

OUR MISSION

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

OUR VISION

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



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

PUBLIC SESSION

Jo-Ann Davis, Chair

Maria Rizzo, Vice-Chair

Thursday, October 12, 2017

7:00 P.M.

Pages

15. Staff Reports

15.a Application of Gym Matrix Criteria (Recommendation)

15.a.1 *Appendix A-1 Corrected*

1

15.c *Impact of Permit Rate Fee Change on Childcare Operations
(Recommendation)*

2 - 13

APPENDIX A-1 CORRECTED
ELEMENTARY SCHOOLS

TOP Scores	<u>Appendix A - 1 (Corrected)</u> Schools with Gymnasiums under 2500 sq. ft. + High OTG & utilization rates over 100%	Ward	Gym or GP room size	Current Enrolment (Sept 26, 2017) Trillium	Current Utilization Rate
1	St Bonaventure CS	Rizzo	2,000	603	252.3%
2	St Cecilia CS	Poplawski	2,000	665	151.8%
3	Father Serra CS	Martino	2,000	512	159.0%
4	St Matthew CS	Piccininni	2,000	566	139.8%
5	St Albert CS	Del Grande	2,000	428	203.8%
6	St Raphael CS	Bottoni	2,000	508	141.1%
7	Our Lady of the Assumption CS	Rizzo	2,000	386	219.3%
8	Blessed Sacrament CS	Rizzo	1,950	566	126.9%
9	St Bernard CS	Piccininni	2,000	667	105.4%
10	Our Lady of Perpetual Help CS	Davis	2,000	354	177.9%
11	Transfiguration CS	Martino	1,900	406	137.6%
12	St Jerome CS	Bottoni	2,000	502	117.8%
13	Our Lady of Peace CS	Andrachuk	2,400	667	131.0%
14	St Lawrence CS	Del Grande	2,000	451	120.3%
15	St Agatha CS	Crawford	2,400	461	204.9%
16	Holy Spirit CS	Del Grande	2,000	438	119.7%
17	St Rose of Lima CS	Crawford	2,000	469	114.7%
18	St Francis Xavier CS	Piccininni	2,000	526	103.7%
19	St Joachim CS	Crawford	2,000	307	173.4%
20	St Victor CS	Crawford	2,000	317	148.8%
21	St Norbert CS	Bottoni	2,000	347	121.8%
22	St Cyril CS	Rizzo	2,000	336	126.8%
23	St Anselm CS	Kennedy	2,000	373	114.8%
24	St Boniface CS	Crawford	2,000	346	120.1%
25	St Isaac Jogues CS	Kennedy	2,000	351	116.2%
26	St Pius X CS	Poplawski	2,400	501	120.7%
27	Annunciation CS	Kennedy	2,000	341	114.8%
28	St Monica Sept S	Rizzo	2,000	305	116.4%
29	Our Lady of Wisdom C S	Del Grande	2,400	369	130.9%
30	St Martin De Porres CS	Crawford	2,000	319	110.8%
31	St Matthias CS	Del Grande	2,000	266	124.9%
32	Holy Rosary CS	Davis	2,000	295	101.4%
33	St Malachy S	Tanuan	2,500	282	147.6%
34	St Roch CS	Piccininni	2,500	360	105.0%
	<i>Indicates Correction</i>				



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

IMPACT OF PERMIT RATE FEE CHANGES ON CHILD CARE OPERATORS

*“They urgently pleaded with us for the privilege of sharing in this service to the Lord’s people.”
Corinthians 8:4*

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

J. Howley, Supervisor, Demography and Space Assessment
A. DiMondo, Sr. Manager Community Use of Schools
M. Loberto, Senior Coordinator of Development
J. Volek, Acting Comptroller of Planning and Development
M. Puccetti, Superintendent of Facilities

RECOMMENDATION REPORT

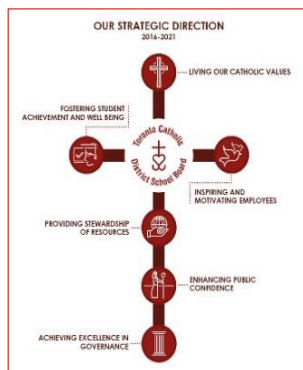
Vision:

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 and to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

A. Sangiorgio
Associate Director
of Planning and Facilities

T.B.D.
Executive Superintendent
of Business Services and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report provides information to the Board regarding the impact of permit fee changes to child care operators in TCDSB facilities. The current per-hour fee structure was implemented on May 1, 2016 in order to recover the costs associated with permitting Board facilities.

