

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

## AGENDA February 13, 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

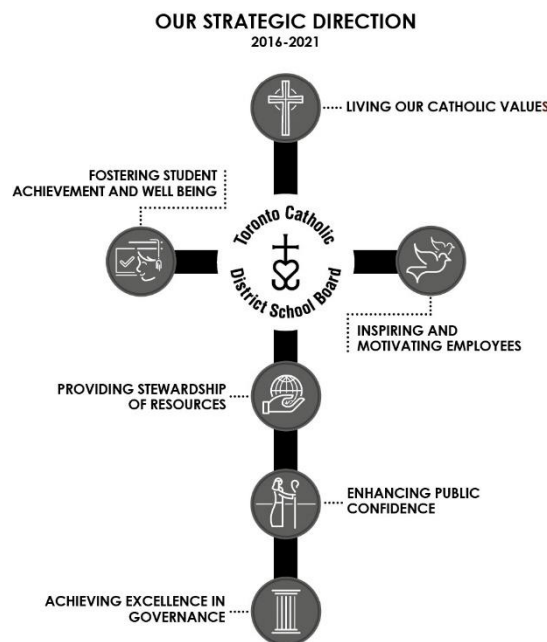
**Teresa Lubinski**  
Trustee Ward 4

**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**  
**Assistant Recording Secretary: Sarah Pellegrini, 416-222-8282 Ext. 2207**

**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, February 13, 2020

7:00 P.M.

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Pages

1. Call to Order
2. Opening Prayer (Chair or Designate)
3. Singing of O Canada
4. Roll Call and Apologies
5. Approval of the Agenda
6. Report from Private Session
7. Declarations of Interest
8. Approval & Signing of the Minutes of the Meeting held January 16, 2020  
for Public Session
9. Delegations
10. Presentation
11. Notices of Motion
12. Consent and Review

1 - 32

**13. Unfinished Business**

**14. Matters referred or deferred**

From the January 16, 2020 Corporate Services, Strategic Planning and Property Meeting

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|------|---|---------|
| 14.a | Rental of Surplus School Space Policy B.R.01 Annual Reporting Requirement (Information)   | 33 - 36 |
| 14.b | Communication from Jeff Yurek, Minister of Environment, Conservation and Parks regarding Toronto Catholic District School Board Funding Timelines | 37      |

**15. Staff Reports**

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| 15.a | Environmental Committee Trustee Appointment (Recommendation) | 38 - 41 |
| 15.b | Monthly Procurement Approvals (Recommendation)               | 42 - 75 |
| 15.c | 2019-20 First Quarter Financial Status Update (Information)  | 76 - 88 |

**16. Listing of Communications**

**17. Inquiries and Miscellaneous**

**18. Updating of the Pending Lists**

- |      |   |         |
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| 18.a | Annual Calendar of Reports and Policy Metrics | 89 - 90 |
| 18.b | Monthly Pending List                          | 91      |

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

**20. Closing Prayer**

**21. Adjournment**

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

**HELD THURSDAY, JANUARY 16, 2020**

### **PRESENT:**

#### **Trustees:**

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

#### **Student Trustees:**

T. Dallin  
K. Nguyen

#### **Staff:**

R. McGuckin  
D. Koenig  
L. Noronha  
A. Della Mora  
S. Camacho  
S. Campbell  
P. De Cock  
C. Fernandes

D. Friesen  
 M. Loberto  
 M. Meehan  
 S. Vlahos

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

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

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

An apology was extended on behalf of Trustee Li Preti.

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

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that the Agenda, as amended to include the Addendum, reorder Item 15b) 2020-2021 School Relocations Plan after Item 9) Delegations, and that Robin Martin, Member of Provincial Parliament for Eglington-Lawrence, be added to the list of delegations.

The Chair ruled that additional delegations would not be considered until all the registered delegations have taken place.

Results of the Vote taken, as follows:

#### **In favour**

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

#### **Opposed**

Di Giorgio

Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**6. Report from Private Session**

MOVED by Trustee Crawford, seconded by Trustee Di Giorgio, that the Items discussed in PRIVATE Session be approved as follows:

Results of the Vote taken regarding Item 13a) of the PRIVATE Agenda, as follows:

**In favour**

**Opposed**

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

Item 13a) was declared

CARRIED

Trustees Del Grande, Kennedy and Rizzo left the horseshoe at 7:27 pm due to a Declaration of Interest in Items 13b) and 13c) of the PRIVATE Agenda.

Results of the Vote taken regarding Item 13b), as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
Di Giorgio  
Di Pasquale  
Martino  
Tanuan

de Domenico  
Lubinski

Item 13b) was declared

CARRIED

Results of the Vote taken regarding Item 13c), as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
De Domenico  
Di Giorgio  
Di Pasquale



Lubinski  
Martino  
Tanuan

Item 13c) was declared

CARRIED

Trustees Del Grande, Kennedy and Rizzo returned to the horseshoe at 7:28 pm.

**7. Declarations of Interest**

Trustees Del Grande, Kennedy and Rizzo declared an interest in Item 15c) Update on Employee Paid Parking as they have family members who are employees of the Board.

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

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

MOVED by Trustee Crawford, seconded by Trustee Martino, that the Minutes of the Meeting held December 11, 2019 for PUBLIC Session be approved with the following amendment:

Page 1: That the Trustees list be revised to reflect Trustees Del Grande and Crawford as Chair and Vice-Chair respectively.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

**9. Delegations**

MOVED by Trustee Rizzo, seconded by Trustee de Domenico, that Item 9a) be adopted as follows:

**9a) Carla Amodio regarding Relocation of Loretto Abbey received.**

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico

Del Grande  
 Di Giorgio  
 Di Pasquale  
 Kennedy  
 Lubinski  
 Martino  
 Rizzo  
 Tanuan

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

MOVED by Trustee Rizzo, seconded by Trustee Lubinski, that Item 9b) be adopted as follows:

**9b) Suzan Halasz regarding 2020-2021 Relocation Plans** received.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

Kennedy  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

Trustees Lubinski and Martino left the horseshoe at 8:05 pm.

MOVED by Trustee Rizzo, seconded by Trustee de Domenico, that Items 9c) and 9d) be adopted as follows:

- 9c) **Hannah Pereira regarding Loretto Abbey Relocation** received; and
- 9d) **Ciara Romano regarding Relocation of Loretto Abbey** received.

Trustee Martino returned to the horseshoe at 8:06 pm.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

Kennedy  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

Trustee Lubinski returned to the horseshoe at 8:10 pm.

MOVED by Trustee Di Giorgio, seconded by Trustee de Domenico, that Item 9e) be adopted as follows:

- 9e) Elise Latour regarding Upcoming Loretto Abbey Construction and Relocation** received.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

Tanuan

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

MOVED by Trustee Rizzo, seconded by Trustee Martino, that Item 9f) be adopted as follows:

**9f) Theresa Cook regarding Relocation of Loretto Abbey received.**

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

MOVED by Trustee Di Giorgio, seconded by Trustee Rizzo, that Item 9g) be adopted as follows:

- 9g) Marisa Chiera Fiumara regarding Relocation of Loretto Abbey** received.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

MOVED by Trustee Rizzo, seconded by Trustee Lubinski, that Item 9h) be adopted as follows:

**9h) Bernie Ledic regarding Loretto Abbey Construction Project and Relocation of Students received.**

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.



MOVED by Trustee Rizzo, seconded by Trustee Tanuan, that Item 9i) be adopted as follows:

- 9i) **Madeleine Moore regarding Renovations of Loretto Abbey Secondary School** received.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

MOVED by Trustee Rizzo, seconded by Trustee Tanuan, that Item 9j) be adopted as follows:

**9j) Glen Marshall regarding the Temporary Closing and Relocation of Loretto Abbey received.**

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

MOVED by Trustee Di Giorgio, seconded by Trustee Rizzo, that the additional delegates be allowed to speak.

Results of the Vote taken to allow Cathy Tempesta, Elizabeth Keenan and Maureen Bellmore to delegate on Loretto Abbey, as follows:

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

Based on 2/3 majority vote required, the Motion was declared

LOST

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

Results of the Vote taken to allow Allan Silva to delegate on Education, as follows:

<b><u>In favour</u></b>	<b><u>Opposed</u></b>
Trustees Crawford	
D'Amico	
De Domenico	
Del Grande	
Di Giorgio	
Di Pasquale	
Kennedy	

Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Results of the Vote taken to allow Dennis Padinha to delegate on Dante Alighieri School, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

MOVED by Trustee Rizzo, seconded by Trustee Di Giorgio, that Item 9k) be adopted as follows:

- 9k) Dennis Padinha regarding Relocation of Dante Alighieri School** received.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that MPP Robin Martin be allowed to delegate.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

MOVED by Trustee Di Giorgio, seconded by Trustee Tanuan, that Item 9l) be adopted as follows:

**9l) Allan Silva regarding Education received.**

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Item 9m) be adopted as follows:

- 9m) Robin Martin, MPP for Eglinton-Lawrence, regarding Relocation of Loretto Abbey and Dante Alighieri Catholic Schools received.**

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

**15. Staff Reports**

MOVED by Trustee Rizzo, seconded by Trustee Di Giorgio, that Item 15b) be adopted as follows:

**15b) 2020-2021 School Relocations Plan:**

That consultation begin on local issues with the affected school communities;

That an inclusive communication and consultation process for Loretto Abbey and Dante Alighieri occur; and



That all options be explored for Loretto Abbey and Dante Alighieri, and that a report on relocation come back at the February 13, 2020 Corporate Services, Strategic Planning and Property Committee meeting or the February 20, 2020 Board meeting, and a report on Dante Alighieri come back at the March 12, 2020 or April 16, 2020 Corporate Services, Strategic Planning and Property Committee meeting.

