

TORONTO CATHOLIC DISTRICT SCHOOL BOARD REGULAR MEETING Public Session

AGENDA
April 22, 2021

Joseph Martino, Chair
Trustee Ward 1

Nancy Crawford, Vice Chair
Trustee Ward 12

Frank D'Amico
Trustee Ward 6

Markus de Domenico
Trustee Ward 2

Daniel Di Giorgio
Trustee Ward 10

Normal Di Pasquale
Trustee Ward 9

Keith Baybayon
Student Trustee

Michael Del Grande
Trustee Ward 7

Angela Kennedy
Trustee Ward 11

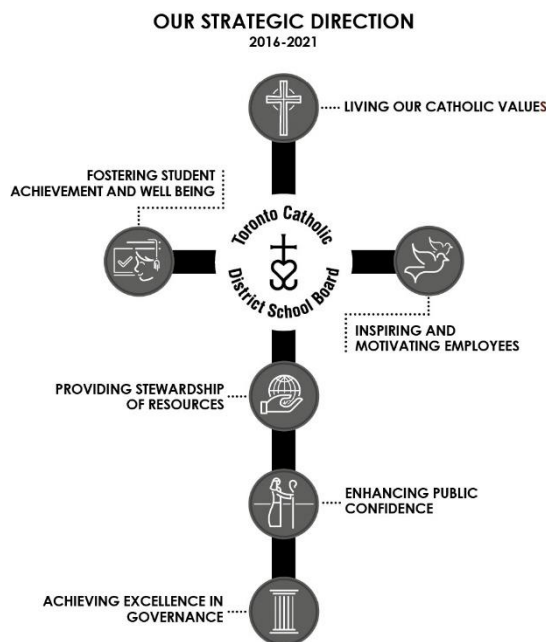
Ida Li Preti
Trustee Ward 3

Teresa Lubinski
Trustee Ward 4

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

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.



**AGENDA
REGULAR MEETING
OF THE
TORONTO CATHOLIC DISTRICT SCHOOL BOARD
PUBLIC SESSION**

Joseph Martino, Chair

Nancy Crawford, Vice Chair

Thursday, April 22, 2021

7:00 P.M.

Pages

1. **Call to Order**
2. **Memorials and Opening Prayer**
3. **Land Acknowledgement**
4. **Singing of O Canada**
5. **Roll Call & Apologies**
6. **Approval of the Agenda**
7. **Reports from Private Session**
8. **Notices of Motions**
 - 8.a. **From Trustee Crawford regarding Celebrating the Solemnity of the Sacred Heart of Jesus in June at the Toronto Catholic District School Board** 1 - 2
9. **Declarations of Interest**
10. **Approval and Signing of Minutes of the Previous Meetings**

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25.	Closing Prayer	
26.	Adjournment	



*Nancy Crawford
Trustee Ward 12*

E-mail: Nancy.Crawford@tcdsb.org

Voicemail: 416-512-3412

To: Regular Board Meeting April 22, 2021

From: Nancy Crawford, Trustee Ward 12

Subject: Notice of Motion: Celebrating the Solemnity of the Sacred Heart of Jesus in June at the Toronto Catholic District School Board

MOVED BY: Nancy Crawford, SECONDED BY: Teresa Lubinski

WHEREAS: The Church will celebrate the Solemnity of the Sacred Heart of Jesus on June 11, 2021 and celebrates every month of June as the month of the Sacred Heart of Jesus;

WHEREAS: Archbishop Thomas Cardinal Collins wrote on March 23, 2021, to Trustees and Directors, and others involved in Catholic Education in the Archdiocese of Toronto, to ask that we focus on the Sacred Heart of Jesus, the symbol of the compassionate love of Jesus, throughout the month of June;

WHEREAS: Focusing on the Sacred Heart of Jesus throughout the month of June does not prevent other recognitions occurring in the month of June;

WHEREAS: "The Sacred Heart signifies the steady, reliable, faithful, life-giving love which we experience in Jesus as we encounter him both in the Gospels and in our life of faith; we are called to imitate that faithful love;"*

WHEREAS: In this time of the pandemic, the people of the world are burdened by much fear, isolation, economic loss, illness, suffering and death; and

WHEREAS: Our students, their families and our staff are experiencing much suffering caused by the pandemic. “Like us all, they deserve and they need life-giving spiritual nourishment, clear guidance in life, and the true compassionate love that Jesus teaches us in the Gospel, and models for us, and challenges us to imitate.”*

THEREFORE BE IT RESOLVED THAT: The Toronto Catholic District School Board focus on the Sacred Heart of Jesus this and every June through special prayers and meditations, teachings and activities to deepen our understanding and love for Jesus, each other, and the isolated, sick and marginalized.

*quoted from Cardinal Collins’ March 23, 2021 letter.

Nancy Crawford
Trustee, Ward 12

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MINUTES OF THE SPECIAL REGULAR VIRTUAL MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD

HELD THURSDAY, MARCH 4, 2021

STUDENT ACHIEVEMENT

PRESENT:

Trustees:

G. Tanuan, Chair, In Person
T. Lubinski, Vice-Chair
N. Crawford
M. de Domenico
D. Di Giorgio
N. Di Pasquale
A. Kennedy
I. Li Preti
J. Martino
M. Rizzo

Student Trustees:

K. Baybayon
K. Nguyen

Staff:

B. Browne
D. Koenig
S. Camacho
A. Della Mora
P. Aguiar
A. Bria
M. Caccamo
D. Chen
F. Cifelli
P. De Cock

L. DiMarco
K. Dixon
M. Farrell
C. Fernandes
G. Iuliano Marrello
L. Latham
M. Loberto
P. Matthews
M. Meehan
R. Peterson
S. Vlahos
J. Wujek

S. Harris, Recording Secretary
S. Pellegrini, Assistant Recording Secretary

External Guest: A. Robertson, Parliamentarian

5. Roll Call and Apologies

Trustee Del Grande was not in attendance due to Board-approved leave of absence.

8. Declarations of Interest

In PUBLIC and Private Sessions, there were none.

The Items dealt with at the Student Achievement and Well-Being, Catholic Education and Human Resources Committee Meeting in PUBLIC and PRIVATE Sessions were deemed presented.

MOVED by Trustee Tanuan, seconded by Trustee Martino, that all Items discussed in PUBLIC and PRIVATE Sessions be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
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.

MOVED by Trustee Martino, seconded by Trustee Crawford, that the meeting resolve back into Student Achievement and Well-Being, Catholic Education and Human Resources Committee.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
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.

SECRETARY

CHAIR

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MINUTES OF THE SPECIAL VIRTUAL MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD

HELD THURSDAY, MARCH 11, 2021

Corporate Services

PRESENT:

Trustees:

A. Kennedy, Chair - In Person
F. D'Amico, Vice-Chair - Virtual
N. Crawford
M. de Domenico
D. Di Giorgio
N. Di Pasquale
I. Li Preti
T. Lubinski
M. Rizzo
G. Tanuan

Student Trustees:

K. Baybayon
K. Nguyen

Staff:

B. Browne
D. Koenig
S. Camacho
A. Della Mora
S. Campbell
P. De Cock
K. Dixon
M. Farrell

D. Friesen
M. Loberto
O. Malik
P. Matthews
M. Meehan
J. Wujek

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

External Guest: A. Robertson, Parliamentarian

5. Roll Call and Apologies

Trustee Del Grande was not in attendance due to Board-approved leave of absence.

8. Declarations of Interest

In PRIVATE Session, Trustee Rizzo declared an interest in a local bargaining matter as she has a family member who is an employee of the Board. Trustee Rizzo did not vote nor participate in discussions regarding that Item.

There were none in DOUBLE PRIVATE Session.

In PUBLIC Session, Trustee Kennedy declared an interest in Item 17c) Budget Series Report: 2021-2022 Budget Assumptions and Pressures as she has family members who are employees of the Board. Trustee Kennedy did not vote nor participate in discussions regarding that Item.

The Items dealt with at the Corporate Services, Strategic Planning and Property Committee Meeting in PRIVATE, DOUBLE PRIVATE and PUBLIC Sessions were deemed presented.

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, that the Items discussed in PRIVATE, DOUBLE PRIVATE and PUBLIC Sessions be approved.

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

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

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that the meeting resolve back into Corporate Services, Strategic Planning and Property Committee meeting.

Results of the Vote taken, as follows:

In favour

Opposed

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

The Motion was declared

CARRIED

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

SECRETARY

CHAIR

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MINUTES OF THE REGULAR VIRTUAL MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD PUBLIC SESSION

HELD THURSDAY, MARCH 25, 2021

Trustees:

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

Student Trustees:

- K. Baybayon
- K. Nguyen

Staff:

- B. Browne
- D. Koenig
- S. Camacho
- A. Della Mora
- P. Aguiar
- A. Bria
- M. Caccamo
- S. Campbell
- D. Chen
- F. Cifelli

P. De Cock
L. DiMarco
K. Dixon
M. Farrell
C. Fernandes
D. Friesen
G. Iuliano Marrello
L. Latham
M. Loberto
O. Malik
P. Matthews
M. Meehan
R. Peterson
S. Vlahos
J. Wujek

S. Harris, Recording Secretary

S. Hinds-Barnett, Assistant Recording Secretary

External Guests: J. Abrams, Integrity Commissioner, Principles Integrity
J. Attwood, Principles Integrity
A. Robertson, Parliamentarian

5. Roll Call and Apologies

Trustee Del Grande was not in attendance due to Board-approved leave of absence.

6. Approval of the Agenda

MOVED by Trustee Li Preti, seconded by Trustee Di Pasquale, that the Agenda, as amended to include the Addendum, and to reorder Items 20a) Report from the Governance and Policy Committee: Revision of the Trustee

Code of Conduct Policy (T.04) prior to Item 19a) Return to School Update; and 20i) Proclamation: March 29, 2021 Blue and White Day in Toronto Catholic District School Board (TCDSB) after Item 20a), be approved.

Results of the Vote taken, as follows:

In Favour

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

Opposed

Di Giorgio
Lubinski

The Motion was declared

CARRIED

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

7. Reports from Private Session

MOVED by Trustee Crawford, seconded by Trustee Lubinski, that the following report be received:

In PRIVATE Session – Discussed matters concerning the St. Michael's Choir School, Consideration of Motion, approval of recommendations for the TCDSB Annual Awards event, and Toronto Elementary Catholic Teachers (TECT) Grievance Update.

Trustees Rizzo declared an interest in the TECT Grievance Update, and along with Trustee Kennedy declared an interest in the TECT Bargaining Update (discussion pending), as indicated in Item 9) Declaration of Interest below.

Results of the Vote taken, as follows:

In Favour

Opposed

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

Di Giorgio
Lubinski

The Motion was declared

CARRIED

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

9. Declarations of Interest

Trustees Kennedy and Rizzo declared an interest in the following Items in PRIVATE and PUBLIC Sessions as they have family members who are employees of the Board:

In PRIVATE Session:

- 14b) Toronto Elementary Catholic Teachers (TECT) Grievance Update (Verbal) - Eric Roher, External Legal Counsel –Trustee Rizzo; and
- 14c) TECT Bargaining Update (Verbal) - Adrian Della Mora, Executive Superintendent of Human Resources and Employee Relations and Melissa Eldridge, Senior Legal Counsel – Trustees Kennedy and Rizzo

Trustees Kennedy and Rizzo did not participate in discussions regarding Item 14b) nor vote. (Item 14c] discussion pending).

In PUBLIC Session:

- 11a) Presentation from the Chair of the Board (Verbal) – Trustee Rizzo;
- 13b) Consideration of Motion from Trustee Di Giorgio regarding 2020/2021 Block Budget Increases (Equity Distribution) – Trustee Kennedy;
- 13c) Consideration of Motion from Trustee Di Giorgio regarding Toronto Catholic District School Board (TCDSB) Hiring Practices and Conformance with Policy HM.40 – Trustee Kennedy; and
- 20d) 2021-2022 Preliminary Teacher Staffing Projections – Trustees Kennedy and Rizzo

Trustees Kennedy and Rizzo indicated that they would not vote nor participate in discussions regarding those Items.

10. Approval and Signing of Minutes of the Previous Meetings

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Items 10a), 10b) and 10c) be adopted as follows:

- 10a) Special Board (Student Achievement) Held February 4, 2021 approved;**

- 10b) Special Board (Corporate Services) Held February 11, 2021** approved;
and
- 10c) Regular Board held February 18, 2021** approved.

The Motion was declared

CARRIED

Trustee Rizzo recused herself from the virtual room at 7:34 pm due to a Declaration of Interest in Item 11a) below, as earlier indicated.

11. Presentations

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that Item 11a) be adopted as follows:

- 11a) From the Chair of the Board** received.

Results of the Vote taken, as follows:

In Favour

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

Opposed

Di Giorgio
Lubinski

The Motion was declared

CARRIED

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

Trustee Rizzo returned to the virtual room at 7:37 pm.

MOVED by Trustee Kennedy, seconded by Trustee Li Preti, that Item 11b) be adopted as follows:

11b) From the Director of Education received.

The Motion was declared

CARRIED

MOVED by Li Preti, seconded by Trustee Di Giorgio, that Item 11c) be adopted as follows:

11c) From the Student Trustee(s) received.

The Motion was declared

CARRIED

13. Consideration of Motions for which Previous Notice Has Been Given

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that Item 13a) be adopted as follows:

13a) From Trustee Di Pasquale regarding Refund of School Rental Costs for Out of Bounds:

WHEREAS: Out of Bounds is an organization that focuses on empowering youths around the Jane-Finch community who are gun violence survivors;

WHEREAS: Out of Bounds rented space at TCDSB schools after the Priority Schools Initiative was suspended; and

WHEREAS: Out of Bounds is a grassroots organization that struggles to fund its own operations, and is in an extremely difficult financial position.

THEREFORE BE IT RESOLVED THAT: TCDSB refund rental costs to Out of Bounds from the 2018-2019 and 2019-2020 school year during the period when the Priority School Initiative was suspended; and

BE IT FURTHER RESOLVED THAT: The funds be drawn from the Priority Schools Initiative funding.

MOVED in AMENDMENT by Trustee Di Giorgio, seconded by Trustee Lubinski, that Staff provide a report on the possibility of providing funds to other organizations prior to the Board approving the above Resolutions.

Trustee Di Giorgio withdrew the AMENDMENT.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
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.

Trustee Kennedy recused herself from the virtual room due to a Declaration of Interest in Items 13b) and 13c) below, as earlier indicated.

MOVED by Trustee Di Giorgio, seconded by Trustee Tanuan, that Item 13b) be adopted as follows:

13b) From Trustee Di Giorgio regarding 2020/2021 Block Budget Increases (Equity Distribution):

WHEREAS: I raised concerns with various Staff members in the past regarding potential irregularities and/or errors including, but not limited to , incorrect classification of schools as EPAN (Equity Poverty Action Network) schools and questionable dollar allocations in the previous 2019/2020 Block Budget increase equity distribution;

WHEREAS: Those concerns remained largely unaddressed until recently when discussions with Staff in relation to a motion passed by the Board in December 2020 reinstating this initiative for the 2020/2021 school year have resulted in renewed discussions surrounding this topic and efforts have been made to revise the list, addressing many errors which previously existed;

WHEREAS: Staff still has not fully implemented the Board motion as outlined and work remains to conform fully with the provisions outlined in the Board motion; and

WHEREAS: I am often told that the publication of this type of data, although it is derived from publicly available data, stigmatizes certain school communities but I personally believe that the potential damage which can unfold for certain school communities when data of this nature is not made available for public scrutiny is a more significant concern.

BE IT RESOLVED THAT: In the interest of transparency and recognizing these are public funds, the 2019/2020 Block Budget equity distributions and the 2020/2021 Block Budget equity distributions be included in a report to Board highlighting changes made, and that Staff report back to Board on ways to rectify any prior errors ensuring those communities which were potentially mistreated receive the funds they deserve; and

BE IT RESOLVED THAT: Any distribution of these types of funds across the system be made available in PUBLIC reports moving forward.

Results of the Vote taken, as follows:

In Favour

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

Opposed

Crawford
Di Pasquale
Rizzo

The Motion was declared

CARRIED

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

MOVED by Trustee Di Giorgio, seconded by Trustee Lubinski, that Item 13c) be adopted as follows:

13c) From Trustee Di Giorgio regarding TCDSB Hiring Practices and Conformance with Policy HM.40:

WHEREAS: Staff provided a report to the Board of Trustees in PRIVATE Session on February 4, 2021 in response to a PUBLIC Trustee inquiry on June 18, 2020, claiming its content or portions thereof may be the subject of Collective Bargaining discussions;

WHEREAS: My understanding is that Principals and Vice Principals in the Continuing Education Department are currently selected by the Human Resources Department and teachers are not;

WHEREAS: My understanding is that teachers are required to apply annually to the Continuing Education Department positions and Principals and Vice Principals are not; and

WHEREAS: My understanding is that Principals and Vice Principals in the Continuing Education Department may potentially be subject to different requirements than the equivalent positions during the regular school year with regard to hiring practices and promotions/appointments.

BE IT RESOLVED THAT: In the interest of equitable and fair hiring processes, the Board direct the Human Resources Department to explore the removal of any provisions potentially incorporated in Continuing Education Principal and Vice Principal positions which may not conform with Board Policy HM.40 – Fair Practice in Hiring and Promotion;

BE IT RESOLVED THAT: Candidates for Principal/Vice Principal and teaching positions in the Continuing Education Department be required to apply annually, and that the Human Resources Department lead the entire recruitment process including, but not limited to, the creation of official job postings to ensure conformance with Board Policy HM.40 – Fair Practice in Hiring and Promotion; and

BE IT RESOLVED THAT: Staff confirm in a supplementary report to the Board of Trustees that the appointment/promotion of Principals and Vice Principals in the Continuing Education Department conforms with Board Policy HM.40 – Fair Practice in Hiring and Promotion and are subject to the same requirements as typical Principal and Vice Principal appointments/promotions.

Trustee Di Giorgio challenged the Chair’s Ruling to seek advice from the Parliamentarian regarding the nature of the Item.

Results of the Vote taken on the Chair’s Ruling, as follows:

In Favour

Trustees Crawford
D’Amico
de Domenico
Di Pasquale
Li Preti
Martino
Rizzo
Tanuan

Opposed

Di Giorgio
Lubinski

The Chair’s Ruling was upheld.

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

Trustee Rizzo challenged the Chair’s Ruling that the Item was in order.

Results of the Vote taken on the Chair's Ruling, as follows:

In Favour

Opposed

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

Rizzo

The Chair's Ruling was upheld.

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

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

In Favour

Opposed

Trustees Di Giorgio
Lubinski

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

The Motion was declared

FAILED

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

Trustee Kennedy returned to the virtual room at 9:05 pm.

MOVED by Trustee Di Giorgio, seconded by Trustee Lubinski, that Item 13d) be adopted as follows:

13d) From Trustee Di Giorgio regarding Governance at the TCDSB, Request for Ministry Assistance:

WHEREAS: The TCDSB could benefit from assistance made available by The Ministry of Education to School Boards under the Education Act.

1. BE IT RESOLVED THAT: The Board direct the Chair to submit a formal request to the Ministry of Education calling for the appointment of an Investigator under Section 230 of the Education Act to review the TCDSB's handling of code of conduct, harassment and conflict of interest complaints from December 2018 to February 2021;
2. BE IT RESOLVED THAT: The Board direct the Chair to submit a formal request to the Ministry of Education calling for the appointment of an additional Investigator under Section 230 of the Education Act to determine whether the TCDSB complies with Regulation 219 (1) of the Education Act – Qualification of Members; and
3. BE IT RESOLVED THAT: The Board direct the Chair to appeal to the Ministry requesting a performance review under Ontario Regulation 43/10 - Provincial Interest in Education focusing on the performance of the Board and the Board's Director of Education in carrying out their respective duties.

The Chair declared a five-minute recess.

The meeting resumed with Trustee Martino in the Chair with no change to the Attendance list.

Trustee Di Giorgio requested that the Question be split.

Results of the Vote taken on Part 1 of the Motion, as follows:

In Favour

Trustees Di Giorgio
Lubinski
Tanuan

Opposed

Crawford
D'Amico
de Domenico
Di Pasquale
Kennedy
Li Preti
Martino
Rizzo

Part 1 of the Motion was declared

FAILED

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

Results of the Vote taken on Part 2 of the Motion, as follows:

In Favour

Trustees Di Giorgio
Lubinski
Tanuan

Opposed

Crawford
D'Amico
de Domenico
Di Pasquale
Kennedy
Li Preti
Martino
Rizzo

Part 2 of the Motion was declared

FAILED

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

Results of the Vote taken on Part 3 of the Motion, as follows:

In Favour

Trustees Di Giorgio
Lubinski
Tanuan

Opposed

Crawford
D'Amico
de Domenico
Di Pasquale
Kennedy
Li Preti
Martino
Rizzo

Part 3 of the Motion was declared

FAILED

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

MOVED by Trustee Di Giorgio, seconded by Trustee Lubinski, that Item 13e) be adopted as follows:

- 13e) From Trustee Di Giorgio regarding TCDSB Integrity Commissioner Responsibilities:**

WHEREAS: Upon examination of Ontario Regulation 384/07 – Integrity Commissioner: Powers, Duties and Functions under the Act, it does not appear that the Integrity Commissioner has the authority to investigate Workplace Harassment complaints (Policy H.M.14); and

WHEREAS: It is incumbent upon The Board to act in a timely fashion when dealing with these types of matters.

BE IT RESOLVED THAT: The Board request a written response from both the Integrity Commissioner (IC) and the TCDSB’s General Counsel confirming whether or not the office of the IC has the authority to handle issues of this nature; and

BE IT RESOLVED THAT: The Board authorize the Director of Education to take any necessary steps to ensure any pending complaints of this nature are addressed in a timely manner ensuring the Board fulfills its responsibility.

Results of the Vote taken, as follows:

In Favour

Trustees Di Giorgio
Lubinski

Opposed

Crawford
D’Amico
de Domenico
Di Pasquale
Kennedy
Li Preti
Martino
Rizzo
Tanuan

The Motion was declared

FAILED

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

14. Consent and Review

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

- 19a) Return to School Update – Trustee Kennedy;
- 20a) From the Governance and Policy Committee: Revision of the Trustee Code of Conduct Policy (T.04) – Trustee Di Giorgio;
- 20b) St. Matthew Catholic School International Languages Program Review Request – Trustee Di Giorgio;
- 20c) Development of the New Toronto Catholic District School Board (TCDSB) Multi-Year Strategic Plan – Trustee Di Giorgio;
- 20e) COVID-19 Resilience Infrastructure Stream (CVRIS) Program Delegated Authority (All Wards) – Trustee Di Giorgio;
- 20f) From the Governance and Policy Committee: Rescindment of Signing Officers Policy (F.M.02) – Trustee Di Giorgio;
- 20g) From the Governance and Policy Committee: Update to Permits Policy (B.R.05) – Trustee Di Giorgio; and
- 21a) Ontario Catholic School Trustees' Association (OCTSTA) Update (Verbal) – Trustee Kennedy

MOVED by Trustee Crawford, seconded by Trustee Li Preti, that the Staff Recommendation in Item 20d) be adopted as follows:

2021-2022 Preliminary Teacher Staffing Projections that the Board of Trustees approve the preliminary staffing projections for 2021-2022, as outlined in the report.

Results of the Vote taken, as follows:

In Favour

Opposed

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

The Motion was declared

CARRIED

Trustees Kennedy and Rizzo did not vote due to a Declaration of Interest, as earlier indicated.

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

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that the remaining Items not held be received and the Staff Recommendations be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
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.

REMAINING ITEMS NOT HELD AS CAPTURED IN ABOVE MOTION

- 19b) Graduation Statistics for Students with Special Education Needs 2019-2020;**
- 20h) From the Governance and Policy Committee: Age-Appropriate Placement: Curriculum/Program Supports** that the newly created Policy on Age-Appropriate Placement: Curriculum/Program Supports, provided in Report Appendix A, and the accompanying TCDSB Operational Procedures, provided in Report Appendix B, be adopted;
- 20i) Proclamation: March 29, 2021 Blue and White Day in TCDSB** that the Board proclaim Monday, March 29, 2021 as Toronto Marlies Blue and White Day in the TCDSB;
- 22a) From the Catholic Parent Involvement Committee: Approved Minutes of Meeting Held January 18, 2021;**
- 22b) From the Governance and Policy Committee: Approved Minutes of Meeting Held February 2, 2021;**

- 22c) **From the Special Education Advisory Committee: Approved Minutes of Meeting Held February 17, 2021;**
- 22d) **Communication from Dr. Eileen de Villa, Medical Officer of Health, Toronto Public Health regarding Response to COVID-19: March 2021 Update;**
- 24a) **Master Pending List and Rolling Calendar; and**
- 24b) **Annual Report**

20. Reports of Officials Requiring Action of the Board of Trustees

MOVED by Trustee Kennedy, seconded by Trustee Di Giorgio, that Item 20a) be adopted as follows:

- 20a) **From the Governance and Policy Committee: Revision of the Trustee Code of Conduct Policy (T.04)** that this Item be deferred to a Special Board meeting for a more fulsome discussion on the Trustee Code of Conduct Policy (T.04) and the responsibilities of the Integrity Commissioner.

Results of the Vote taken, as follows:

In Favour

Opposed

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

Rizzo

The Motion was declared

CARRIED

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

19. Reports of Officials for the Information of the Board of Trustees

MOVED by Trustee Lubinski, seconded by Trustee Li Preti, that Item 19a) be adopted as follows:

- 19a) Return to School Update** received and that Staff survey students with special needs at St. Anne Catholic Academy as well as at our face-to-face schools to measure their success and to identify areas that need better support and improvements.

Results of the Vote taken (excluding Received), as follows:

In Favour

Trustees Lubinski

Opposed

Crawford
de Domenico
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Martino
Rizzo

The Motion was declared

FAILED

Trustees D’Amico and Tanuan did not vote/respond.

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

MOVED by Trustee Lubinski, seconded by Trustee Crawford:

BE IT RESOLVED THAT: The TCDSB take full advantage of the free seating logs that the City of Toronto has offered for our Board, and use the most cost- effective way to promote physical distancing by building outdoor classrooms; and

BE IT FURTHER RESOLVED THAT: Staff find ways to increase funding to cover the delivery cost of the seating logs to all the TCDSB schools that requested the seating logs, in the very near future.

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that the debate on the Item be completed prior to resolving back into PRIVATE Session.

There was unanimous consent.

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

In Favour

Trustees Crawford
Lubinski
Tanuan

Opposed

de Domenico
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Martino
Rizzo

The Motion was declared

FAILED

Trustee D'Amico did not vote/respond.

Student Trustee Nguyen wished to be recorded as voted in opposition.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee de Domenico, that:

WHEREAS: Educators and support Staff in schools including bus drivers are very front line, in front of our most precious members of our society - our children who are students in our school;

WHEREAS: Educators, support Staff, and bus drivers cannot work from home in this pandemic – they have no choice but to work with students in the school buildings;

WHEREAS: Phase 2 criteria for vaccinations includes people who cannot work from home;

WHEREAS: The classroom could potentially be an unsafe work place because COVID could be looming anywhere and arrive at any time;

WHEREAS: It has been said by all health experts that keeping schools open is a priority for educational, social, emotional and economic reasons; and

WHEREAS: Even if students are asymptomatic, they can spread the virus to their contacts, and our children live in multi-generational and multi-population environments which are considered high risk.

THEREFORE BE IT RESOLVED THAT: The Chair write a letter on behalf of the Board of Trustees to Minister Lecce, the Premier, the Provincial Medical Officer of Health, Dr Eileen de Villa, the Vaccine Distribution Table Members, the Minister of Health copied to Ontario Catholic School Trustees Association (OCSTA) and all other School Boards in Ontario as well as the Unions of all workers in the TCDSB. The letter will be a request

to prioritize to the highest priority in the Phase 2 roll out of the vaccines all workers who are front line facing in schools.

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

In Favour

Opposed

Trustees Crawford
de Domenico
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The AMENDMENT was declared

CARRIED

Trustee D'Amico did not vote/respond.

Student Trustee 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
de Domenico
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski

Martino
Rizzo
Tanuan

The Motion, as amended, was declared

CARRIED

Trustee D'Amico did not vote/respond.

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

Urgent Items

The Director advised that Items 20b) St. Matthew Catholic School International Languages Program Review Request; 20c) Development of the New TCDSB Multi-Year Strategic Plan; and 20e) COVID-19 Resilience Infrastructure Stream (CVRIS) Program Delegated Authority (All Wards) were urgent.

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that the meeting resolve into PRIVATE Session and resolve back into PUBLIC Session to deal with the Items deemed urgent by the Director.

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
de Domenico
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski

Opposed

Rizzo

Martino
Tanuan

The Motion was declared

CARRIED

Trustee D'Amico did not vote/respond.

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

PRESENT: (Following PRIVATE Session)

Trustees: J. Martino, Chair – In Person
N. Crawford, Vice-Chair
M. de Domenico
D. Di Giorgio
N. Di Pasquale
A. Kennedy
I. Li Preti
T. Lubinski
M. Rizzo
G. Tanuan

Student Trustees: K. Baybayon
K. Nguyen

20. Reports of Officials Requiring Action of the Board of Trustees

MOVED by Trustee Di Giorgio, seconded by Trustee Di Pasquale, that Item 20b) be adopted as follows:

20b) St. Matthew Catholic School International Languages Program Review
Request that this Item be deferred to the April 22, 2021 Regular Board Meeting.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

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

MOVED by Trustee Di Giorgio, seconded by Trustee Kennedy, that Item 20c) be adopted as follows:

20c) Development of the New TCDSB Multi-Year Strategic Plan that the Board of Trustees approve the proposed plan of action outlined in the report related to the development of the new Multi-Year Strategic Plan.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanan

The Motion was declared

CARRIED

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

MOVED by Trustee Di Giorgio, seconded by Trustee Crawford, that Item 20e) be adopted as follows:

- 20e) COVID-19 Resilience Infrastructure Stream (CVRIS) Program Delegated Authority (All Wards)** that the Board of Trustees delegate authority to the Director of Education, or designate, to award all necessary procurement awards and contracts related to the COVID-19 Resilience Infrastructure Stream (CVRIS) funding until the completion of the program.

Results of the Vote taken, as follows:

In Favour

Opposed

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

Li Preti

The Motion was declared

CARRIED

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

MOVED by Trustee Crawford, seconded by Trustee Tanuan, that the Items not discussed be deferred/referred to the next available meeting (s).

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Giorgio
Di Pasquale
Kennedy
Li Preti
Lubinski
Martino

Rizzo
Tanuan

The Motion was declared

CARRIED

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

ITEMS NOT DISCUSSED AS CAPTURED IN ABOVE MOTION

- 20f) From the Governance and Policy Committee: Rescindment of Signing Officers Policy (F.M.02) (Held by Trustee Di Giorgio);
- 20g) From the Governance and Policy Committee: Update to Permits Policy (B.R.05) (Held by Trustee Di Giorgio); and
- 21a) Ontario Catholic School Trustees' Association (OCTSTA) Update (Verbal) (Held by Trustee Crawford)

26. Adjournment

MOVED by Trustee Di Giorgio, seconded by Trustee Crawford, that the meeting be adjourned.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Giorgio
Di Pasquale
Kennedy

Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustee Nguyen wished to be recorded as voted in favour

SECRETARY

CHAIR



Director's Monthly Report March – April 2021

As a faith community, Easter provides the cornerstone of our faith. On Good Friday we remember the tremendous sacrifice that Jesus made on the cross for our salvation, and on Easter Sunday the foundation of our faith – the resurrection – is our celebration as Catholics of Christ's triumph over death, and our new covenant with God. We celebrate new life and a rebirth during the Easter season. While this past Easter was yet another like no other in terms of being able to gather as a faith community and as families, we draw strength from the example that the cross provides and the promise of new life ahead during these difficult times during this pandemic. I hope the Easter season has brought hope to our students, staff, and teachers throughout Toronto.

In the midst of another provincial “stay at home” order where all schools in Toronto have been moved to remote through a public health order, we are so appreciative of the ways in which staff continue to be able to “pivot” to remote learning to continue to support students during this difficult time. All staff in every role in our schools – academic, support, administrative, and clinical - contribute to this significant move and are to be commended for their dedication, creativity, flexibility, and commitment to ensure that every student is being supported.

We have advocated with the Ministry and local public health to expedite access to vaccinations for all education staff and appreciate how that advocacy has turned into action. At the time of writing this, all special education staff who work with our most vulnerable students are eligible to be vaccinated regardless of postal code. All education staff working in or living in designated “hot spot” locations in the city are also eligible for vaccination. These locations have been determined by Toronto Public health and identified based on postal code. Staff working in such hotspot schools have been provided a letter to confirm their eligibility, while staff who live in a hotspot but not work in one need only provide their identification and a pay stub to confirm address and employment in order to book. In TCSD, the number of eligible school staff is significant and represents a large proportion of our overall staff. It is our hope that all staff who are eligible take advantage of this opportunity to get vaccinated.

At the time of writing this monthly update we are still awaiting confirmation of key details that will inform planning for the 2021/22 academic year. This information is important to support decision making for the upcoming year. We look forward to communicating with families about the year ahead.

March 26 – April 23

Highlights from the past month include:

- Celebrating **Justice** as the **Virtue of the Month for April** and recognizing important observances such: Volunteer Appreciation Month, Holy Week, Good Friday, Easter Sunday,

World Autism Day, World Health Day, Vimy Ridge Day, International Day of Pink, Mid-Winter Break and Earth Day

- Participating in the Board Wide **Easter Mass Livestream** on April 6
- Recognizing and celebrating **500 years of Christianity in the Philippians** in collaboration with the Filipino Consulate General through the awarding of the student winners of the art contest, and special commemorative mass broadcast marking this special day for all Catholic Christians, particularly our Filipino Catholic community.
- Engaging with stakeholders along with Senior Staff through the **2021-2022 Virtual Town Hall Budget Consultation** (March 30 & 31)
- Witnessing thoughtful & innovative staff and student–centric leadership at **James Cardinal McGuigan through their Equity, Diversity, and Inclusion Committee** (March 30)
- Attending and speaking at the **Indigenous Education Virtual Teachers Conference – The Doctrine of Discovery** (March 6)
- Engaging & collaborating with Directors of Education from across Canada at the **ERDI (Education, Research and Development) Spring Conference** (April 7 – 9)
- Supporting “**Connections and Conversations Series**” evening focused on conversations about issues facing Indigenous community. The Equity, Diversity, Indigenous Education, and Community Relations Department hosts a safe space to share, listen, and learning about equity, diversity, and culture (April 20)
- Connecting with our TCDSB community through our monthly “**Lunch with the Director**” series live streamed on Facebook and YouTube. Answering questions that are timely, relevant, and important to students and families in real-time. The next “**Lunch with the Director**” is coming up on **Friday, April 30, 2021**
- Contributing to the national conversation on education in a COVID world as a featured guest on **CBC News Live**
- Advocating for the expedited vaccination of all education staff as manifested in **increase in vaccine eligibility** for identified TCDSB staff.
- Speaking with aspiring **Catholic leaders in the TCDSB** through the **Principals’ Qualification Program** and the **TCDSB “Foundations” Program** in support of future TCDSB leaders.

- Continuing **weekly meetings with the Deputy Minister of Education, Toronto Public Health, and the Ministry of Health** in support of provincial and local initiatives to keep students, staff, and families safe and healthy during this current COVID pandemic.
- Participating on and contributing to **provincial leadership committees** with **Directors of Education and Health officials** from across the province in support of TCSDB staff, students, and families, and to influence public policy decisions in support of education and health care.
- **Meeting weekly with Catholic Directors** from across the province in support of best practices, shared issues, solutions, and advocacy throughout Catholic education in Ontario.
- Continuing to connect with **Trustees, Senior Staff, Union Leadership partners, Principal and Vice Principal Associations, and Parent Groups** individually and at planned meetings to discuss our partnership and collective commitments for the immediate and the year ahead.
- Partnering with **Toronto Public Health** weekly to discuss school health and pandemic related support and initiatives to promote public health and respond to COVID-related issues in on-going ways.

MONTH Student Trustee Board Report

Update from the Student Trustees:



- On March 28th, Student Trustee Nguyen joined Toronto Star to speak about anti-Asian racism, identity and working in solidarity.
- On March 30th, the Student Trustees hosted the March CSLIT General Assembly, introducing the 2021/2023 Student Trustee candidates, and past TCDSB Student Trustee Rhea Carlisle as the guest speaker.
- On March 30th, the Student Trustees organized the first-ever meeting for the 2SLBTQ+ CSLIT Student Committee to discuss upcoming initiatives.
- On April 7th, Student Trustee Baybayon met with the OSTA-AECO's Catholic Board Council to discuss planning for Ontario Catholic Student Youth Day and Catholic Education Week.
- On April 15th, Student Trustee Baybayon began the first tutoring training session for CSLIT's first-ever tutoring program, All Students Can Excel.

CSLIT:

Elementary Affairs

On Thursday, April 1st, 2021, the Directors of Elementary Affairs hosted the monthly ECSLIT general assembly. This was a celebration of Holy Thursday and Easter. Communications director, Shazia Vlahos, offered words of wisdom as the board welcome. The guest speaker for the meeting, Q. Wilson, taught students the value of leadership through service and the importance of Easter. The Directors of Elementary Affairs will continue fulfilling their role by constantly updating leadership opportunities on the ECSLIT Instagram page, hosting monthly ECSLIT meetings and working closely with the CSLIT executive council for upcoming months.

Administrative Affairs

The Director of Administrative Affairs continued to work closely with the Student Trustees and the CSLIT Executive to ensure that the monthly CSLIT General Assemblies can occur through virtual platforms. Furthermore, the Director of Administrative Affairs has been working on creating events as a part of the Mental Health and Well-Being pillar. With the Director of Social Affairs and PR's help, the Director of Administrative Affairs carried out an Easter initiative, where students

and teachers across the TCDSB wrote letters to those in retirement homes who could not see their families. The Director of Administrative Affairs will continue to assist the Student Trustees on all CSLIT matters during this time of COVID-19 physical distancing

Social Affairs

For April, Social Affairs successfully created and delivered over fifty hand-written postcards for those living in retirement homes during Covid. Members of the CSLIT were featured in the Catholic Register for this initiative. In addition, the subcommittee has been creating fun and entertaining videos such as "How To Bake Bread" and "DIY phone charms" to post on the CSLIT Tiktok to provide entertainment for the CSLIT community. For the upcoming month, Social Affairs will continue to work alongside the Director of Faith for the upcoming virtual Faith Camp.

Social Justice

The Director of Social Justice and the subcommittee have released the first of the three parts of the documentary series about COVID-19. All three parts were filmed, including a round table discussion, a one-line answer to a question, and an exclusive interview with the Director of Social Justice about the different ways the lives of youth have been forever changed during this pandemic. The committee will continue to work on editing the other two parts to launch them on the social media pages.

Public Relations

For March, the Public Relations Team has continued their efforts in promoting CSLIT events to our social media platforms. This has been done by working hand-in-hand with CSLIT Executive members, and our Student Trustees, to promote and advertise events such as our General Assemblies for CSLIT and ECSLIT, Smile Camp, and Let's Talk Faith. Above all, the Public Relations Team has made it their priority to continue their service in providing students with the most up to date information on leadership opportunities and events

Equity

Between March and April, the Equity subcommittee has had their "Cash class vs student resources" webinar for students interested in learning about financial

literacy and the different resources supports that are out there. Within this webinar, we had a guest speaker who presented the different ways on how to save, invest, and grow your money as well as how to file your taxes. The subcommittee also presented the different student clubs and initiatives that are available for students as well as the different job and tutoring opportunities that Toronto public library provides. The subcommittee also held their 9th and 10th Zen-doodle where students got the opportunity to listen to a presentation about advice regarding university and setting future goals. The Catholic Youth Black Alliance is beginning their process of creating a podcast where students will be able to voice their opinions on current events. The Podcast will be called "Hear me out!"

Faith

The Faith Ambassador has constructed monthly CSLIT GA, E-CSLIT GA and Let's Talk Faith opening and closing prayers to ensure that prayer remains a staple in our monthly leadership meetings. The Faith Ambassador also hosted a Let's Talk Faith spiritual nourishment webinar for March, based on "Leadership through Service", with guest speaker and Salesian Dalila D'Andrea. The next goal the Faith Subcommittee is planning is to host a Let's Talk Faith for April themed on "Faith and our Mental Health", in light of the COVID-19 pandemic. The Faith ambassador's next goal, along with help from the Social Affairs subcommittee, is working toward facilitating a virtual version of the annual Faith Camp which is scheduled to take place on May 20th.

Angel Foundation for Learning

During March and the beginning of April, the AFL Director and his Sub-Committee launched their Easter Basket Initiative; selling, creating and delivering Easter baskets to the 100+ orders they received. In the end, the Sub-Committee reached over \$1000 in profit which will be going towards the AFL equity fund to support equality amongst the students of the TCDSB. This fund will supply impoverished groups with the supplies that they need. For the future, the AFL Director and his committee will continue to think of fundraiser ideas. We are thinking of having one more big fundraiser for the end of the school year that will also contribute to the equity fund. Depending on the COVID-19 restrictions we are hoping to see if we can do a face-to-face event, if not, we will continue to follow the guidelines of Toronto Public Health for any future event we create.



REPORT TO

REGULAR BOARD

RESCINDMENT OF SIGNING OFFICERS POLICY (FM.02)

“Take delight in the Lord, and he will give you the desires of your heart.”

Psalm 37:4

Created, Draft	First Tabling	Review
January 19, 2021	February 2, 2021	Click here to enter a date.
P. De Cock, Comptroller of Business Services & Finance		

RECOMMENDATION REPORT

Vision:

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

Mission:

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

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



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 reviews and recommends the rescindment of TCDSB Board Policy FM.02 (Signing Officers) in order to remove a redundant internal financial control and consolidate into the Board's Effective Financial Management and Control of Operations Policy.

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

B. PURPOSE

1. This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends the rescindment of the Signing Officers Policy (FM.02) as it is a redundant policy and better served by consolidating into the TCDSB's Effective Financial Management and Control of Operations Policy FM.08.

C. BACKGROUND

1. The TCDSB Policy FM.02 (Signing Officers) was approved on November 24th, 1986 without any subsequent revisions to date (attached as Appendix A).
2. This report appeared at the February 2, 2021 Governance and Policy Meeting.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The TCDSB Effective Financial Management and Control of Operations Policy FM.02 provides a comprehensive governance and procedural framework for the administration of financial operations for the TCDSB.
2. In addition, recent changes to the Purchasing Policy FP.01 requires the Board of Trustees review and approve any procurement award in excess of the \$50,000 threshold by a report complete with detailed descriptions and cost analyses for review and approval.
3. TCDSB's existing Policy and Procedures regulates all financial, budget and reporting activities and requires compliance with the Education Act.

E. COMMITTEE RECOMMENDATION

This Policy is being recommended for rescindment effective immediately.



TCDSB Policy Register

SIGNING OFFICERS F.M.02

Policy

The signing officers are empowered to sign on behalf of the TCDSB providing the document in question has been previously signed or initialed by the responsible member of administration to verify the correctness of the document.

BM p 213, 24 Nov 86; BM p 1194, Aug 72.

80 Sheppard Ave. E., Toronto ON., M2N 6E8

Contact Us

phone: 416-222-8282

Admissions / Registration Ext. 5320

Communications / Public Relations Ext. 5314

Community Use of Schools / Permits Ext. 4370

Night School / Summer School Ext. 2168 or eregister@tcdsb.org

Transportation 416-229-5313

[More](#)

The TCDSB wants to provide the best possible experience for all our stakeholders. If you have a disability or questions related to accessibility, please contact flora.cifelli@tcdsb.org.

For more information refer to TCDSB policies:
<https://www.tcdsb.org/Board/Policies/Documents/A35.pdf> and
<https://www.tcdsb.org/Board/Policies/Documents/A36.pdf>

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REPORT TO

REGULAR BOARD

UPDATE TO PERMITS POLICY B.R. 05

Wealth gained hastily will dwindle, but whoever gathers little by little will increase it...Proverbs 13:11

Created, Draft	First Tabling	Review
January 26, 2021	February 2, 2021	Click here to enter a date.
A. Fullerton, Acting Senior Manager, Community Use of Schools N. D'Urzo, Acting Senior Coordinator, Development Services M. Loberto, Superintendent Development Services		
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 of
Facilities, Business and
Community Development

A. EXECUTIVE SUMMARY

This report recommends an update to Permits Policy B.R. 05 and supplementary material outlining Operational Procedures and Permit Rates as described in *Appendix A* and *Appendix C* of the report.

