

York Catholic District School Board

MEMO

Memo To: Accommodation and Business Affairs Committee

From: J. Sabo, Associate Director: Corporate Services and Treasurer of the Board

Date: January 28, 2016

Subject: **Accommodation and Business Affairs Committee Meeting: February 2, 2016**

The February 2, 2016 meeting of the Accommodation and Business Affairs Committee has been scheduled as follows:

February 2, 2016

Board Room – Catholic Education Centre

Regular Session – 8:00 p.m.–10:00 p.m.

In-Camera Session – following Regular session

Note: Adjournment targeted to be NO LATER than 10:30 P.M.

The Accommodation and Business Affairs (ABA) Committee agenda has been structured to include both a regular and an in-camera session. Of note, the Regular session will include the election of the Chair and Vice-Chair of the Committee.

The Regular agenda for ABA includes two Outside Presentations, four Discussion Items, and 15 Information Items. The In-Camera agenda for ABA contains four Discussion/Information Items.

Note: The Outside Presentations are updates from the project architects assigned to the two new school construction projects.

Should Trustees have any questions regarding any items on the agenda, please contact John Sabo or Patricia Preston.

Should time not permit review/processing all of items on the agenda, these items will be deferred to a future meeting.

To ensure quorum, please inform Karen Errett (ext. 12301) or Silvana Greco (ext. 13102) should you be unable to attend.

AGENDA**ACCOMMODATION AND BUSINESS AFFAIRS COMMITTEE**

Board Room, Catholic Education Centre

Tuesday, February 2, 2016

8:00 P.M. – 10:00 P.M.

(Following the Committee of the Whole Meeting)

1. OPENING PRAYER	J. Sabo	Page #
2. ROLL CALL		
3. ELECTION OF CHAIR		
4. ELECTION OF VICE CHAIR		
5. APPROVAL OF THE AGENDA		
6. REVIEW OF THE TERMS OF REFERENCE		1
7. APPROVAL OF THE AGENDA		
8. APPROVAL OF THE PREVIOUS MINUTES		2-7
a) PROPOSED FUTURE MEETING DATES - April 5 and May 17, 2016		
9. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING		
10. DECLARATION OF CONFLICT OF INTEREST:		
11. OUTSIDE PRESENTATION(S):		
a) Project Architect Design and Construction Reports	D. McCowell	8
i) Kleinburg Nashville CES Construction Status Update *	Saccocio Weppler Architects Inc.	
ii) Our Lady of Good Counsel CES Design Update *	Snyder & Associates	
* PowerPoint presentations included separately with the agenda		
12. STAFF PRESENTATIONS:		
Nil		
13. ACTION ITEM (S):		
Nil		
14. SUB-COMMITTEE REPORT(S):		
Nil		
15. DISCUSSION ITEM(S):		
a) OCSTA Finance Brief	J. Sabo	9-20
b) Audit Committee Open vs. Closed Update	J. Sabo	21-27
c) Cashless Schools	J. Porter	28-37
d) Approval Authority Schedule (AAS) Reporting Update	A. Chan	38-39
e) Revised Estimates	J. Sabo, A. Chan, J. Porter	40-54
16. INFORMATION ITEM(S)		
a) Temporary Accommodations Update	D. McCowell/M. Covatta	55-59
b) Facilities and Maintenance Capital Report Update	J. McLoughlin	60-68
c) Radon Update	J. McLoughlin	69-70
d) Artificial Field Updates	D. McCowell	71
e) St. Theresa of Lisieux CHS Cafeteria Extension Update	J. Sabo	72-74
f) Town of Richmond Hill Waste Collection Update	N. Vezina	75-77
g) Procurement Activity Update	A. Chan	78-86
h) Transportation Request For Proposal Status Update	D. McCowell	87
i) Ministry of Education Capital Priorities	D. McCowell/ T. Pechkovsky	88-95
j) Semi-Annual Development Circulation/Subdivision Report	T. Pechkovsky	96-100
k) Snow Removal Update	J. Porter	101-104
l) Property Insurance Claims Tracking Chart	J. Porter	105-106
m) Elementary Music Program Update	D. Murgaski/J. Sabo	107-110
n) Secondary Track and Field Renewal	J. Sabo/R. Crocco/M. Nasello	111-112
17. NOTICES OF MOTION:		
Nil		
18. FUTURE ITEM (S):		

ADJOURNMENT

York Catholic District School Board

MINUTES

ACCOMMODATION and BUSINESS AFFAIRS COMMITTEE (Public Session)

A meeting of the regular session of the Accommodation and Business Affairs Committee was held in the Board Room of the Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario, on Tuesday, November 3, 2015, commencing at 7:05 p.m.

PRESENT:

Committee Members: T. Ciaravella, C. Cotton, E. Crowe, A. Stong, D. Mazzotta, T. McNicol, M. Mogado, M. Marchese, C. Ferlisi

Administration: P. Preston, J. Sabo, A. Chan, B. Eldridge, J. McLoughlin, D. McCowell, T. Pechkovsky, M. Covatta, N. Vezina, J. Porter, C. Gastis, F. Bagley, D. Clapham, D. Hackett, M. Battista, N. DiNardo, O. Oloyio, M. Nasello, R. Crocco, D. Murgaski

Other Guests: H. Manassis, OECTA Representative

Absent with Notice: D. Giuliani

Recording: K. Errett

Presiding: T. Ciaravella, Committee Chair

1. CALL TO ORDER AND PRAYER

T. Ciaravella, Chair of the Accommodation and Business Affairs Committee, called the meeting to order at 7:05 p.m. and led the attendance in the opening prayer.

2. APPROVAL OF THE AGENDA

Motion: Stong/Crowe

THAT the agenda be approved with the inclusion of a handout related to item 11 c) 2015-16 Enrolment update.

— MOTION CARRIED —

3. APPROVAL OF THE MINUTES

Motion: Mogado/Stong

THAT the Minutes of the April 23, 2015 Accommodation Meeting be approved as presented.

— MOTION CARRIED —

4. FUTURE MEETING DATES

The next meeting date: February 3, 2015

5. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: Nil

6. DECLARATION OF CONFLICT OF INTEREST

- PREVIOUS MEETINGS:

Nil

7. OUTSIDE PRESENTATION:

a) Kleinburg Nashville CES Construction Status Architect Presentation

B. Eldridge, Superintendent of Construction and Facilities Renewal Services, introduced P. Weppeler, Saccocio Weppeler Architects Inc., who was present to provide an update and answer questions regarding construction of the new Kleinburg Nashville CES. The school is a 614 pupil place facility scheduled for occupancy in September 2016. The General Contractor for the project is Pre-End Construction.

P. Weppler provided an update on the construction of the Kleinburg Nashville CES; the ground floor is 100% complete with the second floor walls currently being erected. The project, under construction with Pre Eng, is on track. To date there have been three change orders issued at a value of \$25,482.71 (original contract value is \$9,774,300). In addition there are 17 contemplated change orders (five of which are credits in the amount of approximately \$21,000) and 15 for extras in the amount of \$15,000.

J. Sabo, Associate Director, Corporate Services and Treasurer of the Board, noted that project architects will be required to present to the Committee regularly. Further, architects have been requested to provide more detailed financial details especially with regard to Change Orders as a separate slide or report. In addition, it was noted that with the pending retirement of the Superintendent of Plant, the Senior Manager of Administrative Services, D. McCowell, will be assuming oversight responsibilities associated with architectural services.

b) Our Lady of Good Counsel CES Design Status Architect Presentation

B. Eldridge, Superintendent of Construction and Facilities Renewal Services, introduced D. Snyder, Snyder & Associates Inc., who was present to provide an update on the design of the new Our Lady of Good Counsel CES 461 pupil place replacement school. Of note is the recent Ministry of Education approval for a child care centre at this facility.

D. Snyder provided an overview (PowerPoint) of the school and noted that new design features will be implemented into the design (referencing photos of a Burlington, Ontario school facility) such as a central lobby which the office oversees, “abundant natural light, visual connectivity throughout, and flexible spaces for collaborative and independent learning” (e.g. learning commons) and “creative sustainable outdoor play” areas as well as electronic black-out shades for every window.

The targeted project schedule was reviewed which includes a site plan agreement application date of November 30, 2015 and contract award of September 2016. The school is scheduled for occupancy in September 2017, however, it was noted that timelines may be impacted subject to site acquisition timelines.

8. STAFF PRESENTATIONS:

a) Community Planning & Partnerships and Pupil Accommodation Review Process Update

D. McCowell, Senior Manager of Administrative Services, presented/provided in a PowerPoint presentation, highlights of changes made to the Capital Planning & Partnerships (CPP) and Pupil Accommodation Review (PAR) policies and processes which are reflective of the Ministry of Education’s new guidelines. The presentation provided links to other processes (e.g. Multi-Year Strategic Plan, Long-Term Accommodation Plan and Pupil Accommodation Reviews) and strategies to share planning information regularly with municipalities and community partners/organizations. In addition, information pertaining to the role of Trustees, a draft communication strategy and proposed timelines for the CPP and PAR processes were included.

9. ACTION ITEM(S):

a) St. Emily CES/St. Agnes of Assisi CES Boundary Change

T. Pechkovsky, Manager of Planning Services, presented the purpose and associated recommendations for a boundary change to re-direct future students from St. Agnes of Assisi CES to St. Emily CES in Vaughan. As in past, the abbreviated boundary review process was used as there are no existing pupils living in Block 40 North or Block 47.

Motion: Marchese/Crowe

THAT the Block 40 North and Block 47 development areas, as illustrated on Map #1, be redirected from St. Agnes of Assisi CES to St. Emily CES and become effective immediately.

— MOTION CARRIED —

b) 2015-2020 Long-Term Accommodation Plan Update

T. Pechkovsky, Manager of Planning Services, provided an update to the March 2015 “2015-2020 Long-Term Accommodation Plan”. It was noted that as Ministry approvals are received and progress made on items in the Long-Term Plan, which was inclusive of recently approved related Ministry capital submissions and thus included the child care facility included with the Our Lady of Good Counsel replacement school and an update on completed initiatives, i.e. Father Bressani Port-a-Pak demolition and the Stouffville Boundary Change (FI).

Motion: Crowe/Stong

THAT the Board endorse the amended Summary of Accommodation Initiatives Table in Appendix “A” of the Board report along with accompanying maps and in the current 2015-2010 Long-Term Accommodation Plan.

— MOTION CARRIED —

10. SUB-COMMITTEE REPORTS:

Nil

11. DISCUSSION ITEM(S):

[9:05 p.m. - Committee Chair, Trustee Ciaravella called for questions on the Discussion and Information Items.]

a) Hygiene in Schools – High Efficiency Hand Dryer Implementation

J. McLoughlin, Senior Manager of Facilities and Maintenance Services, provided follow-up costing information and an annual schedule for the installation of the World Dryer Smartdri units over a four-year period based on a budget of \$20,000 per year as directed at the May 19, 2015 Accommodation and Business Affairs Committee meeting.

b) 2014-15 Capital Report for Year-End

A. Chan Senior Manager of Facilities and Maintenance Services, provided information on the Board’s capital programs and projects for 2014-15, which highlighted the Ministry of Education focus on school consolidations/right-sizing, school renewal and seamless integration with early years system which are reflective of the Ministry’s “School Board Efficiency & Modernization (SBEM) initiatives.

A summary of the Capital Projects (by Era related to Board Autonomy and reporting requirements) were provided as well as information on the Capital Modernization Projects (TCPS and SFIS), Current Projects Funding and Year-End Results funding, (School Consolidation Capital (SCC) and Capital Funding for New Construction of Child Care (CC) and timelines, Capital Program Funding and Year-End Results (Facilities/School Renewal (FRP), School Conditions Improvement (SCI), Temporary Accommodation, Schools-First Child Care Capital Retrofit and Early learning program/Full-Day Kindergarten (ELP/FDK) and funding information, and, lastly, Capital Tracking and Monitoring.

Of interest, it was noted that 2014-15 is the next and last year for an OFA debenture issue. In future, capital requests will be considered on a case by case basis and paid out in the March filing. As well, the report reflects a change in Ministry funding whereas POD funds are no longer used only for capital and now include initiatives such as SCI, temporary accommodation, school first, and ELP.

c) 2015-16 Enrolment Update

J. Porter, Coordinating Manager of Budget and Audit Services, provided enrolment information as at September 30, 2015 compared to enrolment projections for October 31, 2015 and actual enrolment as at October 31, 2014. The information reflects an actual decrease of 488 elementary and increase of 73 secondary FTE and a difference (decrease) of 295.85 elementary and increase of 3.8 secondary FTE.

Updated enrolment information will be presented to the Board following verification of the October 31, 2015 actual FTE.

d) August 31, 2015 Year-End Financial Reports

i. Year-End Position Update

The annual August 31, 2015 unaudited Year-End Financial results were provided for information further to information provided to the Board on October 30, 2015. The net operating 2014-15 results reflect a \$1,467,490 (0.26%) in-year operating deficit which has reduced the accumulated surplus balance of \$10,529,000 to \$9,061,510.

The Audited Financial Statement will be presented at the Year-End Audit Committee meeting to be held on November 9, 2015 and following the expected approval will be submitted electronically to the Ministry via EFIS and subsequently submitted via official Audited 2014-15 Financial Statements prior to the deadline of November 13, 2015.

ii. General School Budgets (GSB) Report

The annual August 31, 2015 General School Budget balances as at August 31, 2015 were provided for information. Overall the carry-forward amount for 2014-15 (\$1,119,026) decreased from 2013-14 (\$1,299,101) by 180,075. A report was included to reflect schools with an excess of 10% of their GSB and intentions for spending.

iii. School Generated Funds Report

A report was provided in the agenda to reflect the 2014-15 revenue and expenditure activity of schools. Overall a carry-forward (\$7,017,792) and 2014-15 Revenue (\$24,356,308) in available funds was expended in the amount of \$23,906,700 which left a remaining balance of \$7,467,399 for 2014-15 year end.

iv. Miscellaneous Grants Report

A report was provided in the agenda which regarding interim reporting as of August 31, 2015. The Miscellaneous Grants received from the Ministry (in addition to the Grants for Student Needs) are incorporated into the total operating budget.

A Year-end Miscellaneous Grants summary report was provided along with a summary report of the various Miscellaneous Grants and EPO Grants received was provided along with a three-year analysis.

v. Registered Charities Report

The Registered Charity report as at August 31, 2015 was provided for information. It was noted that the Board's Registered Charity, which has been established for the "advancement in religion and education, generated \$476,827 between 80 participating schools, towards charitable activities. The closing/carry-forward balance at year-end was \$262,240.53.

vi. Investment Fund Report

The 2014-15 Year-End Investment report as at August 31, 2015 was included in the agenda. The report provided an annual summary on short-term external investment activities which provides the Board with interest revenue. The interest earned for 2014-15 amounted to \$168,408.62.

vii. Continuing Education Report

The 2014-15 Continuing Education Report as at August 31, 2015 was provided in the agenda. The report summary reflected revenue of \$1,614,620 which was lower than expected (by \$378,000) due, in part, to challenges with establishing the enrolment projections. Overall, the Continuing Education department continues to be self-funding which is one of the underlying considerations of the department.

e) Development and Submission of the Revised Estimates

The 2015-16 Revised Estimates are to be filed with the Ministry of Education by December 15, 2015, however it is expected at this time that the deadline will be extended by the Ministry in order to incorporate changes resulting from the recent labour settlements which will impact salaries and wages and employee benefit expenditures. Further, revenue and expenditure projections will need to be re-calculated using the most recent information, including the verified October 31, 2015 enrolment data.

An update of the 2015-16 Revised Estimates will be provided at the February 2, 2016 Accommodation and Business Affairs Committee meeting.

12. INFORMATION ITEMS:

[7:45 p.m. – The Committee Chair called for questions on the Information Items]

a) Design & Construction Update and Change Order Summary Report

A report was provided in the agenda with regard to the design status of the Sharon West (OLGC replacement school) and the construction status of Kleinburg CES. The scope of the projects for eight approved Full-Day Kindergarten projects was reported (St. Thomas Aquinas, Canadian Martyrs, Our Lady of Fatima, St. Vincent de Paul, St. Joseph the Worker, St. Anne, St. Charles Garnier and St. Peter) and construction updates for the seven Full-Day Kindergarten projects underway was also reported (Immaculate Conception, St. John Paul II, Light of Christ, St. Margaret Mary, Our Lady of Peace, St. Peter and St. Clement).

b) Temporary Accommodation Update

A report was provided in the agenda regarding the 2014-15 Temporary Accommodation Program; a total of 23 portable relocations, four on-site relocations and the demolition of the 10-pak at Fr. Bressani CHS occurred during the summer. The report highlighted that \$1.25 million of Ministry grant funding was received for the 2014-15 Temporary Accommodation Grant.

c) FRP/SCI Project Status Update

A report was provided in the agenda which provided an update on the 68 capital improvement projects of the 2014-15 Capital Project program. It was reported that, although the program was very challenging this year, all the projects were substantially complete in time for school opening.

d) Holy Cross CA Artificial Surface Field Proposal

A report was provided in the agenda to inform the Committee of three expressions of interest received regarding a partnership with the board for an artificial surface field at Holy Cross Academy from two private companies and the City of Vaughan. It is being proposed that an RFP process be initiated.

e) Enrolment & Ministry Funding Allocation by Municipality

A report was included in the agenda to provide requested information to Trustees related to enrolment and Ministry funding allocation, sorted by municipality.

f) Procurement Activity Reports

The Purchasing Bid Activity Report for the period May 8, 2015 – October 27, 2015 was provided for information purposes.

g) Occupant Comfort Initiative

An update report was included in the agenda to provide requested information on the Occupant Comfort Initiative which will address comfort issues on a school-by-school basis according to the result of investigations of school HVAC, control systems and building envelopes. The methodology to address issues at 30 schools was provided along with a status update. A list of Occupant Comfort Initiative schools was provided in the Appendix. It is hoped that through the investigations, common issues will surface and form part of an on-going maintenance roll-out.

h) Solar Photovoltaic Update

Further to Trustee request, a report was provided in the agenda to provide a status update on the installation of solar PV systems installed at 24 YCDSB schools. An Appendix was included to itemize the schools, the size of unit (kWAC) and construction status. It was noted that the Board's operating revenue includes \$300,000 from the leased solar PV systems as well as approximately \$20,000 from Board-owned systems derived from solar PV energy generation which will be reflected in the 2015-16 Estimates.

i) Community Hubs Report

A report was provided in the agenda to inform Trustees of the recently released "*Community Hubs in Ontario: A Strategic Framework and Action Plan*" report and accompanying recommendations as well as an extract from the Ministry's "*Short-term Strategy for School Property*" report recommendations. It is noted that these reports are related to proposed changes to Ontario Regulation 444/98 and that board staff are involved via various committees in order to provide feedback to the Ministry.

j) Property Insurance Claims Tracking Chart

A Property Insurance Claims Tracking Chart Report as at October 24, 2015 was included in the agenda which included updates to the property report. There were no new Theft and Damage report during this period.

13. NOTICE(S) OF MOTION

a) Nil

14. FUTURE ITEM(S)

- *CUS Subsidy for New Parishes*
- *Construction Standards*

Adjournment: 7:52 P.M.

On Motion: Crowe/Mazzotta and CARRIED

YORK CATHOLIC DISTRICT SCHOOL BOARD

TERMS OF REFERENCE 2016

ACCOMMODATION and BUSINESS AFFAIRS COMMITTEE

Mandate:

1. To review and report to the Board on all relevant accommodation management and business administration issues facing the Board.
2. To review and provide input into the development of the Accommodation Management Plan for Elementary and Secondary schools to be approved periodically by the Board.
3. To regularly review all Board policies and procedures related to accommodation management and business administration issues and make recommendations for amendments, if required.
4. To receive presentations related to accommodation management and business administration issues as directed by the Board.
5. To receive and review all Ministry of Education directives and communications related to accommodation management and business administration issues.
6. To make recommendations to the Board (as required) related to the accommodation management and business administration functions of the Board.
7. To review any other matters as requested by the Board or senior administration related to any accommodation management and business administration related activities of the Board.

Meeting Structure:

To include both an In-Camera and Regular session

Meeting Frequency:

Meetings to be held four times per year as a minimum, subject to Executive Committee direction.

Committee Membership:

All Trustees

Term of Membership:

Annual appointment of Board members

Resource Personnel:

Associate Director: Corporate Services and Treasurer of the Board
Senior Manager of Administrative Services
Senior Manager of Facilities and Accommodation Services
Senior Manager of Environmental & Office Services
Coordinating Manager of Business Services and Assistant Treasurer
Coordinating Manager of Budget and Audit Services
Other Staff as Required

Ex-Officio:

Director of Education and Secretary of the Board (Ex-Officio)

Reporting:

Reports to the Board

York Catholic District School Board

Report

Report To: Accommodation and Business Affairs Committee
From: Administration
Date: January 28, 2016
Report: **Architect Presentations**
a) **Construction Status - Kleinburg Catholic Elementary School**
b) **Design Status - Our Lady of Good Counsel Replacement School**

Executive Summary

The architects for the Kleinburg Catholic Elementary School and Our Lady of Good Counsel replacement school have been invited to the Accommodation and Business Affairs Committee to provide an update on their respective school projects.

Construction continues to progress on the Kleinburg project. Preliminary design meetings have been held with the project architect for the Our Lady of Good Counsel Replacement school project. The occupancy dates for Kleinburg and OLGC are September 2016 and September 2017 respectively.

Note: PowerPoint presentations have been included separately in the agenda.

Presentations

i) Kleinburg

Saccoccio Weppler is the project architect for Kleinburg. Paul Weppler will present the construction status for this project. This capacity of this school is a 614 pupil places. The scheduled occupancy date is September 2016. The general contractor for this project is Pre-Eng Construction.

ii) Our Lady of Good Counsel Replacement School

Doug Snyder and Avinash Garde will represent Snyder Architects Inc. The appointment of SAI to this project was approved in June. The capacity of this school is 461 pupil places. A child care centre for this school was recently approved by the Ministry of Education. The scheduled occupancy date is September 2017 subject to acquisition of site on a timely basis.

Future Presentations

The project architect will continue to be invited to present an update at each and every Accommodation and Business Affairs Committee meeting scheduled prior to the final completion of projects.

Prepared and Submitted by: D. McCowell, Senior Manager of Administrative Services
Endorsed by: J. A. Sabo, Associate Director - Corporate Services and Treasurer of the Board

KLEINBURG NASHVILLE CATHOLIC ELEMENTARY SCHOOL

CONSTRUCTION STATUS REPORT . FEBRUARY 2016

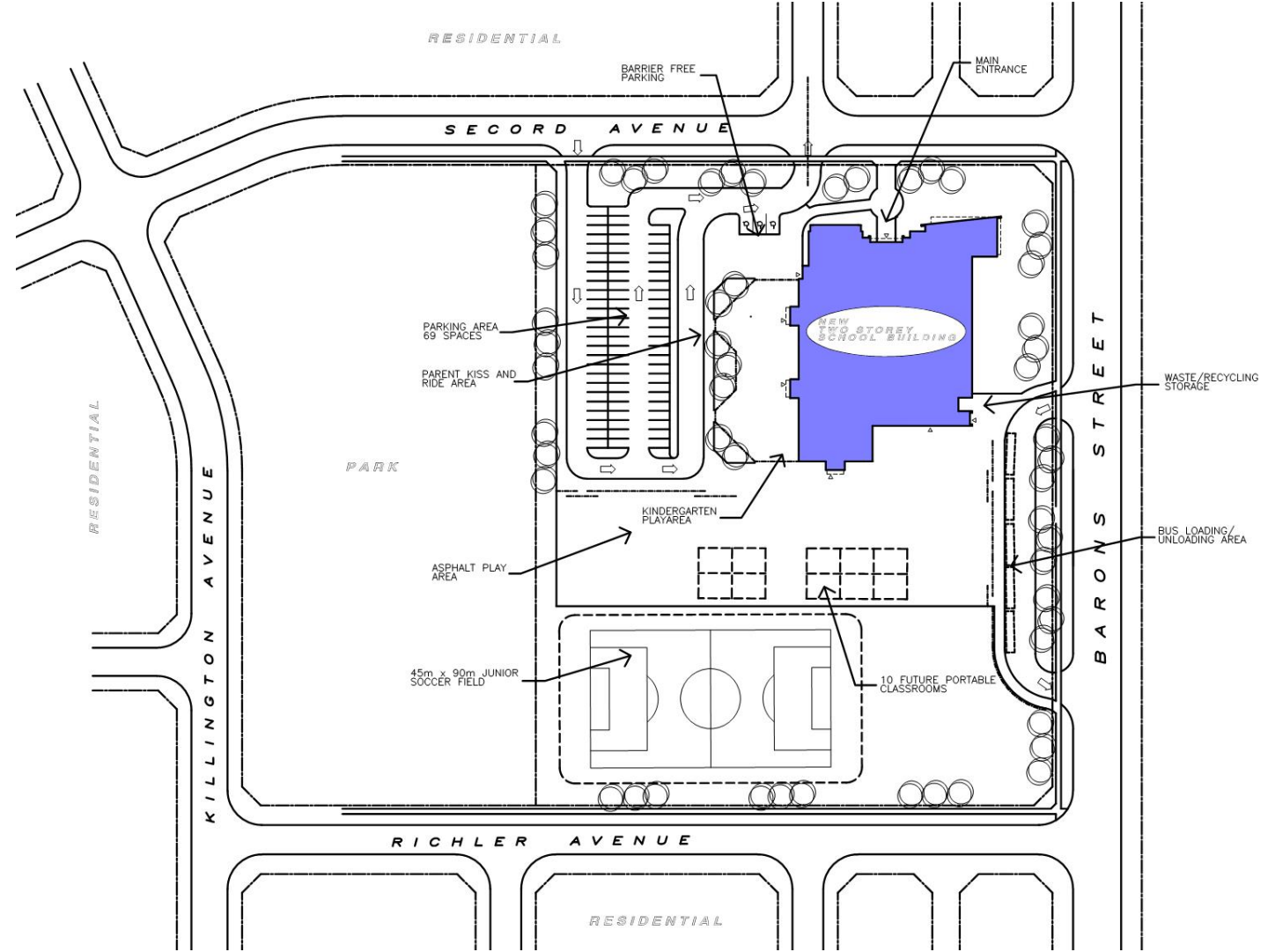
YORK CATHOLIC DISTRICT SCHOOL BOARD



SITE

- 7 Acres adjacent to Neighbourhood Park
- Street frontage on 3 sides of site
- Parking for 81 cars
- Student Kiss and Ride
- Separate Bus Loading Area
- 4 Driveway Entrances to permit one way circulation on site
- Provision for 10 future portables
- 45m x 90m soccer field

