

MEMO

Memo To: Accommodation and Business Affairs Committee

From: T. Ciaravella, Chair of the Accommodation and Business Affairs Committee
J. Sabo, Associate Director: Corporate Services and Treasurer of the Board

Date: May 13, 2015

Subject: Accommodation and Business Affairs Committee Meeting: May 19, 2015

The May 19, 2015 meeting of the Accommodation and Business Affairs Committee has been scheduled as follows:

May 19, 2015

Board Room – Catholic Education Centre

Regular Session – 7:00 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. A key area of focus for the May 19th meeting is the review of the 2015-16 Budget Modules. *Note: The Budget Modules are included separately in the agenda. It is hoped that sufficient time can be assigned to the review of the Modules.*

The Regular agenda for ABA includes three Staff Presentation (including the 2015-16 budget Modules Review which is a multi-part item), one Discussion Item, and 10 Information Items. The In-Camera agenda for ABA contains one Action Item and three Discussion/Information Items.

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.

YORK CATHOLIC DISTRICT SCHOOL BOARD

AGENDA

ACCOMMODATION AND BUSINESS AFFAIRS COMMITTEE

Board Room, Catholic Education Centre

Tuesday, May 19, 2015

7:00 P.M. – 10:00 P.M.

1. OPENING PRAYER		Page #
2. ROLL CALL		
3. APPROVAL OF THE AGENDA		
4. APPROVAL OF THE PREVIOUS MINUTES		1-6
a) PROPOSED FUTURE MEETING DATES - Fall, 2015		
5. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING		
Nil		
6. DECLARATION OF CONFLICT OF INTEREST:		
7. OUTSIDE PRESENTATION(S):		
Nil		
8. STAFF PRESENTATIONS:		
a) Long-Term Plan Update	D. McCowell/F. Bagley	7-54
b) CSBSA Presentation - Demographic Landscape	D. McCowell/T. Pechkovsky	55-63
c) 2015-16 Budget Modules Review*	J. Sabo/Budget Leads	64-65
*Note: Included Separately with Agenda		
9. ACTION ITEM (S):		
Nil		
10. SUB-COMMITTEE REPORT(S):		
Nil		
11. DISCUSSION ITEM(S):		
a) Hygiene in Schools Follow-up Report	F. Bagley	66-74
12. INFORMATION ITEM(S):		
a) Temporary Accommodations Update	B. Eldridge	75-76
b) Design & Construction Update	B. Eldridge	77
c) FRP/SCI Project Status Update	B. Eldridge	78-81
d) Procurement Activity Update	A. Chan	82-96
e) Print Management Strategy Update	N. Vezina	97-98
f) Override Switches in Schools Update	N. Vezina	99-105
g) Energy Management Update	N. Vezina	106-110
h) Solar Information Update	N. Vezina	111-112
i) April 30, 2015 Financial Report	J. Porter	113-132
i) April 30, 2015 Miscellaneous Grants Report		133-137
j) Property Insurance Claims Tracking Chart	J. Porter	138-139
13. NOTICES OF MOTION:		
Nil		
14. FUTURE ITEM (S):		
a) CUS Funding for New Parishes Update	J. McLoughlin	
b) Construction Standards	B. Eldridge	

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, March 10, 2015, commencing at 7:11 p.m.

PRESENT:

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

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

Other Guests: N. DeCastro, OECTA Representative

Absent with Notice:

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 7:11 p.m. and led the attendance in the opening prayer.

2. APPROVAL OF THE AGENDA

Motion: McNicol/Stong

THAT the agenda be approved as presented.

— MOTION CARRIED —

3. APPROVAL OF THE MINUTES

Motion: Ferlisi/Cotton

THAT the Minutes of the January 20, 2015 Accommodation Meeting be approved with correction to Item 3. Election of Vice-Chair to reflect Trustee Cotton.

— MOTION CARRIED —

4. FUTURE MEETING DATES

The next meeting date: May 19, 2015

5. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: Nil

6. DECLARATION OF CONFLICT OF INTEREST

- PREVIOUS MEETINGS:

Nil

7. OUTSIDE PRESENTATION:

Nil

8. STAFF PRESENTATIONS:

a) Long-Term Accommodation Plan

D. McCowell, Senior Manager of Administrative Services, and F. Bagley, Coordinating Superintendent of Education, presented highlights of the Draft Long-Term Accommodation Plan in conjunction with a PowerPoint presentation.

The LTAP provides direction regarding sustainable student accommodations over the coming five years in accordance with Ministry of Education expectations and in conjunction with the Board's Multi-Year Strategic Plan, as well as with the EDC Background Study, Facility Renewal Planning, and Budget Strategies. The LTAP will facilitate the dissemination of a consistent message/presentation to Catholic School Councils and parents/communities in April/May 2015 and subsequent opportunity for input.

The LTAP supports a number of accommodation initiatives including new schools (seek Ministry approval/funding for Block 47 CES and Stouffville CHS), estimated nine accommodation reviews to address surplus pupil places (approximately 6,500), boundary reviews, program reviews, temporary accommodation and facility partnerships. It was noted that Ministry funding is linked to the LTAP and that the number of surplus spaces will be one of the biggest drivers and challenges over the coming years, with the projected enrolment decline and related reduction in funding. As such, a number of initiatives will be worked towards over the next five years, including boundary changes, new programs, etc.

Timelines/targets for a fall 2015 implementation include a June 2015 Policy Committee meeting with input by the Joint Planning Group to develop policies and procedures and priority setting, a workshop on processes to be held in October/November 2015 and the establishment of a steering committee.

Once the LTAP is approved, the next steps will begin as previously identified at the November 11, 2014 workshop and the January 20, 2015 Accommodation and Business Affairs Committee meeting.

9. ACTION ITEM(S):

a) Long-Term Accommodation Plan (LTAP)

Following the presentation of the *2015-2020 Long-Term Accommodation Plan*, Trustees provided input and feedback on the LTAP. A number of suggested changes were noted which will be included in the final version. A final version will be provided for the March 24, 2015 Board meeting which includes the removal of all dual and triple feeders until 2018-2019, removal of Notre Dame CES and Holy Spirit CES (p. 9 & 17), address St. Brother Andre CHS port-a-pak information, incorporate French immersion reconfiguration into boundary study and program changes and re-order the Summary of Accommodation Initiations (p. 8).

It was directed that following submission of the *2015-2020 Long-Term Accommodation Plan* to the Ministry, that any recommendation(s) received be presented to the Board/Accommodation and Business Affairs Committee for feedback/comments.

Recommendation:

Motion: Cotton/Ferlisi

1. **THAT the Board endorse the 2015-2020 Long-Term Accommodation Plan (LTAP) with changes as discussed.**
2. **THAT based on the approved LTAP, Administration be directed to complete the tasks outlined in the 'next steps' and provide a status report at the next Accommodation & Business Affairs Committee meeting.**

– MOTION CARRIED –

b) 2014-2015 Capital Planning Capacity Program

D. McCowell, Senior Manager of Administrative Services, provided an update report on the Ministry of Education's Capital Planning Capacity Program (CPC) which is a program established to focus on the CPC program categories in four areas, namely, Capital Planning, Accommodation Review (ARC) Processes, Facility Partnerships and Data Management. YCDSB included among

29 boards that received the funding, for which only boards that have excess capacity are eligible to receive. The Ministry will review the funding methodology applied to the 2014-2015 CPC allocation (\$241,440) on an annual basis.