In addition, as directed by the Board of Trustees, staff reviewed the permit status with respect to the Archdiocese of Toronto and local Catholic Parish use of Toronto Catholic District School Board (TCDSB) facilities. The report recommends that all permits not pertaining to the Celebration of Mass, Religious instruction, Catechism classes and Sacrament preparation be subject to Category 'B' permit rates in order to for the Board to recover the costs associated with the use of the space.

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

B. BACKGROUND

1. Policy B.R. 05 states that TCDSB, as a publicly funded educational institution, shall make its facilities available to the public for use for worthwhile purposes, without infringing upon the school's educational process.
2. The policy was approved in January 2007 and is reviewed every five years. Subsequent amendments to the policy took place in May 2013, February 2014 and March 2019.
3. School facilities made available for use on school days or non-school days by the TCDSB or community groups shall be governed by the Operational Procedures (*Appendix A*).
4. Each permit holder must abide by all of the permit rules and regulations set out in the TCDSB Permit Operational Procedures (*Appendix B*).
5. Permits may be issued to any organization or individual on a prioritized basis, and are categorized by permit rates (*Appendix C*).

6. The Board, at its meeting on February 20, 2020 brought forward a motion for consideration to amend the Permit Policy to allow for more flexibility in Catholic School Parent Council (CSPC) fundraising events.
7. In addition to allowing for more flexibility in CSPC fundraising events, staff undertook a thorough review of Policy BR. 05 and is recommending further revisions to the Operational Procedures (*Appendix A*), which shall provide more transparency to community groups and organizations.
8. As directed by the Board, staff also reviewed the permit fee structure applies to permits requested by the Archdiocese of Toronto and Local Catholic Parishes.
9. Staff will also be conducting an analysis of the current Permit Fee structure and will bring forward a report at a later date for the Board to review and deliberate.
10. The policy was revised and appeared on the order paper of the March 2nd , 2021 Governance and Policy Committee meeting.

C. EVIDENCE/RESEARCH/ANALYSIS

1. ***In recognition of the importance of CSPC fundraising events to school communities, staff are recommending an increase in the maximum of subsidized hours for these events.*** As noted in the Permits Policy BR. 05 Appendix A: Permit Supervision and Cleaner Fees Section F(3)(ii), “Catholic School Advisory Councils, on application through the school principal, for two fundraising events (to a maximum of 20 hours) to be held at the school and supervised by the school principal.” Staff concluded that out of twenty fundraising events in 2019, eleven exceeded the current twenty (20) hour allocation. Fundraising events are directly impacted by the number of attendees at events which increases the amount of custodial staff required to supervise permits. For events exceeding two hundred participants, an additional custodian is required.

Therefore, in order to further support school communities, the policy should be amended to allow for a maximum of thirty-five (35) fully subsidized

custodial hours for school fundraisings events. This equates to approximately \$1,200 to \$1,500 based on non-subsidized overtime.

2. ***Additional clarification is being provided on permits for the use of exterior space.*** As described in the Permit Policy Appendix A: Permit Application Approval Notification Timelines Section H (2) May-August – Exterior Use of Space; the Policy should be further extended to include the following provisions:

- *Permits for the use of school sports fields will be granted, if available (based on school use and maintenance schedules)*
- *The use of sports fields and diamonds shall be allowed only from the middle of May to the end of August, inclusive. Exceptions may be made to accommodate extensions in consultation with the school principal.*

3. ***Permit requests for one-time special events where the anticipated attendance is in excess of 200 people may require the applicant to make arrangements for licensed security personnel and/or paid duty Toronto Police Service officers.*** In the Permits Policy Appendix A: Special Events Permits Section J, the following verbiage should be added to clarify the types of special event uses which are not permitted on Board owned properties or facilities:

“Marriage related parties, showers, receptions or birthday celebrations will not be considered. In addition, alcohol consumption in school facilities and on Board property is strictly prohibited.”

4. ***Staff also recommend increasing the number of custodial service hours per school year provided at no cost for school-sponsored activities taking place on weekends, e.g. school anniversary/tournaments.*** The current limit is 20 hours per school year. Similar to CSPC fundraising events, Permit Policy BR.05 Appendix A: School Permit Request Section K (4); the policy should be amended to allow for a maximum of thirty-five (35) fully subsidized custodial hours for school-sponsored activities taking place on weekends.
5. ***Currently, under Policy B.R.05, local Catholic Parishes and the Archdiocese fall under Category A of the permit rate structure, and are provided permits for the use of TCDSB facilities at no charge.*** The types of uses TCDSB facilities are permitted for include:

- Celebration of mass;
- Spiritual retreats;
- Religious instruction/Catechism classes;
- Sacrament preparation;
- Prayer meetings;
- Community fundraisers/social events; and
- Recreational sports activities

6. ***Over the last five years, the cost to the TCDSB of providing no-charge permits for all Catholic Parish and Archdiocese affiliated activities is approximately \$229,000.*** The permits have been primarily issued for weekend uses, which carry increased cleaning and supervision costs.
7. ***At the direction of the Board of Trustees, staff reviewed the permit structure for Parishes and the Archdiocese, and are recommending the charging of fees for weekend activities other than religious services and instruction in order to recover costs.*** The TCDSB will continue to provide no-cost permits for all religious services and instructional activities, including the Celebration of Mass, Catechism classes and Sacrament preparation. However, recreational sports activities, fundraising and social events occurring on weekends would be subject to charges under Category B of the permit structure, which provides subsidized rates for not-for-profit organizations and registered charities.

Under Category B, the TCDSB can recover direct costs by billing for caretaker cleaning and supervisions fees as well as a nominal facility rate. Based on analysis conducted by staff, implementing the Category B structure would address the expenditures incurred in providing permits to Catholic Parishes and the Archdiocese.

D. COMMITTEE RECOMMENDATION

The Governance and Policy Committee recommends that the changes to the procedures of Permits Policy B.R.05 outlined in the body of this report, including *Appendix A* and *Appendix C* attached hereto, be approved.



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

A. PERMIT TYPES

i. Permit Type I:

This type of facility use is intended for occasional use by the TCDSB and/or a school community during school days between the hours of 7:00am and 6:00pm. A permit may be required for use of the facility by the school principal in consideration of the following:

- (1) The experience of facility use and relations with schools staff by the requesting group. Any group that consistently demonstrates positive experience in the use of a school facility and applies for by June 15 for continued use in September of the following school year will be given first priority. Due consideration will be given to new groups applying for a permit.
- (2) After consideration of (1), permits will be considered on the timing of the application.
- (3) Age appropriate ties to the existing student population will be strongly considered, (i.e. elementary school use for elementary-aged clients).
- (4) Local groups operating within the school community will be given priority.
- (5) The space requested is available and appropriate for the intended use.
- (6) Assessment of available space in schools as determined by staff needs, including staff planning/preparation and extracurricular activities.
- (7) Requests to use Auditoriums/Specially Designed Areas require the permit applicant to make an appointment with the school principal for the purpose of reviewing the space requested and discussing the intended use and all local arrangements, including payment for use of specialized school equipment pending approval by the school principal.
- (8) The impact of the proposed activity on the facility, including potential deterioration of the building.
- (9) Demonstrated respect by the facility user/permit holder for caretakers working in the capacity of permit supervisor. Groups who have had previous complaints about their conduct and have failed to take corrective action may be denied the use of the facility/permit.

ii. Permit

Type II:

This type of permit is intended for occasional or continuing use after 6:00 p.m. on school days, and during non-school days and is processed centrally by the Community Use of Schools Department.

B. PRIORITIES FOR APPROVING PERMITS

Permit applications are processed on a first-come, first-served basis, from the date of receipt in the Community Use of Schools Dept. Permits may be issued to any organization or individual on the following priority basis:



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

- (1) Toronto Catholic District School Board schools, Trustees, and related departments.
- (2) Catholic Church Organizations;
- (3) City of Toronto Parks, Forestry and Recreation programs;
- (4) Registered Charities and Not-for-Profit groups, holding a valid Letters Patent, as funded by the Ministry of Education;
- (5) Community groups and youth groups not included in #4. above;
- (6) Post-secondary teacher education institutions;
- (7) Other groups/Commercial Entities

C. FACILITIES AVAILABLE FOR PERMIT

Facilities typically available for permit include:

- (1) General/Multi- purpose room;
- (2) Gymnasium;
- (3) Playing fields (for any weekend permit of longer than 3 hours, the permit holder must pay fees for a caretaker to provide access to washroom facilities inside the building);
- (4) Parking areas;
- (5) Access to washrooms;
- (6) Classrooms (requiring prior approval by principal); and
- (7) Library Resource rooms (requiring prior approval by principal).

D. PERMIT CATEGORIES

Permits are divided into three (3) categories:

CATEGORY A- Permits provided at no cost

The use of facilities for the celebration of the Eucharist, Catholic religious services or instruction, to a maximum of 3 hours per use and education activities approved by the Director of Education.

CATEGORY B – Permits provided at reduced costs

The use of facilities for registered charitable organizations and B1 - Not-For-Profit groups as funded by Community Use of Schools grant provided by the Ministry of Education.

CATEGORY C – Permits provided at full cost

The use of facilities by all other groups, including adult groups and organizations of Commercial Enterprise.



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

E. PERMIT-TYPE II FACILITY USAGE FEES

Facility Usage Fees applicable to Permit Type II are charged as per the current rate structure. Requests for filming and special event permits are negotiated by the Community Use of Schools Department. Trustees will receive notice of any film production or Toronto Police Service permits in their wards.

- (1) Permits issued for polling stations shall be at the rates established by municipal, provincial or federal election authorities (actual costs incurred by the school may be recovered upon request to the Community Use of Schools Department).
- (2) Costs for the use of school equipment are to be approved by and arranged directly with the school principal and paid for directly to the school, in advance, using a secure method of payment upon confirmation of the permit. Where equipment use requires an A/V technician, this technician will be paid for by the permit holder as arranged through the school. Equipment is to be left in the condition in which it was received.
- (3) The estimated cost of the permit will be clearly shown on the confirmation sheet that the permit holder receives.

F. PERMIT SUPERVISION AND CLEANER FEES

Permit Supervision and Cleaner Fees are subject to the current rate structure, and are subject to HST number 107-694-119 RT001.

- (1) The minimum charge is for 3 hours when a CUPE 1280 member has to be called in to cover the permit over and above the regular work week.
- (2) Groups larger than 200 persons must pay for an additional permit supervisor(s).
- (3) Permit supervision rates will not be charged for:
 - i. The celebration of the Eucharist, Catholic religious services or instruction, or education activities approved by the Director of Education;
 - ii. Catholic School Advisory Councils, on application through the school principal, for two fundraising events (to a maximum of 2035 hours) to be held at the school and supervised by the school principal.

G. PERMIT PROCESSING FEES

Permit Processing Fees are non-refundable as per the current rate structure.

Recovery of Direct Costs:

Staff members are authorized to secure from the permit holder, where appropriate, any additional costs for extra supplies that may result from a permit.



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

- (1) Permit holder shall be responsible for all costs associated with malicious and nuisance fire alarms.
- (2) The use of high performance fields identified in the Permit Rates Schedule will include a non-refundable fee of \$100/season/school in addition to the flat or hourly fee.

H. PERMIT APPLICATION APPROVAL NOTIFICATION TIMELINES

School facilities will not be available on Professional Development days after 6:00 pm.

(1) September – June (All Requests)

Acceptance of applications starts June 1, or the next following business day if June 1 falls on a weekend. All applications received by July 31 will be processed, approved, where possible, and confirmed in date and priority order by August 31. Applications from non TCDSB users received after July 31 will be processed based upon the availability of appropriate facilities and times. Permits will not be granted for community use of school facilities during the two weeks prior to school closing in June, two weeks prior to school commencing in September and during the first week of school in September, unless otherwise authorized by the School Principal or Community Use of Schools Department.

(2) May-August – Exterior Use of Space

Acceptance of applications starts January 15 or second Monday in January, whichever occurs first in that year. Applications received after March 1 will be processed based upon the availability of appropriate facilities and times. The deadline for summer permit applications is April 30th.

o Permits for the use of school sports fields will be granted, if available (based on school use and maintenance schedules)

o The use of sports fields and diamonds shall be allowed only from the middle of May to the end of August, inclusive. Exceptions may be made to accommodate extensions in consultation with the school principal.

(3) July – August – Interior Use of Space

Acceptance of applications starts January 15 or second Monday in January, whichever occurs first in that year. All applications received by May 1 will be processed, approved, where possible, and confirmed in date and priority order by June 15. The deadline for summer permit applications is April 30th.

Note that school availability for summer use may be limited to allow for scheduled and/or necessary maintenance, renovations and major cleaning.



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

I. CANCELLATION OF PERMITS

In the event that a permit is cancelled after confirmation due to Board related activities, Community Use of Schools Staff will make all efforts to accommodate the permit holder in alternate locations.

The following standards apply in respect of the cancellation of a permit:

- (1) Once the school year has begun, displacement of an existing permit for use by the school requires two weeks' advance notice and approval from the School Principal and Superintendent of Education. Cancellation on shorter notice requires approval from the Director of Education.
- (2) Permit holders cancelling theatre/auditorium bookings shall do so 10 days prior to the event to avoid paying \$100 + HST penalty.
- (3) Permits in Priority Schools Initiative sites will receive a warning for the first "no show" and will be cancelled on the 2nd occurrence and charged a 3 hour "call out".
- (4) Due to operational requirements to reschedule caretaking staff from afternoon shift to day shift, elementary schools are not available for permit use on P.A. Days.

J. SPECIAL EVENTS PERMITS

Permit requests for one-time special events where the anticipated attendance is in excess of 200 people may require the applicant to make arrangements for licensed security personnel and/or paid duty Toronto Police Service officers. The Community Use of Schools Department will determine the aforementioned need based on the nature of the event and the anticipated number of people in attendance. **Marriage related parties, showers, receptions or birthday celebrations will not be considered. In addition, alcohol consumption in school facilities and on Board property is strictly prohibited.**

K. SCHOOL PERMIT REQUESTS

Schools have priority for the use of space during the school year, during the evenings and weekends for school student related activities. In the event of a conflict with another existing permit the school administration will attempt to arrange an accommodation with the permit holder and will provide written notification to the Community Use of Schools Department.

- (1) Annually, principals are requested to submit on-line requests to reserve specific dates for meetings/special events during non-instructional hours for the following school year 2 weeks prior to June 1. This ensures that the school requests receive priority and reduces the number of cancellations and reprocessing of permits.
- (2) Permits will be issued to a school on a priority basis for any program-related activities occurring at the school. Block booking of school spaces to restrict community use is not permitted. In addition, from September to June inclusive, principals may reserve their



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

school's gymnasium for student-related activities after 6:00 p.m., one (1) weeknight each week, on an as-needed basis.

- (3) Block booking of school spaces to restrict community use is not permitted. Requests for permits must clearly identify the purpose of the school activity/event. If the school activity is not specified, the permit request will be rejected.
- (4) For school-sponsored activities taking place on weekends, e.g. school anniversary/tournament, a total of **20 35** hours of custodial service per school year shall be provided at no cost to the school

L. ELECTIONS

TCDSB as a Provincially funded institution makes its schools available for the purpose of polling station for Municipal, Provincial and Federal elections. Elections Canada submits payment based on the number of polling stations at each location. The cost per polling station is determined by Elections Canada. Further costs and/or security requirements are based on the Memorandum of Understanding between TCDSB and Elections Canada.

Once the requested facility has been assigned and permitted the polling stations cannot be relocated.

M. SECURITY DEPOSIT AGAINST POTENTIAL DAMAGES

- (1) Staff members are authorized to secure where appropriate, from the permit holder, a security deposit to indemnify the Board against potential damages that may result from a permit.



Permits for Use of TCDSB Facilities

APPENDIX A: OPERATIONAL PROCEDURES

- (2) Adult ball hockey is limited to facilities that have been identified by the Planning and Facilities Department as having floors suitable for that purpose.
- (3) Community User groups will be required to submit a copy of their public liability insurance certificate prior to the issuance of a permit. Proof of liability insurance coverage shall be a minimum of \$2 Million and the TCDSB must be named as an additional insured on the insurance certificate
- (4) Letter of Credit or other suitable security deposit in the amount of \$1,000.00 may be requested from permit holders obtaining a permit for tournaments.



NAME OF ORGANIZATION

PERMIT HOLDER/DESIGNATE
(Please Print)

TCDSB PERMITS RULES AND REGULATIONS

- (1) **Minimum ten (10) days advance notice is required before a Permit can be issued. This ten day notice applies to ALL Permit applicants.**
- (2) **Fees for Permits shall be paid thirty (30) days in advance** where applicable to the Board, by money order, certified cheque, bank draft, or by presentation of Visa, MasterCard or Debit Card for payment online.
- (3) The Board reserves the right to cancel or alter a Permit at any time. Should this occur, appropriate charges for cancelled date(s) will be refunded. The Board assumes **NO** responsibility for any additional expenses, distress, disappointment, frustration and/or inconvenience as a result of such cancellation or alteration to the Permit.
- (4) If, for any reason, a permitted facility is not required on any of the requested dates, refund of charges will be made **ONLY** if the Permits Department of the Board is notified in writing, e-mail or fax, **72 hours before the event is scheduled to occur**
- (5) The National Anthem shall be sung or played at all assemblies held in school buildings.
- (6) **Alcoholic beverages, smoking, vaping, illicit drugs and unlawful gambling of any form, are strictly prohibited and will NOT be allowed in any part of the building or Board property.**
- (7) The building must be vacated by the time shown on the Permit. The Permit Holder is required to ensure that all those who are under his/her supervision have safely left the premises.
- (8) Adult supervision must be provided by the Permit Holder and must be to the satisfaction of the Board.
- (9) No organization whose policies or actions militate against the Church or country will be granted the use of any property of the Board.
- (10) Parking on Board property, where it is provided, is a privilege. All parking is at the risk and responsibility of the owner and/or driver of the vehicle.
- (11) Permit Holders are not permitted to operate, adjust or interfere with electrical or mechanical equipment.
- (12) Permit Holders are not permitted the use of any school equipment unless authorized by the school Principal.
- (13) All equipment stored at schools by Permit Holders must be approved by school Principal, and is stored at the Permit Holder's own risk.
- (14) The School Board representative on the property during the hours of any Permit is in complete charge of the building. The Permit Holder is required to adhere to the instructions of the School Board representative.
- (15) Permit Holders are required to restrict activities to the locations stated on the Permit. However, washrooms closest to the activity are available for use by the Permit Holder and members of his/her party.
- (16) **The Permit Holder hereby releases, waives and forever discharges the Toronto Catholic District School Board and its employees, agents, officials, contractors, representatives, elected and appointed officials and successors and assigns of and from any and all claims, demands, damages, costs, expenses, actions and causes of action whatsoever, whether in law or equity, in respect of death, injury, loss or damage to the Permit Holder or his/her or its property, as the case may be, howsoever caused, and the Permit Holder further agrees to indemnify and save harmless all of the aforesaid from and against any and all liability incurred by any of them or all of them arising out of or as a result of, or in any way connected with, the issuance of this Permit.**
- (17) Rubber-soled, non-marking shoes must be worn in the gymnasium or auditorium for gymnastics or sports activities. The application of powder, wax, or any other preparation to gymnasium or auditorium floors for dancing purposes is prohibited.
- (18) The Permit Holder shall, if requested by the Board, produce a certified financial statement showing disposition of monies received as a result of the use of Board property under a Permit.
- (19) The Permit Holder is responsible for the theft, loss and all damages arising from the use of the school premises by the Permit Holder or a member of his/her party.
- (20) Permit Holder must have a copy of approved Permit at each event. Persons unable to produce this Permit may have entrance to school delayed pending verification by custodian.
- (21) The Permits (Community Use of Schools) Department must receive a copy of advertisements at least five working days before the permitted event. All advertisements of events to take place on Toronto Catholic District School Board property shall not contain the name of the school (only the Municipal address) and must list the name and telephone number of the Permit Holder.
- (22) Food or beverages, where approved as a part of the approved Permit, must be consumed **ONLY** in the assigned cafeteria and lunchroom areas.
- (23) Assignment of the Permit or subletting of the permitted premises by the Permit Holder to a third party is prohibited and will be grounds for immediate cancellation of the Permit.
- (24) Permit Holders must comply with all fire regulations, including keeping all exits and fire routes free from obstruction at all times. The Permit Holder during the period of use will be responsible for any fee charged by the City of Toronto or Fire Department for false alarm due to a malicious act.

I have read the Policy B.R. 05 and all Rules and Regulations and agree to abide by them as the Permit Holder.

Date: _____

Signature: _____

COMMUNITY USE OF SCHOOLS

PERMIT RATES for PERMIT TYPE II

Rates for occasional or continuing use after 6pm, for the use of a facility are based on the following charges:

- i. Facility usage fees; ii. Supervision fees; iii. Processing fees; and iv. Recovery of Direct Costs.**

CATEGORIES

Permits are divided into three categories. Category A permits will be provided at no charge. Category B permits will be provided at reduced charges. Category C permits will pay the full permit rates.

CATEGORY A

- (a) The use of facilities for the celebration of the Eucharist, Catholic religious services or instruction, and education activities approved by the Director of Education.

CATEGORY B

- (a) The use of facilities for registered charitable organizations.
- (b) B1- Not-For-Profit as funded by Community Use of School from Ministry Education.

CATEGORY C

- (a) All others including adult groups and organizations of Commercial Enterprise.

Facility Usage Fees Applicable to Permit Type II:

- (a) The following **HOURLY** user fees will apply:

All facility fees are subject to **H.S.T. No. 107-694-119 RT001.**

FACILITY	DAYS	CAT.A	CAT. B	CAT. C
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			B1	B2	
Gymnasium-Single	Mon-Fri	N/C	\$7.50/hr.*	\$15.00/hr.	\$30/hr.
-Double	Sat-Sun	N/C	\$7.50/hr.*	\$15.00/hr.	
	Mon-Fri	N/C	\$15/hr.*	\$30/hr.	\$60/hr.
	Sat-Sun	N/C	\$15/hr.*	\$30/hr.	
Classrooms		N/C	\$2.50/hr.*	\$5.00/hr.	\$15.00/hr.
Cafeteria	Mon-Fri	N/C	\$20/hr.*	\$40/hr.	\$80.00/hr.
	Sat-Sun	N/C	\$20/hr.*	\$40/hr.	
Theatre/Auditorium	Mon-Fri	N/C	\$35.00/hr.*	\$70.00/hr.	\$250.00/hr.
	Sat-Sun	N/C	\$35.00/hr.*	\$70.00/hr. Rehearsal rate	\$150/hr./additional performance Rehearsal rate \$100/hr.
Fields		N/C	\$10/hr.*	\$12/hr.	\$35/hr.
High Performance Fields	Monday- Sunday	N/C	\$50.00/hr.*	\$50.00/hr.	\$65/hr. (adults) \$100/hr.(commercial)
Parking Grounds maintenance surcharge (Permit Holders)		N/C	\$0.25* per person per occurrence	\$0.25 per person per occurrence	\$0.50 per person per occurrence
Swimming Pools	Mon-Fri	N/C	\$90/hr.*	\$90/hr.	\$100/hr.
	Sat-Sun	N/C	\$90/hr.*	\$90/hr.	

* Scouts, Guides, and Air Cadet N/C =
no charge

Surcharge of \$100/annum/site will apply for High Performance Fields

NOTE: Permit Rates and Fees are subject to change without notice.

Requests for filming and special event permits are negotiated by the Community Use of Schools Department and are charged a minimum of \$2,500/day.

CUS staff reserves the right to levy additional charges for clean-up and other special circumstances. Permits cancelled with less than ten (10) days' notice
WILL NOT BE REFUNDED.

Trustees will receive notice of any movie permits in their wards.

- (b) Permits issued for polling stations shall be at the rates established by municipal, provincial, or federal election authorities (actual costs incurred by the school may be recovered upon request to the Community Use of Schools Department).

- ### *Supervision and Cleaner Fees:*

CATEGORY	A	B	C	B & C
	SUPERVISION			CLEANER
Monday - Friday 7:30 a.m. - 11:30 p.m. or such other times when the facilities are normally staffed	N/C	\$21.18/hour	\$32.58/hour	\$35.47/hour
Saturday	N/C	\$21.18/hour	\$32.58/hour	\$35.47/hour
Sunday	N/C	\$28.24/hour	\$43.44/hour	\$47.30/hour
Statutory Holidays	As per Collective Agreements	As per Collective Agreement	As per Collective Agreement	As per Collective Agreement

- Processing Fees** (NON REFUNDABLE) payable annually:

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Category B	\$20.00
Category C	\$85.00
Permit Change/Revision Fee	\$25.00/change request
N.S.F. cheque	\$40.00
Monthly Financial Statement (mailed)	\$10.00

(Category “B” and “C”)

Cancellation of a permit which includes an auditorium/theatre for

Categories “B” & “C” will be charged an additional \$100.

All rates noted above are subject to HST @ 13%.

High Performance Fields

St. John Paul II
Dante Alighieri
Don Bosco
Father Henry Carr
Msgr. Percy Johnson
Senator O’Connor
St. Basil the Great College



POLICY Building/Plant/Grounds

SECTION:

SUB-SECTION: Rentals/Permits

POLICY NAME: Permits POLICY NO: B.R. 05

Date Approved: January 2007	Date of Next Review: March 2024	Dates of Amendments: May 2013, February 2014, March 2019
Cross References: <ul style="list-style-type: none">• Ministry of Education Memorandum 2006: B13 <i>Community Use of Schools</i>• A.13 Distribution of Advertisements• A.35 Accessibility Standards• B.B.04 Smoke and Vapour Free Space• H.S.03 Caretaking Deployment• H.S.06 Permit Supervisors• S.S.04 Access to School Premises• S.S.09 Code of Conduct		
Appendix: <ul style="list-style-type: none">• Appendix A - Operational Procedures• Appendix B - TCDSB Permit Rules and Regulations• Appendix C – Application for Permit		

Purpose

This Policy affirms the TCDSB'S commitment to making its facilities available for use by schools, organizations and community groups consistent with clearly articulated operational procedures, **when facilities are not being used for regular school activities.**

Scope and Responsibility

This policy extends to all facilities operated by the TCDSB throughout the year. The Director of Education, supported by the Community Use of Schools Department, is responsible for this policy.



POLICY Building/Plant/Grounds

SECTION:

SUB-SECTION: Rentals/Permits

POLICY NAME: Permits POLICY NO: B.R. 05

Alignment with MYSP Multi Year Strategic Plan:

Living Our **Catholic** Values

Fostering Student Achievement and Well-Being Strengthening

Enhancing Public Confidence

Providing Stewardship of Resources

Achieving Excellence in Governance

Policy

The Toronto Catholic District School Board, as a publicly funded educational institution, shall make its facilities available to the public for use for worthwhile purposes, without infringing upon the school's educational process.

Regulations

1. Every individual or organization that enters into an agreement with the TCDSB respecting the use of a school or premises operated by the **bBoard** will comply with the standards of behaviour and safety outlined in the **bBoard's** Code of Conduct.
2. School facilities made available for use on school days or non-school days by the TCDSB or community groups shall be governed by the Operational Procedures. (Appendix A)
3. Each permit holder must abide by all of the permit rules and regulations set out in the TCDSB Permit Operational Procedures (Appendix B).



POLICY Building/Plant/Grounds

SECTION:

SUB-SECTION: Rentals/Permits

POLICY NAME: Permits POLICY NO: B.R. 05

4. Permits may be issued to any organization or individual on a prioritized basis, and are categorized by permit charges.
5. Permits will be issued to a school on a priority basis for any program-related activities occurring at the school. Block booking of school spaces to restrict community use is not permitted. In addition, from September to June inclusive, principals may reserve their school's gymnasium for student-related activities after 6:00 p.m., one (1) weeknight each week, on an as-needed basis.
6. From July to August inclusive, TCDSB facilities will be made available to approved groups on a priority basis. Gymnasium facilities may not be exclusively reserved by TCDSB personnel, and will be shared with other permit holders in the same building.
7. Requests for filming and special event permits are negotiated by the Community Use of Schools Department. Trustees will receive notice of any film production or police training permits in their wards.
8. Permit Supervision and Cleaner Fees will be calculated based on the current rate structure, and are subject to HST charges. The cost of the permit will be shown on the confirmation contract.
9. Displacement of an existing permit for use of facilities by the TCDSB requires two weeks advance notice and approval from the school principal and Superintendent of Education. Cancellation on shorter notice requires approval from the Director of Education or designate.
10. With the exception of all board-sponsored activities at TCDSB facilities, permit applicants shall provide a copy of their Third Party Liability Insurance Certificate naming the TCDSB as an Additional Insured. **An insurance certificate, proving compliance with this requirement shall be provided as a prerequisite to approving an application.**



POLICY Building/Plant/Grounds

SECTION:

SUB-SECTION: Rentals/Permits

POLICY NAME: Permits POLICY NO: B.R. 05

11. In cases where there are multiple requests for the use of the same facilities, staff will make reasonable efforts to distribute the facilities equally amongst the applicants. Preference will be given to those permit groups that serve students in the immediate school community.
12. All appeals concerning permits shall be sent in writing to the Senior Coordinator of Development Services who will render a decision. In the case of a further appeal, the Associate Director **of Planning and Facilities** shall make the final decision.

Definitions Code of Conduct

The TCDSB Code of Conduct is consistent with the requirements set out in the Provincial Code of Conduct. The Code of Conduct establishes standards of behaviour for all members of the school community.

The standards of behaviour apply to all individuals involved in the publicly funded school system including but not limited to students, parents, volunteers, teachers and other staff members, superintendents, senior board staff, board personnel, trustees, visitors, permit holders/third party with respect to rental of school space, co-op employers, crossing guards, bus drivers, service providers, guests and delivery personnel whether they are present on school property, on school buses, at school-related events or in other circumstances that could have an impact on the school climate.

Permit-Type 1

This type of facility use is intended for occasional use by the TCDSB and/or a school community during school days between the hours of 7:00am and 6:00pm. A permit may be required for use of the facility by the school principal in consideration of specified criteria.



POLICY Building/Plant/Grounds

SECTION:

SUB-SECTION: Rentals/Permits

POLICY NAME: Permits POLICY NO: B.R. 05

Permit –Types 2

This type of permit is intended for occasional or continuing use after 6:00 p.m. on a schoolday, and during non-school days and is processed centrally by the Community Use of Schools Department.

Evaluation and Metrics

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

~~The use of TCDSB sites will be monitored throughout the year based on~~

1. the number of permits issued by TCDSB **site**,
2. the revenues generated, and
3. the expenditures incurred.



REPORT TO

REGULAR BOARD

INTERNATIONAL LANGUAGES REVIEW

Then Peter came and said to Him, "Lord, if another member of the church sins against me, how often should I forgive?" The Lord said, "As many as seven times?" Matthew 18:21

Please use the "New Revised Standard Version Catholic Edition" from <https://www.biblegateway.com/> for Bible quotes.

Created, Draft	First Tabling	Review
March 15, 2021	March 25, 2021	Click here to enter a date.

Adalgisio Joe Bria, Superintendent, Area 2 Schools
Lori DiMarco, Superintendent, Curriculum Leadership & Innovation; Academic ICT
Maria Meehan, Superintendent, Special Services

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

The purpose of this report is to bring forth a request on behalf of the St. Matthew Catholic School Parent Council and the St. Francis Xavier Catholic School Parent Council (CSPC) that a viability survey be conducted for their local school communities regarding the International Languages Program this current academic year. Staff recommends that viability surveys be conducted as per S.P. 05 International Languages Policy (Appendix A).

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

B. PURPOSE

As per Policy S.P. 05 International Language Program Elementary (Appendix A), when a school wishes to survey parents about the continuation of an International Language program, a report to the Board of Trustees must be filed.

C. BACKGROUND

1. Both the St. Matthew and the St. Francis Xavier CSPCs have raised concerns about the International Language Program and how the delivery of the program during the 300 minute instructional day interferes with the delivery of core curriculum instruction.
2. a) The St. Matthew CSPC conducted a meeting on January 20th where they fully discussed the “pros and cons” of the International Language Program and how it impacts the delivery of core instruction during the day. In attendance at the meeting were the Trustee, the Area Superintendent and Principal.

b) The St. Francis Xavier CSPC conducted a meeting on March 22nd where they fully discussed the “pros and cons” of the International Language Program and how it impacts the delivery of core instruction during the day. In attendance at the meeting were the Trustee and Principal.
3. Both the St. Matthew and St. Francis Xavier CSPCs voted in favour of requesting a review of the International Language (Elementary) Program citing TCDSB Policy S.P. 05 which states in Section 4: Viability of Programs:

(a) Schools which currently offer the Extended Day Program may request through their CSAC [CSPC] that the Board consider conducting a survey of that local school community to determine the feasibility of their International Language Program. *If as a result of the needs assessment, certain International Languages Programs or the International Language Program in the school is recommended to be reduced, a report will be submitted to Board on the impact the reduction would have on the jobs of the International Languages Instructors.*

b) Prior to surveying the local school community to determine parent support for an International Languages Program, the matter shall be fully discussed with the Catholic School Advisory Council. At such meeting the implications (pro and con) for the students in implementing an extended day or outside of school hours program are to be reviewed.

4. As a result of their respective meetings, both the St. Matthew and St. Francis Xavier CSPCs are requesting that a survey be conducted about the viability and continuation of their International Language Programs for the 2021/2022 academic year.
5. The procedure to be followed for such an occurrence is outlined in the “Protocol/Procedures component of International Languages Program S.P. 05 in Section A: Existing Programs. Below you will find a table with protocol steps and the date of their completion.

Step	Preliminary Protocol	St. Matthew	St. Francis Xavier
1	The local trustee will be informed by the CSAC of the intent of the community to request a survey. (As noted above the Trustee was in attendance at the meetings and is fully aware of the situation. See Appendix B for St. Matthew CS and Appendix D for St. Francis Xavier CS)	Meeting occurred January 20, 2021	Meeting occurred March 22, 2021.
2	Requests for a survey will come to the Director of Education from the school’s Catholic School Advisory	Received February 19, 2021	Received March 24, 2021

	Council (CSAC) through a letter to the local Superintendent of Education. The Superintendent of Education, Special Services and the Superintendent of Education for the school will prepare a report for the Board. (See Appendix C for St. Matthew CS and Appendix E for St. Francis Xavier CS)		
3	Minutes of the CSAC meeting where the request was discussed, including the motion for a survey, which was moved and seconded, will be attached to the letter of request. (See Appendix B for St. Matthew CS and Appendix D for St. Francis Xavier CS)	Received February 19, 2021	Received March 30 th 2021
4	The school community will be made aware that they can make a delegation before the Board of Trustees with respect to this request outlining the rationale for the request.	Community to be made aware by school principal via School Messenger April 9th, 2021. Delegation to occur at the April 22nd Board meeting.	Community to be made aware by school principal via School Messenger April 9th, 2021. Delegation to occur at the April 22nd Board meeting.
5	While the CSAC may initiate the process at any time, the report to the Trustees will be submitted annually, no later than March of any given year.	Report to be presented at the April 22 nd , 2021 Board Meeting Please note the original report was deferred from the March	Report to be presented at the April 22 nd , 2021 Board Meeting Please note the original report was deferred from the March

		25 th Board Meeting.	25 th Board Meeting.
6	The Board of Trustees will determine if there is a sufficient need to grant the request and approve accordingly.	To be determined at the April 22 nd , 2021 Board Meeting	To be determined at the April 22 nd , 2021 Board Meeting

D. EVIDENCE/RESEARCH/ANALYSIS

1. As per Policy S.S. 05, “the tallying of the results will be scrutinized by local superintendent where required.”
2. The results of the survey will be compiled by the Research Department and any changes to the languages offered or continued viability of the program would take into effect September 2021.

E. METRICS AND ACCOUNTABILITY

1. An International Languages Program Survey will be created in collaboration with International Languages Coordinator, Research Department, Superintendent of Special Services (the reference to the Superintendent of Special Education is in the current policy and as such was referenced), the Superintendent of Area 2 and the Superintendent of Curriculum Leadership & Innovation.
2. Each survey will have a “unique” numerical identifier which will be assigned to a specific family at both catholic schools.
3. Surveys will be mailed out to the entire communities at both St. Matthew and St. Francis Xavier Catholic Schools (including those families who have children currently enrolled at St. Anne Catholic School).
4. All families of students in JK to Grade 7 will receive 1 survey and a total community response return rate of 90% is required.

5. Families will be provided with approximately 2 weeks to complete the survey and return the surveys to school in a sealed envelope.
6. Surveys will be collected by the school administration and placed in a secure location.
7. The tallying of the results will be scrutinized by the area superintendent as per policy.
8. Results will be shared with the Board of Trustees and the St. Matthew/St. Francis Xavier Catholic School Communities.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

Timeline for survey implementation if the requests are approved by the Board of Trustees.

STEP	PROCESS	DATE
1	The Superintendent of Curriculum Leadership & Innovation, the Superintendent of Area 2, the International Languages Coordinator and the Research Department will collaborate on the creation of an International Language Survey with a unique numerical identifier for each family and community.	April 1 st , 2021.
2	Principals will communicate via school messenger to their respective school communities that a survey will be forthcoming via mail concerning the International Language Program.	April 29 th , 2021.
2	Distribute the survey via mail to all parents at both school communities (face to face & virtual).	May 3 rd , 2021.

3	Parents will have approximately two weeks to submit their survey to administration at both schools.	May 21 st , 2021.
4	Area Superintendent, Principal(s) and the Research Department will tally and scrutinize the results.	Starting May 25 th to May 28 th .
5	Results will be shared with the Board of Trustees and the School Communities as soon as possible.	First possible Board Meeting.

G. STAFF RECOMMENDATION

Staff recommends to the Board of Trustees that the St. Matthew and St. Francis Xavier Catholic School communities proceed with administering the survey to determine viability of the International Language Program for the upcoming 2021/2022 academic year.

APPENDIX A

TCDSB POLICY REGISTER

International Languages Program (Elementary) S.P.05

Date Approved:

November 13, 2003 – Board Meeting

Dates of Amendment:

July 9, 2001 – Board Meeting; Nov. 1996; Jan 1995;
Oct. 1986; May 1978; Sept. 1977.

Cross Reference:

Policy

The TCDSB shall establish International Languages Programs where warranted:

1. On an extended school day basis; OR
2. On an after school and/or weekend basis;

subject to the following regulations:

Regulations:

1. Classes may be established upon the written request of a Catholic School Advisory Council, or the local school community, or upon the recommendation of the principal to the area superintendent of education.

2. An after school hours and/or weekend International Languages class may be established where there are a minimum of 25 pre-registered students from any division in a given language.

3. Types of Classes:

(a) International Languages classes shall be offered outside of the regular school hours of instruction.

(b) Notwithstanding a) above, classes shall be offered on an extended day basis where the parents of 67% of the students attending the school request the classes on an extended school day basis.

4. Viability of Existing Programs:

(a) Schools which currently offer the Extended Day Program may request through their CSAC that the Board consider conducting a survey of that local school community to determine the feasibility of their International Language Program. If as a result of the needs assessment, certain International Languages Programs or the International Language Program in the school is recommended to be reduced, a report will be submitted to Board on the impact the reduction would have on the jobs of the International Languages Instructors.

(b) Prior to surveying the local school community to determine parent support for an International Languages Program, the matter shall be fully discussed with the Catholic School Advisory Council. At

such meeting the implications (pro and con) for the students in implementing an extended day or outside of school hours program are to be reviewed.

(c) Where the extended day program is considered viable for the following year, the International Languages Program may continue.

(d) Where the extended day program is not viable for the following school year, the area superintendent of education and principal shall inform the local school community at a meeting, and an effort will be made to continue classes in an after school hours/weekend program.

5. New Programs:

(a) School communities will also be surveyed, upon request of their Catholic School Advisory Committees to determine if a new Extended Day Program will be provided.

(b) All requests shall be forwarded through the principal and the area superintendent of education and processed through the Special Services Division.

6. (a) In every school where an International Languages Program is to be offered on an extended day basis, the principal and the area superintendent of education will ensure that there will be a minimum of five hours instruction in addition to the International Languages Program,

(b) Provision will be made for the learning activities for those exempted.

7. The participation of a student in an International Languages Program will be mandatory, (Students with an IEP or English As A Second Language students may be exempted upon parental request). Parents must complete and sign the Initial Student Registration form.

8. A fee of \$15.00 per year per student enrolled in the Extended Day program will be included in the budget of the program.

9. Transportation to and from International Languages Programs is a parental responsibility.

10. Regular full time classroom teachers may not be employed to teach an International Languages Program except after 6 p.m. on a school day and on days when the school is not in session.

11. International languages instructors shall be hired according to the requirements for employment of the instructional staff of TCDSB.

Protocol / Procedures for Policy

A: Existing Programs

1. The approved preliminary protocol being used is as follows:

- It is understood that a request for a survey shall be for extenuating circumstances only.
- Requests for a survey will come to the Director of Education from the school's Catholic School Advisory Council (CSAC) through a letter to the local Superintendent of Education. The

Superintendent of Education, Special Services and the Superintendent of Education for the school will prepare a report for the Board.

- Minutes of the CSAC meeting where the request was discussed, including the motion for a survey, which was moved and seconded, will be attached to the letter of request.
- The school community will be made aware that they can make a delegation before the Board of Trustees with respect to this request outlining the rationale for the request.
- The local trustee will be informed by the CSAC of the intent of the community to request a survey.
- While the CSAC may initiate the process at any time, the report to the Trustees will be submitted annually, no later than March of any given year.
- The Board of Trustees will determine if there is a sufficient need to grant the request and approve accordingly.
- A needs assessment committee representing parents on both sides of the issue (maximum of four) and school principal will oversee the distribution of the surveys and the tallying of the results. The tallying of results will be scrutinized by the local school superintendent where required.
- The needs assessment is to be sent to parents of students in grades JK - 7 in the school community and a response of at least 90% of the parents is required.

2. The results of the survey will be compiled and any changes to the languages offered or continued viability of the program would take effect in the subsequent September of that year.

B: New Programs

1. New programs will be governed by the new policy S.P. 05 – 5(a), (b).

(a) School communities will also be surveyed, upon request of their Catholic School Advisory Councils to determine if a new Extended Day Program will be provided.

(b) All requests shall be forwarded through the principal and the area Superintendent of Education and processed through the Special Services Department.

APPENDIX B



ST. MATTHEW CATHOLIC SCHOOL ADVISORY COUNCIL (CSAC) MEETING

Special IL meeting Jan 20th 2020 6:30 pm ZOOM Meeting

Name	Member	Virtual Attendance
Jacqueline Puri	School Principal	Yes
Sampson Yeahers	Vice – Principal	Yes
Jessica Ferraz	Chair	Yes
Nivalda Sa	Vice – Chair	Yes
Jenny Sousa Coutinho/ Alexandra Batista Arciles	Co-Treasurer	Yes
Diego Olmedo / Brian Arruda	Co-Secretary	Yes
Michelangela Sauro	Teacher Rep	Yes
Suzanne	Parent	Yes
Daniel DiGorigio	School Trustee	Yes
Joe Bria	School Superintendent	Yes

Minutes /Motion

1.Opening Prayer & Land Acknowledgement Led by Ms.purri

Agenda : Ms.Purri

Attendance : Diego Olmedo

Purpose : To review the IL program in our school and see next steps if the parent community would like to make changes to the program.

Ms. Purri reviewed the board police and video.

67% percent of the vote need to be established to remove or maintain the program
Nivalda will review the survey with the group. We need to give feedback to each section of the questions

Also St. Matthew can't have or apply for a Saturday program. We only can have one per area. Currently at All Saints Catholic School.

We can start the process to remove the program with a letter to the principal stating that we have voted at this meeting in favour of this. The purpose is to make a request and the changes.

We discussed the pros and cons of the current program. General comments, there is no clarity, it contradicts the Ministry of Education guidelines. Missing items when the last survey was done. It was very one sided from the boards side on have beneficial the program.

How long is the time frame to review the program and impact of the final decision.
Survey will only go out to student up to grade 7. We need 67 % of the entire school body.
Family vote one per household.
51% of those who vote will be counted

No weekend program can be offered at the school.
We can look at private provider to run an afterschool program.