In response to the new permit fee structure and its impacts on after hours, and holiday permitting, Toronto Coalition for Better Child Care (TCBCC) made a delegation to the Board on March 30, 2017. At that time, TCBCC presented their analysis of the impact of the current permit rate fee changes on child care operators.

In recognition of the positive impact child care has on the community, staff recommend waiving the administrative and hourly facility fees, staff further recommend that child care operators only be charged actual supervision and cleaner fees (including overtime incurred) incurred by the Board.

The cumulative staff time dedicated to developing this report was 21 hours.

B. BACKGROUND

1. On October 15, 2015, the Corporate Affairs, Strategic Planning, and Property Committee approved a new per-hour fee structure and rate schedule in order to fully recover the costs associated with permitting Board facilities. The new rates apply to all permits occurring after May 1, 2016.
2. These changes were required due to the combination of the increased number of permit bookings and the fixed Ministry funding amount resulting in grants depleting sooner, reducing the amount of funding available to address increasing operational and maintenance costs.
3. Furthermore, as part of the 2016-2017 budget process, a \$500,000 increase in revenue for the permitting of Board facilities has been targeted to assist with the Board's Multi Year Deficit Recovery Plan.
4. Child care organizations operate in TCDSB facilities, operate under a Lease and/or Licence Agreements. These agreements allow for the use of the leased or licenced premises Monday through Friday; typically from 7:00 a.m. to 6 p.m. The City of Toronto currently subsidizes the operating and maintenance costs for facilities that are leased to child care centers.

5. If a child care program intends to operate during Family Day, March Break, Easter Holiday, Christmas Holiday, Victoria Day, Canada Day, Civic Holiday, Labour Day, and the Summer Months. The Board incurs additional costs to provide access to child care operators. As a result, they must obtain a permit and pay all applicable fees under the Permit Policy, including additional costs incurred by the Board for caretaking overtime/supervision charges.
6. During holidays, Toronto District School Board (TDSB) facilities may be open only from 8 a.m.-3 p.m. and from 8 a.m.-5 p.m. on March Break. If a child care operates outside those hours, the charges outlined in the comparison table below are applicable:

	TDSB	TCDSB	Difference
Charges for Not-For-Profit Child Care			
Holidays	\$59.60/hr	\$41.77/hr	-\$17.83/hr
Monday to Friday	\$43.88/hr	\$20.36/hr	-\$23.52/hr
Classroom Fees			
Holidays	\$10.22/hr	\$2.50/hr	-\$7.72/hr
March Break	\$2.67/hr	\$2.50/hr	-\$0.17/hr

As seen above, TCDSB's permit rate fees are lower than TDSB's rates. Furthermore, the total subsidy for full-day child care operators incurred by TCDSB's Community Use of Schools department in the last fiscal year was an estimated \$175,000.00.

7. On October 3, 2016, January 20, 2017, and September 11, 2017, letters were sent to child care operators to inform them of permit requirements during the aforementioned Holidays and Summer Months (*Appendix 'A'*).
8. At the March 30, 2017 Board meeting, a delegation representing Toronto Coalition for Better Child Care (TCBCC), made a presentation regarding the impact the current rate fee schedule will have on their budgets. The accompanying submission (*Appendix 'B'*) listed the cost difference between the previous and the current fee structure.
9. The TCBCC requested that provisions be relaxed on the Board's Permit Fees as they are applied to Child Care programs in TCDSB's facilities. On April 20, 2017, a meeting occurred between representatives of TCBCC and TCDSB staff to discuss options.

C. EVIDENCE/RESEARCH/ANALYSIS

1. Given the positive effect child care organizations have on school communities, and after reviewing potential options, staff have considered a course of action for child care operators in the Board's facilities.
2. On June 14, 2016, City of Toronto staff wrote a report titled "*Revising the School Utilization and School Funding Formulas to Support a Continuum of Learning and the Stabilization of Early Years and Child Care Programming in Schools*". The report recommends that the Ministry of Education undertake the following five actions:
 - Improve the funding formula in order to fully fund the occupancy cost of early learning and child care space in schools directly to the school boards.
 - Ensure the funding formula takes into account the higher cost of building, operating and maintaining spaces for young children.
 - Ensure the funding formula for early learning space is not a per-person rate, but a per-room rate.
 - Ensure the funding formula accounts for the incrementally higher cost of operating before-and-after-school programs in shared spaces.
 - Ensure that the school utilization formula reflects the improved funding formula and fully accounts for early learning space in schools.
3. The issue of child care operators and maintenance costs is currently being considered by the Ministry of Education and it is believed that an announcement will be forthcoming.
4. Staff recommend waiving the administrative and per hour facility permit fees associated with child care after hours and holiday permits. Minimum supervision and cleaning fee (including overtime costs incurred) will be required for child care operators at TCDSB facilities as outlined in the following table:

**Supervision and Cleaner Fees
(Subsidized by Ministry of Education
Community Use of Schools Funding)**

	SUPERVISION (subsidized)	CLEANER (subsidized)	SUPERVISION (unsubsidized)	CLEANER (unsubsidized)
Monday-Saturday 7:30 a.m.-11:30 p.m. Or such other times when the facilities are normally staffed	\$20.36/hr.	\$34.10/hr.	\$31.33/hr.	\$34.10/hr.
Sunday	\$27.15/hr	\$45.47/hr.	\$41.77/hr.	\$45.47/hr.
Statutory Holidays	As per Collective Agreement	As per Collective Agreement	As per Collective Agreement	As per Collective Agreement

All Rates are subject to HST No. **107-694-119 RT001.**

5. The elimination of the administrative and user facility fee will reduce the financial burden on child care operators. In addition, staff will endeavour to minimize costs to child care operators by reviewing caretaking schedules to avoid supervision gaps. The staggering of custodial coverage will reduce overtime charges, which are significant costs to child care.

D. IMPLEMENTATION & STRATEGIC COMMUNICATIONS

1. The Community Use of Schools (CUS) department recommends that the proposed minimum supervision and cleaner fees (including overtime incurred) take effect on June 1, 2016, and be applied retroactively to all permits issued to child care operators.
2. The financial impact of a new minimum operational permit fee will be monitored with the Board's Web permits software. The CUS department will return with a report to Board detailing the impact of the fee reduction on TCDSB facilities.

E. STAFF RECOMMENDATION

That permit administrative and facility fees be waived for all child care operators retroactively from June 1, 2016.

October 3, 2016

Dear Child Care Operator;

**Re: Toronto Catholic District School Board
Permit Requirements
2016- 2017 Christmas Schedule**

Please be advised that the 2016-2017 Christmas Schedule for Toronto Catholic District School Board CUPE 1280 Custodial Staff has been approved and is attached to this letter for your reference.

In accordance with your Lease and/or Licence Agreement with the Board if your child care program intends to operate on those days that the school is closed you must obtain a permit and pay all applicable fees under the Permit Policy, including any applicable caretaking overtime charges .

Please note that during the Christmas Holiday on those days the school is open (regular work day), as indicated on the attached Schedule, there is limited custodial coverage after 4:00 p.m. Every effort will be made to provide appropriate custodial services until 6:00 p.m., however, depending on the staffing arrangements at individual school locations permits may be required.

In order to ensure that there are no disruptions to the operation of your child care program, please apply for a permit for each and every day of the Christmas holiday that you intend to be open. Naturally, on those days the school is deemed open (regular work day) you shall be charged only in those circumstances where additional custodial coverage is required. The permit application fee shall be waived at this time. For permit applications or information on how you can apply for a permit on-line please call (416) 222-8282 ext. 4370.

Sincerely,

Lisa Gallagher
Senior Manager Real Property

2016-2017 Christmas Holiday Schedule:

Date	Day/Type	Custodial Coverage
Monday, December 26, 2016	Closed (Boxing Day)	School Closed.
Tuesday, December 27, 2016	Statutory Holiday in lieu of Christmas Day	School Closed.
Wednesday, December 28, 2016	Regular Work Day	7:00 a.m. to 4:00 p.m.
Thursday, December 29, 2016	Regular Work Day	7:00 a.m. to 4:00 p.m.
Friday, December 30, 2016	Statutory Holiday in lieu of Christmas Eve and New Year's Eve	School Closed.
Monday, January 2, 2017	Statutory Holiday in lieu of New Year's Day	School Closed.
Tuesday, January 3, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Wednesday, January 4, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Thursday, January 5, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Friday, January 6, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.

NOTE:

PA DAYS: BEFORE & AFTER SCHOOL PROGRAMS LICENCE AGREEMENT:

Before and After School Programs in TCDSB Schools operate under a Board approved, self renewing, 10 month Licence Agreement (September 1, to June 30). The operators are entitled to the use of their licenced premises (room (s)) Monday through Friday; from 7:00 a.m. until the commencement of school and in the afternoons from the end of school until 6:00 p.m.

Any additional access to the Licenced Premises by the operator, either during full days during the Christmas holidays, Family Day, Easter Holidays, March Break, **PA Days**, Summer Holidays, weekends and evenings will require the Licencee to obtain a Permit for the licenced space and pay associated costs.

The 2016-2017 PA Day Calendar is available on the Toronto Catholic District School Board's Website at www.tcdsb.org/school/SchoolYearCalendar/Pages.

