Ward 12

Frank D'Amico
Trustee Ward 6

Markus de Domenico
Trustee Ward 2

Norman Di Pasquale
Trustee Ward 9

Daniel Di Giorgio
Trustee Ward 10

Taylor Dallin
Student Trustee

Angela Kennedy
Trustee Ward 11

Ida Li Preti
Trustee Ward 3

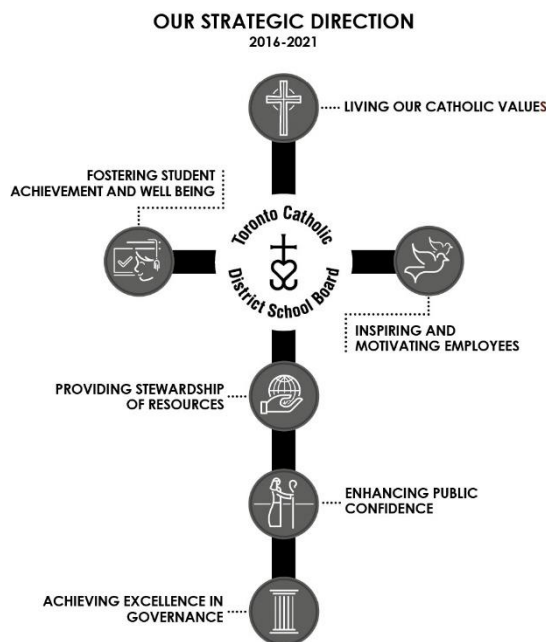
Teresa Lubinski
Trustee Ward 4

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

Joseph Martino
Chair of the Board

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

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

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

OUR MISSION

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through witness, faith, innovation and action.*



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

PUBLIC SESSION

Michael Del Grande, Chair

Nancy Crawford, Vice-Chair

Thursday, January 16, 2020

7:00 P.M.

Pages

1. Call to Order
2. Opening Prayer (Chair or Designate)
3. Singing of O Canada
4. Roll Call and Apologies
5. Approval of the Agenda
6. Report from Private Session
7. Declarations of Interest
8. Approval & Signing of the Minutes of the Meeting held December 11, 2019
for Public Session. 1 - 22
9. Delegations
10. Presentation
11. Notices of Motion
12. Consent and Review

13. Unfinished Business	
14. Matters referred or deferred	
15. Staff Reports	
15.a Student Information System (Recommendation)	23 - 30
15.b 2020-2021 School Relocations Plan (Recommendation)	31 - 36
15.c Update on Employee Paid Parking (Recommendation)	37 - 41
15.d Monthly Procurement Approvals - January 2020 (Recommendation)	42 - 77
15.e Recruitment of Superintendent of Environmental Support Services (Recommendation)	78 - 80
15.f Public Meeting room Audio/Visual Renovation Update (Information)	81 - 85
15.g Rental of Surplus School Space Policy B.R.01 Annual Reporting Requirement (Information)	86 - 89
16. Listing of Communications	
16.a From Jeff Yurek, Minister of Environment, Conservation and Parks regarding Toronto Catholic District School Board Funding Timelines	90
17. Inquiries and Miscellaneous	
18. Updating of the Pending Lists	
18.a Annual Calendar of Reports and Policy Metrics	91 - 92
18.b Monthly Pending List	93
19. Resolve into FULL BOARD to Rise and Report	
20. Closing Prayer	
21. 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 DECEMBER 11, 2019

PRESENT:

Trustees:

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

Student Trustee:

T. Dallin

Staff:

R. McGuckin
D. Koenig
L. Noronha
A. Della Mora
M. Eldridge
S. Camacho
P. De Cock

D. Friesen
 M. Loberto
 K. Malcolm
 S. Vlahos

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

4. Roll Call and Apologies

An apology was extended on behalf of Student Trustee Nguyen.

5. Approval of the Agenda

MOVED by Trustee Crawford, seconded by Trustee Di Giorgio, that the Agenda, as amended to include Item 17a) Inquiry from Trustee Lubinski regarding Parliamentary Services at the December 12, 2019 Regular Board Meeting, be approved.

Results of the Vote taken, as follows:

In favour

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

Opposed

Li Preti
 Rizzo

The Motion was declared

CARRIED

Trustee D'Amico joined the meeting via Teleconference at 7:19 pm.

6. Report from Private Session

MOVED by Trustee Crawford, seconded by Trustee Lubinski, that the Items discussed in PRIVATE Session regarding bargaining and labour relations matters be approved.

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

7. **Declarations of Interest**

Trustees, Del Grande, Kennedy and Rizzo declared an interest in the following Items as they have family members who are employees of the Board:

15a) 2019-20 Revised Budget Estimates Overall and Instructional - Trustees Del Grande and Kennedy; Trustee Rizzo (Appendix A of the report);

15b) 2019-20 Revised Budget Estimates – Non-Instructional – Trustee Kennedy;

15d) Refresh of Public and School Websites - Trustee Kennedy; and

15e) Monthly Procurement Report – Trustee Kennedy

Trustee Del Grande, Kennedy and Rizzo indicated that they would neither vote nor participate in the discussions regarding those Items.

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

MOVED by Trustee Di Giorgio, seconded by Trustee Crawford, that the Minutes of the Meeting held November 14, 2019 for PUBLIC Session be approved.

Results of the Vote taken, as follows:

In favour

Opposed

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

Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Del Grande relinquished the Chair to Trustee Crawford.

Trustees Del Grande, Kennedy and Rizzo left the horseshoe at 7:24 pm due to a Declaration of Interest in Items 15a) and 15b) respectively, as earlier indicated.

15. Staff Reports

MOVED by Trustee Martino, seconded by Trustee de Domenico, that Item 15a) be adopted as follows:

- 15a) 2019-20 Revised Budget Estimates Overall and Instructional** that the Board of Trustees approve a Revised Overall Instructional Budget Estimate including a deficit of (\$2.8M), with such deficit to be funded by the previously approved reservation of funds from the 2018-19 in-year surplus.

Results of the Vote taken, as follows:

In favour

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

Opposed

Di Giorgio

The Motion was declared

CARRIED

Trustee Del Grande returned to the horseshoe at 7:38 pm and reassumed the Chair.

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

- 15b) 2019-20 Revised Budget Estimates - Non Instructional** that the Board of Trustees approve the Revised Non-Instructional Budget Estimates.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Li Preti
Lubinski
Martino
Tanuan

Di Giorgio

The Motion was declared

CARRIED

Trustees Kennedy and Rizzo returned to the horseshoe at 7:41 pm.

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

15c) Budget Sub-Committee Terms of Reference received.

MOVED in AMENDMENT by Trustee Tanuan, seconded by Trustee Crawford:

1. That the Board of Trustees adopt the Terms of Reference, appearing in Appendix A of the report, for the proposed Budget Sub-Committee; and
2. That the Board appoint three (3) Trustees to the Sub-Committee in addition to the Chair and Vice-Chair in ex-officio.

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

In favour

Trustees Crawford
Di Giorgio
Del Grande
Tanuan

Opposed

D'Amico
de Domenico
Kennedy
Li Preti
Lubinski
Martino
Rizzo

The AMENDMENT was declared

FAILED

NB. There was no vote taken on the Main Motion.

Trustee Kennedy declared an interest in Item 15d) and left the horseshoe at 7:47 pm.

Trustee Li Preti left the horseshoe at 7:47 pm.

MOVED by Trustee Rizzo, seconded by Trustee Martino, that Item 15d) be adopted as follows:

15d) Refresh and Public and Schools Websites received.

Trustee Li Preti returned to the horseshoe at 7:49 pm.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Crawford, that the Board of Trustees approve a budget of \$500,000 for the development of a new public website from the Information Technology Strategic System reserve.

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

In favour

Opposed

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

The AMENDMENT was declared

CARRIED

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

In favour

Opposed

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

The Motion, as amended, was declared

CARRIED

Trustee Kennedy returned to the horseshoe at 8:00 pm.

MOVED by Trustee Martino, seconded by Trustee Lubinski, that Item 15e) be adopted as follows:

- 15e) Monthly Procurement Report** that the Board of Trustees approve all procurement activities/awards listed in Appendix A of the report.

Trustee de Domenico left the horseshoe at 8:08 pm.

Trustee Di Giorgio left the horseshoe at 8:14 pm.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
Del Grande
Kennedy
Lubinski
Martino
Rizzo
Tanuan

Li Preti

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Tanuan, that Item 15f) be adopted as follows:

- 15f) Blessed Cardinal Newman Catholic High School Name Change** that the Board of Trustees approve the name change of the school from *Blessed Cardinal Newman Catholic High School* to *St. John Henry Newman Catholic High School*.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
Del Grande

Kennedy
Lubinski
Li Preti
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Crawford, that Item 15g) be adopted as follows:

15g) Services-In-Kind and School Fundraising Revenue received.

Trustee de Domenico returned at 8:19 pm.

Trustee Di Giorgio returned at 8:21 pm.

MOVED in AMENDMENT by Trustee Martino, seconded by Trustee Kennedy:

1. That an online Catholic School Parent Council (CSPC) community be created to share best fundraising practices with other CSPCs, and to request assistance at locally planned fundraising events or for a specific need. Both the Catholic Parent Involvement Committee (CPIC) and Ontario Association of Parents in Catholic Education (OAPCE) shared this idea;
2. That a centralized donations portal be explored where Toronto Catholic District School Board (TCDSB) schools can publish local fundraisers and all TCDSB staff/parents have access to donate directly; and

3. That a CSPC mentor program be implemented where members have voluntarily offered their fundraising expertise to be shared with other members. CPIC identified some members that may be interested. Both CPIC and OAPCE shared this idea.

MOVED in AMENDMENT by Trustee Di Giorgio, seconded by Trustee Rizzo, that we implement a centrally-administered redistribution of funds and that Staff implement the same formulaic approach used for school block budget top-ups.

Time for business expired.

It was the will of the meeting that the meeting be extended by 15 minutes to complete the debate on the Item, as per Article 12.6, as per majority vote as follows:

In favour

Opposed

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

Kennedy

With the consent of the Committee, Trustee Di Giorgio made a friendly revision to his Amendment as follows:

That we implement a centrally-administered redistribution of funds *of 5%* and that Staff implement the same formulaic approach used for school block budget top-ups.

Time for business expired.

It was the will of the meeting that the meeting be further extended by 15 minutes to complete the debate on the Item, as per Article 12.6, as per majority vote as follows:

In favour

Opposed

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

Li Preti

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

In favour

Opposed

Trustees Di Giorgio
Rizzo

Crawford
D'Amico
de Domenico
Del Grande
Kennedy
Lubinski

Li Preti
Martino
Tanuan

The AMENDMENT was declared

FAILED

Trustee Di Pasquale joined the meeting via Teleconference at 9:11 pm.

MOVED in AMENDMENT to the AMENDMENT by Trustee de Domenico, seconded by Trustee Kennedy, that the Board write a formal letter to the Ministry of Education requesting that we be allowed more flexibility in the spending of local fundraising so that local fundraisers can spend appropriately in their communities.

