



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

FACILITIES SERVICES POLICIES TO BE RESCINDED

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

Created, Draft

August 29, 2016

First Tabling

September 13, 2016

Review

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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 rooted in the love of
Christ. We educate students to grow in grace and
knowledge and to lead lives of faith, hope and
charity.*



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Executive Superintendent of Business
Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report identifies and recommends Board policies to be rescinded.

This report further recommends the approval of the partially consolidated policy B.B. 01 Facilities Management and the TCDSB Facilities Services Operating Procedure.

B. PURPOSE

1. Staff are to bring forward Policy Recommendation reports in accordance with Meta Policy M.01.
2. The policies identified are obsolete, no longer relevant, and are either operational and/or closely mirror language in the *Education Act*.

C. BACKGROUND

1. On March 20, 2012, the Board approved M. 01 Meta Policy, providing a framework by which all subsequent policy revision was to be guided.
2. On January 31, 2013, the Board adopted a framework for policy review that consisted of 5 actions for consideration:

RESCIND the policy because it:

- is operational and belongs in a procedural guideline or manual easily accessible by all stakeholders;
- closely mirrors language in the *Education Act* or other relevant legislation;
- does not comply with current legislation; and/or
- Originated from an initiative implemented by an external agency but the service/program no longer exists.

REVISE the policy because:

- it needs to be updated in order to comply with legislation or regulation;

- components of the policy reflect guidelines and operational procedures; and/or
- the policy and regulation statements need to be re-written to accurately reflect the TCDSB Multi-Year Strategic Plan and conform to the meta policy template.

CONSOLIDATE policies because:

- they are very succinct and narrow in focus;
- many brief, specific policies share a common theme with other policies;
- a single themed policy can more accurately align with the Multi Year Strategic Plan (MYSP);
- a newly consolidated policy can provide greater consistency with legislation and/or industry standards; and/or
- it will reduce the number of policies on the register and provide greater ease of navigation for all stakeholders.

RE-FORMAT the policy because:

- it was enacted by the Board as a policy with in the past year, but it is not written in the proper Meta Policy template.

NO ACTION is required for a policy when:

- it already has been enacted in the proper Meta Policy template.

3. The following policies have been identified to be rescinded. Appendix A attached includes the following policies to be rescinded:
 - a. Design Modification (B.B.01)
 - b. School Design – New and Addition (B.B.02)
 - c. Portables – cluster (B.B.03)
 - d. Playground Equipment (B.G.01)
 - e. Fencing (B.G.02)
 - f. Weed Control (B.G.03)
 - g. Parking – School Use (B.G.06)
 - h. Architects (B.M.02)

- i. Additions and Replacements – Priority and Funding (B.M.03)
- j. Capital Expenditure Forecast (CEF) Categories (B.M. 04)
- k. Carpet (B.P.01)
- l. Window Coverings (B.P.04)
- m. Telephones in Schools (B.P.05)

D. EVIDENCE/RESEARCH/ANALYSIS

1. The analysis below indicates the reason for the recommendation that the following policies be rescinded.
 - a. Design Modification (B.B.01) – No longer in accordance with the current procedure. Design modification to existing school fall under School Renewal Programme or special programming funding that is made available. Renewal projects are identified through the School Renewal Plan based on the available funding from the Ministry of Education. Has been incorporated into the Facilities Services Operational Procedure under Capital Services and School Renewal responsibilities.
 - b. School Design – New and Addition (B.B.02) – No longer in accordance with current procedure. Capital priorities projects are identified by Board based on criteria matrix and submitted to the Ministry of Education for Capital Funding. Has been incorporated into the Facilities Services Operational Procedure under Capital Services and School Renewal responsibilities.
 - c. Portables – cluster (B.B.03) – Outdated. Clustered portables were originally installed as a temporary fix to address the influx of student population due to the growth of the City in the late 70s and early 80s. Clustered portables that were installed have all been removed. The cost to install clustered portable is not financially feasible as these temporary structure require extensive maintenance 5 years after installation but requires a similar municipal approval process for an addition. Single portables are installed at schools now. Annual

portable needs assessment is brought forward to the Board for approval.