A survey needs to be created, needs to be transparent, needs to be clear, how the survey will be governed.

Parent council can host a meeting to share both side of the program.
Survey that will be sent out can be reviewed by Parent council
How this information will be shared. We need to reach out to Superintendent of IL and program manger.

Why there is no annual review or report of this program at the board level. NO curriculum data of students of achievement and well being.

Remove 51% of 67%

284 survey 70%

42 afterschool programs

9 Weekend programs

We need more clarity on how the programs are allocated in the school board

How is IL programs funded and need to see reports?

The affects for student's on IEP or ESL, where are the minutes taken away from regular day.

We can do a delegation to the school board and trustees

Motion was passed: To start the process of the survey by sending a letter to school administration.

To have Parent Council to put in writing to the principal regarding the survey.

Nivalda & Brian Motion Carries

Meeting adjournment 8:13 pm

“When parents are engaged and involved, everyone benefits, and our schools become increasingly rich and positive places to teach, learn and grow.” (Ontario Leadership Strategy, 2012)

APPENDIX C

Ms. Jacqueline Puri & Mr. Sampson Yaher
St Matthew's Catholic School
18 Lavender Rd.
Toronto, ON M6N 2B5

Dear Ms. Puri & Mr. Yaher

On behalf of the St. Matthew's Catholic School CSPC, the chairs of the CSPC would like to formally request that St. Matthew's Catholic School conduct a survey of the parent community in regards to the International Languages program currently running at our school.

At a recent CSPC meeting to review the TCDSB IL Consultation, majority of parents expressed many concerns in relation to the IL program and how it is negatively impacting our children's coverage of the Ontario Education Curriculum.

Below are some of the issues brought up by parents:

- Very little clarity from the board on the approval of the International Languages program by the MOE. Is this program approved as an integrated model?
- Little to no data provided to parents by the board on the expected curriculum followed by IL teachers and how progress in the programs are measured.
- Students are losing 30 minutes of instructional time that could be allocated towards subjects that many struggle with such as math which St Matthew's already struggles with.
- Many students are being forced to learn a language they will never use and don't speak at home.

We ask that you take our request to the TCDSB on our behalf, and if the request for a survey is approved we ask that with the survey the Board include a time line comparison of a curriculum day with and without IL so parents can get a clear understanding of where the IL instructional time is coming from. Lastly we also request that our CSPC be able to review the survey to ensure parents in the community will be receiving a non-biased survey so they can make an informed decision on what is best for their Childs education.

Thank you for your assistance in this matter.

Nivalda Sa & Jessica Ferraz
CSPC Co-Chairs

APPENDIX D

St. Francis Xavier Catholic School Parent Council Meeting Minutes – March 22, 2021 [Meeting by Zoom]

In Attendance:

1. Patricia Greco [Principal]
2. Marlena Ochnik [Vice-Principal]
3. Deanna Boniello [Staff]
4. Denise Padovani [Staff]
5. Dianangela Innocentin [Staff]
5. Josie Renda [Staff]
6. Trish Cunningham [Co-Chair]
7. Tamara Rodriguez [Co-Chair]
8. Andrea Hafeez [Co-Secretary]
9. Angela Comella [Co-Secretary]
10. Stephanie Ventura [Treasurer]
10. Adele Nemi
11. Andrea Rotz
12. Nicole Azzopardi
13. Maria Vandervalk
14. Daniel DiGregorio [Trustee]

Minutes from previous meeting (February 23, 2021)

- Approved.

Principal's Report

School Budget: \$119,980.87

Advised Grade 4 Gifted Testing will be going ahead – testing date is set for May 10, 2021

Staffing: Staffing models will be looked at later. It is expected that there will be surplus board wide. Staffing model will be similar to previous years.

Chair Report

SFX Swag Fundraiser

- Raised \$660.00
- Store will be reopened for orders as there have been request from students/parents

International Language Program Review:

Trustee DiGeorgio noted that St. Matthew's school has made an ILP request.

The current policy requires 90% approval – the policy review is pending – they are hoping that their survey will be considered under the new threshold 67% (if it is approved).

If SFX wishes to do something similar we would need to take a vote and send a requesting a review of the program. It was noted that we took a vote earlier in the year and there was interest in asking for a program review at that time and an e-mail had been sent to the superintendent asking for guidance as to next steps.

It was suggested that if SFX still wishes to pursue this process they should re-vote and send a fresh letter.

Vote: Should SFX request a review of the IL program?

Result: 5 out of 7 voted in favour of requesting a review of the IL program.

Next Meeting:

· April 20, 2021 – 7:00 p.m.

Minutes prepared by Angela Comella – March 30, 2021

APPENDIX E

St. Francis Xavier School CSPC
53 Gracefield Avenue
Toronto, Ontario, M6L 1L3

March 24, 2021

Adalgisio Joe Bria
Superintendent of Education, Area 2
Toronto Catholic District School Board
80 Sheppard Avenue East
Toronto, Ontario, M2N 6E8

RE: International Language Program

Dear Mr. Bria,

On Monday March 22, 2021, the St. Francis Xavier Catholic School Parent Council voted in favour of requesting a review of the International Language (Elementary) Program. In attendance at the meeting were Trustee DiGiorgio and Principal Greco.

This letter is to formally request, on behalf of the St. Francis Xavier CSPC, that a survey of the School Community be conducted about the continuation of the International Language Program starting September 2021.

Sincerely yours,

Patricia Cunningham and Tamara Rodriguez

St. Francis Xavier CSPC Co-Chairs



REPORT TO

REGULAR BOARD

RETURN TO SCHOOL UPDATE

*"I can do all things through him who strengthens me."
Philippians 4:13*

Created, Draft	First Tabling	Review
April 14, 2021	April 22, 2021	Click here to enter a date.
Barbara Loporati, Senior Coordinator, Planning Services Corrado Maltese, Coordinator, Occupational Health and Safety John Wujek, Superintendent, Area 5 and Parent Engagement Shawna Campbell, Superintendent, Area 3 and Early Years Emma Moynihan, Supervisor, Communications and Public Relations Shazia Vlahos, Chief of Communications and Government Relations Michael Loberto, Superintendent, Planning and Development Services Deborah Friesen, Superintendent, Capital Development, Asset Management and Renewal Adrian Della Mora, Executive Superintendent of Human Resources Omar Malik, Acting Chief Information Officer		
INFORMATION REPORT		

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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 April 8, 2021 Student Achievement Committee meeting for information and consideration. This report provides additional information concerning items occurring since that time. The Reopening Action Plan is updated as necessary and is available on the TCDSB website. Key updates and strategies are provided for consideration.

This week's report includes updates regarding the TPH and Ministry announcements regarding school closures, saliva testing and supports for families of special needs students, vaccination rollout and responses to motions regarding ventilation and air quality received at previous Board meetings.

TCDSB schools will continue to follow safety measures and guidance from Toronto Public Health as 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

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

Toronto Public Health and Ministry Announcements

1. ***Toronto Public Health issued a Section 22 order on April 6, 2021 to close all publicly funded schools in Toronto effective Wednesday, April 7, 2021.*** Students were expected to return to in-person learning on Monday, April 19, 2021
2. Principals and families were issued communications regarding details of the school closures, and the immediate shift to remote learning. ***Students and staff were reminded to take personal belongings home, and informed that school principals and custodians would be at schools on Wednesday, April 7, 2021 for students/families to access items as needed.***
3. ***TCDSB families were issued an April Break Health and Safety Reminder on April 9, 2021.*** Students and families were reminded of the public health measures to follow to help prevent and limit the spread of COVID-19, provided with a listing of Ontario's asymptomatic targeted testing sites, and a number of online resources for elementary and secondary students to access throughout April Break.
4. ***The Premier made an announcement April 12, 2021 related to a return to remote learning following the April break, for an unknown amount of time.*** Families were issued communications regarding details of the continued school closures, information regarding in-person learning available for students with special needs, and details about mental health and well-being supports available during this time.

Vaccinations

5. ***Every employee was notified April 9, 2021 that beginning the week of April 12th, eligible education staff would be able to register for vaccination appointments. Eligible staff totaled approximately 1,300 active staff supporting students with complex needs, 7,500 active staff working in hot spot schools.*** Eligible staff received a confirmation message from TCDSB directly advising them of their eligibility, encouraging vaccination and its safety and how to register for a vaccine.
6. ***On April, 12, 2021 Toronto Public Health confirmed educational workers who live in COVID-19 "hotspots" in Toronto or Peel were also eligible for a prioritized vaccine. This totaled approximately 2,700 active staff in eligible hot spots based on their home postal code.*** Confirmation messages were issued to staff directly based on their home postal codes on file.

Hospital for Sick Children

7. ***The Director, Associate Director and Health and Safety staff met with Hospital for Sick Children staff regarding the saliva testing kit program for schools.*** The Hospital will prioritize the supply of the testing kits to all special needs programs that are opening the week of April 19, 2021 to support in person learning for special needs students. Kits will be available for distribution to staff and students as they return to school on Wednesday, April 21st. Kits can be returned to schools and there is a daily pickup of the kits so that test results can be returned within a 24-48 hour timeline.
8. ***Hospital for Sick Children staff will also share the location of testing centres that are specializing in supporting testing of families with special needs children.*** Staff will distribute this information to principals so that the information can be shared with families.

Ventilation, Windows and Indoor Air Quality

9. ***At the August 14, 2020 Special Board meeting Trustees approved the following motions regarding ventilation, windows and air quality:***
 - “That a professional engineer be contracted to assess, develop a plan to address window options and retrofits as required.”*
 - “That school air quality data be obtained in older school facilities that may have identified air quality issues and staff make recommendations for additional measures and upgrades to be taken to improve the current conditions. If the remaining 3 weeks is not a realistic timeline to address air quality then approval be requested to the Ministry to delay the start of school in impacted schools or some classrooms to ensure adequate safety conditions.”*
10. ***In response to the above and noted in the October 1, 2020 Return to School Update report, a contract was awarded to Pinchin Ltd. Building Science consultants undertake an investigation of apparent ventilation rates in three sample schools.*** The investigation estimated ventilation rates by measuring carbon dioxide (CO₂) concentrations in sample classrooms and administration areas in three schools representing three window type/ventilation scenarios. Sensors were installed on classroom doors and windows to determine whether the length of time they were open affected ventilation rates. The scope of study also included evaluation of potential modifications to windows to increase opening area.

11. ***On February 18, 2021, included in the Return to School Update report and through presentation, consultant Pinchin Ltd. provided a presentation to respond to motions regarding ventilation, windows and air quality from earlier Board meetings.***
12. ***Following the Pinchin presentation February 18, 2021, the Board approved eighteen (18) resolutions and requested a report back on the implementation of these resolutions at the April Board meeting.*** The resolutions and action/status updates are shown in Appendix 'A'.

CVRIS Funding

13. ***The Ministry has confirmed approval of \$25.76M in Federal COVID-19 Resilience Infrastructure Stream (CVRIS) for TCDSB.*** The approved projects by Ward and project category are listed in Appendix 'C'. Over 400 projects were approved, in the following categories:
 - Heating and ventilation system replacements
 - Window replacements
 - Nutrition Room upgrades (handwashing)
 - Water bottle filling stations
 - Cooling centres
 - New mechanical ventilation systems (two pilot schools)
 - Ventilation/air conditioning upgrades in portable classrooms
 - Upgrading handwashing facilities
 - Playground Reserve projects
 - Other playground projects
 - Child Care playground expansion/division
 - Child Care separate washrooms/separate entrance
 - Wi-Fi cabling infrastructure and access points
14. ***Selection of projects already planned under other funding sources may free up funds in these areas for other projects.*** These original funding allocations will need to remain as contingency allowances until the CVRIS projects are completed, as some projects may have costs exceeding the CVRIS funding amount. Funds previously allocated from other sources are as follows:
 - School Renewal: \$9.2M
 - Playground Reserve: \$0.7M
 - ICT Infrastructure Reserve: \$2.0M

Technology

15. *Orders continue to flow to students and supply levels are good.* An additional 3,200 Chromebooks will be ordered shortly.

E. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. *Communications continue to be shared with all staff and families centrally related to cases in school settings and reminders from TPH about remaining vigilant in practicing health and safety measures when in person learning is active.*

F. CONCLUDING STATEMENT

This report is for the consideration of the Board.

Responses to Feb. 18, 2021 Motions

APPENDIX 'A'

<p>1) <i>That staff continue to monitor CO2 / ventilation rates at Mother Cabrini to confirm performance as colder weather arrives;</i></p>	<p><i>Monitoring has continued at Mother Cabrini Catholic School</i></p> <ul style="list-style-type: none"> ○ Data collected from the return of in person learning Feb. 16 until the end of March. ○ <i>A detailed analysis has not yet been completed</i> ○ Preliminary findings indicate no exceedances of CO2 over 1200ppm and very few above 800 ppm. ○ Ministry of Labour standard is 5,000 ppm or less. ○ The consultant's report will be provided once analysis is completed. <p><i>Monitoring at St. Jerome to begin.</i></p> <ul style="list-style-type: none"> ○ a school with no mechanical ventilation and new awning windows. ○ Monitoring at this school will provide <i>a comparison of two different types of windows in non-mechanically ventilated schools.</i> ○ St. Jerome is <i>one of two pilot projects</i> for installation of a new mechanical ventilation system, anticipated to be completed by December 31, 2021. ○ Sensors will remain in place so that air quality can be monitored following installation of the ventilation system. ○ The results of this pilot will inform future planning to address ventilation upgrades.
<p>2) <i>That staff implement window operation changes in select classrooms at St. Raphael. Monitor CO2 and temperature over a 15-30 day period and compare to the time frame evaluated during this report;</i></p>	<p><i>All windows at St. Raphael are now mandated to be kept open from the end of the school day until the custodian leaves at 11:00 p.m.</i></p> <ul style="list-style-type: none"> ○ Maintenance <i>work was carried out on all existing exhaust fans</i> to ensure they were operating properly ○ Sensor data collected from Feb. 26 to March 26 indicate <i>significantly increased window opening time and improvements in CO2 levels since the first report.</i> ○ CO2 levels over 1200 ppm reported only in <i>one room</i> in the second test period. ○ The number of instances over 1200 ppm <i>in this one room</i> dropped from 207 to 84.

Responses to Feb. 18, 2021 Motions

APPENDIX 'A'

	<ul style="list-style-type: none"> ○ CO2 levels over 800 ppm still occurred, but less often, with improvements ranging from 38% to 99%. ○ Refer to Appendix 'B' for the full results from Pinchin Ltd.
3) <i>That staff ensure the maximum efficiency filters (highest MERV rating) recommended by the manufacturer are installed in all HVAC systems;</i>	<p><i>MERV 13 filters were installed in all existing ventilation systems in TCDSB schools in the fall of 2020.</i></p> <ul style="list-style-type: none"> ○ <i>frequency</i> of filter changes has <i>been increased</i> from two to four times per year.
4) <i>That staff review HVAC systems at all TCDSB schools and ensure they are properly balanced;</i>	<p><i>Staff are in the process of identifying TCDSB schools that could benefit from HVAC system balancing.</i></p> <ul style="list-style-type: none"> ○ A list is being compiled and prioritized after eliminating recently completed new schools, schools being replaced, and schools with recently completed HVAC projects and HVAC projects underway or planned. ○ This process is nearly complete and next step will be to issue a Request for Quotation (RFQ) for a consultant to carry out the balancing. ○ Given the number of schools, <i>a phased approach</i> to this work will be required. <p><i>A Variable Frequency Drive (VFD) replacement project including full re-commissioning and balancing has just been completed at St. Jane Francis</i></p> <ul style="list-style-type: none"> ○ one of the subject schools recommended for system balancing in the Pinchin Air Quality study ○ Analysis of the CO2 level data collected after balancing was completed to be <i>provided at a later date when students return to in-person learning.</i>
5) <i>That staff ensure TCDSB school humidification systems are functioning properly;</i>	<p><i>Humidification in schools is generally not recommended due to the potential for mould growth and Legionella bacteria.</i></p> <ul style="list-style-type: none"> ○ The system was not installed at St. Jane Francis because of these concerns.

Responses to Feb. 18, 2021 Motions

APPENDIX 'A'

<p>6) <i>That staff operate HVAC systems and portable HEPA filters for a minimum of 2.5 hours before and after occupancy to help flush / filter airborne particulate between school days;</i></p>	<p><i>Many schools, including St. Raphael, are already operating the portable HEPA filtration units continuously.</i></p> <ul style="list-style-type: none"> ○ At a minimum in all schools, <i>they are operated 2.5 hours before and after occupancy</i> as recommended.
<p>7) <i>For schools without mechanical ventilation, open both the top and bottom segments and open all available windows to maximize window opening size. Where draft is an issue open the top section of the window only, and have staff open upper window prior to the start of the school day and to close at the end of the day;</i></p>	<p><i>Keeping the lower sections of windows open from the end of the school day until 11:00 p.m. has been effective at St. Raphael in lowering CO2 levels in classrooms,</i> as noted above.</p> <ul style="list-style-type: none"> ○ In schools that do not have windows with upper sections that open or the upper section operators are inaccessible due to the height or millwork in front of the windows, <i>teachers are encouraged to open as many windows as possible as often as is safe and practical.</i>
<p>8) <i>That staff consider prioritizing the deployment of portable air filters in classrooms where ventilation performance is not maintaining CO2 concentrations consistently below 800 ppm;</i></p>	<p><i>Approximately 2,500 portable HEPA filtration units were installed in all non-mechanically ventilated classrooms across the TCDSB system in the fall of 2020.</i></p> <p><i>With additional Provincial funding received in February 2021, another 2,914 units were installed, addressing rooms of concern in mechanically ventilated schools as well.</i></p>
<p>9) <i>That staff investigate measuring the classroom exhaust functionality and vents at St. Raphael to determine whether the exhaust fans and vents are running according to manufacturer specifications;</i></p>	<p><i>Maintenance carried out on all existing exhaust fans at St. Raphael has resulted in improved CO2 levels in classrooms,</i> along with increased window opening, as noted in # 2 above.</p>

Responses to Feb. 18, 2021 Motions

APPENDIX 'A'

<p>10) <i>That the TCDSB acquire portable CO2 testers to allow qualified staff to test ventilation remediations;</i></p>	<p><i>Pinchin Ltd. has been retained to investigate the availability and pricing of portable CO2 sensors.</i></p> <ul style="list-style-type: none"> ○ Pinchin will provide a <i>recommendation to the Board as to which device would be most appropriate</i> as well as training on the use and calibration of the selected device for up to 25 staff.
<p>11) <i>That staff look to open more than one window in a class, preferably on opposite sides of the windowed wall to allow for airflow;</i></p>	<p><i>All windows at St. Raphael are now mandated to be kept open from the end of the school day until the custodian leaves at 11:00 p.m.</i></p> <p><i>Keeping the lower sections of windows open from the end of the school day until 11:00 p.m. has been effective at St. Raphael in lowering CO2 levels in classrooms, as noted above.</i></p> <p>In schools that do not have windows with upper sections that open or the upper section operators are inaccessible due to the height or millwork in front of the windows, <i>teachers are encouraged to open as many windows as possible as often as is safe and practical.</i></p>
<p>12) <i>That staff consider flushing during lunch or vacant times by opening windows in schools without mechanical ventilation;</i></p>	<p><i>All windows at St. Raphael are now mandated to be kept open from the end of the school day until the custodian leaves at 11:00 p.m.</i></p>
<p>13) <i>That during lunchtime, recess, breaks and other times when students are working independently, staff ensure that air purifiers are running on high;</i></p>	<p><i>The portable HEPA filtration units installed in TCDSB classrooms are run on high whenever possible.</i></p> <ul style="list-style-type: none"> ○ At a minimum in all schools, <i>they are operated 2.5 hours before and after occupancy</i> as recommended.
<p>14) <i>That staff consider closing classrooms with no HVAC, vents</i></p>	<p><i>TCDSB has 49 schools with no mechanical ventilation system and about double that number that are partially ventilated</i></p>

Responses to Feb. 18, 2021 Motions

APPENDIX 'A'

<p><i>or exhaust that only have windows for ventilation.</i></p>	<ul style="list-style-type: none"> ○ There are <i>not enough ventilated classrooms available</i> in the system to accommodate students. ○ The following information from the Pinchin Air Quality study should be kept in mind: <ul style="list-style-type: none"> • CO2 levels recorded in the non-mechanically ventilated classrooms <i>never came close to reaching unsafe levels;</i> • CO2 levels in sample classrooms <i>significantly improved with increased and systematic window opening;</i> and • <i>Portable HEPA filtration units are providing the air changes required</i> to effectively mitigate virus transmission in classrooms.
<p>15) <i>All new window installations follow the recommendations eg. Awning, not 4" window openings; and</i></p> <p>16) <i>Top and bottom openings;</i></p>	<p><i>Large double awning (opening top and bottom) windows have been implemented as the Board standard for new schools and window replacement projects.</i></p>
<p>17) <i>Pilot be conducted to install cages</i></p>	<p><i>Pinchin Ltd. has been retained to provide design, to meet Ontario Building Code requirements, and costing for window cages at St. Raphael Catholic School.</i></p>
<p>18) <i>Power windows be considered for new schools/additions etc.</i></p>	<p><i>Motorized windows, both the BAS and the window operators, are very expensive and well beyond the benchmark school construction funding provided by the Ministry for new schools.</i></p> <ul style="list-style-type: none"> ○ Although Motorized Windows have been used in some Net Zero Emissions buildings to make use of natural ventilation when conditions are optimal, <i>they are connected to a sophisticated Building Automation System (BAS)</i> that utilizes sensors for indoor and outdoor temperature and humidity to regulate the opening and closing of windows. ○ Staff are <i>in the process of obtaining ballpark pricing.</i> ○ Motorized Windows may be considered in the future But will be highly dependent on capital funding allocations by the Ministry of Education



April 13, 2021

Toronto Catholic District School Board
80 Sheppard Avenue East
Toronto, Ontario, M2N 6E8

E-mail: Deborah.Friesen@tcdsb.org

Attention: Deborah Friesen, OAA, LEED AP
Superintendent, Capital Development, Asset Management and Renewal

Re: Phase II IAQ Data Summary St. Raphael
St. Raphael, 3 Gade Drive, North York, Ontario
Pinchin File: 281161

Pinchin Ltd. (Pinchin) was retained by the Toronto Catholic District School Board (TCDSB, the Client) to investigate ventilation rates in three schools and to understand how mechanical HVAC systems and window opening time / window style impacted ventilation. Phase II of the investigation included ongoing measurements at St. Raphael following changes to how windows were being used to provide natural ventilation in the classroom. Pinchin also understands that some maintenance was undertaken to ensure exhaust fans were operating properly in classrooms where equipped.

1.0 METHODOLOGY

Indoor air quality measurements were collected approximately every 15 minutes, 24 hours / day, seven days a week. Door and window activation data was transmitted at the time of each event.

The time period examined as part of Phase II included 00:01 February 26, 2021 to 23:59 March 26, 2021.

For the purposes of this report, Pinchin looked at three factors to determine if the window operating procedures and exhaust fan maintenance had impacted indoor air quality at St. Raphael:

1. Total measurements in each room in exceedance of 800 ppm CO₂.
2. Total measurements in each room in exceedance of 1200 ppm CO₂.
3. Total number of open window hours in each classroom. This was calculated by summing the number of hours each window in a classroom was open for through the study period. For example, if three windows in Classroom 101 were open for two hours each that would total six window hours.

It is our understanding that occupancy levels during this round of testing were similar to those during the initial period.



2.0 FINDINGS

A summary of the carbon dioxide concentrations in the window opening times are presented below. The tables include the Phase II data and a summary of the Phase I data for comparison purposes.

Table I – Legend

Data from Phase I Assessment Period – 00:01 November 12, 2020 to 23:59 December 12, 2020.

Data from Phase II Assessment Period – 00:01 February 26, 2021 to 23:59 March 26, 2021.

Table II – St. Raphael CO₂ Summary

Location / Grade	Occupancy	CO ₂ measurements greater than 800 ppm	CO ₂ measurements greater than 1200 ppm	Total Window Open Time
Room 202 – Grade 7/8	19 + Teacher	535	270	950 hours ¹
Room 202 – Grade 7/8	19 + Teacher	334	84	894 hours
		38% Improvement	69% Improvement	6% fewer window hours

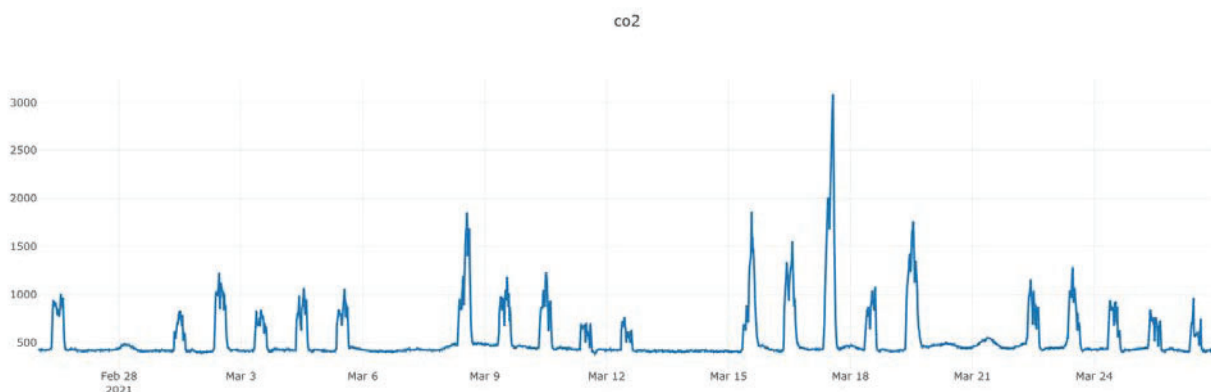
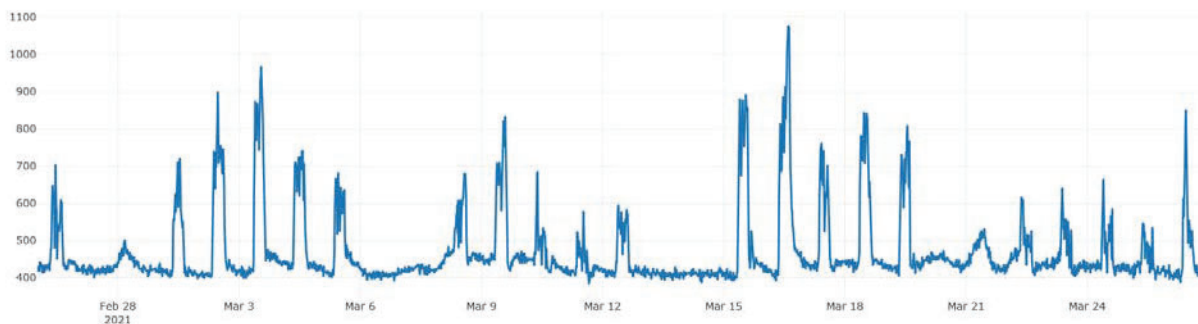




Table II – St. Raphael CO₂ Summary

Location / Grade	Occupancy	CO ₂ measurements greater than 800 ppm	CO ₂ measurements greater than 1200 ppm	Total Window Open Time
Room 209 - Grade 2	15 + Teacher	380	41	355 hours
Room 209 - Grade 2	15 + Teacher	59	0	942 hours
		84% Improvement	100% Improvement	2.60x more window hours

co2



Workroom 211	5 staff max.	295	6	87 hours
Workroom 211	5 staff max.	1	0	241 hours
		99% Improvement	100% Improvement	2.7x more window hours

co2

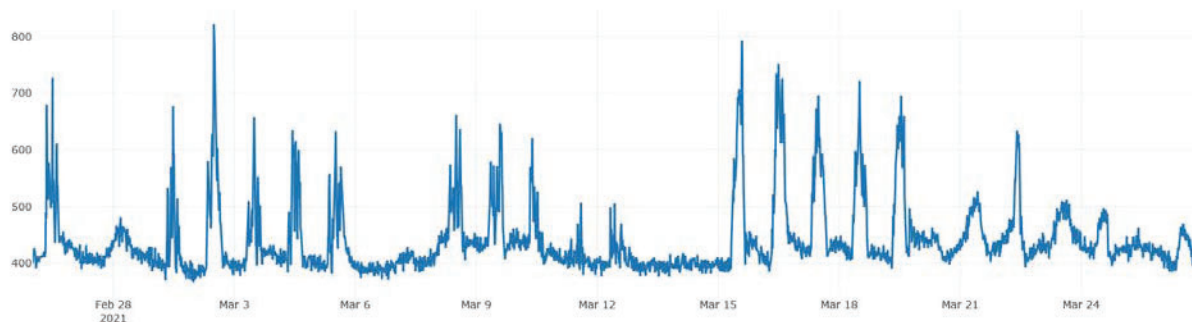
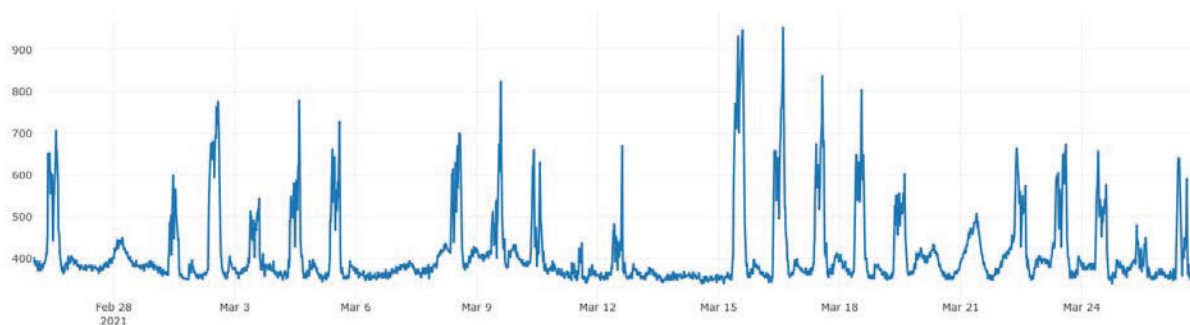




Table II – St. Raphael CO₂ Summary

Location / Grade	Occupancy	CO ₂ measurements greater than 800 ppm	CO ₂ measurements greater than 1200 ppm	Total Window Open Time
Room 103, Grade 1	13 + 1	297	47	326 hours
Room 103, Grade 1	13 + 1	19	0	625 hours
		93% Improvement	100% Improvement	1.9x more window hours

co2



Room 216 – Grade 3	14 + Teacher	260	15	432 hours
Room 216 – Grade 3	14 + Teacher	65	0	660 hours
		75% Improvement	100% Improvement	1.5x more window hours

co2

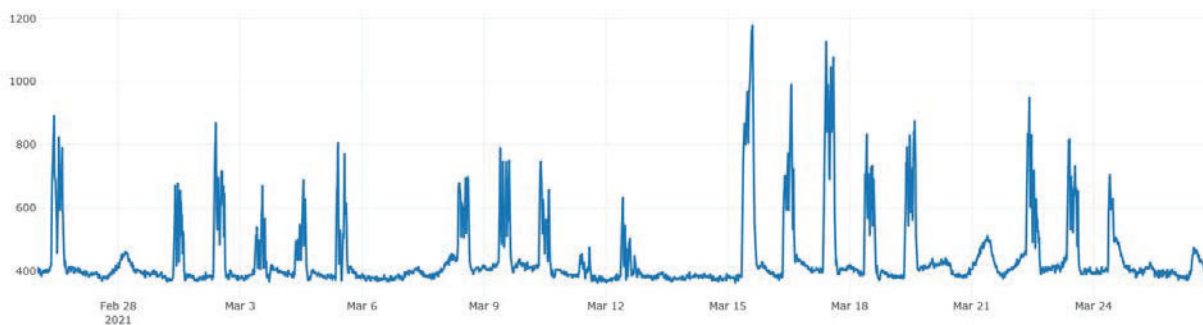
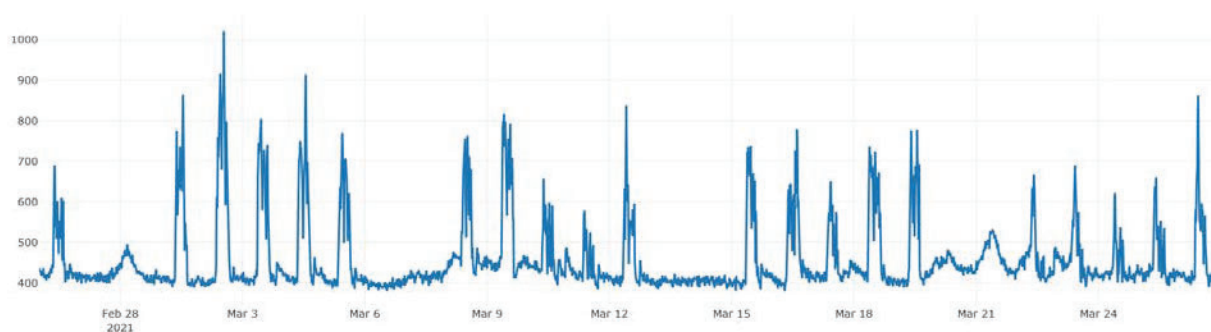


Table II – St. Raphael CO₂ Summary

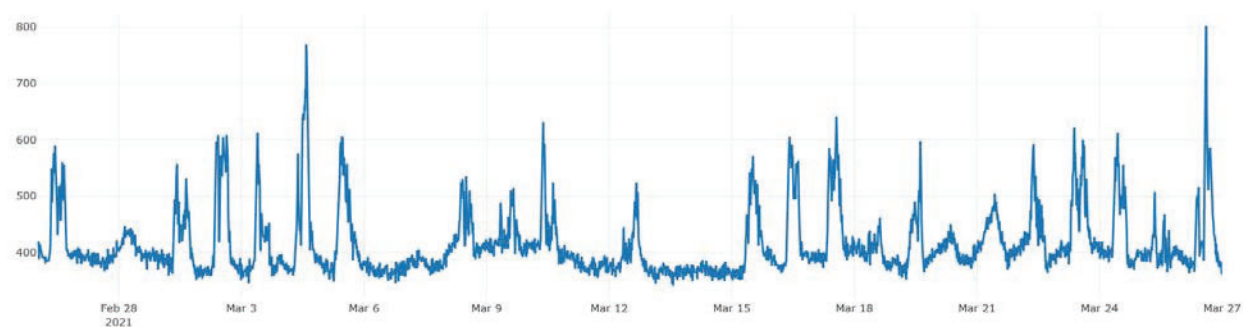
Location / Grade	Occupancy	CO ₂ measurements greater than 800 ppm	CO ₂ measurements greater than 1200 ppm	Total Window Open Time
Room 117 – Kindergarten	15 + 5	107	0	626 hours
Room 117 – Kindergarten	15 + 5	19	0	1113 hours
		82% Improvement	No change	1.8x more window hours

co2



Admin Office Room 123		163	0	-
Admin Office Room 123		1	0	-
		99% Improvement	No change	-

co2



Note 1 – During the Phase I test period, window Sensors 3 & 4 in Classroom 202 came off their mounting following the installation. These sensors were reinstalled on November 25, 2020. As a result, the window open time in Classroom 202 during Phase I was an estimate.



3.0 DISCUSSION

Changes to window operation and maintenance of the exhaust fans present in some of the classrooms have resulted in an improvement to ventilation rates in the subject rooms. Exceedances over 1200 ppm occurred in six of seven rooms during the Phase I testing period. Exceedances over 1200 ppm were identified only in Classroom 202 during the Phase II round of testing. In Classroom 202, measurements above 1200 ppm were reduced to 84 from the previous 270. Exceedances over 800 ppm still occurred in each room, but less than during the prior round. Exceedances over 800 ppm saw a 38% – 99% improvement.

4.0 TERMS AND LIMITATIONS

This work was performed subject to the Terms and Limitations presented or referenced in the proposal for this project.

Information provided by Pinchin is intended for Client use only. Pinchin will not provide results or information to any party unless disclosure by Pinchin is required by law. Any use by a third party of reports or documents authored by Pinchin or any reliance by a third party on or decisions made by a third party based on the findings described in said documents, is the sole responsibility of such third parties. Pinchin accepts no responsibility for damages suffered by any third party as a result of decisions made or actions conducted. No other warranties are implied or expressed.

5.0 CLOSURE

Should you have any questions or concerns regarding the contents of this letter, please contact the undersigned.

Yours truly,

Pinchin Ltd.

Prepared by:

Stephen Booth, CET, LEED AP
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COVID-19 RESILIENCE INFRASTRUCTURE STREAM (CVRIS) APPROVED PROJECT LIST & PROJECT BUDGETS																		
		Facility Condition/H&S in Renewal Plan					New Facility Condition/H&S (not in Renewal Plan)			Physical Distancing/H&S Enhancements				Child Care			ICT	
Project Type:		HVAC Replacement	Window Replacement	Nutrition Room Upgrades	Water Bottle Filling Stations	Cooling Centre	Ventilation Upgrades	New Mech Ventilation	Portables Ventilation/ AC Upgrades	Upgrade handwash facilities	Outdoor Classroom	Playground Reserve	FDK Playground Upgrades	Child Care Add Separate Washroom	Child Care Separate Entrance	Child Care Playground Expansion/ Division	WiFi Cabling & Access Points	TOTAL PER SCHOOL
Ward 1:																		
FATHER HENRY CARR	Q5				\$10,500						\$35,000							\$45,500
HOLY CHILD	Q5			\$25,000														\$25,000
MONSIGNOR JOHN CORRIGAN	Q5					\$133,000					\$35,000							\$168,000
MSGR. PERCY JOHNSON	Q5			\$25,000							\$35,000							\$60,000
ST. ANDREW	Q5			\$25,000	\$10,500		\$187,320		\$495,000	\$40,000	\$35,000							\$792,820
ST. ANGELA	Q5			\$25,000								\$35,000	\$50,000					\$110,000
ST. BENEDICT	Q5			\$25,000									\$50,000					\$75,000
ST. DOROTHY	Q5	\$187,500		\$25,000						\$80,000	\$35,000					\$60,000		\$387,500
ST. JOHN VIANNEY	Q5										\$35,000							\$35,000
ST. MAURICE	Q5			\$25,000							\$35,000							\$60,000
Total Ward 1		\$187,500	\$0	\$175,000	\$21,000	\$133,000	\$187,320	\$0	\$495,000	\$120,000	\$245,000	\$35,000	\$100,000	\$0	\$0	\$60,000	\$0	\$1,758,820
Ward 2:																		
ALL SAINTS	Q4										\$35,000							\$35,000
FATHER SERRA	Q5				\$10,500		\$42,650					\$21,000						\$74,150
JOSYF CARDINAL SLIPYJ	Q3				\$21,000		\$44,600											\$65,600
MICHAEL POWER/ST JOSEPH	Q3	\$1,250,000																\$1,250,000
MOTHER CABRINI	Q3									\$40,000	\$35,000	\$5,000						\$80,000
NATIVITY OF OUR LORD	Q3									\$20,000								\$20,000
ST.GREGORY	Q1					\$0				\$80,000								\$80,000
ST.MARCELLUS	Q5					\$133,000					\$35,000			\$250,000	\$57,500	\$60,000		\$535,500
TRANSFIGURATION	Q5					\$133,000												\$133,000
Total Ward 2		\$1,250,000	\$0	\$0	\$31,500	\$266,000	\$87,250	\$0	\$0	\$140,000	\$105,000	\$26,000	\$0	\$250,000	\$57,500	\$60,000	\$0	\$2,273,250

APPENDIX 'C'

Project Type:		HVAC Replacement	Window Replacement	Nutrition Room Upgrades	Water Bottle Filling Stations	Cooling Centre	Ventilation Upgrades	New Mech Ventilation	Portables Ventilation/ AC Upgrades	Upgrade handwash facilities	Outdoor Classroom	Playground Reserve	FDK Playground Upgrades	Child Care Add Separate Washroom	Child Care Separate Entrance	Child Care Playground Expansion/ Division	WiFi Cabling & Access Points	TOTAL PER SCHOOL
Ward 3: BLESSED MARGHERITA CITTA JAMES CARDINAL McGUIGAN MSGR. FRASER - Norfinch Campus ST.AUGUSTINE of Canterbury ST.BASIL-THE-GREAT COLLEGE ST.CHARLES GARNIER ST.FRANCIS DE SALES ST.JANE FRANCES ST.JUDE ST. GERARD MAJELLA ST.ROCH ST.WILFRID VEN. JOHN MERLINI	Q5 Q5 Q5 Q5 Q5 Q5 Q5 Q5 Q5 Q5 Q5 Q5 Q5 Q5				\$21,000	\$133,000				\$80,000 \$40,000 \$50,000 \$40,000 \$20,000	\$35,000 \$35,000 \$35,000 \$35,000 \$35,000 \$35,000 \$35,000		\$25,000				\$145,000 \$76,000	\$60,000 \$260,000 \$137,000 \$85,000 \$35,000 \$85,500 \$188,000 \$55,000 \$331,251 \$20,000 \$45,500 \$55,000 \$65,000
Total Ward 3		\$0	\$165,000	\$0	\$42,000	\$133,000	\$143,070	\$0	\$0	\$230,000	\$280,000	\$53,181	\$155,000	\$0	\$0	\$0	\$221,000	\$1,422,251
Ward 4: BISHOP MARROCCO/THOMAS MERTON FATHER JOHN REDMOND HOLY FAMILY JAMES CULNAN OUR LADY OF SORROWS ST.AMBROSE ST.CECILIA ST.ELIZABETH ST.JAMES ST.JOSAPHAT ST.MARK ST.PIUS X ST.VINCENT DE PAUL CHRIST THE KING (holding school) THE HOLY TRINITY	Q1 Q4 Q2 Q1 Q1 Q2 Q1 Q3 Q1 Q4 Q3 Q1 Q1 Q4				\$21,000 \$10,500 \$10,500 \$10,500 \$21,000 \$10,500	\$133,000			\$110,000	\$80,000 \$60,000 \$80,000 \$40,000 \$20,000 \$40,000 \$40,000 \$60,000 \$60,000 \$0	\$35,000	\$47,765 \$15,000	\$25,000				\$176,000	\$256,000 \$35,000 \$128,765 \$130,500 \$110,000 \$10,500 \$40,000 \$22,000 \$10,500 \$66,000 \$300,000 \$173,000 \$110,000 \$310,000 \$45,500
Total Ward 4		\$0	\$250,000	\$0	\$84,000	\$133,000	\$0	\$0	\$110,000	\$480,000	\$70,000	\$69,765	\$125,000	\$250,000	\$0	\$0	\$176,000	\$1,747,765

APPENDIX 'C'

