

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

## AGENDA JANUARY 21, 2021

**Angela Kennedy, Chair**  
Trustee Ward 11

**Frank D'Amico, Vice Chair**  
Trustee Ward 6

**Nancy Crawford**  
Trustee Ward 12

**Markus de Domenico**  
Trustee Ward 2

**Michael Del Grande**  
Trustee Ward 7

**Norman Di Pasquale**  
Trustee Ward 9

**Keith Baybayon**  
Student Trustee

**Daniel Di Giorgio**  
Trustee Ward 10

**Ida Li Preti**  
Trustee Ward 3

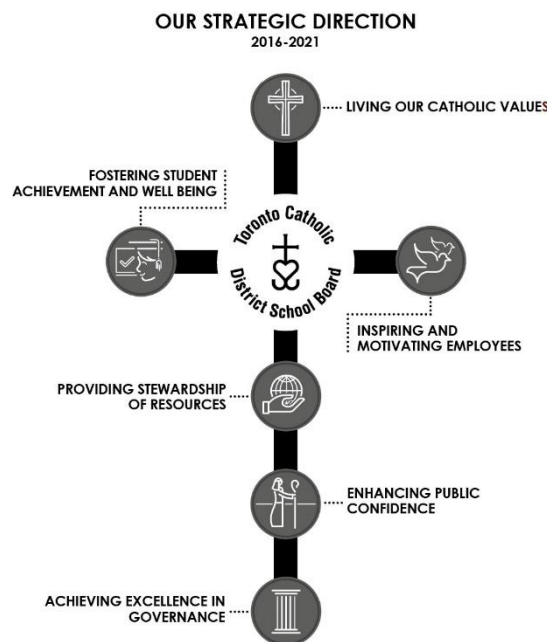
**Teresa Lubinski**  
Trustee Ward 4

**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

**Dr. Brendan Browne**  
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

## LAND ACKNOWLEDGEMENT

Out of our deep respect for Indigenous peoples in Canada, we acknowledge that all Toronto Catholic District School Board properties are situated upon traditional territories of the Anishinabek (a-ni-shna-bek), the Haudenosaunee (hoh-Dee-noh-Shoh-nee) Confederacy, and the Wendat peoples. We also acknowledge the land covered by Treaty 13 is held by the Mississaugas of the Credit First Nation and Toronto is subject to The Dish with One Spoon covenant. We also recognize the contributions and enduring presence of all First Nations, Métis, and Inuit peoples in Ontario and the rest of Canada.

### La Reconnaissance du Territoire

Nous témoignons du plus grand respect pour les Peuples autochtones au Canada et nous avons à cœur de souligner que tous les immeubles du Toronto Catholic District School Board sont situés sur les terres traditionnelles de la Nation Anishinabek, de la Confédération de Haudenosaunee et des Wendats. Il est également important de noter que le territoire visé par le Traité 13 est celui des Mississaugas de la Première Nation Credit et que celui de Toronto est protégé par l'accord d'« un plat à une cuillère ». Nous tenons également à rappeler la présence pérenne et l'importance des contributions des Premières Nations, des Metis et des Inuits en Ontario, et dans tout le Canada.

## OUR MISSION

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

## PUBLIC SESSION

Angela Kennedy, Chair

Frank D'Amico, Vice-Chair

Thursday, January 21, 2021

7:00 P.M.

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Pages

1. Call to Order
2. Opening Prayer (Chair or Designate)
3. Land Acknowledgement
4. Singing of O Canada
5. Roll Call and Apologies
6. Approval of the Agenda
7. Report from Private Session
8. Declarations of Interest
9. Approval and Signing of the Minutes of the Meeting held November 12, 2020 1 - 20
10. Delegations
11. Presentation

12. **Notices of Motion**
13. **Consent and Review**
14. **Unfinished Business**
15. **Matters referred or deferred**

From the October 15, 2020 Regular Board, November 11, 2020 Special Board  
and December 10, 2020 Regular Board Meetings

- |       |  |         |
|-------|--|---------|
| 15.a. | H.M.33 Acceptance of Hospitality of Gifts Policy Metric 2019-2020<br>(Information) (Held by Trustee Rizzo) | 21 - 29 |
|-------|--|---------|

From the January 14, 2021 Student Achievement and Well-Being Committee  
Meeting

- |       |  |         |
|-------|--|---------|
| 15.b. | Return to School Update Report (Information) (Held by Trustee<br>Kennedy)  | 30 - 40 |
| 15.c. | Communication from Ontario Association of Parents in Catholic<br>Education (OAPCE) and Catholic Parent Involvement Committee<br>(CPIC) regarding the Board Motion Rescinding the February Switch<br>Date (Held by Trustee Martino) | 41 - 42 |

16. **Staff Reports**

- |       |  |           |
|-------|--|-----------|
| 16.a. | Monthly Procurement Approvals (Recommendation)   | 43 - 70   |
| 16.b. | Early Years Capital Program (EYCP) Funding 2020-<br>21(Recommendation)                                       | 71 - 86   |
| 16.c. | Associate Director Search Process Update and Trustee<br>Appointments to Selection Committee (Recommendation) | 87 - 91   |
| 16.d. | Return to School Update (Information)  | 92 - 98   |
| 16.e. | Playground Reserve Update (All Wards) (Information)  | 99 - 109  |
| 16.f. | Climate Action Incentive Funding Submission (All Wards)<br>(Information)                                     | 110 - 117 |

17. **Listing of Communications**

- 18. **Inquiries and Miscellaneous**
- 19. **Updating of the Pending Lists**
  - 19.a. Annual Calendar of Reports and Policy Metrics 118 - 119
  - 19.b. Monthly Pending List 120
- 20. **Resolve into FULL BOARD to Rise and Report**
- 21. **Closing Prayer**
- 22. **Adjournment**

## **OUR MISSION**

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

**HELD THURSDAY, NOVEMBER 12, 2020**

## **PRESENT:**

### **Trustees:**

N. Crawford, Acting Chair  
G. Tanuan, Acting Vice-Chair  
F. D'Amico – In Person and via Zoom  
D. Di Giorgio  
N. Di Pasquale – via Zoom  
A. Kennedy  
I. Li Preti  
T. Lubinski  
J. Martino  
M. Rizzo – via Zoom

### **Student Trustees:**

K. Baybayon  
K. Nguyen

### **Staff:**

B. Browne  
D. Koenig  
L. Noronha  
A. Della Mora  
A. Bria  
M. Caccamo  
F. Cifelli

P. De Cock  
L. Di Marco  
M. Farrell  
C. Fernandes  
D. Friesen  
M. Loberto  
O. Malik  
P. Matthews  
M. Meehan  
S. Vlahos

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

**External Guests:** A. Robertson, Parliamentarian  
P. Daly, President, OCSTA  
N. Milanetti, Executive Director, OCSTA

**5. Roll Call and Apologies**

An apology was extended on behalf of Trustee Del Grande. Trustee de Domenico was absent.

**6. Approval of the Agenda**

MOVED by Trustee Li Preti, seconded by Trustee D'Amico, that the Agenda, as amended to include the Addendum and to reorder Item 17d) Elementary Catholic Student Leadership Impact Team Report 2020 after Item 12b) Return to School Update (With Appendix B), be approved.



Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

**7. Report from Private Session**

There were none due to a motion to resolve back into PRIVATE Session.

**8. Declarations of Interest**

In PRIVATE Session, Trustees Kennedy, Li Preti and Rizzo declared an interest in Item 12a) Local Bargaining Update #2 - Canadian Union of Public Employees (CUPE), Association of Professional Student Services Personnel (APSSP), Ontario English Catholic Teachers Association (OECTA) and Elementary Teachers' Federation of Ontario (ETFO), as follows:

Trustee Li Preti - section dealing with Association of Professional Student Services Personnel (APSSP) as she has a family member who is a member of that bargaining group.

Trustee Li Preti indicated that she would not participate nor vote in the section dealing with APSSP but would participate in the remainder of the report.

Trustees Kennedy and Rizzo indicated that they have family members who are employees of the Board and that they would not participate in discussions nor vote on the Item.

There were none in PUBLIC Session.

## **9. Approval and Signing of the Minutes of the Previous Meeting**

MOVED by Trustee Tanuan, seconded by Trustee Martino, that the Minutes of the meeting held October 8, 2020 for PUBLIC Session be approved.

Results of the Vote taken, as follows:

### **In favour**

### **Opposed**

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

The Motion was declared

CARRIED

## 11. Presentations

Trustee Kennedy left the horseshoe at 7:45 pm.

Trustee Di Giorgio left the horseshoe at 7:46 pm.

Trustee Kennedy returned to the horseshoe at 7:50 pm.

Trustee Di Giorgio returned to the horseshoe at 7:56 pm

MOVED by Trustee Martino, seconded by Trustee Tanuan, that Item 11a) be adopted as follows:

- 11a) Pat Daly, President of Ontario Catholic School Trustees' Association (OCSTA), regarding OCSTA** that fees in the amount of \$209,487 be paid to OCSTA for the 2020-2021 membership year.

Results of the Vote taken, as follows:

### In favour

### Opposed

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

Rizzo

The Motion was declared

CARRIED

Trustee D'Amico left the horseshoe at 8:35 pm.

## **12. Priority Staff Reports**

MOVED by Trustee Kennedy, seconded by Trustee Tanuan, that Items 12a) and 12b) be adopted as follows:

Trustee D'Amico returned to the horseshoe at 8:38 pm.

Trustee Kennedy left the horseshoe at 9:03 pm and returned at 9:06 pm.

### **12a) Return to School Update; and**

### **12b) Return to School Update (With Appendix B - Process for Selection of Projects for COVID-19 Resilience Infrastructure Stream (CVRIS) Funding Submission) (Refer Item 12a) received.**

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Kennedy, that Toronto Public Health be invited to the December 3, 2020 Student Achievement and Well-Being, Catholic Education and Human Resources Committee Meeting to speak on process.

Time for business expired.

The Chair called for a vote for a 15-minute extension, as per Article 12.6, to complete the debate on the Item

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

Student Trustees Baybayon and Nguyen wished to be recorded as voted in favour.

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

**In favour**

**Opposed**

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

Rizzo  
Tanuan

The AMENDMENT was declared

CARRIED

Student Trustees Baybayon and Nguyen wished to be recorded as voted in favour.

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

**In favour**

**Opposed**

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

The Motion, as amended was declared

CARRIED

Student Trustees Baybayon and Nguyen wished to be recorded as voted in favour.

MOVED by Trustee Tanuan, seconded by Trustee Di Giorgio, that the meeting resolve back into PRIVATE Session.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

**CARRIED**

Student Trustees Baybayon and Nguyen wished to be recorded as voted in favour.

Following PRIVATE Session, the meeting resumed with Trustee Crawford in the Chair.

The attendance list remained unchanged.

Trustee D'Amico rejoined the meeting via Zoom.

## 17. Staff Reports

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

### 17d) Elementary Catholic Student Leadership Impact Team Report 2020 received.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Martino, that the placement of the Student Trustees' presentations and reports on the Order Page be referred to the By-Law Review Ad Hoc Committee.

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

#### In favour

#### Opposed

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

The AMENDMENT was declared

CARRIED



Student Trustees Baybayon and Nguyen wished to be recorded as voted in favour.

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

**In favour**

**Opposed**

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

The Motion, as amended, was declared

CARRIED

Student Trustees Baybayon and Nguyen wished to be recorded as voted in favour.

**Urgent Items**

The following Items were deemed urgent by the Director:

- 17a) Monthly Procurement Approvals; and
- 16a) Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting Held September 16, 2020

MOVED by Trustee Martino, seconded by Trustee Kennedy, that urgent Items 16a) Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting Held September 16, 2020 and 17a) Monthly Procurement Approvals, as well as Item 14) Consent and Review, be dealt with.

#### **14. Consent and Review**

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

- 17b) Renewal Plan 2020-2021 and Three-Year Forecast (All Wards)—Trustee Rizzo;
- 17c) 2019-2021 Capital Priorities Funding Announcement – Trustee Lubinski;
- 17e) Toronto Catholic District School Board Outdoor Education – Trustee Rizzo; and
- 17f) Enrolment Status Report 2020/2021 All Wards – Trustee Di Giorgio

MOVED by Trustee Tanuan, seconded by Trustee Li Preti, that the Items not considered urgent be referred/deferred to the next available meeting.

Results of the Vote taken, as follows:

#### **In favour**

#### **Opposed**

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

The Motion was declared

CARRIED

Student Trustees Baybayon and Nguyen wished to be recorded as voted in favour.

**ITEMS NOT CONSIDERED URGENT AS CAPTURED IN ABOVE MOTION**

- 17b) Renewal Plan 2020-2021 and Three-Year Forecast (All Wards);
- 17c) 2019-2021 Capital Priorities Funding Announcement;
- 17e) Toronto Catholic District School Board Outdoor Education; and
- 17f) Enrolment Status Report 2020/2021 All Wards

**17. Staff Reports**

MOVED by Trustee Martino, seconded by Trustee Tanuan, that Item 17a) be adopted as follows:

- 17a) Monthly Procurement Approvals** that the Board of Trustees approve all procurement activities/awards listed in Appendix A of the report.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
Di Giorgio  
Di Pasquale

Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Student Trustees Baybayon and Nguyen wished to be recorded as voted in favour.

**16. Matters Referred or Deferred**

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

**16a) Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting held September 16, 2020 received; and**

That Recommendations 1 and 2, as follows, be referred to Staff for a report:

1. To develop and draft a policy with protocol and procedures outlining the use of exclusions and the appeal process for Exclusion Appeals; and
2. That a report be prepared for the counting the number of Individual Education Plans (IEP) due at the beginning of a school year or term/semester and the number and percent of completed IEPs that were sent to parents on or before the 30-school day period has passed.

The report to Include IEPs due no earlier than the beginning of the 2020/21 school year;

The report to accumulate new reporting periods as the 30-school day period expires;

The report should not include more than the previous 5 school years of reporting; and

The report to separate Elementary and Secondary results with a board wide cumulative result; and

The report be included with the annual accountability framework Report;

3. Recommendation 3 - that the Board accept the letter of interest from Hilary Quinn and that she be appointed to serve as SEAC member; and

That the Board approve Recommendations 4, 5 and 6, as follows:

4. That SEAC is in favour of the Policy and Operational Procedures on the Policy on Age-Appropriate Placement: Curriculum/Program Supports, provided in Report Appendix A, and the accompanying TCDSB Operational Procedures, provided in Report Appendix B;
5.
  - i) That a budget presentation be made as soon as possible to SEAC on the Special Education Budget;
  - ii) That SEAC review, provide feedback and make recommendations about the Special Education Plan; and
  - iii) That membership be encouraged on the SEAC Committee; and
6.
  - i) That the Ontario Human Rights Code and the Ontario Human Rights Commission's Policy on Accessible Education for Students with Disabilities be included in the cross-references section;
  - ii) On page 76, Line 2: That *in the most inclusive way possible* be added after *students*; and
  - iii) That the Accessibility for Ontarians with Disabilities Act (AODA) be included in the cross-references section as well.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
Di Giorgio  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustee Di Pasquale did not vote/respond.

Student Trustees Baybayon and Nguyen wished to be recorded as voted in favour.

**7. Report from Private Session**

MOVED by Trustee Tanuan, seconded by Trustee Martino, that the report from PRIVATE Session regarding Labour relations, negotiations and extension of closing date of real estate be received.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
Di Giorgio  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustee Di Pasquale did not vote/respond.

Student Trustees Baybayon and Nguyen wished to be recorded as voted in favour.

MOVED by Trustee Di Giorgio, seconded by Trustee Lubinski, that the meeting resolve into DOUBLE PRIVATE Session.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees D'Amico  
Di Giorgio  
Lubinski

Crawford  
Kennedy  
Li Preti

Martino  
Tanuan

Rizzo

The Motion was declared

CARRIED

Trustee Di Pasquale did not vote/respond.

Student Trustees Baybayon and Nguyen wished to be recorded as voted in favour.

Following DOUBLE PRIVATE Session:

**PRESENT:**

**Trustees:**

N. Crawford, Acting Chair  
G. Tanuan, Acting Vice-Chair  
F. D’Amico –via Zoom  
A. Kennedy  
I. Li Preti  
T. Lubinski  
J. Martino  
M. Rizzo – via Zoom

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

MOVED by Trustee Kennedy, seconded by Trustee Li Preti, 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  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**21. Adjournment**

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

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
D'Amico  
Kennedy  
Li Preti  
Lubinski  
Martino

Rizzo  
Tanuan

The Motion was declared

CARRIED

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SECRETARY

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CHAIR



REPORT TO

REGULAR BOARD

## H.M.33 ACCEPTANCE OF HOSPITALITY AND GIFTS POLICY METRIC 2019-2020

*Out of the gifts to you, you shall set apart every offering due to the Lord; the best of all of them is the part to be consecrated. Numbers 18:29*

Created, Draft	First Tabling	Review
October 15, 2020	October 15, 2020	<a href="#">Click here to enter a date.</a>

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

### INFORMATION REPORT

#### Vision:

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

#### Mission:

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

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



Brendan Browne  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

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

## **A. EXECUTIVE SUMMARY**

TCDSB policy H.M.33 Acceptance of Hospitality or Gifts, requires the Director to annually report to the Board about hospitality and/or gifts of considerable value which contribute to student achievement, that were received and accepted on behalf of the TCDSB in the 2019-2020 school year.

Information was gathered from executives to ascertain whether any gifts of considerable value, which contributed to student achievement, were received during the 2019-2020 school year. The policy defines “considerable value” to mean *any gift, benefit or hospitality whose value exceeds \$100.00*.

Materials donated to the Board were not considered in this assessment as these items are dealt with in a separate policy, F.F.02 Donations and Sponsorship.

Based on the evidence received, no gifts of considerable value, which contribute to student achievement, were received and accepted on behalf of the TCDSB during the 2019-2020 school year.

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

## **B. PURPOSE**

1. This report fulfils the policy metric for A.33 Acceptance of Hospitality or Gifts, which states:

*The effectiveness of the policy will be determined by measuring the following:*

*All gifts of considerable value which contribute to student achievement received and accepted on behalf of the TCDSB will be reported by the Director to the Board of Trustees in an annual report.*

## **C. BACKGROUND**

1. **October 6, 2020** – TCDSB executives and leadership staff were surveyed about receipt of any hospitality or gift in excess of \$100.
2. **October 19, 2017** – at Regular Board, Trustees approved the revised policy A.33 Acceptance of Hospitality or Gifts, which included the requirement to annually report to the Board on the receipt of gifts of considerable value.

