



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

UPDATE TO ACCESS CONTROL POLICY B.B.05

*I can do all the through Him who gives me strength **Philippians 4:13***

Drafted

December 14, 2021

Meeting Date

January 11, 2022

R. MacDonalds, Manager, Facilities Central Services

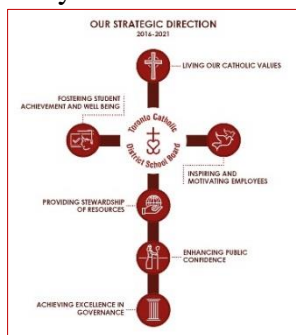
M. Farrell, Superintendent, Environmental Services

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.



Brendan Browne

Director of Education

Adrian Della Mora

Associate Director of Academic
Affairs & Chief Operating Officer

Derek Boyce

Associate Director of Facilities,
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Ryan Putnam

Chief Financial Officer & Treasurer

A. EXECUTIVE SUMMARY

This report recommends updating the current Access Control Policy B.B.05 in order align with current practice and policies.

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

B. PURPOSE

1. This recommended report is on the Order Paper for Governance & Policy Committee as it recommends a Policy revision.

C. BACKGROUND

1. The Policy on Policy was first approved in October 1988 and has not been amended since.
2. The Environmental Support Services Department maintains and administers the access controls processes and procedures for key and card access to all schools and facilities of the TCDSB
3. Changes to this policy reflect current practice and alignment with related policies:
B.B.01 Facilities Management Policy
B.B.06 Employee Photo Identification (ID) Cards
S.S.04 Access to Students in Schools
Education Act, Section 53
4. Environmental Services is working to standardize and bring awareness to key and access card protocols for all locations.
5. Environmental Support Services provides keys and access cards to authorized staff.
6. Most recently, the Renewal Department has been installing a new card access systems with photo identification at school locations.

7. TCDSB photo ID cards will eventually be combined with access control cards to serve the dual risk mitigation purpose of photo identification and controlled access to various parts of a facility.
8. Several Regulations were removed from the Policy as they were more instructional in nature.
9. The Environmental Services Department is working to align and enact the policy with current procedures and proposed initiatives.

D. EVIDENCE/RESEARCH/ANALYSIS

1. This policy has been amended in consultation with staff from the Facilities and Communications Departments, Field Superintendents and Legal Services.

E. METRICS & ACCOUNTABILITY

1. Recommendations in this report will be monitored by Policy Development staff.
2. Costs associated with providing keys, access cards and installation of locks, and access cards readers will be monitored by Environmental Support Services Department.

F. IMPLEMENTATION

The updated policy as approved will be posted on the TCDSB policy register.

G. STAFF RECOMMENDATION

Staff recommend that the revised Access Control Policy (B.B.05) provided in Appendix A be adopted.