

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

**OCTOBER 13, 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

**Rhea Carlisle**  
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 416-222-8282 Ext. 2293  
Asst. Recording Secretary: Sophia Harris 416-222-8282 Ext. 2298

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

## **PUBLIC SESSION**

**Patrizia Bottoni, Chair**

**Maria Rizzo, Vice-Chair**

Thursday, October 13, 2016

7:00 P.M.

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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 September 15, 2016 for Public Session. 1 - 12
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 St. Fidelis Catholic Elementary School Capital Budget Approval (Ward 3) 13 - 19
  - 15.b Snow and Ice Control Program (All Wards) 20 - 27
  - 15.c Capacity Reduction Strategy (Wards 6,9,10) 28 - 44
  - 15.d Preliminary Enrolment Data: October 13, 2017 (All Wards) 45 - 48
  - 15.e Trustee Honorarium (2016-17) 49 - 54
  - 15.f Reassessment of TCDSB's MYRP 2016-17 55 - 62
- 16. Listing of Communications**
- 17. Inquiries and Miscellaneous**
- 18. Updating of the Pending List** 63 - 64
- 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 SEPTEMBER 15, 2016**

**PUBLIC SESSION**

**PRESENT:**

P. Bottoni, Chair  
A. Andrachuk  
N. Crawford  
F. D'Amico  
J.A. Davis  
M. Del Grande  
A. Kennedy  
J. Martino  
S. Piccininni  
B. Poplawski  
G. Tanuan

A. Gauthier  
A. Sangiorgio  
R. McGuckin  
C. Jackson  
P. Matthews  
P. De Cock  
M. Puccetti  
M. Silva  
J. Wujek  
J. Yan

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

Apologies were received from Trustee Rizzo and Student Trustees Carlisle and Dubrovskaya who were unable to attend the meeting.

MOVED by Trustee Bottoni, seconded by Trustee Del Grande, that the agenda, as amended, be approved.

CARRIED

The Chair reviewed the Order Paper Items

The following items were questioned:

Item 15a)	Trustee Davis
Item 15b)	Trustee Poplawski
Item 15c)	Trustee Davis
Item 15d)	Trustee Andrachuk
Item 15e)	Trustee Poplawski
Item 15f)	Trustee Del Grande
Item 15g)	Trustee Poplawski
Item 15h)	Trustee Poplawski
Item 15i)	Trustee Crawford
Item 15j)	Trustee Kennedy

MOVED by Trustee Davis, seconded by Trustee Andrachuk, that the agenda be reopened to deal with items 15 e) 15g) and 15h) Reports regarding waiver of liquor permits.

On the vote being taken, as follows:

**In favour****Opposed**

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

The Motion was declared

CARRIED

On the vote being taken, the agenda, as amended was declared

CARRIED

MOVED by Trustee Davis, seconded by Trustee Andrachuk, that items 15e), 15g) and 15h) be adopted as follows:

**15e) Request to Waive the Liquor Permit for Brebeuf College** that the permit policy be waived and that permission be granted to serve alcohol at the Order of Brebeuf luncheon event on Sunday, October 23, 2016 from 11:00 a.m. to approximately 4:00 p.m.

**15g) Request for Liquor Permit for Mother Teresa Catholic Secondary School** that the permit policy be waived and that permission be granted to serve alcohol at an event for the 30<sup>th</sup> School Anniversary and Celebration for the Canonization of the Blessed Mother Teresa event on Friday, October 28, 2016 from 6:00 p.m. to approximately 10 p.m.

- 15h) Request for Liquor Permit for St. Monica Catholic School** that the permit policy be waived and the permission be granted to serve alcohol at an event for the 100<sup>th</sup> School Anniversary for St. Monica on Saturday, October 15, 2016 from 3:00 pm to approximately 10:00 p.m.

On the vote being taken, on the above Motions as follows:

**In favour**

**Opposed**

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

The Motions were declared

CARRIED

MOVED by Trustee Davis, seconded by Trustee D'Amico, that item 15a) be adopted as follows:

- 15a) Capital Priorities Grant Request St. Raymond/St. Bruno** that staff present a high-level long-term accommodation plan for the TCDSB at the October, 2016 Corporate Affairs meeting which responds to the Ministry of Education request for an overall long-term plan to reduce excess capacity across the Board, which is in alignment with our 2016 - 2021 Multi-Year Strategic Plan.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Crawford

Kennedy

Poplawski

Davis

Tanuan

Del Grande

Bottoni

D'Amico

Piccininni

Andrachuk

Martino

The Motion was declared

CARRIED

MOVED by Trustee Poplawski, seconded by Trustee Tanuan, that item 15b) be adopted as follows:

**15b) Amendments to Ontario Regulation 444/98 Disposition of Surplus Real Property** – received and referred to Private Session for discussion.

MOVED by Trustee D'Amico, seconded by Trustee Tanuan, that debate on the item be extended for 15 minutes.

On the vote being taken, as follows:

**In favour**

Trustees Kennedy  
 Poplawski  
 Davis  
 Tanuan  
 Bottoni  
 D'Amico

**Opposed**

Trustees Crawford  
 Del Grande  
 Martino  
 Andrachuk  
 Piccininni

The Motion to extend was declared

CARRIED

On the vote being taken, on the Motion as follows:

**In favour**

Trustees Kennedy  
 Poplawski  
 Davis  
 Tanuan  
 Bottoni  
 D'Amico

**Opposed**

Trustees Crawford  
 Del Grande  
 Martino  
 Andrachuk  
 Piccininni

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Kennedy, that item 15c) be adopted as follows:

- 15c) Provincial Auditor's 2015 Report – Student Transportation –**  
 deferred until staff have the opportunity to meet with OCSTA.

On the vote being taken, as follows:

**In favour****Opposed**

Trustees Crawford

Kennedy

Poplawski

Davis

Tanuan

Del Grande

Bottoni

D'Amico

Piccininni

Martino

Trustee Andrachuk

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Davis, that item 15d) be adopted as follows:

**15d)           Deferred Maintenance Infrastructure Update 2016/17 – received.**

MOVED by Trustee Kennedy, seconded by Trustee Poplawski, that debate on the item be extended for ten minutes.

On the vote being taken, as follows:

**In favour****Opposed**

Trustees Crawford  
 Kennedy  
 Poplawski  
 Davis  
 Tanuan  
 Bottoni  
 D'Amico

Trustees Del Grande  
 Piccininni  
 Andrachuk  
 Martino

The Motion to extend was declared

CARRIED

On the vote being taken, on the Motion, as follows:

**In favour****Opposed**

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

The Motion was declared

CARRIED

MOVED by Trustee Davis, seconded by Trustee Crawford, that item 15f) be adopted as follows:

**15f) Preliminary Enrolment Data – September 14, 2016** – received and that staff provide a more up to date status report in October 2016, numbers entering the system and numbers moving out of the system and the students we turn away.

On the vote being taken, on the Motion, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

The Chair called for nominations for the Canadian National Exhibition Association.

MOVED by Trustee Crawford, seconded by Trustee Poplawski, that item 15i) be adopted as follows:

- 15i) Appointment of a Representative to the Canadian National Exhibition Association Membership** that Trustee D'Amico be appointed to return to the CNEA as the Board representative for the term 2016-2017.

On the vote being taken, on the Motion, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee D'Amico, that item 15j) be adopted as follows:

- 15j) Update on Bus Transportation Issues** - received and thanks to all staff of Communications and the Toronto Transportation Group who have been working very hard to resolve the situation and provide transportation solutions as quickly as possible.

On the vote being taken, as follows:

**In favour**

**Opposed**

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

The Motion was declared

CARRIED

Trustee Martino left the meeting at 9:15 p.m.

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

CARRIED

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SECRETARY

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CHAIR





REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### ST. FIDELIS CATHOLIC ELEMENTARY SCHOOL WARD 3 CAPITAL BUDGET APPROVAL

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

Created, Draft	First Tabling	Review
September 22, 2016	October 13, 2016	
D. Friesen, Senior Coordinator, Capital Development M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services M. Caccamo, Superintendent of Learning, Student Achievement and Well-Being M. Puccetti, Superintendent of Facilities Services		
<b>RECOMMENDATION REPORT</b>		

**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

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 the replacement of St. Fidelis Catholic School of \$15,007,117, subject to Ministry of Education approval of additional funding for unique site costs and Toronto Green Standards. 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 and from Educational Development Charges. In addition, following completion of a preliminary design and cost consultant's estimate, a request will be submitted to the Ministry of Education for Capital Lands Priorities funding for unique site costs and Toronto Green Standard requirements.

## **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 the replacement of St. Fidelis Catholic School subject to site selection, finalization of cost estimates for site preparation, Toronto Green Standard and potential third storey premiums and Ministry of Education approval.

## **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**

<b>VISION</b>	<b>PRINCIPLES</b>	<b>GOALS</b>
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 <sup>st</sup> 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, and Toronto Green Standard costs for the replacement school.

Table 1 - St. Fidelis Catholic School - Project Budget		(All costs include net HST)						30-Sep-16
OTG	649	Funding Sources					Total	
Benchmark Area per pupil ( sq.m.)	9.27	In Benchmark		Not in Benchmark				
Approved GFA of School(sq.m.)	6,017	Capital Priorities + FDK	Child Care (B11)	45.5% EDC Site Prep Funding	54.5% EDU Site Prep Funding	EDU Toronto Green Standard		
GFA of Child Care (sq. m.)	363							
Total GFA including Childcare	6,380							
A. Construction Costs	\$ /sq.m.							
(i) Subtotal Site Preparation	\$125.39	\$0	\$0	\$364,000	\$436,000		\$800,000	
(ii) Subtotal Building	\$1,814.83	\$10,560,021	\$738,624	\$0	\$0	\$280,000	\$11,578,645	
(iii) Subtotal Site Development	\$112.85	\$600,000	\$100,000	\$0	\$0	\$20,000	\$720,000	
Contingency Allowance - 3.5%		\$390,000	\$30,000	\$12,740	\$15,260	\$10,500	\$458,500	
A. Total Construction Budget	#####	\$11,550,021	\$868,624	\$376,740	\$451,260	\$310,500	\$13,557,145	
B. Total Consulting Fees and Expenses	\$137.64	\$702,297	\$59,927	\$61,791	\$39,199	\$14,904	\$878,119	
C. Other Soft Costs								
(i) Subtotal Municipal Permits and Fees		\$206,593	\$10,131	\$17,973	\$0	\$0	\$234,697	
(ii) TCDSB Allowances								
Furniture & Equipment		\$60,000	\$40,000				\$100,000	
Caretaking Equipment		\$15,000					\$15,000	
Data Integration		\$47,002					\$47,002	
Moving/Set-up/Fire Safety Plan/Site Sign		\$20,000					\$20,000	
Project Management		\$137,268	\$9,886	\$3,640.00	\$4,360.00	\$0	\$155,154	
C. Total Other Soft Costs	\$89.63	\$485,863	\$60,017	\$21,613	\$4,360	\$0	\$571,853	
TOTAL PROJECT COST	\$2,352.21	\$12,738,182	\$988,568	\$460,143	\$494,819	\$325,404	\$15,007,117	
Temporary Accommodations (required if building on existing site)							TBD	
APPROVED FUNDING	\$2,223.65	\$12,738,182	\$988,568	\$460,143	TBD	TBD	\$14,186,893	
Estimated Funding Deficit (Request for Unique Site Costs)					-\$494,819	-\$325,404	-\$820,223	

2. Additional costs over and above the Ministry benchmark for site preparation and Toronto Green Standard are estimated based on typical costs that have been encountered and funded by the Ministry on similar projects. These costs may vary depending on the final site selection. Depending on the site, if a three storey school is required, there may be further additional costs that the Ministry will consider funding that have not been included in the project budget.
3. 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 costs (including related municipal and consulting fees). The project budget is based on this EDC funding, however the EDC eligibility is dependent on the location of the school and could vary slightly if the final location changes. It is assumed that the Ministry will provide funding for the portion site preparation costs not covered by EDC's, but historically some of those cost have been excluded from Ministry funding.
4. Upon finalization of the site selection and completion of preliminary design, a cost estimate will be carried out including a breakdown of site preparation and Toronto Green Standard costs (and third storey, if applicable). The costing and preliminary design will be submitted to the Ministry of Education to request additional funding and Approval to Proceed to tender.
5. Following tendering, the project budget will be revised to reflect the actual tender price and a report submitted for Board approval of the tender award and, if required, a revised project budget.
6. 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 the Capital Asset Project Template (CAPT) system.

