



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

STAFF IDENTIFICATION BADGES

"I can do all things through Him who strengthens me."
Philippians 4:13 (NRSVCE)

Created, Draft	First Tabling	Review
September 4, 2018	September 13, 2018	

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INFORMATION REPORT

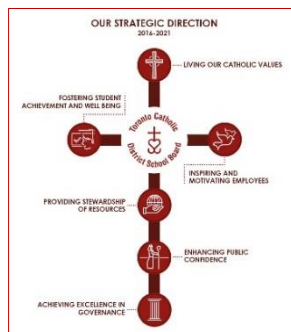
Vision:

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.



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A. EXECUTIVE SUMMARY

This report responds to a Trustee inquiry regarding staff Identification badges. In 2013, the Board initiated a pilot project to install a new access control system with a provision for photo identification at three locations. This was followed by a phased implementation program with 84 schools completed to date, as well as the Catholic Education Centre.

Full implementation of security access cards with photo identification at all Board locations is scheduled to be completed by August 2020.

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

B. PURPOSE

1. This report is a follow up to a Trustee inquiry at the June 6, 2018 Corporate Services, Strategic Planning and Property committee meeting regarding staff Identification badges.
2. The report provides a summary of the Board's building access control process, which includes a phased implementation of provision of staff photo identification.

C. BACKGROUND

1. There are two types of photo identification cards:
 - photo identification cards that do not have access control enabled; and
 - smart cards that provide access control as well as photo identification.
2. On July 3, 2013, Director's Council approved a report recommendation to supply and install access control systems with photo identification and security equipment at various Board locations through a phased-in approach. A pilot program for installation of a new access control system with a provision for photo identification comprising three locations was initiated.
3. In December 2013, the Premier of Ontario announced that all Ontario elementary schools are to keep their doors locked during the day. Resulting from the Premier's announcement, the Facilities department provided generic security access cards (no photo) to all elementary schools' staff to gain entry into the building Monday to Friday during school hours, as a

stopgap measure until the implementation of the photo ID system could be completed.

4. As of June 2018, the Facilities Renewal Department has completed installation of upgraded access control systems with photo ID access cards at eighty-four (84) elementary schools and four (4) secondary schools. The list of completed schools is included in Appendix A.
5. On July 3, 2018, Director's Council approved a contract to supply and install access control systems with photo identification and security equipment at thirty-six (36) additional schools. Estimated completion date is December 2018.
6. Full implementation of security access cards with photo identification at all Board locations is scheduled to be completed by August 2020. The system will be linked to the SAP Human Resources system to facilitate automatic re-programming of access when employees change locations.
7. The Capital Department has updated design standards for new elementary and secondary schools to include the new card access control system that allows staff to have photo identification. Installations have been completed at four (4) elementary schools. These schools are included in the list in Appendix A.
8. All Catholic Education Centre staff are provided with photo identification access control cards that provides various levels of access throughout the Catholic Education Centre, depending on the employee's job function.
9. School Principals, Vice Principals and all Custodial staff are provided with photo identification access cards.
10. Arising from the Safe Schools Inquiry report in 2016, one of the recommendations was to provide generic security access cards to all staff at Secondary Schools and Msgr Fraser Campuses.
11. Some secondary school principals have decided to provide their school administration and teaching staff with photo identification cards. These photo identification cards are arranged through the school contracted photographer that takes student and staff yearly photos. These photo identification cards do not provide access control.
12. On October 19, 2017, the Board approved the Access Control Policy (B.B.05), which provides for access cards to include the name and photo image of the person to whom the card is issued and provides an access level determined by the employee's job classification. Standardization of access

card information was developed in consultation with Safe Schools, Facilities Services, Health and Safety and the unions. The policy includes an Operational Guideline for Keys and Access Cards.

13. Upon change of employment status or a change of position with the Board, which would no longer require the employee to be an authorized key/access card holder, employees shall relinquish keys and access cards to their immediate Supervisor or identified alternate senior staff person before any final or further payment to the employee is processed.
14. Tenants and/or Licensees operating in a TCDSB school are provided with a security access card at their sole cost, which is administered by the respective school principal. Tenants and/or Licensees are required to pay a fee for each card to a maximum of two cards.
15. On August 14, 2018, staff surveyed other GTA school boards as to whether staff are provided with ID badges at their Education Centre and schools. This information is provided in Appendix B.

D. CONCLUDING STATEMENT

This report is for the information of the Board.