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

In favour

Trustees D'Amico
de Domenico
Kennedy
Martino

Opposed

Crawford
Del Grande
Di Giorgio
Di Pasquale
Lubinski
Li Preti
Rizzo
Tanuan

The AMENDMENT to the AMENDMENT was declared

FAILED

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

In favour

Opposed

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

The AMENDMENT was declared

CARRIED

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

In favour

Opposed

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

The Motion, as amended, was declared

CARRIED

Trustee Li Preti left the horseshoe at 9:21 pm.

MOVED by Trustee Rizzo, seconded by Trustee Martino, that Item 15h) be adopted as follows:

Trustee Li Preti returned to the horseshoe at 9:30pm.

15h) Annual Investment Report 2018-19 received.

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

NB: Trustee Di Pasquale did not vote.

Trustee Tanuan left the horseshoe at 9:36 pm and returned at 9:37 pm.

16. Listing of Communications

MOVED by Trustee Martino, seconded by Trustee Crawford that Item 16a) be adopted as follows:

- 16a) From Toronto District School Board regarding Toronto Catholic District School Board's 1515 Bloor Street West Site received.**

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

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

- 16b) From the Catholic Parent Involvement Committee (CPIC) regarding Recording Secretary for CPIC's Meetings** received and referred to staff to come back with report.

Trustee Del Grande relinquished the Chair to Trustee Crawford and left the horseshoe at 9:47 pm. due to a potential conflict of interest.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
Di Pasquale
Lubinski
Tanuan

de Domenico
Di Giorgio
Kennedy
Li Preti
Martino
Rizzo

The Motion was declared

FAILED

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Item 16b) be received.

Results of the Vote taken, as follows:

In favour

Opposed

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

Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Del Grande returned to the horseshoe at 9:49 pm and reassumed the Chair.

17. Inquiries and Miscellaneous

MOVED by Trustee Lubinski, seconded by Trustee Di Giorgio, that Item 17a) be adopted as follows:

- 17a) From Trustee Lubinski regarding Parliamentary Services for December 12, 2019 Regular Board Meeting** received and referred to Staff.

Results of the Vote taken, as follows:

In favour

Opposed

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

de Domenico
Li Preti
Rizzo

The Motion was declared

CARRIED

18. Updating of the Pending Lists

MOVED by Trustee Crawford, seconded by Trustee Tanuan, that Items 18a) and 18b) be adopted as follows:

18a) Annual Calendar of Reports and Policy Metric received; and

18b) Monthly Pending List received.

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

19. Resolve into FULL BOARD to Rise and Report

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

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

SECRETARY

CHAIR



REPORT TO

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

**STUDENT INFORMATION SYSTEM
RECOMMENDATION REPORT**

"For surely I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope." Jeremiah 29:1

Created, Draft

January 1, 2020

First Tabling

January 16, 2020

Review

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

Steve Camacho, Chief Information Officer

RECOMMENDATION REPORT

Vision:

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

Mission:

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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

A Student Information System (SIS) is a mission-critical organization-wide system that stores and manages all student records for current and past students. Beyond managing student records, the SIS is critical for the TCDSB as a data source for funding and for staffing. The TCDSB currently uses an older (legacy) Student Information System called Trillium, which it has operated since 2001.

In 2016, PowerSchool, a large SIS vendor, purchased the Trillium SIS business in Ontario and subsequently announced that it would no longer add new functionality to Trillium; PowerSchool indicated that they would like to see school boards “upgrade” to the PowerSchool SIS, their core SIS product. In response to Trillium’s future, several school boards participated in an RFP issued by Ontario Education Collaborative Marketplace (OECM) on behalf of all school boards in Ontario for a new SIS. In January 2019, OECM announced the winning Bidder as the joint bid from Fujitsu and Follett using the Aspen SIS software. Four bidders responded to the RFP, including PowerSchool.

Following the OECM RFP, staff have been engaged in second stage review with both Fujitsu (Aspen SIS) and PowerSchool to determine which system and provider are best suited for the TCDSB. Following the review, staff have identified Fujitsu (Aspen SIS) as the leading proposal. Therefore, this report recommends signing a long-term contract with Fujitsu to implement and operate the new Aspen SIS. In addition, this report recommends the allocation of the project budget to implement this complex system over the next three years.

The overall cost of implementation is estimated to be \$14.1M over a 3-year period. The estimate includes vendor implementation fees as well as costs associated with project staffing, training, and contingency.

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

B. PURPOSE

1. The purpose of this report is to recommend the signing of a long-term contract with Fujitsu to implement and operate the new Aspen SIS. In addition, this report recommends the allocation of a project budget to implement this complex system over the next three years.

C. BACKGROUND

1. A Student Information System (SIS) is a mission-critical organization-wide system that stores and manages all student records for current and past students. The SIS is often the “source of truth” for student information and holds a significant amount of key information such as student demographic data, grades, transcripts, parent information, attendance, and medical information just to name a few.
2. The SIS is critical to the TCDSB for funding because the information within it is used to gather enrolment totals, class sizes, and other information. This information is also sent regularly to the Ministry of Education to calculate the total amount of Grants for Student Needs (GSNs) that the TCDSB will receive in any given year. Because the SIS holds classroom data, it is also used as a key data source to calculate staffing allocations. The data from the SIS is used to calculate staffing levels for student-facing positions such as teachers, early childhood educators, educational assistants, and other similar groups, which in turn account for most of the TCDSB’s daily operating costs.
3. The TCDSB currently uses an older (legacy) Student Information System called Trillium. The Trillium SIS is also used by approximately 44 schools boards across the province of Ontario including the Toronto (public), Dufferin-Peel Catholic, and York Region District School Boards. The software is not used in any other province or state.
4. Starting in 2018, the TCDSB developed a strategic IT systems reserve as part of an overall reserve strategy that was approved by the Board. The intention of this reserve is to support major systems modernization projects such as a new SIS. The current strategic IT system reserve balance is \$20.1M.
5. In April 2018, the Ontario Education Collaborative Marketplace (OECM) issued an RFP for new SIS on behalf of all 72 school board in Ontario. The TCDSB was heavily involved in the RFP process from the beginning and contributed to the RFP criteria, bid response scoring, and master contract negotiations with the top bidder.
6. In January 2019, OECM announced the winning Bidder as the joint bid from Fujitsu and Follett using the Aspen SIS software. Follett will provide the Aspen SIS software while Fujitsu will be the prime contract holder and provide implementation and on-going support services. There were four bidders who

responded to the RFP, including the TCDSB incumbent vendor, PowerSchool. The bid from Aspen/Fujitsu was the highest-scoring bidder.

7. At the October 10, 2019 Corporate Service Committee meeting, staff provided Trustees with a detailed history of the Trillium SIS and information as to why it needs to be replaced. A link to the public report can be found [here](#). In addition, staff provided Trustees with a private report in December 2019 with commercial details associated with two SIS providers that the TCDSB were considering.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Throughout 2019, staff have been engaged with the top two SIS vendors in the Ontario Market to determine which is best suited for the TCDSB. Staff have identified Fujitsu (Aspen SIS) as the leading proposal. The advantages of the Fujitsu contract include:
 - a. Strong future guarantees on unit pricing
 - b. Guaranteed compliance with Ministry requirements
 - c. Better contractual protections for data and privacy
 - d. Strong performance measures and contract terms
 - e. The migration of 20-years worth of data
 - f. Additional work and supports during implementation
2. Beyond, the noted contractual benefits above, there are also a number of additional intangible benefits with the Fujitsu proposal that staff consider important to TCDSB. These benefits include:
 - a. Alignment with Auditor General recommendations for School Boards
 - b. Vendor size and scope (Fujitsu is the world's fourth-largest IT services provider).
 - c. Recent Canadian RFP Awards (Fujitsu, using the Aspen SIS, is the preferred SIS vendor in the province of BC and Saskatchewan).
 - d. Potential for future Joint Deals pricing model with other Boards
 - e. Increasing Ontario Customer Case – (Fujitsu has signed contracts with 30 Ontario school boards, representing approximately 550,000 students).
3. The Fujitsu contract has gone through extensive reviews. These reviews include reviews by OECM staff, OECM legal counsel, TCDSB staff, and

TCDSB in-house legal counsel. Additionally, and most recently, staff hired external legal counsel from BLG to review the Fujitsu contract one last time. After reviewing the Fujitsu contract in December, BLG produced a discussion note that highlighted a few minor issues in the contract that TCDSB needed to consider further. Staff reviewed these with Fujitsu and were able to modify some of the contract terms to reduce the overall risks to the TCDSB. Staff believe the contract with Fujitsu is the best overall value and lowest risk proposal available to the TCDSB.

4. The Fujitsu (Aspen) SIS will include a number of functions and modules included in most SIS. While the exact implementation and configuration of the software of each is not yet determined, the following is a list of functionality that is anticipated in the new SIS

- Ontario Baseline Configuration
- Ministry Reporting
- Parent Portal
- Case Management and Individual Educations Plans
- Reporting and Analytics
- Transcripts and Report Cards
- Gradebook
- Electronic Attendance
- Program/Course Management
- Scheduling
- Hosting (Software-as-a-Service)
- Disaster Recovery Services
- Training and Change Management
- Implementation Support

In addition, implementation of new modern SIS brings with it a number of other benefits including but not limited to

- Improved access for teachers and principals on any device
- simplified and streamlined Ministry compliance report
- Increased data security and privacy controls
- the reduction of TCDSB data centre hardware
- Improved data integration with future software products
- Enhanced reporting tool for teachers, principals, and central staff

5. As mentioned in the executive summary, staff are estimating the implementation to cost \$14.1M inclusive of 10% contingency. Of this total

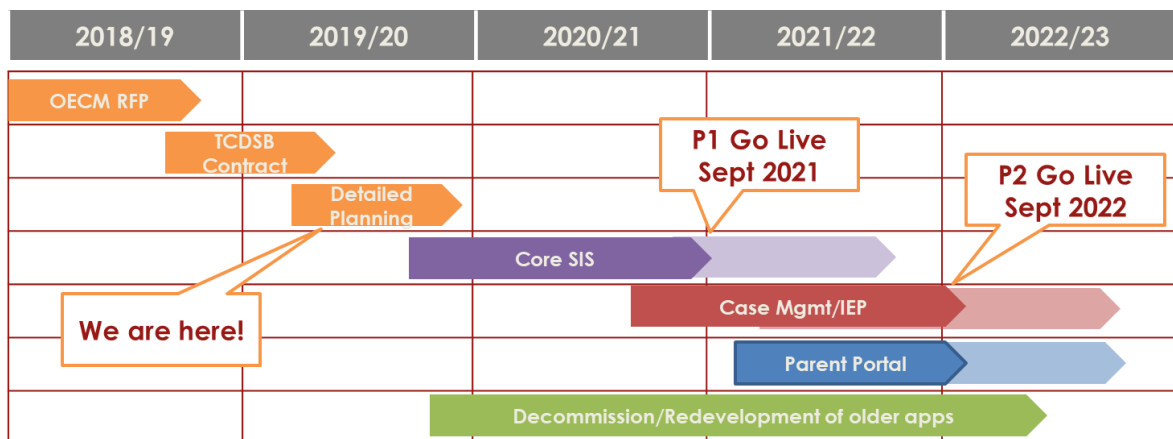
amount, \$2.5M is estimated to be associated with implementation services from various vendors, most of which will be directed to Fujitsu for Aspen SIS implementation services. The remaining and bulk of the budget are for internal project staffing, training, and contingency.