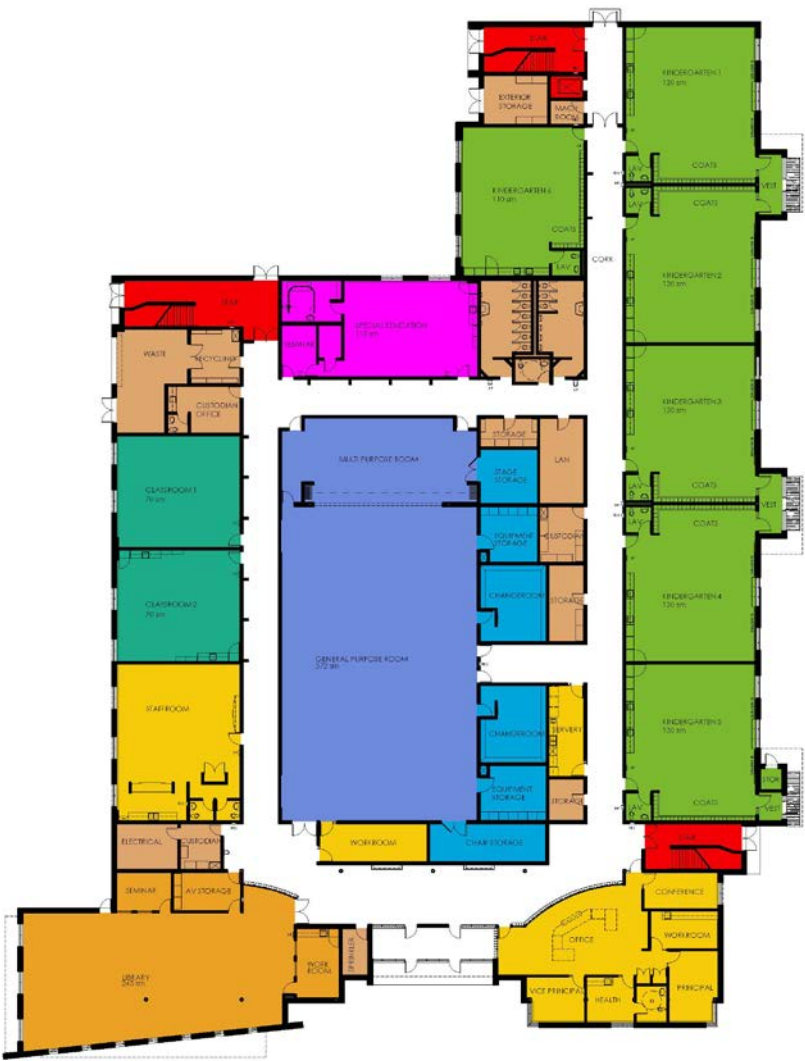
SITE PLAN



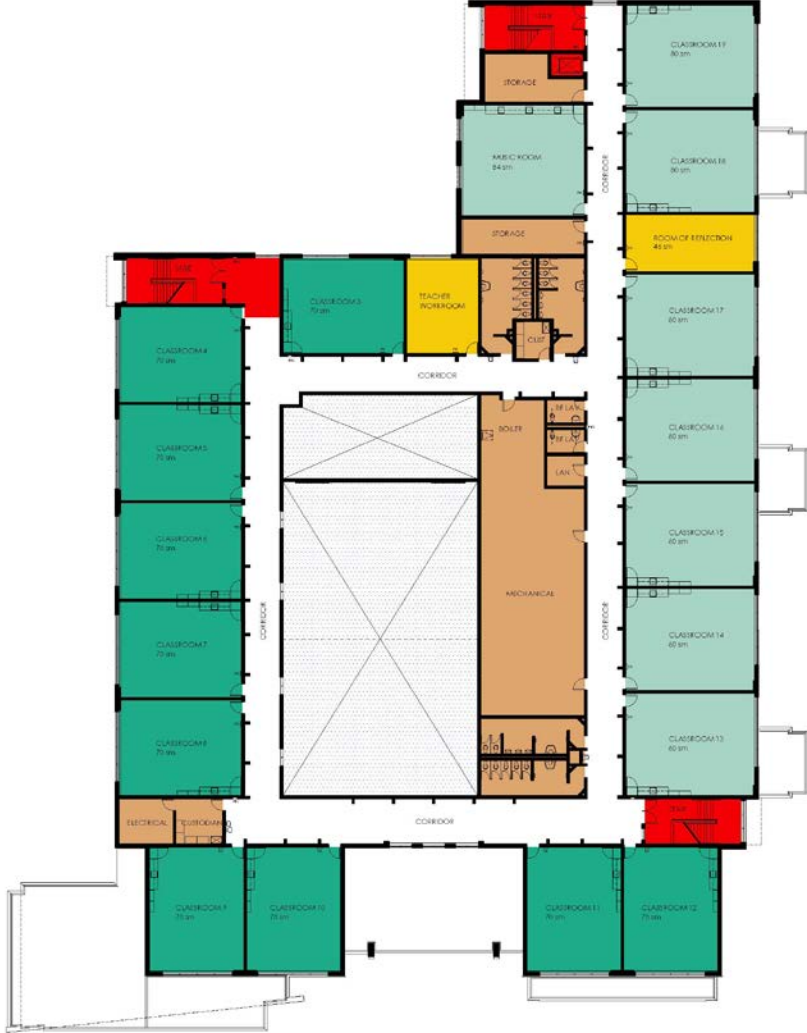
PROGRAM FEATURES

- Modified repeat design of St Julia Billiard CES, Markham
- Building area 6,040 sq m . 64,000 sq ft
- 602 Pupil Places
- 6 Kindergartens to current design standards
- 19 Classrooms
- 1 Music Room
- 1 Special Education Classroom
- Room of Reflection
- Multi Purpose Room at same level as General Purpose Room
- Portable Stage

GROUND FLOOR PLAN



SECOND FLOOR PLAN



PROJECT SCHEDULE

- Project Tender April 2015
- Contract Award 10 June 2015
- Construction Start 18 June 2015
- Scheduled Completion 30 June 2016
- Occupancy September 2016

CONSTRUCTION PROGRESS

- GROUND FLOOR LOADBEARING MASONRY WALLS AND
STRUCTURAL STEEL 100% COMPLETE
- SECOND FLOOR SLAB 100% COMPLETE
- SECOND FLOOR LOADBEARING MASONRY WALLS AND
STRUCTURAL STEEL 100% COMPLETE
- EXTERIOR WINDOWS 90% COMPLETE
- SITE SERVICES 90% COMPLETE
- MECHANICAL ROUGHING IN 50% COMPLETE
- MECHANICAL EQUIPMENT ON SITE
80% COMPLETE
- ELECTRICAL ROUGHING IN 30% COMPLETE

CONSTRUCTION COSTS

- CONTRACT VALUE: \$ 9,774,300.00
- CHANGE ORDERS ISSUED TO DATE: 12
- TOTAL VALUE OF CHANGE ORDERS: \$ 24,769.03
- TOTAL CONTRACT PRICE TO DATE: \$ 9,799,069.03

PROGRESS
PHOTOGRAPH
NORTH EAST



PROGRESS
PHOTOGRAPH
NORTH WEST



PROGRESS
PHOTOGRAPH
SOUTH EAST



PROGRESS
PHOTOGRAPH
SOUTH WEST



TIMELAPSE





OUR LADY OF GOOD COUNSEL CATHOLIC ELEMENTARY SCHOOL

STATUS UPDATE | February 2, 2016

OUR LADY OF GOOD COUNSEL CATHOLIC ELEMENTARY SCHOOL

461 Pupil Places

MOE Benchmark Area: 51, 586 sf

CHILDCARE

3 Preschooler Rooms

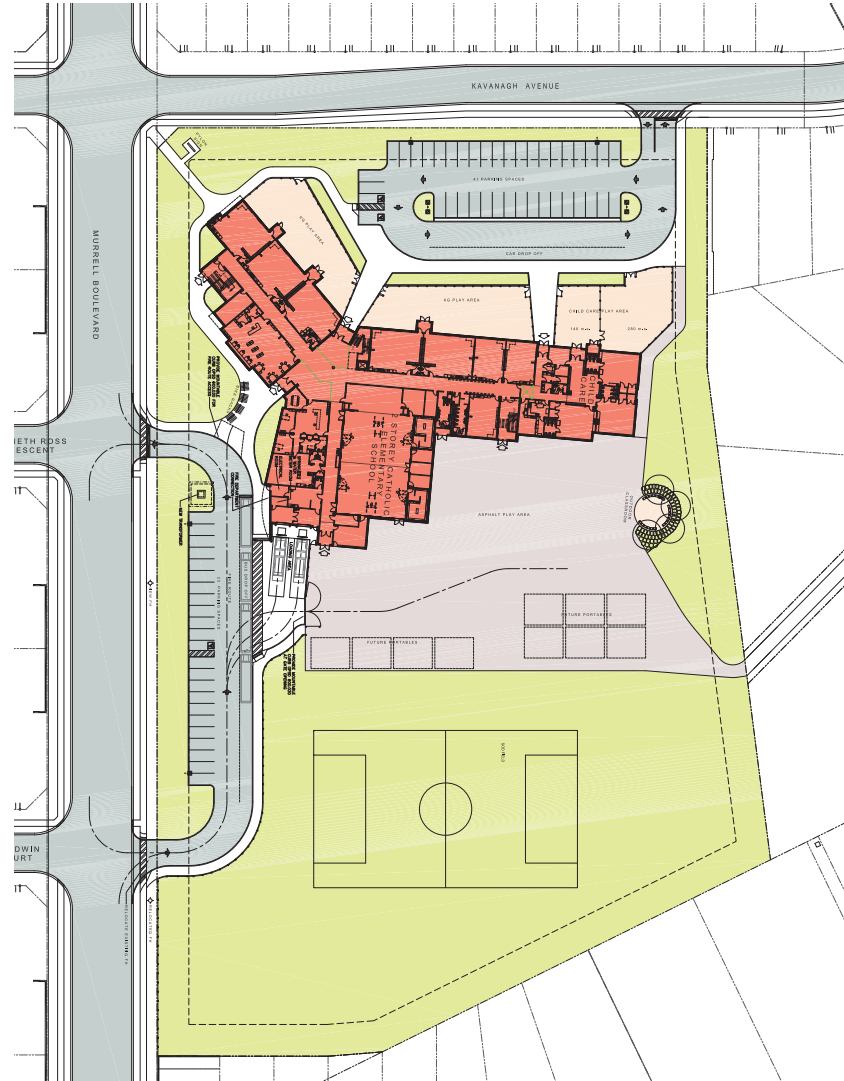
72 Licensed Childcare Spaces

sn/derarchitects



A STUDENT-CENTRED 21ST CENTURY SCHOOL

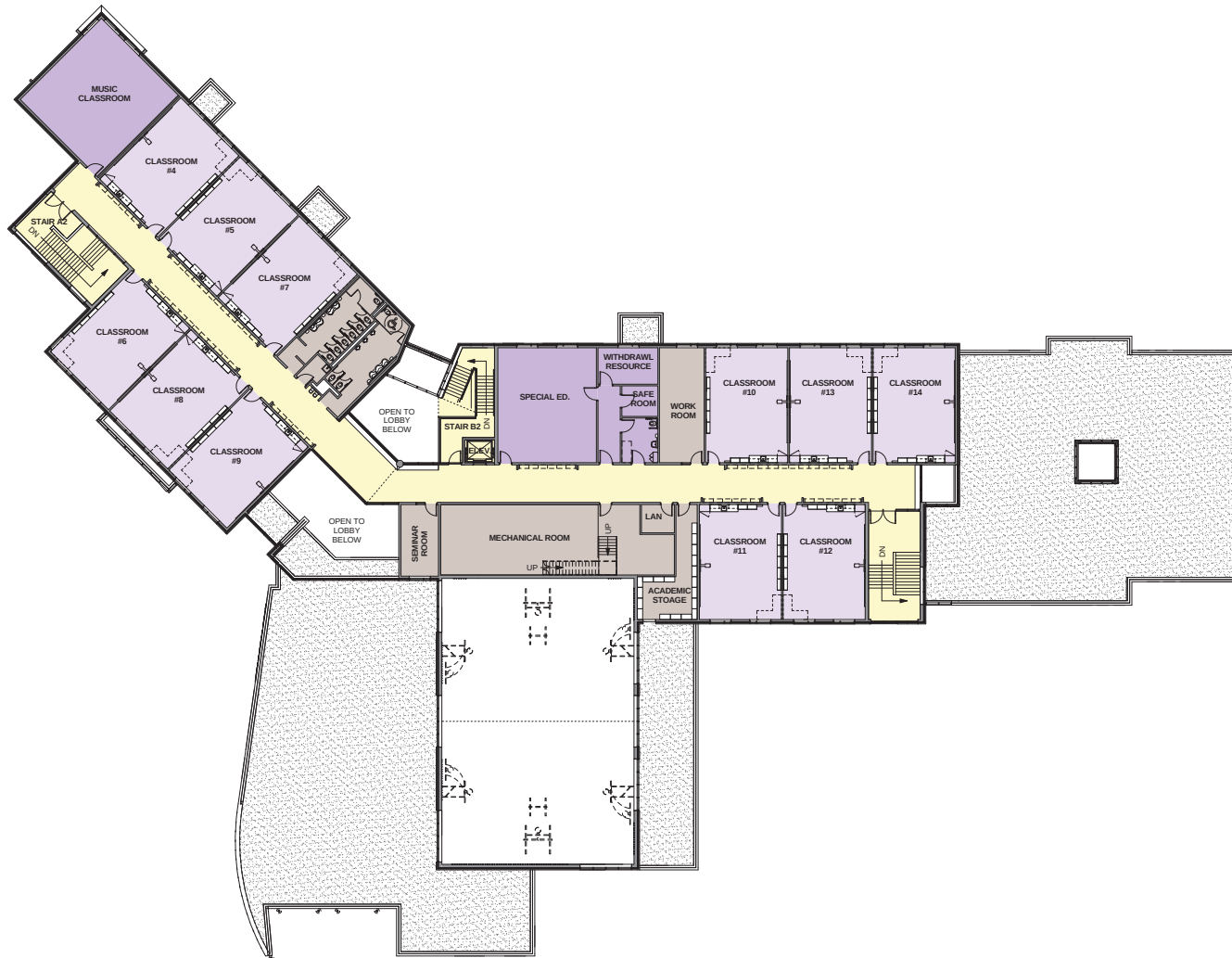




SITE PLAN



FIRST FLOOR PLAN



SECOND FLOOR PLAN

CHALLENGES & OPPORTUNITIES

SMALL 461 PUPIL PLACE SCHOOL

TOWN'S GREEN DESIGN STANDARDS

GEOHERMAL ENERGY SYSTEM FOR ENERGY EFFICIENCY

PROJECT SCHEDULE

ITEM	TARGET DATE
MOE APPROVAL - 50% QS ESTIMATE	2016 MAR 21
PREQUALIFICATION OF CONTRACTORS	2016 JUN 01
BUILDING PERMIT APPLICATION	2016 JUN 23
SPA & PERMIT APPROVAL	2016 JUL 31
BIDS ISSUED FOR TENDER	2016 AUG 01
BIDS CLOSE	2016 AUG 23
AWARD OF CONTRACT	2016 SEP 06
SUBSTANTIAL PERFORMANCE	2017 JULY 31
SCHOOL OPENS	2017 SEP 05

York Catholic District School Board

Report

Report To: Accommodation and Business Affairs Committee
From: Administration
Date: January 28, 2016
Report: OCSTA Finance Brief

Executive Summary

The intent of this report is to provide for information and discussion the OCSTA “*Education for Success: A Brief to the Minister of Education*” dated December 2015.

Background Information

Attached is a copy of the OCSTA “*Education for Success: A Brief to the Minister of Education*” dated December 2015. The Brief identifies eight recommendations related to the following topics:

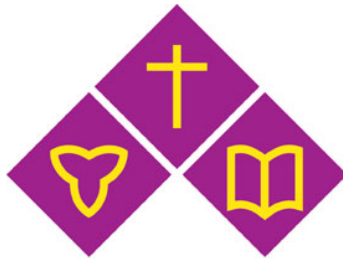
- Funding of Central Collective Agreements
- School Board Administration and Governance Grant
- Programs and Services for Students with Differing Abilities, Diverse Learning Needs and Mental Health Needs
- Funding Gap between Ministry Construction Benchmarks and Actual Cost of Construction
- Cost of Travel for Trustees from Northern Ontario
- Educational Assistant Funding
- Comprehensive Federal Government Census Data and/or Aligned Enhanced Enumeration Data is Required to Support and Equitable and Inclusive Public Funding Model for Ontario
- Information Technology

This OCSTA Brief has been submitted to the Ministry of Education as part of the 2016-17 GSN Consultations. It is included on this Committee agenda for further discussion, as required.

“Education for Success”

A Brief to the Minister of Education

December, 2015



**Ontario Catholic School
Trustees' Association**



Ontario Catholic School Trustees' Association

OUR MISSION

Inspired by the Gospel, we provide leadership, service and a provincial voice for Catholic School Boards in promoting and protecting Catholic education.

OUR VISION

In keeping with our Mission, the Ontario Catholic School Trustees' Association:

OPERATIONAL VALUES

- ✦ **Embodies** and promotes the values and traditions of our Catholic faith in all Association activities.
- ✦ **Respects** the principles of democratic and accountable governance.

POLITICAL ADVOCACY

- ✦ **Protects** the constitutional right of the Catholic community to govern, control and manage Catholic schools.
- ✦ **Promotes** education in our province that reflects the Catholic principles of social justice.
- ✦ **Advocates** for government recognition of the distinctive nature of Catholic education.
- ✦ **Advocates** for provincial policy, legislation and funding support that enable Catholic boards to provide quality Catholic education.
- ✦ **Influences** the strategic and political direction of the Ontario government and opposition parties regarding issues that impact Catholic education.

INFORMATION & SERVICES

- ✦ **Provides** faith formation and professional development resources and opportunities for its members.
- ✦ **Provides** to member boards information and services that recognize their diverse circumstances and needs.

COMMUNICATIONS & PUBLIC RELATIONS

- ✦ **Develops** effective structures that enhance communication and working relationships among OCSTA and its member boards.
- ✦ **Communicates** with member Boards and Catholic partners regarding relevant educational issues and OCSTA activities.
- ✦ **Promotes** public understanding of and support for Catholic education.
- ✦ **Celebrates** and **highlights** Catholic education's significant and continuing contribution to Ontario society.

PARTNERSHIPS

- ✦ **Stimulates** ongoing visioning of how Catholic education partners can collaborate to serve the interests of Catholic education.
- ✦ **Builds** significant partnerships within and beyond the Catholic community in support of Catholic education.

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Introduction

The Ontario Catholic School Trustees' Association (OCSTA) was founded in 1930. It represents 237 elected Catholic trustees who collectively represent 29 English-language Catholic district school boards. Collectively, these school boards educate approximately 545,000 students from junior kindergarten to grade 12 and adults in continuing education programs province-wide.

Inspired by the Gospel, the Mission of the Ontario Catholic School Trustees' Association is to provide leadership, service and a provincial voice for Catholic school boards in promoting and protecting Catholic education.

Annually, OCSTA submits a brief to the government with recommendations for improvements to the funding of education. Recommendations are made on the basis that the education funding system in Ontario must respond to four essential principles:

Equity: A funding formula must distribute education dollars equitably among all Ontario school boards and their students;

Adequacy: The level of funding for education must be adequate to ensure quality education for today's students;

Autonomy/Flexibility: The model must allow school boards the autonomy and flexibility in spending they require to achieve the distinctive goals of their system, and to meet local needs; and

Accountability: The educational funding model must include mechanisms that ensure the appropriate degree of accountability for all parties and transparent processes and reporting mechanisms to support efficient and effective use of educational resources for students.

The recommendations contained in this brief were approved by the members of OCSTA and are important issues to the Catholic school community in this province. We trust that the Minister of Education will consider our comments as part of the government's on-going commitment to consultation. As always, we would be pleased to meet with representatives of the Ministry to discuss any of the following items in more detail.

Funding of Central Collective Agreements

In April 2014 the government passed the *School Boards Collective Bargaining Act*. The Act requires that all school boards participate in a two-tier teacher collective bargaining process where the first tier is bargaining at a provincial level with their respective teacher federation and the Crown as a participant. Similarly, school boards are required to bargain, as part of a council of trustee associations, with non-teacher unions represented by a designated employee bargaining agency. The Act also states that an agreement cannot come into effect until the central terms are ratified by the parties and agreed to by the Crown. Since the Crown is required to agree to the issues addresses in the central terms, and the Crown is a participant in the negotiations and the only source of funding for school boards are government grants it is OCSTA's position that any increase in costs to school boards arising from the central terms of collective agreements should be funded by the government.

Recommendation 1

OCSTA recommends to the Minister of Education that any increase in costs to school boards arising from the central terms of collective agreements be funded by the government.

School Board Administration and Governance Grant

In 2014 the Ministry implemented a new funding model for the School Board Administration and Governance Grant based on the advice of the School Board Administration and Governance Advisory Group (BAAG). The new funding model had a redistributive funding effect on school boards, particularly larger boards. The new model is based on ten core functions which does not reflect some of the administrative requirements of large, urban boards. While the impact of the changes is being phased in over four years the significant funding reduction to the School Board Administration and Governance Grant of some boards has a direct impact on the administrative capabilities of the board and, ultimately, the classroom. OCSTA is appreciative of the positive adjustments for smaller boards who had previously been under-funded for administration. Any future adjustments should not result in a reduction for those school boards. In addition, the requirement not to exceed the funding envelope can negatively impact a school boards' ability to service schools. Boards require flexibility to address local needs and provide appropriate administrative support to schools.

Recommendation 2

OCSTA recommends that the Ministry of Education review the recommendations from BAAG and the redistributive impacts of the funding on boards, with a view to recognizing the administrative and governance requirements of large boards and maintaining funding at current levels in this area.

Programs and Services for Students with Differing Abilities, Diverse Learning Needs and Mental Health Needs

The changing framework for Special Education and Support Services is internationally and provincially aligned with the Ministry's mandate to promote success for all students with differing abilities including students with diverse learning and mental health needs. The principles of the draft Ministry resources Learning for All: K-12, the aligned Inter-Ministerial Provincial Transition Framework and commitments to supporting successful transitions for all students (PPM 156) are founded on beliefs that all students can succeed and that student well-being, achievement, student voice and engagement need to be supported in an inclusive learning environment.

Boards continue to be challenged in their design of effective school and system improvement plans when funding and other pressures may arise in delivering a Ministry mandated criterion-referenced curriculum with related expected practices while adhering to a universal design for learning approach which honours success for all through personalized instruction. Building capacity of staff through professional learning in support of all diverse learners is critical to student well-being and student achievement; recognizing the need to have adequate time for consolidation and practice of new learning as relates to mental well-being and mental health.

The Ministry of Education, Ministry of Child and Youth Services and Ministry of Health mental well-being strategy will need sustainable commitments to keep pace with changing needs and societal demands in equitable and transparent ways.

Recommendation 3

- a) OCSTA recommends that the Ministry of Education review on-going equitable and sustainable funding for all students including those facing mental health challenges. In addition, OCSTA requests a review of other commitments including aligned supports for student well-being, voice, achievement, and engagement for all learners with differing abilities.**
- b) OCSTA recommends that the Ministry of Education continue to address the changing nature of student needs including needs identified through a variety of student transitions as evidenced in the need for on-going enhanced prevention/intervention supports for students with mental health challenges.**

Funding Gap Between Ministry Construction Benchmarks and Actual Cost of Construction

The Ministry of Education funds school capital construction costs and has established construction benchmarks with geographical adjustments. Construction costs can significantly exceed the Ministry of Education construction benchmarks, depending on market and geographic circumstances. In some parts of Ontario certain trades are not locally available. Northern Ontario has additional challenges in constructing schools of appropriate size and amenities.

Recommendation 4

OCSTA recommends that the Ministry of Education review the construction benchmarks in Northern Ontario to adequately reflect the higher construction costs.

Cost of Travel for Trustees from Northern Ontario

School boards are allocated funding through the Grants for Student Needs to accommodate all trustee expenditures, however, the cost to travel differs in the different geographic areas of Ontario.

The cost to travel to critical meetings and conferences which are normally held in Toronto is significantly higher for Northern Ontario than travel from other areas of Ontario. For example, the estimated cost for one trustee to travel to Toronto is \$1,400 from Kenora via Winnipeg, Manitoba. This is common among the northern Ontario communities and requires school boards to top up the trustee allocation to accommodate trustee travel to meetings and conferences in different areas of the Province.

Recommendation 5

The Ontario Catholic School Trustees' Association recommends that the Ministry of Education review the Grants for Student Needs allocation for trustees and revise it to reflect the cost of travel for trustees from Northern Ontario.

Educational Assistant Funding

In 2014-15 the Ministry introduced a new component to the High Needs Amount (HNA), a component of the Special Education Grant. This new component, the Special Education Statistical Prediction Model, was developed by Dr. J. Douglas Willms and was intended to provide greater equitable distribution of the HNA. The model draws from 2011–12 Ontario Ministry of Education student data and the 2006 Canadian Census data, to estimate the number of students predicted to require special education programs and services in each of Ontario's district school boards. The model uses socioeconomic data of all students enrolled in a school board such as occupation, parent level of education, income level, unemployment rate, percent of Aboriginal families, percent of recent immigrants, etc.

This new model has some redistributive impacts on school boards, therefore it is being phased in over a four year period beginning 2014-15. While OCSTA has no immediate concerns, and applauds the government for addressing the issue of special education funding, there is concern that the redistribution of special education may result in unintended consequences for some boards.

Recommendation 6

That the Ministry monitor the High Needs Amount funding during the 4 year transition to the new model to ensure the redistribution of funds is equitable and reflects the actual costs of providing adequate supports for students with special needs.

Comprehensive Federal Government Census Data and/or Aligned Enhanced Enumeration Data is Required to Support an Equitable and Inclusive Public Funding Model for Ontario

In June 2010, the Federal Government removed the long form census, which provided detailed enumeration data on the Canadian population. Census data was extensively and effectively used for key data elements on the Canadian population. The census provided invaluable demographics that was used by a host of agencies and boards in designing educational, social and health services and programs in communities. Effective provincial and board improvement plans require accurate, current student/family demographics. The elimination of the long form census had significantly hampered organizations in their identification and analysis of the demographic makeup of the constituents they serve. OCSTA applauds the federal government's commitment to reinstate the long-form census.

Recommendation 7

OCSTA urges the Ministry of Education along with its' education partners to ensure the Federal Government maintains its commitment to reinstate the mandatory long-form census.

Information Technology

The integration and effective use of technology is vital to enhancing student success, yet appropriate internet access is not available to all schools in the province. In addition, in order to function effectively and efficiently and to meet both internal and external reporting requirements, school boards, as with most organizations, have become more reliant on information technology in both administrative and academic areas.

A number of years ago technology funding was reduced by \$25 million and that funding has not been reinstated. In addition, there is no specific recognition of administrative IT needs in the GSN. Computer hardware and software quickly become obsolete and must be refreshed in order to maintain efficiency and effectiveness. Although the cost of hardware has generally decreased over the years, the costs of sophisticated software programs, support and training have increased.