Project Type:		HVAC Replacement	Window Replacement	Nutrition Room Upgrades	Water Bottle Filling Stations	Cooling Centre	Ventilation Upgrades	New Mech Ventilation	Portables Ventilation/ AC Upgrades	Upgrade handwash facilities	Outdoor Classroom	Playground Reserve	FDK Playground Upgrades	Child Care Add Separate Washroom	Child Care Separate Entrance	Child Care Playground Expansion/ Division	WiFi Cabling & Access Points	TOTAL PER SCHOOL
Ward 5:																		
BLESSED SACRAMENT	Q1									\$40,000								\$40,000
BREBEUF COLLEGE	Q2											\$30,000						\$30,000
CARDINAL CARTER ACADEMY	Q2				\$10,500							\$16,589					\$85,000	\$112,089
CATHOLIC EDUCATION CENTRE	n/a				\$21,000													\$21,000
DANTE ALIGHIERI ACADEMY	Q4		\$585,000		\$21,000												\$125,000	\$781,000
LORETTO ABBEY	Q3									\$50,000								\$50,000
MADONNA H.S.	Q5	\$150,000								\$50,000								\$50,000
MARSHALL McLUHAN	Q1									\$40,000	\$35,000						\$122,000	\$347,000
OUR LADY OF THE ASSUMPTION	Q4				\$10,500													\$10,500
ST.AGNES	Q2				\$10,500				\$55,000		\$35,000					\$30,000		\$130,500
ST.CHARLES	Q4					\$133,000				\$20,000								\$153,000
ST.CONRAD	Q5			\$25,000		\$0							\$25,000					\$25,000
ST.CYRIL	Q3				\$10,500				\$55,000	\$40,000		\$12,000	\$15,000					\$25,000
ST.EDWARD	Q3				\$10,500	\$133,000												\$132,500
ST.GABRIEL	Q2					\$133,000								\$250,000				\$143,500
ST.JEROME	Q5			\$25,000				\$345,000	\$110,000		\$35,000	\$49,000			\$80,500	\$60,000		\$383,000
ST.MARGARET	Q3									\$40,000								\$704,500
ST.MARTHA	Q5			\$25,000		\$133,000				\$40,000	\$35,000							\$40,000
ST.NORBERT	Q5									\$20,000								\$233,000
ST.PASCHAL BAYLON	Q4									\$20,000								\$20,000
ST.RAPHAEL	Q5			\$25,000		\$133,000				\$40,000								\$40,000
ST.ROBERT	Q3			\$25,000						\$20,000	\$35,000							\$213,000
STS.COSMAS & DAMIAN	Q4				\$10,500				\$110,000	\$40,000	\$35,000							\$25,000
																		\$195,500
Total Ward 5		\$150,000	\$585,000	\$125,000	\$105,000	\$665,000	\$0	\$345,000	\$330,000	\$440,000	\$210,000	\$107,589	\$40,000	\$250,000	\$80,500	\$90,000	\$332,000	\$3,855,089
Ward 6:																		
LORETTO COLLEGE	Q3				\$10,500					\$30,000							\$94,000	\$134,500
ST.ANTHONY	Q3				\$21,000					\$40,000								\$61,000
ST.CLARE	Q3		\$800,000							\$60,002		\$65,000	\$30,000	\$250,000				\$1,205,002
ST.HELEN	Q4				\$10,500					\$80,000	\$35,000							\$125,500
ST.JOHN BOSCO	Q2				\$10,500	\$133,000												\$143,500
ST.LUIGI	Q3				\$21,000													\$21,000
ST.MARY CATHOLIC ACADEMY	Q4											\$22,985						\$22,985
ST.NICHOLAS OF BARI	Q2				\$21,000					\$60,000			\$30,000					\$111,000
ST.PAUL VI	Q5									\$60,000	\$15,000	\$5,000						\$80,000
ST.RITA	Q3				\$21,000					\$40,000		\$25,000						\$86,000
ST.SEBASTIAN	Q3				\$21,000													\$21,000
STELLA MARIS	Q3				\$21,000								\$50,000					\$71,000
Total Ward 6		\$0	\$800,000	\$0	\$157,500	\$133,000	\$0	\$0	\$0	\$370,002	\$50,000	\$117,985	\$110,000	\$250,000	\$0	\$0	\$94,000	\$2,082,487

APPENDIX 'C'

Project Type:		HVAC Replacement	Window Replacement	Nutrition Room Upgrades	Water Bottle Filling Stations	Cooling Centre	Ventilation Upgrades	New Mech Ventilation	Portables Ventilation/ AC Upgrades	Upgrade handwash facilities	Outdoor Classroom	Playground Reserve	FDK Playground Upgrades	Child Care Add Separate Washroom	Child Care Separate Entrance	Child Care Playground Expansion/ Division	WiFi Cabling & Access Points	TOTAL PER SCHOOL
Ward 7:																		
EPIPHANY OF OUR LORD	Q2				\$10,500					\$20,000		\$25,000		\$250,000				\$305,500
HOLY SPIRIT	Q4									\$30,000	\$35,000	\$21,319			\$57,500			\$143,819
MARY WARD	Q4			\$25,000			\$41,270			\$20,000	\$35,000							\$121,270
Mary Ward Linc	n/a				\$21,000													\$21,000
MSGR. FRASER - MIDLAND	Q2				\$21,000				\$330,000	\$40,000								\$391,000
OUR LADY OF WISDOM	Q3				\$10,500	\$133,000				\$10,000								\$153,500
PRECIOUS BLOOD	Q3			\$25,000							\$35,000							\$60,000
ST.AIDAN	Q2				\$10,500					\$40,000				\$250,000	\$57,500			\$358,000
ST.ALBERT	Q3				\$21,000					\$20,000								\$41,000
ST.HENRY	Q4									\$20,000	\$35,000							\$55,000
ST.JOAN OF ARC CATHOLIC ACADEMY	Q5				\$10,500					\$50,000	\$35,000							\$95,500
ST.KEVIN	Q3									\$20,000								\$20,000
ST.LAWRENCE	Q4				\$10,500					\$20,000								\$30,500
ST.MAXIMILIAN KOLBE housing SIS Dept	n/a				\$21,000												\$0	\$21,000
ST.NICHOLAS	Q5				\$10,500							\$20,000						\$30,500
ST.SYLVESTER	Q2									\$20,000								\$20,000
ST.VICTOR	Q3				\$10,500													\$10,500
Total Ward 7		\$0	\$0	\$50,000	\$157,500	\$133,000	\$41,270	\$0	\$330,000	\$310,000	\$175,000	\$66,319	\$0	\$500,000	\$115,000	\$0	\$0	\$1,878,089
Ward 8:																		
BLESSED PIER GIORGIO FRASSATI	Q4				\$10,500													\$10,500
CARDINAL LEGER	Q5			\$25,000	\$10,500						\$35,000	\$10,000						\$80,500
FRANCIS LIBERMANN	Q4						\$59,600											\$59,600
OUR LADY OF GRACE	Q4				\$21,000		\$210,000		\$220,000	\$20,000	\$35,000							\$506,000
PRINCE OF PEACE	Q4				\$10,500													\$10,500
SACRED HEART	Q5			\$25,000						\$20,000	\$35,000							\$80,000
ST.BARNABAS	Q5						\$97,350			\$20,000			\$25,000					\$142,350
ST.BARTHOLOMEW	Q2		\$405,500		\$10,500					\$20,000								\$436,000
ST.BEDE	Q4				\$21,000		\$59,600			\$40,000								\$120,600
ST.BRENDAN	Q3					\$133,000	\$67,225			\$40,000		\$3,000						\$243,225
ST.COLUMBA	Q5				\$10,500					\$20,000	\$35,000	\$5,243	\$45,000					\$115,743
ST.DOMINIC SAVIO	Q4				\$21,000						\$35,000							\$56,000
ST.ELIZABETH SETON	Q2				\$10,500					\$20,000								\$30,500
ST.FLORENCE	Q5			\$25,000	\$21,000	\$133,000				\$20,000	\$35,000							\$234,000
ST.GABRIEL LAEMANT	Q5				\$21,000					\$20,000	\$35,000							\$76,000
ST.IGNATIUS OF LOYOLA	Q4				\$21,000					\$20,000	\$35,000							\$76,000
ST.JEAN DE BREBEUF	Q4				\$10,500					\$20,000	\$35,000							\$65,500
ST.MALACHY	Q4				\$21,000						\$35,000							\$56,000
ST.MARGUERITE BOURGEOYS	Q4				\$21,000	\$133,000				\$40,000	\$35,000		\$50,000					\$279,000
ST.MOTHER TERESA CATHOLIC ACADEMY	Q5						\$167,000			\$80,000	\$35,000						\$145,000	\$427,000
ST.RENE GOUPIL	Q4				\$21,000	\$133,000				\$20,000	\$35,000	\$6,000	\$50,000	\$250,000				\$515,000
THE DIVINE INFANT	Q4				\$21,000					\$20,000	\$35,000							\$76,000
Total Ward 8		\$0	\$405,500	\$75,000	\$283,500	\$532,000	\$660,775	\$0	\$220,000	\$440,000	\$490,000	\$24,243	\$170,000	\$250,000	\$0	\$0	\$145,000	\$3,696,018

APPENDIX 'C'

Project Type:		HVAC Replacement	Window Replacement	Nutrition Room Upgrades	Water Bottle Filling Stations	Cooling Centre	Ventilation Upgrades	New Mech Ventilation	Portables Ventilation/ AC Upgrades	Upgrade handwash facilities	Outdoor Classroom	Playground Reserve	FDK Playground Upgrades	Child Care Add Separate Washroom	Child Care Separate Entrance	Child Care Playground Expansion/ Division	WiFi Cabling & Access Points	TOTAL PER SCHOOL
Ward 9:																		
D'ARCY MCGEE	Q3				\$21,000					\$40,000			\$25,000	\$250,000		\$40,000		\$376,000
HOLY ROSARY	Q1											\$10,000						\$10,000
MSGR. FRASER - ANNEX & ORIENTATION	Q2		\$272,500		\$21,000												\$35,000	\$328,500
MSGR. FRASER - ISABELLA	Q4				\$21,000		\$20,000										\$34,000	\$75,000
MSGR. FRASER - ST. MARTIN CAMPUS	Q2																\$34,000	\$34,000
OUR LADY OF LOURDES	Q2												\$20,000					\$20,000
POPE FRANCIS	Q1				\$21,000					\$20,000								\$41,000
ST.ALPHONSUS	Q3				\$10,500													\$10,500
ST.FRANCIS OF ASSISI	Q2				\$21,000	\$133,000				\$40,000								\$194,000
ST.JOSEPH'S COLLEGE	Q2				\$10,500												\$136,000	\$146,500
ST.MARY	Q2				\$21,000					\$30,000							\$138,000	\$189,000
ST.PAUL	Q4				\$10,500					\$30,000								\$40,500
ST.THOMAS AQUINAS	Q3									\$40,000								\$40,000
Total Ward 9		\$0	\$272,500	\$0	\$157,500	\$133,000	\$20,000	\$0	\$0	\$200,000	\$0	\$10,000	\$45,000	\$250,000	\$0	\$40,000	\$377,000	\$1,505,000
Ward 10:																		
CHAMINADE COLLEGE	Q5			\$25,000	\$10,500						\$35,000							\$70,500
IMMACULATE CONCEPTION	Q5			\$25,000	\$10,500													\$35,500
OUR LADY OF VICTORY	Q5			\$25,000	\$10,500						\$35,000							\$70,500
SANTA MARIA	Q5				\$10,500					\$20,000	\$35,000							\$65,500
ST.BERNARD	Q5			\$25,000								\$15,000						\$40,000
ST.FRANCIS XAVIER	Q5			\$25,000				\$425,000		\$40,000	\$35,000	\$50,000						\$575,000
ST.MATTHEW	Q4			\$25,000						\$60,000								\$85,000
ST.OSCAR ROMERO	Q5			\$25,000			\$165,100			\$60,000	\$35,000						\$176,000	\$461,100
Total Ward 10		\$0	\$0	\$175,000	\$42,000	\$0	\$165,100	\$425,000	\$0	\$180,000	\$175,000	\$65,000	\$0	\$0	\$0	\$0	\$176,000	\$1,403,100

APPENDIX 'C'

Project Type:		HVAC Replacement	Window Replacement	Nutrition Room Upgrades	Water Bottle Filling Stations	Cooling Centre	Ventilation Upgrades	New Mech Ventilation	Portables Ventilation/ AC Upgrades	Upgrade handwash facilities	Outdoor Classroom	Playground Reserve	FDK Playground Upgrades	Child Care Add Separate Washroom	Child Care Separate Entrance	Child Care Playground Expansion/ Division	WiFi Cabling & Access Points	TOTAL PER SCHOOL
Ward 11:																		
ANNUNCIATION	Q2				\$10,500	\$133,000						\$30,000	\$25,000					\$198,500
BLESSED TRINITY	Q2				\$10,500					\$30,000					\$57,500	\$30,000		\$128,000
CANADIAN MARTYRS	Q1									\$40,000		\$11,500						\$51,500
HOLY NAME	Q1				\$21,000					\$40,000								\$61,000
NOTRE DAME HIGH SCHOOL	Q1																\$104,000	\$104,000
ST.ANSELM	Q1					\$133,000				\$30,000								\$163,000
ST.BRIGID	Q1				\$21,000													\$21,000
ST.CATHERINE	Q2												\$25,000					\$25,000
ST.DENIS	Q1					\$133,000				\$40,000								\$173,000
ST.GERALD	Q3				\$21,000					\$20,000								\$41,000
ST.ISAAC JOGUES	Q2									\$20,000								\$20,000
ST.JOHN (TORONTO)	Q1				\$10,500					\$40,000				\$250,000				\$300,500
ST.JOHN XXIII	Q5			\$25,000	\$21,000					\$40,000	\$35,000							\$121,000
ST.JOSEPH	Q1				\$10,500					\$40,000								\$50,500
ST.KATERI TEKAKWITHA	Q3								\$165,000	\$20,000								\$185,000
ST.MONICA	Q2				\$10,500					\$40,000		\$10,000						\$60,500
ST.PATRICK CSS	Q3				\$10,500					\$60,000							\$240,000	\$310,500
Total Ward 11		\$0	\$0	\$25,000	\$147,000	\$399,000	\$0	\$0	\$165,000	\$460,000	\$35,000	\$51,500	\$50,000	\$250,000	\$57,500	\$30,000	\$344,000	\$2,014,000
Ward 12:																		
IMMACULATE HEART OF MARY	Q2				\$10,500					\$20,000			\$50,000					\$80,500
NEIL McNEIL	Q2				\$10,500												\$146,000	\$156,500
ST.AGATHA	Q2					\$133,000				\$20,000								\$153,000
ST.BARBARA	Q4				\$10,500					\$20,000	\$35,000		\$50,000					\$115,500
ST.BONIFACE	Q4						\$47,300			\$20,000					\$57,500			\$124,800
ST.DUNSTAN	Q4					\$133,000				\$50,000	\$35,000	\$30,000						\$248,000
ST.EDMUND CAMPION	Q4				\$21,000					\$20,000	\$35,000	\$10,000	\$50,000					\$136,000
ST.JOACHIM	Q4				\$10,500					\$20,000	\$35,000	\$25,000						\$90,500
ST.JOHN PAUL II	Q4								\$110,000	\$120,000								\$230,000
ST.MARTIN DE PORRES	Q4								\$55,000						\$57,500			\$112,500
ST.ROSE OF LIMA	Q4		\$278,750							\$30,000					\$57,500			\$366,250
ST.THERESA SHRINE	Q2				\$21,000					\$20,000								\$41,000
ST.THOMAS MORE	Q4				\$10,500					\$20,000	\$35,000							\$65,500
ST.URSULA	Q2				\$10,500				\$55,000	\$20,000								\$85,500
Total Ward 12		\$0	\$278,750	\$0	\$105,000	\$266,000	\$47,300	\$0	\$220,000	\$380,000	\$175,000	\$65,000	\$150,000	\$0	\$172,500	\$0	\$146,000	\$2,005,550
Contingency																		\$120,000
GRAND TOTAL ALL WARDS		\$1,587,500	\$2,756,750	\$625,000	\$1,333,500	\$2,926,000	\$1,352,085	\$770,000	\$1,870,000	\$3,750,002	\$2,010,000	\$691,582	\$945,000	\$2,250,000	\$483,000	\$280,000	\$2,011,000	\$25,761,419



REPORT TO

Regular Board

TORONTO STUDENT TRANSPORTATION GROUP: ANNUAL REPORT 2019-20

Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Romans 13:1

Created, Draft	First Tabling	Review
February 23, 2021	April 22, 2021	Click here to enter a date.
M. Loberto, Superintendent, Planning and Development Services		

INFORMATION REPORT

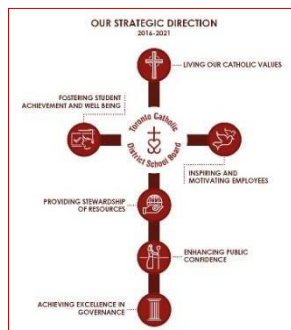
Vision:

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

Mission:

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

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



B. 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

This report provides an overview of the major activities and issues faced by the Toronto Student Transportation Group (TSTG) during the 2019-2020 school year. The attached TSTG Annual Report (*Appendix 'A'*) provides a summary of pertinent data, Key Performance indicators (KPI), challenges and successes over that same period.

TCDSB Transportation Policy S.T. 01, Evaluation and Metrics stipulates that staff provide an annual report on transportation statistics ranging from operational performance to policy adherence, and to include pertinent Key Performance Indicators (KPI).

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

B. PURPOSE

1. To provide the Board of Trustees with a summary of data, Key Performance Indicators (KPI), activities, challenges, and successes of the Toronto Student Transportation Group (TSTG) during the 2019-20 school year as outlined in the attached TSTG Annual Report.
2. This report addresses the requirement for an annual report, as found in **TCDSB Policy S.T.01 Transportation**.

C. BACKGROUND

1. *The 2019-2020 Toronto Student Transportation Group Annual Report summarizes the consortium's activity over the previous school years, and provides information on what is anticipated in the next year.* The annual report was approved at the March 2021 TSTG Governance Committee meeting.
2. *As in all other areas, the COVID-19 pandemic impacted student transportation.* As schools moved to remote learning following March break 2020, bus service did not resume before the conclusion of the school year. Bus operators were paid at 85% of the contracted rates during this time to ensure drivers would be available when operations resumed which was in line with other boards across the Province and met Ministry of Education expectations. Additionally, uncertainty surrounding the format of a return to in-class learning and the accompanying restrictions delayed much of the

Transportation planning that takes place from March to July of any given school year to the final weeks of the summer.

3. ***A fire at York Memorial Fire Collegiate Institute on May 6, 2019 required the relocation of TSTG offices to the former Our Lady of Mount Carmel facility.*** As repairs were underway at the Tretheway facility staff continued to work at Mount Carmel or remotely for the remainder of the 2019-2020 school year.

Cost of Fuel

4. ***The cost of fuel saw decrease year over year as a result of reduced demand due to Covid-19.*** The five year trend shows a slow increase in fuel cost with large yearly variances.

Financial

5. ***The TCDSB received a 2019-2020 Transportation Grant of approximately \$33.3 million from the Ministry.*** In comparison, The TDSB received a transportation grant from the Ministry of approximately \$63.3 million. The TSTG spent \$104 of a \$106 million budget on transportation services for both the TCDSB and TDSB. The savings in 2019-2020 were derived from paying operators at 85% of the contracted rates when routes were not active during the period of online learning.
6. ***The gap between transportation expenditure and Ministry grants has continued to widen over the past decade.*** The TSTG currently operates at a budget deficit.

Programming

7. ***A majority of transportation funding is directed towards transportation services for students with special needs.*** Unique needs, geography and modified program hours are some of the factors impacting transportation for this particular student population.

D. EVIDENCE/RESEARCH/ANALYSIS

Key Performance Indicators (KPI)

1. *The TSTG collects statistics, for the purpose of identifying trends with respect to service level, as part of their annual review of routes.* Technology including GIS Mapping and Google Analytics is integral to the collection of this data.
2. *In the 2019-20 school year the number of open routes (routes without a dedicated permanent driver) averaged 0.9%.* This is down from 3.1% over the 2018-2019 school year. Despite the improved performance, there still exists industry wide challenges in hiring and retaining drivers.
3. *In the 2019-20 school year, the spare pool of drivers (drivers without a dedicated permanent route who are employed to backfill regular routes) averaged 3.7%.* Operators are required to meet a minimum of 5% as per contract obligations.
4. *In the 2019-20 school year, the book off rate (drivers who are absent due to illness or personal appointments) averaged 7.3%, a significant increase from the 4.7% average in 2018-19.*
5. *Statistics collected by the consortium reveal that accidents involving school busses are on the rise but experience significant year over year fluctuation.* While percentage of incidents in relation to the total number of routes remains quite low, the consortium has hired a new safety officer to work with operators to reduce accident numbers going forward.

Please refer to the 2019-20 Toronto Student Transportation Group's Annual Report, found in Appendix 'A', for more detail on Key Performance Indicators and other pertinent information.

E. METRICS AND ACCOUNTABILITY

TCDSB will continue to work closely with the Toronto Student Transportation Group to address areas of concern.

F. CONCLUDING STATEMENT

This report is for the consideration of the Board.



Toronto Student Transportation Group

Annual Report 2019-2020

General Managers Report

It is with pleasure that I provide this annual report on the activities of the Toronto Student Transportation Group over the past school year. This report summarizes the activities and plans that the transportation consortium has undertaken over the past school year. The summary of data, activities, challenges, and successes is reflective of the joint transportation unit that has been supplying transportation services to the Boards for over a decade.

Who could have envisioned in September 2019 how the school year would have ended! No school buses on the road from the March Break to the end of the school year due to the global pandemic Covid-19. The pandemic impacting almost every aspect of our daily lives including how educational services were delivered to our students. We can only imagine how different things would have been had the pandemic hit 20 years earlier or should we be hit again 20 years in the future. Technology and how people interact with the world around us is constantly changing and we need to be prepared to adapt with these changes.

The transportation unit was in a very good position to respond to the pandemic. Working remotely for almost 8 months because of the fire at York Memorial where our offices were located and forcing the transportation team to put in place technologies and processes that allowed us to continue operating despite our dislocation from our work office. No more than two months back in the office after the clean-up and remediation work and we were once again thrown into a remote situation with the onset of the corona virus. No one person or unit really could have met these challenges alone so we are extremely grateful to those staff, departments, and the School Boards in general for the work that was done to ensure that we can continue to deliver student transportation services in a safe and timely manner.

This report highlights some of the issues, challenges, and successes that the Toronto Student Transportation Group has experienced over the past school year.

Sincerely,

A handwritten signature in black ink, reading "Kevin Hodgkinson", followed by a horizontal line.

Kevin Hodgkinson
General Manager

Mission and Vision Statement

Mission Statement

Service: To facilitate the provision of safe, secure, and consistently on-time delivery of student transportation services for those students entrusted in our care.

Cost Effective: To provide adequate, equitable, and fair services to those members that actively look for the best means to achieve cost effective transportation solutions.

Accountable: To provide effective, efficient, and accountable solutions that meets the needs of our stakeholders.

Communications: To actively pursue initiatives that will maximize the level of service provided to our stakeholders.

Responsibility: To actively pursue economic, environmental, and social initiatives that will allow us to lead the way in meeting public demand.

Human Resources: To actively pursue programming and training that will assist staff in delivering a level of service that exceeds our shareholder's expectations.

Vision Statement

To provide and facilitate intermodal transportation solutions so that all school aged children can equally access education.



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INTRODUCTION

The Toronto Student Transportation Group (TSTG) is a consortium formed to manage and facilitate the student transportation services for the Toronto Catholic District School Board (TCDSB) & Toronto District School Board (TDSB). The TSTG provides transportation services for approximately 50,000 students in more than 800 schools and centres throughout the City of Toronto. Seven different school bus operators in eleven divisions provide more than 1800 vehicles to provide transportation services for students with a budget of just over \$100,000,000.

The consortium is physically located at 2 Trethewey Dr with a staff of 28 individuals responsible for the operation, planning, technology, and safety of transported students.

History

The TDSB & TCDSB have been sharing transportation services since 1995. Laidlaw Planning Services was originally hired to implement a computerized routing solution that optimized the TCDSB regular home to school fleet and integrate the TCDSB and North York School Boards special education routes. These two routing solutions removed over 100 buses from the road and saved the Boards over \$3.2M in transportation expenditure. Over the next eight years, the former cities making up the current City of Toronto were systematically introduced into the combined routing solution removing an additional 38 buses from the system.

In 1998 the key planning staff from Laidlaw was recruited to form the nucleus of shared transportation services provided by the Boards. The introduction of new staff was complemented by an introduction of an upgraded transportation planning management software from Education Logistics. With staff and technology in place, the Boards had the key component to managing and maintaining transportation services. Transportation staff from both Boards relocated in 2005 to the TDSB's Trethewey facility where the operations, planning, technology, and safety units work together to facilitate and deliver transportation services. In September of 2011, the two School Boards signed a membership agreement officially creating the 'Toronto Student Transportation Group'.



A Look Back

The 2019 -2020 school year provided the Toronto Student Transportation Group with several challenges that not only provided obstacles but also opportunities to understand and improve the way we do business.

A New Home

Monday May 6th, 2019 may be a day that transportation staff remember for quite a while. On that day, a fire broke out at York Memorial High School which is attached to our administrative building. What first started out like another fire evacuation test quickly turned into shouts and shock at the sight of dark black smoke pouring out of the high school. Thankfully, all staff and students got out of the building safely.

With the arrival of emergency vehicles, many staff were forced to wait as personal vehicles were not accessible. Some staff received lifts home from co-workers and others took transit. Some staff did remain on site and thanks to the TTC had a vehicle available for staff use that was dry and warm. Thanks to technology, a handful of hotspots popped up so some staff could maintain services until others reached home where they could take over



operations. A hardy thanks to all emergency personnel on site that day and a special thank you to the TTC who not only provided the vehicle but food and water for individuals stuck at the site. Some staff who were unable to remove their vehicles that night returned the following day to find cars covered in soot and ash.

The following day we awoke to hear that the fire reignited in the middle of the night and that the facility was on fire again. Looking less and less like re-occupation was possible we enacted our Disaster Recovery Plan to maintain operations. Staff were directed to the Catholic Board's Our Lady of Mount Carmel site which was designated the relocation facility for transportation. Normally used as a training facility the transportation unit took over a room from which to operate out of. Quickly finding that the space was not big enough, we expanded into other rooms so staff had space to work without being on top of one





another. Another round of thanks goes out to all the Board departments both Public and Catholic for assistance while we made this transition. A special thank you to the Information Technology departments who quickly got us set up and connected so that we could carry on transportation duties.

Access to the Trethewey facility was not allowed post fire for several months, however, due to transit tickets and monetary funds on site we were able to have one individual access the site. Outfitted in full safety gear from head to toe including respirator they entered the building to open the safe to access and retrieve these items. Given the possibility of asbestos from the main school building settling on items in the Trethewey facility, no other items were allowed to be removed immediately after the fire. The 2019-2020 school year ended with us continuing to work out of this facility while the Trethewey facility was under repair and cleaning.



The Driver Shortage

We had hoped to start the 2019-2020 school year off on solid footing and it seemed leading up to school start that we would be. All summer long we had reports of school bus driver recruitment well under way to support the driver retention programs that carriers had in place. Media blitzes, job fairs, and personal recruitment were all in place to entice new applicants into the system along with drive retention programs and consistent communication with that group. The assignment of routes to drivers by the school bus companies normally does not take place till just weeks before school starts. It was during these weeks leading up to school start that bus companies informed us that many existing drivers were not returning. When examining the reasons for not returning there were a few common issues like pay, working conditions, and poor behaviour from students and parents, but the number one reason was normally found to be a full-time job was secured by the driver.



So, the 2019-2020 school year started with some routes without drivers assigned and the service covered by other drivers who could fit it into their schedule. September is historically a difficult month for the school bus operators to make headway in recruitment as those drivers coming in are often offset by other drivers leaving during this timeframe. Once you move past the Thanksgiving long weekend the transportation system not only settles down with fewer changes, but the driving force starts to solidify as well.



Logistical issues that spring up each September were compounded by a shortage of drivers making it sometimes difficult to discern what was legitimate logistical issue versus an issue that was breed from companies moving drivers around to ensure serviceability for all students.

New Safety Program

Starting in the winter of 2019-2020 the TSTG moved to a new school bus safety program that was designed to ensure that the curriculum was consistent across the Province. Move over Winnie the Pooh and say hello to Buster the Bus!

Buster is a miniature robotic school bus that interacts with young school aged students as they walk through some of the important school bus safety issues. Buster has visited some of our schools during school bus safety week in October for several years previous but is just now being deployed to all schools. Buster is accompanied by several staff from 'Intertrain' who focus on delivering school bus safety messaging in an



interactive and fun way to ensure students stay engaged.

Older elementary students who may not be as enamored with Buster participate in other interactive style experiences more to their age group level. Family feud style competitions between groups of students helps students participate in the experience and show off what school bus safety knowledge they have learned. Other aspects of the program use animation, music, film, and interactive games

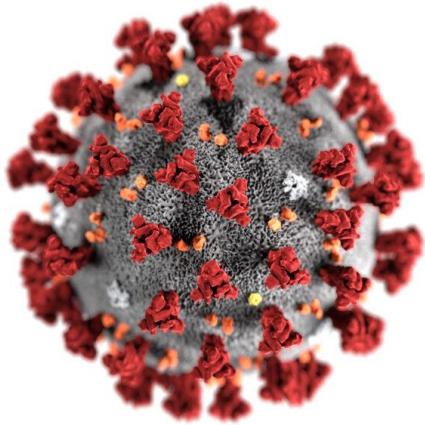
to drive home the safety message. These new programs funded by the Ministry of Education help us reach more students than ever before to ensure that while travelling on a school bus whether it is every day or for a field trip that everyone understands their responsibilities and being safe on the school bus. Student and teacher feedback has been extremely positive.

A Look Ahead

While successfully transporting over 50,000 students to and from school safely each and every day for another year we look ahead to the challenges and opportunities that the upcoming school years will hold for us.

Covid-19

The 2019-2020 school year ended like no other. Since the March Break, the corona virus has forced the suspension of student transportation services right through the remainder of the school year. Questions about what school and student transportation services would look like come September 2020 was extensively discussed and reviewed over the end of the 2019-2020 school year and into the summer. Would schools open, what would that look like, and how would we service those students. All questions that required a significant investment of time and energy to provide decision makers with data and scenarios that would best meet the needs of the Schools Boards and keep our students safe.



You can expect a significant breakdown of how Covid-19 impacted students transportation services in next year's annual report. Questions like how will schools cope if there is an outbreak at the school and what will transportation look like in an environment where distance is the primary means to ensure student safety. Distance being something not readily available on the school bus in many cases if it is still to be used as a means of mass transportation. At least in terms of a cost-effective measure to get students to and from school while ensuring their safety. Questions like how we are going to support our parents while still transporting students will be something that will need to be reviewed and discussed to ensure that we are still able to provide an educational experience for our students.



Cameras on the Bus

Currently in Toronto, we require two percent of our contracted fleet to be equipped with internal cameras. The reason behind cameras on the school bus is no different than where you find them elsewhere in use. To not only provide video evidence where incidents occur on the bus but more importantly to act as a deterrent to unwanted actions on the bus. Buses with cameras are currently rotated through the fleet or assigned to routes where problems have been identified.



There seems to be a convergence of new or updated camera technologies that may provide value on a school bus. Many of these technologies are already in use in passenger vehicles or in other commercial trucking operations.

The 360-degree camera fitted externally allows the driver to see all spaces around the bus. Minimizing those danger zones where they currently cannot see. External cameras mounted on

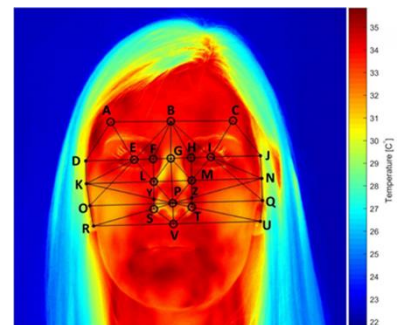


the stop arm to capture vehicles illegally passing a school bus with its lights activated. New legislation in Ontario means that these images could be used in a court of law as evidence of the illegal action and not require the driver to attend to present the data.

Dashboard cameras that are integrated with

the school bus electronics will allow for performance-based training. A hard break or speeding will be captured, and the dashboard footage used to help the driver avoid these issues in the future.

Thermal cameras have been considered as a possibility as a means to try and identify students that may be sick. Although current information suggests they are simply not accurate enough as they only measure skin temperature which may be very different than internal temperature. None the less, even if a handful of students are identified and checked at the school level and kept out of the main school population you may be able to improve the health and well-being of the school community.



Inclement Weather – Risk Analysis

For the past several years a qualitative review of information resources was used to catalogue and assess the viability of running busses on inclement weather days. This meant an early morning scouring of media resources to confirm the amount and severity of snow fall, wind speed, traffic and road conditions, police traffic reports, amongst others along with feedback

from our school bus operators. This provided a snapshot of what the day would look like and Board staff would decide on whether they felt student transportation services could be still run in a safe and timely manner.



Although these qualitative resources will still be used, we wanted to bring a level of quantitative data into the evaluation matrix. By using a mixture of qualitative and quantitative data it was felt that a decision to

either run buses or cancel them would have a better foundation. So, in order to create the matrix, we had to find data sources that provided pertinent and up to date data for this project. More than probably anywhere else in this country, traffic is a major component to moving students. A traffic incident on a stormy day can add several hours to a student's trip to and from school. When dealing with medically fragile students it is important to ensure that we can not only service the students in a safe manner but a timely manner as well.



The Ministry of Transportation has created a site that provides travel times in and around the city that we use as one of the indicators to determine serviceability. This in conjunction with more traditional measure like volume of snow, temperature, and Environment Canada alerts provide further data for review. Since we have seen driver shortages over the last several years it is most important to have a quantitative factor to assess how well our bus operators can deliver services in this environment. Often, some drivers are concerned about driving in such severe conditions and choose not to driver. A calculation on driver availability and how a company can respond in terms of their driver situation is also included as a factor for consideration. Hopefully, this combination of qualitative and quantitative factors will provide a more robust means to evaluate and determine if there is a need to suspend student transportation services on inclement weather days.

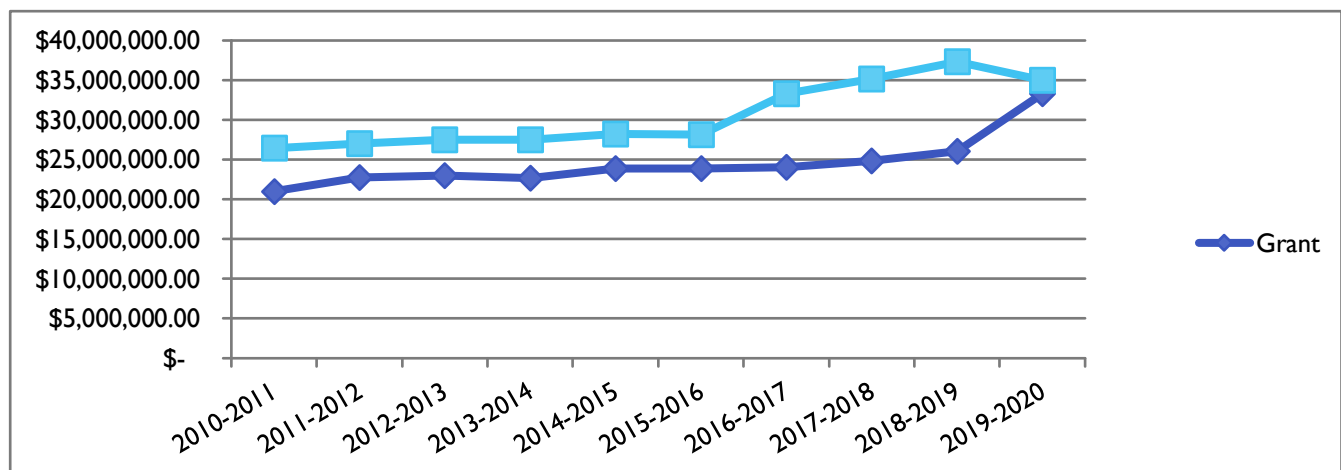
Student Transportation Services

Financial

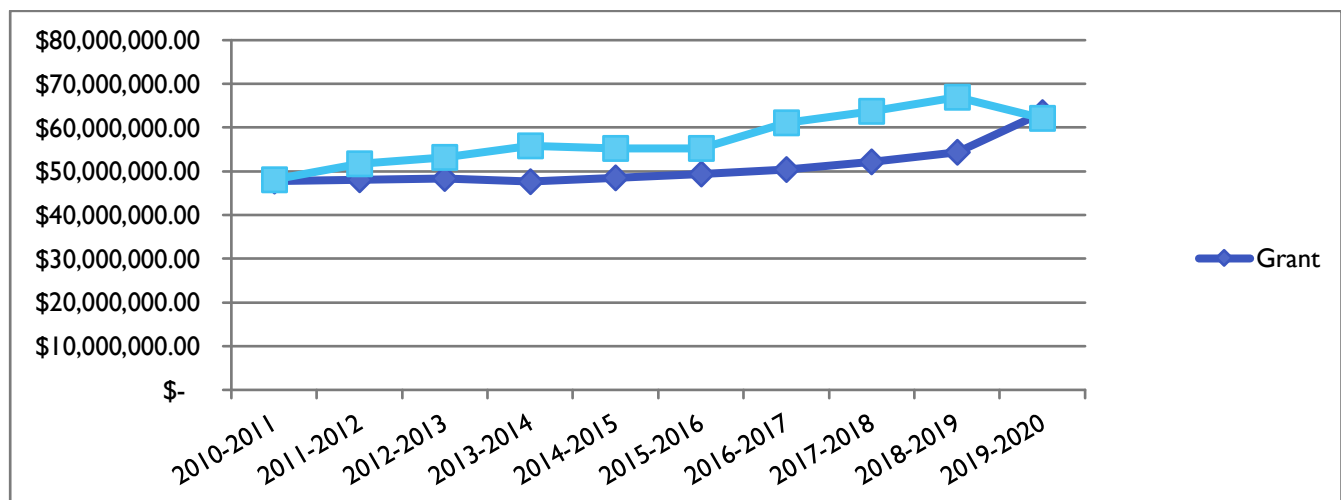
The Toronto Student Transportation Group was to spend about \$106M on transportation services for the TCDSB and TDSB for the 2019-2020 school year. With the onset of Covid-19 however, expenditure reached about \$104M. The Ministry of Education provided a transportation Grant in 2019-2020 of approximately \$33.3M for the TCDSB and \$63.3M for the TDSB. A breakdown of the transportation budget along with a historical summary of the Transportation Grant and Expenditure is displayed below:

1. Historical Transportation Grant vs. Expenditure

TCDSB

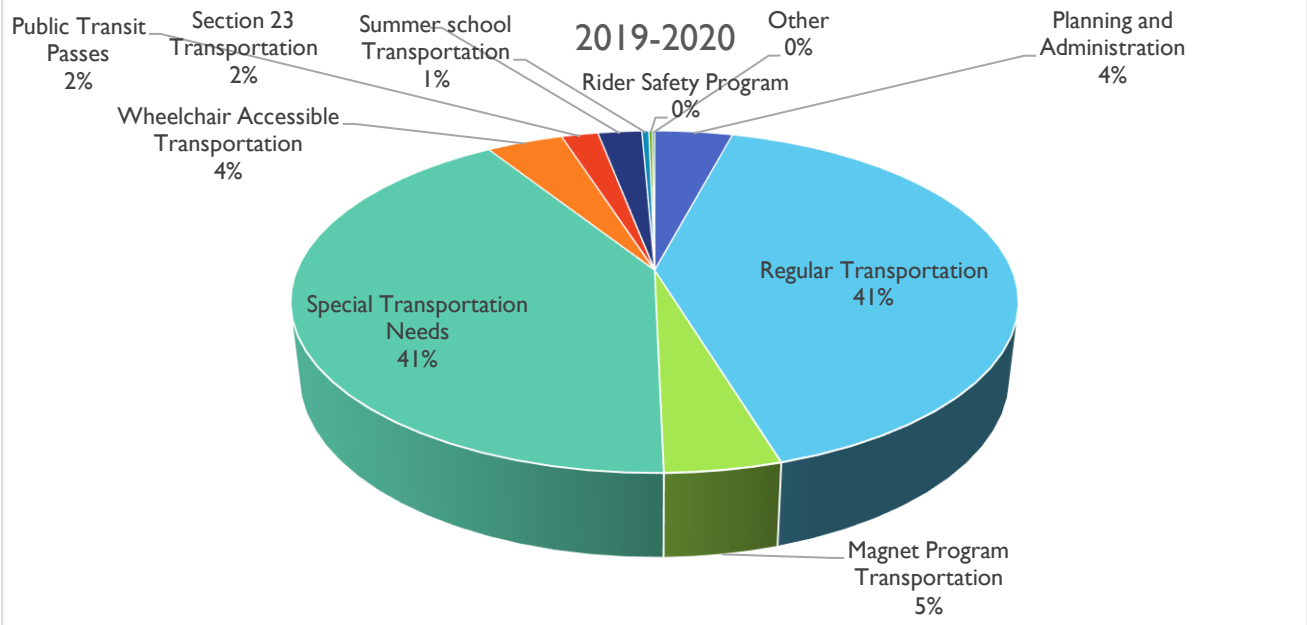


TDSB

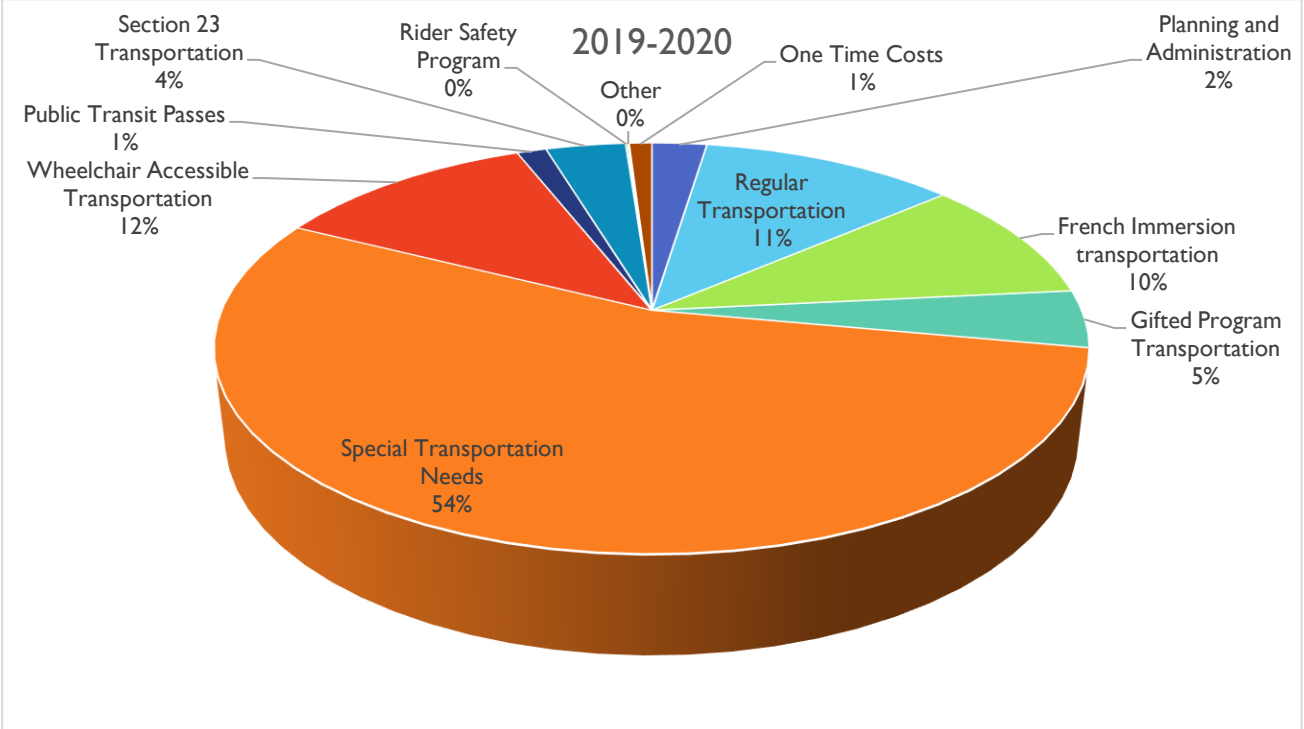


2. Transportation Expenditure by Area

TCDSB



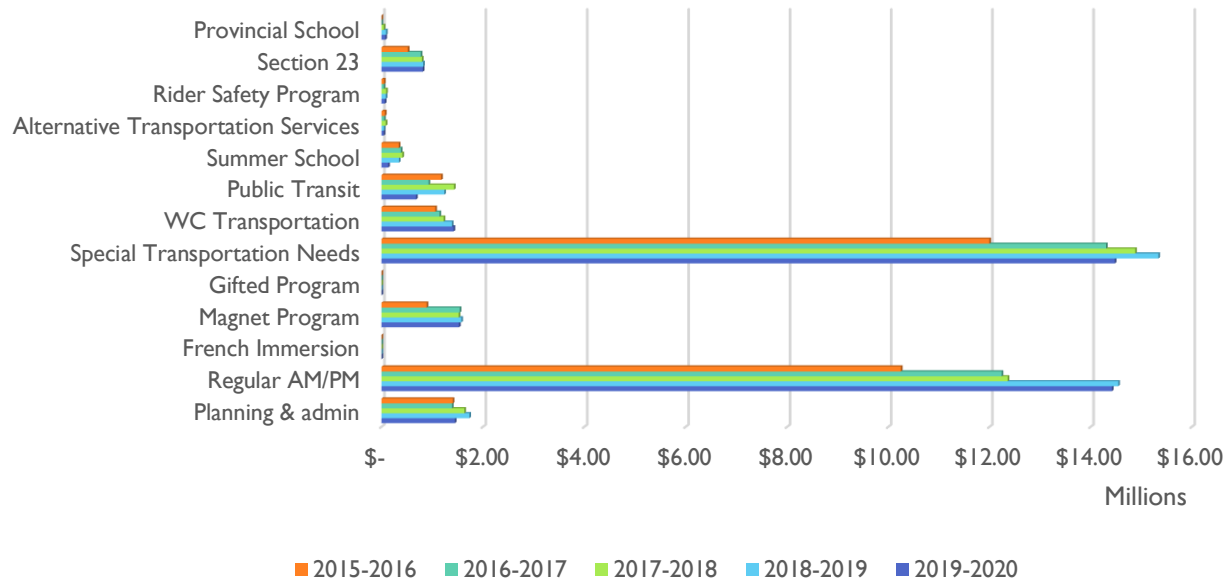
TDSB



3. Historical Summary of Transportation Expenditure 2014 - 2019

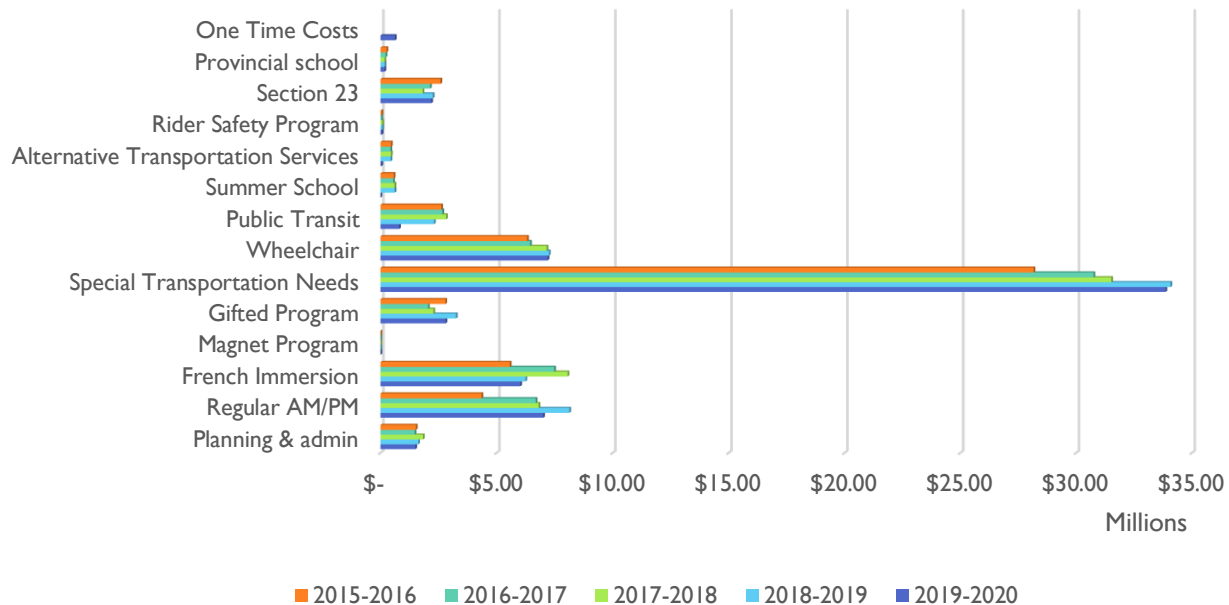
TCDSB

TCDSB Historical Expenditure Level by Service Area



TDSB

TDSB Historical Expenditure Level by Service Area



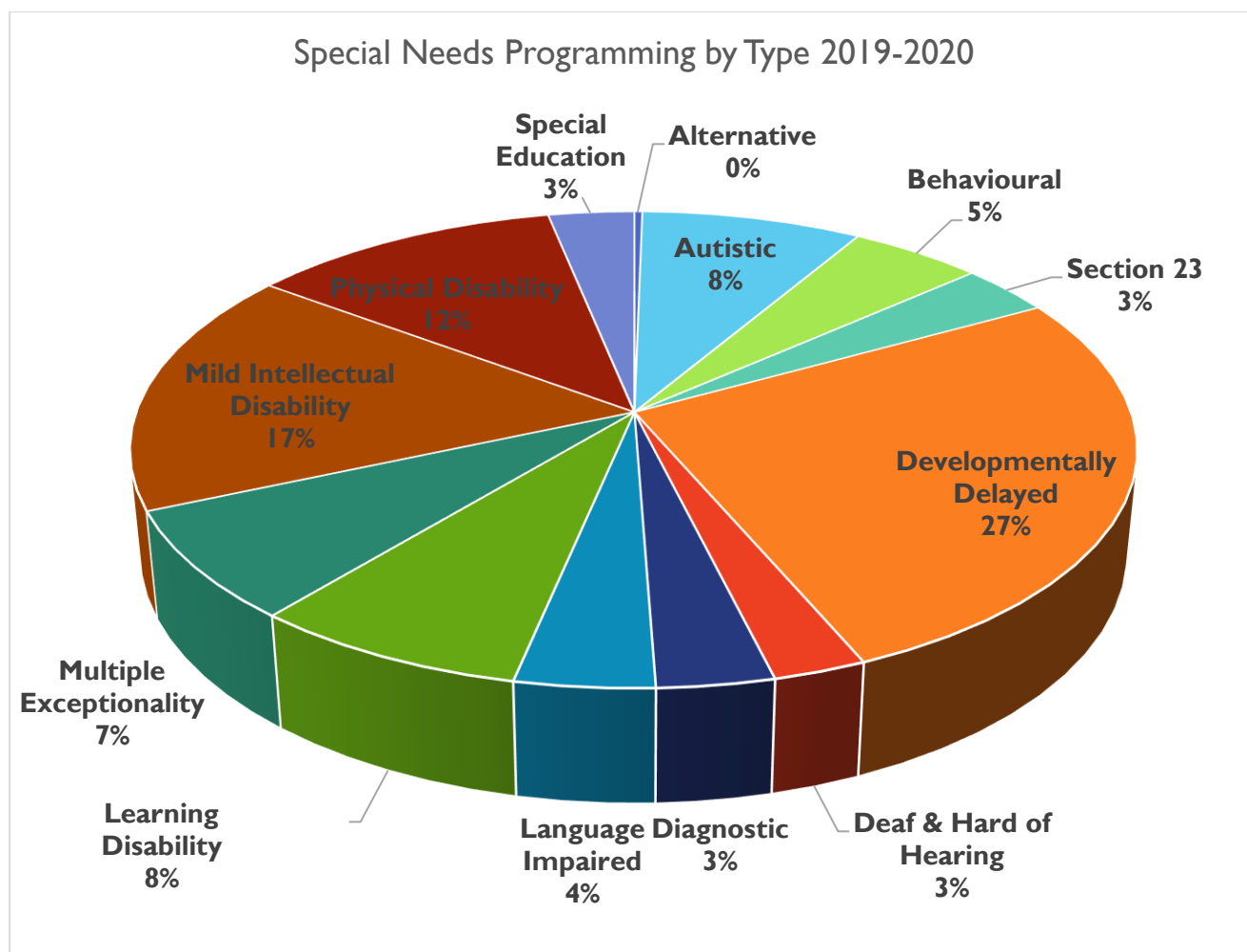
Programming

The TSTG services a large and dynamic student population within the City of Toronto. A majority of funding dollars is directed towards the student transportation services for students with special needs. Unique needs, geography, and modified program hours are just some of the factors impacting the delivery of transportation services for students with special needs. French Immersion, Gifted, and specialized withdrawal programs also contribute to the complexity involved in transporting students.

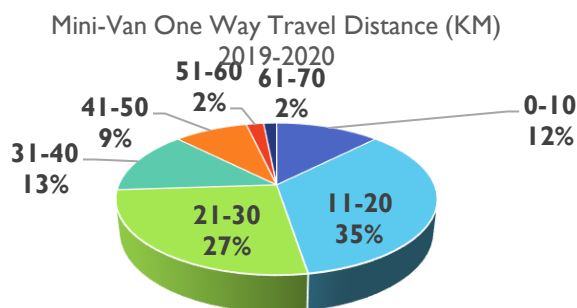
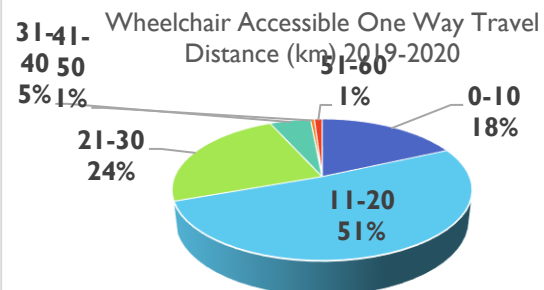
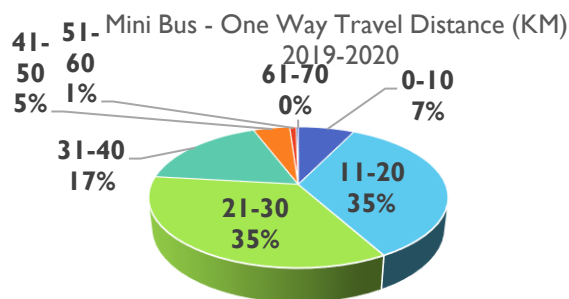
Special Education

Transportation for students with special needs has continued to grow from year to year. Given the geographic diverseness of this student population there is a significant expenditure required to ensure the safe and timely delivery of these students to their program locations. The following graph shows the percentage of students receiving transportation by program.

4. Transportation of special needs students by programming type

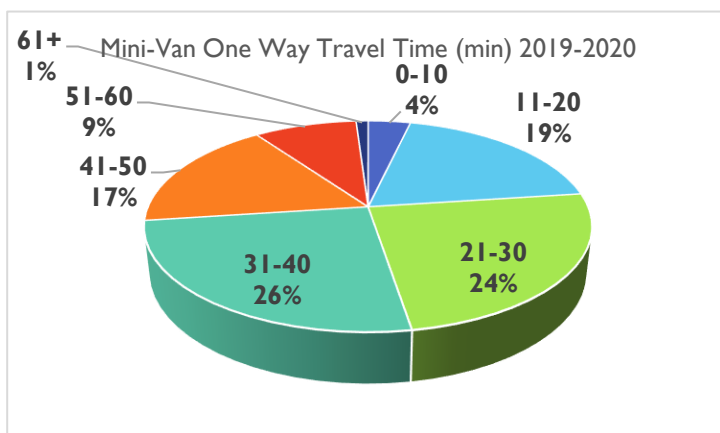
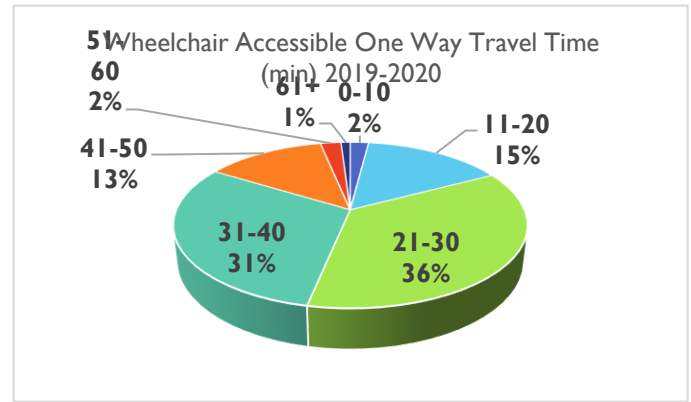
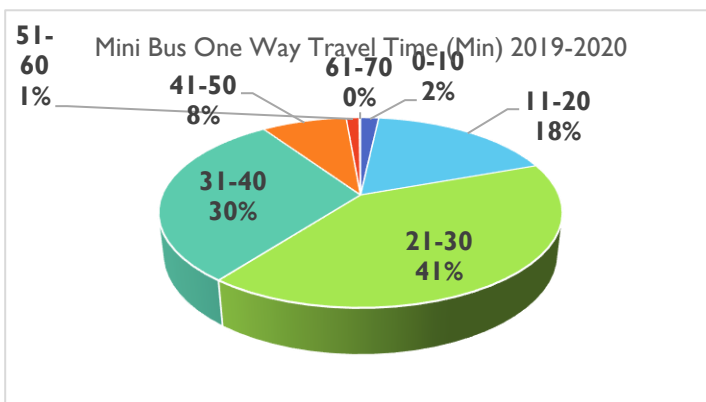


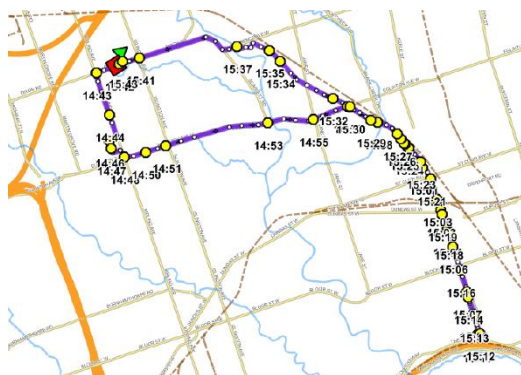
5. Distances that our special needs vehicles travel is a direct result of student location in conjunction with the school they attend along with the path taken to get from point A to point B. The data below shows the various distances our buses carrying students with special needs travel during a one-way trip.



Did you know that we use both Yellow and White Wheelchair Accessible School Buses? White wheelchair accessible buses are used when the bus can leave the roadway, so the overhead lights are not activated stopping traffic.

6. The time that our special needs vehicles travel is not only a result of their geographic location, but the nuances associated with their unique needs. Those needs could cover the time it takes to secure a student into a safety vest or the additional time it takes to load and secure student who uses a wheelchair. You will notice mini-van times on the high-end account for a higher percentage. Mini vans are used to transport our students who attend the school for the deaf at EC Drury in Milton, Ontario.





Operations

The transportation operations unit is responsible for the on-road delivery of transportation services. Staff facilitates the communication of planning changes, monitors school bus operations, evaluate operator qualifications and performance, and resolve operational problems. Operational staff uses several resources to help monitor the integrity of the transportation system and our performance.

Level of Service

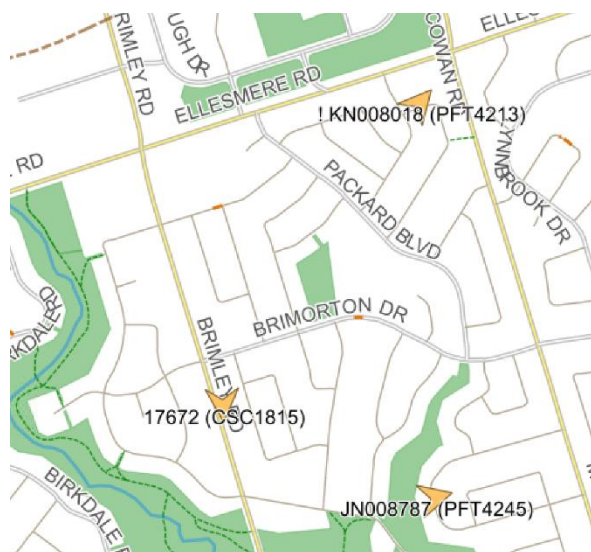
As part of the Consortiums annual review of routes, statistics are collected that identify trends in terms of how well services are provided. The most direct information is from schools and parents through surveys but there are also indicators that can be used to better understand service levels.

7. GPS and On Time Performance

The introduction of GPS technology on the school buses provides for a plethora of options to help monitor and improve services for our families and schools. One of the common complaints we receive is there is no indication of when a bus is late. To date, the bus carriers continue to update the late bus portal manually. However, as we get more familiar and confident that the data is accurate, we will be turning towards more automated forms to not only let our stakeholders know when a bus is late but as a pre-emptive measure to address before it becomes an issue at all. Tools and reports like the one below will allow us to measure how successful our school bus operators are at delivering services.

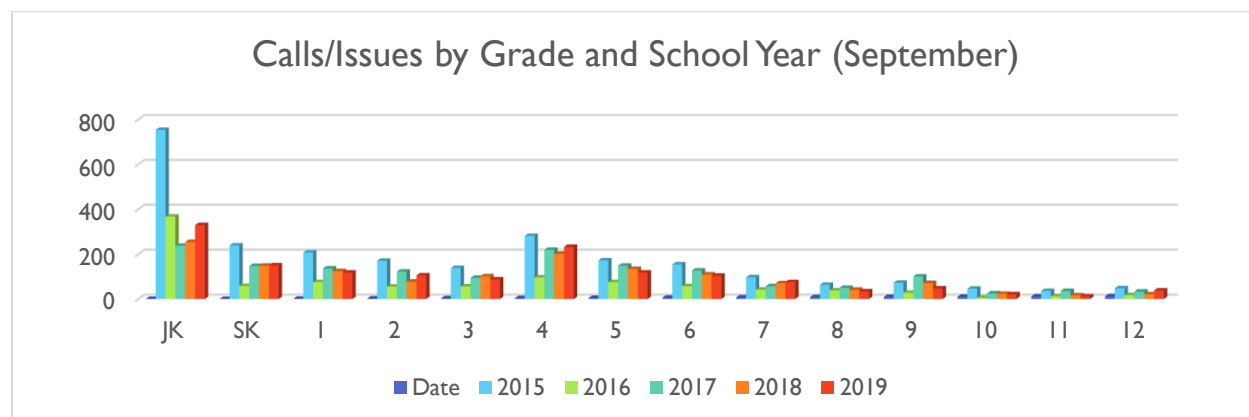
Results																				
Route ID	Run ID	anned	Total Stop Counts						School Dropoff Stop Counts						School Pickup Stop Counts					
			# On Time	% On Time	# Early	% Early	# Late	% Late	# On Time	% On Time	# Early	% Early	# Late	% Late	# On Time	% On Time	# Early	% Early	# Late	% Late
1	PAR4301	HFLD.801	13	24	66.67%	4	11.11%	8	22.22%	9	90%	-	-	1	10%	-	-	-	-	
2	PAR4301	HFLD.801 (MTF)	14	3	23.08%	10	76.92%	-	-	-	-	-	-	-	3	75%	1	25%	-	
3	PAR4301	HFLD.801 (W)	12	-	-	4	100%	-	-	-	-	-	-	-	-	1	100%	-	-	
4	PAR4301	HFLD.801 (R)	14	1	14.29%	6	85.71%	-	-	-	-	-	-	-	1	50%	1	50%	-	
5	Total			28	46.67%	24	40%	8	13.33%	9	90%	-	-	1	10%	4	57.14%	3	42.86%	

Parents should be familiar with the picture to the right. Once logged into the parent portal they can use the 'Where's My Bus' tool to locate the bus in real time. Currently updated via an e-mail the consortium will be looking into the value of using text messages to send updates as well.

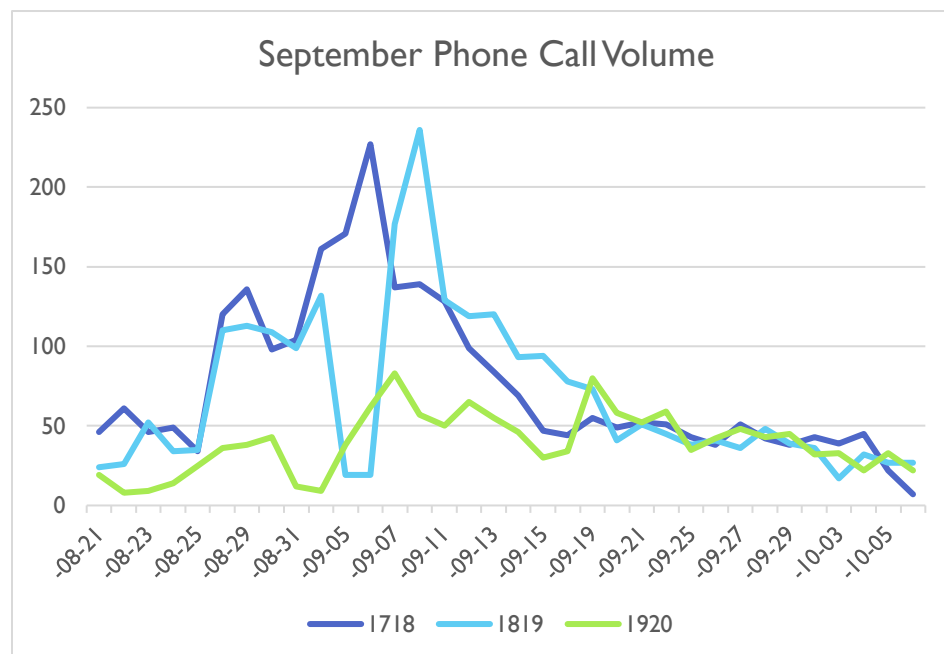


8. Addressing your Issues and Concerns

The consortium collects significant amounts of data as it pertains to the type and number of calls coming into the unit. With this data we can review to see if there are any trends or spikes in any areas that should be given more immediate attention. In the graph below you can see the call volume by grade type during September for the past 5 years. JK, grade 6, and grade 9 spikes are to be expected as they are doorway years to a different transportation policy (grade 6 only for TDSB) Grade 4 spike can be attributed to French Immersion and Gifted programs starting in that year.



By reviewing and addressing concerns we can start to build processes to help minimize those



issues in future years. Almost all call volume each year though seems to be directly tied to the number of bus drivers available to provide service.

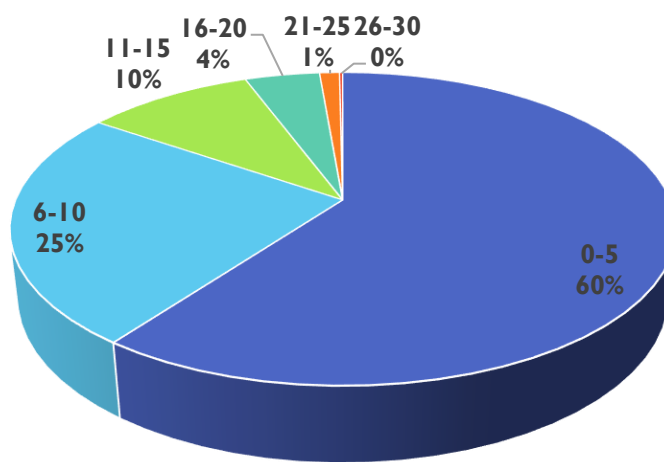
In the graph to the left you can see that call volume was down considerably the first two weeks school before settling into a more consistent pattern from the previous

years.

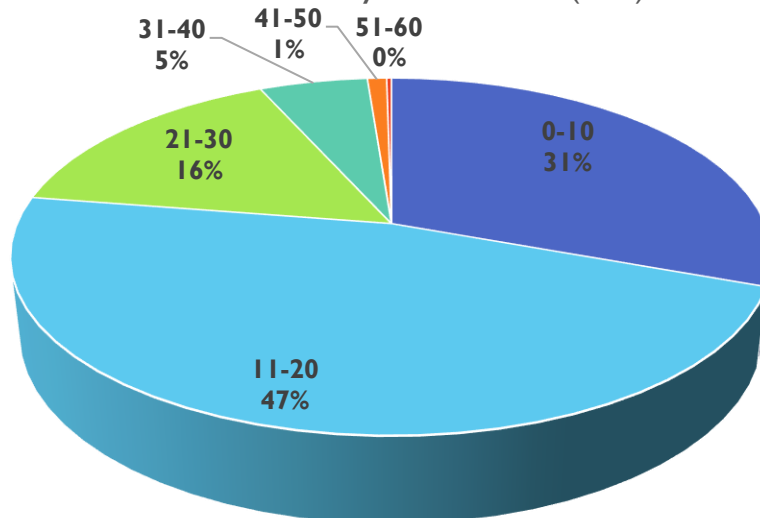
9. Service Level Indicators

As seen earlier in this report, the travel time and distance for students with special needs provides a picture of how services are provided for that group. Although we utilize almost two thirds of our buses to accommodate these students, most students use the large conventional school buses. The ride time and distance for students using this mode of transportation are highlighted below.

Conventional Bus One Way Travel Distance (KM) 2019-2020



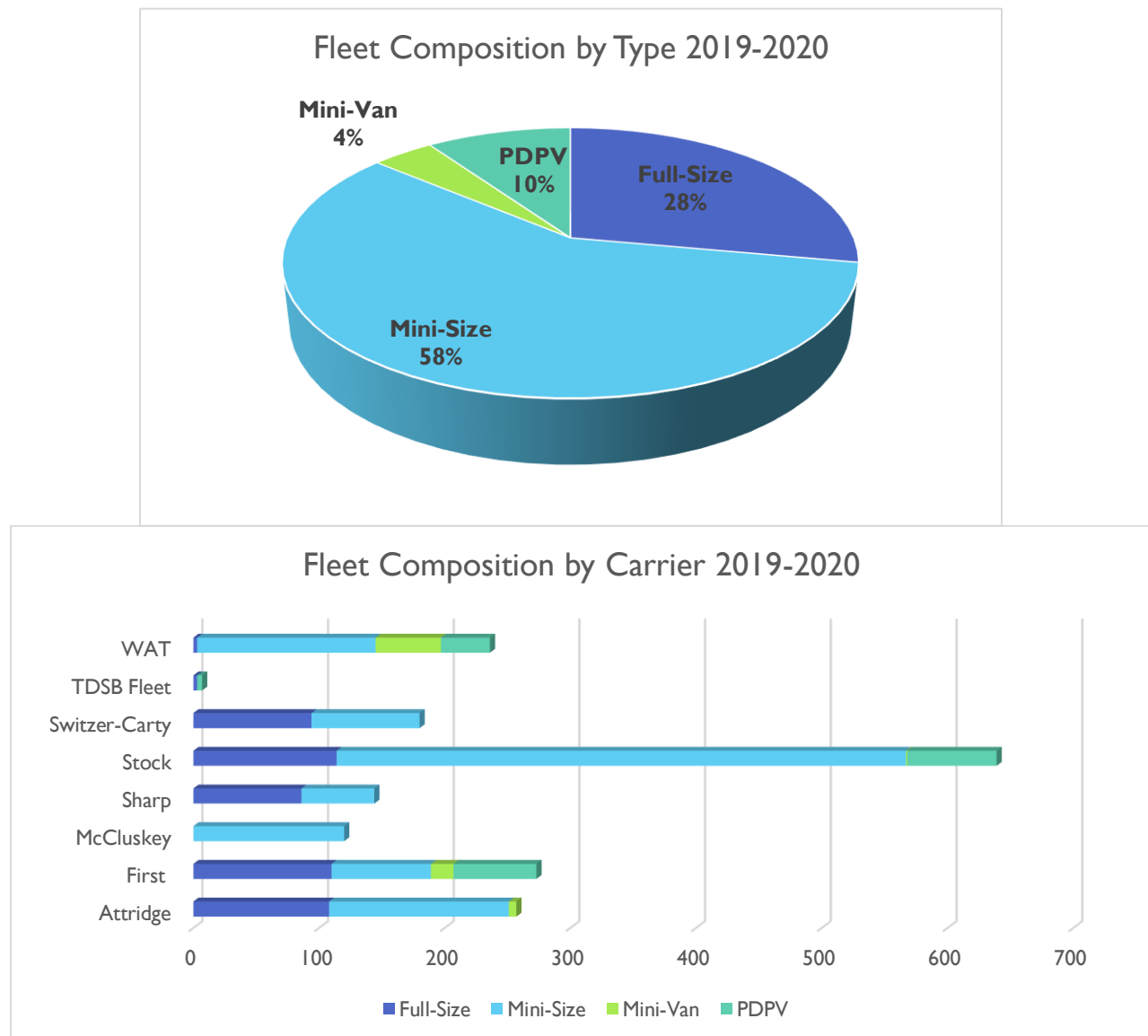
Conventional Bus One Way Travel Time (min) 2019-2020



Operators

The Toronto Student Transportation Group secures transportation through a competitive procurement process. The 2016-2017 school year was the first year of a new contract with a term of six years plus two one-year options. The following chart highlights the number of Operators by division that are providing service for the TSTG in 2019-2020.

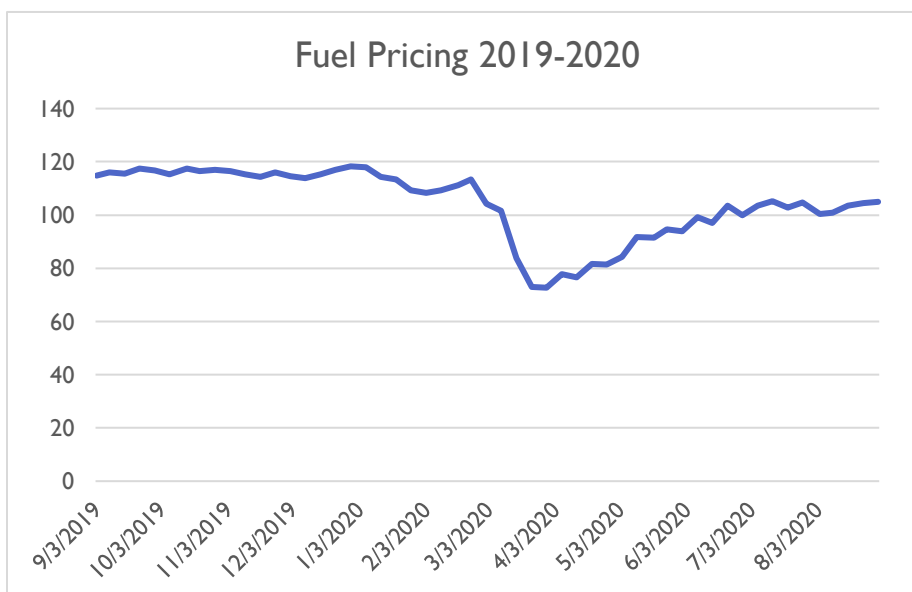
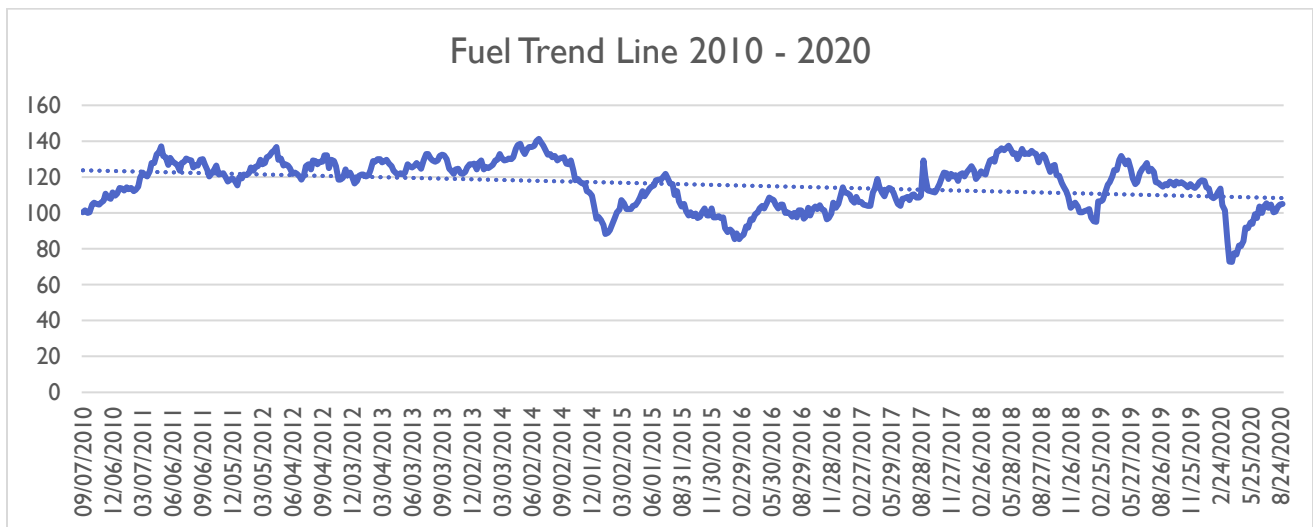
10. Breakdown of contracted fleet



Fuel

One of the most volatile and unpredictable elements to funding transportation services is the costing for fuel. Both gas and diesel type vehicles using various engines with different fuel economy travelling varying distances generate different costs to be funded. Perspective is everything. Looking at fuel trend line for the past ten years it shows a declining fuel trend. If we extended the time frame out over 20 years, we would see an increasing trend line. The following chart highlights the fuel costs over the years.

11. Fuel Trend over the last 10 years



Can you tell when Coronavirus hit North America? Fuel prices started to drop dramatically in early March down to their lowest point in the last 10 years.

Operator KPI

To monitor school bus operator performance a key performance indicator package is submitted by the operators to the Consortium each week. The statistics provide an overview of how well operations are proceeding at each individual division. In cases like below where 'open coverage' is positive, the department is aware of operational deficiencies at the division and can take steps to address the situation.

1. Key Performance Indicators used to track Operator contract compliance and performance.

Open Routes and Open Coverage provide us a snapshot view of our Operators ability to provide the service they have been contracted to provide. Although Open Routes refers to how many routes do not have a permanent driver the Operators are able to use spare drivers, as required by the contract, to cover off routes that are open due to driver illness or on a leave. Open Coverage is indicative of how well an Operator can provide services since it shows how many routes are run without a driver since the spare complement and driver book-off exceed the company's ability to cover the route. Anything positive in this area indicates a concern that the TSTG would need to address with the Operator. In these cases, some options include the removal of bus routes from an operator and/or additional financial penalties to ensure that service is provided as contracted or that the Boards receive remuneration for services that are not rendered.

Items highlighted in Orange and Blue indicated values that fell outside a standard deviation either above or below the average. Consortium staff use the information collected from the 'Key performance Indicators' to work with the carriers to address those concerns or where in a positive situation try to transfer the best practices to those carriers that may have struggled in these particular areas.

Toronto Student Transportation Group, Annual Report (2019-2020)

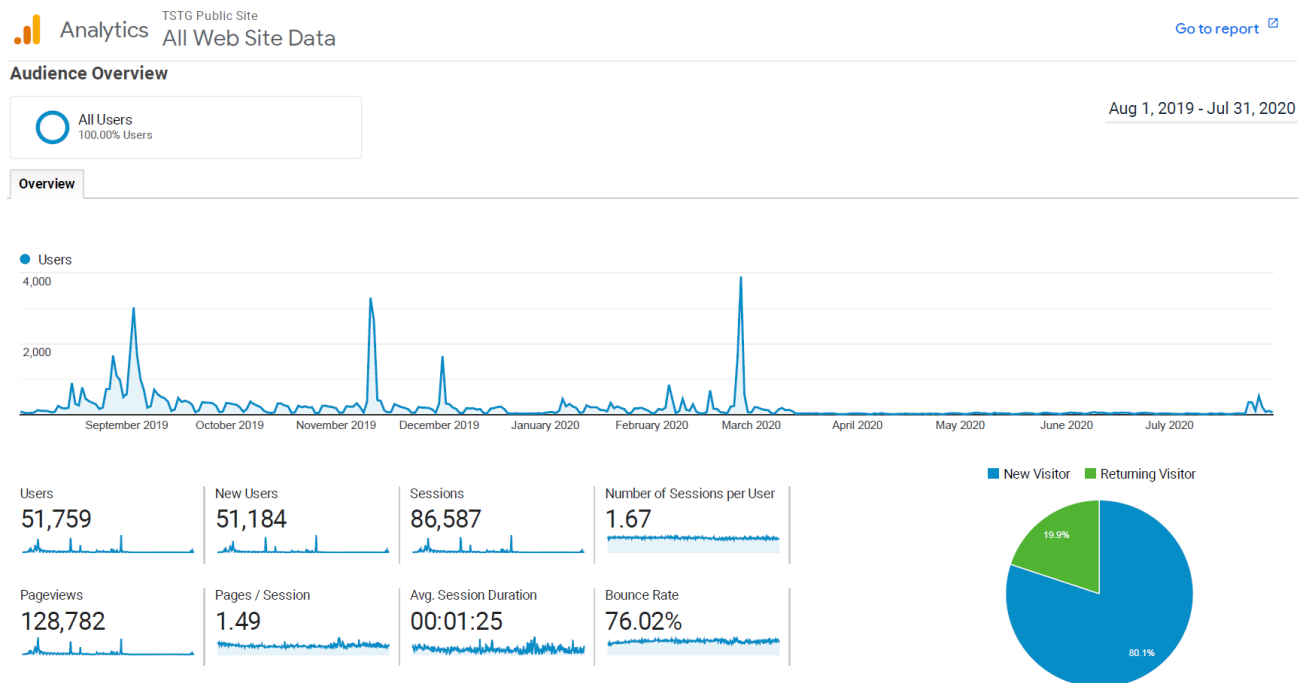


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Weekly Operator Status	FX	AT	MC	SH	SC	SN	ST	SY	SW	TD	FT	WA	Sys Avg
Total Number of Routes Servicing Toronto (AM/PM)	23	256	125	152	253	179	205	5	180	7	246	286	172.2
Total Number of Routes Servicing Toronto (Noon)	0	34	25	0	7	0	5	0	5	0	9	36	11.0
Grand Total Of Routes (Sum of two above)	23	290	150	152	260	179	210	5	185	7	255	322	183.2
Total number of weekly Trips	230	2560	1250	1520	1518	1074	2050	50	1800	70	2460	2860	1564.7
Open Routes - Yellow	0	0	0	2	2	2	6	0	0	0	1	5	1.6
Open Routes - Wheelchair	0	0	0	0	0	0	0	0	0	0	4	0	0.4
Open Routes - Mini Van	0	0	0	0	0	0	0	0	0	0	0	0	0.0
Open Routes - (please specify each individual route below)	0	0	0	2	2	2	6	0	0	0	5	5	2.0
Open Routes (percentage of AM/PM routes)	0.0%	0.0%	0.0%	1.3%	0.8%	1.1%	2.9%	0.0%	0.0%	0.0%	2.0%	1.7%	0.9%
Number of drivers in training this week	2	4	4	7	4	3	4	2	2	0	3	3	3.3
Number of additional licensed drivers this week	0	1	0	2	2	4	2	1	2	0	1	2	1.5
Driver Turnover Accumulated	12	36	9	20	17	30	16	1	29	0	51	40	22.6
Driver Turnover weekly (percentage of am/pm routes)	0.0%	0.0%	0.0%	0.0%	0.0%	1.1%	0.0%	0.0%	0.6%	0%	0.4%	0.0%	
Driver Turnover Accumulated Annual %	0.0%	9.0%	11.4%	0.7%	3.2%	10.5%	4.8%	0.0%	9.0%	5.6%	10.2%	4.5%	0.1
Number of Collisions - Accumulated	2	20	4	14	7	10	16	0	15	2	25	1	
Number of Collisions reported in TRACS	0	0	4	0	1	0	0	0	0	0	0	0	45.5%
Number of Late Routes - Weather/traffic related	1	31	0	34	75	22	15	5	4	4	66	15	24.6
Number of Late Routes - Operational related	0	12	0	15	11	30	50	0	1	0	11	0	11.8
Number of Late Routes - Planning related	0	0	0	0	1	0	0	0	0	1	2	0	0.4
Number of Late Routes - School related	0	0	0	1	0	1	3	0	1	1	5	0	109.1%
Late Routes (as a percentage of am/pm routes)	0.4%	1.7%	0.0%	3.2%	5.7%	4.8%	3.2%	16.7%	0.3%	0.3%	3.2%	0.5%	0.0
Number of Breakdowns - Accumulated	11	55	20	83	436	214	283	0	19	1	188	59	12345.5%
Number of Breakdowns (percentage of am/pm routes)	4.3%	0.0%	1.6%	2.6%	2.0%	0.6%	4.9%	0.0%	0.6%	14%	0.8%	0.0%	0.0
Number of spare drivers	3	11	8	8	11	10	10	2	3	3	10	0	6.9
Number of routes covered by taxi/subcontract	0	0	0	2	0	1	3	0	1	0	0	3	0.9
Number of other available drivers (only days when spare < routes)	0	3	3	0	8	4	0	0	20	0	25	0	5.7
Number of Split Routes Am	0	0	0	4	24	15	19	0	7	0	0	6	6.8
Number of Split Routes Pm	0	0	0	1	25	15	19	0	7	0	0	0	6.1
Total Number of Split Routes	0	0	0	5	49	30	38	0	14	0	0	6	12.9
Number of charters performed with school route buses	0	0	24	9	0	0	0	0	74	34	9	0	13.6
Number of spare vehicles	2	18	14	6	25	18	18	0	19	1	24	29	15.6
Number of book offs (last week total) AM	0	3	3	5	40	43	39	2	25	3	9	6	16.2
Number of book offs (last week total) Noon	0	0	2	0	0	0	0	0	0	0	1	1	0.4
Number of book offs (last week total) PM	0	2	3	2	43	44	40	3	25	2	10	6	1636.4%
Book Offs as a % of total routes	0.0%	0.2%	0.6%	0.3%	5.7%	6.1%	4.9%	15.0%	3.5%	43%	1.0%	0.5%	7.3%
Percentage of Spares (5% contract minimum)	13.0%	4.3%	6.4%	5.3%	4.3%	5.6%	4.9%	40.0%	1.7%	14%	4.1%	0.0%	0.1
Open Coverage	-15	-56	-40	-38	-10	-5	5	-5	-15	-5	-40	19	-1727.3%
1 standard deviation above average													
1 standard deviation below the average													

TSTG

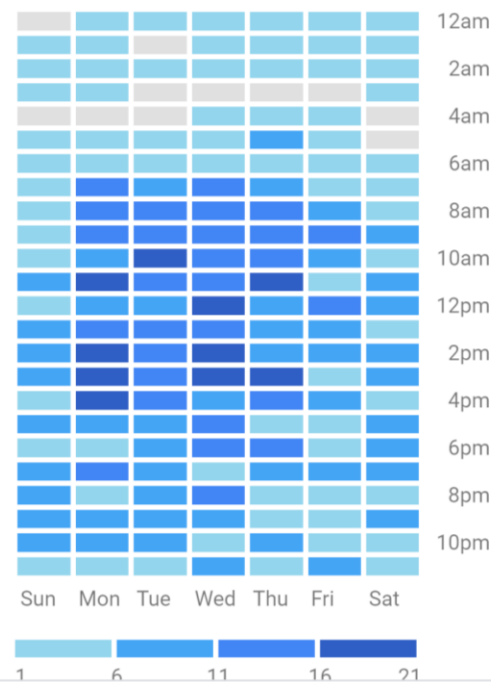
Web Site Visits: Communication is one of the key tools to ensure our stakeholders have accurate and timely information. Spikes in September are historically common as families look for transportation data for their children. Spikes during the winter can likely be identified as inclement weather days and families are reaching out to the website for updates on transportation and whether services are running or not. Surprisingly, eighty percent of visitors to the website are new users. Of primary concern is to ensure that our Operators have the necessary tools and means to minimize school bus delays and as a secondary measure to ensure that we have the communication tools available to notify our communities when those delays are unavoidable.



Based on the data below we have visitors to the Transportation website around the clock. This may be a result of individuals from outside of Canada who are reviewing transportation data. Of significance below is that almost 40% of people are accessing the site via a mobile device so we need to ensure that our website is mobile friendly.

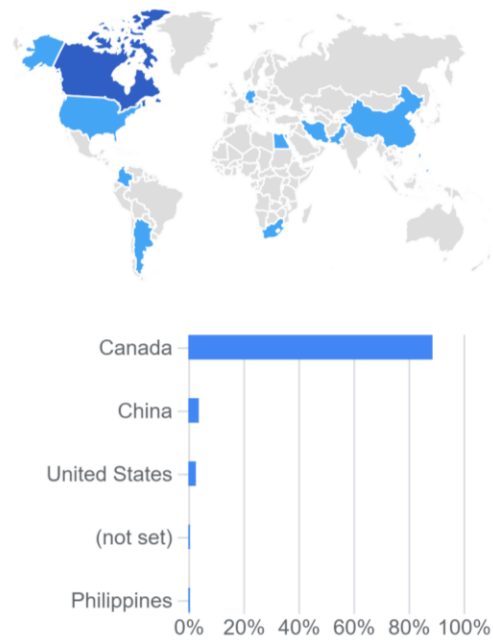
When do your users visit?