## **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 \$15,007,117 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)	\$ 820,223		\$ 820,223
EDC Funding		\$ 460,143	\$ 460,143
Total	<b>\$ 14,546,973</b>	<b>\$ 460,143</b>	<b>\$ 15,007,117</b>



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### SNOW AND ICE CONTROL PROGRAM 2016-2018 (ALL WARDS)

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

Created, Draft	First Tabling	Review
September 29, 2016	October 13, 2016	
A. Rashid, Senior Coordinator, Operations M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services M. Puccetti, Superintendent of Facilities Services		
<b>RECOMMENDATION REPORT</b>		

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R. McGuckin

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 approval of the contract for the Snow and Ice Control Program for 2016/17 and 2017/18 be awarded to the bidders meeting Board specifications as described in Appendix “A”, in the amount of \$1,752,386.50 plus net HST for a total amount of \$1,790,238.05 per year. The total contract value for the two-year period is \$3,580,476.10 inclusive of HST. Funding is available in the Operations budget.

The tender documents included an option for two (2) one-year extensions at the Board’s discretion, taking into consideration performance and quality of work as well as other budgetary considerations. This report further recommends the Board delegate authority to the Director to approve the two (2) one-year extensions.

## **B. BACKGROUND**

1. Annually, the Operations Department reserves funds in the Pupil Accommodations Grant Budget to complete snow removal services.
2. On July 27, 2016, a tender for snow and ice control was issued to all seventeen (17) prequalified bidders.
3. On September 13, 2016, bids were received from seven (7) contractors. The results are listed in Appendix A.

Springview Landscaping	Clintar Grounds Keeping (Groundstec)
D.I. Brothers	Jim Rick’s Property Services
D&G Maintenance Ltd.	Lewis Property
CSL	

4. The work was tendered based on Board’s performance specifications (blacktop surfaces at all times). Prices are all-inclusive of work to be performed including de-icing.
5. Initially, no bids were received for areas 4B, 6A, 6B and 6D. As a result, Board staff issued a post tender addendum for pricing from the Board’s prequalified contractors. Subsequent bids were received from additional contractors, including Clintar Downtown.
6. Board staff will undertake a new round of prequalification for snow removal services and lawn maintenance services so that there can be better response to future bids.

7. All snow clearing equipment will have GPS tracking capabilities and the successful contractors will provide weekly location reports to the Board. The reports will be in electronic format and shall indicate all relevant information such as the time of arrival and departure of service vehicles and the time spent to perform the snow clearing at the school/site.
8. The Board staff, who also prepared the tender documents for this project, evaluated all bids received. Bidders were informed that there was a limit of one area per contract, (or 5 part areas, whichever is less). Although more difficult to administer, distributing the work amongst a variety of small to medium sized companies has resulted in improved response time and competitive pricing. The tender documents did specify however that the Board had the right to award additional areas to an individual contractor, in the event that certain areas did not receive a bid or if there was a concern regarding the amount of work, either too large or too small in an area (too many or too few schools for example). It is recommended that the low bidders meeting Board specifications be awarded the work as denoted in Appendix A except for Areas **2D**, **7B**, **7D** and **7E**, which are recommended to be awarded to the second low bidders.
9. The successful bidders and the value of their contract are as follows:

SpringView Landscaping	\$ 245,000.00	
Lewis Property	\$ 273,845.00	
D&G	\$ 271,760.00	
Clintar Grounds Keeping	\$ 500,669.00	
D.I. Bros.	\$ 110,000.00	
Jim Ricks	\$ 220,612.50	
Clintar Downtown	\$ 55,500.00	
Total		\$ 1,677,386.50
Contingency Allowance		\$ 75,000.00
net HST		\$ 37,851.55
Grand Total		\$ 1,790,238.05

Based on the foregoing, the total combined contract value for the 2016-17 snow removal season is \$1,790,238.05 net HST included, and \$1,790,238.05 net HST included for the 2017-18, snow removal season.

10. The following is a historical perspective of snow removal expenditures over the past several years:

2012/2013		\$ 1,402,320.52
2013/2014		\$ 1,402,320.52
2014/2015		\$ 1,552,607.30
2015/2016		\$ 1,552,607.30
2016/2017(projected)	\$1,790,238.05*	
2017/2018(projected)	\$1,790,238.05*	
*includes \$75,000.00 contingency for snow removal and net HST		

Each contract period, snow and ice control needs are reviewed and adjustments are made to the areas serviced by the contract. This process was made more competitive when maximums were placed on the number of areas serviced, while marked improvements were evident in the service received by the schools.

11. That funding is made available in the annual Operations budget, through the Pupil Accommodation Grant

### C. EVIDENCE/RESEARCH/ANALYSIS

- 12.The contract award recommendation is based on the following rationale:

- Consider only compliant bids, choose the lowest and award the maximum allowed under the contract;
- Consider geography so that no contractor is spread too thin;
- Consider information received regarding contractors' past performance.

- 13.Facilities staff have contacted the City and Toronto District School Board (TDSB) in the past to see if there was any opportunity to share snow clearing services or to jointly tender the work in the event there are any cost-savings. Neither the City nor the TDSB have expressed an interest in sharing service – the City has its own snow clearing forces and would not prioritize the clearing of schools over City-owned properties. Similarly, the TDSB has some in-house and external snow clearing services and they also would not prioritize our schools.

- 14.The cost of the snow and ice control program has increased since the previous contract of 2014/15 as a result of several factors, as noted below:

- Although there were seventeen (17) pre-qualified contracts invited to bid, only seven (7) contractors responded. Staff followed up to see

why some of the contractors did not submit a bid, and they learned that several contractors are already at their capacity work load and committed to contracts with other boards and/or property owners;

- The cost of heavy equipment used by the contractors and the cost of maintenance has gone up as much as 30%;
- The cost of salt, which is used for de-icing has increased significantly as a reflection of the low Canadian dollar.

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

1. Facilities staff will meet with individual Principals at the start of the school year to review the snow clearing plans for their respective school. Snow clearing is provided for parking areas, main pathways (to front doors and exit doors, and portables) and sidewalks. Schools that are part of the Shared Parking Agreement with the Archdiocese or have programs that require additional parking (in the school yard) will have the school yard cleared. Internal pathways across a school yard for example, should not be cleared as this may cause damage to the pathway and/or grass.
2. A reminder email is sent at the start of the winter (end of October) to all Principals and head Caretakers regarding the Board's Snow Clearing Policy (as attached in Appendix B). Principals may contact their facilities representative to review any problematic areas that may require additional salting and/or sanding.
3. As a result of the severity of the past few winters, a reminder letter will be provided to all Principals for distribution to parents and staff regarding the Board's snow and ice clearing policy. This information will be posted on the Board's Web site.

#### **C. RECOMMENDATION**

That the contract(s) for the Snow and Ice Control Program for budget years 2016/17 and 2017/18 with an option to renew for two (2) one-year extensions be awarded to the bidders meeting Board specifications as described in Appendix A, in the amount of \$1,790,238.05 including net HST per year. The total contract value is \$3,580,476.10 including net HST for the two-year period.

