

**Corporate Services, Strategic Planning
And Property Committee
REGULAR MEETING
Public Session
AGENDA**

MAY 12, 2016

Patrizia Bottoni, Chair
Trustee Ward 4

Maria Rizzo, Vice Chair
Trustee Ward 5

Ann Andrachuk
Trustee Ward 2

Nancy Crawford
Trustee Ward 12

Frank D'Amico
Trustee Ward 6

Jo-Ann Davis
Trustee Ward 9

Allison Gacad
Student Trustee

Michael Del Grande
Trustee Ward 7

Angela Kennedy
Trustee Ward 11

Joseph Martino
Trustee Ward 1

Sal Piccininni
Trustee Ward 3

Barbara Poplawski
Trustee Ward 10

Garry Tanuan
Trustee Ward 8

Karina Dubrovskaya
Student Trustee



MISSION

*The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ.
We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.*

VISION

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

Recording Secretary: Lalita Fernandes 222-8282 extension 2293

Angela Gauthier
Director of Education

Angela Kennedy
Chair of the Board

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

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

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

OUR MISSION

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OUR VISION

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through witness, faith, innovation and action.*



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

PUBLIC SESSION

Patrizia Bottoni, Chair

Maria Rizzo, Vice-Chair

Thursday, May 12, 2016

7:00 P.M.

Pages

1. Call to Order
2. Opening Prayer (Chair or Designate)
3. Singing of O Canada A Capella
4. Roll Call and Apologies
5. Approval of the Agenda
6. Report from Private Session
7. Declarations of Interest
8. Approval & Signing of the Minutes of the Meeting held April 14, 2016 for Public Session. 1 - 18
9. Delegations
10. Presentation
11. Notices of Motion
12. Consent and Review
13. Unfinished Business

14. Matters referred or deferred

15. Staff Reports

15.a	Report regarding Liquor Permit Request for Blessed Cardinal Newman for June 30, 2016	19 - 20
15.b	Report regarding Liquor Permit Request for Notre Dame for June 4, 2016	21 - 22
15.c	Report regarding Liquor Permit Request for Notre Dame for October 14, 2016	23 - 24
15.d	Report regarding Delegating of Authority for Approval of Summer Projects 2016	25 - 28
15.e	Report regarding St. Paschal Baylon Catholic Elementary School Ward 5 Capital Project Tender Award	29 - 35
15.f	Report regarding St. Fidelis Catholic School - Replacement Ward 3 Capital Project Budget Approval	36 - 42
15.g	Report regarding TCDSB Gas Purchasing Strategy 2016-2018	43 - 52
15.h	Updated Report regarding 2016-2017 Budget Estimates for Consultation Purposes (to be distributed).	
15.i	Report regarding Passive Cooling for Schools without Air Conditioning	53 - 59
15.j	Report regarding School Capacity & Utilization 2015-2016 (Trustees All)	60 - 107
15.k	Report regarding Pupil Accommodation Review Policy (S.09) - Public Consultation and Approval Policy	108 - 202
15.l	Report regarding Community Planning and Partnerships Policy (B.R.07) - Public Consultation and Approval of Policy	203 - 237
15.m	Initiation of Pupil Accommodation Reviews (Wards 7,8,9) (to be distributed)	

16. Listing of Communications

17. Inquiries and Miscellaneous

- | | | |
|-----|--|-----------|
| 18. | Updating of the Pending List | 238 - 239 |
| 19. | Resolve into FULL BOARD to Rise and Report | |
| 20. | Closing Prayer | |
| 21. | Adjournment | |

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

HELD APRIL 14, 2016

PUBLIC SESSION

PRESENT:

P. Bottoni, Chair
M. Rizzo – by teleconference
A. Andrachuk
N. Crawford
F. D’Amico
M. Del Grande
A. Kennedy
J. Martino
S. Piccininni
B. Poplawski
G. Tanuan
A. Gacad, Student Trustee
K. Dubrovskaya, Student Trustee

A. Gauthier
G. Poole
A. Sangiorgio
C. Jackson
P. Matthews
R. McGuckin
J. Shanahan
D. Koenig
N. D’Avella
D. Yack
A. Della Morra
C. Fernandes
P. De Cock

M. Puccetti
M. Silva
J. Yan

A. Robertson, Parliamentarian
L. Fernandes, Recording Secretary
S. Harris, Assistant Recording Secretary

An apology was received from Trustee Davis who was unable to attend the meeting.

MOVED by Trustee Kennedy, seconded by Trustee Andrachuk, that the agenda, as amended, be approved.

On the vote being taken, as follows:

In Favour

Opposed

Trustees Martino
Andrachuk
Piccininni
D'Amico
Rizzo
Bottoni
Del Grande
Tanuan
B, Poplawski
Kennedy
Crawford

The Agenda, as Amended, was declared

CARRIED

Trustees Del Grande and Kennedy declared an interest in item 9b) Presentation by Julie Mazzucca-Peter representing the Association of Professional Student Services Personnel, regarding the budget deficit reduction report and item 16a) 2016-2017 Budget Estimates for Consultation as their family members are employees of the Board. Trustee Del Grande and Kennedy indicated that they would neither vote nor participate in the discussion of the items.

MOVED by Trustee D'Amico, seconded by Trustee Crawford that the Minutes of the Regular Meeting held March 10, 2016 be approved.

On the vote being taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Poplawski
Tanuan
Del Grande
Bottoni
Rizzo
D'Amico
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

Tony Wagner, representing O'Connor House Update on O'Connor House addressed the Committee regarding update on O'Connor House.

MOVED by Trustee Kennedy, seconded by Trustee Andrachuk, that the presentation by Tony Wagner, representing O'Connor House regarding Update on O'Connor House regarding update on O'Connor House be received and referred to staff for a report to respond to the matters raised in the presentation and explore opportunities to help with designing permits that would open up the house for cultural opportunities.

On the vote being taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Poplawski
Tanuan
Del Grande
Bottoni
D'Amico
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

Trustees Del Grande and Kennedy left the meeting.

Julie Mazzucca-Peter representing Association of Professional Student Services Personnel addressed the Committee regarding Budget Deficit Reduction Report.

MOVED by Trustee Andrachuk, seconded by Trustee Crawford, that the presentation by Julie Mazzucca-Peter representing Association of Professional Student Services Personnel regarding Budget Deficit Reduction Report be received.

On the vote being taken, as follows:

In Favour**Opposed**

Trustees Crawford
 Poplawski
 Tanuan
 Bottoni
 D'Amico
 Piccininni
 Andrachuk
 Martino

The Motion was declared

CARRIED

Trustees Del Grande and Kennedy returned to the meeting.

Desmond Alvares, CSPC Chair Senator O'Connor addressed the Committee regarding 60 Rowena Drive.

MOVED by Trustee Del Grande, seconded by Trustee Kennedy, that the presentation by Desmond Alvares, CSPC Chair of Senator O'Connor regarding 60 Rowena Drive be received and referred to staff.

On the vote being taken, as follows:

In Favour**Opposed**

Trustees Crawford
 Kennedy
 Poplawski
 Tanuan
 Del Grande
 Bottoni
 D'Amico
 Piccininni
 Andrachuk
 Martino

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Poplawski, that item 12a) be adopted as follows:

- 12a) Motion from Trustee Kennedy regarding the Gifted and French Programs at Senator O'Connor** that in order to correct the public record and to address the concerns in the Senator O'Connor community, I would move that a staff report come forward at the earliest possible time to address the inequities in program offerings in our secondary schools. I would further move that the two regional programs – French and Gifted continue to be offered at Senator O'Connor and be replicated in other secondary schools at the TCDSB as community interest and finances permit.

On the vote being taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Poplawski
Tanuan
Del Grande
Bottoni
D'Amico
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

The Chair reviewed the Order Paper Items

The following items were questioned.

Item 16a)	Trustee Andrachuk
Item 16b)	Trustee Crawford
Item 16c)	Trustee Del Grande
Item 16d)	Trustee Kennedy
Item 16f)	Trustee Poplawski
Item 16g)	Trustee Del Grande
Item 16h)	Trustee Tanuan
Item 16i)	Trustee Kennedy
Item 16j)	Trustee Poplawski
Item 16k)	Trustee Andrachuk.
Item 17a)	Trustee Crawford

MOVED by Trustee Poplawski, seconded by Trustee D'Amico, that the item not questioned be approved.

CARRIED

MATTER AS CAPTURED IN THE ABOVE MOTION

Report regarding Liquor Permit for Madonna High School for April 22, 2016
that the liquor policy be waived and that Franco Spezzano, director of The Pirandello Theatre Society, a non for profit association, be granted permission to serve alcohol at a cultural event to be held Friday, April 22, 2016.

Trustees Kennedy and Del Grande left the meeting.

MOVED by Trustee Poplawski, seconded by Trustee Martino, that item 16a) be approved as follows:

16a) 2016-2017 Budget Estimates for Consultation Purposes - received.

On the vote being taken, as follows:

In Favour

Opposed

Trustees Crawford
Poplawski
Tanuan
Bottoni
Andrachuk
Martino

The Motion was declared

CARRIED

The Chair declared a ten minute recess.

The meeting continued with Trustee Bottoni in the Chair.

MOVED by Trustee Crawford, seconded by Trustee by Trustee Poplawski, that item 16b) be adopted as follows:

16b) 5th Block Program – Selection Criteria – received.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Poplawski
Tanuan
Bottoni
Andrachuk
Martino

The Motion was declared

CARRIED

Trustees Del Grande and Kennedy returned to the meeting.

MOVED by Trustee Del Grande, seconded by Trustee Andrachuk, that item 16c) be adopted as follows:

16c) Annual Portable Plan and Other Accommodation Needs 2016-2017 (All Wards) that the Director of Education be authorized to implement the accommodation needs strategy as outlined in the report.

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that the meeting be extended until 11:00 p.m.

On the vote being taken, as follows:

In Favour

Trustees Crawford
Kennedy
Poplawski
Bottoni
D'Amico
Piccininni
Andrachuk
Martino

Opposed

Trustee Del Grande
Tanuan

The Motion to extend was declared

CARRIED

Trustee Del Grande rose on a Point of Order and asked the Chair to rule that according to the Board By-laws, discussion on the item has been more than 30 minutes.

The Chair ruled that Trustee Del Grande's point was well taken and asked the Committee if they wished to extend business on this item for another fifteen minutes.

On the vote being taken, as follows:

In favour

Opposed

Trustees Kennedy
Poplawski
Bottoni
D'Amico

Trustees Crawford
Tanuan
Del Grande
Piccininni
Andrachuk
Martino

The request to extend business on the item was declared

LOST

On the vote being taken,

In Favour

Opposed

Trustees Crawford
Poplawski
Tanuan
Del Grande
Bottoni
D'Amico
Piccininni
Andrachuk
Martino

Trustee Kennedy

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Poplawski, that the agenda be reopened to deal with items 16d) and 16j) at the same time.

On the vote being taken, as follows:

In favour

Trustees Crawford
Poplawski
Bottoni
D'Amico
Del Grande

Opposed

Trustees Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

MOVED by Trustee Tanuan , seconded by Trustee Andrachuk, that item 16d) & 16j) be adopted as follows:

- 16d) Non-Resident Visa Student Fees for September 2016** – That the fees for Non-Resident VISA students for September 2016 for Toronto Catholic District School Board be maintained at the same level as the fees established by the TDSB of \$12,500 elementary and \$14,000 secondary as follows:

Panel

Yearly Fee Pro-Rated Fee

Elementary	\$12,500 or \$1,250 per month
Secondary (under 21)	\$14,000 or \$1,400 per month
Secondary (over 21-Fraser) additional course	\$14,000 or \$1,500 per

In the event TDSB or surrounding boards increase/decrease their fees for the 2016/2017 school year, TCDSB staff will re-evaluate and recommend a new tuition fee.

&

- 16j) International Students Report** – received.

Trustee Andrachuk requested that the question be divided.

On the vote being taken, on item 16d) as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Poplawski
Tanuan
Del Grande
Bottoni
D'Amico
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

On the vote being taken, on item 16j) as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Poplawski
Tanuan
Del Grande
Bottoni
D'Amico
Piccininni
Andrachuk
Martino

The Motion of receipt was declared

CARRIED

MOVED by Trustee Poplawski , seconded by Trustee D’Amico, that item 16f) be adopted as follows:

16f) Toronto Student Transportation Group Annual Report (All Wards) – received.

On the vote being taken as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Poplawski
Tanuan
Del Grande
Bottoni
D’Amico
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Crawford, that item 16g) be adopted as follows:

16g) Admission Update and Status of Waitlist (All Wards) – received.

On the vote being taken as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Poplawski
Tanuan
Del Grande

Bottoni
D'Amico
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Tanuan, that item 16h) be adopted as follows:

16h) City Wide Overview of Population Dynamics by City Ward (All Wards)
that staff continue to monitor socioeconomic, demographic and development data for the purposes of informing the Board's established enrolment projection process and demographic forecasting model.

On the vote being taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Poplawski
Tanuan
Del Grande
Bottoni
D'Amico
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Tanuan, that item 16i) be adopted as follows:

- 16i) Annual Report – Conflict Resolution Department Services** – received and that the Director be requested to send a letter to the Ombudsman’s office on behalf of the Board suggesting that the Board would like to receive copies of complaints received from the TCDSB so that action can be taken.

On the vote being taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Poplawski
Tanuan
Del Grande
Bottoni
D’Amico
Piccininni
Andrachuk
Martino

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Del Grande, that the meeting be extended to complete the agenda.

On the vote being taken, as follows:

In favour

Trustees Crawford
Kennedy
Poplawski
Del Grande
Bottoni
D'Amico

Opposed

Trustees Andrachuk
Martino

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Crawford, that item 16k) be adopted as follows:

16k) Friends of Catholic Education Award Selection Criteria - deferred to September 2016.

On the vote being taken, as follows:

In Favour

Trustees Crawford
Kennedy
Poplawski
Tanuan
Del Grande
Bottoni
D'Amico
Andrachuk
Martino

Opposed

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that item 17a) be adopted as follows:

17a) Communication from OCSTA regarding Spring Regional Meeting Questions - received with the following questions to be discussed at the OCSTA Spring Regional Meeting:

1. Financial shortfall for sick days
2. Special Education strategy and how it is going to affect funding and delivery of services
3. What other Boards are doing with respect to the Special Education strategy
4. How Boards are coping with the reduced funding

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Kennedy
Tanuan
Bottoni
Del Grande
D'Amico
Andrachuk

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee D'Amico, that the meeting resolve into FULL BOARD to rise and report.

CARRIED

SECRETARY

CHAIR



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

WAIVER OF LIQUOR POLICY REQUEST FROM BLESSED CARDINAL NEWMAN CATHOLIC SECONDARY SCHOOL

¹ Timothy 5:23 (No longer drink only water, but use a little wine for the sake of your stomach and your frequent ailments.)

Created, Draft	First Tabling	Review
April 26, 2016	April 26, 2016	Click here to enter a date.

Trustee Nancy Crawford, Ward 12

RECOMMENDATION REPORT

Vision:

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Mission:

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G. Poole
Associate Director of Academic Affairs

A. Sangiorgio
Associate Director of Planning and
Facilities

Angela Gauthier
Director of Education

A. EXECUTIVE SUMMARY

Request from the principal of Blessed Cardinal Newman for permission to waive the liquor policy to serve alcohol at the retirement celebration of two of the teachers to be held at Blessed Cardinal Newman Catholic Secondary School on Thursday, June 30, 2016.

B. BACKGROUND

A request was received from Joan Tschernow, principal, Blessed Cardinal Newman Catholic Secondary School to waive the liquor policy to serve alcohol at the retirement celebration of two of their teachers to be held Thursday, June 30, 2016.

C. PURPOSE

A permit is requested to waive the liquor policy at this event.

D. CONCLUSION

This report is presented for the information of the Board.



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

WAIVER OF LIQUOR POLICY REQUEST FROM NOTRE DAME HIGH SCHOOL

1 Timothy 5:23 (No longer drink only water, but use a little wine for the sake of your stomach and your frequent ailments.)

Created, Draft	First Tabling	Review
April 13, 2016	April 13, 2016	Click here to enter a date.
Trustee Angela Kennedy, Ward 11		
RECOMMENDATION REPORT		

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G. Poole
Associate Director of Academic Affairs

A. Sangiorgio
Associate Director of Planning and
Facilities

Angela Gauthier
Director of Education

A. EXECUTIVE SUMMARY

Request Board permission to serve alcohol at a retirement function to be held at Notre Dame High School on Saturday, June 4th, 2016.

B. BACKGROUND

A request was received from the principal of Notre Dame High School, Jolanta Hickey, that the Board waive its liquor policy to allow wine and beer to be served at a staff retirement being held in the school gymnasium. This event will be held on Saturday, June 4th, 2016.

C. PURPOSE

Request the Board waive its liquor policy for this event.

D. CONCLUSION

This report is presented for the information of the Board.



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

WAIVER OF LIQUOR POLICY REQUEST FROM NOTRE DAME HIGH SCHOOL ON FRIDAY, OCTOBER 14, 2016

¹ Timothy 5:23 (No longer drink only water, but use a little wine for the sake of your stomach and your frequent ailments.)

Created, Draft	First Tabling	Review
April 13, 2016	April 13, 2016	Click here to enter a date.

Trustee Angela Kennedy, Ward 11

RECOMMENDATION REPORT

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G. Poole
Associate Director of Academic Affairs

A. Sangiorgio
Associate Director of Planning and
Facilities

Angela Gauthier
Director of Education

A. EXECUTIVE SUMMARY

Request Board permission to serve alcohol at the 75th Anniversary celebration of Notre Dame High School on Friday, October 14th, 2016.

B. BACKGROUND

Notre Dame High School will be celebrating the 75th Anniversary of the school on Friday, October 14th and Saturday, October 15th, 2016. Part of the festivities will include a café where wine and beer will be served. A request was received from the principal, Jolanta Hickey for the Board to waive its liquor policy to allow wine and beer to be served at an Open House at Notre Dame High School on Friday, October 14th, 2016.

C. PURPOSE

Request the Board waive its liquor policy for this event.

D. CONCLUSION

This report is presented for the information of the Board.



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

DELEGATING OF AUTHORITY FOR APPROVAL OF SUMMER PROJECTS 2016

*"I can do all this through Him who gives me strength."
Philippians 4:13 (NIV)*

Created, Draft	First Tabling	Review
April 21, 2016	May 12, 2016	
V. Barton, Senior Coordinator, Capital Developments M. Iafrate, Senior Coordinator, Renewal M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services Superintendents of Learning, Student Achievement and Well-Being M. Puccetti, Superintendent of Facilities Services		
RECOMMENDATION REPORT		

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G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

In 2014, the Board's Purchasing Policy FP01 was updated to include delegation of authority to the Director of Education to award contracts and expenditures with the exception of *new school construction and major school additions, and contracts that have exceeded the approved budget.*

During the summer period when there are no scheduled Committee or Board meetings, a number of tenders will require approval in order to initiate the construction process.

This report recommends that the Board delegate authority to the Director of Education or designate and the Chair of the Board or designate to award construction contracts for the months of June, July and August 2016.

Communication by email will be sent the local school Trustee regarding the award of the contract.

A report summarizing the contract awards and costs and project status will be submitted to the September 2016 Corporate Services, Strategic Planning and Property Committee meeting.

B. PURPOSE

1. The Board approves tender awards for new school construction and major additions. During the summer period when the Board is not scheduled to meet, the Board typically delegates approval authority to the Director of Education or designate.
2. Timely contract approvals will facilitate the scheduling and implementation of major construction projects.

C. BACKGROUND

1. The Board Purchasing Policy provides delegation to the Director of Education; *"the authority to approve the award of all contracts and expenditures where the budget, project or report has been approved by the Board with the exception of:*
 - *New school construction and major school additions;*
 - *Contracts that have exceeded the approved budget;*

- *Significant strategic initiative.*
2. In past years and in order to facilitate tender awards during the summer period, the Board has approved a further delegation to the Director for major tender awards for Facilities Services.
 3. Capital project budgets are approved on an individual case basis by the Ministry and then submitted to the Board for approval prior to the completion of design development and tender issue. Ministry approval is required if a capital project is over budget.
 4. In September 2014, the Board approved the 2014 – 2016 School Renewal Program with a total budget of \$54.492 M. The program is currently being implemented and there may be construction contracts awarded during the summer months.

D. EVIDENCE /ANALYSIS

1. The Board typically delegates approval authority to the Director of Education during the summer period from June until August. An information report is provided to the Board in the following September.
2. In May 2015, the Board amended the recommendation to delegate authority to the Director to include the following additional approvers for a contract award:
 - Chair of the Board or designate;
 - Co-chair of the Board;
 - Appropriate local School Trustee.
3. In order to ensure that the approval can be expedited during a period when the necessary parties may not be available, it is recommended that the Board refine the process by providing delegation to the Director or designate and the Chair of the Board or designate, the authority to approve contracts award while advising the appropriate trustee by e-mail.

E. ACTION PLAN

1. Projects will be tendered individually and a report will be provided that recommends the contract awards.

2. The Director of Education or designate in conjunction as the Chair of the Board or designate, will be authorized by the Board to award the contracts during the months of June, July and August 2016.
3. The appropriate local School Trustee will be informed by email of an award of contract.

F. METRICS AND ACCOUNTABILITY

1. A report summarizing the contract awards and status of the individual projects and services will be submitted to the September 2016 Corporate Services, Strategic Planning and Property Committee meeting.

G. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Facilities staff person will communicate and coordinate the scope of work, schedules and progress of the work with the appropriate Superintendent of Learning, Student Achievement and Well-Being, Principals, the permit department and permit holder (if required).
2. If the construction commences during the summer, while the school is not in session, the status of the project will be communicated to the Principal by email. Staff will meet with the Principals at the end of August 2016 to coordinate the safe return of the staff and students to the site.
3. As per the Board's Good Neighbour Policy, a communication letter will be sent to the surrounding neighbours of a school prior to the start of construction.

H. RECOMMENDATION

That the Board delegate authority to the Director of Education or designate and the Chair of the Board or designate to award contracts for the months of June, July and August 2016.



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

ST. PASCHAL BAYLON CATHOLIC ELEMENTARY SCHOOL WARD 5 CAPITAL PROJECT TENDER AWARD

*"I can do all this through Him who gives me strength."
Philippians 4:13 (NIV)*

Created, Draft	First Tabling	Review
April 21, 2016	May 12, 2016	
V. Barton, Senior Coordinator, Capital Development M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services J. Shain, Superintendent of Learning, Student Achievement and Well-Being M. Puccetti, Superintendent of Facilities Services		
RECOMMENDATION REPORT		

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Mission:

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G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report recommends that the construction contract for the addition to St. Paschal Baylon Catholic School be awarded to Percon Construction Inc. for a total cost of \$11,311,155.20, including net HST, utilizing the CCDC2 (2008) standard construction contract subject to imminent issuance of a foundation permit.

This report also recommends that the construction budget surplus of \$99,074 be reallocated in the project budget to the contingency allowance and other TCDSB allowances as detailed in Table 2, with no change to the total approved project budget. Funding is available and approved by the Ministry of Education (EDU) from Proceeds of Disposition (POD), the Capital grant to accommodate FDK, Capital Land Funding (CLF) and EDU Capital Funding as detailed in Appendix A.

The addition of 404 pupil places to St. Paschal Baylon will provide sixteen new classrooms, four Special Education rooms, a new gymnasium, library and administration offices, as well as an internal roadway connecting Crossen Drive and St. Paschal Court. The completed school with the addition will have an OTG capacity of 730 pupil places.

B. PURPOSE

The Toronto Catholic District School Board Purchasing Policy requires Board approval of contract awards for new schools and major additions.

C. BACKGROUND

1. On April 30, 2014, the Ministry of Education (EDU) approved seven TCDSB Capital Priorities projects, including the addition of 404 pupil places to St. Paschal Baylon Catholic School utilizing Proceeds of Disposition (POD) at a benchmark project cost of \$7,862,527.00, for a school capacity with the completed addition of 730 pupil places.
2. On June 5, 2014, the Board approved the Capital Program for Phases 3 to 6, including a project budget for the addition to St. Paschal Baylon Catholic School, plus renovations to accommodate Full-Day Kindergarten (FDK), of \$13,543,194.00, based on preliminary construction cost estimates, comprising sixteen classrooms, four Special Education classrooms, a new gymnasium and new administration and library space to replace space in the

existing school to be converted to accommodate FDK. The FDK renovations were completed in the summer of 2014.

3. On December 10, 2015, the Corporate Affairs, Strategic Planning and Property Committee approved the Capital project budget of \$13,228,145.00, including \$282,095 SRG funded portable relocation costs, for the addition to St. Paschal Baylon Catholic School, subject to Ministry of Education approval of additional funding for unique site costs and additional POD for the gymnasium.
4. On January 13, 2016, the EDU granted Approval to Proceed to tender (ATP) for the addition of 404 pupil places to St. Paschal Baylon Catholic School for a total project cost of \$12,946,050. Funding was allocated as follows: Capital Land Funding (CLF) of up to \$857,631 for unique site costs; Capital Funding of up to \$454,117 for demolition and Toronto Green Standards (TGS); POD of \$9,304,068 for capital work; and POD of \$2,330,234 for renovations and upgrades to the existing school and site improvements.
5. Subsequent to the Board's request for Approval to Proceed and additional funding for unique site costs, the City of Toronto identified a requirement for a water reservoir for fire-fighting due to extremely low pressure in the City's water supply. On May 4, 2016, EDU confirmed that this item is included as a unique site cost eligible for CLF funding.

D. VISION

VISION	PRINCIPLES	GOAL
To maximize capital improvement opportunities by addressing long-term accommodation needs in conjunction with Ministry funded FDK additions.	Long Term Accommodation Plan Guiding Principles, Stewardship of resources, deliver capital investment at existing schools by providing permanent classrooms and/or ancillary spaces, which incorporate 21st Century Learning principles.	To address the accommodation needs of staff and students, in a cost effective manner for the greatest number of students, with the available funding from Ministry grants and Board-generated sources.

E. ACTION PLAN

1. The tender invitation P-032-16 for the addition to St. St. Paschal Baylon Catholic School, utilizing a standard CCDC2 (2008) construction contract, was issued to the prequalified general contractors on March 10, 2016.
2. On April 5, 2016, seven (7) compliant bids were received in response to P-032-16. The bid results, including an alternate price to provide LED lighting in the gymnasium in lieu of the specified lighting, are summarized in Table 1 as follows:

Table 1

General Contractor	Bid Price (excluding HST)
Percon Construction Inc.	\$11,072,000.00
Jasper Construction Ltd.	\$11,214,000.00
Pre-Eng Contracting Ltd.*	\$11,282,000.00
Tambro Construction Ltd.	\$11,317,200.00
Bondfield Construction Co. Ltd.	\$11,670,200.00
Aquicon Construction Co. Ltd.	\$11,692,300.00
MJ Dixon Construction Ltd.	\$12,022,400.00

* Alternate price listed as NA

3. Tender submissions were evaluated by staff and the Board's consultant, DTAH Architects Limited, retained to prepare the contract documents. The lowest compliant bid that meets the Board's specifications is recommended, including the alternate price of \$7,000.00 (excluding HST) to provide LED lighting in the gymnasium.

F. METRICS AND ACCOUNTABILITY

1. Funding is available and approved by EDU from Proceeds of Disposition (POD), Capital Land Funding (CLF) and Capital Funding as detailed in Appendix A (as per EDU Approval to Proceed dated January 13, 2016 and project budget report approved by Board December 10, 2015).
2. The total construction cost as a result of this tender is below the estimated construction budget by \$99,074. It is recommended that this surplus be reallocated in the project budget to the contingency allowance and other

TCDSB allowances, with no change to the total approved project budget, as detailed in Table 2 below:

Table 2 – St. Paschal Baylon Capital Project Budget at Tender

<i>All amounts include net HST</i>	Total Cost	Approved Budget	Variance
A. Construction Costs			
(i) Unique Site Costs & TGS	\$1,270,462	\$1,244,308	(\$26,154)
(ii) Basic Addition	\$8,230,908	\$8,298,929	\$68,021
(iii) Renovations/ Upgrades	\$1,809,785	\$1,866,992	\$57,207
A. Construction Contract Total	\$11,311,155	\$11,410,229	\$99,074
B. Consulting Fees/Expenses			
B. Consulting Total	\$817,126	\$817,126	\$0
C. Other Soft Costs			
Municipal Permits and Fees	\$131,782	\$123,067	(\$8,715)
Furniture/Equipment/Caretaking	\$40,000	\$15,556	(\$24,444)
Data Integration	\$20,000	\$16,000	(\$4,000)
Moving/Set-up/Fire Safety Plan/Other	\$20,000	\$12,000	(\$8,000)
Project Management	\$103,568	\$103,568	\$0
C. Other Soft Costs Total	\$315,350	\$270,192	(\$45,159)
D. Contingency Allowance	\$502,419	\$448,504	(\$53,915)
TOTAL PROJECT COST	\$12,946,050	\$12,946,050	\$0

(Not including portable relocation cost)

- The project budgets will be monitored through the Board's financial systems and audit processes and the financial status will be reported to the EDU annually through the Capital Asset Project Template (CAPT) system. The renewal work will be reported through the Ministry asset management database, TCPS.

G. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

- The Notice of Approval Conditions (NOAC) for the Site Plan Agreement with the City is expected by May 13, 2016. The Building Permit application has been submitted. Finalization and registration of the Site Plan Agreement and Building Permit review are expected to take approximately three

months, however, the foundation, site servicing and interior renovations permits can be issued upon receipt of NOAC. These permits will be requested immediately, as it is essential that construction begin before the summer for completion to be achievable by September 2017. The low bidder has indicated a construction time of 14 months.

2. A public meeting for parents and nearby residents was held at the school on May 25, 2015 to present the addition design and discuss the impact of construction activities.
3. As required by the “Good Neighbour Policy”, a letter will be sent to the neighbours to notify them of the start of construction and expected duration once the tender is approved.
4. Letters are sent to the school principal each month and posted on the TCDSB website to provide a status update on the progress of the project. Construction progress photos when and if available, will also be posted on the Board’s website.

H. RECOMMENDATION

1. That the construction contract for the addition to St. Paschal Baylon Catholic School be awarded to Percon Construction Inc. in the amount of \$11,072,000.00, plus net HST of \$239,155.20 for a total construction cost of \$11,311,155.20, utilizing the CCDC2 (2008) standard construction contract, subject to imminent issuance of a foundation permit, and funded as follows:

	Board Funds	EDU Funding	Total
Proceeds of Disposition	\$10,080,757.98		\$10,080,757.98
Capital Land Fund		\$800,934.62	\$800,934.62
Capital Funding		\$429,462.60	\$429,462.60
Total	\$10,080,757.98	\$1,230,397.22	\$11,311,155.20

2. That the construction budget surplus of \$99,074.00 be reallocated in the project budget to the contingency allowance and other TCDSB allowances as detailed in Table 2, with no change to the total approved project budget.

Appendix A

St. Paschal Baylon Addition Funding Sources

<i>All amounts include net HST</i>	Total POD	Ministry Funding		Total Cost
		Capital TGS/Demo	Capital Lands	
A. Construction Costs				
(i) Unique Site Costs & TGS				
Demolition & Abatement	\$32,045	\$166,656		\$198,701
Extra Excavation/foundation depth	\$0		\$138,427	\$138,427
Storm Water Management System	\$0		\$214,536	\$214,536
Internal roadway/repave parking	\$0		\$122,633	\$122,633
Fire-fighting Water Reservoir			\$281,553	\$281,553
Cash Allowance for site conditions			\$43,786	\$43,786
Bird-friendly glass	\$0	\$18,082		\$18,082
Green roof	\$0	\$194,104		\$194,104
Tree replacement/cash-in-lieu	\$8,020	\$8,020		\$16,039
Garbage enclosure	\$0	\$42,601		\$42,601
(i) Unique Site Costs & TGS	\$40,065	\$429,463	\$800,935	\$1,270,462
(ii) Basic Addition	\$8,230,908	\$0	\$0	\$8,230,908
(iii) Renovations/ Upgrades	\$1,809,785	\$0	\$0	\$1,809,785
A. Construction Contract Total	\$10,080,758	\$429,463	\$800,935	\$11,311,155
B. Consulting Fees/Expenses				
B. Consulting Total	\$736,801	\$24,654	\$55,671	\$817,126
C. Other Soft Costs				
Municipal Permits and Fees	\$130,756	\$0	\$1,026	\$131,782
Furniture/Equipment/Caretaking	\$40,000			\$40,000
Data Integration	\$20,000			\$20,000
Moving/Set-up/Fire Safety Plan/Other	\$20,000			\$20,000
Project Management	\$103,568			\$103,568
C. Other Soft Costs Total	\$314,324	\$0	\$1,026	\$315,350
D. Contingency Allowance	\$502,419	\$0	\$0	\$502,419
TOTAL PROJECT COST	\$11,634,302	\$454,117	\$857,631	\$12,946,050
<i>Budget Surplus/(Deficit)</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
E. Temporary Accommodation				
Portables (See Note 1)				\$282,095
Total Cost Including Temporary Accommodation				\$13,228,145
Approved Budget/Funding	\$11,634,302	\$454,117	\$857,631	\$12,946,050

Note 1: Charged to School Renewal or Temporary Accommodation Grant



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

ST. FIDELIS CATHOLIC SCHOOL - REPLACEMENT WARD 3 CAPITAL PROJECT BUDGET APPROVAL

*"I can do all this through Him who gives me strength."
Philippians 4:13 (NIV)*

Created, Draft	First Tabling	Review
April 21, 2016	April 26, 2016	
V. Barton, Senior Coordinator, Capital Development M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services G. Iuliano Marrello, Superintendent of Learning, Student Achievement and Well-Being M. Puccetti, Superintendent of Facilities 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 rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.



G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report recommends the approval of the capital project budget for St. Fidelis Catholic School – Replacement of \$13,880,035. The replacement school will have an OTG capacity of 649 pupil places and a Ministry of Education funded child care centre for 39 children.