MOVED in AMENDMENT by Trustee Lubinski, seconded by Trustee Rizzo, that the St. Leo and Holy Angels projects in Items 3 and 4, page 35 of the Report, proceed.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Crawford, that a fulsome consultation take place as soon as possible with St Matthias and Our Lady of Guadalupe communities on decisions that are pending that relate to the new building.

Trustee Rizzo requested that the AMENDMENT regarding St. Leo and Holy Angels projects be split.

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

**In favour**

**Opposed**

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

The AMENDMENT was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

Results of the Vote taken on the AMENDMENT regarding the St. Leo project, as follows:

**In favour**

**Opposed**

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

de Domenico

The AMENDMENT was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

Results of the Vote taken on the AMENDMENT regarding the Holy Angels project, as follows:

**In favour**

**Opposed**

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

de Domenico  
Di Pasquale

The AMENDMENT was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

MOVED by Trustee Rizzo, seconded by Trustee D'Amico, that staff provide answers to the questions submitted by Trustee Rizzo prior to presenting the report.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico

Martino

Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Lubinski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustee Crawford left the horseshoe at 9:43 pm and returned at 9:53 pm.

Trustees D'Amico and Martino left the horseshoe at 9:58 pm and returned at 10:04 pm.

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

**In favour**

**Opposed**

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

The Motion, as amended, was declared

CARRIED

Student Trustees Dallin and Nguyen wished to be recorded as voted in favour of the Motion.

Trustee de Domenico left the horseshoe at 10:07 pm.

## 12. **Consent and Review**

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

- 15c) Update on Employee Paid Parking – Trustee Di Giorgio; and
- 15e) Recruitment of Superintendent of Environmental Support Services – Trustee de Domenico

MOVED by Trustee Crawford, seconded by Trustee D’Amico, that the Items not held be received and that the Staff Recommendations be approved.

Results of the Vote taken, as follows:

### **In favour**

### **Opposed**

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

The Motion was declared

CARRIED

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

**15a) Student Information System:**

1. 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;
2. That a contract be awarded to Fujitsu Canada for implementation of the Aspen SIS in line with the overall Project budget; and
3. 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 four years of the contract and \$1.08M for the last year six years; and

**15d) Monthly Procurement Approvals - January 2020** that the Board of Trustees approve all procurement activities/awards listed in Appendix A of the report.

The Chair declared a five-minute recess prior to resolving into DOUBLE PRIVATE Session.

**PRESENT: (Following DOUBLE PRIVATE Session)**

**Trustees:**

N. Crawford, Acting Chair  
 F. D'Amico  
 M. de Domenico  
 M. Del Grande  
 D. Di Giorgio  
 N. Di Pasquale – via Teleconference

A. Kennedy  
T. Lubinski  
J. Martino  
M. Rizzo

Trustees Del Grande, Kennedy and Rizzo left the horseshoe at 11:35 pm due to a Declaration of Interest in Item 15c), as earlier indicated.

Trustee Lubinski left the horseshoe at 11:35 pm.

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

**15c) Update on Employee Paid Parking:**

1. That should employee paid parking be included in the central collective agreement with Ontario English Catholic Teachers Association (OECTA), the implementation of such a program for Toronto Catholic District School Board (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; and
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.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Di Pasquale  
Martino

Di Giorgio

The Motion was declared

CARRIED

Trustees Del Grande, Kennedy, Lubinski and Rizzo returned to the horseshoe at 11:45 pm.

Trustee Di Giorgio left the horseshoe at 11:45 pm.

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

- 15e) Recruitment of Superintendent of Environmental Support Services** that the Board appoint Trustees de Domenico and Di Pasquale as representatives on the Recruitment panel for the Superintendent of Environmental Support Services.



Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

MOVED by Trustee Lubinski, seconded by Trustee Kennedy, that all remaining Items be deferred to the February 13, 2020 Corporate Services, Strategic Planning and Property Committee meeting, and that Item 15f) be referred to the January 23, 2020 Board meeting.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

Lubinski  
Martino  
Rizzo

The Motion was declared

CARRIED

**ITEMS AS CAPTURED IN ABOVE MOTION**

- 15f) Public Meeting Room Audio/Visual Renovation Update;
- 15g) Rental of Surplus School Space Policy B.R.01 Annual Reporting Requirement; and
- 16a) Communication from Jeff Yurek, Minister of Environment, Conservation and Parks regarding TCDSB Funding Timelines

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

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, 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 Pasquale  
Kennedy

Lubinski  
Martino  
Rizzo

The Motion was declared

CARRIED

Trustee de Domenico left the horseshoe at 11:55 pm.

## 21. Adjournment

MOVED by Trustee Lubinski, seconded by Trustee Kennedy, that the meeting be adjourned.

Results of the Vote taken, as follows:

### **In favour**

### **Opposed**

Trustees Crawford  
D'Amico  
Del Grande  
Di Pasquale  
Kennedy  
Lubinski  
Rizzo

The Motion was declared

CARRIED

---

SECRETARY

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CHAIR



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

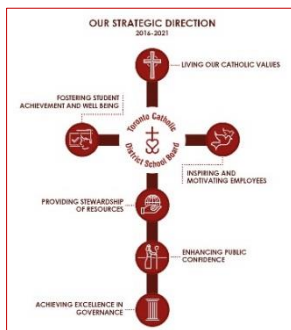
#### Vision:

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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**

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
<b>Christ the King</b>	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.
<b>Senhor Santo Cristo</b>	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.
<b>St. Gerard Majella</b>	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.
<b>St. Leonard</b>	Circulated for lease to those agencies in accordance with the <i>Regulation</i> . Offer received from Conseil Scolaire Viamonde. Leased as of July 2018.
<b>Don Bosco</b>	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
<b>St. Bernadette</b>	TCDSB Long Term Accommodation Plan identifies as “Core Hold” for emergency purposes.
<b>St. Veronica</b>	TCDSB Long Term Accommodation Plan identifies as “Core Hold” for emergency purposes.
<b>Holy Redeemer</b>	Required for potential temporary pupil accommodation due to capital construction projects.
<b>St. Philip Neri</b>	Required for potential temporary pupil accommodation due to capital construction projects.
<b>Buttonwood Hill Public School</b>	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.
<b>Nelson A. Boylen</b>	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](mailto: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



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### ENVIRONMENTAL COMMITTEE TRUSTEE APPOINTMENT

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

Created, Draft	First Tabling	Review
February 4, 2020	February 13, 2020	

R. MacDonald, Manager, Central Services  
K. Elgharbawy, Senior Coordinator, Innovation and Service Delivery  
M. Farrell, (Acting) Superintendent, Environmental Support Services

### RECOMMENDATION REPORT

#### Vision:

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of Academic Affairs

L. Noronha  
Associate Director of Facilities,  
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Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

The Toronto Catholic District School Board believes in the critical role that our Catholic schools play in promoting environmental responsibility and in providing leadership and direction for the protection and conservation of the environment.

TCDSB Environment Steering Committee has been meeting periodically during the school year to promote a stronger commitment to the protection and conservation of the environment. Committee members include students, staff and TCDSB partners and stakeholders.

This report recommends that a Trustee be appointed to the Environmental Committee in accordance with B.M.06 Environmental Practice policy.

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

## **B. PURPOSE**

This report recommends that a Trustee be appointed to serve on the Environmental Committee.

## **C. BACKGROUND**

1. In 1998, the Environmental Policy was established to help maintain and promote the TCDSB as a community leader in environmental stewardship and sustainability. The Environmental Policy and Committee was revised in 2014 in order to align with provincial policies.
2. In 2019, the Board approved a revised Environmental Practice policy B.M.06. The composition of the committee has been amended to provide for the addition of a Trustee representative.
3. Through the Environmental Committee, TCDSB has made a significant commitment towards reducing its environmental footprint through on-going initiatives and by implementing industry leading practices that support the Board's environmental plan which is improving the classroom environment while reducing expenses and carbon emissions. The success of many of these ongoing initiatives is due to the assistance of TCDSB staff and students.

- Ontario Certified EcoSchools
- Energy & Water Conservation
- Waste Minimization
- School Ground Greening
- Environmental Awareness
- School Travel Planning – i.e. walk to school days
- Curriculum & Environmental Stewardship

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

1. Membership of the Environmental Committee is comprised of representatives across various departments, multiple employee groups, students and parents.
2. The Committee's goals, intended to increase staff and student engagement and foster environmentally responsible stewardship, are as follows:
  - i. promote dialogue and discussion on issues relating to the environment and sustainability;
  - ii. dedicating resources to the delivery of integrated environmental curriculum and programs; and
  - iii. support environmentally appropriate behaviour and operational practices.
3. The Committee will continue to support and promote environmental stewardship through their individual employee and stakeholder groups, including but not limited to:
  - School Ground Greening by improving the amount of green space by reducing the amount of hard surfaces on school property
  - Recycling Programs:
    - Take Back the Light Program – Recycling of all used light bulbs
    - Recycling program of Toner Cartridges for Photocopiers and Printers
    - Recycling program of obsolete electronics
    - Recycling program of surplus school equipment and furniture
    - Surplus Assets Disposal
  - Reduce the energy consumption in schools for natural gas and electricity by 11% over 5 years which will reduce greenhouse emissions

- Introduce renewable energy sources to the schools as a learning opportunity
  - Elimination of Bottled Water from TCDSB sites
  - Increase the Board's waste diversion rate by 5% each year
  - Transportation Demand Plan – active and sustainable transportation
  - Waste Free Lunch Program
4. Through this Committee, students and staff in all schools and Board departments can utilize informed decision-making with our community partners to become environmentally responsible citizens in a safe, healthy and sustainable environment.

## **E. STAFF RECOMMENDATION**

That a Trustee representative be appointed as a member of the Environmental Committee in accordance with Policy B.M.06 until the next Caucus of the Board in fall 2020.