Administration ensure that all possible steps will be taken to work collaboratively with other boards (e.g. possibly via CSBSA) to ensure funds are maximized which will in-turn be utilized to address resource and staffing requirements in regard to the LTAP implementation.

Motion: Cotton/Crowe

THAT Administration develop a strategy to utilize the Capital Planning Capacity funding to support the implementation of the Long Term Accommodation Plan and to report at the May 19, 2015 Accommodation and Business Affairs Committee meeting.

– 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) Architect Short-List Selection Committee

B. Eldridge, Superintendent of Plant, provided information with regard to the renewal of the Architect Short-List which expires on August 31, 2015 or earlier.

Trustees agreed that the current process of Architect Short-List Selection be amended due to the low number of new schools being constructed and in order to reduce the time spent by using the Vendor of Record/Architect of Record for additions and to use the RFP process for site specific new schools. D. Mazzotta requested to be involved in the new process in order to ensure that architects are taking into consideration areas that have proven to be problematic, e.g. ventilation issues/window design, metal stair design. The evaluation criteria were requested to be reviewed, along with a re-evaluation of schools after a set number of years, in order to consider the longevity of the building components.

B. Eldridge, Superintendent of Plant, indicated that Administration is interested in discontinuing the repeat design process. Further, in order to comply with BPS, a list will be required for FRP projects.

A recommendation for a process for both small and large projects will be brought to the Board or next Accommodation and Business Affairs Committee for implementation by August 31, 2015 as directed by Trustees.

b) 2015 CSBSA Symposium

J. Sabo, Associate Director of Corporate Services and Treasurer of the Board provided highlights of the March 5-7, 2015 CSBSA Symposium and expressed to the Committee that with CSBSA being unique in the Province, Administration is proud to be a lead on this initiative which has evolved into an organization which is in part protecting Catholic education. A brief history of CSBSA was provided to demonstrate that the declining percentage of Catholic students in the Province solidifies the value of working together on important initiatives. It was noted that there is strong support for CSBSA to make the GTA CDSBs a priority.

At the recent 2015 CSBSA Networking Symposium, work groups were called upon to present in the areas of Planning, Facilities & Plant, Finance, Supply Chain Management/Procurement, Information Communication Technology (ICT) Energy Management, Employee Benefits and Human Resources. The groups reported on initiative they can move forward on to improve best practices, well-being, Catholic education and efficient operations which can be charged when supporting other boards.

It was noted that the outcome of the CSBSA Symposium was that the six member boards (Dufferin-Peel CDSB, Durham CDSB, Halton CDSB, Simcoe-Muskoka CDSB, Toronto CDSB and York CDSB) have re-committed to working together for a common purpose through various CSBSA initiatives.

Further reports will be provided as updates become available.

c) School Temperature Settings Update

N. Vezina, Senior Manager of Environmental & Office Services provided a report with information regarding the “common best practice” of having a board-approved standard School Temperature Setting to assist in managing building operator and occupants’ expectations. The report also provided information on other considerations which impact a building’s temperature, such as building design, programming of the building automation system (BAS), change in weather conditions / outside temperature and processes used to help control the system. It was noted that a change of 1°C during the heating season equates to an increase of approximately \$240,000.

d) Annual Energy Management Update

N. Vezina, Senior Manager of Environmental & Office Services presented the Environmental & Office Services PowerPoint presentation entitled “*Energy Results and Department Current Initiatives*”, which highlighted energy management results, energy management updates and E&OS current initiatives. The extreme cold weather during the winters of 2013 and 2014 along with increased total area and an 82.1% increase in energy costs (electricity and natural gas combined) was highlighted as a challenge, however, when combined with cost savings initiatives such as procurement (with 100% of the natural gas being secured until April, 2015 and 75% secured until October 31, 2015 among other initiatives), energy management (leading the CSBSA Electricity and Natural Gas Procurement Groups, etc.), upgrades and enhanced energy efficiency features for new schools, a reduction in energy costs was realized with a cost avoidance of \$3.34 million. It was emphasized that portables consume up to five times more energy than a regular electrically heated classroom.

The Energy Management report included in the agenda provides detailed energy information for each Board facility. It was requested that additional information be provided to the next Accommodation and Business Affairs Committee regarding Appendix “E” – Intensity per Student and Appendix “F” – Annual Energy Cost per Student with reasons for deviances.

12. 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 Kleinburg CES and Queensville/Sharon West (OLGC replacement school) and the construction status was provided for Guardian Angels CES and Cornell (St. Joseph CES, Markham, replacement school).

b) 2015 Facilities Assessment Schedule

A report was provided in the Agenda to provide information regarding the status of the Total Capital Planning Solutions (TCPS) program which was initiated by the Ministry of Education to assess the condition of all Ontario schools that are five years of age and older. The annual assessment of 20% of school boards’ facilities per year is now in the fifth and final year.

The assessment information is used to determine a facility’s Facility Condition Index (FCI) which is in turn used to determine the School Condition Improvement funding (\$4,861,903 for 2014-15).

c) St. Cecilia CES Air Quality

A report was provided in the Agenda to provide Trustee-requested information regarding options available to increase air circulation for classrooms at St. Cecilia CES.

Two options were presented; replacement of the entire windows (\$200,000 - \$400,000) or replacement of one of the fixed panels in each window with an operable vent (\$50-60,000). Administration explained that the second option is the most feasible and that the project will be included in the 2015-2016 Facility Renewal Program.

Administration was requested to provide a comprehensive report on other schools with ventilation issues at a future meeting.

d) Fr. Bressani CHS Port-a-Pak

A report was provided in the Agenda to provide Trustee-requested information regarding the future status of the port-a-pak at Fr. Bressani CHS which was scheduled to be demolished in the summer of 2014 but was deferred, however, in order to accommodate program needs for the school.

Administration provided information to support the demolition of the port-a-pak in the summer of 2015, given that the school, at 1236 pupil places, is currently under capacity (961 p.p.). Although the port-a-pak is in useable condition, the cost of maintenance and heating does not justify keeping the unit.

e) Sprinkler Systems Leaks: Divine Mercy CES and Fr. Henri Nouwen CES

A report was included in the agenda to provide Trustees with information regarding recent sprinkler system leaks at Divine Mercy CES and Fr. Henri Nouwen CES which occurred on February 16, 2015 during a very cold and windy period over the weekend. Both schools were subjected to flooding due to frozen pipes which led to insurance claims for damages incurred.

f) Procurement Activity Reports

The Purchasing Bid Activity Report for the period January 12, 2015 – February 24, 2015 was provided for information purposes. There were no exceptions to report for this period.

g) Small Appliances in Schools Guidelines

A report was included in the agenda to present the Draft “Electrical Appliances in Schools Guidelines” for discussion purposes. The Guidelines will provide guidance in the utilization of electrical appliances within the classroom/school environment.

h) Solar Photovoltaic Update

Further to the report included in the January 20, 2015 Accommodation and Business Affairs meeting, information was provided to update the Committee on projects scheduled between August 2014 and fall, 2015. It was highlighted that the 15 solar PV projects have been completed and three more are coming on-line in mid-March, 2015. Other projects will be completed throughout the remainder of the year.

i) Energy Override Switches in Schools

A report was provided in the Agenda with regard to the use and location of override switches in schools which enable school administration to control specific HVAC systems that would not normally be running when the schools is not fully occupied, e.g. evenings/weekends. A memo to principals and vice-principals dated October 1, 2012 was included in the agenda which spoke to the use and location of the override switches, along with separate appendices which were included to provide the location of the override switches at each of the schools.