Funding is available from the Ministry of Education (EDU) from the 2013 Capital Priorities grant, Full Day Kindergarten grant and Child Care Capital grant. In addition, there may be additional funding from the Ministry of Education for Capital Lands Priorities funding for unique site costs, Toronto Green Standards and small site/3 storey premiums as well as Educational Development Charges (EDC) funding.

B. PURPOSE

1. On September 17, 2015, the Board approved in part the following:
“That the Director of Education submit a detailed budget for the Board approval for each Capital project prior to tendering, detailing both capital and operating cost impact.”
2. This report provides a detailed project budget for St. Fidelis Catholic School subject to the Ministry of Education approval and the final location and revised site preparation, small site/3 storey premiums and Toronto Green Standard costs for the replacement school.

C. BACKGROUND

1. On April 30, 2014, the Board received approval from the Ministry of Education for the replacement of St. Fidelis Catholic School at 9 Bannerman Street at the Ministry benchmark funding for a 648 pupil place school, co-ed Kindergarten to Grade 8.
2. On June 8, 2015, the Board approved the Architect appointment and established a municipal/utility permit and fee allowance prior to the approval of the capital project budget. The municipal/utility permit and fee allowance will now be rescinded and replaced with the municipal permit and fees estimate noted in Table 1 of this report.

3. A feasibility study was required as part of the architect's scope of work. After appointment, the architect was asked to investigate additional sites and program scenarios beyond those noted in the Request for Proposal (RFP) as part of the feasibility study. During the summer and fall of 2015, various sites and options for the replacement of St. Fidelis were studied.
4. On June 29, 2015 the Ministry approved the replacement of a two-room child care centre at a cost of \$494,284. Subsequently on October 2, 2015, the Ministry approved additional child care funding of \$494,284 for one (1) toddler room bring the total Ministry of Education funding allocation for the project to \$13,726,750.
5. On February 8, 2016, a revised Space Plan Template (SPT) for the replacement of St. Fidelis CS and the inclusion of all the child care spaces was submitted to the Ministry of Education for approval. Approval of the revised SPT is pending. The revised maximum square feet of the replacement school including the child care centre is 68,674 square feet.

D. VISION

VISION	PRINCIPLES	GOALS
To maximize capital improvement opportunities and address the long term accommodation needs.	Long Term Accommodation Plan Guiding Principles, Stewardship of Resources, deliver the capital investment which incorporate 21 st Century Learning principles	To address the accommodation of students and staff in a cost effective manner, with the available funding from Ministry grants and other sources.

E. ACTION PLAN

1. The feasibility study to determine the best options for the existing and other sites is complete, pending the decisions on property options in the neighbourhood. Based on the property options, the Board will determine whether the school will be replaced on the existing site or if available, relocated to an alternate site.

2. If the decision is to replace the school on the existing site, the current school and the significant site features will need to be demolished. Abatement and demolition consulting services will be required as part of the architectural and consulting services for this project.
3. Students and staff will need to be temporarily relocated to an alternate site prior to the abatement and demolition of the existing building. This relocation would take place at an appropriate time in the school year, so not to disrupt the school program. The cost of the temporary relocation of staff and students is not currently included in the cost of the project.

F. METRICS AND ACCOUNTABILITY

1. The capital project budget for St. Fidelis Catholic School – Replacement is detailed in Table 1 below. This capital project budget is subject to EDU Approval to Proceed and a decision on the final location, site preparation, small site/3 storey premiums and Toronto Green Standard cost for the replacement school.

Table 1							
St. Fidelis Catholic School - Based on Replacement @ Bannerman							
OTG	649	Project Budget (All costs include net HST)					20-Apr-16
Benchmark Area per pupil (sq.m.)	9.27	In Benchmark		Not in Benchmark			Total
Approved GFA at SPT (sq.m.)	6,017	Capital Priorities + FDK	Child Care (B11)	45.5% EDC Funding	54.5% Ministry Unique Site Costs	Ministry 3rd Storey & TGS Funding	
Total GFA of Childcare (awaiting approval) (sq. m.)	363						
Total GFA including Childcare	6,380						
A. Construction Costs	\$ /sq.m.						
Subtotal Site Preparation	\$13.18	\$0	\$0	\$38,268	\$45,838		\$84,106
Subtotal Building	\$1,803.34	\$10,681,694	\$823,644			\$0	\$11,505,338
Subtotal Site Development	\$0.00	\$600,000	\$60,000				
Subtotal Construction		\$11,281,694	\$883,644	\$38,268	\$45,838	\$0	\$12,249,444
Contingency Allowance - 3.5%		\$394,859	\$30,928	\$1,339	\$1,604	\$0	\$428,731
A. Total Construction Budget	\$1,987.17	\$11,676,553	\$914,572	\$39,608	\$47,442	\$0	\$12,678,175
B. Total Consulting Fees and Expenses	\$118.60	\$638,452	\$54,479	\$49,758	\$13,975	\$0	\$756,664
C. Other Soft Costs							
Subtotal Municipal Permits and Fees		\$181,063	\$10,517	\$2,503	\$0	\$0	\$194,083
(ii) TCDSB Allowances							
Furniture & Equipment		\$50,000					\$50,000
Furniture & Equipment for Child Care			\$9,000				\$9,000
Caretaking Equipment		\$5,000					\$5,000
Data Integration		\$47,002					\$47,002
Set-up/Fire Safety Plan/Site Sign		\$2,843					\$2,843
Project Management		\$137,268					\$137,268
Subtotal TCDSB Allowances	\$0.00	\$242,113	\$9,000				\$251,113
C. Total Other Soft Costs	\$69.78	\$423,176	\$19,517	\$2,503	\$0	\$0	\$445,196
TOTAL PROJECT COST	\$2,175.55	\$12,738,182	\$988,568	\$91,868	\$61,417	\$0	\$13,880,035
Temporary Accommodations							TBD
FUNDING - Subject to EDU Approval to Proceed	\$2,175.55	\$12,738,182	\$988,568	\$91,868	\$61,417	TBD	\$13,880,035

2. The current location of St. Fidelis CS at 9 Bannerman Street is eligible for funding from the Educational Development Charges (EDC) revenue of 45.5% of eligible site preparation and appropriate municipal and consulting costs. This EDC eligibility is dependent of the location of the school and could vary if the final location changes.
3. Since the site selection is incomplete, the budget does not include any possible additional funding for site preparation (a portion is EDC-eligible), unique site work, the three storey premium and the Toronto Green Standards premium. Once the site selection is complete, more fulsome studies and cost estimates will be completed for the project.
4. The project budget will be monitored through the Board's financial systems and audit processes and financial status will be reported to the Ministry of Education annually through Capital Asset Project Template (CAPT) system.
5. Further reports will be submitted to the Board to revise the project budget once the final site preparation, small site/3 storey premiums and Toronto Green Standard costs for the replacement school are known. These costs will be submitted to the Ministry of Education's Approval to Proceed.

Board approval is required to award the construction contract and the project budget will be revised to reflect the actual tender price.

G. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Various site fit options for the existing school site on Bannerman Street were presented to the St. Fidelis Catholic School parents' council on December 14, 2015 and February 22, 2016.
2. Monthly letters during the school year providing the status of the project are sent to the school principal for distribution to the school community.

H. RECOMMENDATION

That the capital project budget for St. Fidelis Catholic School – Replacement of \$13,880,035 be approved as detailed in Table 1 and funded as follows:

	Ministry of Education Funds	EDC & Other Contributions	Total
Full Day Kindergarten	\$ 998,260		\$ 998,260
Capital Priorities	\$ 11,739,922		\$ 11,739,922
Child Care Funding	\$ 988,568		\$ 988,568
Ministry Unique Site & TGS (TBD)	\$ 61,417		\$ 61,417
EDC Funding		\$ 91,868	\$ 91,868
Total	\$ 13,788,167	\$ 91,868	\$ 13,880,035



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

TCDSB GAS PURCHASING STRATEGY 2016-2018

*"I can do all this through Him who gives me strength."
Philippians 4:13 (NIV)*

Created, Draft	First Tabling	Review
April 14, 2016	May 12, 2016	
K. Elgharbawy, Senior Coordinator, Maintenance and Energy Management M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services M. Puccetti, Superintendent, Facilities Services		
RECOMMENDATION REPORT		

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Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report provides information on future gas purchases and gas market trends for 2016/18.

This report further recommends locking in 2/3 (66.67%) of the Board's natural gas requirement for the period of September 1, 2016 to August 31, 2017 at a price of \$2.90 CDN/GJ or lower at AECO (Alberta) and that the remaining 33.33% Gas Commodity remain on index with a predicted target price of \$2.70/GJ or lower.

This report also recommends locking in 2/3 (66.67%) of the Board's natural gas requirement for the period of September 1, 2017 to August 31, 2018 at a price of \$3.00 CDN/GJ or lower at AECO (Alberta) and that the remaining 33.33% Gas Commodity remain on index with a predicted target price of \$2.90/GJ or lower.

This report also recommends locking in 100% of the Board's gas transportation requirement for the period September 1, 2016 to August 31, 2017 at an average price not to exceed \$1.75/GJ, and for the period of September 1, 2017 to August 31, 2018 at an average price not to exceed \$2.10/GJ.

The report further recommends setting the Gas budget for fiscal year 2016-2017 in the amount of \$3,976,782, and the Gas budget for fiscal year 2017-2018 in the amount of \$4,200,921

B. PURPOSE

To provide recommendations on the gas purchase strategy for fiscal year 2016 - 2018.

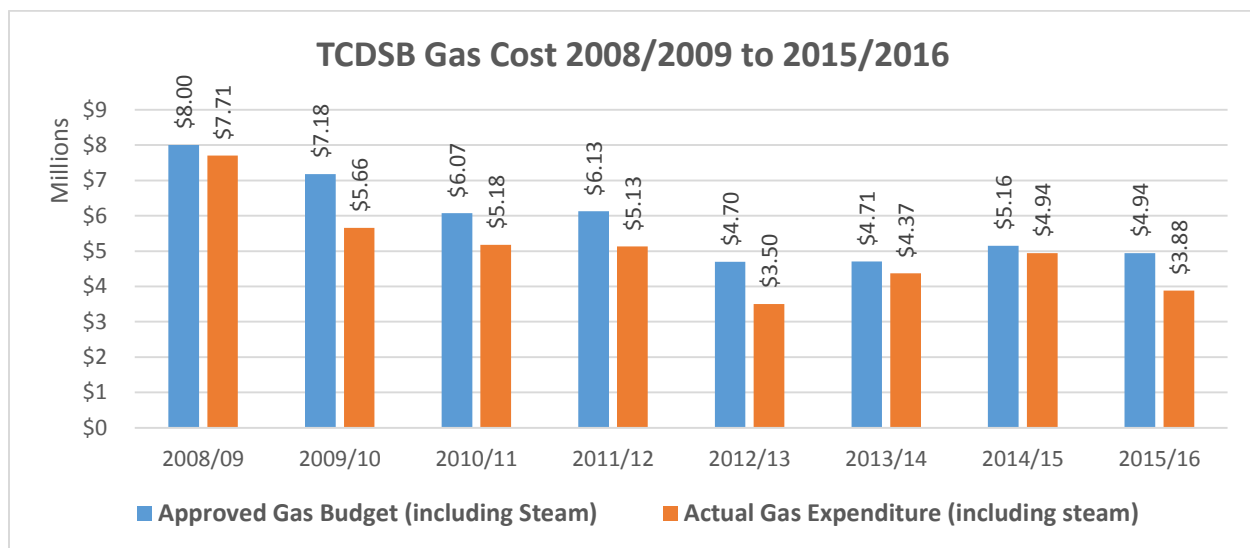
BACKGROUND

1. The Board's current gas purchase agreements expire on August 31, 2016.
2. Currently, the Board has not locked in natural gas or gas transportation requirements for the 2016/2017 school year.

3. Previous Gas Budgets for the last eight (8) years for gas commodity and transportation are as follows:

<u>Year</u>	Approved Gas Budget (including Steam)	Actual Gas Expenditure (including steam)	Under Budget
2008/09	\$8,000,000	\$7,706,422	\$293,578
2009/10	\$7,179,188	\$5,655,759	\$1,523,429
2010/11	\$6,071,172	\$5,177,123	\$894,049
2011/12	\$6,128,603	\$5,128,529	\$1,000,074
2012/13	\$4,696,794	\$3,501,009	\$1,195,785
2013/14	\$4,705,794	\$4,372,369	\$333,425
2014/15	\$5,155,049	\$4,941,000	\$214,049
2015/16	\$4,941,254	\$ 4,487,107	\$454,147

Note: the Board has no remaining central steam plants.



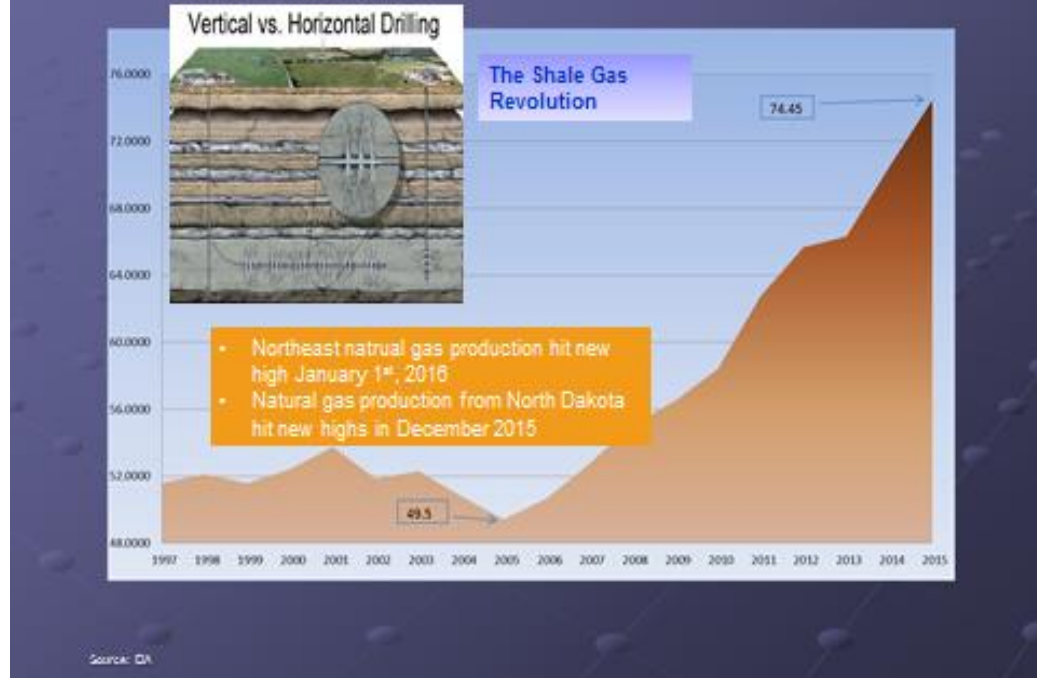
4. The Board currently purchases commodity gas directly from a natural gas supplier for the following reasons:
 - a. capability to fix gas prices if the gas market starts to move up or down;
 - b. ability to ensure budget stability
5. If the Board is to return to System Gas with Enbridge Gas, the disadvantages to the Board would include:

- a. the inability to fix natural gas prices if the gas market starts to move up or down (thus, not having the capability to ensure budgets are met);
- b. paying higher gas prices than the current marketplace as the Enbridge Gas utility price for natural gas is higher than the current market price;

In addition, to either go back to the utility for natural gas purchases or leave the utility in order to take advantage of purchasing natural gas from a supplier takes about 60-90 days lead time.

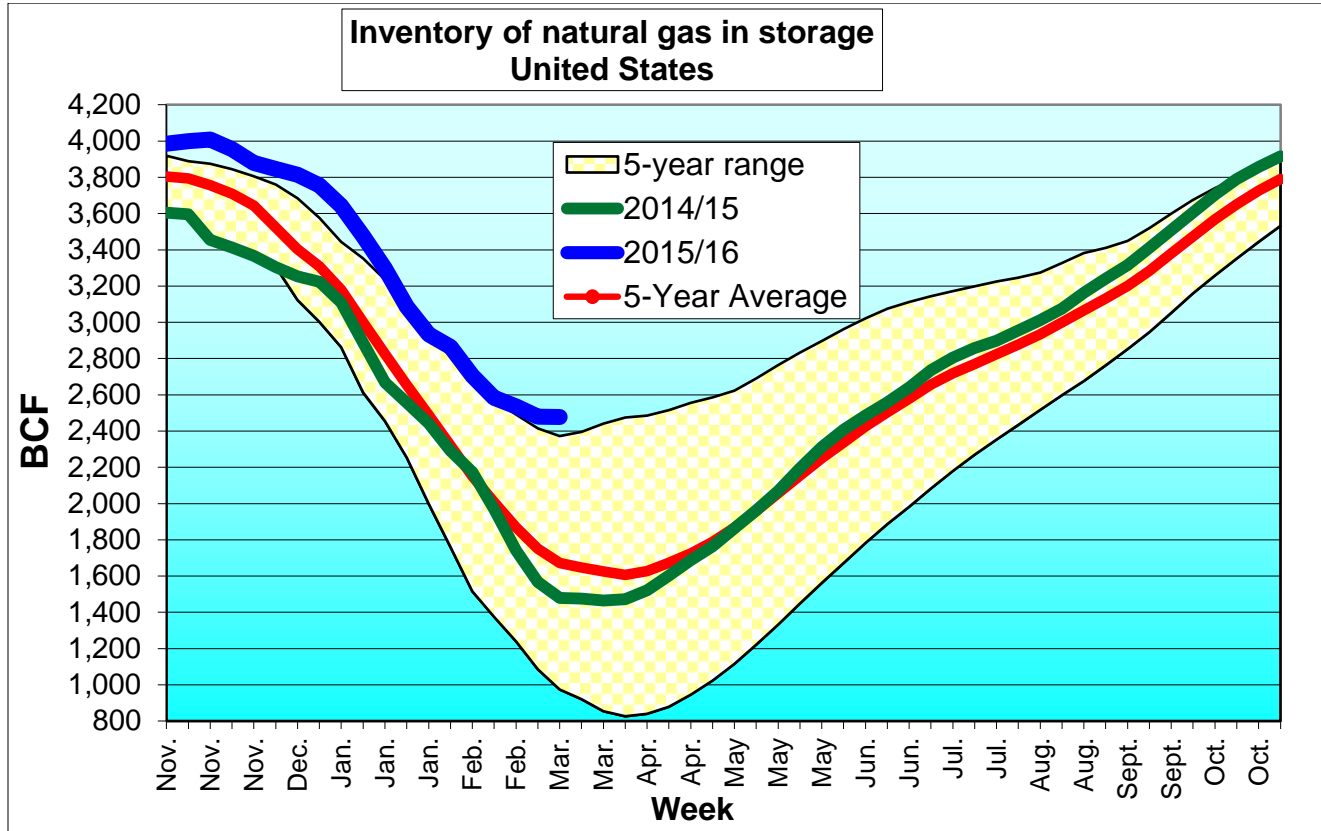
6. Gas pricing is monitored daily by staff in consultation with Navicomm Energy Group Inc. Board staff is prepared to notify the Board's Consultant to fix the gas commodity prices at favourable rates, as the market opportunity arises, in order to provide price protection and price stability to the Board.
7. The natural gas market price has fallen substantially from the prices that were experienced over the last few years. Reasons for the significant drop in natural gas prices include:
 - Continued growth in gas production: the strong supply due to the shale gas exploration continues – even with the weakening commodity price. Below is a graph depicting the growth in natural gas production from 1997 through to October, 2015. Notice the sharp increase in shale production, which commenced in the mid 2000's and continues today.

Supply Picture: US Natural Gas Dry Production 1997 through Oct 2015 - Bcf/Day



- The extremely warm winter that we have had and continue to experience: the *El Nino* weather pattern was strong throughout this winter and is expected to continue into the spring of 2016. Although *El Nino* originates in the eastern Pacific Ocean, it has global weather impact on temperatures and precipitation patterns across the planet. The warm winter experienced due to *El Nino* has led to a significant drop in gas demand from the residential and commercial sectors for winter heating load.
8. With natural gas production (supply) at all-time highs, and demand dropping due to one of the warmest fall and winter seasons in North America in over 122 years of recorded temperatures, natural gas storage levels are very healthy for this time of year.

The graph below shows the current storage levels (highlighted in blue), compared to last year's storage levels (shown in green) and the five-year average storage level (highlighted in red).



C. NATURAL GAS COMMODITY AND TRANSPORTATION INFORMATION:

1. The Board currently delivers approximately 1500 GJ/day to Enbridge Gas in the current gas year (September 1, 2015 to August 31, 2016).
2. Aggressive steps have been taken to control the Gas consumption of our buildings including, but not limited to, installing high efficiency equipment and building automation systems (BAS) to control the space temperatures, and operation schedules. As a result, the Board manages to keep the daily consumption with the allowable range of $\pm 5\%$ from the predicted target of 1500 GJ/d.

D. OPTIONS / SCENARIOS

There are alternative strategies to purchasing gas, however there are risks associated with these alternatives as summarized by Navicomm Energy Group Inc.:

1. Conservative Approach
 - a. Fix 100% at a price equal to current market value or below.
 - b. The Board will have budgetary peace of mind. If prices were to go up in the future, the Board will be 100% secure in knowing they are locked in.
2. Aggressive Approach
 - a. Remain 100% on daily index.
 - b. This approach will not ensure budget certainty. Month-to-month volatility in prices will occur as the daily market price for gas goes up and down. The Board will be susceptible to market fluctuations that occur from Traders and Geopolitical Risks in the market. A customer may save if the prices continue to weaken. However, compared to the long-term daily average spot price, current prices are very favourable. We expect the shoulder period of April and May (where it is neither too cold nor hot) to lead to some very attractive fixed price opportunities for the longer term.
3. Balanced/Cautious Approach
 - a. Purchase a Fixed Price natural gas contract for 2/3 (66.67%) of the Board's natural gas requirement for the period of September 1, 2016 to August 31, 2017 at a price of \$2.90 CDN/GJ or lower at AECO (Alberta) and that the remaining 33.33% Gas Commodity remain on index with a predicted target price of \$2.70/GJ or lower,
 - b. Purchase a Fixed Price natural gas contract for 2/3 (66.67%) of the Board's natural gas requirement for the period of September 1, 2017 to August 31, 2018 at a price of \$3.00 CDN/GJ or lower at AECO (Alberta) and that the remaining 33.33% Gas Commodity remain on index with a predicted target price of \$2.90/GJ or lower.
 - c. This balanced approach will allow the Board to have some measure of price stability in the portfolio and yet be able to take advantage of any price decreases that may occur in the marketplace over the next few months.
4. Natural Gas Transportation Information:

- a. The Board's consultant has recommended that the Board lock in 100% of the Board's gas transportation requirement for the period September 1, 2016 to August 31, 2017 at an average price not to exceed \$1.75/GJ, and for the period of September 1, 2017 to August 31, 2018 at an average price not to exceed \$2.10/GJ.

The tables below show current and anticipated gas commodity and gas transportation rates for September 1, 2016 – August 31, 2017.

Gas Commodity		
\$ Required for 1500 GJ/day September 1, 2016 to August 31, 2017	2016/17 TCDSB Budget @ \$3.00 CDN/GJ	Navicomm Energy Recommendation to lock in 66.67% @ Market of \$2.90 and 33.23% @ \$2.70 CDN/GJ when the Market Allows*
	\$1,647,000	\$1,555,500

Gas Transportation		
\$ Required for 1500 GJ/day September 1, 2015 to August 31, 2016	2016/17 TCDSB Budget @ \$2.00 CDN/GJ	Navicomm Energy Recommendation to lock in 100% @ \$1.75 CDN/GJ or lower
	\$1,098,200	\$960,750

The tables below show current and anticipated gas commodity and gas transportation rates for September 1, 2017 – August 31, 2018.

Gas Commodity		
\$ Required for 1500 GJ/day September 1, 2016 to August 31, 2017	2016/17 TCDSB Budget @ \$3.20 CDN/GJ	Navicomm Energy Recommendation to lock in 66.67% @ Market of \$3.00 and 33.23% @ \$2.90 CDN/GJ when the Market Allows*
	\$1,756,800	\$1,628,700

Gas Transportation		
\$ Required for 1500 GJ/day September 1, 2015 to August 31, 2016	2017/18 TCDSB Budget @ \$2.20 CDN/GJ	Navicomm Energy Recommendation to lock in 100% @ \$2.10 CDN/GJ or lower
	\$1,207,800	\$1,152,900

5. Natural Gas Recommended Budget for 2016/17:

The recommended gas budget for 2016/17 is as follows:

Gas Commodity	\$1,647,000.00
Gas Transportation	\$1,098,200.00
Gas transportation from local hub to schools	\$1,147,500.00
HST	\$84,082.32
Total Recommended Budget	\$3,976,782.32

- a. A total Natural Gas Recommended Budget for 2016/17 in the amount of \$3,976,782 including net HST.

6. Natural Gas Recommended Budget for 2017/18:

Gas Commodity	\$1,756,800.00
Gas Transportation	\$1,207,800.00
Gas transportation from local hub to schools	\$1,147,500.00
HST	\$88,821.36
Total Recommended Budget	\$4,200,921.36

- a. A total Natural Gas Recommended Budget for 2017/18 in the amount of \$4,200,921 including net HST.
- b. The Board will continue to take the necessary steps to control the overall energy consumption including, but not limited to, installing high efficiency equipment and building automation systems (BAS) to control

- the space temperatures, operation schedules, free cooling and adopting any new technology that can help reduce energy consumptions.
- c. Based on the foregoing, Staff anticipates annual gas costs being in line with the projected PAG budget.

E. STAFF RECOMMENDATION

That the Director of Education implements the following Natural Gas Procurement Strategy:

- a. This report recommends locking in 2/3 (66.67%) of the Board's natural gas requirement for the period of September 1, 2016 to August 31, 2017 at a price of \$2.90 CDN/GJ or lower at AECO (Alberta) and that the remaining 33.33% Gas Commodity remain on index with a predicted target price of \$2.70/GJ or lower.
- b. This report also recommends locking in 2/3 (66.67%) of the Board's natural gas requirement for the period of September 1, 2017 to August 31, 2018 at a price of \$3.00 CDN/GJ or lower at AECO (Alberta) and that the remaining 33.33% Gas Commodity remain on index with a predicted target price of \$2.90/GJ or lower.
- c. This report also recommends locking in 100% of the Board's gas transportation requirement for the period September 1, 2016 to August 31, 2017 at an average price not to exceed \$1.75/GJ, and for the period of September 1, 2017 to August 31, 2018 at an average price not to exceed \$2.10/GJ.
- d. The report further recommends setting the Gas budget for fiscal year 2016-2017 in the amount of \$3,976,782, and the Gas budget for fiscal year 2017-2018 in the amount of \$4,200,921.



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

PASSIVE COOLING FOR SCHOOLS WITHOUT AIR CONDITIONING (ALL WARDS)

*"I can do all this through Him who gives me strength."
Philippians 4:13 (NIV)*

Created, Draft	First Tabling	Review
March 17, 2016	May 12, 2016	
M. Iafrate, Senior Coordinator, Renewal M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services A. Della Mora, D. Yack, G. Grant, G. Iuliano-Marrello, J. Shain, J. Shanahan, K. Malcolm Superintendents of Learning, Student Achievement and Well-Being M. Puccetti, Superintendent of Facilities 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 rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.


G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report provides information for passive cooling strategies which can be implemented in schools that are not equipped with any form of air conditioning.

B. PURPOSE

1. Arising from the October 2015 Corporate Affairs meeting, staff were directed to provide a report on passive cooling strategies which could be implemented to provide a more comfortable classroom environment in the months of May, June and September in schools that are not equipped with air conditioning.

C. BACKGROUND

1. On March 8, 2006 a report was presented to Administrative and Corporate Services Committee which recommended active and passive strategies to cool classrooms during the warmer periods of the school year, typically May, June and September. The report summarized the number of days during the school year when air conditioning is required based on information from Environment Canada. The basic requirements are when the temperature and/or humidex exceed 30 degrees Celsius.

2. The basic factors affecting human comfort during warm weather are temperature and relative humidity. During the summer months we often hear about temperatures being greater than 30 degrees Celsius with the humidex. The term humidex is an index developed by Canadian Meteorologists to describe how hot the weather feels to the average person by combining the outdoor ambient temperature and the relative humidity of the air. Environment Canada describes the effect of humidex as follows:

Range of Humidex: Degree of Comfort

- Less Than 29: No Discomfort
- 30 To 39: Some Discomfort
- 40 To 45: Great Discomfort; Avoid Exertion
- Above 45: Dangerous; Heat Stroke Possible

3. The following information (obtained through Environment Canada) summarizes the number of days where the ambient outdoor temperature is greater than 30 degrees Celsius and number of days where the humidex is greater than 30 degrees Celsius for the months of May, June and September 2010 to 2015.

Environment Canada Historical Weather Data

Year	Month	Number of Days Above 30C	Number of Days Humidex >30 C	Percent of School Year
2010	May	1	5	
2010	June	1	7	
2010	September	2	1	
Total		4	13	6.7%
2011	May	0	0	
2011	June	1	4	
2011	September	1	2	
Total		2	6	3.1%
2012	May	0	2	
2012	June	1	8	
2012	September	1	5	
Total		2	15	7.7%
2013	May	0	2	
2013	June	2	4	
2013	September	2	2	
Total		4	8	4.1%
2014	May	1	0	
2014	June	0	4	
2014	September	0	3	
Total		1	7	3.6%
2015	May	0	0	
2015	June	0	3	
2015	September	3	11	
Total		3	14	7.2%
Six Year Average		Average no. of days Temp > 30 degC	Average no. of days humidex >30 degC	Average % of school days *
		2.7	10.5	5.4%
* based on a 194 day school year using humidex				

4. In December 2015 staff provided a status update of the Board Energy Plan 2013-2018. From 2011 to 2014 the Board has reduced our electricity consumption by 12% through the implementation of efficient lighting and equipment, BAS technologies and occupant awareness. During that same period the Board has paid approximately 8% more for electricity in 2014 than it did in 2011 due to rising electricity costs.
5. As part of the Board's Energy Conservation Strategy, the Board has adopted a temperature set point standard of 25 degrees Celsius in buildings equipped with mechanical cooling.
6. The following passive cooling strategies can be implemented at every school to reduce heat gain:

Low Cost Measures

- Turning off or minimizing the use lights and heat generating equipment during school hours.
- Shading windows with the use of film or shades to reduce solar heat gain.
- Operate exhaust and mechanical ventilation units (where applicable) overnight to flush out heat from the building. This is known as free cooling.

Low to Medium Cost Measures

- Planting trees along the south and west façade to shade the building.
- Install ceiling or portable fans in the classrooms for evaporative cooling
- Reducing the amount of heat retaining surfaces where possible such as asphalt around the school.
- Increase the roof insulation R values when undertaking new roofing projects. The incremental cost for the extra insulation would be considered medium.

High Cost Measures

- Explore feasibility of installing white roofs during roof replacement. This will reduce the heat absorbed into the building. This type of roofing system is more expensive than a typical roofing system.

- Explore the feasibility of green roofs, though existing schools are not typically designed to support the additional loading. High capital and maintenance costs are associated with this measure. This measure is not currently supported by Ministry of Education funding.
 - Addition of solar panels will reduce the amount of heat absorbed. Staff are investigating options for installation of rooftop solar panels.
 - For window projects (replacement or new construction), investigate installation of windows equipped with operable ventilation sections to increase air flow into rooms. Currently the Board adopts the City of Toronto Municipal code for Property Standards – Chapter 629 where operable windows are limited to a 100mm opening.
7. Active (or mechanical) cooling measures such as portable AC units have been suggested for use in classrooms on hot weather days but are generally not recommended due to the following:
- increased energy consumption,
 - security (intake and discharge vents need to be fitted into an operable window),
 - added maintenance,
 - additional electrical loading (most of our older schools do not have adequate power), and
 - operating schedule (risk of units left running overnight when the building is unoccupied).
8. Another mechanical cooling strategy is the creation of cooling centres in elementary schools that are not air conditioned. This would involve the installation of variable refrigerant type (VRF) air conditioning systems in a large zone such as a library or multi-purpose room where groups of people could congregate for temporary relief during a hot school day. The typical cost to install this type of air conditioning system would be approximately \$70,000 per school, not including any related asbestos abatement. Currently we have approximately 158 schools that are not air conditioned, therefore the installation of cooling centres in each of our elementary schools would require a total estimated budget of \$11M. This initiative would also result in increased annual maintenance and utility (hydro) costs.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The purpose of passive cooling is to reduce the amount of heat that is gained and stored in a building, using little to no energy. Techniques are primarily derived from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE).
2. Previous Board reports and consultations related to the subject matter include:
 - Air Conditioning Requests at Various Schools (March 8, 2006)
 - Indoor Air Quality and Comfort Concerns (May 17, 2006)
 - Indoor Air Quality & Comfort Stakeholder Consultation Process (October 23, 2006)
 - Report regarding Indoor Air Quality & Comfort Stakeholder Consultation Process (June 2, 2008)
 - Indoor Air Quality & Comfort Concerns: Survey Results (June 22, 2009)

E. VISION

VISION	PRINCIPLES	GOALS
To provide a safe and comfortable classroom environment which is conducive to learning.	Fostering Student achievement and well-being as well as Stewardship of the Board's Operating and Renewal resources.	Staff to continue exploring passive cooling measures with the aim of moving towards net zero energy buildings.

F. METRICS AND ACCOUNTABILITY

1. Implementation of passive cooling measures will have minimal impact of the Board's utility expenditures. The impact can be tracked through the Ministry of Education Utility Database as well as individual school utility bills.

2. The passive measures outlined in this report support the Board's Health and Safety Heat Protocol in Schools

G. CONCLUDING STATEMENT

This report is provided for the information of the Board.



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

SCHOOL CAPACITY AND UTILIZATION 2015- 2016 (TRUSTEES ALL)

"I can do all this through Him who gives me strength." Philippians 4:13

Created, Draft	First Tabling	Review
May 3, 2016	May 12, 2016	
C. MacLean, Sr. Mgr. Planning & Accountability J. Volek, Sr. Coordinator, Planning, Accountability, Admissions M. Silva, Comptroller, Planning and Development		
INFORMATION REPORT		

Vision:

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The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity



G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services, Chief Financial Officer, and Treasurer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

Ministry of Education initiatives on the calculation of school capacity have the potential to significantly impact on the number and funding of small schools in the TCDSB. One key objective /goal of the Ministry of Education is to make more efficient use of unused school space resulting in a reduction in operating grant but additional capital funding to support consolidations and right-sizing of school facilities.