In the past the GSN has not provided any one-time funding for the upgrading of the foundation ICT infrastructure for either academic or administrative purposes (e.g., servers, network switches and network communications), which have a maximum life cycle of seven-to-ten years. Consideration needs to be given as to how these replacement needs are best addressed in the future. OCSTA recognizes that the backlog of technological needs is so great that the Ministry will not be able to fund all that is required in a single year. It is critical, however, that the Ministry of Education signal its intention to address this pressing need.

Recommendation 8

- a) That the Ministry of Education begin to address needs in administrative technology, including aging technological infrastructure, over a period of three to four years.**
- b) That the Ministry develop a strategy to provide adequate internet access to all schools in the province.**

Summary of Recommendations

Recommendation 1

OCSTA recommends to the Minister of Education that any increase in costs to school boards arising from the central terms of collective agreements be funded by the government.

Recommendation 2

OCSTA recommends that the Ministry of Education review the recommendations from BAAG and the redistributive impacts of the funding on boards, with a view to recognizing the administrative and governance requirements of large boards and maintaining funding at current levels in this area.

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- a) OCSTA recommends that the Ministry of Education review on-going equitable and sustainable funding for all students including those facing mental health challenges. In addition, OCSTA requests a review of other commitments including aligned supports for student well-being, voice, achievement, and engagement for all learners with differing abilities.**
- b) OCSTA recommends that the Ministry of Education to continue to address the changing nature of student needs including needs identified through a variety of student transitions as evidenced in the need for on-going enhanced prevention/intervention supports for students with mental health challenges.**

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- a) That the Ministry of Education begin to address needs in administrative technology, including aging technological infrastructure, over a period of three to four years.**
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York Catholic District School Board

Report

Report To: Accommodation and Business Affairs Committee
From: Administration
Date: January 28, 2016
Report: **Open vs. Closed Sessions of Audit Committee Meetings**

Executive Summary

This report is intended to provide information and facilitate discussion with regard to the recent report submitted to COSBO (Council of Senior Business Officials) with respect to open and closed sessions of Audit Committee meetings.

Note 1: This report will be used as a basis for discussions to be held at a future Policy Committee meeting which may impact current revisions being taken regarding the Board's By-Law 101.

Note 2: This report will also be reviewed at the next Audit Committee meeting.

Background Information

In December 2015, a copy of the 23-page Deloitte report entitled “*Open vs. Closed Sessions of Audit Committee Meetings*” was distributed to all Trustees along with external members of the Audit Committee. Attached is a 12-slide PowerPoint presentation that was provided at the recent CEO-CFO School Board Conference.

In summary, the report provides six recommendations to be considered by school boards, relating to the following topics:

1. Trustee Attendance at Audit Committee Meetings
2. In-Camera Meetings
3. Communication – Closed Sessions
4. Decision Making in a Closed Session
5. Access to Minutes
6. Guidance on Closing Audit Committee Meetings

It is anticipated that a Ministry of Education memorandum will be forthcoming related to this report. However, as identified in the notes above, these recommendations will be reviewed at the upcoming meeting of the Board's Policy and Audit Committees.

Ontario association of school business officials

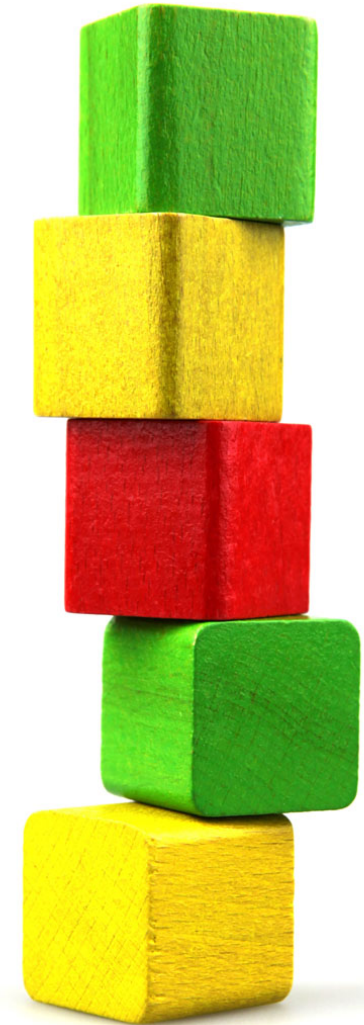
Open vs. Closed sessions of audit committee meetings

January 2016



Agenda

Project overview and scope	3
Balancing transparency and risk	4
Trustee Attendance at Audit Committee Meetings	5
In-Camera Sessions	6
Communicating Closed Sessions	7
Decision Making in Closed Sessions	8
Access to Minutes	9
Guidance on when to Close a Meeting	10
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Project overview and scope

Overview

- Our report makes recommendations for audit committees of Ontario School Boards on how to improve practices for opening and closing sessions for audit committees based on our research and analysis of the public sector environment.
- We examined many types of public sector organizations in Ontario, and their encompassing legislation, and incorporated that into general best practices from the private sector – where applicable.

Scope

- Make recommendations based on the current legislative environment and our understanding of the education sector in Ontario.
- While we did review Ombudsman reports on the closure of audit committee meetings in other public sector organizations in Ontario, we do not have the same scope of the Ombudsman in determining whether it is fair to close a meeting to the public.
- Our report is generic and would not consider specific facts and circumstances that may exist at individual Ontario School Boards

Balancing transparency and risk

Significance of transparency

- Transparency is the channel in which the public is able to hold the Board of Trustees accountable for their decisions.
- Fundamental to democracy
- Promotes accountability to public and the Board of Trustees

Managing Risk

- Legislation acknowledges inherent risks in Board and Committee discussions
- Legal and Privacy risk are addressed in legislation
- Reputational risk and Fraud risk should also be considered



Recommendation

Trustee attendance at audit committee meetings

- Committees need to be transparent and accountable to the Board of Trustees – report on audit committee activities and provide recommendations to the Board of Trustees
- Trustees who are not members of the audit committee can observe open and closed meetings.
- Non-committee member trustees cannot vote
- All trustees should have access to open and closed meeting minutes



Recommendation

In-Camera meetings

Open

- Open sessions provide transparency to the stakeholder.
- Not exclusive
- Participation limited to the audit committee members and individuals invited to participate (i.e. RIAT, external auditor)
- Majority of decision making activity

Closed

- Closed sessions only extended to audit committee members, Board of Trustees, relevant management and designated participants to report on certain matters and answer questions (i.e., internal or external auditor, legal counsel or representatives from a reporting entity)
- Exclude public observers
- Decision making should rarely occur

In-camera

- In-camera sessions allow the audit committee to receive feedback from designated participants without the presence of other parties.
- These sessions allow participants to openly engage in issues with the appropriate parties and encourages more open and robust discussions.
- It is up to the committee to determine which parties they would like to meet with and whether other parties should be present.
- Decision making rarely occurs



Recommendation

Communicating closed sessions

- Communicating reasons for closing a meeting demonstrates transparency
- Audit committee should state at the meeting the reasons as to why the committee would need to move into a closed session.
- Reports to the audit committee in an open session should be accessible to the public, while closed session reports should only be made available to the committee members, relevant management personnel, and the Board of Trustees
- Audit committees should make publicly available a formal agenda for the open meeting that has been created and distributed in advance of the meeting.



Recommendation

Decision making in a closed session

- Recommendations made by the audit committee to the Board of Trustees should be made in an open session.
- Document the reason in the minutes as to why a decision was made in a closed session – reference legislation
- When reporting to the Board of Trustees, the summary provided to the Board of Trustees should be in sufficient detail to understand the decisions and recommendations that came out of the closed meeting.



Recommendation

Access to minutes

- Members of the Board of Trustees should have access to all minutes, whether open or closed, whereas the public should only have access to open meeting minutes.
- During the closed session, minutes should be taken in the same detail as minutes taken at the open session (focusing on decisions that are made by the committee or recommendations to the Board of Trustees).
- In Camera minutes should be taken in the rare circumstances where decision making, and in-camera minutes would be restricted to those required to review closed session meeting minutes in accordance with their mandate (i.e., external auditors in accordance with generally accepted auditing standards, and others such as legal counsel).



Recommendation

Guidance on closing audit committee meetings

- It is not the duties of an audit committee which would force the audit committee to move into a closed session or an in-camera session, but rather the nature of the topics being discussed.
- Appendix A of our report goes through the duties of an audit committee and how those duties may result in topics being discussed that meet the closed meeting requirements
- Judgement will be required to identify when those topics arise.



Questions



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York Catholic District School Board

Report

Report To: Accommodation and Business Affairs Committee

From: Administration

Date: January 28, 2016

Subject: Cashless Schools Update

Executive Summary:

The intent of this report is to provide the Board with information and to facilitate discussion with regard to cashless schools initiative.

As part of investigating ways to assist school staff with making fund collections easier, the Budget and Audit Department in conjunction with limited number schools have a pilot project underway with Cashless Schools systems. Cashless Schools offers a process to pay for school activities electronically, through an online payment tool.

School Generated Funds – Cashless Schools:

The online payment method is used at a number of school boards across the province. There are a number of vendors who provide this service. York Catholic District School Board has had this pilot project operating for a number of years. The program has been offered at a number of schools with varying levels of success. The success of the program needs the buy-in from the Principal, teaching staff, secretaries and the school community. The Catholic School Council can also use the online payment tool. The pilot online payment tool, the Cashless Schools system is operated through Cashless Schools/FNT Inc.

The online payment programs allow parents to pay online for all school fees, e.g. pizza lunches, class trips, school spirit apparel, etc. The parents pay online, anytime and anywhere. The funds are transferred to the school bank account, and the school staff can then run reports by class, identifying which pupils have paid for the activity.

Currently there are four elementary schools involved in a pilot project:

- St. Joseph-Aurora
- St. Patrick-Markham
- St. Raphael the Archangel
- St. Edward

There seems to be success with the pilot projects that are operating within these schools. A feedback survey will be conducted at the end of the 2015/16 school year to assist in determining the next steps. St. Raphael the Archangel School Council recently presented their views on the system to York Catholic Parent Involvement Committee (see attached).

Currently there is a fee for the service. The fee is based on the enrolment of the school at a set amount per pupil. Since the Board is in the pilot stage with the program, the Board has been covering the cost. The current cost is approximately \$5.00 per pupil which includes the unlimited use of the online payment service, regardless the

amount of the transaction, and the support services, Hotline Support for parents and administration, plus a fee for the initial training. There is also a parent fee per transaction, depending on the method of payment.

There are additional services that are offered by Cashless Schools/FNT. They are introducing an online ticket sales application, a 'Community Fee Program' for special events. This is a service that some of our schools have been requesting. The ordering of tickets using a credit card is something that one of our schools tried to set up for an event. The credit card process was to be handled by an OECM vendor and the recording of the transaction was through the Cashless system. At the time, it took too long to get the credit card merchant code established, which caused the event to be canceled due to low ticket sales. Cashless Schools has taken this project on and is now able to offer the setting up of a merchant code for the use on credit card payments. This is a service that the Board may want to try at a school that is having an event that requires online ticket sales.

The Board does realize that if there is an interest across the schools for a program of this nature, proper Purchasing direction would need to be followed. An RFP would need to be issued for the online payment service.

Conclusion:

Cashless Schools is being offered as a pilot program in some of our schools. The success of the program depends on a number of factors that include both school staff and community interest. Once the results of a year-end surveys are complete, a better understanding of the next steps can be established.

Additional reports will be brought to the Committee as the future direction for the online payment program is decided.

Prepared and Submitted by: Jackie Porter, Coordinating Manager of Budget and Audit Services
Endorsed by: John Sabo, Associate Director, Corporate Services and Treasurer of the Board

SRA's Cashless School

January 18, 2016



School Council Challenges

Volunteers

- reduction in #'s
- availability during school hours

Programs

- increase demand
- imperative supplementary source of school funding (anti-bullying, math & literacy programs, IT initiatives)

Adherence to Policies

- protection of assets
- confidentiality



Catholic School Council



CashlessSchools



Online payment tool

- 24/7 online tool used for ordering school programs from comfort of own home/office on any device (tablet, smartphone, laptop).
- Account follows student from JK - Grade 12
- Secured access, supports all major banks and provides payment alternatives
- Detailed reporting and payment confirmation

St. Raphael the Archangel CES (SRA)

- school established September 2010
- 528+ students
- support 4 food programs, fundraiser and various social event
- 2014/2105 school year, processed \$100k in cash/cheques deposits ,
2015/2016 on track > \$100k

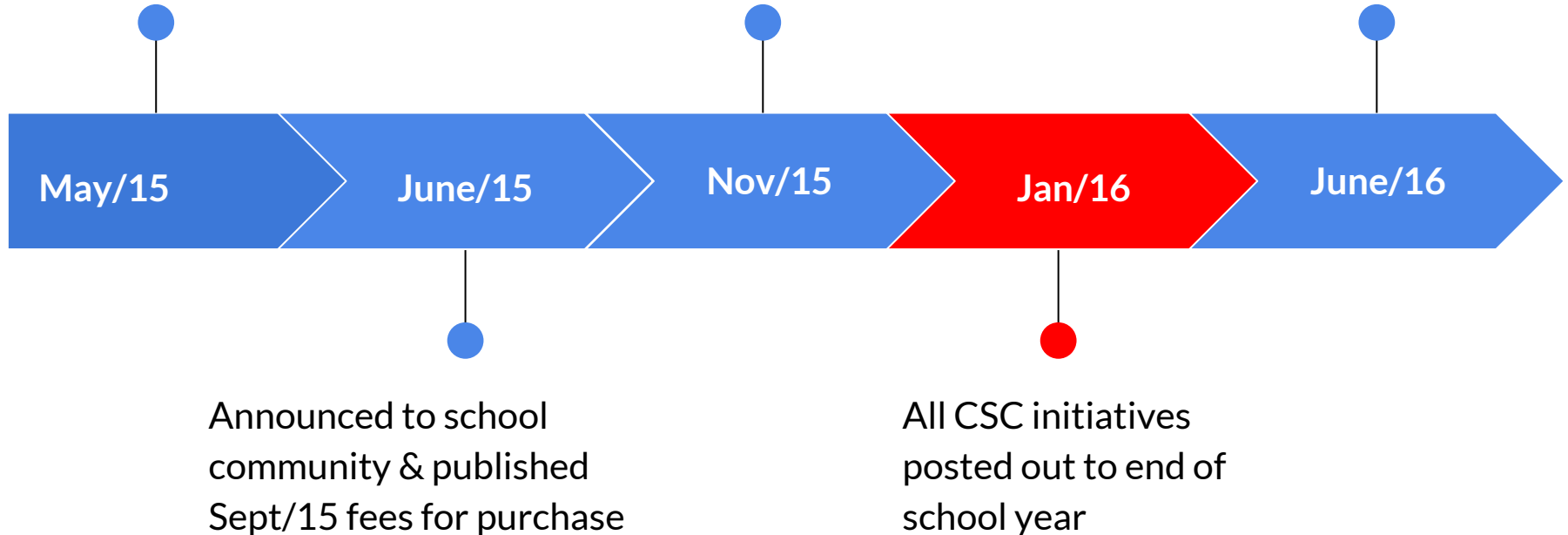
SRA's Cashless Experience

Cashless Rollout

Setup Council and School
Office Sparc Console

90%+ participation, **all** CSC
initiatives transacted through
Cashless

Posting of Sept 2016
fees available for
purchase



Results - Improved Program Process

Old Process (8+ steps)

Form sent
to teacher

Teacher
hand out
to
students

Parent
issues
cheque

Student
brings back
payment
and form

Teacher
collects
and
submits
to office

Volunteers
process
payment,
follow up
on issues

Deposit weekly
Wednesday - 2-
3 weeks later
receive
notification of
NSF

Volunteer
manually keys
in form
information to
generate
report

New Automated Process (3 steps)

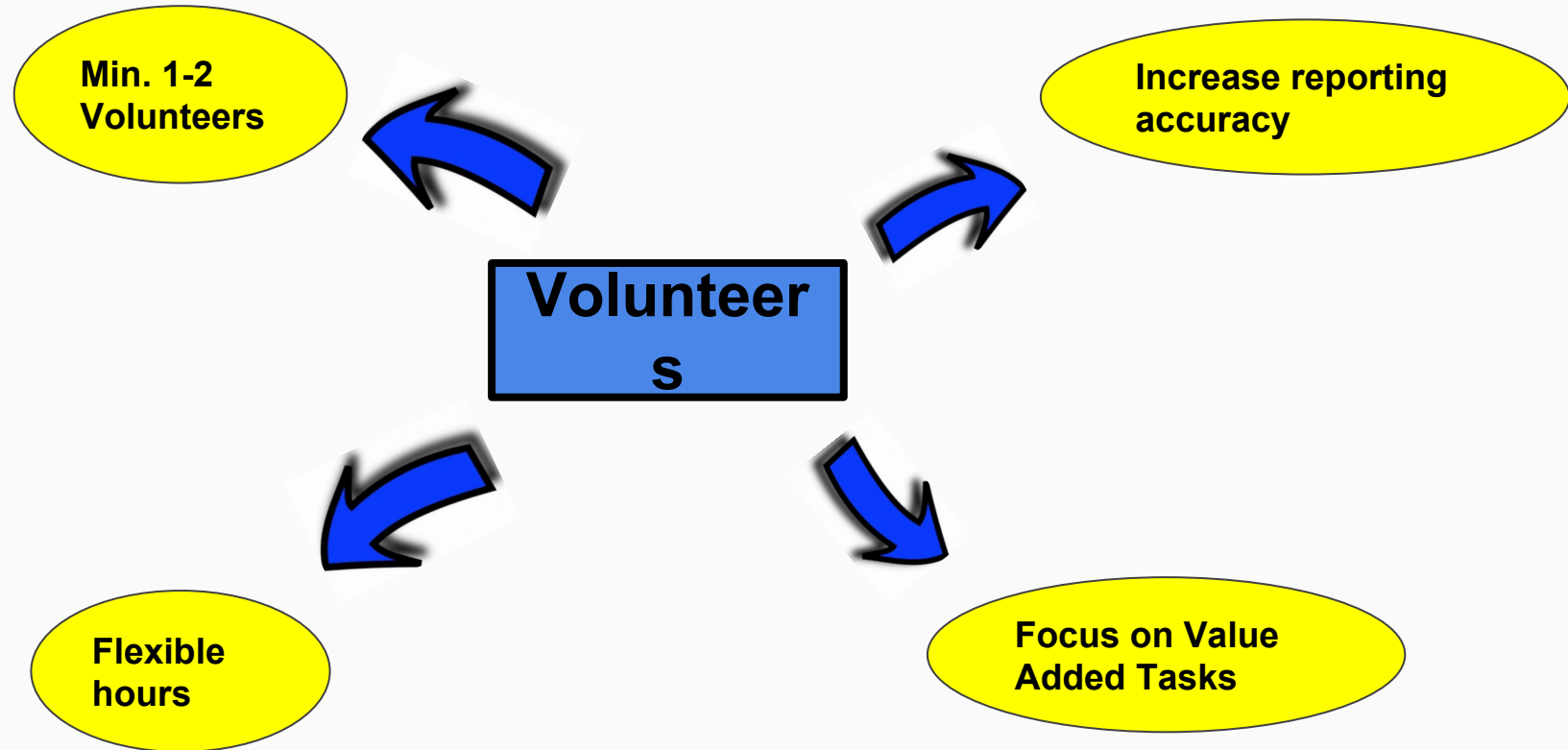
Parents notified of fee
available online for
purchase

Parent purchases fee

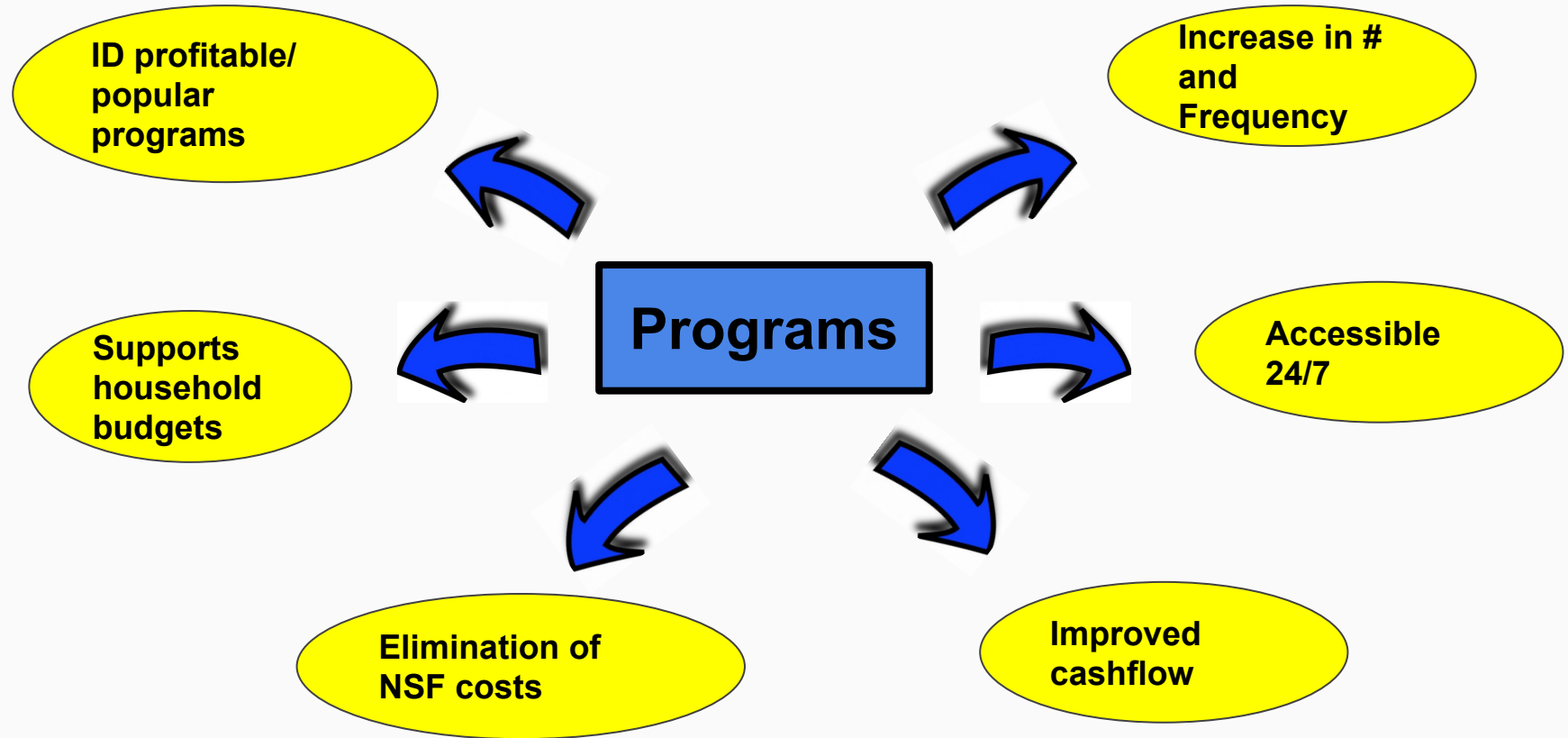
Volunteer prints off
reports

NSF
Cheques

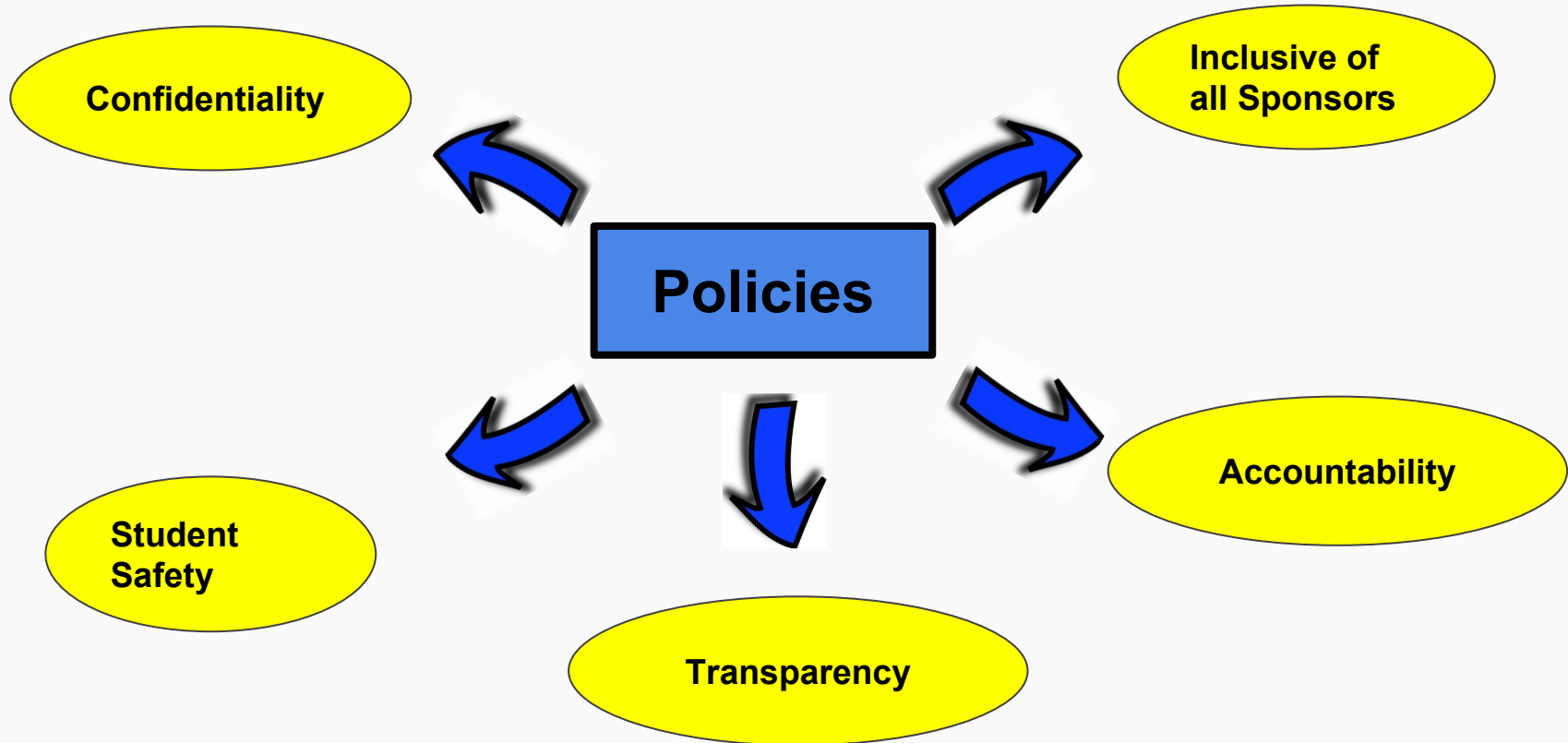
Solution to Volunteer Challenges



Solution to Program Challenges



Solution to Policy Challenges



Benefits - School

Teachers

- quicker turnaround for distribution of information
- reduced handling of forms/payments
- focus on teaching v.s. administrative duties

Office Staff

- reduced deposit process
- reduction in paper and photocopying
- reduction of staff time spent processing orders

SRA Parent Testimonies

"I love the cashless program. Being technically challenged on the best of days, when I took the time to read through the paperwork, it was quite easy to sign up and get started. The program has many benefits. I like **not having to continuously write cheques and wait for them to be cashed, or have the risk of it getting misplaced, or simply not handed in on time.** There is no risk of cheques or cash getting lost, stolen or forgotten about. **Being able to order lunches for months at a time is fantastic, and I can coordinate this with when I get paid.** not simply when a form comes home and is due back within a few days. I have more time to plan ahead for hot lunches. We also seem to have more flexibility with ordering, being able to swap out pizza one month for another alternative and my son loves this feature. "

Lisa B. Grade 8 parent

Just wanted to send this friendly email to express my gratitude for making life easy with this new cashless application!It's **easy to use and very user friendly**!Thanks SRA!