An updated report will be brought to a subsequent meeting.

j) January 31, 2015 Financial Reports

A report was provided in the Agenda which included interim reports as of January 31, 2015 along with a preliminary projection for August 31, 2015 financial results. Further to the December 15, 2015 submission of the 2014-2015 Revised Estimates to the Ministry of Education, the January 31, 2015 Interim Financial Report reflects a number of variances that will continue to be monitored. Furthermore, it was noted that restraint measures will continue to be applied, including the holdback of surplus funds which remained at the end of 2013-14 which were ear-marked for infrastructure, 31st

Century Learning and the Multi-Year Strategic Plan.

A Snow Removal Report was included in the report which provided a summary of costs for fiscal periods 2010-2011 to 2014-2015 as well as an annual summary of costs as at February 28, 2015.

A Miscellaneous Grants report as at January 31, 2015 was provided along with a summary report of the various Miscellaneous Grants and EPO Grants received. As noted in the report, the grants are not including in the Operating Budget presentation.

k) Property Insurance Claims Tracking Chart

A Property Insurance Claims Tracking Chart Report as at January 12, 2015 was included in the agenda which included updates to the property report. There was one new Theft and Damage report during this period.

13. NOTICE(S) OF MOTION

a) Nil

14. FUTURE ITEM(S)

- *Hygiene in Schools Update*
- *CUS Subsidy for New Parishes*
- *OLGC Architect Appointment/New Design*
- *Urban Intensification for Regional Growth Centres/Corridors*

Adjournment: 10:24 P.M.

On Motion: Stong/McNicol and CARRIED

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Accommodation & Business Affairs Committee

FROM: Administration

DATE: May 19, 2015

RE: **LONG TERM ACCOMMODATION PLAN - Update**

Executive Summary

This report is intended to provide Trustees with an update on the *2015-2020 Long Term Accommodation Plan* (LTAP) and to provide a brief overview of changes to the Pupil Accommodation Review Guidelines.

As previously reported, the 2015-2020 LTAP will be aligned with a number of other strategic board documents and initiatives such as, the Board's Multi-Year Strategic Plan, Facility Renewal Planning, Budget Strategies and overall student achievement goals.

Further to the previous report to the Committee a table of next steps has been included to illustrate the current status of the various components of the LTAP.

Background Information

The development of the LTAP began in the fall of 2014 and culminated in the approval of the plan on March 24, 2015. The LTAP contains a number of accommodation **"initiatives"** that will require further research and input before implementation can be initiated.

The proposed accommodation initiatives range from new schools to accommodation reviews and include boundary reviews, program considerations, temporary accommodations and facility partnerships.

The 2015-2020 Long Term Accommodation Plan includes accommodation initiatives identified that take into account the following:

- Ministry of Education expectations;
- Board accommodation planning principles and parameters; and,
- The Board's Multi-year Strategic Plan.

Ministry of Education Guideline (Revisions)(PARG and CPPG):

On March 26, 2015, the Ministry of Education announced revisions to both the Pupil Accommodation Review Guidelines (PARG) and the Community Planning and Partnership Guideline (CPPG), formally known as the Facility Partnership Guideline.

In 2014-2015, the Ministry of Education introduced the School Board Efficiencies and Modernization (SBEM) strategy to provide incentives and supports for school boards to make

more efficient use of school space. One of the elements of the strategy was to revise the PARG to allow school boards to have a more effective tool to address their needs to close and consolidate facilities, while continuing to ensure that communities have the opportunity to provide meaningful input.

The Ministry of Education is also revising the Community Planning and Partnerships Guideline to align and more closely link with the new PARG. Changes have been made to both guidelines to enhance opportunities for school boards to work more closely with local municipal governments and other community partners when planning to address their underutilized school space.

School boards are expected to amend their existing pupil accommodation review and facility partnerships policies to reflect the changes incorporated into the new PARG and CPPG before announcing any new pupil accommodation reviews. The Ministry of Education *expects school boards to consult with local communities prior to adopting or subsequently amending these policies.*

Pupil Accommodation Review Guidelines (PARG) Highlights:

1. Requirements for School Boards to Consult with Municipal Governments and Other Community Partners on Underutilized Space:

The PARG includes a requirement for school boards to seek feedback from their local municipal governments and other community partners on capital and accommodation planning related to addressing underutilized space.

2. Changes to the Accommodation Review Committee Structure:

- a) Role: The role of the ARC has been refocused as a conduit for information sharing, the ARC will provide feedback on the initial staff report and ARC members are not required to vote or have a unanimous opinion;
- b) Membership: The ARC membership, at a minimum, should include parent/guardian representatives from the school(s) under review and may also include students and representation from the broader community.

3. Changes to Timelines for the Accommodation Review Process:

- a) Standard Accommodation Review Process: requires school boards to hold a minimum of two (2) public meetings over a minimum five month period;
- b) Optional Modified Accommodation Review Process: requires school boards to hold a minimum of one public meeting over a minimum three month period, subject to meeting criteria identified in the Board's policy.

4. Changes to School Board Staff Reporting Requirements:

- a) Initial Staff Report to Board of Trustees: An initial staff report must be presented before a pupil accommodation review can be undertaken. The initial staff report must contain one or more options, including a recommended option, with supporting rationale for each option.
- b) Final Staff Report to Board of Trustees: The final staff report must contain a Community Consultation section that contains feedback from the ARC and any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.

5. Introduction of Transition Plan Requirement:

Following the decision to consolidate and/or close a school, a transition plan should be developed in consultation with parents/guardians and staff.

6. Introduction of Optional Modified Accommodation Review Process

An optional modified pupil accommodation review process has been introduced in the new PARG for school boards to address local circumstances. For a school board to adopt a modified pupil accommodation review process as part of its pupil accommodation review policy, the school board must identify explicitly the factors that need to be met before a modified process can be initiated.

7. Introduction of Additional Exemptions:

Two new exemptions have been added to the new PARG for specific circumstances where school boards are not obligated to undertake a pupil accommodation review.

- a) Where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified through the school board's policy.
- b) Where there are no students enrolled at the school at any time throughout the school year.

8. Other Changes:

School Information Profiles (SIPs):

The SIP minimum data requirements and factors have been refocused to the measureable data within the school boards' areas of expertise.

CPPG Highlights:

- 1) The Facility Partnerships Guideline has been re-named the Community Planning and Partnerships Guideline (CPPG) to reflect that in addition to encouraging facility partnerships, the guideline also supports effective planning with community partners;
- 2) Increased the number of agencies to be invited to participate - at a minimum, all levels of municipal government, District Social Services Administration Boards (DSSABs), Consolidated Municipal Service Managers (CMSMs), public health boards, Local Health Integration Networks (LHINs), and children's mental health centres must be on school boards' notification list
- 3) On an annual basis, the sharing of planning information between school boards and other community partners must take place at a public meeting.
- 4) The type of information to be shared at this meeting by both school boards and community partners, and the documentation of exchanged information by school boards has been specified.
- 5) In addition to the annual meeting, school boards should continue discussions with affected municipalities and other community organizations as they explore options to address underutilized space issues in schools within specific areas of their school board.