6. Fujitsu will operate the software on behalf of the TCDSB as Software-as-Service model out of a Microsoft Data Centre in Canada. The contract is based on a 10-year term. Although highly unlikely to be used, to protect the TCDSB, there are several provisions in the contract that allows the TCDSB to terminate the contract based on select scenarios such as poor performance, privacy breaches, or material change in implementation costs.
7. The operating cost for the new SIS software is tied to the overall Average Daily Enrolment (ADE) of the TCDSB and will grow and shrink with enrolment. The discounted unit rate was negotiated by staff with Fujitsu over and above the rate provided in the RFP response. Based on current enrolment trends, the yearly cost for the software is estimated to be \$0.88M for the first 4 years of the contract and \$1.08M for the following 6 years. These funds are already available and approved in the yearly operating budget.

E. ACTION PLAN

1. Once the project budget is approved, staff will proceed to create a dedicated project team to implement the SIS. The exact make-up of the project team has not been finalized, but estimates currently include the use of experienced personnel including several ICT Services staff, principals, vice-principals, and teachers. The project staff would be seconded from their current positions for the duration of portions of the implementation project.
2. With any system change, there are impacts on individual working habits that can cause frustration if not managed properly. Throughout the implementation project, staff will be engaging with affected employee groups and their unions about the impact of these changes

- Staff are currently estimating that SIS, case management system, and parent portal will take approximately 3 years to implement. Implementation will be followed by a period of intensive support shown by the transparent coloured bars below. This high-level project schedule is an estimate. A detailed project schedule will not be determined until detailed planning is completed in the fall of 2020.



F. STAFF RECOMMENDATION

- That the Board of Trustees approve the project budget of \$14.1M for the implementation of a new Student Information System from the IT Strategic Systems Reserve.
- That a contract be awarded to Fujitsu Canada for implementation of the Aspen SIS in line with the overall project budget.
- That the contract above also include the operation of a new Student Information System for a 10-year term based on actual average daily enrolment in the estimated amount \$0.88M for the first 4 years of the contract and \$1.08M for the last year 6 years.

Project/ongoing	Project
-----------------	---------

	2019/20	2020/21	2021/22	2021/23	Total
Implementation Services					
Other Process Review and Redesign	\$ 275,000	\$ -	\$ -	\$ -	\$ 275,000
Security Review	\$ -	\$ 110,000	\$ 55,000	\$ -	\$ 165,000
SIS implementation Pro Services	\$ -	\$1,191,947	\$ 550,000	\$ -	\$ 1,741,947
Custom Application Assesment	\$ 275,000	\$ -	\$ -	\$ -	\$ 275,000
Implementation Services Total	\$ 550,000	\$1,301,947	\$ 605,000	\$ -	\$ 2,456,947
Project Staffing/Office					
Equipment and furniture/ office supplies	\$ 313,500	\$ 38,500	\$ 38,500	\$ -	\$ 390,500
Project Staffing	\$ 550,000	\$1,430,000	\$1,320,000	\$495,000	\$ 3,795,000
Project Staffing/Office Total	\$ 863,500	\$1,468,500	\$1,358,500	\$495,000	\$ 4,185,500
Training					
Teacher Training - Regular	\$ -	\$2,662,000	\$2,783,000	\$ -	\$ 5,445,000
Teacher Training - Spec ED	\$ -	\$ -	\$ 332,750	\$393,250	\$ 726,000
Training Total	\$ -	\$2,662,000	\$3,115,750	\$393,250	\$ 6,171,000
Contingency (10%)	\$ 141,350	\$ 543,245	\$ 507,925	\$ 88,825	\$ 1,281,345
Grand Total	\$1,554,850	\$5,975,691	\$5,587,175	\$977,075	\$14,094,791



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

2020-2021 SCHOOL RELOCATIONS PLAN

May the God of steadfastness and encouragement grant you to live in harmony with one another, in accordance with Christ Jesus, Romans 15:5

Created, Draft	First Tabling	Review
January 6, 2020	January 16, 2020	Click here to enter a date.
B. Leporati, Sr. Coordinator, Planning Services M. Iafrate, Sr. Coordinator, Renewal L. Northey, Sr. Manager, Capital Development Area Superintendents C. Fernandes, S. Campbell and M. Meehan M. Loberto, Superintendent, Planning and Development D. Friesen, (Acting) Superintendent, Capital Development/Asset Renewal		
RECOMMENDATION REPORT		

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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

Due to the nature and scope of various Capital and Renewal projects commencing in the 2020-2021 school year, the following schools will require relocation to other school sites for the duration of each project as detailed in the body of this report.

- Dante Alighieri
- Loretto Abbey
- St. Leo
- Holy Angels
- St. Antoine Daniel
- St. Matthias

The need and the suggested site for relocation is provided in this report. Follow up reports with required costing, relocation details and transportation impacts will be provided individually following staff and community information sessions.

The Communications department will work with the Planning and Capital Development and Asset Renewal departments to maintain regular communication with the respective school communities throughout their related projects, including drafting and sharing letters with staff and parent communities when appropriate. Staff will attend a CSPC meeting at each affected school as early as possible to address initial questions and concerns surrounding the process.

Staff will form Transition committees, beginning in January, consisting of school staff, Trustees, Superintendents, CSPC Chairs, Childcare reps, Operations, Warehouse, Transportation, IT and Planning staff. TSU/TECT will be informed of upcoming relocation plans and be invited to participate in Transition committee activities.

This first communication to school communities following this report will provide a projected timeline for school relocations and construction, and any other details pertinent to the 2020-2021 school year, including transportation information. Subsequent communications will be shared throughout the school year as updates on the project become available. All school communications will also be made available on the Board website as well as

on each respective school website. The main location for local updates will be found on the respective school webpages.

All completion dates provided in this report are tentative, and are subject to change as construction progresses.

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

B. PURPOSE

This report provides preliminary notice to school communities that will require relocation for the 2020-2021 school year.

C. BACKGROUND

1. Due to the nature and scope of various Capital and Renewal projects commencing in the 2020-2021 school year, *the following schools will require relocation to other school sites* for the duration of each project.
 - Dante Alighieri
 - Loretto Abbey
 - St. Leo
 - Holy Angels
 - St. Antoine Daniel
 - St. Matthias

D. EVIDENCE/RESEARCH/ANALYSIS

1. *Dante Alighieri/Regina Mundi Project - Ministry approved Replacement Secondary School and Retrofit Elementary School*
 - Dante students will be relocated to the former Regina Pacis (Msgr. Fraser Norfinch) for Sept. 2020
 - Former Dante building will be retrofitted for Regina Mundi
 - Regina Mundi students will occupy retrofitted former Dante Alighieri Sept. 2021
 - Former Regina Mundi will be demolished and new Dante Alighieri will be constructed Sept. 2021 to Sept. 2023

- Resulting from the above, Msgr. Fraser Norfinch and all other uses currently occupying the former Regina Pacis will be relocated to the former St. Philip Neri building.

2. ***Loretto Abbey Project – Major renewal of HVAC, Boiler systems, Electrical System Upgrade***

- The existing steam heating plant is in critical condition and requires urgent replacement. Maintenance staff are diligently working to keep the system operational for the 2019-2020 school year.
- It is no longer an option to continue another year with the current system; as a result Loretto Abbey students will be relocated to the former Nelson A Boylen SS for Sept. 2020 for a period of approximately 18 months.
- The relocation of students presents an opportunity to do other needed renewal work in the building, such as fire alarm upgrade, new BAS (Building Automation System), nutrition room upgrade, lighting upgrades, building envelope repairs, interior finishes (floors, walls and ceiling), window replacement and installation of A/C in classrooms (pending assessment of feasibility).
- Loretto Abbey was recently #4 on the Capital Priorities list, which proposes an addition/retrofit of the existing building. Although Capital funding has not yet been secured for the addition, Renewal work required to facilitate the addition/retrofit will be completed during the time students are relocated so as not to require a second relocation should Capital funding for an addition be secured at a later date.
- A further building assessment will be carried out to study the vacated Convent and propose a phased program of interior alterations to provide for improved instructional spaces. It is proposed that any potential renovation work that might impact the existing school be completed during the relocation. An example of this work might be the relocation of the office to an area adjacent to the main entrance of the building.
- Nelson A Boylen SS, recently acquired from TDSB, has not been used to house students for approx. 4 years and is targeted for demolition to accommodate the construction of a new St. Fidelis (still in design phase). Demolition of Nelson Boylen and construction of the new St. Fidelis is currently anticipated to begin in March 2022.
- Renewal work is required to make the building ready to accommodate students. This work is being assessed and will be completed before the beginning of the summer months.

- There may be a need for some portable classrooms to accommodate all students however every effort will be made to provide sufficient space within the school building
3. ***St. Leo Project – Ministry approved Replacement Elementary School***
 - St. Leo students will be relocated to the former Christ the King for Sept. 2020.
 - Christ the King is a vacant school that requires minimal work to be ready to accommodate students.
 - There may be a need for some portable classrooms to accommodate all students however every effort will be made to provide sufficient space within the school building.
 - Start date for construction of the new school is dependent on receipt of Ministry of Education Approval to Proceed to tender.
 4. ***Holy Angels Project – Ministry approved Replacement Elementary School***
 - Holy Angels students will be relocated to the former Buttonwood P.S. tentatively for Sept. 2020. As this project is in early design phase, confirmation of expected construction start, which may not be until after the end of the 2020-2021 school year, will be provided by March 2020, pending date of Site Plan Approval submission and school community consultation.
 - The former Buttonwood was acquired from TDSB within the last year and requires minimal work to be ready to accommodate students.
 - There are tenants in the building with a lease expiry date of June 2020.
 - Portables will be required to accommodate students on site for the duration of construction.
 5. ***St. Antoine Daniel Project – Ministry approved Replacement Elementary School***
 - St. Antoine Daniel students will require relocation to an alternate site tentatively for Sept. 2020. As this project is in design development phase, confirmation of expected construction start, which may not be until after the end of the 2020-2021 school year, will be provided by March 2020, pending date of Site Plan Approval submission and school community consultation.
 - TCDSB is exploring the possibility of leasing a facility in the area to accommodate this need.
 - There are no sufficient spaces available in TCDSB owned buildings in the area.

