



REPORT TO

**REGULAR BOARD****UPDATE TO ACCESS CONTROL POLICY B.B.05**

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

Created, Draft	First Tabling	Review
December 14, 2021	January 11, 2022	
R. MacDonald, 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.*



B. Browne,  
Director of Education  
Brendan Browne, PhD  
Director of Education

A. Della Mora  
Associate Director of Academic Affairs  
and  
Chief Operating Officer

D. Boyce  
Associate Director of  
Facilities, Business and Community  
Development

R. Putnam  
Chief Financial Officer and 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.
10. This policy was brought to the Governance and Policy Committee on January 11, 2022.

#### **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. COMMITTEE RECOMMENDATION**

The Governance and Policy committee recommends that the revised Access Control Policy (B.B.05) provided in Appendix A be adopted.