Users by time of day



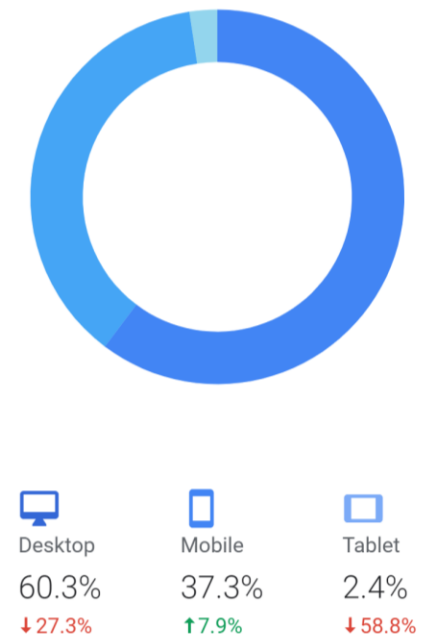
Where are your users?

Sessions by country



What are your top devices?

Sessions by device



Transportation Planning

The transportation-planning unit is responsible for the design and maintenance of the school bus routes. To create an effective and efficient transportation system staff utilize GIS based technology to schedule and move students and buses throughout the City of Toronto. The strategic stratification of bell times in conjunction with the optimization of bus runs lays the foundation to increase the level of service provided to our families while minimizing costs.

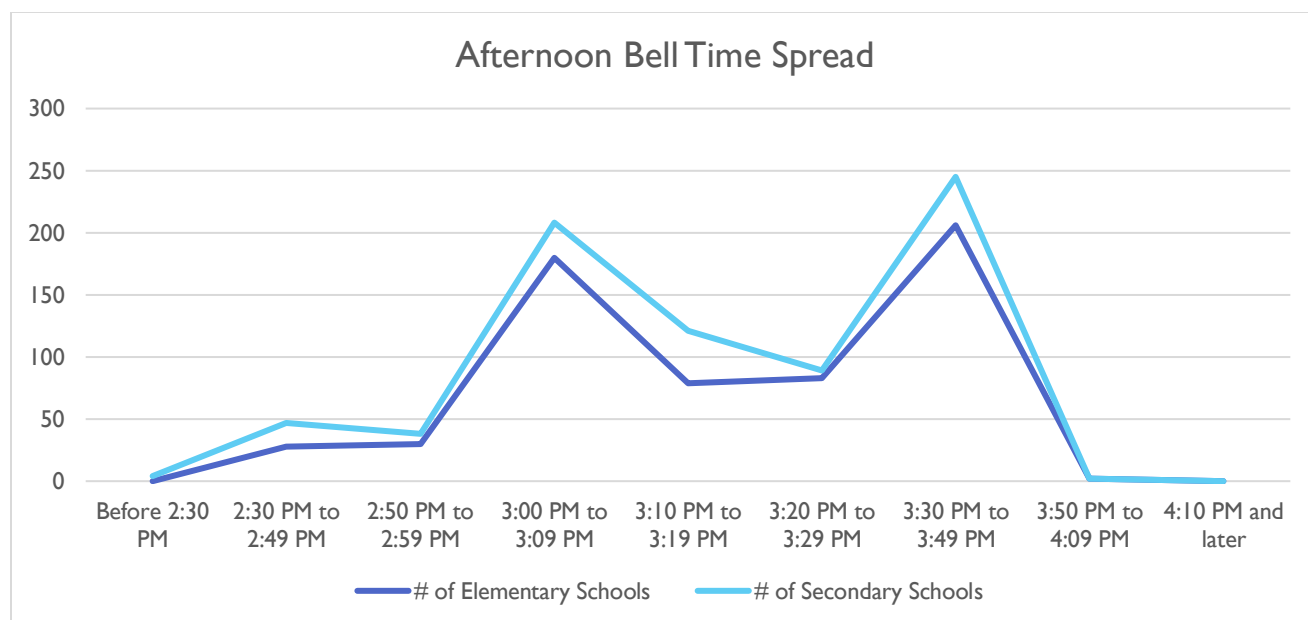
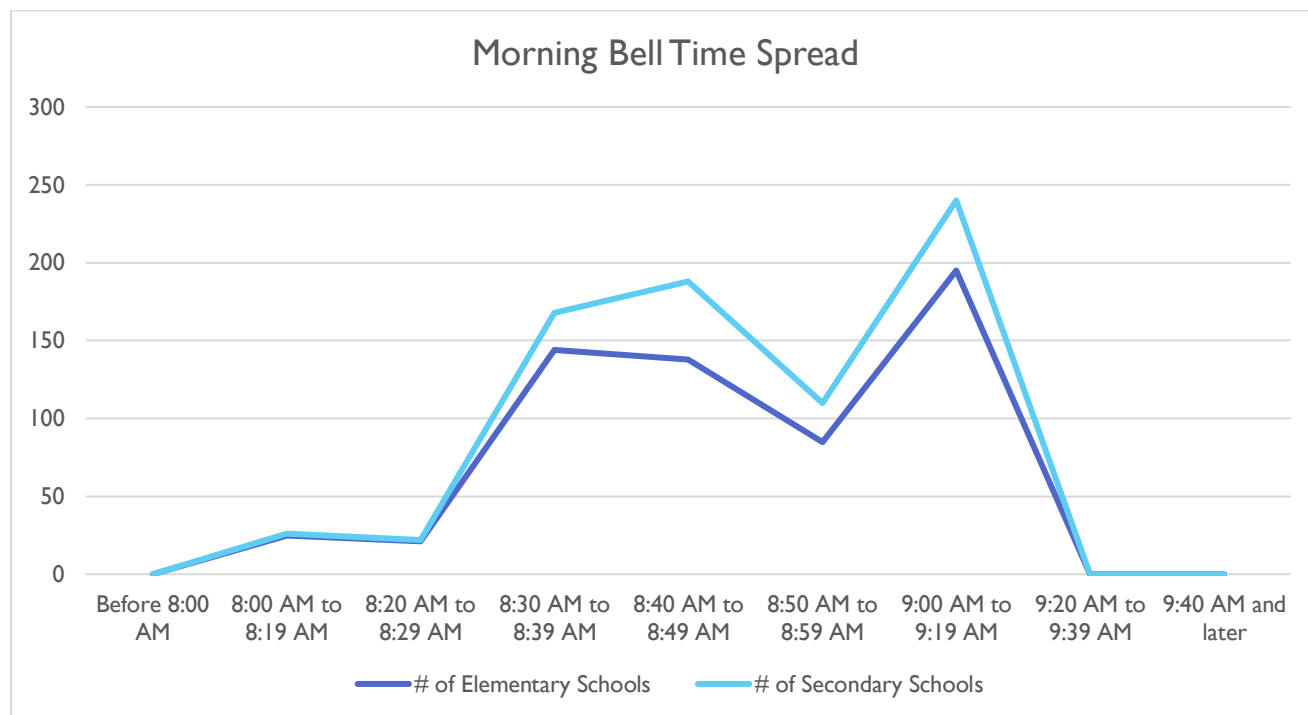
Bell Times

One of the core planning attributes to creating a successful transportation system is the ability to manage and stagger school bell times. The staggering of bell times allows for the coupling of bus runs thereby reducing the number of buses required. The TSTG has input on school bell times, however, the ultimate decision rests with the school/senior management team. A snapshot of bell times highlighted below shows the current am staggering of buses throughout the city. Clearly, strategic staggering of bell times would offer further savings to the Schools Boards as the current times are closely clustered together.

2. Bell time stratification for Toronto schools

AM Range	# of Elementary Schools	# of Secondary Schools	Total	PM Range	# of Elementary Schools	# of Secondary Schools	Total
Before 8:00 AM	0	0	0	Before 2:30 PM	0	4	4
8:00 AM to 8:19 AM	25	1	26	2:30 PM to 2:49 PM	28	19	47
8:20 AM to 8:29 AM	21	1	22	2:50 PM to 2:59 PM	30	8	38
8:30 AM to 8:39 AM	144	24	168	3:00 PM to 3:09 PM	180	28	208
8:40 AM to 8:49 AM	138	50	188	3:10 PM to 3:19 PM	79	42	121
8:50 AM to 8:59 AM	85	25	110	3:20 PM to 3:29 PM	83	6	89
9:00 AM to 9:19 AM	195	45	240	3:30 PM to 3:49 PM	206	39	245
9:20 AM to 9:39 AM	0	0	0	3:50 PM to 4:09 PM	2	0	2
9:40 AM and later	0	0	0	4:10 PM and later	0	0	0
Total # of Schools	608	146	754	Total # of Schools	608	146	754

3. Bell Time Distribution

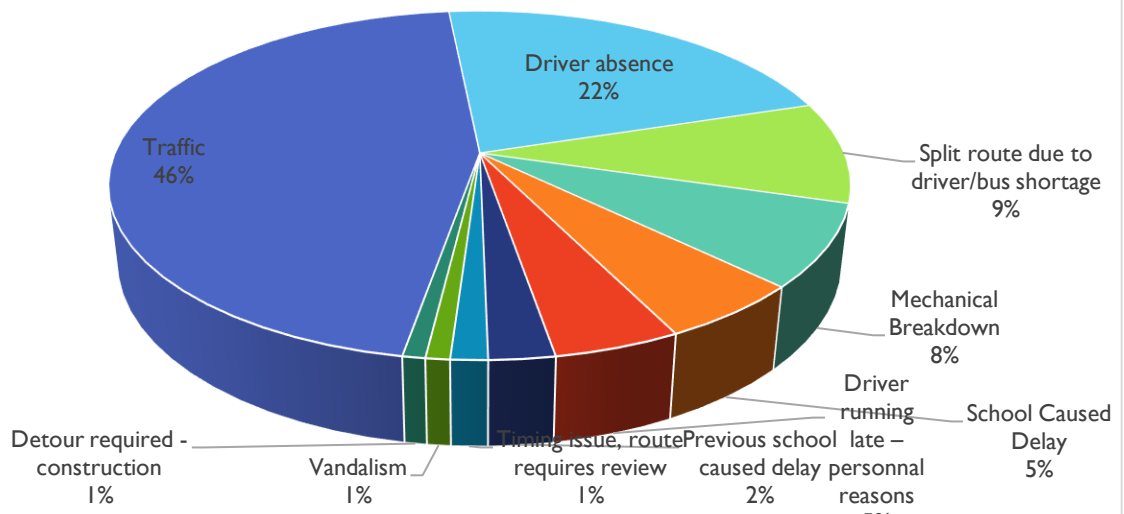


Service Delivery

4. Delay Portal

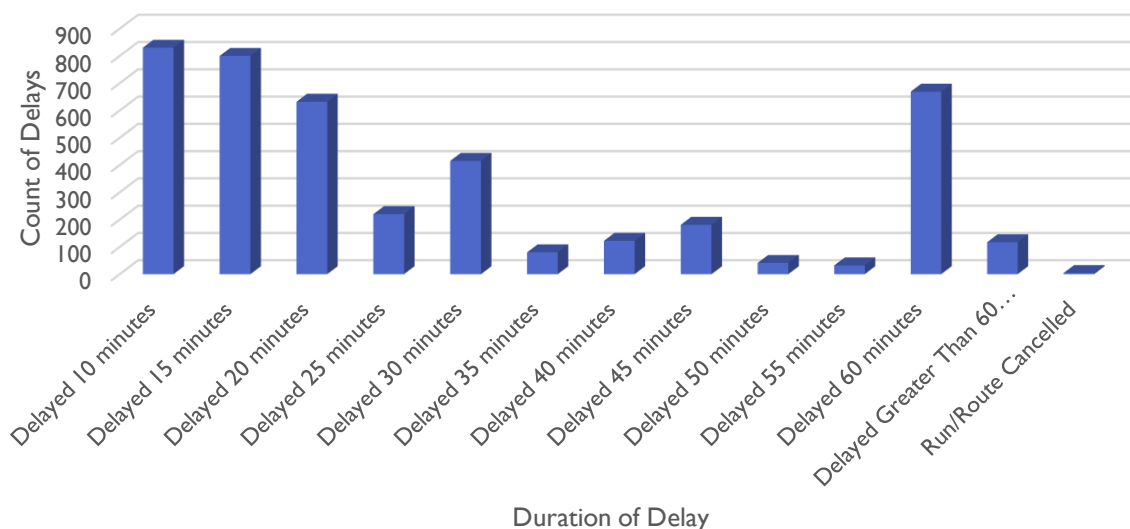
Traffic remains the number one culprit when it comes to school bus delays but operational delays resulting from driver absences, split routes, and mechanical issues remain a concern.

Top Ten Reasons for School Bus Delays September 2019



Although most delays are kept to 30 minutes there was a large number of routes that were delayed up to 60 minutes in September.

Bus Delays in September 2019



Safety

One of the primary conditions for the transportation of students is that they are provided a safe trip to and from school. A dedicated safety officer oversees the deployment of various school bus safety programs, ensures schools and bus operators are following proper school bus safety practices, and audits runs and routes to ensure drivers have the proper qualifications and are following routes as planned.

School Bus Safety Program

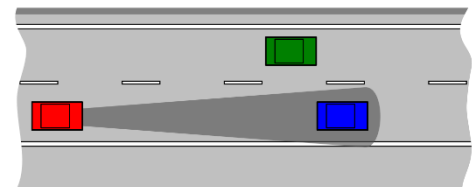


The Toronto Student Transportation Group provides several transportation safety programs to educate our students, families, and the general motoring public. A new program delivered by Intertrain using interactive media to help promote the school bus safety message with our students.

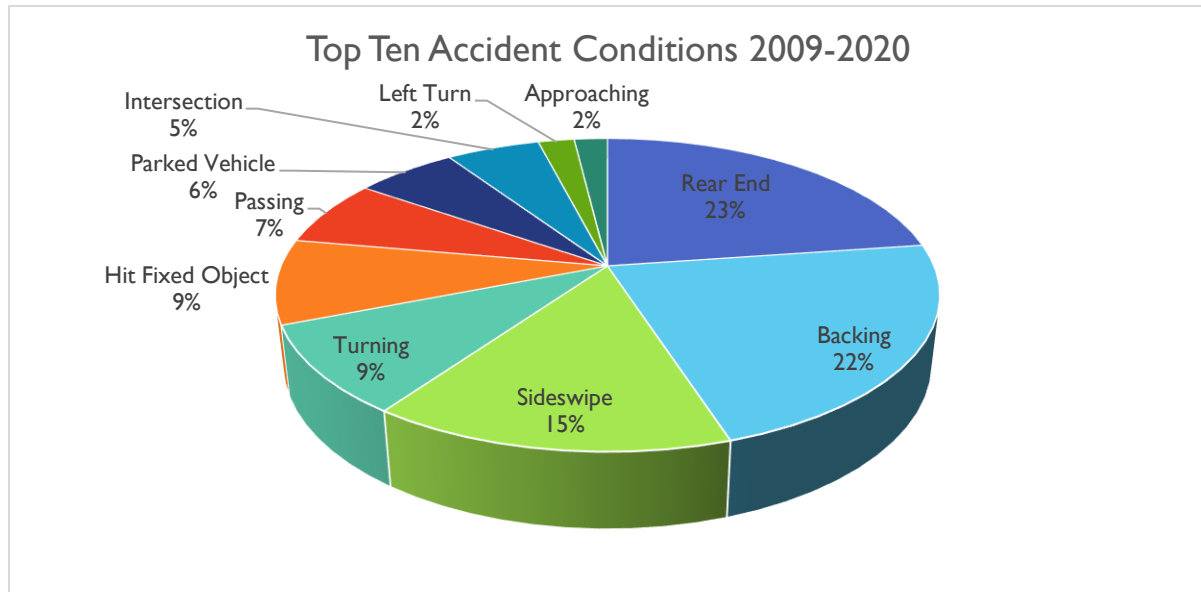
Accident Statistics

School bus accident statistics provide an insight into the type of accidents taking place on the road along with the conditions from which these accidents take place. The reduction of accidents and improving the safety of students in and around the school bus can be achieved through the review of accident statistics.

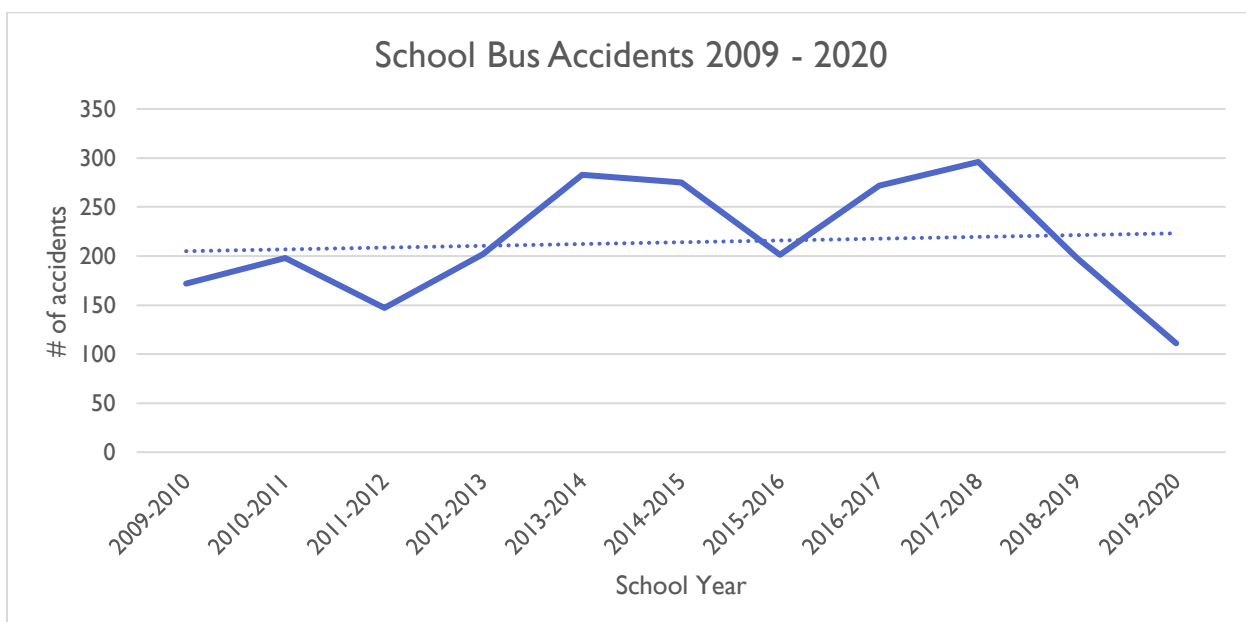
- Based on data highlighted below the trend for school bus accidents is on the rise; however, over the last three years it has seen an up and down variance year over year. The 2019-2020 data is significantly down because of buses only running till the March break before the transportation system was shut down due to Covid-19.
- New school bus technology like collision detection and automated braking systems are designed to further improve the safety of students while riding a school bus.



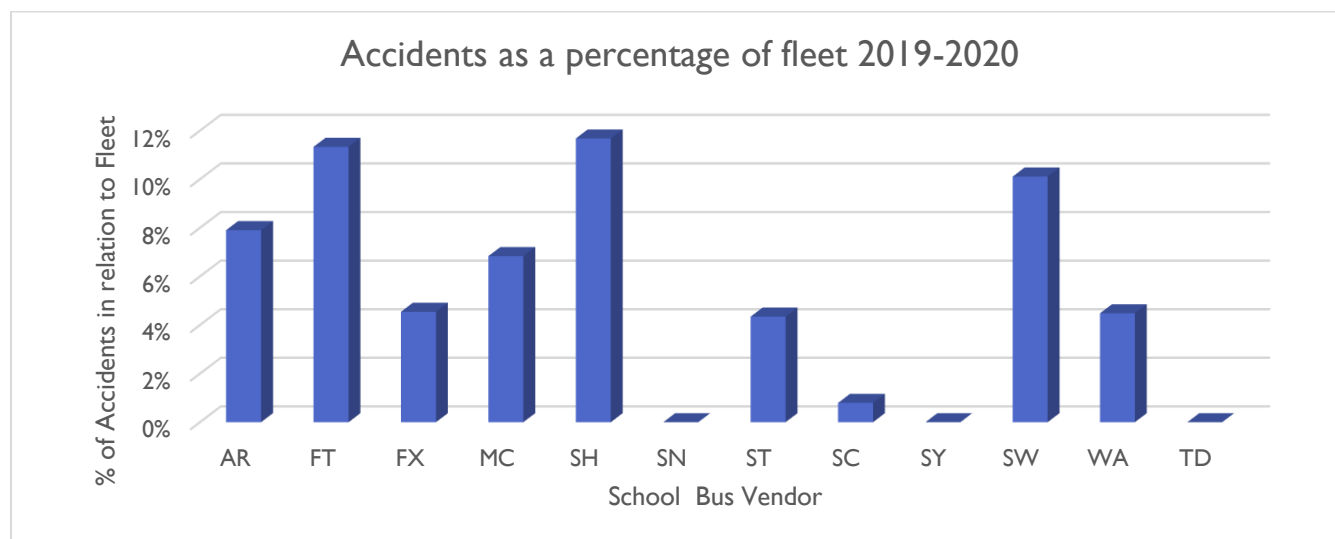
5. Conditions impacting school bus accidents.



6. Year over year summary of accident statistics



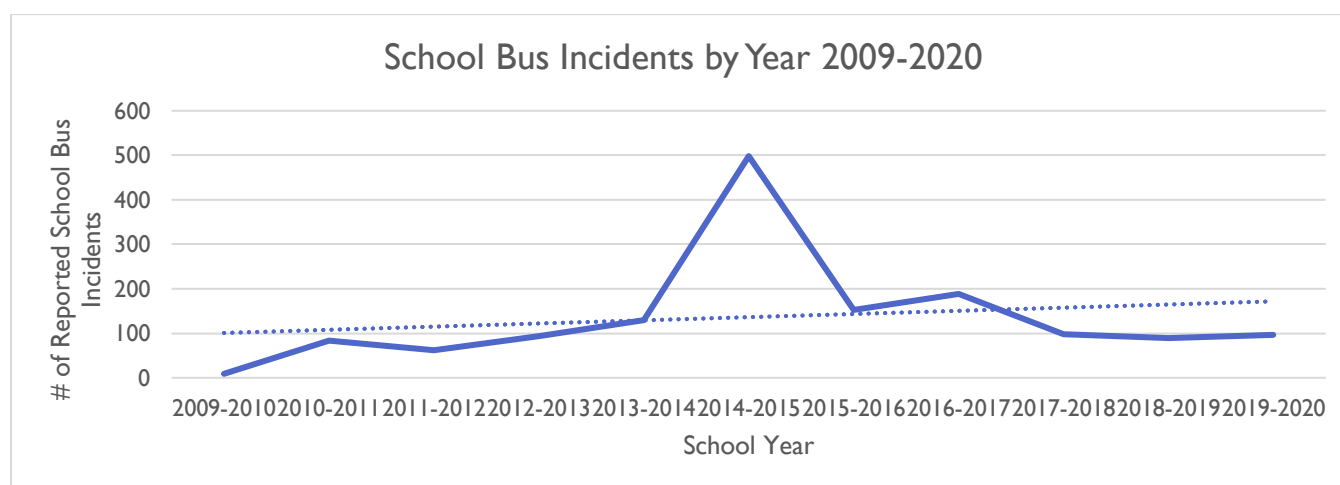
7. Accident Statistics by division



Incidents

In terms of dealing with behavioural or other small incidents on the school bus, a 'pink slip' system is used to communicate these issues to the school Principal so that they can be addressed. If a student continues to misbehave on the bus and they receive multiple pink slips the school Principal may remove the student from transportation for a defined period of time.

When something happens on the bus that is not considered a minor incident then the bus company will document the issue as an incident. This may include several issues including violence, vandalism, or some other act that needs immediate attention. Incidents on the school bus are trending higher as per the graph below and one of the reasons why recruitment of school bus drivers is becoming increasingly harder. Data in the 2014-2015 school year as reported by two carriers has created an anomaly within the dataset. It is likely that all incidents regardless of severity were reported in that year by these two carriers.





REPORT TO

REGULAR BOARD

RESCINDMENT OF VANDALISM POLICY B.M.01

For what does it profit a man, if he should gain the whole world, and lose his soul? Or what will a man give in exchange for his soul?
Matthew 16:26

Created, Draft	First Tabling	Review
March 9, 2021	April 8, 2021	
M. Farrell, Superintendent Environmental Support Services C. Fernandes, Superintendent of Education, Area 4 and Policy Development		
RECOMMENDATION REPORT		

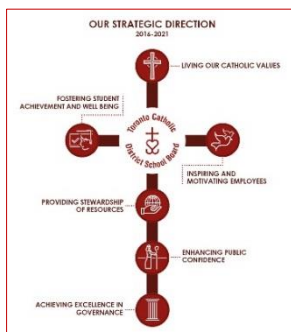
Vision:

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

Mission:

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

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



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

This report recommends the rescindment of the policy B.M. 01 Vandalism as the policy is superseded by current practice and policies.

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

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance and Policy Committee to recommend the rescindment of the Vandalism Policy (H.M.01). New policies and/or regulations have come into effect since its last revision in June of 1986 that address vandalism on TCDSB properties, making this policy redundant.

C. BACKGROUND

1. Policy was last reviewed in June 1986 and has not been amended since that time. Given other developments, the policy is no longer relevant.
2. The developments relate to policies and legislation that have been introduced which have further clarified how vandalism is addressed within school communities. The Suspension and Expulsion Policy S.S.01 and Operational Procedures updated in 2021 addresses process for dealing with vandalism acts committed by students. Legal statutes for mischief and trespass.
3. Under the Education Act section 306(1), a principal may consider suspension of a student for committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
4. The TCDSB Code of Conduct Policy S.S.09 and accompanying guidelines provides a mechanism to address acts of vandalism from all members of the school community. In regulation 9 of the policy, it is stated that the TCDSB will "collaborate with other district school boards, Toronto Police Services and community organizations to provide coordinated prevention and intervention programs and services in support of safe and accepting school communities."
5. To deal with vandalism by persons other than students, the board utilizes a security service to monitor its properties and buildings on a regular basis during non-school hours. This includes responding to reports of vandalism to

property and unauthorized entry. The latter involves the attendance of Toronto Police Services (TPS). Under the boards Video Surveillance Policy B.M. 07, video footage is shared with TPS upon request to further police investigations.

6. This policy appeared on the order paper of the Governance and Policy Committee on April 5, 2021.

D. EVIDENCE/RESEARCH/ANALYSIS

This policy has been reviewed in consultation with staff from the Facilities and Communications Departments, Field Superintendents and Legal Services.

E. IMPLEMENTATION

The policy will be rescinded and removed from the TCDSB policy register.

F. COMMITTEE RECOMMENDATION

The Governance and Policy Committee recommends that the Policy on Vandalism B.M. 01 provided in Report Appendix A, be rescinded.

**B.M.01 Vandalism
Policy**

The Board shall cooperate with the Crown in the prosecution of individuals apprehended in connection with vandalism or theft of school Board property.

BM p 126, 19 Jun 86; BM p 114, Oct 72.



REPORT TO

REGULAR BOARD

B.P.02 PLAQUES FOR NEW SCHOOLS

To him the gatekeeper opens.

The sheep hear his voice, and he calls his own sheep by name and leads them out. John 10:3

Created, Draft

February 24, 2021

First Tabling

April 6, 2021

Review

Shazia Vlahos, Chief of Communications and Government Relations
 Deborah Friesen, Superintendent, Capital Development, Asset Management and Renewal
 Cristina Fernandes, Superintendent of Education, Area 4 and Policy
 Lyn Northey, Sr. Coordinator, Capital Development, Asset Management and Renewal
 Emma Moynihan, Supervisor, Communications and Public Relations

RECOMMENDATION REPORT

Vision:

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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

This report recommends updating the current Plaques for New Schools Policy B.P.02 to ensure a uniform, standard design for new school plaques.

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

B. PURPOSE

To establish guidelines for consistent, cost effective and aesthetically suited plaques to commemorate the opening and blessing of new schools.

This policy outlines the design of the plaques, as well as the material used.

C. BACKGROUND

1. The Plaques for New Schools Policy B.P.02 was first approved in January 1987 and has not been amended since.
2. It has been customary to commemorate the opening of a new building with the creation of a perpetual plaque to be mounted to the interior of the school wall near the front entrance.
3. As plaque content and designs have varied from school to school, there is a need to amend this policy to ensure a cost effective and attractive product at all TCDSB school sites.
4. All new plaques will be consistent with the TCDSB's corporate branding strategy.
5. This policy appeared on the order paper of the Governance and Policy Committee on April 6th, 2021.

D. EVIDENCE/RESEARCH/ANALYSIS

1. A review of existing school plaques took place in Spring 2020. This review found vast inconsistencies between material used, placement of plaques, and content included on plaques.

2. In order to set expectations for school communities and a standard for all TCDSB school plaques, Figure A has been developed to direct plaque content and design.
3. In the year that a school begins operation, a plaque, in a standard form, shall be erected inside the front door. It shall be inscribed with the following information:
 - TCDSB logo
 - Name of school
 - Text: Dedicated to witness, faith, innovation and action through Catholic Education
 - All trustees on the Board, at the time, beginning with the Chair and Vice-Chair
 - Director of Education
 - Year of new school opening
4. The plaque shall remain on display for the lifetime of the school.
5. Plaques must be consistent with the TCDSB's corporate branding strategy, see Figure A for instructions and example.
6. Plaque material of choice will reflect a contemporary and economical option that will be consistent with TCDSB corporate branding.

E. METRICS AND ACCOUNTABILITY

The Communications Department will ensure that all new plaques are consistent with the TCDSB's corporate branding strategy.

A suitable plaque shall be installed in all new schools within construction costs.

F. STAFF RECOMMENDATION

The Governance and Policy Committee recommends the approval of the revised Plaques for New Schools Policy B.P.02 (Appendix A).



POLICY SECTION: BUILDINGS/PLANT/GROUNDS-PLANT

SUB-SECTION:

POLICY NAME: PLAQUES FOR NEW SCHOOLS

POLICY NO: B.P.02

Date Approved:	Date of Next Review: April 2026	Dates of Amendments: <i>BM p 34, 22 Jan 87; BM p 126, 19 Jun 86; BM, 79.</i>
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Purpose:

To establish guidelines for consistent, cost effective and aesthetically suited plaques to commemorate the opening and blessing of new schools.

Scope and Responsibility:

It has been customary to commemorate the opening of a new building with the creation of a perpetual plaque to be mounted to the interior of the school wall near the front entrance. This policy outlines the design of the plaques, as well as the material used, to ensure a cost effective and attractive product at all TCDSB school sites. The Communications Department will ensure that all new plaques are consistent with the TCDSB’s corporate branding strategy.

Alignment with MYSP:

- Living Our Catholic Values
- Enhancing Public Confidence
- Fostering Student Achievement and Well-Being
- Achieving Excellence in Governance
- Providing Stewardship of Resources
- Inspiring and Motivating Employees

Policy:

A suitable plaque shall be installed in all new schools within construction costs.



POLICY SECTION: BUILDINGS/PLANT/GROUNDS-PLANT
SUB-SECTION:
POLICY NAME: PLAQUES FOR NEW SCHOOLS
POLICY NO: B.P.02

Regulations:

1. In the year that a school begins operation, a plaque, in a standard form, shall be erected inside the front door. It shall be inscribed with the following information:
 - a) TCDSB logo
 - b) Name of school
 - c) Text: Dedicated to witness, faith, innovation and action through Catholic Education
 - d) All trustees on the Board, at the time, beginning with the Chair and Vice-Chair ~~and Honorary Treasurer~~
 - e) Director of Education
 - f) Year of new school opening
2. The plaque shall remain on display for the lifetime of the school.
3. Plaques must be consistent with the TCDSB's corporate branding strategy, see Appendix A for instructions and example.
4. Plaque material of choice will reflect a contemporary and economical option that will be consistent with TCDSB corporate branding.

Evaluation and Metrics:

The effectiveness of the policy will be determined by a review and inspection of new school plaques to take place at each new school/facility opening to ensure TCDSB branding has been accurately reflected.

Figure A

In order to remain consistent with TCDSB's corporate branding strategy, plaques shall:



POLICY SECTION: BUILDINGS/PLANT/GROUNDS-PLANT

SUB-SECTION:

POLICY NAME: PLAQUES FOR NEW SCHOOLS

POLICY NO: B.P.02

- Include the TCDSB logo
- Use variations of the font Century Gothic ONLY
- Include School Name
- Include “Opened [month] [year]”
- Include text: Dedicated to witness, faith, innovation and action through Catholic Education
- List all trustees on the Board, at the time, beginning with the Chair and Vice-Chair; and the Director of Education

Content and design should align with the following style:



SCHOOL NAME
CATHOLIC SCHOOL

Dedicated to witness, faith, innovation and action through Catholic Education.

TRUSTEES OF THE BOARD

Joseph Martino, Chair	Nancy Crawford, Vice-Chair
Markus de Domenico	Michael Del Grande
Ida Li Preti	Garry Tanuan
Teresa Lubinski	Norm Di Pasquale
Maria Rizzo	Daniel Di Giorgio
Frank D'Amico	Angela Kennedy
Student Name, Student Trustee	Student Name, Student Trustee

DIRECTOR OF EDUCATION
Brendan Browne

OPENED MONTH + YEAR



REPORT TO

REGULAR BOARD

UPDATE TO DELEGATIONS AND PUBLIC PARTICIPATION POLICY T.14

*For we are His workmanship, created in Christ Jesus for good work, which God prepared beforehand that we should walk in them. **Ephesians 2:10***

Created, Draft	First Tabling	Review
March 2, 2021	April 6, 2021	
Paul Matthews, General Legal Counsel		
RECOMMENDATION REPORT		

Vision:

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Mission:

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Brendan Browne, PhD
Director of Education

D. Koenig
Associate Director
of Academic Affairs

Steve Camacho
Acting Associate Director of
Education
Facilities, Business and
Community Development

A. EXECUTIVE SUMMARY

At the March 2, 2021 of the Governance and Policy Committee, the Committee reviewed changes to the Delegations Policy T.14. The Committee asked staff to make additional revisions to the Policy and to advise the Committee with respect to various issues raised at the meeting.

The draft policy reflects issues raised at the committee and by a trustee who is not a member of the committee. The policy also reflects consideration of the delegation policies of Dufferin-Peel Catholic District Board, Halton Catholic District School Board, Toronto District School Board and Halton District School Board (“Four Comparator Boards”). (See proposed draft policy at Appendix A)

Accompanying this policy is Appendix B, the Delegation Registration Form and Appendix C, the Delegation Quick Facts sheet.

The cumulative staff time required to prepare this report was 10 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance Policy Committee as it recommends policy revision.

C. BACKGROUND

1. This policy was originally drafted in November of 2010. The policy was last revised in August of 2016.
2. At the March 2, 2021 Governance and Policy Committee, the Committee reviewed a version of the policy (See Appendix B) and asked that there be several revisions and raised issues on various topics within the policy. The revised proposed draft policy is included at Appendix A
3. At the April 6, 2021 Governance and Policy Committee meeting additional revisions were request to be made as well as the consideration of previous suggestions.

D. EVIDENCE

This proposed policy is a complete revision of the existing policy and is submitted in consultation with the Director of Education and General Legal Counsel.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by the Director, with the support of Legal Services.
2. Recommended changes to the draft policy include:
 - (i) Requiring all prospective delegates to submit their request to delegate two (2) business days before the meeting. Four Comparator Boards all require that requests to delegate be submitted in advance ranging from two (2) days to seven (7) days before the meeting.
 - (ii) This draft policy, consistent with all Four Comparator Boards, gives the Chair of the Board and/or Committee and the Director of Education the right to refuse a request to delegate to ensure compliance with Federal and Ontario law and Board policy. Three of the Four Comparator Boards have a similar rule.
 - (iii) The Board's current policy permits up to ten (10) delegates per meeting. Three of the Four Comparator Boards restrict the number to 5 or 6 delegations per meeting. The draft policy proposes to limit the number of delegates to seven, which can be increased by a 2/3 vote of all Trustees eligible to vote.
 - (iv) The draft policy proposes that the Chair of the Board or Committee and the Director of Education be given broad discretion to refuse a staff members' request to delegate for reasons including, that the subject matter is relevant to the staff member's employment or professional interest. All Four Comparator Boards have a similar rule.
 - (v) To protect the legal and reputational interest of the Board, this policy proposes that all delegates must submit a written copy of their deputation at the time of registering to delegate. Assistance will be

provided by the Recording Secretary's Office, for perspective delegates who require assistance in submitting the deputation in writing. One of Four Comparator Boards has a similar rule.

F. IMPLEMENTATION

When finalized by the Committee, this policy will be presented to the Board of Trustees for its consideration and approval.

G. COMMITTEE RECOMMENDATION

The Governance and Policy Committee recommends that the Committee adopt the draft policy attached at Appendix A, Appendix B, The Delegation Registration Form and Appendix C, The Delegation Quick Facts Sheet.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

Date Approved: November 10, 2010 - Board	Date of Next Review: January 2026	Dates of Amendments: November 24, 2011 – Board December 13, 2012 – Board August 25, 2016 – Board
Cross References: TCDSB Code of Conduct Policy, S.S.09 TCDSB Operating By-Law Number 175 <i>Ontario Human Rights Code</i> <i>Canadian Charter of Rights and Freedoms</i>		
Appendix A – Delegation Registration Form Appendix B – Delegation Registration Quick Fact Sheet		

Purpose:

This Policy affirms and promotes the process by which students, parents and community members can present their views and concerns consistent with Catholic Values to the Trustees of the Toronto Catholic District School Board.

Scope and Responsibility:

The policy applies to students, parents and community members making deputations to the Board or its committees, including public Statutory Committees, Standing Committees, Ad-Hoc Committees and Sub-Committees (“Committee(s)”) in accordance with the TCDSB By-Law **Number 175**. The Director of Education, with the assistance of the Recording Secretary, is responsible for this policy.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

Alignment with MYSP:

Living Our Catholic values

Enhancing Public Confidence

Achieving Excellence in Governance

Policy:

The TCDSB is committed to advocacy for students, parents and communities. In recognition of the need to hear the concerns of the TCDSB community and of individuals to have a voice in the decision-making process, delegates may be heard at meetings of the Board of Trustees or Committees, as stipulated in, and limited by, the regulations outlined below. This policy is subject to and will be interpreted in accordance with TCDSB By-Law Number 175, as amended from time to time.

Regulations:

Appropriate Forums for Delegations

1. Given the division of work between Board meetings and Committee meetings, delegates will be accepted at the discretion of the Director and Chair of the Board at Regular or Special Board meetings only if either of the criteria below are met:
 - (i) In exceptional circumstances; or
 - (ii) If the matter is deemed to be time sensitive.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

2. Delegates may be heard at public Committees of the Board on an item on the agenda or concerning matters within the Committee's terms of reference. The topic of deputation will determine at which Committee the delegate will be heard. The Director of Education, in consultation with the Committee's Chair, retains discretion to reasonably determine whether or not a deputation will be received.
3. Delegates may be the subject of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff. (By-Law Section 10.9.11)
4. If any delegate requires assistance to submit their request to delegate, they should contact the Recording Secretary's Office. Any delegate who is suffering under a disability will be accommodated by being provided assistance to submit their request to delegate.

Submitting a Request to Delegate

5. No one may display signs or placards, applaud, or debate those who are making deputations or engage in other conversations or other behaviours that may disrupt the meeting.
6. The local Trustee will be notified if a delegate registers to make a deputation on a subject matter that is Ward specific.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

7. Potential delegates shall submit a Delegation Request Form to the Recording Secretary's Office no later than noon, two (2) business days preceding the meeting at which the individual or group intends to delegate.

If the meeting is on:	The Delegation Request Form <u>MUST</u> be submitted by:
Monday	Thursday at noon
Tuesday	Friday at noon
Wednesday	Monday at noon
Thursday	Tuesday at noon
Friday	Wednesday at noon

8. All delegates must submit a written copy of their deputation to the Recording Secretary's Office with the Delegation Request Form two (2) business days preceding the meeting at which the individual or group intends to delegate.
9. If a delegate requires accommodation to submit their request, they should contact the Recording Secretary's Office for assistance.
10. Any delegate who wishes to make their deputation by electronic means rather than in person, should contact the Recording Secretary's Office.
11. A deputation may be made on a topic only once to the Board or any Committee within a 12-month period, unless the subject matter of the delegation has changed substantially since the prior deputation was made.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

12. A delegate may request that their deputation be made to the Board of Trustees or a Committee of the Board in private session if the matter involves the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a pupil of his or her parent or guardian.

Delegation Requirements

13. Any visual or written presentation or materials a delegate intends to provide or project on screen during the deputation must be provided to the Recording Secretary of the Board. The Board reserves the right to accept, reject or modify such materials, which notice of same provided to the delegate at least 24 hours before the meeting. Personal or private information included in the delegate's materials will be removed.
14. A Delegate may only speak once at a particular meeting.
15. There may be up to a maximum of seven (7) deputations per meeting.
16. Delegates and their topic of deputation will be listed on the agenda of the meeting. Private information shall not be included.
17. Delegates will:
 - (i) present concerns in a positive and constructive manner;
 - (ii) maintain a level of decorum which will allow meetings to proceed effectively; and
 - (iii) refrain from the use of abusive or derogatory language.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

18. Delegates are not permitted to:
- (i) make negative or derogatory personal references, or
 - (ii) cross debate with other delegates, staff or Trustees of the Board.
19. During a deputation, should the delegate use offensive language or the name/title/position of any person in a negative, critical, or derogatory fashion, directly or indirectly, the Chair of the meeting shall advise the delegate to cease using offensive language or refrain from negative or derogatory personal references. Should derogatory language or personal references continue to be made, the Chair has the authority to stop the delegate from proceeding.
20. The Board may decide to move a public deputation to a private session. During a deputation in a private session of a regular or special Board meeting or Committee meeting, should a situation arise where a delegate intends to refer to someone in a negative way then the following will apply:
- (i) Delegates intending to use the name/title/position of any person in a negative or critical fashion must indicate this intention at the time of registration and prior to presenting. The delegate will be required to address the Committee or Board in private session.
 - (ii) The Board shall inform staff if a delegate intends to speak about them at a Committee or Board meeting, in a negative or critical fashion. The staff member has the right to be present during the deputation and be represented by the agent of their choice.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

21. The Chair of the meeting may expel or exclude a delegate from the meeting should they engage in conduct contrary to the TCDSB Code of Conduct or Respectful Workplace Guidelines, or fail to comply with this Policy.
22. The Chair of the Board or Committee and the Director of Education reserves the right to refuse any delegation request to ensure compliance with applicable law including, but not limited to, the *Ontario Human Rights Code*, the *Canadian Charter of Rights and Freedoms* and relevant privacy law. A person who is denied a request to delegate will be provided a written reason for the denial.
23. Commercial enterprises are prohibited from delegating before the Board of Trustees or a Committee of the Board for the purpose of promoting their product or service.
24. Board and some Committee meetings are recorded and broadcast live. The recording is retained as a public record of the proceedings. Delegates that are part of recorded proceedings are so advised and consent to being recorded.
25. At the conclusion of the deputation the Chair will advise the delegate as to how the matter will proceed. Where an item has been referred to staff, staff will communicate follow-up actions to the delegate.

Delegations by Staff

26. Employees of the Board or representatives of employees are not permitted to delegate to the Board or Committee:



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

- (i) to express their views relative to their employment or professional interest;
- (ii) is a matter dealt with by the employee's professional association or under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provision of such Collective Agreement;
- (iii) a request for delegation from staff, regardless of topic, will be considered and may be accepted solely in the discretion of the Board or Committee in consultation with the Director of Education.

27. Delegates who are TCDSB employees shall disclose this information at the time of registering to delegate and at the beginning of their deputation.

Time Allotted for Delegation

28. The length of time allotted for a delegate speaking to the Board of Trustees or a Committee of the Board will be up to a maximum of three (3) minutes, which includes the delegate's response.

29. The delegation period shall be limited to a maximum of 60 minutes. The maximum time limit may be amended by a 2/3 vote of all members of the Board or Committee eligible to vote.

30. A Trustee may ask questions of the delegate for a maximum of 3 minutes.

31. Questions asked by Trustees are limited to clarifying questions only. No questions of staff are permitted.



POLICY SECTION: TRUSTEES
SUB-SECTION:
POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION
POLICY NO: T.14

Definitions:

Delegate

A delegate may include:

- (1) an individual speaking on his or her own behalf;
- (2) an official representative of a TCDSB committee;
- (3) an official representative of student government; or
- (4) a spokesperson for another group or organization.

Deputation

A formal talk made to the whole Board or Committee in a public or private session of the Board or Committee relating to a specific issue or concern.