- Once a relocation site is secured further detail will be provided concerning plans for occupancy.
6. ***St. Matthias Project – Ministry approved Replacement Elementary School***
- St. Matthias students will require relocation to the former Holy Redeemer tentatively for Sept. 2020. As this project is in early design phase, confirmation of expected construction start, which may not be until after the end of the 2020-2021 school year, will be provided by March 2020, pending date of Site Plan Approval submission and school community consultation.
 - Holy Redeemer is a vacant school that requires minimal work to be ready to accommodate students.
 - There may be a need for some portable classrooms to accommodate all students however every effort will be made to provide sufficient space within the school building.

E. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Staff will attend CSPC meetings at each school as early as possible in January to address initial questions and concerns regarding the process for relocation.
2. Transition teams will be formed for each relocation project to address local concerns regarding required moves.
3. Information meetings will be scheduled for the school communities of Dante Alighieri, Loretto Abbey and St. Leo following Board approval of the relocation plan.
4. Communications will be shared throughout the school year as updates on each project becomes available. All school communications will also be made available on the Board website as well as each respective school website.
5. Further reports identifying funding requirements and impacts will be provided as required for each project.

F. STAFF RECOMMENDATION

That the general relocation plans identified in the body of this report be approved for implementation and that consultation begin on local issues with the affected school communities.



REPORT TO

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

UPDATE ON EMPLOYEE PAID PARKING

"The Lord your God will raise up for you a prophet like me from among you, from your fellow Israelites. You must listen to him." Deuteronomy 18:15 NIV

Created, Draft	First Tabling	Review
January 7, 2020	January 16, 2020	Click here to enter a date.
N. D'Urzo, Senior Manager, Real Property E. Pallotta, Senior Coordinator, Development Services M. Loberto, Superintendent, Planning and Development Services M. Farrell, Acting Superintendent, Environmental Support Services S. Camacho, Chief Information Officer P. De Cock, Comptroller of Business Services		
RECOMMENDATION REPORT		

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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

This report recommends delaying the implementation of paid parking for Toronto Catholic District School Board (TCDSB) employees until September 2020 at the earliest, and that employee paid parking be excluded from the 2020-2021 TCDSB budget deliberations until it is confirmed as a valid revenue source through the centrally negotiated collective agreement with the Ontario English Catholic Teachers Association (OECTA).

The introduction of paid parking for all TCDSB employees was approved as part of the Board's 2019-2020 budget as a revenue generation source to address funding shortfalls. On August 22, 2019, the Board approved delaying the implementation of this initiative until February 2020. Staff have been preparing for a soft implementation of paid parking in February 2020 while exploring long term solutions.

On December 13, 2019, the Ontario Labour Relations Board (OLRB) ruled that paid parking is a central bargaining matter, and cannot be locally imposed or negotiated at this time. Given the OLRB ruling, the TCDSB must reconsider the implementation of paid parking until the conclusion of central bargaining with OECTA to see whether paid parking is successfully negotiated into the new central Collective Agreement.

The \$3.2 million revenue gap resulting from delayed implementation will be addressed by monitoring additional opportunities for in-year savings and if required, through the Operating Contingency Reserve. The ongoing full \$6.4 million revenue shortfall must be addressed through 2020-21 budget process.

The cumulative staff time required to prepare this report was 20 hours

B. BACKGROUND

1. ***The 2019-2020 TCDSB Budget, approved by the Board on June 13, 2019, included the introduction of paid parking for TCDSB employees.*** Paid parking was identified as a revenue generation source to address budget shortfalls. The 2019-2020 budget included a \$6.4 million revenue generation target for the implementation of paid parking at all TCDSB facilities, with a charge of \$10.00 per day for teachers and administrators, and \$5.00 per day for all other staff.

2. ***Staff were also directed to investigate the potential of paid parking after hours and on weekends.*** Arising from the budget deliberations regarding paid parking, staff were also directed to explore the feasibility of procuring a third party to manage paid parking at all TCDSB schools and facilities during the evenings and weekends.

As a result, Staff have re-engaged discussions with the Toronto Parking Authority (TPA) regarding after-hours paid parking on TCDSB sites. TPA has indicated an interest in a small number of TCDSB sites, and the two parties are exploring proposed terms and conditions of a potential agreement.

3. ***The revenue generated by employee paid parking was allocated to offset proposed budget reductions due to changes in funding.*** This includes:
 - \$2.5 million for teachers in the 5th Block program;
 - \$1.9 million for Educational Assistants and Child and Youth Workers; and
 - \$2 million for English as a Second Language Teachers at the Elementary level.
4. ***On August 22, 2019, the Board approved delaying the implementation of employee paid parking until February 2020.*** The staff report identified a number of considerations, including the need for a phased-in approach where the complete software, infrastructure and enforcement package is not implemented at the initial stages of the program, with a soft rollout in February 2020 as the first phase.

The Board approved absorbing the \$3.2 million revenue generation shortfall associated with the delayed implementation of paid parking using either in-year surpluses or the Operating Contingency Reserve at the end of the fiscal year.

C. EVIDENCE/RESEARCH/ANALYSIS

1. ***Following the August Board meeting, staff began working towards a soft implementation of paid parking for February 2020 while exploring long term solutions.*** In order to move forward with the soft launch, staff engaged the provider of technology solutions for the Board's permit system to enhance the software's functionality for the purpose of processing parking permit

applications on a first come, first serve basis. Board staff would have made parking permit requests through the existing permit portal, which also processes payments.

With respect to a full launch of employee paid parking, staff have continued to explore potential operation models and available non-capital technological options to implement paid parking across the system. Staff have reached out to local software vendors who have expertise implementing paid parking solutions at other public sector organizations.

2. ***On December 13, 2019, the Ontario Labour Relation Board (OLRB) held that paid parking is a central bargaining matter and cannot be locally imposed or negotiated at this time.*** Following the inclusion of employee paid parking in the 2019-2020 budget, OECTA brought two OLRB applications forward: one against the TCDSB for imposing paid parking, and the second against the Ontario Catholic School Trustees' Association (OCSTA) stating that paid parking is a central matter and should not be locally determined. The TCDSB application was defended, with the Board taking the position that it was entitled to implement paid parking, however it was deferred pending the resolution of the OCSTA application.

Given the OLRB ruling on the application against OCSTA, the TCDSB must reconsider the implementation of paid parking until the conclusion of central bargaining with OECTA in order to see whether paid parking is negotiated into the new central Collective Agreement.

3. ***Staff recommend delaying the implementation of employee paid parking until September 2020 at the earliest.*** This decision is prudent, and ensures that significant funds are not put towards implementation while the matter is being negotiated as part of central bargaining. Staff will resume work on the implementation should a new central agreement with OECTA be ratified that contains provisions for employee parking.
4. ***The \$3.2 million revenue gap resulting from delayed implementation will be addressed by monitoring additional opportunities for in-year savings and if required, through the Operating Contingency Reserve.*** Staff will monitor in-year expenditures to assess opportunities for savings in order to avoid an in-year deficit. Should an in-year deficit occur then the Operating Contingency Reserve will be used to offset the revenue shortfall. The Board will be faced with similar decisions during the 2020-21 budget deliberations

as they did in the previous budget year. Program reductions will likely be required in order to address the revenue shortfall. This would be especially true if employee paid parking fails to be negotiated into the central collective agreement. Given this uncertainty, it would be prudent to approach the budget process under the assumption that program reductions will be necessary to balance the 2020-21 operating budget.

D. STAFF RECOMMENDATIONS

1. That should employee paid parking be included in the central collective agreement with OECTA, the implementation of such a program for TCDSB employees be deferred until September 2020.
2. That the revenue shortfalls associated with delaying this initiative in 2019-20 fiscal year be funded through in-year savings or the Operating Contingency Reserve.
3. That until such time as employee paid parking is confirmed as a revenue source through a ratified central collective agreement with OECTA, it be excluded from the preliminary draft budget estimates for the 2020-21 operating budget.



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
January 7, 2020	January 16, 2020	Click here to enter a date
J. Charles, (Acting) Coordinator of Material Management V. Artuso, (Acting) Purchasing Manager P. De Cock, Comptroller of Business Services & Finance		

RECOMMENDATION REPORT

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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 December 10, 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.

Appendix A

No.	Report Name	Vendor Name(s)	Type	Description	Amount
1	Blessed Sacrament Catholic School Exterior Lighting Upgrade Contractor Award	R.C.N Electric	New Procurement Award	Procurement Award: Upgrade existing exterior building fixtures and site fixtures.	\$55,419.76
			Budget Increase	Budget increase	\$4,221.28
2	D'Arcy McGee Catholic School Electrical Upgrades Contractor Award	CEC Services Limited	New Procurement Award	Upgrade the electrical distribution system and switchboard	\$160,391.20
3	Our Lady of Peace Catholic School Electrical Distribution Panel Upgrade Contractor Award	CEC Services Limited	New Procurement Award	Upgrade the electrical distribution panel	\$51,080.00
4	Various Schools Cooling Centres Phase 1.2 Contractor Award	Mapleridge Mechanical	New Procurement Award	Cooling centre installations for 13 schools (Phase 1.2)	\$1,370,167.88

Appendix A

No.	Report Name	Vendor Name(s)	Type	Description	Amount
5	Michael Power/St. Joseph Catholic Secondary School New Field Washroom Contractor Award	R. Galati Contracting Ltd.	New Procurement Award	Construction of two barrier free washrooms within existing storage room 1211 for the exclusive use of the sports field permit holders	\$157,109.82
6	Human Resources Temporary Services	Various	New Procurement Award	Acquiring skilled Temporary Staffing Services for clerical, support, technical and information technology staffing	\$1,100,000.00
7	Request for Sharepoint Professional Services	R.D. Tempest & Company Ltd.	Modification to existing award	Ongoing staffing support to maintain the SharePoint environment of the TCDSB	\$65,850.75
8	Storage Expansion for 2019-2020	DellEMC	Information on Existing Award	Enterprise Storage Solution expansion inclusive of hardware, maintenance and technical support.	\$700,000.00
9	Purchase of DELL Chromebooks through SEA	DELL Canada	New Procurement Award	Purchase of 500 Dell Chromebooks in support of student claims through Special Equipment Amount funding.	\$196,210.00

Appendix A

No.	Report Name	Vendor Name(s)	Type	Description	Amount
10	Classroom and Office Supplies	Office Central Inc, Brault & Bouthill (B&B)	New Procurement Award	Contract for the purchase of all classroom and office supplies for TCDSB.	\$ 1,420,000
11	Renewal of Excess Indemnity WSIB Coverage	Jardine Lloyd Thompson Canada Inc.	Renewal	Purchase excess indemnity coverage insurance.	\$239,519.16



Procurement Award Report with Project Update

Report To	Corporate Services - Monthly Procurement
Report Name	CS_Jan2020_Ren 2019 039 Blessed Sacrament Catholic School Exterior Lighting Upgrade Contractor Award
Report #	Ren 2019 039
Division	Asset Renewal
SO/Executive	D. Friesen (Acting) Superintendent of Capital Development
Initiator/Requestor	D. Thompson, Supervisor of Electrical
Report Type	New procurement award

Tender/RFP Information

RFP/Tender #	P-007-20	Value + Net HST	\$54,248.00 + Net HST
Term Start Date	January 6, 2020	Term End date	May 29, 2020

Description of Goods/Service or Change

Contract to be awarded to R.C.N Electric to complete the following scope of work:

- Upgrade existing exterior building envelope fixtures.
- Install new wall mounted fixtures around the exterior building envelope.
- Upgrade existing pole mounted fixtures in the schoolyard.
- All lighting will be upgraded to LED type.
- Repair a damaged lighting pole in the schoolyard.