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

1. All designated executives (Associate Directors, Executive Superintendents, Superintendents, Legal Counsel, Chief Information Officer), as well as Principals and the Partnership Development staff were surveyed about the receipt and acceptance of any gifts of considerable value which would contribute to student achievement.
2. It was determined that *no gifts of considerable value, which contribute to student achievement, were received and accepted on behalf of the TCDSB during the 2019-2020 school year.*

## **E. METRICS AND ACCOUNTABILITY**

1. Receipt of gifts of considerable value in support of student achievement are informed by the Partnership Development office, and monitored through the Corporate Office.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** ACCEPTANCE OF HOSPITALITY OR GIFTS  
**POLICY NO:** H.M. 33

<b>Date Approved:</b>	<b>Date of Next Review:</b>	<b>Dates of Amendments:</b>
March 28, 2007	October 2022	October 19, 2017
<b>Cross References:</b> Conflict of Interest: Employees (H.M.31) Conflict of Interest: Trustees (T.01) Code of Conduct Policy (S.S.09) Art Collection (A.22) Donation and Sponsorship Policy (F.F.02)		
<b>Appendix</b>		

**Purpose:**

This policy clarifies that the Toronto Catholic District School Board, its Trustees and employees will not accept gifts, hospitality or other benefits that may have a real, apparent or potential influence on carrying out duties or that place them under obligation to the gifter. Contributions to student achievement may be accepted in accordance with the regulations of this policy. Board employees in school communities may accept a small token of appreciation from families in the community.

**Scope and Responsibility:**

This policy applies to all elected officials and employees. The Director is responsible for this policy.

**Alignment with MYSP:**

Living Our Catholic values

Strengthening Public Confidence



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** ACCEPTANCE OF HOSPITALITY OR GIFTS  
**POLICY NO:** H.M. 33

Achieving Excellence in Governance  
Providing Stewardship of Resources  
Inspiring and Motivating Employees

**Policy:**

It is the policy of the Toronto Catholic District School Board that elected officials and employees may only accept and retain gifts of low intrinsic value or business hospitality of less than \$100.00 per person and will not accept gifts, hospitality or other benefits that may have a real, apparent or potential influence on carrying out duties or that place them under obligation to the giver. If in the circumstances that hospitality or a gift of considerable value is received, notification as set out in the regulations is required.

The Board acknowledges that the offering of gifts or hospitality of limited value from suppliers, partners or other business contacts is a common business practice which may be appropriate under certain circumstances.

Elected officials and employees may accept a gift provided it does not create a sense of obligation, expectation or indebtedness or a real, or the appearance of, a conflict of interest that may be seen to be likely to affect the objectivity of those officials and employees in the performance of their duties.

Philanthropic gifts made by individuals, corporations, foundations or legal entities to assist the Board in the pursuit of its mission may be accepted at the discretion of the Director of Education or Board of Trustees.



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** ACCEPTANCE OF HOSPITALITY OR GIFTS  
**POLICY NO:** H.M. 33

**Regulations:**

1. The acceptance of gifts, hospitality and other benefits is permissible provided that:
  - a. they are infrequent and of minimal value (low-cost promotional objects, simple meals, souvenirs with no cash value) and are within the normal standards of business practice; and
  - b. they do not obligate or compromise the integrity of the recipient or the Board.
2. Gifts and benefits to an immediate family member or close associate of an elected official or employee, which can be reasonably attributed to the employee's official duties or association with the Board are prohibited.
3. An elected official or employee may accept moderate hospitality during the normal course of business that would not significantly exceed what the Board would likely approve on an individual's expense account form.
4. **Gifts of Considerable Value:** Where it would be inappropriate to refuse a gift of obvious value, the gift may be accepted on behalf of the TCDSB. The Director of Education will ensure that such a gift is retained as property of the TCDSB. All gifts of considerable value received and accepted on behalf of the TCDSB which contribute to student achievement will be reported by the Director to the Board of Trustees in an annual report.
5. **Charity Events:** Where the hospitality/gift offered to an elected official or employee is for attending a charity event with an ongoing relationship to the Board, the employee may accept if it contributes to student achievement.





**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** ACCEPTANCE OF HOSPITALITY OR GIFTS  
**POLICY NO:** H.M. 33

**6. Non-Charity Events:** No elected official or employee shall accept hospitality/gifts to non-charity events such as sporting or cultural events from any individual or organization doing business with the Board.

**7. Solicitation of Gifts or Sponsorship**

- a. Elected officials or employees shall not solicit hospitality, gifts, benefits or sponsorships for their personal benefit from any individual, company or organization that has an existing or potential business relationship with the Board.
  - b. For special Board functions, the Director of Education may approve the solicitation of gifts, prizes or donations from companies or organizations with whom the Board is not currently involved in a competitive acquisition process and provided that the donation or gift is legal and does not place the Board under any obligation or in a conflict of interest.
8. Exceptions to this policy and resolution of any dispute arising shall be at the discretion of the Director for staff and the Board in the case of trustees in private session.



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** ACCEPTANCE OF HOSPITALITY OR GIFTS  
**POLICY NO:** H.M. 33

### **Definitions:**

#### **Gift or Benefit**

Considered to be anything of value received as the result of a business relationship for which the recipient does not pay fair market value. Gifts or benefit refers to items both tangible and intangible such as hard goods, entertainment, trips, financial instruments and services other than hospitality offered directly or indirectly to an elected official or employee of the Board.

#### **Gifts of Considerable Value**

Any gift, benefit or hospitality whose value exceeds \$100.00.

#### **Hospitality**

The offering of meals, refreshments, entertainment, and transportation.

#### **Donation**

A voluntary transfer of property without any benefit received by the donor. Generally, a donation is made if the transfer is voluntary and made without expectation of return, and there is no benefit of any kind that may be provided to the donor or to anyone designated by the donor.

#### **Contributions to Student Achievement**

Items directly gifted or funds provided in the form of a gift card or gift certificate to improve and/or enhance the classroom or school environment. Examples include books and classroom supplies.



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** ACCEPTANCE OF HOSPITALITY OR GIFTS  
**POLICY NO:** H.M. 33

**Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

All gifts of considerable value which contribute to student achievement received and accepted on behalf of the TCDSB will be reported by the Director to the Board of Trustees in an annual report.



## REPORT TO

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

### RETURN TO SCHOOL UPDATE

*"The Lord gives sight to the blind, the Lord lifts up those who are bowed down, the Lord loves the righteous."  
Psalm 146:8*

Created, Draft	First Tabling	Review
January 5, 2021	January 14, 2021	<a href="#">Click here to enter a date.</a>
Barbara Loporati, Senior Coordinator, Planning Services John Wujek, Superintendent, Area 5 and Parent Engagement Shawna Campbell, Superintendent, Area 3 and Early Years Maria Meehan, Superintendent, Special Services Lori Di Marco, Superintendent, Curriculum Leadership & Innovation; ICT Shazia Vlahos, Chief, Communications and Government Relations Deborah Friesen, Superintendent, Capital Assets and Renewal Michael Loberto, Superintendent, Planning and Development Services Adrian Della Mora, Executive Superintendent of Human Resources Omar Malik, Acting Chief Information Officer		
<b>INFORMATION REPORT</b>		

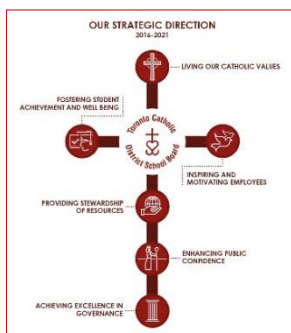
**Vision:**

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

**Mission:**

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

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



**Brendan Browne, PhD**  
Director of Education

**D. Koenig**  
Associate Director  
of Academic Affairs

**S. Camacho**  
(Acting) Associate Director of  
Facilities, Business and  
Community Development

## **A. EXECUTIVE SUMMARY**

The last update to the Reopening Action Plan was submitted to the December 10, 2020 Board meeting for information and consideration. The Plan is updated as necessary and is available on the TCDSB website. Key updates and strategies are provided for consideration.

On December 21, 2020, the Province announced schools in Ontario would be closed to in-person learning following Christmas Break. As a result, student learning pivoted to remote learning for all Elementary and Secondary students for the duration of the closure period. Demands for technology have been handled as required throughout and staff have been proactively planning for future needs. Communications continued throughout the Christmas Break to all stakeholders.

Phase 1 of the Asymptomatic Testing Pilot ended on Dec. 16, 2020. The Hospital for Sick Kids is compiling data and will submit a final report to the Ministry with recommendations for Phase 2.

The Province has informed TCDSB that it has submitted recommended projects for CVRIS funding to the Federal level for final approval.

TCDSB schools will continue to follow safety measures and guidance from Toronto Public Health when schools return to in person learning.

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

## **B. PURPOSE**

To provide the Board with updates as they pertain to the TCDSB Reopening Action Plan.

## **C. BACKGROUND**

1. *The TCDSB Reopening Action Plan, Staff Manual and Transition to Distance Learning Plan continue to reflect the process for operating schools safely.* Items from Board motions and Ministry updates that are confirmed have been included as required. Schools will continue to follow established protocols for virtual and in person learning.

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

### **Distance Learning for all TCDSB Schools**

1. *On December 21, 2020, the Province announced schools in Ontario would be closed to in-person learning following Christmas Break.* As a result, student learning pivoted to remote learning for Elementary students for the period of January 4-8 and for Secondary students for the period of January 4-22.
2. *Enhancements to student distance learning during the closure include:*
  - continuity of classes with no interruption to learning as in-person elementary classes transitioned to remote learning, as per the [TCDSB Transition to Remote Learning Plan](#)
  - in-person secondary schools moved from the hybrid model to fully remote learning to ensure course continuity and no interruption to learning
  - asynchronous and synchronous learning time requirements have been applied, as outlined by the province under [Policy/Program Memorandum \(PPM\) 164](#)
  - special consideration for in person attendance given to high needs MEDD ISP Special Education Students
  - in the fall, all teachers were required to create a Brightspace or Google classroom, in order to be ready should a transition to remote learning be required; Zoom was added in November as an option for video conferencing (previously only Google Meet was available)
  - devices for students continue to be made available, when required; safety protocols in place to ensure safe pickup of devices from the school by the parent/student
  - remote clinical intervention, by social workers and psychologists to support student mental health and well-being, continues through principal referral

- distance learning and “check and connect” monitoring for all special education students by special education staff

### **Staffing and Recruitment**

3. ***The Human Resources (HR) Department continues to support critical school-based programs during the school lockdown period.*** We are capitalizing on recent rule changes that expand the use of retired teachers and administrators. In particular, we are using retired administrators to bolster school-based administrative and supervision needs in cases involving family status needs. Occasional teachers are also being used temporarily to support in-person Special Education Program instruction.
4. ***HR staff is sustaining our commitment to enhancing each school’s allocation of Lunch Time Supervisors as well as each elementary school’s ability to utilize their valued Lunch Time Supervisors for an additional 1.5 hours per day to June 2021.***
5. ***The Sick Leave & Disability Department continues to diligently manage its extensive active sick leave cases.*** HR staff is closely monitoring absences during the school lockdown period and has implemented a process allowing Principals to advise HR staff of instructional/support gaps. ***The careful and regular review of sick leave metrics for all employee groups remains a priority.*** Significant caseloads are being reviewed daily and granting employees the ability to work virtually, where feasible, is being considered. Enhancing employee awareness of our employer-sponsored Employee Family Assistance Plan remains a priority.
6. ***Senior TCDSB staff members have maintained regular contact with our union partners (TECT, TSU, and CUPE) to collaboratively address issues.*** Recent discussions have focused on how we can sustain robust instruction and enhanced support staff monitoring/supporting students’ learning/social/emotional needs during the school lockdown period.
7. ***The SMASH Education virtual experiential Core French program has been successfully launched.*** This program provides St. Anne students (Grades 1 – 8) with a Ministry of Education aligned core French supplemental resource. Senior staff continues to work with our union partners to provide direct remote core French instruction at St. Anne Catholic Academy where possible.

8. ***HR staff is monitoring all quarantined staff to ensure that proper parameters are maintained.*** We continue to communicate with all employees regarding travel plans, quarantine requirements that may apply, and the need to commit to the employer to ensure continuity of program delivery and service.

#### **Child Care and Before and After School Programs**

10. ***The province released “Child Care Impacts of Time Limited Public Health Actions” on December 21, 2020. During the provincial closure, all child care programs*** serving infant, toddler and preschool-age children located inside TCDSB schools ***were permitted to remain open to support families in need of childcare.***
11. ***All before and after school, authorized recreation programs were closed*** to school age children in compliance with the provincial directive.
12. ***The Ministry of Education implemented a targeted emergency child care (ECC) program*** for eligible parents (***Appendix ‘A’***) of school-aged children who may not be able to accommodate their child’s learning and/or care at home.
13. ***The following TCDSB sites are offering ECC for school age children of essential workers during the closure:*** St. Charles, St. Martin De Porres, St. Rene Goupil, Holy Trinity, Holy Child, St. Andre Catholic School, St. John the Evangelist, Our Lady of Sorrows, St. Jerome.

#### **Ministry of Education Asymptomatic Testing Pilot**

14. ***Phase 1 of the 4-week pilot testing program ended on December 16, 2020.*** Toronto Public Health recommended to Ontario Health that a total 18 schools in Toronto participate in the pilot testing program, 5 of the schools were TCDSB schools: Chaminade, St. Fidelis, St. John the Evangelist, St. Roch and Msgr Percy Johnson.
15. ***The Ministry has asked the Hospital for Sick Children to compile the data and provide a final report to the Ministry with recommendations for the next phase of testing.*** A copy of the report will be shared with the Trustees once the report is available.

#### **Communications**



16. *On December 10, families received information about our inclement weather protocols.*
17. *On December 11, families received information about in-class and virtual transfers.*
18. *On December 23, following the Ministry of Education announcement regarding remote learning, families received detailed information about the transition and what to expect in the new year.* Communications on the shutdown from the Ministry of Education and message from the Minister were also shared with families on **December 21 and January 5**. The Board of Trustees and TCDSB School Administrators also received information about the remote learning plan over the break.

#### **CVRIS Funding**

19. *The COVID-19 Resilience Infrastructure Stream funding request, originally submitted to the Ministry of Education on November 18, 2020, **has entered the second stage of approval.*** The Province has informed TCDSB that the list of recommended projects has been submitted to the Federal level for review and final approval of projects. The final funding announcement is expected at the end of January 2021.

#### **Cycling to School**

20. *Award of the contracts for supply and installation of bike racks at schools that do not currently have bicycle parking is awaiting approval of the procurement reports.* Bike racks will first be installed at schools where an existing suitable hard surface is available. New concrete pads will be required where there is not a suitable surface and will be installed once weather allows. Funding for the bike racks will initially be made available from COVID Relief Funding but will subsequently be reimbursed under an existing agreement with the City of Toronto through the Ontario Municipal Commuter Cycling Fund.

#### **Outdoor Classrooms**

21. *The initial outdoor classroom pilot project was completed on December 31, however, the pilot project has been extended at four schools where use of the tent has been integral to programme delivery.* Tents remain at St. Michael Choir School, St. Fidelis, St. Nicholas and St. Ambrose. Tents at the other 14 schools that participated in the original pilot project were removed over the Christmas break. Generally, use of the tents as outdoor classrooms declined

as the temperatures fell. Unauthorised use overnight and on weekends was an ongoing issue at specific school locations. Further feedback on the pilot project will be collected from the school Principals and brought to the Board.

22. ***The initiative to provide permanent outdoor classroom seating is continuing beyond the end of the tent pilot project.*** Logs donated by the City of Toronto are available, but the TCDSB is responsible for picking up the logs, cutting them into suitable lengths for seating, and delivering them to schools. An RFQ issued in November to retain a contractor to carry out this work did not elicit any bids. Staff has reached out directly to alternate vendors and is in the process of obtaining and evaluating quotations to determine feasibility within the project budget.

### **Indoor Air Quality**

23. ***A draft report on the results of the Indoor Air Quality study has just been received and is under review by staff.*** The consultant, Pinchin Ltd., at an upcoming Corporate Services meeting, will make a presentation of the results and recommendations.

### **Technology**

24. ***Staff have been proactively working to ensure that the supply of student need devices stay ahead of demands and emergency needs, and staff were prepared to pivot when the news of the January closure was received.*** In anticipation of device requests from in-person elementary school students and families that might be at a higher risk of not having a device for remote learning during the January school closure, approximately 2500 Chromebooks were pre-processed over the December holiday break and pre-shipped to all elementary schools between January 4 and 8. Each elementary school received a minimum of 5 Chromebooks and an increase amount using a fair and equitable distribution plan based on the number of students and socioeconomic factors. The request process remained the same for students and families (i.e. simply contacting the school to make a device request), and the device management application for Principals was updated so they could easily and quickly draw from their local pre-shipment inventory.
25. ***The closure response plan for devices was communicated to Principals before the holiday break, and they were later emailed with delivery information and instructions to assist with their planning and communication.*** Within the first few days, more than 400 of the pre-shipped Chromebooks were assigned and picked up at elementary schools.

26. *Regular orders continue to flow. There are approximately 2500 Chromebooks and 100 iPads in our supply with the vendor to continue to process and fulfil student device needs.* An additional 800 iPads will be received soon to stay ahead of requests for students that require internet.

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

1. *FAQs continue to be gathered from parent feedback.* The board continues to provide updates, frequently asked questions and answers on the board website, social media channels, and shared with families via School Messenger.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.

## INDIVIDUALS ELIGIBLE FOR EMERGENCY CHILD CARE

1. An individual who is,
  - i. a regulated health professional, or
  - ii. an unregulated health care provider working in health care delivery, either directly or indirectly.
2. A police officer as defined in the *Police Services Act*.
3. A special constable appointed pursuant to section 53 of the *Police Services Act*.
4. A member of a police force other than a police officer as defined in the *Police Services Act*.
5. A First Nations Constable appointed pursuant to section 54 of the *Police Services Act* or a member of a police service in which policing is delivered by First Nations Constables.
6. A provincial offences officer as defined in the *Provincial Offences Act*.
7. An individual employed as a firefighter as defined in the *Fire Protection and Prevention Act, 1997*.
8. An individual who is,
  - i. engaged in providing fire protection services as defined in the *Fire Protection and Prevention Act, 1997*,
  - ii. employed in a fire department as defined in the *Fire Protection and Prevention Act, 1997*, or
  - iii. employed in the Office of the Fire Marshal and whose duties include being a fire investigator or supervising or managing fire investigators.
9. A paramedic as defined in the *Ambulance Act*.
10. A coroner as defined in the *Coroners Act*.
11. A worker in a correctional institution as defined in the *Ministry of Correctional Services Act* or an independent contractor who supplies services to correctional institutions, including, but not limited to, employees of Trilcor.
12. Probation and parole officers as described in the *Ministry of Correctional Services Act*, including institutional liaison officers, court liaison officers,

- individuals employed as assistant area managers and area managers of staff at probation and parole offices and the administrative and support staff at these offices.
13. An individual employed in the Institutional Services Division of the Ministry of the Solicitor General, including a person employed in a correctional institution as defined in section 1 of the *Ministry of Correctional Services Act*.
  14. An individual employed in the Operational Support Division of the Correctional Services Recruitment and Training Centre in the Ministry of the Solicitor General who,
    - i. provides facilities or maintenance services, or
    - ii. is a Senior Staff Development Officer or Manager of Customized Training.
  15. An employee of Compass Group Canada Ltd. who works at or provides services in relation to the Cook Chill Food Production Centre.
  16. An individual employed in the Ministry of the Solicitor General who performs one or more of the following functions for the Institutional Services Division or Community Services Division:
    - i. Performing electronic monitoring services.
    - ii. Performing CPIC searches.
    - iii. Preparing community supervision orders.
  17. An individual employed in the Ministry of the Solicitor General at the Centre for Forensic Sciences who is involved in supporting and conducting forensic testing and analysis.
  18. An individual employed in the Ministry of the Solicitor General at the Provincial Forensic Pathology Unit.
  19. An individual employed in the Provincial Emergency Operations Centre or at the Ministry of the Solicitor General's Emergency Operations Centre.
  20. An animal welfare inspector appointed pursuant to the *Provincial Animal Welfare Services Act, 2019* or an individual employed by the Ministry of the Solicitor General in the Animal Welfare Services Branch who is directly involved in supporting animal welfare inspectors.
  21. An individual employed in the operation of,

- i. a place of secure custody designated under section 24.1 of the *Young Offenders Act* (Canada), whether in accordance with section 88 of the *Youth Criminal Justice Act* (Canada) or otherwise, or
  - ii. a place of secure temporary detention as defined in subsection 2 (1) of the *Child, Youth and Family Services Act, 2017*.
- 22. Persons employed in the Direct Operated Facilities Branch of the Ministry of Children, Community and Social Services.
- 23. An individual who performs work that is essential to the delivery of core services in a municipality or First Nation community, as determined by the municipality or First Nation.
- 24. An individual who performs work of a critical nature in their service area or community, as determined by the Minister of Education or his delegate in consultation with the relevant service system manager or First Nation as those terms are defined under the *Child Care and Early Years Act, 2014*.
- 25. An individual who works in a child care centre or who otherwise provides child care in accordance with the requirements in this Order.
- 26. A member of the Canadian Armed Forces or an employee of the Department of National Defence.
- 27. All persons employed in the Ministry of Natural Resources and Forestry who are engaged in,
  - i. prevention, mitigation, preparedness, response or recovery actions, as applicable, with respect to,
    - A. fires as defined in the *Forest Fires Prevention Act*,
    - B. floods,
    - C. dam failures, or
    - D. emergencies relating to oil and gas exploration or production, hydrocarbon underground storage, and salt solution mining,
 or
  - ii. the provision of support services to Conservation Officers through the operation of the Ministry's Provincial Communications Unit.
- 28. A person who holds a licence issued under section 13 of the *Private Security and Investigative Services Act, 2005* to act as a security guard.