		Recommended Bid			SNOW AND ICE REPORT APPENDIX A 2016-2018									
		Lowest Bid												
		Second Lowest bid												
Area	Sub Area	SPRINGVIEW LANDSCAPING	LEWIS PROPERTY	D&G	CLINTAR GROUNDSTEC	CSL	D.I. BROS	JIM RICKS	CLINTAR DOWNTOWN	Lowest Bidder	2nd Lowest Bidder	Variance between the lowest bid and recommended bid	Recommended Bid	
1	A	\$ 62,900.00			\$ 49,145.00		\$ 72,000.00			\$ 49,145.00	\$ 62,900.00	\$ -	\$ 49,145.00	
1	B	\$ 48,500.00			\$ 27,807.00					\$ 27,807.00	\$ 48,500.00	\$ -	\$ 27,807.00	
1	C	\$ 45,500.00			\$ 27,801.00					\$ 27,801.00	\$ 45,500.00	\$ -	\$ 27,801.00	
1	D	\$ 63,500.00			\$ 34,570.00					\$ 34,570.00	\$ 63,500.00	\$ -	\$ 34,570.00	
1	E	\$ 63,500.00			\$ 27,065.00					\$ 27,065.00	\$ 63,500.00	\$ -	\$ 27,065.00	
2	A	\$ 38,500.00			\$ 30,525.00	\$ 51,705.00				\$ 30,525.00	\$ 38,500.00	\$ -	\$ 30,525.00	
2	B	\$ 61,000.00			\$ 36,900.00					\$ 36,900.00	\$ 61,000.00	\$ -	\$ 36,900.00	
2	C	\$ 58,500.00			\$ 45,650.00	\$ 101,225.00				\$ 45,650.00	\$ 58,500.00	\$ -	\$ 45,650.00	
2	D	\$ 36,500.00			\$ 31,300.00		\$ 30,000.00			\$ 30,000.00	\$ 31,300.00	\$ 1,300.00	\$ 31,300.00	
2	E	\$ 42,000.00			\$ 24,106.00					\$ 24,106.00	\$ 42,000.00	\$ -	\$ 24,106.00	
3	A	\$ 73,100.00			\$ 58,025.00		\$ 60,000.00			\$ 58,025.00	\$ 60,000.00	\$ -	\$ 58,025.00	
3	B	\$ 56,900.00			\$ 48,200.00		\$ 50,000.00			\$ 48,200.00	\$ 50,000.00	\$ -	\$ 48,200.00	
3	C	\$ 76,000.00			\$ 59,575.00		\$ 60,000.00			\$ 59,575.00	\$ 60,000.00	\$ -	\$ 59,575.00	
3	D	\$ 62,900.00					\$ 50,000.00			\$ 50,000.00	\$ 62,900.00	\$ -	\$ 50,000.00	
3	E	\$ 68,500.00					\$ 60,000.00			\$ 60,000.00	\$ 68,500.00	\$ -	\$ 60,000.00	
4	A	\$ 65,500.00	\$ 40,455.00							\$ 40,455.00	\$ 65,500.00	\$ -	\$ 40,455.00	
4	B		\$ 36,975.00							\$ 36,975.00	na	\$ -	\$ 36,975.00	
4	C	\$ 52,500.00	\$ 32,525.00							\$ 32,525.00	\$ 52,500.00	\$ -	\$ 32,525.00	
4	D	\$ 67,000.00	\$ 38,080.00							\$ 38,080.00	\$ 67,000.00	\$ -	\$ 38,080.00	
4	E	\$ 60,500.00	\$ 35,950.00							\$ 35,950.00	\$ 60,500.00	\$ -	\$ 35,950.00	
5	A	\$ 35,000.00								\$ 35,000.00	\$ -	\$ -	\$ 35,000.00	
5	B	\$ 57,000.00								\$ 57,000.00	\$ -	\$ -	\$ 57,000.00	
5	C	\$ 55,000.00								\$ 55,000.00	\$ -	\$ -	\$ 55,000.00	
5	D	\$ 38,000.00								\$ 38,000.00	\$ -	\$ -	\$ 38,000.00	
5	E	\$ 60,000.00								\$ 60,000.00	\$ -	\$ -	\$ 60,000.00	
6	A			\$ 36,230.00					\$ 21,750.00	\$ 21,750.00	\$ 36,230.00	\$ -	\$ 21,750.00	
6	B			\$ 38,175.00					\$ 43,800.00	\$ 38,175.00	\$ 43,800.00	\$ -	\$ 38,175.00	
6	C						\$ 33,725.00			\$ 33,725.00	single bid	\$ -	\$ 33,725.00	
6	D							\$ 33,750.00		\$ 33,750.00	single bid	\$ -	\$ 33,750.00	
6	E						\$ 39,937.50			\$ 39,937.50	single bid	\$ -	\$ 39,937.50	
7	A		\$ 55,150.00							\$ 55,150.00	single bid	\$ -	\$ 55,150.00	
7	B		\$ 30,600.00	\$ 42,430.00						\$ 30,600.00	\$ 42,430.00	\$ 11,830.00	\$ 42,430.00	
7	C		\$ 34,710.00	\$ 57,100.00						\$ 34,710.00	\$ 57,100.00	\$ -	\$ 34,710.00	
7	D		\$ 36,580.00	\$ 59,250.00						\$ 36,580.00	\$ 59,250.00	\$ 22,670.00	\$ 59,250.00	
7	E		\$ 31,640.00	\$ 42,515.00						\$ 31,640.00	\$ 42,515.00	\$ 10,875.00	\$ 42,515.00	
8	A						\$ 38,512.50			\$ 38,512.50	single bid	\$ -	\$ 38,512.50	
8	B						\$ 54,375.00			\$ 54,375.00	single bid	\$ -	\$ 54,375.00	
8	C						\$ 54,062.50			\$ 54,062.50	single bid	\$ -	\$ 54,062.50	
8	D			\$ 43,510.00			\$ 50,796.88			\$ 43,510.00	\$ 50,796.88	\$ -	\$ 43,510.00	
8	E			\$ 45,880.00			\$ 61,312.50			\$ 45,880.00	\$ 61,312.50	\$ -	\$ 45,880.00	
		\$ 245,000.00	\$ 273,845.00	\$ 271,760.00	\$ 500,669.00		\$ 110,000.00	\$ 220,612.50	\$ 55,500.00			\$ -	\$ 236,340.00	
							Totals			\$ 1,630,711.50		\$ 46,675.00	\$ 1,677,386.50	
							Recommended Bid:			\$ 1,677,386.50	Net HST:	\$ 36,231.55	\$ 1,713,618.05	Total
							Estimated Shared Agreement for St. Demetrius (based on 2013/14 actuals):			\$ 7,500.00	Net HST:	\$ 162.00	\$ 7,662.00	
							Estimated Costs for Relocation & Removal from TCDSB Sites:			\$ 67,500.00	Net HST:	\$ 1,458.00	\$ 68,958.00	
							Grand Total:			\$ 1,752,386.50	Net HST:	\$37,851.55	\$ 1,790,238.05	Total



## MEMORANDUM

**TO:** All School Principals, Vice Principals and Custodial Staff

**FROM:** Maia Puccetti, Superintendent of Facilities Services

**SUBJECT:** Snow and Ice Control at TCDSB Sites

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The following guidelines are meant to assist you in the procedures and responsibility for the removal of snow and ice.

Clearing of snow and ice shall be done no later than 7:30 a.m., each day, including week-ends, to provide clear and safe access to each location without prior notification by the Owner.

At all times, snow removal and ice control measures shall commence immediately after 25 mm (1 inch) or more snow has accumulated or when ice due to melting snow, ice storms or other causes create, or may create, a dangerous or slippery condition.

At all times, snow removal and ice shall be cleared to basically bare pavement within six (6) hours of completion of snow fall.

After any snow fall, the first duty of the caretaking staff is to clear a path from the designated main entrance door to the City sidewalk. The path should be wide enough to provide adequate access to the school for staff and students. As time permits, pathways and sidewalks should be cleared and slippery areas should be salted. Further de-icing measures including the use of a mix of salt and sand will be carried out on persistent icy patches.

Should the removal or relocation of snow piles exceeding one metre in height from the site be warranted, the Head Caretaker shall immediately contact the SQS or After Hours Supervisors for an appropriate resolution.

**The past and current practice has been to not plough school yards for the following reasons:**

- It creates other safety issues for younger students - unless the snow is removed from school property by trucks, the large pile(s) of snow can lead to supervision issues as some students may be inclined to slide down snow banks. There is a concern that large piles of snow may collapse and cover students, which could be a suffocation hazard;
- If the snow is removed down to bare asphalt, more frequent falls and injuries may occur as a result of thaw-freeze conditions. Snow can provide traction and a cushion against fall impact;
- Many TCDSB sites are small with little or no on site storage capacity for snow piles;
- There is considerable extra cost in ploughing and salting school playgrounds, as well as hauling away snow piles;

Snow ploughing of the school yard is undertaken when there is a shared parking agreement with the Archdiocese to allow parking in our school yards and/if portables are on site. In these cases the snow removal contractor will plough the yards or create a pathway to and from the portables and the main building.

School principals have the risk management option of restricting access to dangerous portions of the play yard with pylons or caution tape or **mandating an indoor recess if they feel the playground is dangerously icy.**

Should you have any question, please contact your respective Operations Supervisor (SQS).

Thank you.

Maia Puccetti  
Superintendent of Facilities Services

cc: Sr. Coordinator Maintenance & School Operations  
Manager of Operations (East & West)  
Manager of Maintenance Services (East & West)  
Service Quality Supervisors  
Service Quality Officers  
Maintenance Supervisors  
Maintenance Officers



REPORT TO

## CORPORATE AFFAIRS, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### CAPACITY REDUCTION STRATEGY, WARDS 6, 9, 10

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

Created, Draft	First Tabling	Review
June 20, 2016	October 13, 2016	<a href="#">Click here to enter a date.</a>
J. Volek, Senior Coordinator of Planning and Accountability M. Silva, Comptroller of Planning and Development Services		
<b>RECOMMENDATION REPORT</b>		

#### Vision:

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

#### Mission:

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



R. McGuckin

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

The Toronto Catholic District School Board (TCDSB) is nearing the final stages of completion of its next Long-Term Accommodation and Program Plan (LTAPP). The recommendations contained within this report are consistent with Ministry guidelines, guiding principles and strategies outlined in the LTAPP.

This report focuses on the need to submit a comprehensive consolidation plan for 18 elementary schools (“Discussion Area”) identified by the Ministry of Education that fall within Trustee Wards 6, 9 and 10—**in order to lift a conditional approval of Capital funding for St. Raymond.**

## B. BACKGROUND

1. This report highlights proposed OTG Capacity changes to 18 elementary schools that fall within Trustee Wards 6, 9 and 10, as identified in the table below:

Discussion Area School	Current Status	Trustee Ward
B. Pope Paul VI	Operating school	D'Amico
Holy Family	Operating school with City operated Community Hub	Poplawski
Holy Rosary	Operating school	Davis
Pope Francis	Operating school with Niagara University; pending request for funding for daycare	Davis
Senhor Santo Cristo	Non-operating school (Core hold)	Davis
St. Alphonsus	Operating school	Davis
St. Anthony	Operating school	Poplawski
St. Bruno	Board approved consolidation to new St. Raymond CES (2019 or 2020)	Davis
St. Clare	Operating school	D'Amico
St. Francis of Assisi	Operating school	Davis

St. Helen	Operating school	Poplawski
St. Luigi	Board approved PAR	Poplawski
St. Mary of the Angels	Operating school	D'Amico
St. Raymond	Ministry approved (conditional) Capital project (2019-2020 completion)	Davis
St. Rita	Board approved PAR	Poplawski
St. Sebastian	Board approved PAR	Poplawski
St. Vincent de Paul	Operating school	Poplawski
Stella Maris	Operating school	D'Amico

2. In a recent memorandum from the Ministry of Education (*Appendix 'A'*) dated May 18, 2016, Ministry staff have formally requested a consolidation strategy for the downtown core prior to releasing funding for a replacement St. Raymond facility and daycare:

*“The funding for the replacement of St. Raymond along with the child care centre is conditional on the board providing the ministry with a comprehensive plan, including timelines and staff recommendations, of how the board intends to address the underutilization in this area. Since many of the schools in the area are in good condition, the board should also make every effort possible to use their existing facilities where it makes sense to accommodate students from a closed school.”*

3. By 2018, the Ministry of Education will be eliminating Top-up funding to all Boards in the province, and has already begun reducing Top-up. Top-up funding supported the operation of small schools where low enrolment does not generate sufficient staffing, operations and maintenance grants to cover annual costs to maintain, repair, and renew the school facility. The table below shows the year-over-year reduction in Top-up funding, which equates to a 33% annual reduction. The cumulative loss in funding over 3 years is projected to be in excess of \$5M or approximately 6% of the Operations and Maintenance budget.