Contract award is within the approved Renewal Plan budget, however a small budget increase is requested in order to carry the recommended 10% technical development and contingency allowances.

Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	7
Name of Recommend Vendor/Bidder	R.C.N Electric
Winning Bid Value + Net HST	\$54,248.00 + Net HST
Budget Source	School Renewal Program under the School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2018 079 – February 1, 2019
Under/Over Budget	Budget Increase required

Formal Award Recommendation

<ol style="list-style-type: none"> 1. That a contract be awarded to R.C.N Electric to upgrade exterior and pole mounted lighting at Blessed Sacrament Catholic School, in the amount of \$54,248.00 plus net HST of \$1,171.76 for a total of \$55,419.76. 2. That the funds for the project are available from the School Renewal Program, under the School Condition Improvement Grant.

Project Funding Update

Funding Statement

Blessed Sacrament - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget		\$70,000.00
Construction Amount	\$55,419.76	
Consulting Fees	\$4,801.52	
Technical Development Allowance	\$7,000.00	
Contingency Allowance	\$7,000.00	
Total Project Cost		\$74,221.28
Balance		(\$4,221.28)

Project Budget Change Needed?	Yes
Budget Change Amount	\$4,221.28

Formal Budget Change Recommendation

1. That the project budget be increased to \$74,221.28 including net HST to account for a shortfall of \$4,221.28.



Procurement Award Report with Project Update

Report To	Corporate Services - Monthly Procurement
Report Name	CS_Jan2020_Ren 2019 040 D'Arcy McGee Catholic School Electrical Upgrades Contractor Award
Report #	Ren 2019 040
Division	Asset Renewal
SO/Executive	D. Friesen (Acting) Superintendent of Capital Development and Asset Renewal
Initiator/Requestor	D. Thompson, Supervisor of Electrical
Report Type	New procurement award

Tender/RFP Information

RFP/Tender #	P-008-20	Value + Net HST	\$157,000.00 + Net HST
Term Start Date	January 13, 2020	Term End date	June 26, 2020

Description of Goods/Service or Change

Contract to be awarded to CEC Services Limited to complete the following scope of work at D'Arcy McGee Catholic School:

- Upgrade the electrical distribution system
- Upgrade the main switchboard

Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	5
Name of Recommend Vendor/Bidder	CEC Services Limited
Winning Bid Value + Net HST	\$157,000.00 + Net HST
Budget Source	School Renewal Program, Under the School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2018 143 (May 16, 2019)
Under/Over Budget	Within approved budget

Formal Award Recommendation

<ol style="list-style-type: none"> 1. That a contract be awarded to CEC Services Limited to upgrade the Main Switchboard at D'Arcy McGee Catholic School in the amount of \$113,500.00 plus net HST of \$2,451.60 for a total of \$115,951.60. 2. That a contract be awarded to CEC Services Limited to upgrade the electrical distribution system at D'Arcy McGee Catholic School in the amount of \$43,500.00 plus net HST of \$939.60 for a total of \$44,439.60. 3. That the funds be made available from the School Renewal Program, Under the School Condition Improvement Grant.
--

Project Funding Update

Funding Statement

D'Arcy McGee - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget A (Main Switchboard)		\$88,392.00
Approved Project Budget B (Distribution Panel)		<u>\$155,827.00</u>
Total Approved Budget		\$244,219.00
Contract Amount (A)	\$115,951.60	
Contract Amount (B)	\$44,439.60	
Consulting Fees (A)	\$4,086.40	
Consulting Fees (B)	\$2,554.00	
Technical Development Allowance	\$21,000.00	
Contingency Allowance	\$56,187.40	
Total Project Cost		\$244,219.00
Balance		\$0.00

Project Budget Change Needed?	No
Budget Change Amount	



Procurement Award Report with Project Update

Report To	Corporate Services - Monthly Procurement
Report Name	CS_Jan2020_Ren 2019 042 Our Lady of Peace Catholic School Electrical Distribution Panel Upgrade Contractor Award
Report #	Ren 2019 042
Division	Asset Renewal
SO/Executive	D. Friesen (Acting) Superintendent of Capital Development and Asset Renewal
Initiator/Requestor	D. Thompson, Supervisor of Electrical
Report Type	New procurement award

Tender/RFP Information

RFP/Tender #	P-007-20	Value + Net HST	\$50,000.00 + Net HST
Term Start Date	January 27, 2020	Term End date	April 24, 2020

Description of Goods/Service or Change

Contract to be awarded to CEC Services Limited to complete the electrical distribution panel upgrade at Our Lady of Peace Catholic School.

Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	7
Name of Recommend Vendor/Bidder	CEC Services Limited
Winning Bid Value + Net HST	\$50,000.00 + net HST
Budget Source	School Renewal Program, under the School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2018 080 – February 1, 2019
Under/Over Budget	Within approved budget

Formal Award Recommendation

<ol style="list-style-type: none"> 1. That a contract be awarded to CEC Services Limited to upgrade the electrical distribution panels at Our Lady of Peace Catholic School, in the amount of \$50,000.00 plus net HST of \$1,080.00 for a total of \$51,080.00. 2. That the funds for the project are available from the School Renewal Program, under the School Condition Improvement Grant.

Project Funding Update

Funding Statement

Our Lady of Peace - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget		\$70,000.00
Construction Amount	\$51,080.00	
Consulting Fees	\$5,312.32	
Technical Development Allowance	\$6,607.68	
Contingency Allowance	\$7,000.00	
Total Project Cost		\$70,000.00
Balance		\$0.00

Project Budget Change Needed?	No
Budget Change Amount	



Procurement Award Report with Project Update

Report To	Corporate Services - Monthly Procurement
Report Name	CS_Jan2020_Ren 2019 044 Various Schools Cooling Centres Phase 1.2 Contractor Award
Report #	Ren 2019 044
Division	Asset Renewal
SO/Executive	D. Friesen, Acting Superintendent of Capital Development and Asset Renewal
Initiator/Requestor	J. Directo, Supervisor, Capital Projects
Report Type	New procurement award

Tender/RFP Information

RFP/Tender #	P-003-20	Value incl Net HST	\$1,370,167.88
Term Start Date	January 10, 2020	Term End date	April 30, 2020

Description of Goods/Service or Change

1. Construction contract award for Phase 1.2 cooling centre installation at 13 schools.
2. Design-build submissions for Cooling Centre installation services were evaluated by a committee of the project management team and Board Capital Renewal staff, based on the following criteria in the RFP. The evaluation Criteria was updated from Phase 1.0 to provide greater weight on the lowest bid.

Appendix A

Evaluation Criteria	Points
Experience with Design-Build Projects	10
Responsiveness of the Bidder – clear understanding of scope	10
Schedule – Ability to complete project on time	15
Bid Price	60
Absence of Conflict of interest or perceived conflicts of interest	5
Grand total	100

3. A list of schools, along with the respective lowest compliant bid is shown in Table A below:

Table A:

School	Cooling Centre Location	Winning Bid	Net HST	Total Construction Cost
St Stephen	Gym	\$111,622.00	\$2,411.04	\$114,033.04
Nativity of Our Lord	Library	\$107,803.00	\$2,328.54	\$110,131.54
St Jerome *	Gym	\$116,227.00	\$2,510.50	\$118,737.50
St Bonaventure	Gym	\$104,960.00	\$2,267.14	\$107,227.14
St Ignatius of Loyola *	Library	\$90,838.00	\$1,962.10	\$92,800.10
St Columba	Library	\$106,013.00	\$2,289.88	\$108,302.88
Holy Rosary	Library	\$110,220.00	\$2,380.75	\$112,600.75
St Brigid *	Gym (Half)	\$108,330.00	\$2,339.93	\$110,669.93
Holy Name	Library	\$88,080.00	\$1,902.53	\$89,982.53
St Rose of Lima	Gym	\$109,670.00	\$2,368.87	\$112,038.87
St Augustine	Library	\$86,080.00	\$1,859.33	\$87,939.33
St Boniface	Library	\$107,600.00	\$2,324.16	\$109,924.16
Chaminade *	Library	\$93,755.00	\$2,025.11	\$95,780.11
Total		\$1,341,198.00	\$28,969.88	\$1,370,167.88

Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	6
Name of Recommend Vendor/Bidder	Mapleridge Mechanical
Winning Bid Value incl Net HST	\$1,370,167.88 - See Appendix A for breakdown by school
Budget Source	School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2018 057 – Dec 12, 2018
Under/Over Budget	Within approved budget

Formal Award Recommendation

That a contract for cooling centre installations for the 13 schools of the Phase 1.2 Cooling Centre Program be awarded as to Mapleridge Mechanical as detailed in Table A above, for a total amount of \$1,341,198.00, plus a net HST of \$28,969.88, for a total of \$1,370,167.88.

Project Funding Update

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

Funding Statement

Appendix A

Cooling Centres Phase 1.2 - 13 schools - (All amounts include net HST)		
	Cost	Balance
Approved Project (Approved in 2018-19 Renewal Plan and Increased in Ren 2019 007)		\$2,875,607.33
Additional Phase 1 Project Budget Approved in 2019-20 School Renewal Plan		\$1,729,000.00
Total PROJECT Cost - Phase 1.0	\$1,149,532.54	
Total PROJECT Cost - Phase 1.1	\$1,726,074.79	
Total Construction Cost - Phase 1.2	\$1,370,167.88	
Project Management Fees (JLL) - Phase 1.2	\$60,504.40	
Mech Consultant Fees (Mat4Site) - Phase 1.2	\$16,959.58	
Enviro Consultant Fees (Safetech) - Phase 1.2	\$20,351.50	
Technical Development - Phase 1.2	\$14,792.16	
Project Contingency Allowance - Phase 1.2	\$246,224.48	
Total Project Cost		\$4,604,607.33
Balance		(\$0.00)

Project Budget Change Needed?	No
Budget Change Amount	

Project History

<p>Phase 1 cooling centre installations consist of 37 schools. Phase 1 has been broken down into three sub-phases 1.0, 1.1, 1.2. The three sub-phases allow for the cooling centre work to be executed alongside competing work at the schools, and to ensure bidder availability. Phase 1.0 which consisted of 9 schools has been completed, with 28 schools remaining to be tendered. Phase 1.1 consists of 14 schools, and Phase 1.2 consists of 13 schools.</p>



Procurement Award Report with Project Update

Report To	Corporate Services, Strategic Planning And Property Committee – Monthly Procurement
Report Name	CS_Jan2020_Ren 2019 051 Michael Power/St. Joseph Catholic Secondary School New Field Washroom Contractor Award
Report #	Ren 2019 051
Division	Asset Renewal
SO/Executive	D. Friesen, (Acting) Superintendent, Capital Development and Asset Renewal
Initiator/Requestor	T. Conforti, Renewal Project Supervisor
Report Type	New procurement award

Tender/RFP Information

RFP/Tender #	P-010-20	Value Incl. Net HST	\$157,109.82
Term Start Date	March 16, 2020	Term End date	May 15, 2020

Description of Goods/Service or Change

Construction of two barrier free washrooms within existing storage room 1211 for the exclusive use of the sports field permit holders.