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December 17, 2020

Dear Chair Martino and Director Browne:

On behalf of both our organizations, we are writing to you both regarding the motion passed at the Board of Trustees meeting on Thursday, December 10, 2020 rescinding the next switch date in February.

This school year parents have been trying to decide how to balance their children's health, mental wellness, finances, and education. Before the school year even began parents were dealing with incomplete information. Now with the ever-changing information from the board, these decisions become even more challenging and over-whelming to many.

The way the communication is presented has left a lack of clarity with many parents and families. Seemingly, instead of giving parents the opportunity to choose the learning model for their child, movements will be dealt with on a case-by-case basis and **only** under the condition that such a transfer will not disrupt the current staffing allocations. Once again, it seems to many of the TCDSB parents and families that **the children have not been made the priority.**

We realize this school year has been very fluid and unprecedented. We understand that the Board was looking for a solution that was both fair and equitable to all our parents without creating the disruption to schools that was felt in November; however, with the solution arrived at, no other information accompanied it. All the finer or nuanced details about the 'how' are unknown. It is the unknown that parents fear most, how can a parent make a decision without all the details? It also mitigates the various socio-economic circumstances for our parents and families, which are increasingly and glaringly impacting their experiences.



Further, if our parents or stakeholders were given all the information and an opportunity for consultation, they may have come to the decision the Board did. Parental engagement begins with collaborative communication. Having parents involved in the decision maker process for their children shows that the Board respects their stakeholders and is putting children first!

With inefficient communication, no consultation and lack of consistency or transparency, we are losing the confidence of our parents in our Board. During this time of flux with the pandemic, the Board should be building confidence in their stakeholders and not continually leaving them grasping for answers and reactive to further induced stress, which could have been prevented. We will always remain compassionate; however, this is about courtesy.

Please review this decision and consider this very well supported stakeholder perspective.

Thank you and God Bless,

Joe Fiorante  
CPIC Chair

Annalisa Crudo-Perri  
OAPCE Executive Director





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
December 11, 2020	January 21, 2021	<a href="#">Click here to enter a date</a>
D. Reid, (Acting) Coordinator of Material Management V. Artuso, (Acting) Purchasing Manager P. De Cock, Comptroller of Business Services & Finance		
<b>RECOMMENDATION REPORT</b>		

**Vision:**

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

**Mission:**

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

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



**Brendan Browne**  
Director of Education

**D. Koenig**  
Associate Director  
of Academic Affairs

**S. Camacho**  
Acting Associate Director of  
Facilities, Business and  
Community Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

As required by the TCDSB Purchasing Policy (FP.01), the Board of Trustees approve any procurement activity/awards in excess of \$50,000. This report submits to the Board of Trustees all procurement activity/awards in excess of \$50,000 subsequent to **December 10, 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 30 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 and Appendix B – Emergency Purchase due to Covid 19.**

## **E. CONCLUDING STATEMENT**

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

## Appendix A

No.	Report Name	Type	Vendor Name(s)	Description	Amount
1	Procurement Award Report Additional Lexia Licenses	Modification to Existing Award	Greenfield Learning Inc.	Lexia Reading Intervention Program purchased through Greenfield Learning Inc. as individual licenses to support literacy empowerment in students from kindergarten to grade 12.	\$63,700.00 USD (\$81,500.00 CAD)
2	Bike Rack Supplier Covid-19 Procurement Award	New Procurement Award	Classic Displays	Supply and delivery to a central location of seventy-one (71) bicycle racks	\$55,025.00
3	Palo Alto Networks Firewalls Maintenance	New Procurement Award	Compugen Inc.	Palo Alto Networks is the firewall security solution implemented by ICT Services.	\$360,000.00
4	St. Maria Goretti Catholic School HVAC System Re-Commissioning Contract Award	New Procurement Award _____ Budget Increase	Black Creek Mechanical Ltd.	BAS Upgrade, including replacement of all the old controls, installation of VFDs	\$237,200.00 _____ \$92,016.46
5	Agreement Extension with 4Office Automation	Modification to Existing Award	4Office Automation	Extension to contract for Automation for photocopier equipment - ended as of November 30, 2020.	\$1,120,000.00
6	Google Chrome OS Management Console Licenses	New Procurement Award	CDW Canada	Additional 2000 Google Chrome OS Management Console perpetual licenses for the management of new Chromebook laptops purchased by schools.	\$65,200.00

## Appendix A

No.	Report Name	Type	Vendor Name(s)	Description	Amount
7	Access Control & Security Upgrades Phase 6 Budget Approval and Consultant Award	New Procurement Award	Digital Climate	Consulting Services for Phase 6 Access Control and Security Upgrades	\$71,000.00
8	Holy Spirit Catholic School Window Replacement Contractor Award	New Procurement Award	Alwind Industries Ltd.	Fabricate and install new aluminum window sash, frames and all accessories at Holy Spirit Catholic School	\$193,770.00



# Procurement Award Report

(for Purchases/Contracts over \$50,000)

## 1. Report Information

Report Name	Procurement Award Report Additional Lexia Licenses
Division	Special Services
SO/Executive	M. Meehan, SO Special Services
Initiator/Requestor	D. Reid, Principal Special Services
Report Type	Modification to existing award

## 2. Tender/RFP Information

RFP/Tender #		Value (excl. all Taxes)	\$63,700.00 USD (\$81,500.00 CAD)
Term Start Date	December 9, 2020	Term End date	June 30, 2022

## 3. Description of Goods/Service or Change

Lexia Reading Intervention Program purchased through Greenfield Learning Inc. as individual licenses to support literacy empowerment in students from kindergarten to grade 12.

1,018 Lexia Licenses to Expire with Existing 1,482 licenses on August 31, 2022.  
MOE Price \$50,900 USD

16 Live Online Learning Sessions for Teachers (20 /21 and 21 / 22 School Years.  
\$12,800 USD.

The Lexia subscription service includes:

- A. Access to Lexia Reading Core5 via approved system requirements.
- B. Access to Lexia PowerUp Literacy via approved system requirements.
- C. When purchased, access to Lexia RAPID Assessment via approved system requirements.
- D. Data hosting and reporting functions at [www.myLexia.com](http://www.myLexia.com) and the myLexia APP.
- E. Lexia Reading scripted lesson plans, independent student worksheets and instructional connections.

F. System updates, 800-line tech support, local support & implementation and On-Demand training videos.

#### 4. Procurement Process

Procurement Type	Single/Sole Source
Consortium/Group Purchase	Yes - Other
# of Compliant Bidders/Respondents	1
Name of Recommended Vendor/Bidder	Greenfield Learning Inc.
Winning Bid Value (excluding all Taxes)	\$63,700.00 USD (\$81,500.00 CAD)
Budget Source	771
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

#### 5. Formal Award Recommendation

Special Services recommends the award of the procurement request to purchase Lexia Licenses from Greenfield Learning to the value of \$63,700.00 USD excluding all taxes to ensure continued delivery of reading support to special needs students across the system who benefit from this specific reading intervention.



# Procurement Award Report

*(for Purchases/Contracts over \$50,000)*

## 1. Report Information

Report Name	Bike Rack Supplier Covid-19 Procurement Award
Report #	Cap 2020 006
Division	Capital Development, Asset Management and Renewal
SO/Executive	D. Friesen, Superintendent, Capital Development, Asset Management and Renewal
Initiator/Requestor	S. Pavan, Supervisor, Capital Development
Report Type	New procurement award

## 2. Tender/RFP/RFQ Information

RFP/Tender #	City of Toronto RFQ 6407-17-0119	Value (exclude all Taxes)	\$55,025.00
Term Start Date	January 21, 2021	Term End date	December 31, 2021

## 3. Description of Goods/Service or Change

Supply and delivery to a central location of seventy-one (71) bicycle racks at a unit rate established through the City of Toronto's tender and award of a unit price contract to Classic Displays.

TCDSB costs will be reimbursed by the City of Toronto through the Ontario Municipal Commuter Cycling Fund.

Delivery and installation of the bicycle racks to various schools across the Board has been procured separately.

#### 4. Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	Yes - "Piggy Back" Clause
# of Compliant Bidders/Respondents	n/a
Name of Recommend Vendor/Bidder	Classic Displays
Winning Bid Value (exclude all Taxes)	\$55,025.00
Budget Source	COVID-19 Emergency Fund, to be reimbursed by City of Toronto through Municipal Commuter Cycling Fund
Budget Source approval (Report & Date)	
New/Under/Over Budget	Within approved budget

#### 5. Formal Award Recommendation

<ol style="list-style-type: none"><li>1. That a contract be awarded to Classic Displays for supply of 71 City of Toronto approved bicycle racks including delivery to a central location at the unit rate of \$775.00 per rack for a total of \$55,025.00, plus net HST of \$1,188.54, for a total cost of \$56,213.54.</li><li>2. That a Contingency Allowance of \$16,000.00 to accommodate the supply of up to 20 additional bike racks and/or unforeseen challenges associated with supply and delivery be included in the project budget.</li><li>3. That the funds be made available from the COVID-19 Emergency Fund to be reimbursed by the City of Toronto through the Ontario Municipal Commuter Cycling Fund.</li></ol>
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# Project Funding Update

## Funding Statement

System Wide - (All amounts include net HST)		
	Cost	Balance
City of Toronto Cycling Program Grant		\$200,000.00
Supply and Central Delivery of Bike Racks (Unit Rate \$791.74)	\$56,216.54	
Supply and Central Delivery Contingency	\$16,000.00	
Installation Cost (separate tender)	\$16,549.09	
Installation Contingency Allowance	\$4,200.00	
Total Project Cost		\$92,965.63
<b>Balance</b>		<b>\$107,034.37</b>

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

## Formal Budget Change Recommendation



# Procurement Award Report

(for Purchases/Contracts over \$50,000)

## 1. Report Information

Report Name	St. Maria Goretti Catholic School HVAC System Re-Commissioning Contract Award
Report #	Ren 2020 032
Division	Capital Development, Asset Management and Renewal
SO/Executive	D. Friesen, Superintendent, Capital Development, Asset Management and Renewal
Initiator/Requestor	H. Akhlaq, Project Supervisor, Renewal
Report Type	New procurement award

## 2. Tender/RFP/RFQ Information

RFP/Tender #	<b>T-002-21</b>	Value (exclude all Taxes)	\$237,200.00
Term Start Date	January 21, 2021	Term End date	April 30, 2021

## 3. Description of Goods/Service or Change

Scope of work - BAS Upgrade, including replacement of all the old controls, installation of VFDs to secondary heating pumps, air audit, balancing of the forced air system, hydronic system, repairs of equipment/accessories if needed, and commissioning of the HVAC system through a third party commissioning agent at St. Maria Goretti Catholic School.

Reason for budget increase - The original scope of work consisted of just the BAS upgrade, however a detailed engineering study conducted by Bold Engineering (project consultant) has revealed further HVAC deficiencies that require attention in order to achieve optimum performance of the HVAC system. As a result a project budget increase is required.

#### 4. Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	10
Name of Recommend Vendor/Bidder	Black Creek Mechanical Ltd
Winning Bid Value (excl. all Taxes)	\$237,200.00
Budget Source	School Improvement Grant
Budget Source approval (Report & Date)	Ren 2019 002 (Oct 10, 2019)
New/Under/Over Budget	Budget Increase required

#### 5. Formal Award Recommendation

1. That a contract be awarded to Black Creek Mechanical Ltd. to carry out the BAS upgrade, installation of VFDs, air audit, balancing, repairs of equipment/accessories and commissioning of the HVAC system at St. Maria Goretti Catholic School in the amount of \$237,200.00, plus net HST of \$5,123.52, for a total cost of \$242,323.52.
2. That the consultant's fee be adjusted to \$9,692.94 (incl. net HST) based on the approved consultant award of 4% of the construction cost, and later adjusted based upon the final construction cost of the project.
3. That a Technical Development Allowance of \$10,000.00 and a Contingency Allowance of \$90,000.00 be included in the project budget.
4. That the funding for this project be made available from the School Condition Improvement grant.

# Project Funding Update

## Funding Statement

St. Maria Goretti Catholic School - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget		\$260,000.00
Construction Cost	\$242,323.52	
Consulting Fees (@ 4% of construction)	\$9,692.94	
Technical Development Allowance	\$10,000.00	
Contingency Allowance	\$90,000.00	
Total Project Cost		\$352,016.46
<b>Balance</b>		<b>(\$92,016.46)</b>

Project Budget Change Needed?	Yes
Budget Change Amount	\$92,016.46

## Formal Budget Change Recommendation

That the project budget of \$260,000.00 approved in the Renewal Plan be increased to \$352,016.46 to cover a budget shortfall of \$92,016.46 to complete the HVAC re-commissioning /BAS upgrade project at St. Maria Goretti Catholic School.



## Procurement Award Report

Report Name	CS_Jan2021 Agreement Extension with 4Office Automation
Division	ICT Services Division
SO/Executive	O. Malik, Chief Information Officer
Initiator/Requestor	K. Xiong, Senior Manager IT Infrastructure & Operations J. Di Fonzo, Senior Coordinator IT Infrastructure & Operations
Report Type	Modification to existing award

### Tender/RFP Information

RFP/Tender #		Value + Net HST	\$1,120,000.00
Term Start Date	December 1, 2020	Term End date	November 30, 2021

### Description of Goods/Service or Change

The existing agreement with 4Office Automation for photocopier equipment ended as of November 30, 2020. A procurement process has been initiated to acquire a vendor of record for MFD (Multi-Functional Devices). The procurement for photocopier equipment will consider what is available through OECM contract.

The schools and departments are continuing to use existing photocopiers during the next few months therefore in the interim the agreement with 4Office Automation needs to be continued.

This report recommends that in the interim, the existing agreement with 4Office Automation be extended to November 30, 2021 up to a maximum contract value of \$1,120,000 with a 30-day cancellation notice anytime beyond July 01, 2021.

## Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	4Office Automation
Winning Bid Value + Net HST	\$1,120,000.00
Budget Source	School and Departments Operating budgets
Budget Source approval (Report & Date)	2020-21 Budget Estimates – Overall and Instructional 2020-21 Budget Estimates – Non-Instructional July 23, 2020
Under/Over Budget	Within approved budget

## Formal Award Recommendation

This report recommends that in the interim of a procurement process, the existing agreement with 4Office Automation be extended to November 30, 2021 up to a maximum contract value of \$1,120,000 with a 30-day cancellation notice anytime beyond July 01, 2021.



# Procurement Award Report

(for Purchases/Contracts over \$50,000)

## 1. Report Information

Report Name	Google Chrome OS Management Console Licenses
Report #	
Division	ICT Services Division
SO/Executive	Omar Malik, Acting Chief Information Officer
Initiator/Requestor	Ben Tari, Senior Manager, Field Technical Support & Software Deployment J. Di Fonzo, Senior Coordinator, IT Infrastructure & Operations
Report Type	New procurement award

## 2. Tender/RFP/RFQ Information

RFP/Tender #	RFQ	Value (exclude all Taxes)	\$65,200.00
Term Start Date	January 8, 2021	Term End date	January 8, 2021

## 3. Description of Goods/Service or Change

An RFQ was issued to acquire an additional 2000 Google Chrome OS Management Console perpetual licenses. The additional Google Chrome Management Licenses are needed for the management of new Chromebook laptops purchased by schools.

There were three (3) suppliers that responded with price quotes to this RFQ. The price quote from CDW Canada at the total purchase price of \$65,200.00 excluding all taxes was the lowest cost.

#### 4. Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	Yes - OECM
# of Compliant Bidders/Respondents	3
Name of Recommend Vendor/Bidder	CDW Canada
Winning Bid Value (exclude all Taxes)	\$65,200.00
Budget Source	ICT Services Division – operations budget
Budget Source approval (Report & Date)	2020-21 Budget Estimates – Overall and Instructional 2020-21 Budget Estimates – Non-Instructional July 23, 2020
New/Under/Over Budget	Within approved budget

#### 5. Formal Award Recommendation

This report recommends purchasing 2000 additional Google Chrome OS Management Console perpetual licenses from CDW Canada at the unit cost of \$32.60 per license for a total purchase price of \$65,200.00 excluding all taxes.





# Procurement Award Report

*(for Purchases/Contracts over \$50,000)*

## 1. Report Information

Report To	Monthly Procurement
Report Name	Access Control & Security Upgrades Phase 6 Budget Approval and Consultant Award
Report #	Ren 2020 020
Division	Capital Development, Asset Management and Renewal
SO/Executive	D. Friesen, Superintendent, Capital Development, Asset Management and Renewal
Initiator/Requestor	J. Directo, Supervisor, Renewal
Report Type	New procurement award

## 2. Tender/RFP Information

RFP/Tender #	<b>C-022-17</b>	Value (exclude all Taxes)	\$71,000.00
Term Start Date	February 1, 2021	Term End date	December 31, 2021

## 3. Description of Goods/Service or Change

This report is to award a contract to Digital Climate for the Phase 6 Access Control and Security Upgrades as per the attached Phase 6 school listing in Appendix A. This report also clarifies Digital Climate's consulting fee breakdown for Phase 5 and Phase 6 as per Ren 2019 089.