Panel	2014-15	2015-16	2016-17	2017-18
Elementary	3,690,894	2,471,433	1,230,298	No funding
Secondary	1,324,001	849,447	441,334	No funding
	<b>5,014,895</b>	<b>3,320,880</b>	<b>1,671,632</b>	

4. As noted above, facilities with low utilization in larger schools, or schools with small OTG capacities, do not generate sufficient per pupil grants to cover operational requirements, and thus operate in a deficit situation. The surplus funding from higher enrolment schools, system-wide, is not sufficient enough to offset funding shortfalls in low enrolment schools. The following table illustrates this situation Board-wide, utilizing 2015 data (*a more fulsome report on School Capacity and Utilization is available on the Board's website*):

<https://www.tcdsb.org/Board/PlanningandFacilities/LTAPP/Pages/default.aspx>

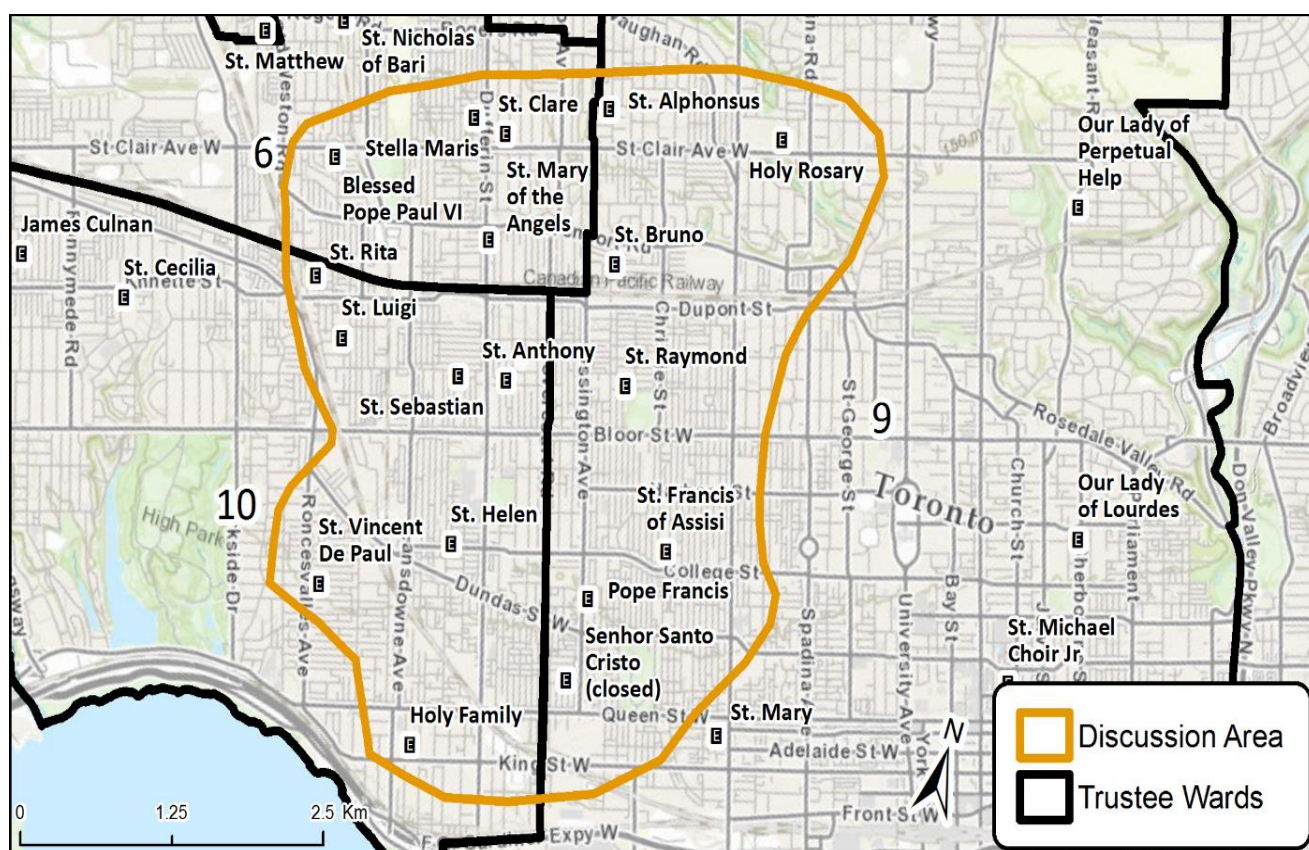
<b>Enrolment Range</b>	<b>Number of Schools</b>	<b>Average Program / Facilities Cost per pupil</b>	<b>Average Grant per pupil</b>	<b>Average Program/Facilities Cost Surplus/(Deficit) per pupil</b>
<100	4	15,826	10,600	(5,226)
101-150	8	12,521	9,800	(2,721)
151-200	18	11,005	9,589	(1,416)
201-250	24	9,982	9,181	(801)
251-300	19	9,478	8,776	(701)
>300	95	8,599	8,712	112
<b>Total</b>	<b>168</b>			

5. The Ministry of Education is continuing their School Board Efficiencies and Modernization (SBEM) program, (*details available on the Board LTAP website*) by providing incentives and supports for Boards to make more efficient use of school space. The primary funding sources for Capital projects is through the School Consolidation Capital (SCC) program and the Capital Priorities funding process. Through these processes, the Ministry encourages Boards to complete PARs and reduce surplus capacity.
6. Furthermore, based on the 2015-2016 Education Funding Consultation Guide (*details available on the Board LTAP website*), the Ministry of Education will be focussing on the following areas:
- Identifying efficiencies
  - Making more efficient use of schools space
  - Community partnerships
  - Accountability

## C. EVIDENCE/RESEARCH/ANALYSIS

7. In order to reduce the need for the Board to make-up the elimination of Top-up funding by 2018, and at the same time, effectively compete for limited Ministry funding through the Capital Priorities process, a clear emphasis on space utilization, including the consolidation of small and underutilized schools, is required in the next LTAPP. Given the Board's current deficit situation, this need is of even greater importance.

### Ministry of Education – Discussion Area Schools Map



8. There are approximately 4400 pupil places of surplus elementary capacity in the discussion area identified by the Ministry. This represents a current utilization rate of approximately **49%**. If the draft LTAPP were to be fully implemented in its current iteration, the Board could realize a NET reduction of approximately **3716** surplus pupil places among the 18 identified schools over a 15-year period—this represents an increased utilization rate of approximately **75%** by 2029.

<b>Summary of Proposed OTG Capacity Change for the 18 Schools</b>	<b>Total Pupil Places</b>
OTG Reduction through Consolidation	-4350
OTG Reduction through Hubs *	-716
OTG Increase through New Capital Investments	1350
<b>NET OTG Capacity Reduction by 2029:</b>	<b>-3716</b>

9. The LTAPP will address excess capacity and capital priorities across the system with a goal to increase Board-wide elementary utilization from 85% to 95%. The LTAPP proposes to complete up to 3 Pupil Accommodation Reviews (PARs) per year. Three PARs are now complete\* as part of Cycle 1, three PARs as part of Cycle 2 are currently under review, and Cycle 3 with three PARs has been approved by the Board to commence upon conclusion of Cycle 2.

\* As of September 6, 2016, the consolidation of Senhor Santo Cristo and St. Luke students into the newly named Pope Francis Catholic elementary school (former St. Luke facility), has reduced surplus capacity in Ward 9 by **507** pupil places. Furthermore, space in Pope Francis is currently being utilized by Niagara College (second and third floor). In addition to this, the Board has requested funding approval from the Ministry of Education for a childcare retrofit of Pope Francis, which will reduce OTG capacity further. All of this has the net effect of substantially reducing available surplus classroom space. Community Hubs and partnerships are integral to the Ministry's 2015-2016 Education Funding Consultation Guide, and as such, the Board will continue its dialogue with the Ministry on guidelines and policy around de-rating OTG capacity in schools with key partnerships and childcare centres.

\* The Board also approved the consolidation of St. Bruno into a future new St. Raymond facility. Staff project a construction completion date of approximately 2019 or 2020. This will have the effect of reducing OTG capacity in Ward 9 by an additional **614** NET pupil places—this figure includes the construction of a 350 pupil replacement St. Raymond facility (subject to Ministry funding) and the demolition of the current St. Raymond facility in 2017 (584 pupil places) and the closure of the St. Bruno facility in 2019 or 2020 (380 pupil places).

Discussion Area School	OTG Capacity*	September 23, 2016 Enrolment	October 31, 2021 Projection	October 31, 2025 Projection	October 31, 2029 Projection
Blessed Pope Paul VI	400	326	288	277	277
Holy Family ***	688   <b>300</b>	240	277	303	303
Pope Francis ***	571   <b>300</b>	271	218	177	177
Senhor Santo Cristo (closed)					
St. Anthony	530	348	526	529	529
St. Bruno	380	95	Consolidation in 2019 or 2020		
St. Clare **	586   <b>350</b>	434	389	370	370
St. Francis of Assisi ***	357   <b>300</b>	166	110	86	86
St. Helen	858	444	510	513	513
St. Mary of the Angels	480	217	Proposed to consolidate in 2020		
St. Raymond **	584   <b>350</b>	157	252	235	228
St. Vincent de Paul	547	332	346	344	312
Stella Maris	675	361	352	340	340
Holy Rosary	317	292	423	496	496
St. Alphonsus	525	225	191	195	195
<b>Subtotal:</b>	<b>842 / 650</b>	<b>517</b>	<b>614</b>	<b>691</b>	<b>691</b>
Proposed to <u>initiate</u> Pupil Accommodation Review (PAR) in 2025					
St. Luigi	424	142	120	115	115
St. Sebastian	550	235	238	238	238
St. Rita	421	94	69	68	68
<b>Subtotal:</b>	<b>1395 / 424</b>	<b>471</b>	<b>427</b>	<b>421</b>	<b>421</b>
Proposed to <u>initiate</u> Pupil Accommodation Review (PAR) in 2017					
<b>Total:</b>	<b>8893   5684</b>	<b>4379</b>	<b>4309</b>	<b>4286</b>	<b>4247</b>
<b>% Utilization:</b>		<b>49.2%</b>	<b>48.5%</b>	<b>48.2%</b>	<b>47.8%</b>

**Notes:**

- \* OTG Capacity: both current | **proposed** as per the draft LTAPP.
- \*\* Proposed replacement facility
- \*\*\* Proposed OTG capacity target through Hubs

10. The following table lists proposed elementary OTG capacity reduction through consolidation or through the establishment of Community Hubs, and proposed new Capital investment to right-size schools:

Discussion Area School (Ward)	Current OTG Capacity	Proposed OTG Capacity	Proposed OTG Capacity Difference	Proposed Action	Proposed Year to Initiate Study/Action
Holy Family (10)	688	300	-388	Community Hub	2017
Pope Francis (9)	571	300	-271	Community Hub	2017
Senhor Santo Cristo (9)	507	0	-507	Consolidation <b>completed</b>	2016
St. Bruno (9)	380	0	-380	Consolidation	2019
St. Clare (6)	586	350	-236	Right-Size Replacement School	2018
St. Francis of Assisi (9)	357	300	-57	Community Hub	2017
St. Mary of the Angels (6)	480	0	-480	Consolidation pending PAR	2019
St. Raymond (9)	584	350	-234	Right-Size Replacement School	2019
Blessed Pope Paul VI (6)	400	400	no change		
St. Anthony (10)	530	530	no change		
St. Helen (10)	858	858	no change		
St. Vincent de Paul (10)	547	547	no change		
Stella Maris (6)	675	675	no change		
Holy Rosary (9)	317			Consolidation and Right-Size Replacement School pending PAR	2025*
St. Alphonsus (9)	525				
<b>Subtotal:</b>	842	650	-192		
St. Luigi (10)	424			Board approved PAR	2017
St. Rita (10)	421				
St. Sebastian (10)	550				
<b>Subtotal:</b>	1395	424	-971		
<b>Total:</b>	<b>9400</b>	<b>5684</b>	<b>3716</b>		

**\*Note:** *It typically takes an additional 4 to 5 years to secure funding, plan the solution, secure City approvals and complete the construction of a new facility.*

11. As approved by Board on January 22, 2015, it is recommended in the draft LTAPP that St. Luigi, St. Sebastian and St. Rita be included in a Pupil Accommodation Review to be completed in 2019.

