

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

JANUARY 19, 2017

Jo-Ann Davis, Chair
Trustee Ward 9

Maria Rizzo, Vice Chair
Trustee Ward 5

Ann Andrachuk
Trustee Ward 2

Patrizia Bottoni
Trustee Ward 4

Nancy Crawford
Trustee Ward 12

Frank D'Amico
Trustee Ward 6

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: Sophia Harris 416-222-8282 Ext. 2293
Asst. Recording Secretary: 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

*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*

OUR VISION

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



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

PUBLIC SESSION

Jo-Ann Davis, Chair

Maria Rizzo, Vice-Chair

Thursday, January 19, 2017

7:00 P.M.

Pages

1. Call to Order
2. Opening Prayer
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 December 8, 2016
for Public Session. 1 - 12
9. Delegations
10. Presentations
11. Notices of Motion
12. Consent and Review
13. Unfinished Business

14. Matters referred or deferred	
15. Staff Reports	
15.a Ministry of Education Decisions on Capital Funding Submissions, All Wards	13 - 28
15.b Request for School Consolidation Capital (SCC) Funding Submissions (REVISED)	29 - 57
15.c Capital Priorities 2017-2018: School Consolidation (Wards 7, 9, 11) - URGENT	58 - 61
15.d Reduction of Professional Services Costs for Capital Projects	62 - 75
15.e Consultant Appointment For The Scarborough Foreign Mission Demolition (Ward 12)	76 - 81
15.f St. Raymond –St. Bruno: Relocation of Students – Information Report	82 - 87
15.g Report regarding Signage on Over-Subscribed Schools.	88 - 90
15.h Proposed Cancellation of Toronto Child Care Financial Agreement with TCDSB	91 - 102
16. Listing of Communications	
17. Inquiries and Miscellaneous	
18. Updating of the Pending List	103 - 104
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 DECEMBER 8, 2016

PUBLIC SESSION

PRESENT:

J. Davis, Chair
M. Rizzo
A. Andrachuk
N. Crawford
F. D'Amico
M. Del Grande – by teleconference
A. Kennedy
G. Tanuan

A. Gauthier
A. Sangiorgio
R. McGuckin
C. Jackson
P. Matthews
D. Koenig
D. Yack
M. Puccetti
M. Silva
J. Yan

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

Apologies were received from Trustees Bottoni, Martino, Piccininni, Poplawski and Student Trustees Carlisle and Dubrovskaya who were unable to attend the meeting.

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

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Del Grande
Tanuan
D'Amico
Andrachuk
Kennedy
Rizzo
Davis

The Agenda, as Amended, was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee D'Amico, that the meeting resolve into FULL BOARD to rise and report on matters dealt with in PRIVATE SESSION.

CARRIED

The meeting continued in PUBLIC SESSION with Trustee Davis in the Chair.

Trustee Kennedy declared an interest in item 15e) 2016-2017 Revised Budget Estimates as her family members are employees of the Board. Trustee Kennedy indicated that she would neither vote nor participate in the discussion of the item.

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that the Minutes of the Regular Meeting held November 9, 2016 for PUBLIC SESSION be approved with an amendment to item 15c) on page 5 to replace 7:00 a.m. with 7:00 p.m.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Del Grande
Tanuan
D'Amico
Andrachuk
Kennedy
Rizzo
Davis

The Motion was declared

CARRIED

Michelle Nolden-Szarka, representing the Catholic School Parent Council, addressed the Committee regarding Update on New School.

MOVED by Trustee Andrachuk, seconded by Trustee Rizzo, that the presentation by Michelle Nolden-Szarka, representing the Catholic School Parent Council, regarding Update on New School be received.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
 Del Grande
 Tanuan
 D'Amico
 Andrachuk
 Kennedy
 Rizzo
 Davis

The Motion was declared

CARRIED

The Chair reviewed the Order Paper Items.

The following items were questioned.

Item 15b)	Trustee Rizzo
Item 15c)	Trustee Kennedy
Item 15d)	Trustee Andrachuk
Item 15e)	Trustee Andrachuk

MOVED by Trustee Crawford, seconded by Trustee D'Amico, that the items not questioned be approved.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
 Del Grande

Tanuan
D'Amico
Andrachuk
Kennedy
Rizzo
Davis

The Motion was declared

CARRIED

MATTERS AS CAPTURED IN THE ABOVE MOTION

Railway Lands Elementary School (Block 31) Status Update (Ward 9) –
received.

MOVED by Trustee Kennedy, seconded by Trustee Andrachuk, that Item 15b) be
adopted as follows:

15b) Custodial Overtime and Replacement Cost Reduction (All Wards)
– received.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Del Grande
Tanuan
D'Amico
Andrachuk
Kennedy
Rizzo
Davis

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Tanuan, that Item 15c) be adopted as follows:

15c) Community Hubs Capital Funding for Minor Retrofits and Accessibility – received.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Del Grande
Tanuan
D'Amico
Andrachuk
Kennedy
Rizzo
Davis

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Tanuan, that Item 15d) be adopted as follows:

15d) Update regarding City of Toronto Water and Storm water Rates – received.

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Crawford

1. That staff continue to work with the other school boards in the City to jointly pursue Ministry of Education support in seeking an exemption from the proposed City of Toronto water surcharge.
2. That the Chair of the Board send a letter to each Councillor, explaining why the Board is seeking an exemption from the proposed storm water surcharge and outlining the measures the Board is undertaking to reduce consumption.

MOVED in AMENDMENT to the AMENDMENT by Trustee Kennedy, seconded by Trustee Tanuan, to add #3 that staff explore opportunities for the Board to have waste and recycling collections in conjunction with other school Boards to be provided by private contractors.

On the vote being taken, on the Amendment to the Amendment, as follows:

In favour

Opposed

Trustees Crawford
Del Grande
Tanuan
D'Amico
Andrachuk
Kennedy
Davis

Trustee Rizzo

The Amendment to the Amendment was declared

CARRIED

MOVED in AMENDMENT to the AMENDMENT by Trustee Rizzo, seconded by Trustee Andrachuk to add #4 that staff come back with a report on what we are paying the City and ways in which we can reduce the costs.

On the vote being taken, on the Amendment to the Amendment as follows:

In favour

Opposed

Trustees Crawford
Del Grande
Tanuan
D'Amico
Andrachuk
Kennedy
Rizzo
Davis

The Amendment to the Amendment was declared

CARRIED

Trustee Rizzo requested that part 3 of the Motion as Amended be voted on separately.

On the vote being taken, on part 3 of the Motion, as Amended, as follows:

In favour

Opposed

Trustees Crawford	Trustee Rizzo
Del Grande	
Tanuan	
D'Amico	
Andrachuk	
Kennedy	
Davis	

Part 3 of the Motion, as Amended, was declared

CARRIED

On the vote being taken, on parts 1, 2 and 4 of the Motion, as Amended, as follows:

In favour

Opposed

Trustees Crawford
Del Grande
Tanuan
D'Amico
Rizzo
Andrachuk
Kennedy
Davis

Parts 1, 2 and 4 of the Motion, as Amended, was declared

CARRIED

Trustee Kennedy left the meeting.

MOVED by Trustee Andrachuk, seconded by Trustee Crawford, that Item 15e) be adopted as follows:

15e) 2016-17 Revised Budget Estimates – received.

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Tanuan,

1. That staff prepare a report on staffing reductions and hiring freeze and what the impact would mean financially and the overall risk to the Board.

2. That staff take a look at non-qualifying bus routes by Trustee area and report back to Board.
3. That the Board approve the 2016-17 Revised Estimates with projected in-year Surplus of \$0.8M and projected accumulated deficit of \$(10.6M).

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

In favour

Opposed

Trustees Davis
Del Grande
Tanuan
D'Amico
Rizzo
Andrachuk
Kennedy

Trustee Crawford

CARRIED

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

In favour

Opposed

Trustees Davis
Del Grande
Tanuan
D'Amico
Rizzo
Andrachuk
Kennedy

Trustee Crawford

The Motion, as Amended, was declared

CARRIED

Trustee Kennedy returned to the meeting.

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

- 16a) Verbal Communication from Trustee Andrachuk regarding Signage on Over-Subscribed Schools** that staff come back to the December 15, 2016 meeting of the Board with a report stating whether signage could be developed for over-subscribed schools and outlining the Admission Policy for Elementary Schools.

On the vote being taken, as follows:

In favour

Trustees Davis
Crawford
Tanuan
D'Amico
Andrachuk
Kennedy
Del Grande

Opposed

Trustee Rizzo

The Motion was declared

CARRIED

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

CARRIED

SECRETARY

CHAIR



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

MINISTRY OF EDUCATION DECISIONS ON 2016/2017 CAPITAL FUNDING SUBMISSIONS ALL WARDS

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
January 9, 2017	January 19, 2017	Click here to enter a date.

J. Volek, Senior Coordinator of Planning and Accountability
M. Silva, Comptroller of Planning and Development Services

INFORMATION REPORT

Vision:

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

Mission:

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

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



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

In a recent memorandum dated November 21, 2016 (*Appendix 'A'*), the Ministry of Education provides a detailed review of the business cases submitted by the TCDSB for consideration of 2016 Capital Priorities Grant funding and Child Care Centres funding.

On July 15, 2016, the TCDSB submitted its top eight (8) Capital Priorities, in the following rank order: St. Michael's Choir, Bishop Allen Academy, St. Antoine Daniel, Holy Angels, Loretto Abbey CSS, St. Raphael, St. Marcellus, and Notre Dame CSS.

The Ministry of Education has approved \$13.2M in funding to support the replacement of St. Antoine Daniel, the Board's #3 Capital Priority: \$9.9M was approved for Capital Priorities, \$771,380 was approved for FDK and \$2.6M was approved for a Child Care Centre.

This report provides more detailed rationale for why the remaining top seven (7) Capital Priorities submissions were not approved by the Ministry for Capital funding at this time.

Furthermore, the Ministry of Education has provided detailed instructions to school boards regarding public announcements—school boards should not issue news releases or any other media-focused public communication regarding Capital investments without publically recognizing the Ministry of Education's role in funding the project.

It should also be noted that the Ministry is “*strongly encouraging*” the Board to implement fixed boundaries at each secondary school in order to better balance enrolment and optimize available facility space. This report provides the Board of Trustees with summary results of a voluntary survey to Ontario school boards on the topic of secondary boundaries. The intent of the survey was to help staff and Trustees better understand how other school Boards manage enrolment at the secondary level.

The cumulative staff time dedicated to developing this report was 17.5 hours.

B. PURPOSE

This report provides more detailed rationale for why the remaining top seven (7) Capital Priorities submissions were not approved by the Ministry for Capital funding at this time. This report also provides the Board of Trustees with summary results of a voluntary survey to Ontario school boards on the topic of secondary boundaries. The intent of the survey was to help staff and Trustees better understand how other school Boards manage enrolment at the secondary level.

C. BACKGROUND

1. In a memorandum from the Ministry of Education dated November 21, 2016 (*Appendix 'A'*), the Ministry of Education provides a detailed review of the business cases submitted by the TCDSB for consideration of 2016 Capital Priorities Grant funding and Child Care Centres funding.
2. On July 15, 2016, the TCDSB submitted its top eight (8) Capital Priorities, in the following rank order: St. Michael's Choir, Bishop Allen Academy, St. Antoine Daniel, Holy Angels, Loretto Abbey CSS, St. Raphael, St. Marcellus, and Notre Dame CSS.
3. The Ministry of Education has approved \$13.2M in funding to support a 510 pupil place replacement school for St. Antoine Daniel, the Board's #3 Capital Priority: \$9.9M was approved for Capital Priorities, \$771,380 was approved for FDK and \$2.6M was approved for a Child Care Centre.
4. The remaining seven (7) Capital Priority schools are not Ministry funded at this time, with Ministry rationale provided below:
5. **St. Michael's Choir -- TCDSB Capital Priority #1**
The Ministry did not approve funding for a 503 pupil place replacement school. The Ministry has stated that it does not have a funding program for magnet schools, such as Arts, Sports, single-gender and Choir-focused schools. The Ministry "*would only fund these schools if there was no space within the catchment area of the school to accommodate these students.*"

The Ministry further states that a Choir program can be accommodated in any number of schools across the system with available space. The Ministry

makes it clear that the Board has in excess of 11,000 pupil places of excess space, and that over 20 elementary schools and 2 secondary schools are less than 50% utilized.

The Ministry of education notes that the recent purchase of the Duke of York / Regent Park PS from the TCDSB, which is less than 2 kilometres from St. Michael's Choir, could serve to accommodate both St. Michael's Choir students and future growth from the West Don Lands area.

6. **Bishop Allen Academy – TCDSB Capital Priority #2**

The Ministry did not approve funding for a 1600 pupil place replacement school. The Ministry has stated that the Board's choice to accept students in the school's Early French Immersion and Advanced Placement programs "*from across the board and beyond*" has contributed to oversubscription. Furthermore, the Ministry has noted that unused capacity exists at other TCDSB secondary schools, and current Bishop Allen students, "*many of whom travel significant distances*", can be accommodated in other schools with space.

It should also be noted that the Ministry is "*strongly encouraging*" the Board to implement fixed attendance boundaries at each secondary school in order to better balance enrolment and optimize available facility space.

7. **Holy Angels – TCDSB Capital Priority #4**

The Ministry did not approve funding for a 600 pupil place replacement school: "*The project was not considered for Capital Priorities Grant funding at this time due to a lack of an immediate need as identified by the Ministry.*"

8. **Loretto Abbey – TCDSB Capital Priority #5**

The Ministry did not approve funding for a 519 pupil place addition: "*The project was not considered for Capital Priorities Grant funding at this time due to limited capital funding. The Ministry may consider it in the future.*"

9. **St. Raphael – TCDSB Capital Priority #6**

The Ministry did not approve funding for a 510 pupil place replacement school: "*The project was not considered for Capital Priorities Grant funding at this time due to a lack of an immediate need as identified by the Ministry.*"

10. **St. Marcellus – TCDSB Capital Priority #7**

The Ministry did not approve funding for a 450 pupil place replacement school: *“The project was not considered for Capital Priorities Grant funding at this time due to a lack of an immediate need as identified by the Ministry.”*

11. **Notre Dame Catholic Secondary School – TCDSB Capital Priority #8**

The Ministry did not approve funding for a 700 pupil place replacement school: *“The Ministry recommends that the board consider existing capacity at other schools in the surrounding area.”*

12. The Ministry is currently reviewing stand-alone Child Care and Child and Family Program submissions and will be communicating decisions in the near future.

13. **Communication Protocols**

The Ministry has made it clear its memorandum:

“All public announcements regarding capital investments in the publicly funded education system are joint communication opportunities for the provincial government and the district school board.

Effective April 2016, school boards should not issue a news release or any other media-focused public communication regarding major capital construction projects without publicly recognizing the Ministry of Education’s role in funding the project.”

Furthermore, the Ministry has directed all Boards to invite the Minister of Education to ALL new school openings, or openings of major additions, including Child Care and Child and Family Programs. School boards are directed to not proceed with their public event until they have received a formal response from the Minister’s Office regarding the Minister of Education’s attendance and availability. Contact information and further instruction is included in the memorandum (*Appendix ‘A’*).

14. The memorandum further states that ALL boards will be required to display signage at the site of any Capital construction, which identifies the support of the Government of Ontario. Details of the signage will be provided by

the Ministry. All signage production costs will be covered by the Ministry of Education.

D. EVIDENCE/RESEARCH/ANALYSIS

15. Secondary School Fixed Attendance Boundary Survey

In response to the Ministry “strongly encouraging” the Board to implement fixed attendance boundaries at each secondary school, staff developed a simple voluntary survey to Ontario school boards on the topic of secondary boundaries. The intent of the survey was to help staff and Trustees better understand how other school Boards manage enrolment at the secondary level.

To date, 18 school boards have submitted responses.

The following questions were asked and responses received:

1. Does your Board employ Fixed Attendance Boundaries or Catchment Areas for your Secondary Schools?

Responses: 15-yes | 3-no

2. Does your Board employ Optional Attendance Areas or Flex Areas for your Secondary Schools to accommodate out-of-area students?

Responses: 7-yes | 10-no | 1-no response

3. Do any of your Secondary Schools have Regional Programs (e.g. Congregated Advanced Placement, French Immersion, Arts, etc.)?

Responses: 16-yes | 2-no

If yes, are these Regional Programs open to students from a larger Catchment Area where Admission is granted based on merit of application and/or audition? **Responses:** 15-yes | 1-no

4. What percentage of your Secondary students are considered out-of-area (e.g. they do not live within their schools Catchment Area)?

Responses: 2 - “Between 20% to 50%”

1 - “Greater than 50%”

15 - “Less than 20%”

16. Overall, the majority of Boards surveyed utilize fixed attendance boundaries for their secondary schools, of which, 39% also utilize optional attendance areas or “flex areas” to help manage demand. Most Boards surveyed offer Regional programming, whereby admission is granted based on merit of application or audition.

As noted above, the majority of Boards indicated that less than 20% of their secondary student population fall outside of their designated catchment areas (“out-of-area”).

Not surprising, HWCDSB indicated that they do not employ fixed attendance boundaries and also indicated that between 20% and 50% of their secondary enrolment is considered “out-of-area”. Follow-up research has indicated that HWCDSB does have Board approved secondary boundaries in place, but these boundaries are not being fully enforced.

Two smaller boards, Thames Valley DSB and Avon Maitland DSB, also indicated that they do not employ fixed attendance boundaries and less than 20% of their secondary enrolment is considered “out-of-area”.

E. CONCLUDING STATEMENT

This report is for the consideration of the Board.

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^e étage, Édifice Mowat
Toronto ON M7A 1L2



November 21, 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 2016 Capital Priorities Grant funding program and Child Care Centres and Child and Family Programs.