This report identifies and provides a updated summary of how school capacity has been impacted by recent Ministry program initiatives and changes resulting from the Board-approved capital program. The report further summarizes operational and program costs of elementary and secondary schools.

B. BACKGROUND

1. Three major Ministry of Education announcements/initiatives have significantly impacted the funding of small schools in TCDSB:
 - a) Calculation of capacity and utilization for all elementary and secondary schools (reflecting change in loading factors and recent additions and replacement schools)
 - b) School Board Efficiencies and Modernization Initiative (SBEM)
 - c) School Consolidation Capital Program (SCC)

Capacity and Utilization of elementary/secondary schools:

2. The Ministry-rated Capacity (OTG or “On-the-Ground”) of each school reflects the number of pupil places for each type of teaching space as measured by the Ministry of Education. For example, each elementary classroom is rated to accommodate 23 pupils, and a Special Education room is rated to accommodate 9 pupils. Other spaces such as libraries and portables have zero capacity. The capacity of a school does not necessarily reflect the total number of students that can be accommodated in a school.
3. In the 2014-2015 school year, the loading factor for a Kindergarten classroom increased from 20 to 26 pupil places to correlate with the introduction of Full Day Kindergarten (FDK). There have also been major changes in classroom configurations due to FDK retrofits and additions, as

well as new additions and replacement schools under the completed Primary Class Size/Enrolment Pressures Capital Program. This resulted in an increase in On the Ground (OTG) capacity in the elementary panel in 2014-15. As the schools now have a larger capacity, the utilization rate in most cases has been reduced. In 2015-2016 there have been small changes in capacity resulting from demolition of facilities such as Duke of York, plus changes on room use.

4. Above noted changes are summarized below:

Year	Elem	Sec	Total OTG
2010/2011	63,124	27,619	90,743
2011/2012	66,918	28,591	95,509
2012/2013	69,019	28,696	97,715
2013/2014	70,594	28,696	99,290
2014/2015	74,171	28,734	102,905
2015/2016	73,499	28,683	102,182

Appendix 'A' provides a school-by-school analysis of the change in OTG capacity over the last five years.

School Board Efficiencies and Modernization Initiative (SBEM)

5. In 2014-2015 the Ministry of Education introduced the School Board Efficiencies and Modernization (SBEM) strategy to provide incentives for boards to make more efficient use of space. For 2015-2016, the Ministry of Education will broaden this initiative with further measures to encourage the management of underutilized school space. These changes will be phased in over three years. The elements of the SBEM initiative are:
- Revising Grants for Student Needs (GSN) and allocations to incent boards to make more efficient use of school space. Base facility “Top-up” funding has been provided for eligible schools to support the operation and maintenance of facilities where enrolment is less than capacity. If a school’s enrolment is within 85% of the Ministry-rated capacity the Ministry would provide funding to “top-up” Facility grants as if the school building was 100% full. As noted above, the Ministry has begun a complete phase-out of Base Top-up funding, to be fully implemented by 2017.

- b) Revising the Pupil Accommodation Review Guidelines (PARG) to make the process more effective for boards and the community to respond to efficiencies. On December 7, 2015 the Governance and Policy Committee approved the report *School Accommodation Review Policy (S.09)* that updated TCDSB's Pupil Accommodation policy in accordance with the Ministry of Education guidelines.
 - c) The Ministry of Education announced in 2014-15 a four year \$750M School Consolidation Capital (SCC) program to help boards manage their school space more efficiently. Funding is allocated on a business case basis for new schools, retrofits and additions that support school consolidations. The business cases should address the following:
 - i. How the facilities in the area will be right-sized to address underutilized space
 - ii. Impact on reducing school operating and renewal costs
 - iii. Enrolment projections for schools in the area of the project
 - iv. Existing renewal needs of schools that are part of the business case
 - v. Other benefits, such as improved programming, accessibility and/or energy efficiency
 - vi. Results of the School Accommodation Reviews
 - vii. Alternate solutions considered.
6. On December 16, 2015, the Ministry of Education released Memorandum 2015:B16 Request for School Consolidation Capital Projects and New Construction of Child Care. School Boards were requested to provide the Ministry with their consolidation projects that need to be completed at the latest by the 2019-20 school year. On February 24, 2016 the Board of Trustees approved the report *Capital Priorities 2016-2017: School Consolidation (Wards 2 &9)* that recommended projects for submission to the Ministry of Education for funding consideration. The Board submitted four Capital Priority requests. On April 28, 2016 the following projects were approved:
- a) St. Raymond/St. Bruno: Replacement School/Child Care
 - b) St. Leo/St. Louis: Replacement School/Child Care
 - c) St. Luke/Senhor Santo Cristo: Retrofit

7. Based on the recently released Consultation Document 2015-2016 Education Funding Consultation Guide, the Ministry will be focussing on the following areas:
 - a) Identifying efficiencies
 - b) Making more efficient use of schools space
 - c) Community partnerships
 - d) Accountability
 - e) Sharing savings

There will be an emphasis on partnerships with local businesses, community groups, and individuals to help foster continued economic growth and make a positive impact on the lives of every Ontarian.

8. On August 10, 2015 the Community Hub Advisory Group submitted the document Community Hubs in Ontario: A Strategic Framework and Action Plan to the Minister of Education. The concept of community partnerships, or community “hub” is consistent with TCDSB’s emphasis on Catholic Community Hubs as viable centres for Living and Learning, as discussed in the Boards Long Term Accommodation and Program Plan (2007). Hubs can be incorporated into an existing school, and present opportunities to share common family, faith, and educational opportunities.
9. The Ministry of Education has issued Memorandum 2010:B1 Encouraging Facility Partnerships and 2013:B18 Initiative to Encourage Joint/Use Collaboration between School Boards on Capital Projects, both of which encourage more partnerships and the potential creation of community hubs.
10. As part of the creation of community hubs, any unused school space created from school consolidation in TCDSB would first be considered as a potential community partnership hub. Only if that were not possible would any property be considered for disposition.

C. EVIDENCE/RESEARCH/ANALYSIS

11. As a result of recent Ministry of Education emphasis on more efficient use of school space, Board staff have undertaken a review of elementary and secondary schools to identify small schools and any potential candidates for School Accommodation Reviews. The three factors used to define small schools are:

- a) Ministry Rated Capacity (OTG)
 - b) Enrolment
 - c) Facility Utilization Rate
12. *Appendix 'B'* provides a list of all operating schools by enrolment, capacity, and utilization.
13. *Appendix 'C'* provides the following analyses:
- a) Elementary Schools:
 - i. Program/Facilities Surplus (Shortfall) for schools by Enrolment, Capacity, and Utilization,
 - ii. Cost Comparison of the largest and smallest elementary schools,
 - iii. Matrix of smallest elementary schools by enrolment, capacity less than 200 pupil places, and utilization less than 50%.
 - b) Secondary Schools:
 - i. Program/Facilities Surplus (Shortfall) for schools by Enrolment, Capacity, and Utilization,
 - ii. Msgr. Fraser College Cost Surplus(Shortfall)
14. *Appendix 'D'* provides a list of all operating schools and summarizes Program and School Operations/Maintenance Costs. In the elementary panel, 40% of schools generate more grant revenue than expenditures. These 67 schools generate a total of \$15,037,433. This helps to offset the deficit of \$25,078,717 attributable to the other 101 elementary schools. The net expenditure over grants is **\$10,041,284**.
15. It is important to note that due to additional Program costs and the reduction in Top Up grants, schools normally must be at 100% utilization and have enrolment of at least 500 in the elementary and 1000 in the secondary panel in order to be in a surplus cost position.

16. In summary, the Program/School Operating Surplus/ (Deficit) for elementary, secondary, and Msgr. Fraser is as follows:

Panel	Program Cost Surplus/(Deficit)	School Operations Cost Surplus/(Deficit)	Total
Elementary	(7,699,846)	(2,341,438)	(10,041,284)
Secondary	(2,006,562)	5,505,562	3,499,000
Msgr. Fraser	(2,851,480)	140,394	(2,711,086)
Total	(12,557,888)	3,304,518	(9,253,370)

17. This analysis will be used to inform the Long Term Accommodation Plan and the School Accommodation Reviews anticipated to begin in the Fall of 2016.

D. CONCLUDING STATEMENT

This report is for the consideration of the Board.

Appendix 'A' Change in OTG										
Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
500 Cummer Avenue	E	C	0	0	227	227	233	0	0	Building Demolished
All Saints	E	O	584	630	630	630	677	677	93	Yr. 5 FDK retrofit, creation of additional teaching space.
Annunciation	E	O	297	297	297	297	333	333	36	Yr. 5 FDK retrofit, creation of additional teaching space.
Appian PS	E	C	158	158	158	0	0		-158	Returned to TDSB
Blessed Margherita of Citta Castello	E	O	325	325	325	325	337	337	12	FDK rooms change in loading
Blessed Pier Giorgio Frassati (new)	E	O	0	0	472	466	490	490	490	FDK rooms change in loading
Blessed Pope Paul	E	O	400	400	400	388	400	400	0	
Blessed Sacrament	E	O	446	446	492	492	510	510	64	Yr. 5 FDK retrofit, creation of additional teaching space.
Blessed Trinity	E	O	369	369	369	369	378	378	9	Yr. 5 FDK retrofit, creation of additional teaching space.

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
Canadian Martyrs	E	O	389	389	389	389	415	415	26	Yr. 5 FDK retrofit, modification of teaching space.
Cardinal Carter Academy for the Arts (Elem)	E	O	92	92	92	92	92	92	0	
Cardinal Leger	E	O	403	512	515	512	564	564	161	Yr. 5 FDK retrofit, modification of teaching space.
Christ the King	E	O	308	308	311	311	323	323	15	FDK rooms change in loading
D'Arcy McGee	E	O	733	733	733	736	748	733	0	FDK rooms change in loading
Duke of York/Regent Park P.S.	E	C	0	0	0	600	624	0	0	Building to be demolished
Epiphany of Our Lord Academy	E	O	176	199	202	227	233	233	57	FDK rooms change in loading
Father Serra	E	O	322	322	518	518	536	536	214	FDK rooms change in loading
Francis Libermann (Elem)	E	O	23	23	23	23	23	23	0	
Holy Angels	E	O	288	288	288	288	372	372	84	Yr. 5 FDK retrofit, creation of additional teaching space.

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
Holy Child (Joint Owner w/ TDSB)	E	O	463	463	463	477	489	489	26	FDK rooms change in loading
Holy Cross	E	O	447	447	447	475	493	493	46	FDK rooms change in loading
Holy Family	E	O	598	664	670	664	688	688	90	FDK rooms change in loading
Holy Name	E	O	524	524	524	552	570	570	46	FDK rooms change in loading
Holy Redeemer	E	O	190	213	190	204	210	210	20	FDK rooms change in loading
Holy Rosary	E	O	291	291	291	305	317	317	26	FDK rooms change in loading
Holy Spirit	E	O	366	366	366	408	469	469	103	Yr. 5 FDK retrofit, creation of additional teaching space.
Immaculate Conception (new school)	E	O	529	529	529	543	561	561	32	FDK rooms change in loading
Immaculate Heart of Mary	E	O	268	268	268	293	305	305	37	FDK rooms change in loading
James Culnan	E	O	547	547	547	570	619	619	72	Yr. 5 FDK retrofit, modification of teaching space.
Josyf Cardinal Slipyj (Leased from TDSB)	E	O	420	538	534	538	562	562	142	FDK rooms change in loading

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
Melody PS	E	C	0	328	328	328	334	0	0	Demolished
Mother Cabrini	E	O	213	213	213	213	219	219	6	FDK rooms change in loading
Msgr John Corrigan	E	O	190	250	256	282	306	323	133	Yr. 5 FDK retrofit, modification of teaching space.
Nativity of Our Lord	E	O	377	489	492	534	541	541	164	FDK rooms change in loading
Our Lady of Fatima (new school)	E	O	636	636	636	701	725	725	89	FDK rooms change in loading
Our Lady of Grace	E	O	282	282	282	282	282	282	0	
Our Lady of Guadalupe	E	O	150	150	150	164	176	167	17	FDK rooms change in loading
Our Lady of Lourdes (new school)	E	O	659	659	659	659	683	683	24	FDK rooms change in loading
Our Lady of Mount Carmel	E	C	210	210	210	210	133	133	-77	Reduction in rooms used for teaching - admin space at 0
Our Lady of Peace	E	O	509	509	509	509	521	596	87	FDK rooms change in loading
Our Lady of Perpetual Help	E	O	199	245	245	245	280	280	81	Yr. 5 FDK retrofit, modification of teaching space.

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
Our Lady of Sorrows Catholichool (new)	E	O	524	524	524	524	542	568	44	FDK rooms change in loading
Our Lady of the Assumption	E	O	176	176	176	176	225	225	49	Yr. 5 FDK retrofit, creation of additional teaching space.
Our Lady of Victory (new)	E	O	694	694	694	694	684	684	-10	Yr. 5 FDK retrofit, modification of teaching space.
Our Lady of Wisdom	E	O	282	282	282	282	288	409	127	FDK rooms change in loading
Precious Blood	E	O	490	490	490	487	511	486	-4	FDK rooms change in loading
Prince of Peace	E	O	311	311	311	311	323	323	12	FDK rooms change in loading
Regina Mundi	E	O	323	323	323	323	340	340	17	Yr. 5 FDK retrofit, modification of teaching space.
Sacred Heart (Temporary St. Michael)/Msgr	e	C	0	0	213	213	219			Change to Secondary
Sacred Heart	E	O	384	384	384	384	396	364	-20	FDK rooms change in loading
Santa Maria	E	O	268	268	268	268	280	280	12	FDK rooms change in loading

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
Senhor Santo Cristo	E	O	521	521	489	489	507	507	-14	FDK rooms change in loading
St Agatha	E	O	225	449	469	469	487	487	262	FDK rooms change in loading
St Agnes	E	O	190	204	204	204	210	210	20	FDK rooms change in loading
St Aidan	E	O	368	391	394	394	406	406	38	FDK rooms change in loading
St Albert	E	O	210	210	618	618	654	631	421	FDK rooms change in loading
St Alphonsus	E	O	513	513	513	513	525	525	12	FDK rooms change in loading
St Ambrose	E	O	389	389	0	0	0		-389	Demolished
St Ambrose (new)	E	O	0	0	0	398	438	438	438	FDK and Room Use changes
St Andrew	E	O	567	587	581	581	633	633	66	Yr. 5 FDK retrofit, modification of teaching space.
St Angela	E	O	542	562	565	595	619	619	77	FDK rooms change in loading
St Anselm	E	O	325	325	325	325	337	360	35	FDK rooms change in loading
St Anthony (new school)	E	O	464	464	467	467	530	530	66	FDK and Room Use changes
St Antoine Daniel	E	O	198	198	198	198	216	216	18	FDK rooms change in loading

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
St Augustine of Canterbury	E	O	306	326	326	326	344	344	38	FDK rooms change in loading
St Barbara	E	O	337	337	343	343	341	341	4	FDK rooms change in loading
St Barnabas	E	O	409	409	406	406	418	441	32	FDK rooms change in loading
St Bartholomew	E	O	144	144	144	144	150	150	6	FDK rooms change in loading
St Bede	E	O	371	440	440	440	475	475	104	Yr. 5 FDK retrofit, modification of teaching space.
St Benedict	E	O	413	525	525	525	549	523	110	FDK rooms change in loading
St Bernadette	E	C	377	377	377	377	401	401	24	FDK rooms change in loading
St Bernard	E	O	366	661	661	661	681	681	315	FDK rooms change in loading
St Bonaventure	E	O	239	239	239	512	536	536	297	FDK rooms change in loading
St Boniface	E	O	288	288	288	288	300	300	12	FDK rooms change in loading
St Brendan	E	O	432	432	432	432	450	450	18	FDK rooms change in loading
St Brigid	E	O	579	694	694	694	712	712	133	FDK rooms change in loading
St Bruno	E	O	374	374	374	374	380	380	6	FDK rooms change in loading

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
St Catherine	E	O	135	135	135	135	141	141	6	FDK rooms change in loading
St Cecilia	E	O	438	552	552	575	628	628	190	Yr. 5 FDK retrofit, modification of teaching space.
St Charles Garnier	E	O	329	490	487	487	571	571	242	FDK rooms change in loading
St Charles	E	O	368	368	357	357	369	369	1	FDK rooms change in loading
St Clare	E	O	525	571	571	571	586	586	61	Yr. 5 FDK retrofit, modification of teaching space.
St Clement	E	O	302	308	308	308	314	314	12	FDK rooms change in loading
St Columba Catholic	E	O	403	403	403	403	415	415	12	FDK rooms change in loading
St Conrad	E	O	230	230	0	0	0		-230	Building Demolished
St Conrad (new)	E	O	0	0	570	570	628	628	628	FDK and Room Use changes
St Cyril	E	O	265	265	265	265	280	280	15	Yr. 5 FDK retrofit, modification of teaching space.
St Demetrius	E	O	233	233	233	233	245	245	12	FDK rooms change in loading

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
St Denis	E	O	233	256	256	256	268	282	49	FDK rooms change in loading
St Dominic Savio	E	O	357	357	357	357	369	360	3	FDK rooms change in loading
St Dorothy	E	O	653	653	653	653	671	671	18	FDK rooms change in loading
St Dunstan	E	O	340	340	352	352	364	364	24	FDK rooms change in loading
St Edmund Campion	E	O	199	199	199	199	236	236	37	Yr. 5 FDK retrofit, modification of teaching space.
St Edward (Lease from TDSB)	E	O	236	236	233	0	0		-236	Building Returned to TDSB
St Elizabeth	E	O	153	153	153	153	208	208	55	Yr. 5 FDK retrofit, creation of additional teaching space.
St Elizabeth Seton	E	O	271	271	254	254	260	251	-20	FDK rooms change in loading
St Eugene	E	O	190	190	190	190	196	196	6	FDK rooms change in loading
St Fidelis S	E	O	369	369	369	369	381	381	12	FDK rooms change in loading
St Florence	E	O	236	236	236	236	242	242	6	FDK rooms change in loading
St Francis de Sales	E	O	484	484	484	484	490	490	6	FDK rooms change in loading

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
St Francis of Assisi	E	O	342	342	305	351	357	357	15	FDK rooms change in loading
St Francis Xavier	E	O	504	524	524	524	548	525	21	FDK rooms change in loading
St Gabriel Lalemant	E	O	190	190	190	190	219	219	29	Yr. 5 FDK retrofit, modification of teaching space.
St Gabriel	E	O	429	429	426	426	452	452	23	Yr. 5 FDK retrofit, creation of additional teaching space.
St Gerald	E	O	366	366	366	366	406	406	40	Yr. 5 FDK retrofit, modification of teaching space.
St Gerard Majella	E	O	174	174	254	254	260	260	86	FDK rooms change in loading
St Gregory	E	O	559	559	559	559	580	580	21	Yr. 5 FDK retrofit, modification of teaching space.
St Helen	E	O	840	840	834	834	858	858	18	FDK rooms change in loading
St Henry	E	O	196	354	371	371	383	386	190	FDK rooms change in loading
St Ignatius of Loyola	E	O	188	188	188	188	194	194	6	FDK rooms change in loading

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
St Isaac Jogues	E	O	302	302	302	302	329	352	50	FDK rooms change in loading
St James	E	O	288	288	288	288	328	328	40	Yr. 5 FDK retrofit, modification of teaching space.
St Jane Frances	E	O	691	691	691	691	715	715	24	FDK rooms change in loading
St Jean de Brebeuf	E	O	210	210	210	210	222	222	12	FDK rooms change in loading
St Jerome	E	O	426	426	426	426	438	441	15	FDK rooms change in loading
St Joachim	E	O	177	377	380	380	392	392	215	FDK rooms change in loading
St John Bosco	E	O	369	369	369	369	381	381	12	FDK rooms change in loading
St John	E	O	671	694	694	694	709	709	38	Yr. 5 FDK retrofit, modification of teaching space.
St John the Evangelist	E	C	260	260	260	260	278	0	-260	FDK rooms change in loading
St John the Evangelist (Holding)	E	O	542	542	542	542	368	368	-174	Building sold to CSV. OTG now reflects leased portion only.
St John Vianney	E	O	460	460	460	460	478	478	18	FDK rooms change in loading

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
St John XXIII	E	O	459	470	470	470	538	538	79	Yr. 5 FDK retrofit, modification of teaching space.
St Joseph	E	O	319	319	319	319	325	351	32	FDK rooms change in loading
St Jude	E	O	651	651	651	651	723	723	72	Yr. 5 FDK retrofit, modification of teaching space.
St Kevin	E	O	222	222	222	222	268	268	46	Yr. 5 FDK retrofit, creation of additional teaching space.
St Lawrence	E	O	375	375	375	375	406	406	31	Yr. 5 FDK retrofit, modification of teaching space.
St Leo	E	O	447	447	447	447	459	459	12	FDK rooms change in loading
St Leonard	E	C	0	222	222	222	228	228	228	FDK rooms change in loading
St Louis	E	O	346	346	346	346	358	358	12	FDK rooms change in loading
St Luigi (shared, leased from TDSB)	E	O	412	412	412	412	424	424	12	FDK rooms change in loading
St Luke	E	O	553	553	559	559	571	571	18	FDK rooms change in loading

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
St Malachy S	E	O	191	191	191	191	197	197	6	FDK rooms change in loading
St Marcellus	E	O	378	378	389	389	407	407	29	FDK rooms change in loading
St Margaret	E	O	288	288	288	288	355	355	67	Yr. 5 FDK retrofit, modification of teaching space.
St Marguerite Bourgeoys	E	O	199	199	199	199	205	205	6	FDK rooms change in loading
St Maria Goretti	E	O	728	728	728	728	821	821	93	Yr. 5 FDK retrofit, modification of teaching space.
St Mark	E	O	254	254	254	254	266	266	12	FDK rooms change in loading
St Martha S	E	O	251	251	251	251	263	263	12	FDK rooms change in loading
St Martin De Porres	E	O	288	288	288	288	300	300	12	FDK rooms change in loading
St Mary of the Angels	E	O	467	467	468	468	480	480	13	FDK rooms change in loading
St Mary	E	O	476	502	482	482	494	494	18	FDK rooms change in loading
St Matthew	E	O	405	405	405	405	504	504	99	Yr. 5 FDK retrofit, creation of additional teaching space.

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
St Matthias	E	O	213	213	213	213	219	222	9	FDK rooms change in loading
St Maurice	E	O	418	418	407	407	419	431	13	AV Ctr. Closed and then FDK rooms change in loading
St Michael (Leased from City of Toronto)	E	O	84	84	84	84	90	90	6	FDK rooms change in loading
St Michael's Choir S (Elem) (Leased frm RCEC)	E	O	299	299	299	299	299	299	0	
St Monica	E	O	262	282	282	282	288	288	26	FDK rooms change in loading
St Nicholas	E	O	0	0	449	449	472	472	472	FDK and Room Use changes
St Nicholas of Bari	E	O	553	553	593	593	656	656	103	FDK and Room Use changes
St Nicholas	E	O	181	227	0	0	0		-181	Building Demolished
St Norbert	E	O	196	285	302	302	354	354	158	FDK and Room Use changes
St Paschal Baylon	E	O	311	311	311	311	323	283	-28	FDK rooms change in loading
St Paul	E	O	429	452	435	435	447	447	18	FDK rooms change in loading
St Philip Neri	E	O	343	343	340	340	358	358	15	FDK rooms change in loading

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
St Pius X	E	O	254	425	402	402	449	449	195	FDK and Room Use changes
St Raphael	E	O	360	380	377	377	395	392	32	FDK rooms change in loading
St Raymond	E	O	365	572	572	572	584	584	219	FDK rooms change in loading
St Rene Goupil	E	O	225	225	245	245	251	242	17	FDK rooms change in loading
St Richard	E	O	288	311	311	406	412	412	124	FDK rooms change in loading
St Rita	E	O	386	409	415	415	421	421	35	FDK rooms change in loading
St Robert Catholichool	E	O	483	483	483	483	501	501	18	FDK rooms change in loading
St Roch	E	O	343	343	343	343	355	427	84	FDK rooms change in loading
St Rose of Lima	E	O	409	409	409	409	487	487	78	Yr. 5 FDK retrofit, creation of additional teaching space.
St Sebastian (shared, leased from TDSB)	E	O	504	504	484	484	550	550	46	FDK and Room Use changes
St Simon	E	O	231	231	231	231	243	243	12	FDK rooms change in loading
St Stephen	E	O	398	576	654	654	725	725	327	FDK and Room Use changes

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
St Sylvester	E	O	130	130	130	130	164	164	34	FDK and Room Use changes
St Teresa	E	O	262	262	279	279	291	291	29	FDK rooms change in loading
St Theresa Shrine	E	O	248	248	357	357	369	369	121	FDK rooms change in loading
St Thomas Aquinas	E	O	535	535	535	535	547	631	96	FDK rooms change in loading
St Thomas More	E	O	248	389	498	498	492	492	244	Change in loading factor
St Timothy	E	O	538	538	538	538	556	556	18	FDK rooms change in loading
St Ursula	E	O	156	156	156	156	156	156	0	
St Veronica	E	C	375	375	375	375	387	387	12	FDK rooms change in loading
St Victor	E	O	213	213	213	213	219	219	6	FDK rooms change in loading
St Vincent de Paul	E	O	532	532	532	532	544	547	15	FDK rooms change in loading
St Wilfrid	E	O	682	682	679	679	709	706	24	FDK and Room Use changes
St William	E	C	363	363	0	0	0		-363	Sold
St. Andre (new)	E	O	0	0	0	0	0	564	0	
St. Edward (new)	E	O	0	0	0	409	458	458	458	FDK rooms change in loading
St. Josaphat (holding)	E	O	0	0	273	273	279	279	279	FDK rooms change in loading

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
St. Kateri Tekakwitha	E	O	182	182	182	182	194	194	12	FDK rooms change in loading
Stella Maris (shared, leased from TDSB)	E	O	657	657	657	657	675	675	18	FDK rooms change in loading
Sts Cosmas and Damian	E	O	279	279	398	398	416	413	134	FDK rooms change in loading
The Divine Infant	E	O	300	300	300	300	306	306	6	FDK rooms change in loading
Transfiguration	E	O	295	295	295	295	353	350	55	Yr. 5 FDK retrofit, creation of additional teaching space.
Venerable John Merlini	E	O	325	325	325	325	337	337	12	FDK rooms change in loading
Yvonne PS	E	C	259	259	259	0	0		-259	Building has been demolished
Archbishop Romero	S	O	945	945	945	945	945	945	0	
Bishop Allen	S	O	717	717	717	717	717	717	0	
Bishop F Marrocco/T Merton	S	O	1158	1158	1158	1158	1158	1158	0	
Blessed Mother Teresa	S	O	984	984	984	984	984	984	0	
Brebeuf College	S	O	1008	1008	1008	1008	1008	1008	0	
Cardinal Carter Academy for the Arts (Sec)	S	O	456	261	261	261	261	261	-195	Annex

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
Cardinal Carter Academy for the Arts (Sec) - Annex	S	O	0	195	195	195	195	195	195	To separate CC porgrams
Blessed Cardinal Newman	S	O	666	666	666	666	666	666	0	
Chaminade College	S	O	531	531	531	531	531	531	0	
Dante Aligheiri – Beatrice Campus (leased from TDSB)	S	O	0	723	723	723	723	723	723	Short-term TDSB Lease
Dante Alighieri Academy	S	O	651	651	651	651	651	651	0	
Don Bosco S	S	O	840	840	840	840	840	840	0	
Father Henry Carr	S	O	834	834	834	834	834	834	0	
Father John Redmond	S	O	999	999	999	999	999	999	0	
Francis Libermann Catholic HS	S	O	648	648	648	648	648	648	0	
James Cardinal McGuigan	S	O	987	987	987	987	987	987	0	
Jean Vanier	S	O	909	909	909	909	909	909	0	
Loretto Abbey	S	O	480	480	480	480	480	480	0	
Loretto College	S	O	567	567	567	567	567	567	0	
Madonna	S	O	690	690	690	690	690	690	0	

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
Marshall McLuhan	S	O	969	969	969	969	969	969	0	
Mary Ward CatholiS	S	O	861	861	861	861	861	861	0	
Michael Power/St Joseph	S	O	1644	1644	1644	1644	1644	1644	0	
Msgr Fraser College - Midland North (formerly St Max Kolbe)	S	O	0	249	249	249	249	156	156	Msgr. Fraser has relocated as of Sept. 2014 - Building now used for ECSS.
Msgr Fraser College - Midtown (Leased)	S	O					84	84	84	
Msgr Fraser College (Toronto Campus)	S	O	159	159	159	159	159	159	0	
Msgr Fraser College West Regina Pacis	S	O	705	705	705	705	705	705	0	
Msgr Fraser Isabella North	s	O						198		
Msgr Percy Johnson	S	O	909	909	909	909	909	909	0	
Msgr. Fraser -- Scarborough Campus (Formerly Our Lady of Good Counsel)	S	O	219	219	219	219	315	315	96	Addition

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
Msgr. Fraser College - Northeast (Holy Redeemer)	S	O	0	0	21	21	21	21	21	SALEP
Msgr. Fraser College - Southwest (SSC)	S	O	0	0	42	42	42	42	42	SALEP
Msgr. Fraser College Annex - Orientation	S	O	105	105	105	105	105	105	0	
Msgr. Fraser College Annex Campus (former St. Peter)	S	O	252	252	252	252	252	252	0	
Neil McNeil CHS	S	O	648	648	648	648	648	648	0	
Notre Dame CHS	S	O	441	441	441	441	441	441	0	
Pope John Paul II S	S	O	1074	1074	1074	1074	1074	1074	0	
Senator O'Connor College	S	O	1020	1020	1062	1062	1062	1062	42	Two new CR in Oconnor House
St Basil the Great College	S	O	984	984	984	984	984	984	0	
St Josephs College S	S	O	714	714	714	714	714	714	0	
St Josephs Morrow Park (Lsd frm Sis of St Jos)	S	O	543	543	543	543	543	543	0	

Name	Panel	Status	2010-2011 OTG	2011-2012 OTG	2012-13 OTG	2013-14 OTG	2014-15 OTG	2015-16 OTG	Change in OTG (2010 to 2015)	Reason for last change
St Martin (Msgr. Fraser - APPLE Program)	S	O	322	322	322	322	180	180	-142	Space identified as ADMIN with no loading results in reduction in OTG
St Mary's	S	O	714	714	714	714	714	714	0	
St Michael's Choir S (Sec)	S	O	114	114	114	114	114	114	0	
St Patrick	S	O	1152	1152	1152	1152	1152	1152	0	
St John Fisher	ZZ	C	188	188	188	188	194	194	6	FDK rooms change in loading
Total Capacity			90,743	95,509	97,715	99,290	102,905	102,182	10,677	
Total Pupil Count			91,995	91,944	91,614	91,115	90,542	90,376		
Excess Capacity			(1,252)	3,565	6,101	8,175	12,363	11,806		

APPENDIX B

Schools	Capacity	ADE	Utilization Rate
Elementary			
All Saints	677	877	129.6%
Annunciation	333	333	100.0%
Blessed Margherita	337	334	99.0%
Blessed Pier Giorgio Frassati	490	244	49.7%
Blessed Sacrament	510	521	102.2%
Blessed Trinity	378	170	45.0%
Canadian Martyrs	415	299	71.9%
Cardinal Leger	564	375	66.4%
Christ The King	323	264	81.7%
D'arcy Mcgee	748	333	44.5%
Epiphany Of Our Lord	233	152	65.0%
Father Serra	536	472	88.1%
Holy Angels	372	410	110.1%
Holy Child	489	343	70.1%
Holy Cross	493	359	72.7%
Holy Family	688	249	36.2%
Holy Name	570	297	52.1%
Holy Redeemer	210	81	38.3%
Holy Rosary	317	189	59.6%
Holy Spirit	469	385	82.1%
Immaculate Conception	561	450	80.2%
Immaculate Heart Of Mary	305	179	58.7%
James Culnan	619	430	69.4%
Josyf Cardinal Slipyj	562	589	104.7%
Monsignor John Corrigan	306	184	60.2%
Mother Cabrini	219	177	80.8%
Nativity Of Our Lord	541	428	79.0%
Our Lady Of Fatima	725	725	99.9%
Our Lady Of Grace	282	248	87.8%
Our Lady Of Guadalupe	176	166	94.3%
Our Lady Of Lourdes	683	611	89.4%
Our Lady Of Peace	596	625	104.9%
Our Lady Of Perpetual Help	280	382	136.4%

Schools	Capacity	ADE	Utilization Rate
Our Lady Of Sorrows	568	786	138.3%
Our Lady Of The Assumption	225	348	154.7%
Our Lady Of Victory	684	634	92.7%
Our Lady Of Wisdom	409	374	91.3%
Pope Paul Vi	400	361	90.3%
Precious Blood	511	453	88.6%
Prince Of Peace	323	343	106.0%
Regina Mundi	340	425	124.9%
Sacred Heart	396	245	61.9%
Santa Maria	280	239	85.4%
Senhor Santo Cristo	507	100	19.6%
St Agatha	487	441	90.6%
St Agnes	236	291	123.4%
St Aidan	406	252	62.1%
St Albert	654	454	69.4%
St Alphonsus	525	265	50.5%
St Ambrose	438	320	73.1%
St Andre	564	505	89.5%
St Andrew	633	705	111.4%
St Angela	619	505	81.6%
St Anselm	337	373	110.5%
St Anthony	530	357	67.4%
St Antoine Daniel	216	363	168.1%
St Augustine Of Canterbury	468	545	116.3%
St Barbara	341	308	90.2%
St Barnabas	418	336	80.3%
St Bartholomew	150	109	72.8%
St Bede	475	161	33.9%
St Benedict	549	634	115.5%
St Bernard	681	672	98.7%
St Bonaventure	536	461	85.9%
St Boniface	300	393	130.9%
St Brendan	450	563	125.0%
St Brigid	712	551	77.4%
St Bruno	380	99	26.1%
St Catherine	141	108	76.8%