Sandra T. Grade 3 &4 parent

"I have been using the Cashless Schools tool since its onset at St. Raphael the Archangel School. It has proven to make it much easier and stress-free for me and my family! It is very easy to use and saves me a lot of time, while **helping me to stay organized with the payments that I have made** and need to make for school related activities. One of the things that I enjoy the most is that Cashless Schools **allows me to make purchases from the convenience of my home, at any hour of the day. I also really like the option of transferring my money in a quick and secure fashion.** The best part is that I **no longer need to send in numerous amounts of cheques to the school!** I love using Cashless and I hope to continue to use it for years to come!"

Lisa D. Grade 1&4 parent

SRA Parent Testimonies (continued)

"My experience with Cashless Schools has been nothing short of amazing! It has saved me time and paper cheques! My favourite feature is that **if I forget what I ordered, I can easily go back to check**. I really appreciate the system and it works! I find it user friendly and efficient. Thank for implementing it at SRA"

Maria P. Grade SK, 2 & 4 parent

"Cashless Schools system is a great tool for many reasons - paperless, never have to write a cheque and transfers from personal account are done seamlessly, **can order in advance by several months and always have receipt to review what your child will be having for a specific date, access information about your orders/transfers and balances via the web**... overall the system is very well put together. It is easy to navigate and easy to access."

Diane M. Grade 3 & 7 parent

"I just wanted to let you know how happy I am with the cashless program this year... It has been so easy to use and so quick to order all the foods or other programs offered on there. **In previous years, I have not always received the forms for school activities or hot lunches or they have arrived home after the due date**. This year I find that I am checking the website once a week and before the forms come home I have completed the order/activity. Thank you for organizing this **I have told friends about this and they wish they had it at their school**."

Julia D. Grade 7 parent

Core Values

Equity

Fiscal
Responsibility

Integrity

Inclusion

Strategic Commitments

Effective Use of Resources

Engaging Our Communities



Thank You!

Thank you for the opportunity to present our school's experience with implementing an online payment system, from the parent volunteers' perspective.

If you have any questions, please contact us:

Veronica Reis's email: designsbyveronica@rogers.com

Suzanne Sneek's email: sneek2403@rogers.com

York Catholic District School Board

Report

Report To: Accommodation and Business Affairs Committee
From: Administration
Date: February 2, 2016
Report: Approval Authority Schedule (AAS) -Reporting Update

EXECUTIVE SUMMARY

As requested by Trustees at the Policy Review Committee (PRC) on receipt of the updated Approval Authority Schedule (AAS), a regular report to Accommodation and Business Affairs Committee (ABAC) is to be developed to provide information on the results of certain procurement activities. The purpose of this report is to provide the status in the development of this report.

Note: Further development/refinement of proposed reporting is required and an update of any suggested changes in reporting will be brought to future meetings.

BACKGROUND

Per Trustee request and as identified in the AAS, the following procurement activities are to be reported to ABAC:

1. Consulting services (AIT- Agreement on Internal Trade - exemption based only) between \$50,000 to \$100,000 which did not go through a competitive process.
Note: the BPS Procurement Directive defines "Consulting Services" to mean the provision of expertise or strategic advice that is presented for consideration and decision-making.
2. Change Orders $\geq$ \$25,000 related to tendered capital projects for new construction (includes additions and port-a-pak purchases).

Furthermore, Administration has been directed to develop a report on extras on Purchase Orders (PO) that are greater than a threshold that is to be determined after appropriate analysis.

AAS Reporting Requirements for the Period September 1, 2015 to January 27, 2016

For Consulting services (AIT- Agreement on Internal Trade - exemption based only) between \$50,000 to \$100,000 which did not go through a competitive process, there is no non-competitive bid to report.

For Change Orders $\geq$ \$25,000 related to tendered capital projects for new construction (includes additions and port-a-pak purchases), there is no change orders $\geq$ \$25,000 to report.

Extra's on PO's

Administration performed analysis of PO activities for the calendar year January 1 to December 1, 2015. After eliminating effects of unplanned delivery cost variances and "Textbook" variances, the following summarizes PO's with variances ("overruns") $\geq$ 25%:

	Complete POs by Overrun % in each Group						TOTAL	
	25 to 50%		50 to 75%		Over 75%		Over 25%	
	# of PO's	PO Var \$	# of PO's	PO Var \$	# of PO's	PO Var \$	# of PO's	PO Var \$
POs with overruns <\$5	1	(5)	1	(2)	1	(1)	3	(8)
POs with overruns \$5 to \$10	4	(31)	1	(8)	1	(6)	6	(45)
POs with overruns \$10 to \$100	103	(4,930)	30	(1,405)	22	(1,246)	155	(7,582)
POs with overruns \$100 to \$1,000	37	(9,191)	25	(6,199)	40	(11,224)	102	(26,614)
POs with overruns \$1,000 to \$5,000	4	(7,622)	3	(7,552)	7	(12,404)	14	(27,578)
POs with overruns \$5,000 to \$10,000	3	(27,248)	2	(15,644)	2	(15,430)	7	(58,321)
POs with overruns \$10,000 to \$25,000	1	(13,025)	-	-	-	-	1	(13,025)
POs with overruns \$25,000 to \$50,000	-	-	-	-	-	-	-	-
POs with overruns \$50,000 to \$75,000	-	-	-	-	-	-	-	-
Total	153	(62,052)	62	(30,810)	73	(40,311)	288	(133,173)

For PO's with overruns between \$100 and \$5,000 (green zone), the following were the general findings:

- Majority of variances related to corrections of originator input errors related to requisition price or change in quantity (example: vendor size differences)
- 75% are requisitions originating from school GSBs
- Over 70% are from vendors of record (example of variances: calculation error of catalog prices by originator)

For the eight (8) PO's with overruns $\geq$ \$5,000 (gold zone):

- Three PO's were for PO's issued for inspection or service call. Repairs performed on these inspection or service calls are treated as extras to PO's and appear as PO overruns.
- Five PO's were for Architect PO's which are issued for architect costs based on estimated contract values before project tender. Final Architect costs are based on actual construction costs and tendered values. These differences appear as PO overruns.

The following provides the details of these eight PO's with variances totaling \$71,346.58 (gold zone):

Vendor name	PO #	PO doc dat	PO Value w/tax	Variance	%	Other Details
STANTEC CONSULTING LTD	4500241634	01/19/2015	11,983.37	-6,843.83	-57.1%	Arch PO based on estimate prior to Contract Award
MCW CONSULTANTS LTD	4500244013	03/09/2015	38,310.00	-13,025.40	-34.0%	Arch PO based on estimate prior to Contract Award
SNYDER ARCHITECTS	4500244275	03/16/2015	32,384.72	-9,261.20	-28.6%	Arch PO based on estimate prior to Contract Award
SNYDER ARCHITECTS	4500244274	03/16/2015	32,486.88	-8,225.08	-25.3%	Arch PO based on estimate prior to Contract Award
STANTEC CONSULTING	4500242531	02/06/2015	8,458.85	-9,437.31	-111.6%	Arch PO based on estimate prior to Contract Award & Extras
ELS	4500246273	04/23/2015	2,676.52	-5,992.27	-223.9%	Emergency Lighting Inspection-Related Repairs
G T WOOD CO LTD	4500242081	01/28/2015	22,868.56	-9,761.35	-42.7%	Main Panel Switchgear Inspections-Related Repairs
ROBERTSON FIRE EQUIPMENT	4500244018	03/09/2015	12,749.66	-8,800.14	-69.0%	Frie Alarm Testing-Rescheduled Service & Related Repairs
				-71,346.58		

Note: The resources consumed to produce the above conclusions were considerable. Administration will continue to review the process and develop a more efficient and effective reporting mechanism to provide Purchasing reports to Committee.

SUMMARY

This report provides information on procurement activities as required per the Approval Authority Schedule approved on January 26, 2016. The report also summarizes PO variances $\geq$ 25% for the last calendar year in order to provide information or explanations for PO variances.

Prepared & Submitted by: Anna Chan, Coordinating Manager, Business Services/Assistant Treasurer
Endorsed by: John Sabo, Associate Director, Corporate Services/Treasurer

York Catholic District School Board

Report

Report To: Accommodation and Business Affairs Committee
From: Administration
Date: January 28, 2016
Report: 2015-16 Revised Estimates

Executive Summary:

This report is intended to provide information with respect to the 2015-16 Revised Estimates that were filed with the Ministry of Education on December 15, 2015.

Background Information:

The filing of the Revised Estimates is part of the regular reporting process to the Ministry of Education. The Revised Estimates differ from the Estimates (original) that are filed annually as part of the budget approval process that is completed in June of each year. Key information is updated which impact both the Revenue and Expenditure calculations.

Note: For 2015-16, a deficit was submitted to the Ministry resulting from the provincial labour agreements.

As per past practice, the 2015-16 Revised Estimates will be used to compare actuals throughout the remainder of the 2015-16 fiscal year.

Note 1: Included as Attachment #1 is a copy of the 23-slide PowerPoint Presentation providing an overview of the Revised Estimates. Time permitting, Administration will present the PowerPoint presentation.

Note 2: As per past practice, a copy of the PowerPoint will be included on the Board's website.

Filing of the 2015-16 Revised Estimates:

At the November 3, 2015 Accommodation and Business Affairs Committee meeting, the Committee was provided with an update of the Revised Estimates preparation. It was noted that preparation of the 2015-16 Revised Estimates have been impacted by a number of factors, notably, the change in the projected enrolment, its impact on staffing projections and impact of labour agreement settlements.

As discussed at the Accommodation and Business Affairs Committee supplementary reports on the Salary & Wages and Employee Benefits modules would be provided to the Labour Relations Committee for review and endorsement. *Note: The Salary and Benefits modules were reviewed at the January 12th meeting of the Labour Relations Committee.*

Based on Ministry directives (2015 SB 31 memorandum) the 2015-16 Revised Estimates were due no later than December 15th to ensure no disruption in grant cash flow. As reported at the Labour Relations Committee meeting on January 12th, staff submitted the required Ministry documentation by the deadline date.

2015-16 Revised Estimates Summary:

The Revised Estimates are filed annually with the Ministry of Education and incorporates actual October 31st enrolment information, related staffing and placement changes, and any other new information. For staffing, salary and wages projections, the actual October 31, 2015 staffing and grid placements have been used.

Future reports to the Board will compare actual financial results to the Revised Estimates, i.e., the Revised Estimates will represent the **base amount** for 2015-16 operating budget estimates and monitoring.

Updated with actual enrolments at October 31, 2015 and revised projections from the Planning Department, the Average Daily Enrolment ("ADE") reflects a net decrease in enrolment of 254.04 (or -0.46%). The Elementary decrease is 272.17 ADE, (or -0.73%) and Secondary increase is 18.12, (0.10%) compared to the enrolments included in the original 2015/16 Estimates.

Attached under separate cover is the Revenue Module which has recalculated the projected revised revenue (Operating and Capital) for 2015-16.

Note: As previously noted, the revised salary and benefits modules were reviewed at the January 12th Labour Relations Committee.

Submission of 2015-2016 Revised Estimates:

The 2015-2016 Revised Financial Estimates are based on all notes and assumptions, previous Board motions and directives, and information available as at December 15, 2015.

Submission of the Revised Financial Estimates provides Administration the authority to proceed with its implementation in accordance with past policies, procedures and practices and current Board direction. Included in the implementation of the revised budget is the establishment of specific budget categories and the monitoring and control of those budget categories.

Submissions made to the Ministry of Education must be in the prescribed format dictated. *Note: Any material submitted to the Ministry will reflect Board approvals/directions.*

Submission of the 2015-16 Revised Estimates to the Ministry of Education includes both in-year operating and non-operating expenditure projections for 2015-2016 in the total amount of \$659,840,181.

These expenditures are to be funded in most part by 2015-16 Revenues in the projected total amount of \$653,063,145. Of the \$653.06 million in total revenue, \$568.81 million (87.1%) is comprised of regular 2015-16 operating revenue, \$25.54 million (3.9%) is available for the Capital Program, \$52.33 million (8.0%) for provision of required PSAB related items and \$6.38 million (1.0%) for grants/revenue with expense offsets.

Of the \$575.59 million in operating expenditure projections, \$512.41 million (89.0 %) is comprised of salaries & employee benefits, while \$63.17 million (11.0%) is comprised of other support costs.

2015-2016		
<u>Operating Expenditures</u>		
Salaries & Wages:	\$ 442,083,016	76.8%
Employee Benefits: (Note 1)	<u>70,330,849</u>	<u>12.2%</u>
	512,413,865	89.0%
Other Support Costs:	<u>63,172,517</u>	<u>11.0%</u>
 Total Operating:	 <u>\$575,586,382</u>	 <u>(100.00%)</u>

Note #1: Employee Benefit Expenditures above includes the PSAB adjustment for future benefits provision of \$2,216,220.

Included as Attachment #2 is a summary of the analysis by object budget which reflects the \$575.6 million 2015-16 Revised Operating Financial Estimates.

The complete submission of both Operating and Non-Operating is displayed below:

	<u>Operating</u>	<u>Non-Operating</u>	<u>Total</u>
Revenue Projections	\$568,809,346	\$84,253,799	\$653,063,145
Less: Expenditure Projections			
Salary and Benefits	\$512,413,865		\$ 512,413,865
Support Costs	63,172,517		63,172,517
Other Operating & Capital	<u>-</u>	<u>\$84,253,799</u>	<u>84,253,799</u>
	<u>\$575,586,382</u>	<u>\$84,253,799</u>	<u>\$659,840,181</u>
Balance	<u><u>\$(6,777,036)</u></u>	<u><u>Nil</u></u>	<u><u>\$(6,777,036)</u></u>

Summary:

The 2015/16 Revised Estimates were filed with the Ministry on December 15, 2015. The 2015/16 Revised Estimates will be used as the comparator to Actuals in future reports presented at the Accommodation and Business Affairs Committee.

Prepared and Submitted by:
Endorsed by:

Jackie Porter, Coordinating Manager of Budget and Audit Services
John Sabo, Associate Director, Corporate Services and Treasurer of the Board

York Catholic District School Board

2015-16 Revised Estimates

Presented by:

**John Sabo, Associate Director: Corporate Services and
Treasurer of the Board**

Jackie Porter, Coordinating Manager of Budget and Audit Services

**Anna Chan, Coordinating Manager of Business Services and Assistant
Treasurer**





2015-16 Revised Estimates

Filed 2015/16 Revised Estimates on December 15, 2015:

Operating Budget:

•Revenue	\$568,809,346
•Expenditures	<u>575,586,382</u>
•Shortfall	<u>(\$6,777,036)</u>



2015-16 Revised Estimates

Objective of the Presentation:

- Overview of the 2015-16 Revised Estimates
- Focus on two modules:
 - Revenue
 - Salary and Benefits (89.0% of Expenditures)

Note: Included in the agenda, under separate cover, is a report on the 2015-16 Revised Estimates and a detailed Revenue Module



2015-16 Revised Estimates

The ***Revised Estimates*** are filed annually with the Ministry of Education. The main changes from the Estimates to the Revised Estimates are a result of:

- The actual October 31 enrolment information
- The resulting changes to grant due to actual enrolments
- Recalculating the number of staff and associated costs
- Minor adjustments due to updated information
- Incorporated are the Ministry of Education Directives (see Note).

*Note: For **2015/16** the impact of the Provincial Labour Settlements have been incorporated (1% Lump Sum Payment and the Grid Restoration)*



2015-16 Revised Estimates

1. Enrolment Decrease From 2015/16 Estimates

Enrolment Profile

- i. Decrease in Elementary Enrolment
- ii. Decrease in Secondary Enrolment
- iii. Increase in Visa (both Elementary and Secondary)

Funding Impact

- i. Decrease in Regular G.S.N.
- ii. Decrease in Teacher Qualification & Experience
- iii. Increase in Declining Enrolment Grant
- iv. Visa Tuition Fee Increase
- v. Decrease in Continuing Education
- vi. Increase from OSBIE Refund

Enrolment: 254.05 ADE decrease from Estimates to Revised Estimates



2015-16 Revised Estimates

ENROLMENT SUMMARY – Revised Estimates to Estimates

	2015/16 Estimate	2015/16 Revised Estimates	Difference	
			Increase (Decrease)	%
ENROLMENTS				
Elementary	37,085.88	36,813.71	(272.17)	-0.73%
Secondary	18,147.26	18,165.38	18.12	0.10%
Total Enrolments	55,233.14	54,979.09	(254.05)	-0.46%

Enrolment changes are a result of:

- Shifts in population through out the region
- Changing demographics
- Opening New Programs
- Boundary changes



2015-16 Revised Estimates

ENROLMENT SUMMARY – Revised Estimates to 2014/15 Financial Statements

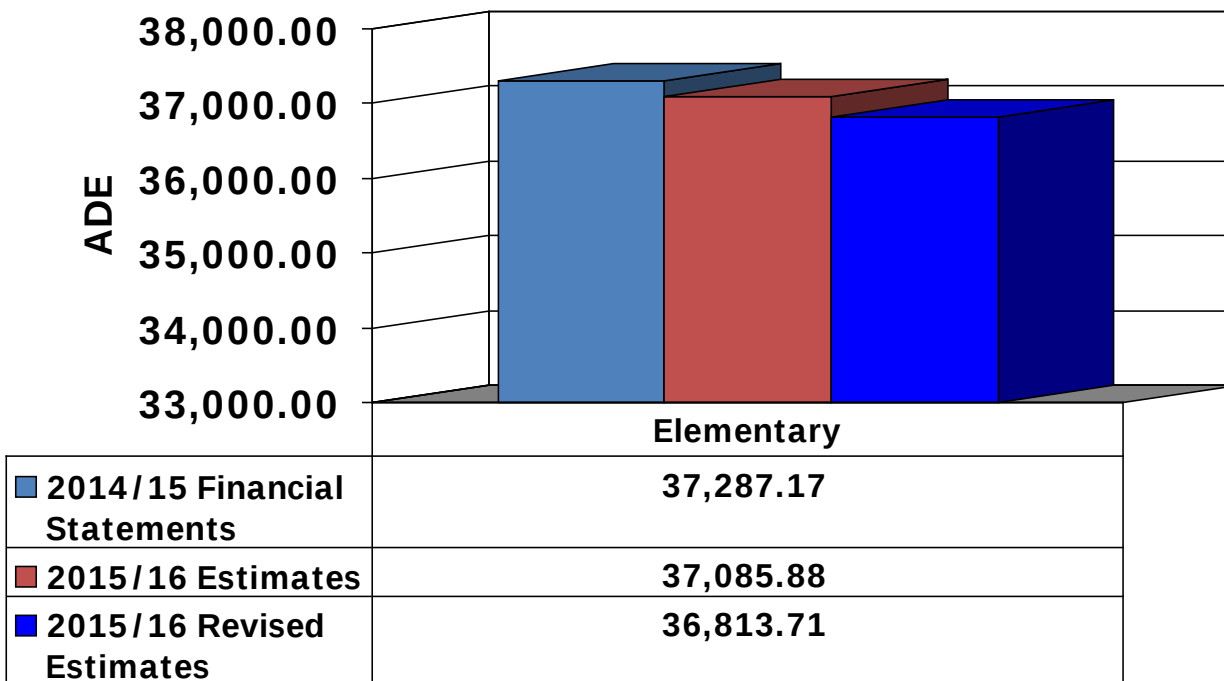
	2014/15 Financial Statements	2015/16 Revised Estimates	Difference	
			Increase (Decrease)	%
ENROLMENTS				
Elementary	37,287.17	36,813.71	(473.46)	-1.27%
Secondary	18,106.01	18,165.38	59.37	0.33%
Total Enrolments	55,393.18	54,979.09	(414.09)	-0.75%

NOTE: Enrolment information for 2014/15 from Audited Financial Statements



2015-16 Revised Estimates

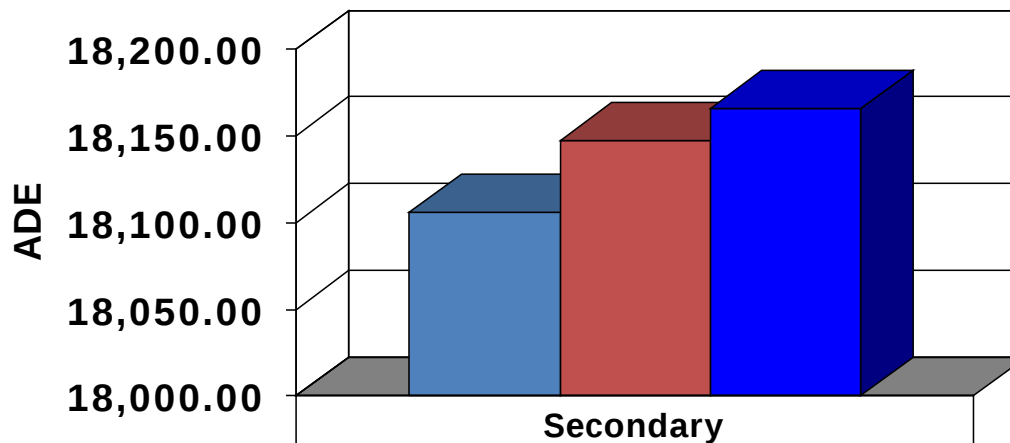
Elementary Enrolment





2015-16 Revised Estimates

Secondary Enrolment



	Secondary
■ 2014/15 Financial Statements	18,106.01
■ 2015/16 Estimates	18,147.26
■ 2015/16 Revised Estimates	18,165.38



2015-16 Revised Estimates

Revenue Projections

Less: Expenditure Projections

Salary and Benefits

Support Costs

Other Operating & Capital

Balance

Operating	Non-Operating	Total
\$568,809,346	\$84,253,799	\$653,063,145
-	-	-
\$568,809,346	\$84,253,799	\$653,063,145
\$512,413,865		\$512,413,865
63,172,517		63,172,517
-	84,253,799	84,253,799
\$575,586,382	\$84,253,799	\$659,840,181
(\$6,777,036)	\$0	(\$6,777,036)



2015-16 Revised Estimates

	2015/16	
	Operating Expenditures	
Salary and Wages	\$442,083,016	76.81%
Employee Benefits	70,330,849	12.22%
Total Salaries & Benefits	\$512,413,865	89.02%
Other Support Costs	\$63,172,517	10.98%
Total Operating:	\$575,586,382	100.00%

NOTE: Employee Benefit expenditures include the PSAB adjustment for employee future benefit provision of \$2,216,220



2015-16 Revised Estimates

Overview Operating Budget

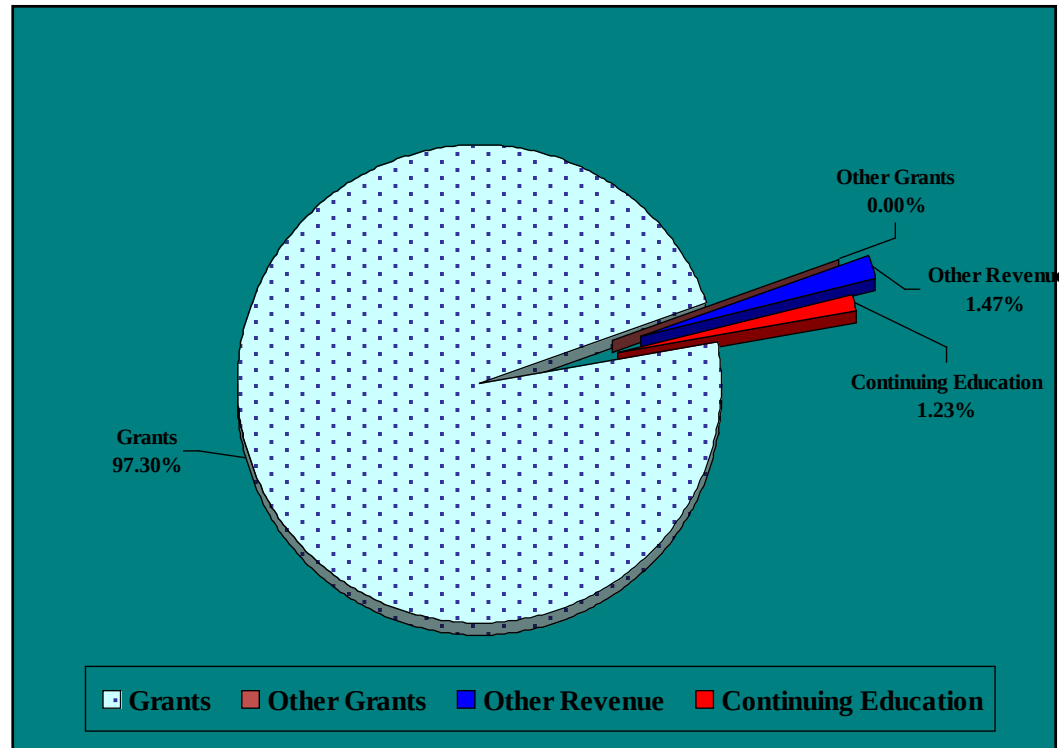
Summary

	2015/16 Revised Estimates		Difference	
	2015/16 Estimates	2015/16 Revised Estimates	Increase/ (Decrease)	%
OPERATING REVENUE				
Grants for Student Needs	554,571,201	553,393,432	(1,177,769)	-0.21%
Other Grants and Revenue	14,894,428	15,415,914	521,486	3.50%
TOTAL OPERATING REVENUE	569,465,629	568,809,346	(656,283)	-0.12%
OPERATING EXPENDITURES				
Salaries	436,676,837	442,083,016	5,406,179	1.24%
Benefits	69,890,341	70,330,849	440,508	0.63%
Other Support Costs	62,898,450	63,172,517	274,067	0.44%
TOTAL OPERATING EXPENDITURES	569,465,629	575,586,382	6,120,753	1.07%
VARIANCE (REVENUE LESS EXPENDITURES)	0	(6,777,036)	(6,777,036)	



2015-16 Revised Estimates

Revenue Projections - Operating



Grants for Student Needs	\$ 553,393,432	97.30%
Other Grants	0	0.00%
Other Revenue	8,381,613	1.47%
Continuing Education	7,034,301	1.23%
	\$ 568,809,346	100.00 %



2015-16 Revised Revenue Projections

Projected Revenue: Decrease in GSN of \$(1,177,769) resulting from:

- The impact of changes in enrolment
- Number of staff and grid placement – impacting an decrease in Qualification and Experience Grant
- The impact on the Declining Enrolment Grant

Note: The GSN does not include any grant adjustments for the Provincial Labour Settlements



2015-16 Revised Revenue Projections

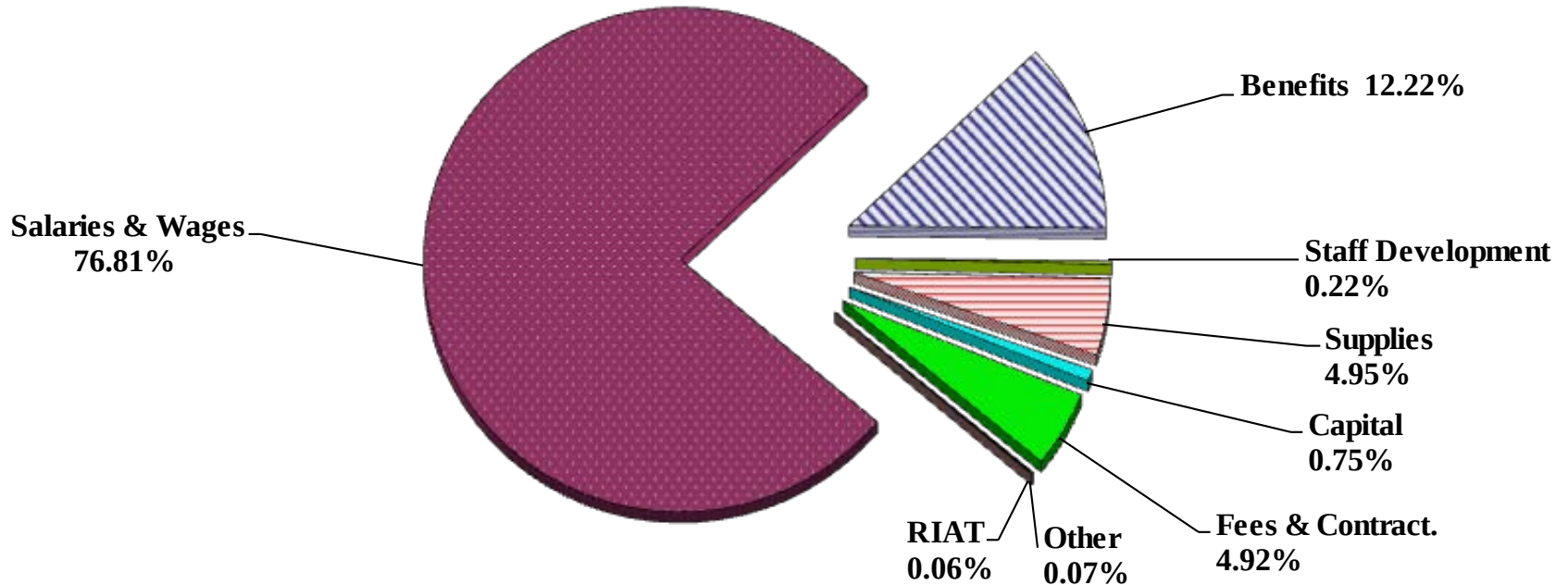
Additional Changes in Projected Revenue:

- Other Revenue and Continuing Education increase (\$521,486) resulting from:
 - Other Revenue: increase in the number of Visa students causing Tuition Fees to be higher than originally anticipated
 - Continuing Education: revisions to enrolment and program offerings.