In addition to the above guidelines, the Ministry of Education is also working on other training and support materials for school boards. An example is the development of a "*Parent's Guide to*

Accommodation Reviews”, a questions and answer type document, as well as other training modules being developed in consultation with the Ontario Association of School Business Officials (OASBO).

Capital Planning Capacity Program (CPC)

Finally, the Ministry of Education announced a Capital Planning Capacity Program (CPC) to build school board planning capacity, particularly in areas where there is a need to address underutilized schools. CPC funds will be available over a four-year period to allow boards to undertake the planning necessary to make more efficient use of their school space. CPC funding is being provided to address the following objectives:

1. **Capacity Building:**

The bulk of the CPC funding is being allocated to boards with excess capacity to:

- a. Ensure they develop capital plans to effectively right-size and manage excess capacity in their schools;
- b. Support boards to undertake accommodation review processes; and,
- c. Identify and develop potential facility partnership opportunities in underutilized schools that have been deemed by the board as being viable to support such arrangements.

2. **Data Management:**

To increase decision making capacity at all boards by enhancing the ability to update and manage school facility data in a timely manner.

This funding will form part of an implementation plan. The 2014-15 YCDSB allocation was \$241,000.

Next Steps:

Since the March 2015 approval of the LTAP, Administration has established work groups to begin working on the highest level priorities. In addition, an implementation strategy is being developed for Board consideration.

At the November 2014 Accommodation & Business Affairs Committee meeting the following task list was presented. Below is a status update on these tasks:

November 2014: • Establish LTAP Steering Committee • Conduct Trustee Workshop	Status Complete Complete
December to January 2015 • Finalize Parameters/Guidelines • Finalize Projections • Presentation to Board (Guidelines & Criteria; Planning Principles and Parameters)	Complete Complete Complete
February to March 2015 • Analyze Data • Develop Initiatives • Approval of LTAP	Complete Complete Complete
2015 -2020 • Communicate LTAP Plan to stakeholders • Implement	Complete - Phase I 2015-2020

Other Required Processes - Revise Policy & Procedures (Accommodation Review, Partnership) - Research & Analyze Specific projects (i.e. Initial Board Report re: ARCs)	Target June 2015 Target Fall 2015
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Through Trustee discussion and input received, the following items were identified as additional “next steps”:

Item	Next Steps	Status
1	Invite Ministry and/or other Board representative(s) to present their experience with similar challenges at a future meeting or workshop	In Progress
2	Prepare a report to be presented at the January Accommodation and Business Affairs Committee summarizing the guidelines and criteria that will be used to develop the LTAP	Complete
3	Include enrolment and class organizational data as part of the LTAP analysis (To be utilized in item #7 in Additional Tasks)	Data Collected
4	Prepare an implementation plan which includes timelines as well as required resources to facilitate implementation	May 2015
5	Future steps to include consideration of alternative uses for surplus space such as a professional development sites and/or retreat centre(s)	TBD
6	Develop a revised Accommodation Review Policy Based upon the Ministry of Education’s revised Pupil Accommodation Review Guidelines (PARG)	Target June 2015*
7	Formation of ARC work groups (multi-disciplinary admin team) to complete School Information Profiles (SIP) and develop reports for the Board’s consideration in order to initiate the first two ARC’s	In Progress
8	Develop a revised Capital Planning and Partnership Policy Based upon the Ministry of Education’s revised CPP Guidelines	Following completion of #6
9	Develop business case submissions to the Ministry of Education for new school capital	TBD**

Notes:

* As reported at the Policy Review Committee, CSBSA is currently working on a generic policy and procedure that will form the basis for York Catholic documents. It is estimated that the CSBSA project will be completed by May 22, 2015;

**Business case submission will be made at the first opportunity provided by the Ministry of Education.

Summary

The 2015-2020 *Long Term Accommodation Plan* contains a number of accommodation initiatives. Similar to Municipal 'Official Plans', the LTAP is intended to provide overall direction related to the Board's accommodation needs. It will be a tool used to help analyze accommodation needs ensuring that York Catholic students are given the best opportunity to achieve, consistent with the Board's Mission, Vision and Strategic Commitments.

Administration will continue to work through the list of next steps, report on progress and bring items forward for Trustee consideration as they become available.

List of Attachments:

- 2015:B03 February 13, 2015 – Capital Planning Capacity Program
- 2015:SB01 February 18, 2015 – Capital Planning Capacity Program
- 2015:B09 March 26, 2015
- COMMUNITY PLANNING AND PARTNERSHIPS GUIDELINE, March 2015
- PUPIL ACCOMMODATION REVIEW GUIDELINE, March 2015

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

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Appendix 1: 2014-15 Capital Planning Capacity Program Board Allocations				
DSB No	DSB Name	Capacity Building \$	Data Management \$	Total \$
2	Algoma District School Board	132,075	38,125	170,200
55	Algonquin and Lakeshore Catholic District School Board		38,125	38,125
8	Avon Maitland District School Board	96,675	38,125	134,800
7	Bluewater District School Board	138,492	47,580	186,072
51	Brant Haldimand Norfolk Catholic District School Board	-	38,125	38,125
35	Bruce-Grey Catholic District School Board	-	30,500	30,500
52	Catholic District School Board of Eastern Ontario	-	47,580	47,580
59	Conseil des écoles publiques de l'Est de l'Ontario	-	38,125	38,125
63	Conseil scolaire catholique Providence	-	38,125	38,125
64	Conseil scolaire de district catholique Centre-Sud	-	47,580	47,580
65	Conseil scolaire de district catholique de l'Est ontarien	167,475	38,125	205,600
62	Conseil scolaire de district catholique des Aurores boréales	-	30,500	30,500
60.1	Conseil scolaire catholique de district des Grandes Rivières	132,075	38,125	170,200
66	Conseil des écoles catholiques du Centre-Est	-	47,580	47,580
61	Conseil scolaire catholique du Nouvel-Ontario	132,075	38,125	170,200
60.2	Conseil scolaire catholique Franco-Nord	56,100	30,500	86,600
57	Conseil scolaire de district du Grand Nord de l'Ontario	91,500	30,500	122,000
56	Conseil scolaire de district du Nord-Est	-	30,500	30,500
58	Conseil scolaire Viamonde	-	47,580	47,580
22	District School Board of Niagara	181,965	59,475	241,440
1	District School Board Ontario North East	96,675	38,125	134,800
43	Dufferin-Peel Catholic District School Board	181,965	59,475	241,440
45	Durham Catholic District School Board	-	38,125	38,125
13	Durham District School Board	-	59,475	59,475
23	Grand Erie District School Board	-	47,580	47,580
9	Greater Essex County District School Board	138,492	47,580	186,072