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 21, 2020	February 13, 2020	<a href="#">Click here to enter a date</a>
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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**D. Koenig**  
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**L. Noronha**  
Associate Director of Facilities,  
Business and Community  
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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 **January 8, 2020** 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	CS_Feb2020_Ren 2019 027 St. Timothy Catholic School Chiller Circuit Replacement Budget Approval and Contractor Award	Daikan Applied Canada Inc.	New procurement award	Chiller circuit #2 repairs at St Timothy Catholic School.	\$81,135.00
			New Budget	This project was not included in the approved Renewal plan as the chiller circuit failure was unexpected.	\$81,135.00
2	CS_Feb2020_Ren 2019 053 St. John Paul II Catholic Secondary School Locker Replacement Contractor Award	GRB Storage System	New procurement award	Locker replacement at St. John Paul II Catholic Secondary School	\$367,571.68
			Budget Increase	Increased material costs and additional scope of lockers within the change rooms and barrier free lockers.	\$115,852.48
3	CS_Feb2020_Ren 2019 061 St. Marguerite Bourgeoys Catholic School Public Address System Upgrade Contract Award	Barrie Communication Ltd	New procurement award	Upgrade the Public Address System at St. Marguerite Bourgeoys Catholic School	\$96,108.04



## Appendix A

No.	Report Name	Vendor Name(s)	Type	Description	Amount
4	CS_Feb2020_Ren 2019 063 Our Lady of Sorrows Catholic School Exterior Wall Remediation Contractor Award	Morosons Construction Ltd.	New procurement award	The exterior wall remediation at Our Lady Of Sorrows Catholic School.	\$410,904.89
5	CS_Feb2020_Ren 2019 054 St. Isaac Jogues Catholic School Roof Replacement Contractor Award	Nortex Roofing Ltd.	New procurement award	Complete roof replacement at St. Isaac Jogues Catholic School.	\$400,978.00
			Budget Increase	Increase due to increase construction cost (for material & labour).	\$98,049.48
6	CS_Feb2020_Ren 2019 057 Chaminade College Locker Replacement Contractor Award	GRB Storage Systems	New procurement award	Replacement of lockers at Chaminade College.	\$350,899.17
			Budget Increase	Increase in project budget is due to increase scope and extensive asbestos removal.	\$87,434.97

## Appendix A

No.	Report Name	Vendor Name(s)	Type	Description	Amount
7	CS_Feb2020_Ren 2019 052 St. Patrick Catholic Secondary School Locker Replacement Contractor Award	GRB Storage Systems	New procurement award	Replacement of lockers at St. Patrick Catholic Secondary School	\$299,022.32
			Budget Increase	Increased budget due to increased material costs, 150 additional lockers, and 10 barrier free lockers.	\$115,279.52
8	Mai 2019 003 Fire Equipment and Fire Suppression Equipment Inspections	Onyx Fire Protection	New procurement award	Fire Equipment and Fire Suppression Inspection at various locations	\$205,450.91
9	Ope 2019 011 Fencing Program Unit-Price Contract First Year Extension	Beauty Fence	New procurement award	Unit-price fencing contract as required at all TCDSB locations - 1 year contract extension.	\$175,000.00
10	HVAC System Consultant Award at Loretto Abbey	SAB Engineering	New procurement award	Consultant for HVAC system replacement at Loretto Abbey.	\$125,146.00



## Procurement Award Report with Project Update

Report To	Corporate Services
Report Name	CS_Feb2020_Ren 2019 027 St. Timothy Catholic School Chiller Circuit Replacement Budget Approval and Contractor Award
Report #	Ren 2019 027
Division	Capital Development and Asset Renewal
SO/Executive	D. Friesen, (Acting) Superintendent of Capital Development and Asset Renewal
Initiator/Requestor	A. Birhane, Maintenance Service Manager East
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	N/A	Value incl. Net HST	\$73,634.88
Term Start Date	February 13, 2020	Term End date	April 30, 2020

### Description of Goods/Service or Change

Repair of Chiller circuit #2, consisting of the replacement of the compressor, output relay, condenser fan motor and contactor.

In September 2019 an RFQ invitation was issued for circuit #2 chiller repairs at St Timothy Catholic School. Currently the chiller is running on circuit #1 only and cannot handle the full load during peak cooling. Four (4) contractors were invited to the RFQ however only two (2) submitted quotations.

This project was not included in the approved Renewal plan as the chiller circuit failure was unexpected. Project budget approval is required as well as contract award. The project needs to proceed as soon as possible to ensure the

## Appendix A

replacement is completed before the start of the cooling season. This project will be implemented and supervised by the Maintenance Department

### Bidding Summary

Company Name	Subtotal	net HST	Total
<b>Daikan Applied Canada Inc</b>	<b>\$72,078</b>	<b>\$1,556.88</b>	<b>\$73,634.88</b>
Pipe All Plumbing and Heating Ltd.	\$77,700	\$1,678.32	\$79,378.32

### Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	2
Name of Recommend Vendor/Bidder	Daikan Applied Canada Inc.
Winning Bid Value Incl. Net HST	\$73,634.88
Budget Source	School Renewal Allocation
Budget Source approval (Report & Date)	N/A
Under/Over Budget	Budget Increase required

### Formal Award Recommendation

1. That the chiller circuit #2 repairs at St Timothy Catholic School be awarded to Daikan Applied Canada Inc. for the quoted amount of \$72,078.00 plus net HST of \$1,556.88 for a total amount of \$73,634.88

**Funding Statement**

<b>St. Timothy - (All amounts include net HST)</b>		
	<b>Cost</b>	<b>Balance</b>
Approved Project Budget A		\$0.00
Consulting Fees	\$0.00	
Technical Development Allowance	\$0.00	
Construction Cost	\$73,634.88	
Contingency Allowance	\$7,500.12	
Total Project Cost		\$81,135.00
<b>Balance</b>		<b>(\$81,135.00)</b>

Project Budget Change Needed?	Yes
Budget Change Amount	\$81,135.00

**Formal Budget Change Recommendation**

<ol style="list-style-type: none"> <li>1. That a project budget in the amount of \$81,135.00 for the repair of Chiller circuit #2 at St. Timothy Catholic School be approved.</li> <li>2. That the project budget include a contingency allowance of \$7,500.12.</li> <li>3. That funds be made available from the School Renewal Allocation, contingency for unplanned projects in the 2019-2020 School Renewal Plan.</li> </ol>
---



## Procurement Award Report with Project Update

Report To	Corporate Services, Strategic Planning And Property Committee
Report Name	CS_Feb2020_Ren 2019 053 St. John Paul II Catholic Secondary School Locker Replacement Contractor Award
Report #	Ren 2019 053
Division	Capital Development and Asset Renewal
SO/Executive	D. Friesen, (Acting) Superintendent of Capital Development and Asset Renewal
Initiator/Requestor	A. Ruscetta, Renewal Project Supervisor
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	P-012-20	Value Incl. Net HST	\$367,571.68
Term Start Date	February 13, 2020	Term End date	August 28, 2020

### Description of Goods/Service or Change

To replace lockers throughout school, including change rooms. This also includes the installation of 6 barrier free lockers.

The increased project budget is attributed to increased material costs and additional scope of lockers within the change rooms and barrier free lockers.

## Appendix A

### Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	8
Name of Recommend Vendor/Bidder	GRB Storage Systems
Winning Bid Value Inc. Net HST	\$367,571.68
Budget Source	School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2018-057 (December 12, 2018)
Under/Over Budget	Budget Increase required

### Formal Award Recommendation

That a contract for locker replacement at St. John Paul II Catholic Secondary School be awarded to GRB Storage System in the amount of \$359,800.00 plus net HST of \$7,771.68 for a total of \$367,571.68.

## Project Funding Update

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

### Funding Statement

St. John Paul II Secondary School - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget A		\$300,000.00
Construction Costs	\$367,571.68	
Consulting Fees	\$13,280.80	
Technical Development Allowance	\$5,000.00	
Contingency Allowance	\$30,000.00	
Total Project Cost		\$415,852.48
<b>Balance</b>		<b>(\$115,852.48)</b>

Project Budget Change Needed	Required
Budget Change Amount	\$115,852.48

### Formal Budget Change Recommendation

1. That the project Budget be increased to \$415,852.48 to cover a shortfall of \$115,852.48
2. That the project budget include a Technical Development allowance of \$5,000 and a project contingency allowance of \$30,000.00.
3. That the funds for this project be made available from the School Condition Improvement Grant.





## Procurement Award Report with Project Update

Report To	Corporate Services
Report Name	CS_Feb2020_Ren 2019 061 St. Marguerite Bourgeoys Catholic School Public Address System Upgrade Contract Award
Report #	Ren 2019 061
Division	Capital Development and Asset Renewal
SO/Executive	D. Friesen, (Acting) Superintendent of Capital Development and Asset Renewal
Initiator/Requestor	D. Thompson, Electrical Renewal Supervisor
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	P-015-20	Value Incl. Net HST	\$96,108.04
Term Start Date	February 13, 2020	Term End date	April 30, 2020

### Description of Goods/Service or Change

Contract award to Barrie Communications Ltd. to complete the upgrade of the public address system at St. Marguerite Bourgeoys Catholic School.

### Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	2
Name of Recommend Vendor/Bidder	Barrie Communications Ltd.
Winning Bid Value Incl. Net HST	\$96,108.04
Budget Source	School Renewal Program under the School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2018 057 – December 12, 2018
Under/Over Budget	Within approved budget

### Formal Award Recommendation

<ol style="list-style-type: none"> <li>1. That a contract be awarded to Barrie Communication Ltd. to upgrade the Public Address System at St. Marguerite Bourgeoys Catholic School, in the amount of \$94,076.00 plus net HST of \$2,032.04 for a total of \$96,108.04.</li> <li>2. That the funds for the project are available from the School Renewal Program, under the School Condition Improvement Grant.</li> </ol>
--

## Project Funding Update

### Funding Statement

St. Marguerite Bourgeoys - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget		\$360,000.00
Contract Amount	\$96,108.04	
Consulting Fees	\$7,559.84	
Technical Development Allowance	\$7,000.00	
Contingency Allowance	\$50,000.00	
Total Project Cost		\$160,667.88
<b>Balance</b>		<b>\$199,332.12</b>

Project Budget Change Needed?	No
Budget Change Amount	



## Procurement Award Report with Project Update

Report To	Corporate Services – Monthly Procurement
Report Name	CS_Feb2020_Ren 2019 063 Our Lady of Sorrows Catholic School Exterior Wall Remediation Contractor Award
Report #	Ren 2019 063
Division	Capital Development and Asset Renewal
SO/Executive	D. Friesen, Acting Superintendent of Capital Development and Asset Renewal
Initiator/Requestor	J. Directo, Supervisor, Renewal Projects
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	<b>P-071-19</b>	Value Incl. Net HST	\$410,904.89
Term Start Date	February 13, 2020	Term End date	August 31, 2020

### Description of Goods/Service or Change

<ul style="list-style-type: none"> <li>• This project consists of exterior brick remediation in various areas of the school as well as remediation of the underground tunnel between the school and the community centre to address water leaks.</li> <li>• An allowance of \$97,052.00 including net HST, included as a separate price in the tender, is recommended to be included in the contract for potential hand excavation in the event that heavy machinery cannot be used due to the roof slab weight constraints.</li> </ul>
---

## Appendix A

### Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	4
Name of Recommend Vendor/Bidder	Morosons Construction Ltd.
Winning Bid Value Incl. Net HST	\$306,190.89 + \$7,662.00 escalation + \$97,052.00 allowance
Budget Source	School Renewal Grant (SRG)
Budget Source approval (Report & Date)	Ren 2018 207 – Jan 10, 2020.
Under/Over Budget	Within approved budget

### Formal Award Recommendation

<ol style="list-style-type: none"><li>1. That a contract be awarded to Morosons Construction Ltd. for the exterior wall remediation at Our Lady Of Sorrows Catholic School for the amount of \$402,217.00 plus net HST of \$8,687.89 for a total of \$410,904.89, including an allowance of \$97,052.00 including net HST, for hand excavation, if required.</li><li>2. That the project budget include a technical development allowance of \$5,107.96 and a contingency allowance of \$44,959.00.</li><li>3. That staff follow up with the City of Toronto regarding sharing of costs associated with the water infiltration work in the tunnel between the school and the community centre.</li><li>4. That funds be made available from the School Renewal Grant (SRG)</li></ol>
--

## Project Funding Update

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

### Funding Statement

Our Lady Of Sorrows - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget		\$478,237.00
Construction Base Contract	\$313,852.89	
Allowance for Hand Excavation	\$97,052.00	
Consulting Fees	\$17,265.04	
Technical Development Allowance	\$5,107.96	
Contingency Allowance	\$44,959.11	
Total Project Cost		\$478,237.00
<b>Balance</b>		<b>\$0.00</b>

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

## Project History/Background

- Since the inception of the tunnel project in 2015, further deterioration in additional areas has been identified where water migration has spread, including the exterior northwest gym wall and the roof slab of the tunnel that connects the community centre to the school. An increase to the project budget was approved to account for the additional work required.
- Due to lack of available structural drawings, it is currently unknown if heavy equipment can be used to excavate above the tunnel roof slab. Structural testing will be performed upon contractor award to confirm if hand excavation is required. An allowance of \$95,000, as per the separate price submitted, will be carried in the contract, to be used only if hand excavation is required. If not required, this amount will be returned as a credit Change Order at the end of the project.
- The tunnel to the community centre is shared with the City of Toronto. Following tender closing in Sept. 2019, staff initiated discussions with the City regarding sharing of the remediation costs for the tunnel. Due to the complexity in defining the proportionate share of the scope of work and identifying the relative costs, the work was delayed such that it could not begin until the spring of 2020 and the bid validity period expired. Morosons Construction requested an increase of \$7,500.00 to be added to their original base bid of \$299,717.00 (excluding HST) to account for escalation in labor rates and material costs for spring 2020. This increased cost is reasonable and it is recommended it be accepted rather the re-tendering the project which could result in further delay.
- The cost for the portion of work associated with the water infiltration in the tunnel amounts to \$163,643.97, including net HST. Real property staff are currently exploring the possibility of sharing these costs with the City under the terms of an agreement. Due to the urgency of this work, it is recommended that the Board award the contract and follow up with an agreement with the City regarding shared costs.



## Procurement Award Report with Project Update

Report To	Corporate Services
Report Name	CS_Feb2020_Ren 2019 054 St. Isaac Jogues Catholic School Roof Replacement Contractor Award
Report #	Ren 2019 054
Division	Capital Development and Asset Renewal
SO/Executive	D. Friesen, (Acting) Superintendent of Capital Development and Asset Renewal
Initiator/Requestor	F. Sangiuliano, Renewal Project Supervisor
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	<b>P-013-20</b>	Value Incl. Net HST	\$400,978.00
Term Start Date	February 13, 2020	Term End date	September 30, 2020

### Description of Goods/Service or Change

Complete roof replacement at St. Isaac Jogues Catholic School.



## Appendix A

### Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	11
Name of Recommend Vendor/Bidder	Nortex Roofing Ltd.
Winning Bid Value Incl. Net HST	\$ 400,978.00
Budget Source	School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2018-057 (December 12, 2018)
Under/Over Budget	Budget Increase required

### Formal Award Recommendation

That a contract for the roof replacement at St. Isaac Jogues Catholic School be awarded to Nortex Roofing Ltd. in the amount of \$392,500.00 plus net HST of \$8,478.00 for a total cost of \$ 400,978.00.

## Project Funding Update

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

### Funding Statement

[Add School Name here-remove brackets] - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget A		\$366,284.00
Construction Cost	\$400,978.00	
Consulting Fees	\$8,412.88	
Technical Development Allowance	\$18,314.20	
Contingency Allowance	\$36,628.40	
Total Project Cost		\$464,333.48
<b>Balance</b>		<b>(\$98,049.48)</b>

Project Budget Change Needed	Yes
Budget Change Amount	\$98,049.48

### Formal Budget Change Recommendation

<ol style="list-style-type: none"> <li>1. That the project budget be increased to \$464,333.48 to cover a shortfall of \$98,049.48.</li> <li>2. That the project budget include a contingency allowance of \$36,628.40.</li> <li>3. That the funds for this project be made available from the School Condition Improvement Grant.</li> </ol>
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## Procurement Award Report with Project Update

Report To	Monthly Procurement – Corporate Services
Report Name	CS_Feb2020_Ren 2019 057 Chaminade College Locker Replacement Contractor Award
Report #	Ren 2019 057
Division	Capital Development and Renewal
SO/Executive	D. Friesen, (Acting) Superintendent of Capital Development and Asset Renewal
Initiator/Requestor	A. Ruscetta, Renewal Project Supervisor
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	<b>P-014-20</b>	Value Incl. Net HST	\$350,899.17
Term Start Date	February 13, 2020	Term End date	August 28, 2020

### Description of Goods/Service or Change

To replace lockers throughout the school. The increase in project budget is attributed to the manufacturing of custom 10 inches wide lockers instead of the standard 12 inch. This was done to meet student number requirements. As well, extensive asbestos ceiling tile removal must occur prior to replacing original lockers.

## Appendix A

### Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	4
Name of Recommend Vendor/Bidder	GRB Storage Systems
Winning Bid Value Incl. Net HST	\$350,899.17
Budget Source	School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2018-057 (December 12, 2018)
Under/Over Budget	Budget Increase required

### Formal Award Recommendation

That a contract be awarded to GRB Storage Systems for replacement of lockers at Chaminade College in the amount of \$343,480.00 plus a net HST of \$7,419.17 for a total of \$350,899.17.

## Project Funding Update

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

### Funding Statement

Chaminade College Secondary School - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget A		\$326,428.00
Construction Costs	\$350,899.17	
Consulting Fees	\$14,000.00	
Technical Development Allowance	\$16,321.00	
Contingency Allowance	\$32,642.80	
Total Project Cost		\$413,862.97
<b>Balance</b>		<b>(\$87,434.97)</b>

Project Budget Change Needed	Required
Budget Change Amount	\$87,434.97

### Formal Budget Change Recommendation

<ol style="list-style-type: none"> <li>1. That the project budget for locker replacement at Chaminade College be increased to \$413,862.97 to cover a shortfall of \$87,434.52.</li> <li>2. That the project budget include a technical development allowance of \$16,321.00 and a contingency allowance in the amount of \$32,642.80.</li> <li>3. That the funds for this project be made available from the School Condition Improvement Grant.</li> </ol>
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## Procurement Award Report with Project Update

Report To	Corporate Services, Strategic Planning And Property Committee
Report Name	CS_Feb2020_Ren 2019 052 St. Patrick Catholic Secondary School Locker Replacement Contractor Award
Report #	Ren 2019 052
Division	Capital Development and Asset Renewal
SO/Executive	D. Friesen, (Acting) Superintendent of Capital Development and Asset Renewal
Initiator/Requestor	A. Ruscetta, Renewal Project Supervisor
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	P-011-20	Value Incl. Net HST	\$299,022.32
Term Start Date	February 13, 2020	Term End date	August 28, 2020

### Description of Goods/Service or Change

To replace lockers throughout school and to add an additional 150 lockers to meet the school student needs. This also includes 10 barrier free lockers.

The project budget needs to be increased as the original budget did not include the 150 additional lockers and 10 barrier free lockers, as well as escalation in material costs.