Evaluation and Metrics:

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

Trustees and the Director shall review the process of delegation every three (3) years to ensure that it was fair, equitable and supported the goals of the TCDSB the Multi Year Strategic Plan.



**DELEGATION REGISTRATION FORM FOR
BOARD, STANDING OR OTHER COMMITTEES**

For Board Use Only

Delegation No:

- ☐ Public Session
☐ Private Session
☐ Three (3) Minutes

PLEASE BE ADVISED THAT ALL BOARD AND SOME STANDING COMMITTEE MEETINGS **MAY BE RECORDED**

DELEGATE CONTACT INFORMATION

Full Name: _____

Email: _____

Address: _____

Postal Code: _____

Telephone: _____

DEPUTATION INFORMATION

1. Please select the applicable Board, Standing, Statutory, Sub or Ad Hoc Committee at which you are requesting to depute
2. Please select if you wish to Delegate by electronic means
3. If you require assistance from the Recording Secretary Office please select assistance required and phone the Recording Secretary Office at 416-222-8282 ext 2293.
4. Please select if you wish to make your deputation in private session because the matter involves the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a pupil of his or her parent or guardian.

<input type="checkbox"/> Audit	<input type="checkbox"/> Budget	<input type="checkbox"/> By-Laws	<input type="checkbox"/> Catholic Education and Living our Catholic Values
<input type="checkbox"/> Corporate Services Strategic Planning and Property	<input type="checkbox"/> Governance and Policy	<input type="checkbox"/> Labour Relations	<input type="checkbox"/> Political Action
<input type="checkbox"/> Regular/Special Board	<input type="checkbox"/> SEAC	<input type="checkbox"/> Student Achievement and Well-Being Catholic Education Human Resources	
<input type="checkbox"/> Electronic Deputation	<input type="checkbox"/> Assistance Required. <i>Please contact Recording Secretary Office at 416-222-8282 ext. 2293</i>	<input type="checkbox"/> Private Deputation Requested	

Date of ~~Presentation~~ Deputation: _____

Topic of ~~Presentation~~ Deputation: _____

Topic or Key Issue(s):

~~Details~~ Brief Summary of the Topic of Deputation:

Action Requested:

SELECT ONE:

- ☐ I am here as a delegation to speak only on my own behalf.

☐ I am an official representative of the Catholic School Parent Council (CSPC).
School _____ Position _____

☐ I am an official representative of student government.
School _____ Position _____

☐ I am here as a spokesperson for another group or organization.
Name of group _____

☐ **I am an employee of the Board.**

Note: Any visual or written presentation or material a delegate intends to provide or project on screen during the deputation must be provided 72 hours in advance of the meeting to the Recording Secretary of the Board at delegations@tcdsb.org

Delegates are expected to be respectful and will present concerns in a positive and constructive manner, and maintain a level of decorum which will allow meetings proceed effectively.

By signing this Form, I accept that I have read, understand and agree to comply with the rules for Delegations as per the TCDSB Delegations **and Public Participation** Policy T.14.

Signature_____

Submission Date_____

Please remember to save your completed form to your computer before submitting.

Submit

DELEGATION REGISTRATION QUICK FACT SHEET

1. All delegates must register with the Recording Secretary of the Board no later than **12:00 p.m. two (2) business days preceding the meeting at which the individual or group intends to delegate by submitting the Delegation Registration Form. (See chart below)**
2. Any visual or written presentation or material a delegate intends to provide or project on screen during the deputation must be provided **48** hours in advance of the meeting to the Recording Secretary of the Board. The Board reserves the right to accept, reject or modify such materials, with notice of same provided to the delegate at least 24 hours before the meeting.
3. A delegate who has already made a deputation on a specific matter or topic may not be permitted to delegate again on the same matter **within a twelve (12) month period**, without the permission of the Chair of the Committee in consultation with the Director.
4. Delegates who are TCDSB employees must disclose this information at the time of registration and at the beginning of their deputation. Delegates may not be received from employees on matters over which their union, **collective agreement** or association has exclusive jurisdiction. **A request for delegation from staff, regardless of topic, will be considered and may be accepted solely in the discretion of the Board or Committee in consultation with the Director of Education.**
5. The public session of Board and Special Board meetings are recorded and broadcast live. The recording is retained as a public record of the proceedings. Other Committees may be recorded. Delegates that are part of recorded proceedings are so advised and consent to being recorded.
6. Delegates will present concerns in a positive and constructive manner and will refrain from the use of abusive or derogatory language. Should a delegate use abusive or derogatory language, the deputation will be immediately halted.
7. If a Delegate is unable to participate at a meeting but wishes to have their deputation received and considered by the Board, a written submission can be emailed to the Recording Secretary no later than 12:00pm, two (2) business days before the day of the meeting for distribution.
8. Following completion of a delegate's deputation, Trustees may ask questions so that they fully understand the concerns/ideas expressed.
9. Those wishing to make a deputation can obtain further information and details on the [Delegation And Public Participation Policy T.14](#) by contacting the Recording Secretary at 416-222-8282 ext. 2293, delegations@tcdsb.org, or by visiting the TCDSB portal site at www.tcdsb.org.

If the meeting is on a:	The Delegation Request Form <u>MUST</u> be submitted by:
Monday	Thursday at noon
Tuesday	Friday at noon
Wednesday	Monday at noon
Thursday	Tuesday at noon
Friday	Wednesday at noon



REPORT TO

REGULAR BOARD

CAPITAL PRIORITIES CRITERIA 2021-2022 (ALL WARDS)

According to the grace of God given to me, like a skilled master builder I laid a foundation, and someone else is building on it. Each builder must choose with care how to build on it. 1 Corinthians 3:10.

Created, Draft	First Tabling	Review
April 1, 2021	April 22, 2021	Click here to enter a date.

J. Howley, Sr. Manager, Planning & Accountability
 B. Leporati, Sr. Coordinator, Planning Services
 M. Loberto, Superintendent, Planning and Development Services
 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 March 24, 2021, the Ministry of Education announced the 2021-2022 Capital Priorities Program (CPP). The CPP provides school boards with the opportunity to identify and address their most urgent pupil accommodation needs, including accommodation pressures, replacing schools in poor condition, and creating childcare spaces in schools. School boards can submit their ten most urgent capital priority needs projects for funding consideration, with a May 21, 2021 submission deadline for all capital funding requests.

Given the criteria parameters set out by the Ministry of Education, staff are confident that the criteria in this report will provide an evaluation scheme by which the top ten priorities will be appropriately identified.

As such, staff recommend that the matrix below be applied in the identification of capital projects to be submitted to the Ministry of Education:

	Criteria	Weight
1	Partnership Opportunities	15%
2	Capacity - Amount of Portables in use	15%
3	Capacity - 2024-2025 Utilization Rate	20%
4	Capacity – Lack of space at nearby schools	15%
5	Property/Lot Size	5%
6	Facility Condition Index	15%
7	Previous Completed Pupil Accommodation Review	15%
	Total	100%

Following the application of the approved matrix to all TCDSB schools, a further report will be prepared for consideration at the May 13, 2021 Corporates Services Committee meeting, identifying the ten priority capital projects to be submitted to the Ministry for funding consideration.

The cumulative staff time required to prepare this report was 8 hours.

B. BACKGROUND

1. *In letters dated March 31, 2020, and October 20, 2020, the Ministry of Education announced the approval of Capital Projects arising from a detailed review of business cases that were submitted under the previous*

Capital Priorities process on September 30, 2019. The TCDSB received funding approval to support the replacement of Bishop Allen Academy, the construction of both a new elementary and secondary school in central Etobicoke, and an addition/retrofit of Loretto Abbey.

2. ***On March 24, 2021, Ministry of Education Memorandum 2021: B05 was released, which announced the launch of 2021-22 Capital Priorities Program, including Child Care Capital Funding (Appendix ‘A’).*** Similar to previous iterations of the Capital Priorities Program (CPP), funding for Capital Priorities projects will be allocated on a business case basis for new schools, retrofits, and additions to be completed by the 2024-2025 school year. School boards are also encouraged to identify opportunities to work together on joint-use school project submissions.
3. ***The memo indicates that the Ministry encourages school boards to pursue opportunities to explore new, innovative ways of thinking about school construction including “vertical schools”.*** Staff have contacted Ministry Capital Analysts to arrange a meeting to discuss the parameters around this type of submission and to gain a better understanding of the priority level that would be afforded a project of this nature. This initial conversation will assist in the preparation of business cases.
4. ***School boards are required to identify their ten highest and most urgent Capital Priorities and submit the associated business cases by May 21, 2021.*** It is recommended that the criteria used to determine the ten highest and most urgent capital priorities remain consistent with previous year’s submissions. The proposed criteria supports the Ministry objectives identified in the aforementioned memoranda.
5. ***The criteria listed in this report are essentially the same criteria and relative weightings as has been used in previous capital priority submissions.*** Only two criteria have been removed or changed. The first was a criteria based on if a school was using a leased property. Since no schools at TCDSB are currently using a leased property to operate, this criteria was removed and the remaining items were distributed proportionally. Second, weighting for previous Completed Pupil Accommodation Review was reduced from 23% to 15% as only one school fits into this criteria. Furthermore, the criteria matrix has been presented in percentage terms to make it easier to understand.

6. ***As part of the CPP announcement, the Ministry advised that based on recommendations from the LEAN Review of the Capital Approval Process to enhance efficiencies, school boards will have the option to submit a space plan template for ministry approval as part of the funding request for new school build projects.*** This approval step was previously undertaken *after* funding approval was granted. In addition, school boards are still encouraged to standardize the design of new school construction, and identify modular construction methods for any of their project submissions.
7. ***The Ministry memorandum identifies four key eligibility considerations for projects to be considered for CPP funding.*** Projects eligible for funding consideration as part of the CPP must meet one or more of the following category descriptions

Accommodation Pressure	Assessments will be based on <i>capacity, historical and projected enrolment trends, and geographic distribution of students</i> , as well as the amount of <i>portables</i> .
School Consolidations and Facility Condition.	<i>School Consolidations can only be applied to projects recommended through a completed Pupil Accommodation Review.</i> Assessments will be based on the projected operating and renewal savings and the removal of renewal backlog relative to the project cost. These projects may also provide benefits such as improved program offerings, accessibility or energy. Projects will be considered if the renewal needs exceed the cost of constructing a new facility of a similar size.
French-language Accommodation	Assessments will be based on demographics demonstrating the need for French-language facilities not already serviced by the existing French-language school Board's facilities.

8. ***The memorandum also specifies the types of projects that will not be considered for CPP funding.*** Submissions matching the descriptions below will not be considered for CPP funding purposes
- Projects addressing an accommodation pressure as a result of a specialized or alternative program such as French Immersion;
 - Projects for additional child care space that is not associated with a priority school project (i.e., stand-alone child care project);

- Projects associated with consolidations and/or closures where a Pupil Accommodation Review has not been completed;
- Requests for Land Priorities funding;
- Projects addressing solely the renewal needs of a facility; and
- Projects addressing school board administrative space.

9. Given the criteria parameters set out by the Ministry of Education, staff are confident that the criteria identified below align with Ministry priorities in the assessment of Capital Priorities submissions.

Criteria	Description	Alignment with Ministry Eligibility Consideration
Partnership Opportunities	TCDSB has received documentation supporting a partnership opportunity in the form of an expression of interest, or an agreement to participate in a partnership.	Boards are encouraged to seek partnership opportunities.
Amount of Portables in use	Assesses the percentage of the student population currently accommodated in portable classrooms.	Accommodation Pressure/Growth
2024-2025 Utilization Rate	Represents the percentage of students enrolled in the school versus the total available permanent capacity.	Accommodation Pressure/Growth
Lack of Nearby School Capacity	Assesses lack of available school capacity in the immediate area. This is referenced by the Ministry in determining viability of the Board to accommodate students in surrounding facilities to reduce pressure as an alternative to a Capital solution.	Accommodation Pressure/Growth
Property/Lot Size	Assesses the site restrictions that would reduce/negate the ability to accommodate portables or a	Accommodation Pressure

	potential addition to alleviate enrolment pressures.	
Facility Condition Index	Assesses school building conditions as per Ministry rated inspections.	Facility Condition
Previous Completed Pupil Accommodation Review	This prioritizes schools/projects which have already received a Board resolution to proceed resulting from a completed Pupil Accommodation Review.	School Consolidations

10. *A further report recommending the top 10 TCDSB projects to be submitted for CPP funding will be prepared for consideration at the May 13, 2021 meeting of the Corporate Services, Strategic Planning and Property Committee.* Following the application of the approved evaluation matrix to all TCDSB schools, a further report will be prepared for Board consideration identifying the ten priority projects to be submitted to the Ministry of Education for CPP funding consideration.

C. STAFF RECOMMENDATION

1. That the following matrix be utilized in the identification of capital projects to be submitted to the Ministry of Education by May 21, 2021:

	Criteria	Weight
1	Partnership Opportunities	15%
2	Capacity - Amount of Portables in use	15%
3	Capacity - 2024-2025 Utilization Rate	20%
4	Capacity – Lack of space at nearby schools	15%
5	Property/Lot Size	5%
6	Facility Condition Index	15%
7	Previous Completed Pupil Accommodation Review	15%
	Total	100%

2. That a further report be prepared for consideration at the May 13, 2021 Corporate Services meeting identifying the ten priority capital projects to be submitted to the Ministry of Education for funding consideration.

Ministry of Education**Ministère de l'Éducation**

Capital and Business Support
Division

Division du soutien aux immobilisations
et aux affaires

315 Front Street West
15th Floor
Toronto ON M7A 0B8

315, rue Front ouest
15^e étage
Toronto (ON) M7A 0B8

2021: B05

Date: March 24, 2021

Memorandum to: Directors of Education
Children's Service Leads, Consolidated Municipal Service
Managers (CMSMs) and District Social Services Administration
Boards (DSSABs)
Secretary/Treasurers of School Authorities

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

Subject: **Launch of 2021-22 Capital Priorities Program including Child
Care Capital Funding**

Schools and child care centres are integral institutions in their respective communities. The Ministry of Education is committed to working closely with school boards to ensure infrastructure investments meet the needs of the community and deliver good value for the Ontario taxpayers.

2021-22 Capital Priorities Program

We are pleased to announce the launch of the 2021-22 Capital Priorities Program, providing school boards with an opportunity to identify and address their most urgent pupil accommodation needs, including:

- accommodation pressures;
- replacing schools in poor condition;
- supporting past consolidation decisions;
- providing facilities for French-language rights holders in under-served areas; and
- creating new licensed child care spaces in schools.

Summary of the 2021-22 Capital Priorities Program

- The submission deadline for all capital funding requests is **May 21, 2021**.
- School boards will have the opportunity to submit up to 10 of their most high and urgent Capital Priorities for ministry funding consideration.
- The 2021-22 Capital Priorities projects are expected to be completed and open no later than the 2024-25 school year.
- School boards have an opportunity to request child care capital funding for Capital Priorities projects, if the local CMSM or DSSAB support the need and confirm the proposed new space will not result in an operating pressure for the CMSM or DSSAB.
- **NEW:** Based on recommendations from the LEAN Review of the Capital Approval Process to enhance efficiencies, school boards will have the option to submit a facility space template for ministry approval as part of the funding request; however, it will only be eligible for new school build projects.
- School boards are encouraged to standardize the design of new school construction. The ministry will be exploring ways to leverage this opportunity going forward.
- School boards are encouraged to identify opportunities to use modular construction methods for any one of their project submissions. The ministry will work with those boards to further develop those opportunities, as appropriate.
- School boards are encouraged to identify opportunities to work together on joint-use school project submissions.
- All public announcements regarding capital investments in the publicly funded education system, including those previously funded, are joint communications opportunities for the provincial government, the school board, the CMSM or DSSAB, and/or community partners.
- Information sessions will be offered to school board staff to provide support on the completion of business cases. Further information will be sent to school boards in the coming weeks.

Project Submissions

As with previous rounds of the Capital Priorities Program, funding for Capital Priorities projects will be allocated on a business case basis for new schools, retrofits, and additions that need to be completed by the 2024-25 school year. School boards are invited to identify up to their ten most urgent Capital Priorities projects and submit the associated business cases through the School Facilities Inventory System (SFIS) in order to be considered for funding approval. School boards will be able to access Capital Priorities submission templates through SFIS beginning on March 24, 2021.

There are **two template reports** that are required to be submitted per submission:

1) Business Case - Part A (Written Report)

School boards are required to provide a written description of the project, including detailed information on the rationale, proposed scope of work and demonstrate why alternate options are not feasible.

2) Business Case - Part B (Excel Template)

- **Enrolment and School Capacity Data Form (Required For All Submissions)**

School boards are required to provide an overview of current and projected accommodation needs for the proposed capital project, including schools within the local proximity of the selected project site.

- **Space Template Form for New School Build Projects Including Child Care Centres (Optional)**

School boards have the option to submit a facility space template for requests associated with new school builds (including child care). The template will be reviewed in conjunction with all other materials submitted with the request. If the project is approved by the ministry, the school board may also receive approval for its space template, allowing the school board to immediately attain the services of an architect for this project. The Space Template has been modified to collect room details for any Child Care Centre spaces.

- **Joint Submission - Capital Funding for Child Care Form (If Applicable)**

With support from their local CMSM or DSSAB, school boards have an opportunity to request capital funding for the creation of new child care space as part of their Capital Priorities submission.

For all child care project requests submitted through Capital Priorities, school boards and CMSMs or DSSABs are required to complete a Joint Submission - Capital Funding for Child Care template to request Early Years Capital Program (EYCP) funding. Requests for capital funding must be signed by both the school board and the CMSM or DSSAB.

For information regarding the child care project submissions, please see Appendix B.

Other Considerations for Project Submissions

School Board Considerations

In addition to project specific assessments as detailed in Appendix A, the following school board performance measures will also be considered for all Capital Priorities project categories:

- School board's demonstrated willingness to participate with co-terminus school boards in joint-use school opportunities;
- School board's ability to build to ministry benchmark costs as evidenced by past projects;
- School board's ability to deliver projects within target timeframes as evidenced by past projects;
- School board's history of meeting the ministry's capital accountability measures;
- Accuracy of enrolment projections for previously approved projects; and
- Number of projects the school board currently has underway.

Joint-Use Capital Projects

The ministry encourages all school boards to consider collaborative capital project arrangements between school boards. This includes maximizing the opportunities of co-location, particularly in rural, northern or smaller communities.

The ministry will be reviewing all capital proposals submitted by boards for ministry funding to ensure joint-use opportunities between school boards have been explored before funding is granted.

School boards seeking Capital Priorities funding approval must:

- Document efforts made to explore joint-use opportunities for each capital project funding request as part of the business case submissions; and
- Demonstrate a willingness to participate with co-terminus school boards in joint-use school opportunities.

For joint-use school proposals, all participating boards must:

- Include the project as part of their Capital Priorities submission; and
- Explain the role of the joint-use nature of the project on expected improvements to student programming and operational efficiency.

Pilot of Modular Construction Projects

As part of their written submission, school boards are asked to identify whether they are interested having a project participate in the pilot program. Proposals should illustrate the benefits of the using modular construction over traditional construction to address their pupil accommodation needs.

Communications Protocol

School boards are reminded to follow the ministry's communications protocol requirements for all ministry funded major capital construction projects as outlined in Appendix D. This includes the placement of Ontario Builds signage of project sites within 60 days of receiving funding approval notification.

Should you have any questions related to the communication requirements, please contact MinistryofEducation@ontario.ca.

Ministry Contact

Capital Priorities Program

If you have any Capital Priorities Program questions, or require additional information, please contact the Capital Analyst assigned to your school board or:

- Patrizia Del Riccio, Manager, Capital Program Branch at 416-885-2950 or Patrizia.DelRiccio@ontario.ca or
- Sophie Liu, Manager, Capital Program Branch at 647-402-9597 or Sophie.Liu@ontario.ca or
- Paul Bloye, Director, Capital Program Branch at 416-325-8589 or at Paul.Bloye@ontario.ca.

Child Care Program

If you have any child care program questions, or require additional information, please contact Jeff O'Grady, Manager, Capital Policy Branch at 416-918-1879 or at Jeff.OGrady@ontario.ca.

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

Other Capital Initiatives:

The 2021-22 Capital Priorities Program is one of the key initiatives under a broader, more ambitious agenda on capital, intended to better support infrastructure investments in the education sector including the following:

Lean Review of Capital Approval Process

The ministry has undertaken a review of its Capital Accountability Process with the intent to identify opportunities to help expedite responses to school boards. Thank you to all of the school boards that participated in the review and provided feedback and suggestions.

The ministry is streamlining and improving the capital approvals process to reduce response timelines. The ministry has already implemented a number of internal changes to its process with a number of more visible changes planned, including:

- the creation of different streams for different types of approvals with service delivery standards for each stream;
- establishing clear expectations for project submissions with templates, guidelines and process maps; and
- increasing transparency and accountability through a request tracking tool available to school boards.

The ministry is taking an agile approach to implementing the various elements of the new process, with a view to test, learn and adapt the processes to improve outcomes.

Update of Modular Construction Pilot

As part of the 2019-20 Capital Priorities program, the ministry announced a Modular Construction

Pilot as a means to better understand innovative opportunities to deliver projects in a more cost effective, expeditious manner. The ministry engaged Infrastructure Ontario to assess potential design and delivery efficiencies in the education sector with a focus on modular construction designs and practices.

Some key findings to successful implementation of modular construction included having design certainty with minimal changes, establishing a pipeline of projects for volume and, to some degree, utilizing a centralized approach for procurement and delivery.

With these learnings, the ministry continues to be interested in potential projects for a Modular Construction Pilot. School boards are requested to indicate whether they are interested having a project participate in the pilot program, to build schools using state of the art modular build technology to reduce time to completion.

Design Standards

The ministry is exploring the potential of design standards and as a means to making school construction more efficient. By using design standards that are tailored to schools, the ministry can achieve key design principles that will lay the groundwork for successful design, including:

- Cost-effective design that supports ministry guidelines, standards, and programs;
- Sustainable design that ensures effective and efficient service delivery;
- Adaptable and flexible design that responds to changing service needs;
- Safe, accessible and inclusive design; and
- Increased opportunities for modular construction, which will help shorten project delivery timelines to ensure schools can be built, and needs can be met, faster.

Urban Development

The ministry recognizes that intensification in high density urban areas poses unique challenges. Finding suitable land for the construction of a school is challenging and expensive. The ministry encourages school boards to pursue opportunities to explore new, innovative ways of thinking about school construction – such as “vertical schools”. The ministry asks that schools boards facing these concerns contact the ministry to discuss further.

We look forward to working with you on advancing these and numerous other initiatives that are part of the ministry’s ambitious capital agenda to ensure funding, programs and supports continue to meet the needs of students and school boards across the province.

Sincerely,

Original signed by:

Didem Proulx
Assistant Deputy Minister
Capital and Business Support Division

Appendices:

Appendix A: Eligibility and Evaluation Criteria

Appendix B: Child Care Capital Project Submission Requirements

Appendix C: Communications Protocol Requirements

- c. Senior Business Officials
 - Superintendents and Managers of Facilities Managers of Planning
 - Early Years Leads
 - CAOs of Consolidated Municipal Service Managers CAOs of District Social Services
 - Administration Boards
 - Parm Bhatthal, Director, Field Services Branch, Ministry of Education

Appendix A: Eligibility and Evaluation Criteria

Eligible Project Categories

Projects eligible for funding consideration for this round of the Capital Priorities Program must meet one or more of the following category descriptions:

1) Accommodation Pressure:

Projects will accommodate pupils where enrolment presently is or is projected to persistently exceed capacity at a school or within a group of schools, and students are currently housed in non-permanent space (e.g., portables).

Assessment of projects will include reviewing school-level capacity of impacted schools, including those in close proximity, historical enrolment trends, enrolment forecasts, and geographic distribution of students.

- Priority consideration for funding purposes will be given to projects with a utilization equal to or greater than 100% (including area schools) in the 5th year after the proposed school opening date as per the business case template.

2) School Consolidation and Facility Condition:

Projects that support the reduction of excess capacity in order to decrease operating and renewal costs, and/or address renewal need backlogs. These projects may also provide other benefits such as improved program offerings, accessibility or energy efficiency.

Projects associated with consolidations and/or closures that require a Pupil Accommodation Review (PAR) that has yet to be completed will not be eligible for funding purposes.

Note: School boards will be asked to confirm that schools identified to be closed as part of the proposed solution will be closed and removed from the school board's assets within two years of completion of the approved project.

Assessments will be based on the projected operating and renewal savings and the removal of renewal backlog needs relative to the project cost.

- Priority will be given to projects with an expected Internal Rate of Return equal to or greater than 2.5%. This will be calculated using the expected cost of the project compared to the expected savings resulting from proposed solution as per the business case template.

3) French-language Accommodation:

Projects will provide access to French-language facilities where demographics warrant. Such projects will only be considered for funding if the school board can demonstrate that a French-language population is not being served by existing French-language school facilities.

Note: Project requests associated with French-language facilities in existing geographic areas experiencing accommodation pressures will be reviewed for funding consideration based on

the Accommodation Pressure criteria identified above.

Assessment of projects will include enrolment forecasts, geographic distribution of students, reviewing school-level capacity of impacted schools, including those in close proximity and potential alternative solutions.

Ineligible Projects

Projects matching the following descriptions will not be considered for Capital Priorities funding purposes:

- Projects addressing an accommodation pressure as a result of a specialized or alternative program such as French Immersion;
- Projects for additional child care space that is not associated with a capital priorities school project (i.e., child care only project requests);
- Projects associated with consolidations and/or closures where a Pupil Accommodation Review has not been completed;
- Requests for Land Priorities funding for site acquisitions;
- Projects addressing the renewal needs of a facility; and
- Projects addressing school board administrative space.

The ministry will expect that school boards will explore various options before submitting their business cases for a specific option. School boards must be able to identify the cost differentiation and considerations of various options within its submitted business case.

Previously Approved Capital Priorities Projects and Scope Change Requests

If school boards are considering a scope change for a previously approved capital priorities project, they may be required to resubmit the project through the Capital Priorities Program. Please contact your Capital Analyst for further clarification.

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 (CMSM) or District Social Services Administration Board (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 and 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 and 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.
- School board capacity to support cost overages and implementation.

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 or DSSAB operating funding.
- The physical space will be owned by the school board and leased to the child care operator or CMSM or 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 and 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 and 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 and 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 2.8m² 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 and 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 or DSSAB; or
 - is a licensed child care centre that is eligible to receive fee subsidy payments from the CMSM or 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.

Appendix C: Communications Protocol - Public Communications, Events and Signage

Acknowledgement of Support

School boards are required to acknowledge the support of the Government of Ontario in proactive media-focused communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to:

- Reports
- Announcements
- Speeches
- Advertisements, publicity
- Promotional materials including, brochures, audio-visual materials, web communications or any other public communications.

This is not required for:

- Minor interactions on social media, including social media such as Twitter
- Reactive communications, such as media calls.

All public events and announcements regarding capital investments in the publicly funded education system are considered joint communications opportunities for the provincial government, the school board, as well as Consolidated Municipal Service Managers and District Social Service Administration Boards (CMSMs and DSSABs); and/or community partners.

Issuing a Media Release

When issuing a media release or other media-focused communication, school boards, CMSMs/DSSABs, and or community partners must:

- Recognize the Ministry of Education's role in funding the project
- Contact the ministry to receive additional content for public communications, such as a quote from the minister.

You can send your draft public communications to MinistryofEducation@ontario.ca to obtain a quote or other information for your public product.

Note: The ministry may also choose to issue its own news release about various project milestones. If the ministry chooses to do so, school boards, CMSMs/DSSABs, and/or community partners will be notified.

Invitations to the Minister of Education

Openings

School boards are to invite the Minister of Education to all openings of:

- New schools
- Additions that include new child care spaces, EarlyON Child and Family centres, or community hubs.

To invite the minister to your event:

- Send an email invitation as soon as possible to MinistryofEducation@ontario.ca

- Where appropriate please copy the ministry's regional manager in the Field Services Branch for your area
- Please do not move forward with your event until you have received a response from the ministry (you will be notified within 15 business days of the event as to the minister's attendance)
- Inform the ministry via the email address above if the date of your event changes.

Note: If the minister is unable to attend, your invitation may be shared with another government representative. Their office will contact you directly to coordinate details. Announcements do not need to be delayed to accommodate the minister. The goal is to make sure that the ministry is aware of the opportunity.

All Other Events

For all other media-focused public events, (e.g. sod turnings):

- Send an invitation to the minister at MinistryofEducation@ontario.ca with at least three weeks' notice
- Copy the ministry's regional manager in the Field Services Branch, in your area, where appropriate.

Note: These "other" events should not be delayed to accommodate the minister. Only an invitation needs to be sent; a response is not mandatory to proceed.

Ontario Builds Signage

NEW – The Government of Ontario is introducing Ontario Builds signage.

For approved Capital Priorities, Early Years Capital and Child Care Capital projects, school boards will be required to display Ontario Builds signage at the site of construction that identifies the financial support of the Government of Ontario.

School boards are responsible for the following:

- Producing and paying for Ontario Builds signage. For the Ontario Builds artwork and the visual identity guide, please access www.ontario.ca/page/ontario-builds-templates for templates to create the signage.
 - These are examples of project descriptions that could be used on the school board sign: "New school and child care centre," "New school," or "New school addition."
 - Francophone communities, consider producing both English and French signage.
- Providing the ministry with a digital proof of the sign which to be sent via email to MinistryofEducation@ontario.ca. Ministry approval of the digital proof must be received before finalizing and physically producing Ontario Builds signage.
- Posting signs in a timely manner. Please ensure a sign is present at the construction site at all stages – before construction work starts and throughout construction.
- Displaying permanent sign(s) for major school and /or early years and child care projects identified by the ministry in a prominent location that does not obstruct traffic or cause safety concerns, particularly if the sign is located near roads. To avoid potential safety

issues, school boards should ensure the appropriate provincial and municipal authorities are consulted on Ontario Builds signage.

- Removing the signage within six months of the completion of the project.
- Providing the ministry with a photograph after the sign has been installed; please send to MinistryofEducation@ontario.ca.
- Maintaining the signage to be in a good state of repair for the duration of the project.

Note: For projects that are co-funded, such as by a municipality or the federal government, use the Ontario Builds visual identity guide for partnership signage. Also, please facilitate signage approval from the partners.

Contact

Should you have any questions related to this communications protocol or Ontario Build signage, please send your questions via email to 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.



REPORT TO

REGULAR BOARD

**ANNUAL PORTABLE PLAN AND OTHER
ACCOMMODATION NEEDS 2021-22**

"Enlarge the site of your tent, and let the curtains of your habitations be stretched out; do not hold back; lengthen your cords and strengthen your stakes." Isaiah 54:2

Created, Draft	First Tabling	Review
March 15, 2021	April 22, 2021	Click here to enter a date.
B. Kusimo, Supervisor Planning and Space Assessment B. Leporati, Sr. Coordinator Planning Services M. Iafrate, Sr. Coordinator Energy and Renewal M. Loberto, Superintendent Planning and Development Services M. Farrell, Superintendent Environmental Support Services D. Friesen, Superintendent Capital Development and Asset 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

The Board, at the March 11th, 2021 meeting of the Corporate Services, Strategic Planning and Property Committee, approved the report *2021-22 to 2023-24 Consensus Enrolment Projections*.

This report assesses Portable and Other Accommodation Needs for the 2020-2021 school year based on approved enrolment projections and staffing needs. The cost of the portable program inclusive of labour, transportation and materials is \$3,488,602.21 funded in part from the School Renewal Plan and in part from Capital Project funding. If approved, 2021-22 portable removal, relocation, and placement will commence in spring/summer 2021.

By the start of the next school year in September 2021, the TCDSB will have a total of 308 portables with 301 portable classrooms in active use and 7 portables as storage. ***This represents a reduction of 17 portables overall.*** Over the past 10 years, the total portable inventory has been reduced from 442 to 308 (Appendix ‘A’), which represents a total reduction of 134 portables (30%).

B. BACKGROUND

1. ***The cost of renovating a portable classroom and renewing it costs less than \$30,000 using Board staff, which can extend the use of the portable by 15-20 years.*** This is compared to a cost of \$52,000 using private contractors, and over \$100,000 for the purchase and installation of new portable classrooms. The Board has realized substantial savings from renewing portables. This process successfully improves the average age and lifespan of portables and has created a sufficient inventory to satisfy the proposed portable plan without the need to purchase new portables for almost 10 years.
2. The result of the refurbishment and replacement program has improved the average age of a portable classroom from 29 years reported in 2011-12 school year to 16 years. See *Appendix ‘A’* for a detailed look at the Year by Year improvement.
3. A comparison of portable classroom totals by Trustee Ward between the 2011-12 and 2020-21 school years, inclusive of changes proposed in this report, can be found in *Appendix ‘B’*.

C. EVIDENCE/RESEARCH/ANALYSIS

1. *The annual assessment of Accommodation Needs was undertaken by the Planning Department throughout January and February of 2021.* Each school was reviewed based on projected enrolment and teaching space requirements. *Staffing models completed and confirmed with Principals and Area Superintendents were utilized to verify space requirements.*
2. *The global pandemic has impacted school enrolment. The portable program requires limited portable placement to address enrolment pressures and temporary school relocations as well as demolition/sale of surplus portables.* Where additional space is required or declared surplus, each Principal is requested to confirm their anticipated needs with Planning staff and provide feedback. This also includes the need to place portables in schools for temporary relocations resulting from construction projects.
3. *Environmental Support Services staff undertake portable classroom maintenance, renovation and redevelopment projects to reduce the need to purchase new portables.* A total of six trades staff are required to execute the program, as well as construction materials, tools, and vehicles in the amount of \$526,710 are drawn on the approved Portable Plan in the School Renewal Budget. Through this program, TCDSB does not need to purchase new portables to satisfy accommodation needs.
4. *The following portable actions will occur over the summer months of 2021 to align with Capital construction projects, temporary relocation needs, and the refurbishment of ageing portable inventory.*

They are as follows:

- Removal of 20 portables from Dante Alighieri
- Replacement of existing portables at: Chaminade, St. Lawrence and St. John Paul II
- Placement of portables at Former Holy Redeemer and Former Buttonwood sites to accommodate temporary school relocations

The *total cost for each project* is shown in *Appendix 'C'* inclusive of all associated costs for site work, electrical, demolition or relocation.

5. *Following completion of the current Capital Plan portable inventory will be reduced by approximately 83 units.* This reduction does not reflect the natural changes in enrolment that will necessitate addition, replacement, and removal of portables from individual schools.

6. As per Board policy, any *surplus portables (in good condition) will be offered on a public website for sale and removal*; all insurance, liability and removal costs (except power, data and P.A. system disconnection) are to be assumed by the successful party at no cost to the Board. There will be no portables offered for sale from this year's program.
7. *A comprehensive Portable and Other Accommodation Needs Plan budget of \$3,488,602.21 is required to complete all portable moves and classroom retrofits for the 2021-22 school year.* Some electrical preparation at the Buttonwood site is required to accommodate portables, however, the equipment can be used for the new school on this site and will be funded from the capital program. Portable relocation, demolition and site preparation/restoration will commence in spring/summer 2021.

D. METRICS AND ACCOUNTABILITY

1. The portable budget maintenance program is tracked through SAP work notification orders and reported to the Ministry of Education.
2. The portable inventory is tracked through the School Facility Inventory System (SFIS) Ministry database.

E. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

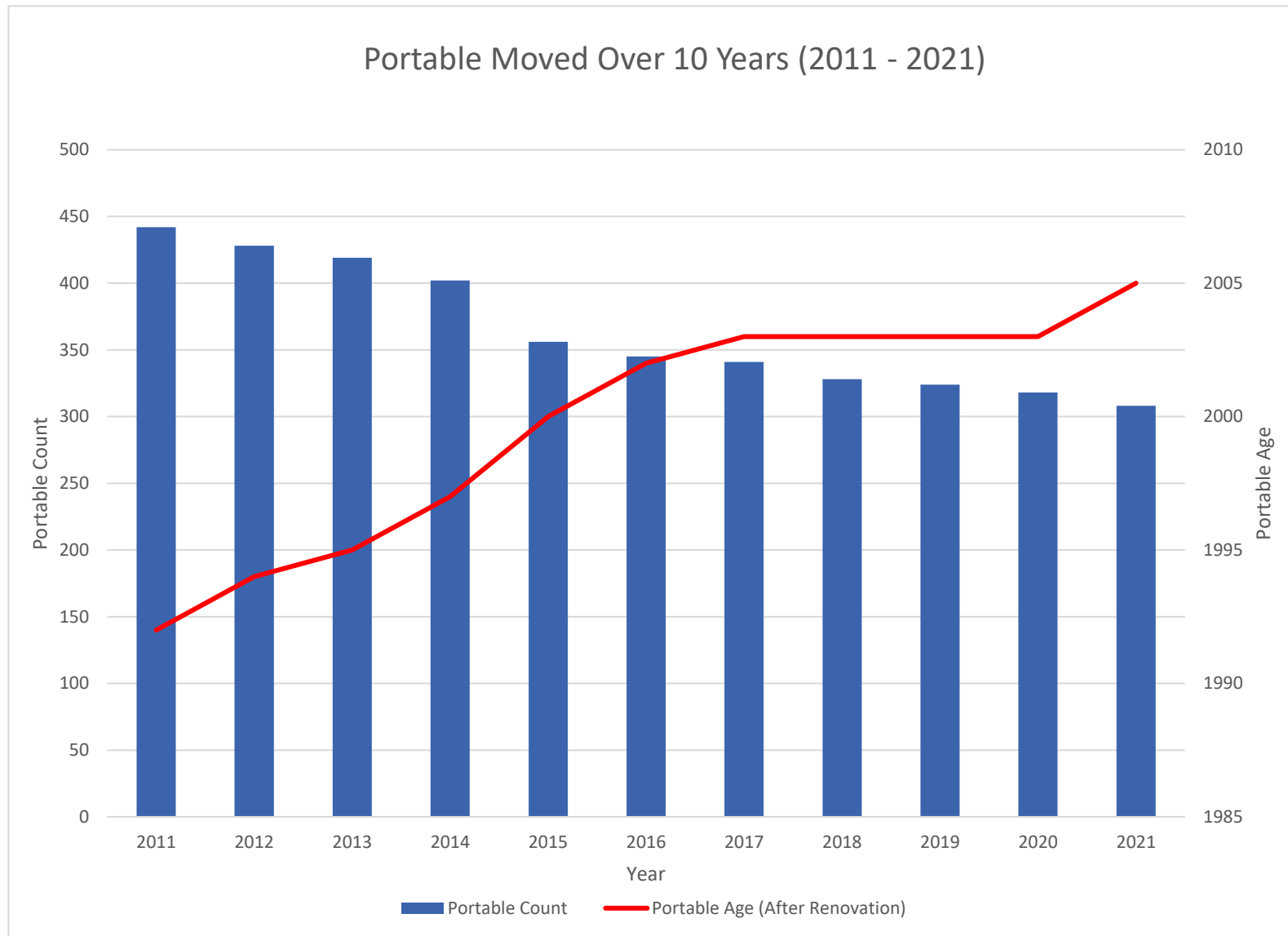
1. Due to the global pandemic, any required consultations with school communities were held virtually. Principals, Superintendents, Trustees and members of the CSPC committee were involved in the discussions.
2. Communication material will be issued to schools and neighbours in accordance with the Operational Procedures within the *Good Neighbour Policy* S.A. 25.

F. STAFF RECOMMENDATIONS

1. That the Director of Education be authorized to implement the 2021-22 Portable Plan and Other Accommodation Needs strategy as outlined in this report.

2. That the 2021-22 Portable Plan and Other Accommodation Needs budget of \$3,488,602.21 be approved (as detailed in *Appendix 'C'*) funded from the following sources:
 - a. \$ 3,288,000 - School Renewal funding.
 - b. \$ 200,000 - Capital Project funding.

Appendix 'A'



Appendix 'B'

Total by Trustee Area				
Trustee Ward	Portable Count			
	2011-2012	2020-2021	Summer Action Plan	2021-2022
Martino	8	13	0	13
De Domenico	37	28	0	28
Li Preti	25	10	0	10
Lubinski	31	52	+ 1	53
Rizzo	87	66	- 20	46
D'Amico	0	0	0	0
Del Grande	29	18	0	18
Tanuan	26	13	0	13
Di Pasquale	16	6	0	6
Di Giorgio	19	17	0	17
Kennedy	6	27	0	27
Crawford	77	68	+ 2	70
Total Operational Portables	361	318	-17	301

Appendix 'C'

Portable Plan Cost Summary			
School	Purpose	Renewal Budget	Capital Budget
Chaminade College	Upgrade to air-conditioned Portable Classrooms	\$ 175,306.56	\$ -
Dante Alighieri Academy	Removal of 20 Portable Classrooms	\$ 45,113.35	\$ -
Buttonwood Hill Temporary Relocation Site	Placement of portables due to Capital Construction	\$ 557,553.52	\$ 199,620.64
St John Paul II Catholic Secondary School	Removal and upgrade of all portable classrooms and site work	\$1,010,007.39	\$ -
St. Lawrence Catholic School	Upgrade to steel portables from St. John Paul II	\$ 92,148.32	\$ -
Holy Redeemer Temporary Relocation Site	Placement of portables due to Capital Construction	\$ 220,875.03	\$ -
Portable Classroom relocation costs 2020-2021		\$2,101,004.17	\$ -
Preventative Maintenance		\$ 150,000.00	\$ -
Refurbishment		\$ 150,000.00	\$ -
Portable Classroom Project In-year contingency		\$ 300,000.00	\$ -
Trucks		\$ 50,000.00	\$ -
Contract Labour for Portable Renewal Crew		\$ 537,977.40	\$ -
Total		\$3,288,981.57	\$ 199,620.64
Grand Total		\$3,488,602.21	



REPORT TO

REGULAR BOARD

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
April 9, 2021	April 22, 2021	Click here to enter a date
D. Reid, (Acting) Coordinator of Material Management V. Artuso, Purchasing Manager P. De Cock, Comptroller of Business Services & Finance		
RECOMMENDATION REPORT		

Vision:

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

Mission:

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

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



Brendan Browne
Director of Education

D. Koenig
Associate Director
of Academic Affairs

S. Camacho
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 **April 8, 2021** 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 20 hours.

B. PURPOSE

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

C. BACKGROUND

1. The Board Purchasing Policy FP01 provides delegation of authority to the Director of Education to approve the award of all contracts and expenditures not to exceed a threshold of \$50,000 where the Board of Trustees has approved the budget, project or report.
2. In order to facilitate procurement activity and/or awards in excess of the \$50,000 limit, this report recommends approval for the attached list of procurement requisitions and/or awards.