Appendix 1: 2014-15 Capital Planning Capacity Program Board Allocations				
DSB No	DSB Name	Capacity Building \$	Data Management \$	Total \$
46	Halton Catholic District School Board	-	47,580	47,580
20	Halton District School Board	-	59,475	59,475
47	Hamilton-Wentworth Catholic District School Board	-	47,580	47,580
21	Hamilton-Wentworth District School Board	181,965	59,475	241,440
29	Hastings and Prince Edward District School Board	132,075	38,125	170,200
36	Huron Perth Catholic District School Board	-	30,500	30,500
31	Huron-Superior Catholic District School Board	91,500	30,500	122,000
14	Kawartha Pine Ridge District School Board	138,492	47,580	186,072
5.1	Keewatin-Patricia District School Board	56,100	30,500	86,600
33.2	Kenora Catholic District School Board	56,100	30,500	86,600
6.1	Lakehead District School Board	132,075	38,125	170,200
10	Lambton Kent District School Board	138,492	47,580	186,072
27	Limestone District School Board	138,492	47,580	186,072
38	London District Catholic School Board	-	47,580	47,580
4	Near North District School Board	132,075	38,125	170,200
50	Niagara Catholic District School Board	103,092	47,580	150,672
30.2	Nipissing-Parry Sound Catholic District School Board	91,500	30,500	122,000
30.1	Northeastern Catholic District School Board	91,500	30,500	122,000
33.1	Northwest Catholic District School Board	56,100	30,500	86,600
53	Ottawa Catholic District School Board	138,492	47,580	186,072
25	Ottawa-Carleton District School Board	217,365	59,475	276,840
19	Peel District School Board	-	74,420	74,420
41	PVNC Catholic District School Board	-	38,125	38,125
3	Rainbow District School Board	132,075	38,125	170,200
5.2	Rainy River District School Board	56,100	30,500	86,600
54	Renfrew County Catholic District School Board	91,500	30,500	122,000
28	Renfrew County District School Board	-	38,125	38,125
17	Simcoe County District School Board	-	59,475	59,475
44	Simcoe Muskoka Catholic District School	96,675	38,125	134,800

Appendix 1: 2014-15 Capital Planning Capacity Program Board Allocations				
DSB No	DSB Name	Capacity Building \$	Data Management \$	Total \$
	Board			
39	St. Clair Catholic District School Board	-	38,125	38,125
32	Sudbury Catholic District School Board	-	30,500	30,500
34.2	Superior North Catholic District School Board	56,100	30,500	86,600
6.2	Superior-Greenstone District School Board	-	30,500	30,500
11	Thames Valley District School Board	-	74,420	74,420
34.1	Thunder Bay Catholic District School Board	56,100	30,500	86,600
40	Toronto Catholic District School Board	298,308	74,420	372,728
12	Toronto District School Board	326,667	116,205	442,872
15	Trillium Lakelands District School Board	138,492	47,580	186,072
26	Upper Canada District School Board	217,365	59,475	276,840
18	Upper Grand District School Board	-	47,580	47,580
49	Waterloo Catholic District School Board	-	47,580	47,580
24	Waterloo Region District School Board	-	59,475	59,475
48	Wellington Catholic District School Board	-	30,500	30,500
37	Windsor-Essex Catholic District School Board	-	38,125	38,125
42	York Catholic District School Board	181,965	59,475	241,440
16	York Region District School Board	-	74,420	74,420

Ministry of Education

Capital Policy and Programs
Branch
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Ministère de l'Éducation

Direction des politiques et des
programmes d'immobilisations
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**2015: SB01**

Memorandum To: Senior Business Officials
Managers of Planning

From: Grant Osborn
Director
Capital Policy and Programs Branch

Date: February 18, 2015

Subject: Capital Planning Capacity Program

This memorandum provides additional information on the Capital Planning Capacity (CPC) program, and is a follow-up to Memorandum 2015: B03, dated February 13, 2015. This memorandum provides details on how the funding allocations per board were calculated, the suggested uses of funds and reporting requirements.

The Capital Planning Capacity program provides funding to school boards to acquire additional resources to undertake a range of capital planning-related activities. The funding allocation for the CPC program is designed to support school boards in two main areas: Capacity Building and Data Management. Details associated with these two program areas are described below. While CPC funds have been allocated based on these two distinct program areas, school boards have the flexibility to spend their full CPC allocation according to their capital planning needs and priorities. Board allocations are listed in *Appendix 1*.

Highlights

- \$8.3M is being provided to support school boards in two key areas: Capacity Building and Data Management.
- Board allocations are listed in *Appendix 1*.
- The Ministry intends to revisit the CPC allocation on an annual basis.

CPC Program Categories

1. Capacity Building (\$5.1M)

Capacity Building funding is targeted to 39 eligible school boards. This funding will allow these boards to acquire additional resources to undertake a range of capital planning activities to help manage their underutilized school space. These activities include developing new or revised capital plans, initiating pupil accommodation review processes and developing facility partnerships.

School boards were deemed eligible for Capacity Building funds if 15 percent or more of their schools were identified as CPC “qualifying” schools. Specifically for the purpose of this program, a school was defined as a qualifying school if it had a utilization of 65 percent or less, and was within 15 km (elementary) or 20 km (secondary) of another school of the same panel within the same board.¹ Schools that had been newly built or had undergone a major renovation or addition in the last five years were excluded from the count of CPC qualifying schools.

The distance criteria in defining a school as CPC qualifying recognizes that schools which are isolated from other schools of the same board and panel likely will need to remain open. Similarly, schools that had recently been built or had undergone major renovations or an addition are not likely candidates for consolidations. Therefore, these schools were not defined as a CPC qualifying school, and are not included in determining school board eligibility for Capacity Building funds.

2. Data Management (\$3.2M)

Data Management funding is available to 72 school boards. Up-to-date facility data is critical in assisting both boards and the Ministry in making effective school capital decisions. The Ministry is also aware of the challenges boards face to maintain and update facility-related data in existing inventory databases. These challenges and potential benefits are system-wide, and as a result, all 72 school boards have received a funding allocation under this category.

Data Management funding is being provided to school boards to hire additional resources to update inventory and space use in the School Facilities Inventory System (SFIS), and to update school renewal expenditures in the Total Capital Planning Solution (TCPS) system.

Allocation Methodology

The CPC funding allocation methodology for the 2014-15 school year is outlined below. Please note that the Ministry intends to review the funding methodology on an annual basis. The funding allocation for CPC is made up of four separate funding components which are as follows:

¹ Data source: SFIS as of November 1, 2014.

- Capital Planning
- Accommodation Review (ARC) Processes
- Facility Partnerships
- Data Management

The first three components represent areas where boards with underutilized schools often turn their attention to address their excess space. These three components make up the Capacity Building allocation.

Calculation

Each funding component has a unique base funding amount and a scaling factor. The scaling factor is used as a multiplier intended to increase the base amount relative to board size and board need. The scaling factors for Capital Planning and Data Management are related to board size in terms of the total number of schools of the board. The scaling factors for ARC Processes and Facility Partnerships are related to board need in terms of the number of schools a board has that are defined as CPC qualifying schools (see definition on page 2).

The base amounts are as follows:

- Capital Planning base amount: \$20,700
- ARC Processes base amount: \$30,700
- Facility Partnerships base amount: \$4,700
- Data Management base amount: \$30,500

For Capital Planning and Data Management, the scaling factors are (A):

- 1.0 if the board has 0-25 schools
- 1.25 if the board has 26-50 schools
- 1.56 if the board has 51-100 schools
- 1.95 if the board has 101-150 schools
- 2.44 if the board has 151-250 schools
- 3.05 if the board has 251-350 schools
- 3.81 if the board has over 350 schools.