## Appendix A

### Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	8
Name of Recommend Vendor/Bidder	GRB Storage Systems
Winning Bid Value Incl. Net HST	\$299,022.32
Budget Source	School Condition Improvement Grant
Budget Source approval (Report & Date)	2018-057 (December 12, 2018)
Under/Over Budget	Budget Increase required

### Formal Award Recommendation

That a contract be awarded to GRB Storage Systems for the replacement of lockers at St. Patrick Catholic Secondary School in the amount of \$292,700.00, plus a net HST of \$6,322.32, for a total of \$299,022.32.

## Project Funding Update

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

### Funding Statement

<b>St. Patrick Secondary School - (All amounts include net HST)</b>		
	<b>Cost</b>	<b>Balance</b>
Approved Project Budget A		\$222,768.00
Construction Costs	\$299,022.32	
Consulting Fees	\$11,748.40	
Technical Development Allowance	\$5,000.00	
Contingency Allowance	\$22,276.80	
Total Project Cost		\$338,047.52
<b>Balance</b>		<b>(\$115,279.52)</b>

Project Budget Change Needed	Required
Budget Change Amount	\$115,279.52

### Formal Budget Change Recommendation

1. That the project budget be increased to \$338,047.52 to cover a shortfall of \$115,279.52.
2. That the project budget include a technical development allowance of \$5,000.00 and a contingency allowance of \$22,276.80.
3. That the funds for this project be made available from the School Condition Improvement Grant.





## Procurement Award Report with Project Update

Report To	Corporate Services
Report Name	Mai 2019 003 Fire Equipment and Fire Suppression Equipment Inspections
Report #	Mai 2019 003
Division	ESS/Maintenance
SO/Executive	M. Farrell, (Acting) Superintendent of Environmental Support Services
Initiator/Requestor	M. Darbyshire, Manager, Maintenance Services West
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	<b>P-079-19</b>	Value Incl. Net HST	\$205,450.91
Term Start Date	November 1, 2019	Term End date	August 31, 2021

### Description of Goods/Service or Change

1)	On August 17, 2016, Associate Director's Council approved the award of a contract for Fire Equipment and Fire Suppression Inspection to: <ul style="list-style-type: none"> <li>• Mircom Technologies for a total amount of \$289,480.00 plus net HST for 2016-2018 with a two-year term with an option for two (2) one-year terms for all East Schools (109 locations)</li> <li>• Robertson Fire Equipment for a total amount of \$195,590.00 plus net HST for 2016-2018 with a two-year term with an option for two (2) one-year terms for all West Schools (108 locations)</li> </ul>
2)	Staff have reviewed the proposals to extend the contract for the second additional one-year term for Mircom Technologies ending August 31, 2020 for the East and recommend extension for a total amount of \$144,740.00.

## Appendix A

- 3) Staff chose not to extend the contract for Robertson Fire due poor service and performance. Fire alarm tender was issued for West schools.
- 4) Staff retendered and received two bids: one from EPI Fire Protection in the amount of \$269,490.00 and the second bidder was Onyx Fire Protection in the amount of \$201,107.00.
- 5) Staff recommends award to the low bidder meeting specifications being Onyx Fire Protection for a two-year term ending August 31, 2021, for a total amount of \$410,901.82 including net HST.

### Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	2
Name of Recommended Vendor/Bidder	Onyx Fire Protection
Winning Bid Value + Net HST	\$402,214 plus net HST \$8,687.82
Budget Source	Maintenance 2019-2020 Budget
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

### Formal Award Recommendation

1. That a contract be awarded to the low bidder meeting specifications being Onyx Fire Protection for a two-year term ending August 31, 2021, in the amount of \$201,107.00 plus net HST of \$4,343.91 per year for the total amount of \$410,901.82 including net HST.
2. That funds be made available in the Maintenance 2019/2020 and 2020/2021 budgets.



## Procurement Award Report

Report Name	Ope 2019 011 Fencing Program Unit-Price Contract First Year Extension
Division	Environmental Support Services
SO/Executive	M. Farrell, Superintendent, Environmental Support Services
Initiator/Requestor	F. Ferrante, Manager of Operations, Environmental Support Services
Report Type	New procurment award

### Tender/RFP Information

RFP/Tender #	P-006-17	Value + Net HST	\$175,000
Term Start Date	January 1, 2020	Term End date	December 31, 2020

### Description of Goods/Service or Change

The Board carries out an annual program to provide maintenance of its fencing. From time-to-time, repairs are necessary and a unit-price contract allows for accurate budgeting of minor repairs and fixed pricing for one year.

The Board's annual expenditure for Fencing projects is between \$165,000 to \$175,000 subject to availability of funds. A unit price contract for expenditures up to \$25,000.00 allows us to contract the work to approved unit-price contractors without going through the tendering process. Staff managing Fencing projects over \$25,000.00 are responsible to ensure that such projects are tendered in accordance with the procurement policy.

On January 18, 2017, the Board approved the award of a contract to Beauty Fence for the unit price contract for a three-year term, ending December 31, 2019 with an option to renew at the Board's discretion for up to two (2) one-year extensions.

The Board informed Beauty Fence that the extension of the contract was being considered for one (1) additional year. Beauty Fence notified the Board that the one-year extension of the contract would remain at current rates.

## Appendix A

Board Operations staff have reviewed the recent experience with the current unit-price fencing contractor and have concluded that acceptance of the Beauty Fence proposal for the extension of an additional one (1)-year term of the contract is the best option for the Board.

Funds are available in the PAG Operations budget.

### Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	3
Name of Recommend Vendor/Bidder	Beauty Fence
Winning Bid Value + Net HST	Unit Price
Budget Source	Funds are available in the PAG Operations budget.
Budget Source approval (Report & Date)	Operations Department
Under/Over Budget	Within approved budget

### Formal Award Recommendation

1. That the option to extend the current unit-price fencing contract for one further year, period ending Dec 31, 2020 at the current rates with Beauty Fence be approved.
2. That funds are available in the PAG Operations budget.



## Procurement Award Report with Project Update

Report To	Corporate Services
Report Name	HVAC System Consultant Award at Loretto Abbey (Ward 5)
Report #	Mai 2019 005
Division	Capital Development and Asset Renewal
SO/Executive	D. Friesen, (Acting) Superintendent of Capital Development and Asset Renewal
Initiator/Requestor	K. Elgharbawy, Senior Coordinator, Innovation and Service Delivery; M. Iafrate, Senior Coordinator, Renewal
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	N/A	Value incl. Net HST	\$125,146.00
Term Start Date	February 13, 2020	Term End date	Click or tap to enter a date.

### Description of Goods/Service or Change

This report recommends that the Corporate Services Committee approve the award of the consulting services' contract to replace the HVAC system at Loretto Abbey to SAB Engineering for an overall 3.5% of the total construction cost in the amount of \$122,500.00 plus net HST of \$2,646.00, for a total of \$125,146.00.

This project will be funded from the school renewal program and it will be implemented and supervised by the Innovation and Service Delivery Department.

**Background**

1. Due to the frequent breakdown of the heating system and the deterioration of the steam plant at Loretto Abbey on February 11, 2018, the Board selected SAB Engineering to provide HVAC and an electrical system study at Loretto Abbey (RFQ C-006-14).
2. SAB Engineering report recommends the replacement of the entire heating system and switch it from steam to hot water and install a new ventilation system.
3. In November 2019, after frequent leaks in the steam piping, the Maintenance Department concluded that the heating system replacement should not be delayed beyond the current heating season due to the risk of total failure of the entire steam heating system.
4. Due to the urgency and limited time to complete this complicated project, staff requested a quote from SAB engineering to single source their consulting services.
5. On January 28, 2020, SAB engineering provided a quote at an overall 3.5% of the total construction cost to perform the following tasks:
  - a) Produce tender drawings and specifications for the conversion of the steam heating system to a hot water heating system.
  - b) Design a new air conditioning and ventilation system for the existing school.
  - c) Design new controls for the new equipment.
  - d) Upgrade the power for the new equipment as required.
  - e) Assist with the tender process and evaluation.
  - f) Construction review activities through all stages of construction, including shop drawings review, review and clarifications, issuance of change orders/site instruction as required.
  - g) Review of contractor's monthly draw.
  - h) Periodic site review as per TCDSB standard procedure.
  - i) Issuance of a completion letter.
6. These engineering consulting services are required regardless of the phasing or non-phasing options being considered by the Board at its Regular Board meeting on February 20, 2020.
7. Staff reviewed SAB Engineering's quote for providing the consulting services and recommend approval as 3.5% of the total construction cost in

	the amount of \$122,500.00 plus net HST of \$2,646.00, for a total of \$125,146.00.
8.	This project will be funded from the school renewal program and it will be implemented and supervised by the Innovation and Service Delivery Department.

### Procurement Process

Procurement Type	Single/Sole Source
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	SAB Engineering
Winning Bid Value Incl. Net HST	\$125,146.00.
Budget Source	School Renewal Allocation
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

### Formal Award Recommendation

<p>1- Staff recommends that the Corporate Services Committee approve the award of consulting contract of replacing the entire HVAC system at Loretto Abbey to SAB Engineering in overall 3.5% of the total construction cost in the amount of \$122,500.00 plus net HST of \$2,646.00, for a total of \$125,146.00.</p> <p>2- This project will be funded from the school renewal program and it will be implemented and supervised by the Innovation and Service Delivery Department.</p>
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REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### 2019-20 FIRST QUARTER FINANCIAL STATUS UPDATE

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

**Ecclesiastes 9:10**

Created, Draft	First Tabling	Review
January 21, 2020	January 29, 2020	February 13, 2020

L. LePera, Sr. Financial Analyst

D. Bilenduke, Senior Coordinator of Finance

P. De Cock, Comptroller of Business Services & Finance

#### INFORMATION REPORT

##### **Vision:**

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

##### **Mission:**

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

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



Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

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



## **A. EXECUTIVE SUMMARY**

This Financial Update Report as at November 30<sup>th</sup> 2019 provides a year-to-date look at significant financial activities at the Board.