2015-16 Revised Estimates

Expenditures Projections - Analysis by Object



■	Salaries & Wages	442,083,016	76.81%
■	Benefits	70,330,849	12.22%
■	Staff Development	1,270,190	0.22%
■	Supplies & Services	28,482,874	4.95%
■	Capital	4,334,368	0.75%
■	Fees & Services	28,308,736	4.92%
■	Other	416,835	0.07%
■	RIAT	359,513	0.06%
■	Total	575,586,382	100.00%



2015-16 Revised Expenditure Projections

Analysis By Object

	2015/16 Estimates	2015/16 Revised Estimates	2015/16 Revised Estimates vs 2015/16 Estimates Increase (Decrease)	
			\$	%
Salaries and Wages	436,676,837	442,083,016	(5,406,179)	-1.24%
Employee Benefits	69,890,341	70,330,849	(440,508)	-0.63%
Staff Development	1,122,970	1,270,190	(147,220)	-13.11%
Supplies and Services	30,076,362	28,482,874	1,593,488	5.30%
Capital Expenditures	2,437,418	4,334,368	(1,896,950)	-77.83%
Fees and Contractual Services	28,485,379	28,308,736	176,643	0.62%
Other	416,808	416,835	(27)	-0.01%
RIAT	359,514	359,514	0	0.00%
	569,465,629	575,586,382	(6,120,753)	-1.07%



2015-16 Revised Expenditure Projections

The increase in Expenditure Projections of \$6,120,753 results from:

- Salary: \$5,406,179: Changes are a result of the number of staff in place, the 1% lump sum payment and grid restoration to September 1 for OECTA and CUPE.
- Benefits: \$440,508: participation rate, rate updates, and minor adjustments to PSAB
- Remaining changes of \$274,066 are a result of refinements and realigning expenditures amongst the categories.



2015-16 Revised Estimates

Salary and Wages

Analysis of Changes

	2015/16 Estimates	2015/16 Revised Estimates	Difference	
			\$	%
Teachers & Supply Teachers	Teachers	306,392,223	310,765,986	4,373,763
	Supply Teachers	7,862,600	7,941,226	78,626
		314,254,823	318,707,212	4,452,389 1.42%
Principals & Vice Principals	20,484,746	20,606,846	122,100	0.60%
Sub Total	334,739,569	339,314,058	4,574,489	1.37%
Support Staff	93,823,349	94,760,854	937,505	1.00%
Continuing Education	8,113,918	8,008,104	(105,814)	-1.30%
Total	436,676,836	442,083,016	5,406,180	1.24%



2015-16 Revised Projection

Staffing: Summary of FTE

	2015/16 Estimates	2015/16 Revised Estimates	Difference	
			FTE	%
<u>FTE Summary:</u>				
Teachers Principals & VP	3,544.83	3,530.74	(14.09)	
	168.00	170.00	2.00	
	3,712.83	3,700.74	(12.09)	-0.33%
Support Staff	1,932.84	1,940.39	7.55	0.39%
Total	5,645.67	5,641.13	(4.54)	-0.08%



2015-16 Revised Estimates

Standard Next Steps:

- The next enrolment count date is March 31, 2016. The result will further impact the revised revenue/ expenditure projections.
- Budget vs. Actuals; the Revised Estimates will be used as the comparator
- On going monitoring of staffing positions at the Labour Relations Committee.
- Post this presentation on the Board website.

Unique Steps for 2015/16:

- Determine Funding Offset for \$6.8 million deficit in Operating Expenditures

QUESTIONS ?



York Catholic District School Board
2015/16 Revised Estimate
Analysis By Object

	2015/16 Revised Estimates	2015/16 Estimates	Difference Rev. Est vs Estimates
Revenue:			
Grants	553,393,432	554,571,201	(1,177,769)
Other Grants	0	0	0
Other Revenue	8,381,613	7,560,000	821,613
Continuing Education	7,034,301	7,334,428	(300,127)
Total Operating Revenue	568,809,346	569,465,629	(656,283)
Expenditures:			
Salary and Wages			
<u>Academic</u>			
Teacher	318,707,212	314,254,823	(4,452,389)
Principals	20,606,846	20,484,746	(122,100)
sub total	339,314,058	334,739,569	(4,574,489)
Business Support	94,760,854	93,823,349	(937,505)
Continuing Education	8,008,104	8,113,918	105,814
	442,083,016	436,676,837	(5,406,179)
Employee Benefits			
<u>Academic</u>			
Teacher	38,310,535	38,091,455	(219,080)
Principal	2,074,416	2,057,904	(16,512)
sub total	40,384,951	40,149,359	(235,592)
Business Support	25,596,741	25,409,426	(187,315)
Continuing Education	1,072,937	1,055,340	(17,597)
	67,054,629	66,614,125	(440,504)
Provision for PSAB/Other	3,276,220	3,276,216	(4)
	70,330,849	69,890,341	(440,508)
Total Salaries and Benefits	512,413,865	506,567,178	(5,846,687)
Other Expenditures:			
Professional Development	1,270,190	1,122,970	(147,220)
Supplies and Services	28,482,874	30,076,362	1,593,488
Capital Expenditures	4,334,368	2,437,418	(1,896,950)
Fees & Contractual Services	28,308,736	28,485,379	176,643
Other	416,835	416,809	(26)
RIAT	359,514	359,514	(0)
Total Other Expenditures	63,172,517	62,898,451	(274,066)
Total Expenditures	575,586,382	569,465,629	(6,120,753)
Variance	(6,777,036)	0	(6,777,036)

REPORT

REPORT TO: Accommodation and Business Affairs Committee
FROM: Administration
DATE: February 2, 2016
REPORT: **Temporary Accommodation Program Update**

Executive Summary

The purpose of this report is to provide information to Trustees regarding the current status of the Temporary Accommodation Program for the Board.

In accordance with past practice Construction Services, working with Superintendent of Schools and Planning Services will survey principals regarding potential portable needs for the next school. Survey response will be review by Senior Administration to verify the requirement vs. requests.

Background Information

The Ministry introduced a new temporary accommodation funding in 2010–11 to address the estimated annual cost of temporary accommodation previously charged to boards' New Pupil Places Grant. The 2015-16 Temporary Accommodation Grant, which can be used for portable moves, leases and purchases, is \$1,160,000.

Portable/Port-a-pak Inventory:

The Board has a current inventory of **314** portable/port-a-pak classrooms, made up of **114** individual portables and **200** port-a-pak classroom units. Appendix A provides a breakdown by Trustee area.

At the Elementary panel there are **57** individual portables and 15 paks as follows:

Pak Size (classroom units)	Number of Paks
6	3
8	6
10	5
12	1

At the Secondary panel there are 57 individual portables and 7 paks as follows:

Pak Size (classroom units)	Number of Paks
4	1
6	2
12	3
20	1

As mentioned above, once requests have been received and reviewed by the Superintendent, Senior Administration and Planning, the required moves will be approved and arrangements made to complete the work over the summer break. Currently there is insufficient funding available to re-locate any port-a-paks. Planning Services has requested funding under the Ministry of Education capital funding program and will continue to seek additional funding for this purpose as identified in the LTAP.

Portable/ Port-a-Pak Demolition:

Subsequent to the last *Temporary Accommodation Report*, the 10-pak at Father Bressani Catholic High School was demolished on site in August of 2015. The area was fully restored (paved) and fenced.

Summary:

The purpose of portable relocations is to meet the enrolment needs of the schools. The portable requests and the rationale for the requests will be reviewed with the School Superintendents and Planning Services. Updates will be provided at a future meeting.

Prepared by: M. Covatta, Manager of Construction Services
Submitted by: Dan McCowell, Senior Manager of Administrative Services
Endorsed by: J. A. Sabo, Associate Director - Corporate Services and Treasurer of the Board

**2015-2016 TEMPORARY ACCOMMODATION
(PORTABLE/PORT-A-PAK LIST)**

APPENDIX A

			2015-2016		
AREA	SCHOOL NUMBER	SCHOOL NAME	PORTABLES	PORT-A-PAK	TOTAL
1	151	Canadian Martyrs	2	0	2
	177	Good Shepherd	0	0	0
	105	Holy Name	0	0	0
	192	Holy Spirit	0	0	0
	173	Light of Christ	0	0	0
	108	Notre Dame	0	0	0
	115	Our Lady of Good Counsel	2	0	2
	101	Our Lady of Grace	0	0	0
	189	Prince of Peace	0	0	0
	104	St. Bernadette	0	0	0
	392	St. Brendan	4	8	12
	391	St. Brigid	1	0	1
	163	St. Elizabeth Seton	2	0	2
	143	St. Jerome	2	0	2
	140	St. John Chrysostom	0	0	0
	102	St. Joseph, Aurora	2	0	2
	316	St. Mark	5	0	5
	193	St. Mary	1	0	1
	185	St. Nicholas	0	0	0
	114	St. Patrick, Schomberg	0	0	0
	126	St. Paul	0	0	0
	103	St. Thomas Aquinas	0	0	0
		TOTAL AREA 1	21	8	29
2	301	All Saints	0	0	0
	239	Blessed Scalabrini	0	0	0
	271	Holy Family	0	0	0
	331	Mother Teresa	0	0	0
	229	Our Lady of the Rosary	0	0	0
	312	San Lorenzo Ruiz	0	0	0
	396	Sir Richard W. Scott	0	8	8
	221	St. Anthony	0	0	0
	349	St. Benedict	0	0	0
	353	St. Edward	3	0	3
	360	St. Francis Xavier	0	0	0
	324	St. John XXIII	0	0	0
	306	St. Joseph, Markham	0	0	0
	257	St. Joseph the Worker	0	0	0
	319	St. Julia Billiart	0	0	0
	361	St. Justin Martyr	3	6	9
	333	St. Kateri Tekakwitha	1	0	1
	337	St. Matthew	0	0	0
	222	St. Michael Academy	1	0	1
	386	St. Monica	0	0	0
	307	St. Patrick, Markham	1	0	1
	234	St. Rene Goupil-St. Luke	0	0	0
	367	St. Vincent de Paul	0	0	0
		TOTAL AREA 2	9	14	23

**2015-2016 TEMPORARY ACCOMMODATION
(PORTABLE/PORT-A-PAK LIST)**

APPENDIX A

AREA	SCHOOL NUMBER	SCHOOL NAME	2015-2016		
			PORTABLES	PORT-A-PAK	TOTAL
3	419	Guardian Angels	0	0	0
	452	Immaculate Conception	6	0	6
	450	Our Lady of Fatima	0	0	0
	455	San Marco	0	0	0
	445	St. Agnes of Assisi	0	10	10
	401	St. Andrew	0	0	0
	487	St. Angela Merici	0	8	8
	442	St. Catherine of Siena	1	0	1
	464	St. Clare	0	0	0
	435	St. Clement	0	0	0
	407	St. Emily	0	12	12
	432	St. Francis of Assisi	0	0	0
	462	St. Gabriel the Archangel	0	0	0
	454	St. Gregory the Great	0	0	0
	465	St. John Bosco	0	0	0
	410	St. Margaret Mary	0	0	0
	420	St. Mary of the Angels	0	10	10
	417	St. Michael the Archangel	5	0	5
	404	St. Padre Pio	0	8	8
	425	St. Peter	0	0	0
	403	St. Stephen	1	10	11
	434	St. Veronica	0	10	10
		TOTAL AREA 3	13	68	81
4	499	Blessed Trinity	0	0	0
	272	Christ the King	7	0	7
	276	Corpus Christi	0	0	0
	483	Divine Mercy	0	0	0
	133	Fr. Frederick McGinn	0	8	8
	282	Fr. Henri J. M. Nouwen	0	0	0
	466	Fr. John Kelly	0	0	0
	469	Holy Jubilee	0	10	10
	211	Our Lady Help of Christians	0	0	0
	130	Our Lady of Hope	3	6	9
	459	Our Lady of Peace	1	0	1
	109	Our Lady of the Annunciation	0	0	0
	241	St. Anne	0	0	0
	473	St. Cecilia	0	0	0
	227	St. Charles Garnier	0	0	0
	436	St. David	0	0	0
	406	St. James	0	8	8
	223	St. John Paul II	0	0	0
	212	St. Joseph, Richmond Hill	0	0	0
	201	St. Marguerite d'Youville	0	6	6
	213	St. Mary Immaculate	0	0	0
	431	St. Raphael the Archangel	3	0	3
		TOTAL AREA 4	14	38	52
TOTAL ELEMENTARY			57	128	185

**2015-2016 TEMPORARY ACCOMMODATION
(PORTABLE/PORT-A-PAK LIST)**

APPENDIX A

			2015-2016		
AREA	SCHOOL NUMBER	SCHOOL NAME	PORTABLES	PORT-A-PAK	TOTAL
CHS	188	Cardinal Carter	7	0	7
	378	Fr. Michael McGivney	4	0	4
	308	St. Augustine	0	0	0
	348	St. Brother Andre	2	0	2
	268	St. Elizabeth	6	6	12
	858	St. Maximilian Kolbe	6	6	12
	218	St. Robert	9	12	21
		TOTAL WEST & NORTH	34	24	58
CHS	438	Fr. Bressani	0	0	0
	458	Holy Cross	1	0	1
	878	Jean Vanier	0	0	0
	118	Our Lady of the Lake	0	12	12
	128	Sacred Heart	0	4	4
	848	St. Jean de Brebeuf	6	20	26
	408	St. Joan of Arc	4	0	4
	208	St. Theresa of Lisieux	12	12	24
		TOTAL EAST & CENTRAL	23	48	71
		TOTAL SECONDARY	57	72	129
		GRAND TOTAL	114	200	314

York Catholic District School Board

Report

Report To: Accommodation and Business Affairs Committee
From: Administration
Date: January 27, 2016
Re: **Facilities and Maintenance Capital Projects Update**

Executive Summary

The purpose of this report is to provide an update on the Facilities and Maintenance Department's capital projects that are planned, in progress or have been completed this year. Included in this report are capital projects that are being funded through the Facilities Renewal Program (FRP), School Condition Improvement funding (SCI), Full Day Kindergarten funding (FDK) and Early Learning Phase Four (EL4) funding.

Note: The budget for this year's work is approximately \$26 million. This is an aggressive program, especially with a critical vacancy (i.e. Manager of Maintenance and Capital Renewal Services) in the department.

The tables in appendices list the projects according to funding source and the projects' current status. The goal is to have all the large projects assigned to contractors through competitive procurement prior to end of May. It is anticipated that this will allow for better planning and improved delivery.

Note: This report does not include information pertaining to projects or ongoing repairs funded through operating or growth funding.

Further, it is also important to once again stress and highlight the dynamic nature of the project list. The project priority may change if higher priority projects or emergencies arise that need to be addressed.

Background Information

As in past years, demand for capital funding far exceeds the funds available. The priorities for this year were determined through discussions with various stakeholders including the school superintendents, Environmental Services, Student Services, school principals, etc. and through reviewing building condition databases. Continuing Education and the Community Use groups have been consulted in order to ensure that the work is coordinated and will not interrupt their programs.

The goal to advance the tendering process continues. This year, a number of projects have already been tendered and a number of the larger projects, such as roofing and grounds work will be tendered shortly. The intent of advancing the schedules for these projects is to allow for better planning of projects and to improve the delivery of these projects. This is essential due to staffing levels, particularly, the vacancy in the position of Manager of Maintenance and Capital Services. Schedules for some projects have and will be advanced in order to reduce the amount of work being undertaken in the summer months.

Current Steps

This year's plan includes approximately 70 FRP and SCI projects, 22 FDK projects and three Early Years projects. The budgets for these projects are approximately: \$7.9 million in FRP, \$8.2 million in SCI, \$10 million in FDK and \$0.1 million in EL4. The status of these projects varies; some have been completed, some are in progress, and some are in design. The appendices show the current list of projects for this year along with the current status and funding source. The department will continue to prioritize the larger projects, and the projects that require equipment with long lead times in order to ensure they are tendered as soon as possible.

In addition, it is also possible that emergencies may arise. This may result in the deferral of some of the funded projects for this year to accommodate other emergency or higher priority projects that may be identified.

Summary

As in past years, the goal is to complete these projects as economically as possible and with the least disruption to our stakeholders. By developing the majority of the project list in the fall of 2015 the coordination of projects with other stakeholders has been possible. The intent is to keep the pressure on to complete the designs of the projects early in 2016 and to tender the work early in the year. It is anticipated this will allow for economical pricing of projects and better coordination with the school communities. As in the past, the list of projects can change due to emergencies, costs that vary from budget estimates, and the identification of higher priority projects.

Prepared and Submitted by:
Endorsed by:

J. McLoughlin, Senior Manager of Facilities and Accommodation
J. A. Sabo, Associate Director: Corporate Services and Treasurer of the Board

Facility and Maintenance Capital Projects for 2015-2016

As of January 27, 2016

Facility Renewal Program and School Condition Improvement

Category	School Name	Project Description	Trustee	Status
Accessibility	St. Elizabeth Seton	Barrier Free Washroom	McNicol	90%-Waiting for door & Painting
Accessibility	Holy Jubilee	Braille Signage	Ciaravella	PO Issued
Accessibility	Fr. Fred McGinn	Braille Signage	Stong/Mazzotta	PO Issued
Accessibility	St. Julia Billart	Braille Signage	Mogado	PO Issued
Accessibility	Divine Mercy	Braille Signage	Ciaravella	PO Issued
Accessibility	Various - Annual Budget	Barrier Free Washrooms		
Accessibility	Various - Annual Budget	Calming Rooms		
Asbestos	Various - Annual Budget	Annual Re-survey all schools <1990		
Asbestos	Various - Annual Budget	Non-Friable Removals		
Electrical	Various - Annual Budget	Main Switches/Service - Response to PM's		
Electrical	Various Secondary	Electric Hand Dryers		PO Issued
Elevators/Lifts	Light of Christ	Stage Lift	Crowe	Consultant Selection
Elevators/Lifts	St. Mary	Replace Main Elevator & Stage Lift	Crowe	Consultant Selection
Fire Alarm	St Charles Garnier	Replace and Upgrade	Stong/Mazzotta	In Design
Fire Alarm	St. Margaret Mary	Replace & Upgrade	Giuliani	99 % Complete
Fire Alarm	Immaculate Conception	Field Wiring & Devices	Marchese	In Design
Fire Alarm	Various-Annual Budget	Respond to Annual Maintenance/Emergencies		
Flooring	Holy Spirit	Library VCT	Crowe	
Flooring	St Robert	Music Rooms	Cotton/Stong/Mazzotta	
Flooring	Fr Henri Nouwen	Library Carpet removal	Stong/Mazzotta	

Flooring	St James	Classroom tile replacement	Ciaravella	Out to Tender
Flooring	St Joan of Arc	Guidance and Theatre Room	Ciaravella	
Flooring	Divine Mercy	Library Carpet removal	Ciaravella	
Grounds	Our Lady of Annunciation	Play Areas	Stong/Mazzotta	In Design
Grounds	Cardinal Carter	Interlocking Sidewalks/curbs/asphalt	Stong/Mazzotta/Crowe/ Ciaravella	In Design
Grounds	Father John Kelly	Hard Surfaces	Ciaravella	In Design
Grounds	St John Paul II	Concrete Sidewalk Repairs (50%)	Stong/Mazzotta	with YRDSB
Grounds	St Anne	Play Areas	Stong/Mazzotta	In Design
Grounds	St Margaret Mary	Front Drive + Parking +small play area	Giuliani	In Design
Grounds	Blessed Trinity	Swale Play area	Ciaravella	
Grounds	St. Theresa Lisieux	Bus Loop Revisions	Stong/Mazzotta	Complete
HVAC	Holy Spirit	Replace boilers	Crowe	In Design
HVAC	St Matthew	Replace Office and Library RTUs	Cotton	In Design
HVAC	St Francis Xavier	Replace Library & Office RTUs	Mogado	In Design
HVAC	Father Bressani	Re-insulate ductwork on Roof	Marchese/Giuliani	Closed
HVAC	St Elizabeth Seton	Boiler replacement-1987	Marchese	In Design
HVAC	Father John Kelly	RTU Replacement (Child Care)	Ciaravella	Out to Tender
HVAC	Father John Kelly	RTU's Replacement	Ciaravella	Out to Tender
HVAC	Fr John Kelly	Replace boilers (7 units)	Ciaravella	Out to Tender
HVAC	Catholic Education Centre	Heat injection boiler ground loop		Study
Instructional Program	Father Michael McGivney	Lecture Hall	Mogado	90 % Complete
Instructional Program	Holy Cross	Science Room Retrofit	Giuliani	In Design
Masonry, Walls & Structural	St Paul	Wall/Foundation repairs (Urgent work only)	McNicol	In Design
Masonry, Walls & Structural	Sacred Heart	EIFS Replacement	McNicol	In Design
Masonry, Walls & Structural	St Robert CHS	Front entrance curtain wall	Cotton/Stong/Mazzotta	In Design
Masonry, Walls & Structural	Mother Teresa	Efflorescence on outside wall	Mogado	In Design

Masonry, Walls & Structural	St Joan of Arc	Thru Wall Flashing 2 locations	Ciaravella	In Design
Masonry, Walls & Structural	St Peter	Moisture in Walls	Giuliani	In Design
Masonry, Walls & Structural	Holy Jubilee	Wall Repairs	Ciaravella	In Design
Masonry, Walls & Structural	CEC	Windows & Metal		In Design
PA	St. Bernadette	Replace PA	McNicol	In Design
PA	St. John Paul II	Replace PA (50%)	Stong/Mazzotta	with YRDSB
PA	St. Clare	Replace PA	Marchese	PO Issued
PA	VARIOUS	Annual Allotment		
Painting	Good Shepherd	Annual Program - Painting	McNicol	In Design
Painting	St. Joseph the Worker	Annual Program - Painting	Ferlisi	In Design
Painting	St. Emily	Annual Program - Painting	Marchese	In Design
Painting	Blessed Trinity	Annual Program - Painting	Ciaravella	In Design
Roof	St Mary (N)	Replace small area of Roof	Crowe	Complete
Roof	St Joseph(RH)	Replace D1	Stong/Mazzotta	Out to Tender Feb 2, 2016
Roof	St Robert	Replace sections of the Roof	Cotton/Stong/Mazzotta	Out to Tender Feb 2, 2016
Roof	St Joseph the Worker	Replace all roof areas	Ferlisi	Out to Tender Feb 2, 2016
Roof	St Edward	Replace all roof areas	Mogado	Out to Tender Feb 2, 2016
Roof	St Justin, Martyr	Replace all roof areas	Cotton	Out to Tender Feb 2, 2016
Roof	St. Margaret Mary	Penthouse Roof	Giuliani	Complete
Security	Various	CCTV and Security Monitoring		
Stairs	St. Bernadette	Replace two set	McNicol	Out to Tender
Stairs	Prince of Peace	Replace one set	McNicol	
Stairs	Holy Spirit	Replace one set	Crowe	Tender
Stairs	St Angela Merici	Replace two sets	Giuliani	

Windows, Doors & Maintenance	St Joseph RH	Window Caulking	Stong/Mazzotta	In Design
Windows, Doors & Maintenance	St. Elizabeth	Atrium Column Refinishing	Ferlisi/Ciaravella	50% complete, complete Jan 31/16
Windows, Doors & Maintenance	St. Patrick (M)	Window/Door Replace (Replace exterior windows)	Mogado	Tender Closed

Note 1: In order to address high priority unfunded projects, it may be necessary to defer some projects

Appendix B

Full Day Kindergarten Projects

School Name	Project Description	Trustee	Status
Canadian Martyrs	Bump out the exterior wall to make two FDK purpose built classrooms. Minor renovations in existing FDK clsrms.	McNicol	In Design
St Charles Garnier	Remove Office Room and upgrade 2 classrooms	Stong/Mazzotta	Approved @ FDK Committee - next step design
St Anne	Remove Block Wall and upgrade 2 classrooms	Stong/Mazzotta	Awaiting Ministry approval
St Thomas Aquinas	Addition - 3rd FDK room	McNicol	Awaiting Ministry approval
St Joseph the Worker	Reno of 2 existing jk/sk classrooms (eliminate center island) to create maximum usable space, millwork & flooring.	Ferlisi	Awaiting Ministry approval
Our Lady of Fatima	Bump out wall on 2 clsrms and 1 clsrm reno. Add sprinkler and move washrooms.	Giuliani	Awaiting Ministry approval
St Clement	KG room addition/reno (bump out wall), site work (new fence and hard surface), barrier free washroom	Giuliani	90% Complete
Our Lady of Peace	2:1 Conversion and retrofit of 2 existing	Ciaravella	Completed
St John Paul II	Bump out wall of 2 clsrms (no washroom change and no millwork). Fix small yard once rooms expanded	Stong/Mazzotta	Completed
Immaculate Conception	French Immersion - 4 classroom reno – re-design (eliminate center island) to maximize usable space, millwork, flooring, lighting. Fall 2015 - FDK committee added grounds project approx \$50k due to safety within existing budget	Marchese	Completed
St Margaret Mary	4 to 3 classroom reno, demo of 4 existing classrooms to accommodate 3 new standardized FDK classrooms, millwork, washrooms, flooring, lighting and HVAC system	Giuliani	95% Completed
Light of Christ	Reno of 3 existing jk/sk classrooms (eliminate center island) to create maximum usable space, millwork & flooring. Pave exterior yard.	Crowe	Completed
St Vincent de Paul	Phase 1: Exterior work - retrofit play-ground, fencing, asphalt kindergarten entrance - Phase 2: Bump out wall on 2 clsrms and 1 clsrm reno. Add sprinkler and move washrooms.	Mogado	Awaiting Ministry approval
Sir Richard W Scott	4:3 conversion and yard work	Mogado	Completed
St Peter	3:2 Conversion	Giuliani	Completed
Prince of Peace	Phase 1: 2:1 reno and remove runway in classroom - Phase 2: Exterior Yard	McNicol	Completed
Mother Teresa	3:2 Classroom Renos to convert existing classrooms to FDK	Mogado	Completed

St Elizabeth Seton	Cubbies, Fence	McNicol	Pending
St Joseph, R. H.	Fencing and new asphalt	Stong/Mazzotta	Completed
St Bernadette	Centre Islands and/or block wall	McNicol	Approved @ FDK Committee - next step design
St Peter	3:2 Conversion	Giuliani	Approved @ FDK Committee - next step design
St Catherine of Sienna	Centre Islands and/or block wall	Giuliani	Approved @ FDK Committee - next step design

Appendix C

Schools First Capital Retrofit (EL4)

School Name	Project Description	Trustee	Status
St. Padre Pio	Renos to exterior childcare play area	Giuliani	In Design
Prince of Peace	Renos to create new toddler room	McNicol	In Design
Prince of Peace	Renos to exterior childcare play area	McNicol	In Design

REPORT

Report To: Accommodation Committee
From: Administration
Date: January 25, 2016
Re: Radon Sampling Update

Executive Summary

The purpose of this report is to provide updated information regarding follow-up radon sampling which was undertaken at St. Joseph (Aurora) and St. Patrick (Schomberg) Catholic Elementary Schools. Initial radon sampling results indicated that radon levels were below the Health Canada action level of 200 Bq/m³, however, these two schools registered the highest radon concentration of all YCDSB facilities with results at 85 Bq/m³ and 78 Bq/m³ respectively.

