



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO KEY AND SECURITYCARD ACCESS CONTROL POLICY B.B.05 (ALL WARDS)

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

Created, Draft	First Tabling	Review
August 29, 2017	September 12, 2017	
C. Kavanagh, Co-Ordinator, Employee Relations & Policy Development A. Rashid, Senior Co-Ordinator, Operations F. Cifelli, D. Yack, J. Shanahan, J. Wujek, K. Malcolm, M. Caccamo, P. Aguiar, S. Campbell Superintendents of Learning, Student Achievement and Well-Being M. Puccetti, Superintendent of Facilities Services		
<h4>RECOMMENDATION REPORT</h4>		

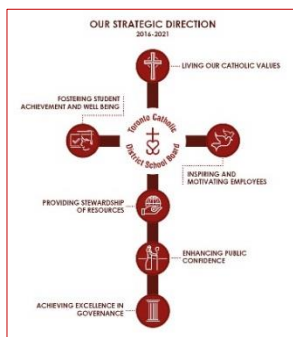
Vision:

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.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

A. Sangiorgio
Associate Director
of Planning and Facilities

T.B.D.
Executive Superintendent
of Business Services and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report identifies and recommends that the Key Control (Grand Master Key and Master Key) policy B.B.05 be updated as proposed in Appendix A as Access Control Policy B.B.05 with Operational Guidelines.

B. PURPOSE

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

C. BACKGROUND

1. This Policy was approved on October 25, 1998 and has not been reviewed or updated since.
2. Facility Services is working to standardize and bring awareness to key and access card protocols.
3. There is an annual budget carried in the School Operations budget to provide new or replacement access cards to the system. The Maintenance Department oversees the installation and repair of card readers and replacement locks at schools – this work is estimated in the range of \$75,000.00 per year.

D. EVIDENCE/RESEARCH/ANALYSIS

The current policy does not reflect the use of security cards to access buildings. The Facilities Department is working to align and enact the Policy with current procedures and proposed initiatives.

E. IMPLEMENTATION & STRATEGIC COMMUNICATIONS & STAKEHOLDER ENGAGEMENT PLAN

1. Consultation has taken place with Human Resources, Safe Schools, Finance, Technology Departments and various Employee Unionized Groups, as well

as the Principals Associations representatives for their input, which is reflected in the policy.

2. Updates to the Policy will be communicated to all TCDSB employees and stakeholders.

F. METRICS & ACCOUNTABILITY

1. Recommendations in this report will be monitored by Facilities Services, Human Resources as well as Policy Development staff.
2. Costs associated with providing keys, access cards and installation of locks, and access cards readers will be monitored by Facilities, Maintenance and the Finance Department.

G. STAFF RECOMMENDATION

That the Access Control Policy (B.B.05) and Operating Guidelines provided in Appendix A be adopted.