As outlined in **Memorandum 2016: B11 – Request for Capital Project Funding Submissions**, school boards were asked to submit no more than eight business cases to the ministry by July 15, 2016. Fifty-four school boards submitted 205 requests for 193 school capital projects, worth approximately \$2.6 billion, for funding consideration. The ministry also received 168 requests from 47 boards for Child Care capital funding for the creation of 443 new Child Care rooms and 94 Child and Family Program rooms.

After careful review of your board's submission, I am pleased to confirm that the ministry has approved funding to support 1 project identified by your board. In total, your board will be allocated \$13,220,104 to undertake this project:

Funding Allocation					
Project	Capital Priorities	Full Day Kindergarten	Child Care	Child and Family Centre	Total
St Antoine Daniel CS	\$9,877,457	\$771,380	\$2,571,267	\$ -	\$13,220,104
Total	\$9,877,457	\$771,380	\$2,571,267	\$ -	\$13,220,104

The ministry is currently reviewing stand-alone Child Care and Child and Family Program submissions and will be communicating decisions in the near future.

In recognition of the increase in construction costs, the ministry has increased its funding benchmarks by two percent and is reflected in the funding for this round of capital approvals. This increase does not apply to any previously approved projects.

Please be aware that the ministry has funding available to address costs related to site acquisition 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 2016-17 Grants for Student Needs (GSN) regulation by the Lieutenant Governor in Council.

Regarding your board's request for a new 316 pupil place school to replace the existing St. Michael's Choir School, please be advised that the ministry did not approve funding for this project for the following reasons:

- The ministry does not have a funding program for magnet schools (programs of choice, such as schools for the arts, sports academies, and same-gender schools). The ministry would only fund these schools if there was no space within the catchment area of the school to accommodate these students. As St. Michael's Choir School has a board-wide attendance boundary (i.e. students attending the school reside across Toronto) it was felt that TCDSB could offer this program in a school where the board currently has excess space instead of only at the requested location.
- Currently, TCDSB has over 11,000 excess spaces across its entire system. Over twenty elementary schools and two high schools are currently less than 50% utilized.
- TCDSB purchased the site of the former Duke of York/ Regent Park Public School from the Toronto District School Board in 2013. This site is less than two kilometres from St. Michael's Choir School. TCDSB is currently holding the site to accommodate students that could potentially come from the West Don Lands development area. Ministry staff believe there could be a potentially cost-effective opportunity for TCDSB to construct a new school on this site to accommodate both St. Michael's Choir School and any future growth from the West Don Lands area.

Regarding your board's request for a new 1,600 pupil place school to replace the existing Bishop Allen Academy, please be advised that the ministry did not approve funding for this project because the enrolment pressure at this school is largely a result of the TCDSB's current policy not to have specific attendance boundaries for all of its secondary schools. The challenges around this policy are exemplified at Bishop Allen Academy, as much of the enrolment pressure at this school is a result of the board's choice to accept students into the school's Early French Immersion and Advanced Placement programs from across the board and beyond. The ministry noted that available unused capacity exists at other TCDSB secondary schools that could house

some of these students, many of whom travel significant distances to attend Bishop Allen Academy, thereby mitigating the need for the board to request capital funding from the ministry for a replacement school. Your board is strongly encouraged to implement specific catchment areas for each secondary school to better redistribute enrolment across all secondary schools.

Appendices

Appendix A provides a complete list of the Capital Priorities projects submitted by your board along with the ministry's rationale for the funding decisions and the funding allocation. The ministry's decisions were based upon the needs identified in your school board's business cases, and in the case of Child Care and/or Child and Family Program capital projects, the Joint Use Submission form submitted by your school board and municipal partner.

If your board chooses to address this project with a project other than the one outlined in the board's Capital Priorities business case and Joint Use Submission form, your board must receive the ministry's approval prior to retaining an architect. In some cases, this may require your board to forfeit their project approval and resubmit their request in a future round of Capital Priorities or School Consolidation Capital funding. In addition, any changes to approved Child Care or Child and Family Program capital projects will require your Consolidated Municipal Service Manager (CMSM) or District Social Services Administration Board (DSSAB) approval.

Should your school board and CMSM/DSSAB continue to see a Capital Priorities, Child Care or Child and Family Program project that did not receive funding approval as a priority, you may resubmit it during future rounds of Capital Priorities Grant or School Consolidation Capital programs.

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

Payment

The Capital Priorities Grant, New Construction of Child Care and Child and Family Programs operate on a modified grant payment process, where cash flow is based on school board spending. There are two annual reporting periods these programs:

- For the period of September 1st to March 31st, all related expenditures are recorded in the board's March Report; and,
- For the period of April 1st to August 31st, all related 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 Child Care and Child and Family Program funding allocation you have received can only be used to address capital costs related to the creation of a project's Child Care and/or Child and Family Program rooms.

Communication Protocols

All public announcements regarding capital investments in the publicly funded education system are joint communications opportunities for the provincial government and the district school board.

Effective April 2016, school boards should not issue a news release or any other media-focused public communication regarding major capital construction projects without publicly recognizing the Ministry of Education's role in funding the project. In addition, school boards can contact the Ministry of Education to receive additional content for the media-focused public communications, such as quotes from the Minister.

The Ministry of Education may also choose to issue its own news release about various project milestones in addition to those prepared by school boards. If the ministry chooses to do so, school boards will be contacted to get quotes from the school board Chair and/or Director of Education.

The intent is to secure as much coverage for these events as possible, and in doing so, help promote the role of both the Ministry of Education and the school board in bringing exciting new capital projects to local communities.

Important: For all new school openings, or openings of major additions which include Child Care or Child and Family Programs, the Minister of Education must be invited as early as possible to the event. Invitations can be sent to Minister.EDU@ontario.ca, with a copy sent to the ministry's Regional Manager, Field Services Branch, in your area. School boards are not to proceed with their public event until they have received a response from the Minister's Office regarding the Minister's attendance. School boards will be notified at least four to six weeks in advance of their opening event as to the Minister's attendance. Please note that if the date of your event changes at any time after the Minister has received the invitation, please confirm the change at the email address above.

If the Minister of Education is unavailable, the invitation may be shared with a government representative who will contact your school board to coordinate the details (e.g., a joint announcement). School boards are not expected to delay their announcements to accommodate the Minister or a Member of Provincial Parliament (MPP); the primary goal is to make sure that the Minister is aware of the announcement opportunity.

Should the event be focused on Child Care or Child and Family Program capital, the Ministry of Education highly recommends inviting your partner CMSM/DSSAB, who may also wish to participate and contribute.

For all other media-focused public communications opportunities, such as sod turnings for example, an invitation to your local event must be sent to the Minister of Education by email with at least three weeks' notice. Again, please send a copy to the ministry's Regional Manager, Field Services Branch, in your area. Please note that if the date of your event changes at any time after the Minister has received the invitation, please confirm the change at the email address above.

School boards are not expected to delay these "other" events to accommodate the Minister. Only an invitation needs to be sent, a response is not mandatory to proceed.

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

You must acknowledge the support of the Government of Ontario in media-focused communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to, any report, announcement, speech, advertisement, publicity, promotional material, brochure, audio-visual material, web communications or any other public communications. For minor interactions on social media, or within social media such as Twitter, Vine, etc. where there is a tight restriction on content, school boards are not required to include government acknowledgement. In addition, when engaged in reactive communications (e.g., media calls) the school board does not have to acknowledge government funding; however, if possible, such an acknowledgement is appreciated.

For these approved capital construction projects, school boards will be required to display signage at the site of construction that identifies the support of the Government of Ontario. Signage will be provided to school boards by the Ministry of Education. School boards are then responsible for posting the signage for the projects identified by the Ministry of Education in a prominent location. This should be done in a timely manner following the receipt of the signage. All signage production costs will be covered by the Ministry of Education, including the cost of distributing the signage to school boards.

Should you have any communications-related questions, please contact Ryan Rigby at (416) 325-2540 or via email at Ryan.Rigby@ontario.ca.

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 about CPG 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 and/or Child and Family Program capital requests, please contact your Early Years Education Officer or Child Care Advisor:

Dolores Cascone at Dolores.Cascone@Ontario.ca or 416-314-6300;

Isilda Kucherenko at Isilda.Kucherenko@ontario.ca or 416-325-3244 .

Sincerely,

*Original signed by
Joshua Paul for:*

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

Attached:

Appendix A – Complete List of Submissions

Appendix B – Details of 2016 Approved Projects

cc: Shannon Fuller, Assistant Deputy Minister, Early Years Division
Grant Osborn, Director, Capital Policy and Programs Branch
Julia Danos, Director, Early Years Implementation Branch
Elaine Baxter-Trahair, General Manager, Children's Services - City of Toronto
Carlene Jackson, Exec. Superintendent of Business Services and Chief Financial Officer, Toronto Catholic District School Board

Appendix A: List of 2016 Capital Priorities Grant Requests

40 Toronto Catholic DSB

Priority	Project	CP (\$M)	FDK (\$M)	CC (\$M)	CFP (\$M)	Total (\$M)	Description	Recommendation
1	St Michael's Choir School	0.00	0.00	0.00	0.00	0.00	A new 503 pupil place grade 3-12 school to address facility condition and renewal backlog in Toronto.	The Ministry does not have a funding program for magnet schools and as such it recommends that the board consider existing capacity at other schools in the surrounding area.
2	Bishop Allen Academy	0.00	0.00	0.00	0.00	0.00	A new 1,600 pupil place secondary school to relieve accommodation pressure in Etobicoke, including 5 child care rooms.	The Ministry does not provide capital funding for the purpose of accommodating specialty programming in schools. The board should consider other locations for this program offering within Toronto.
3	St Antoine Daniel CS	9.88	0.77	2.57	0.00	13.22	A new 510 pupil place elementary school to relieve accommodation pressure in North York, including 5 child care rooms.	Approve project with 2016 Capital Priorities Grant funding and Full Day Kindergarten funding. See Appendix B for funding details.
4	Holy Angels CS	0.00	0.00	0.00	0.00	0.00	A new 600 pupil place elementary school to relieve accommodation pressure in Etobicoke, including 5 child care rooms.	This project was not considered for Capital Priorities Grant funding at this time due to a lack of an immediate need as identified by the Ministry.

Priority	Project	CP (\$M)	FDK (\$M)	CC (\$M)	CFP (\$M)	Total (\$M)	Description	Recommendation
5	Loretto Abbey	0.00	0.00	0.00	0.00	0.00	A 519 pupil place addition to Loretto Abbey to relieve accommodation pressure in North York, including 5 child care rooms.	This project was not considered for Capital Priorities Grant Funding as this time due to limited capital funding. The Ministry may consider it in the future.
6	St Raphael CS	0.00	0.00	0.00	0.00	0.00	A 510 pupil place replacement for St. Raphael CS to relieve accommodation pressure in North York, including 5 child care rooms.	This project was not considered for Capital Priorities Grant funding at this time due to a lack of an immediate need as identified by the Ministry.
7	St. Marcellus CS	0.00	0.00	0.00	0.00	0.00	A new 450 pupil place elementary school to address facility condition and renewal backlog in Etobicoke, including 5 child care rooms.	This project was not considered for Capital Priorities Grant funding at this time due to a lack of an immediate need as identified by the Ministry.
8	Notre Dame CHS	0.00	0.00	0.00	0.00	0.00	A new 700 pupil place secondary school to relieve accommodation pressure in Toronto, including 5 child care rooms.	The Ministry recommends that the board consider existing capacity at other schools in the surrounding area.

Appendix B: Details of Approved 2016 Capital Priorities Projects

40 Toronto Catholic DSB

Priority	3
Project Name	St Antoine Daniel CS
Panel	Elementary
Location	NORTH YORK

New Construction	Pupil Places to Add	510
	Resulting Pupil Places	510
	Gross Floor Area / Pupil Place	10.24
	\$ / Gross Floor Area	1,959.89
	Geographic Adjustment Factor	1.02
	Benchmark	10,440,036
Child Care	Rooms	5
	\$ / Room	494,284.258
	Geographic Adjustment Factor	1.02
	Benchmark	2,520,850
Total Project Benchmark		12,960,886

Funding Source	2% increase		Final Funding Amount
Capital Priorities Grant	9,683,781	193,676	9,877,457
Full Day Kindergarten	756,255	15,125	771,380
Child Care	2,520,850	50,417	2,571,267
Total Funding			13,220,104



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

REQUEST FOR SCHOOL CONSOLIDATION CAPITAL FUNDING SUBMISSIONS (AMENDED)

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

Created, Draft	First Tabling	Review
January 3, 2017	January 12, 2017	
J. Volek, Sr. Coordinator, Planning Services M. Silva, Comptroller, Planning & Development Services M. Puccetti, Superintendent of Facilities		
INFORMATION REPORT		

Vision:

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

Mission:

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

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



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

On December 1, 2016 the Ministry of Education issued *Memorandum 2016:B19: Request for School Consolidation Capital Funding Submissions*.

Funding will be allocated on a business case basis for new schools, retrofits, and additions that support consolidations. Proposed projects must be completed by the 2020-21 school year. Boards must submit business cases by **January 27, 2017**. Projects involving Pupil Accommodation Reviews must have a final Trustee decision by **March 24, 2017** in order to qualify for inclusion.

There is also child care capital funding available to fund replacement of child care and child and family program rooms that would be lost due to a school consolidation.

Three of the elementary Pupil Accommodation Reviews have a potential capital solution. As projects related to accommodation reviews must have a final Board decision by March 24, 2017 to qualify, only potential projects from the following two PARs qualify for inclusion in the January 27, 2017 submission:

- a) Holy Redeemer, Our Lady of Guadalupe, St. Matthias
- b) St. Paul, St. Michael, Our Lady of Lourdes

A summary of the potential financial benefits of consolidation of all five reviews are as follows:

Academic Cost Avoidance (annual)	\$2,937,859
Facilities Cost Avoidance (annual)	\$2,164,252
Deferred Maintenance Cost Avoidance (one time)	\$36,791,137
Total	\$38,805,899
Proceeds of Disposition	tbd

The cumulative staff time dedicated to developing this report was 30 hours.

B. PURPOSE

The purpose of this report is to provide an update of where each of the ongoing Pupil Accommodation Reviews (currently five reviews in process) are, and when a final decision of the Board could be made (Appendix 'B'). In addition, the

Ministry has announced details of the next round of “School Consolidation Capital Funding” program. These details are outlined in the Ministry of Education Memorandum 2016 B: 19 attached to this report as Appendix ‘A’.

Lastly, as outlined in comment 8 below, these Reviews, once completed, could have a significant financial impact on both the operating and capital budgets of the Board. Should the Board’s request for Capital Funding be approved by the Ministry of Education some existing school facilities can be upgraded and /or replaced with new modern schools that would address existing obsolete school facilities.

C. BACKGROUND

1. On December 1, 2016 the Ministry of Education issued Memorandum 2016:B19: Request for School Consolidation Capital Funding Submissions (See Appendix ‘A’). The 2017 School Consolidation Capital (SCC) program is supported through the \$750 million in funding that was announced in 2014-15 as part of the School Board Efficiencies and Modernization (SBEM) initiative. In addition, the Ministry has child care capital funding to fund replacement of child care and child and family rooms that would be lost due to school consolidation.
2. Funding for Capital Priorities: School Consolidation projects will be allocated on a business case basis for projects that need to be completed by the 2020-21 school year. Boards must submit business cases by January 27, 2017.
3. Highlights of the Memorandum are as follows:
 - a) School Consolidation Capital (SCC) submissions related to accommodation reviews must have a final trustee decision by **March 24, 2017** to be considered for funding.
 - b) Business cases will be required for a school board’s top eight projects.

- c) Boards may also request funding for the construction of child care and child and family programs and community hubs as part of a school board's SCC submission.
 - d) The Ministry is aiming to make announcements regarding funding decisions in early Spring 2017. An announcement of the next round of Capital Priorities will follow shortly thereafter.
- 4. The Ministry of Education will consider funding projects that allow a school board to reduce their excess capacity. Eligible considerations are:
 - a) Consolidating two or more schools into one new facility.
 - b) Building an addition/major renovation to an existing school to accommodate students from other schools that a school board has made the decision to close.
 - c) Right-sizing existing schools by renovating existing space for other uses including child care and child and family program rooms and community hubs.
- 5. **It is important to note that the Ministry expects that the business case will demonstrate why the proposed project is the best accommodation solution. This should include a rationale of why less costly alternatives are not being recommended by the board, including the use of existing school facilities that require little or no capital investments or joint use facilities between school boards. The focus will be on the cost effectiveness of the proposed solution.**
- 6. School boards and Consolidated Municipal Service Managers have an opportunity to include child care and child and family programs as part of their SCC request. The Ministry will consider funding capital projects in schools where there is a need to replace child care and child and family program rooms that would be lost due to a school consolidation or address demand in a new school build as part of a school consolidation. As part of the SCC submission, the Ministry requires a Joint Submission Form signed by the Board and City of Toronto Children's Services.
- 7. There are five ongoing TCDSB Pupil Accommodation Reviews as follows:

Review	Staff recommendation
Holy Redeemer, Our Lady of Guadalupe, St. Matthias	Potential Capital solution
St. Paul, St. Michael, Our Lady of Lourdes	Potential Capital solution
Prince of Peace, St. Rene Goupil, The Divine Infant	Potential Capital solution
Blessed Pier Giorgio Frassati, Sacred Heart, St. Bede, St. Gabriel Lalemant	Non-capital solution
Don Bosco	Non-capital solution

8. Utilizing the staff recommendations for each review the estimated cost avoidance and the potential Proceeds of Disposition are as follows:

Review	Academic Cost Avoidance	Facilities Cost Avoidance	Deferred Maintenance Avoidance	Potential Proceeds of Disposition
Holy Redeemer, Our Lady of Guadalupe, St. Matthias	\$665,667	\$254,526	\$7,943,335	tbd
St. Paul, St. Michael, Our Lady of Lourdes	\$285,020	\$167,310	\$8,771,113	tbd
Prince of Peace, St. Rene Goupil, The Divine Infant	\$1,107,250	\$498,926	\$5,571,938	tbd
Blessed Pier Giorgio Frassati, Sacred Heart, St. Bede, St. Gabriel Lalemant	\$409,528	\$277,818	\$2,054,821	tbd
Don Bosco	\$470,394	\$965,672	\$12,449,930	tbd

Totals	\$2,937,859	\$2,164,252	\$36,791,137	tbd**
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****Potential Proceeds of Disposition would be generated from the disposition of any surplus properties approved by the Board of Trustees and offered for sale at Fair Market Value as outlined under Ontario Regulation 444/98.**

9. Three of the elementary Pupil Accommodation Reviews have a potential capital solution. As projects related to accommodation reviews must have a final Board decision by March 24, 2017 to qualify, only potential projects from the following two PARs qualify for inclusion in the January 27, 2017 submission:
 - a) Holy Redeemer, Our Lady of Guadalupe, St. Matthias
 - b) St. Paul, St. Michael, Our Lady of Lourdes

10. A summary of the status, meeting dates, and expected Board approvals are attached as Appendix 'B'. There is a Special Board meeting scheduled for February 1, 2017 to receive input from delegations from the following Pupil Accommodation Reviews:
 - a) Holy Redeemer, Our Lady of Guadalupe, St. Matthias
 - b) St. Paul, St. Michael, Our Lady of Lourdes
 - c) Don Bosco

11. The timelines to be met between the Ministry announcement of available funding and the business case submission deadline is relatively short. Specifically for SCC funding, a final decision on a Pupil Accommodation Review must be made by the Board of Trustees to satisfy eligibility for funding. The reporting requirements within the Pupil Accommodation Review Policy (S.A.09) limit reporting to Regular Board meetings only. This requirement lengthens the process by at least 3 months making it difficult to complete a review prior to the Ministry funding deadline. To accurately and efficiently satisfy Ministry of Education reporting timelines for future SCC Funding announcements, staff will provide a report to the Governance and Policy Committee with a proposal to amend the Pupil Accommodation Review Policy (S.A.09) reporting requirements to allow reports to be heard at Board/Standing Committees.