Schools	Capacity	ADE	Utilization Rate
St Cecilia	628	613	97.6%
St Charles	369	256	69.2%
St Charles Garnier	571	453	79.3%
St Clare	586	472	80.5%
St Clement	314	434	138.1%
St Columba	415	231	55.7%
St Conrad	628	482	76.7%
St Cyril	280	314	112.2%
St Demetrius	245	228	92.9%
St Denis	303	295	97.4%
St Dominic Savio	369	269	72.9%
St Dorothy	671	336	50.1%
St Dunstan	364	241	66.1%
St Edmund Campion	236	244	103.4%
St Edward	458	376	82.1%
St Elizabeth	208	228	109.7%
St Elizabeth Seton	260	147	56.5%
St Eugene	196	288	146.7%
St Fidelis	381	593	155.5%
St Florence	242	158	65.3%
St Francis De Sales	490	402	81.9%
St Francis Of Assisi	357	166	46.6%
St Francis Xavier	548	507	92.5%
St Gabriel	452	342	75.7%
St Gabriel Lalemant	219	193	87.9%
St Gerald	406	222	54.6%
St Gregory	580	696	119.9%
St Helen	858	467	54.4%
St Henry	383	330	86.2%
St Ignatius Loyola	194	152	78.4%
St Isaac Jogues	329	294	89.4%
St James	328	222	67.5%
St Jane Frances	715	750	104.8%
St Jean De Brebeuf	222	235	105.6%
St Jerome	438	442	101.0%
St Joachim	392	300	76.4%

Schools	Capacity	ADE	Utilization Rate
St John Bosco	381	303	79.5%
St John The Evangelist	368	362	98.4%
St John Toronto	709	448	63.2%
St John Vianney	478	377	78.9%
St John Xxiii	538	410	76.1%
St Josaphat	279	165	59.0%
St Joseph	325	203	62.3%
St Jude	723	693	95.8%
St Kateri Tekakwitha	194	227	116.8%
St Kevin	268	226	84.3%
St Lawrence	406	449	110.5%
St Leo	459	248	53.9%
St Louis	358	217	60.6%
St Luigi	424	191	44.9%
St Luke	571	239	41.8%
St Malachy	361	282	78.0%
St Marcellus	407	394	96.7%
St Margaret	355	612	172.5%
St Marguerite Bourgeoys	205	99	48.1%
St Maria Goretti	821	1,004	122.3%
St Mark	266	213	79.9%
St Martha	263	227	86.1%
St Martin De Porres	300	306	101.8%
St Mary	494	278	56.4%
St Mary Of The Angels	480	229	47.6%
St Matthew	504	582	115.4%
St Matthias	219	186	84.9%
St Maurice	419	310	74.0%
St Michael	90	153	170.0%

Schools	Capacity	ADE	Utilization Rate
St Michael Choir	299	173	57.9%
St Monica	288	262	90.8%
St Nicholas	472	335	70.9%
St Nicholas Of Bari	656	656	100.0%
St Norbert	354	320	90.4%
St Paschal Baylon	323	640	198.1%
St Paul	447	184	41.1%
St Pius X	449	488	108.7%
St Raphael	395	554	140.1%
St Raymond	584	160	27.4%
St Rene Goupil	251	112	44.4%
St Richard	412	378	91.7%
St Rita	421	108	25.7%
St Robert	501	577	115.1%
St Roch	355	407	114.5%
St Rose Of Lima	487	444	91.1%
St Sebastian	550	263	47.8%
St Simon	243	452	185.9%
St Stephen	725	450	62.0%
St Sylvester	164	180	109.5%
St Teresa	291	229	78.7%
St Theresa Shrine	369	206	55.8%
St Thomas Aquinas	547	583	106.6%
St Thomas More	492	331	67.2%
St Timothy	556	560	100.6%
St Ursula	156	229	146.8%
St Victor	219	298	136.1%
St Vincent De Paul	544	324	59.5%
St Wilfrid	709	646	91.1%
Stella Maris	675	406	60.1%

Schools	Capacity	ADE	Utilization Rate
Sts Cosmas And Damian	416	398	95.7%
The Divine Infant	306	155	50.5%
Transfiguration	353	376	106.5%
Venerable John Merlini	337	302	89.5%
Totals	71,542	60,125	86.5%

APPENDIX 'B'

Schools	Capacity	ADE	Utilization Rate
Secondary			
Archbishop Romero	945	730	77.2%
Bishop Allen	717	1,512	210.8%
Bishop Marrocco	1,158	881	76.1%
Blessed Cardinal Newman	666	1,236	185.6%
Blessed Mother Teresa	984	559	56.8%
Brebeuf	1,008	1,048	104.0%
Cardinal Carter	456	687	150.5%
Chaminade	531	891	167.9%
Dante Alighieri	651	1,036	159.1%
Don Bosco	840	410	48.8%
Fr. Henry Carr	834	937	112.3%
Fr. John Redmond	999	1,107	110.8%
Francis Libermann	648	851	131.4%
J. Card. Mcguigan	987	771	78.1%
Jean Vanier	909	981	107.9%
Loretto Abbey	480	951	198.2%
Loretto College	567	545	96.1%
Madonna	690	609	88.2%
Marshall McLuhan	969	995	102.7%
Mary Ward	861	1,059	123.0%
Michael Power	1,644	2,005	121.9%
Msgr. P. Johnson	909	954	105.0%
Neil Mcneil	648	863	133.1%
Notre Dame	441	699	158.6%
Senator O'Connor	1,062	1,202	113.2%
St. Basil The Great	984	1,233	125.3%
St. John Paul II	1,074	1,377	128.2%
St. Joseph College	714	851	119.2%
St. Joseph Morrow	543	502	92.4%
St. Mary's	714	653	91.5%
St. Michael Choir	114	97	85.1%
St. Patrick	1,152	654	56.8%
Msgr. Fraser College	1,902	1,007	52.9%
Totals	27,801	29,892	114.2%

Avg.

APPENDIX C

Elementary Program/Facilities Cost Surplus/(Shortfall) by School Enrollment

Elementary Enrolment	Number of Schools	Average Grant Per Pupil	Average Program/Facilities Surplus/(Shortfall)	Average Surplus/(Shortfall) per pupil
<100	3	9,308	(549,820)	(6,018)
100-150	6	8,828	(464,575)	(4,036)
151-200	21	8,416	(280,489)	(1,700)
201-250	25	8,144	(232,144)	(1,014)
251-300	17	7,997	(131,851)	(482)
301-500	64	7,952	(6,029)	(39)
>500	32	7,881	272,402	404
Grand Total	168			

Elementary Program/Facilities Cost Surplus/(Shortfall) by School Capacity

Capacity	Number of Schools	Average Grant Per Pupil	Average Program/Facilities Surplus/(Shortfall)	Average Surplus/(Shortfall) per pupil
<150	3	8,668	(246,089)	(2,173)
151-200	6	8,228	(168,096)	(965)
201-250	16	8,308	(66,584)	(962)
251-300	13	8,180	(171,850)	(1,133)
300-400	41	8,028	(82,333)	(669)
400-500	36	8,099	(83,603)	(484)
500-600	29	7,974	(9,522)	(416)
600-700	14	8,037	52,376	(93)
700-800	8	7,896	45,839	(108)
>800	2	8,025	283,238	244
Grand Total	168			

Elementary Program/Facilities Cost Surplus/(Shortfall) by School Utilization

Utilization	Number of Schools	Average Grant Per Pupil	Average Program/Facilities Surplus/(Shortfall)	Average Surplus/(Shortfall) per pupil
<35%	5	8,869	(561,867)	(4,481)
36-49%	13	8,480	(476,669)	(2,983)
50-59.9%	15	8,214	(316,819)	(1,465)
60-69.9%	19	8,116	(141,339)	(670)
70-100%	67	8,055	(42,890)	(287)
>100%	49	7,890	189,309	288
Grand Total	168			

Smallest Elementary Schools

Smallest Schools	ADE	Grant Per Pupil	Program/Facilities Cost Surplus/(Shortfall)	Program/Operating Surplus/ (Shortfall) per Pupil
HOLY REDEEMER	81	9,507	(590,729)	(7,338)
MARGUERITE BOURGEOIS	99	9,063	(509,881)	(5,171)
ST BRUNO	99	9,354	(548,851)	(5,544)
SENHOR SANTO CRISTO	100	9,314	(304,276)	(3,058)
ST RITA	108	8,906	(529,085)	(4,899)
ST CATHERINE	108	9,020	(337,693)	(3,120)
ST BARTHOLOMEW	109	8,679	(298,554)	(2,733)
ST RENE GOUPIL	112	8,849	(666,941)	(5,982)
Grand Total	815		(3,786,009)	

Largest Elementary Schools

Largest Schools	ADE	Grant Per Pupil	Program/Facilities Cost Surplus/(Shortfall)	Program/Operating Surplus/ (Shortfall) per Pupil
ST JUDE	693	7,953	541,563	782
ST GREGORY	696	7,544	417,756	601
ST ANDREW	705	8,673	785,740	1,115
OUR LADY OF FATIMA	725	7,814	312,400	431
ST JANE FRANCES	750	7,808	104,242	139
OUR LADY OF SORROWS	786	7,629	443,349	564
ALL SAINTS	877	7,636	471,585	538
ST MARIA GORETTI	1,004	7,952	633,402	631
Grand Total	6,234		3,710,036	

Smallest Elementary Schools

School	ADE	Capacity less than 200	Utilization less than 50%
HOLY REDEEMER	x		x
MARGUERITE BOURGEOIS	x		x
ST BRUNO	x		x
SENHOR SANTO CRISTO	x		x
ST RITA	x		x
ST CATHERINE	x	x	
ST BARTHOLOMEW	x	x	
ST RENE GOUPIL	x		x
ST ELIZABETH SETON	x		
EPIPHANY OF OUR LORD	x		
ST IGNATIUS LOYOLA	x	x	
ST MICHAEL	x	x	
THE DIVINE INFANT	x		
ST FLORENCE	x		
ST RAYMOND	x		x
ST BEDE	x		x
ST JOSAPHAT	x		
OUR LADY OF GUADALUPE	x	x	
ST FRANCIS OF ASSISI	x		x
BLESSED TRINITY	x		x

Secondary:
Secondary Program/Facilities Cost Surplus/(Shortfall) by School Enrollment

Secondary Enrolment	Number of Schools	Average Grant Per Pupil	Average Program/Facilities Surplus/(Shortfall)	Average Surplus/(Shortfall) per pupil
<500	2	10,532	(1,298,595)	(6,308)
500-1000	20	9,114	(121,238)	(228)
>1000	10	8,824	852,095	639
Grand Total	32			

Secondary Program/Facilities Cost Surplus/(Shortfall) by School Utilization

Utilization	Count of School	Average of Grant per pupil	Average Program/Facilities Surplus/(Shortfall)	Average Surplus/(Shortfall) per pupil
<80%	6	9,390	(1,064,798)	(1,797)
80-100%	5	9,808	(408,791)	(2,061)
100-140%	14	8,898	530,279	441
>140%	7	8,805	643,976	588
Grand Total	32			

Secondary Program/Facilities Cost Surplus/(Shortfall) by School Capacity

Capacity	Count of School	Average of Grant per pupil	Average Program/Facilities Surplus/(Shortfall)	Average Surplus/(Shortfall) per pupil
<500	4	9,522	252,506	(1,519)
500-700	8	9,005	27,000	(44)
700-900	6	9,092	195,045	(391)
900-1000	8	9,080	(59,779)	(210)
>1000	6	9,045	263,490	(56)
Grand Total	32			
Msgr. Fraser College				
Msgr Fraser Locations	ADE	Capacity	Program/Operating Surplus (Shortfall)	Surplus/ (Shortfall) per Pupil
Msgr. Fraser - Alternate (Anne)	165	252	(361,320)	(2,187)
Msgr. Fraser - Isabella	170	198	(1,110,482)	(6,534)
Msgr. Fraser - Midland	231	315	(1,483,142)	(6,416)
Msgr. Fraser - Midtown	86	84	(42,736)	(497)
Msgr. Fraser - Norfinch	230	705	(266,991)	(1,162)
Msgr. Fraser - Orientation	12	105	22,784	1,899
Msgr. Fraser - SAL NE	48	21	336,856	7,018
Msgr. Fraser - SAL SW	49	42	512,477	10,512
Msgr. Fraser - St. Martin	16	180	(318,533)	(20,386)
Grand Total	1,007	1,902	(2,711,086)	

APPENDIX D

Schools	Program Grant	Program Cost	Program Cost Surplus (Shortfall)	School Operations Grant	School Operations Cost	School Operations/Maintenance Surplus (shortfall)	Program & Operations Surplus (Shortfall)	Deferred Maint 2020
ALL SAINTS	5,981,347	5,712,026	269,321	717,492	515,227	202,265	471,585	951,128
ANNUNCIATION	2,287,344	2,066,633	220,711	272,306	253,281	19,025	239,736	3,506,953
BLESSED MARGHERITA	2,264,561	2,524,353	(259,792)	273,047	277,157	(4,110)	(263,902)	2,642,933
BLESSED PIER GIORGIO FRASSATI	1,705,060	1,687,609	17,451	199,682	342,005	(142,323)	(124,873)	0
BLESSED SACRAMENT	3,525,873	3,460,233	65,640	426,477	353,692	72,785	138,426	6,136,429
BLESSED TRINITY	1,335,461	1,905,457	(569,996)	169,706	292,202	(122,496)	(692,492)	8,068,138
CANADIAN MARTYRS	2,094,928	2,111,379	(16,451)	295,771	346,276	(50,506)	(66,957)	2,995,828
CARDINAL LEGER	2,510,491	2,433,590	76,902	381,789	320,584	61,204	138,106	2,583,790
CHRIST THE KING	1,903,853	1,844,839	59,014	252,282	245,871	6,411	65,426	4,169,774
D'ARCY MCGEE	2,347,580	3,062,211	(714,631)	333,207	541,362	(208,155)	(922,786)	9,180,050
EPIPHANY OF OUR LORD	1,120,549	1,321,658	(201,109)	153,230	241,931	(88,701)	(289,811)	3,343,623
FATHER SERRA	3,235,782	2,883,455	352,327	418,702	335,474	83,228	435,555	3,913,575
HOLY ANGELS	2,807,215	2,551,098	256,118	335,439	292,616	42,823	298,941	3,012,122
HOLY CHILD	2,450,110	2,665,500	(215,390)	341,518	301,249	40,269	(175,121)	4,474,279
HOLY CROSS	2,533,982	2,687,304	(153,322)	354,598	305,153	49,445	(103,877)	5,654,976
HOLY FAMILY	1,782,079	2,185,349	(403,271)	260,710	450,019	(189,309)	(592,579)	6,087,468
HOLY NAME	2,075,731	2,528,937	(453,205)	290,542	523,396	(232,855)	(686,060)	4,787,639
HOLY REDEEMER	681,633	1,166,416	(484,783)	83,654	189,600	(105,946)	(590,729)	2,897,594
HOLY ROSARY	1,407,137	1,453,859	(46,722)	181,169	254,320	(73,151)	(119,872)	4,686,931
HOLY SPIRIT	2,679,590	2,718,063	(38,474)	365,029	339,614	25,415	(13,058)	5,406,112
IMMACULATE CONCEPTION	3,173,599	3,076,815	96,784	436,948	407,448	29,500	126,284	1,009,765
IMMACULATE HEART OF MARY	1,273,934	1,445,387	(171,453)	171,891	238,282	(66,391)	(237,844)	2,482,417
JAMES CULNAN	3,004,123	3,306,213	(302,091)	428,635	503,584	(74,949)	(377,040)	9,098,626
JOSYF CARDINAL SLIPYJ	4,155,576	3,907,029	248,547	482,119	444,666	37,453	286,000	5,558,013
Msgr. JOHN CORRIGAN	1,422,880	1,644,469	(221,589)	178,097	211,302	(33,205)	(254,794)	3,240,544

Schools	Program Grant	Program Cost	Program Cost Surplus (Shortfall)	School Operations Grant	School Operations Cost	School Operations/Maintenance Surplus (shortfall)	Program & Operations Surplus (Shortfall)	Deferred Maint 2020
MOTHER CABRINI	1,267,452	1,280,180	(12,728)	170,734	224,604	(53,870)	(66,598)	3,011,413
NATIVITY OF OUR LORD	2,928,341	2,952,470	(24,128)	416,632	309,798	106,834	82,705	4,253,661
OUR LADY OF FATIMA	5,068,804	4,773,954	294,850	592,762	575,212	17,550	312,400	1,283,723
OUR LADY OF GRACE	1,740,236	1,835,997	(95,762)	219,424	296,925	(77,501)	(173,263)	2,211,208
OUR LADY OF GUADALUPE	1,328,954	1,332,389	(3,435)	135,868	197,314	(61,446)	(64,881)	1,938,715
OUR LADY OF LOURDES	4,333,637	4,466,474	(132,837)	532,141	575,992	(43,851)	(176,688)	1,675,224
OUR LADY OF PEACE	4,228,533	4,031,117	197,416	511,610	376,641	134,969	332,385	3,019,446
OUR LADY OF PERPETUAL HELP	2,680,856	2,419,092	261,764	312,987	238,491	74,495	336,259	3,954,834
OUR LADY OF SORROWS	5,348,511	4,989,108	359,403	646,095	562,150	83,945	443,349	1,183,483
OUR LADY OF THE ASSUMPTION	2,588,887	2,374,382	214,505	285,001	233,245	51,757	266,261	2,922,413
OUR LADY OF VICTORY	4,495,996	4,406,743	89,253	531,980	504,572	27,408	116,661	1,530,549
OUR LADY OF WISDOM	2,584,236	2,760,238	(176,001)	306,192	249,408	56,784	(119,217)	4,263,318
POPE PAUL VI	2,609,145	2,510,168	98,977	311,383	324,242	(12,859)	86,118	3,973,967
PRECIOUS BLOOD	3,318,093	3,299,458	18,635	378,357	348,490	29,866	48,501	5,395,344
PRINCE OF PEACE	2,389,669	2,426,947	(37,278)	280,441	301,697	(21,256)	(58,534)	4,206,159
REGINA MUNDI	2,969,427	2,936,921	32,507	347,830	330,689	17,142	49,648	4,694,785
SACRED HEART	1,768,609	2,114,058	(345,449)	245,880	306,057	(60,177)	(405,626)	2,765,237
SANTA MARIA	1,757,959	1,821,156	(63,196)	218,314	226,795	(8,481)	(71,678)	3,106,246
SENHOR SANTO CRISTO	803,026	917,537	(114,511)	123,699	313,464	(189,765)	(304,276)	4,431,010
ST AGATHA	3,000,440	3,031,749	(31,309)	378,954	323,022	55,932	24,623	2,453,738
ST AGNES	2,143,331	2,042,577	100,754	233,996	165,174	68,822	169,576	2,898,086
ST AIDAN	1,883,803	1,842,804	40,999	239,801	314,910	(75,109)	(34,110)	4,005,645
ST ALBERT	3,275,115	3,146,823	128,292	449,809	418,144	31,665	159,957	2,190,124

Schools	Program Grant	Program Cost	Program Cost Surplus (Shortfall)	School Operations Grant	School Operations Cost	School Operations/Maintenance Surplus (shortfall)	Program & Operations Surplus (Shortfall)	Deferred Maint 2020
ST ALPHONSUS	1,877,588	2,274,603	(397,015)	260,373	371,033	(110,660)	(507,675)	7,250,472
ST AMBROSE	2,215,810	2,295,045	(79,235)	262,409	270,846	(8,437)	(87,672)	0
ST ANDRE/ST GERARD MAJELLA	3,625,538	3,918,878	(293,341)	413,700	226,987	186,712	(106,628)	0
ST ANDREW	5,537,549	4,898,999	638,550	577,209	430,019	147,190	785,740	7,134,049
ST ANGELA	3,701,299	4,033,750	(332,451)	481,986	517,358	(35,372)	(367,823)	6,930,500
ST ANSELM	2,612,764	2,487,741	125,023	305,109	234,361	70,748	195,771	4,658,163
ST ANTHONY	2,559,071	2,554,117	4,954	357,472	437,109	(79,637)	(74,683)	948,510
ST ANTOINE DANIEL	2,776,322	2,421,759	354,562	295,382	222,879	72,503	427,065	3,110,657
ST AUGUSTINE OF CANTERBURY	4,070,979	4,113,919	(42,940)	446,096	358,127	87,969	45,029	5,181,350
ST BARBARA	2,194,856	2,473,720	(278,864)	265,278	271,509	(6,231)	(285,095)	5,386,158
ST BARNABAS	2,424,648	2,267,668	156,980	328,567	313,011	15,556	172,537	3,134,209
ST BARTHOLOMEW	840,001	1,068,275	(228,274)	108,231	178,511	(70,279)	(298,554)	4,920,357
ST BEDE	1,175,480	1,454,836	(279,356)	171,292	334,426	(163,134)	(442,490)	2,265,758
ST BENEDICT	4,300,367	4,046,378	253,990	518,423	448,141	70,283	324,272	9,122,031
ST BERNARD	4,697,587	4,557,934	139,653	550,132	452,669	97,464	237,116	4,439,738
ST BONAVENTURE	3,147,869	3,370,809	(222,940)	417,239	342,422	74,816	(148,124)	2,805,015
ST BONIFACE	2,844,608	2,851,552	(6,944)	321,868	312,783	9,085	2,141	3,922,109
ST BRENDAN	3,790,305	3,659,262	131,043	460,303	388,328	71,976	203,018	4,285,314
ST BRIGID	3,837,395	3,776,789	60,606	539,116	505,214	33,902	94,508	9,673,945
ST BRUNO	813,269	1,158,934	(345,665)	112,824	316,010	(203,186)	(548,851)	5,536,821
ST CATHERINE	869,865	1,133,676	(263,811)	106,603	180,485	(73,882)	(337,693)	4,072,560
ST CECILIA	4,281,104	4,097,958	183,146	502,395	380,804	121,591	304,737	7,687,648
ST CHARLES	1,757,930	1,828,858	(70,927)	254,949	244,603	10,346	(60,581)	3,385,616
ST CHARLES GARNIER	3,440,634	3,410,666	29,968	371,456	388,214	(16,758)	13,211	3,555,154
ST CLARE	3,274,754	3,399,410	(124,656)	456,161	462,937	(6,775)	(131,432)	10,337,511
ST CLEMENT	2,956,028	2,971,200	(15,172)	355,018	282,033	72,985	57,813	3,218,163
ST COLUMBA	1,694,358	1,868,565	(174,207)	223,707	262,665	(38,958)	(213,165)	4,219,608
ST CONRAD	3,376,272	3,288,405	87,866	394,384	380,248	14,136	102,002	0
ST CYRIL	2,259,872	2,352,018	(92,147)	257,765	256,907	857	(91,290)	5,565,714
ST DEMETRIUS	1,665,601	1,645,066	20,535	191,000	263,581	(72,581)	(52,047)	2,568,208

Schools	Program Grant	Program Cost	Program Cost Surplus (Shortfall)	School Operations Grant	School Operations Cost	School Operations/Maintenance Surplus (shortfall)	Program & Operations Surplus (Shortfall)	Deferred Maint 2020
ST DENIS	2,001,468	2,025,441	(23,973)	241,520	210,337	31,183	7,210	5,079,862
ST DOMINIC SAVIO	1,833,783	1,987,223	(153,440)	264,798	349,354	(84,556)	(237,996)	1,238,687
ST DOROTHY	2,398,974	2,548,688	(149,714)	330,634	463,496	(132,862)	(282,576)	5,156,305
ST DUNSTAN	1,758,956	1,880,288	(121,332)	242,254	276,433	(34,179)	(155,511)	5,554,949
ST EDMUND CAMPION	1,761,913	1,823,309	(61,395)	200,075	225,143	(25,069)	(86,464)	3,909,320
ST EDWARD	2,710,602	2,693,732	16,870	304,881	288,648	16,233	33,103	0
ST ELIZABETH	1,665,736	1,688,217	(22,482)	186,407	189,025	(2,618)	(25,100)	3,163,127
ST ELIZABETH SETON	1,064,045	1,625,299	(561,254)	141,212	230,858	(89,645)	(650,899)	2,185,224
ST EUGENE	2,001,059	2,114,184	(113,125)	235,357	212,922	22,435	(90,690)	3,758,029
ST FIDELIS	4,098,152	3,842,107	256,044	485,068	311,928	173,140	429,184	3,076,476
ST FLORENCE	1,147,116	1,267,962	(120,846)	159,507	249,055	(89,548)	(210,393)	3,084,662
ST FRANCIS DE SALES	2,985,735	3,171,177	(185,442)	381,872	389,719	(7,847)	(193,289)	4,782,988
ST FRANCIS OF ASSISI	1,188,633	1,783,314	(594,681)	165,673	258,257	(92,584)	(687,265)	1,285,935
ST FRANCIS XAVIER	3,604,407	3,809,112	(204,705)	415,149	322,960	92,188	(112,517)	3,870,336
ST GABRIEL	2,505,601	2,594,519	(88,918)	330,283	339,054	(8,771)	(97,688)	5,757,166
ST GABRIEL LALEMANT	1,432,772	1,544,619	(111,847)	170,579	277,818	(107,238)	(219,086)	2,054,821
ST GERALD	1,590,124	1,868,977	(278,853)	214,894	293,545	(78,651)	(357,504)	4,409,000
ST GREGORY	4,677,856	4,237,209	440,647	569,072	591,963	(22,891)	417,756	3,230,556
ST HELEN	3,324,671	3,217,165	107,506	452,675	627,107	(174,432)	(66,926)	5,748,441
ST HENRY	2,320,470	2,185,759	134,711	302,851	265,397	37,454	172,165	2,117,449
ST IGNATIUS LOYOLA	1,176,650	1,665,485	(488,835)	147,201	253,266	(106,065)	(594,901)	4,210,210
ST ISAAC JOGUES	2,054,961	1,905,209	149,752	273,976	256,968	17,008	166,760	3,252,841
ST JAMES	1,574,817	1,669,133	(94,316)	221,849	191,315	30,533	(63,783)	5,318,052
ST JANE FRANCES	5,230,845	5,157,613	73,233	621,035	590,026	31,009	104,242	1,284,060
ST JEAN DE BREBEUF	1,670,911	1,741,176	(70,264)	192,036	269,587	(77,550)	(147,815)	2,486,050
ST JEROME	3,091,745	3,105,727	(13,982)	362,218	317,029	45,190	31,207	5,252,115
ST JOACHIM	2,130,089	2,188,956	(58,866)	293,951	245,785	48,166	(10,700)	2,165,044
ST JOHN BOSCO	2,183,555	2,237,882	(54,326)	295,503	275,488	20,015	(34,311)	4,469,506
ST JOHN THE EVANGELIST	2,569,866	2,727,549	(157,683)	296,446	578,893	(282,447)	(440,130)	
ST JOHN TORONTO	3,037,278	2,907,264	130,014	425,172	478,255	(53,083)	76,930	7,878,239

Schools	Program Grant	Program Cost	Program Cost Surplus (Shortfall)	School Operations Grant	School Operations Cost	School Operations/Maintenance Surplus (shortfall)	Program & Operations Surplus (Shortfall)	Deferred Maint 2020
ST JOHN VIANNEY	2,687,955	2,461,278	226,677	368,253	360,594	7,658	234,335	5,109,286
ST JOHN XXIII	3,026,749	3,143,500	(116,752)	402,176	349,963	52,213	(64,538)	3,532,909
ST JOSAPHAT	1,314,852	1,278,291	36,561	157,915	307,992	(150,077)	(113,516)	
ST JOSEPH	1,463,018	1,894,004	(430,986)	195,095	336,164	(141,069)	(572,055)	7,211,607
ST JUDE	4,940,495	4,568,938	371,557	567,072	397,066	170,006	541,563	6,018,616
ST KATERI TEKAKWITHA	1,659,218	1,780,039	(120,820)	185,861	268,610	(82,750)	(203,570)	1,975,453
ST KEVIN	1,637,181	1,908,495	(271,314)	208,672	202,662	6,011	(265,304)	2,834,266
ST LAWRENCE	3,103,593	2,913,387	190,206	367,062	321,540	45,522	235,728	4,104,184
ST LEO	1,821,609	2,303,658	(482,050)	240,930	329,542	(88,611)	(570,661)	6,691,566
ST LOUIS	1,533,321	1,748,882	(215,560)	207,407	261,076	(53,669)	(269,230)	3,370,875
ST LUIGI	1,413,843	1,517,233	(103,389)	190,994	228,437	(37,442)	(140,832)	11,152,525
ST LUKE	1,711,806	2,014,483	(302,677)	242,485	372,714	(130,228)	(432,905)	4,663,196
ST MALACHY	1,986,215	2,049,921	(63,707)	230,590	256,782	(26,191)	(89,898)	3,809,989
ST MARCELLUS	2,874,434	2,794,632	79,802	322,870	378,717	(55,846)	23,955	5,486,821
ST MARGARET	4,422,772	4,141,317	281,455	501,209	268,449	232,759	514,214	4,700,090
ST MARGUERITE BOURGEOYS	795,533	1,216,787	(421,255)	98,072	186,698	(88,626)	(509,881)	2,061,224
ST MARIA GORETTI	7,162,734	6,705,472	457,262	821,555	645,415	176,140	633,402	3,271,085
ST MARK	1,611,191	1,753,218	(142,027)	207,542	311,069	(103,527)	(245,554)	2,440,019
ST MARTHA	1,598,737	1,781,056	(182,319)	205,066	262,668	(57,602)	(239,921)	4,504,257
ST MARTIN DE PORRES	2,144,429	2,386,191	(241,762)	250,461	278,300	(27,839)	(269,602)	4,499,190
ST MARY	2,030,591	2,190,770	(160,179)	269,196	378,789	(109,593)	(269,772)	8,802,985
ST MARY OF THE ANGELS	1,686,259	1,683,567	2,692	227,075	334,629	(107,554)	(104,862)	6,248,781
ST MATTHEW	4,098,178	3,891,484	206,693	476,180	375,257	100,923	307,617	5,163,927
ST MATTHIAS	1,406,551	1,325,496	81,055	173,213	223,610	(50,397)	30,658	3,107,025
ST MAURICE	2,221,128	2,215,396	5,732	306,709	332,469	(25,760)	(20,028)	2,915,538
ST MICHAEL	1,144,815	1,173,827	(29,012)	125,782	198,791	(73,009)	(102,021)	2,017,926
ST MICHAEL CHOIR	1,146,979	964,465	182,514	165,797	157,683	8,114	190,628	8,230,767
ST MONICA	1,808,584	1,995,867	(187,283)	226,047	265,585	(39,538)	(226,821)	5,345,380

Schools	Program Grant	Program Cost	Program Cost Surplus (Shortfall)	School Operations Grant	School Operations Cost	School Operations/Maintenance Surplus (shortfall)	Program & Operations Surplus (Shortfall)	Deferred Maint 2020
ST NICHOLAS	2,441,012	2,349,414	91,598	274,291	303,982	(29,692)	61,906	0
ST NICHOLAS OF BARI	4,661,281	4,377,031	284,250	548,186	506,875	41,311	325,560	5,372,847
ST NORBERT	2,202,460	2,025,650	176,811	262,182	250,610	11,573	188,383	2,278,907
ST PASCHAL BAYLON	4,696,778	4,149,801	546,977	522,835	348,196	174,640	721,617	4,722,077
ST PAUL	1,389,559	1,636,004	(246,445)	187,424	324,517	(137,093)	(383,538)	6,753,188
ST PIUS X	3,362,200	3,112,391	249,809	399,826	358,863	40,964	290,772	3,148,068
ST RAPHAEL	3,784,991	3,566,133	218,858	452,729	318,098	134,631	353,489	4,109,269
ST RAYMOND	1,165,734	1,858,487	(692,753)	179,325	471,205	(291,880)	(984,633)	10,226,750
ST RENE GOUPIL	874,945	1,411,736	(536,791)	111,681	241,831	(130,150)	(666,941)	2,746,398
ST RICHARD	2,617,101	2,694,424	(77,324)	320,462	344,696	(24,233)	(101,557)	5,351,803
ST RITA	838,438	1,220,973	(382,535)	123,443	269,993	(146,550)	(529,085)	9,297,399
ST ROBERT	4,022,121	3,679,748	342,373	471,110	404,658	66,453	408,825	1,428,598
ST ROCH	2,922,791	2,914,788	8,003	332,914	380,078	(47,164)	(39,161)	4,094,560
ST ROSE OF LIMA	3,175,986	3,453,911	(277,925)	378,978	340,143	38,836	(239,090)	5,280,420
ST SEBASTIAN	1,885,795	2,097,084	(211,290)	260,656	396,387	(135,731)	(347,021)	17,332,607
ST SIMON	3,065,320	2,901,110	164,211	369,899	272,945	96,954	261,164	3,095,285
ST STEPHEN	3,166,227	3,217,962	(51,735)	368,525	365,376	3,149	(48,586)	6,155,759
ST SYLVESTER	1,308,864	1,266,073	42,791	147,390	218,052	(70,662)	(27,871)	2,489,099
ST TERESA	1,665,008	1,638,310	26,697	223,766	266,208	(42,442)	(15,745)	7,234,351
ST THERESA SHRINE	1,454,694	1,765,966	(311,272)	199,349	275,811	(76,463)	(387,735)	4,602,061
ST THOMAS AQUINAS	4,101,927	3,889,183	212,744	490,424	502,024	(11,600)	201,145	10,070,318
ST THOMAS MORE	2,392,767	2,347,827	44,940	270,690	288,461	(17,771)	27,169	3,236,059
ST TIMOTHY	3,974,881	3,759,076	215,805	466,856	464,436	2,420	218,225	859,679
ST URSULA	1,597,907	1,629,930	(32,023)	187,715	182,357	5,358	(26,665)	2,170,584
ST VICTOR	2,136,696	2,175,814	(39,118)	242,472	225,503	16,969	(22,149)	4,738,167
ST VINCENT DE PAUL	2,221,705	2,515,179	(293,475)	310,435	314,977	(4,541)	(298,016)	6,156,878
ST WILFRID	4,623,834	4,587,315	36,520	549,570	377,649	171,921	208,441	8,305,463
STELLA MARIS	2,905,449	2,808,674	96,775	388,020	458,180	(70,159)	26,615	13,875,275