Furthermore, this report is to approve the pooling of the technical development and project contingency allowances so that these funds can be utilized as required per school as identified in Phase 5 & 6 school listings.

#### 4. Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	4
Name of Recommended Vendor/Bidder	Digital Climate
Winning Bid Value (excl. all Taxes)	\$71,000.00 (Phase 6)
Budget Source	School Condition Improvement Grant (SCI)
Budget Source approval (Report & Date)	Ren 2019 014 – Dec 11, 2019.
Under/Over Budget	New Budget

#### 5. Formal Award Recommendation

1. That a contract be awarded to Digital Climate Ltd. to provide consulting services for Phase 6 Intrusion and Access Control System Upgrade in the amount of \$71,000.00 plus net HST of \$1,533.60 for a total fee of \$72,533.60.
2. That the previously approved technical development allowance in Ren 2019 089 for the Access Control and Security Upgrades projects, be pooled into one contingency allowance to be utilized as needed for all schools identified in Phase 5 and Phase 6 of the Access Control and Security Upgrades projects in the amount of \$90,000.00 incl. net HST.
3. That the previously approved project contingency allowance in Ren 2019 089 for the Access Control and Security Upgrades projects, be pooled into one contingency allowance to be utilized as needed for all schools identified in Phase 5 and Phase 6 of the Access Control and Security Upgrades projects in the amount of \$210,000.00 incl. net HST.
4. That funds be made available from the School Condition Improvement Grant (SCI).

# Project Funding Update

## Funding Statement

Various Schools - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget - Ren 2019 089		\$ 2,165,061.36
Construcion Cost (Phase 5 - 41 sites)	\$ 1,563,223.51	
Consulting Fee - Phase 5 (2019-2020)	\$ 67,527.76	
Consulting Fee - Phase 6 (2020-2021)	\$ 72,533.60	
Technical Development Allowance	\$ 90,000.00	
Contingency Allowance (Phase 5 & 6)	\$ 210,000.00	
Total Project Cost		\$ 2,003,284.87
<b>Balance</b>		\$ 161,776.49

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

## Formal Budget Change Recommendation

School Number			School	Detailed Description of Work	Year of Execution	Digital Climate consulting fee per school
2020 Renewal Security Plan (Phase 6)						
School #	IO	GL	School	Project	Year of Execution	\$
393	8118393		St Kateri Teckawitha	Access Control & Intrusion Security	2020-21	1,800.00
528	8118528		Michael Power/St. Joseph	Access Control & Intrusion Security	2020-21	1,800.00
249	8118249		St Margaret	Access Control	2020-21	1,400.00
258	8118258		Precious Blood	Access Control & Intrusion Security	2020-21	1,800.00
289	8118289		Blessed Trinity	Access Control & Intrusion Security	2020-21	1,800.00
244	8118244		St. John Evangelist (Phil Neri Site)	Access Control & Intrusion Security	2020-21	1,800.00
295	8118295		St Andrew	Access Control & Intrusion Security	2020-21	1,800.00
313	8118313		St. Wilfrid	Access Control & Intrusion Security	2020-21	1,800.00
315	8118315		St. Isaac Jogues	Access Control & Intrusion Security	2020-21	1,800.00
316	8118316		St. Catherine	Access Control & Intrusion Security	2020-21	1,800.00
323	8118323		St Leonard	Access Control	2020-21	1,400.00
562	8118562		Msgr. Fraser (Former St. Peter)	Access Control & Intrusion Security	2020-21	1,800.00
345	8118345		St Agnes	Access Control	2020-21	1,400.00
346	8118346		St. Gerrard Majella	Access Control & Intrusion Security	2020-21	1,800.00
347	8118347		St Luke	Access Control	2020-21	1,400.00
353	8118353		Holy Redeemer	Access Control	2020-21	1,400.00
357	8118357		St. Matthias	Access Control & Intrusion Security	2020-21	1,800.00
359	8118359		St. Brendan	Access Control & Intrusion Security	2020-21	1,800.00
370	8118370		St Luigi	Access Control	2020-21	1,800.00
387	8118387		St. Michael	Access Control & Intrusion Security	2020-21	1,800.00
397	8118397		Venerable John Merlini	Access Control	2020-21	1,400.00
	8118		St Andre	Access Control	2020-21	1,400.00
467	8118467		St. Dominic Savio	Access Control & Intrusion Security	2020-21	1,800.00
562	8118562		Monsignor Fraser College Annex	Access Control & Intrusion Security	2020-21	1,800.00

513	8118513	St Basil The Great College	Access Control & Intrusion Security	2020-21	1,800.00
514	8118514	St. Joseph College	Access Control & Intrusion Security	2020-21	1,800.00
519	8118519	Cardinal Newman	Access Control & Intrusion Security	2020-21	1,800.00
521	8118521	Father Henry Carr	Access Control & Intrusion Security	2020-21	1,800.00
524	8118524	Francis Libermann	Access Control & Intrusion Security	2020-21	1,800.00
527	8118527	James Cardinal McGuigan	Access Control & Intrusion Security	2020-21	1,800.00
564	8118564	Msgr. Fraser (Was Old Good Counsel)	Access Control & Intrusion Security	2020-21	1,800.00
544	8118544	Mary Ward	Access Control & Intrusion Security	2020-21	1,800.00
546	8118546	St. Patrick S.S.	Access Control & Intrusion Security	2020-21	1,800.00
554	8118554	Jean Vanier	Access Control & Intrusion Security	2020-21	1,800.00
555	8118555	Archbishop Romero	Access Control & Intrusion Security	2020-21	1,800.00
556	8118556	Cardinal Carter	Access Control & Intrusion Security	2020-21	1,800.00
562	8118562	Msgr. Fraser +21 (Former St. Pete)	Access Control & Intrusion Security	2020-21	1,800.00
533	8118533	Msgr. Fraser Isabella St	Access Control & Intrusion Security	2020-21	1,800.00
564	8118564	Msgr. Fraser Midland (OLGC)	Access Control & Intrusion Security	2020-21	1,800.00
561	8118561	Marshal McLuhan	Access Control & Intrusion Security	2020-21	1,800.00
407	8118407	Catholic Education Center(REMOVED)	Access Control & Intrusion Security	2020-21	1,800.00
Total					71,000.00



# Procurement Award Report

*(for Purchases/Contracts over \$50,000)*

## 1. Report Information

Report Name	Holy Spirit Catholic School Window Replacement Contractor Award
Report #	Ren 2020 038
Division	Capital Development, Asset Management and Renewal
SO/Executive	D. Friesen, Superintendent, Capital Development, Asset Management and Renewal
Initiator/Requestor	P. Nynkowski, Project Supervisor
Report Type	New procurement award

## 2. Tender/RFP Information

RFP/Tender #	<b>P-020-20</b>	Value (exclude all Taxes)	\$193,770.00
Term Start Date	June 9, 2020	Term End date	February 1, 2021

## 3. Description of Goods/Service or Change

Fabricate and install new aluminum window sash, frames and all accessories at Holy Spirit Catholic School.

This project was approved in the 2018-2019 Renewal Plan with an estimated project budget of \$300,000.00. Costs in 2020 have come lower than anticipated.

#### 4. Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	2
Name of Recommended Vendor/Bidder	Alwind Industries Ltd.
Winning Bid Value (excl. all Taxes)	\$193,770.00
Budget Source	School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2018 154 June 6/19
Under/Over Budget	Within approved budget

#### 5. Formal Award Recommendation

<ol style="list-style-type: none"><li>1. That a contract be awarded to Alwind Industries Ltd. for complete window replacement at Holy Spirit Catholic School in the amount of \$193,770.00, plus net HST of \$4,185.43, for a total cost of \$197,955.43.</li><li>2. That the project budget include a contingency allowance of \$30,000.00 and a Technical development allowance of \$15,000.00.</li><li>3. That the funds for this project be made available from the School Condition Improvement Grant</li></ol>
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# Project Funding Update

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

## Funding Statement

Holy Spirit Catholic Elementary School - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget A		\$300,000.00
Construction Cost	\$197,955.43	
Consulting Fees	\$9,705.20	
Technical Development Allowance	\$15,000.00	
Contingency Allowance	\$30,000.00	
Total Project Cost		\$252,660.63
<b>Balance</b>		<b>\$47,339.37</b>

Project Budget Change Needed?	No
Budget Change Amount	

## Formal Budget Change Recommendation



### Appendix B – Emergency Purchases due COVID 19

No.	Report Name	Type	Vendor Name(s)	Description	Amount
1	Student Device Needs – iPad Internet Services	Information on Existing Award	Rogers Wireless	As a result of the COVID-19 pandemic, the TCDSB has been supplying devices for remote learning purposes to students in need since the 2019-20 school year.	\$1,000,000.00



# Procurement Award Report

## Emergency Purchase due to COVID 19

### 1. Report Information

Report Name	Student Device Needs – iPad Internet Services *Under the Emergency Provisions of the Purchase Policy*
Report #	
Division	ICT Services Division
SO/Executive	O. Malik, Acting Chief Information Officer
Initiator/Requestor	I. Kearney, Senior Manager – IT Infrastructure & Operations J. Di Fonzo, Senior Coordinator – IT Infrastructure & Operations
Report Type	Information on existing award

### 2. Tender/RFP/RFQ Information

RFP/Tender #	VOR Arrangement OSS-00415819 – Stream 1 – Mobile Devices & Services	Value (excludes all Taxes)	\$1,000,000.00
Term Start Date	September 1, 2020	Term End date	August 31, 2021

### **3. Description of Goods/Service or Change**

As a result of the COVID-19 pandemic, the TCDSB has been supplying devices for remote learning purposes to students in need since the 2019-20 school year and into the 2020-21 school year. Students with home internet are supplied with a Chromebook, and those that require internet are supplied with an iPad equipped with a LTE wireless data plan from Rogers. Rogers is the primary vendor for the Provincial Vendor of Record for Mobile Devices & Services.

As per the pricing in the VOR Arrangement #OSS-00415819 VOR Stream 1 Mobile Devices & Services, Primary Vendor - Rogers, Data Flex Plans H1RBD4 & H1RBD5, the Rogers wireless data plan per device rates are \$14.30/month for 6GB of data which flexes up to \$45/month for unlimited data. Rogers provided a 6-month promotion waiving the data fees for the 2019-20 school year before entering into a 1-year term. Due to the need to respond quickly to the COVID-19 pandemic, this procurement was made under the emergency provisions of the purchase policy and approved by the Directors Office.

With the Rogers promotion now over and since the start of the 2020-21 school year, the TCDSB is now receiving monthly invoices from Rogers for the iPad data usage. TCDSB ICT staff have analyzed the data usage, number of iPads currently in distribution, the potential growth based on the balance of iPad supply and estimate that the total agreement value at the end of the 1-year term to be \$1,000,000. The calculation took into account a blending of the two data rates and 15% contingency.

The funding for this is included in the budget for Student Devices - Emergency Chromebooks and iPads with internet.

#### 4. Procurement Process

Procurement Type	Multiple Award/VOR
Consortium/Group Purchase	Yes - MGCS
# of Compliant Bidders/Respondents	Primary Vendor of Record
Name of Recommend Vendor/Bidder	Rogers Wireless
Winning Bid Value (exclude all Taxes)	\$1,000,00.00 (1-year term)
Budget Source	<b>Student Devices - Emergency Chromebooks and iPads with internet</b>
Budget Source approval (Report & Date)	<b>2020-21 Budget Estimates – Overall and Instructional 2020-21 Budget Estimates – Non-Instructional July 23, 2020</b>
New/Under/Over Budget	Within approved budget

#### 5. Formal Award Recommendation

This report recommends the ratification of Rogers Wireless as the Primary Vendor in the Provincial VOR Arrangement OSS-00415819 for Mobile Devices & Services Stream 1 be used to continue providing cellular data services for students with Internet access required for remote learning. The term of the agreement is for 1-year and the costs is estimated at \$1,000,000.00 excluding taxes. The procurement was made under the Emergency Provisions of the Purchase Policy and funding is available within the emergency funding for this year.



## REPORT TO

# CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

## EARLY YEARS CAPITAL PROGRAM (EYCP) FUNDING 2020-21

*All your children shall be taught by the Lord, and great shall be the peace of your children.” Isaiah 54:13*

Created, Draft	First Tabling	Review
January 7, 2021	January 21, 2021	

B. Kusimo, Supervisor Planning and Space Assessment  
 B. Leporati, Senior Coordinator, Planning Services  
 M. Loberto, Superintendent, Planning & Development Services  
 S. Campbell, Superintendent Education, Early Years Programs, Area 3  
 D. Friesen, Superintendent, Capital Development, Asset Management and Renewal

### RECOMMENDATION REPORT

**Vision:**

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

**Mission:**

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

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



Brendan Browne, PhD  
 Director of Education

D. Koenig  
 Associate Director  
 of Academic Affairs

S. Camacho  
 Acting Associate Director  
 Facilities, Business and  
 Community Development

## **A. EXECUTIVE SUMMARY**

On December 16, 2020, the Ministry of Education issued memorandum: *2020:B25 Request for Early Years Capital Program (EYCP) Funding* as outlined in *Appendix 'A'*. This supports the provincial plan of making childcare accessible and part of opening up to 10,000 new childcare spaces over the next five (5) years. This program focuses on school-based stand-alone childcare projects that are not currently part of a school larger capital project.

Each board will have an opportunity to submit up to five (5) projects for funding consideration prior to the January 29, 2020 submission deadline. TCDSB has consulted with multiple stakeholders and have identified five (5) projects that are supported by the Early Years department and City Early Years Managers.

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

## **B. PURPOSE**

This report will outline the methodology used in the child care site selection process to in collaboration with the Consolidated Municipal Service Manager of the City of Toronto for the Early Years Capital Program funding request.

## **C. BACKGROUND**

1. *On December 16, 2020, the Ministry of Education issued memorandum: 2020:B25 Request for Early Years Capital Program (EYCP) Funding as outlined in Appendix 'A'. The deadline for submission of up to five (5) childcare capital projects is January 29, 2021.*

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

1. *The Ministry of Education is committed to opening up to 10,000 new child care spaces over the next five years.* This process will be handled through EYCP funding, separate from the capital priorities funding process. School Boards must work with the Consolidated Municipal Service Manager of Child Care and Early Years in the City of Toronto to submit a joint funding request to the Ministry of Education as done in previous Child Care capital funding.

2. ***On January 5, 2021, The City provided a ranked listing of schools*** identifying those areas that are furthest away from meeting the targets in the Council approved Growth Strategy. It is the City's highest priority to meet the inequities in access to childcare.
3. ***The ranking follows the City's Growth Strategy for licensed Child Care*** that sets a benchmark of serving 50% of children aged 0-4. Areas with less than 50% are targeted for the expansion of infant, toddler and preschool spaces.

Schools were ranked based on need for childcare spaces under the following criteria:

- a) Schools without any Child Care (including Before and After School);
- b) Schools with Before and After School programs only;
- c) Schools with Child Care (with schools having 0 spaces ranking highest)

Within each of the three groupings, schools have been ranked based on ward and neighbourhood priority, i.e. the degree to which the area in which the school is located meets the benchmark of 50%.

4. ***On January 11, 2021, TCDSB staff met with Child Care representatives from the City of Toronto.*** TCDSB provided their proposed Early Years Capital Program funding submissions to the City for review and discussion. The final submission requires final sign off by the City Early Years Lead before forwarding a joint funding request to the Ministry.
5. ***TCDSB and City staff have a meeting planned to review proposed submissions with TDSB staff on January 18, 2020.*** This may further influence the distribution of proposed projects prior to the submission deadline in order to maximize the potential funding award. The Board will be notified if there are any further changes or updates to the projects proposed in this report.
6. ***Prior to the meeting with the City, TCDSB staff considered the City ranked list against Ministry priorities established in the memo and staff assessed each site and identified schools that were best suited for capital Child Care project.*** The final list, supported by TCDSB and City Early Years representatives, is based on improvements considering the following factors:

- School capacity
- Future enrolment
- Location and site conditions
- Long-term viability
- Cost-effectiveness

7. ***The Ministry does not fund child care operating costs as these are expected to be recovered from fees charged.*** Any funding received through this funding stream will only fund the capital/renovation work as outlined in Appendix ‘A’.
8. TCDSB will be submitting a request to fund early years and child care capital projects in the amount of approximately \$6M, inclusive of estimated site costs, at the following schools:

<i>School Name</i>	<i>Trustee Ward</i>	<i>Addition/Retrofit</i>
<i>St. Florence</i>	<i>Ward 8</i>	<i>Retrofit</i>
<i>St. Malachy</i>	<i>Ward 8</i>	<i>Addition</i>
<i>St. Marguerite Bourgeois</i>	<i>Ward 8</i>	<i>Retrofit</i>
<i>Blessed Margherita Of Citta Di Castello</i>	<i>Ward 3</i>	<i>Addition</i>
<i>Immaculate Heart Of Mary</i>	<i>Ward 12</i>	<i>Retrofit and Partial Addition</i>

## **E. METRICS AND ACCOUNTABILITY**

An announcement for EYCP funding is anticipated in the 2021-2022 school year. A report to the Board detailing the amount of funding received for child care capital improvements will be provided upon notification of a funding award.

## **F. STAFF RECOMMENDATION**

That the five (5) child care projects identified below be submitted to the Ministry of Education for Early Years Capital Program (EYCP) funding consideration.



<i>School Name</i>	<i>Trustee Ward</i>	<i>Addition/Retrofit</i>
<i>St. Florence</i>	<i>Ward 8</i>	<i>Retrofit</i>
<i>St. Malachy</i>	<i>Ward 8</i>	<i>Addition</i>
<i>St. Marguerite Bourgeoys</i>	<i>Ward 8</i>	<i>Retrofit</i>
<i>Blessed Margherita Of Citta Di Castello</i>	<i>Ward 3</i>	<i>Addition</i>
<i>Immaculate Heart Of Mary</i>	<i>Ward 12</i>	<i>Retrofit and Partial Addition</i>

**Ministry of Education**

315 Front Street West  
Toronto ON M7A 0B8

**Ministère de l'Éducation**

315, rue Front Ouest  
Toronto (Ontario) M7A 0B8

**2020:B25**

**Date:** December 16, 2020

**Memorandum to:** Directors of Education  
District School Authorities

Children's Service Leads, Consolidated Municipal Service  
Managers (CMSMs) and District Social Services Administration  
Boards (DSSABs)

**From:** Didem Proulx  
Assistant Deputy Minister  
Capital and Business Support Division

Phil Graham  
Assistant Deputy Minister  
Early Years and Child Care Division

**Subject:** Request for Early Years Capital Program (EYCP) Funding

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We are writing to announce details of the 2020-21 Early Years Capital Program (EYCP). This program supports the government's child care plan, which focuses on making child care more affordable, creating more choice and availability for families, reducing red tape and administrative burden, improving quality, and delivering high standards of care. As part of this plan, Ontario has committed to creating up to 10,000 new child care spaces in schools over five years.