This is the first update for fiscal 2019-20 using the Revised Estimates approved by the Board of Trustees in December 2019. The Board is on track to generate an in-year deficit this year as per the approved 2019-20 Revised Estimates. Appendix A provides a more detailed variance summary.

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

## **B. PURPOSE**

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

- High Level Review and Risk Assessments of Operating Revised Estimates
- Staff Absenteeism
- High Level Review of School Renewal and Capital Projects

## **C. BACKGROUND**

1. *This report is recognized as a best practice in the province.* The Ministry of Education and the District School Board Reporting Workgroup have both identified regular periodic financial reporting as a best practice in managing the Board's financial outcomes.
2. *Year to year teaching days are comparable.* Both YTD November 2018 and YTD November 2019 had 63 teaching days.

## D. EVIDENCE/RESEARCH/ANALYSIS

### HIGH LEVEL REVIEW AND RISK ASSESSMENTS OF OPERATING REVISED ESTIMATES

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

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

	<i>Actual to Revised Estimates</i>		<i>Actual to Previous Year</i>		<i>Risk Assessment</i>
<i>Instructional Salaries</i>	↑	1.0%	↑	0.1%	●
<i>Instructional Benefits</i>	↓	8.3%	↓	1.7%	●
<i>Non-Instructional Salaries</i>		0.0%	↓	0.6%	●
<i>Non-Instructional Benefits</i>	↓	2.1%	↑	0.7%	●

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

Salaries for both Instructional and Non-Instructional categories are projected to align with Revised Estimates. The favourability in Benefits, Actuals to the Revised Estimates, is due primarily to timing and is expected to finish on target for the year.

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

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

	<b><i>Actual to Revised Estimate</i></b>		<b><i>Actual to Previous Year</i></b>		<b><i>Risk Assessment</i></b>
<i>Instructional Expense</i>	↓	1.3%	↑	0.8%	●
<i>Transportation Expense</i>	↑	0.4%	↑	11.5%	●
<i>Operations &amp; Maintenance</i>	↓	8.6%	↓	0.6%	●
<i>Other Administrative</i>	↑	7.7%	↑	22.4%	●

While Operations & Maintenance is tracking low compared to Revised Estimates, they are considered a low risk because of the timing of expenditures. Transportation costs are expected to come in on target. Computer expenses are trending unfavourably in the first quarter but are expected to finish on target for this fiscal year.

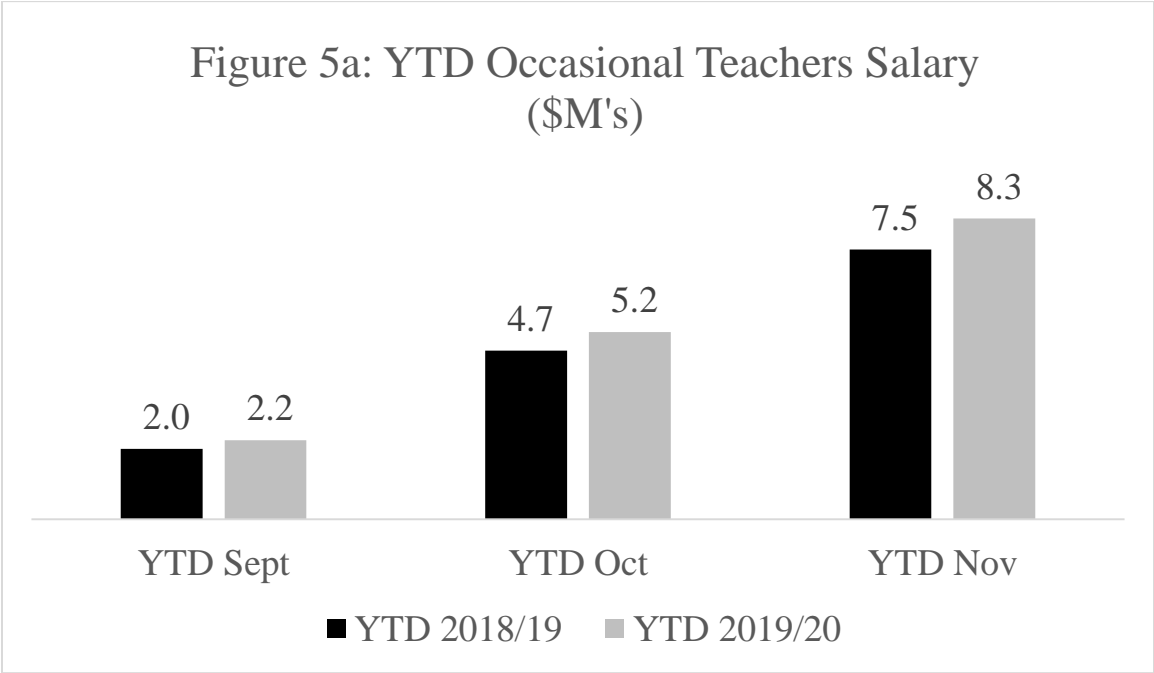
3. ***Grant Revenue from the Province projected to remain unchanged from the Latest Revised Estimates.*** Grants for Student Needs (GSNs) revenue is expected to remain unchanged and all indications from the current Provincial Government is that they will not be affected in the 2019-20 fiscal year.

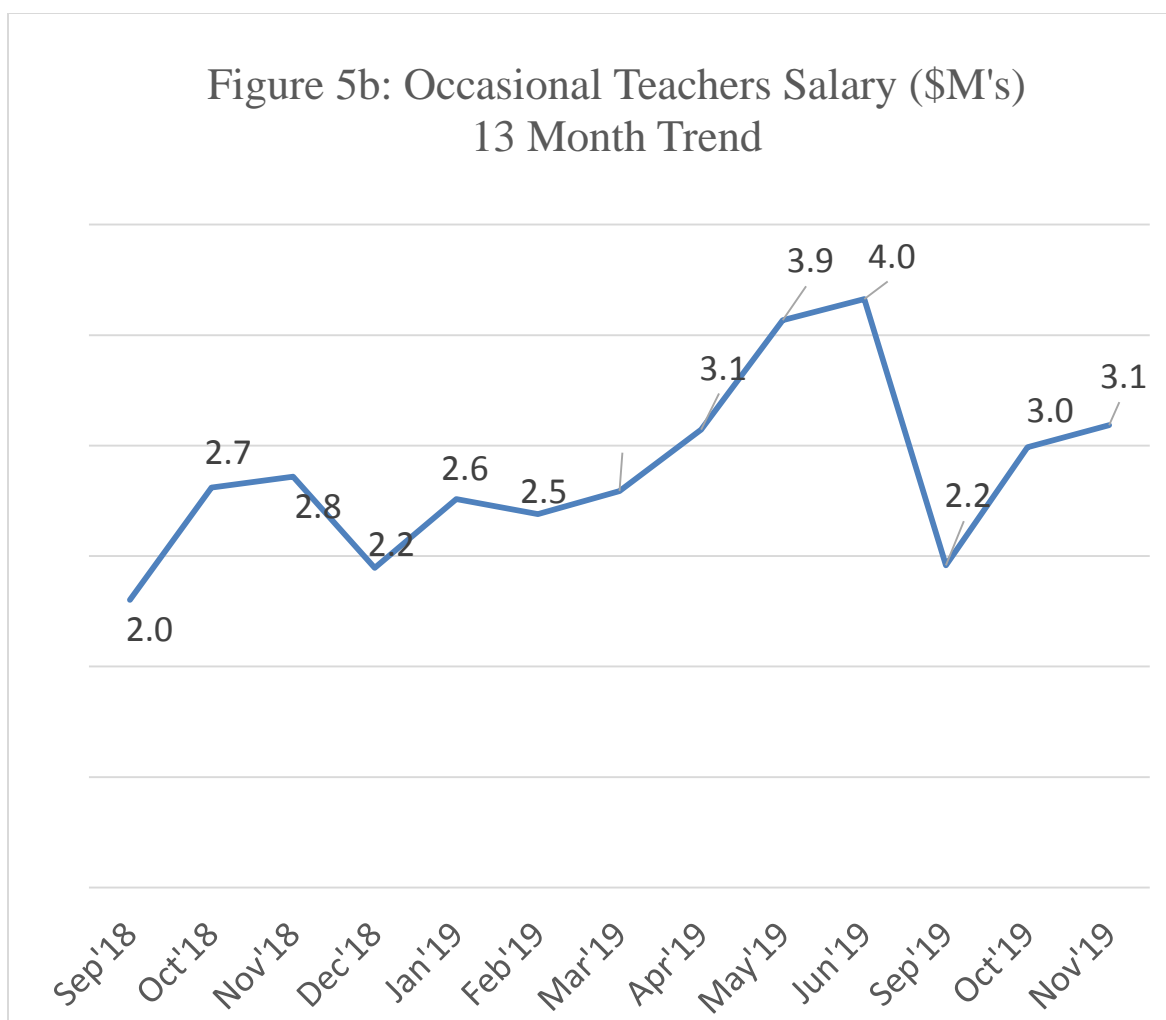
#### **STAFF ABSENTEEISM AND EMPLOYEE FAMILY ASSISTANCE PROGRAM**

4. ***Staff Absenteeism Rates and Occasional Fill Rates have increased.*** Recent statistics provide evidence that overall staff absenteeism rates experienced an increase of 1,833 days over the same period, from the prior year. The average absence days per FTE are 5.8 compared to 5.5 in the prior year's first quarter.

