



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### 2018-2019 RENEWAL PLAN

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

Created, Draft	First Tabling	Review
December 4, 2018	December 12, 2018	
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<h3>RECOMMENDATION REPORT</h3>		

**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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Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This report recommends approval of the 2018-2019 School Renewal Plan as detailed in Appendix A and B, funded through the School Renewal Grant (SRG), School Condition Improvement Grant (SCI) and the School Renewal Allocation Grant (SRA), for a total budget of **\$51,187,967.00**.

The 2018-2019 School Renewal Plan is intended to address critical facility upgrades and undertake renovations related to school program and accommodation requirements.

Annual School Renewal funding is determined by student enrolment, supplemented by funding based on the Facility Condition Index of the Board's portfolio of schools. Facility Condition Index is a ratio of the five-year deferred maintenance backlog to the benchmark replacement cost of facilities.

*The cumulative staff time required to prepare this report was 60 hours*

## **B. PURPOSE**

1. The purpose of this report is to recommend a one-year program to undertake critical facility repairs, as well as program and accommodation renovations under the 2018-2019 Renewal Program.
2. It is of benefit to the Board to maintain and repair its buildings, to ensure the value of the Capital assets and provide a safe and healthy teaching environment for student and staff.
3. The 2018-2019 School Renewal Program requires Board approval as the overall renewal budget is over \$1M.

## **C. BACKGROUND**

### FUNDING

1. Funds to address the various school facility needs across Ontario are provided by the Ministry of Education. For the 2018-19 school year, the TCDSB has received approval of the following funding:

School Renewal Grant through Pupil Accommodation (SRG )	\$16,379,759
School Condition Improvement Grant (SCI)	\$34,103,500
School Renewal Allocation (SRA)	\$704,708
<b>Total</b>	<b>\$51,187,967</b>

### MINISTRY CRITERIA ON RENEWAL EXPENDITURES

2. The School Renewal Grant (SRG) addresses the costs of repairing existing schools and is based on benchmark renewal costs associated with a standard floor area for each elementary and secondary pupil.
3. The School Condition Improvement (SCI) grant is intended to assist boards to replace building components that have exceeded their useful lifecycle. The majority of these components are identified in the Ministry's School Condition Assessment Program. School boards will be accountable to report these expenditures in VFA Facility (The Ministry's building condition database), and the SCI expenditures must comply to the following conditions:

<b>SCI Expenditure Categories by Component</b>	<b>Restricted Renewal 70%</b>	<b>Unrestricted Renewal 30%</b>
A. Substructure (e.g. foundations, basement walls)	Yes	Yes
B. Shell/Superstructure (e.g. roofs, exterior walls, windows and doors)	Yes	Yes
C. Interiors (e.g. stairs, floor finishes, ceilings, etc.)	No	Yes
D. Services (e.g. plumbing, HVAC, fire protection, electrical)	Yes	Yes
E. Equipment and Furnishings (fixed items only)	No	Yes
F. Special Construction and Demolition	No	Yes
G. Building Site work (e.g. parking lots, site paving, lighting)	No	Yes

Note: Unspent funds can be carried forward.

4. The School Renewal Allocation (SRA) program is slightly different than SCI. This program allows boards to address the replacement of aged components

and building systems, undertake Capital improvements such as new building automation, invest in new systems such as air conditioning for cooling centres and accessibility enhancements, to name a few. It also allows boards to address operational/maintenance items such as painting, floor repairs, asphalt patching and minor fence repairs. The rules on how this funding can be spent are as follows:

- 40% of the SRA Allocation – Eligible for maintenance type expenditures (e.g. painting, ceiling tiles, localized flooring repairs)
- 60% of the SRA allocation – Eligible for expenditures that are capital in nature (e.g. new roofs, building automation, etc.)
- Any unspent funds may be carried forward.

#### RENEWAL BUDGET BREAKDOWN

5. An overview of how Renewal funding will be utilized is shown in Appendix A. Funding earmarked for system-wide initiatives include significant expenditures such as Phase 1 of the cooling centre rollout, portable allowances and a contingency for unplanned critical repairs. The remaining funding is then allocated to major Renewal categories such as Building Envelope, Mechanical & Electrical, Interior Renovations and Site Work. The funding proportion in each of these categories follows the funding ratios typically seen in building Renewal costing.