**It should be noted**, however, that consolidation should occur at the same time the TDSB has completed a successful Pupil Accommodation Review involving Perth PS and Pauline PS, and has declared one of these two facilities surplus to their needs. St. Luigi currently occupies space at Perth PS while St. Sebastian currently occupies space at Pauline PS. Currently, this review has not been identified in the TDSB's approved long-term strategic plan, but a review may be considered in 2017 when their plan is refreshed. There has been ongoing dialogue with the TDSB on this regard and staff will keep the Board regularly apprised of progress and changes reflecting any future accommodation review involving the aforementioned schools.

**Note:** All three (3) facilities have sufficient classroom space to accommodate projected consolidated enrolment, as shown in the enrolment-by-year table below:

School	OTG	2016	2017	2018	2019	2020	2021	2022
St. Rita	421	94	90	82	72	71	69	69
St. Sebastian	550	235	248	243	240	240	238	231
St. Luigi	424	142	140	133	129	120	120	117
<b>Total:</b>	<b>1395</b>	<b>471</b>	<b>478</b>	<b>458</b>	<b>441</b>	<b>431</b>	<b>427</b>	<b>417</b>

12. In September 2012, the Board approved the consolidation of 3 shared facilities (Stella Maris, St. Sebastian, and St. Luigi) into 2 shared facilities. Furthermore, the Board submitted an offer to purchase Stella Maris, a facility currently owned by the TDSB and known as "Earlscourt PS", but the offer was denied by the Ministry of Education. The current strategy of reducing the number of leased facilities is consistent with previous Board approved directives.

The Board recommendation was as follows:

- "1. That the Director of Education be authorized to enter into negotiations to purchase the Earlscourt P.S. portion of the facility shared with Stella*

- Maris C.S., pending Ministry of Education approval and identification of a funding source for the purchase and;*
- 2. That planning staff amend the Long Term Accommodation Program Plan recommendation for the area including Stella Maris C.S. from a Boundary Review to a School Accommodation Review and;*
  - 3. That the School Accommodation Review for the Stella Maris C.S. area be initiated in a timely manner and;*
  - 4. That the scenarios presented in the body of this report be provided as options to the School Accommodation Review Committee and;*
  - 5. That an assessment of options for the St. Luigi-Perth and St. Sebastian-Pauline shared facilities be the subject of a future report to Board.”*
13. In Summary, in order to achieve a goal of approximately 75% utilization by 2029-30 among the 18 Discussion Area schools, the Board would require the NET reduction (after taking into consideration projected enrolment and new capital investments) of approximately **3716** pupil places of surplus elementary capacity.

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

That the Board of Trustees approve the projected capacity reduction strategy for the study area as outlined in this report.

That the Ministry of Education be requested to approve the Capital funding for St. Raymond Catholic Elementary School, including the day care centre.

**Ministry of Education**

**Office of the ADM**

Financial Policy and Business Division  
900 Bay Street  
20th Floor, Mowat Block  
Toronto ON M7A 1L2

**Ministère de l'Éducation**

**Bureau du sous-ministre adjoint**

Division des politiques financières et des  
opérations  
900, rue Bay  
20<sup>e</sup> étage, Édifice Mowat  
Toronto ON M7A 1L2



May 18, 2016

Angela Gauthier  
Director of Education  
Toronto Catholic District School Board  
80 Sheppard Avenue East  
Toronto ON M2N 6E8

Dear Ms. Gauthier,

I am writing to inform you that the Ministry of Education has completed a detailed review of the business cases that each school board submitted for consideration under the 2015-2016 School Consolidation Capital (SCC) Grant program and New Construction of Child Care program.

After careful review of your board's submissions, I am pleased to confirm that the ministry has approved funding to support three SCC projects and two child care projects identified by your board. In total, your board will be allocated \$21,596,606 to undertake these projects:

Total SCC Funding:	\$16,999,763
Total FDK Funding:	\$1,527,338
Total Child Care Funding:	\$3,069,505

The funding for the replacement of St. Raymond along with the child care centre is conditional on the board providing the ministry with a comprehensive plan, including timelines and staff recommendations, of how the board intends to address the underutilization in this area. Since many of the schools in the area are in good condition, the board should also make every effort possible to use their existing facilities where it makes sense to accommodate students from a closed school.

Please be aware that the ministry has funding available to address costs related to site acquisition, planning and/or demolition and will consider providing additional funding to the board based on the submission of a detailed estimate of these costs.

Please note this funding is conditional upon amendments to the 2015-16 Grants for Student Needs (GSN) regulation by the Lieutenant Governor in Council.

As outlined in **Memorandum 2015: B16 – Request for School Consolidation Capital Projects and New Construction of Child Care**, school boards were asked to submit no more than eight business cases to the ministry by February 29, 2016. Twenty-three school boards submitted fifty-one school capital projects, worth approximately \$453 million, for funding consideration. Ministry funding approval decisions were based on:

- The reduction of surplus space;
- The removal of renewal backlog;
- The opportunity for program enhancement; and
- The cost of the proposed project.

In addition to school construction related projects, school boards were also asked to submit school-based child care construction projects under this round of the SCC program. Eligible child care projects were projects intended to replace child care space that was closed as part of a consolidation or that were part of a school construction project proposal arrived at through the board's ARC process.

The child care capital projects are being funded through the \$120 million that was announced in **Memorandum 2015: B11 – Capital Funding for New Construction of Child Care**. In total, the ministry received twenty-five requests from fourteen school boards for child care capital funding for the creation of seventy new child care rooms.

As noted in Memorandum 2015: B11, the ministry used the following criteria to assess and prioritize eligible projects:

- Child care replacement due to school closure/accommodation review;
- Age groupings (infant rooms are given priority);
- Accommodation pressures/service gaps; and
- Cost effectiveness/viability.

### Appendices

Appendix A provides a complete list of the SCC and child care projects submitted by your board along with the ministry's rationale for the funding decisions and the funding allocations. The ministry's decisions were based upon the needs identified in your school board's business cases and, in the case of child care capital projects, the affirmation letters jointly submitted by your school board and child care partner.

If the board chooses to address these needs with a project other than those outlined in the board's SCC business case or the affirmation letters, the board must receive the ministry's approval prior to retaining an architect. In some cases, this may require the board to forfeit their project approvals and resubmit their request in a future round of Capital Priorities or SCC funding. In addition, any changes to projects related to approved child care capital will require municipal approval.

Should your school board and municipal partner continue to see a SCC or child care project that did not receive funding approval as a priority, you may resubmit it during future rounds of Capital Priorities or SCC programs.

Appendix B provides a table showing how funding was determined for your projects.

### Payment

The SCC and New Construction of Child Care programs operate on a modified grant payment process, where cash flow is based on school board spending. There are two annual reporting periods for the SCC and New Construction of Child Care programs:

- For the period of September 1<sup>st</sup> to March 31<sup>st</sup>, SCC and New Construction of Child Care expenditures are recorded in the board's March Report; and
- For the period of April 1<sup>st</sup> to August 31<sup>st</sup>, SCC and New Construction of Child Care expenditures are recorded in the board's financial statements.

School boards will also be funded for the short-term interest costs related to these capital programs reflecting that cash flows will occur on a semi-annual basis. The short-term interest payments will be calculated in a manner similar to how they have been calculated for other eligible capital programs.

School boards should continue to report any new capital projects that have received a funding allocation/approval in the Inventory Data section of the ministry's School Facilities Information System (SFIS).

*Board Responsibilities*

Your board is responsible and will be held accountable for implementing appropriate measures to ensure that the cost and scope are within the approved funding and does not exceed the ministry's space benchmarks. Similarly, the new construction of child care capital funding allocation you have received can only be used to address capital costs related to the creation of the projects' child care spaces.

We would like to take this opportunity to thank you and your staff for your assistance and support throughout this process, and look forward to continuing to work with your board.

Should you have any questions regarding the school consolidation approvals or requests, please contact your Capital Analyst, Lisa Bland at Lisa.Bland@Ontario.ca or 416-326-9921. For any questions related to the child care capital approvals or requests, please contact your Early Years Education Officer, Dolores Cascone at Dolores.Cascone@Ontario.ca or 416-314-6300.

Sincerely,

*Original signed by:*

Gabriel F. Sékaly  
Assistant Deputy Minister  
Financial Policy and Business Division

Attached:

Appendix A – List of School Consolidation Requests  
Appendix B - Details of 2015-2016 Approved Projects

c: Nancy Matthews, Assistant Deputy Minister, Early Years Division  
Grant Osborn, Director, Capital Policy and Programs Branch  
Julia Danos, Director, Early Years Implementation Branch  
Shawn Moynihan, Regional Manager, Toronto Regional Office  
Elaine Baxter-Trahair, General Manager - Children's Service, City of Toronto  
Carlene Jackson, Executive Superintendent of Business Services and  
Chief Financial Officer, Toronto Catholic DSB

# Appendix A: List of 2015 Capital Priorities Grant Requests

## 40 Toronto Catholic DSB

Priority	Project	Location	CP (\$M)	FDK (\$M)	CC (\$M)	Board (\$M)	Total (\$M)	Description	Recommendation
1	St. Raymond/St. Bruno	Toronto	7.42	0.52	1.56	0.00	9.49	A replacement school for St. Raymond CS, along with a child care centre, to support the consolidation and closure of St. Bruno CS.	The funding for the replacement of St. Raymond along with the child care centre is conditional on the board providing the ministry with a comprehensive plan, including timelines and staff recommendations, of how the board intends to address the underutilization in this area.
2	St Leo/St. Louis	Etobicoke	9.33	1.01	1.51	0.00	11.85	A replacement school for St. Leo CS, along with child care centre, to support the consolidation and closure of St. Louis CS.	The Ministry has approved School Consolidation Funding for this proposal. The Ministry is providing funding for the project according to the benchmark funding calculations for 500 elementary pupil places and 3 child care rooms.

Priority	Project	Location	CP (\$M)	FDK (\$M)	CC (\$M)	Board (\$M)	Total (\$M)	Description	Recommendation
3	St. Luke/Senhor Santo Cristo	Toronto	0.25	0.00	0.00	0.00	0.25	Renovation of St. Lukes CS plus a child care centre addition to support the consolidation and closure of Senhor Santo Cristo CS	The Ministry has approved School Consolidation Funding for this proposal. The Ministry is providing funding for the project according to the benchmark funding calculations for the renovation of one room. Given the available space within the existing facility, the Ministry is not providing funding for the construction of a child care centre addition.
4	Holy Angels/St. Louis	Toronto	0.00	0.00	0.00	0.00	0.00	A replacement school for Holy Angels CS, including a child care centre.	This proposal was not eligible for School Consolidation Capital funding. The Ministry has decided that this proposal is not required to accommodate pupils that may become displaced as a result of a proposed school closure. The Ministry considers the proposed project to be related to residential growth. This proposal may be eligible for funding in future rounds of Capital Priorities.