\*\* Absence days are Category A&B and are inclusive of: Personal/Family Illness Days, Urgent Personal Business Days, Bereavement, Compassionate Leave, Health & Safety Inspections, In Lieu of Planning, Jury Duty/Subpoenaed as Witness, Recoverable, Special Circumstances, Special Permission, Suspension and Teachers' Earned Leave Plan – Partial Paid Days. \*\*

5. ***Staff absenteeism continues to be an area of concern for the Board.*** Despite the rise in Occasional Teacher costs shown in Figure 5a, they are expected to end in line with budget. Figure 5b illustrates the 13-month trend in Occasional Teachers salary. The first 3 months of the school year experienced higher levels of salary when compared to prior year. This graph highlights any trends in absenteeism by month, year over year.





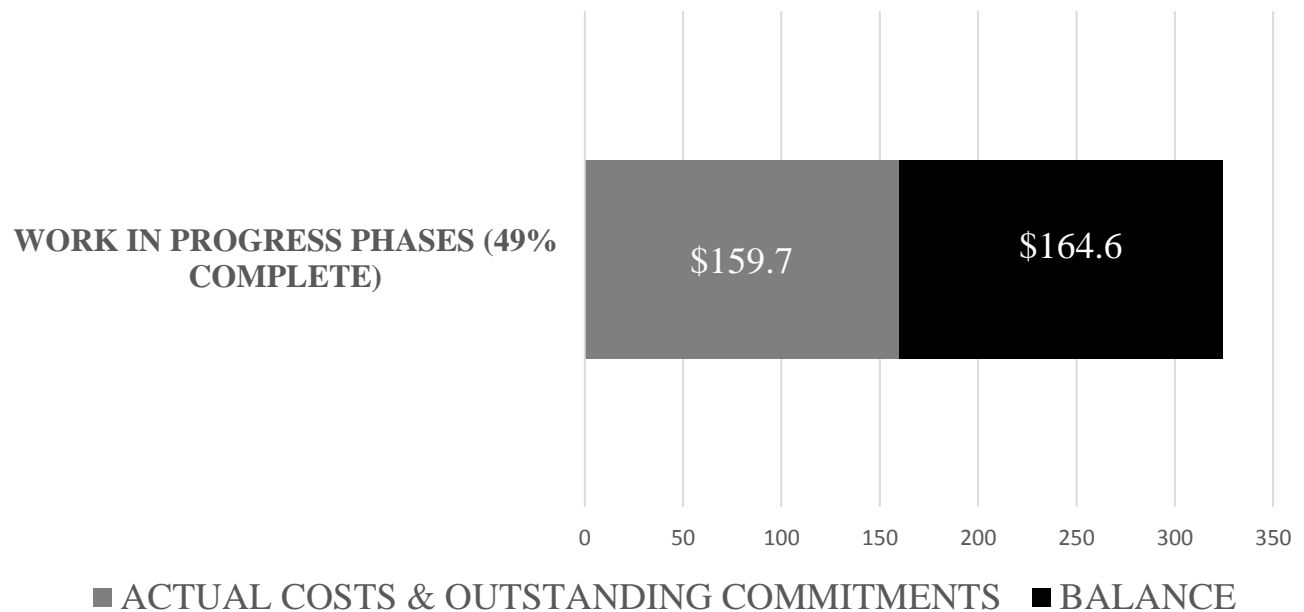

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## **HIGH LEVEL REVIEW OF SCHOOL RENEWAL AND CAPITAL PROJECTS**

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1. ***The Capital program totals \$450 million.*** The Board received Capital Project funding for many new schools, additions and childcare spaces. The capital program funding includes Childcare funding and Full Day Kindergarten funding for projects where applicable. Figure 8 illustrates the Ministry approved capital budgets, the amount spent and/or committed, the balance remaining and the percentage completed by each Phase. **Appendix B** provides more detail regarding the Capital Projects Phases 1 to 7.

**FIGURE 8: CAPITAL PROJECT SPENDING STATUS FOR WORK IN PROGRESS (\$M) NEW**



**Phase I** - 16 School Additions (*Projects Completed*)

**Phase II** - 6 New Elementary Schools (*Projects Completed*)

**Phase III** - 5 New Elementary Schools (*Work In Progress*)

**Phase IV** - 8 School Additions & 3 New Elementary Schools (*Work In Progress*)

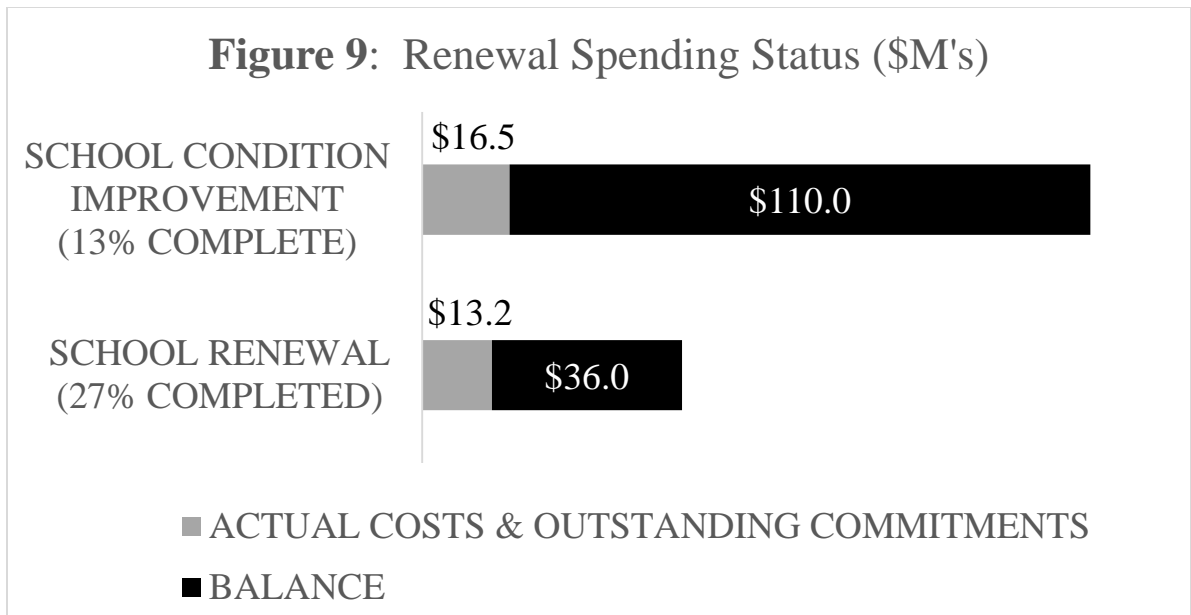
**Phase VII** - 7 New Elementary Schools (*Work In Progress*)

**Phase V** – Full Day Kindergarten (*All Projects Completed*)

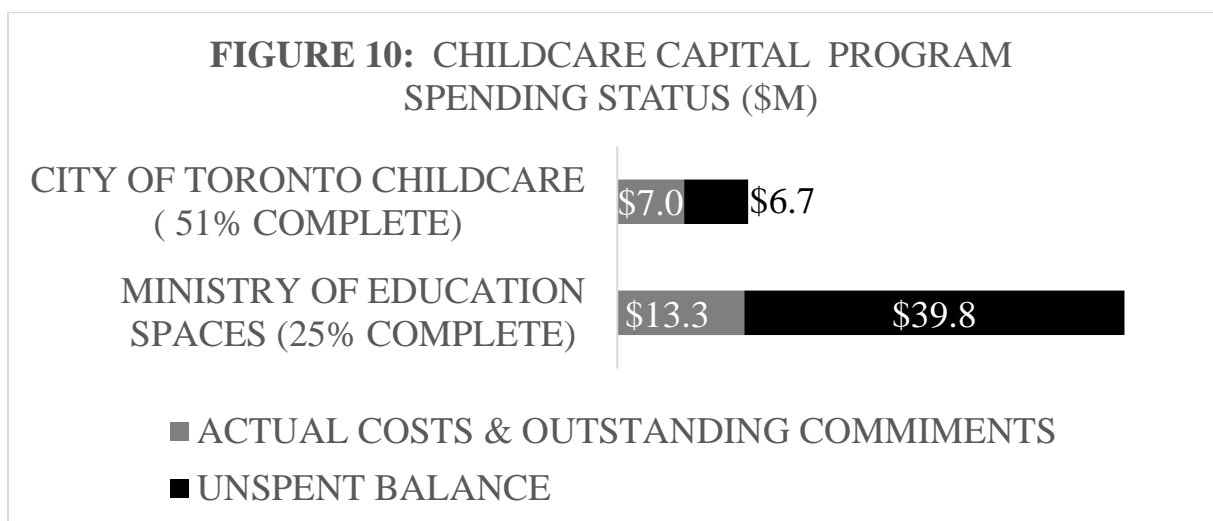
**Phase VI** – Railway/Bishop MacDonnell consolidated into **Phase VII**

*The Renewal Program consists of major building component replacements and site improvements for a total available at September 1, 2019 of \$175M with funding of approximately \$146M remaining.* The Regular School Renewal Grant, School Improvement Grant and several other grants provide the funding for the School Renewal Program.

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



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



## E. METRICS AND ACCOUNTABILITY

1. ***In compliance with the Purchasing Policy, the Contract Awards Report will list Tenders and Request for Proposals (RFP) awards.*** This report has been posted on the TCDSB's website, and provides details such as Project/Service/Products, Ward, Supplier and low bid/highest score and total contract amount:

<https://www.tcdsb.org/Board/BoardAdministration/AdministrationOffices/purchasing/ContractAwardsReports/Pages/Default.aspx>

A Tender award is based on the compliant low bid meeting specifications, and Contractors bidding on construction or maintenance projects must be prequalified.

The report lists the total value of the project over the term of the contract, however, the actual amount may vary depending on the volume of product or services used during the term of the contract. An RFP award is based on the overall highest scoring proposal, and the evaluation is based on the scoring of specific weighted criteria including price.