This memo provides details, eligibility criteria, and submission requirements for the EYCP that focus on school-based 'child care centre only' projects that are not part of a larger school capital project (also referred to as 'stand-alone' child care projects).

The EYCP will serve as the primary means for capital funding requests associated with school-based child care centre capital projects not associated with a larger school capital project that address school boards' and CMSMs'/DSSABs' child care capital needs. School boards and

CMSMs/DSSABs are invited to submit requests for capital funding to support capital costs associated with child care centre additions and/or renovation projects in schools.

## Highlights/Summary Points

- CMSMs/DSSABs will need to confirm that the proposed new child care space will not result in an operating pressure.
- School boards may submit up to **five** child care centre capital funding projects to the Ministry of Education for consideration.
- School boards should submit their most urgent child care capital projects for consideration.
- It is optional for school boards and CMSMs/DSSABs to provide a priority ranking for each child care capital funding request being submitted for consideration.
- The construction of child care centre rooms is funded using the current elementary school construction benchmarks (for both elementary and secondary schools), including the site-specific geographic adjustment factor (GAF).
- When submitting a request for child care capital funding, school boards should consider the cost effectiveness of the project, including the facility condition of the school, the long-term viability of the school, location, topography, and any other extraordinary circumstances that may impact the cost of construction such as room displacement, site, and/or municipal costs.
- Child care capital projects that are estimated to meet ministry benchmark will be considered a higher priority. Projects where initial cost estimates exceed ministry benchmark for child care construction will be considered on a case-by-case basis.
- School boards and CMSMs/DSSABs are required to provide the ministry with a floor plan approval letter issued by the Ministry of Education's Child Care Quality Assurance and Licensing Branch as part of their Approval to Proceed (ATP) request. (See Appendix A for the Capital Approval Process Chart.)
- Child care centre requests for capital funding must be signed by both the school board and the CMSM/DSSAB and submitted to [EYCU@ontario.ca](mailto:EYCU@ontario.ca), with e-copies to their school board's Early Years Advisor/Early Years Education Officer and Capital Analyst.
- School boards and CMSMs/DSSABs are encouraged to consider regional system-wide planning across coterminous school boards and multi-CMSM/DSSAB areas, where appropriate, to ensure operational viability, and prioritization.
- All approved child care capital funding will be reduced by any remaining Schools-First Child Care Capital Retrofit Policy (SFCCCRP) funding as of the issuance of this

memorandum as Schools-First capital funds should be fully expended prior to additional child care capital funding being provided.

- The submission deadline for all EYCP capital funding requests is **January 29, 2021**.

## Project Submissions

The ministry will be accepting capital funding requests for school-based ‘child care centre only’ projects not associated with a larger school project.

School boards, in conjunction with their CMSMs/DSSABs, have an opportunity to request capital funding for school-based child care centre capital projects. (See Appendix B for details on child care capital project submission requirements.)

School boards and CMSMs/DSSABs are required to complete an *Early Years Joint Submission - Capital Funding for Child Care* template to request EYCP funding. Requests for capital funding must be signed by both the school board and the CMSM/DSSAB and submitted to [EYCU@ontario.ca](mailto:EYCU@ontario.ca), with e-copies to school board’s Early Years Advisor/Early Years Education Officer and Capital Analyst.

School boards are required to submit their completed Early Years Joint Submission template by **January 29, 2021**. The ministry will not accept Early Years Joint Submission templates after this date.

## Communications Protocol Requirements for Public Communications and Events

All public announcements regarding capital investments in child care centres are joint communications opportunities for the provincial government and organizations involved in the projects. (See Appendix C for the communications protocol related to these opportunities.)

## Ministry Contacts

### *Child Care Capital*

If you have any child care centre capital funding project questions, or require additional information, please contact the Capital Analyst or Early Years Advisor/Early Years Education Officer assigned to your school board or Jeff O’Grady, Manager, Capital Policy Branch at 416-325-2027 or at [Jeff.OGrady@ontario.ca](mailto:Jeff.OGrady@ontario.ca).

### *Communications Protocol*

Should you have any questions related to this communications protocol, please send your questions via email to [MinistryofEducation@ontario.ca](mailto:MinistryofEducation@ontario.ca).

**Note:** This communications protocol does not replace school boards' existing partnership with the Ministry of Education's regional offices. Regional offices should still be regarded as school boards' primary point of contact for events and should be given updates in accordance to existing processes.

We look forward to working with you to identify and develop your future child care capital projects.

*Original signed by*

*Original signed by*

Didem Proulx  
Assistant Deputy Minister  
Capital and Business Support Division

Phil Graham  
Assistant Deputy Minister  
Early Years and Child Care Division

Appendices:

Appendix A: Capital Approval Process Chart  
Appendix B: Child Care Capital Projects Submission Requirements  
Appendix C: Communications Protocol Requirements for Public Communications and Events  
Appendix D: Joint Submission – Capital Funding for Child Care template  
Appendix E: Supplemental Project Information Form

- c. Senior Business Officials
  - Superintendents and Managers of Facilities
  - Early Years Leads
  - CAOs of CMSMs
  - CAOs of DSSABs
  - Dr. Parm Bhatthal, Director, Field Services Branch, Ministry of Education

## Appendix A: Capital Approval Process Chart

Capital Construction Approval Process Updated Spring 2019		New Schools*		All Additions* (incl. Early Years)		All Major Retrofits* (incl. Early Years)		Small Early Years* (Child Care, EarlyON)
		Repeat Design	New Design	>50% or >\$3.0M	<50% and <\$3.0M	>50% or >\$3.0M	<50% and <\$3.0M	Individual Projects <\$250K
Pre-Design	Facility Space Template	Complete template with most recent adaptation (<5 years)	Board to submit template before hiring architect	Board to submit template before hiring architect	Not Required	Board to submit template before hiring architect	Not Required	Not Required
	Project Manager	Board to appoint a Project Manager (either internal staff or external resource). Board to notify Ministry of name and contact info.						
	Ministry Approval	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Not Required	Ministry must approve scope of project based upon submitted Space Template	Not Required	Not Required
	GOAL	Board to retain an architect.						
Pre-Tender	Independent Cost Consultant Report	Board to submit final cost of recent adaptation (<5 years)	Board to submit an Independent Cost Consultant Report before issuing tender	Board to submit an Independent Cost Consultant Report before issuing tender	Not Required	Board to submit an Independent Cost Consultant Report before issuing tender	Not Required	Not Required
	Approval to Proceed (ATP) Request	Board's senior business official to submit the ATP Request Form confirming total estimated project costs does not exceed board's identified funding, including a floor plan approval letter for the child care component.						Not Required
	Capital Analysis & Planning Tool (CAPT)	Board to confirm that data entered in the CAPT for the requested project is in line with the data provided through the ATP Request Form.						Not Required
	Ministry Approval	Ministry's approval required before proceeding to tender. Approval based on identification of sufficient funding.						Not Required
	GOAL	Board to proceed to tender.						
Post-Tender	Tender exceeds approved funding	Board to either identify additional funding available or make design changes to reduce the project cost. In either case, the board must demonstrate to the Ministry that sufficient funding is available to complete the project.						
	Tender meets approved funding	Board to accept tender bid. Important to ensure all project costs are identified and considered.						
Notes:	<ul style="list-style-type: none"><li>Ministry approvals are not required for retrofits that are 100% funded through School Condition Improvement and Early Years Funding less than \$250K.</li><li>Consultant to review the design, provide costing analysis and advice, and report on options to ensure cost containment. To be based on drawings that are at least 80% complete.</li><li>50% determined by the following: (Estimated project cost / Latest construction benchmark value of the existing OTG (pre-construction) of the facility).</li><li>If a child care component is included as part of the project, a floor plan approval letter issued by the Child Care Quality Assurance and Licensing Branch of the Ministry of Education must be submitted as part of the ATP request.</li></ul>							
Definitions:	<b>Addition:</b> Expansion of the gross floor area of a facility, including child care and child and family program rooms. <b>Major Retrofit:</b> Major structural renovation or reconstruction of the existing building envelop, including child care and child and family program rooms. It does not include expansion of the existing gross floor area. Any project that does expand the gross floor area, but is funded with Ministry funds or >\$1M in Accumulated Surplus is treated as a Major Retrofit.							

## **Appendix B: Child Care Capital Project Submission Requirements**

### **Child Care Eligibility**

The ministry will consider funding child care centre capital projects in schools where there is a need for new child care construction and/or renovations to existing child care spaces for children 0 to 3.8 years of age. School boards will need to have the support of the corresponding Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB) regarding the eligibility and viability requirements to build or renovate child care rooms in the identified school.

When selecting a school for child care centre capital, school boards and CMSMs/DSSABs should consider available operating funding, cost effectiveness of the capital project, school capacity, location, long-term viability, age groups, accommodation pressures/service gaps, demand, local child care plan, etc. prior to signing the Early Years Joint Submission.

When considering long-term school viability, school board planners and CMSMs/DSSABs must consider at least the next five years and use population projections as well as other local data to inform submission decisions including an assessment of:

- Cost effectiveness of the project, including anticipated additional site, construction, labour/material or municipal costs associated with the project.
- Whether the school has existing child care centre space.
- The average daily enrollment and the on-the-ground capacity of the school.
- Current utilization rates, and historical/forward trend analysis.
- Whether the board expects the proposed school to be part of a request for pupil accommodation funding within the next three years (such schools should wait and apply for Child Care Capital funding through the Capital Priorities program)
- School board capacity to support cost overages and implementation.

### **Joint Planning and Local Prioritization of Child Care Capital Projects**

The ministry expects school boards and CMSMs/DSSABs to work together to identify the need for dedicated child care space to support children ages 0 to 3.8 years in schools.

School boards and CMSMs/DSSABs are not required to separately provide a priority ranking for each child care capital funding request being submitted for consideration. However, if the school board chooses to provide a priority ranking, they should rank against its other child care capital projects on the Early Years Joint Submission.

If the CMSM/DSSAB chooses to prioritize the child care capital projects they are being asked to sign-off on, they have the two choices for priority ranking:

- 1) By all school boards (e.g., if the English public school board, the English Catholic school board, and the French Catholic school board all request CMSM/DSSAB approval on their Early Years Joint Submission, the CMSM/DSSAB may prioritize them all together).

This option will require active communication between CMSMs/DSSABs and coterminous school boards to prioritize child care capital projects being submitted by all school boards in the service area of the CMSM/DSSAB.

- 2) By individual school board.

### **Ministry Prioritization of Eligible Child Care Capital Projects**

The ministry will continue to use the following factors to prioritize child care capital projects under this policy should the number of eligible submissions surpass available funding:

- cost effectiveness and school viability
- age groupings (programs serving infants are a priority);
- child care replacement due to school closure/accommodation review;
- accommodation pressures/service gaps; and
- equitable geographic disbursement of new child care spaces.

### **Child Care Operational and Accountability Requirements**

Approved new construction of child care rooms must meet the following operational and accountability requirements:

- The child care centre rooms are viable within existing CMSM/DSSAB operating funding.
- The physical space will be owned by the school board and leased to the child care operator or CMSM/DSSAB. School boards are not to charge operators beyond a cost-recovery level.
- School boards should operate on a cost-recovery basis and recover their accommodation costs (e.g., rent, heating, lighting, cleaning, maintenance, and repair costs) directly from child care operators and/or CMSMs/DSSABs as per the school board's usual leasing process. School boards should not absorb additional school board facility costs (e.g., custodial, heat, and lighting) and renewal costs (e.g., windows) through ministry funding, such as the School Facility Operations or Renewal Grant. School boards are not expected to take on additional costs to support facility partnerships, although school boards will continue to use their discretion in supporting partnerships based on their student achievement strategy.



- School boards are required to follow the capital construction approval process for the new construction and/or renovations of child care centre rooms as per the ministry's Capital Accountability Requirements.
- School boards will require an Approval to Proceed (ATP) before the child care capital project can be tendered.
- School boards, CMSMs/DSSABs and/or child care operators should contact their child care licensing representative as soon as possible as all child care centre capital projects require a floor plan approval letter issued by the Ministry of Education's Child Care Quality Assurance and Licensing Branch prior to receiving an ATP or starting construction. In order to streamline the floor plan approval process, school boards, CMSMs/DSSABs and/or child care operators should note to their child care licensing representative if the child care floor plan has been used in the past (i.e., a repeat child care floor plan design) or if the child care floor plan will be used for multiple child care sites in the near future.
- Child care centre space will not count as loaded space.
- School boards will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child care centre capital projects are within the approved project funding.
- Rooms must be built in accordance with the *Child Care and Early Years Act, 2014* (CCEYA).
- It is expected that all new child care centre rooms funded under this policy will be built to accommodate a maximum group size (at 2.8m<sup>2</sup> per child, as per the CCEYA) for each age grouping for children 0 to 3.8 years (e.g., 10 infant spaces, 15 toddler spaces, 24 preschool spaces, and 15 family age grouping spaces), and that child care centre rooms will be for exclusive use during the core school day. Although unobstructed space requirements are per child, infant, toddler and family age group sizes require additional space for separate sleep areas, change area, etc. these should be considered when developing child care floor plans. Consideration should also include the long-term use of the room, including the ability to convert to serve other child care age groups in future.
- It is important that school boards and CMSMs/DSSABs are taking into consideration licensed child care operator viability, and flexibility where appropriate, when determining appropriate mix of age groupings. Programs created will support continuity of services for children and families in order to accommodate children as they age out of programs. For example, if a toddler room is included in the child care capital project proposal a preschool room should also be available, unless a family age grouping room is in place.
- For the purpose of this policy, an eligible child care operator:

- has a purchase of service agreement with the CMSM/DSSAB; or
- is a licensed child care centre that is eligible to receive fee subsidy payments from the CMSM/DSSAB.
- Capital funding for a child care centre cannot be used to address other school board capital needs. Funding will not be provided for school-age child care spaces (except spaces within a family age grouping room) as the ministry will not fund exclusive space for before and after school child care programs.

### Child Care Capital Funding Calculation and Eligible Expenses

The construction of child care centre rooms is funded using the current elementary school construction benchmarks (for both elementary and secondary schools under this policy), including the site-specific geographic adjustment factor (GAF).

For this policy, the loading factor used to calculate the capital funding will be 26 pupil places per room regardless of age groupings (e.g., infant, toddler, preschool, and family age grouping rooms will all be funded based on 26 pupil places per room). This approach allows school boards to build child care rooms, and ancillary spaces (kitchens, washrooms, storage) at maximum group size and allows flexibility to address potential changes under the CCEYA.

This funding formula will apply to all new construction of child care, including the replacement of existing child care due to school closure or accommodation review:

$$\begin{array}{ccccccc}
 \text{Capital Funding for} & & 26 & & \text{Elementary} & & \\
 \text{New Construction of} & = & \text{Pupil} & \times & \text{Construction} & \times & \\
 \text{Child Care Rooms} & & \text{Places} & & \text{Cost} & & \text{Elementary} \\
 & & & & \text{Benchmark} & & \text{Area Benchmark} \\
 & & & & & & \times \text{Site} \\
 & & & & & & \text{Specific} \\
 & & & & & & \text{GAF}
 \end{array}$$

**Note: The capital funding for renovation projects for child care will be a maximum of 50 percent of the capital funding for new construction projects.**

Eligible expenses include:

- first-time equipping; and
- expenses incurred to meet CCEYA and Ontario Building Code standards, which qualify under the Tangible Capital Assets Guideline (TCA), revised April 2020.

The recommended cost benchmark provides for indoor mechanical, air conditioning throughout, and efficient energy management systems, including sustainable facility environmental features.

Child care capital funding benchmarks do not include costs to acquire land or for exceptional circumstances and additional fees (e.g., site restrictions, municipal site costs) sometimes

incurred by school boards for child care projects. Anticipated costs of this nature should be noted when a project proposal is submitted.

The cost per area identified reflects both construction costs and soft costs including architectural fees and disbursements, other professional fees, application fees, and furniture and equipment.

Note that the normal range of school site expenditures are included in the cost per area. These would typically include final grading, back-filling, landscaping, parking and curbs, hard and soft play areas, and on-site services.

## **Renovations**

The ministry recognizes the complexity of requirements associated with creating licensed child care spaces in schools through renovations and major retrofits.

Renovations and major retrofits often present challenges due to the variation in school board infrastructure. The ministry recommends that:

- School boards, CMSMs/DSSABs, and early years service providers are encouraged to work together to ensure the suitability of a site for a school-based child care renovation.
- School site selection and decision-making for renovations should be a collaborative, inclusive process.
- Consideration should be given to the existing school site configuration, including drop-off and pick-up areas, and existing outdoor play areas.
- School boards and CMSMs/DSSABs should work together to find the most economically viable school site that meets community child care needs.

## **Application Process – Early Years Joint Submission**

The Early Years Joint Submission includes project details and confirms that the child care centre program meets all eligibility and viability requirements.

In order to be considered for funding for the construction of new or renovated child care centre rooms, school boards must work with their CMSM/DSSAB to submit a jointly signed Early Years Joint Submission. School boards must submit an Early Years Joint Submission signed by both the CMSM/DSSAB Manager of Child Care and Early Years System, the school board Early Years Lead, Capital Lead, and Director of Education.

Child care centre requests for capital funding must be signed by both the school board and the CMSM/DSSAB and submitted to the ministry's [EYCU@ontario.ca](mailto:EYCU@ontario.ca) account, with e-copies to their school board's Early Years Advisor/Early Years Education Officer and Capital Analyst.

Early Years Joint Submissions must be received by the ministry by **January 29, 2021**.

As part of your submission, the ministry requires school boards and CMSM/DSSABs to complete a supplemental information form that provides project details for each child care centre request (Appendix E).



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### ASSOCIATE DIRECTOR SEARCH PROCESS UPDATE AND TRUSTEE APPOINTMENTS TO SELECTION COMMITTEE

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

Created, Draft	First Tabling	Review
January 15, 2021	January 21, 2021	

B. Browne, Director of Education

### RECOMMENDATION REPORT

#### Vision:

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

#### Mission:

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

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



Dr. Brendan Browne  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

S. Camacho  
Acting Associate Director of  
Facilities, Business and  
Community Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

The Associate Director of Business, Facilities and Community Development and Chief Financial Officer (“AD of Business”) has resigned from the Board. The recruitment/search process has begun lead by the Four Corners Group.

The Four Corners group will be providing an overview of the search process, which is outlined in the chart in Appendix A. This update provides an overview of the process and next steps in the recruitment and interview process, as well as the time commitment and expectations for trustees who will support the interview process.

According to TCDSB Operating By-Law 2.3.8, the Director of Education is responsible for establishing the process for the hiring of any Associate or Deputy Director, and that process shall include participation of the Chair of the Board of Trustees and up to two other Trustees chosen by the Board of Trustees.

The selection of the trustees to participate in this process will be discussed and confirmed at the Corporate Services Committee meeting on Thursday January 21<sup>st</sup>, 2021.

*The cumulative staff time required to prepare this report was 2 hours*

## **B. PURPOSE**

This report provides information and update to trustees regarding the on-going search process, next steps, and obligations and expectations for trustees participating in the process.