Priority	Project	Location	CP (\$M)	FDK (\$M)	CC (\$M)	Board (\$M)	Total (\$M)	Description	Recommendation
5	Regina Mundi/Dante Alighieri	Toronto	0.00	0.00	0.00	0.00	0.00	A child care centre addition.	This proposal was not eligible for School Consolidation Capital funding. The School Consolidation Capital program is intended to support the ministry's School Board Efficiencies and Modernization initiative. The child care was not attached to a school consolidation project. This proposal may be eligible for funding in future rounds of Capital Priorities.

## Appendix B: Details of Approved 2016

### 40 Toronto Catholic DSB

		Priority	1	2	3			
		Project Name	St. Raymond/St. Bruno		St. Leo/St. Louis	St. Luke/Senhor Santo Cristo		
		Location	Toronto		Etobicoke	Toronto		
			Elementary	Secondary	Elementary	Secondary	Elementary	Secondary
New Construction	Pupil Places to Add	A	350		500			
	Resulting Pupil Places	B	350		500			
	GFA / Pupil Place	C	11.02		10.34			
	\$ / GFA	D	1,959.89		1,959.89			
	GAF	E	1.05		1.02			
	Benchmark = A x C x D x E	F	7,937,261		10,335,284			
Retrofit	GFA	G					252.2	
	\$ / GFA	H					979.945	
	GAF	I					1.03	
	Benchmark = G x H x I	J					254,556	
School Total	School Total = F + J (Both Panels)	K	7,937,261		10,335,284		254,556	
Child care	Rooms	L	3		3			
	\$ / Room	M	494,284		494,284			
	GAF	N	1.05		1.02			
	Benchmark (L x M x N)	O	1,556,995		1,512,510			
Total Project Benchmark = K + O		P	9,494,256		11,847,794		254,556	
Estimated Construction Costs		Q	9,494,256		11,847,794		0	
Estimated Retrofit Costs		R	0		0		3,345,000	
Construction and Retrofit Funding Request		S	9,494,256		11,847,794		3,345,000	
Funding Source								
CPG	T		7,418,263		9,326,944		254,556	
FDK	U		518,998		1,008,340		0	
Child Care	V		1,556,995		1,512,510		0	
Ministry Funding Total = T + U + V		W	9,494,256		11,847,794		254,556	
Board Funding		X	0		0		0	
Total funding = W + X		Y	9,494,256		11,847,794		254,556	



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### PRELIMINARY ENROLMENT DATA – OCTOBER 13, 2016

*"Do not worry about anything, but pray and ask God for everything you need, always giving thanks for what you have." Philippians 4:6-7*

Created, Draft	First Tabling	Review
September 30, 2016	October 13, 2016	<a href="#">Click here to enter a date.</a>
M. Silva – Comptroller, Planning J. Volek – Sr. Coordinator, Planning		
<b>INFORMATION REPORT</b>		

#### **Vision:**

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#### **Mission:**

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R. McGuckin

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 a side-by-side comparison of the preliminary enrolment figures for September 30, 2016 with the Board approved projected enrolment for October 31, 2016. Based on the evidence presented within this report, staff have been able to annually project enrolment for the upcoming school to a very high degree of accuracy (+/- 0.5%).

## B. PURPOSE

The purpose of this report is to provide the Board of Trustees with preliminary enrolment figures for the elementary and secondary panels based on actual Trillium data. Refer to enrolment tables below

## C. EVIDENCE/RESEARCH/ANALYSIS

### 1. Elementary Panel Enrolment

	JK	SK	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Total	% Diff.
Total Actual	5,806	5,732	6,001	6,132	6,121	6,240	6,169	6,278	6,189	6,416	61,084	0.21%
Total Projected	5,857	5,670	5,964	6,071	6,135	6,260	6,115	6,268	6,232	6,382	60,954	
Total Difference (Actual - Projected)	-51	62	37	61	-14	-20	53	10	-43	34	129	

### 2. Secondary Panel Enrolment

	Gr 9	Gr 10	Gr 11	Gr 12	Total	% Diff.
Total Actual	6,524	7,100	7,187	9,372	30,183	-0.18%
Total Projected	6,784	7,078	7,190	9,186	30,238	
Total Difference (Actual - Projected)	-260	22	-3	186	-55	

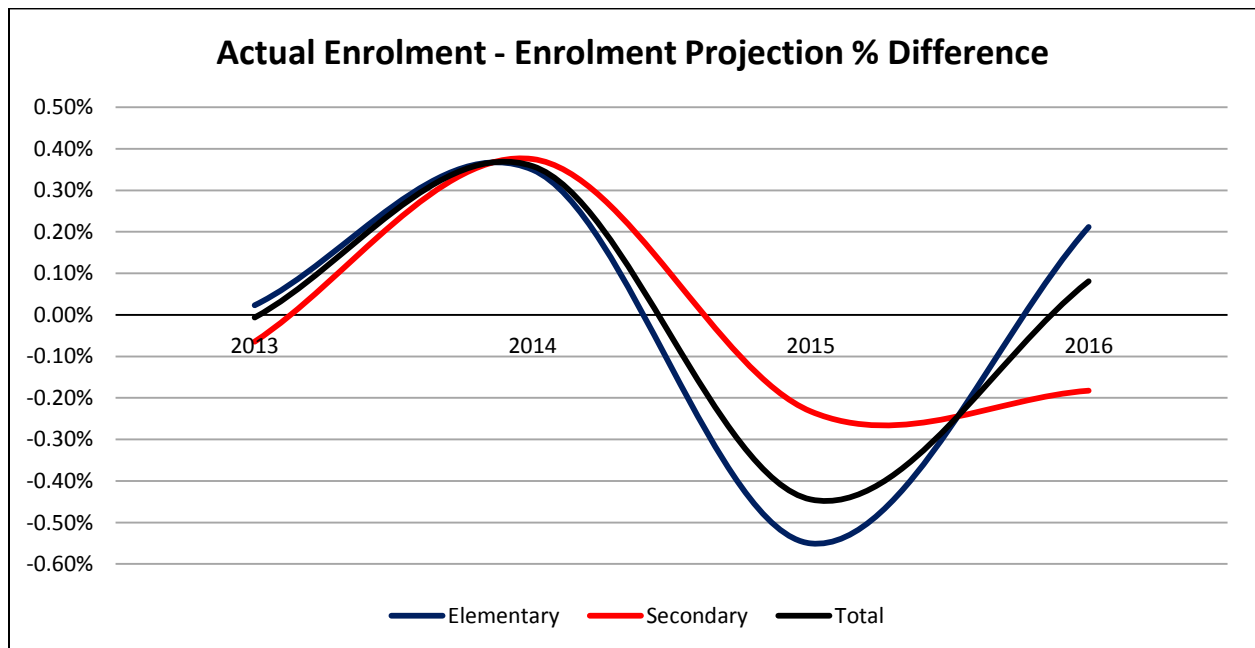
### 3. Total Enrolment

	Total	% Diff.
Total Actual	91,267	0.08%
Total Projected	91,193	
Total Difference (Actual - Projected)	74	

#### 4. Historical Projection Accuracy

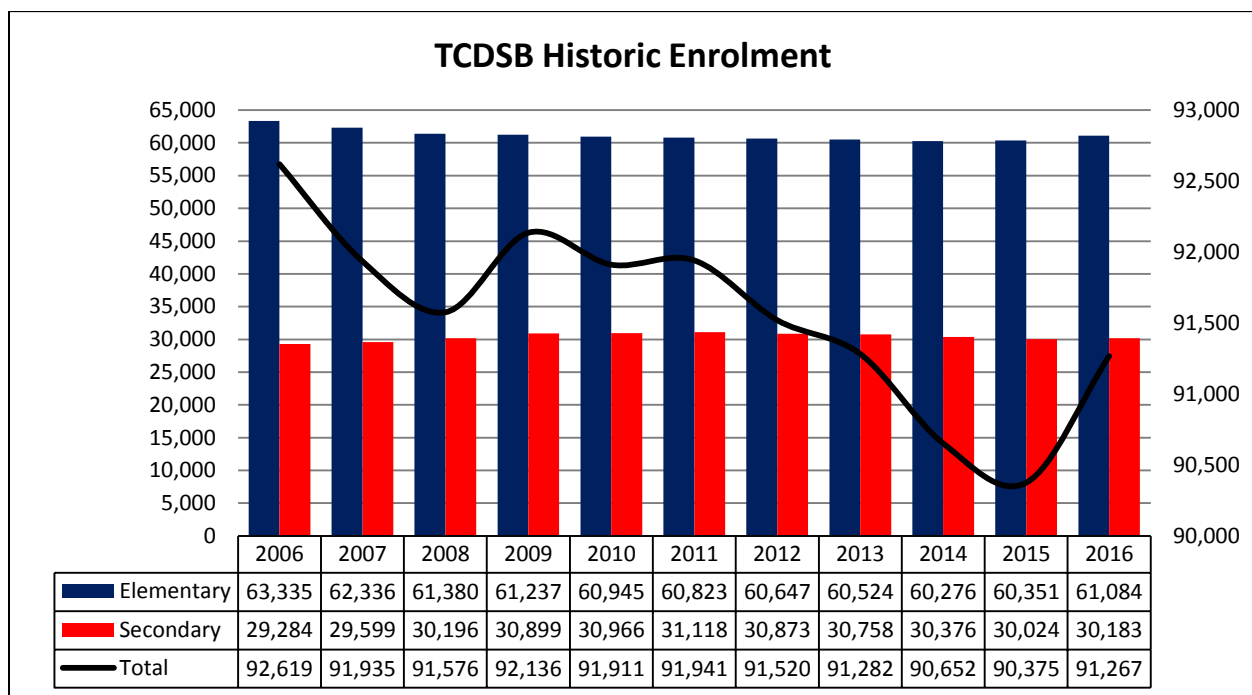
- Over the past 4 years planning staff have achieved a target projection margin of error of between +/- 0.5%.