12. There is a concurrent report to the Board of Trustees in January 2017 on the priority ranking of the projects to be submitted.

13. There will be an additional opportunity to apply for Capital Funding under Capital Priorities funding later in 2017. However, it is anticipated that many more requests for capital funding will be made by all school boards under the following categories:

- a) School Consolidation
- b) Accommodation Pressure
- c) Facility Condition

D. CONCLUDING STATEMENT

This report is for the consideration of the Board.



2016: B19

MEMORANDUM TO: Directors of Education
Consolidated Municipal Service Managers (CMSMs)
District School Services Administration Boards (DSSABs)

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

Shannon Fuller
Acting Assistant Deputy Minister
Early Years Division

DATE: December 01, 2016

SUBJECT: Request for School Consolidation Capital Funding
Submissions

We are writing to announce details of the 2017 round of the Ministry's \$750 million School Consolidation Capital (SCC) program. This funding was announced in the 2014-15 Grants for Student Needs (GSN) release as part of the School Board Efficiencies and Modernization (SBEM) initiative. In addition, the Ministry has child care capital funding to fund replacement of child care and child and family program rooms where supported by the Consolidated Municipal Service Manager (CMSM)/District Social Services Administration Board (DSSAB) that would be lost due to a school consolidation or address demand in a new school being built as part of a school consolidation project.

The Ministry recognizes that for school boards to effectively and efficiently manage their excess capacity, they will need to, in some cases, adjust their capital footprint. Through the SCC program, capital funding will be available to school boards to support projects that address a school board's excess capacity. This funding will be allocated on a business case basis for new schools, retrofits and additions that support consolidations.

School boards are requested to provide the Ministry with their consolidation projects that need to be completed by the 2020-21 school year. The Ministry will be reviewing the SCC submissions for funding consideration, as well as to understand the need for ongoing capital investments in the education sector.

In recognition of the increase in construction costs, the Ministry has increased its funding benchmarks by two percent. Projects approved through this round of SCC will be funded according to this increase. This increase does not apply to any previously approved projects.

Highlights/Summary Points

- School boards are to submit SCC projects that need to be completed by the 2020-21 school year.
- School boards will be able to submit their business cases and Joint Submission forms through the School Facilities Inventory System (SFIS) beginning on December 6, 2016.
- The deadline for SCC submissions, including the Joint Submission forms, is January 27, 2017.
- SCC submissions related to accommodation reviews must have a final trustee decision by March 24, 2017 to be considered for SCC funding approval.
- Business cases will be required only for a school board's top eight SCC projects.
- School boards may also request funding for the construction of child care and child and family programs and community hubs as part of a school board's SCC submission.

Submission of SCC Projects

Beginning December 6, 2016, school boards will be able to submit business cases and Joint Submission forms for their requests for SCC funding through SFIS. Only a school board's eight highest priority projects expected to open no later than 2020-21 will be considered for SCC funding and will need to be supported with a completed business case. School boards are required to submit their SCC business cases and Joint Submission forms by January 27, 2017. The Ministry will not accept business cases or Joint Submission forms after this date.

School boards can save their work in progress within the SFIS module, however, once school boards submit their business cases, their submissions will be locked from further editing. Thereafter, school boards will only be able to modify their business cases by requesting that their Capital Analyst unlock the submission.

The Ministry is aiming to make announcements regarding their SCC funding decisions in early Spring 2017. It is anticipated that an announcement of the next round of Capital Priorities to follow shortly thereafter.

Business Case Considerations

The Ministry will consider funding projects that allow a school board to reduce their excess capacity. Eligible projects for funding consideration include the following:

- Consolidating two (or more) schools into one new facility.
- Building an addition and/or undertaking a major renovation to an existing school to accommodate enrolment from other schools that a school board has made a decision to close.
- Right-sizing existing schools by renovating existing excess space for other uses including child care and child and family program rooms and community hubs.

School boards must address why any capital investment is required from the Ministry in order to remove excess capacity from its inventory. The SCC business cases will be reviewed by the Ministry with the focus being on the cost effectiveness of the proposed solutions.

School boards are encouraged to submit alternative solutions for Ministry funding consideration. These alternatives may be submitted as supplemental documents through SFIS.

The Ministry expects that the business case and supplemental documents will demonstrate why the proposed project is the best accommodation solution. This should include a rationale of why less costly alternatives are not being recommended by the board, including the use of existing school facilities that require little or no capital investments or joint use facilities between school boards.

As part of its evaluation, the Ministry utilizes calculations to determine the financial value of the project. These calculations are based upon the proposed cost of the project weighed against the expected reduction in costs, both in the form of ongoing operational, ongoing renewal savings and the elimination of any existing renewal backlog.

The business cases should address the following:

- Improvement of facility utilization through the reduction of unused space.
- Impact on reducing a school board's operating and renewal costs.
- Enrolment projections for schools in the area of the project.
- Existing renewal needs of schools that are part of the business case.
- Other benefits, such as improved programming, accessibility, and/or energy efficiency.
- Results of the accommodation review process (where applicable).

We expect that school boards will be submitting projects for SCC funding that are linked to accommodation reviews decisions. Please note, projects related to accommodation reviews must have a final trustee decision by March 24, 2017 to be considered for SCC funding approval.

Submission of Child Care and Child and Family Program Projects in Schools

As with the last round of child care and child and family program submissions through the Capital Priorities program, school boards and Consolidated Municipal Service Managers/District Social Services Administration Boards (CMSMs/DSSABs) have an opportunity to include child care and child and family programs as part of their SCC request.

The Ministry will consider funding capital projects in schools where there is a need to replace child care and child and family program rooms that would be lost due to a school consolidation or address demand in a new school being built as part of a school consolidation project for children aged 0 to 3.8 years of age. School boards will need to have the support of the corresponding CMSM/DSSAB regarding the eligibility and viability requirements to build or renovate child care rooms in the identified school. Note that stand-alone child care and child and family program projects are not eligible as part of the SCC program.

Eligibility

The Ministry will consider funding the creation of child care and child and family program rooms in schools, under the following conditions:

- 1) The target school is any of the following:
 - a. An existing school that will be accommodating students from a closing school that currently contains child care spaces and/or child and family program rooms.
 - b. A new school that is to be constructed and receives Ministry funding approval.
 - c. An existing school that is to undergo a major addition/renovation that receives Ministry funding approval.
 - d. An existing building that has been purchased for the purposes of student accommodation and receives Ministry funding approval.
- 2) The school board has the support of the corresponding CMSM/DSSAB regarding the eligibility and viability requirements to build child and family program rooms and/or child care rooms and create child care spaces for ages 0 to 3.8 years in the identified school.
- 3) The child care spaces and/or child and family program rooms will not result in an operating and/or financial pressure for the CMSM/DSSAB.

In November 2016, the Ontario government announced an investment of approximately 3,400 new licensed child care spaces across the province as a first step towards creating 100,000 additional spaces over the next five years. Capital child care projects funded under this round of SCC which result in new spaces would also be counted towards this commitment. When considering long-term viability, CMSMs/DSSABs and school board planners must consider their needs for at least the next five years and use population projections as well as other local data to inform submission decisions.

Joint Submission Form

As part of your SCC submission, the Ministry will require a Joint Submission form (available for download through SFIS) signed by both the CMSM/DSSAB Manager of Children's Services and the school board Director of Education. The Joint Submission form includes project details and confirms that the child care and/or child and family program meets all eligibility and viability requirements.

See Appendix A for details on submission requirements for child care projects, and Appendix B for details on submission requirements for child and family program projects.

To be considered for funding, the Joint Submission form must be submitted as part of the school board's SCC business case. A copy must also be provided to your school board's Capital Analyst (see Appendix C) and Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (see Appendix D). The Ministry may request supporting documentation following a review of the Joint Submission form.

School boards are required to submit their completed Joint Submission forms by January 27, 2017. The Ministry will not accept Joint Submission forms after this date.

Joint Use Capital Projects in Schools

As with previous capital funding programs, the Ministry encourages school boards to consider collaborative capital project arrangements between school boards. The Ministry will review all joint use projects for funding consideration before evaluating any other SCC submissions. Joint use projects are more likely to receive capital funding and also have the opportunity to generate an increased amount of capital funding than individual projects. Please see [2013:B18](#) and [2016:B17](#) Memorandums for further details.

Community Hub Projects in Schools

As you are likely aware, in August 2015, the Premier's Community Hubs Framework Advisory Group released a report titled [Community Hubs in Ontario: A Strategic Framework and Action Plan](#). This action plan brought renewed focus to the discussion of strategies to support the formation of community hubs across the province.

The Ministry recognizes the value of joint community based planning across local agencies. To that end, the Ministry encourages school boards to seek out community organizations for possible partnership opportunities in their SCC submissions.

Note that child care and/or child and family program requests should be addressed through the completion of a Joint Submission form.

Proceeds of Disposition

School boards will not be required to allocate their Proceeds of Disposition (POD) towards new SCC projects. School boards are reminded, however, that projects that they wish to undertake on their own using POD will first need to be submitted to the Ministry through the Capital Priorities or SCC programs. Additionally, school boards have the option to identify POD as a funding source for a SCC project that addresses outstanding renewal needs. Please see [2015:B13](#) Memorandum for further details.

Capital Analysis and Planning Template

The Capital Analysis and Planning Template (CAPT) is an essential tool for understanding school boards' capital financial position. An approved CAPT is necessary before the Ministry is able to sufficiently assess the existing capital activity of a school board. As a result, school boards will not be considered for SCC funding approval if the Ministry does not have an approved CAPT consistent with the school board's 2015-16 Financial Statements.

Ministry Contact

SCC Program

If you have any SCC program questions, or require additional information, please contact the Capital Analyst assigned to your school board (Appendix C) or:

Paul Bloye, Manager, Capital Policy and Programs Branch at 416-325-8589 or at Paul.Bloye@Ontario.ca

or

Mathew Thomas, Manager, Capital Policy and Programs Branch at 416-326-9920 or at Mathew.P.Thomas@ontario.ca.

Child Care and Child and Family Program

If you have any child care and child and family program questions, or require additional information, please contact the Early Years Education Officer or Child Care Advisor assigned to your school board (Appendix D) or:

Jeff O'Grady, Acting Manager, Early Years Implementation Branch at 416-212-4004 or at Jeff.OGrady@ontario.ca.

We look forward to working with you to identify your future SCC projects.

Original signed by:

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

Shannon Fuller
Acting Assistant Deputy Minister
Early Years Division

Appendices:

Appendix A: Child Care Projects

Appendix B: Child and Family Program Projects

Appendix C: List of Ministry Capital Analysts

Appendix D: List of Ministry Early Years Education Officers and Child Care Advisors

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

Appendix A: Child Care Projects

Child Care Eligibility

The Ministry will consider funding capital projects in schools where there is a need to replace child care rooms that would be lost due to a school consolidation or address demand in a new school being built as part of a school consolidation project for children aged 0 to 3.8 years of age. School boards will need to have the support of the corresponding Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB) regarding the eligibility and viability requirements to build or renovate child care rooms in the identified school.

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

Joint Planning and Local Prioritization of Child Care Projects

The Ministry expects school boards and CMSMs/DSSABs to work together to identify the need for dedicated child care space to support children ages 0 to 3.8 years in schools. CMSMs/DSSABs will need to consider projects relative to demand, long-term viability, and their local child care plan.

The school board and CMSM/DSSAB are to separately provide a priority ranking for each child care and/or child and family program request being submitted for consideration. The school board provides its ranking for the project against its other projects, and the CMSM/DSSAB prioritizes all projects they are being asked to sign-off on by all school boards (i.e., if the English public school board, the English Catholic school board, and the French Catholic school board all request municipal approval on their Joint Submission form, the CMSM/DSSAB must prioritize them all together rather than per individual school board). This will help ensure that the approved child care and/or child and family program projects align with approved capital projects.

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

Ministry Prioritization of Eligible Child Care Projects

As originally communicated in the [2015:B11](#) Memorandum, the Ministry will continue to use the following factors to prioritize projects under this policy should the number of eligible submissions surpass available funding:

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

Child Care Operational and Accountability Requirements

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

- The child care spaces/rooms will not result in an operating and/or financial pressure for the CMSM/DSSAB.
- The physical space will be owned by the school board and leased to the child care operator or CMSM/DSSAB. School boards are not to charge operators beyond a cost-recovery level.
- School boards will recover their accommodation costs (e.g., rent, heating, lighting, cleaning, maintenance and repair costs) directly from child care operators and/or CMSMs/DSSABs as per the school board's usual leasing process. School boards are not permitted to absorb additional school board facility costs (e.g., custodial, heat, and lighting) and renewal costs (e.g., windows) through Ministry funding, such as the School Facility Operations or Renewal Grant.
- School boards are required to follow the capital construction approval process for the new construction and/or renovations of child care rooms. As per the Ministry's Capital Accountability Requirements, school boards will be required to submit a space template before designing the project, where applicable. School boards will require an Approval to Proceed (ATP) before the project can be tendered.
- Child care space will not count as loaded space for the purposes of the facility space template. The facility space template should provide details of the child care space under the section "Community Use Rooms".
- School boards will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child care projects are within the approved project funding and do not exceed the Ministry's benchmarks.
- Rooms must be built in accordance with the [Child Care and Early Years Act, 2014](#) (CCEYA).
- It is expected that all new child care rooms funded under this policy will be built to accommodate a maximum group size for each age grouping for children 0 to 3.8 years (e.g., 10 infant spaces, 15 toddler spaces, and 24 preschool spaces), and that child care rooms will be for exclusive use during the core school day. Although unobstructed space requirements are per child, infant, and toddler group sizes require additional space for separate sleep areas, change area, etc. These should be considered when developing floor plans. Considerations should also include the long-term use of the room, including the ability to convert to other child care age groups or for classroom use.
 - Please note, a new optional approach to age groupings, ratios and staff qualifications will be implemented starting September 1, 2017 as part of the recent regulatory announcements under the CCEYA. Under the new approach, licensees will have the option of operating under the current requirements for

age groupings, ratios, and qualifications (Schedule 1) or applying to adopt the new option (Schedule 2). Licensees and new applicants will have the opportunity to apply for a license under Schedule 2, which would be approved based on set criteria.

- Schedule 2 will come into effect on September 1, 2017 as an option. Licensees will be informed of when they can begin to submit requests for revisions by Fall 2016.
- Programs created will support continuity of services for children and families in order to accommodate children as they age out of programs. For example, if a toddler room is included in the project proposal a preschool room must also be available.
- For the purpose of this policy, an eligible child care operator:
 - Is a not-for-profit operator or municipal operator; or
 - Is a for-profit operator already located in a school as a result of an agreement and has a purchase of service agreement, both of which were in place as of the date the memorandum was issued; and
 - Has not changed ownership or has not terminated the agreement since the date the memorandum was issued.
- Capital funding for child care cannot be used to address other school board capital needs. Funding will not be provided for school-age child care spaces as the Ministry will not fund exclusive space for before and after school child care programs.

Child Care Capital Funding Calculation and Eligible Expenses

New construction of child care rooms will be funded using the current elementary school construction benchmarks (for both elementary and secondary schools under this policy), including the site-specific geographic adjustment factor (GAF). For this policy, the loading factor used to calculate the capital funding will be 26 pupil places per room regardless of age groupings (e.g., infant, toddler, and preschool rooms will all be funded based on 26 pupil places per room). This approach allows school boards to build child care rooms at maximum group size and allow flexibility to address potential changes under the CCEYA. This funding formula will apply to all new construction of child care, including the replacement of existing child care due to school consolidation or accommodation review.

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

Note: The capital funding for retrofit projects for child care will be a maximum of 50 percent of the capital funding for new construction projects. School boards are expected to first utilize their uncommitted Schools-First Child Care Capital Retrofit Policy (SFCCRP) funding towards child care retrofit projects that have been submitted.