D. EVIDENCE/RESEARCH/ANALYSIS

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

E. STAFF RECOMMENDATION

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

Appendix A

No.	Report Name	Type	Vendor Name(s)	Description	Amount
1	Holy Name Catholic School Flooring and Ceiling Projects Contractor Award	New Procurement Award	Frontier Group of Companies Inc.	Replacement of the flooring in various areas of Holy Name Catholic School. Replacement of the ceilings in seven (7) classrooms.	\$354,000.00
2	Networking Equipment	New Procurement Award	Long View Systems	Computer network architecture to provide connectivity and access for all schools and administrative offices using Cisco equipment	\$1,360,000
3	Mobile Carts (OECM) - TDSB and TCDSB	New Procurement Award	Compugen Inc. One Diversified Audio Visual Canada Inc.	To establish a purchasing agreement with a vendor to supply various solutions for storing and charging laptop computers, Chromebooks, and iPads	\$7,000,000.00
4	Purchase and Close iPad Lease for Student Device Needs	Modification to existing award	Apple / De Lage Landen Financial Services Canada Inc.	TCDSB leased 4,400 iPads in support of student device needs for remote learning	\$1,012,000.00
5	Extension of Macquarie Equipment Finance Lease – Schedule TCDSB-003	Modification to existing award	Macquarie Equipment Finance	The cost to purchase the devices and close the lease.	\$760,000.00

Appendix A

No.	Report Name	Type	Vendor Name(s)	Description	Amount
6	On-Demand Moving/ Cartage Services Two- Year Contract Award	New Procurement Award	1785634 Ontario Inc. (Miracle Mover Pro) Guardian Van Lines Ltd. 2624160 Ontario Inc. (Metropolitan Movers)	Cartage and moving services are required to assist in the distribution of computer equipment, school moves, etc.	\$750,000.00
7	The Beanstalk Project	Modification to existing award	The Beanstalk Project	The Beanstalk Project is vendor which provide our students with online certifications and workshops	\$90,000.00
8	Workplace Medical	Modification to existing award	Workplace Medical	Workplace Medical is vendor which provide our students with online certifications and workshops	\$90,000.00
9	OECM - Lab and Science Supplies	New Procurement Award	Lab and Science Supplies	Purchase of Sciences Supplies	\$100,000.00
10	Student Device Needs: Purchase 3,200 Chromebooks	Modification to existing award	Dell Canada	Purchase of 3,200 Chromebooks in order to replenish inventory and continue to supply students in need.	\$1,299,200.00

Appendix A

No.	Report Name	Type	Vendor Name(s)	Description	Amount
11	Tender for Computer Equipment Lease	New Procurement Award	Macquarie Equipment Finance Limited	The TCDSB extended on a month-to-month basis the existing lease for computers, monitors, and accessories for administrative staff	\$3,150,000.00
12	St. Marguerite Bourgeoys Catholic School Exterior Door Replacement Contract Award	New Procurement Award	Windspec Inc.	Replacement of all exterior doors at St Marguerite Bourgeoys Catholic School.	\$105,000.00
13	St. Rita Catholic School Exterior Doors Replacement Contractor Award	New Procurement Award	Seaforth Building Group	Replacement of all exterior doors at St. Rita Catholic Elementary School	\$97,849.00



Procurement Award Report

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

1. Report Information

Report Name	Holy Name Catholic School Flooring and Ceiling Projects Contractor Award
Report #	Ren 2020 087
Division	Capital Development, Asset Management and Renewal
SO/Executive	D. Friesen, Superintendent, Capital Development, Asset Management and Renewal
Initiator/Requestor	F. Sangiuliano, Project Supervisor

2. Tender/RFP/RFQ Information

RFP/Tender #	T-009-21	Value (exclude all Taxes)	\$354,000.00
Term Start Date	March 19, 2021	Term End date	December 29, 2021

3. Description of Goods/Service or Change

Replacement of the flooring in various areas of Holy Name Catholic School.
Replacement of the ceilings in seven (7) classrooms.

4. Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	11
Name of Recommend Vendor/Bidder	Frontier Group of Companies Inc.
Winning Bid Value (exclude all Taxes)	\$354,000.00
Budget Source	School Condition Improvement Grant
Budget Source approval (Report & Date)	2018 147- June 6/2019 2019 072- March 24/2020

5. Formal Award Recommendation

That a contract be awarded to Frontier Group of Companies Inc. for the replacement of flooring and ceilings at Holy Name Catholic School, in the amount of \$354,000.00, plus net HST of \$7,646.40, for a total of \$361,646.40.



Procurement Award Report

1. Report Information

Report Name	Networking Equipment
Report #	
Division	Information and Communication Technology Services
SO/Executive	O. Malik, Acting Chief Information Officer
Initiator/Requestor	K. Chung, Senior Manager, IT Security/Network Infrastructure & Services J. Di Fonzo, Senior Coordinator, IT Infrastructure and Operations
Report Type	New procurement award

2. Tender/RFP/RFQ Information

RFP/Tender #	Q-015-21	Value (exclude all Taxes)	\$1,360,000
Term Start Date	April 22, 2021	Term End date	June 14, 2023

3. Description of Goods/Service or Change

The TCDSB computer network architecture provides connectivity and access for all schools and administrative offices using Cisco equipment. Additional network equipment is needed for wireless upgrades and enhancements in schools, and for future growth, upgrades, and replacements. The TCDSB issued RFQ Q-015-21 via OECM RFP 2019-340-01.

4. Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	Yes - OECM
# of Compliant Bidders/Respondents	3
Name of Recommend Vendor/Bidder	Long View Systems
Winning Bid Value (exclude all Taxes)	\$759,277.40
Budget Source	Facilities and ICT Services Division Operations Budgets
Budget Source approval (Report & Date)	CVRIS Project Ministry Funding, Feb. 2021 2020-21 ICT Operations Budget, July, 2020
New/Under/Over Budget	Within approved budget

5. Formal Award Recommendation

This report recommends that RFQ Q-015-21 be awarded to the low bid on the initial acquisition of Cisco equipment, being Long View Systems in the amount of \$759,277.40 plus \$16,400.39 net taxes for the total amount of \$775,677.79. And, that additional Cisco networking equipment be acquired under this award to Long View Systems as part of the existing OECM agreement #2010-310-01. The estimated spend for the initial purchase and over the 2-year term (\$300,000 annually) expiring June 14, 2023, is \$1,360,000.



Procurement Award Report

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

1. Report Information

Report Name	Mobile Carts (OECM) - TDSB and TCDSB
Report #	
Division	ICT Services Division
SO/Executive	O. Malik, Acting Chief Information Officer
Initiator/Requestor	B. 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 DA20-225Q	Value (exclude all Taxes)	\$ 7,000,000.00
Term Start Date	May 1, 2021	Term End date	November 1, 2025

3. Description of Goods/Service or Change

On July 29, 2020, the Request for Quote, DA20-225Q - Mobile Carts (OECM) - TDSB and TCDSB, was jointly issued by TDSB and TCDSB and posted on Bids and Tenders. The purpose of the RFQ is for the Boards to establish a purchasing agreement with a vendor to supply various solutions for storing and charging laptop computers, Chromebooks, and iPads. Two (2) suppliers responded to the RFQ.

The Boards established a joint RFQ evaluation committee to review the proposals and conduct hands-on testing of the proposed product solutions.

This report recommends that RFQ DA20-225Q be awarded to the vendors, Compugen Inc. and One Diversified Audio Visual Canada Inc. for the supply of products for storing and charging laptop computers, Chromebooks, and iPads.

The product solutions available will be published in the IT Equipment Catalogue for schools and departments to acquire as needed.

The estimated total spend within the terms of these two vendor agreement is estimated at \$7,000,000. As part of the current year, 2020-2021 Computer Refresh Plan, approximately 400 mobile carts in Elementary and Secondary schools will be replaced at an estimated cost of \$1,000,000.

4. Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	Yes - Joint TCDSB & other School Board(s)
# of Compliant Bidders/Respondents	2
Name of Recommend Vendor/Bidder	Compugen Inc. One Diversified Audio Visual Canada Inc.
Winning Bid Value (exclude all Taxes)	\$ 7,000,000
Budget Source	ICT Services Division – Operations budgets
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 that RFQ DA20-225Q be awarded to the vendors, Compugen Inc. and One Diversified Audio Visual Canada Inc. for the supply of mobile carts and products for storing and charging laptop computers, Chromebooks, and iPads. The estimated total spend within the terms of these two vendor agreement is estimated at \$7,000,000.

The agreement and award to Compugen Inc. is for a 4-year and 6-month term that starts May 1, 2021 and continues to November 1, 2025.

The agreement and award to One Diversified Audio Visual Canada Inc. is for an initial short term with the option of two 1-year extensions. The initial term starts May 1, 2021 and continues to February 18, 2022. The first full 1-year extension would start on February 19, 2022, and the 2nd 1-year extension starts February 19, 2023.

The estimated total spend within the terms of these two vendor agreement is estimated at \$7,000,000. As part of the current year, 2020-2021 Computer Refresh Plan, approximately 400 mobile carts in Elementary and Secondary schools will be replaced at an estimated cost of \$1,000,000.



Procurement Award Report

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

1. Report Information

Report Name	Purchase and Close iPad Lease for Student Device Needs
Report #	
Division	ICT Services Division
SO/Executive	O. Malik, Acting Chief Information Officer
Initiator/Requestor	B. Tari, Senior Manager, Field Technical Support & Software Deployment J. Di Fonzo, Senior Coordinator, IT Infrastructure & Operations
Report Type	Modification to existing award

2. Tender/RFP/RFQ Information

RFP/Tender #	N/A	Value (exclude all Taxes)	\$1,012,000.00
Term Start Date	November 15, 2020	Term End date	June 15, 2021

3. Description of Goods/Service or Change

During the 2019-20 school year, the TCDSB leased 4,400 iPads in support of student device needs for remote learning. The lease term is for 18-months with a payment schedule for each 6-month period. An out clause and a buy-out option at each 6-month payment period is also included.

The 18-Month Term

Batch 1: 3,000 iPads May 15, 2020 to November 15, 2021

Batch 2: 1,000 iPads June 1, 2020 to December 1, 2021

Batch 3: 400 iPads June 15, 2020 to December 15, 2021

The contract was approved in April 2020 as an emergency purchase due to the COVID-19 pandemic and student needs for remote learning. The TCDSB is under contract with Apple to supply iPads; the lease is managed by De Lage Landen Financial Services Canada Inc.

The leased iPads are able to meet student needs for an additional 2.5 years.

The final lease payment is coming due, and our revised recommendation is to purchase the 4,400 leased iPads at the next 6-month interval.

The cost to purchase the devices and close the lease is \$1,012,000.00 excluding net taxes.

4. Procurement Process

Procurement Type	Single/Sole Source
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	N/A
Name of Recommend Vendor/Bidder	Apple / De Lage Landen Financial Services Canada Inc.
Winning Bid Value (exclude all Taxes)	\$1,012,000.00
Budget Source	ICT Services Division – Operations Budget
Budget Source approval (Report & Date)	2020-21 Operating Budget approved July 2020
New/Under/Over Budget	Within approved budget

5. Formal Award Recommendation

This report recommends purchasing the 4,400 iPads under lease from Apple / De Lage Landen Financial Services Canada Inc. at the next 6-month interval at a total cost of \$1,012,000.00, excluding net taxes funded from the current ICT Services Division – Operations budgets.



Procurement Award Report

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

1. Report Information

Report Name	Extension of Macquarie Equipment Finance Lease – Schedule TCDSB-003
Report #	
Division	ICT Services Division
SO/Executive	O. Malik, Acting Chief Information Officer
Initiator/Requestor	B. Tari, Senior Manager, Field Technical Support & Software Deployment J. Di Fonzo, Senior Coordinator, IT Infrastructure & Operations
Report Type	Modification to existing award

2. Tender/RFP/RFQ Information

RFP/Tender #	RFT# P-028-18	Value (exclude all Taxes)	\$760,000.00
Term Start Date	March 1, 2021	Term End date	February 28, 2022

3. Description of Goods/Service or Change

In April 2018, the TCDSB signed an equipment lease with Macquarie Equipment Finance for Dell desktop computers and Apple iMac computers for the planned computer refresh of the Communications Technology computer labs in Secondary Schools. This lease expired on March 1, 2021.

As part of the process of planning the 2020-2021 Computer Refresh Plan, the ICT Services Division reviewed the current state of the equipment in the Communications Technology computer labs and consulted with the OECTA-TSU Joint Technology Committee.

The joint recommendation was that current computers are capable to continue to meet the needs in the Communications Technology computer labs in Secondary Schools for the next 12-18 months therefore postponing the computer refresh would be in the best interest of students and staff to not disrupt the computer labs in the Secondary Schools due to the current COVID-19 pandemic situation.

The revised recommendation is to purchase the Communications Technology computers on lease schedule TCDSB-003 and refresh the computers next year as part of the 2021-2022 Computer Refresh Plan. The cost to purchase the devices and close the lease is \$760,000.00 excluding net taxes.

4. Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Macquarie Equipment Finance
Winning Bid Value (exclude all Taxes)	\$760,000.00
Budget Source	ICT Services Division – Operations budgets
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 the Communications Technology computers on lease schedule TCDSB-003 with Macquarie Equipment Finance for the total cost of \$760,000.00 excluding net taxes funded from the current ICT Services Division – Operations budgets.



Procurement Award Report

(for Contracts over \$50,000)

1. Report Information

Report Name	On-Demand Moving and Cartage Services Two-Year Contract Award
Report #	Ope 2020 022
Division	Environmental Support Services and ICT Services Division
SO/Executive	M. Farrell, Superintendent and O. Malik, Acting Chief Information Officer
Initiator/Requestor	S. Martens, Service Quality Supervisor B. Tari, Senior Manager, Field Technical Support & Software Deployment J. Di Fonzo, Senior Coordinator, IT Infrastructure & Operations

2. Tender/RFP/RFQ Information

RFP/Tender #	RFQ-011-21	Value (exclude all Taxes)	\$750,000.00
Term Start Date	May 1, 2021	Term End date	April 30, 2023

3. Description of Goods/Service or Change

Cartage and moving services are required to assist in the distribution of computer equipment, school moves and to supplement in-house Warehouse and Distribution staff and services when necessary.

A Request for Quotation (RFQ) was issued to establish a specific unit-price contract for a two (2)-year term for computer equipment pickup and delivery. Secondary quotations will be requested from prior to issuing a Purchase Order.

Additional services are required for whole school relocations and other smaller moves. Pricing for these moves will also be based on a second stage process and exact quotes will be obtained on an as needed basis.

An evaluation committee from Materials Management, Technical Services and Environmental Support Services reviewed the proposals and recommend award to three (3) vendors being 1785634 Ontario Inc. (Miracle Mover Pro), Guardian Van Lines Ltd., and 2624160 Ontario Inc. (Metropolitan Movers).

The expenditure for cartage and moving services for a two (2)-year period is estimated at \$750,000.00 however, there is no financial commitment involved in this award as funds will only be expended as services are required.

4. Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	6
Name of Recommend Vendor/Bidder	<ul style="list-style-type: none"> • 1785634 Ontario Inc. (Miracle Mover Pro) • Guardian Van Lines Ltd. • 2624160 Ontario Inc. (Metropolitan Movers)
Winning Bid Value (exclude all Taxes)	\$750,000.00
Budget Source	ICT Services Division ESS- Maintenance Budget Capital/Renewal Budget

5. Formal Award Recommendation

This report recommends that RFQ-011-21 be awarded to the vendors, 1785634 Ontario Inc. (Miracle Mover Pro), Guardian Van Lines Ltd., and 2624160 Ontario Inc. (Metropolitan Movers) for a two (2)-year period.

The estimated spend within the term of the two (2)-year agreement is estimated at \$750,000.00.



Procurement Award Report

1. Report Informtaion

Report Name	The Beanstalk Project
Division	Student Success – SHSM
SO/Executive	G. Iuliano Marrello, Superintendent Student Success – SHSM
Initiator/Requestor	Z. Adzija, Student Sucess A. Mazza, Student Sucess L. Wren, Student Sucess
Report Type	Modification to existing award

2. Tender/RFP Information

RFP/Tender #		Value + Net HST	90,000 + Net HST
Term Start Date	September 1, 2020	Term End date	August 31, 2021

3. Description of Goods/Service or Change

The Beanstalk Project is vendor which provide our students with online certifications and workshops, an essential component of Specialist High Skills Major programs. They provide training and customized programs for students in leadership / customer service / training / certification. The Beanstalk Project offer educational courses - which provide unique training specific to the needs of the program.

Students in the Ministry funded SHSM programs must complete (among other things) 5 – 7 certifications, in order to receive their SHSM diploma and these two vendors provide many of these mandatory certifications.

They provide our students with a good product, but they provide us with the completion reports and administrative assistance at competitive and volume pricing.

4. Procurement Process

Procurement Type	Single/Sole Source
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	The Beanstalk Project
Winning Bid Value + Net HST	\$90,000.00
Budget Source	744300
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

5. Formal Award Recommendation

To increase the purchase order for The Beanstalk Project from \$45,000 to \$90,000 so that students can complete their certifications to complete their respective SHSM program.



Procurement Award Report

1. Report Information

Report Name	Workplace Medical
Division	Student Success – SHSM
SO/Executive	G. Iuliano Marrello, Superintendent Student Success – SHSM
Initiator/Requestor	Z. Adzija, Student Success A. Mazza, Student Success L. Wren, Student Success
Report Type	Modification to existing award

2. Tender/RFP Information

RFP/Tender #		Value + Net HST	\$90,000.00
Term Start Date	September 1, 2020	Term End date	August 31, 2021

3. Description of Goods/Service or Change

Workplace Medical is vendor which provide our students with online certifications and workshops, an essential component of Specialist High Skills Major programs. They provide training and customized programs for students in leadership / customer service / training / certification. Workplace Medical offer educational courses - which provide unique training specific to the needs of the program.

Students in the Ministry funded SHSM programs must complete (among other things) 5 – 7 certifications, in order to receive their SHSM diploma and these two vendors provide many of these mandatory certifications.

They provide our students with a good product, but they provide us with the completion reports and administrative assistance at competitive and volume pricing.

4. Procurement Process

Procurement Type	Single/Sole Source
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	
Name of Recommend Vendor/Bidder	Workplace Medical
Winning Bid Value + Net HST	\$90,000
Budget Source	744300
Budget Source approval (Report & Date)	
Under/Over Budget	Within approved budget

5. Formal Award Recommendation

To increase the purchase order for Workplace Medical from \$40,000 to \$90,000 so that students can complete their certifications to complete their respective SHSM program.



Procurement Award Report

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

1. Report Information

Report Name	OECM - Lab and Science Supplies
Report #	
Division	Business Services & Finance - Materials Management
SO/Executive	P. De Cock, Comptroller of Business Services & Finance
Initiator/Requestor	H. Chung, Senior Buyer V. Artuso, Manager - Materials Management D. Reid, (Acting) Senior Coordinator, Materials Management
Report Type	New procurement award

2. Tender/RFP/RFQ Information

RFP/Tender #	LSS-337	Value (exclude all Taxes)	\$100,000.00
Term Start Date	March 23, 2020	Term End date	March 22, 2023

3. Description of Goods/Service or Change

<ol style="list-style-type: none"> 1. A Co-operative (joint) Request for Tender (RFT) with Dufferin-Peel Catholic District School Board (DPCDSB) and Toronto Catholic District School Board (TCDSB) for the supply and delivery of Sciences Supplies expired in December 2020. 2. OECM offers Agreement LSS-337 for Lab and Sciences Suppliers with five (5) awarded suppliers – Boreal Science, Fisher Scientific, Flinn Scientific Canada Inc., Westlab and Prolab. Core List of items and Non-Core List discount are applying to schools at TCDSB. The intent was to provide a high level of service to schools and departments, simplified ordering and a streamlined payment process for low value purchases.
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4. Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	Yes - OECM
# of Compliant Bidders/Respondents	OECM-LSS-337
Name of Recommend Vendor/Bidder	Lab and Science Supplies
Winning Bid Value (exclude all Taxes)	\$100,000.00
Budget Source	Funds for the purchase of Science Supplies are available from school budgets as required.
Budget Source approval (Report & Date)	School block budgets
New/Under/Over Budget	Within approved budget

5. Formal Award Recommendation

- This report recommends that the award for Lab and Science Supplies through OECM to be made to all five (5) vendors that meet or exceed Board requirements to Boreal Science, Fisher Scientific, Flinn Scientific, ProLab, Westlab. Schools to purchase products with discounted catalogues and receive catalogue discounts on all items with these five (5) suppliers.
- Based on the full year of school 2018-2019 in consumption, all schools were spending \$84,618.12 + Net HST annually. The consumption for year 2021-2022 is estimating to be **\$90,000.00 to \$100,000.00 + Net HST annually.**
- The award for the supply and delivery of Lab and Science Supplies are made for period to commence until March 22, 2023 with an option to extend for an additional Two (2) years period at the OECM's discretion.



Procurement Award Report

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

1. Report Information

Report Name	Student Device Needs: Purchase 3,200 Chromebooks
Report #	
Division	ICT Services Division
SO/Executive	O. Malik, Acting Chief Information Officer
Initiator/Requestor	B. Tari, Senior Manager, Field Technical Support & Software Deployment J. Di Fonzo, Senior Coordinator, IT Infrastructure & Operations
Report Type	Modification to existing award

2. Tender/RFP/RFQ Information

RFP/Tender #	N/A	Value (exclude all Taxes)	\$1,299,200.00
Term Start Date	March 1, 2017	Term End date	November 1, 2023

3. Description of Goods/Service or Change

<p>Purchase of 3,200 Chromebooks including management licensing, processing, configuration, storage, and delivery services in order to replenish inventory and continue to supply students in need.</p>

4. Procurement Process

Procurement Type	RFP
Consortium/Group Purchase	Yes - OECM
# of Compliant Bidders/Respondents	N/A
Name of Recommend Vendor/Bidder	Dell Canada
Winning Bid Value (exclude all Taxes)	\$1,299,200.00
Budget Source	ICT Services Division Operations Budget 2020-21 – Funded by the Ministry Second Phase of the Safe Return to Class Fund
Budget Source approval (Report & Date)	Ministry memo for second phase of investments provided under the Safe Return to Class Fund dated February 1, 2021.
New/Under/Over Budget	Within approved budget

5. Formal Award Recommendation

This report recommends using our existing OECM agreement with Dell Canada for the purchase of 3,200 Chromebooks including management licensing, processing, configuration, storage, and delivery services at a cost of \$1,299,200.00, excluding tax.



Procurement Award Report

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

1. Report Information

Report Name	Tender for Computer Equipment Lease
Report #	
Division	ICT Services Division
SO/Executive	O. Malik, Acting Chief Information Officer
Initiator/Requestor	B. 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 #	P-036-21	Value (exclude all Taxes)	\$3,150,000.00
Term Start Date	June 1, 2021	Term End date	May 31, 2024

3. Description of Goods/Service or Change

The TCDSB extended on a month-to-month basis the existing lease for computers, monitors, and accessories for administrative staff in the CEC departments, Elementary and Secondary school Guidance Counselors and Caretaker staff to allow the timeline for the acquisition and distribution of replacement new equipment.

The replacement new equipment will be supplied by Dell Canada through the existing OEM End-User Computer agreement and by Apple Canada.

The TCDSB issued tender P-036-21 - Tender for Computer Equipment Lease on BidsandTenders.ca to acquire a 3-year term leasing arrangement for the new equipment.

Three (3) vendors responded with the lowest bid provided by Macquarie Equipment Finance Limited.

This report recommends awarding tender P-036-21 to Macquarie Equipment Finance Limited. The estimated annual lease cost is \$1,050,000.00 with an estimated 3-year total cost of \$3,150,000.00.

4. Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	3
Name of Recommend Vendor/Bidder	Macquarie Equipment Finance Limited
Winning Bid Value (exclude all Taxes)	\$3,150,000.00
Budget Source	ICT Services Division – Operations budgets
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 tender P-036-21 - Tender for Computer Equipment Lease be awarded to Macquarie Equipment Finance Limited. The estimated annual lease cost is \$1,050,000.00 with an estimated 3-year total cost of \$3,150,000.00.



Procurement Award Report

(for Contracts over \$50,000)

1. Report Information

Report Name	St. Marguerite Bourgeoys Catholic School Exterior Door Replacement Contract Award
Report #	Ren 2020 066
Division	Capital Development, Asset Management and Renewal
SO/Executive	D. Friesen, Superintendent, Capital Development, Asset Management and Renewal
Initiator/Requestor	F. Sangiuliano, Renewal Project Supervisor

2. Tender/RFP/RFQ Information

RFP/Tender #	T-006-21	Value (exclude all Taxes)	\$105,000.00
Term Start Date	June 28, 2021	Term End date	October 30, 2021

3. Description of Goods/Service or Change

Replacement of all exterior doors at St Marguerite Bourgeoys Catholic School.

4. Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	10
Name of Recommend Vendor/Bidder	Windspec Inc.
Winning Bid Value (exclude all Taxes)	\$105,000.00
Budget Source	School Condition Improvement Grant
Budget Source approval (Report & Date)	Ren 2018-057 (2018-12-12)

5. Formal Award Recommendation

1. That a construction contract to replace all exterior doors at St. Marguerite Bourgeoys Catholic School be awarded to Windspec Incorporated, in the amount of \$105,000.00, plus net HST of \$2,268.00, for a total of \$107,268.00.



Procurement Award Report

(for Contracts over \$50,000)

1. Report Information

Report Name	St. Rita Catholic School Exterior Doors Replacement Contractor Award
Report #	Ren 2020 097
Division	Capital Development, Asset Management and Renewal
SO/Executive	D. Friesen, Superintendent, Capital Development, Asset Management and Renewal
Initiator/Requestor	A. Ruscetta, Project Supervisor

2. Tender/RFP/RFQ Information

RFP/Tender #	T – 025 - 21	Value (exclude all Taxes)	\$97,849.00
Term Start Date	April 8, 2021	Term End date	November 30, 2021

3. Description of Goods/Service or Change

Replacement of all exterior doors at St. Rita Catholic Elementary School
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4. Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	8
Name of Recommend Vendor/Bidder	Seaforth Building Group
Winning Bid Value (exclude all Taxes)	\$97,849.00
Budget Source	School Condition Improvement
Budget Source approval (Report & Date)	Ren 2019-002 (2019-10-10)

5. Formal Award Recommendation

That a contract be awarded for the replacement of exterior doors at St. Rita Catholic School to Seaforth Building Group in the amount of \$97,849.00, plus net HST of \$2,113.54 for a total of \$99,962.54.

OUR 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.*

OUR VISION

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



MINUTES OF THE REGULAR VIRTUAL MEETING OF THE GOVERNANCE AND POLICY COMMITTEE PUBLIC SESSION

HELD TUESDAY, MARCH 2, 2021

PRESENT:

Trustees:

M. de Domenico, Chair – In Person
N. Di Pasquale, Vice-Chair
N. Crawford - Ex-Officio
I. Li Preti
T. Lubinski

Non-Voting Trustees:

A. Kennedy
M. Rizzo

Staff:

B. Browne
C. Fernandes
M. Loberto
P. Matthews
M. Meehan
C. Onyia

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

External Guest:

A. Robertson, Parliamentarian

4. Roll Call and Apologies

Trustee Martino was absent.

5. Approval of the Agenda

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that the Agenda, as amended to include the Addendum, be approved.

The Motion was declared

CARRIED

6. Declarations of Interest

There were none.

7. Approval and Signing of the Minutes

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that the Minutes of the Meeting held February 2, 2021 be approved.

The Motion was declared

CARRIED

8. Delegations

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 8a) be adopted as follows:

- 8a) From Paolo De Buono regarding Delegations and Public Participation Policy T.14** received and referred to Staff.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Li Preti
Lubinski

The Motion was declared

CARRIED

14. Staff Reports

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 14a) be adopted as follows:

- 14a) Update to Delegations and Public Participation Policy (T.14)** that the report along with the following list of recommendations from Trustee Rizzo be referred to Staff:

Policy

Add:

Delegates may be heard at all Committees of the Board including Standing, Regular Board, Advisory and Ad-hoc;

Members of the public are welcome to bring issues or concerns through a delegation addressing a Committee or Board (by speaking or submitting a written communication);

The objective of the Delegation Policy is to set out an understandable process for the public to address Committees and Board through delegations (i.e. by speaking in person or through written submission).

Add Section on Confidentiality

Confidential Matters

The Director, Board Chair or Chair of a Committee may determine at the Committee Agenda setting meeting to schedule a delegation in closed session if the matter is deemed to be of a confidential nature as per the Education Act.

Private Session means a meeting of the Board or any Committee of the Board which is closed to the public in accordance with the Education Act, when the subject matter under consideration involves:

- (a) the security of the property of the Toronto Catholic District School Board (TCDSB);
- (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the TCDSB or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the TCDSB;
- (e) litigation affecting the TCDSB; or
- (f) an ongoing investigation under the Ombudsman Act respecting the Board of Trustees

This is now in Act and needs updating (f):

Addressing a Committee: Delegation Procedures (consider revising title from Appropriate forums for Delegates)

Add:

This Delegation Procedure is intended to ensure that members of the public can provide information and perspectives to Trustees and Staff.

Given the current division of work between the Board meetings and Committee meetings – Strike out.

Rationale: Policies should not reflect circumstances of today as they should stand on own over time. Current division of work irrelevant to policy.

Add: private to public

a) A new item/report or new information has been placed on the agenda that has not been dealt with at a Standing Committee.

Retain:

Rationale: If a report has not been dealt with at Standing Committee and is on Board Agenda as a new Item/Addendum for example, there is no opportunity for public input.

Possible Consideration:

If an Agenda is posted after the deadline, or is new the public will be notified on the website and additional time will be provided to submit delegation requests.

Add:

If a delegate is denied opportunity to speak, the Director/Chair or Chair of Committee will provide a valid reason for denying the delegation based on TCDSB policies and inform the delegate through the Recording Secretary.

Rationale: The delegate does not get clarity at the present time on why they are denied opportunity to speak leading to potential criticism. Provides transparency and accountability fostering public confidence.

Send To Bylaw Ad Hoc Committee For Amendment

The Director of Education, in consultation with the Committee's Chair, retains discretion to reasonably determine whether or not a delegate will be received.

All of above seems to have been struck out.

Retain And Add:

If a delegate is denied opportunity to speak the Director/Chair must provide a valid reason for denying the delegation based on TCDSB policies and inform the delegate.

Add:

Private to public

If a delegate is denied opportunity to speak, the Director/Chair must provide a valid reason for denying the delegation based on TCDSB policies and inform the delegate

Add:

Private to public

The topic and delegation form will determine at which Committee.

If a delegate is denied opportunity to speak, the Director/Chair must provide a valid reason for denying the delegation based on TCDSB policies and inform the delegate

Only receipt and referral to the appropriate Committee or to Staff. (By-Laws Section)

Delegation only receipt and referral to staff as above.

This needs clarity:

No definition of what this means.

Board never hears about it again when referred to Staff unless a report is requested although it is Board practice to allow requests of Staff.

Change to clearly define referral to Staff and action requested.

Or allow reports in special circumstances and define circumstances.
It seems that too many reports are generated and this may be cut down if clarity is provided.

It may be appropriate to allow Director to make decision for a report.

Or simply amend to allow reports if approved by Board.

Suggestion: If the delegation addressed a matter not an item on the Agenda for that meeting, a Trustee may move a motion requesting consideration of the matter at another meeting. Discussion of the matter addressed by the delegation will then take place at that regular meeting of the Committee or Board.

Send To Bylaw Ad Hoc Committee to Amend

Add:

A request for delegation can be submitted via email, by phone, by fax, through regular mail or in person to the Recording Secretary.

Comment: Contact numbers may change. Perhaps just website should provide address, fax, email, phone etc.

Add:

The Recording Secretary will notify the local Trustee immediately, if the matter is Ward specific and if the delegate identifies as a resident of a specific Ward.

Change:

Delegates are requested to provide a written copy of their intended delegation in full by 11a.m on the day of the meeting.

Add:

Or may be denied opportunity to delegate. If accommodations are required this may be waived.

Suggestion:

The delegation requests are expected to be received by 2:00 p.m. two working days before the meeting. Every effort will be made to post the meeting agendas on the public website five) working days before a meeting. If an agenda is posted after the said deadline, the public will be notified and additional time will be provided to submit delegation requests.

Add:

Delegates are will be expected to present their remarks as submitted through the application process. Upon receipt of a delegation request, the Recording Secretary will consult with the Director or designate and assist the delegate in accommodating the delegate's concerns. The issue may be referred to be heard at a different Committee/Board or to a Staff member for direct follow-up.

There may be up to a maximum of ten (10) deputations per meeting.

Add:

The Director, Board Chair or Chair of the Committee will consider hearing late delegation requests while taking into account the number of delegations already received by the deadline and/or by approval by members at the time of approval of the agenda.

When there are several delegates registered to speak on the same topic affecting the same school, and there are other delegates registered or wishing to register to speak to different topics on the Agenda or of a time-sensitive nature, the Director and the Chair of the Committee may restrict the number of delegates on the same topic affecting the same school to three delegates, or if the issue is significant a special meeting may be called to hear delegates and deal with the issue of importance.

And:

If the number of oral delegation requests is high, the Recording Secretary in consultation with the Director or designate may request that delegates be contacted and propose that the delegate submit a written delegation instead of an oral delegation

If a Special Meeting is called to hear delegations, the corresponding agenda item will be deferred. The Recording Secretary will contact delegates as soon as possible informing them about the change in their delegation meeting time.

Change to:

A delegation may be made on a topic only once within a 12-month period, unless the subject matter of the delegation has changed substantially.

Consider leaving this:

Delegates who want to present their deputation on the screen in the Boardroom must provide an electronic copy two days prior to the meeting.

Add:

Delegations /Delegates who are from TCDSB employees shall verbally disclose this information at the time of registration and at the beginning of their deputation. No employees/former employees will be able to delegate on issues the union has jurisdiction. The employee who delegates must comply with TCDSB Employee Conflict of Interest Policy and confirm that they have read and adhere to the Employee Conflict of Interest Policy.

Add Section:

Subject Matter

Delegates may address a Committee on an item of the Agenda or on another matter relevant to the mandate of the Committee.

Time Parameters.

Delegations /Delegates who have registered by the specified time deadline may speak for a maximum of three (3) minutes.

Change To:

Delegations who may not have registered in time may speak for two minutes

If the Chair determines that the number of expected delegates/delegations far exceeds ten, he/she may recommend to the Director to call a Special Board meeting to hear all delegates/delegations. Alternatively, by a majority vote of trustees a special meeting dealing with the significant issue may be held.

Delete:

Delegates may opt to delegate remotely or via a written deputation to be read by staff

Very confusing to public if differing views from staff recommendation as an example.

Three minutes will be allocated to address both the Trustee's questions and the delegate's answers to same.

Add:

The Chair shall state at the onset that answers and questions must be within the three- minute timeline for each Trustee/delegate responses.

Questions asked by Trustees are limited to clarifying questions only. No questions of Staff shall be permitted unless approved by Trustees on a majority vote.

Rationale: to clarify factual information as an example.

Format and Content of Deputations

Delegates will be requested to:

Add: Delegates are expected to provide input:

Follows Add:

Delegates are encouraged to voice concerns but avoid negative or derogatory personal references or cross debate with other delegates, Staff or Trustees.

Remove:

No one may display signs or placards, applaud debating participants or engage in conversations or other behaviour that may disrupt a meeting;

The Chair or Vice-Chair may request the delegate to apologize in the moment;

A delegate who makes a public and misleading statement against a Trustee and refuses to apologize shall not be allowed to delegate until such time as a public apology is made.

Remove except for (Governance and Policy Committee) from Appendix B form.

Trustee de Domenico relinquished the Chair to Trustee Di Pasquale.

MOVED in AMENDMENT by Trustee de Domenico, seconded by Trustee Li Preti:

BE IT RESOLVED THAT: Delegates to the Board may not specifically use the name of a Trustee or refer to a Trustees Ward number at any point in their delegation.

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

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Li Preti

Lubinski

The AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Li Preti

Lubinski

The Motion, as amended, was declared

CARRIED

Trustee de Domenico reassumed the Chair.

MOVED by Trustee Di Pasquale, seconded by Trustee Li Preti, that Item 14b) be adopted as follows:

- 14b) Update to Permits Policy (B.R.05)** that the Governance and Policy Committee recommend to Board that the changes to the procedures of Permits Policy B.R.05 outlined in the body of this report, including Appendix A and Appendix C of the report, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Li Preti

Lubinski

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 14c) be adopted as follows:

- 14c) Age-Appropriate Placement: Curriculum/Program Supports** that the Governance and Policy Committee recommend to Board that the newly created Policy on Age-Appropriate Placement: Curriculum/Program Supports, provided in Report Appendix A, and the accompanying TCDSB Operational Procedures, provided in Report Appendix B, be adopted.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Li Preti
Lubinski

The Motion was declared

CARRIED

MOVED by Trustee LiPreti, seconded by Trustee Di Pasquale, that Item 14d) be adopted as follows:

- 14d) Update to Delegation and Public Participation Policy (T.14) (With Appendix C- Delegation Registration Quick Fact Sheet) (Refer Item 14a) that this Item be referred back to Staff.**

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Li Preti
Lubinski

The Motion was declared

CARRIED

17. Updating of Pending List

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

- 17a) Monthly Pending List** received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Li Preti
Lubinski

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 17b) be adopted as follows:

17b) Annual Policy Priority Schedule received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Li Preti
Lubinski

The Motion was declared

CARRIED

18. Adjournment

MOVED by Trustee Li Preti, seconded by Trustee Di Pasquale, that the meeting be adjourned.

The Motion was declared

CARRIED

SECRETARY

CHAIR

MASTER PENDING LIST AND ROLLING CALENDAR TO APRIL 22, 2021

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Jan-2020 Corporate Services	TBC	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; (2020-2021 School Relocations Plan)	Associate Director of Facilities, Business & Comm. Dev.
2	Jan-21 Student Achievement	TBC	Corporate Services	1. That staff bring back a report with a revised 2020-2021 Renewal Plan in the Spring of 2021 following announcement of CVRIS funding allocations; and 2. That a report be submitted to Board on the findings of the consultant (Renewal Plan 2020-2021 and Three-Year Forecast (All Wards))	Associate Director of Facilities, Business & Comm. Dev.
3	Feb-21 Regular Board Public	June 2021	Corporate Services	That staff present the finalized budget estimates for 2021-22, reflective of the community consultation and overall feedback, to the Board of Trustees at the Corporate Services meeting scheduled for June 2021 (2021-22 Budget Consultation Plan)	Associate Director of Facilities, Business & Comm. Dev.
4	June-2020 Special Board	TBC	Regular Board	Report outlining strategies to make hiring more racially representative (both locally and centrally) which acknowledge how important it is for students to be able to see themselves reflected in different fields and positions of leadership (Consideration of Motion from	Director of Education & Associate Director of Education,

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
5				Student Trustee Dallin regarding Anti-Black and Anti-Indigenous Racism in Schools)	Academic Services & Associate Director of Facilities, Business & Comm. Dev & CFO
	Oct-2020 Corporate Services	TBC	Regular Board	The Director of Education bring a report to Board outlining the details of an Attendance Boundary Review for St. Catherine Catholic Elementary School. (Consideration of Motion from Trustee Kennedy regarding Attendance Boundary Review for St Catherine's Catholic Elementary School)	Director of Education & Associate Director of Facilities, Business & Comm. Dev & CFO
	Feb-21 Student Achievement	TBC	Regular Board	Referred to the African-Canadian Advisory Committee for a report to come to the Board indicating how a partnership can be implemented and operationalized. (Delegation from Samantha Adebisi and Garth Neilson regarding Black Achiever Initiative)	Associate Director of Education, Academic Services
	Mar-21 Regular Board	TBC	Regular Board	That in the interest of transparency and recognizing these are public funds, the 2019/2020 block budget equity distributions and the 2020/2021 block budget equity distributions be included in a report to Board highlighting changes made and that staff report back to Board on ways to rectify any prior errors ensuring those communities which were potentially mistreated receive the funds they	Associate Director of Facilities, Business & Comm. Dev & CFO

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
8				deserve. (From Trustee Di Giorgio regarding 2020/2021 Block Budget Increases (Equity Distribution))	
	June-2020 Special Board	TBC	Student Achievement	That future device programs such as formal bring-your-own-device (BYOD) and low income family device loan program be explored and presented to the Board of Trustees at the end of the COVID-19 pandemic. (Computers for Students in Need)	Associate Director of Facilities, Business & Comm. Dev & CFO

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	B.R.01 Rental of Surplus School Space & Properties 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 Plan	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 Policy Metric</u>	A.D. Facilities, Business, Community Development
6	March	Corporate Services	A.18 Development Proposals, Amendments and Official Plans and Bylaws Policy Metric	A.D. Facilities, Business, Community Development
7	April (A)	Corporate Services	Budget Series Report: Grants for Student Needs Update	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

13	September (A)	Corporate Services	Capital Program Update	A.D. Facilities, Business, Community Development
14	September (A)	Corporate Services	Delegated Authority Update Report	A.D. Facilities, Business, Community Development
15	October (A)	Corporate Services	Trustee Honorarium Report	A.D. Facilities, Business, Community Development
16	November	Corporate Services	Preliminary Enrolment Reports Elementary and Secondary Schools and S.A.01 Elementary Admission and Placement Policy Metric	A.D. Facilities, Business, Community Development
17	November (A)	Corporate Services	Legal Fees Report	A.D. Facilities, Business, Community Development
18	November (A/Q)	Corporate Services	Audited Financial Statement and Financial Status Update #4	A.D. Facilities, Business, Community Development
19	December (A)	Corporate Services	Budget Series Report: Revised Budget Estimates for the Current Fiscal Year	A.D. Facilities, Business, Community Development
20	December	Corporate Services	Capital Renewal Program Report	A.D. Facilities, Business, Community Development
21	December (A)	Corporate Services	Annual Investment Report	A.D. Facilities, Business, Community Development
22	February (A)	Regular Board	School Year Calendar	Associate Director Academic Services
23	March (A)	Regular Board	Staffing Projections Report	Associate Director Academic Services
24	August (P)	Regular Board	T.19 Electronic Participation in Meetings of the Board, Committees of the Board, and Committee of the Whole Board Metric	Director of Education
25	August (P)	Regular Board	H.M. 19 Conflict Resolution Department	Associate Director Academic Services

2021 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

26	October (P)	Regular Board	H.M.33 Acceptance of Hospitality or Gifts Policy Metric	Director of Education
27	October (A)	Regular Board	Ongoing Exit and Entry Survey for all students either changing schools within the Board or entering or exiting the Board	A.D. Facilities, Business, Community Development
28	November (A)	Regular Board	Annual Report on the Multi Year Strategic Plan	Director of Education
29	November (A)	Regular Board	Annual Calendar of Meetings	Director of Education
30	December (A)	Regular Board	Director's Annual Report	Director of Education
31	October (A)	Special Board	Director's Performance Appraisal (over 3 consecutive Special Board Meetings)	Director of Education
32	January (A)	Student Achievement	Mental Health Report	Associate Director Academic Services
33	January (P)	Student Achievement	<u>A.35 Accessibility Standards</u> Policy Metric	Associate Director Academic Services
34	February (P)	Student Achievement	<u>S. 19 External Research Policy Metric</u>	Associate Director Academic Services
35	April (A)	Student Achievement	Non-Resident VISA Student Fees	Associate Director Academic Services
36	May (A)	Student Achievement	Staffing Status Report for Next School Year	A.D. Facilities, Business, Community Development
37	May (A)	Student Achievement	Ratification of Student Trustee Nominees	Associate Director Academic Services
38	June (P)	Student Achievement	<u>B.B.04 Smoke & Vapour Free</u> Policy Metric	Associate Director Academic Services
39	September (A/P)	Student Achievement	Annual Safe Schools Report and <u>S.S.12 Fresh Start</u> Policy Metric	Associate Director Academic Services
40	September (P)	Student Achievement	<u>H.M. 40 Fair Practice in Hiring and Promotion</u> Policy Metric	Associate Director Academic Services

2021 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

41	September	Student Achievement	<u>Community Advisory Committees Report</u>	Associate Director Academic Services
42	September (P)	Student Achievement	<u>T.07 Community Engagement Policy Report</u>	Director of Education
43	September	Student Achievement	<u>A.37 Communications Policy Metric</u>	Associate Director Academic Services
44	October (A)	Student Achievement	Student Trustees: Voices that Challenge- CSLIT	Associate Director Academic Services
45	October (A)	Student Achievement	International Languages Program Report	Associate Director Academic Services
46	October (A)	Student Achievement	Primary and Junior Division Assessments Of Reading, Writing and Mathematics (EQAO); the Grade 9 Assessment of Mathematics; and the OSSLT Assessment (EQAO)	Associate Director Academic Services
47	October (A)	Student Achievement	<u>S.22 Religious Accommodation Policy Report</u> and <u>S.S.02 Opening or Closing Exercises Policy Report</u> (combined)	Associate Director Academic Services
48	October	Student Achievement	Board Learning Improvement Plan (BLIP)	Associate Director Academic Services
49	November (A)	Student Achievement	K-12 Professional Development Plan for Student Achievement and Well-Being	Associate Director Academic Services
50	November (A)	Student Achievement	CPIC Annual Report including Financial Report	Associate Director Academic Services
51	November (P)	Student Achievement	Elementary Catholic School Leadership Impact Team Report ESLIT	Associate Director Academic Services
52	November (P)	Student Achievement	<u>S.24 Combined (Split) Grade Classes for Elementary Schools Policy Report</u>	Associate Director Academic Services

2021 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

53	December (A/P)	Student Achievement	Accountability Framework for Special Education and <u>S.P.01 Special Education Programs and Services Policy Metric</u>	Associate Director Academic Services
54	December (P)	Student Achievement	<u>S.10 Catholic School Parent Council Policy Metric</u>	Associate Director Academic Services
55	December	Student Achievement	<u>Staff CPIC Annual Report Including Financial Reporting</u>	Associate Director Academic Services