Schools	Program Grant	Program Cost	Program Cost Surplus (Shortfall)	School Operations Grant	School Operations Cost	School Operations/Maintenance Surplus (shortfall)	Program & Operations Surplus (Shortfall)	Deferred Maint 2020
STS COSMAS and DAMIAN	2,817,663	2,986,164	(168,501)	325,796	248,071	77,725	(90,776)	1,763,773
THE DIVINE INFANT	1,186,698	1,556,940	(370,242)	151,962	260,432	(108,471)	(478,713)	2,825,540
TRANSFIGURATION	2,590,708	2,731,939	(141,231)	307,653	226,522	81,131	(60,100)	6,299,029
VENERABLE JOHN MERLINI	2,068,831	2,074,975	(6,144)	262,262	370,472	(108,210)	(114,354)	4,958,648
Grand Total Elementary	427,459,130	435,158,976	(7,699,846)	52,934,638	55,276,076	(2,341,438)	(10,041,284)	718,600,168

Schools	Program Grant	Program Cost	Program Cost Surplus (Shortfall)	School Operations Grant	School Operations Cost	School Operations/Maintenance Surplus (shortfall)	Program & Operations Surplus (Shortfall)	Deferred Maint 2020
Secondary Schools								
ARCHBISHOP ROMERO	5,734,989	6,609,455	(874,467)	966,041	1,010,834	(44,794)	(919,261)	17,547,829
BISHOP ALLEN	11,472,521	10,288,516	1,184,005	1,616,950	991,372	625,578	1,809,583	15,267,386
BISHOP MARROCCO	6,814,844	7,981,590	(1,166,746)	1,164,286	1,481,553	(317,267)	(1,484,014)	22,686,075
ESSESS CARDINAL NEWMAN	9,391,585	8,910,192	481,393	1,334,824	927,095	407,729	889,122	17,718,563
LESSED MOTHER TERESA	4,502,406	5,044,809	(542,403)	733,798	946,757	(212,959)	(755,362)	10,768,870
BREBEUF	8,128,056	7,947,450	180,607	1,221,799	945,853	275,946	456,553	3,714,095
CARDINAL CARTER	5,161,459	5,415,994	(254,535)	823,248	639,571	183,676	(70,859)	9,746,731
CHAMINADE	6,933,260	6,799,105	134,155	973,023	756,304	216,719	350,874	9,928,675
DANTE ALIGHIERI	8,062,561	8,871,737	(809,176)	1,245,950	786,014	459,936	(349,240)	6,692,124
DON BOSCO	3,320,362	4,691,906	(1,371,544)	537,497	965,672	(428,176)	(1,799,719)	12,449,930
FR. HENRY CARR	7,558,313	7,551,586	6,727	1,109,131	799,922	309,209	315,936	5,092,022
FR. JOHN REDMOND	8,756,714	8,231,406	525,309	1,232,044	768,840	463,204	988,513	1,011,551
FRANCIS LIBERMANN	6,496,132	7,141,893	(645,761)	972,651	680,348	292,303	(353,458)	4,761,145
J. CARD. MCGUIGAN	6,349,806	6,804,577	(454,771)	1,029,272	974,028	55,244	(399,527)	6,151,195
JEAN VANIER	7,849,859	7,749,347	100,512	1,109,800	845,411	264,389	364,900	10,081,914
LORETTO ABBEY	7,301,445	6,238,380	1,063,065	1,024,624	934,987	89,637	1,152,702	10,368,032
LORETTO COLLEGE	4,211,284	4,749,188	(537,903)	614,079	612,136	1,943	(535,960)	1,276,899
MADONNA	4,973,127	5,063,804	(90,677)	778,889	546,961	231,928	141,251	9,541,721
MARSHALL MCLUHAN	7,778,007	7,645,760	132,247	1,162,517	1,011,265	151,252	283,499	2,734,586
MARY WARD	8,098,948	7,503,168	595,780	1,197,914	941,924	255,990	851,770	15,981,033
MICHAEL POWER	15,014,299	14,417,937	596,362	2,161,045	1,444,785	716,260	1,312,622	10,908,705
MSGR. P. JOHNSON	7,272,384	7,714,037	(441,653)	1,061,542	896,224	165,318	(276,335)	1,176,502
NEIL MCNEIL	6,726,330	6,943,003	(216,673)	928,286	583,013	345,273	128,601	7,561,492
NOTRE DAME	5,513,454	5,063,970	449,485	761,420	485,253	276,167	725,652	9,068,430
SENATOR O'CONNOR	9,625,493	8,761,617	863,877	1,414,650	949,152	465,499	1,329,375	1,714,855
ST. BASIL THE GREAT	9,224,901	9,302,532	(77,631)	1,430,799	1,117,824	312,975	235,344	5,667,605
ST. JOHN PAUL II	10,510,143	10,040,147	469,995	1,602,812	1,075,499	527,313	997,309	12,444,833
ST. JOSEPH COLLEGE	6,687,791	6,140,207	547,583	894,777	653,080	241,697	789,280	14,416,321
ST. JOSEPH MORROW	4,197,529	4,093,966	103,562	594,347	753,102	(158,755)	(55,193)	12,478,813
ST. MARY'S	5,466,542	6,287,758	(821,216)	759,929	735,294	24,636	(796,581)	8,759,195
ST. MICHAEL CHOIR	855,213	1,408,858	(553,645)	274,480	518,306	(243,826)	(797,471)	5,966,010

Schools	Program Grant	Program Cost	Program Cost Surplus (Shortfall)	School Operations Grant	School Operations Cost	School Operations/Maintenance Surplus (shortfall)	Program & Operations Surplus (Shortfall)	Deferred Maint 2020
ST. PATRICK	5,487,008	6,069,432	(582,424)	890,731	1,339,213	(448,482)	(1,030,906)	11,065,665
RAND TOTAL SECONDARY	225,476,765	227,483,327	(2,006,562)	33,623,153	28,117,591	5,505,562	3,499,001	294,748,800
Msgr Fraser College	8,813,120	11,664,600	(2,851,480)	1,523,253	1,525,747	(2,493)	(2,711,086)	
Elementary schools:								
underspend	15,037,433							
overspend	(25,078,717)							
Elementary Total	(10,041,284)							
Secondary schools								
underspend	13,122,885							
overspend	(9,623,885)							
Secondary Total	3,499,000							
Msgr Fraser	(2,711,086)							
Grand Total	(9,253,370)							



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

PUPIL ACCOMMODATION REVIEW POLICY (S.09) – PUBLIC CONSULTATION AND APPROVAL OF POLICY

*For I know the plans I have for you, declares the Lord, plans to prosper you
and not to harm you, plans to give you hope and a future.*

Jeremiah 29:11 / NIV

Created, Draft	First Tabling	Review
May 5, 2016	May 12, 2016	Click here to enter a date.
J. Ruscitti, Senior Manager Planning Services J. Volek, Senior Coordinator Planning Services M. Silva Comptroller Planning and 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 rooted in the love of
Christ. We educate students to grow in grace and
knowledge and to lead lives of faith, hope and
charity.*



G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and
Facilities

C. Jackson

Executive Superintendent of Business
Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

Pupil Accommodation Review Policy (S.09) was approved for public consultation at the Special Board meeting on February 24, 2016. Comments received through consultation are mostly positive and supportive of the Policy, with no suggested revisions to the Policy.

B. PURPOSE

The purpose of this report is to provide for the consideration of Trustees the results of public consultation, and for Trustees to approve Pupil Accommodation Review Policy (S.09).

C. BACKGROUND

1. Prior to adopting or subsequently amending their pupil accommodation review policies, school boards are expected by the Ministry of Education to consult with local communities.
2. At its Special Meeting held on February 24, 2016, the Board considered the report *School Accommodation Review Policy (S.09)* and adopted the following motion:
 - “1. That the Board approve the revised Pupil Accommodation Review Policy (S.09) and accompanying ‘Operational Procedures’ with the proposed amendments, as contained in Appendix ‘A’ of this report.
 2. That public consultation occur at the level of ‘consult’ as defined in the Board’s Community Engagement Policy (T.07).”

The above-noted report is provided in *Appendix ‘A’* to this report.

D. COMMENT

3. Community consultation, as directed by Trustees was held at the level of ‘consult’ as defined in the Board's Community Engagement Policy (T.07). The Policy approved for consultation is contained in *Appendix ‘B’*.

4. An online feedback tool was designed and hosted on dedicated web pages to solicit concurrent but separate input for the Pupil Accommodation Review Policy (S.09) and Community Planning and Partnerships Policy (B.R.07). Each web page hosted all the specific background resources from the Ministry designed to educate participants on the issues. This was done to ensure conformity and consistency with the new Ontario government guidelines which directed school boards to amend both their existing pupil accommodation review and facility partnerships policies to reflect the changes incorporated into the new Pupil Accommodation Review Guideline (PARG) and Community Planning and Partnerships Guideline (CPPG) before announcing any new pupil accommodation reviews.
5. Consultation participants were invited to participate beginning on April 6, 2016. Comments were submitted directly using the online comment tool associated with each policy. There was no need to self-identify.
6. The entire TCDSB community was informed of the consultation: parents, partners/external stakeholders (via Archdiocese), TCDSB permit holders, potential community hub partners, Catholic School Parent Council members, CPIC, OAPCE, all employees and employee groups (Teachers/Support Staff including the federations TECT, CUPE and TSU).
7. Follow up communication of the consultation process was executed using all media tools in the TCDSB communications inventory such as the Board's regular E-News publication, Director's Bulletin, Weekly Wrap-Up. Regular Twitter reminders were also issued to TCDSB's 17,500 followers.
8. Feedback received through public consultation regarding Pupil Accommodation Review Policy (S.09) was mostly positive and supportive of the Policy. The comments received did not suggest any revisions to the Policy and Operational Procedures. Comments received are provided in *Appendix 'C'*.

D. STAFF RECOMMENDATION

1. That School Accommodation Review Policy (S.09) be rescinded.
2. That Pupil Accommodation Review Policy (S.09) and Operational Procedures contained in *Appendix 'B'* be approved.



REPORT TO

SPECIAL BOARD

REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON SCHOOL ACCOMMODATION REVIEW POLICY (S.09)

*Commit to the Lord whatever you do, and he will establish your plans.
Proverbs 16:3 | NIV*

Created, Draft

February 16, 2016

First Tabling

February 24, 2016

Review

Maria Rizzo, Chair, Governance and Policy Committee

Caitlin Kavanagh, Sr. Manager, Employee Relations & 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 rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.



Members of the Committee:

Maria Rizzo, Chair
Nancy Crawford, Vice Chair
Jo-Ann Davis, Trustee Ward 9
Angela Kennedy, Ex-Officio
Frank D'Amico, Ex-Officio

A. COMMITTEE RECOMMENDATIONS

1. That the Board approve the new Pupil Accommodation Review Policy (S. 09) and accompanying 'Operational Procedures' for consultation with the following amendments:

A. That Regulation 2 of the policy read: "A modified pupil accommodation review process may be approved and initiated by the Board of Trustees only under exceptional circumstances, and in consultation with the local trustee(s), and there are three (3) or more of the following factors present:

- i. Distance to the nearest available accommodation site is 2 kilometres or less for all elementary schools involved in the review and 7 kilometres or less for all secondary schools. The nearest accommodation indicated must be a single-gender school if a single-gender school is under review.
- ii. The utilization rate of all of the schools under review is equal to or below 50% for elementary and secondary schools
- iii. The number of students enrolled is 100 or fewer for all elementary schools involved in the review and 500 or fewer for all secondary schools involved in the review.
- iv. When the Board is planning the relocation of a program (in any school year or over a number of school years), in which the enrolment constitutes more than or equal to fifty percent (50%) of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
- v. There are no more than two schools subject to the pupil accommodation review process.
- vi. The entire student population of the schools subject to a pupil accommodation review process can be accommodated in another school within 2 kilometres for elementary schools and within 7 kilometres for secondary schools.)

- B. That the ARC membership for the standard Pupil Accommodation Review Process include the local trustee(s), and that 'a member of the community' be 'such as a municipal councillor or active member of the community.'
- C. That under Regulation (1)(f) of the 'Operational Procedures' for the standard "Pupil Accommodation Review Process", that it be at the discretion of the consensus opinion of ARC members as to whether more Accommodation Review public meetings be held than are prescribed.
- D. That under Regulation 2(d)(i) of the 'Operational Procedures' for the "Modified Pupil Accommodation Review Process", that it be at the discretion of the consensus opinion of local School Superintendent(s) and local trustee(s) as to whether more Accommodation Review public meetings be held than are prescribed.
- E. That notice to the school communities of all of the public meeting described in the Operational Procedures - whether for the standard or modified review process - include a letter to go home with each student 30 business days in advance of the meeting, and notice in the bulletins of all school parishes at least 1 week in advance of the meeting. As well, every effort be made for notice to be given to the community surrounding the schools (e.g. notice sent out to local councillor, MPP, local community groups).
- F. That Regulation 2(f) ("Public Delegations") of the Operational Procedures for the 'modified' process read that, "No fewer than 18 business days after the Interim Staff Report is formally received at a public meeting of the Board of Trustees, members of the public shall be given the opportunity to provide feedback on the Interim Staff Report through public delegations at a meeting of the Board of Trustees. Written notice shall be provided to the school(s) and surrounding community(ies) no less than 14 business days prior to the meeting of the Board of Trustees at which public delegations

can be made. The 'maximum delegation time' will be 120 minutes for those delegating on the Interim Staff Report at this meeting.

2. That the public consultation occur at the level of 'consult' as defined in the Board's Community Engagement policy (T.07). That all acronyms in the policy be spelled out fully.

B. ORIGIN

This Recommendation Report is on the Order Paper of the Special Board as it recommends a policy revision.

The revisions made to the current School Accommodation Review policy are in direct response to the Ministry of Education's release of a new "Pupil Accommodation Review Guideline" on March 26, 2015 which serves as a province-wide minimum standard for school boards to use when developing their own policies for pupil accommodation reviews. For further reference, the release of the new Pupil Accommodation Review Guideline and the Community Planning and Partnerships Guideline was explained in a Ministry B-Memo- 2015 B09.

C. EXECUTIVE SUMMARY

The Governance and Policy Committee first reviewed the policy at the January 27, 2016 committee meeting. Trustees raised concerns regarding the changes proposed, especially regarding the modified accommodation review process parameters included in the policy. On February 16, 2016, staff reported back with a revised policy for the trustees' review and approval. Trustees still had concerns regarding the parameters for the modified accommodation review process as well as ensuring enough notice was given to the affected schools and communities. The amendments to the policy as recommended by Trustees are highlighted in the attached APPENDIX A.

The policy and operational procedures as amended were passed by a vote of 3 to 1.

D. APPENDICES

1. Appendix A: Revised Pupil Accommodation Review Policy & Operational Procedures (S.09)
2. Appendix B: Report to Governance Committee on School Accommodation Review Policy (S.09)

E. MOTIONS

1. That the Board approve the revised Pupil Accommodation Review Policy (S.09) and accompanying 'Operational Procedures' with the proposed amendments, as contained in Appendix A.
2. That public consultation occur at the level of 'consult' as defined in the Board's Community Engagement Policy (T.07).

APPENDIX A



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: PUPIL ACCOMMODATION REVIEW POLICY

POLICY NO: S. 09

Date Approved: January 24, 2007	Date of Next Review: February 2019	Dates of Amendments: September 11, 2014 January 15, 2015 February 24, 2016
Cross References: Ministry of Education Pupil Accommodation Review Guideline (PARG), March 2015. Ministry of Education Administrative Review of Accommodation Review Process Ministry of Education Community Planning and Partnerships Guideline (CPPG), March 2015. Community Planning and Partnerships Policy (B.R. 07)		
Appendix: Pupil Accommodation Review Operational Procedures		

Purpose:

This policy outlines the process Toronto Catholic District School Board (the Board) will undertake to complete a pupil accommodation review or a modified pupil accommodation review of a school or schools.

On March 26, 2015, the Minister of Education released a new Pupil Accommodation Review Guideline, 2015 (the "PARG"). This Policy and the Operational Procedures are established by the Board in accordance with the PARG, as per ministry requirement.

Scope and Responsibility:

The Board is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of its elementary and secondary programs. These decisions are made by the Board of Trustees in dispensing of its primary responsibility which aligns with the over-arching objectives of fostering student



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academic achievement and well-being, and ensuring effective stewardship of the resources of the Board, including the Board's financial viability and sustainability. These objectives apply to any accommodation review conducted pursuant to this Policy, including those conducted under the modified accommodation review process.

In some cases, to address student populations that are constantly changing, the Board of Trustees must consider undertaking pupil accommodation reviews that could lead to school consolidations and closures. Wherever practical, pupil accommodation reviews will include a school or group of schools to facilitate the development of viable solutions for pupil accommodation that support the objectives noted above. Wherever possible, schools will be subject to a pupil accommodation review only once in a five-year period, unless there are circumstances that warrant a review, as determined by the Board, such as a significant change in enrolment.

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Financial Impact:

It is anticipated that the Board would incur limited costs associated with the implementation of the accommodation review process itself. A pupil accommodation review could potentially provide the Board with the opportunity to realize substantial savings by balancing enrolment and right-sizing schools.



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Legal Impact:

The Board could be involved in legal proceedings if the pupil accommodation review process is not implemented in accordance with this Policy. The Ministry Guidelines provide a formal process which must be followed if the implementation of the pupil accommodation review process is challenged.

Policy:

A pupil accommodation review of a school or schools will occur in the context of the Board's long-term capital and accommodation planning process, and after the necessary assessment of the options for the school(s) in accordance with that process. This assessment will be made in accordance with Board policy made pursuant to the Community Planning and Partnership Guideline (CPPG) issued by the Ministry of Education.

As a result of some assessments, the Board of Trustees must consider undertaking pupil accommodation reviews that may lead to school consolidations and/or closures. Wherever practical, pupil accommodation reviews will include a school or schools to facilitate the development of viable solutions for pupil accommodation.

The Board welcomes the opportunity for the public and affected school communities to be heard with respect to pupil accommodation reviews. The Board will share relevant information with those affected by the process.

The Board of Trustees will make the final decision regarding any pupil accommodation review.

The Regulations and any Schedules of this Policy may be amended from time to time in accordance with the PARG. In all cases, any minimum timelines set out in the PARG will be followed by the Board.



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A copy of this Policy, together with the PARG and Administrative Review of Accommodation Review Process issued by the Minister of Education are available to the public upon request at the Board office and on the Board's website.

Principles:

Through the Catholic Social Teachings and its Multi-Year Strategic Plan, the Board is committed to establishing integrated decision making structures and processes to support responsive and responsible allocation of resources, including the provision of equitable, affordable and sustainable learning facilities. The following principles will be used as a foundation to support the mission and vision of the Board while undertaking pupil accommodation reviews.

1. The TCDSB is committed to responsibly providing optimal learning facilities for the common good while, at the same time, making it possible for all to come to their full potential as persons and to be all that God intends them to be.
2. Schools will have meaningful connections with a Roman Catholic parish and structured links to their community.
3. Students of the TCDSB have the right to attend Catholic schools that provide reasonable community access, and the Board has a responsibility to provide schools that optimally enhance student learning opportunities in the 21st century.
4. The Catholic principle of subsidiarity promotes the establishment of groups of parents and stakeholders whose purpose is to actively participate in the school accommodation review process, contributing to decisions that consider the value of schools to the parish and community.



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Regulations:

1. Pupil Accommodation Review Process

The pupil accommodation review process shall consist of the following components:

- i. Preparation and submission to the Board of Trustees of an Initial Staff Report and School Information Profile(s);
- ii. Approval by the Board of Trustees to undertake a pupil accommodation review process;
- iii. Establishment of the Accommodation Review Committee (ARC), including its Terms of Reference;
- iv. Consultation with the City of Toronto and Community Partners;
- v. Accommodation Review Public Meetings;
- vi. Preparation and submission of an Interim Staff Report to the Board of Trustees, including a Community Consultation section;
- vii. Public Delegations to the Board of Trustees;
- viii. Preparation and submission of a Final Staff Report to the Board of Trustees;
- ix. Decision by the Board of Trustees;
- x. Establishment of a Transition Committee.

2. Modified Pupil Accommodation Review Approval & Initiation

A modified pupil accommodation review process may be approved and initiated by the Board of Trustees **only under exceptional circumstances, and in consultation with the local trustee(s)** where **three (3)** or more of the following factors are present:

- i. Distance to the nearest available accommodation is **2** kilometers or less for elementary schools **involved in the review** and **7** kilometers or less



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for all secondary schools. The nearest accommodation indicated must be a single-gender school if a single-gender school is under review;

- ii. Utilization rate of all of the schools under review is equal to or below 50% for elementary and secondary schools;
- iii. The number of students enrolled is 100 or fewer for elementary schools involved in the review and 500 or fewer for all secondary schools in the review;
- iv. When the Board is planning the relocation of a program (in any school year or over a number of school years), in which the enrolment constitutes more than or equal to fifty percent (50%) of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
- v. There are no more than two (2) schools subject to the pupil accommodation review process; or
- vi. The entire student population of the schools subject to a pupil accommodation review process can be accommodated in another within 2 kilometers for elementary schools and within 7 kilometers for secondary schools.

3. Modified Pupil Accommodation Review Process

The modified pupil accommodation review process shall consist of the following components.

- i. Preparation and submission of an Initial Staff Report and School Information Profile(s) to the Board of Trustees;
- ii. Approval by the Board of Trustees to undertake a modified pupil accommodation review process;
- iii. Consultation with the City of Toronto and Community Partners;



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- iv. An Accommodation Review Public Meeting;
- v. Preparation and submission of an Interim Staff Report to the Board of Trustees, including a Community Consultation section;
- vi. Public Delegations to the Board of Trustees;
- vii. Preparation and submission of a Final Staff Report to the Board of Trustees;
- viii. Decision by the Board of Trustees;
- ix. Establishment of a Transition Committee.

4. Exemptions

- a) The Board is not obligated to undertake a pupil accommodation review under any of the following circumstances:
 - i. where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary, as identified by the Board, including in its relevant policies;
 - ii. where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified by the Board, including in its relevant policies;
 - iii. when a lease for the school is terminated;
 - iv. when the Board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
 - v. when the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;



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- vi. where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair; or
 - vii. where there are no students enrolled at the school at any time throughout the school year.
- b) Board staff shall ensure that school communities are informed about proposed accommodation plans for students before a decision is made by the Board of Trustees to consolidate, close or move a school or students in accordance with an exemption to the pupil accommodation review process.
- c) Board staff shall prepare a report to the Board of Trustees setting out the circumstances supporting the exemption to the accommodation review process in respect of the school(s) under consideration for such exemption.
- d) Board staff shall, no fewer than five (5) business days after the Board of Trustees make a decision that such exemption applies, provide written notice to the following:
- the City of Toronto (through the Clerks' Department or equivalent);
 - other community partners that expressed an interest prior to the exemption (as defined above);
 - the coterminous school boards through the Director of Education; and
 - the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.
- e) The Board will prepare a transition plan following the Board of Trustees' decision to consolidate, close or move a school or students pursuant to an exemption to the pupil accommodation review process.



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5. Access to Pupil Accommodation Review Documents

This Policy and Operational Procedures, together with the PARG and Administrative Review of Accommodation Review Process issued by the Minister of Education are available to the public on the Board's website and will be available upon request.

APPENDIX A



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Definitions

Accommodation Review

A process undertaken by the Board to determine the future of a school or group of schools, as described in this Policy.

Accommodation Review Committee (ARC)

An advisory committee established by the Board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the Board and the affected school communities.

Accommodation Review Public Meeting

An open meeting held by Board staff to gather broader community feedback on a pupil accommodation review.

ARC Working Meeting

A meeting of ARC members to discuss a pupil accommodation review, including the gathering of feedback from the affected school communities of a pupil accommodation review.

Business Day

A calendar day that is not a weekend or statutory holiday. It also does not include days the Board is scheduled to be closed including the Board's Christmas, spring, Easter and summer break. For schools with a year-round calendar, any break that is five (5) calendar days or longer is not a business day.

Consultation



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The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

Facility Condition Index (FCI)

A measure of the condition of a building as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.

On-the-Ground (OTG) Capacity

The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Public Delegation

A presentation by an individual or a group of individuals to the Board of Trustees at a meeting of the Board, made in accordance with Board policies and procedures regarding public delegations, which permits the individual or group of individuals to have their concerns heard directly by the Board of Trustees.

Initial Staff Report (Report 1)

A report drafted by Board staff containing option(s) and identifying a preferred option with a recommendation to Trustees with respect to a school(s) that should be subject to a pupil accommodation review process or a modified pupil accommodation review process.

Interim Staff Report (Report 2)

A report drafted by Board staff for consideration by the Board of Trustees with respect to a pupil accommodation review process, or a modified pupil



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accommodation review process, that also incorporates information obtained during community consultations. The Interim Staff Report may, or may not, include the same option(s) as contained in the Initial Staff Report related to a pupil accommodation review process.

Final Staff Report (Report 3)

A report drafted by Board staff which contains recommendation(s) for consideration by the Board of Trustees with respect to a pupil accommodation review process, or a modified pupil accommodation review process, and which also incorporates information obtained during community consultations and from public delegations (and any staff response to such information).

School Information Profile (SIP)

An orientation document with point-in-time data for each of the schools under a pupil accommodation review.

PUPIL ACCOMMODATION REVIEW OPERATIONAL PROCEDURES

APPENDIX TO POLICY S.09 PUPIL ACCOMMODATION REVIEW

These Operational Procedures incorporate the following Schedules:

Schedule 'A' - School Information Profile

Schedule 'B' - Template Terms of Reference for the Accommodation
Review Committee

Schedule 'C' - Pupil Accommodation Review Timeline and Checklist
(Regular)

Schedule 'D' - Pupil Accommodation Review Timeline and Checklist
(Modified)

These Operational Procedures and related Schedules may be amended from time to time provided such amendments are made in accordance with the Ministry Pupil Accommodation Review Guidelines and Board Policy.

1. The Pupil Accommodation Review Process

a) Initial Staff Report

- i. Board staff shall prepare for the consideration of the Board of Trustees an Initial Staff Report and a School Information Profile (School Information Profile) for each school that may be subject to review. The Initial Staff Report shall identify accommodation issue(s) and will contain:
 - one or more options to address the accommodation issue(s) with supporting rationale;
 - a recommended option if more than one option is presented;
 - proposed timelines for implementation of each option; and
 - information about actions taken by Board staff prior to recommending a pupil accommodation review process and supporting rationale as to any actions taken or not taken.

ii. The option(s) included in the Initial Staff Report shall address the following:

- summary of accommodation issue(s) for the school(s) under review;
- where students would be accommodated;
- if proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
- identify any program changes as a result of the proposed option;
- how student transportation would be affected if changes take place;
- if new capital investment is required as a result of the pupil accommodation review, how the Board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available;
- any relevant information obtained from the City of Toronto and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space; and
- a timeline for implementation.

iii. The Initial Staff Report and School Information Profiles will be posted on the Board's website and made available to the public upon request, following the decision to proceed with a pupil accommodation review by the Board of Trustees.

b) School Information Profile (School Information Profile)

- i. Board staff shall prepare School Information Profiles as orientation documents to assist the Accommodation Review Committee (Accommodation Review Committee) and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.
- ii. A template for the School Information Profile, which includes the minimum data requirements and required criteria to be considered, is included as Schedule 'A' to this Policy. Board staff shall complete a School Information Profile, at the same point-in-time, for each of the schools under review.

- iii. The Board may introduce additional items that reflect local circumstances and priorities which may help to further understand the school(s) under review.

c) Accommodation Review Committee (Accommodation Review Committee)

- i. Following consideration of the Initial Staff Report and approval to proceed but prior to the first Accommodation Review Public Meeting, the Board shall establish an Accommodation Review Committee that represents the school(s) under review. The Accommodation Review Committee provides feedback to the Board on behalf of the affected school communities and acts as an official conduit for information shared between the Board and the school communities.
- ii. The Accommodation Review Committee shall be comprised of the following members:
- At least two parent / guardian representatives from each school under review and one alternate parent/guardian, chosen by the school community;
 - School Superintendent from each school under review;
 - Principal or designate from each school under review;
 - One student representative from each secondary school under review and one alternate, selected by the School Principal;
 - Pastor or representative of the parish to which belong each of the schools under review;
 - **The local trustee(s); and**
 - **A member of the community such as a municipal councilor or active member of the community**
- iii. One of the School Superintendents whose school is under review shall be appointed as Chair of the Accommodation Review Committee by the Director of Education.

- iv. Staff from the following areas may be assigned to assist the Accommodation Review Committee in a resource capacity as required.
- Planning Department
 - Facilities Department
 - Finance Department
 - Toronto Student Transportation Group
 - Other administrative staff as required
- v. The Board shall provide the Accommodation Review Committee with Terms of Reference that describe the following. A template for the Terms of Reference is provided in Schedule 'B'.
- Mandate of the Accommodation Review Committee;
 - Membership of the Accommodation Review Committee;
 - Role and Responsibilities of the Accommodation Review Committee;
 - Meetings of the Accommodation Review Committee.
- vi. The Board shall invite Accommodation Review Committee members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the Accommodation Review Committee.

d) Consultation with City of Toronto and Community Partners

- i. Within five (5) business days of the Board of Trustees' decision to conduct a pupil accommodation review, Board staff shall provide written notice of the decision to the City of Toronto (through the Clerks' Department or equivalent) and other community partners that expressed an interest prior to the pupil accommodation review and shall invite them to a meeting, to be held before the Final Accommodation Review Public Meeting, to discuss and comment on the option(s) in the Initial Staff Report.
- ii. The City of Toronto and other community partners that expressed an interest prior to the pupil accommodation review, must provide their response (if any)

on the recommended option(s) in the Initial Staff Report before the Final Accommodation Review Public Meeting.

- iii. Board staff shall document their efforts to meet with the City of Toronto, as well as the community partners, as described above.
- iv. The Board shall provide advance notice of when the Final Accommodation Review Public Meeting is scheduled to take place.

e) Notice to Co-terminous School Boards and the Ministry of Education

- i. Within five (5) business days of the Board of Trustees' decision to conduct a pupil accommodation review, Board staff will provide written notice of the decision to the following:
 - the Directors of Education for the coterminous boards; and
 - the Ministry of Education, Office of the Assistant Deputy Minister of Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.

f) Accommodation Review Public Meetings

- i. The Board shall hold two (2) Accommodation Review Public Meetings to gather broader community feedback on the Initial Staff Report. The **Accommodation Review Committee** may, at its discretion, hold additional Accommodation Review Public Meetings. Board staff shall facilitate the Accommodation Review Public Meetings.
- ii. For greater clarity, the Accommodation Review Public Meetings are not meetings of the Board of Trustees. Accommodation Review Committee members may attend Accommodation Review Public Meetings. Accommodation Review Public Meetings shall proceed if Accommodation Review Committee members are not present.

- iii. The Accommodation Review Public Meetings will be announced and advertised publicly by the Board through a range of media. **Notice to the school communities of the public meeting will include a letter to go home with each student 30 business days in advance of the meeting, and notice in the bulletins of all school parishes at least 1 week in advance of the meeting. As well, every effort be made for notice to be given to the community surrounding the schools (e.g. notice sent out to local councilor, MPP, local community groups).**
- iv. The First Accommodation Review Public Meeting shall be held no fewer than thirty (30) business days after the Board of Trustees' decision to conduct a pupil accommodation review.
- v. At a minimum, the First Accommodation Review Public Meeting shall include the following:
 - an overview of the Accommodation Review Committee orientation session;
 - the Initial Staff Report with recommended option(s); and
 - a presentation of the School Information Profiles.
- vi. The Final Accommodation Review Public Meeting shall be held at least forty (40) business days from the date of the First Accommodation Review Public Meeting.

g) Interim Staff Report

- i. At the conclusion of the pupil accommodation review process, an Interim Staff Report shall be prepared for the consideration of the Board of Trustees. The Interim Staff Report shall be posted on the Board's website and made available to the public upon request no fewer than ten (10) business days after the Final Accommodation Review Public Meeting.

- ii. The Interim Staff Report shall include all the information provided in the Initial Staff Report as well as the following:
- modifications to proposed and preferred options, including proposed accommodation plans and implementation timelines, previously identified in the Initial Staff Report, if required;
 - Accommodation Review Committee comments and feedback, and any recommendations which the Accommodation Review Committee requests be included;
 - public comments and feedback;
 - information and feedback obtained from the City of Toronto and other community partners; and
 - a summary of the efforts of Board staff to meet with the City of Toronto, as well as other community partners that expressed an interest prior to the pupil accommodation review.
- iii. A minimum of ten (10) business days must be allowed from the posting of the Interim Staff Report to a meeting of the Board of Trustees to receive public delegations.

h) Public Delegations to the Board of Trustees

- i. Members of the public shall be given the opportunity to provide feedback on the Interim Staff Report through public delegations at a meeting of the Board of Trustees no fewer than ten (10) business days from the posting of the Interim Staff Report on the Board website. Written notice shall be provided to school(s) and surrounding community(ies) in advance of the meeting of the Board of Trustees.
- ii. A meeting of the Board of Trustees to receive public delegations shall be announced and advertised publicly by the Board through a range of media. Written notice shall be provided to school(s) and surrounding community(ies) in advance of the meeting of the Board of Trustees Delegations shall be

received in accordance with the Board's policy and procedure on public delegations.

i) Final Staff Report and Decision by the Board of Trustees

- i. At the conclusion of the pupil accommodation review process, and no fewer than ten (10) business days after public delegations, the Board of Trustees shall consider the Final Staff Report, including information from the public delegations and any staff response to such information. The Final Staff Report shall also be posted on the Board website and made available upon request to the public, in advance of the meeting at which Trustees will make a decision regarding the pupil accommodation review.
- ii. The Board of Trustees has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report, or to approve a different outcome.
- iii. The Board of Trustees will make a decision regarding the pupil accommodation review.

j) Transition Planning

- i. The transition of students shall be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the Board shall establish a separate committee that will work in consultation with parents/guardians and staff to address the transition for students and staff.
- ii. A Terms of Reference will be established for the Transition Planning Committee.