This project is funded by a third party in conjunction with the recently constructed artificial turf field.

Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	11
Name of Recommend Vendor/Bidder	R. Galati Contracting Ltd.
Winning Bid Value Incl. Net HST	\$157,109.82
Budget Source	2576768 Ontario Inc. (Razor Management Inc.)
Budget Source approval (Report & Date)	Report regarding Michael Power/St Joseph Catholic School Artificial Turf Field Sublease Agreement. Corporate Services Strategic Planning and Property Committee May 10, 2018 Private Session
Under/Over Budget	Within approved budget

Formal Award Recommendations

1. That a contract be awarded to R. Galati Contracting Ltd. for the construction of field washrooms at Michael Power St Joseph Catholic Secondary School in the amount of \$153,788.00 plus net HST of \$3,321.82 for a total of \$157,109.82.
2. That a technical development allowance be approved for the amount of \$5,000.00.
3. That a contingency allowance be approved for the amount of \$15,710.98.
4. That the funds for this project are allocated from certified cheques submitted by 2576768 Ontario Inc. (Razor Management Inc.).

Project Funding Update

Funding Statement

Michael Power St Joseph Catholic Secondary School - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget A		\$ 192,174.28
Construction Costs	\$ 157,109.82	
Consulting Fees	\$ 14,353.48	
Technical Development Allowance	\$ 5,000.00	
Contingency Allowance	\$ 15,710.98	
Total Project Cost		\$ 192,174.28
Balance		\$ -



Procurement Award Report

Report Name	CS_Jan2020_Temporary Services
Division	Human Resources ICT Service Division
SO/Executive	A. Della Mora, Superintendent of Human Resources S. Camacho, Chief Information Officer
Initiator/Requestor	D. Purkess, Senior Coordinator, Human Resources J. Di Fonzo, Senior Coordinator, IT Infrastructure & Operations M. Lesley, Supply Chain Analyst
Report Type	New procurement award

Tender/RFP Information

RFP/Tender #	T-2019-110 Temporary Services	Value + Net HST	\$1,100,000. + HST
Term Start Date	January 15, 2020	Term End date	November 30, 2022

Description of Goods/Service or Change

The Toronto Catholic District School Board and the Dufferin-Peel Catholic District School Board jointly issued a Request for Tender ("RFT") for the purpose of acquiring skilled Temporary Staffing Services for clerical, support, technical and information technology staffing. The selected suppliers will provide in a timely manner appropriate human resources to meet the temporary staffing needs as required by the Boards.

Suppliers must meet the requirements of the Tender in order to be awarded as one of the suppliers for temporary staffing services on an as required basis to the Boards. The Boards received responses from fourteen (14) suppliers of which six (6) suppliers were not compliant with the Tender requirements and therefore eliminated. The remaining eight (8) suppliers met the requirements of the RFT.

Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	Yes - Other
# of Compliant Bidders/Respondents	Eight (8)
Name of Recommend Vendor/Bidder	Bedard Resources Inc. Bagg Technology Resources Inc. Bevertec CST Inc. Addecco Employment Services Altis Human Resources Inc. Nexim Healthcare Consultants Inc. Marberg Limited Staffworks Limited
Winning Bid Value + Net HST	\$400,000 – IT temporary staffing \$700,000 – General temporary staffing
Budget Source	ICT Services Division – Staffing and 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

- 1) This report recommends that the eight (8) compliant suppliers listed below be awarded a two-year contract with the option to renew for an additional one (1) year based on satisfactory performance. Suppliers will be engaged to fulfill temporary staffing on as required basis.

Approved Suppliers

Bedard Resources Inc.

Bagg Technology Resources Inc.

Bevertec CST Inc.

Addecco Employment Services

Altis Human Resources Inc.

Nexim Healthcare Consultants Inc.

Marberg Limited

Staffworks Limited

- 2) This report recommends a two (2) year spend of \$400,000 for IT temporary staffing services and a two (2) year spend of \$700,000 for general temporary staffing services, for a combined two (2) year cost of \$1,100,000.0 plus HST.



Procurement Award Report

Report Name	Request for Sharepoint Professional Services
Division	ICT Services Division
SO/Executive	S. Camacho, Chief Information Officer
Initiator/Requestor	Kevin Lobo, Senior Manager - Enterprise Systems
Report Type	Modification to existing award

Tender/RFP Information

RFP/Tender #		Value + Net HST	\$65,850.75
Term Start Date	March 1, 2020	Term End date	August 31, 2020

Description of Goods/Service or Change

Ongoing staffing support to maintain the SharePoint environment of the TCDSB. Sharepoint is the technology platform that runs the Intranet (Employee Portal), the public website and a range of internal applications.

The support will also include internal Sharepoint applications for various needs. The platforms requiring support include various versions of Sharepoint in use on premise at the TCDSB e.g. SharePoint 2010, and on the Office 365 cloud install of the Intranet and Sharepoint online.

These include Sharepoint online, Sharepoint 2010 and other supporting technologies contained within these platforms.

Procurement Process

Procurement Type	Choose an item.
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	R.D. Tempest & Company Ltd.
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 Sharepoint Professional Services to support the Sharepoint environment from March, 2020 to August, 2020 in the amount of \$65,850.75 to R.D. Tempest & Company Ltd be approved.



Procurement Award Report

Report Name	Storage Expansion for 2019-2020
Division	ICT Services
SO/Executive	S. Camacho, Chief Information Officer
Initiator/Requestor	K. Xiong, Senior Manager, ICT Services Division
Report Type	Information on existing award

Tender/RFP Information

RFP/Tender #	P-136-18	Value + Net HST	\$700,000.00
Term Start Date	February 13, 2019	Term End date	February 13, 2025

Description of Goods/Service or Change

There is an existing procurement award of RFP (P-136-18) for Enterprise Storage Solution. That award and agreement with DellEMC is for an initial five (5) years of maintenance and technical support with the option to extend one additional year (6th year). The total cost of the storage expansion for the current year 2019-2020 is \$70,260.10 inclusive of hardware, maintenance and technical support costs. The estimated requirements for additional storage capacity for the term of this award until the year 2025 is estimated to be at a total cost of \$700,000.00.

Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	4
Name of Recommend Vendor/Bidder	DellEMC
Winning Bid Value + Net HST	\$700,000.00
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

This report recommends that the estimated requirements for additional storage capacity for the term of this award until the year 2025 be approved for the estimated total cost of \$700,000.00.



Procurement Award Report

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

Tender/RFP Information

RFP/Tender #		Value + Net HST	\$196,210.00 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

Rationale for purchase of 500 Dell Chromebooks in support of student claims through Special Equipment Amount funding in the amount of \$196,210.00 plus NET HST:

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

It is expected that equipment will be initiated, 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)

Procurement Process

Procurement Type	Multiple Award/VOR
Consortium/Group Purchase	Yes - OECM
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	DELL Canada
Winning Bid Value + Net HST	\$196,210.00
Budget Source	771 SEA
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

Formal Award Recommendation

It is recommended to Board that the acquisition of 500 DELL Chromebooks in support of individual assistive technology claims, purchased through DELL Canada with funding to come through SEA (Special Equipment Amount) be approved at a cost of \$196,210.00 plus net HST.



Procurement Award Report

with Project Update

Report Name	Classroom and Office Supplies RFP Award
Report #	CS_Jan2020_Classroom and Office Supplies RFP Award
Division	Materials Management
SO/Executive	P. De Cock, Comptroller of Business Services & Finance
Initiator/Requestor	H. Chung, Senior Buyer – Materials Management V. Artuso, (Acting) Manager - Materials Management J. Charles, (Acting) Coordinator, Material Management
Report Type	New procurement award

RFP Information

RFP/Tender #	P-073-19	Value + Net HST	\$1,420,000.00
Term Start Date	December 1, 2019	Term End date	November 30, 2021

Description of Goods/Service or Change

<p>1. A Co-operative Request for Proposal (RFP) with the Durham Catholic District School Board (DCDSB) and Toronto Catholic District School Board (TCDSB) was issued for the supply and delivery of Classroom and Office supplies for schools was posted on Bids & Tenders in August 28, 2019 and closed on September 24, 2019. Seven (7) Bids were received from the following Bidders Above Ground Art Supplies, Spectrum Educational Supplies, M.A.S.T. Distribution Inc. / Canadian Education Warehouse, Office Central Inc, Brault&Bouthill (B&B), School Specialty Canada, and Corporate Express Canada, Inc., operating as Staples Advantage Canada.</p> <p>2. The RFP indicated a preference to consolidate the Board's requirements for both classroom and office consumables to a single vendor, while reserving the right to award to additional vendors by commodity groups as</p>
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the Board's interests dictated. The intent was to provide a high level of service to schools and departments, simplified ordering and a streamlined payment process for low value purchases. The Board also indicated a requirement to maintain inventory unique to the Board's requirements and for the provision of an on line/ e-commerce website for ordering and payment by Procurement Card (P-Card).

3. Bids submissions were evaluated by a team composed by the Staffs from TCDSB and DCDSB, based on the following criteria in the RFP. Samples were requested with Bidders to approve the quality of items and ensure supply of items / alternative meet the Board standard.
4. Weighted Criteria for Evaluation:
It is the Board's intention to select the highest ranking Respondent(s). The Board use weighted criteria factor for evaluation as per below:

Table A

<u>Evaluation Factor</u>	<u>Score/Weighted Percentage</u>
A: Corporate Information	5
B: Ordering	20
C: Delivery	10
D: Invoicing/reports	10
E: Environmental / Implementation / Technology	10
F: Value add / Warranty	10
G: References	5
H: Prices – Appendix A – 1 to 13 Pricing Form Each of the 13 pricing forms are evaluated individually for a score out of 30. Respondent(s) are required to bid on a minimum of one (1) Pricing Form, and must include a price for all items in the selected Pricing Form. <div>lowest price ÷ respondent's price x weighting = respondent's pricing points</div>	30
Total Points	100

Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	Yes - Other
# of Compliant Bidders/Respondents	7
Name of Recommend Vendor/Bidder	Office Central Inc, Brault&Bouthill (B&B)
Winning Bid Value + Net HST	
Budget Source	Respective school/departmental budget
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

Formal Award Recommendation

1. This report recommends that the award for the classroom and office supplies be made to the highest scoring proponents best meeting Board requirements as follows:
 - **Office Central Inc** at a total of \$1,240,000.00 for Two (2) years in for the following categories:
 - 10 Categories: Ceramics, Design Graphic, Drawing, Printmaking, Miscellaneous Art Supplies, Secondary Art Supplies, General Classroom Supplies, AV & Duplicating, Office Administration, Miscellaneous Classroom Supplies.
 - **Brault & Bouthill (B&B)** at a total of \$180,000.00 for Two (2) years in the following categories:
 - 3 Categories: Sculpture, Craft, Painting.
2. That the award for the supply and delivery of Classroom & Office supplies is made for Two (2) years period to commence December 1, 2019 until November 30, 2021, with an option to extend for an additional Three (3), One (1) year period at the Board's discretion.