Year	2013	2014	2015	2016 (Current)	4 Year Average
Projected Elementary Enrolment	60,538	60,487	60,021	60,955	60,500
Actual Elementary Enrolment	60,524	60,276	60,351	61,084	60,559
<b>Difference Projected - Actual</b>	<b>14</b>	<b>211</b>	<b>-330</b>	<b>-129</b>	<b>-58</b>
<b>% Difference</b>	<b>0.02%</b>	<b>0.35%</b>	<b>-0.55%</b>	<b>-0.21%</b>	<b>-0.10%</b>
Projected Secondary Enrolment	30,738	30,490	29,955	30,238	30,355
Actual Secondary Enrolment	30,758	30,376	30,024	30,183	30,335
<b>Difference Projected - Actual</b>	<b>-20</b>	<b>114</b>	<b>-70</b>	<b>55</b>	<b>20</b>
<b>% Difference</b>	<b>-0.06%</b>	<b>0.38%</b>	<b>-0.23%</b>	<b>0.18%</b>	<b>0.07%</b>
Projected Total Enrolment	91,276	90,978	89,975	91,193	90,856
Actual Total Enrolment	91,282	90,652	90,375	91,267	90,894
<b>Difference Projected - Actual</b>	<b>-6</b>	<b>326</b>	<b>-400</b>	<b>-74</b>	<b>-38</b>
<b>% Difference</b>	<b>-0.01%</b>	<b>0.36%</b>	<b>-0.44%</b>	<b>-0.08%</b>	<b>-0.04%</b>



## 5. Historic TCDSB Enrolment

- TCDSB enrolment has been in decline since 2006 however a modest rebound in enrolment was observed 2009 and an aggressive rebound in enrolment was observed in 2016.
- It is anticipated that enrolment will continue to grow over the coming years due to millennials starting families as well as strong residential development growth within the City of Toronto.



## D. CONCLUDING STATEMENT

This report is for the consideration of the Board.



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### TRUSTEE HONORARIUM (2016-17)

*"I CAN DO ALL THIS THROUGH HIM WHO GIVES ME STRENGTH."  
PHILIPPIANS 4:13 (NIV)*

Created, Draft	First Tabling	Review
October 4, 2016	October 13, 2016	<a href="#">Click here to enter a date</a>
P. De Cock, Comptroller of Business Services & Finance G. Sequeira, Coordinator of Budget Services		
<b>INFORMATION REPORT</b>		

**Vision:**

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Angela Gauthier

Director of Education

## A. EXECUTIVE SUMMARY

Ontario Law requires that the amount of Trustee Honorarium for the period of December 1<sup>st</sup>, 2016 to November 30<sup>th</sup>, 2017 be established based on the prescribed formula in Ontario Regulation 357/06.

Based on the formula prescribed by law, the Trustee Honorarium for the year December 1<sup>st</sup>, 2016 to November 30<sup>th</sup>, 2017 will be as follows:

	<b>Base</b>	<b>Enrolment</b>	<b>Total</b>
<b>Trustee</b>	\$5,900.00	\$12,844.27	\$18,744.27
<b>Chair</b>	\$10,900.00	\$17,248.02	\$28,148.02
<b>Vice-Chair</b>	\$8,400.00	\$15,046.15	\$23,446.15

The enrolment amount (88,075 ADE) is based on what was reported in the 2015-2016 Estimates in accordance with Section 9 of Ontario Regulation 357/06.

## B. PURPOSE

As per TCDSB Trustee Honorarium Policy T.05 (Appendix A), the Board shall pay the maximum amount of the annual honorarium for trustees as prescribed by Ontario Regulation 357/06.

## C. BACKGROUND

1. On July 22, 2006 *Ontario Regulation 357/06, Honoraria for Board Members* was passed into law.
2. Ontario Law requires that the amount of Trustee Honorarium for the period December 1<sup>st</sup> 2016 to November 30<sup>th</sup>, 2017 be established based on the prescribed formula in Ontario Regulation 357/06.
3. The Ministry of Education amended O. Reg. 357/06 by regulation (O.Reg.190/14), which establishes the base amount limit of honoraria that the board may pay for the 2014-2018 term of office be maintained to the

current \$5,900 as prescribed in O.Reg.357/06 without any adjustment to reflect the Ontario Consumer Price Index.

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

1. Based on the formula prescribed by law, the Trustee Honorarium for the year December 1<sup>st</sup>, 2016 to November 30<sup>th</sup>, 2017 will be as follows:

	<b>Base</b>	<b>Enrolment</b>	<b>Total</b>
<b>Trustee</b>	\$5,900.00	\$12,844.27	\$18,744.27
<b>Chair</b>	\$10,900.00	\$17,248.02	\$28,148.02
<b>Vice-Chair</b>	\$8,400.00	\$15,046.15	\$23,446.15

The enrolment amount (88,075 ADE) is based on what was reported in the 2015-2016 Estimates in accordance with Section 9 of O. Reg. 357/06.

2. The Trustee Honorarium for the year December 1<sup>st</sup>, 2015 to November 30<sup>th</sup>, 2016 was:

	<b>Base</b>	<b>Enrolment</b>	<b>Total</b>
<b>Trustee</b>	\$5,900.00	\$13,057.21	\$18,957.21
<b>Chair</b>	\$10,900.00	\$17,533.97	\$28,433.97
<b>Vice-Chair</b>	\$8,400.00	\$15,295.59	\$23,695.59

3. The annual honorarium for trustees, pursuant to Ontario Regulation 357/06 and Board Policy T.05 Trustee Honorarium for the year commencing December 1<sup>st</sup>, 2016 shall be comprised of:

- (i) a base amount of \$5,900.
- (ii) a percentage of 100% of the amount calculated annually as the Board's day school average enrolment, as determined for the purposes of the regulation made under section 234 of the *Act* multiplied by \$1.75 divided by 12.
- (iii) an attendance amount of \$50 per meeting may be paid to the member for attending any meeting of a committee of the Board that is required to be established by an *Act* or a regulation made under an *Act*, i.e. Special Education Advisory Committee, Catholic Parent Involvement Committee, Audit Committee, Suspension/Expulsion Tribunal, etc.

- (iv) that the Chair of the Board receive an additional base amount of \$5,000 annually.
- (v) that the Vice-Chair of the Board receive an additional base amount of \$2,500 annually.
- (vi) that the Chair of the Board receive an additional enrolment amount calculated as the lesser amount of:
  - (a) the Board's day school average enrolment as described above multiplied by 5 cents; and
  - (b) \$5,000
- (vii) that the Vice-Chair of the Board receive an additional enrolment amount calculated as the lesser amount of:
  - (a) the Board's day school average enrolment as described above by 2.5 cents; and
  - (b) \$2,500

4. The Trustee Honorarium for the year commencing December 1<sup>st</sup>, 2016 and ending November 30<sup>th</sup>, 2017 is as follows:

Trustee	\$18,744.27
Vice-Chair	\$23,446.15
Chair	\$28,148.02

## **E. CONCLUDING STATEMENT**

This report is for the consideration of the Board.



**POLICY SECTION:** TRUSTEES

**SUB-SECTION:**

**POLICY NAME:** TRUSTEE HONORARIUM

**POLICY NO:** T. 05

<b>Date Approved:</b> November 8, 2012 - Board	<b>Date of Review:</b>	<b>Dates of Amendment:</b> November 24, 2011 - Board September 29, 2010 – Board
<b>Cross Reference:</b>		

**Purpose:**

A Board Policy is required to establish the rules and regulations regarding the payment of trustee honorariums in compliance with the Education Statutes and Regulations of Ontario.

**Scope and Responsibility:**

The policy governs the manner in which the Toronto Catholic District School Board shall pay trustees, not including the student trustee, an honorarium as prescribed by the Education Act and Regulations of Ontario.

**Alignment with MYSP:**

Strengthening Public Confidence  
Excellence in Governance

**Financial Impact:**

The cost of providing honorarium components as prescribed by Ontario Regulation 357/06 is fully funded by the Ministry of Education, and currently, the payment of the maximum honorarium entitlement is the current practice at the Toronto Catholic District School Board.

**Legal Impact:**

The Board Policy complies with the Education Act and Ontario Regulation 357/06.

**Policy**

The Toronto Catholic District School Board will pay an honorarium to its trustees in accordance with the provisions of the *Education Act* and associated regulations.



**POLICY SECTION:** TRUSTEES

**SUB-SECTION:**

**POLICY NAME:** TRUSTEE HONORARIUM

**POLICY NO:** T. 05

**Regulations:**

1. The Board shall pay the maximum amount of the following components of an annual honorarium for trustees, other than a student trustee, whose term of office commences December 1<sup>st</sup>, as prescribed by Ontario Regulation 357/06
  - a. The base amount for the year.
  - b. The enrolment amount for the year.
  - c. The attendance amounts payable to the member for the year.
  - d. The distance amounts payable to the member for the year.
2. The defined honorarium components to be paid to trustees be recalculated annually and reported to the Board.

**Definitions:**

Not of significance in this policy

**Evaluation and Metrics:**

Not of significance in this policy



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### REASSESSMENT OF TCDSB'S MYRP 2016-17

*"A generous man will himself be blessed, for he shares his food with the poor."*  
Proverbs 22:9

Created, Draft	First Tabling	Review
October 4, 2016	October 13, 2016	<a href="#">Click here to enter a date</a>
P. De Cock, Comptroller of Business Services & Finance G. Sequeira, Coordinator of Budget Services		
<b>RECOMMENDATION REPORT</b>		

#### Vision:

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Associate Director of Academic Affairs

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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 responds to a memorandum issued by the Ministry of Education which requested further clarification on some of the Toronto Catholic District School Board's (TCDSB) proposed cost-saving measures identified in the Multi-Year Financial Recovery Plan (MYRP). This report recommends to the Board of Trustees the identification and approval of cost-savings and revenue generating opportunities totalling \$5.65M for the 2016-17 fiscal year (Year 2 of the 4 year MYRP).

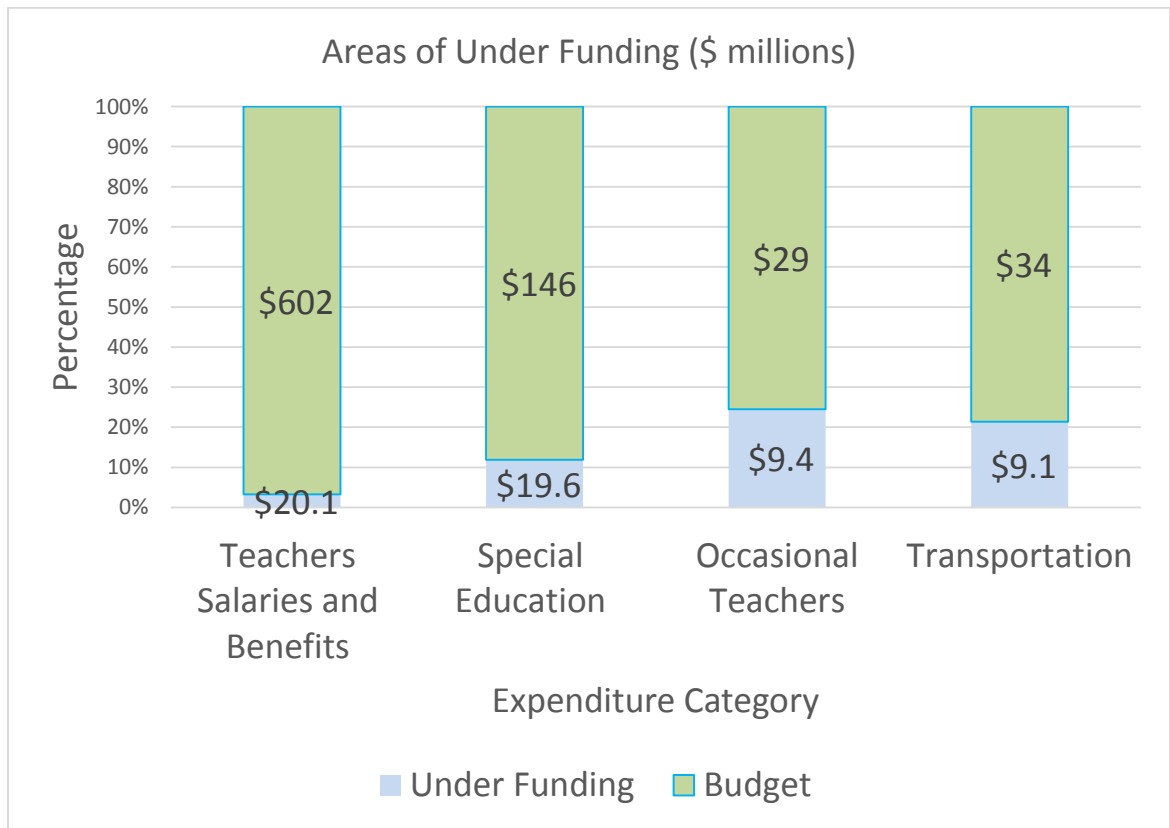
## **B. PURPOSE**

This report provides a list of proposed cost-savings and revenue-generating strategies for the 2016-17 fiscal year, 2<sup>nd</sup> year of TCDSB's MYRP, in order to address the further efficiencies and opportunities to be identified in-year. In addition, this report provides a high level strategy to address future year deficits.