For ARC Processes and Facility Partnerships, the scaling factors are (B):

- 1 if the board has 0-4 CPC qualifying schools
- 2 if the board has 5-10 CPC qualifying schools
- 3 if the board has 11-20 CPC qualifying schools
- 4 if the board has 21-30 CPC qualifying schools
- 5 if the board has 31-40 CPC qualifying schools
- 6 if the board has 41-50 CPC qualifying schools
- 7 if the board has more than 50 CPC qualifying schools.

The total CPC funding allocation is calculated as follows for each board:

Capacity Building (<i>eligible boards only</i>) = (\$20,700 x A) + (\$30,700 x B) + (\$4,700 x B) + Data Management (<i>all boards</i>) = (\$30,500 x A)
--

Reporting and Accountability

The Ministry intends to streamline the reporting requirements for the Capital Planning Capacity program as much as possible. School boards will be required to report CPC expenditures as part of their overall School Board Administration and Governance Grant expenditures in the 2014-15 Financial Statements. Additionally, an online survey will be circulated at the end of the 2014-15 school year to evaluate program effectiveness. The survey will focus on tasks completed and results achieved. Failure to submit a response to the survey may impact a school board's future school year allocations.

Ministry Contact

If you have questions or require additional information, please contact the Capital Analyst assigned to your board or, Mathew Thomas, Manager, Capital Policy Programs Branch, at (416) 326-9920 or Mathew.P.Thomas@ontario.ca.

Sincerely,

Original signed by

Grant Osborn
Director
Capital Policy and Programs Branch

Copy: Senior Plant Officials

Appendix 1 – 2014-15 Capital Planning Capacity Program Board Allocations

Ministry of Education

Office of the Assistant Deputy Minister

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Ministère de l'Éducation

Bureau du sous-ministre adjoint

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**2015: B03**

Memorandum To: Directors of Education

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

Date: February 13, 2015

Subject: Capital Planning Capacity Program

I am pleased to provide more details about the Capital Planning Capacity (CPC) program, originally announced in memorandum 2014:B4 Grants for Student Needs Funding and Regulations for 2014-15. This program is intended to build school board planning capacity, particularly in areas where there is a need to address underutilized schools.

The Capital Planning Capacity program is a component of the Ministry's strategic approach to promoting a more efficient use of school space under the School Board Efficiencies and Modernization (SBEM) initiative. Through SBEM consultations in 2013 and reiterated in the Grants for Student Needs (GSN) consultations in 2014, school boards indicated the need for additional capital planning resources. Some boards indicated a lack of planning staff to undertake some of the processes necessary to make more efficient use of their space. Other boards expressed that undertaking specific processes, particularly those associated with planning for and managing underutilized space, put significant pressure on their existing resources.

Highlights

- \$8.3M in funding is being provided through the School Board Administration and Governance Grant to boards to hire additional capital planning-related resources in 2014-15.
- Board allocations for the 2014-15 school year are listed in Appendix A.

In response, the Ministry is providing funding to support school boards across a range of capital planning functions. For the 2014-15 school year, the Ministry is providing \$8.3 million in Capital Planning Capacity funding to boards to support planning in the areas of Capacity Building and Data Management.

Board allocations for the 2014-15 school year are listed in Appendix A. This funding will flow to boards as part of the 2014-15 GSN, subject to Lieutenant Governor-in-Council (LGIC) approval. While this program is expected to run over a four-year period, the allocation methodology may be

modified year-to-year.

Program Objectives

Capital Planning Capacity funds will be available over a four-year period to allow boards to undertake the planning necessary to make more efficient use of their school space. CPC funding is being provided to address the following objectives:

1. *Capacity Building*: The bulk of the CPC funding is being allocated to boards with excess capacity to:
 - a. Ensure they develop capital plans to effectively right-size and manage excess capacity in their schools;
 - b. Support boards to undertake accommodation review processes; and,
 - c. Identify and develop potential facility partnership opportunities in underutilized schools that have been deemed by the board as being viable to support such arrangements.
2. *Data Management*: To increase decision making capacity at all boards by enhancing the ability to update and manage school facility data in a timely manner.

Full details associated with this program, including the allocation methodology are being provided in an upcoming SB memorandum.

Ministry Contact

If you have questions or require additional information, please contact Mathew Thomas, Manager, Capital Policy and Programs Branch, at (416) 326-9920 or Mathew.P.Thomas@ontario.ca.

Sincerely,

Original signed by

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

c. Senior Business Officials

Attachment
Appendix A – Board Allocations: Capital Planning Capacity Program (2014-15)

Ministry of Education

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2015: B09

Memorandum To: Directors of Education

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

Date: March 26, 2015

Subject: **Release of New Pupil Accommodation Review
Guideline and Community Planning and Partnerships
Guideline**

I am writing to advise you of the release of the new Pupil Accommodation Review Guideline (PARG) (see Appendix A) as well as the revised Facility Partnerships Guideline (now known as the Community Planning and Partnerships Guideline (CPPG)) (see Appendix B), and to provide you with details of the changes to these guidelines.

In 2014-15, the Ministry of Education introduced the School Board Efficiencies and Modernization (SBEM) strategy to provide incentives and supports for school boards to make more efficient use of school space. One of the elements of the strategy was to revise the PARG to allow school boards to have a more effective tool to address their needs to close and consolidate facilities, while continuing to ensure that communities have the opportunity to provide meaningful input.

The Ministry of Education is also revising the Community Planning and Partnerships Guideline to align and more closely link with the new PARG. Changes have been made to both guidelines to enhance opportunities for school boards to work more closely with local municipal governments and other community partners when planning to address their underutilized school space, and more generally to require greater coordination and sharing of planning related information between school boards and other community partners.

The PARG and CPPG continue to represent a framework of **minimum** standards for school boards to meet in developing their pupil accommodation review and facility partnerships policies. **School boards are expected to amend their existing pupil accommodation review and facility partnerships policies to reflect the changes incorporated into the new PARG and CPPG before announcing any new pupil**

accommodation reviews. The Ministry of Education expects school boards to consult with local communities prior to adopting or subsequently amending these policies.

The new PARG and CPPG are effective upon release and replace the previous versions dated June 26, 2009 and February 11, 2010, respectively.

A. New Pupil Accommodation Review Guideline (PARG)

Since the PARG was last updated in 2009, the Ministry of Education and school boards have received a significant amount of feedback about the effectiveness of the existing PARG for school boards, parents and guardians, and other community members. Among the feedback received about the existing PARG were concerns about the contentiousness of the existing process for members of the accommodation review committee (ARC), the inflexibility of the existing process with its “one size fits all” approach to all accommodation reviews, the length of the existing process, the lack of a formal role for municipal representatives, and the fact that trustees do not always make decisions that reflect the reports of the ARC.

To address many of the concerns noted above, the Ministry of Education’s Capital Advisory Committee (CAC), consisting of 15 school board representatives from across the province, undertook a comprehensive review of the existing PARG. This review, which began in early 2014, was also intended to ensure that school boards have an effective tool to support the SBEM strategy of addressing underutilized space. The CAC then provided recommendations on potential PARG revisions to the Ministry of Education for further consideration.

In late 2014 and early 2015, the Ministry of Education consulted on the CAC’s recommendations with stakeholders, including trustee associations, senior school board officials, parent groups, student associations, teacher federations, education worker unions, municipal sector representatives, and administrative review facilitators.