January 30, 2017

Dear Child Care Operator;

Re: Toronto Catholic District School Board; Permit Requirements 2017: Family Day, March Break, Easter Holiday, Victoria Day, Canada Day, Civic Holiday, Labour Day, and Summer Months.

Please be advised that the 2017, Family Day, March Break, Easter Holiday, Victoria Day, Canada Day, Civic Holiday and Labour Day Schedule for Toronto Catholic District School Board CUPE 1280 Custodial Staff has been approved and is attached to this letter for your reference.

In accordance with your Lease and/or Licence Agreement with the Board if your child care program intends to operate on those days that the school is closed you must obtain a permit and pay all applicable fees under the Permit Policy, including any applicable caretaking overtime charges.

Please note that during the March Break, on those days the school is open (regular work day), as indicated on the attached Schedule, there is limited custodial coverage after 4:00 p.m. Every effort will be made to provide appropriate custodial services until 6:00 p.m. however, depending on the staffing arrangements at individual school locations permits may be required.

In order to ensure that there are no disruptions to the operation of your child care program, please apply for a permit for each and every day of the March Break, Family Day, Easter Holiday, Victoria Day, Civic Holiday and Labour Day that you intend to be open. Naturally, on those days the school is deemed open (regular work day) you shall be charged only in those circumstances where additional custodial coverage is required. The permit application fee shall be waived at this time. For permit applications or information on how you can apply for a permit on-line please call (416) 222-8282 ext. 4370.

Summer Months 2017:

Also please note that during the months of July and August, on those days the school is open, there may be limited custodial coverage after 4:00 p.m. as a result of custodial vacation time. Every effort will be made to provide appropriate custodial services until 6:00 p.m. however, depending on the staffing arrangements at individual school locations permits may be required. A permit is also required for the summer use of any additional school space that is not included in the lease agreement (i.e. gym).

To ensure appropriate custodial coverage for the operation of your child care program during the summer months please apply for an open-ended Permit for the months of July and August 2017. Please apply for your summer permits on or before **April 21, 2017**. Naturally, the child care centre shall only be charged in the event that a caretaker is required to be deployed to provide the remaining coverage for the child care centre's normal hours of operation. For Permit applications or information on how you can apply for a Permit on-line, please call (416) 222-8282 ext. 4370.

Sincerely,

Lisa Gallagher
Senior Manager, Real Property

2017 Family Day:

Date	Day/Type	Custodial Coverage
Monday, February 20, 2017	Family Day	School Closed

2017 March Break Schedule:

Date	Day/Type	Custodial Coverage
Monday, March 13, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Tuesday, March 14, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Wednesday, March 15, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Thursday, March 16, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Friday, March 17, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.

2017 Easter Schedule:

Date	Day/Type	Custodial Coverage
Friday, April 14, 2017	Good Friday	School Closed
Monday, April 17, 2017	Easter Monday	School Closed

2017 Victoria Day:

Date	Day/Type	Custodial Coverage
Monday May 22, 2017	Victoria Day	School Closed

2017 Canada Day, Civic Holiday, Labour Day:

Date	Day/Type	Status
Monday July 3, 2017	In lieu of Canada Day	School Closed
Monday, August 7, 2017	Civic Holiday	School Closed
Monday September 4, 2017	Labour Day	School Closed

NOTE:

PA DAYS: BEFORE & AFTER SCHOOL PROGRAM LICENCE AGREEMENTS:

Before and After School Programs (School Age & Extended Day of Kindergarten Program) in TCDSB Schools operate under a Board approved, self renewing, 10 month Licence Agreement (September 1, to June 30). The operators are entitled to the use of their licenced premises (room (s)) Monday through Friday; from 7:00 a.m. until the commencement of school and in the afternoons from the end of school until 6:00 p.m.

Any additional access to the Licenced Premises by the operator, either during full days during the Christmas holidays, Family Day, Easter Holidays, March Break, PA Days, Summer Holidays, weekends and evenings will require the Licencee to obtain a Permit for the licenced space and pay associated costs.

The 2016-2017 PA Day Calendar is available on the Toronto Catholic District School Board's Website at <http://www.tcdsb.org/schools/SchoolYearCalendar>.



September 11, 2017

Dear Child Care Operator;

***Re: Toronto Catholic District School Board
Permit Requirements 2017- 2018 Christmas Schedule***

Please be advised that the 2017-2018 Christmas Schedule for Toronto Catholic District School Board CUPE 1280 Custodial Staff has been approved and is attached to this letter for your reference.