As per Board motion, arrangements have been made with the consulting company, Mr. Radon Inc. for these two schools to be resampled per the Health Canada Guide. Sampling devices will be installed in the two schools by the consultant, starting on February 1, 2016. The devices must remain in the locations for a minimum period of 90 days, after which the consultant will collect the devices and send them for laboratory analysis. Results are expected by the beginning of June 2016.

Background Information

Health Canada recommends that remedial measures be undertaken in a building whenever the average annual radon concentration exceeds 200 Bq/m³ in the normal occupancy area. The aim is to remediate and reduce the radon concentration to less than 200 Bq/m³. If the radon concentration is greater than 600 Bq/m³, the remedial actions are recommended to be completed in less than one year; between 200 Bq/m³ and 600 Bq/m³, the remedial actions are recommended to be completed in less than two years.

Based on Board motion, one radon sampling device was placed in each York Catholic District School Board Building in 2014/2015 for a minimum period of 90 days. All the sampling resulted in levels below the Health Canada action level of 200 Bq/m³. The two schools with the highest results were St. Joseph (Aurora) and St. Patrick (Schomberg) Catholic Elementary Schools. These schools had results of 85 and 78 Bq/m³ respectively.

Based on this information, the Board passed a motion directing staff to perform further sampling at these two schools following the Health Canada Guide. The sampling devices are scheduled to be installed as per the Health Canada Guide by the consultant, Mr. Radon Inc. starting February 1, 2016, which is a PA day. Any devices not installed on February 1, 2016 will be installed in evenings over the next few days.

The device must remain in place for at least 90 days. After this time has elapsed, the devices will be collected by the consultant and sent for analysis.

Prior to installation of the devices, the communications department prepared information for the two schools to share with their school communities.

It is expected that the results will be available early in June 2016. When the results are received, they will be shared with the Board and the school communities.

Next Steps

Once the results are received, if the average concentration levels are below 200 Bq/m³, no further action is required. If the average concentration levels exceed 200 Bq/m³, then the results will be discussed with consultant to determine an appropriate course of action.

Prepared and Submitted by:
Endorsed by:

J. McLoughlin, Senior Manager of Facilities and Accommodation
J. A. Sabo, Associate Director: Corporate Services and Treasurer of the Board

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Accommodation & Business Affairs Committee
FROM: Administration
DATE: February 2, 2016
REPORT: **Holy Cross Artificial Surface Field Proposal**

Executive Summary

The purpose of this report is to provide an update Trustees regarding potential additional artificial fields. As previously reported, Administration has received expressions of interest with respect to partnering with the Board to develop an artificial surface field at Holy Cross Catholic Academy. Three separate expressions of interest including two private companies and the City of Vaughan have identified an interest in jointly developing a facility at Holy Cross CA.

Administration has previously indicated that in order to determine the best partnership arrangement for the Board, a Request for Proposal be developed and issued. Currently Board resources are not available to develop, evaluate and implement this process.

In the meantime Administration has again been approached by the City to have further discussions. A meeting has been set up for February 4, 2016. Following the meeting, additional updates will be provided to the Board.

Background

YCDSB has entered into partnerships on four occasions for the development of artificial surface fields on Board properties. The City of Markham and the Town of Aurora are partners at St. Robert CHS and St. Maximilian Kolbe CHS respectively. In conjunction with private partners, artificial surfaced fields have been developed at St. Joan of Arc CHS and Fr. Michael McGivney Catholic Academy. The Fr. McGivney and St. Robert facilities include a dome.

In the previous partnerships to jointly develop an artificial field, the Board has negotiated with one party only. As there are three parties interested in Holy Cross CA, a formal Request for Proposal process is recommended in order to enable a formal review and analysis of the proposals. Proponents would be requested to provide information based on the criteria included in the Board's Capital Improvement and Shared Use Agreement.

Summary

Administration will continue to pursue facility partnerships that benefit the students of York Catholic. The ability to proceed with additional projects will be subject to available resources.

Prepared and Submitted by: Dan McCowell, Senior Manager of Administrative Services
Endorsed by: J. A. Sabo, Associate Director - Corporate Services & Treasurer of the Board

York Catholic District School Board

Report

Report To: Accommodation and Business Affairs Committee
From: Administration
Date: January 28, 2016
Report: **St. Theresa of Lisieux CHS Cafeteria Extension**

Executive Summary:

This report is intended to provide an update to Trustees on the status of the request to the Ministry of Education with regard to the use of Proceeds of Disposition (POD) to provide an addition to the cafeteria at St. Theresa of Lisieux CHS (STL) cafeteria.

Background Information:

Subsequent to discussions held at the September 1, 2015 Board meeting, Administration prepared and presented a report (dated September 22, 2015) which summarized Administration's communication process with the Ministry of Education with respect to the Board's request to use POD for the STL cafeteria extension.

Further to discussions held by the Board, a letter was drafted and sent to the Minister of Education on October 7, 2015 (copy attached as Appendix A).

Ministry staff has been asked by the Minister of Education to follow up on this matter and have, therefore, requested specific information to be compiled and then submitted for further review. Specific information in the form of a business case must be provided and must include the following supporting and detailed information:

- Why the requested project takes priority over the Board's identified renewal needs
- School-level capacity ratings
- Historical enrolment trends
- Enrolment forecasts
- Geographic distribution of students

NOTE: In accordance with the Ministry of Education's new revised Proceeds of Disposition (POD) policy (B Memo 2015: B13 Proceeds of Disposition Policy) school boards are directed to use POD to address identified school condition improvement (SCI) needs rather than to support projects that increase the gross floor area of a building.

Ministry staff has stated that in order for POD to be used for the intended purpose of increasing gross floor area an exemption to the new POD policy would need to be granted. Specifically as a Board we would need to request from the Minister of Education an exemption to *O. Reg. 193/10 Restricted Purpose Revenues*, which would be assessed by the Minister based on the strength of the business case made by the Board for the project.

Next Steps

Staff has met to review the Ministry of Education requirements associated with developing a business case and are in the process of gathering the required information with the intent of submitting by Friday, February 5th. Included with any submission will be a request for exemption to regulation *O.Reg 193/10 Restricted Purpose Revenues*, as identified above.



York Catholic District School Board

Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario L4G 0M1
Tel: 905-713-2711, 416-221-5050, 1-800-363-2711, Automated Lines: 905-713-1211, 416-221-5051
Fax: 905-713-1272 • www.ycdsb.ca

October 7, 2015

Liz Sandals
Minister of Education
Mowat Block, Queen's Park
Toronto, ON M7A 1L2

Dear Honourable Liz Sandals,

At the York Catholic District School Board's Regular Meeting of the Board held on Tuesday, May 26, 2015, the Board of Trustees passed a motion asking that a letter be written to the Ministry of Education to express disappointment with the Ministry's decision to not approve the use of our Proceeds of Disposition funds for an addition to the St. Theresa of Lisieux Catholic High School cafeteria. A letter was shared with you on June 1, 2015.

We would like to take this opportunity to thank you for your response on July 9, 2015. At this time, we wish to clarify some of the contents of your letter. The letter indicated that St. Theresa of Lisieux Catholic High School has effectively managed the use of the cafeteria space in part by operating multiple lunch periods and by accommodating students in other classrooms if the number of students exceeds the fire code limits for the cafeteria.

St. Theresa of Lisieux CHS currently operates three lunch periods. The capacity for the school cafeteria is 495 students. With a school population of over 1,700, there are nearly 600 students in the cafeteria at one time. We have not adopted the practice of using classrooms as cafeteria space, as we do not have the classrooms available that can accommodate our students over the lunch period. For this reason, we continue to experience over-crowding in the cafeteria at St. Theresa of Lisieux Catholic High School.

We ask the Ministry of Education to reconsider its decision regarding the use of \$750,000 of our unencumbered Proceeds of Disposition funds to be used to provide a much needed addition to the St. Theresa of Lisieux's cafeteria, so that together, we can ensure the safety and security of our students. As previously communicated the allocation of these funds is a Board approved priority, which we are hopeful the Ministry will support and endorse.

Thank you for your consideration of this request.

Sincerely,

Handwritten signature of Elizabeth Crowe.

Elizabeth Crowe
Chair of the Board

Handwritten signature of Dominic Mazzotta.

Dominic Mazzotta
Trustee, Richmond Hill

Handwritten signature of Ann Stong.

Ann Stong
Trustee, Richmond Hill

Handwritten signature of Patricia Preston.

Patricia Preston
Director of Education

CC: Yvonne Rollins, Capital Analyst, Ministry of Education
Board of Trustees, YCDSB
St. Theresa of Lisieux CHS Catholic School Council

York Catholic District School Board

Report To: Accommodation and Business Affairs Committee
From: Administration
Date: February 2, 2016
Subject: Town of Richmond Hill Waste Collection Update

Executive Summary

A letter from the Town of Richmond Hill was received advising YCDSB that the Town will be phasing out the mixed recycling pick-ups effective January 1, 2017. A total of fourteen schools will be affected (13 elementary and 1 secondary). This additional service will be added to the Waste Disposal tender scheduled for the spring of 2016.

Background

The York Catholic District School Board has been working with the Town of Richmond Hill for over 20 years (early 90's) starting with curbside blue box service to the current collection system. The Town was charging YCDSB a reduced rate for each pick-up.

In early November 2015 the Environmental and Office Services Department was contacted by the Town of Richmond Hill to discuss proposed changes to recycling services offered at the fourteen YCDSB schools located in this Municipality. A new recycling contract was being negotiated by the Town with their respective waste contractor and the Board was informed that continued support to the schools may be jeopardized. Additional information supporting the benefits of Municipal/School Board partnerships was provided including the fiscal and environmental impact of discontinuation of services. However, Town Council voted to end support as of January 1, 2017.

Impact for schools

Alternative means of recycling collection will have to be investigated and implemented with potential increase of costs and changes to the current service. This additional service will be added to the waste disposal tender.

Environmental Impact

The Town of Richmond Hill was picking up the recycling material from the schools while servicing residential customers. These same trucks will still drive by the schools without stopping. However, a new contractor will have to be hired for these schools, which will result in increased truck traffic in residential areas giving rise to associated safety and pollution concerns.

Benefits of Municipal/School Board partnerships

There are several benefits associated with a municipal/school board partnership, such as;

- consistent programs both at school and at home
- students are educated about the 3 R's and in turn teach their parents
- avoids duplication of services with associated fiscal and environmental benefits
- information about Municipal programs and events can be sent to parents through school newsletters

Summary

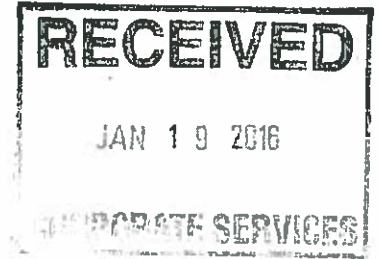
Although Provincial legislation mandates Municipalities to provide waste management for the residential sector which does not include school boards (ICI sector), many regions and municipalities have realized the benefits of supporting schools. Examples include the City of Toronto, Halton Region, Peel Region, Simcoe County and the City of Markham. This trend has been gaining support as documented by the "Target Zero Waste in Schools" study done by the Region of York in 2015 (copy available upon request).

Both York Region School Boards participated as stakeholders in "Greening the Hill", the Town of Richmond Hill's long-range environmental strategy which recommends working with and supporting school boards. School boards should to be included in municipal waste management programs in order to provide a consistent, cost effective and environmentally responsible waste management system.

Currently seven of the nine York Region municipalities are providing varied levels of recycling service. The City of Vaughan and the Town of Newmarket do not participate.

Prepared by:
Submitted by:
Endorsed by:

Larry Tadman, Controller of Environmental Services
Norm Vezina, Senior Manager Environmental & Office Services
J. A. Sabo, Associate Director – Corporate Services and Treasurer of the Board



January 6, 2016

Patricia Preston
Director of Education
York Catholic District School Board
320 Bloomington Road West
Aurora, Ontario L4G 0M1

Dear Patricia:

Re: Waste Collection Services

The purpose of this letter is to advise the York Region Catholic School Board that the Town of Richmond Hill will be phasing out the administration of mixed recyclables on behalf of schools effective January 1st, 2017.

Currently, in Richmond Hill, the Catholic School Board works directly with a waste collection contractor to collect and dispose of garbage and paper recycling from schools. The Town administers the collection of mixed recyclables (cans and bottles) for 13 Catholic schools. The Town acts as a middle-man, arranging for the collection of these materials by the Town's waste collection contractor, and also for payment of the contractor from the Board. This administrative assistance was initially provided as a means to encourage the uptake of recycling in schools.

In preparation for a new municipal waste collection contract, and in an effort to standardize and improve efficiencies, Richmond Hill is reviewing its waste collection services. On November 9th, 2015, Richmond Hill's Council made the decision to phase out the administration of mixed recyclables on behalf of schools effective January 1st, 2017. Town staff have communicated this decision to York Region School Board employees, Larry Tadman, Controller of Environmental Services and Normand Vezina, Senior Manager of Environmental and Office Services, who have confirmed that the phase-out period provides ample time for the Board to make arrangements directly with their own waste collection contractor.

If you have any questions or concerns, or if you would like to discuss this matter further, please feel free to contact me.

Sincerely,

Neil Garbe
Chief Administrative Officer
Town of Richmond Hill

John Sabo, Associate Director, Corporate Services
Normand Vezina, Sr. Manager, Environmental & Office Services

Report

Report To: Accommodation & Business Affairs Committee
From: Administration
Date: February 2, 2016
Report: Purchasing Bid Activity Report October 27, 2015 – January 20, 2016

EXECUTIVE SUMMARY

Attached (Appendix A) is the Purchasing Bid Activity Report showing all bid activities for the period October 27, 2015 – January 20, 2016.

BACKGROUND

The attached Purchasing Bid Activity Report, a regular report submitted for Committee information, is generated by the Bid Management System (BMS), a Purchasing Services focused database intended to capture data for every competitive bid processed through Purchasing Services. The report has multiple sections: Bids awarded within the period covered by the report; Bids Upcoming; Bids Released; Bids Closed; Bids Cancelled; Bids Deferred and Bids Terminated.

EXCEPTIONS RE BIDS

The following explanations are provided for bids exceeding \$100,000 with less than three written vendor quotes/responses for the period covered:

There are no exceptions to report for this period.

SUMMARY

For Committee information, attached as Appendix A is the Purchasing Bid Activity Report covering the period October 27, 2015 – January 20, 2016.

Prepared by: Kevin Moyle, Assistant Manager, Purchasing Services
Submitted by: Anna Chan, Coordinating Manager, Business Services and Assistant Treasurer
Endorsed by: John Sabo, Associate Director, Corporate Services and Treasurer

APPENDIX A

Purchasing Bid Activity Report Tenders, RFPs and Quotations October 27, 2015 – January 20, 2016

	<u>Page</u>
Bids Awarded	1-2
Bids Upcoming	3-4
Bids Released	5
Bids Closed	6
Bids Cancelled	7
Bids Deferred	N/A
Bids Terminated	N/A

**Purchasing Bid Activity Report
Tenders, RFPs, and Quotations
As at 1/20/2016**

Bids Awarded - Oct 27/15 to Jan 20/16																	
Bid #	Bid Name	Est. Contract Value	Est. Annual Contract Value	Bid Status	Release Date	Closing Date	Award Date	Pur.	Company Awarded	#	Awarded Contract Value	Awarded Annual Contract Value	Effective Dates	Option Years	Bids Sent/ Recd/ Compl	Co-op Parties	Lead Agency
2016-101-Q	Real Estate Appraisal Services	< \$25k	< \$25k	Awarded	17-Dec-15	6-Jan-16	6-Jan-16	ID	Avison Young	1	\$4,500	\$4,500	6-Jan-16 to 31-Jan-16	0	3/3/3	n/a	n/a
2016-64-Q	Roofing-Roof Replacement- St Mary CES	\$25k to \$75k	\$25k to \$75k	Awarded	14-Dec-15	18-Dec-15	18-Dec-15	KM	Atlas-Apex Roofing Inc	1	\$72,910	\$72,910	19-Dec-15 to 3-Jan-16	0	4/4/4	n/a	n/a
2016-61-Q	Roofing-Roof Replacement-Mechanical Room-St Margaret Mary	\$25k to \$75k	\$25k to \$75k	Awarded	14-Dec-15	18-Dec-15	18-Dec-15	KM	Atlas-Apex Roofing Inc	1	\$38,575	\$38,575	19-Dec-15 to 3-Jan-16	0	4/4/4	n/a	n/a
2016-58-Q	Flooring-Carpet to VCT-Divine Mercy/Father Henri Nouwen/St Joan of	\$25k to \$75k	\$25k to \$75k	Awarded	7-Dec-15	15-Dec-15	16-Dec-15	KM	Markville Carpet, Silver Birch Contracting Ltd	2	\$21,890	\$21,890	19-Dec-15 to 31-Dec-15	0	5/4/4	n/a	n/a
2016-54-Q	Sound System Father Bressani CHS	< \$25k	< \$25k	Awarded	30-Nov-15	9-Dec-15	17-Dec-15	CH	G.H. Grassby & Associates	1	\$25,225	\$25,225	18-Dec-15 to 22-Jan-16	0	9/2/2	n/a	n/a
2016-52-Q	Vicon Software : CCTV System	< \$25k	< \$25k	Awarded	9-Nov-15	17-Nov-15	18-Nov-15	CH	Underwriters Security Controls - ALSO KNOWN AS PURE ENERGY	1	\$15,213	\$15,213	20-Nov-15 to 31-Dec-15	0	2/4/4	n/a	n/a
2016-46-Q	Sound System : Holy Cross	< \$25k	< \$25k	Awarded	6-Nov-15	19-Nov-15	25-Nov-15	CH	Arcadia Music Group	1	\$10,140	\$10,140	25-Nov-15 to 31-Jan-16	0	9/1/1	n/a	n/a
2016-45-Q	Vicon Digital Video Recorders	< \$25k	< \$25k	Awarded	4-Nov-15	16-Nov-15	18-Nov-15	CH	VIA Security Brokers	1	\$19,938	\$19,938	30-Nov-15 to 31-Dec-15	0	4/3/3	n/a	n/a
2016-44-T	Alterations-Interior-Special Needs Washroom Renovation-St Elizabeth	\$25k to \$75k	\$25k to \$75k	Awarded	9-Nov-15	24-Nov-15	26-Nov-15	KM	Silver Birch Contracting Ltd	1	\$34,480	\$34,480	19-Dec-15 to 3-Jan-16	0	5/5/5	n/a	n/a
2016-43-Q	Highest & Best Use Planning Study	< \$25k	< \$25k	Awarded	29-Oct-15	13-Nov-15	8-Jan-16	ID	Brutto Consulting	1	\$7,900	\$7,900	18-Jan-16 to TBD	0	7/2/2	n/a	n/a

Bids Awarded - Oct 27/15 to Jan 20/16																	
Bid #	Bid Name	Est. Contract Value	Est. Annual Contract Value	Bid Status	Release Date	Closing Date	Award Date	Pur.	Company Awarded	#	Awarded Contract Value	Awarded Annual Contract Value	Effective Dates	Option Years	Bids Sent/ Recd/ Compl	Co-op Parties	Lead Agency
2016-41-T	Groundwork-FDK-Immaculate Conception	\$25k to \$75k	\$25k to \$75k	Awarded	16-Oct-15	23-Oct-15	2-Nov-15	KM	GMP Contracting	1	\$38,208	\$38,208	2-Nov-15 to 20-Nov-15	0	5/4/4	n/a	n/a
2016-39-T	Supply and Installation of Automatic Voltage Stabilizers- Cardinal Carter	\$75k to \$250k	\$75k to \$250k	Awarded	30-Sep-15	19-Oct-15	30-Nov-15	KM	Wallwin Electric Services Ltd	1	\$131,650	\$131,650	30-Nov-15 to 31-Dec-15	0	8/4/4	n/a	n/a
2016-36-P (15R01)	Fire Protection Equipment Inspection	> \$250k	\$75k to \$250k	Awarded	28-Sep-15	5-Nov-15	22-Dec-15	JR	M-L Fire & Burglary Alarms Ltd, Ofc Fire Prevention, Ontario Fire Equipment, York Fire Protection	4	\$500,000	\$100,000	1-Jan-16 to 31-Dec-18	2	3/10/6	York boards	YRDSB
2016-30-P	Mechanical & Electrical Consultant (Professional Services)	> \$250k	\$75k to \$250k	Awarded	18-Sep-15	16-Oct-15	4-Dec-15	CH	DEI & Associates Inc, MCW Consultants Ltd, Moon-Matz Limited, Racon Engineering Inc, SAB Engineering Inc	5	\$1.15M	\$230,000	4-Dec-15 to 14-Nov-16	4	20/19/11	n/a	n/a
2016-29-P	Filtration Products - Supply & Delivery	> \$250k	\$25k to \$75k	Awarded	29-Sep-15	19-Oct-15	3-Nov-15	JR	Daeco Filtration Group, Norspec Filtration Ltd	2	\$288,000	\$72,000	15-Jan-16 to 14-Jan-18	3	4/3/3	n/a	n/a
2016-27-P	Services of a Grounds Work Consultant(s)	> \$250k	\$75k to \$250k	Awarded	21-Oct-15	19-Nov-15	11-Dec-15	ID	Stantec Consulting Ltd- Markham	1	\$300,000	\$75,000	15-Dec-15 to 14-Dec-16	4	3/3/3	n/a	n/a
2016-19-P	Refurbished Computers	\$75k to \$250k	\$75k to \$250k	Awarded	30-Nov-15	9-Dec-15	16-Dec-15	CH	CommunitEK	1	\$95,000	\$95,000	31-Dec-15 to 30-Jun-16	0	7/5/5	n/a	n/a
2016-17-T	Alterations-Interior-Atrium Column Refinishing-St Elizabeth CHS	\$75k to \$250k	\$75k to \$250k	Awarded	27-Nov-15	11-Dec-15	16-Dec-15	KM	Twin Contracting	1	\$84,800	\$84,800	21-Dec-15 to 3-Jan-16	0	4/4/4	n/a	n/a
2016-01-P (CRFP2015-07)	Office Paper Supply & Delivery	> \$250k	> \$250k	Awarded	13-Oct-15	30-Oct-15	8-Dec-15	JR	Ariva	1	\$630,000	\$1.89M	1-Jan-16 to 30-Jun-16	2	4/3/3	YPC	YCDSB

Bids Upcoming - All																	
Bid #	Bid Name	Est. Contract Value	Est. Annual Contract Value	Bid Status	Release Date	Closing Date	Award Date	Pur.	Company Awarded	#	Awarded Contract Value	Awarded Annual Contract Value	Effective Dates	Option Years	Bids Sent/ Recd/ Compl	Co-op Parties	Lead Agency
2016-112-P	Services of a Portable Classroom Building Environment Consultant	N/A	N/A	Upcoming	TBD	TBD	TBD	JR		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2016-111-P	Grounds Work, Paving and Fencing - Time and Material Contract	N/A	N/A	Upcoming	TBD	TBD	TBD	JR		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2016-108-T	Alterations-Exterior-FDK-C anadian Martyrs	> \$250k	N/A	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2016-107-T	Alterations-Interior-FDK-St Charles Garnier	> \$250k	N/A	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2016-105-T	Three Heavy Duty Maintenance Vans	\$75k to \$250k	< \$25k	Upcoming	TBD	TBD	TBD	CH		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2016-104-T	Lighting Upgrade-6 schools	N/A	N/A	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	1-Mar-16 to TBD	0	0/0/0	n/a	n/a
2016-103-T	Lighting Upgrade-Holy Cross CHS	\$25k to \$75k	\$25k to \$75k	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	1-Mar-16 to TBD	0	0/0/0	n/a	n/a
2016-102-Q	Library Furniture & Shelving-New Elementary	N/A	N/A	Upcoming	TBD	TBD	TBD	ID		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2016-53-T	Library Resources-Kleinburg School	< \$25k	< \$25k	Upcoming	TBD	TBD	TBD	ID		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2016-47-Q	Alterations-Interior-Child Care-St Gabriel CES	\$25k to \$75k	\$25k to \$75k	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2016-40-T	P A System Upgrade - St Bernadette CES	\$25k to \$75k	\$25k to \$75k	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a