The Ministry of Education has incorporated the CAC’s recommendations and the feedback from the consultations into the new PARG. As a result, the PARG has undergone a significant transformation. School boards should ensure that they review the new PARG carefully before examining how to amend their local pupil accommodation review policies.

B. Highlights of the New PARG

1. Requirements for School Boards to Consult with Municipal Governments and Other Community Partners on Underutilized Space:

The PARG includes a requirement for school boards to seek feedback from their local municipal governments and other community partners on capital and accommodation planning related to addressing underutilized space. The PARG outlines consultation with local municipal governments and other community partners after the pupil accommodation review process has commenced. (Note that

the CPPG includes requirements for school boards to reach out to municipalities and other community partners on an annual basis as part of the regular planning cycle, and when school boards are beginning to review underutilized space in schools in specific areas of the school board.)

2. Changes to the Accommodation Review Committee Structure:

a) Role:

The role of the ARC has been refocused as a conduit for information sharing between the school board and the school communities. At a minimum, the ARC will provide feedback on the initial staff report option(s). The ARC may provide other options, however, it must include a supporting rationale for any such option. ARC members do not need to have a unanimous opinion regarding the information provided to the Board of Trustees.

b) Membership:

The ARC membership, at a minimum, should include parent/guardian representatives from the school(s) under review. Where established by a school board's pupil accommodation review policy, there may also be the option to include students and representation from the broader community. In addition, school board trustees may serve as ad hoc ARC members.

3. Changes to Timelines for the Accommodation Review Process:

a) Standard Accommodation Review Process:

The standard pupil accommodation review process requires school boards to hold a minimum of two public meetings over a minimum five month period. The new PARG lists minimum requirements for the first public meeting.

b) Optional Modified Accommodation Review Process:

The optional modified pupil accommodation review process requires school boards to hold a minimum of one public meeting over a minimum three month period. As with the standard process, the new PARG lists minimum requirements for the first public meeting.

4. Changes to School Board Staff Reporting Requirements:

Initial and final staff reports, respectively, must be presented by school board staff to the Board of Trustees prior to, and immediately after, a pupil accommodation review.

a) Initial Staff Report to Board of Trustees:

An initial staff report must be presented before a pupil accommodation review can be undertaken. The initial staff report must contain one or more options, including a recommended option, with supporting rationale for each option. Furthermore, the initial staff report must also include information on actions taken by school board staff prior to establishing a pupil accommodation review process.

b) Final Staff Report to Board of Trustees:

The final staff report must contain a Community Consultation section that contains feedback from the ARC and any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.

5. Introduction of Transition Plan Requirement:

Following the decision to consolidate and/or close a school, a transition plan should be developed in consultation with parents/guardians and staff.

6. Introduction of Optional Modified Accommodation Review Process:

An optional modified pupil accommodation review process has been introduced in the new PARG for school boards to address local circumstances. For a school board to adopt a modified pupil accommodation review process as part of its pupil accommodation review policy, the school board must identify explicitly the factors that need to be met before a modified process can be initiated. The new PARG lists the factors for school boards to consider in their pupil accommodation review policies for a modified process. At least two of these factors must be incorporated as part of the conditions that must be met before a school board can initiate a modified pupil accommodation review process. School boards can also include factors beyond those listed in the new PARG.

A school board must consult with its community on the factors that could trigger a modified pupil accommodation review process before these factors are adopted as part of the school board's pupil accommodation review policy. **A school board may still choose to use the standard pupil accommodation review process even if the conditions for the use of a modified process, based on the school board's pupil accommodation review policy, are satisfied.**

The optional modified pupil accommodation review process requires a minimum of one public meeting, and does not include the need to form an ARC.

7. Introduction of Additional Exemptions:

Two new exemptions have been added to the new PARG for specific circumstances where school boards are not obligated to undertake a pupil accommodation review.

- a) Where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified through the school board's policy.
- b) Where there are no students enrolled at the school at any time throughout the school year.

8. Other Changes:

a) School Information Profiles (SIPs):

The SIP minimum data requirements and factors have been refocused to the measureable data within the school boards' areas of expertise.

As school boards integrate the changes to the new PARG into their pupil accommodation review policies, it is important to note that the Ministry encourages school boards not to make final pupil accommodation review decisions during the summer holiday period.

C. Revised Community Planning and Partnerships Guideline (CPPG) (formerly the Facility Partnerships Guideline)

As a result of the consultation feedback on the new PARG, the Ministry of Education is building in a more formal consultation between school boards and municipal governments and other community partners in the planning process around underutilized school space, as well as green space/parkland. These changes are being made to help ensure that municipalities and other community partners are made more aware of a school board's plans and available school space on a regular basis, and well before a school is considered for inclusion in a pupil accommodation review.

The Ministry of Education's 2014 mandate letter acknowledged that it will be engaging stakeholders in the near future on community hubs, in cooperation with other ministries in this area, to promote efficient use of public assets, build better ties between schools and municipalities and other community organizations, and ensure more viable schools are able to remain open. As a result, further revisions to the CPPG may be introduced as the government reviews its policies towards supporting community hubs.

D. Highlights of the CPPG Revisions

- 1) The Facility Partnerships Guideline has been re-named the Community Planning and Partnerships Guideline (CPPG) to reflect that in addition to encouraging facility partnerships, the guideline also supports effective planning with community partners, including land use and green space/park planning.
- 2) At a minimum, all levels of municipal government, District Social Services Administration Boards (DSSABs), Consolidated Municipal Service Managers (CMSMs), public health boards, Local Health Integration Networks (LHINs), and children's mental health centres must be on school boards' notification list when key information regarding facility partnerships or planning is changed or updated.
- 3) At a minimum, on an annual basis, the sharing of planning information between school boards and other community partners must take place at a public meeting.

- a) In addition to this meeting, school boards and other community partners have the option to meet at a staff-level to discuss potential partnership and planning opportunities.
 - b) The type of information to be shared at this meeting by both school boards and community partners, and the documentation of exchanged information by school boards has been specified.
- 4) In addition to the annual meeting, school boards should continue discussions with affected municipalities and other community organizations as they explore options to address underutilized space issues in schools within specific areas of their school board. These discussions will inform proposals that school board staff may present to the Board of Trustees, including recommendations to undertake a pupil accommodation review process.

As part of these discussions with community organizations, school boards should obtain a clear indication of any community planning and partnership opportunities in areas where a pupil accommodation review may take place. Additionally, school boards are to request technical information from the local municipality or municipalities where a planned pupil accommodation review may occur. This technical information is to be specified by the school board and can include, but is not limited to, population and future development projections in the area.

The *Pupil Accommodation Review Guideline* provides a full description of the pupil accommodation review process that school boards are required to undertake prior to making a pupil accommodation review decision.

E. Transition

The Ministry of Education recognizes that some school boards may have begun pupil accommodation reviews (i.e., consultation process is substantially underway or completed) or facility partnerships talks prior to the release of the new PARG and CPPG. Pupil accommodation reviews and facility partnerships that are currently announced or underway should proceed based on the school board's existing policies. Furthermore, school boards should not review previous ARC processes or decisions based on the new PARG.

School boards are expected to amend their existing pupil accommodation review and facility partnerships policies to reflect the changes incorporated into the new PARG and CPPG before announcing any new pupil accommodation reviews.