## **C. BACKGROUND**

1. *The Associate Director resigned effective January 1<sup>st</sup>, 2021.* Former Associate Director Lloyd Noronha resigned, creating a vacancy. Chief Information Officer Steve Camacho has assumed the role of Acting Associate Director while the search continues.
2. *Four Corners Group was retained to lead the recruitment process to find a new Associate Director.* Four Corners Group has consulted with staff and

trustees regarding the candidate profile and posting. The posting and recruitment process began before the Christmas holidays and continues at the moment. Four Corners Group continues to seek, recruit, and vet potential candidates for this important position in the TCSDB.

3. ***Four Corners Group has provided an overview of the process and next steps.*** Appendix A to this report provides a process overview of the recruitment and selection process for the Associate Director position. Four Corners Group will walk through this overview at the Corporate Services Committee meeting and will be available to answer any further questions about process and next steps.
4. ***Two Trustees are required to serve on the selection committee.*** The identification of the two trustees who will participate in the Associate Director selection process, as per Operating By-Law 2.3.8 will be determined in the public session of the Corporate Services Committee meeting.

#### **D. STAFF RECOMMENDATION**

1. Trustees confirm two trustees to participate on the Associate Director selection committee, along with the Chair of the Board as per Operating By-Law 2.3.8 at the Corporate Services Committee meeting.
2. Selected trustees, along with the Chair, participate in the selection process of the Associate Director search with the support of Four Corners Group and staff.



# Toronto Catholic District School Board Executive Search Process – Board of Trustees

Step/Timing	Four Corners Group Role	Search committee role and estimated time commitment	Desired Outcome
Long list presentation meeting	<ul style="list-style-type: none"> <li>Identify potential long list candidates</li> <li>Screen and interview candidates based on TCDSB criteria</li> <li>Provide summary of potential candidates</li> <li>Review candidates with Search Committee ("SC")</li> <li>Support short listing decision with SC</li> <li>Support the ratification of next steps timing and potential questions for candidates</li> </ul>	<ul style="list-style-type: none"> <li>Review candidate resumes and other materials in advance of meeting</li> <li>Meet as a search committee to discuss prospects and identify short list (approximately 2 hours)</li> <li>Timing decisions</li> <li>Discussion of potential interview questions</li> </ul>	Select short list of candidates
Interview notification and preparation	<ul style="list-style-type: none"> <li>Disengage candidates not making short list</li> <li>Notify and schedule short listed candidates of timing for interviews</li> <li>Prepare and deliver suggested questions and procedural guide to SC for input</li> <li>Brief/prepare candidates for the interview</li> </ul>	<ul style="list-style-type: none"> <li>Review interview guide and questions (approximately 0.5 hour)</li> <li>Review resumes and notes on short listed candidates (approximately 1 hour)</li> </ul>	
First round interviews	<ul style="list-style-type: none"> <li>Set meeting logistics, initiate "zoom" call, make appropriate introductions, turn over to SC</li> <li>Monitor time, intervene as necessary</li> <li>Debrief each candidate immediately post interview</li> <li>Facilitate debrief of SC at end of all interviews</li> <li>Facilitate next steps</li> <li>Deliver message and next steps to successful candidate(s), disengage unsuccessful candidates</li> </ul>	<ul style="list-style-type: none"> <li>Attend interview meetings as scheduled, advance preparation as required</li> <li>Conduct interviews (~1 hour each, so 4 to 6 hours depending on the number of candidates)</li> <li>Debrief with FCG at end of interviews, decide who moves forward, establish next steps and timing [Total timing: 8 to 10 hours depending on number of candidates and agreement on progression and next steps.]</li> </ul>	<ul style="list-style-type: none"> <li>Finalise candidates and debriefing of unsuccessful candidates</li> <li>Agreement on timing and next steps</li> </ul>
Second round interviews	<ul style="list-style-type: none"> <li>Set meeting logistics, initiate "zoom" call, make appropriate introductions, turn over to SC</li> <li>Monitor time, intervene as necessary</li> </ul>	<ul style="list-style-type: none"> <li>Attend interview meetings as scheduled, advance preparation as required</li> <li>Conduct interviews (~1 to 1 ½ hour each, so 2 to 3 hours depending on the number of candidates)</li> </ul>	<ul style="list-style-type: none"> <li>Agreement on final candidate</li> <li>Agreement on offer parameters and negotiation mandate</li> <li>Agreement on timing and next steps</li> </ul>





## Toronto Catholic District School Board Executive Search Process – Board of Trustees

	<ul style="list-style-type: none"> <li>• Debrief each candidate immediately post interview</li> <li>• Facilitate debrief of SC at end of all meetings</li> <li>• Facilitate next steps</li> <li>• Deliver message and next steps to successful candidate(s), disengage unsuccessful candidates</li> </ul>	<ul style="list-style-type: none"> <li>• Debrief with FCG at end of interviews, decide who moves forward, establish next steps and timing</li> <li>• Determine preferred candidate for the role</li> <li>• Agree on offer parameters (compensation and contractual terms as appropriate) to give Director a mandate to negotiate</li> <li>• Report on the selection of the final candidate to the Board for their information</li> </ul> <p>[Total timing, 4 to 5 hours depending on number of candidates and agreement on progression and next steps.]</p>	
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Total time commitment: approximately 20 hours.



## REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### RETURN TO SCHOOL UPDATE

*"The Lord gives sight to the blind, the Lord lifts up those who are bowed down, the Lord loves the righteous."  
Psalm 146:8*

Created, Draft	First Tabling	Review
January 13, 2021	January 21, 2021	<a href="#">Click here to enter a date.</a>
Barbara Loporati, Senior Coordinator, Planning Services John Wujek, Superintendent, Area 5 and Parent Engagement Shawna Campbell, Superintendent, Area 3 and Early Years Maria Meehan, Superintendent, Special Services Lori Di Marco, Superintendent, Curriculum Leadership & Innovation; ICT Shazia Vlahos, Chief, Communications and Government Relations Deborah Friesen, Superintendent, Capital Assets and Renewal Michael Loberto, Superintendent, Planning and Development Services Adrian Della Mora, Executive Superintendent of Human Resources Omar Malik, Acting Chief Information Officer		
<b>INFORMATION REPORT</b>		

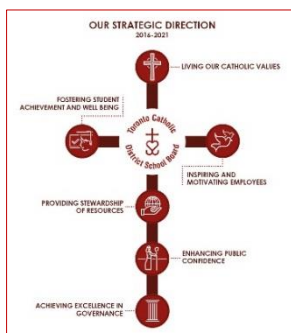
**Vision:**

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

**Mission:**

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

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



**Brendan Browne, PhD**  
Director of Education

**D. Koenig**  
Associate Director  
of Academic Affairs

**S. Camacho**  
Acting Associate Director of  
Facilities, Business and  
Community Development

## **A. EXECUTIVE SUMMARY**

The last update to the Reopening Action Plan was submitted to the January 14, 2021 Student Achievement Committee meeting for information and consideration however the report was deferred to January 21, 2021 Corporate Services. This report provides additional information concerning items occurring over the last week following the writing of the report scheduled for Student Achievement. The Reopening Action Plan is updated as necessary and is available on the TCDSB website. Key updates and strategies are provided for consideration.

On January 13, 2021, the Province extended the closure period for all schools to February 10, 2021. All student learning will continue remotely. Details concerning construction allowable under the current restrictions are provided. The province also announced that education workers will be moved to the frontline essential worker category for Phase 2 of the COVID-19 vaccination plan.

Toronto Public Health has released a Fact Sheet on the two COVID-19 vaccines being distributed.

Technology continues to be distributed to students in support of the remote learning platform currently in place.

TCDSB schools will continue to follow safety measures and guidance from Toronto Public Health when schools return to in person learning.

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

## **B. PURPOSE**

To provide the Board with updates as they pertain to the TCDSB Reopening Action Plan.

## **C. BACKGROUND**

1. *The TCDSB Reopening Action Plan, Staff Manual and Transition to Distance Learning Plan continue to reflect the process for operating schools*

*safely.* Items from Board motions and Ministry updates that are confirmed have been included as required. Schools will continue to follow established protocols for virtual and in person learning.

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

### **Continuation of Distance Learning for all TCDSB Schools**

1. ***On January 7, the Province announced schools in Toronto would be closed to in-person learning until January 25, 2021. This localized closure was further updated on January 13 for elementary and secondary schools and remains in effect until February 10, 2021.*** As a result, student learning continues in remote learning mode during this time.
2. ***Enhancements to student distance learning during the closure include:***
  - continuity of classes with no interruption to learning as in-person elementary classes transitioned to remote learning, as per the [TCDSB Transition to Remote Learning Plan](#)
  - in-person secondary schools moved from the hybrid model to fully remote learning to ensure course continuity and no interruption to learning
  - asynchronous and synchronous learning time requirements have been applied, as outlined by the province under [Policy/Program Memorandum \(PPM\) 164](#)
  - special consideration for in person attendance given to high needs MEDD ISP Special Education Students
  - in the fall, all teachers were required to create a Brightspace or Google classroom, in order to be ready should a transition to remote learning be required; Zoom was added in November as an option for video conferencing (previously only Google Meet was available)
  - devices for students continue to be made available, when required; safety protocols in place to ensure safe pickup of devices from the school by the parent/student
  - remote clinical intervention, by social workers and psychologists to support student mental health and well-being, continues through principal referral
  - distance learning and “check and connect” monitoring for all special education students by special education staff

### **COVID-19 Vaccinations**

3. ***Included in the January 13, 2021 announcement the province has mapped out the next steps for transitioning into Phase Two of COVID-19 vaccinations.*** In order to vaccinate Ontarians as safely and quickly as possible, the government is expanding the list of health care providers who can administer COVID-19 vaccines.
4. ***Groups eligible to receive vaccines as part of Phase Two of the Ontario immunization program will include:***
  - Older adults, beginning with those 80 years of age and older and decreasing in five-year increments over the course of the vaccine rollout;
  - Individuals living and working in high-risk congregate settings;
  - ***Frontline essential workers (e.g., first responders, education workers, food processing industry);***
  - Individuals with high-risk chronic conditions and their caregivers; and
  - Other populations and communities facing barriers related to the determinants of health across Ontario who are at greater COVID-19 risk.

### **COVID Vaccine FAQs**

5. ***Toronto Public Health (TPH) has released a Fact Sheet (Appendix 'A') on the two COVID vaccines currently being administered.***  
***This fact sheet is available on the TPH website in multiple languages***

***<https://www.toronto.ca/home/covid-19/covid-19-protect-yourself-others/covid-19-vaccines/>***

### **Communications**

6. ***Communications to staff and families regarding the extended school closures until Feb. 10 were issued as well as information about vaccines.***

### **Renewal and Capital Construction Work during Provincial Lockdown**

7. ***Information released by the Provincial government state that construction projects and services that support the operations of, and provide new capacity in schools and child care centres are permitted to open under the Provincewide Shutdown announced on January 12, 2021.*** Based on this information, construction and related work on TCDSB Capital and Renewal

projects is continuing. All contactors are required to follow Provincial regulations on enhanced public health and workplace safety measures and TCDSB COVID-19 health and safety protocols while working at TCDSB sites.

### **Technology**

8. ***Approximately 2,500 Chromebooks were pre-shipped to all elementary schools in the first week of January to support student needs for remote learning.*** Each elementary school received a base of 5 devices and an increase amount using a fair and equitable distribution plan based on the number of students and socioeconomic factors. The process remained simple for families by contacting the school to make a device request and coordinating a time for pick up. Principals were provided with information and instructions on how to track the assignment and pick-up of pre-shipped devices.
9. ***Over 2,000 Chromebooks that were pre-shipped to elementary schools have already been assigned and picked up by students and families.*** For schools that are running low or have depleted their pre-shipment inventory, ***additional devices are being delivered based on the school needs. Any emergency needs are also being addressed*** such as internet by expeditiously configuring and delivering iPads with internet.
10. ***An additional 500 Chromebooks have been pre-shipped to elementary schools based on additional student needs.*** Regular processing for secondary schools and the St. Anne Academy virtual school continues to flow. There are approximately 2,000 Chromebooks and 800 iPads remaining in supply with the vendor to continue to process and fulfill student device needs.

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

1. ***FAQs continue to be gathered from parent feedback.*** The board continues to provide updates, frequently asked questions and answers on the board website, social media channels, and shared with families via School Messenger.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.

## **COVID-19 Vaccines** [Developed by Pfizer-BioNTech & Moderna]

### **COVID-19**

[COVID-19](#) is a viral infection that primarily affects the lungs. Some people may have a mild illness. Others may get very sick, including seniors or people with a pre-existing health condition. Very rarely, some children can get a serious inflammatory condition. The long-term effects of COVID-19 are not fully known. Some people are at greater risk of getting COVID-19 because of their work or living conditions.

### **How these Vaccines Work**

The vaccine tells the cells in our body to make a protein that is found specifically on the virus that causes COVID-19. These “spike proteins,” although harmless to us, will trigger our body to start making antibodies. Our new antibodies will protect us from being sick if we are exposed to the virus. The vaccine does not contain the virus and so it cannot give us COVID-19.

Both vaccines have been tested in large clinical trials to ensure they meet safety standards, and both have been licensed and approved by Health Canada.

### **Vaccination Process**

Both vaccines require two doses. The Pfizer doses are given at least 21 days apart for people 16 years of age and older, including seniors. The Moderna doses are given at least 28 days apart for people 18 years of age and older, including seniors.

### **Vaccine Benefits**

Two doses of the vaccine are required for better protection. After completing the two-doses, it may take another one to two weeks to achieve maximum protection against COVID-19. At this time, there is no information on the long-term protection with this vaccine. In trials, the vaccine was 95% effective.

There is a small chance that you may still get COVID-19 after being vaccinated. It is important to continue with public health measures such as physical distancing, wearing a mask, and staying home if you are sick. Health care and other staff must still wear personal protective equipment (PPE) even after they have been vaccinated.

### **Side Effects and Risks**

Some people may experience side effects from the vaccine, but they will likely be moderate and resolve after a few days. Some of the symptoms are part of the body's response to developing immunity.



Common side effects that have been reported in the clinical trials for this vaccine include:

<b>very common</b> ≥10% (more than 1 in 10 doses)	<b>common</b> 1%-10% (1 in 100 to 1 in 10 doses)	<b>uncommon</b> 1% (1 in 100 doses)	<b>very rare</b>
<ul style="list-style-type: none"> <li>○ pain at the injection site</li> <li>○ headache</li> <li>○ feeling tired</li> <li>○ muscle or joint pain</li> <li>○ fever or chills</li> <li>○ swelling or tenderness under the armpit (only in Moderna vaccine)</li> </ul>	<ul style="list-style-type: none"> <li>○ redness &amp; swelling at the injection site</li> <li>○ nausea &amp; vomiting (only in Moderna vaccine)</li> </ul>	<ul style="list-style-type: none"> <li>○ enlarged lymph nodes</li> </ul>	<ul style="list-style-type: none"> <li>○ serious allergic reactions such as anaphylaxis</li> </ul>

In rare cases, serious allergic reactions (anaphylaxis) can occur. Allergic reactions can be treated and are usually temporary. Seek medical attention if you have trouble breathing, have hives, or swelling of the face and throat. Vaccine side effects will continue to be monitored as people receive the vaccine.

If you get a reaction to the vaccine, contact your health care provider who will report the side effect directly to public health. Public health will keep track of the reported side effects to make sure the vaccine continues to be safe.

### Precautions

- Delay vaccination if you have a fever, are sick with COVID-19 symptoms, or have received a vaccine in the past 14 days.
- Avoid trying to get pregnant for at least a month after getting both doses of the vaccine.
- If you are on blood thinner medication, they will use a smaller needle and you will need to apply pressure for longer after getting the vaccine to reduce bruising.

### Do not get this vaccine if you:

- have allergies to any vaccine ingredients, including polyethylene glycol; or
- have had a severe reaction to a previous dose of this vaccine.

### Talk to your health care provider first if you:

- are under 16 years of age (between 12 to 15 years, the Pfizer vaccine may be offered);
- are pregnant or breastfeeding; or
- have a weakened immune system due to illness or treatment, or a bleeding disorder.

**For more information**, talk to your health care provider, or visit [toronto.ca/COVID19](https://toronto.ca/COVID19).

### Resources

National Advisory Committee on Immunization. Recommendations on the use of COVID-19 Vaccines. Dec 2020. Available at <https://www.canada.ca/en/public-health/services/immunization/national-advisory-committee-on-immunization-naci/recommendations-use-covid-19-vaccines.html>





REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### PLAYGROUND RESERVE UPDATE (ALL WARDS)

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

Created, Draft	First Tabling	Review
January 12, 2021	January 21, 2021	

L. Northey, Senior Coordinator, Capital Development and Sustainability  
D. Friesen, Superintendent, Capital Development, Asset Management and Renewal

### INFORMATION REPORT

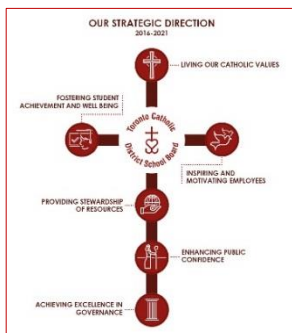
#### Vision:

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

#### Mission:

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

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



Brendan Browne, PhD  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

S. Camacho  
(Acting) Associate Director of  
Facilities, Business and  
Community Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This report outlines the results of the first year of implementation of the Ward Priorities Playground Reserve as well as providing a general status update on all ongoing projects and feedback received on the criteria and selection process.

In its first year, the Playground Reserve had an overwhelmingly positive response and generated enthusiasm Board-wide in schools, as well as with Catholic School Parent Councils (CSPCs), wider school communities and Board staff. Sixty-seven applications were received totalling \$3.8M. Following intensive evaluation by the Ward-based Selection Committees, a total of \$1.39M was awarded to fifty-nine successful applicants. Unallocated funding of \$98,350 in Ward 1 will be carried over for use in that Ward in the next or future years. Appendix A provides a summary of the allocations and project status.

In June 2020, the Board resolved to double the Playground Reserve from \$1.2M to \$2.4M, however this will not be available in the 2020-2021 fiscal year as the board resolved to direct the in-year surplus to the Operating Contingency Reserve.

Site projects staff have also been engaged in the implementation of significant COVID-19 response initiatives, including bicycle rack installation and sourcing of logs for outdoor seating.

*The cumulative staff time required to prepare this report was 16 hours.*

## **B. PURPOSE**

This report provides the Board with the first annual update on the Playground Reserve project selection process, allocations and project implementation.

## **C. BACKGROUND**

1. *In June 2019, the Board approved the establishment of a strategic Ward Priorities Playground Reserve fund of \$1.2M from in-year surpluses (if available) amounting to \$100,000.00 per Ward.* In November 2019, the Board further approved an allocation of an additional \$300,000.00 to the Playground Reserve from the Equity Reserve to be distributed based on socio-economic rankings of each ward (similar to the distribution of funds to school block budgets).