Bids Upcoming - All																	
Bid #	Bid Name	Est. Contract Value	Est. Annual Contract Value	Bid Status	Release Date	Closing Date	Award Date	Pur.	Company Awarded	#	Awarded Contract Value	Awarded Annual Contract Value	Effective Dates	Option Years	Bids Sent/ Recd/ Compl	Co-op Parties	Lead Agency
2016-31-P	Child Care Services-Before & After School Programs	N/A	N/A	Upcoming	TBD	TBD	TBD	SM		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2016-28-P	Portable Relocation	N/A	N/A	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	16-May-16 to 31-Dec-18	2	0/0/0	York boards	YCDSB
2016-25-P	Glazing Services	> \$250k	\$25k to \$75k	Upcoming	TBD	TBD	TBD	CH		0	\$320,000	\$64,000	29-Jan-16 to 31-Dec-17	3	0/0/0	York boards	YCDSB
2016-10-P	Waste Removal Service	> \$250k	> \$250k	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	1-Aug-16 to 31-Jul-18	2	0/0/0	York boards	YCDSB
2016-08-T	Mechanical-HVAC Work-Boiler and RTU Replacements-Fr John	> \$250k	N/A	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	1-May-16 to TBD	0	0/0/0	n/a	n/a
2016-06-T	Alteration-Exterior Upgrades-Efflourescence on Outside Wall-Mother	> \$250k	N/A	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	1-May-16 to TBD	0	0/0/0	n/a	n/a

Bids Released - All																	
Bid #	Bid Name	Est. Contract Value	Est. Annual Contract Value	Bid Status	Release Date	Closing Date	Award Date	Pur.	Company Awarded	#	Awarded Contract Value	Awarded Annual Contract Value	Effective Dates	Option Years	Bids Sent/ Recd/ Compl	Co-op Parties	Lead Agency
2016-113-Q	Sound System & Screen - St. Edward CES	< \$25k	< \$25k	Released	19-Jan-16	27-Jan-16	TBD	CH		0	n/a	n/a	TBD to TBD	0	6/0/0	n/a	n/a
2016-110-Q	Adult AED Pads	< \$25k	< \$25k	Released	12-Jan-16	21-Jan-16	TBD	JR		0	\$11,660	\$11,660	21-Jan-16 to 21-Jan-16	0	1/0/0	n/a	n/a
2016-109-Q	Hand Dryers	\$25k to \$75k	\$25k to \$75k	Released	15-Jan-16	25-Jan-16	TBD	CH		0	n/a	n/a	TBD to TBD	0	4/0/0	n/a	n/a
2016-65-T	Alterations-Exterior Upgrades-Window Replacement-St Patrick	> \$250k	> \$250k	Released	7-Jan-16	25-Jan-16	TBD	KM		0	n/a	n/a	4-Jul-16 to 26-Aug-16	0	8/0/0	n/a	n/a
2016-63-T	Alterations-Interior-Stair Replacement-St Bernadette CES	\$75k to \$250k	\$75k to \$250k	Released	19-Jan-16	4-Feb-16	TBD	KM		0	n/a	n/a	4-Jul-16 to 26-Aug-16	0	6/0/0	n/a	n/a
2016-62-T	Alterations-Interior-Stair Replacement-St Angela Merici CES	\$75k to \$250k	\$75k to \$250k	Released	19-Jan-16	4-Feb-16	TBD	KM		0	n/a	n/a	4-Jul-16 to 26-Aug-16	0	6/0/0	n/a	n/a
2016-59-T	Flooring-St James CES	\$75k to \$250k	\$75k to \$250k	Released	19-Jan-16	3-Feb-16	TBD	KM		0	n/a	n/a	4-Jul-16 to 19-Aug-16	0	7/0/0	n/a	n/a
2016-57-T	Painting-St Emily CES	\$75k to \$250k	\$75k to \$250k	Released	14-Jan-16	29-Jan-16	TBD	KM		0	n/a	n/a	4-Jul-16 to 5-Aug-16	0	6/0/0	n/a	n/a
2016-56-T	Mechanical-HVAC-Ductwork on Roof-Father Bressani CHS	\$75k to \$250k	\$75k to \$250k	Released	13-Jan-16	27-Jan-16	TBD	KM		0	n/a	n/a	13-Mar-16 to 22-Mar-16	0	7/0/0	n/a	n/a

Bids Closed - All																	
Bid #	Bid Name	Est. Contract Value	Est. Annual Contract Value	Bid Status	Release Date	Closing Date	Award Date	Pur.	Company Awarded	#	Awarded Contract Value	Awarded Annual Contract Value	Effective Dates	Option Years	Bids Sent/ Recd/ Compl	Co-op Parties	Lead Agency
2016-55-P (16R34)	Classroom Paper	> \$250k	\$75k to \$250k	Closed	26-Nov-15	17-Dec-15	TBD	JR		0	\$975,000	\$195,000	1-Mar-16 to 31-Dec-18	2	2/7/7	York boards	YRDSB
2016-51-T	Alterations-Internal-FDK-St Anne CES	\$75k to \$250k	\$75k to \$250k	Closed	24-Nov-15	10-Dec-15	TBD	KM		0	n/a	n/a	25-Jan-16 to 18-Mar-16	0	7/7/7	n/a	n/a
2016-50-T	Alterations-Interior-FDK-St Joseph the Worker	\$75k to \$250k	\$75k to \$250k	Closed	19-Nov-15	8-Dec-15	TBD	KM		0	n/a	n/a	25-Jan-16 to 15-Apr-16	0	7/7/0	n/a	n/a
2016-49-T	Alterations-Exterior-Addition-FDK-St Thomas Aquinas CES	> \$250k	> \$250k	Closed	20-Nov-15	16-Dec-15	TBD	KM		0	n/a	n/a	1-Feb-16 to 29-Jul-16	0	9/6/6	n/a	n/a
2016-37-T	Alterations-Interior and Exterior--FDK-Our Lady of Fatima CES	> \$250k	> \$250k	Closed	26-Nov-15	15-Dec-15	TBD	KM		0	n/a	n/a	25-Jan-16 to 29-Jul-16	0	9/8/8	n/a	n/a
2016-14-P	General Contracting Services	> \$250k	\$75k to \$250k	Closed	18-Dec-15	18-Jan-16	TBD	ID		0	\$500,000	\$100,000	TBD to TBD	0	0/26/0	n/a	n/a
2016-11-P	Architectural Services-Renewal Work	> \$250k	\$75k to \$250k	Closed	4-Nov-15	25-Nov-15	TBD	KM		0	n/a	n/a	1-Feb-16 to 31-Dec-17	3	0/28/17	n/a	n/a
2016-09-T	Alterations-Interior-FDK-St Vincent de Paul CES	> \$250k	> \$250k	Closed	26-Nov-15	17-Dec-15	TBD	KM		0	n/a	n/a	25-Jan-16 to 29-Jul-16	0	9/9/8	n/a	n/a
2016-02-A	Pre-Qualification of Lighting Contractors	N/A	N/A	Closed	2-Oct-15	2-Nov-15	TBD	KM		0	n/a	n/a	1-Feb-16 to 31-Dec-18	2	14/13/12	n/a	n/a

Bids Cancelled - All																	
Bid #	Bid Name	Est. Contract Value	Est. Annual Contract Value	Bid Status	Release Date	Closing Date	Award Date	Pur.	Company Awarded	#	Awarded Contract Value	Awarded Annual Contract Value	Effective Dates	Option Years	Bids Sent/ Recd/ Compl	Co-op Parties	Lead Agency
2016-100-Q	P A System Upgrade-St Clare CES	< \$25k	N/A	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2016-03-T	Mechanical-HVAC-RTU Replacement-Fr John Kelly	N/A	N/A	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a

YORK CATHOLIC DISTRICT SCHOOL BOARD

Memo To: Accommodation and Business Affairs Committee

From: Administration

Date: January 26, 2016

Subject: **STS RFP 2016 (70 & 24 Home to School Vaughan and Markham)**

Introduction:

The intent of this report is to provide Trustees with an update as to the status of the current procurement process (RFP) for transportation services.

As previously reported to the Joint Board Consortium school vehicle services are procured from private school bus companies. Starting in 2009 these services were competitively procured consistent with provincial BPS directives to school boards and transportation consortia. Since that time the contracts for services in York Region are at or nearing the end of the approved terms and new RFP's need to be issued to update contracts and rates.

Background:

The current six year contracts for Markham and Vaughan expire on June 30, 2016; with no further option to extend this contract past June 2016. Consistent with past practice, an RFP was issued on January 22, 2016 with the following key dates:

January 22, 2016	Issuing of RFP Documents
February 4, 2016 12:00 noon	Deadline for questions regarding RFP
February 5, 2016 4:00 p.m.	Deadline for issuance of Addenda by Consortium
February 11, 2016 4:00 p.m.	Deadline for submission of Proposals
March 4, 2016	Anticipated Award date for RFP

The current contract for 70 and 24 passenger vehicles in Markham and Vaughan ran from September 2010 to June 2015 with an option to extend for one year until June 2016, which was exercised to allow more time for a future RFP.

Summary:

STSYR will work to continue to secure the best contracts possible to provide safe and efficient service to its member school boards. STS is following past practice, which is consistent with BPS directives to procure competitive service. Additional updates will be provided as required throughout the process.

Prepared By: Dan McCowell, Sr. Manager of Administrative Services
Submitted By: John Sabo, Associate Director of Corporate Services and Treasurer of the Board

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YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Accommodation & Business Affairs Committee

FROM: Administration

DATE: February 2, 2016

RE: **Ministry of Education: Request for School Consolidation Capital and New Construction of Child Care 2015: B16**

Executive Summary:

This report is intended to provide Trustees information regarding a recent Ministry of Education memo **Request for School Consolidation Capital Projects and New Construction of Child Care 2015:B16**.

On December 16, 2015 the Ministry of Education released the above noted memo which outlines the province's program and criteria in support of capital needs resulting from school consolidations and or closures and including new child care centres. The memo outlines the process to submit for funding, capital projects and child care needs which result from a school closure.

Capital Projects which are not linked to a school closure will be considered under the Ministry's 2016 Capital Priority Process, which is expected to re-open in late spring.

Currently the YCDSB does not have any projects which would qualify under this funding.

Background:

The Ministry of Education has targeted specific funds to support school boards in their on-going efforts to address excess capacity. This recent memo identifies some specific eligibility and timing requirements for capital projects resulting from a consolidation and/or closure.

School Consolidation Capital Project eligibility is based on the following criteria:

- Consolidating two (or more) schools into one facility,
- Building an addition and/or undertaking a major renovation to an existing school to accommodate enrolment from other schools that a board has made a decision to close,
- Right-sizing existing schools by renovating existing excess space for other uses including Community Hubs.

The construction of new child care centres will be considered for funding under the following conditions:

1. The Target school is any of the following:

- a. An existing school that will be accommodating students from a closing school that currently contains child care spaces.
 - b. A new school that is to be constructed and receives Ministry funding approval
 - c. An existing school that is to undergo a major addition/renovation that receives Ministry funding approval, or
 - d. An existing building that has been purchased for the purposes of student accommodation and receives Ministry funding approval.
2. The school board has the support of the corresponding CMSM/DSSAB regarding the eligibility and viability requirements to build child care rooms and create spaces for ages 0 to 3.8 years in the identified school.
3. The child care spaces will not result in a child care operating pressure for the CMSM/DSSAB.

Note: Viability as identified within the memo is a demonstrated need for least 5 years.

In the event submitted projects exceed available funding the Ministry has identified the following factors to be considered in prioritizing projects:

- Child care replacement due to the school/closure/ review;
- Age groupings (infant rooms are a priority)
- Accommodation pressures/service gaps; and
- Cost effectiveness and viability.

In addition the memo further specifies:

- Above all projects, priority will be given to any project where there is collaboration between school boards.
- The deadline for submissions is February 29, 2016.
- Projects submitted as related to an Accommodation Review, must have a final Trustee decision by March 28, 2016, to be considered for SCC funding approval.

Summary:

The 2015-2020 *Long Term Accommodation Plan* contains a number of accommodation initiatives intended to address excess capacity within the system. Although currently the Board does not qualify for this initiative, as the Board proceeds with consolidation and school closures there will be future opportunities to apply for this funding.

Prepared By:	Tom Pechkovsky, Manager of Planning Services
Submitted By	Dan McCowell, Sr. Manager of Administrative Services and Frances Bagley, Coordinating Superintendent
Endorsed By:	John Sabo, Associate Director of Corporate Services and Treasurer of the Board

Ministry of Education

Mowat Block
900 Bay Street
Toronto ON M7A 1L2

Ministère de l'Éducation

Édifice Mowat
900, rue Bay
Toronto ON M7A 1L2



2015: B16

MEMORANDUM TO: Directors of Education
Consolidated Municipal Service Managers (CMSMs)
District School Services Administration Boards (DSSABs)

FROM: Gabriel F. Sékaly
Assistant Deputy Minister
Financial Policy and Business Division

Nancy Matthews
Assistant Deputy Minister
Early Years Division

DATE: December 16, 2015

SUBJECT: Request for School Consolidation Capital Projects and New
Construction of Child Care

We are writing to announce details of the 2016 School Consolidation Capital (SCC) program which is supported through the \$750 million in funding that was announced in the 2014-15 GSN release as part of the School Board Efficiencies and Modernization (SBEM) initiative.

As was first communicated in [2015:B11 Memorandum: Capital Funding for New Construction of Child Care](#), child care project submissions are included as part of the SCC program. The memo included the details of a new investment of \$120 million over three years to support the construction of new child care spaces for children 0 to 3.8 years of age in new and expanded schools. As communicated in the memo, future opportunities to apply for major capital funding to support new construction of child care would continue as part of the Capital Priorities and SCC programs.

The SCC investments are intended to help school boards adjust their cost structure in response to reductions in Ministry funding that currently supports underutilized space and where needed, replace child care spaces that would be lost due to a school closure or address demand in a new school being built as part of a school consolidation project.

The Ministry recognizes that for school boards to effectively and efficiently manage their excess capacity, they will need to, in some cases, adjust their capital footprint. Through the SCC program, capital funding will be available to school boards to support projects that address a board's excess capacity. This funding will be allocated on a business case basis for new schools, retrofits and additions that support consolidations.

School boards are requested to provide the Ministry with their consolidation projects that need to be completed at the latest by the 2019-20 school year. The Ministry will be reviewing the SCC submissions for funding consideration, as well as to understand the need for ongoing capital investments in the education sector.

Business Case Considerations

The Ministry will consider funding business cases under the SCC program that allow a board to reduce their excess capacity. Only projects that are identified as consolidating excess space will be eligible for funding. Eligible projects for funding consideration include the following:

- Consolidating two (or more) schools into one new facility.
- Building an addition and/or undertaking a major renovation to an existing school to accommodate enrolment from other schools that a board has made a decision to close.
- Right-sizing existing schools by renovating existing excess space for other uses including Community Hubs.

The SCC business cases will be reviewed by the Ministry with the focus being on the cost effectiveness of the proposed solutions. The business cases should address the following:

- Improvement of facility utilization through the reduction of unused space.
- Impact on reducing a school board's operating and renewal costs.
- Enrolment projections for schools in the area of the project.
- Existing renewal needs of schools that are part of the business case.
- Other benefits, such as improved programming, accessibility and/or energy efficiency.
- Results of the accommodation review process (where applicable).

We expect that school boards will be submitting projects for SCC funding that are linked to accommodation reviews decisions. Please note, projects related to accommodation reviews must have a final trustee decision by March 28, 2016 to be considered for SCC funding approval.

Submission of School Consolidation Capital Projects

Beginning January 15, 2016, school boards will be able to submit their requests for SCC funding through the School Facilities Inventory System (SFIS). Only a school board's eight highest priority projects expected to open no later than 2019-20 will be considered for SCC funding and will need to be supported with a completed business case. School boards are required to submit their SCC business cases by February 29, 2016. The Ministry will not accept business cases after this date.

School boards can save their work in progress within the SFIS Capital Priorities module, however, once school boards submit their business cases, their submissions will be locked from further editing. School boards will only be able to modify their business cases by requesting that their Capital Analyst unlock the submission.

The Ministry is aiming to make announcements regarding their SCC funding decisions in early Spring 2016 with an announcement of the next round of Capital Priorities to follow shortly thereafter.

Submission of Child Care Projects

As with the previous round of child care project submissions through the Capital Priorities program, school boards and CMSMs/DSSABs have an opportunity to submit child care projects through the SCC program. To date, 49 projects have been approved totaling \$80.1 million to support the new construction of 164 new child care rooms and 2,901 new child care spaces.

As part of the SCC program, school boards can submit a request for the inclusion of new child care construction. Note that stand-alone child care capital projects are not eligible as part of the SCC program.

Eligibility

The Ministry will consider funding the new construction of child care in schools, under the following conditions:

- 1) The target school is any of the following:
 - a) an existing school that will be accommodating students from a closing school that currently contains child care spaces,
 - b) a new school that is to be constructed and receives Ministry funding approval,
 - c) an existing school that is to undergo a major addition/renovation that receives Ministry funding approval, or
 - d) an existing building that has been purchased for the purposes of student accommodation and receives Ministry funding approval.

- 2) The school board has the support of the corresponding CMSM/DSSAB regarding the eligibility and viability requirements to build child care rooms and create spaces for ages 0 to 3.8 years in the identified school.
- 3) The child care spaces will not result in a child care operating pressure for the CMSM/DSSAB.

When considering long-term viability, CMSMs/DSSABs and school board planners must consider at least the next five years and use population projections as well as other local data to inform submission decisions.

Affirmation Letter

As part of your SCC submission, the Ministry will require an affirmation letter (see Appendix A for the template) signed by both the CMSM/DSSAB Manager of Children's Services and the school board Director of Education. The affirmation letter includes project details and confirms that the child care program meets all eligibility and viability requirements.

To be considered for funding, the affirmation letter must be submitted as part of the school board's SCC business case. A copy must also be provided to your school board's Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (see Appendix B) and Capital Analyst (see Appendix C). The Ministry may request supporting documentation following a review of the affirmation letter.

Prioritization of Eligible Child Care Capital Projects

As communicated in 2015:B11 Memoranda, the Ministry of Education will use the following factors to prioritize projects under this policy should the number of eligible submissions surpass available funding:

- child care replacement due to school closure/accommodation review;
- age groupings (infant rooms are a priority);
- accommodation pressures/service gaps; and
- cost effectiveness and viability.

Joint Use Capital Projects

As with previous Capital Priorities Grant programs, the Ministry encourages school boards to consider collaborative capital project arrangements between school boards. The Ministry will review all joint use projects for funding consideration before evaluating any other SCC submissions. Joint use projects are more likely to receive capital funding and also have the opportunity to generate an increased amount of capital funding than individual projects. Please see Memorandum B2013:18, Initiative to Encourage Joint Use/Collaboration between School Boards on Capital Projects, for further details.

Community Hubs

As you are likely aware, in August 2015, the Premier's Community Hubs Framework Advisory Group released a report titled [Community Hubs in Ontario: A Strategic Framework and Action Plan](#). This action plan brought renewed focus to the discussion of strategies to support the formation of community hubs across the province. The ministry recognizes the value of joint community based planning across local agencies. To that end, the Ministry encourages school boards to seek out community organizations for possible partnership opportunities in their SCC submissions.

Proceeds of Disposition

School boards will not be required to allocate their Proceeds of Disposition (POD) towards new SCC projects. School boards are reminded, however, that projects that they wish to undertake on their own using POD will first need to be submitted to the Ministry through the Capital Priorities or SCC programs. Additionally, school boards have the option to identify POD as a funding source for a SCC project that addresses outstanding renewal needs. Please see Memorandum B2015:13, Proceeds of Disposition Policy, for further details.

Capital Analysis and Planning Template

The Capital Analysis and Planning Template (CAPT) is an essential tool for understanding school boards' capital financial position. An approved CAPT is necessary before the Ministry is able to sufficiently assess the existing capital activity of a school board. As a result, school boards will not be considered for SCC funding approval if the Ministry does not have an approved CAPT consistent with the board's 2014-15 Financial Statement.

Highlights/Summary Points

- School boards to submit School Consolidation Capital projects expected to open no later than the 2019-20 school year.
- School boards will be able to submit their business cases through SFIS beginning on January 15, 2016.
- The deadline for School Consolidation Capital submission is February 29, 2016.
- Business cases will be required only for a board's top 8 School Consolidation Capital projects.
- School boards may also request funding for the construction of new child care spaces as part of a board's School Consolidation Capital submission.

Ministry Contact

If you have any SCC program questions, or require additional information, please contact the Capital Analyst assigned to your school board or:

Paul Bloye, Manager, Capital Policy and Programs Branch at 416-325-8589 or at Paul.Bloye@ontario.ca, or

Mathew Thomas, Manager, Capital Policy and Programs Branch at 416-326-9920 or at Mathew.P.Thomas@ontario.ca.

If you have any child care program questions, or require additional information, please contact the local Early Years Regional Staff assigned to your school board or:

Laura Sparling, Manager, Full Day Kindergarten at 416-212-4004 or at Laura.Sparling@ontario.ca.

We look forward to working with you to identify your future Capital Priorities Consolidation projects.

Original signed by

Gabriel F. Sékaly Assistant Deputy Minister Financial Policy and Business Division

Nancy Matthews Assistant Deputy Minister Early Years Division

Appendices:

Appendix A: Template – Affirmation Letter: Capital Funding for New Construction of
Child Care – School Consolidation Capital

Appendix B: List of Ministry Early Years Regional Staff

Appendix C: List of Ministry Capital Analysts

cc: Superintendents of Business and Finance

York Catholic District School Board

Report To: Accommodation and Business Affairs Committee
From: Administration
Date: February 2, 2016
Subject: Town of Richmond Hill Waste Collection Update

Executive Summary

A letter from the Town of Richmond Hill was received advising YCDSB that the Town will be phasing out the mixed recycling pick-ups effective January 1, 2017. A total of fourteen schools will be affected (13 elementary and 1 secondary). This additional service will be added to the Waste Disposal tender scheduled for the spring of 2016.

Background

The York Catholic District School Board has been working with the Town of Richmond Hill for over 20 years (early 90's) starting with curbside blue box service to the current collection system. The Town was charging YCDSB a reduced rate for each pick-up.

In early November 2015 the Environmental and Office Services Department was contacted by the Town of Richmond Hill to discuss proposed changes to recycling services offered at the fourteen YCDSB schools located in this Municipality. A new recycling contract was being negotiated by the Town with their respective waste contractor and the Board was informed that continued support to the schools may be jeopardized. Additional information supporting the benefits of Municipal/School Board partnerships was provided including the fiscal and environmental impact of discontinuation of services. However, Town Council voted to end support as of January 1, 2017.

Impact for schools

Alternative means of recycling collection will have to be investigated and implemented with potential increase of costs and changes to the current service. This additional service will be added to the waste disposal tender.

Environmental Impact

The Town of Richmond Hill was picking up the recycling material from the schools while servicing residential customers. These same trucks will still drive by the schools without stopping. However, a new contractor will have to be hired for these schools, which will result in increased truck traffic in residential areas giving rise to associated safety and pollution concerns.

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Accommodation and Business Affairs Committee
FROM: Administration
DATE: January 20, 2015
RE: Semi-Annual Development Circulation Report
June 2014 – January 2015

Executive Summary

The purpose of this report is to provide Trustees with a summary of low density development applications over 100 units and high density development applications over 1,000 units, which have been processed by Administration during the period of June 2014 to January 2015.

In accordance with Board practice, as part of the reporting process for major residential development applications, Administration prepares a report, twice a year outlining activity and Administration's response on behalf of the Board.

A summary of the development applications and a map are included in the Appendix. A total of ten plans meeting the criteria have been circulated during the time period. Included in the total is a plan that contains the North Leslie elementary school site which was designated by the Board on November 8, 2005.

Background

This semi-annual report is intended to highlight to Trustees the development applications within the Region and specific municipalities. Official Plans and Secondary/Block plans continue to come to the Board individually for approval as they are received.

A total of ten plans have been reviewed and comments have been provided to the respective municipality. Please refer to the attached table for further details. White-belt expansion areas continue to be monitored, however no formal applications have been received for these areas at this time.

North Leslie Development Area (Richmond Hill)

Of the 10 plans received during the time period, 7 are within the North Leslie Secondary Plan, Town of Richmond Hill. Administration anticipates occupancies within this development area to commence in 2018.

Plan of Subdivision 19T-12R13 identified as Number 4 on the attached map contains the North Leslie elementary school site which was designated by the Board on November 8, 2005. The plan was reviewed by Administration and found to be generally acceptable. Conditions of Draft Plan Approval were sent to the Town of Richmond Hill on August 21, 2014 as part of the development approval process.

Summary

This report and attached table provides Trustees with a summary of applications processed by Administration during the period of June 2014 to January 2015. The next report will be provided in June 2014.