2. ***The Government of Ontario plans to establish a centralized procurement for both the Ontario Public Service (OPS) and the Broader Public Sector (BPS).*** The initiative applies to school boards who are part of the BPS. The BPS Interim Measures (Measures) set out requirements that support the development of a centralized procurement system. They are critical to support the identification of opportunities for collaborative purchasing while helping to ensure value for money and accountability. The Ministry of Education updated the BPS Interim Measures (Measures) on September 23<sup>rd</sup> 2019 as follows:

- a. In-Scope – the Measure apply to:
  - new procurements for goods and services (consulting and non-consulting) valued at \$100,000 or higher. This was previously set at \$25,000 or higher.
- b. Out-of-Scope - the Measure do not apply:
  - where procurement is related to construction work. This includes any consulting services that are included in the procurement of construction work.



- Where procurement is related to goods acquired solely for resale.

BPS organizations must use existing Vendor of Record (VOR) arrangements whenever possible and appropriate, regardless of the value of the procurement. A VOR arrangement could be an Enterprise Vendor of Record arrangement managed by Ministry of Government and Consumer Services (MGCS), or any other arrangement available to the organization. Any new contract, including any extensions, must not exceed two years. In cases where a new contract will exceed two years, organizations may proceed with the procurement; however, they must submit a Procurement Rationale Report at least 45 days prior to issuing an In-Scope procurement greater than \$100,000.

BPS organizations must prepare and submit the following reports to the funding ministry:

- **Planned Procurement Report:** information on planned procurements for 2019 and through to the end of 2021 to the extent the information is available.
- **Activity Update Report:** information on procurement activity over the past six months, highlighting any variance from the planned procurement report; include a rationale for any variances.

3. *The actual revenues and expenditures are tracking to the Revised Estimates at the end of the first quarter as detailed in this report.*

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board of Trustees.

**OPERATING EXPENDITURES**  
**@ November 30, 2019**

'000's	Total Revised Estimate	YTD Revised Estimate	YTD Actual	Variance '000's	Variance %	2019/20 YTD % Spent	2018/19 YTD % Spent
<b>Salaries</b>							
Teachers	542,405	176,142	174,029	2,112	1.2%	32.1%	31.7%
Occasional Teachers	27,011	8,103	8,314	(211)	-2.6%	30.8%	26.1%
Educational Assistants & ECE's	61,761	18,528	17,006	1,522	8.2%	27.5%	29.1%
Principal & VP	38,328	11,498	12,872	(1,373)	-11.9%	33.6%	32.3%
School Office	17,792	5,338	4,768	570	10.7%	26.8%	26.8%
Continuing Education	17,050	5,115	3,212	1,903	37.2%	18.8%	19.6%
Other Instructional	61,819	18,546	17,447	1,099	5.9%	28.2%	31.6%
<b>Sub Total Instruction</b>	<b>766,166</b>	<b>243,270</b>	<b>237,648</b>	<b>5,622</b>	<b>2.3%</b>	<b>31.0%</b>	<b>30.9%</b>
Administration	17,819	4,455	4,829	(374)	-8.4%	27.1%	24.5%
Transportation	1,073	268	240	28	10.5%	22.4%	24.7%
Operations & Maintenance	47,058	11,764	12,128	(364)	-3.1%	25.8%	26.1%
Other	8,591	2,148	1,440	708	33.0%	16.8%	25.9%
<b>Sub Total Non Instruction</b>	<b>74,541</b>	<b>18,635</b>	<b>18,638</b>	<b>- 2</b>	<b>0.0%</b>	<b>25.0%</b>	<b>25.6%</b>
<b>Total Salaries</b>	<b>840,707</b>	<b>261,906</b>	<b>256,286</b>	<b>5,620</b>	<b>2.2%</b>	<b>30.5%</b>	<b>30.4%</b>
<b>Benefits</b>							
Teachers	79,940	23,982	15,841	8,141	34.0%	19.8%	21.9%
Occasional Teachers	5,719	1,716	1,430	286	16.6%	25.0%	24.4%
Educational Assistants & ECE's	19,830	5,949	4,997	952	16.0%	25.2%	27.6%
Principal & VP	4,991	1,497	1,005	492	32.9%	20.1%	20.0%
School Office	5,630	1,689	1,463	226	13.4%	26.0%	26.2%
Continuing Education	2,564	769	852	(83)	-10.8%	33.2%	26.4%
Other Instructional	13,413	4,024	3,081	943	23.4%	23.0%	25.8%
<b>Sub Total Instruction</b>	<b>132,088</b>	<b>39,626</b>	<b>28,669</b>	<b>10,957</b>	<b>27.7%</b>	<b>21.7%</b>	<b>23.4%</b>
Administration	5,137	1,284	1,401	(116)	-9.1%	27.3%	15.8%
Transportation	240	60	60	(0)	-0.2%	25.1%	19.3%
Operations & Maintenance	14,501	3,625	3,399	226	6.3%	23.4%	24.9%
Other	1,409	352	10	342	97.0%	0.7%	25.5%
<b>Sub Total Non Instruction</b>	<b>21,288</b>	<b>5,322</b>	<b>4,870</b>	<b>452</b>	<b>8.5%</b>	<b>22.9%</b>	<b>22.2%</b>
<b>Total Benefits</b>	<b>153,375</b>	<b>44,948</b>	<b>33,539</b>	<b>11,409</b>	<b>25.4%</b>	<b>21.9%</b>	<b>23.2%</b>
<b>Operating Expense</b>							
Instructional Expense	42,435	12,731	12,200	530	4.2%	28.8%	28.0%
Transportation Expense	37,383	11,215	11,377	(162)	-1.4%	30.4%	19.0%
Operations & Maintenance Expense	36,613	9,153	6,000	3,153	34.5%	16.4%	17.0%
Other Non Instructional Expense	4,571	1,143	1,497	(354)	-31.0%	32.7%	10.3%
<b>Total Expense</b>	<b>121,002</b>	<b>34,242</b>	<b>31,074</b>	<b>3,168</b>	<b>9.3%</b>	<b>25.7%</b>	<b>20.2%</b>
<b>Grand Total</b>	<b>1,115,085</b>	<b>341,095</b>	<b>320,899</b>	<b>20,196</b>	<b>5.9%</b>	<b>28.8%</b>	<b>28.3%</b>

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

# CAPITAL PROJECT PHASES 1 TO 7

## APPENDIX B

Financial Update at November-30-2019

COMPLETED PROJECT STATUS		WORK IN PROGRESS			
MINISTRY APPROVED BUDGET ①	Costs to Date ②	Outstanding Purchase Order/ Committment Balances ③	Costs & Outstanding Purchase Orders ②+③	In Planning ①—④	Actual & Committed
61,750,493	61,652,198	98,295	61,750,493	-	100%
64,450,776	63,378,342	1,072,434	64,450,776	-	100%
113,294,407	64,877,795	15,538,140	80,415,936	32,878,471	71%
103,163,780	68,542,968	1,533,616	70,076,583	33,087,197	68%
107,856,852	3,300,874	5,950,296	9,251,170	98,605,682	9%
450,516,308	261,752,177	24,192,781	285,944,958	164,571,350	63%

Phase I - 16 School Additions

Phase II - 6 New Elementary Schools

Phase IV - 3 New Elementary Schools & 9 School Additions

Phase VII - 6 New Elementary & 1 New Secondary School(s)

Phase V – Full Day Kindergarten Program Complete (not included)

Phase VI – Projects consolidated into Phase VII

**SCHOOL RENEWAL AND SCHOOL CONDITION IMPROVEMENT GRANT BALANCE**

**APPENDIX C**

**Financial Update at November 30, 2019**

	SRG Renewal	SRA Renewal	SCI 70% Restricted	SCI 30% Unrestricted	TOTAL
			70%	30%	
<b>FUNDING AVAILABLE</b>					
<b>Balance Forward</b> - August 31, 2019 EFIS	27,327,151	2,467,383	37,005,932	39,254,671	106,055,137
<b>Grant</b> - 2019-2020 ( <i>Estimates &amp; B16:2019</i> )	17,108,301	0	30,124,891	12,910,668	60,143,860
<b>Total Grant Available for 2019/2020</b>	<b>44,435,452</b>	<b>2,467,383</b>	<b>67,130,823</b>	<b>52,165,339</b>	<b>166,198,997</b>
Add: Accruals ( <i>Deducted from EFIS Bal Fwd</i> )	2,304,782	0	7,233,677	(0)	9,538,458
Balance Available September 1, 2019 ①	<b>46,740,233</b>	<b>2,467,383</b>	<b>74,364,500</b>	<b>52,165,339</b>	<b>175,737,455</b>
<b>EXPENDITURES &amp; WORK IN PROGRESS (September 1, 2019 - November 30, 2019)</b>					
<b>Actuals</b> - Completed Work to November 30, 2019	3,236,683	67,166	5,165,400	0	8,469,248
<b>Open Purchase Orders</b> - Work in Progress	9,754,537	140,363	11,272,590	106,129	21,273,619
<b>EXPENDITURES AND OPEN PURCHASE ORDERS</b> ②	<b>12,991,220</b>	<b>207,529</b>	<b>16,437,989</b>	<b>106,129</b>	<b>29,742,867</b>
<b>BALANCE AT NOVEMBER 30, 2019</b> ①-②	<b>33,749,013</b>	<b>2,259,854</b>	<b>57,926,510</b>	<b>52,059,210</b>	<b>145,994,588</b>

## 2020 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

A = Annual Report

P = Policy Metric Report

Q = Quarter Report

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

## 2020 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

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

**CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY  
PENDING LIST TO FEBRUARY 13, 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 <b>(Senator O'Connor College School Estate Building (Ward 11))</b>	Associate Director of Facilities, Business & Comm. Dev & CFO