Eligible expenses include:

- First-time equipping; and
- Expenses incurred to meet CCEYA and Building Code standards, which qualify under the [Tangible Capital Assets Guide](#) (TCA), revised April 2015.

Application Process – Joint Submission

The Joint Submission form includes project details, separate project rankings by both the school board and the CMSM/DSSAB, and confirms that the child care program meets all eligibility and viability requirements.

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

The Joint Submission form must be submitted as part of the school board's business case. The Joint Submission form is to be submitted directly to the school board's Capital Analyst (Appendix C) and Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (Appendix D).

Joint Submission forms must be received by the Ministry by January 27, 2017.

The Ministry may request supporting documentation following a review of the Joint Submission.

Appendix B: Child and Family Program Projects

Child and Family Program Eligibility

The Ministry will consider funding capital projects in schools where there is a need to replace child and family program rooms that would be lost due to a school consolidation or address demand in a new school being built as part of a school consolidation project. Child and family program projects must result in new child and family program space (i.e., not a retrofit to an existing child and family program space). School boards will need to have the support of the corresponding Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB) regarding the eligibility and viability requirements to build or renovate child and family programs in identified schools.

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

Child and family programs refer to the following Ministry supported programs: Ontario Early Years Centres (OEYCs), Parenting and Family Literacy Centres (PFLCs), Child Care Resource Centres (CCRCs), and Better Beginnings, Better Futures (BBBFs). As part of Ontario's early years modernization plan, these four programs will be integrated and transformed to establish Ontario Early Years Child and Family Centres (child and family programs). While the expectation is that the key features of child and family programs are implemented by 2018, it is understood that system integration will take time and adjustments may need to be made in the future. CMSMs/DSSABs will be responsible for the local management of child and family programs as part of their existing service system management responsibilities for child care and other human services.

Joint Planning and Local Prioritization of Child and Family Program Projects

The Ministry expects school boards and CMSMs/DSSABs to work together to identify the need for child and family programs. CMSMs/DSSABs will need to consider projects relative to demand, long-term viability, and their local needs assessment for child and family programs.

The school board and CMSM/DSSAB are to separately provide a priority ranking for each child care and/or child and family program request being submitted for consideration. The school board provides its ranking for the project against its other projects, and the CMSM/DSSAB prioritizes all projects they are being asked to sign-off on by all school boards (i.e., if the English public school board, the English Catholic school board, and the French Catholic school board all request municipal approval on their Joint Submission form, the CMSM/DSSAB must prioritize them all together rather than per individual school board). This will help ensure that the approved child care and/or child and family program projects align with approved capital projects.

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

Ministry Prioritization of Eligible Child and Family Program Projects

The Ministry will use the following factors to prioritize projects under this policy should the number of eligible submission surpass available funding:

- Projects are “ready-to-go” and the community has already made plans to relocate, replace or build new child and family program space in a school.
- Child and family programs are in locations that are well-positioned to meet local needs and fill identified service gaps, and will align with future child and family programs planning completed by CMSMs/DSSABs.
- Projects in communities where municipal partners already have familiarity and/or responsibility for child and family programs, and where strong partnerships between the school board and municipality already exist.

Child and Family Program Operational and Accountability Requirements

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

- The child and family program space/rooms will not result in an operating pressure for the CMSM/DSSAB.
- The physical space will be owned by the school board and leased to the child and family program operator or CMSM/DSSAB. School boards are not to charge operators beyond a cost-recovery level.
- School boards will recover their accommodation costs (e.g., rent, heating, lighting, cleaning, maintenance and repair costs) directly from child and family program operators and/or CMSMs/DSSABs as per the school board’s usual leasing process. School boards are not permitted to absorb additional school board facility costs (e.g., custodial, heat, and lighting) and renewal costs (e.g., windows) through Ministry funding, such as the School Facility Operations or Renewal Grant.
- School boards are required to follow the capital construction approval process for the new construction and/or renovations of child and family program rooms. As per the Ministry’s Capital Accountability Requirements, school boards will be required to submit a space template before designing the project, where applicable, school boards will require an Approval to Proceed (ATP) before the project can be tendered.
- Child and family program space will not count as loaded space for the purposes of the facility space template. The facility space template should provide details of the child and family program space under the section “Community Use Rooms”.
- School boards will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child and family program projects are within the approved project funding and do not exceed the Ministry’s benchmarks.
- Child and family programs are all Ministry funded child and family programs (OEYCs, PFLCs, CCRCs, and BBBFs).

- It is expected that child and family program spaces built or renovated under this policy:
 - Are built to the specifications of a kindergarten classroom or a regular classroom;
 - Have separate and sufficient washroom space for parents and children using the centre;
 - Have a separate sink or portable sink for parents/caregivers and children using the centre; and
 - Have appropriate covered space for stroller parking on school property or within the school.
- For the purpose of this policy, an eligible child and family program operator:
 - Is a not-for-profit operator or municipal operator; and
 - Receives support from the Ministry to operate an OEYC, PFLC, CCRC, or BBBF program.
- Capital funding for child and family programs cannot be used to address other school board capital needs.

Child and Family Program Capital Funding Calculation and Eligible Expenses

The construction of child and family program rooms will be funded using the current elementary school construction benchmarks (for both elementary and secondary schools under this policy), including the site-specific geographic adjustment factor (GAF). For this policy, the leading factor used to calculate the capital funding will be 26 pupil places per room. This approach allows school boards to build child and family program rooms that can be converted for classroom use in the future, if necessary. This funding formula will apply to all new construction of child and family programs, including the replacement of existing child and family programs due to school consolidation or accommodation review.

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

Note: The capital funding for retrofit projects for child and family programs will be a maximum of 50 percent of the capital funding for new construction projects.

Eligible expenses include:

- First-time equipping; and
- Expenses incurred to meet Building Code standards, which qualify under the [Tangible Capital Assets Guide](#) (TCA), revised April 2015.

Application Process – Joint Submission

The Joint Submission form includes project details, separate project rankings by both the school board and the CMSM/DSSAB, and confirms that the child and family program meets all eligibility and viability requirements.

In order to be considered for funding for the construction of new or renovated child and family program space, school boards must work with their municipal partners to submit a jointly-signed Joint Submission form requesting the construction of child and family program space. School boards must submit a Joint Submission form signed by both the CMSM/DSSAB Manager of Child Care and Early Years System and the school board Director of Education.

The Joint Submission form must be submitted as part of the school board's business case. The Joint Submission form is to be submitted directly to the school board's Capital Analyst (Appendix C) and Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (Appendix D).

Joint Submission forms must be received by the Ministry by January 27, 2017.

The Ministry may request supporting documentation following a review of the Joint Submission.

Appendix A

Appendix C: List of Ministry Capital Analysts

DSB	District School Board	Capital Analyst	Email	Phone
1	DSB Ontario North East	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
2	Algoma DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
3	Rainbow DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
4	Near North DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
5.1	Keewatin-Patricia DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
5.2	Rainy River DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.1	Lakehead DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.2	Superior Greenstone DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
7	Bluewater DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
8	Avon Maitland DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
9	Greater Essex County DSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
10	Lambton Kent DSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
11	Thames Valley DSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
12	Toronto DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
13	Durham DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
14	Kawartha Pine Ridge DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
15	Trillium Lakelands DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
16	York Region DSB	Yvonne Rollins	Yvonne.Rollins@ontario.ca	416-326-9932
17	Simcoe County DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
18	Upper Grand DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
19	Peel DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
20	Halton DSB	Diamond Tsui	Diamond.Tsui@ontario.ca	416-325-2017
21	Hamilton-Wentworth DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
22	DSB Niagara	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
23	Grand Erie DSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
24	Waterloo Region DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
25	Ottawa-Carleton DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
26	Upper Canada DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
27	Limestone DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
28	Renfrew County DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
29	Hastings and Prince Edward DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
30.1	Northeastern CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
30.2	Nipissing-Parry Sound CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
31	Huron Superior CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
32	Sudbury CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
33.1	Northwest CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
33.2	Kenora CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
34.1	Thunder Bay CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
34.2	Superior North CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
35	Bruce-Grey CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
36	Huron Perth CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796

DSB	District School Board	Capital Analyst	Email	Phone
37	Windsor-Essex CDSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
38	London DCSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
39	St. Clair CDSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
40	Toronto CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
41	Peterborough VNCCDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
42	York CDSB	Yvonne Rollins	Yvonne.Rollins@ontario.ca	416-326-9932
43	Dufferin Peel CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
44	Simcoe Muskoka CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
45	Durham CDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
46	Halton CDSB	Diamond Tsui	Diamond.Tsui@ontario.ca	416-325-2017
47	Hamilton-Wentworth CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
48	Wellington CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
49	Waterloo CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
50	Niagara CDSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
51	Brant Haldimand Norfolk CDSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
52	CDSB of Eastern Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
53	Ottawa CSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
54	Renfrew County CDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
55	Algonquin and Lakeshore CDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
56	CSP du Nord-Est	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
57	CSP du Grand Nord de l'Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
58	CS Viamonde	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
59	CÉP de l'Est de l'Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
60.1	CSCD des Grandes Rivières	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
60.2	CSC Franco-Nord	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
61	CSC du Nouvel-Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
62	CSDC des Aurores boréales	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
63	CSC Providence	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
64	CSDC Centre Sud	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
65	CSDC de l'Est ontarien	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
66	CÉC du Centre-Est	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018

Appendix D: List of Ministry Early Years Education Officers and Child Care Advisors

REGION	EO/CCA	CMSM/DSSAB	SCHOOL BOARD
TORONTO	<u>Education Officer:</u> Dolores Cascone Tel: 416-314-6300 Toll Free: 1-800-268-5755 Dolores.Cascone@ontario.ca TBD (French Language Boards) <u>Child Care Advisor:</u> Isilda Kucherenko Tel: 416-325-3244 Isilda.Kucherenko@ontario.ca	City of Toronto	CS Viamonde CSD catholique Centre-Sud Toronto Catholic DSB Toronto DSB
		County of Dufferin	CS Viamonde CSD catholique Centre-Sud Dufferin–Peel Catholic DSB Upper Grand DSB
		Regional Municipality of Halton	CS Viamonde CSD catholique Centre-Sud Halton Catholic DSB Halton DSB
		Regional Municipality of Peel	CS Viamonde CSD catholique Centre-Sud Dufferin–Peel Catholic DSB Peel DSB
		County of Wellington	CS Viamonde CSD catholique Centre-Sud Upper Grand DSB Wellington Catholic DSB
LONDON	<u>Education Officer:</u> Sue Chanko Tel: 519-870-2187 Sue.Chanko@ontario.ca TBD (French Language Boards) <u>Child Care Advisor:</u> Karen Calligan Tel: 226-919-5832 Karen.Calligan@ontario.ca	Regional Municipality of Waterloo	CS Viamonde CSD catholique Centre-Sud Waterloo Catholic DSB Waterloo Region DSB
		City of Brantford	Brant Haldimand Norfolk Catholic DSB CS Viamonde CSD catholique Centre-Sud Grand Erie DSB
		County of Norfolk	Brant Halidmand Norfolk Catholic DSB CS Viamonde CSD catholique Centre-Sud Grand Erie DSB
		City of Hamilton	CS Viamonde CSD catholique du Centre-Sud Hamilton-Wentworth DSB Hamilton-Wentworth Catholic DSB
		Regional Municipality of Niagara	CS Viamonde CSD catholique Centre-Sud DSB of Niagara Niagara Catholic DSB
		County of Huron	Avon Maitland DSB CS Viamonde CSD des écoles catholiques du Sud-Ouest Huron-Perth Catholic DSB
		County of Lambton	CS Viamonde CSD des écoles catholiques du Sud-Ouest Lambton Kent DSB St. Clair Catholic DSB

		City of London	CS Viamonde CSD des écoles catholiques du Sud-Ouest London District Catholic SB Thames Valley DSB
		County of Oxford	CS Viamonde CSD des écoles catholiques du Sud-Ouest London District Catholic SB Thames Valley DSB
		City of St. Thomas	CS Viamonde CSD des écoles catholiques du Sud-Ouest London District Catholic SB Thames Valley DSB
		City of Stratford	Avon Maitland DSB CS Viamonde CSD des écoles catholiques du Sud-Ouest Huron-Perth Catholic DSB
		City of Windsor	CS Viamonde CSD des écoles catholiques du Sud-Ouest Greater Essex County DSB Windsor-Essex Catholic DSB
		Municipality of Chatham-Kent	CS Viamonde CSD des écoles catholiques du Sud-Ouest Lambton-Kent DSB St. Clair Catholic DSB
NORTH BAY / SUDBURY	<u>Education Officer:</u> Renée Brouillette Tel: 705-497-6893 Toll Free: 1-800-461-9570 Renee.Brouillette@ontario.ca <u>Child Care Advisor:</u> Lina Davidson Tel: 705-564-4282 Lina.Davidson@ontario.ca	Cochrane DSSAB	CSD catholique des Grandes Rivières CSD du Nord-Est de l'Ontario DSB Ontario North East Northeastern Catholic DSB
		Nipissing DSSAB	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CSD catholique des Grandes Rivières CSD catholique du Centre-Est de l'Ontario CSD catholique Franco-Nord CSD du Nord-Est de l'Ontario DSB Ontario North East Near North DSB Nipissing-Parry Sound Catholic DSB Northeastern Catholic DSB Renfrew County DSB
		Parry Sound DSSAB	CSD catholique Centre-Sud CSD catholique du Nouvel-Ontario CSD catholique Franco-Nord CSD du Nord-Est de l'Ontario Near North DSB Nipissing-Parry Sound Catholic DSB Simcoe Muskoka Catholic DSB Sudbury Catholic DSB

		Timiskaming DSSAB	CSD catholique des Grandes Rivières CSD du Nord-Est de l'Ontario DSB Ontario North East Northeastern Catholic DSB
		City of Greater Sudbury	CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Rainbow DSB Sudbury Catholic DSB
		Algoma DSSAB	Algoma DSB CSD catholique des Grandes Rivières CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario CSD du Nord-Est de l'Ontario DSB Ontario North East Huron-Superior Catholic DSB Northeastern Catholic DSB
		Manitoulin-Sudbury DSSAB	Algoma DSB CSD catholique des Grandes Rivières CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario CSD du Nord-Est de l'Ontario DSB Ontario North East Huron-Superior Catholic DSB Northeastern Catholic DSB Rainbow DSB Sudbury Catholic DSB
		Sault Ste. Marie DSSAB	Algoma DSB CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Huron-Superior Catholic DSB
THUNDER BAY	<u>Education Officer:</u> Heather Exley Tel: 807-474-2993 Toll Free: 1-800-465-5020 Heather.Exley@ontario.ca <u>Child Care Advisor:</u> Kelly Massaro-Joblin Tel: 807-474-2982 Toll Free: 1-800-465-5020 Kelly.Massaro-Joblin@ontario.ca	Rainy River DSSAB	CSD catholique des Aurores boréales CSD du Grand Nord de l'Ontario Northwest Catholic DSB Rainy River DSB
		Kenora DSSAB	CSD catholique des Aurores boréales CSD du Grand Nord de l'Ontario Keewatin-Patricia DSB Kenora Catholic DSB Northwest Catholic DSB Rainy River DSB
		Thunder Bay DSSAB	CSD catholique des Aurores boréales CSD du Grand Nord de l'Ontario Keewatin-Patricia DSB Lakehead DSB Superior North Catholic DSB Superior-Greenstone DSB Thunder Bay Catholic DSB

OTTAWA	<u>Education Officer:</u> Jeff O'Grady Manager (A), Full-Day Kindergarten Early Years Implementation Branch Tel: 416-212-4004 Jeff.OGrady@ontario.ca <u>Child Care Advisor:</u> Rachelle Blanchette Tel: 613-536-7331 Rachelle.Blanchette@ontario.ca	County of Hastings	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CS Viamonde CSD catholique Centre-Sud CSD catholique du Centre-Est de l'Ontario Hastings and Prince Edward DSB Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		City of Kingston	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Limestone DSB
		County of Lanark	Catholic DSB of Eastern Ontario CSD catholique du Centre-Est de l'Ontario Conseil des écoles publiques de l'Est de l'Ontario Upper Canada DSB
		County of Leeds and Grenville	Catholic DSB of Eastern Ontario Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Upper Canada DSB
		County of Prince Edward/Lennox and Addington	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Hastings and Prince Edward DSB Limestone DSB
		City of Cornwall	Catholic DSB of Eastern Ontario CSD catholique de l'Est ontarien Conseil des écoles publiques de l'Est de l'Ontario Upper Canada DSB
		City of Ottawa	Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Ottawa Catholic DSB Ottawa-Carleton DSB
		United Counties of Prescott and Russell	Catholic DSB of Eastern Ontario Conseil des écoles publiques de l'Est de l'Ontario CSD catholique de l'Est ontarien Upper Canada DSB
		County of Renfrew	Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de

			l'Ontario Renfrew County Catholic DSB Renfrew County DSB
BARRIE	<u>Education Officer:</u> Ana Marie Prokopich Tel: 705-725-6260 Toll Free: 1-888-999-9556 AnaMarie.Prokopich@ontario.ca TBD (French Language Boards) <u>Child Care Advisor:</u> Maria Saunders Tel: 705-725-7629 Maria.Saunders@ontario.ca	County of Bruce	Bluewater DSB Bruce-Grey Catholic DSB CS Viamonde CSD des écoles catholiques du Sud-Ouest
		County of Grey	Bluewater DSB Bruce-Grey Catholic DSB CS Viamonde CSD des écoles catholiques du Sud-Ouest
		Regional Municipality of Durham	CS Viamonde CSD catholique Centre-Sud Durham Catholic DSB Durham DSB Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		County of Northumberland	CS Viamonde CSD catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		City of Peterborough	CS Viamonde CSD catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		County of Simcoe	CS Viamonde CSD catholique Centre-Sud Simcoe County DSB Simcoe Muskoka Catholic DSB
		City of Kawartha Lakes	CS Viamonde CSD catholique Centre-Sud Peterborough Victoria Northumberland and Clarington Catholic DSB Trillium Lakelands DSB
		Regional Municipality of York	CS Viamonde CSD catholique Centre-Sud York Catholic DSB York Region DSB
		District Municipality of Muskoka	CSD catholique Centre-Sud Simcoe Muskoka Catholic DSB Trillium Lakelands DSB