List of Attachments:

1. Summary Table of Semi-Annual Development Applications
2. Location Map of Semi-Annual Development Applications
3. Subdivision Plan of the North Leslie Elementary School Site

Prepared by: Adam McDonald, GIS Analyst and Planner
Reviewed by: Tom Pechkovsky, Manager of Planning Services
Submitted by: Dan McCowell, Senior Manager of Administrative Services

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Semi-Annual Development Application Summary
July 2014 - January 2015

Attachment # 1

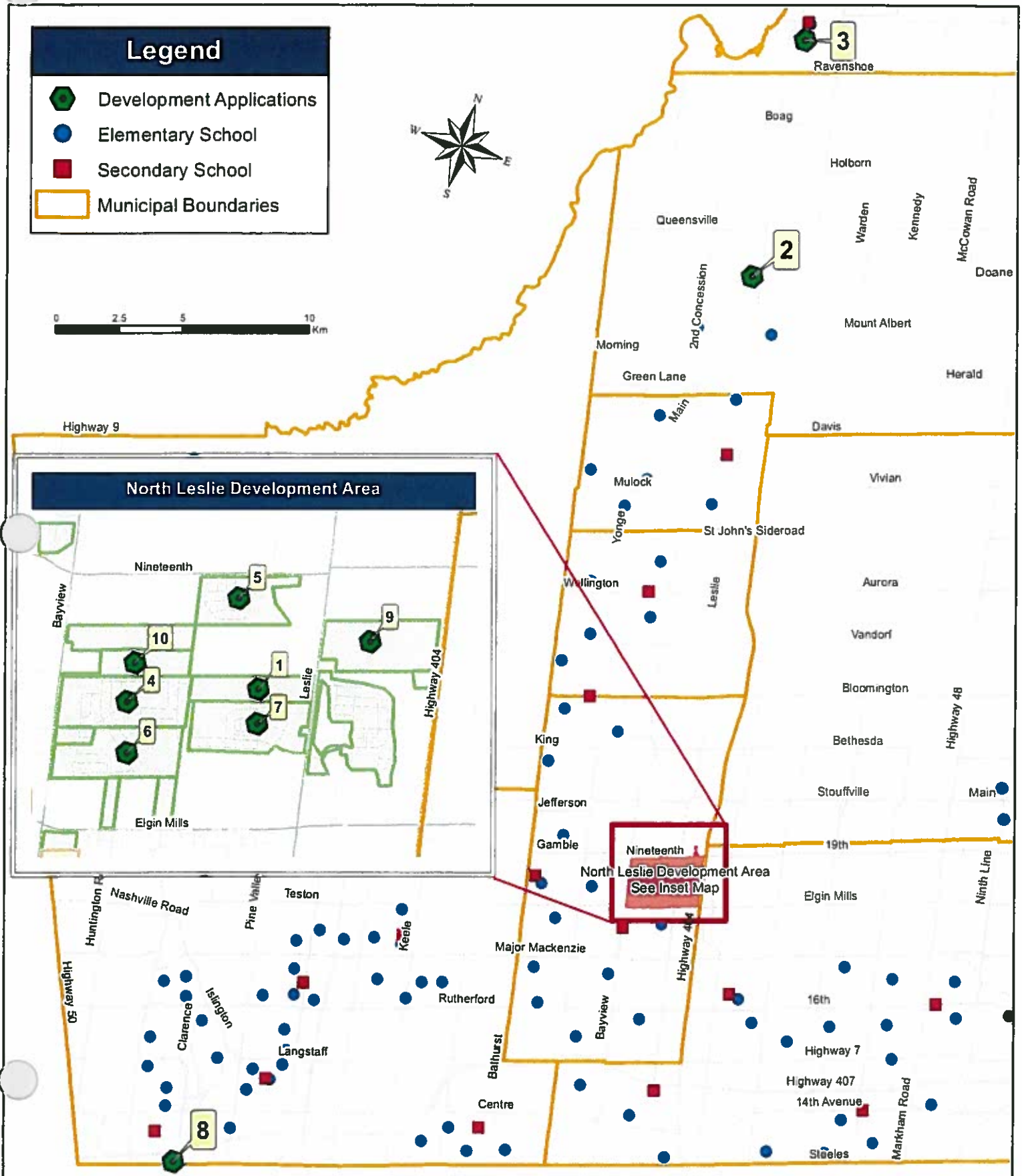
Development Plan	App ID	App Received	Comment Received	Comments	Municipality	Planning Area	Developer	Year	Size of Units	Site Servicing	Elementary School Boundary	Secondary School Boundary	Anticipated Occupancy Year	Anticipated Occupancy Value
19T-13R16	1	2/10/2014	2/20/2014	No comments	Richmond Hill	Oak Ridges	Ann Stong Domenic Mazzotta	2018	28 SF, 111 TH	No	Our Lady Help of Christians	Jean Vanier	12	13
19T-14E03	2	7/12/2014	7/31/2014	No comments	East Gwillimbury	East Gwillimbury	Theresa McNicol	2018	173 SF, 30 TH	No	Our Lady of Good Counsel	Sacred Heart	37	11
19T-14G02	3	7/21/2014	7/29/2014	No comments	Georgina	Georgina	Theresa McNicol	2019	910 SF, 12 SD, 49 TH	No	Prince of Peace	Our Lady of the Lake	110	62
19T-12R13	4	8/6/2014	8/21/2014	Conditions of Draft Plan Approval	Richmond Hill	Oak Ridges	Ann Stong Domenic Mazzotta	2018	350 SF, 74 TH	Yes - North Leslie	Corpus Christi	Jean Vanier	68	35
19T-03R07	5	8/6/2014	9/10/2014	No comments	Richmond Hill	Oak Ridges	Ann Stong Domenic Mazzotta	2018	204 SF, 39 TH	No	Our Lady Help of Christians	Jean Vanier	40	19
19T-03R06	6	8/6/2014	9/10/2014	No comments	Richmond Hill	Oak Ridges	Ann Stong Domenic Mazzotta	2018	223 SF, 203 TH	No	Corpus Christi	Jean Vanier	54	38
19T-14R06	7	9/10/2014	9/22/2014	No comments	Richmond Hill	Oak Ridges	Ann Stong Domenic Mazzotta	2018	129 SF, 42 SD, 528 TH, 200 Apt	No	Our Lady Help of Christians	Jean Vanier	70	68
OPA(V)-14003	8	9/23/2014	9/26/2014	No comments	Vaughan	Vaughan- Woodbridge	Dino Giuliani	2018	271 TH	No	St. Peter	Holy Cross	23	7
19T-13R15	9	10/31/2014	11/10/2014	No comments	Richmond Hill	Oak Ridges	Ann Stong Domenic Mazzotta	2018	300 SF	No	Our Lady Help of Christians	Jean Vanier	54	24
19T-04R08	10	12/17/2014	12/19/2014	No comments	Richmond Hill	Oak Ridges	Ann Stong Domenic Mazzotta	2019	200 SD / 6 TH	No	Corpus Christi	Jean Vanier	26	12

Semi-Annual Development Tracking (June 2014- January 2015)

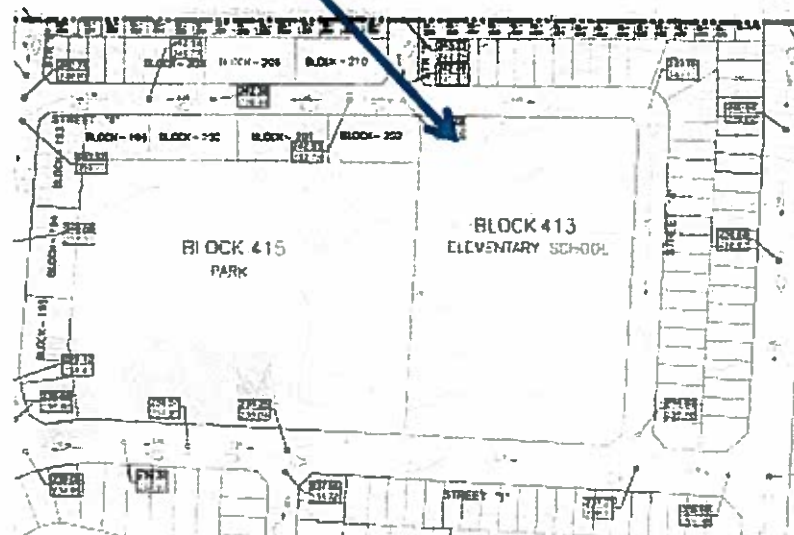
Location of Development Applications

Attachement 2

Planning Services Unit



100



Report

Memo To: Accommodation & Business Affairs Committee
From: Administration
Date: January 25, 2016
Subject: Snow Removal

Executive Summary:

The attached report provides Trustees with an update on snow removal. The report looks at both current spending (as of January 25, 2015) and a historical view of snow removal.

Background Information:

The Board operates on a pay-for-use premise for snow removal. This method of payment is impacted by weather conditions; the more snow or slippery ice conditions, the greater the expenses in this area. The Board pays for snow removal as well as salting/sanding as required. During years of mild weather, the savings to the budget can be significant. Contrarily, when the weather is cold, with significant snowfall, the Board is required to maintain levels of service regardless of cost. The attached documents display historical information from 2011/12 to 2014/15, the budget amount for 2015/16 and actual cost at January 31st for five years.

Full year costs for snow removal are noted below:

Year	Snow Removal Cost
2011/12	\$1,176,793
2012/13	\$1,890,049
2013/14	\$2,429,123
2014/15	\$1,959,749
2015/16 Budget	\$1,867,000

January 31st balances for the five years are noted below:

January 31 st Actual	Snow Removal Cost
2011/12	\$ 325,159
2012/13	\$ 514,479
2013/14	\$ 897,985
2014/15	\$ 479,646
2015/16(Jan. 25/16)	\$ 43,138

1. Snow Removal Expenses by Year: Appendix A

- i. This report displays the full year costs of snow removal for the periods of 2011/12 to 2014/15 and the budgeted amount for 2015/16

2. Snow Removal Expenses for the Period Ending January 31st: Appendix B

- This report displays the annual costs of snow removal for the period ending January 31st.

Summary:

Board expenditures change significantly over the years depending on the amount of precipitation that falls and temperature. The attached reports have been provided for information purposes. The financial impact of the snow removal budget varies depending on the weather. More snow or icy conditions, as well as the varying of temperatures, will continue to impact the budget variance within this area. As the winter season continues, additional reports will be brought to future Committee meetings.

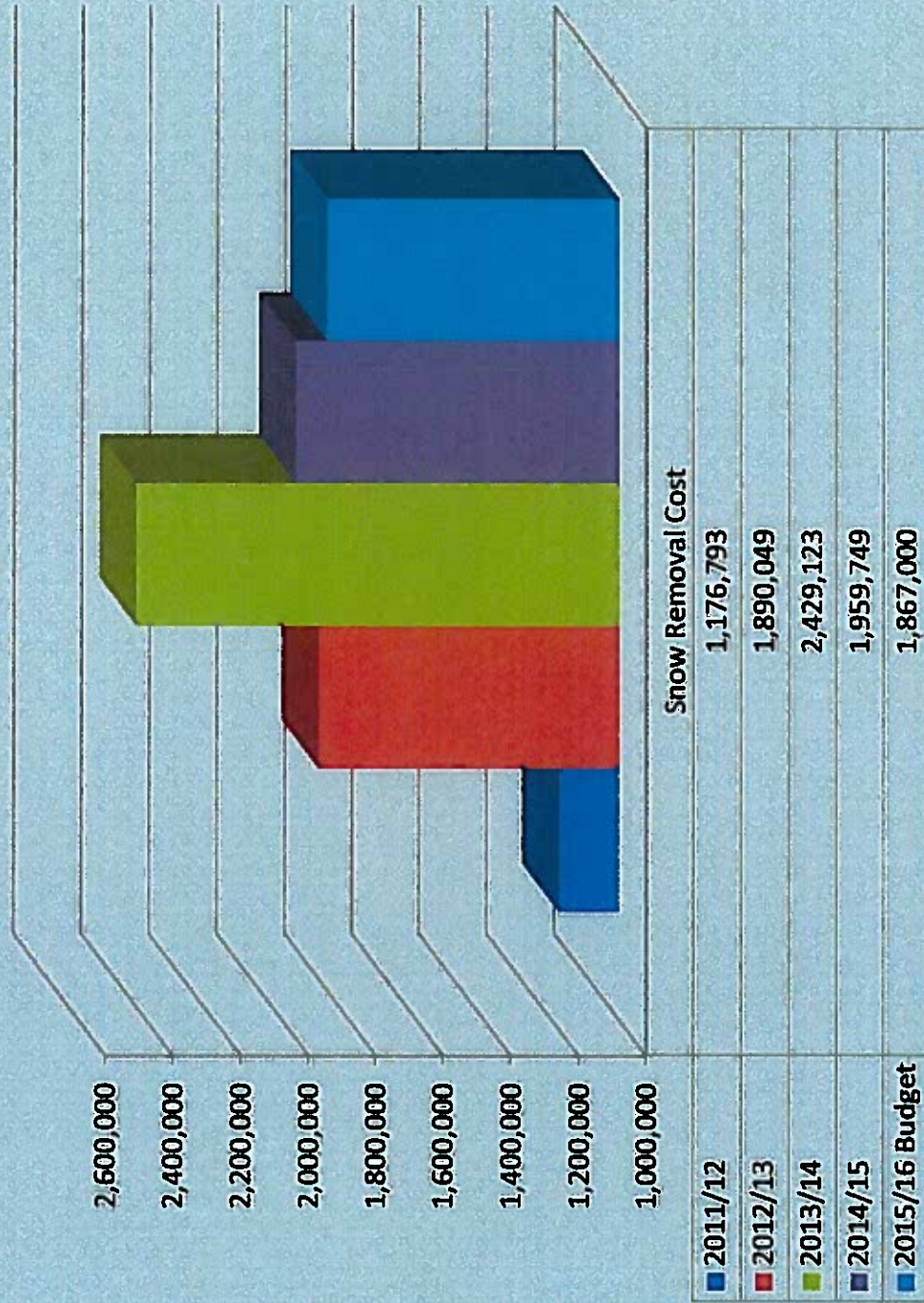
Prepared & Submitted by: J. McLoughlin, Sr. Manager of Facility and Maintenance Services

J. Porter, Sr. Manager of Budget & Audit Services

Endorsed by:

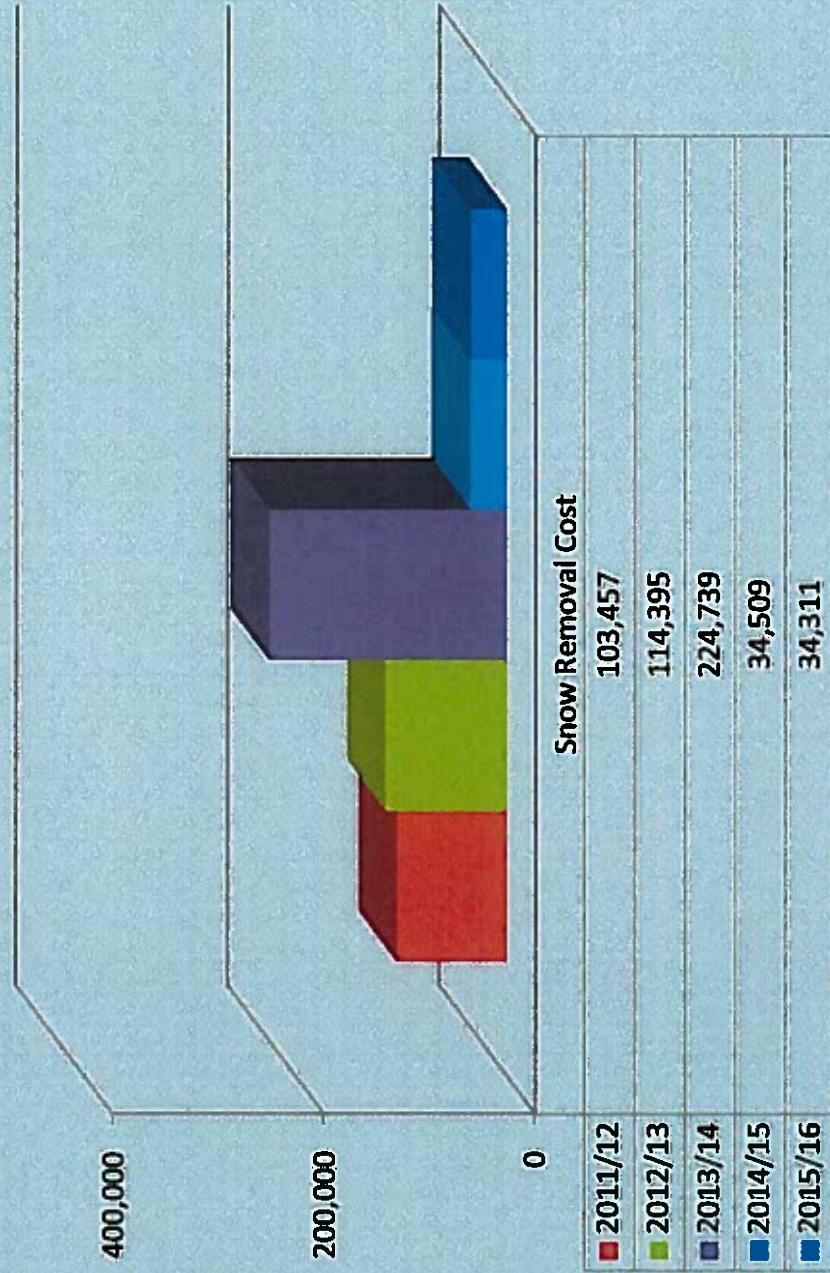
J. A. Sabo, Associate Director Corporate Services/Treasurer

Annual Snow Removal Cost



Snow Removal Costs December YTD Actuals

Appendix B



York Catholic District School Board

Report

Memo To: Accommodation Committee

From: Administration

Date: January 28, 2016

Subject: Insurance Reports:
- Property Claims
- Theft and Damage

Executive Summary:

The attached report is for information purposes. The report is intended to keep Trustees informed of the on-going property insurance matters. The report contains information on open projects and recently closed claims.

There are no Theft and Damage situation to report at this time.

Prepared and Submitted by: Jackie Porter, Coordinating Manager of Budget and Audit Services
Endorsed by: John Sabo, Associate Director, Corporate Services and Treasurer of the Board

York Catholic District School Board

Insurance Report - PROPERTY CLAIMS

as of January 24th, 2016

Property Damage

	School	Date of Incident	Description	Estimated Value	Expenses To Date	Deductable	Claim Number
OPEN CLAIMS:	St. Theresa of Liseux	1/19/2016	Coils punctured causing fan failure	\$30,000	\$0	\$10,000	
RECENTLY CLOSED:	Father Henri Nouwen	2/16/2015	Frozen pipes ruptured	\$125,000	\$140,240	\$10,000	26493
	Divine Mercy	2/16/2015	Frozen pipes ruptured	\$200,000	\$160,017	\$10,000	26491
	St. Elizabeth CHS	12/29/2013	Fire	\$1,200,000	\$580,011	\$10,000	25760

York Catholic District School Board

Report

Report To: Accommodation and Business Affairs Committee
From: Administration
Date: January 28, 2016
Report: Elementary Music Orff Program & Facilities Review- Update

Executive Summary

This report is intended to present information and facilitate discussion in relation to the implementation of the Elementary Music Program initiated by a series of Board motions in 2014.

Background

Included as Attachment #1 is a report prepared by the Superintendent of Education: Curriculum & Assessment, which is intended to provide an update on the implementation of the Elementary Music program initiative in accordance to the motions generated at the Program Review Committee and endorsed by the Board.

Included in the motions approved in 2014 was the request to seek approval from the Ministry of Education to use up to \$2.5 million in POD funds to create, renovate or retrofit classrooms in support of this initiative. *Note: at the time of generating motions with respect to this funding request there unfortunately was no backup or scoping document associated with the create/renovate/retrofit proposal.*

Approval to use POD funds for this initiative was requested in 2014 but has never been approved by the Ministry of Education. In April 2105, a funding request for this initiative was included as part of the Board approved Capital Priorities program submitted to the Ministry of Education. To date no approval has been granted.

As noted in the attached report, it is recommended that a Curriculum committee be struck to determine the priorities associated with potential renovations and retrofits necessary support of this initiative. Based on outcomes from that committee, the scope of work can be quantified, and a funding and capital implementation strategy developed.

Prepared and Submitted by: J. A. Sabo, Associate Director - Corporate Services and Treasurer of the Board

Elementary Music Program Funding and Facilities Review Report

Prepared for the Accommodation & Business Affairs Committee
Prepared by Diane Murgaski
Superintendent of Education: Curriculum and Assessment
February 2, 2016

Elementary Music Program Review Report

Executive Summary

This report documents the status of implementation of the Board motion regarding the Elementary Orff Music program and the allocation of program funding to date. \$200,000 was allocated for each of 4 years to fund a standard set of Orff instruments for each school. The implementation is in its second year and this funding has met the goal, to date. Each year, the funding is providing \$8,000 for a standard set of instruments for each of 22 or 23 schools, the costs to cover minor storage needs and support for teacher Orff training.

Music classroom retrofitting has not been done as POD funding was not approved for this purpose. The Music classes are being taught in regular classrooms inside the schools, very successfully. Should funding for retrofitting become available at a future date, a Curriculum committee will be struck to determine the next priorities such as instruments, storage and soundproofing.

Background

On April 29, 2014, the board passed the following motions to implement, over 4 years, an elementary Orff Music Program, for students in Gr. 4-8:

1. THAT the York Catholic District School Board approves a standard set of Orff instruments for the Catholic elementary schools. The cost of a full standard set of Orff instruments is approximately \$8,000.
2. THAT the York Catholic District School Board allocates \$200,000 annually for the purchase of Orff instruments and music materials until all elementary schools have Orff instruments that meet the Board standard.
3. THAT administration seek Ministry approval to utilize up to \$2.5 million of the Board's POD balance to fund a capital plan to create/renovate/retrofit a classroom in every elementary school (except St. Michael Catholic Academy).

Funding Allocation for Instruments

The total funding allocation for Orff instruments, over the 4 year period is \$800,000, at \$200,000 per year. This funding provides \$8,000 for each of 22 or 23 schools annually to purchase the standard class set of instruments. If the school already has some instruments, funding is applied to the completion of the standard set of instruments, and a choice of second tier purchases, ie. music stands, risers, additional Orff instruments and technology for the music classroom. More storage needs will be met in Year 3.

The allocation for 23 classrooms totals \$184,000. \$16,000 is available for allocation to support lockable storage, humidifiers and teacher training as needed. For Year 1 and year 2 schools and expenses (see Appendix A).

Teacher Accreditation for Orff Instruction

Orff courses are accredited through levels with the Conservatory of Music and The Ontario College of Teachers AQ course accreditation. Orff instruction provides a Music teacher with the skills to teach the Orff program. It also gives the teacher specific understanding and appreciation of how students can very successfully enjoy music and meet the Ontario Curriculum expectations in Music, through the Orff Music program.

In 2014-15, the first year of Orff program implementation, YCDSB began with 24 teachers with Orff training, at some level between Intro/AQ Part 1 to Orff Specialist. In 2015-16, 9 more music teachers have taken Orff level 1, in a course organized by the Royal Conservatory of Music and YCDSB Music Consultant, Lisa Lauriault. YCDSB cost has been \$3,050 above teachers' individual cost of \$580.

Capital Funding

Funding to retrofit elementary school Music rooms was proposed through disposition of POD resources, but this outcome was not realized. The Ministry did not approve this POD allocation. Therefore, retrofits to elementary music rooms have not been completed and are not included in the Orff music budget. Although retrofitted Music rooms would be an excellent addition, the current program is being very successfully implemented in regular classrooms within the schools.

In the future, should funding become available, retrofits for elementary music rooms would be prioritized by a Curriculum committee, investigating instrument purchasing, equipment storage and soundproofing opportunities.

ORFF Music Allocation to Schools

School	Allocation	Other	Total
2014-2015			
ST JOSEPH AURORA	8,000.00		8,000.00
ST PAUL	8,000.00		8,000.00
ST JOHN CHRYSOSTOM	8,000.00		8,000.00
ST ELIZ SETON	8,000.00		8,000.00
LIGHT OF CHRIST	8,000.00		8,000.00
ST JOSEPH RH	8,000.00		8,000.00
ST CHARLES GARNIER	8,000.00		8,000.00
OL ROSARY (\$4,000 provided in 2014 for pilot project)	4,000.00		4,000.00
ST ANNE	8,000.00		8,000.00
ST. JOSEPH MARK	8,000.00		8,000.00
SAN LORENZO RUIZ	8,000.00		
"	Bookcases	\$981	8,981.00
ST. MARK	8,000.00		
"	Humidifier	\$50.00	8,050.00
MOTHER TERESA	8,000.00		8,000.00
ST. MATTHEW	8,000.00		8,000.00
ST BENEDICT	8,000.00		8,000.00
ST VINCENT DE PAUL	8,000.00		8,000.00
ST STEPHEN	8,000.00		8,000.00
ST EMILY	8,000.00		8,000.00
GUARDIAN ANGELS CES	8,000.00		8,000.00
ST AGNES	8,000.00		8,000.00
FR J KELLY	8,000.00		8,000.00
HOLY JUBILEE	8,000.00		8,000.00
ST CECILIA	8,000.00		8,000.00
Total 2014-15	180,000.00		181,031.00
2015-2016			
Orff AQ Course Subsidy		3,050.00	3,050.00
HOLY SPIRIT	8,000.00		8,000.00
ST. PATRICK, SCHOMBERG	8,000.00		8,000.00
ST. JEROME	8,000.00		8,000.00
PRINCE OF PEACE	8,000.00		8,000.00
ST. BERNADETTE	8,000.00		8,000.00
ALL SAINTS	8,000.00		8,000.00
ST. JOHN XXIII	8,000.00		8,000.00
SIR RICHARD W. SCOTT	8,000.00		8,000.00
ST. FRANCIS XAVIER	8,000.00		8,000.00
ST. JOSEPH THE WORKER	8,000.00		8,000.00
ST. JOHN BOSCO	8,000.00		8,000.00
ST. GREGORY THE GREAT	8,000.00		8,000.00
ST. VERONICA	8,000.00		8,000.00
OUR LADY OF FATIMA	8,000.00		8,000.00
ST. ANGELA MERICI	8,000.00		8,000.00
ST. ANDREW	8,000.00		8,000.00
BLESSED TRINITY	8,000.00		8,000.00
DIVINE MERCY	8,000.00		8,000.00
FR. FREDERICK MCGINN	8,000.00		8,000.00
FR. HENRI NOUWEN	8,000.00		8,000.00
CORPUS CHRISTI	8,000.00		8,000.00
ST. MARY IMMACULATE	8,000.00		8,000.00
Total 2015-2016	176,000.00		179,050.00

York Catholic District School Board

Report

Report To: Accommodation and Business Affairs Committee
From: Administration
Date: January 21, 2016
Report: Secondary School Track and Field Renewal

Executive Summary

This report is intended to provide information and facilitate discussion with respect to Board direction associated with Secondary Track & Field facilities.

Background Information

As part of the Board discussions and motions passed associated with the provision of bleachers at St. Maximilian Kolbe (SMK) and the use of SMK for the 2015 Track & Field event, the Board passed the following motion in October 2015;

That the Board begin to address the inequity of the track and field facilities in other York Catholic High Schools by providing upgrades to track and field facilities on a targeted basis of no less than one upgrade every two years.

Secondary school playing field (and associated track) conditions have been a concern of Trustees, Board staff and school personnel for a number of years. Over the past several months, Trustees have expressed an interest in formulating a priority list of school playing fields that require repairs in order for their surfaces to be usable and not be a safety issue.

Secondary school playing fields in our York Catholic schools are in various states of condition. Some schools continue to enjoy excellent facilities which are co-maintained by the Board and the Municipality. Other secondary schools that do not have the benefit of this type of arrangement have a compromised playing field surface which poses an issue for school teams and physical education classes due to physical safety concerns.

A list of criteria used to determine how the priority list of high school playing fields was developed, as follows:

- condition of existing field
- safety issues
- proximity to available fields in area
- nature of sports programs at the school
- ability to host home games

Priority of Top Three School Playing Fields:

1. Our Lady of the Lake CC
2. Holy Cross CA
3. Sacred Heart CHS

Summary

The issue of secondary school playing field conditions has become increasingly identified. Senior Administration has identified a number of priorities which have been used to establish the facilities in poorest condition which need to be addressed.

Further to discussions held at the Accommodation & Business Affairs Committee, a staff committee will be initiated to develop potential field improvement options (along with specific timelines) for the three schools identified in this report

Prepared and submitted by: Ron Crocco, Superintendent of Education
Michael Nasello, Superintendent of Education
Endorsed by: Patricia Preston, Director of Education