- d. Playground Equipment (B.G.01) – No longer in accordance with current procedures. Funding is through non facilities sources such as Catholic School Parents Committee (CSPC), fund-raising or municipal development contributions. Procedure follows Board’s Procurement Policy under Purchasing Procedures. Funding, type and location of the structure is completed by Facilities staff in consultation with the school community. Replaced structure are permitted but must meet CSA standard with annual inspection.
- e. Fencing (B.G.02) – Outdated. Fencing height is determined by the jurisdictional requirement for fence height such as City of Toronto By-Law, Day Nursery Act or Site Plan Approval for new construction.
- f. Weed Control (B.G.03) – Operational. Has been incorporated into the Facilities Services Operational Procedure under School Operation and Maintenance responsibilities.
- g. Parking – School Use (B.G.06) – Covered under site safety design standard.
- h. Architects (B.M.02) – Covered under TCDSB Purchasing Policy and Procedure.
- i. Additions and Replacements – Priority and Funding (B.M.03) – Outdated. There are new Ministry of Education requirements for capital funding based on EDU capital priority criteria. Boards are no longer permitted to use Proceeds of Disposition (POD) to fund capital projects and must seek Ministry approval to use POD, whether to fully and partially fund a capital project.

- j. Capital Expenditure Forecast (CEF) Categories (B.M. 04) – Outdated. Capital priorities projects are identified by the Board based on criteria matrix and submitted to the Ministry of Education for capital funding. Funding may come from the Ministry or other identified funding sources such as development trust or joint venture initiatives. As of 2015, individual capital project budgets are subject to Board and Ministry approval.
 - k. Carpet (B.P.01) – Outdated. Carpets are no longer installed at schools as it contributes to allergies among students and staff. Carpets were typically installed in kindergarten classroom and libraries; rubber flooring is the current floor finish standard that provides softer surface for student to sit on if preferred. Area rug can also be purchased by the school if desired through Board’s Purchasing Procedures.
 - l. Window Coverings (B.P.04) – Covered under Threat to School Safety Procedure re: lockdowns.
 - m. Telephones in Schools (B.P.05) – Covered under TCDSB Structured Cabling System Design Guidelines and Installation Standards and outdated.
2. B.B. 01 Facilities Management, as detailed in Appendix B, and TCDSB Facilities Services Operating Procedure, as detailed in Appendix C, are intended to replace and consolidate the rescinded policies to accurately align with the MYSP and provide greater consistency with legislation and industry standards.

E. METRICS AND ACCOUNTABILITY

- 1. Recommendations in this report will be monitored by policy development staff and the Superintendent of Facilities Services.
- 2. Further reports to Board regarding recommended changes or updates to the policy will be brought as necessary.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Staff to ensure policies are rescinded from policy register.
2. Staff to post B.B. 01 Facilities Management and the Facilities Services Operating Procedure to the TCDSB policy register.

G. RECOMMENDATIONS

1. That the following policies be rescinded:
 - a. Design Modification (B.B.01)
 - b. School Design – New and Addition (B.B.02)
 - c. Portables – cluster (B.B.03)
 - d. Playground Equipment (B.G.01)
 - e. Fencing (B.G.02)
 - f. Weed Control (B.G.03)
 - g. Parking – School Use (B.G.06)
 - h. Architects (B.M.02)
 - i. Additions and Replacements – Priority and Funding (B.M.03)
 - j. Capital Expenditure Forecast (CEF) Categories (B.M. 04)
 - k. Carpet (B.P.01)
 - l. Window Coverings (B.P.04)
 - m. Telephones in Schools (B.P.05)
2. That the consolidated policy B.B. 01 Facilities Management and the TCDSB Facilities Services Operating Procedure be approved.