#### PROJECT SELECTION

6. The process for selecting Renewal projects in individual schools for execution in 2018-2019 and balancing the Renewal Plan with the available funding was as follows:
  - a) The recommended Renewal projects listed in Appendix B were primarily compiled by filtering out high and urgent work noted in the ministry's VFA facility database. Projects were further scrutinized, giving priority to work that was recommended to be undertaken within a short timeframe following Ministry inspections. Further prioritization was accomplished by cross-referencing the proposed Renewal work with the number of associated maintenance work orders, as well as information provided by Operations, Maintenance, Renewal and Capital staff;

- b) Budget increases for projects carried in the 2016-2018 Renewal Plan that were not completed due to insufficient funding or scope changes are included in the 2018-2019 Renewal Plan;
- c) Projects requested by school communities through the Operations Department are included in the Renewal plan;
- d) The projects listed in Appendix B were then circulated to Capital, Renewal, Maintenance and Operation for further vetting and adjustments made as required based on this departmental input.

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

- 1. The Renewal Plan is primarily based on information provided by the Ministry of Education's School Condition Assessment Program, school community requests, and various stakeholders such as Health & Safety, Operations and Maintenance staff, and building inspections conducted by Facilities staff.
- 2. Assessments are completed on all school facilities by the Ministry of Education's School Condition Assessment Program on a five-year cycle (40 TCDSB schools assessed per year). Information about the TCDSB's inventory of facility assets are stored in VFA Facility Asset Management Software. The software leverages that information to create Capital funding forecasts.
- 3. Refer to Appendix C for further information about the Ministry's Condition Assessment Program and the TCDSB's deferred maintenance update. The Board's current deferred maintenance backlog is \$559 M.
- 4. Facilities staff continue to engage with school staff, CSPC groups and school communities to address facility issues and concerns.

## **E. METRICS AND ACCOUNTABILITY**

- 1. For the current 2018-2019 School Renewal cycle, the goal is to substantially complete projects listed in Appendix B prior to the start of the 2019 school year within the defined budgets. Staff will present a new Multiyear School Renewal Plan in the fall of 2019, which will be reconciled with available funding on an annual basis.

2. Funding earmarked for system-wide initiatives include school yard greening, digital signage for secondary schools, field remediation, Phase 1 of cooling centre roll-out, allowance for portable work, implementation of the SAP planning and project management modules through the Board's existing enterprise system, and a contingency for unplanned critical repairs (refer to Appendix A).
3. The Renewal Plan includes a \$2.25M budget for the first phase of cooling centres to be added to non-air conditioned schools, as noted in the report Status Update Regarding Collection of Air Temperatures in Non-Air Conditioned Schools, presented at Corporate Services, Strategic Planning and Property, December 13, 2017. This program will cost \$9M, intended to be phased over four years and can be funded from School Renewal. Continuation of the cooling centre program into year 2 and beyond is subject to future funding availability from the Ministry.
4. Work undertaken in the 2018-2019 Renewal Plan must follow the Board's Purchasing Policy, under the Broader Public Sector (BPS) Procurement Directive, in terms of acquiring goods and services, including receiving competitive bids for engineering and design services as well as construction contracts. The Procurement process is to be open, transparent and competitive.
5. Work is issued to pre-qualified vendors in an open and competitive bidding environment, as detailed in the Board's Purchasing Policy. Contract awards will be approved by Associate Directors Council.
6. The Ministry's facility database must be updated twice a year to align with the Board's financial accountability submissions as overseen by the Board's Finance department. This is critical to the release of funding for the next cycle of projects.
7. Consultant and contractor evaluation forms will be completed by staff at the end of each project and reviewed by Purchasing/Materials Evaluation and Approval Committee (PMEAC) to determine future eligibility on the Board's list of approved vendors. Principals will also have the opportunity to complete the evaluation forms as well.

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

1. Upon approval of the 2018-2019 School Renewal Plan, school principals, child care operators and permit groups will be informed by email of the work planned for their building as detailed in Appendix B and will be provided with a link to the Board's Facilities page on the TCDSB website where the Plan will be posted.
2. Following approval, the Renewal Plan will be sent to Superintendents (sorted by Superintendent Area) and Trustees (sorted by Trustee Ward). A bi-annual update will be provided, as projects may be added to address critical needs that arise during the year and some projects may be deferred for various reasons. A contingency allowance is included to address unanticipated projects.
3. Requests for Quotations (RFQs) for architectural, landscape or engineering services will be issued to pre-qualified vendors, as per the Board's Purchasing Policy. The consultant for each project, along with a TCDSB project supervisor will meet with each school principal to review the scope and timeline for the project.
4. School community consultation will occur for applicable projects (for example site improvement projects). Project status will be available through the Board's website.
5. A "Good Neighbour" letter, as per Board policy, will be mailed to neighbours adjacent to our schools where major exterior projects are undertaken, including portable classroom installations.

## **G. STAFF RECOMMENDATION**

That the 2018-2019 School Renewal Plan, for a total budget of \$51,187,967, as detailed in Appendix A and B, be approved.