2. Modified Pupil Accommodation Review Process

The Board of Trustees may, under exceptional circumstances, undertake a modified pupil accommodation review process for the identified school(s).

a) Initial Staff Reports and School Information Profiles

- i. An Initial Staff Report shall be prepared for the consideration of the Board of Trustees. In addition to the components of the Initial Staff Report identified above, the Initial Staff Report will identify those factors on which a recommendation to proceed with the modified accommodation review process is based, and provide supporting rationale.
- ii. Using the School Information Profile template (Schedule 'A'), Board staff shall also prepare School Information Profiles for each of the schools that may be subject to the modified pupil accommodation review process.
- iii. The decision to proceed with a modified pupil accommodation review process will be at the sole discretion of the Board of Trustees.

b) Accommodation Review Committee (Accommodation Review Committee)

The formation of an Accommodation Review Committee is not required under the modified pupil accommodation review process.

c) Notice and Consultation Requirements

- i. Following the decision of the Board of Trustees to proceed with a modified pupil accommodation review, the Initial Staff Report and School Information Profiles shall be posted on the Board's website and shall be made available to the public upon request.
- ii. Within five (5) business days of the decision of the Board of Trustees, Board staff shall provide to the City of Toronto (through the Clerk's Department or equivalent) and other community partners that expressed an interest prior to the modified pupil accommodation review, written notice of the decision and a meeting invitation to discuss and comment on the recommended option(s) in the Initial Staff Report.

- iii. Within five (5) business days of the decision of the Board of Trustees, Board staff shall also provide written notice of the decision to:
- the Directors of Education for the coterminous boards; and
 - the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.
- iv. The City of Toronto and other community partners who were provided with notice must provide their responses (if any) on the recommended option(s) in the Initial Staff Report before the Accommodation Review Public Meeting (or, if more than one Accommodation Review Public Meeting is convened, prior to the Final Accommodation Review Public Meeting).

d) Accommodation Review Public Meetings

- i. Board staff shall convene and facilitate an Accommodation Review Public Meeting no fewer than thirty (30) business days from the date on which the Board of Trustees decide to hold a modified pupil accommodation review. **The local school superintendent(s) and local trustee(s), at their discretion, may convene more than one Accommodation Review Public Meeting.**
- ii. For greater clarity, the Accommodation Review Public Meeting is not a meeting of the Board of Trustees.
- iii. An Accommodation Review Public Meeting shall be announced and advertised through a range of media, including a minimum thirty (30) business days advance notification to school communities. **Notice to the school communities of the public meeting will include a letter to go home with each student 30 business days in advance of the meeting, and notice in the bulletins of all school parishes at least 1 week in advance of the meeting. As well, every effort be made for notice to be given to the community**

surrounding the schools (e.g. notice sent out to local councilor, MPP, local community groups).

- iv. Board staff shall record feedback from the community at the Accommodation Review Public Meeting.

e) Interim Staff Report

- i. After the Accommodation Review Public Meeting, or if more than one Accommodation Review Public Meeting is held, after the Final Accommodation Review Public Meeting, an Interim Staff Report shall be prepared for the consideration of the Board of Trustees, and posted on the Board's website and made available to the public upon request, no fewer than ten (10) business days after the Final Accommodation Review Public Meeting.
- ii. The Interim Staff Report shall include all information provided in the Initial Staff Report, as well as the following:
 - modifications to the proposed and preferred options, including the proposed accommodation plans and implementation timelines in the Initial Staff Report, if required;
 - feedback from any public consultations; and
 - any relevant information obtained from the City of Toronto and other community partners prior to and during the modified pupil accommodation review.

f) Public Delegations

- i. No fewer than **eighteen (18)** business days after the Interim Staff Report is **formally received at a public meeting of the Board of Trustees**, members of the public shall be given the opportunity to provide feedback on the Interim Staff Report through public delegations at a meeting of the Board of Trustees. **Written notice shall be provided to the school(s) and surrounding**

community(ies) no less than 14 business days prior to the meeting of the Board of Trustees at which public delegations can be made. The 'maximum delegation time' will be 120 minutes for those delegating on the Interim Staff Report at this meeting.

- ii. A meeting of the Board of Trustees to receive public delegations will be announced and advertised publicly by the Board through a range of media. Written notice shall be provide to school(s) and surrounding community(ies) in advance of the meeting of the Board of Trustees. Delegations will be received in accordance with the Board's policy and procedure on public delegations. Board staff shall compile feedback from the public delegations.

g) Final Staff Report and Decision by Board of Trustees

- i. No fewer than ten (10) business days from the public delegations, the Board of Trustees shall consider the Final Staff Report, which will include feedback received from the public delegations and any staff response to the feedback received. The Final Staff Report shall also be posted on the Board website and made available to the public upon request, in advance of the meeting at which Trustees will make a decision regarding the pupil accommodation review.
- ii. The final decision regarding the modified pupil accommodation review shall be made by the Board of Trustees. The Board of Trustees has the discretion to approve the recommendations in the Final Staff Report as presented, modify the recommendations, or approve a different outcome.
- iii. A Transition Planning Committee along with a Terms of Reference for the Committee shall be established following the Board of Trustees' decision to consolidate and/or close a school.

SCHEDULE 'A'

School Information Profile

1. The School Information Profile (SIP) is an orientation document prepared by Board staff that contains point-in-time data for each school that is under a pupil accommodation review. The School Information Profile must be prepared prior to the start of a pupil accommodation review.
2. The purpose of the School Information Profile is to help the Accommodation Review Committee (ARC) and members of the public understand the context surrounding the decision to include the school in an accommodation review process and to allow easier comparison between each school in an accommodation review process.
3. An Accommodation Review Committee is a committee established by the Board that represents the affected school(s) of a pupil accommodation review and that acts as the official conduit for information shared between the Board and the affected school communities. The Accommodation Review Committee may request clarification about the information provided in the School Information Profile, however it is not the role of the Accommodation Review Committee to approve the School Information Profile.
4. Each School Information Profile includes consideration of a detailed list of factors as well as the value of the school to the students and the value of the school to the Board.
5. The School Information Profile is established pursuant to and in compliance with the *Pupil Accommodation Review Guideline* (Ministry of Education, 2015) and Board Policy S.09.
6. The School Information Profile is to include the factors identified below for consideration during the accommodation review process. This list represents the minimum information/data requirements; the Board may introduce additional factors that reflect local circumstances and priorities which may help to further understand the school(s) under review.

Facility Profile

- a) School Name and Address
- b) Site plan and floor plan(s) of the school with the date of school construction and any subsequent additions; or space template which is a Ministry of Education template used by the Board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within that school.
- c) School attendance area (boundary) map.
- d) Context map (or air photo) of the school indicating the existing land uses surrounding the school.
- e) Planning map of the school with zoning, Official Plan or secondary plan land use designations.
- f) Size of the school site (acres or hectares).
- g) Building area (square feet or square metres).
- h) Number of portable classrooms.
- i) Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g. science lab, tech shop, gymnasium, etc.).
- j) Area of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (e.g. tracks, courts for basketball, tennis, etc.).
- k) Ten-year history of major facility improvements (item and cost).
- l) Projected five-year facility renewal needs of school (item and cost).
- m) Current Facility Condition Index (FCI) with a definition of what the index represents. FCI is the building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.
- n) A measure of proximity of the students to their existing school, and the average distance to the school for students.
- o) Percentage of students that are and are not eligible for transportation under the Board policy, and the length of bus ride to the school (longest, shortest, and average length of bus ride times).
- p) School utility costs (totals, per square foot, and per student).
- q) Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress.

- r) Measures that the Board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e. barrier-free).
- s) On-the-ground (OTG) capacity, and surplus/shortage of pupil places. OTG capacity is the capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Instructional Profile

- a) Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff, and administrative staff at the school.
- b) Describe the course and program offerings at the school.
- c) Describe the specialized service offerings at the school (e.g. cooperative placements, guidance counseling, etc.).
- d) Current grade configuration of the school (e.g. junior kindergarten to Grade 6, junior kindergarten to Grade 12, etc.).
- e) Current grade organization of the school (e.g. number of combined grades, etc.).
- f) Number of out-of-area students.
- g) Utilization factor/classroom usage.
- h) Summary of previous five years enrolment and 10-year enrolment projection by grade and program.
- i) Current extracurricular activities.

Other School Use Profile

- a) Current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery.
- b) Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.
- c) Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery.
- d) Availability of before and after school programs or services (e.g. child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery.

- e) Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
- f) Description of the school's suitability for facility partnerships.

APPENDIX A

SCHEDULE 'B'

Template Terms of Reference of the Accommodation Review Committee

Background

The Board is responsible for fostering student achievement and well-being and ensuring effective stewardship of the Board's resources. In this regard, the Board is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of elementary and secondary programs. The Board may from time to time be required to consider school consolidations and school closures by undertaking an accommodation review process that is consistent with the Board's Pupil Accommodation Review Policy. These are the terms of reference applicable to the Accommodation Review Committee (ARC) established for the [identify accommodation review].

1. Mandate

- a) The Accommodation Review Committee is an advisory committee established by the Board that represents the school(s) affected by a pupil accommodation review and which acts as the official conduit for information shared between the Board and the affected school communities.
- b) The Accommodation Review Committee provides feedback with respect to staff report(s) and the options set out therein and may also present alternative accommodation option(s), including rationale for the option(s), recognizing the principles outlined in the Background section above. The overall goal of the Accommodation Review Committee is to provide the local perspective of stakeholders impacted by the decision of the Board of Trustees, and to provide constructive feedback on behalf of the community to the Director of Education regarding the Initial Staff Report, School Information Profile (SIP), options, and preferred option.
- c) The final decision regarding the future of a school or a group of schools rests solely with the Board of Trustees.
- d) This Accommodation Review Committee is formed with respect to the following school(s):

[Insert List of Schools]

2. Membership of the Accommodation Review Committee

- a) The Accommodation Review Committee shall be comprised of the following members.
 - i. At least one parent / guardian representative from each school under review and one alternate parent/guardian, chosen by the school community;
 - ii. School Superintendent from each school under review;
 - iii. Principal or designate from each school under review;
 - iv. One student representative from each secondary school under review and one alternate, selected by the School Principal;
 - v. Pastor or representative of the parish to which belong each of the schools under review;
 - vi. **The local trustee(s); and**
 - vii. **A member of the community such as a municipal councilor or active member of the community.**
- b) Staff from the following areas may be assigned to assist the Accommodation Review Committee in a resource capacity, as required.
 - i. Planning Department
 - ii. Facilities Department
 - iii. Finance Department
 - iv. Toronto Student Transportation Group
 - v. Other administrative staff as required

3. Roles and Responsibilities of the Accommodation Review Committee

- a) A School Superintendent whose school is under review shall be appointed as Chair of the Accommodation Review Committee by the Director of Education. The Chair will facilitate the accommodation review process and ensure it is consistent with the Board's Policy. The Chair may also serve as secretary to the Accommodation Review Committee, or delegate this role to another member of the Committee.

- b) Members of the Accommodation Review Committee shall attend an orientation session where members will learn about the mandate, roles, responsibilities and procedures of the Accommodation Review Committee.
- c) Members of the Accommodation Review Committee shall attend working meetings of the Accommodation Review Committee and participate in the process.
- d) The Accommodation Review Committee shall be provided with copies of the Initial Staff Report and the School Information Profiles for each school under review.
- e) The Accommodation Review Committee shall review the School Information Profile for each school under review. The Accommodation Review Committee may request clarification with respect to information provided in the School Information Profile, however it is not the role of the Accommodation Review Committee to approve the School Information Profile. A School Information Profile is an orientation document with point-in-time data for each of the schools under a pupil accommodation review. The School Information Profile is intended to help the Accommodation Review Committee and the school community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The School Information Profile provides an understanding of, and familiarity with the facilities under review.
- f) The Accommodation Review Committee shall review the information provided and accommodation options proposed in the Initial Staff Report and shall seek clarification, ask questions and provide feedback as necessary. The Initial Staff Report is drafted by Board staff and identifies accommodation issues, sets out one or more options to address accommodation issues, identifies a recommended option if more than one is proposed, and includes proposed timelines for implementation.

- i. The Accommodation Review Committee shall provide feedback with respect to the options in the Initial Staff Report prior to the first Accommodation Review Public Meeting.
 - ii. The Accommodation Review Committee may provide alternative option(s) to those set out in the Initial Staff Report. The Accommodation Review Committee must provide supporting rationale for the alternative option(s).
- g) Accommodation Review Committee members are not required to reach consensus with respect to the comments and feedback that will be provided to the Board of Trustees.

4. Roles and Responsibilities of Staff Resources to the Accommodation Review Committee

- a) Board staff from various areas of responsibility shall assist, as required, with answering questions, providing clarification and shall document and compile feedback for inclusion in staff reports.
- b) The comments, feedback, and any alternative option(s) shall be collected and compiled by Board staff in the form of meeting notes. This information shall be included in the Community Consultation Section of the Final Staff Report presented to the Board of Trustees.

5. Meetings of the Accommodation Review Committee

- a) The Accommodation Review Committee shall hold at least three (3) working meetings (not including the orientation meeting) to discuss the pupil accommodation review. The Accommodation Review Committee may choose to hold additional working meetings as deemed necessary within the timelines established by the Pupil Accommodation Review Policy, at the discretion of the Accommodation Review Committee Chair.

- b) At the working meetings, the Accommodation Review Committee shall review the materials presented to it by Board staff, may solicit input from the affected school communities, and shall provide feedback to Board staff.
- c) Working meetings of the Accommodation Review Committee shall be open to the public, however, the public may not participate in such meetings, unless specifically requested by the Accommodation Review Committee to provide input.
- d) Working meetings of the Accommodation Review Committee shall be deemed to be properly constituted even if all members are not in attendance. Quorum is not required for a working meeting of the Accommodation Review Committee.
- e) The Accommodation Review Committee shall be deemed to be properly constituted even if one or more members resign or do not attend working meetings of the Accommodation Review Committee.
- f) Meeting notes of Accommodation Review Committee working meetings shall be prepared.
- g) Accommodation Review Committee members may attend the Accommodation Review Public Meetings held by Board staff.
- h) Dates of Accommodation Review Committee working meetings shall be established by the Chair in consultation with the Accommodation Review Committee.

[Insert Public Meeting Dates]

SCHEDULE 'C'

Pupil Accommodation Review Timeline and Checklist

Note that the timeline is measured in business days from the date of the Trustees' decision to start the process of a Pupil Accommodation Review (PAR).

Item	Additional Information	Timeline ¹	Status
Initial Staff Report and School Information Profiles considered by Trustees.	Pupil Accommodation Review approved.	0	
Initial Staff Report and School Information Profiles to be posted on the Board's website and made available upon request.			
Written notice to City of Toronto through Clerk's Department (or equivalent) and to community partners who expressed an interest prior to the Pupil Accommodation Review.	Include meeting invitation to discuss and comment on options in Initial Staff Report.	Within 5 business days of Pupil Accommodation Review approval.	
Written notice to Director of Education of co-terminous school boards.		Within 5 business days of Pupil Accommodation Review approval.	
Written notice to Ministry of Education.	Send to the office of the Assistant Deputy	Within 5 business days of Pupil	

Time is measured in business days from the date the Pupil Accommodation Review is approved. "Business day" is defined as a calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.

	Minister of Financial Policy and Business Decisions.	Accommodation Review approval.	
Establish the Accommodation Review Committee (Accommodation Review Committee).	The Accommodation Review Committee should be formed in time to permit the Accommodation Review Committee orientation session to occur well in advance of the First Accommodation Review Public Meeting.	Within 5 business days of the Pupil Accommodation Review being approved.	
Arrange meeting with City of Toronto and with community partner(s).	Document attempts to meet.	First Accommodation Review Public Meeting.	
Announce and advertise First Accommodation Review Public Meeting through range of media.		30 days before the meeting	
First Accommodation Review Public Meeting.		At least 30 business days after Pupil Accommodation Review approval and after minimum 30 business days written notification to school and surrounding community.	

Provide notice to City of Toronto and community partners of Final Accommodation Review Public Meeting.			
Receive response from City of Toronto and community partners.		Prior to Final Accommodation Review Public Meeting.	
Final Accommodation Review Public Meeting.		At least 40 business days after First Public Meeting.	
Interim Staff Report considered by Trustees	Must be accessible to the public on Board website and available upon request.	At least 10 business days after Final Accommodation Review Public Meeting.	
Provide notice of date of public delegations.		After Interim Staff Report is available to the public, and at least 10 business days before the public delegations.	
Public delegations to Trustees.			
Compile feedback from public delegations and include in Final Staff Report			
Trustees to consider Final Staff Report including input from	Not to occur in the summer.	At least 10 business days after public delegations.	

public delegations and make final decision.			
Establish committee to address transition planning.			

APPENDIX A

SCHEDULE 'D'

Modified Pupil Accommodation Review Timeline and Checklist

Note that the timeline is measured in business days from the date of the Trustees' decision to start the process of a Modified Pupil Accommodation Review (MPAR).

Item	Additional Information	Timeline ²	Status
Initial Staff Report and School Information Profiles considered by Trustees.	MPAR approved.	0	
Initial Staff Report and School Information Profiles to be posted on the Board's website and made available upon request.			
Written notice to City of Toronto through Clerk's Department (or equivalent) and to community partners who expressed an interest prior to the MPAR.	Include invitation to meeting to discuss and comment on options in Initial Staff Report.	Within 5 business days of MPAR approval.	
Written notice to Director of Education of co-terminous school boards.		Within 5 business days of MPAR approval.	
Written notice to Ministry of Education.	Send to the office of the Assistant Deputy Minister of Financial	Within 5 business days of MPAR approval.	

Time is measured in business days from the date the Pupil Accommodation Review is approved. "Business day" is defined as a calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.

	Policy and Business Decisions.		
Announce and advertise Accommodation Review Public Meeting through range of media.			
Arrange meeting with City of Toronto and with community partner(s).	Document attempts to meet.	Prior to Public Meeting.	
Receive response from City of Toronto and community partner(s), if any.		Prior to Public Meeting.	
Accommodation Review Public Meeting.		At least 30 business days after MPAR approval and after minimum 30 business days written notification to school and surrounding community.	
Interim Staff Report considered by Trustees.	Must be accessible to the public on Board website and available upon request.	At least 10 business days after the Accommodation Review Public Meeting (or final Accommodation Review Public Meeting if more than one is held).	
Provide notice of date of public delegations, including written notice		After Interim Staff Report has been made available to	

to school(s) and surrounding community.		the public, and at least 18 business days before the public delegations.	
Public delegations to Trustees			
Compile feedback from public delegations			
Trustees to consider Final Staff Report including input from public delegations and make final decision.	Not to occur in the summer.	At least 10 business days after the public delegations.	
Establish committee to address transition planning.			



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

REVISIONS TO SCHOOL ACCOMMODATION REVIEW POLICY (S.09)

*For I know the plans I have for you, declares the Lord, plans to prosper you
and not to harm you, plans to give you hope and a future.*

Jeremiah 29:11 | NIV

Created, Draft	First Tabling	Review
February 3, 2016	February 16, 2016	Click here to enter a date.
J. Ruscitti, Senior Manager, Planning Services C. Kavanagh, Senior Manager, Employee Relations and Policy Development P. Matthews, General Legal Counsel, Corporate Services M. J. Silva, Comptroller Planning and Development Services		

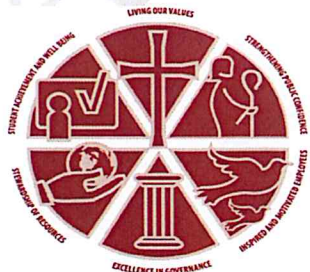
RECOMMENDATION REPORT

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



G. Poole
Associate Director of Academic Affairs

A. Sangiorgio
Associate Director of Planning and
Facilities

Angela Gauthier
Director of Education

A. EXECUTIVE SUMMARY

The proposed School Accommodation Review Policy (S.09) has been revised in accordance with the Governance and Policy Committee's direction at its meeting held on January 27, 2016.

B. PURPOSE

1. The purpose of this report is to provide for the consideration of the Governance and Policy Committee, a revised draft of the School Accommodation Review Policy (S.09) which reflects the changes requested by the Committee at its meeting of January 27, 2016.
2. Arising from discussion at its meeting of January 27, 2016, Governance and Policy Committee also requested confirmation that school boards' pupil accommodation review and facility partnerships policies must conform to the Ministry's Guidelines (issued March 2015) before boards can announce any new pupil accommodation reviews.
3. In addition, Governance and Policy Committee requested further discussion on the modified accommodation review process and whether it can be excluded entirely from the Policy.

C. COMMENT

1. At its meeting held on January 27, 2016, the Governance and Policy Committee considered the report *School Accommodation Review Policy (S.09)* and approved the following.

“...that staff come back to the next Governance and Policy Committee with an amended proposed policy based on the following feedback provided by Trustees who have expressed concern around the broadness of the definition of modified process:

1. Under the ARC Process 1(c)(ii) the membership of the ARC to include at least 2 parent representatives and one community representative.

2. Under ARC Process 1(f)(iv) add the words “and notice has been provided to the school community” at the end of the sentence.
 3. Under ARC Process 1(g)(ii), second bullet point, add the words “any recommendations which the Committee by consensus asked to be included”.
 4. Under ARC Process 1(h)(i) and (ii), add the words “including written notice to school and the surrounding communities” after the first sentence.”
2. A side-by-side comparison of the policy proposed by staff with the revised proposal incorporating changes requested by Governance and Policy Committee is presented in *Appendix ‘A’*. A standalone document of the policy reflecting the Committee’s changes is provided in *Appendix ‘B’*.
 3. Trustees are referred to the previous report considered at the January 27, 2016 meeting of Governance and Policy Committee if reference to other appendices is necessary. Appendices included in the previous report are as follows.

Appendix ‘A’ - School Accommodation Review Policy (S.09) - current Policy

Appendix ‘B’ - Ministry of Education Pupil Accommodation Review Guideline (March 2015)

Appendix ‘C’ - Pupil Accommodation Review Process: Standard and Modified Review Process (flowchart)

Appendix ‘D’ - Ministry of Education Administrative Review of Accommodation Review Process

Appendix ‘E’ - Proposed School Accommodation Review Policy (S.09)

Appendix ‘F’ - Sequence of Events Prior to Initiation of Accommodation Review (flowchart)

4. In Ministry Memorandum 2015: B09 to Directors of Education dated March 26, 2015 regarding *Release of New Pupil Accommodation Review Guideline and Community Planning and Partnerships Guideline*, it states as follows:

“The PARG and CPPG continue to represent a framework of minimum standards for school boards to meet in developing their pupil accommodation review and facility partnerships policies. School boards are expected to amend their existing pupil accommodation review and facility partnerships policies to reflect the changes incorporated into the new PARG and CPPG before announcing any new pupil accommodation reviews.”

5. A major concern of the Committee with the staff proposal is the flexibility available to the Board to initiate a modified accommodation review if two or more of the criteria (used to assess whether such a review is warranted) are satisfied. It should be noted that the option for a school board to initiate a modified approach was one of the major changes introduced by the Ministry in its new Guidelines resulting from school board and stakeholder feedback from previous accommodation reviews. It should be further noted that the Ministry Guidelines do not obligate the Board to undertake a modified accommodation review if two or more of the criteria are met; the Board may still elect to initiate the longer, standard review process.
6. The major differences between the standard and modified accommodation review process is that the standard process requires the establishment of an Accommodation Review Committee (ARC) and a minimum of two public meetings, whereas the modified approach does not require the establishment of an ARC, and requires a minimum of one public meeting.
7. While the standard approach may provide a greater level of confidence with the review process, and it would be entirely up to the Board of Trustees to decide whether to proceed with this approach, it would be in the Board's interest to have the modified approach available to implement in certain situations, if and when necessary.
8. Having the modified process available as an option in the Policy, to use only under certain circumstances if two or more of the specified criteria are satisfied, and electing not to use the modified approach does not contravene the Policy, but by not having it available as an option, the Board's hands would be tied in situations where the modified approach would be the better choice.

9. Staff at the Ministry of Education have confirmed with staff that the modified approach, available as an option to the Board, may be excluded entirely from the Policy, if the Board so chooses. However, in the opinion of Ministry staff, this would not be in the Board's interest.
10. The suggestion was made at Governance and Policy Committee to make the criteria exceedingly difficult to satisfy so that the initiation of a modified review would rarely occur. This however, would defeat the whole purpose of the modified process in those situations where it would be in the Board's interest to pursue such an approach.

D. STAFF RECOMMENDATION

1. That Pupil Accommodation Review Policy (S.09), as contained in *Appendix 'B'* of this report be approved for consultation.
2. That public consultation occur at the level of 'consult' as defined in the Board's Community Engagement Policy (T.07).



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: PUPIL ACCOMMODATION REVIEW
POLICY

POLICY NO: S. 09

Date Approved:

January 24, 2007

Date of Next Review:

February 2019

Dates of Amendments:

September 11, 2014

January 15, 2015

February 24, 2016

Cross References:

Ministry of Education Pupil Accommodation Review Guideline (PARG), March 2015.

Ministry of Education Administrative Review of Accommodation Review Process

Ministry of Education Community Planning and Partnerships Guideline (CPPG), March 2015.

Community Planning and Partnerships Policy (B.R. 07)

Appendix: Pupil Accommodation Review Operational Procedures

Purpose:

This Policy outlines the process Toronto Catholic District School Board (the Board) will undertake to complete a pupil accommodation review or a modified pupil accommodation review of a school or schools.

On March 26, 2015, the Minister of Education released a new Pupil Accommodation Review Guideline, 2015 (the “PARG”). This Policy and the Operational Procedures are established by the Board in accordance with the PARG, as per Ministry requirement.

Scope and Responsibility:

The Board is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of its elementary and secondary programs. These decisions are made by the Board of Trustees in dispensing of its primary responsibility which aligns with the over-arching objectives of fostering student



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: PUPIL ACCOMMODATION REVIEW POLICY

POLICY NO: S. 09

academic achievement and well-being, and ensuring effective stewardship of the resources of the Board, including the Board's financial viability and sustainability. These objectives apply to any accommodation review conducted pursuant to this Policy, including those conducted under the modified accommodation review process.

In some cases, to address student populations that are constantly changing, the Board of Trustees must consider undertaking pupil accommodation reviews that could lead to school consolidations and closures. Wherever practical, pupil accommodation reviews will include a school or group of schools to facilitate the development of viable solutions for pupil accommodation that support the objectives noted above. Wherever possible, schools will be subject to a pupil accommodation review only once in a five-year period, unless there are circumstances that warrant a review, as determined by the Board, such as a significant change in enrolment.

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Financial Impact:

It is anticipated that the Board would incur limited costs associated with the implementation of the accommodation review process itself. A pupil accommodation review could potentially provide the Board with the opportunity to realize substantial savings by balancing enrolment and right-sizing schools.



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Legal Impact:

The Board could be involved in legal proceedings if the pupil accommodation review process is not implemented in accordance with this Policy. The Ministry Guidelines provide a formal process which must be followed if the implementation of the pupil accommodation review process is challenged.

Policy:

A pupil accommodation review of a school or schools will occur in the context of the Board's long-term capital and accommodation planning process, and after the necessary assessment of the options for the school(s) in accordance with that process. This assessment will be made in accordance with Board policy made pursuant to the Community Planning and Partnership Guideline (CPPG) issued by the Ministry of Education.

As a result of some assessments, the Board of Trustees must consider undertaking pupil accommodation reviews that may lead to school consolidations and/or closures. Wherever practical, pupil accommodation reviews will include a school or schools to facilitate the development of viable solutions for pupil accommodation.

The Board welcomes the opportunity for the public and affected school communities to be heard with respect to pupil accommodation reviews. The Board will share relevant information with those affected by the process.

The Board of Trustees will make the final decision regarding any pupil accommodation review.

The Regulations and any Schedules of this Policy may be amended from time to time in accordance with the PARG. In all cases, any minimum timelines set out in the PARG will be followed by the Board.



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A copy of this Policy, together with the PARG and Administrative Review of Accommodation Review Process issued by the Minister of Education are available to the public upon request at the Board office and on the Board's website.

Principles:

Through the Catholic Social Teachings and its Multi-Year Strategic Plan, the Board is committed to establishing integrated decision making structures and processes to support responsive and responsible allocation of resources, including the provision of equitable, affordable and sustainable learning facilities. The following principles will be used as a foundation to support the mission and vision of the Board while undertaking pupil accommodation reviews.

1. The TCDSB is committed to responsibly providing optimal learning facilities for the common good while, at the same time, making it possible for all to come to their full potential as persons and to be all that God intends them to be.
2. Schools will have meaningful connections with a Roman Catholic parish and structured links to their community.
3. Students of the TCDSB have the right to attend Catholic schools that provide reasonable community access, and the Board has a responsibility to provide schools that optimally enhance student learning opportunities in the 21st century.
4. The Catholic principle of subsidiarity promotes the establishment of groups of parents and stakeholders whose purpose is to actively participate in the school accommodation review process, contributing to decisions that consider the value of schools to the parish and community.



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Regulations:

1. Pupil Accommodation Review Process

The pupil accommodation review process shall consist of the following components:

- i. Preparation and submission to the Board of Trustees of an Initial Staff Report and School Information Profile(s);
- ii. Approval by the Board of Trustees to undertake a pupil accommodation review process;
- iii. Establishment of the Accommodation Review Committee (ARC), including its Terms of Reference;
- iv. Consultation with the City of Toronto and Community Partners;
- v. Accommodation Review Public Meetings;
- vi. Preparation and submission of an Interim Staff Report to the Board of Trustees, including a Community Consultation section;
- vii. Public Delegations to the Board of Trustees;
- viii. Preparation and submission of a Final Staff Report to the Board of Trustees;
- ix. Decision by the Board of Trustees;
- x. Establishment of a Transition Committee.

2. Modified Pupil Accommodation Review Approval & Initiation

A modified pupil accommodation review process may be approved and initiated by the Board of Trustees only under exceptional circumstances, and in consultation with the local trustee(s) where three (3) or more of the following factors are present:

- i. Distance to the nearest available accommodation is 2 kilometers or less for elementary schools involved in the review and 7 kilometers or less



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for all secondary schools. The nearest accommodation indicated must be a single-gender school if a single-gender school is under review;

- ii. Utilization rate of all of the schools under review is equal to or below 50% for elementary and secondary schools;
- iii. The number of students enrolled is 100 or fewer for elementary schools involved in the review and 500 or fewer for all secondary schools in the review;
- iv. When the Board is planning the relocation of a program (in any school year or over a number of school years), in which the enrolment constitutes more than or equal to fifty percent (50%) of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
- v. There are no more than two (2) schools subject to the pupil accommodation review process; or
- vi. The entire student population of the schools subject to a pupil accommodation review process can be accommodated in another within 2 kilometers for elementary schools and within 7 kilometers for secondary schools.

3. Modified Pupil Accommodation Review Process

The modified pupil accommodation review process shall consist of the following components.

- i. Preparation and submission of an Initial Staff Report and School Information Profile(s) to the Board of Trustees;
- ii. Approval by the Board of Trustees to undertake a modified pupil accommodation review process;
- iii. Consultation with the City of Toronto and Community Partners;
- iv. An Accommodation Review Public Meeting;



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- v. Preparation and submission of an Interim Staff Report to the Board of Trustees, including a Community Consultation section;
- vi. Public Delegations to the Board of Trustees;
- vii. Preparation and submission of a Final Staff Report to the Board of Trustees;
- viii. Decision by the Board of Trustees;
- ix. Establishment of a Transition Committee.

4. Exemptions

- a) The Board is not obligated to undertake a pupil accommodation review under any of the following circumstances:
 - i. where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary, as identified by the Board, including in its relevant policies;
 - ii. where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified by the Board, including in its relevant policies;
 - iii. when a lease for the school is terminated;
 - iv. when the Board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
 - v. when the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;



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- vi. where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair; or
 - vii. where there are no students enrolled at the school at any time throughout the school year.
- b) Board staff shall ensure that school communities are informed about proposed accommodation plans for students before a decision is made by the Board of Trustees to consolidate, close or move a school or students in accordance with an exemption to the pupil accommodation review process.
- c) Board staff shall prepare a report to the Board of Trustees setting out the circumstances supporting the exemption to the accommodation review process in respect of the school(s) under consideration for such exemption.
- d) Board staff shall, no fewer than five (5) business days after the Board of Trustees make a decision that such exemption applies, provide written notice to the following:
- the City of Toronto (through the Clerks' Department or equivalent);
 - other community partners that expressed an interest prior to the exemption (as defined above);
 - the coterminous school boards through the Director of Education; and
 - the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.
- e) The Board will prepare a transition plan following the Board of Trustees' decision to consolidate, close or move a school or students pursuant to an exemption to the pupil accommodation review process.



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5. Access to Pupil Accommodation Review Documents

This Policy and Operational Procedures, together with the PARG and Administrative Review of Accommodation Review Process issued by the Minister of Education are available to the public on the Board's website and will be available upon request.

APPENDIX 'B'



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Definitions

Accommodation Review

A process undertaken by the Board to determine the future of a school or group of schools, as described in this Policy.

Accommodation Review Committee (ARC)

An advisory committee established by the Board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the Board and the affected school communities.

Accommodation Review Public Meeting

An open meeting held by Board staff to gather broader community feedback on a pupil accommodation review.

ARC Working Meeting

A meeting of ARC members to discuss a pupil accommodation review, including the gathering of feedback from the affected school communities of a pupil accommodation review.

Business Day

A calendar day that is not a weekend or statutory holiday. It also does not include days the Board is scheduled to be closed including the Board's Christmas, spring, Easter and summer break. For schools with a year-round calendar, any break that is five (5) calendar days or longer is not a business day.



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Consultation

The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

Facility Condition Index (FCI)

A measure of the condition of a building as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.

On-the-Ground (OTG) Capacity

The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Public Delegation

A presentation by an individual or a group of individuals to the Board of Trustees at a meeting of the Board, made in accordance with Board policies and procedures regarding public delegations, which permits the individual or group of individuals to have their concerns heard directly by the Board of Trustees.