Procurement Award Report

Report Name	CS_Jan2020_Renewal of Excess Indemnity WSIB Coverage
Division	Human Resources
SO/Executive	A. Della Mora, Executive Superintendent Human Resources & Employee Relations
Initiator/Requestor	M. Harrison, Sr. Coordinator, Sick Leave & Disability Department
Report Type	Information on existing award

Tender/RFP Information

RFP/Tender #		Value + Net HST	\$239,519.16
Term Start Date	January 1, 2020	Term End date	January 1, 2021

Description of Goods/Service or Change

Purchase excess indemnity coverage insurance in order to limit the TCDSB's liability against any large WSIB claims (linked to catastrophic situations).

To ensure the Board is protected from unforeseen liability, it is recommended that it renew its excess indemnity policy at a yearly premium of \$239, 519.16. This will ensure continuous coverage is in place.

Procurement Process

Procurement Type	Single/Sole Source
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Jardine Lloyd Thompson Canada Inc.
Winning Bid Value + Net HST	\$239,519.16
Budget Source	GSN Funding – expenditure budget line for benefits.
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

Formal Award Recommendation

That the Board approve the payment of an annual premium in the amount of \$239,519.16 to renew and maintain its excess indemnity WSIB coverage for the period January 1, 2020 through to January 1, 2021.



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

RECRUITMENT OF SUPERINTENDENT OF ENVIRONMENTAL SUPPORT SERVICES

“This is what the Lord says— your Redeemer, the Holy One of Israel: ‘I am the Lord your God, who teaches you what is best for you, who directs you in the way you should go.’”

Isaiah 48:17

Created, Draft	First Tabling	Review
January 8, 2020	January 16, 2020	Click here to enter a date.

Lloyd Noronha, Associate Director and Chief Financial Officer

Adrian Della Mora, Executive Superintendent, Human Resources

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

The position of Superintendent of Environmental Support Services needs to be filled on a permanent basis. Senior staff have retained a recruitment firm to assist with the search in conjunction with the ongoing recruit for a Superintendent of Capital Development and Asset Renewal. Two trustee representatives are recommended to join the Recruitment Panel. Staff further advise that it would be advantageous to the process to have the same two Trustees remain on the recruitment panel from the Superintendent of Capital Development and Asset Renewal recruit.

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

B. PURPOSE

1. To request that two Trustees be appointed to the Recruitment Panel for the Superintendent of Environmental Support Services recruit.

C. BACKGROUND

1. *In June 2019, the Board approved a reorganization of the Facilities Division.* This Division was split in to two new Divisions called 1) Capital Development and Asset Renewal, and 2) Environmental Support Services. Each new Division was to be led by a Superintendent. They are both currently led by Acting Superintendents.
2. *A staggered approach to executive recruitment was recommended.* In June 2019, the Board was advised that the Capital Development and Asset Renewal Superintendent would be the first position filled so as to stagger the start of the two new permanent superintendents. This recruit is well under way and will be wrapped up within the next 6 weeks. It is therefore prudent to begin the recruit for the second position.

D. EVIDENCE/RESEARCH/ANALYSIS

1. *Executive recruitment can be very challenging; especially for specialized positions such as Business Superintendents.* The Environmental Support Services Superintendent position requires a broad mix of skills that include

facility operations/maintenance knowledge, business acumens, extensive union/staff relation experience, financial planning, executive level managerial skills, communication skills and the ability to problem solve and provide good internal/external customer services to multiple stakeholders such as Trustees, Principals and school communities.

2. ***Senior staff are requesting the Board appoint two Trustees to the Recruitment Panel.*** As per past practice, senior staff are recommending that the Board appoint two representatives on the recruitment panel to assist in screening and interviewing potential candidates. They will be joined on the panel by the Director, the Associate Director and CFO, the Executive Superintendent of HR and an Academic Superintendent to be determined. It is further advised by staff that it would be advantageous to have the two Trustees assigned to the ongoing recruit (Trustees Di Pasquale and Di Giorgio) to this new recruit. There are several interrelationships between these Divisions and these positions and therefore having a relatively consistent recruitment panel will help ensure these interrelationships are considered in the process. The recruitment firm assisting with the recruit is also approaching the recruits as one process and therefore consultation and education of the two panels will be streamlined.

E. STAFF RECOMMENDATION

That the Board appoint two Trustee representatives on the Recruitment panel for the Superintendent of Environmental Support Services.



REPORT TO

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

**PUBLIC MEETING ROOM AUDIO/VISUAL
RENOVATION UPDATE**

"and you will know the truth, and the truth will set you free". – John 8:32

Created, Draft	First Tabling	Review
January 3, 2020	January 16, 2020	Click here to enter a date.

Steve Camacho, Chief Information Officer

INFORMATION REPORT

Vision:

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

Mission:

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

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



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

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

A. EXECUTIVE SUMMARY

In September 2019, the Board of Trustees approved the procurement award and upgrade plan of the Audio Visual equipment and associated elements in the public boardrooms at the CEC. This report serves as an update to the renovation project and a notice to the public about the upcoming renovation and operation plan for the main boardroom.

The Main Boardroom requires the most significant amount of work of all rooms. Now that staff have more detailed information from the lead contractor; staff can provide an updated construction schedule and operation plan during renovations.

The updated schedule for the Main Boardroom is about 6 weeks later than originally planned because of some delays with millwork. During the renovation of the main boardroom public meetings will be held in the Catholic Teacher Centre Boardroom (CTC). The other 3 rooms are being completed as per the originally planned schedule.

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

B. PURPOSE

1. The purpose of this report is to provide an update to the public meeting room renovation project and to provide notice to Trustees and the public about the upcoming renovation and operation plan for the main boardroom.

C. BACKGROUND

1. In September 2019, the Board of Trustees approved the procurement award and upgrade plan of the Audio Visual equipment and associated elements in the public boardrooms at the CEC.
2. The rooms in the project scope include the Main Boardroom, the Large Committee Room, Michael Cornacchia Room (small committee room), and the Catholic Teachers Centre Boardroom. Renovations for all rooms have been staggered to minimize disruptions to meeting schedules; however, the closing of each room was always contemplated within the renovation plan.

3. The Main Boardroom requires the most significant amount of work of all rooms. Now that staff have more detailed information from sub-trades, the lead contractor has provided staff with an updated construction schedule. The updated schedule for the Main Boardroom is about 6 weeks later than originally planned because of some delays with millwork. The other 3 rooms are being completed as per the originally planned schedule.
4. Despite the delay, the overall project remains within the budget approved by the Board of Trustees in September 2019.

D. ROOM UPDATES AND ACTON PLAN

1. The Catholic Teacher Centre Boardroom renovation was completed in October and November as planned and is now fully operational with upgraded equipment. Upgrades include dual screens, projectors, ceiling microphones, audio conferencing, and sound throughout the room. The room is now also equipped with a “hearing assist” sound system to accommodate trustees and members of the public with hearing disabilities.
2. The Michael Cornacchia Room (small committee room) renovation was completed in December as planned and is now fully operational with upgraded equipment. Upgrades include LCD screen, ceiling microphones, audio conferencing, and sound. The room is now also equipped with a “hearing assist” sound system to accommodate trustees and members of the public with hearing disabilities.
3. Large Committee Room will be renovated from Monday, Jan. 13, 2020 through Friday, Feb. 7, 2020. During the renovation window above, staff will make the following changes to meeting locations:
 - a. Audit, Governance and Policy Committee (GAP), Special Education Advisory Committee (SEAC) will be moved to the CTC Boardroom. Private session of Board and standing committee meetings will be held in CTC Boardroom.
 - b. The public sessions will continue in the main boardroom during the renovation window. The main boardroom cannot be used for the private session before the meeting as it takes some time to transition to initiate public sessions which would delay the meeting start time.