School Group Committee Dates	Trustees	1st Committee Meeting	1st Public Meeting	2nd Committee Meeting	3rd Committee Meeting	4th Committee Meeting	2nd Public Meeting
St. Paul, St. Michael, Our Lady of Lourdes	Davis	5-Oct-16	11-Oct-16	1-Nov-16	15-Nov-16	29-Nov-16	7-Dec-16
Holy Redeemer, Our Lady of Guadalupe, St. Matthias	Del Grande / Kennedy	21-Sep-16	18-Oct-16	3-Oct-16	7-Nov-16	22-Nov-16	14-Dec-16
Prince of Peace, St. Rene Goupil, The Divine Infant	Tanuan	21-Sep-16	19-Oct-16	tbd	tbd	tbd	tbd
Blessed Pier Giorgio Frassati, Sacred Heart, St. Bede, St. Gabriel Lalemant	Tanuan	20-Sept-16	12-Oct-16	tbd	tbd	tbd	tbd
Don Bosco	Martino	na	25-Oct-16	na	na	na	na

School Group Board reports	Trustees	Interim Report	Delegations	Final Report
St. Paul, St. Michael, Our Lady of Lourdes	Davis	26-Jan-17	1-Feb-17	23-Feb-17
Holy Redeemer, Our Lady of Guadalupe, St. Matthias	Del Grande / Kennedy	26-Jan-17	1-Feb-17	23-Feb-17
Prince of Peace, St. Rene Goupil, The Divine Infant	Tanuan	tbd	tbd	tbd
Blessed Pier Giorgio Frassati, Sacred Heart, St. Bede, St. Gabriel Lalemant	Tanuan	tbd	tbd	tbd
Don Bosco	Martino	24-Nov-16	1-Feb-17	23-Feb-17



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

CAPITAL PRIORITIES 2017-2018: SCHOOL CONSOLIDATION (WARDS 7,9,11)

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

Created, Draft	First Tabling	Review
January 10, 2017	January 12, 2017	

J. Volek, Sr. Coordinator, Planning Services
M. Silva, Comptroller, Planning & Development Services
M. Puccetti, Superintendent of Facilities

RECOMMENDATION REPORT

Vision:

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

Mission:

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

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



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

On December 1, 2016 the Ministry of Education issued *Memorandum 2016:B19: Request for School Consolidation Capital Funding Submissions*.

Funding for Capital Priorities: School Consolidation projects will be allocated on a business case basis for projects that need to be completed by the 2020-21 school year. Boards must submit business cases by **January 27, 2017**. School Consolidation Capital (SCC) submissions related to accommodation reviews must have a final trustee decision by March 24, 2017 to be considered for funding.

Staff recommend that the following capital projects be submitted to the Ministry of Education by January 27, 2017 for funding approval:

Ranking	Pupil Accommodation Review	Proposed Capital Project
1	Holy Redeemer, Our Lady of Guadalupe, St. Matthias	Replacement School at St. Matthias site/child care
2	St. Paul, St. Michael, Our Lady of Lourdes	Replacement School at former Duke of York site/child care

The cumulative staff time dedicated to developing this report was 20 hours.

B. BACKGROUND

1. On December 1, 2016 the Ministry of Education issued *Memorandum 2016:B19: Request for School Consolidation Capital Funding Submissions*. The 2017 School Consolidation Capital (SCC) program is supported through the \$750 million in funding that was announced in 2014-15 as part of the School Board Efficiencies and Modernization (SBEM) initiative. In addition, the Ministry has child care capital funding to fund replacement of child care and child and family rooms that would be lost due to school consolidation.

2. Funding for Capital Priorities: School Consolidation projects will be allocated on a business case basis for projects that need to be completed by the 2020-21 school year. Boards must submit business cases by **January 27, 2017**.
3. Highlights of the Memorandum are as follows:
 - a) School Consolidation Capital (SCC) submissions related to Pupil Accommodation Reviews must have a final Trustee decision by **March 24, 2017** to be considered for funding.
 - b) Business cases will be required for a school board's top eight (8) projects.

C. EVIDENCE/RESEARCH/ANALYSIS

4. On February 11, 2016 the Corporate Services, Strategic Planning and Property Committee approved the report *Capital Priorities 2016-2017: School Consolidation: Criteria*. This report recommended that the following criteria be used to rank School Consolidation Projects:
 - a) Establishment of Community Hub
 - b) Reduction of pupil places
 - c) Impact on reducing operating costs
 - d) Reduction of Deferred Maintenance (5 year Ministry inspection)
 - e) FCI > 65% (Ministry Comparable FCI)
 - f) Enrolment Projections in the area of the project
5. The concurrent January 12, 2017 amended report *Request for School Consolidation Capital Funding Submissions (AMENDED)* considered potential capital requests under the SCC program. As Pupil Accommodation Reviews must have a final Trustee decision by March 24, 2017 in order to qualify for inclusion, business cases for the following potential Capital projects that qualify for submission on January 27, 2017 are:
 - a) Holy Redeemer, Our Lady of Guadalupe, St. Matthias
 - b) St. Paul, St. Michael, Our Lady of Lourdes

6. Utilizing the criteria outlined in Comment 4, staff recommend that the following Capital projects be submitted to the Ministry of Education by January 27, 2017 for funding approval:

Ranking	Pupil Accommodation Review	Proposed Capital Project
1	Holy Redeemer, Our Lady of Guadalupe, St. Matthias	Replacement School at St. Matthias site/child care
2	St. Paul, St. Michael, Our Lady of Lourdes	Replacement School at former Duke of York site/child care

D. STAFF RECOMMENDATION

That the following projects be recommended to the Ministry of Education for capital funding by January 27, 2017:

Ranking	Pupil Accommodation Review	Proposed Capital Project
1	Holy Redeemer, Our Lady of Guadalupe, St. Matthias	Replacement School at St. Matthias site/child care
2	St. Paul, St. Michael, Our Lady of Lourdes	Replacement School at former Duke of York site/child care



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

REDUCTION OF PROFESSIONAL SERVICES COSTS FOR CAPITAL PROJECTS

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

Created, Draft	First Tabling	Review
January 9, 2017	January 19, 2017	Click here to enter a date.
D. Friesen, Senior Coordinator, Capital Development M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services A. Della Mora, D. Yack, J. Shanahan, J. Wujek, K. Malcolm, M. Caccamo, P. Aguiar, S. Campbell Superintendents of Learning, Student Achievement and Well-Being M. Puccetti, Superintendent of Facilities Services		
INFORMATION REPORT		

Vision:

*At Toronto Catholic we transform the world
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*We educate students to grow in grace and
knowledge 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

This report addresses a trustee request to investigate ways to decrease costs for architectural services. The report reviews TCDSB purchasing procedures for architectural services and architectural associations' recommended fees.

An analysis of architectural fees for seven recent elementary school Capital projects indicates that fees paid by the TCDSB for basic architectural services are on average less than 50% of the of the fees recommended by the Royal Architectural Institute of Canada in 2009. There is little room to reduce fees further without reducing service to an unacceptable level.

Options reviewed to reduce fees as noted in Table 2, have associated risks and consequences for the Board, which may impact quality and project delivery timelines. The options include the use of repeat school designs, elimination of building system commissioning, transferring work of feasibility studies and coordination of municipal approval applications to staff, no participation by architects in school or community consultation, no presentation drawings, no exploration of energy saving or sustainable features including Net Zero and architect selection based on price only with no prequalification.

The cumulative staff time dedicated to developing this report was 29 hours.

B. PURPOSE

1. At the Student Achievement Board Meeting of June 2, 2016, there was a Trustee motion regarding strategies to “decrease costs for consultants and architectural firms, with savings used to offset costs of air conditioning, green roofs, gyms, etc.”

C. BACKGROUND

1. Under the Ontario Building Code (OBC), schools are classified as “*assembly occupancy*.” The Building Code requires that all building of *assembly occupancy* be designed by a professional architect holding a **Certificate of Practice with the Ontario Association of Architects** (OAA). Structural, mechanical and electrical systems are to be designed by qualified professional engineers.

2. The OBC further stipulates that *General Review* of construction must be carried out by an architect for the building, and by the respective engineers responsible for the design of the structural, mechanical and electrical systems.
3. Board staff cannot provide the professional services required to certify a design, nor review the construction of schools, as defined under the OBC, because the Board, as a corporate entity, cannot not hold a Certificate of Practice and does not carry professional liability insurance for architects or engineers. One of the prime reasons why the Board uses architects and engineers is that their services are covered by their professional associations and liability insurance.
4. Architects are the only professionals qualified to design and provide advice, including technical and aesthetic judgement, on the built environment. In matters of public health and safety, architects are obliged to serve the public interest and respond to the public need. This mandate has been expanded in the present day to encompass the sustainability of the global environment and accessibility for all persons.
5. The TCDSB Procurement Policy and Purchasing Procedures Manual, which adheres to the Broader Public Sector Procurement Directive, requires a competitive process in the acquisition of goods and services whose value exceeds \$5,000.00, whenever possible.
6. Architects for TCDSB Capital and Renewal projects are selected by either a Request for Quotation (RFQ) for small projects where a list of prequalified consultants is available, or a Request for Proposal (RFP) including detailed evaluation through scoring of technical and creative skills and experience in addition to price, for large projects.
7. School design projects are rewarding for architects, as they represent interesting design challenges and service to the public, therefore many architects are willing to price their services lower than their associations' recommended fees in order to secure the work. RFP's and Requests for Prequalification for TCDSB school projects routinely attract between 50 and 150 submissions. Competition, therefore, is very healthy for school projects, resulting in opportunities for the Board to retain well-qualified firms for very reasonable fees.

8. Architectural services generally are divided into two categories — “basic” and “additional services.” Basic services are those that are traditionally required for a typical project and are predictable and clearly defined. These are the standard services related to schematic design, design development, building permit application, construction documents, tendering, construction contract administration, field review and one-year warranty inspection. Services of structural, mechanical and electrical engineers are included. (See Appendix A—Checklist: Scope of Services, from the Royal Architectural Institute of Canada (RAIC) “*Guide to Determining Appropriate Fees for the Services of an Architect.*”)
9. Both the OAA, in 1988, and the RAIC, in 2009, have published recommended fees for basic architectural services as outlined above, based on percentage of construction cost (includes HST and building permit). Refer to Appendices B and C. The recommended percentages are on a sliding scale, increasing with building complexity and decreasing with increasing construction cost. The 2009 RAIC fees are higher than the 1988 OAA schedule due to factors such as increasingly sophisticated building systems, more detailed project documentation requirements and greater expectations for energy conservation and building performance.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The majority of architectural fees for Capital projects are based on a fixed fee, rather than a fee based on percentage of construction cost. This ensures that the consultant will not be motivated to allow construction costs to escalate to obtain a higher fee. For the purposes of comparing fees paid by TCDSB to the above-noted industry standard fee schedules using percentage-based fees, the fixed fees from recent TCDSB Capital projects have been converted to percentage based fees in Table 1 below.
2. Table 1 summarizes the results of an analysis of architectural fees for seven (7) recent elementary school Capital projects as compared to the OAA 1988 Fee Schedule and to the RAIC 2009 “*Guide to Determining Appropriate Fees for the Services of an Architect*” recommended percentage fees (refer to Appendix C):

Table 1: Architects' Fees as Percent of Construction Cost in Capital Projects
(Note: "Construction Cost" as defined by the OAA and RAIC includes full HST)

	Project Type	Construction Cost or Estimate (incl. 13% HST)	Basic Fee (w/o tax) % of Construction Cost	OAA 1988 Schedule Basic % Fee	RAIC 2009 Recomm. Basic % Fee	Total Fees % of Construction incl. Additional Services, Expenses, & Net HST
1	Addition	\$2,870,823	4.56%	6.85%	9.40%	7.54%
2	Addition	\$5,301,292	3.83%	6.60%	9.40%	6.09%
3*	Addition: *Note construction tender cost was significantly below cost estimate:					
3*	Actual Cost	\$7,167,435	6.26%	6.40%	9.20%	9.50%
3*	Estimated:	\$8,951,860	5.01%	6.40%	9.20%	8.41%
4	New School	\$11,839,261	4.33%	6.20%	9.00%	6.73%
5	New School	\$12,692,137	5.06%	6.20%	9.00%	8.80%
6	Addition	\$12,753,141	4.77%	6.20%	9.00%	6.91%
7	New School	\$19,294,627	3.86%	6.10%	9.00%	6.44%

3. Note from Table 1 that the "Basic Fees" for the seven Capital projects range from 3.83% to 5.06 % as a percentage of the construction cost (using the estimated construction cost before tender for Project # 3—see note to Project # 3 above).
4. On average, based on the above analysis of recent projects, TCSDSDB is paying about 70% of the fees recommended by the OAA in 1988 and **less than 50%** of the fees recommended by the RAIC in 2009 for basic services.
5. TCDSB school projects typically require the following additional services and specialty consultants (included in "Total Fees %" column in Table 1 above):
 - Civil engineering (grading and storm water management)
 - Landscape consultant
 - Topographical and property survey
 - Geotechnical investigation
 - Hazardous Materials survey and abatement specifications
 - Energy Modelling
 - Municipal Site Plan Approval including meetings with City staff

- Construction cost estimates by Quantity Surveyor
 - School community consultation and presentations
 - Mechanical systems commissioning
5. The following services and studies also may be required for some projects:
- Green roof design
 - Demolition documents and tendering
 - Design revisions due to unforeseen site conditions
 - Upgrades to existing building systems
 - Arborist report
 - Traffic studies, archaeological studies, noise studies, shadow studies
 - Exterior lighting analysis
 - Heritage Impact Assessment
 - Environmental Assessments
 - Design of municipal infrastructure upgrades
 - Building Code consultant to justify OBC interpretation
 - Feasibility studies
 - Rezoning application
 - Committee of Adjustment application and hearing
 - Public meetings and presentations
6. Expenses that must be reimbursed to consultants in addition to the fees include printing, courier, long distance communications and 3D renderings for presentations (included in “Total Fees %” column in Table 1 above). TCDSB does not allow consultants to charge for travel within the GTA.
7. When all fees for additional services, expenses and net HST are included, the total professional services costs for the seven projects in Table 1 are still lower than the RAIC recommended fees for basic services only.
8. The following factors will likely contribute to increasing architectural fees for TCDSB school projects in the future:
- Requirement for innovative design for “21st Century Learning
 - Requirement for Registered Communications Distribution Designer (RCDD) to meet IT standards
 - Difficult sites – undersized and/or grading and access issues
 - Requirement for Net Zero design
 - Life Cycle costing to support sustainable design decisions and funding
 - Increased on-site supervision for Net Zero construction

- Increased commissioning services for Net Zero
 - Multiple users such as child care and other community partners
 - Increasing complexity of Municipal Site Plan Approval process
 - Increased community consultation
9. New gymnasiums cost approximately \$1.5M if constructed as part of a larger project, more if a stand-alone project. Total architectural fees and expenses including net HST, and including significant extraordinary site work, for the two large addition projects in Table 1 that included new gyms were \$680,661 and \$881,541.
 10. The Ministry of Education provides additional funding for green roofs or cash-in-lieu where required by the City of Toronto, upon submission of the cost consultant report for each project.
 11. With the Board's resolution to move toward Net Zero, i.e. reduce greenhouse gas emissions and energy use, while maintaining or improving comfort levels of students and staff, the role of well-qualified architects will be more important than ever. In particular, paying consultants for their knowledge and evaluation of alternative heating and cooling technologies and systems, and building envelope designs that conserve energy, is critical to achieving the Board's goals.

E. VISION

VISION	PRINCIPLES	GOALS
To provide sustainable educational environments that enhance learning and teacher and student well-being and that endure over time.	<ul style="list-style-type: none"> • Stewardship of resources • Quality of construction • Fairness in procurement • Fiscal responsibility and accountability 	Through a detailed evaluation process, meeting the Board's procurement policy, select firms that will provide the best value in delivering the services and oversight required to complete high quality work on time and on budget.