In accordance with your Lease and/or Licence Agreement with the Board if your child care program intends to operate on those days that the school is closed you must obtain a permit and pay all applicable fees under the Permit Policy, including any applicable caretaking overtime charges.

Please note that during the Christmas Holiday on those days the school is open (regular work day), as indicated on the attached Schedule, there is limited custodial coverage after 4:00 p.m. Every effort will be made to provide appropriate custodial services until 6:00 p.m., however, depending on the staffing arrangements at individual school locations permits may be required.

In order to ensure that there are no disruptions to the operation of your child care program, please apply for a permit for each and every day of the Christmas holiday that you intend to be open. Naturally, on those days the school is deemed open (regular work day) you shall be charged only in those circumstances where additional custodial coverage is required. The permit application fee shall be waived at this time. For permit applications or information on how you can apply for a permit on-line please call (416) 222-8282 ext. 4370.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Gallagher". The signature is written in a cursive, flowing style.

Lisa Gallagher
Senior Manager Real Property

2017-2018 Christmas Holiday Schedule:

Date	Day/Type	Custodial Coverage
Monday, December 25, 2017	Christmas Day	School Closed.
Tuesday, December 26, 2017	Boxing Day	School Closed.
Wednesday, December 27, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Thursday, December 28, 2017	Regular Work Day	7:00 a.m. to 4:00 p.m.
Friday, December 29, 2017	Statutory Holiday in lieu of Christmas Eve and New Year's Eve	School Closed.
Monday, January 1, 2018	New Year's Day	School Closed.
Tuesday, January 2, 2018	Regular Work Day	7:00 a.m. to 4:00 p.m.
Wednesday, January 3, 2018	Regular Work Day	7:00 a.m. to 4:00 p.m.
Thursday, January 4, 2018	Regular Work Day	7:00 a.m. to 4:00 p.m.
Friday, January 5, 2018	Regular Work Day	7:00 a.m. to 4:00 p.m.

NOTE:

PA DAYS: BEFORE & AFTER SCHOOL PROGRAMS LICENCE AGREEMENT:

Before and After School Programs in TCDSB Schools operate under a Board approved, self renewing, 10 month Licence Agreement (September 1. to June 30). The operators are entitled to the use of their licenced premises (room (s)) Monday through Friday; from 7:00 a.m. until the commencement of school and in the afternoons from the end of school until 6:00 p.m.

Any additional access to the Licenced Premises by the operator, either during full days during the Christmas holidays, Family Day, Easter Holidays, March Break, **PA Days**, Summer Holidays, weekends and evenings will require the Licencee to obtain a Permit for the licenced space and pay associated costs.

The 2017-2018 PA Day Calendar is available on the Toronto Catholic District School Board's Website at www.tcdsb.org/school/SchoolYearCalendar/Pages.

TCDSB - Permit Fees charged to Child Care in TCDSB Schools – Excessive Cost Increases levied in 2016

- 1.) Unreasonable increase in permit fees for full day operations of B&A programs (FDK and school age)
- 2.) NEW additional charges to operate 4-6 pm on non-instructional school days
- 3.) NEW additional charges for 630-7 a.m. and 6-630 pm for caretaker overtime (randomly charged)
- 4.) NEW additional charges for 'cleaning' fees after hours (randomly charged).

EXAMPLES:

	PRE 2016	2016	Increase
Classroom use (non-instructional days - for FDK and school age)	\$2.00 per DAY	\$2.50 per HOUR (11 hour day PLUS 1 hour for caretaker fees = \$30 per DAY)	1400%
Gym use (non-instructional days - for school age)	\$5.00 per use DAY	\$7.50 per HOUR (11 hour day PLUS 1 hour for caretaker fees = \$90.00)	1700%
Caretaker fees	Cost of caretaker is included in "occupancy costs" paid by the City.	Charge for caretaking 4 -6 pm on non-instructional days @ \$42.24 per day (when challenged it was credited. But other centres continue to be charged)	CITY PAYS for caretaker costs NOW WE ARE BEING CHARGED. \$42.24 = 4224%
TOTAL paid in year for classrooms/gym permits for Plains Road Child Care (example)	\$7.50 x 69 non-instructional days = \$517.50	\$162.24 x 69 non-instructional days = \$11,194.56	
Other charges – These appear to be Human Resource issues for the TCDSB to address:	<p>Caretaker overtime charged if someone calls in sick and the caretaker works overtime - even though the regular hours for caretakers at our school are 7 am to 11 pm. \$18.77 per hour</p> <p>Easter Monday and 1 day at xmas we pay caretaker overtime to stay open - about \$500-600 per day.</p>		

Rec'd @ M7
OK AHC 20/17