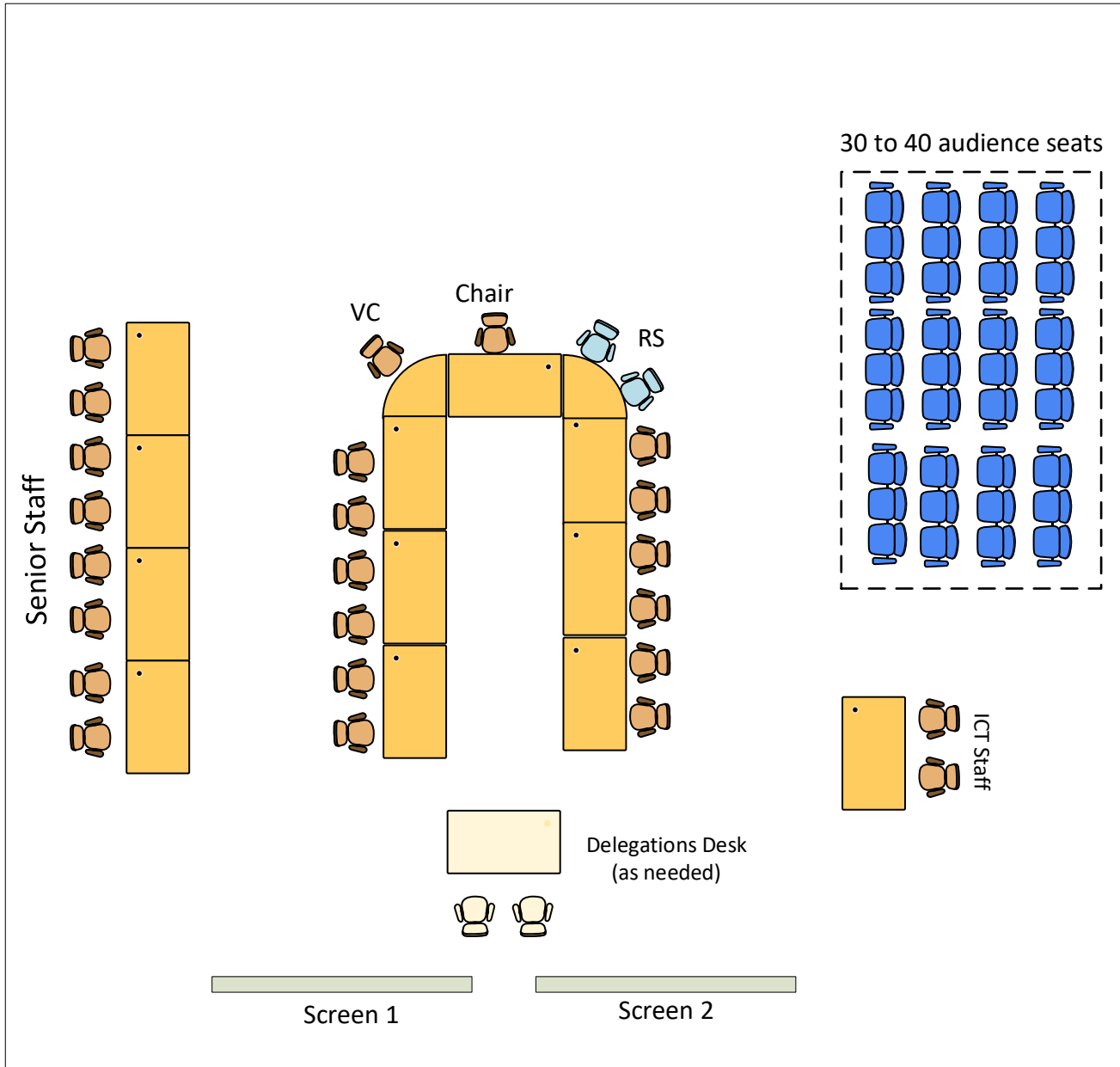
4. The Main Boardroom will be renovated from Friday, Feb. 21, 2020 through to Thursday, April 9, 2020. During the renovation window above, staff will make the following changes:
 - a. All public Board and standing committee meetings will be moved to the CTC (4 meetings).
 - b. Public Board and committee meetings will be recorded in the CTC as per normal practices.
 - c. All private sessions will be held in the Large Committee room as the renovations in that room will be complete by then.
5. When using the CTC boardroom for public meetings, Trustees and the public should carefully note the following:
 - a. There will be no individual mics for trustees and staff. There are mics in the ceiling that will automatically pick-up the person speaking
 - b. As a result of the overhead mics, the meeting Chair will need to ask staff, trustees, and audience members to avoid side discussions as much as possible. Notices will be posted and reminders will be given at the beginning of the meetings.
 - c. The chair of the meeting will need to keep a manual speakers list similar to what is done in private session.
 - d. Speakers will be asked to stand, if able to do so, to ensure they are identified as “having the floor”
 - e. Trustee desks will be positioned, so they are in horseshoe pattern similar to the main boardroom; however, the space for each trustee will be limited. See Appendix A for a layout overview.
 - f. Wi-Fi will be available for trustees and the public
 - g. A timer will be available for the meeting similar to the main boardroom.
 - h. There will be seating for approximately 30 to 40 members of the public
 - i. Because of space constraints, there will be minimal senior staff seating in the meetings held in CTC. As a result, only key members of senior staff and those with reports on the agenda will be asked to attend.
6. Information about the room changes will be shared on the TCDSB website, e-news, and social media.

E. CONCLUDING STATEMENT

This report is for the consideration of the Board and.

Appendix A

Boardroom Layout for public meetings in the CTC



Notes

- Mics in the ceiling throughout room
- Trustees in seats by ward #



REPORT TO

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

**RENTAL OF SURPLUS SCHOOL SPACE POLICY
B.R.01 ANNUAL REPORTING REQUIREMENT**

And Mary said: “My soul glorifies the Lord and my spirit rejoices in God my Savior, for the Mighty One has done great things for me— holy is his name. **Luke 1:46-47, 49 NIV**

Created, Draft	First Tabling	Review
January 7, 2020	January 16, 2020	Click here to enter a date.

N. D’Urzo, Senior Manager, Real Property
E. Pallotta, Senior Coordinator of Development Services
M. Loberto, Superintendent of Planning & Development Services

INFORMATION REPORT

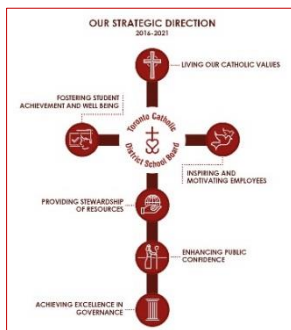
Vision:

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

Mission:

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

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



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

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

A. EXECUTIVE SUMMARY

The TCDSB currently has five (5) surplus school properties and six (6) unoccupied school properties. Four (4) surplus school properties are leased with staff working on leasing out fifth property in early 2020. Two (2) unoccupied school properties are being held for emergency purposes; four (4) are being used as potential holding schools for temporary accommodation; and one (1) is under design development for a capital construction project.

The cumulative staff time required to prepare this report was 6 hours

B. PURPOSE

This report addresses the requirement for an annual report, as per TCDSB **Policy B.R01 Rental of Surplus School Space**.

C. BACKGROUND

1. *The TCDSB has a Policy that governs how surplus school properties are treated.* Policy B.R.01 Rental of Surplus School Space & Properties provides details on regulations for which the Board is required to adhere to when the Board makes a decision to lease, license or otherwise make available surplus school space which has been declared surplus to the educational needs of the Board.
2. *The treatment of surplus school properties is also rooted in legislation.* Ontario Regulation 444/98, made under the Education Act, governs how School Boards dispose of surplus school property. Through Ontario Regulation 444/98, Disposition of Surplus Real Property, School Boards follow a two-step process to dispose of a property. The first step must be to offer it to public agencies, coterminous school boards and preferred agencies where public entities have 90 days to express interest in the property and an additional 90 days to submit an offer. The sale price must be at fair market value or some lesser amount as determined by the Regulation. If the Board does not receive an offer from the bodies listed above within the above 90-day or 180-day period, the Board may move to the second step and dispose the property, subject to the approval of the Minister, to any other body or person.

D. EVIDENCE/RESEARCH/ANALYSIS

1. *In the past few years, TCDSB has declared five (5) school properties surplus to its long term needs and six (6) properties that are purposefully being held as vacant.* The surplus properties have been circulated to public agencies, coterminous boards and preferred agencies in accordance with the Regulation. Table 1 provides the details of the surplus properties and Table 2 provides the details of the vacant properties.

Table 1: Surplus School Properties

Property	Current Status
Christ the King	Vacant. Circulated for sale to public agencies in accordance with <i>Regulation</i> . Not sold. Required for temporary pupil accommodation for the capital replacement of St. Leo C.S.
Senhor Santo Cristo	Circulated for lease to those agencies in accordance with the <i>Regulation</i> . No offers received from public agencies. Currently leased to University of Toronto Schools.
St. Gerard Majella	Circulated for lease to those agencies in accordance with the <i>Regulation</i> . No offers received from public agencies. Currently leased to a Private school. Leased as of August 2017.
St. Leonard	Circulated for lease to those agencies in accordance with the <i>Regulation</i> . Offer received from Conseil Scolaire Viamonde. Leased as of July 2018.
Don Bosco	Circulated for lease to those agencies in accordance with the <i>Regulation</i> . No offers from public agencies. Proposal for Lease issued. Currently in lease negotiations, results of which will be presented in a further report to Board.

Table 2: Unoccupied School Properties

SCHOOL	STATUS
St. Bernadette	TCDSB Long Term Accommodation Plan identifies as “Core Hold” for emergency purposes.
St. Veronica	TCDSB Long Term Accommodation Plan identifies as “Core Hold” for emergency purposes.
Holy Redeemer	Required for potential temporary pupil accommodation due to capital construction projects.
St. Philip Neri	Required for potential temporary pupil accommodation due to capital construction projects.
Buttonwood Hill Public School	Acquired in 2019 from TDSB, existing tenants to vacate in July 2020. Submitted to the Ministry of Education for Capital Priority funding. Required for potential temporary pupil accommodation due to capital construction projects.
Nelson A. Boylen	Acquired in 2019 from TDSB. Required for potential temporary pupil accommodation due to capital construction projects. Currently in design stage.

The Board also acquired Baycrest Public School from the Toronto District School Board in September 2019 to construct a new elementary school to accommodate current and future enrolment pressures in the Lawrence Heights area west of Bathurst Street. The TDSB will remain in the facility until December 2020.

2. ***The ability to surplus additional properties is impacted by the moratorium on school closures.*** Resulting from a Ministry decision to review and revise Pupil Accommodation Review Guidelines, in 2017, a moratorium on school closures has been in place until completion of that review, which impacts the availability of surplus properties going forward.

E. CONCLUDING STATEMENT

This report is for the consideration of Board.

357-2019-3001

Ms. Maria Rizzo
Chair of the Board
Toronto Catholic District School Board
c/o Ms. Paola Botticella
Email: paola.botticella@tcdsb.org

Dear Ms. Rizzo:

Thank you for your letter seeking an update on the federal government's funding commitment announced in June 2019.

The Ministry of the Environment, Conservation and Parks (MECP), working with the Ministry of Education (EDU), continues to negotiate an agreement with Environment and Climate Change Canada (ECCC) to redistribute funds under the Climate Action Incentive Fund to Ontario school boards. As we work towards reaching an agreement with ECCC, we remain aware of the concerns of school boards with respect to the timeline for the release of these funds. All details on funding arrangements and terms will be made available when an agreement is reached with the federal government.

We note that Ontario continues to make significant investments to support the repair and renewal of school facilities, investing \$1.4 billion for the 2019-20 school year, and many of these investments will improve the overall energy efficiency of school facilities.

On November 29, 2018, our government released for consultation a living document, our [Made-in-Ontario Environment Plan](#). We continue to work on it so we protect our air, land and water, address litter and reduce waste, support Ontarians to continue to do their share to reduce greenhouse-gas emissions, and help communities and families prepare for the impacts of climate change.

I have shared this response with my colleague, the Honourable Stephen Lecce, Minister of Education, for his information.

I trust this information is helpful in addressing your concerns.

Sincerely,

Jeff Yurek
Minister of the Environment, Conservation and Parks

c: The Honourable Stephen Lecce, Minister of Education

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 & 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

13	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
14	September (A)	Corporate Services	Capital Program Update	A.D. Facilities, Business, Community Development
15	September (A)	Corporate Services	Delegated Authority Update Report	A.D. Facilities, Business, Community Development
16	October (A)	Corporate Services	Trustee Honorarium Report	A.D. Facilities, Business, Community Development
17	November (A)	Corporate Services	Legal Fees Report	A.D. Facilities, Business, Community Development
18	November (A/Q)	Corporate Services	Audited Financial Statement and Financial Status Update #4	A.D. Facilities, Business, Community Development
19	December (A)	Corporate Services	Budget Series Report: Revised Budget Estimates for the Current Fiscal Year	A.D. Facilities, Business, Community Development
20	December (A)	Corporate Services	Annual Investment Report	A.D. Facilities, Business, Community Development

**CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY
PENDING LIST TO JANUARY 16, 2020**

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	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 (Senator O'Connor College School Estate Building (Ward 11))	Associate Director of Facilities, Business & Comm. Dev & CFO