2. ***In February 2020, the Board approved the Playground Reserve Criteria and Selection Process.*** The Standard Operating Procedure (SOP) aligned with the existing Improvements to Outdoor Environments SOP, in support of the Outdoor Play Environment Policy B.G.01.
3. ***The Playground Reserve application process was launched on the Board website in February with an initial application deadline of March 31, 2020.*** The launch was communicated to all Principals by email and *Frequently Asked Questions* with answers were posted on the website. Based on response from principals and parents regarding the work needed to prepare a submission, the deadline was extended to April 15. The Sustainable Outdoor Environment Supervisor (SOES) provided support to applicants, attending both in person and virtual meetings.
4. ***Due to COVID-19 and the closure of schools in March, it was necessary to further extend the Playground Reserve application deadline to May 22, 2020.*** This extension and other impacts of COVID-19 resulted in unanticipated time pressures on the selection process and project implementation. While ideally some projects would have been started in the summer of 2020, this was no longer possible. Recruitment of an additional landscape specialist to assist with in-house design has also been a challenge, however successful completion of that recruitment is expected early in 2021.
5. ***On July 16, 2020, The Board approved an increase in the Ward Priorities Playground Reserve fund to \$2.4M, amounting to \$200,000 per Ward.*** This is a one-time increase pending a report to Governance and Policy Committee to revise the Strategic Reserves Policy to allow for an ongoing increase, and is subject to the availability of a budget surplus at the end of the 2019-2020 fiscal year.
6. ***Following from the Board's approval of the Audit Committee's recommendation to designate most of 2019-2020 in-year surplus Operating Contingency Reserve, no new funds will be available for the Playground Reserve for the 2020-2021 fiscal year.*** The application and selection process for new Playground Reserve projects will therefore not proceed this year, aside from the surplus funding in Ward 1 carried over from 2019/2020. Funding for projects awarded in 2019/2020 has not been impacted by this decisions and current projects are proceeding to completion.

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

1. ***In the 2019/2020 year, total number of Playground Reserve applicants was sixty-seven in the elementary and secondary panels combined, with over \$3.8M in improvement requests.*** Staff reviewed and scored applications as outlined and provided preliminary suggestions for funding distribution to selection committees. Selection committee meetings took place virtually in late spring 2020, during which the final funding allocations were determined by consensus. School principals were advised of the results at the end of June and were also advised that some small projects might be implemented in the fall of 2020, while construction of major projects would take place in 2021.
2. ***A total of \$1,392,799.90 was awarded to fifty-nine successful applicants from the 2019/2020 Ward Priorities Playground Reserve Fund.*** See Appendix A for a summary of the allocations. Where applications received were under the \$100,000 ward allocation (one ward), the surplus funding will be carried over to next year for that ward. There is also a carryover of the Equity Reserve allocation for one ward because there were no applicant schools that met the N-tile score criteria to receive the equity portion.
3. ***Coordination of kick-off meetings with school principals and outdoor committees was initiated in September 2020.*** This start-up was slow due to the demands placed on staff, especially principals, of navigating a return to school in the midst of the pandemic. In October, 2020, school principals were advised that, due to Facilities staff resources constraints, work on the Playground Reserve projects was temporarily on hold. Project kick-off meetings resumed in December of 2020 in preparation for construction in the summer of 2021. Appendix A includes a summary of the current status of the 2019-2020 Playground Reserve projects.
4. ***In the summer and fall of 2020 staff were re-deployed to address a number of other projects and initiatives.*** These projects include:
  - a. the tent pilot project;
  - b. logs for outdoor seating;
  - c. bicycle rack installation;
  - d. sourcing and installation of plexiglass;
  - e. improvements to HVAC systems;
  - f. modifications to windows;
  - g. sourcing and installation of portable handwashing stations;
  - h. application for COVID-19 Resilience Infrastructure Stream (CVRIS) funding.

5. ***Eligible Playground Reserve Projects were included in the TCDSB submission for federal COVID-19 Resilient Infrastructure Stream (CVRIS) funding.*** If funding for these projects is approved, corresponding funds from the 2019-2020 Playground Reserve will become available for additional future playground improvements. The CVRIS funding announcement is expected at the end of January 2021.
6. ***Following approval of a Board motion on September 19, to provide all schools with bicycle parking, site projects staff have dedicated significant time to implementing this resolution as quickly as possible.*** Assessment of the requirements board-wide and suitable bike rack locations at each school has been completed. Procurement has also been completed for supply and installation. Procurement reports are in the approval process and once approved, installation will begin.
7. ***In response to a Board motion to approach the City of Toronto and other sources for log seating to support outdoor classroom set-ups, staff have secured access to free logs from the City's regular parks maintenance.*** The Board will be responsible for the collection of the logs, cutting to size and installing at school sites. Staff is in the process of obtaining and evaluating quotations for this work from various vendors to determine feasibility within the COVID-19 relief funding allocated.

## **D. METRICS AND ACCOUNTABILITY**

1. ***Beginning in the first quarter of 2021, playground reserve project status updates will be prepared quarterly for each project.*** These updates will be posted on the school websites and distributed to trustees, area superintendents, facilities management staff and principals (for distribution to parents).
2. ***Feedback has been requested from various stakeholders, including trustees, on the Playground Reserve criteria, selection process and SOP in the first year of implementation.*** A summary of the feedback received, including staff observations, is provided in Appendix B. This feedback will inform any recommended changes to the process prior to a second Playground Reserve implementation.

## **E. CONCLUSION**

This report is for the consideration of the Board.

Ward 1: Joseph Martino		
	Funds Requested	Funds Awarded
St. Angela	\$ 35,000.00	\$ 35,000.00
<b>Total Funding Requested</b>	\$ 35,000.00	
<b>Total Funding Awarded</b>		\$ 35,000.00
<b>Funding Carry Over</b>		\$ 98,349.55

Project Milestones			
Start-Up Meeting	Design (if applicable)	Procurement	Implementation
Complete	Complete		

Ward 2: Markus De Domenico		
	Funds Requested	Funds Awarded
Father Serra	\$ 26,000.00	\$ 21,000.00
Josyf Cardinal Slipyj	\$ 13,500.00	\$ 8,000.00
Mother Cabrini	\$ 75,000.00	\$ 5,000.00
Our Lady of Peace	\$ 20,000.00	\$ 14,000.00
St. Clement	\$ 7,399.58	\$ 5,000.00
Transfiguration	\$ 70,000.00	\$ 47,000.00
<b>Total Funding Requested</b>	\$ 211,899.58	
<b>Total Funding Awarded</b>		\$ 100,000.00
<b>Funding Carry Over</b>		\$ 13,297.82

Project Milestones			
Start-Up Meeting	Design (if applicable)	Procurement	Implementation
Complete			
Complete			
Complete			

Ward 3: Ida Li Preti		
	Funds Requested	Funds Awarded
St. Andre	\$ 61,864.11	\$ 25,000.00
St. Augustine	\$ 60,000.00	\$ -
St. Francis de Sales	\$ 56,883.00	\$ 46,833.00
St. Jane Frances	\$ 30,000.00	\$ 15,000.00
St. Jude	\$ 100,000.00	\$ 23,180.93
St. Wilfrid	\$ 60,000.00	\$ 25,000.00
<b>Total Funding Requested</b>	\$ 368,747.11	
<b>Total Funding Awarded</b>		\$ 135,013.93

Project Milestones			
Start-Up Meeting	Design (if applicable)	Procurement	Implementation
n/a	n/a	n/a	n/a
Complete			
Complete	In Progress		

Ward 4: Teresa Lubinski		
	Funds Requested	Funds Awarded
Holy Family	\$ 100,000.00	\$ 47,765.11
James Culnan	\$ 53,000.00	\$ 15,000.00
Our Lady Of Sorrows	\$ 100,000.00	\$ -
St. Elizabeth	\$ 100,000.00	\$ 15,000.00
St. Josaphat	\$ 55,000.00	\$ 5,000.00
St. Louis	\$ 102,415.00	\$ 20,000.00
St. Mark	\$ 125,000.00	\$ 5,000.00
St. Pius X	\$ 100,000.00	\$ -
St. Vincent de Paul	\$ 65,000.00	\$ 10,000.00
The Holy Trinity	\$ 60,000.00	\$ 5,000.00
<b>Total Funding Requested</b>	\$ 860,415.00	
<b>Total Funding Awarded</b>		\$ 122,765.11

Project Milestones			
Start-Up Meeting	Design (if applicable)	Procurement	Implementation
	In Progress		
n/a	n/a	n/a	n/a
Complete			
Complete			
Complete			
Complete			
n/a	n/a	n/a	n/a

Ward 5: Maria Rizzo		
	Funds Requested	Funds Awarded
Brebeuf College	\$ 35,000.00	\$ 30,000.00
Cardinal Carter	Did not specify	\$ 16,588.67
St. Cyril	\$ 12,000.00	\$ 12,000.00
St. Jerome	\$ 50,000.00	\$ 49,000.00
St. Martha	\$ 5,000.00	\$ 5,000.00
St. Norbert	\$ 10,000.00	\$ 9,000.00
<b>Total Funding Requested</b>	\$ 112,000.00	
<b>Total Funding Awarded</b>		\$ 121,588.67

Project Milestones			
Start-Up Meeting	Design (if applicable)	Procurement	Implementation
Complete	In Progress		
Complete			
Complete			
Complete			

Ward 6: Frank D'Amico		
	Funds Requested	Funds Awarded
St. Clare	\$ 100,000.00	\$ 65,000.00
St. Mary Catholic Academy	\$ 25,000.00	\$ 22,985.67
St. Mary of the Angels	\$ 18,000.00	\$ 7,500.00
St. Paul VI	\$ 25,000.00	\$ 5,000.00
St. Rita	\$ 50,000.00	\$ 25,485.67
<b>Total Funding Requested</b>	\$ 218,000.00	
<b>Total Funding Awarded</b>		\$ 125,971.34

Project Milestones			
Start-Up Meeting	Design (if applicable)	Procurement	Implementation
Complete			



Ward 7: Michael Del Grande		
	Funds Requested	Funds Awarded
Epiphany of Our Lord	\$ 50,000.00	\$ 25,000.00
Holy Spirit	\$ 30,000.00	\$ 21,319.16
Precious Blood	\$ 150,000.00	\$ 50,000.00
St. Nicholas	\$ 49,000.00	\$ 20,000.00
St. Sylvester	\$ 20,000.00	\$ 10,000.00
St. Victor	\$ 100,000.00	\$ -
<b>Total Funding Requested</b>	<b>\$ 399,000.00</b>	
<b>Total Funding Awarded</b>		<b>\$ 126,319.16</b>

Project Milestones			
Start-Up Meeting	Design (if applicable)	Procurement	Implementation
Complete			
Complete			
Complete			
Complete			Complete
n/a	n/a	n/a	n/a

Ward 8: Garry Tanuan		
	Funds Requested	Funds Awarded
Cardinal Léger	\$ 50,000.00	\$ 50,000.00
St. Brendan	\$ 10,000.00	\$ 10,000.00
St. Columba	\$ 4,000.00	\$ 5,000.00
St. René Goupil	\$ 56,000.00	\$ 56,000.00
<b>Total Funding Requested</b>	<b>\$ 120,000.00</b>	
<b>Total Funding Awarded</b>		<b>\$ 121,000.00</b>

Project Milestones			
Start-Up Meeting	Design (if applicable)	Procurement	Implementation
Complete			
Complete		Complete	In Progress
Complete			
Complete			

Ward 9: Norm Di Pasquale		
	Funds Requested	Funds Awarded
Holy Rosary	\$ 36,050.00	\$ 25,000.00
St. Paul	\$ 10,000.00	\$ 10,000.00
St. Thomas Aquinas	\$ 100,000.00	\$ 90,684.88
<b>Total Funding Requested</b>	<b>\$ 146,050.00</b>	
<b>Total Funding Awarded</b>		<b>\$ 125,684.88</b>

Project Milestones			
Start-Up Meeting	Design (if applicable)	Procurement	Implementation
Complete			
Complete			

Ward 10: Daniel Di Girorgio		
	Funds Requested	Funds Awarded
St. Bernard	\$ 100,000.00	\$ 50,000.00
St. Francis Xavier	\$ 50,000.00	\$ 50,000.00
St. Oscar Romero	\$ 100,000.00	\$ 30,678.63
<b>Total Funding Requested</b>	<b>\$ 250,000.00</b>	
<b>Total Funding Awarded</b>		<b>\$ 130,678.63</b>

Project Milestones			
Start-Up Meeting	Design (if applicable)	Procurement	Implementation



Ward 11: Angela Kennedy		
	Funds Requested	Funds Awarded
Annunciation	\$ 100,000.00	\$ 30,000.00
Blessed Trinity	\$ 75,000.00	\$ 7,500.00
Canadian Martyrs	\$ 23,000.00	\$ 23,000.00
Holy Cross	\$ 100,000.00	\$ 33,536.52
St. Bonaventure	\$ 100,000.00	\$ -
St. Catherine	\$ 87,301.15	\$ 3,000.00
St. Denis	\$ 40,000.00	\$ -
St. Kateri Tekakwitha	\$ 35,000.00	\$ 11,500.00
St. Monica	\$ 82,000.00	\$ 15,000.00
St. Timothy	\$ 55,000.00	\$ -
<b>Total Funding Requested</b>	<b>\$ 697,301.15</b>	
<b>Total Funding Awarded</b>		<b>\$ 123,536.52</b>

Project Milestones			
Start-Up Meeting	Design (if applicable)	Procurement	Implementation
Complete	Complete		
Complete			
n/a	n/a	n/a	n/a
Complete		Complete	
n/a	n/a	n/a	n/a
Complete			
Complete			
n/a	n/a	n/a	n/a

Ward 12: Nancy Crawford		
	Funds Requested	Funds Awarded
St. Agatha	\$ 13,123.43	\$ 10,000.00
St. Barbara	\$ 25,000.00	\$ 25,000.00
St. Dunstan	\$ 100,000.00	\$ 30,000.00
St. Edmund Campion	\$ 20,000.00	\$ 10,000.00
St. Joachim	\$ 60,000.00	\$ 25,000.00
St. Martin de Porres	\$ 194,270.00	\$ 25,241.66
St. Richard	\$ 5,000.00	\$ -
<b>Total Funding Requested</b>	<b>\$ 417,393.43</b>	
<b>Total Funding Awarded</b>		<b>\$ 125,241.66</b>

Project Milestones			
Start-Up Meeting	Design (if applicable)	Procurement	Implementation
Complete			Complete
Complete			
Complete			
Complete			
Complete			
n/a	n/a	n/a	n/a

<b>Board Wide Total Funding Requested</b>	<b>\$ 3,835,806.27</b>	
<b>Board Wide Total Funding Awarded</b>		<b>\$ 1,392,799.90</b>

<b>General Feedback: Trustees</b>	<b>General Feedback: Staff</b>
That the Board create playground templates that schools can select one or two playground options from.	That the Board issue RFQ's for unit price contracts for various landscape elements (based on application frequency) to provide the best price for individual schools.
That funds be distributed between the wards in an equitable manner or per pupil.	That the name of the reserve fund be changed from Ward Priorities Playground Reserve to Ward Priorities School Ground Landscape Reserve to convey a broader description of the uses of the reserve for various school ground landscape improvements rather than just playground improvements.
<b>Application Process Feedback: Trustees</b>	<b>Application Process Feedback: Staff</b>
That it be made clearer that the funds may be divided between any number of applicants in a ward based on the consensus decision made by the Selection Committee.	That the Information Technology Department work with the Sustainable Outdoor Environment Supervisor to develop and create an online form (rather than .pdf form) for application submission, including a location where applicants can upload supporting documents. This will facilitate more efficient collection of information and processing of application data, dollar values and school contact information.
	That a more user-friendly document outlining the application process for the local Outdoor Committees be developed to provide additional resources to new committees.

<b>Selection Committee Feedback: Trustees</b>	<b>Selection Committee Feedback: Staff</b>
That CPIC representatives not be included in the Selection Committees as it is not their mandate; CSPC representatives could serve on Selection Committees.	That the Sustainable Outdoor Environment Supervisor and/or Sustainable Outdoor Environment Officer chair each Selection Committee Meeting for continuity between each meeting.
The better informed that a Trustee is on the feasible options for each applicant (as described by facilities staff), more informed decisions can be made on the best possible outcomes.	That the Sustainable Outdoor Environment Supervisor/Officer provide the Selection Committees with a brief summary of all applications in each ward prior to the selection meeting as well as a user-friendly document outlining the selection process for the members to reference prior to the meeting.
	That the Selection Committee Members be selected and meeting dates could be scheduled in coordination with the Sustainable Outdoor Environment Supervisor early in the Playground Reserve cycle.
	Playground Reserve allocations should be recorded in a standardized format and that results be communicated to all applicants (whether successful or not) and all Selection Committee members.



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### CLIMATE ACTION INCENTIVE FUNDING SUBMISSION (ALL WARDS)

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

Created, Draft	First Tabling	Review
January 12, 2021	January 21, 2021	
A. Racoviceanu, Senior Manager, Capital Development & Sustainability M. Iafrate, Senior Coordinator, Asset Management & Renewal P. de Cock, Comptroller, Finance and Business Services D. Friesen, Superintendent, Capital Development, Asset Management & Renewal		

### INFORMATION REPORT

#### Vision:

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

#### Mission:

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

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



Brendan Browne, PhD  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

S. Camacho  
(Acting) Associate Director of  
Facilities, Business and  
Community Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

As a result of the Federal Climate Action Incentive Funding (CAIF) intake request released on December 18, 2020, supporting energy efficiency retrofits in Ontario schools, an application for this funding has been submitted to the Ministry of Education (EDU). The TCDSB funding allocation is \$1,512,535.00 to cover 40% of eligible project costs. The remaining 60% must be matched by other Board funding (Renewal or Capital Priorities), resulting in project costs totalling up to \$3,781,337.50. Eligible expenditures must be incurred between May 15, 2020 and March 31, 2021. The submission deadline was January 15, 2021.

Based on the program requirements and project eligibility outlined in EDU Memorandum 2020:B26, 20 projects totalling \$4,393,042.00 have been selected and are listed in Appendix B. This exceeds the Board's identified incentive allocation as EDU has advised that surplus funding may be available to be re-allocated if some boards do not have sufficient eligible projects.

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

## **B. PURPOSE**

This report is to inform Trustees about the TCDSB submission in response to EDU Memorandum 2020:B26 *Intake Request for Funding through the Federal Climate Action Incentive Fund (CAIF)*.

## **C. BACKGROUND**

1. ***Memorandum 2020:B26, Intake Request for Funding through the Federal Climate Action Incentive Fund (CAIF) was released on December 18, 2020, from EDU.*** The Memo informed Directors of Education that the Federal Government, through its CAIF, will be providing up to \$40.9 million for energy efficiency improvements and retrofits in Ontario schools. The TCDSB allocation is \$1,512,535.00. The allocation is based on a formula with 25% of total funding divided equally between all Ontario school boards and the remainder allocated on a per pupil basis. The Memorandum is attached as Appendix A.