Initial Staff Report (Report 1)

A report drafted by Board staff containing option(s) and identifying a preferred option with a recommendation to Trustees with respect to a school(s) that should be subject to a pupil accommodation review process or a modified pupil accommodation review process.



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Interim Staff Report (Report 2)

A report drafted by Board staff for consideration by the Board of Trustees with respect to a pupil accommodation review process, or a modified pupil accommodation review process, that also incorporates information obtained during community consultations. The Interim Staff Report may, or may not, include the same option(s) as contained in the Initial Staff Report related to a pupil accommodation review process.

Final Staff Report (Report 3)

A report drafted by Board staff which contains recommendation(s) for consideration by the Board of Trustees with respect to a pupil accommodation review process, or a modified pupil accommodation review process, and which also incorporates information obtained during community consultations and from public delegations (and any staff response to such information).

School Information Profile (SIP)

An orientation document with point-in-time data for each of the schools under a pupil accommodation review.

PUPIL ACCOMMODATION REVIEW OPERATIONAL PROCEDURES

APPENDIX TO POLICY S.09 PUPIL ACCOMMODATION REVIEW

These Operational Procedures incorporate the following Schedules:

Schedule 'A' - School Information Profile

Schedule 'B' - Template Terms of Reference for the Accommodation Review Committee

Schedule 'C' - Pupil Accommodation Review Timeline and Checklist (Regular)

Schedule 'D' - Pupil Accommodation Review Timeline and Checklist (Modified)

These Operational Procedures and related Schedules may be amended from time to time provided such amendments are made in accordance with the Ministry Pupil Accommodation Review Guidelines and Board Policy.

1. The Pupil Accommodation Review Process

a) Initial Staff Report

- i. Board staff shall prepare for the consideration of the Board of Trustees an Initial Staff Report and a School Information Profile for each school that may be subject to review. The Initial Staff Report shall identify accommodation issue(s) and will contain:
 - one or more options to address the accommodation issue(s) with supporting rationale;
 - a recommended option if more than one option is presented;
 - proposed timelines for implementation of each option; and
 - information about actions taken by Board staff prior to recommending a pupil accommodation review process and supporting rationale as to any actions taken or not taken.

- ii. The option(s) included in the Initial Staff Report shall address the following:
- summary of accommodation issue(s) for the school(s) under review;
 - where students would be accommodated;
 - if proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
 - identify any program changes as a result of the proposed option;
 - how student transportation would be affected if changes take place;
 - if new capital investment is required as a result of the pupil accommodation review, how the Board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available;
 - any relevant information obtained from the City of Toronto and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space; and
 - a timeline for implementation.
- iii. The Initial Staff Report and School Information Profiles will be posted on the Board's website and made available to the public upon request, following the decision to proceed with a pupil accommodation review by the Board of Trustees.

b) School Information Profile

- i. Board staff shall prepare School Information Profiles as orientation documents to assist the Accommodation Review Committee and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.
- ii. A template for the School Information Profile, which includes the minimum data requirements and required criteria to be considered, is included as Schedule 'A' to this Policy. Board staff shall complete a School Information Profile, at the same point-in-time, for each of the schools under review.
- iii. The Board may introduce additional items that reflect local circumstances and priorities which may help to further understand the school(s) under review.

c) Accommodation Review Committee

- i. Following consideration of the Initial Staff Report and approval to proceed but prior to the first Accommodation Review Public Meeting, the Board shall establish an Accommodation Review Committee that represents the school(s) under review. The Accommodation Review Committee provides feedback to the Board on behalf of the affected school communities and acts as an official conduit for information shared between the Board and the school communities.
- ii. The Accommodation Review Committee shall be comprised of the following members:
 - At least two parent / guardian representatives from each school under review and one alternate parent/guardian, chosen by the school community;
 - School Superintendent from each school under review;
 - Principal or designate from each school under review;
 - One student representative from each secondary school under review and one alternate, selected by the School Principal;
 - Pastor or representative of the parish to which belong each of the schools under review;
 - The local trustee(s); and
 - A member of the community such as a municipal councillor or active member of the community.
- iii. One of the School Superintendents whose school is under review shall be appointed as Chair of the Accommodation Review Committee by the Director of Education.
- iv. Staff from the following areas may be assigned to assist the Accommodation Review Committee in a resource capacity as required.
 - Planning Department
 - Facilities Department

- Finance Department
 - Toronto Student Transportation Group
 - Other administrative staff as required
- v. The Board shall provide the Accommodation Review Committee with Terms of Reference that describe the following. A template for the Terms of Reference is provided in Schedule 'B'.
- Mandate of the Accommodation Review Committee;
 - Membership of the Accommodation Review Committee;
 - Role and Responsibilities of the Accommodation Review Committee;
 - Meetings of the Accommodation Review Committee.
- vi. The Board shall invite Accommodation Review Committee members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the Accommodation Review Committee.

d) Consultation with City of Toronto and Community Partners

- i. Within five (5) business days of the Board of Trustees' decision to conduct a pupil accommodation review, Board staff shall provide written notice of the decision to the City of Toronto (through the Clerks' Department or equivalent) and other community partners that expressed an interest prior to the pupil accommodation review and shall invite them to a meeting, to be held before the Final Accommodation Review Public Meeting, to discuss and comment on the option(s) in the Initial Staff Report.
- ii. The City of Toronto and other community partners that expressed an interest prior to the pupil accommodation review, must provide their response (if any) on the recommended option(s) in the Initial Staff Report before the Final Accommodation Review Public Meeting.
- iii. Board staff shall document their efforts to meet with the City of Toronto, as well as the community partners, as described above.

- iv. The Board shall provide advance notice of when the Final Accommodation Review Public Meeting is scheduled to take place.

e) Notice to Coterminous School Boards and the Ministry of Education

- i. Within five (5) business days of the Board of Trustees' decision to conduct a pupil accommodation review, Board staff will provide written notice of the decision to the following:
 - the Directors of Education for the coterminous boards; and
 - the Ministry of Education, Office of the Assistant Deputy Minister of Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.

f) Accommodation Review Public Meetings

- i. The Board shall hold two (2) Accommodation Review Public Meetings to gather broader community feedback on the Initial Staff Report. The Accommodation Review Committee may, at its discretion, hold additional Accommodation Review Public Meetings. Board staff shall facilitate the Accommodation Review Public Meetings.
- ii. For greater clarity, the Accommodation Review Public Meetings are not meetings of the Board of Trustees. Accommodation Review Committee members may attend Accommodation Review Public Meetings. Accommodation Review Public Meetings shall proceed if Accommodation Review Committee members are not present.
- iii. The Accommodation Review Public Meetings will be announced and advertised publicly by the Board through a range of media. Notice to the school communities of the public meeting will include a letter to go home with each student 30 business days in advance of the meeting, and notice in the bulletins of all school parishes at least 1 week in advance of the meeting. As well, every effort be made for notice to be given to the community surrounding the schools (e.g. notice sent out to local councilor, MPP, local community groups).

- iv. The First Accommodation Review Public Meeting shall be held no fewer than thirty (30) business days after the Board of Trustees' decision to conduct a pupil accommodation review.
- v. At a minimum, the First Accommodation Review Public Meeting shall include the following:
 - an overview of the Accommodation Review Committee orientation session;
 - the Initial Staff Report with recommended option(s); and
 - a presentation of the School Information Profiles.
- vi. The Final Accommodation Review Public Meeting shall be held at least forty (40) business days from the date of the First Accommodation Review Public Meeting.

g) Interim Staff Report

- i. At the conclusion of the pupil accommodation review process, an Interim Staff Report shall be prepared for the consideration of the Board of Trustees. The Interim Staff Report shall be posted on the Board's website and made available to the public upon request no fewer than ten (10) business days after the Final Accommodation Review Public Meeting.
- ii. The Interim Staff Report shall include all the information provided in the Initial Staff Report as well as the following:
 - modifications to proposed and preferred options, including proposed accommodation plans and implementation timelines, previously identified in the Initial Staff Report, if required;
 - Accommodation Review Committee comments and feedback, and any recommendations which the Accommodation Review Committee requests be included;
 - public comments and feedback;

- information and feedback obtained from the City of Toronto and other community partners; and
 - a summary of the efforts of Board staff to meet with the City of Toronto, as well as other community partners that expressed an interest prior to the pupil accommodation review.
- iii. A minimum of ten (10) business days must be allowed from the posting of the Interim Staff Report to a meeting of the Board of Trustees to receive public delegations.

h) Public Delegations to the Board of Trustees

- i. Members of the public shall be given the opportunity to provide feedback on the Interim Staff Report through public delegations at a meeting of the Board of Trustees no fewer than ten (10) business days from the posting of the Interim Staff Report on the Board website. Written notice shall be provided to school(s) and surrounding community(ies) in advance of the meeting of the Board of Trustees.
- ii. A meeting of the Board of Trustees to receive public delegations shall be announced and advertised publicly by the Board through a range of media. Written notice shall be provided to school(s) and surrounding community(ies) in advance of the meeting of the Board of Trustees. Delegations shall be received in accordance with the Board's policy and procedure on public delegations.

i) Final Staff Report and Decision by the Board of Trustees

- i. At the conclusion of the pupil accommodation review process, and no fewer than ten (10) business days after public delegations, the Board of Trustees shall consider the Final Staff Report, including information from the public delegations and any staff response to such information. The Final Staff Report shall also be posted on the Board website and made available upon request to the public, in advance of the meeting at which Trustees will make a decision regarding the pupil accommodation review.

- ii. The Board of Trustees has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report, or to approve a different outcome.
- iii. The Board of Trustees will make a decision regarding the pupil accommodation review.

j) Transition Planning

- i. The transition of students shall be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the Board shall establish a separate committee that will work in consultation with parents/guardians and staff to address the transition for students and staff.
- ii. A Terms of Reference will be established for the Transition Planning Committee.

2. Modified Pupil Accommodation Review Process

The Board of Trustees may, under exceptional circumstances, undertake a modified pupil accommodation review process for the identified school(s).

a) Initial Staff Reports and School Information Profiles

- i. An Initial Staff Report shall be prepared for the consideration of the Board of Trustees. In addition to the components of the Initial Staff Report identified above, the Initial Staff Report will identify those factors on which a recommendation to proceed with the modified accommodation review process is based, and provide supporting rationale.
- ii. Using the School Information Profile template (Schedule 'A'), Board staff shall also prepare School Information Profiles for each of the schools that may be subject to the modified pupil accommodation review process.
- iii. The decision to proceed with a modified pupil accommodation review process will be at the sole discretion of the Board of Trustees.

b) Accommodation Review Committee

The formation of an Accommodation Review Committee is not required under the modified pupil accommodation review process.

c) Notice and Consultation Requirements

- i. Following the decision of the Board of Trustees to proceed with a modified pupil accommodation review, the Initial Staff Report and School Information Profiles shall be posted on the Board's website and shall be made available to the public upon request.
- ii. Within five (5) business days of the decision of the Board of Trustees, Board staff shall provide to the City of Toronto (through the Clerk's Department or equivalent) and other community partners that expressed an interest prior to the modified pupil accommodation review, written notice of the decision and a meeting invitation to discuss and comment on the recommended option(s) in the Initial Staff Report.
- iii. Within five (5) business days of the decision of the Board of Trustees, Board staff shall also provide written notice of the decision to:
 - the Directors of Education for the coterminous boards; and
 - the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.
- iv. The City of Toronto and other community partners who were provided with notice must provide their responses (if any) on the recommended option(s) in the Initial Staff Report before the Accommodation Review Public Meeting (or, if more than one Accommodation Review Public Meeting is convened, prior to the Final Accommodation Review Public Meeting).

d) Accommodation Review Public Meetings

- i. Board staff shall convene and facilitate an Accommodation Review Public Meeting no fewer than thirty (30) business days from the date on which the Board of Trustees decide to hold a modified pupil accommodation review. The local school superintendent(s) and local trustee(s), at their discretion, may convene more than one Accommodation Review Public Meeting.
- ii. For greater clarity, the Accommodation Review Public Meeting is not a meeting of the Board of Trustees.
- iii. An Accommodation Review Public Meeting shall be announced and advertised through a range of media, including a minimum thirty (30) business days advance notification to school communities. Notice to the school communities of the public meeting will include a letter to go home with each student 30 business days in advance of the meeting, and notice in the bulletins of all school parishes at least 1 week in advance of the meeting. As well, every effort be made for notice to be given to the community surrounding the schools (e.g. notice sent out to local councilor, MPP, local community groups).
- iv. Board staff shall record feedback from the community at the Accommodation Review Public Meeting.

e) Interim Staff Report

- i. After the Accommodation Review Public Meeting, or if more than one Accommodation Review Public Meeting is held, after the Final Accommodation Review Public Meeting, an Interim Staff Report shall be prepared for the consideration of the Board of Trustees, and posted on the Board's website and made available to the public upon request, no fewer than ten (10) business days after the Final Accommodation Review Public Meeting.

- ii. The Interim Staff Report shall include all information provided in the Initial Staff Report, as well as the following:
 - modifications to the proposed and preferred options, including the proposed accommodation plans and implementation timelines in the Initial Staff Report, if required;
 - feedback from any public consultations; and
 - any relevant information obtained from the City of Toronto and other community partners prior to and during the modified pupil accommodation review.

f) Public Delegations

- i. No fewer than eighteen (18) business days after the Interim Staff Report is formally received at a public meeting of the Board of Trustees, members of the public shall be given the opportunity to provide feedback on the Interim Staff Report through public delegations at a meeting of the Board of Trustees. Written notice shall be provided to the school(s) and surrounding community(ies) no less than 14 business days prior to the meeting of the Board of Trustees at which public delegations can be made. The 'maximum delegation time' will be 120 minutes for those delegating on the Interim Staff Report at this meeting.
- ii. A meeting of the Board of Trustees to receive public delegations will be announced and advertised publicly by the Board through a range of media. Written notice shall be provide to school(s) and surrounding community(ies) in advance of the meeting of the Board of Trustees. Delegations will be received in accordance with the Board's policy and procedure on public delegations. Board staff shall compile feedback from the public delegations.

g) Final Staff Report and Decision by Board of Trustees

- i. No fewer than ten (10) business days from the public delegations, the Board of Trustees shall consider the Final Staff Report, which will include feedback received from the public delegations and any staff response to the feedback received. The Final Staff Report shall also be posted on the Board website

and made available to the public upon request, in advance of the meeting at which Trustees will make a decision regarding the pupil accommodation review.

- ii. The final decision regarding the modified pupil accommodation review shall be made by the Board of Trustees. The Board of Trustees has the discretion to approve the recommendations in the Final Staff Report as presented, modify the recommendations, or approve a different outcome.
- iii. A Transition Planning Committee along with a Terms of Reference for the Committee shall be established following the Board of Trustees' decision to consolidate and/or close a school.

APPENDIX 'B'

SCHEDULE ‘A’

School Information Profile

1. The School Information Profile (SIP) is an orientation document prepared by Board staff that contains point-in-time data for each school that is under a pupil accommodation review. The School Information Profile must be prepared prior to the start of a pupil accommodation review.
2. The purpose of the School Information Profile is to help the Accommodation Review Committee (ARC) and members of the public understand the context surrounding the decision to include the school in an accommodation review process and to allow easier comparison between each school in an accommodation review process.
3. An Accommodation Review Committee is a committee established by the Board that represents the affected school(s) of a pupil accommodation review and that acts as the official conduit for information shared between the Board and the affected school communities. The Accommodation Review Committee may request clarification about the information provided in the School Information Profile, however it is not the role of the Accommodation Review Committee to approve the School Information Profile.
4. Each School Information Profile includes consideration of a detailed list of factors as well as the value of the school to the students and the value of the school to the Board.
5. The School Information Profile is established pursuant to and in compliance with the *Pupil Accommodation Review Guideline* (Ministry of Education, 2015) and Board Policy S.09.
6. The School Information Profile is to include the factors identified below for consideration during the accommodation review process. This list represents the minimum information/data requirements; the Board may introduce additional factors that reflect local circumstances and priorities which may help to further understand the school(s) under review.

Facility Profile

- a) School Name and Address
- b) Site plan and floor plan(s) of the school with the date of school construction and any subsequent additions; or space template which is a Ministry of Education template used by the Board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within that school.
- c) School attendance area (boundary) map.
- d) Context map (or air photo) of the school indicating the existing land uses surrounding the school.
- e) Planning map of the school with zoning, Official Plan or secondary plan land use designations.
- f) Size of the school site (acres or hectares).
- g) Building area (square feet or square metres).
- h) Number of portable classrooms.
- i) Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g. science lab, tech shop, gymnasium, etc.).
- j) Area of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (e.g. tracks, basketball courts, tennis).
- k) Ten-year history of major facility improvements (item and cost).
- l) Projected five-year facility renewal needs of school (item and cost).
- m) Current Facility Condition Index (FCI) with a definition of what the index represents. FCI is the building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.
- n) A measure of proximity of the students to their existing school, and the average distance to the school for students.
- o) Percentage of students that are and are not eligible for transportation under the Board policy, and the length of bus ride to the school (longest, shortest, and average length of bus ride times).
- p) School utility costs (totals, per square foot, and per student).
- q) Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress.
- r) Measures that the Board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e. barrier-free).

- s) On-the-ground (OTG) capacity, and surplus/shortage of pupil places. OTG capacity is the capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Instructional Profile

- a) Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff, and administrative staff at the school.
- b) Describe the course and program offerings at the school.
- c) Describe the specialized service offerings at the school (e.g. cooperative placements, guidance counseling, etc.).
- d) Current grade configuration of the school (e.g. junior kindergarten to Grade 6, junior kindergarten to Grade 12, etc.).
- e) Current grade organization of the school (e.g. number of combined grades, etc.).
- f) Number of out-of-area students.
- g) Utilization factor/classroom usage.
- h) Summary of previous five years enrolment and 10-year enrolment projection by grade and program.
- i) Current extracurricular activities.

Other School Use Profile

- a) Current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery.
- b) Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.
- c) Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery.
- d) Availability of before and after school programs or services (e.g. child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery.
- e) Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
- f) Description of the school's suitability for facility partnerships.

SCHEDULE ‘B’

Template Terms of Reference of the Accommodation Review Committee

Background

The Board is responsible for fostering student achievement and well-being and ensuring effective stewardship of the Board’s resources. In this regard, the Board is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of elementary and secondary programs. The Board may from time to time be required to consider school consolidations and school closures by undertaking an accommodation review process that is consistent with the Board’s Pupil Accommodation Review Policy. These are the terms of reference applicable to the Accommodation Review Committee (ARC) established for the **[identify accommodation review]**.

1. Mandate

- a) The Accommodation Review Committee is an advisory committee established by the Board that represents the school(s) affected by a pupil accommodation review and which acts as the official conduit for information shared between the Board and the affected school communities.
- b) The Accommodation Review Committee provides feedback with respect to staff report(s) and the options set out therein and may also present alternative accommodation option(s), including rationale for the option(s), recognizing the principles outlined in the Background section above. The overall goal of the Accommodation Review Committee is to provide the local perspective of stakeholders impacted by the decision of the Board of Trustees, and to provide constructive feedback on behalf of the community to the Director of Education regarding the Initial Staff Report, School Information Profile (SIP), options, and preferred option.
- c) The final decision regarding the future of a school or a group of schools rests solely with the Board of Trustees.
- d) This Accommodation Review Committee is formed with respect to the following school(s):

[Insert List of Schools]

2. Membership of the Accommodation Review Committee

- a)** The Accommodation Review Committee shall be comprised of the following members.
 - i.** At least two parent / guardian representatives from each school under review and one alternate parent/guardian, chosen by the school community;
 - ii.** School Superintendent from each school under review;
 - iii.** Principal or designate from each school under review;
 - iv.** One student representative from each secondary school under review and one alternate, selected by the School Principal;
 - v.** Pastor or representative of the parish to which belong each of the schools under review;
 - vi.** The local trustee(s); and
 - vii.** A member of the community such as a municipal councillor or active member of the community.
- b)** Staff from the following areas may be assigned to assist the Accommodation Review Committee in a resource capacity, as required.
 - i.** Planning Department
 - ii.** Facilities Department
 - iii.** Finance Department
 - iv.** Toronto Student Transportation Group
 - v.** Other administrative staff as required

3. Roles and Responsibilities of the Accommodation Review Committee

- a)** A School Superintendent whose school is under review shall be appointed as Chair of the Accommodation Review Committee by the Director of Education. The Chair shall establish the Accommodation Review Committee and will facilitate the accommodation review process and ensure it is consistent with the Board's Policy. The Chair may also serve as secretary

to the Accommodation Review Committee, or delegate this role to another member of the Committee.

- b)** Members of the Accommodation Review Committee shall attend an orientation session where members will learn about the mandate, roles, responsibilities and procedures of the Accommodation Review Committee.
- c)** Members of the Accommodation Review Committee shall attend working meetings of the Accommodation Review Committee and participate in the process.
- d)** The Accommodation Review Committee shall be provided with copies of the Initial Staff Report and the School Information Profiles for each school under review.
- e)** The Accommodation Review Committee shall review the School Information Profile for each school under review. The Accommodation Review Committee may request clarification with respect to information provided in the School Information Profile, however it is not the role of the Accommodation Review Committee to approve the School Information Profile. A School Information Profile is an orientation document with point-in-time data for each of the schools under a pupil accommodation review. The School Information Profile is intended to help the Accommodation Review Committee and the school community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The School Information Profile provides an understanding of, and familiarity with the facilities under review.
- f)** The Accommodation Review Committee shall review the information provided and accommodation options proposed in the Initial Staff Report and shall seek clarification, ask questions and provide feedback as necessary. The Initial Staff Report is drafted by Board staff and identifies accommodation issues, sets out one or more options to address accommodation issues, identifies a recommended option if more than one is proposed, and includes proposed timelines for implementation.

- i. The Accommodation Review Committee shall provide feedback with respect to the options in the Initial Staff Report prior to the first Accommodation Review Public Meeting.
 - ii. The Accommodation Review Committee may provide alternative option(s) to those set out in the Initial Staff Report. The Accommodation Review Committee must provide supporting rationale for the alternative option(s).
- g) Accommodation Review Committee members are not required to reach consensus with respect to the comments and feedback that will be provided to the Board of Trustees.

4. Roles and Responsibilities of Staff Resources to the Accommodation Review Committee

- a) Board staff from various areas of responsibility shall assist, as required, with answering questions, providing clarification and shall document and compile feedback for inclusion in staff reports.
- b) The comments, feedback, and any alternative option(s) shall be collected and compiled by Board staff in the form of meeting notes. This information shall be included in the Community Consultation Section of the Final Staff Report presented to the Board of Trustees.

5. Meetings of the Accommodation Review Committee

- a) The Accommodation Review Committee shall hold at least three (3) working meetings (not including the orientation meeting) to discuss the pupil accommodation review. The Accommodation Review Committee may choose to hold additional working meetings as deemed necessary within the timelines established by the Pupil Accommodation Review Policy, at the discretion of the Accommodation Review Committee Chair.
- b) At the working meetings, the Accommodation Review Committee shall review the materials presented to it by Board staff, may solicit input from the affected school communities, and shall provide feedback to Board staff.

- c) Working meetings of the Accommodation Review Committee shall be open to the public, however, the public may not participate in such meetings, unless specifically requested by the Accommodation Review Committee to provide input.
- d) Working meetings of the Accommodation Review Committee shall be deemed to be properly constituted even if all members are not in attendance. Quorum is not required for a working meeting of the Accommodation Review Committee.
- e) The Accommodation Review Committee shall be deemed to be properly constituted even if one or more members resign or do not attend working meetings of the Accommodation Review Committee.
- f) Meeting notes of Accommodation Review Committee working meetings shall be prepared.
- g) Accommodation Review Committee members may attend the Accommodation Review Public Meetings held by Board staff.
- h) Dates of Accommodation Review Committee working meetings shall be established by the Chair in consultation with the Accommodation Review Committee.

[Insert Public Meeting Dates]

SCHEDULE ‘C’
Pupil Accommodation Review Timeline and Checklist

Item	Additional Information	Timeline¹	Status
Initial Staff Report and School Information Profiles considered by Trustees.	Pupil Accommodation Review approved.	0	
Initial Staff Report and School Information Profiles to be posted on the Board’s website and made available upon request.			
Written notice to City of Toronto through Clerk’s Department (or equivalent) and to community partners who expressed an interest prior to the Pupil Accommodation Review.	Include meeting invitation to discuss and comment on options in Initial Staff Report.	Within 5 business days of Pupil Accommodation Review approval.	
Written notice to Director of Education of co-terminous school boards.		Within 5 business days of Pupil Accommodation Review approval.	
Written notice to Ministry of Education.	Send to the office of the Assistant Deputy Minister of Financial Policy and Business Decisions.	Within 5 business days of Pupil Accommodation Review approval.	

¹Time is measured in business days from the date the Pupil Accommodation Review is approved by Trustees. “Business day” is defined as a calendar day that is not a weekend or statutory holiday. It also does not include days the Board is scheduled to be closed including the Board’s Christmas, spring, Easter and summer break. For schools with a year-round calendar, any break that is five (5) calendar days or longer is not a business day.

Establish the Accommodation Review Committee.	The Committee should be formed in time to permit the Committee orientation session to occur well in advance of the First Accommodation Review Public Meeting.	Within 5 business days of the Pupil Accommodation Review being approved.	
Arrange meeting with City of Toronto and with community partner(s).	Document attempts to meet.	Prior to Final Accommodation Review Public Meeting.	
Announce and advertise First Accommodation Review Public Meeting through range of media.		At least 30 business days before the meeting	
First Accommodation Review Public Meeting.		At least 30 business days after Pupil Accommodation Review approval and after minimum 30 business days written notification to school and surrounding community.	
Provide notice to City of Toronto and community partners of Final Accommodation Review Public Meeting.			
Announce and advertise Final Accommodation Review Public Meeting through range of media.			
Receive response from City of Toronto and community partners.		Prior to Final Accommodation Review Public Meeting.	
Final Accommodation Review Public Meeting.		At least 40 business days after First Public Meeting.	

Interim Staff Report considered by Trustees	Must be accessible to the public on Board website and available upon request.	At least 10 business days after Final Accommodation Review Public Meeting.	
Provide notice of date of public delegations, including written notice to school(s) and surrounding community.		After Interim Staff Report is available to the public, and at least 10 business days before the public delegations.	
Public delegations to Trustees.			
Compile feedback from public delegations and include in Final Staff Report			
Trustees to consider Final Staff Report including input from public delegations and make final decision.	Not to occur in the summer.	At least 10 business days after public delegations.	
Establish committee to address transition planning.			

SCHEDULE 'D'

Modified Pupil Accommodation Review Timeline and Checklist

Item	Additional Information	Timeline ¹	Status
Initial Staff Report and School Information Profiles considered by Trustees.	Modified Accommodation Review approved.	0	
Initial Staff Report and School Information Profiles to be posted on the Board's website and made available upon request.			
Written notice to City of Toronto through Clerk's Department (or equivalent) and to community partners who expressed an interest prior to the Modified Accommodation Review.	Include invitation to meeting to discuss and comment on options in Initial Staff Report.	Within 5 business days of Modified Accommodation Review approval.	
Written notice to Director of Education of co-terminous school boards.		Within 5 business days of Modified Accommodation Review approval.	
Written notice to Ministry of Education.	Send to the office of the Assistant Deputy Minister of Financial Policy and Business Decisions.	Within 5 business days of Modified Accommodation Review approval.	
Announce and advertise Accommodation Review Public Meeting through range of media.			

¹Time is measured in business days from the date the Modified Pupil Accommodation Review is approved by Trustees. "Business day" is defined as a calendar day that is not a weekend or statutory holiday. It also does not include days the Board is scheduled to be closed including the Board's Christmas, spring, Easter and summer break. For schools with a year-round calendar, any break that is five (5) calendar days or longer is not a business day.

Arrange meeting with City of Toronto and with community partner(s).	Document attempts to meet.	Prior to Public Meeting.	
Receive response from City of Toronto and community partner(s), if any.		Prior to Public Meeting, or final public meeting if more than one is held	
Accommodation Review Public Meeting.		At least 30 business days after Modified Accommodation Review approval and after minimum 30 business days written notification to school and surrounding community.	
Interim Staff Report is considered and received by Trustees.	Must be accessible to the public on Board website and available upon request.	At least 10 business days after the Accommodation Review Public Meeting (or final Accommodation Review Public Meeting if more than one is held).	
Provide notice of date of public delegations, including written notice to school(s) and surrounding community.		After Interim Staff Report has been received at public meeting of Board of Trustees and made available to the public, and at least 18 business days before the public delegations.	
Public delegations to Trustees.			

Compile feedback from public delegations			
Trustees to consider Final Staff Report including input from public delegations and make final decision.	Not to occur in the summer.	At least 10 business days after the public delegations.	
Establish committee to address transition planning.			

APPENDIX 'B'

Pupil Accommodation Review Policy S.09 Collated Comments

Respondent	Comments
Parent	<p>The policy is not even followed. You have teachers and principals that have the last say who gets into the school. So if they have a child or family member they get in and the actual students in that boundary to that school are to be accommodated because no new parent knows that there is a cut off to enter into the school they actually belong to. Also why board staff get to pick and choose what school they get to send their children to based on more info they have of what better school is out there for their child.</p> <p>for example: look at St. Conrad and St. Raphael... look at all your Etobicoke schools.</p> <p>ALSO LOOK AT THE FIASCO CREATED WHEN THE BOARD MOVED SO MANY CHILDREN TO THEIR 30 SEPT DEADLINE!</p>

Pupil Accommodation Review Policy S.09 Collated Comments

CSPC Member	<p>It is unfair and prejudicial that the TCDSB is leaving the community in the dark. Again.</p> <p>Currently there is no catholic high school for my child to attend in grade 10. She will not be able to return to her current high school because there is no gifted program. First the board advised us SJMP had a gifted program when in fact it does not on account the teacher left.</p> <p>This year 2015/2016 SJMP asked us if our child would like extra homework to fulfill her IEP. We said No. SJMP had nothing else to offer.</p> <p>Therefore we had our child select a giftedness school, one that has AP among other major programs and we came up with Senator O'Connor.</p> <p>Our application with attachments was submitted to Senator O'Connor by SJMP in February 2016.</p> <p>We have been following up with Senator O'Connor often and wondering why we have had to wait an eternity to attend a tour of the school and speak with its Vice Principal and the Giftedness Facilitator.</p> <p>Today, April 20th, 2016, we learned of the freeze at Senator O'Connor, and everything is at a standstill. No more student admissions for the remainder of the year is what we were told.</p> <p>Where does that leave my child?</p> <p>My gifted child has lived through a boring year at SJMP.</p> <p>Where is my child to attend school in this Fall?</p> <p>How important is my feedback if you are not going to respond to me? Or help me place my child in a gifted program where she belongs?</p>
Community Partner	<p>Thank you for the opportunity to comment. This change is long overdue</p>
CSPC Member	<p>No concerns. This is just change by the Ministry to confuse things?</p>

Pupil Accommodation Review Policy S.09 Collated Comments

Community Partner	Good no problem
CSPC Member	Good with us
CSPC Member	This is way too complicated but I guess it is fine. No problems
CSPC Member	No real concerns except that this government should look at funding our board with more money
CSPC Member	Thank you for the opportunity. No concerns from our school parents
Parent	No one knows what all this means. Will the staff be doing information sessions for parents
Parent	Why is the government bothering to even ask. They didn't ask us about wasting money on moving gas plants. I know the board has to do this regardless
Parent	Good
Catholic Stakeholder	OK. As long as it leaves Catholics to run our schools the way we want to
CSPC Member	No questions. Look forward to seeing it passed at the Board
CSPC Member	Its all good with us
Community Partner	What does this have to do with those of us who rent facilities? It has nothing to do with us. Just keep the school open
Parent	What a waste of time. Trustees make work project again I see
CSPC Member	Thank you - good work. Thanks for asking
Catholic Stakeholder	My family is supportive.
Parent	My child will not be affected, but I think it is always good to makes sure we follow government rules.
CSPC Member	This is fine with our CSPC

Pupil Accommodation Review Policy S.09 Collated Comments

CSPC Member	Good. Our parents agree
Catholic Stakeholder	As long as it does not negatively impact our Catholic enrollment I am fine with this.
Parent	Yes. if this helps to close small schools. this is good.
Catholic Stakeholder	I think this will good for our catholic schools, as long as public schools are doing the same changes
CSPC Member	Yes sirs. We are aware and have no concerns.
TCDSB Staff	If this does not affect teachers and create cuts. I am OK
Community Partner	Yes. good

APPENDIX 'C'



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

COMMUNITY PLANNING AND PARTNERSHIPS POLICY (B.R.07) –PUBLIC CONSULTATION AND APPROVAL OF POLICY

And looking at them Jesus said to them, "With people this is impossible,
but with God all things are possible." Matthew 19:26

Created, Draft	First Tabling	Review
May 5, 2016	May 12, 2016	Click here to enter a date.
S. Coray, Senior Manager, Partnership Development M. Loberto, Senior Coordinator, Development Services M. Silva, Comptroller Planning and 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 rooted in the love of
Christ. We educate students to grow in grace and
knowledge and to lead lives of faith, hope and
charity.*



G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and
Facilities

C. Jackson

Executive Superintendent of Business
Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

At the Regular Meeting of the Board held on February 24, 2016, the Board passed a motion:

- 1. That Community Planning and Partnerships Policy (B.R.07), as contained in Appendix 'B' of this report be approved for consultation.*
- 2. That public consultation occur at the level of 'consult' as defined in the Board's Community Engagement Policy (T.07).*

This report recommends:

1. That the Board rescind Facility Partnerships (B.R.07).
2. That the Board approve Community Planning and Partnerships Policy, as found in *Appendix 'B'*.
3. That the Board approve Application for Interest in Establishing Community Planning and Partnership, as found in *Appendix 'C'*.

B. BACKGROUND

1. The Board's current Facility Partnerships Policy (B.R.07) is based on the Ministry of Education Facility Partnerships Guidelines issued in February 2010. In March 2015, the Ministry released its revised Facility Partnerships Guideline now known as the Community Planning and Partnerships Guideline (CPPG).
2. The new CPPG is to replace the Facility Partnerships Guidelines announced by the Ministry in February 2010. In order for the Toronto Catholic District School Board (TCDSB) to initiate new school accommodation reviews, the Board must amend its Facility Partnerships Policy (B. R.07) so that it is in conformity with the new Guidelines.