F. ACTION PLAN/OPTIONS

1. Table 2 outlines the options that may be considered for reducing architects' fees, **approximate** average potential savings per project and consequences:

Table 2: Architectural Fee Reduction Options

#	OPTION	SAVINGS	RISKS/CONSEQUENCES
1	Repeat Design – new schools only, not feasible for additions or renovations Potential savings in design time	\$200,000	No design variation to accommodate school specific programs; no school community input on design; schools must be the same size; must use the same architect; difficult to do as TCDSB site conditions vary widely, site issues require specific design solutions
2	No commissioning of various systems	\$ 20,000	No assurance that heating, cooling and ventilation systems will function properly or optimally; increased pressure/workload for maintenance staff
3	Staff carry out feasibility studies and coordinate building permit and Site Plan Approval (SPA) applications	\$10,000	Increase in staff required; must ensure staff have required expertise; Ministry Capital Priorities often based on third party feasibility studies
4	No participation by architect in school or community consultation, incl. no presentation drawings	\$6,000	Loss of direct communication with architect will affect design response; increased pressure on staff not trained in presentation; less effective presentations, staff may not be able to answer questions from public
5	No exploration of energy saving or sustainable features incl. Net Zero	unknown at this time	Counter to board resolution to move toward Net Zero and MYSP principle of stewardship of resources
6	Selection of architects based on lowest fee only with no prequalification and no Work Plan	\$100,000	Firms with no school experience, no proven performance record, poor design skills, resulting in unattractive and poorly functioning designs, poor energy performance, increased staff time to correct designs, explain standards and coordinate work; increased construction costs and time due to poor documents, lack of cost control

		experience and poor on-site supervision
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G. METRICS AND ACCOUNTABILITY

1. The Board's RFP process includes the submission of a detailed Work Plan by proponents outlining the tasks and deliverables at each stage of the project. Proposals are scored by a team of three evaluators who rate the Work Plan, the proposed team's previous school experience, cost control performance and design skills, together with the proposed fee to determine the proposal that represent the **best value** and best control of construction costs and time.
2. The Board's *Other Terms of Contract* to the Client-Architect Agreement, developed with legal consultation, limits the rate charged for additional services not included in the RFP to \$80 per hour. It also stipulate that there will be no administrative mark-up on disbursements.
3. The Board's policies for management of financial liability require architects to review the progress of construction and provide Certificates for Payment to verify contractors' invoices before payment is made to contractors.
4. Architectural fees are included in EDU funding for Capital and Renewal projects. Any savings in fees or construction costs cannot be transferred to Operations or Administration budgets. In fact, as noted in Table 2 above, reductions in architects' fees could result in increased pressure on the Board's Operations and Administration budgets due to increased maintenance and project coordination requirements.
5. Where Education Development Charges (EDC's) are applicable to a project, fees related to site preparation and of-site municipal upgrades are covered by EDC's, which may alleviate pressure on the project budget. The Ministry of Education has provided additional funding, including the associated fees, for site preparation work, demolition of existing building(s), and the Toronto Green Standards, including green roofs as required by the City of Toronto.
6. The Ministry of Education benchmark funding formula includes 15% for softs costs. Soft costs consist of consultant fees, municipal permits, furniture and equipment, internal project management costs and net HST. Total soft costs for TCDSB projects are consistently well below the benchmark, at an average of 12.2% for the seven projects analysed in Table 1. The balance is retained within the project, and can be shifted over to fund the construction portion of the project budget. The EDU requires boards to submit a detailed

third-party cost consultant report for all capital projects, for Approval to Proceed.

7. Procurement of professional services for Renewal work is typically based on a competitive *Request for Quotation* process, based on lowest fee, from a list of prequalified consultants.
8. In addition to hiring architects, internal management of Capital projects by professionally qualified staff further ensures high design quality and budget and schedule control.

H. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Each RFP for architectural services is reviewed and revised to incorporate lessons learned from previous projects to ensure that the requested services and submission requirements are clearly defined for optimal pricing.
2. Requests for prequalification of architects, engineers and para-professionals for Capital and Renewal work are publicly issued through the provincial on-line bidding system to ensure strong competition and encourage submissions from new firms.
3. As per the TCDSB Procurement Policy, architect appointments for new schools and major additions are approved by the Board of Trustees.
4. From a strategic planning perspective the hiring of well-qualified architects results in high quality work completed on time and on budget, comfortable spaces that work for students and staff and long term benefits to the Board in reduced energy, maintenance and operation costs, improved student performance and buildings that enhance their communities. Well-designed buildings also attract families and students and promote public confidence in the process of building new schools in communities.

I. CONCLUDING STATEMENT

This report is for the information of the Board.

APPENDIX A: From "A Guide to Determining Appropriate Fees for the Services of an Architect," Royal Architectural Institute of Canada, 2009 Checklist: Scope of Services

This chart is a typical checklist of services offered by the architect and his or her sub-consultants.

The nature of the individual project and the services customized to the client's needs will determine the scope of services required.

Project Inception	Project Assessment	Concept Approval	Approvals from Authorities	Awards of Construction Contract	Substantial Performance of Construction/Occupancy Permit	
1.0 PRE-DESIGN	2.0 SCHEMATIC DESIGN	3.0 DESIGN DEVELOPMENT	4.0 CONSTRUCTION DOCUMENTS	5.0 BIDDING OR NEGOTIATION	6.0 CONSTRUCTION – CONTRACT ADMINISTRATION	7.0 POST-CONSTRUCTION
ARCHITECT'S SERVICES <ul style="list-style-type: none">○ Facility Programming○ Space Relationships/ Flow Diagrams○ Project Development Scheduling○ Project Budgeting○ Life Cycle Cost Studies○ Economic Feasibility Studies○ Agency Consulting/ Review/Approval○ Site Selection/Analysis Utilization○ Environmental Studies○ Energy Studies○ Existing Facilities Surveys○ Client-Supplied Data Coordination○ Services Related to Project Management○ Presentations○ Marketing Studies○ Special Studies○ Re-Zoning Assistance○ Project Promotion SPECIAL CONSULTANTS' SERVICES <ul style="list-style-type: none">○ Legal Survey○ Geotechnical Analysis○ Project Financing	ARCHITECT'S SERVICES <ul style="list-style-type: none">● Client-supplied Data Coordination● Program and Budget Evaluation● Review of Alternative Design Approaches● Architectural Schematic Design● Schematic Design Drawings and Documents● Statement of Probable Construction Costs● Client Consultation○ Interior Design Concepts○ Special Studies (Future Facilities, Environmental Impact, etc.)○ Special Submissions or Promotional Presentations○ Special Models, Perspectives or Computer Presentations○ Project Management○ Agency Consultation CONSULTANTS' SERVICES <ul style="list-style-type: none">● Structural Design Concepts● Mechanical Design Concepts● Electrical Design Concepts● Statements of Probable Costs SPECIAL CONSULTANTS' SERVICES <ul style="list-style-type: none">○ Civil Design Concepts○ Landscape Concepts○ Statements of Probable Costs	ARCHITECT'S SERVICES <ul style="list-style-type: none">● Client-supplied Data Coordination● Design Coordination● Architectural Design Development● Design Development Drawings and Documents● Statement of Probable Construction Costs● Client Consultation○ Interior Design Development○ Special Studies/Reports (Planning Tenant or Rental Spaces, etc.)○ Promotional Presentations○ Models, Perspectives or Computer Presentations○ Project Management● Agency Consultation CONSULTANTS' SERVICES <ul style="list-style-type: none">● Structural Design Development● Mechanical Design Development● Electrical Design Development● Statements of Probable Costs SPECIAL CONSULTANTS' SERVICES <ul style="list-style-type: none">○ Civil Engineering Design Development○ Landscape Development○ Detailed Construction Cost Estimates or Quantity Surveys	ARCHITECT'S SERVICES <ul style="list-style-type: none">● Client-supplied Data Coordination● Project Coordination● Architectural Construction Documents (Working Drawings, Form of Construction Contract and Specifications)● Document Checking and Coordination● Statement of Probable Construction Costs● Client Consultation○ Interior Construction Documents○ Alternative Bid Details and Special Bid Documents○ Project Management○ Agency Consultation CONSULTANTS' SERVICES <ul style="list-style-type: none">● Structural Construction Documents● Mechanical Construction Documents● Electrical Construction Documents● Statements of Probable Costs SPECIAL CONSULTANTS' SERVICES <ul style="list-style-type: none">○ Civil Engineering Construction Documents○ Landscape Documents○ Detailed Construction Cost Estimates or Quantity Surveys	ARCHITECT'S SERVICES <ul style="list-style-type: none">● Client-supplied Data Coordination● Project Coordination● Issue Bidding Documents● Issue Addenda● Bid Evaluation● Construction Contract● Client Consultation○ Separate Bids or Negotiated Bids○ Services Related to Bidders' Proposals○ Project Management CONSULTANTS' SERVICES <ul style="list-style-type: none">● Issue Bidding Documents● Issue Addenda● Bid Evaluation SPECIAL CONSULTANTS' SERVICES <ul style="list-style-type: none">○ Issue Bidding Documents○ Issue Addenda○ Bid Evaluation	ARCHITECT'S SERVICES <ul style="list-style-type: none">● Field Review● Progress Reports/ Evaluation● Process Certificates for Payment● Interpretation of Contract Documents● Review of Shop Drawing Product Data/Sample● Change Orders● Substantial Performance Report and Certification● Client Consultation○ Interior Construction review○ Full-time Project Representation○ Administration of Separate Contracts○ Project Management○ Promotional Material○ Record Drawings○ Agency Consultation CONSULTANTS' SERVICES <ul style="list-style-type: none">● Structural review/ Reports● Mechanical review/ Reports● Electrical review/ Reports○ Record Drawings○ Certification of Progress SPECIAL CONSULTANTS' SERVICES <ul style="list-style-type: none">○ Civil Construction review○ Landscape Inspection○ Detailed Cost Accounting	ARCHITECT'S SERVICES <ul style="list-style-type: none">● Field Review● Deficiency Assessment● Review of Warranties● Total Performance Inspection and Certification● Client Consultation● Start-up Assistance● One-year Warranty Inspections OTHER SERVICES <ul style="list-style-type: none">○ Fine Arts/Crafts/ Graphics○ Non-building Equipment Selection○ Building Analysis and Reports○ Services Related to Alterations and Demolition○ Life Cycle Cost Monitoring○ Environmental Monitoring○ One-year Warranty Inspections CONSULTANTS' SERVICES <ul style="list-style-type: none">● Start-up Assistance● Systems Performance Review○ Non-building Equipment Selection○ Life Cycle Cost Monitoring○ Services related to Alterations and Demolition

- Basic Services as per Base Percentage Fees shown on page 11
- additional services

APPENDIX B: OAA Schedule of Recommended Fees, 1988, page 1

3.4 Schedule of Recommended Fees

For each building category the fee shall be established in proportion to the Construction Cost.

Division	Total Construction Cost for Each Category	Category						
		1 2	2	3	4	5	6	7
1.	up to \$125,000	Fee to be negotiated or on a Per Diem basis						
2.	up to \$250,000	(i) For the first \$125,000 (ii) On the remainder	6.50% 5.50%	6.00% 5.20%	8.50% 7.50%	9.50% 8.50%	12.00% 11.50%	15.00% 14.00%
3.	up to \$500,000	(i) For the first \$250,000 (ii) On the remainder	6.00% 5.00%	5.60% 5.20%	8.00% 7.20%	9.00% 8.00%	11.75% 10.75%	14.50% 12.50%
4.	up to \$1,000,000	(i) For the first \$500,000 (ii) On the remainder	5.50% 4.00%	5.40% 5.00%	7.60% 6.80%	8.50% 7.50%	11.25% 9.75%	13.50% 11.00%
5.	up to \$2,000,000	(i) For the first \$1,000,000 (ii) On the remainder	4.75% 3.25%	5.20% 4.80%	7.20% 6.50%	8.00% 7.00%	10.50% 8.70%	12.25% 9.75%
6.	up to \$4,000,000	(i) For the first \$2,000,000 (ii) On the remainder	4.00% 2.50%	5.00% 4.70%	6.85% 6.35%	7.50% 6.50%	9.60% 8.00%	11.00% 9.00%
7.	up to \$8,000,000	(i) For the first \$4,000,000 (ii) On the remainder	3.25% 2.25%	4.85% 4.65%	6.60% 6.20%	7.00% 6.30%	8.80% 7.10%	10.00% 8.50%
8.	up to \$16,000,000	(i) For the first \$8,000,000 (ii) On the remainder	2.75% 2.05%	4.75% 4.65%	6.40% 6.00%	6.65% 6.05%	7.95% 6.15%	9.25% 7.95%
9.	up to \$32,000,000	(i) For the first \$16,000,000 (ii) On the remainder	2.40% 2.00%	4.70% 4.60%	6.20% 5.80%	6.35% 5.85%	7.05% 5.95%	8.00% 7.40%
10.	over \$32,000,000	(i) For the first \$32,000,000 (ii) On the remainder	2.20%	4.65%	6.00%	6.10%	6.50%	7.75% 8.00%

~~2~~ Category 1 only — Plus a fee for all engineering services to be rendered
See 3.2.4

THIS SCHEDULE IS SUBJECT TO PERIODIC REVISION

APPENDIX B: OAA Schedule of Recommended Fees, 1988, page 2

3.3 Categories of Buildings

- Category 1. (a) Multiple Housing, *e.g. Condominium Co-operative and Rental Apartment Building*
 (b) Institutional Residence, *e.g. Dormitory*
 (c) Senior Citizens Apartments (*exclusive of support facilities*)
- Category 2. (a) Warehouse (*10% maximum office area but not to exceed 600 sq. m.*)
 (b) Barn, Stable, Storage, Shed, Kennel
 (c) Parking Facility
- Category 3. (a) Armed Forces Base and Yard, Armoury, Drill Hall, Aircraft Hangar
 (b) Customs, Immigration Building
 (c) Summer Camp, Park Building, Resort Building, Marina, Trailer Park.
 (d) Maintenance Building, Service Garage, Gas Station, Car Dealership
 (e) Office Building *excluding Tenant Layouts*
 (f) Shopping Centre, Large Mercantile Store, Factory, *excluding Tenant Layouts*
 (g) Elementary and Junior High Schools, Day Care Centre
 (h) Specialized Agricultural Building, *e.g. Dairy Barn, Swine Operation, Poultry Laying House*
 (i) Covered Ice Rink *with minimal support facilities*
- Category 4. (a) School Buildings other than Category 3(g), University and College Non-Technical Classroom Building
 (b) Office Building, *e.g. Administrative Office Building, Owner Occupied Office Building*
 (c) Bank, Stock Exchange
 (d) Grandstand, Stadium, Arena
 (e) Convention Hall, Exhibition Building
 (f) Manufacturing, Processing or Specialized Storage Plant, Postal Plant, Abattoir
 (g) Medical Facility including Medical and Dental Office, Specialized Accommodation for Senior Citizens, Blood Donor Centre
 (h) Fire Station, Ambulance Station, Post Office
 (i) Store, Market Building, Warehouse Sales Outlet
 (j) Hotel, Apartment Hotel, Motor Hotel
 (k) Restaurant, Bar, Lounge *excluding Tenant Layout*
 (l) Minimum Security Correctional Institution
 (m) Club Building, Country Club, Community Centre
- Category 5. (a) Transportation Terminal
 (b) Amusement Park Building, Zoo, Botanical Garden
 (c) Swimming Pool
 (d) Theatre, Cinema, Opera House, Auditorium
 (e) Cemetery Chapel, Mausoleum, Crematorium, Funeral Home, Undertaking Establishment
- (f) Place of Worship, Monastery, Convent
 (g) City Hall, Town Hall, Chancery
 (h) Parliament Building, Mint, Treasury, Courthouse, Archives Building, Library
 (i) Extended Care, Convalescent, Geriatric Nursing Facility
 (j) Observatory, Planetarium, Aquarium, Museum, Art Gallery
 (k) Medium Security and Multi-Level Security Correctional Institution, Police Station
 (l) Sports and Fitness Facility, Recreational Building
- Category 6. (a) Hospital, Chronic Care Facility, Psychiatric Facility, Medical Research Building, Clinic, *e.g. Veterinary Health, Radiology*
 (b) Communications Building, Radio or TV Facility, Data Centre
 (c) Science Building, Laboratory Building
 (d) Maximum Security Correctional Institution
- Category 7. (a) Custom Residence, Rectory, Fraternity House, Official Government Residence
 (b) Decorative Work, Exhibitions Display, Public Garden, Promenade, Fountain, Commemorative and Funeral Monument
 (c) Tenant Space Planning for Store, Office, Bank, Restaurant, Bar
 (d) Restoration/Preservation to Building or Monument
 (e) Custom Swimming Pool

Note:

- (1) It is recommended that the fee for alterations and/or additions to an existing building in any category be 150% of the fee indicated for a new building.
- (2) For fee purposes, each addition over 100 square metres to an existing building shall be deemed to be new work under the appropriate category.
- (3) For vertical additions to buildings not previously prepared for such additions, fees for extra framing, utilities and services required in the existing building shall be deemed to be alterations.
- (4) An additional fee should be negotiated for all alterations and/or additions for historic buildings or monuments.
- (5) An additional fee should be negotiated for services related to demolition work.
- (6) See Article 3.6.6 for services related to interiors, custom designed furnishings and furniture.

Base Percentage Fee by Building Category (in millions) – *New Construction*
WITH Basic Engineering (structural, mechanical and electrical ONLY)

CONSTRUCTION COST:			< \$500,000	\$500,000 to < \$1M	\$1M to < \$2M	\$2M to < \$5M	\$5M to < \$10M	\$10M to < \$25M	\$25M to < \$50M	\$50M to < \$100M	\$100M to < \$250M	\$250M to < \$400M	\$400M to < \$500M
BUILDING CATEGORY	COMPLEXITY	To be negotiated with minimum base fee of											
1	simple	8.80	6.90	6.45	6.51	6.37	6.18	5.90	5.60	5.37	5.08	4.97	
	average		7.80	7.50	7.40	7.20	7.00	6.80	6.60	6.40	6.10	6.00	
	complex		8.70	8.55	8.29	8.03	7.82	7.70	7.60	7.43	7.12	7.03	
2	simple	9.80	8.67	7.67	7.14	6.95	6.99	6.69	5.94	5.75	5.90	5.89	
	average		8.80	8.50	8.40	8.20	8.00	7.80	7.60	7.40	7.10	7.00	
	complex		10.28	9.33	9.66	9.45	9.01	8.91	7.84	9.05	8.30	8.11	
3	simple	10.80	8.89	8.60	8.18	8.23	7.94	7.75	7.51	7.34	7.06	6.95	
	average		9.80	9.50	9.40	9.20	9.00	8.80	8.60	8.40	8.10	8.00	
	complex		10.71	10.40	10.62	10.17	10.06	9.85	9.69	9.46	9.14	9.05	
4	simple	11.80	9.45	9.21	8.82	8.56	8.39	8.11	7.90	7.69	7.41	7.29	
	average		10.80	10.50	10.40	10.20	10.00	9.80	9.60	9.40	9.10	9.00	
	complex		12.15	11.79	11.98	11.84	11.61	11.49	11.30	11.11	10.79	10.71	
5	simple	12.80	10.11	9.65	10.01	9.37	9.28	9.11	8.87	8.72	8.52	8.40	
	average		11.80	11.50	11.40	11.20	11.00	10.80	10.60	10.40	10.10	10.00	
	complex		13.49	13.35	12.79	13.03	12.72	12.49	12.33	12.08	11.68	11.60	
6	simple	13.80	10.81	10.31	10.25	9.75	9.50	9.25	9.00	8.85	8.75	8.50	
	average		12.80	12.50	12.40	12.20	12.00	11.80	11.60	11.40	11.10	11.00	
	complex		14.79	14.69	14.29	13.65	13.58	13.43	13.33	13.26	12.90	12.80	
7	simple	14.8	15.50	15.00	14.50	13.50	13.25	12.75	12.00	11.25	10.50	9.75	
	average		16.80	16.50	16.20	15.40	14.75	14.25	13.50	13.00	12.25	12.00	
	complex		19.50	18.75	18.25	17.50	17.00	16.75	16.15	15.65	15.20	15.00	

NOTES: Average Fees for each category are in the range between the simple and complex percentages

Fee includes coordination of basic engineering services only

Fees must be adjusted based on fee adjustment factors listed on page 13

Simple means utilitarian character without complication of design, a minimum of finishes and very basic structural mechanical and electrical design

Average means conventional character requiring normal coordination, detailing, structural mechanical and electrical designs and systems

Complex means exceptional character and complexity of design requiring more advanced systems and coordination of structural, mechanical and electrical design.