## **C. BACKGROUND**

1. The Toronto Catholic District School Board has been experiencing significant financial pressures over the past several years. \$29.4M of reductions were made in 2015-16 and the projected deficit for 2016-17 was \$16.4M.
2. To date, the Board approved expenditure budget reductions totalling \$14.8M in 2016-17 as part of the MYRP, inclusive of an additional \$2.0M be achieved through in-year efficiencies.
3. An Accumulated Deficit of \$13.9M is forecasted as per the June 2016 forecast, which will be carried forward to the 4<sup>th</sup> and final year of the updated MYRP (Appendix A).
4. The funding provided by the Province is insufficient to cover the Board's needs and expenses in high priority areas. Given the Board's focus on student well-being and achievement, the Board has had to reallocate

resources to address these priorities, however, this is not a sustainable model.



5. Following the Board of Trustees approval of the 2016-17 Budget Estimates on June 2<sup>nd</sup> 2016, the Board rescinded the motion passed on June 2<sup>nd</sup> 2016 regarding the reduction of \$2.45M in transportation costs at the Special Board meeting held on June 27<sup>th</sup> 2016. The resulting motion appears as follows:
  - A. That staff find the funds with in-year efficiencies and savings for the 2016-17 school year by exploring all budget areas and categories and report back in September 2016, and
  - B. That staff identify specifics in terms of which budget areas could be explored but not limited to general efficiencies, any surpluses in the school block budget and any changes in parking regulations

In addition, after consultation with the Toronto Parking Authority (TPA), TCDSB staff have concluded that all of the projected TPA parking revenues of \$1.1M will not be achievable in 2016-17, therefore, an additional \$1.0M in savings/revenues will need to be found in 2016-17.

The table appearing below summarizes the resulting cost-savings and efficiencies to be found in the current and future years:

<b>DESCRIPTION</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
<b>Total Savings to be found \$27.75M</b>	<b>Amt. (\$M)</b>	<b>Amt. (\$M)</b>	<b>Amt. (\$M)</b>
Administrative Efficiencies	\$2.2M		
Additional Efficiencies in lieu of reductions to Transportation Services.	\$2.45M		
Further efficiencies required due to lower than estimated TPA parking revenues	\$1.0M		
Further GSN reductions		\$8.2M	
Reductions required to eliminate Accumulated Deficit			\$13.9M
<b>Total</b>	<b>\$5.65M</b>	<b>\$8.2M</b>	<b>\$13.9M</b>

## D. EVIDENCE/RESEARCH/ANALYSIS

### MYRP (Year 2 – 2016-17) Analysis of Proposed Savings & Revenues

SAVINGS & REVENUES OPPORTUNITY	DESCRIPTION	\$ AMT	KEY RISKS
Attendance Support Initiatives	Implementation of an Attendance Support Program has is an opportunity to reduce staff absenteeism by up to 15% (approximately \$4.5M) per year	2,000,000	Staff absenteeism is a variable expense and may fluctuate as a function of labour/working conditions. A conservative target of \$2.0M has been chosen given the unpredictability of this budget line.
School Block Budget Carryover	Consistent evidence of unspent funds over the past several years in the range of \$1.5M to \$3.5M	1,500,000	Risk(s) pending further analysis to be shared at earliest opportunity
Benefits Budget Provision	Historical evidence over the past two years have shown an unused contingency amount of \$2-3M	1,000,000	Benefits expenditures may be impacted by the uncertainty surrounding the creation of Employee Benefit Trusts
International Languages	The estimated Ministry funding clawback for class sizes less than the Ministry minimum threshold of 23 is anticipated to be eliminated for 2016-17	130,000	The International Languages programme generates a cost pressure in both program delivery model formats, i.e. Extended Day and After Hours/Weekends; the estimated shortfall in 2016-17 is approximately \$1M
Additional Administrative Efficiencies	Ongoing efforts by TCDSB staff to generate efficiencies in collaborative procurement activities and risk management endeavours are estimated to generate approximately \$0.5M	520,000	The area of Board Administration and School Operations is facing declining GSN revenues while operating in an environment of increased reporting and accountability initiatives, increased demands from the provincial and local bargaining exercises.
<b>Subtotal – Expenditure Efficiencies</b>		<b>5,150,000</b>	

<b>SAVINGS &amp; REVENUES OPPORTUNITY</b>	<b>DESCRIPTION</b>	<b>\$ AMT</b>	<b>KEY RISKS</b>
Staff Parking (Revenues)	The collection of parking fees for staff parking at all TCDSB facilities has historically not been pursued, albeit parking fees are generally collected throughout the Greater Toronto Area (GTA) at public properties and buildings	2,000,000	The additional costs of employment may impact on the employees' morale and well-being, and the cost of collection, monitoring and enforcement will create associated cost pressures
Expand Summer eLearning Courses	Continue to expand the availability of eLearning Courses; as there is historical evidence showing the program has grown from \$1.0M in 2011-12 to \$1.8M in 2015-16	500,000	The generation of revenues is dependent upon the variable nature of student enrolment.
<b>Subtotal – Revenue Generating Opportunities</b>		<b>2,500,000</b>	
<b>TOTAL - Efficiencies &amp; Opportunities</b>		<b>7,650,000</b>	

The Board has developed and approved a four-year Multi-Year Recovery Plan which has been submitted to the Ministry of Education. The Plan will need to be updated to specify where the Board will find the additional reductions/revenues in 2016-17. The plan will also require an additional \$8.2M to be found in 2017-18 and an additional \$13.9M to be found in 2018-19.

TCDSB staff will be exploring all areas of the budget, including alternative service delivery models to balance the budget in the future years. Particular attention will be paid to these areas that are overspent relative to Grants for Student Need (GSN) revenues. Staff will report back with options in the Winter/Spring 2017.

## E. STAFF RECOMMENDATION

That the Board of Trustees approve the identification of cost-savings and revenue generating opportunities totalling \$5.65M for the 2016-17 fiscal year (Year 2 of the 4 year MYRP) as follows in the table below:

<b>REF.#</b>	<b>SAVINGS &amp; REVENUE OPPORTUNITIES</b>	<b>\$ AMT</b>
<b>1</b>	Attendance Support Initiatives	2,000,000
<b>2</b>	School Block Budget Carryover	1,500,000
<b>3</b>	Benefits Budget Provision	1,000,000
<b>4</b>	International Languages	130,000
<b>5</b>	Additional Administrative Efficiencies	520,000
<b>6</b>	Expand Summer eLearning Courses	500,000
	<b>TOTAL Cost Savings &amp; Revenue Opportunities</b>	<b>5,650,000</b>

**Updated MYRP Scenario 3: Additional Reductions of \$22.1M spread out over the next 2 years with the objective of not increasing the accumulated deficit in each year and eliminating the deficit in the 4th and final year of the MYRP.**

	2015-2016 Projections as of June 2016 (\$M)	2016-2017 Approved Estimates (\$M)	2017-2018 Projections (\$M)	2018-2019 Projections (\$M)
Opening Accumulated Surplus / (Deficit)	(15.3)	(14.2)	(13.9)	(13.9)
Total Revenue	1189.1	1080.5	1072.0	1072.0
Expenditures	1217.4	1095.0	1080.2	1072.0
Board Approved Expenditure Reductions	(29.4)	(14.8)	0.0	0.0
ASO Benefits Surplus	0.0	0.0	0.0	(10.4)
Further Expenditure Reductions Required of \$22.1M	0.0	0.0	(8.2)	(3.5)
Total Expenditures	1188.0	1080.2	1072.0	1058.1
In-Year Surplus / (Deficit)	1.1	0.3	0.0	13.9
Accumulated Surplus / (Deficit)	(14.2)	(13.9)	(13.9)	0.0

PENDING LIST AS OF OCTOBER 13, 2016

#	Date Requested	Due Date	Committee/Board	Subject	Delegated To
1	Dec-14	Deferred until such time that deficit is under control	Corporate Services	Report regarding System-Wide Approach to Digital School Signage	Associate Director of Planning and Facilities
2	Jan-15	Oct-16 Board		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	Nov-15	Nov-16	Corporate Services	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
4	Jan -16	Jan-17	Corporate Services	Request to the TTC to reduce transit rates for our students.	Associate Director Planning and Facilities
5	March-16	Feb-17	Corporate Services	Report back to the Board on progress made to make TCDSB a “net zero” school Board	Associate Director Planning and Facilities
6	June-16	Nov-16	Corporate Services	Comparison of new leasing rate model vs the old model	CFO and Executive Superintendent, Business Services
7	June-16	Jan-17	Corporate Services	Report to investigate ways to decrease costs and	Associate

# PENDING LIST AS OF OCTOBER 13, 2016

8				for consultants and architectural firms (The cost is included in capital or renewal projects and funded by the Ministry. Costs saved will be used to offset costs of air conditioning, green roofs, gyms etc)	Director Planning and Facilities
	June-16	Nov-16	Corporate Services	That staff begin collection of day-to-day temperature data regarding Passive Cooling for Schools Without Air Conditioning (All Wards)	Associate Director Planning and Facilities
	June-16	Dec-17	Corporate Services	Report to further reduce replacement and overtime costs and report back to board	Associate Director Academic Affairs
	Sept.-16	Oct-16 Board	Corporate Services	Report regarding a high-level long-term accommodation plan for the TCDSB which responds to the Ministry of Education request for an overall long-term plan to reduce excess capacity across the Board, which is in alignment with our 2016-2021 Multi Year Strategic Plan	Associate Director Planning and Facilities