2. ***CAIF is a time-limited, cost matching program for eligible projects and expenditures incurred by school boards between May 15, 2020 and March 31, 2021.*** The funding cannot be carried forward beyond March 31, 2021. As a result, the funding must be applied, for the most part, to projects already underway utilizing previously approved School Renewal or Capital Priorities funding. Eligible projects must result in a reduction in energy use and/or greenhouse gas emissions.
3. ***The turnaround time from the release of the funding Memorandum, just prior to the Christmas break, to the submission date was very tight.*** The deadline for submission to EDU was January 15, 2021. The Province will be submitting the final package with their nominated projects to the Federal government on January 29, 2021. Federal review and approval is to be completed by March 31, 2021.
4. ***Eligible expenditures include those that support the replacement, renewal and installation of new energy efficient building components.*** Eligible projects include: energy efficient lighting systems, HVAC systems/controls, solar photovoltaic and electric vehicle charging stations (on site and for own-use), and other pre-defined enhancements to the building envelope. The eligible facilities are expected to remain open and operating for a minimum of five years after December 31, 2021.
5. ***For every dollar provided by the Government of Canada through the CAIF incentive, an additional \$1.50 must be spent by school boards.*** In other words, the TCDSB funding allocation of \$1,512,535.00 is to cover 40% of eligible project costs. The remaining 60% must be matched by other Board funding (Renewal or Capital Priorities), resulting in project costs totalling up to \$3,781,337.50.

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

1. ***The projects were selected based on the program's eligibility criteria as follows:***
  - (a) must be completed by March 31, 2021;
  - (b) with expenditures incurred after May 15, 2020;
  - (c) must demonstrate reduction in energy use/costs and GHGs.Due to the restrictive project timeline, the majority of the submitted projects are approved School Renewal projects already underway or completed.

2. ***A total of 20 eligible projects were identified and submitted.*** These include HVAC retro-commissioning, lighting retrofits, window replacements, boiler upgrades and Building Automation System (BAS) upgrades. Installation of two electric vehicle charging stations in the underground parking at the new St. Joseph Morrow Park Secondary School has also been included. This was possible because the electrical rough-in was provided during construction of the new school.
3. ***The total project value submitted is \$4,393,042.00.*** This exceeds the project value of \$3,781,337.503 corresponding to the Board's incentive allocation, as EDU has advised that surplus funding may be available to be re-allocated if some other boards do not have sufficient eligible projects. The list of submitted projects has been included in Appendix B.

## **E. METRICS AND ACCOUNTABILITY**

1. ***The majority of projects submitted for the CAIF incentive are currently approved for funding from the School Condition Improvement (SCI) Grant and/or School Renewal Allocation (SRA).*** A financial adjustment will be required to transfer project costs already booked in the 2020 fiscal year to the CAIF funding. The respective SCI and SRA funding offset by the CAIF incentive will be returned to the Renewal Plan Contingency Allowance.
2. ***The ministry will require additional project details from school boards on approved projects.*** It is recommended that school boards keep the required information to ensure that project details can be submitted to the Ministry of Education for review by the federal government. School boards shall submit an attestation with each report/template to confirm that funding was used to support eligible projects and expenditures.
3. ***Verification of energy use and/or greenhouse gas (GHG) reduction as a result of the funded projects will be required.*** EDU will provide additional details, at a later date, about reporting templates for verifying the reduction in energy use and GHGs associated with the CAIF funded projects. These verification reports/evidence will be required after projects' completion.
4. ***An update will be provided to the Board upon receiving Ministry of Education's feedback on the list of projects approved to receive the funding.***

## **F. CONCLUSION**

This Report is for the consideration of the Board.



**Ministry of Education**

Office of the Assistant Deputy Minister  
Capital and Business Support Division

15<sup>th</sup> Floor  
315 Front St West  
Toronto ON M7A 0B8  
**Tel.:** 416 212-9675  
**Fax.:** 416 325-4024  
**TTY:** 1-800-268-7095

**Ministère de l'Éducation**

Bureau du sous-ministre adjoint  
Division du soutien aux immobilisations et aux affaires  
15<sup>e</sup> étage  
315, rue Front ouest  
Toronto ON M7A 0B8  
**Tél. :** 416 212-9675  
**Télééc. :** 416 325-4024  
**ATS :** 1-800-268-7095

**2020: B26**

**DATE:** December 18, 2020

**MEMORANDUM TO:** Directors of Education

**FROM:** Didem Proulx  
Assistant Deputy Minister  
Capital and Business Support Division

**Re:** **Intake Request for Funding through the Federal Climate Action Incentive Fund (CAIF)**

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I am writing to let you know that through the Government of Canada's Climate Action Incentive Fund (CAIF), the Federal government will provide up to \$40.9 million in funding to support energy efficient improvements and retrofits to schools in Ontario to reduce energy consumption, utility costs and carbon pollution in Ontario.

CAIF is a time-limited, cost-matching program for eligible and approved expenditures incurred by school boards between **May 15, 2020 and March 31, 2021**. Projects must be approved as eligible by the federal government prior to reimbursement and eligible projects must be completed by March 31, 2021.

Please see the attached appendices for details about the program. Please submit the attached template (Appendix F) to the Ministry of Education by **January 15, 2021** as the ministry needs to review, finalize and send project packages to the federal government by January 29, 2021. This is to ensure that the federal government can review and approve projects by the March 31, 2021 deadline. Through the program intake, school boards should submit project proposals to be funded within their preliminary CAIF allocations for approval by the Federal government, and identify additional projects similar in nature to address program requirements.

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The ministry will communicate to school boards details of approved projects and budgets when available.

Thank you for your ongoing cooperation. If you have any questions or require additional information, please contact:

Hitesh Chopra, Manager Capital Policy Unit 416-258-3368 <a href="mailto:Hitesh.chopra@ontario.ca">Hitesh.chopra@ontario.ca</a>	Andrea Dutton, Director Capital Policy Branch 416-325-1705 <a href="mailto:Andea.Dutton@ontario.ca">Andea.Dutton@ontario.ca</a>
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Sincerely,

*Original signed by:*

Didem Proulx  
Assistant Deputy Minister  
Capital and Business Support Division

cc: Senior Business Officials  
Board Facilities Managers

REN 2020 036 - APPENDIX B - INTAKE REQUEST FOR CAIF

CAIF Project List

Board Contact: [morris.iafrate@tcdsb.org](mailto:morris.iafrate@tcdsb.org)

Project Year: 2020/2021 Maximum Board Allocation: 1,512,535

School Division: 40 Toronto Catholic DSB Total Submitted: \$4,393,042.00  
Total Potential Federal Contribution: \$1,512,535.00

Instructions  
List all eligible projects in the template (not limited to CAIF funding allocation, but can also include projects to be funded under SCI/SRA that meet the requirements of this program)  
Please send your completed template (scanned copy with signature and excel version) to [Jacqueline.Chan@ontario.ca](mailto:Jacqueline.Chan@ontario.ca), by January 15, 2021.

I hereby declare that the following project list can be submitted to the federal government for approval and that the board has retained all supporting documentation.

Director of Education

Project Information											Progress Information			Federal	Financial Information	Project Objectives			Risk		
Project ID	School Division	SFIS ID	School	Urban or Rural	Project Location	Actual Project Site	Project Title	Project Description	Forecasted Project Start Date	Forecasted Project End Date	Estimated Completion Progress (%)	Status of work/ activities to date Please provide a brief description of the status of each measure.	Federal signage installed? (Y/N)	Project Located on Federal Land (Y/N)	Total Project Cost	Will this project result in reduced total energy use? (Y/N)	Will this project result in reduced costs? (Y/N)	Will this project result in reduced GHG emissions? (Y/N)	Risk (project delays, etc)	Risk Level (Low, Medium, High)	Mitigation Strategy (means to address risk)
N/A	Example (please do not delete/overwrite data in this row)	Enter here	Example	Urban	Name of Town	123 Example Street, Example town, A1A 1A1	Roof top heating/cooling units replacement	Replace 19 inefficient rooftop heating/cooling units with energy efficient units.	August 3, 2020	October 30, 2020	20%	5 boilers have been replaced.	N, to be installed at a later date	N	\$ 225,000	Y	Y	Y	Availability of heating/cooling units, weather	low-medium	Put out tender as early as possible to mitigate risks, weather and availability
N/A	Example (please do not delete/overwrite data in this row)	Enter here	Example	Rural	Name of Town	555 Example Street, Example town, A1A 1A1	Boiler Replacements	Replace outdated boiler with a new energy efficient boiler.	August 1, 2020	November 1, 2020	80%	Boiler installed, final testing to be completed	N, to be installed at a later date	N	\$ 250,000	Y	Y	Y	Boiler to be replaced before the heating season begins November 1, 2020	medium	Ensure the tender process is completed in a timely manner
N/A	Example (please do not delete/overwrite data in this row)	Enter here	Example	Rural	Name of Town	321 Example Street, Example town, A1A 1A1	Roof and insulation replacement	Replace the roof, add a new membrane, and improve and upgrade insulation to reduce heating and cooling demand.	July 15, 2020	October 15, 2020	100%	Project completed as planned. Roof replaced with new membrane and improved insulation.	N, to be installed at a later date	N	\$ 200,000	Y	Y	Y	Project needs to be completed before school starts - early September	low	Ensure work plan has enough time including for possible bad weather to complete the work.
40-1	Toronto Catholic DSB	3431	Msgr John Corrigan	Urban	ETOBICOKE	100 ROYALCREST RD, M9V5B4	Heating system upgrade	Replace outdated boiler with new high efficiency boiler, upgrade heating system and BAS	13-Jul-20	25-Jan-21	98%	Installed new high efficiency boilers,BAS,DHW tanks,VFD on supply Heating water	N, to be installed at a later date	N	\$291,704	Y	Y	Y	Project expected to be completed on time	Low	Availability of goods was in time to execute project
40-2	Toronto Catholic DSB	10310	Father John Redmond	Urban	ETOBICOKE	28 COLONEL SAMUEL SMITH PARK DR, M8V4B7	Chiller Replacement	Replace outdated chiller with a new energy efficient chiller	15-Jun-20	30-Sep-20	100%	Installed a new air cooled chiller	N, to be installed at a later date	N	\$229,080	Y	Y	Y	N/A. Project Completed	Low	N/A. Project Completed
40-3	Toronto Catholic DSB	3597	St John Paul II	Urban	SCARBOROUGH	685 MILITARY TRAIL, M1E4P6	Boiler Replacements	Replace outdated boiler with a new energy efficient boiler and installed VFDs	20-May-20	15-Oct-20	100%	Installed new Boilers and VFD	N, to be installed at a later date	N	\$358,725	Y	Y	Y	N/A. Project Completed	Low	N/A. Project Completed
40-4	Toronto Catholic DSB	4421	St Philip Neri	Urban	NORTH YORK	20 BEVERLY HILLS DR, M3L1A1	Boiler Replacements	Replace outdated boiler with a new energy Efficient Boiler, installed VFD and BAS	20-May-20	20-Oct-20	100%	Installed new high efficiency boilers,BAS,DHW tanks,VFD on supply Heating water	N, to be installed at a later date	N	\$286,295	Y	Y	Y	N/A. Project Completed	Low	N/A. Project Completed
40-5	Toronto Catholic DSB	4533	St Vincent de Paul	Urban	TORONTO	116 FERMANAGH AVE, M6R1M2	Heating system upgrade and new BAS	Installation of new Radiators controlled by new BAS	20-May-20	15-Oct-20	100%	Installed new radiators and BAS system	N, to be installed at a later date	N	\$72,268	Y	Y	Y	N/A. Project Completed	low	N/A. Project Completed
40-6	Toronto Catholic DSB	10501	Our Lady of Victory	Urban	YORK	70 GUESTVILLE AVE, M6N4N3	Boiler and Chiller Replacements	Replace outdated boiler & chiller with new energy efficient Boiler and chiller, installed VFD	15-May-20	24-Jan-21	98%	Installed new high effeciency boilers,Chiller,DHW tanks,VFD on supply Heating water	N, to be installed at a later date	N	\$411,233	Y	Y	Y	Project expected to be completed on time	Low	N/A. Project Completed
40-7	Toronto Catholic DSB	3840	St Cecilia	Urban	TORONTO	355 ANNETTE ST, M6P1R3	Window Film	Add exterior window film to exterior windows to reduce solar heat gains	30-Jun-20	30-Aug-20	100%	Added window film to exterior windows	N, to be installed at a later date	N	\$73,000	Y	Y	Y	N/A. Project Completed	Low	N/A. Project completed
40-8	Toronto Catholic DSB	4034	St Jerome	Urban	NORTH YORK	111 SHARPECROFT BLVD, M3J1P5	Exterior Window Renewal	Replace exterior windows with energy Efficient windows	30-Jun-20	30-Nov-20	100%	Replaced Exterior Windows with energy affiance units	N, to be installed at a later date	N	\$317,207	Y	Y	Y	N/A. Project Completed	Low	N/A. Project completed
40-9	Toronto Catholic DSB	3437	Mother Cabrini	Urban	ETOBICOKE	720 RENFORTH DR, M9C2N9	Exterior Window Renewal	Replace exterior windows with energy Efficient windows	30-Jun-20	30-Nov-20	100%	Replaced Exterior Windows with energy affiance units	N, to be installed at a later date	N	\$394,445	Y	Y	Y	N/A. Project Completed	Low	N/A. Project completed
40-10	Toronto Catholic DSB	3438	St Mother Teresa Catholic Academy	Urban	SCARBOROUGH	40 SEWELLS RD, M1B3G5	Exterior Window Renewal	Replace exterior windows with energy Efficient windows	30-Jun-20	28-Feb-21	85%	Replaced Exterior Windows with energy affiance units	N, to be installed at a later date	N	\$816,424	Y	Y	Y	Project expected to be completed on time	Low	Project to be copleted on time
40-11	Toronto Catholic DSB	4196	St Margaret	Urban	NORTH YORK	85 CARMICHAEL AVE, M5M2X1	Lighting Upgrades	Replace Interior Lighting with energy efficient LED and Controls Upgrade	15-May-20	30-Nov-20	100%	Replaced all interior lighting with LED	N, to be installed at a later date	N	\$134,865	Y	Y	Y	N/A. Project Completed	Low	N/A. Project Completed
40-12	Toronto Catholic DSB	10314	Our Lady of Fatima	Urban	SCARBOROUGH	3176 ST CLAIR AVE E, M1L1V6	Lighting Upgrades	Exterior Lighting Upgrade to energy efficient LED	30-Jun-20	30-Sep-20	100%	Replaced exterior lighting with LED	N, to be installed at a later date	N	\$23,740	Y	Y	Y	N/A. Project Completed	Low	N/A. Project Completed
40-13	Toronto Catholic DSB	3396	Madonna	Urban	NORTH YORK	20 DUBRAY AVE, M3K1V5	Lighting Upgrades	Replace Interior Lighting with energy efficient LED and Controls Upgrade	15-May-20	30-Nov-20	100%	Replaced all interior lighting with LED and lighting controls	N, to be installed at a later date	N	\$141,462	Y	Y	Y	N/A. Project Completed	Low	N/A. Project Completed
40-14	Toronto Catholic DSB	10313	Our Lady of Lourdes	Urban	TORONTO	444 SHERBOURNE ST, M4X1K2	Lighting Upgrades	Upgrade lighting to energy efficient LED and controls	20-Dec-20	28-Feb-21	25%	Lighting Upgrades ongoing. Final deliveries scheduled for January	N, to be installed at a later date	N	\$174,585	Y	Y	Y	Delay in delivery of remaining lighting components	Medium	Follow up in January, February. Reduce Scope to ensure completion
40-15	Toronto Catholic DSB	3995	St Henry	Urban	SCARBOROUGH	100 BAMBURGH CIR, M1W3R3	Lighting Upgrades	Upgrade lighting to energy efficient LED and upgrade controls	20-Dec-20	28-Feb-21	25%	Lighting Upgrades ongoing. Final deliveries scheduled for January	N, to be installed at a later date	N	\$60,411	Y	Y	Y	Delay in delivery of remaining lighting components	Medium	Follow up in January, February. Reduce Scope to ensure completion

Project Information											Progress Information			Federal	Financial Information	Project Objectives			Risk		
Project ID	School Division	SFIS ID	School	Urban or Rural	Project Location	Actual Project Site	Project Title	Project Description	Forecasted Project Start Date	Forecasted Project End Date	Estimated Completion Progress (%)	Status of work/ activities to date Please provide a brief description of the status of each measure.	Federal signage installed? (Y/N)	Project Located on Federal Land (Y/N)	Total Project Cost	Will this project result in reduced total energy use? (Y/N)	Will this project result in reduced costs? (Y/N)	Will this project result in reduced GHG emissions? (Y/N)	Risk (project delays, etc)	Risk Level (Low, Medium, High)	Mitigation Strategy (means to address risk)
40-16	Toronto Catholic DSB	3817	St Bonaventure	Urban	NORTH YORK	1340 LESLIE ST, M3C2K9	Exhaust System replacement	Replace outdated BAS controls (sensors, control panels) with new ones	25-May-20	31-Mar-21	98%	BAS controls including sensors, controllers,panels and associated wiring done.	N, to be installed at a later date	N	\$41,570	Y	Y	Y	All system are operational	Low	Project will be copleted on time due to goods availability
40-17	Toronto Catholic DSB	3078	Blessed Trinity	Urban	NORTH YORK	3205 BAYVIEW AVE, M2K1G3	Exhaust System replacement	Replace outdate exhaust fans with energy efficient ones and tied into BAS	25-May-20	31-Mar-21	98%	Exhaust fans replaced and tied into BAS	N, to be installed at a later date	N	\$58,028	Y	Y	Y	All system are operational	Low	Project will be copleted on time due to goods availability
40-18	Toronto Catholic DSB	24329	St Joseph's Morrow Park - Site Expansion	Urban	NORTH YORK	3348K BAYVIEW AVE, M2K1G5	EV charging stations installation	Install on-site EV charging stations	17-Aug-20	31-Mar-21	50%	Electrical infrastructure completed. Delivery&installation of charging stations scheduled for end of February.	N, to be installed at a later date	N	\$45,000	N	N	Y	Delay in delivery of EV charge stations	Medium	Follow up in February to ensure installation is completed o time.
40-19	Toronto Catholic DSB	3321	Holy Spirit	Urban	SCARBOROUGH	3530 SHEPPARD AVE E, M1T3K7	Exterior Window Renewal	Replace exterior windows with energy Efficient windows	01-Jun-20	31-Dec-20	100%	Replaced Exterior Windows with energy affiance units	N, to be installed at a later date	N	\$208,000	Y	Y	Y	N/A. Project Completed	Low	N/A. Project completed
40-20	Toronto Catholic DSB	4505	St Thomas More	Urban	SCARBOROUGH	2300 ELLESMERE RD, M1G3M7	Exterior Window Renewal	Replace exterior windows with energy Efficient windows	02-Nov-20	26-Feb-21	98%	Replaced Exterior Windows with energy affiance units	N, to be installed at a later date	N	\$255,000	Y	Y	Y	Project expected to be completed on time	Low	Project expected to be completed on time

## 2021 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

## 2021 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 JANUARY 21, 2021**

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Jan-16 Corporate Services	Feb-21	Corporate Services	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 Committee meeting or February 20, 2020 Board meeting, and a report on Dante Alighieri comes back at the March 12, 2020 or April 16, 2020 Corporate Services Committee meeting; <b>(2020-2021 School Relocations Plan)</b>	Associate Director of Facilities, Business & Comm. Dev & CFO