1.1.4 | Chart – Range of Percentage Fees including
 Basic Engineering Services



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

CONSULTANT APPOINTMENT FOR THE SCARBOROUGH FOREIGN MISSION DEMOLITION (WARD 12)

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

Created, Draft	First Tabling	Review
January 9, 2017	January 19, 2017	Click here to enter a date.
D. Friesen, Senior Coordinator, Capital Development M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services S. Campbell, Superintendents 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 uniting home, parish and school and rooted in the love of Christ.

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



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 that, subject to Ministry of Education approval of funding, a consultant contract for a Heritage Impact Assessment and demolition consulting services for the Scarborough Foreign Mission, be awarded to The Ventin Group (Toronto) Ltd. for a total cost of \$171,628.80, including net HST.

TCDSB has acquired the Scarborough Foreign Mission property to expand the existing Blessed Cardinal Newman Secondary School site to allow construction of a new 1100 pupil place school. The new school will be built in the location of the existing Scarborough Foreign Mission building complex, fronting on to Kingston Road.

Funding will be available from the Ministry of Education Capital Land Fund. The results of the consultant Request for Proposal and recommended appointment have been submitted to EDU for approval.

The cumulative staff time dedicated to developing this report was 7 hours.

B. PURPOSE

1. As per the TCDSB Procurement Policy and Purchasing Procedures, the award of contracts for new schools and major additions must be approved by the Board of Trustees.

C. BACKGROUND

1. On November 9, 2015, the Ministry of Education (EDU) approved Capital Priorities funding in the amount of \$30,404,421 for the construction of a new 1110 pupil place school to replace Blessed Cardinal Newman Secondary School.
2. EDU also approved Capital Land funding of \$17,452,257 for the TCDSB to purchase the Scarborough Foreign Mission property at 2685 Kingston Road in order to expand the site for Blessed Cardinal Newman. This purchase has been completed. A portion of the existing school is on St. Augustine Seminary property and the existing TCDSB property prior to expansion was too small for a secondary school.

3. The EDU funding approved to date does not include demolition of the existing Scarborough Foreign Mission complex or the existing school, nor does it include site preparation costs. EDU is prepared to fund these costs upon procurement of a consultant and submission of a demolition cost estimate.
4. A feasibility study completed by CS&P Architects in February 2016 determined that the best location for the new secondary school on the aggregated site is in the location of the existing Scarborough Foreign Mission building. This will allow the existing Blessed Cardinal Newman school building to remain occupied during the construction of the new school. The existing school will be demolished once the new building is completed and the remainder of the aggregated site will be developed for the sports field and parking. Additional EDU funding will be requested for the demolition of the existing school.
5. The existing Scarborough Foreign Mission complex is not adaptable for school use and, due to the slope of the site, it includes undesirable below grade spaces. The buildings will need to be demolished and the site regraded prior to construction of the new school.
6. A preliminary heritage review of the Scarborough Foreign Mission property commissioned by the Archdiocese of Toronto, concluded that portions of the existing complex of three buildings may have heritage value. The property is **not** currently listed or designated as heritage by the City of Toronto. However, it is anticipated that upon application for a demolition permit, the City will require a Heritage Impact Assessment (HIA) for the site because it is adjacent to a designated site, namely the St. Augustine Seminary.
7. EDU has recommended that the Board carry out the heritage assessment of the Scarborough Foreign Mission to determine whether any components of the existing buildings will be required to be incorporated into the new school design prior to completing the Space Plan Template and retaining the architect for the new school.
8. EDU has further recommended that the demolition of the existing building and any required regrading and/or major site preparation be completed prior to tendering the construction of the new school, to avoid unknown construction costs due to unforeseen site conditions resulting from the presence of the existing building and/or the requirement to retain heritage elements.

D. VISION

VISION	PRINCIPLES	GOALS
To provide sustainable educational environments that enhance learning and teacher and student well-being and that endure over time.	<ul style="list-style-type: none"> • Stewardship of resources • Quality of construction • Fairness in procurement • Fiscal responsibility and accountability 	Through a detailed evaluation process, meeting the Board's procurement policy, select consulting firms that will provide the best value in delivering the services and oversight required to complete high quality work on time and on budget.

E. ACTION PLAN

1. On September 7, 2016, RFP P-001-17 for a Heritage Impact Assessment and Demolition Consulting Services for the Scarborough Foreign Mission was issued to six qualified heritage architects and subsequently also posted publicly on Biddingo.com. The RFP stipulated that the prime consultant must have Canadian Association of Heritage Professionals designation.
2. On October 11, 2016, two proposal were received in response to RFP P-001-17. Upon review by the evaluation committee, it was determined that one of these proposals did not meet minimum requirements as a quantity surveyor was not included in the project team. This proponent also submitted a new higher fee when a breakdown of the proposed fee was requested, which could not be accepted under the Board procurement procedures.
3. The remaining compliant proposal was as follows (excluding HST):

<u>Consultant</u>	<u>Fixed Fee</u>	<u>Stipulated Allowances</u>	<u>Total</u>
The Ventin Group	\$105,000	\$63,000	\$168,000
4. The proposal from The Ventin Group, upon submission of the requested breakdown of fees, was found by the evaluation committee to be a complete proposal, submitted by a well-qualified firm with extensive heritage and school design experience and that the proposed fee was fair and reasonable

and in line with fees paid by the Board on other similar projects. Staff recommend award of the consultant contract to this proponent.

F. METRICS AND ACCOUNTABILITY

1. The results of the consultant RFP and recommended appointment have been submitted to EDU for funding approval. The contract will not be awarded until the funding is approved by EDU.
2. The consultant's scope of work includes development and costing of options to determine the most cost-effective solution to satisfy City of Toronto heritage conservation requirements. A third party cost estimate of the selected option and the demolition will be carried out by a quantity surveyor for submission to EDU for funding approval.
3. Additional EDU funding for construction of the new school will be requested, if required, to incorporate preservation of heritage elements of the existing Scarborough Foreign Mission.
4. Following tendering of the demolition, a report will be submitted to the Corporate Services, Strategic Planning and Property Committee for approval to award the demolition contract.
5. A comprehensive project budget report, encompassing the demolition, the site work and the estimated construction costs for the new school will be presented to the Board for approval prior to engagement of the architect for the new school.

G. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. The Scarborough Foreign Mission is currently occupying the building at 2685 Kingston Road as a tenant with a lease expiring August 30, 2018. All building and site assessment, HIA and demolition/preservation/site preparation documents are to be complete and tendered and demolition permit secured to begin demolition September 1, 2018, at the latest.
2. Negotiations are underway to relocate the Scarborough Foreign Mission to alternate space, in which case the buildings may be available for demolition at an earlier date.

3. Once the scope of heritage preservation required is known, the Space Plan Template for the new high school will be developed in consultation with academic staff and submitted to EDU for approval.
4. Following approval of the Space Plan Template by EDU, a Request for Proposal will be issued for an architect to design the new school.
5. Letters updating the status of the project are sent to the school principal at the end of every month during the school year and posted on the school website.

H. STAFF RECOMMENDATION

1. That, subject to Ministry of Education approval of funding, a consultant contract for a Heritage Impact Assessment and demolition consulting services for the Scarborough Foreign Mission, be awarded to The Ventin Group (Toronto) Ltd. in the amount of \$168,000, plus net HST of \$3,628.80, for a total cost of \$171,628.80.



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

ST. RAYMOND & ST. BRUNO: RELOCATION OF STUDENTS

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

Created, Draft	First Tabling	Review
December 12, 2016	January 19, 2017	
M. Silva, Comptroller, Planning & Development Services M. Puccetti, Superintendent of Facilities J. Wujek, Superintendent of Education P. De Cock, Comptroller of Business Services		
INFORMATION REPORT		

Vision:

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

Mission:

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

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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

On November 14, 2016 the Ministry of Education approved funding of \$9.49M for a 350 pupil place Replacement School with a Child Care for the consolidated St. Raymond/St. Bruno school communities.

This report summarizes the outcomes of the decision to consolidate St. Raymond into St. Bruno in September 2017, particularly regarding potential cost savings and enhanced academic programming.

A Transition Planning Committee will be established, as per *Pupil Accommodation Review Policy (S.A.09)* and Pupil Accommodation Review operational procedures to facilitate a consolidation including timelines and the organization of student transfer, and the relocation of program materials, equipment and school memorabilia to the receiving school. The Transition Plan will be formulated in consultation with affected school communities, including parents/guardians and school staff.

The cumulative staff time dedicated to developing this report was 25 hours.

B. PURPOSE

The purpose of this report is to inform the Board of issues to be addressed during the consolidation of St. Raymond to St. Bruno in September 2017.

C. BACKGROUND

1. On January 21, 2016, the Corporate Services, Strategic Planning and Property Committee approved the following recommendations of the *Report regarding Final Recommendation School Accommodation Review St. Bruno/St. Raymond*:
 - a) *A business case be developed for submission to the Ministry of Education at the next available opportunity for funding of a replacement school at St Raymond.*
 - b) *After submission of the business case, that St Bruno be closed and consolidated with the St Raymond school community no earlier September, 2017. St Bruno will act as the temporary consolidated school site once facility work is*

ready to commence at the current St Raymond site and until such time as the students are able to be accommodated there.

- c) The enhanced programming for the consolidated school community will be assessed by staff in consultation with the local community.*
 - d) The attendance boundaries of St Bruno and St Raymond be combined to form the new boundary for the consolidated school.*
 - e) The Director of Education develop a Transition Plan including timelines to facilitate a consolidation, and the process for the naming of the new consolidated school.*
- 2. On November 14, 2016, the Ministry of Education approved funding of \$9.49M for a 350 pupil place replacement school with a child care for the consolidated St. Raymond and St. Bruno school communities.
 - 3. It is estimated that after Ministry and City approvals, construction may begin by September 2018, with the school opening anticipated in 2020. However, demolition of the existing St. Raymond facility may be scheduled earlier during the 2017/18 school year.

D. EVIDENCE/RESEARCH/ANALYSIS

- 1. Below are the benefits of consolidating St. Raymond into St. Bruno in September 2017 vs. September 2018:
 - a) **Cost Savings:** With the demolition of St. Raymond and the consolidation of St. Raymond and St. Bruno there would be an estimated annual savings of \$515,000 related to operations and maintenance. A further \$561,681 in staff cost savings could be realized through consolidation. There would be additional Transportation costs of approximately \$100,000 (representing 2 additional buses) for the combined facility.

- b) Facility work such as demolition on the St. Raymond site could begin earlier and avoid a mid-academic year relocation.
 - c) The students would benefit one year earlier from enhanced programming due to larger enrolment.
 - d) The school communities would have additional time to adjust to new surroundings/new school name before moving to a new replacement facility.
 - e) The capacity of St. Raymond (576 pupil places) would be removed from the TCDSB excess capacity. The Deferred Maintenance backlog of \$10M would also be removed.
 - f) The move would demonstrate to the Ministry of Education TCDSB's commitment to its draft Long-Term Accommodation and Program Plan by making more efficient use of under-utilized space.
2. A letter, dated December 20, 2016, (*Appendix 'A'*) has been distributed to the communities of both schools informing them of the upcoming construction timelines and next steps.
 3. A Transition Plan will be developed immediately, inclusive of a new attendance boundary encompassing the areas of both schools. As Kindergarten registration begins January 18, 2017, SOAR and School Locator have been updated to reflect a move by September 2017. The Transition Plan will be formulated in consultation with affected school communities, including parents/guardians and school staff. In addition a name will be considered for the new school in accordance with the *School Names* (S.07) policy.

E. CONCLUSION

This report is presented for the information of the Board.



December 20, 2016

St. Raymond Catholic School
270 Barton Avenue
Toronto, ON
M6G 1R4

St. Bruno Catholic School
402 Melita Crescent
Toronto, ON
M6G 3X6

To Principals Sposato and Howlett, Parents, Guardians and staff of St Raymond and St Bruno Catholic Elementary Schools:

Re: St. Raymond/St. Bruno Catholic Schools Consolidation
Status of the Project for November-December 2016

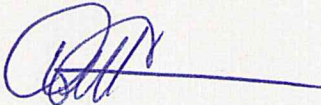
Capital and Planning Departments continue to work on the new school at the site of St. Raymond Catholic School to consolidate the student populations of St. Raymond and St. Bruno. The status of the project is as follows:

- Following review of the Board's *Capacity Reduction Strategy*, the Ministry of Education has released the funds for the design of the replacement school for St. Raymond and St. Bruno. As a result, a **transition team** will be immediately assembled in January, 2017, which will include central Board staff and local school representatives, including Superintendent John Wujek, who will keep you fully apprised of meeting dates and locations and all opportunities for parent and community consultation.
- Board staff will also complete the Ministry of Education required Space Plan Template (SPT) which specifies the space use for the new school according to Ministry benchmarks. Upon receiving Ministry approval of the SPT, an architectural firm will be appointed through a Request for Proposals (RFP) process.
- Once the architect has been chosen, a **Local Design Committee**, comprising the two school principals, parent and teacher representatives, the area superintendent and trustee, will be formed to work with the architect and Facilities staff. The school design process includes parent and school community meetings where there will be ample opportunity to discuss proposals, provide ideas, input and feedback as the design is being developed.
- Construction of the new St. Raymond will require the demolition of the existing school and the **temporary relocation of students to St. Bruno**. The anticipated start for demolition of the existing building is on or before September 2017, subject to receiving the demolition permit from the City of Toronto.

- The **anticipated opening date for the new facility is September 2020**, subject to completion of the City's Site Plan Approval process and receiving Ministry approval of the pre-tender cost estimates. Unforeseen site conditions, and ensuring sufficient time for community consultation **may push the completion date to January or September 2021.**

Please refer to the following link to the Board website for information updates regarding the project: <https://www.tcdsb.org/schools/straymond/NewSchool/Pages/default.aspx>

Yours truly,



Deborah Friesen
Senior Coordinator, Capital Development

Copy: A. Sangiorgio, Associate Director - Planning & Facilities
J. Wujek, School Superintendent
S. Sederavicius, Project Supervisor
M. Zlomislic, Sr. Manager, Capital Development
K. Elgharbawy, Sr. Coordinator, Maintenance & Energy
J. Yan, Sr. Coordinator – Communications
A. Gauthier, Director of Education

M. Puccetti, Superintendent of Facilities Services
J. Davis, Trustee
M. Silva, Comptroller of Planning & Development Service
J. Volek, Sr. Coordinator, Planning
A. Rashid, Senior Coordinator, Operators
E. Szekeres Milne / A. Winterhoff – Communications
R. McGuckin, Associate Director of Academic Affairs



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

SIGNAGE ON OVER-SUBSCRIBED SCHOOLS

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
December 13, 2016	January 19, 2017	Click here to enter a date.
J. Volek, Senior Coordinator of Planning and Accountability J. Yan, Senior Coordinator, Communications, Publication/Media Relation M. Silva, Comptroller of Planning and Development Services		
INFORMATION REPORT		

Vision:

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

Mission:

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

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



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

In a recent ‘Action After’ item from the December 8, 2016 Corporate Affairs, Strategic Planning and Property Committee, staff were directed to come back to the December 15, 2016 meeting of the Board with a report on signage that could be placed at all over-subscribed schools referencing the Elementary Admissions Policy.

Signage could be developed to reinforce the existing admissions process and inform communities of the existing status of a school’s capacity, but there might be unintended consequences for parental expressions of interest in other placement opportunities, which could increase enrolment at other nearby schools.

B. PURPOSE

To provide the Board of Trustees with possible wording for signage intended for oversubscribed schools, referencing the Elementary Admissions Policy.

The cumulative staff time dedicated to developing this report was 18 hours.

C. BACKGROUND

1. On December 8, 2016 Corporate Affairs, Strategic Planning and Property Committee, staff were directed to come back to the December 15, 2016 meeting of the Board with a report providing wording for signage, to be placed at all over-subscribed schools:

“That staff come back to the December 15, 2016 meeting of the Board with a report stating if signage could be developed for over-subscribed schools outlining the Admission Policy for Elementary Schools.”

2. In a staff report to the Regular Board meeting of November 24, 2016, it was noted that 3240 new students have been registered and are attending 47 oversubscribed schools across the system.
3. A protocol currently exists for students who are unsuccessful in gaining admission to their designated home school, or first school of choice. They are given the option of being placed on a waitlist in order of priority, and by time and date of application. The key to student retention is to encourage

personal contact with the parent, typically by the school, and encourage the parent to accept redirection to a nearby Catholic school.