3. At the Regular Meeting of the Board held on February 24, 2016, the Board approved the Community Planning and Partnerships Policy (B.R.07) (*Appendix 'A'*) for consultation, and that public consultation occur at the level of 'consult' as defined in the Board's Community Engagement Policy (T.07).

C. EVIDENCE/RESEARCH/ANALYSIS

Community Consultations

1. Community consultations, as directed by Trustees were held at the level of 'consult' as defined in the Board's Community Engagement policy (T.07).
2. An online feedback tool was designed and hosted on dedicated web pages to solicit concurrent but separate input for the Community Planning and Facility Partnerships Policy (B.R.07) and Pupil Accommodation Review Policy (S.09). Each web page hosted all the specific background resources from the Ministry designed to educate participants on the issues.
3. This was done to ensure conformity and consistency with the new Ontario government guidelines which directed school boards to amend both their existing pupil accommodation review and facility partnerships policies to reflect the changes incorporated into the new Pupil Accommodation Review Guideline (PARG) and Community Planning and Partnerships Guideline (CPPG) before announcing any new pupil accommodation reviews.
4. Consultation participants were invited to participate over a one month period beginning on April 6, 2016. Comments were submitted directly using the online comment tool associated with each policy. There was no need to self-identify.
5. The entire TCDSB community was informed of the consultation: parents, partners/external stakeholders (via Archdiocese), TCDSB permit holders, potential community hub partners, Catholic School Parent Council members, CPIC, OAPCE, all employees and employee groups (Teachers/Support Staff including the federations TECT, CUPE and TSU).

6. Follow up communication of the consultation process was executed using all media tools in the TCDSB communications inventory such as the Board's regular E-News publication, Director's Bulletin, Weekly Wrap-Up. Regular Twitter reminders were also issued to TCDSB's 17,500 followers.
7. Subsequently, it is prudent to replace the existing Facility Partnerships Policy (B.R. 07) to ensure that it is in conformity with the new Community Planning and Partnerships Guideline (CPPG).

D. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Staff will post the approved updated Community Planning and Partnerships Policy to the TCDSB policy register.

E. STAFF RECOMMENDATIONS

1. That the Board rescind the current Facility Partnerships Policy.
2. That the Board approve B.R. 07 Community Planning and Partnership Policy, as found in *Appendix 'B'*.
3. That the Board approve the Application for Interest in Establishing Community Planning and Partnership, as found in *Appendix 'C'*.



REPORT TO

SPECIAL BOARD

REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON REVISED FACILITY PARTNERSHIPS POLICY (B.R.07)

*For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future.
Jeremiah 29:11*

Created, Draft

January 27, 2016

First Tabling

February 24, 2016

Review

Maria Rizzo, Chair, Governance and Policy Committee
Caitlin Kavanagh, Sr. Manager, Employee Relations & 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 rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.



Members of the Committee:

Maria Rizzo, Chair
Nancy Crawford, Vice Chair
Jo-Ann Davis, Trustee Ward 9
Angela Kennedy, Ex-Officio
Frank D'Amico, Ex-Officio

A. COMMITTEE RECOMMENDATIONS

That the Board approve the revised B.R.07 for consultation at the level of 'consult' as defined in the Board's Community Engagement Policy (T.07) with the following amendments:

1. Scope and Responsibility needs to be amended to indicate that the policy applies to all TCDSB Properties.
2. Regulation 1a) to delete the words "not having been declared surplus" and insert the words "to all school sites or properties" after the word "apply".
3. Regulation 4d) to include all existing TCDSB partners local or Board wide and relevant charitable non-profit organizations.
4. Regulation 4f) to insert the words "at least 20 calendar days in advance of the meeting after the word "list".

B. ORIGIN

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision.

C. EXECUTIVE SUMMARY

The Governance and Policy Committee reviewed the policy at the January 27, 2016 committee meeting. Trustees wanted to clarify the scope of the policy to ensure that it applies to all TCDSB properties, including those declared surplus. Trustees also wanted to specifically list existing TCDSB partners and charitable non-profit organizations. Trustees also wanted to ensure timelines for providing notice to the public of meetings were included in the policy.

The policy as amended was passed unanimously.

D. APPENDICES

1. Appendix A: Revised Community Planning and Partnerships Policy (B.R.07)

2. Appendix B: Report to Governance Committee on Revised Facility Partnerships Policy (B.R.07)

E. MOTIONS

1. That the Board approve the Community Planning and Partnerships Policy (B.R.07), as contained in *Appendix 'B'* of this report be approved for consultation with the following amendments:
 1. Scope and Responsibility needs to be amended to indicate that the policy applies to all TCDSB Properties.
 2. Regulation 1a) to delete the words “not having been declared surplus” and insert the words “to all school sites or properties” after the word “apply”.
 3. Regulation 4d) to include all existing TCDSB partners local or Board wide and relevant charitable non-profit organizations.
 4. Regulation 4f) to insert the words “at least 20 calendar days in advance of the meeting after the word “list”.
2. That public consultation occur at the level of ‘consult’ as defined in the Board’s Community Engagement Policy (T.07).

APPENDIX A



POLICY SECTION: BUILDING/PLANT/GROUNDS
SUB-SECTION: RENTALS/PERMITS
POLICY NAME: COMMUNITY PLANNING AND PARTNERSHIPS POLICY
POLICY NO: B.R. 07

Date Approved: January 2007	Date of Next Review: February 2019	Dates of Amendments: May 2013 February 2014 February 2016
Cross References: Ministry of Education Community Planning and Partnerships Guideline (CPPG), March 2015. Ministry of Education Pupil Accommodation Review Guideline (PARG), March 2015. School Accommodation Review Policy (S.09) – currently under review with proposed new title Pupil Accommodation Review Policy.		
Schedule A: Application for Interest in Establishing Community Planning and Facility Partnership		

Purpose:

This Policy has been prepared in accordance with the Ministry of Education's Community Planning and Partnerships Guidelines (CPPG), March 2015. The purpose of this Policy and its regulations are to provide direction, and a framework to seek out and support the development of facility partnership opportunities with community partners that are compatible with the Toronto Catholic District School Board's mandate and Multi-Year Strategic Plan, respect its values and in no way hinder the Board's ability to achieve its goals and objectives.

Scope and Responsibility:

This Policy applies to **all existing schools and properties** of the Toronto Catholic District School Board (the Board), as well as to new construction projects such as new schools and additions. The Director of Education is responsible for this Policy.



POLICY SECTION: BUILDING/PLANT/GROUNDS
SUB-SECTION: RENTALS/PERMITS
POLICY NAME: COMMUNITY PLANNING AND PARTNERSHIPS POLICY
POLICY NO: B.R. 07

Alignment with MYSP:

Living Our Catholic values
Strengthening Public Confidence
Fostering Student Achievement and Well-Being
Providing Stewardship of Resources

Financial Impact:

Community partnerships established through the implementation of this Policy may result in a reduction of facility operating costs for the Board. The Board is not expected to absorb additional costs to support facility partnerships. The Board can recover any costs associated with operation, maintenance, administration, renovation and capital improvements (to make space suitable for use by facility partners) arising from the community partnership.

Legal Impact:

The Board could be involved in legal proceedings if community partnerships are not established in accordance with this Policy.

The Education Act requires school boards to maintain a safe learning environment for pupils under its care. The Board must be vigilant in establishing community partnerships to ensure that the safety of students is not compromised.

Policy:

The Toronto Catholic District School Board is committed to providing the best educational opportunities and to enhancing the learning environment in its schools for the elementary and secondary school-age population of the City of Toronto. Community partnerships between the Board and community organizations have the



POLICY SECTION: BUILDING/PLANT/GROUNDS

SUB-SECTION: RENTALS/PERMITS

POLICY NAME: COMMUNITY PLANNING AND PARTNERSHIPS POLICY

POLICY NO: B.R. 07

potential to reduce facility operating costs and maximize the efficient utilization of Board assets. They also have the potential to improve services and supports available to students. Community partnerships can also strengthen relationships between the Board, community partners and the public, and provide a foundation for improved service delivery for communities. The Board will, in accordance with this Policy, endeavor to seek out and support community partnerships that are of benefit to the Board, its students and the wider community.

Principles:

The Board is committed to supporting responsive and responsible allocation of resources, including the provision of equitable, affordable and sustainable learning facilities. The following principles will be used as a foundation to support the mission and vision of the Board in pursuing and establishing community partnerships.

- i. The Board's primary responsibility is to support and promote student achievement as well as providing a safe and healthy environment for its students and staff.
- ii. Effective community partnerships must respect the core values of each partner.
- iii. The Board will continue to have the authority to make decisions regarding its school facilities and the use of its properties that are consistent with the Education Act.
- iv. This Policy does not prevent the Board from building, renovating or closing schools, or from disposing of surplus assets as necessary.
- v. Based on criteria contained in this Policy, the Board will have the sole discretion to identify, on an annual basis, buildings and sites that are suitable and available for community partnerships, as well as to determine which



POLICY SECTION: BUILDING/PLANT/GROUNDS

SUB-SECTION: RENTALS/PERMITS

POLICY NAME: COMMUNITY PLANNING AND PARTNERSHIPS POLICY

POLICY NO: B.R. 07

future new construction projects may present an opportunity for co-building with community partners.

- vi. The Board will consider, and at its sole discretion determine the eligibility of all potential partners based on criteria contained in this Policy.
- vii. At a minimum, community partnerships will be based on full cost-recovery to the Board.
- viii. The Board will continue to follow Ontario Regulation 444/98 regarding the lease or sale of assets which have been declared surplus.
- ix. This Policy recognizes that facility sharing between publicly funded school boards through co-ownership, lease or other agreements is a priority for the Ministry of Education and school boards; coterminous boards that have priority status under O. Reg. 444/98 shall not be disadvantaged under this Policy.
- x. The Board may choose to enter into a license or joint-use agreement for space that is unused but has not been declared surplus.
- xi. While this Policy focuses on facility based partnerships as opposed to those of a service or program based nature, the Board is encouraged to pursue service/program exchanges that may arise with its facility partners.

Regulations:

1. Identification of Space for Partnership Opportunities

- a) This Policy shall apply to situations in which unused space **on all existing school sites or in existing facilities**, is to be considered for community partnership purposes. This Policy shall also apply to partnership opportunities involving new construction.
- b) Based on the Board's Long Term Accommodation Plan (LTAP) and other sources of information available to staff, an annual review of the Board's property assets shall be undertaken to identify underutilized facilities that



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have suitable spaces for potential partnership opportunities, as well as potential co-building opportunities with respect to new construction.

- c) Locations identified as being suitable for facility partnerships or co-build opportunities shall be subject to Board approval.

2. Partnerships - Underutilized Space

- a) In identifying existing facilities with potential partnership opportunities, the annual review of the Board's assets shall take into consideration, but not be limited to the following factors: site size, school capacity, current and projected enrolment, facility condition, current programming and initiatives.
- b) The following criteria, where applicable, may be considered in determining the suitability of facilities for partnership opportunities. Other criteria may also be considered.
 - i. Facilities that have been at 60% utilization or less for two consecutive years or have 200 or more unused pupil places.
 - ii. Facilities with a 5-year projected utilization rate of 60% or less from the start of the partnership.
 - iii. Ability to identify and create a separate, distinct and contiguous space within the facility, without compromising or detrimentally affecting the remaining space to be used for school programming, and other Board programs or administrative purposes.
 - iv. Facility will not be required for programming purposes or other uses in the future.
 - v. Identified space can be easily accessed as required without disruption to the existing use of the facility or building.
 - vi. Site constraints and limitations.
 - vii. Compliance with planning controls such as the City of Toronto Official Plan and Zoning By-law (eg. permitted land use, parking requirements, other performance standards).



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- c) In addition to identifying underutilized facilities with potential partnership opportunities, the annual review will also provide details regarding the available space at those facilities, such as location and area of space, facility amenities, and required renovations or improvements if needed.

3. Partnerships - New Construction

- a) Construction of new schools, additions and significant renovations may be considered as opportunities for partnerships. Site size, topography and other physical constraints may limit partnership opportunities.
- b) When considering building a new school or undertaking a significant addition or renovation, the Board shall notify potential partners one to three years prior to the potential start date of construction.
- c) To support potential partners in determining the project's suitability for their purposes, the Board shall provide them with sufficient information regarding the project plans.
- d) The Board does not require an identified source of funding or Ministry approval for the project prior to notifying potential partners.
- e) Potential community partners are to be encouraged to notify the Board (by way of letter to the Director of Education) about their proposals or plans to build new facilities.
- f) Partnership opportunities involving new construction shall be evaluated on a case-by-case basis to determine if the partnership is appropriate for, and in the best interests of the Board.

4. Community Consultation and Notification Requirements

- a) The Board shall hold one public meeting annually to discuss potential partnership opportunities with the public and community organizations. The



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public meeting may be a dedicated meeting specifically for this purpose, or may be held as part of a regularly scheduled Board meeting.

- b) Additional information meetings may be held by staff and potential partners for purposes of clarification, responding to further inquiries, or to discuss supplementary information.
- c) Results of the annual review of underutilized facilities that have suitable spaces for potential partnership opportunities, as well as potential co-building opportunities with respect to new construction (Regulation 1(b)) will be used as the basis to inform the annual public meeting as well as other meetings between staff and potential partners.
- d) For purposes of community consultation and the annual public meeting, the Board shall create a notification list to include, but not limited to the public sector and community agencies identified below. The Board may, at its discretion, add other entities to the notification list, as well as prioritize the entities that appear on the list.
 - i. Agencies listed under Ontario Regulation 444/98:
 - Co-terminus School Boards
 - City of Toronto
 - Local colleges and universities
 - Provincial Government
 - Federal Government
 - ii. Agencies required under the Ministry CPPG
 - District Social Services Administration Board(s) or Consolidated Municipal Service Manager(s)
 - Public Health Boards, Local Health Integration Networks and Children's Mental Health Centres
 - Child care operators and government funded organizations (if requested by same)



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- iii. Other agencies as approved by the Board
 - To be determined, including all relevant charitable non-profit organizations as well as existing local and Board-wide TCDSB partnerships.
- e) For purposes of this Policy, the following organizations are not considered eligible partners:
 - i. entities that provide competing education services such as tutoring services, JK-12 private schools or private colleges, adult education programs similar to those run by the Board, and credit-offering entities that are not government-funded;
 - ii. political organizations;
 - iii. others deemed ineligible by the Board.
- f) The Board shall notify via email the organizations and agencies on the notification list **at least 20 calendar days in advance of the meeting** about the location and date of the annual public meeting, and post this information on the Board website for broader public access.
- g) Organizations and agencies interested in being on the Board's notification list or interested in partnering with the Board for the use of space in existing facilities, or in co-building with the Board, are to be encouraged to contact the Director of Education directly via letter, instead of waiting for the annual public meeting.
- h) For purposes of notification, the Board shall post on its website, information regarding:
 - i. its intention to build new schools and to undertake significant renovations (to be updated as necessary);



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- ii. unused space in open and operating schools, and in administrative buildings that is available for facility partnerships (to be updated at least annually); and
 - iii. contact information to assist with inquiries related to facility partnerships.
- i) The Board shall inform via email those on the notification list when important information regarding community planning or facility partnerships is updated.
- j) The annual public meeting shall be informed about:
- i. all or a portion of the Board's LTAP;
 - ii. details of any schools or facilities deemed eligible for facility partnerships; and
 - iii. relevant information available on the Board's website, and any supplementary information related to community planning and partnerships.
- k) Potential partners invited to attend the annual public meeting shall be requested to have available for the meeting relevant information such as population projections, growth plans, community needs, land-use and green space/park requirements, as applicable, and shall inform the Board of their plans and needs.
- l) The notification list, those in attendance at the annual public meeting and any information exchanged shall be formally documented by the Board.

5. Partnership Selection and Proposals

- a) The Board shall consider, and at its sole discretion, evaluate the eligibility of an applicant for purposes of establishing a community partnership with the Board.



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- b) Applicants that satisfy the selection criteria in Regulation 5(c) below, are invited to submit proposals for the use of space in existing facilities (as identified by the Board), or for partnering in new construction (co-build) projects. Application forms can be accessed from the Board website. A sample application form is provided as Schedule 'A' to this Policy.
- c) The Board shall have full discretion when evaluating applicants and in assessing their compatibility and suitability for a community partnership with the Board. Evaluation of submissions shall be based on how well the proposal satisfies the selection criteria below.

The community partner/partnership shall:

- i. respect the values of the Board and the Catholic faith, expressions and symbols;
 - ii. support the health and safety of students and staff;
 - iii. support the student achievement strategy of the Board;
 - iv. be compatible with the host facility and the Board;
 - v. not interfere with the day-to-day operations and activities of the host facility and the Board;
 - vi. not be a competing education service provider;
 - vii. at a minimum, be based on full cost-recovery to the Board;
 - viii. provide financial statements showing financial viability of its organization;
 - ix. agree to operate in accordance with Board policies;
 - x. enter into a lease, license, or joint-use/partnership agreement with the Board;
 - xi. agree to all staff working on Board premises being subject to a criminal background check;
 - xii. if it is the City of Toronto, provide population projections, growth plans, community needs, land-use and green space/park requirements.
- d) The Board may, at its discretion, consider both, for-profit and non-profit entities.



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- e) A report shall be prepared for the consideration of Trustees, which summarizes partnership applications and evaluation, and provides recommendations on whether or not to proceed with a partnership.

6. Cost Recovery

- a) Based on cost-recovery, fees charged to partners for the space they occupy shall, at a minimum, cover operating costs, capital costs, administrative costs including legal fees, and property taxes (if applicable).
- b) Costs for minor renovations and capital improvements required as a result of making space suitable for use by facility partners, such as those associated with obtaining municipal approvals, the enhancement of student safety and the provision of appropriate washroom facilities, shall be borne by partners.
- c) With respect to new construction or co-building, facility partners shall be required to pay for and finance their share of construction, including a proportional share of joint-use or shared space.

7. Partnership Agreements

- a) The Board shall provide clear instructions to potential facility partners regarding their rights and responsibilities as tenants, including maintenance standards where applicable, and the Board's user policies, such as accessibility and inclusiveness policies.
- b) With respect to new construction or co-building partnerships, partnership agreements cannot be finalized until both the Board and co-build partners have an approved source of funding.
- c) The successful partner shall be expected to enter into appropriate agreements for the use of space within Board facilities. The Board shall ensure that all legal agreements protect its rights and respect the Education Act.



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Definitions:

Coterminous Board

Refers to the Toronto District School Board, Conseil scolaire de district catholique Centre-Sud, or Conseil scolaire Viamonde.

Co-build/Co-building Partnership

Refers to a legally binding arrangement between, and of mutual benefit to, the Board and a public sector or community agency/organization, in which the Board and other public sector or community agency/organization proportionately share in the cost of new construction or significant renovations/capital improvements. Common areas are to be cost-shared on a proportional basis.

Facility

Any vacant site, or site upon which a school and/or administrative building is situated, that is owned and operated by the Board.

Facility/Community Partnership

Refers to a legally binding arrangement between, and of mutual benefit to, the Board and a public sector or community agency/organization, with respect to the use of underutilized Board owned/operated facilities.

Notification List

Refers to a list of potential organizations with which the Board could establish partnerships, including but not limited to public sector (Municipal, Provincial, Federal) and community agencies, that would be used for notification purposes for community consultation and the annual public meeting. This list would include those organizations identified in Ontario Regulation 444/98.

Utilization/Utilization Rate

Based on the Ministry rated capacity of a school building and a school's enrolment, and taking into account contractual staffing obligations, this refers to the amount of space in a school used for school purposes expressed as percentage of enrolment over capacity.



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Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the number of suitable partnerships the Toronto Catholic District School enters prior to the next review of this policy.

APPENDIX A



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POLICY NAME: COMMUNITY PLANNING AND PARTNERSHIPS POLICY
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Date Approved: January 2007	Date of Next Review: February 2019	Dates of Amendments: May 2013 February 2014 February 2016
Cross References: Ministry of Education Community Planning and Partnerships Guideline (CPPG), March 2015. Ministry of Education Pupil Accommodation Review Guideline (PARG), March 2015. School Accommodation Review Policy (S.09) – currently under review with proposed new title Pupil Accommodation Review Policy.		
Schedule A: Application for Interest in Establishing Community Planning and Facility Partnership		

Purpose:

This Policy has been prepared in accordance with the Ministry of Education's Community Planning and Partnerships Guidelines (CPPG), March 2015. The purpose of this Policy and its regulations are to provide direction, and a framework to seek out and support the development of facility partnership opportunities with community partners that are compatible with the Toronto Catholic District School Board's mandate and Multi-Year Strategic Plan, respect its values and in no way hinder the Board's ability to achieve its goals and objectives.

Scope and Responsibility:

This Policy applies to **all existing schools and properties** of the Toronto Catholic District School Board (the Board), as well as to new construction projects such as new schools and additions. The Director of Education is responsible for this Policy.



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Alignment with MYSP:

Living Our Catholic values
Strengthening Public Confidence
Fostering Student Achievement and Well-Being
Providing Stewardship of Resources

Financial Impact:

Community partnerships established through the implementation of this Policy may result in a reduction of facility operating costs for the Board. The Board is not expected to absorb additional costs to support facility partnerships. The Board can recover any costs associated with operation, maintenance, administration, renovation and capital improvements (to make space suitable for use by facility partners) arising from the community partnership.

Legal Impact:

The Board could be involved in legal proceedings if community partnerships are not established in accordance with this Policy.

The Education Act requires school boards to maintain a safe learning environment for pupils under its care. The Board must be vigilant in establishing community partnerships to ensure that the safety of students is not compromised.

Policy:

The Toronto Catholic District School Board is committed to providing the best educational opportunities and to enhancing the learning environment in its schools for the elementary and secondary school-age population of the City of Toronto. Community partnerships between the Board and community organizations have the



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potential to reduce facility operating costs and maximize the efficient utilization of Board assets. They also have the potential to improve services and supports available to students. Community partnerships can also strengthen relationships between the Board, community partners and the public, and provide a foundation for improved service delivery for communities. The Board will, in accordance with this Policy, endeavor to seek out and support community partnerships that are of benefit to the Board, its students and the wider community.

Principles:

The Board is committed to supporting responsive and responsible allocation of resources, including the provision of equitable, affordable and sustainable learning facilities. The following principles will be used as a foundation to support the mission and vision of the Board in pursuing and establishing community partnerships.

- i. The Board's primary responsibility is to support and promote student achievement as well as providing a safe and healthy environment for its students and staff.
- ii. Effective community partnerships must respect the core values of each partner.
- iii. The Board will continue to have the authority to make decisions regarding its school facilities and the use of its properties that are consistent with the Education Act.
- iv. This Policy does not prevent the Board from building, renovating or closing schools, or from disposing of surplus assets as necessary.
- v. Based on criteria contained in this Policy, the Board will have the sole discretion to identify, on an annual basis, buildings and sites that are suitable and available for community partnerships, as well as to determine which



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future new construction projects may present an opportunity for co-building with community partners.

- vi. The Board will consider, and at its sole discretion determine the eligibility of all potential partners based on criteria contained in this Policy.
- vii. At a minimum, community partnerships will be based on full cost-recovery to the Board.
- viii. The Board will continue to follow Ontario Regulation 444/98 regarding the lease or sale of assets which have been declared surplus.
- ix. This Policy recognizes that facility sharing between publicly funded school boards through co-ownership, lease or other agreements is a priority for the Ministry of Education and school boards; coterminous boards that have priority status under O. Reg. 444/98 shall not be disadvantaged under this Policy.
- x. The Board may choose to enter into a license or joint-use agreement for space that is unused but has not been declared surplus.
- xi. While this Policy focuses on facility based partnerships as opposed to those of a service or program based nature, the Board is encouraged to pursue service/program exchanges that may arise with its facility partners.

Regulations:

1. Identification of Space for Partnership Opportunities

- a) This Policy shall apply to situations in which unused space **on all existing school sites or in existing facilities**, is to be considered for community partnership purposes. This Policy shall also apply to partnership opportunities involving new construction.
- b) Based on the Board's Long Term Accommodation Plan (LTAP) and other sources of information available to staff, an annual review of the Board's property assets shall be undertaken to identify underutilized facilities that



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have suitable spaces for potential partnership opportunities, as well as potential co-building opportunities with respect to new construction.

- c) Locations identified as being suitable for facility partnerships or co-build opportunities shall be subject to Board approval.

2. Partnerships - Underutilized Space

- a) In identifying existing facilities with potential partnership opportunities, the annual review of the Board's assets shall take into consideration, but not be limited to the following factors: site size, school capacity, current and projected enrolment, facility condition, current programming and initiatives.
- b) The following criteria, where applicable, may be considered in determining the suitability of facilities for partnership opportunities. Other criteria may also be considered.
- i. Facilities that have been at 60% utilization or less for two consecutive years or have 200 or more unused pupil places.
 - ii. Facilities with a 5-year projected utilization rate of 60% or less from the start of the partnership.
 - iii. Ability to identify and create a separate, distinct and contiguous space within the facility, without compromising or detrimentally affecting the remaining space to be used for school programming, and other Board programs or administrative purposes.
 - iv. Facility will not be required for programming purposes or other uses in the future.
 - v. Identified space can be easily accessed as required without disruption to the existing use of the facility or building.
 - vi. Site constraints and limitations.
 - vii. Compliance with planning controls such as the City of Toronto Official Plan and Zoning By-law (eg. permitted land use, parking requirements, other performance standards).



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- c) In addition to identifying underutilized facilities with potential partnership opportunities, the annual review will also provide details regarding the available space at those facilities, such as location and area of space, facility amenities, and required renovations or improvements if needed.

3. Partnerships - New Construction

- a) Construction of new schools, additions and significant renovations may be considered as opportunities for partnerships. Site size, topography and other physical constraints may limit partnership opportunities.
- b) When considering building a new school or undertaking a significant addition or renovation, the Board shall notify potential partners one to three years prior to the potential start date of construction.
- c) To support potential partners in determining the project's suitability for their purposes, the Board shall provide them with sufficient information regarding the project plans.
- d) The Board does not require an identified source of funding or Ministry approval for the project prior to notifying potential partners.
- e) Potential community partners are to be encouraged to notify the Board (by way of letter to the Director of Education) about their proposals or plans to build new facilities.
- f) Partnership opportunities involving new construction shall be evaluated on a case-by-case basis to determine if the partnership is appropriate for, and in the best interests of the Board.

4. Community Consultation and Notification Requirements

- a) The Board shall hold one public meeting annually to discuss potential partnership opportunities with the public and community organizations. The



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public meeting may be a dedicated meeting specifically for this purpose, or may be held as part of a regularly scheduled Board meeting.

- b) Additional information meetings may be held by staff and potential partners for purposes of clarification, responding to further inquiries, or to discuss supplementary information.
- c) Results of the annual review of underutilized facilities that have suitable spaces for potential partnership opportunities, as well as potential co-building opportunities with respect to new construction (Regulation 1(b)) will be used as the basis to inform the annual public meeting as well as other meetings between staff and potential partners.
- d) For purposes of community consultation and the annual public meeting, the Board shall create a notification list to include, but not limited to the public sector and community agencies identified below. The Board may, at its discretion, add other entities to the notification list, as well as prioritize the entities that appear on the list.
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- iii. Other agencies as approved by the Board
 - To be determined, including all relevant charitable non-profit organizations as well as existing local and Board-wide TCDSB partnerships.
- e) For purposes of this Policy, the following organizations are not considered eligible partners:
 - i. entities that provide competing education services such as tutoring services, JK-12 private schools or private colleges, adult education programs similar to those run by the Board, and credit-offering entities that are not government-funded;
 - ii. political organizations;
 - iii. others deemed ineligible by the Board.
- f) The Board shall notify via email the organizations and agencies on the notification list at least 20 calendar days in advance of the meeting about the location and date of the annual public meeting, and post this information on the Board website for broader public access.
- g) Organizations and agencies interested in being on the Board's notification list or interested in partnering with the Board for the use of space in existing facilities, or in co-building with the Board, are to be encouraged to contact the Director of Education directly via letter, instead of waiting for the annual public meeting.
- h) For purposes of notification, the Board shall post on its website, information regarding:
 - i. its intention to build new schools and to undertake significant renovations (to be updated as necessary);



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- ii. unused space in open and operating schools, and in administrative buildings that is available for facility partnerships (to be updated at least annually); and
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- i) The Board shall inform via email those on the notification list when important information regarding community planning or facility partnerships is updated.
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- i. all or a portion of the Board's LTAP;
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- k) Potential partners invited to attend the annual public meeting shall be requested to have available for the meeting relevant information such as population projections, growth plans, community needs, land-use and green space/park requirements, as applicable, and shall inform the Board of their plans and needs.
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5. Partnership Selection and Proposals

- a) The Board shall consider, and at its sole discretion, evaluate the eligibility of an applicant for purposes of establishing a community partnership with the Board.



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- b) Applicants that satisfy the selection criteria in Regulation 5(c) below, are invited to submit proposals for the use of space in existing facilities (as identified by the Board), or for partnering in new construction (co-build) projects. Application forms can be accessed from the Board website. A sample application form is provided as Schedule 'A' to this Policy.
- c) The Board shall have full discretion when evaluating applicants and in assessing their compatibility and suitability for a community partnership with the Board. Evaluation of submissions shall be based on how well the proposal satisfies the selection criteria below.

The community partner/partnership shall:

- i. respect the values of the Board and the Catholic faith, expressions and symbols;
 - ii. support the health and safety of students and staff;
 - iii. support the student achievement strategy of the Board;
 - iv. be compatible with the host facility and the Board;
 - v. not interfere with the day-to-day operations and activities of the host facility and the Board;
 - vi. not be a competing education service provider;
 - vii. at a minimum, be based on full cost-recovery to the Board;
 - viii. provide financial statements showing financial viability of its organization;
 - ix. agree to operate in accordance with Board policies;
 - x. enter into a lease, license, or joint-use/partnership agreement with the Board;
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6. Cost Recovery

- a) Based on cost-recovery, fees charged to partners for the space they occupy shall, at a minimum, cover operating costs, capital costs, administrative costs including legal fees, and property taxes (if applicable).
- b) Costs for minor renovations and capital improvements required as a result of making space suitable for use by facility partners, such as those associated with obtaining municipal approvals, the enhancement of student safety and the provision of appropriate washroom facilities, shall be borne by partners.
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Facility/Community Partnership

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Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the number of suitable partnerships the Toronto Catholic District School enters prior to the next review of this policy.

APPENDIX B



SCHEDULE 'A'
APPLICATION FOR INTEREST IN ESTABLISHING
COMMUNITY PLANNING AND FACILITY PARTNERSHIP
(Please Print)

APPLICANT INFORMATION			
Applicant Name:			
Organization:			
Address:		City:	Postal Code:
Phone: ()	Fax: ()	Website:	
Email:			

QUESTIONNAIRE
1. What is the nature of your business and the services provided?
2. Describe your day-to-day operations that you are proposing for this partnership.
3. How will a partnership between the TCDSB and your organization provide a benefit to the students at the school or to the Board?
4. Name of School or Facility for Partnership.

5. Space Requirements			
Square Feet/Meters:		Washrooms:	Parking Spaces:
Number of Classrooms:		Storage Space:	Hours of Operation:
6. Who will be accessing/using the space on a day-to-day basis?			
Staff:	Visitors:	Clients:	Other:
7. Are any municipal approvals required? If YES, explain:			
8. What is the timeline you are proposing to begin occupying the space, and for how long?			
9. Do you expect to undertake any capital improvements to the school or facility? If YES, explain:			
10. What is your source of funding for this partnership?			
Other comments/Attachments:			

Applicants Signature

Date of Submission

PENDING LIST FOR CORPORATE SERVICES AS OF MAY 12, 2016

#	Date Requested	Due Date	Committee/Board	Subject	Delegated To
1	Dec-14	Deferred until such time that deficit is under control	Corporate Affairs	Report regarding System-Wide Approach to Digital School Signage	Associate Director of Planning and Facilities
2	Jan-15	April 2016	Corporate Affairs	Plan to reduce under-utilized (small schools) with less than a 65% utilization rate. *Update Long Term Accommodation Plan*	Associate Director Planning and Facilities
3	Oct-15	May 2016	Corporate Affairs	Report regarding recovering costs of our permits	Associate Director Planning and Facilities
4	Nov-15	April 2016	Corporate Affairs	Staff to come back with a draft Parent/Guardian TCDSB School Entrance and Exit Surveys, along with costing before they are distributed to schools for implementation by end of January.	Associate Director Planning and Facilities
5	Nov-15	May-16	Corporate Affairs	Staff to bring back data in an extended report regarding students who were not able to be accommodated with the reasons by ward and by school.	Associate Director Planning and Facilities
6	Dec-15	June 2016	Corporate Services	Business Plan that addresses the need for a high school in Central Toronto	Associate Director Planning and Facilities
7	Jan -16	April 2016	Corporate Services	Request to the TTC to reduce transit rates for our students.	Associate Director Planning and Facilities
8	March-16	June 2016	Corporate Services	A report to include the following points. 1. To consider to work with and promote "Fix Our Schools" campaign to parents	Associate Director Planning and Facilities

9				and staff in our school communities. 2. That staff work together with “Fix Our Schools” to consider information and insights.	
	March-16		Corporate Services	Report back to the Board on progress made to make TCDSB a “net zero” school Board	Associate Director Planning and Facilities
10	April-16	September 2016	Corporate Services	Report regarding matters raised in the presentation and explore opportunities to help with designing permits that would open up the O’Connor house for cultural opportunities	Associate Director Planning and Facilities
11	April-16	September 2016	Corporate Services	Friends of Catholic Education Award Selection Criteria	Associate Director Academic Affairs
13	April-16	Earliest Possible Time	Corporate Services	Report regarding inequities in program offerings in our secondary schools and that the two regional programs - French and Gifted - continue to be offered at Senator O’Connor and replicated in other secondary schools at the TCDSB as community interest and finances permit	Associate Director Academic Affairs