4. In support of these efforts, and to reinforce existing communication, signage on certain school sites could inform families of the current status of the oversubscribed school. However, signage may also discourage parents from contacting the school and discussing alternative placement options.
5. A sign with the following wording could provide the parent community with a brief status of the school capacity, followed by an invitation to make direct contact with school staff or the Admissions Office.

The Toronto Catholic District School Board makes every effort to accommodate children at their local school. This school is currently operating over capacity. Parents are invited to come in to discuss admission options with school staff.

**For further information, please contact the Admissions Office at:
(416) 222-8282 Ext. 5320**

6. Installation of the new signage will incur production, printing, and labour costs not currently budgeted for and a funding source will need to be identified.
7. More importantly, the communication could have the unintended consequence of discouraging families who may otherwise approach the school directly and become engaged in discussions towards a redirection or become registered at a TCDSB School waitlist.

D. CONCLUDING STATEMENT

This report is for the information of the Board.



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

PROPOSED CANCELLATION CITY OF TORONTO CHILD CARE FINANCIAL AGREEMENT WITH TCDSB

“Start children off on the way they should go, and even when they are old they will not turn from it.” Proverbs 22:6 (NIV)

Created, Draft	First Tabling	Review
January 10, 2017	January 19, 2017	Click here to enter a date.

L. Gallagher, Senior Manager Real Property
L. Loberto, Senior Coordinator of Development Services
M. Silva, Comptroller Planning & Development Services

RECOMMENDATION REPORT

Vision:

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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

Toronto Children's Services recommendation, to the City of Toronto Budget Committee, to cancel the child care occupancy cost Financial Agreement with School Boards, will have a significant negative impact on TCDSB and other School Boards operational budgets. School Boards will be required to charge rent/occupancy cost recovery directly to the child care operators. This will result in increased child care fees to parents who pay full and partial fees, and destabilize childcare centres. A letter signed by the Chair of the Board and the Director of Education, dated January 11, 2017, was sent to the Chair of the City Budget Committee expressing concerns and opposition of the proposed cancellation of the child care occupancy cost Financial Agreement with School Boards. This report recommends sharing the January 11, 2017 letter with TCDSB child care centre tenants and parent community encouraging them to express and forward their concerns on to the City's Budget Committee and to their respective City Councillors.

The Board receives, from the City of Toronto, quarterly child care occupancy cost payments, for an annual total of \$736,245.96, based on \$6.11 per square foot. The Board's 2016 average operating occupancy cost is \$10.50 per sq.ft. If that rate is applied to those child care tenants, currently included in the City Financial Agreement, it would result in an annual operating cost recovery of \$1,014,212.00. Therefore the Board is currently subsidizing the operational costs of child care centres, with educational dollars, in an amount of approximately \$277,966.00 annually.

The cumulative staff time dedicated to developing this report was 20 hours.

B. PURPOSE

To review the impact of the Toronto Children's Services recommendation, to the City of Toronto Budget Committee, to cancel the child care occupancy cost Financial Agreement with TCDSB and other School Boards.

C. BACKGROUND

1. The City of Toronto and TCDSB entered into a Financial Agreement, dated September 1, 1998 and amended January 1, 2000, whereby the City agreed

to pay directly to TCDSB, the occupancy costs owing, by child care tenant operators, in specified TCDSB schools.

2. There are currently 43 child care tenants/school locations included within the City Financial Agreement and 4 child care tenants/school locations that pay the occupancy costs directly to the Board. All child care tenants have entered into lease agreements with TCDSB.
3. The current occupancy costs (additional rent) paid by the City under the Child Care Financial Agreement is \$6.11 per square foot. That rate has remained unchanged since 2006. Under a provision in the Financial Agreement the Board may make a formal request to the City of Toronto, for consideration of an occupancy cost increase, prior to September 1st in any given year. In accordance with an August 23, 2006 Board resolution a request was submitted to the City of Toronto Children's Services to increase the child care occupancy costs, from \$6.11 per square foot to \$6.88 per square foot, to more accurately reflect actual operating expenses at that time. The City advised that it lacked sufficient funds to increase the child care occupancy cost rate.
4. Under the terms of the Financial Agreement with the City the Board can not apply a rental surcharge to those Child Care operations, included in the Agreement, in order to recover the Board's actual average operating cost per square foot.
5. The Board receives, from the City of Toronto, quarterly child care occupancy cost payments, for an annual total of \$736,245.96, based on \$6.11 per square foot.

D. EVIDENCE/RESEARCH/ANALYSIS

1. In a letter, dated December 6, 2016, Toronto Children's Services advised the Board that due to significant funding pressures, in its 2017 operating budget, Children's Services was recommending, to the City of Toronto Budget Committee, to cancel the child care occupancy cost Financial Agreement with School Boards. If approved by Council the termination will be effective July 1, 2017. Toronto Children's Services indicates that the child care operators will assume the responsibility for the occupancy costs, as

determined by each School Board, and directly pay the School Boards these costs. (*Appendix “A”*).

2. Under the terms of the child care Financial Agreement between the City and TCDSB the City is entitled to terminate the agreement upon providing 120 days prior written notice to TCDSB.
3. The standard lease agreement, between TCDSB and the various third party child care tenants, acknowledges the City of Toronto Financial Agreement, and if terminated by the City the child care tenant would be responsible for the payment of all rents/additional rents (operating costs). TCDSB is obligated to provide the child care tenants with 120 days prior written notice of any rent/additional rent increases.
4. The Board, at its meeting of June 6, 2016, approved the following resolution:

“That the Board approve the leasing rate for 2016 of \$10.50 per square foot for the three outside agencies identified in TCDSB Policy B.R.01, Rental of Surplus School Space, as the Catholic Church, Non-Profit Child Care and Non-Profit Charitable Organizations.”
5. Should TCDSB download the operating occupancy costs, directly to those child care tenants currently included in the City Financial Agreement, and apply the \$10.50 per square foot, the 2016 average occupancy cost recovery rate, it would result in an annual operating cost recovery of \$1,014,212.00. The Board currently receives from the City an annual total operating cost of \$736,245.96. Therefore the Board is currently subsidizing the operational costs of child care centres, with educational dollars, in an amount of approximately \$277,966.00 annually.
6. Downloading the operating occupancy costs directly to the child care tenants may result in the following:
 - Significant financial hardship which may result in some child care operators being forced to cease operations leaving parents to find alternative child care.
 - Child care operators may attempt to recoup the operating costs by further downloading those costs to parents by increased child care fees.

- Should a child care operator default in their lease agreement, with the Board, by entering into arrears or unable to pay the operating cost recovery rates, Board remedies to address this matter could reflect negatively on the Board's public perception.

7. A review below, of two sample child care centres within TCDSB schools, shows the potential financial impact of the cancellation of the Financial Agreement:

School	Child Care Operator	Annual Occupancy Costs Child Care to Pay Directly to Board. (\$10.50 per sq.ft.)	Annual Increase Per Child/Family in Child Care Centre	Additional Cost per Day per Child
School A	Operator A	\$67,196.65	52 children \$1,292.00 per child/family	\$4.40
School B	Operator B	\$42,623.96	32 children \$1,332.00 per child/family*	\$4.53

*Majority of families in this particular centre are paying partial child care fees as they receive subsidies from the City.

8. The Toronto Coalition for Better Child Care is proposing to release the Call for Action Notice to Parents attached to this report as (*"Appendix B"*). The notice indicates that if the Financial Agreement is cancelled that it will be *"exposing Parents and the City Taxpayers to soaring costs at the mercy of the school boards. We know that once this agreement is opened-school boards will hike occupancy costs for child care in schools-and that will have a fast moving ripple effect on parent fees across Toronto and destabilizing child care programs."*
9. The Toronto District School Board, at its meeting of December 7, 2016, considered the City of Toronto's Children's Services recommendation to the City Budget Committee to cancel the child care occupancy cost Financial Agreement with the School Boards and approved the following resolution:

"Whereas, the City's draft budget proposed to eliminate direct payment to the Toronto District School Board of over \$4.1 million annualized for school-based child care centre occupancy costs; and

Whereas, the proposed cut will require school boards to charge rent directly to child care operators through leases to recover these costs; and

Whereas this cut will result in increased fees for parents who pay full or partial fees and would destabilize childcare centres;

Therefore, be it resolved:

(a) That the Chair make a written submission to the City of Toronto Budget and Executive Committees in opposition to the proposal as outlined above;

(b) That the coterminous boards, the members of the Early Years Community Advisory Committee, the Parent Involvement Advisory Committee and the Board's child care centre tenants be copied on the submission reference at Part (a), and encouraged to echo the concerns to the City's Budget Committee and their respective City Councillors;

(c) That a communications plan be developed for trustees and that trustees reach out to their City Councillors to highlight the significance of the change."

10. Opposition against the proposed cancellation of the child care occupancy cost Financial Agreement, with the School Boards, would be strengthened should TCDSB also provide the City of Toronto Budget Committee and City Councillors with a written communication expressing concerns and opposing the proposal. In turn that communication should be shared with TCDSB child care centre tenants and parent community encouraging them to express and forward their concerns on to the City's Budget Committee and to their respective City Councillors.
11. Due to time constraints a letter signed by the Chair of the Board and the Director of Education, dated January 11, 2017, was sent to the Chair of the City Budget Committee expressing concerns and opposition of the proposed cancellation of the child care occupancy cost Financial Agreement with School Boards. The letter is attached to this report as *Appendix "C"*.

E. ACTION PLAN

- Arrange to forward the January 11, 2017 letter, addressed to the Chair of the City Budget Committee, to TCDSB child care tenants and parent community.
- Prepare communication advising child care operators of the potential increase in rent, effective July 1, 2017, in accordance with the terms of their existing lease.

F. STAFF RECOMMENDATION

1. The communication provided to the City of Toronto Budget Committee and City Councillors be shared with TCDSB child care centre tenants and parent community encouraging them to express and forward their concerns on to the City's Budget Committee and to their respective City Councillors.
2. That child care operators be advised of the potential increase in rent, effective July 1, 2017, in accordance with the terms of the existing lease.



Elaine Baxter-Trahair
General Manager

Children's Services
Giuliana Carbone, Deputy City Manager

Metro Hall, 10th Floor
55 John Street
Toronto, Ontario M5V 3C6

Tel: 416-392-8128
Fax: 416-397-4518
toronto.ca

December 6th, 2016

Toronto Catholic District School Board
80 Sheppard Avenue East
North York ON M2N 6E8

Attention: Ms. Angela Gauthier
Director of Education



Dear Ms Gauthier:

I am writing to inform you of the impact of the City of Toronto's recommended 2017 Operating Budget on our current occupancy agreement with the Toronto Catholic District School Board.

The City must address significant funding pressures in its 2017 operating budget that require each Division to budget for expenditure reductions. The proposed operating budget of the Children's Services Division recommends to the Budget Committee that the agreement which supports direct payments to the school boards related to child care occupancy costs be cancelled in 2017. As a result, if approved by Council, the City will terminate effective July 1st, 2017, the existing agreements with school boards that provide for direct payment of occupancy costs.

With the cancellation of the agreements, child care programs will assume responsibility for occupancy costs as determined by each school board and directly pay the school boards for these costs. Implementation will improve equity in terms of how operators in schools are treated, which is key given the Schools First provincial policy, which encourages the use of a schools-first approach when locating child care and early years services whenever possible.

We will keep you informed of budget developments as they move through the approval process. As always, we appreciate your understanding and support during this time of transition and look forward to our continued partnership.

If you have questions, please contact Shanley McNamee at 416-392-8284 or myself for assistance.

Sincerely,

Elaine Baxter-Trahair
General Manager
Toronto Children's Services

RECEIVED

DEC 12 2016

Administrative Services



PARENTS – CALL FOR ACTION

PLEASE COPY & DISTRIBUTE TO PARENTS

CITY BUDGET 2017

The City receives \$8 million in NEW child care funding from the Province
But CUTS (\$2 million) from it's own Budget and
Downloads on to PARENTS!

Shame on YOU City of Toronto! . . Do NOT CUT any \$\$\$s from CHILD CARE!

You are targeting Young Families who already struggle to live and work in this City
– CHILD CARE FEES WILL SKYROCKET –

In order to reduce costs the Mayor and his Budget Chief have directed ALL City departments to CUT their budgets by 2.6%. In order to find these savings, the Children's Services Budget recommends that "the Occupancy grant paid to School Boards be PHASED OUT" (this is an umbrella agreement that subsidizes the cost of YOUR child care program).

Full- Fee paying parents will take an extraordinary hit . . . You are already paying exorbitant child care fees and THIS CUT to child care \$\$ means YET ANOTHER HIKE

City staff call it a "moderate!" increase to parent fees this year and next.

We call it SHAMEFUL and SHORTSIGHTED

*ONE - to balance your City budget with Provincial Child Care Dollars

*TWO - to download costs onto Parents and

*THREE to open up an agreement where costs were fixed in 1998 – exposing Parents and the City Taxpayers to soaring costs at the mercy of the school boards

We know that once this agreement is opened – school boards will hike occupancy costs for child care in schools – and that will have a fast-moving ripple effect on parent fees across Toronto and destabilizing child care programs.

We need our City Politicians to Stand Up for Child Care

Stand Up for our Families

PARENTS: call or e-mail members of the BUDGET COMMITTEE and Your City Councillor
Urge them NOT TO terminate "the Child Care Rent Agreement with School Boards" →

Urge them to SPEND EVERY PROVINCIAL CHILD CARE DOLLAR ON CHILD CARE!

And ADD CITY DOLLARS to INCREASE SUBSIDIES

Councillor Jon Burnside	416-392-0215	Councillor_Burnside@toronto.ca
Councillor John Campbell	416-392-1369	Councillor_Cambell@toronto.ca
Councillor Shelley Carroll	416-392-4038	Councillor_Carroll@toronto.ca
Councillor Gary Crawford	416-392-4052	Councillor_Crawford@toronto.ca
Councillor Justin Di Ciano	416-392-4040	Councillor_Diciano@toronto.ca
Councillor Mike Layton	416-392-4009	Councillor_Layton@toronto.ca
Councillor Frances Nunziata	416-392-4091	Councillor_nunziata@toronto.ca

This campaign is sponsored by the Toronto Coalition for Better Child Care

The Toronto Coalition for Better Child Care (TCBCC) is a broadly based organization working to establish a comprehensive, high quality, universally accessible, non-profit, publicly funded child care system. Our membership includes parents, early childhood educators, students, teachers, child care centres, family resource centres, and representatives from community organizations, women's groups, trade unions & social service agencies. Contact : 489, College St. #206 Toronto, ON M6G 1A5 tel:416.538.7630 e-mail: info@childcaretoronto.org



*Office of the Director of Education
Office of the Chair of the Board*

January 11, 2017

Councillor Gary Crawford
Chair, Budget Committee
Toronto City Hall
100 Queen Street West
Toronto, Ontario
M5H 2N2

Re: Toronto 2017 Budget

Dear Mr. Crawford,

The Toronto Catholic District School Board serves approximately 92,000 students (61,000 elementary and 31,000 secondary) on 170 elementary and 30 secondary sites, and in collaboration with the City, provides a number of essential and valued services to communities, including child care.

It is with great concern that we have learned that your committee is considering proposals that would significantly diminish child care services arising from a review of your operating budget and planning process. This will negatively impact some of the most vulnerable families in our community.

A number of agreements over the years have been developed to ensure that arrangements are protected despite ongoing fiscal challenges.

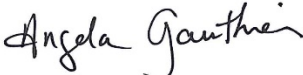
Since 1998, a financial agreement has preserved arrangements with child care operators in our schools by offsetting costs in the amount of nearly \$750,000 a year. These funds not only keep the access to child care affordable, but they ensure a seamless transition of children to school. There are currently 43 school sites that support child care and this would be threatened to varying degrees should the terms of the child care operations change without sufficient funding.


Although commitments remain to those families with greatest needs, the reality is that amidst the other equally daunting challenges like housing affordability, an absence of supports would further marginalize a greater range of families along the socio-economic spectrum of need. Child care forms a vital part of the comprehensive and integrated network of support for our communities.

On behalf of those child care centres located in schools we will be meeting with Children's services to discuss the City's 2017 Budget and the proposed discontinuing payment of school occupancy costs.

Please reconsider this aspect of the service reduction strategy in your budget deliberations. Toronto's commitment to being a livable, world-class city means that families should have access to the supports and services they need. In collaboration with all other school boards in the City, we would like to express our opposition to any reductions that diminish the current operations of our childcares. At the very least, without any firm commitments for more funding from either the provincial or federal governments, any change without improvements to service levels should not be contemplated.

Sincerely,


Angela Gauthier
Director of Education


Angela Kennedy
Chair of the Board

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY
PENDING LIST TO JANUARY 19, 2017

	Date Requested & Committee / Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Dec-14 Corporate Services	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 -16 Corporate Services	Apr-17	Corporate Services	Request to the TTC to reduce transit rates for our students.	Associate Director Planning and Facilities
3	March-16 Corporate Services	Apr-17	Corporate Services	Report back to the Board on progress made to make TCDSB a “net zero” school Board	Associate Director Planning and Facilities
4	June-16 Corporate Services	Nov-16	Corporate Services	Comparison of new leasing rate model vs the old model	CFO and Executive Superintendent, Business Services
5	June-16 Corporate Services	Jan-17	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
6	Nov-16 Corporate Services	Feb-17	Corporate Services	Short report regarding Toronto and York Region Labour Council	Associate Director Planning and Facilities

7	Nov-16 Regular Board	Feb-17	Corporate Services	Report regarding Status of Wait Lists for Over Subscribed Elementary Schools (All Wards)	Associate Director Planning and Facilities
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