Training and support materials for school boards are anticipated to be developed to assist with them with the implementation of the new PARG and CPPG. Details regarding these materials will be announced later this year.

F. Ministry Contacts

The Ministry of Education wishes to thank the members of the CAC for their

contributions towards the development of the new PARG. The Ministry of Education will continue to work with school boards regarding the best use of space in schools.

If you have any questions regarding the new PARG and the CPPG, please contact Grant Osborn at 416-325-1705 or Grant.Osborn@ontario.ca, or Mathew Thomas at 416-326-9920 or Mathew.P.Thomas@ontario.ca.

Original signed by

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

Attachments: Appendix A: Pupil Accommodation Review Guideline, March 2015
Appendix B: Community Planning and Partnerships Guideline, March 2015

Copy: Superintendents of Business
Superintendents of Planning



MINISTRY OF EDUCATION

**COMMUNITY PLANNING AND PARTNERSHIPS
GUIDELINE**

March 2015

Purpose

The purpose of the *Community Planning and Partnerships (CPP) Guideline* is to encourage school boards to reach out to community organizations to share planning information with community organizations on a regular basis. In particular, boards are encouraged to ensure that additional efforts are made to share this information with community organizations prior to commencing a pupil accommodation review.

This information sharing will allow school boards and other entities to work together to the benefit of boards, students and the community, and to optimize the use of public assets owned by school boards. This *Guideline* is intended to assist boards in establishing more facility partnerships, and to support effective planning with community partners regarding land-use and green space/park planning. Boards are expected to revise or develop their own policy/policies that are consistent with this *Guideline*.

This *Guideline* focuses on opportunities to share facilities with community partners when building new schools and undertaking significant renovations, when considering the use of unoccupied space in schools, and when considering properties associated with schools that may close and sites that may be considered for future disposition. The *Guideline* is consistent with the legal framework outlined in the *Education Act* regarding the disposition of both surplus and non-surplus property and the joint use of schools.

Overview

Cooperative and collaborative relationships between school boards and community organizations are part of the foundation of a strong, vibrant and sustainable publicly funded education system. Around the province, school boards have successful facility partnerships with co-terminous boards and other entities that enable boards to reduce facility costs and/or improve educational opportunities. Some boards have successfully leased or sold space to their local municipality, resulting in a re-purposed local community hub or in protected public access to green space/parks. The Ministry is encouraging boards and their community partners to build on that success by putting measures in place to increase the opportunities for expanding the number of partnerships as well as long-term planning in a way that is well-informed, well-coordinated, transparent, sustainable and supportive of student achievement.

It is the responsibility of all levels of government to make the best use of public assets. The twin challenges of local enrolment changes and making the best use of education funding to support student achievement create an incentive and opportunity to maximize the use of school board facilities and properties. Offering space in schools to partners can also strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students and the wider community.

School boards' primary responsibility is to support the achievement and safety of students. Within that context, the intent of the *Community Planning and Partnerships Guideline* is to:

- Reduce facility operating costs for school boards and government;
- Improve services and supports available to students;
- Strengthen relationships between schools boards and community partners and the public;

- Maximize the use of public infrastructure through increased flexibility and utilization; and
- Provide a foundation for improved service delivery for communities.

The *Guideline* has eight components, outlined below:

1. The identification of CPP opportunities in board planning.
2. The development or review of board CPP policies.
3. The development of a process to notify community partners.
4. Planning for an annual CPP meeting.
5. School board planning prior to a pupil accommodation review.
6. The consideration of opportunities for co-building with community partners.
7. The consideration of opportunities for sharing unused space in schools with community partners.
8. Partnership agreements and cost-recovery.

School boards have the authority to make decisions regarding their school facilities and the use of their properties that are consistent with the *Education Act*. This *Guideline* does not prevent boards from building, renovating or closing schools or from disposing of surplus assets when required. Boards will continue to identify which schools will or will not be suitable for facility partnerships based on board-determined criteria.

Boards will continue to follow Ontario Regulation 444/98 regarding the lease or sale of surplus assets, including schools or parts of schools. Boards currently have the authority to co-build schools with other entities and to enter into a variety of facility partnerships through license or joint use agreement as outlined in paragraph 44 of subsection 171 (1), paragraph 4 of subsection 171.1 (2), and sections 183, 194 and 196 of the *Education Act*, although the *Education Act* requires Minister approval in some circumstances. While boards will continue to declare facilities and unused space surplus where appropriate, the Ministry recognizes that there are circumstances in open and operating schools where a board may not consider unused space to be surplus. These circumstances may be related to enrolment fluctuations, program changes or the size of space. Boards may choose to enter into license or joint use agreements for space that is unused but not surplus.

The *Guideline* is not intended to disrupt agreements with existing facility partners. The *Guideline* focuses on facility partnerships, and does not address the service or program exchanges between boards and community organizations or other entities. Strong partnerships between boards and service providers can and do exist without co-location. At the same time, experience demonstrates that the sharing of facilities may create opportunities for coordination and collaboration in service and program delivery, so boards are encouraged to build relationships with their facility partners.

The Ministry recognizes that encouraging community planning and facility partnerships will be most effective when community partners work with school boards and notify them in a timely manner when they are looking for space or considering new construction.

1. School Board Planning and Broader Community Objectives

School boards are expected to have capital plans that address the future needs of their students. Areas of enrolment growth and decline should be presented. Plans should include

enrolment projections, school capacity, renewal needs, potential consolidations and the construction of new schools or additions, including significant renovations.

Through this planning process, boards forecast where new schools or additions may be needed; which schools will remain well-utilized; which open and operating schools may have unused space; and which schools may be candidates for consolidation or closure. This information will assist boards in identifying facilities that may be suitable for facility partnerships with respect to new construction and unused space in schools and in administrative buildings. It also provides an opportunity to consider potential surplus properties in which community partners may be interested.

School boards are expected to share this planning information with community partners so that external entities may have sufficient time to respond to presented opportunities. These opportunities may include participation in a facility partnership or contribution to land-use or green space/park plans. Boards are expected to include information related to their CPP policy and discussions with community organizations in school information profiles when undertaking the accommodation review process.

Where unused space is declared surplus, boards will continue to follow the circulation process outlined in O. Reg. 444/98. Where the unused space in open and operating schools is not surplus, but is available for partnership, or where the partnership opportunity involves new construction, the information will be provided to potential partners through the notification process outlined in Section 3 below.

2. Community Planning and Partnership (CPP) Policies

It is the role and responsibility of school boards to determine what facilities are suitable and not suitable for facility partnerships, what entities are suitable and not suitable partners, and when to enter into a partnership. The intent of the *Community Planning and Partnerships Guideline* is to ensure that these decisions are made in a way that is well-informed, well-coordinated, transparent and consistent with student achievement and safety.

Boards are expected to develop CPP policies that identify:

- Principles and criteria regarding the eligibility of partners;
- How available space in schools will be selected;
- What entities will be selected for the notification list;
- How potential partners will be notified of available space and construction plans;
- How entities will be selected for partnerships, including prioritization, if applicable.

When developing criteria regarding the eligibility of partners, boards are expected to consider the value of the partnership to students. Boards, in compliance with local bylaws, may consider both for-profit and non-profit entities, as they see fit. Boards will also incorporate the following requirements:

- Health and safety of students must be protected.
- Partnership must be appropriate for the school setting.
- Partnership must not compromise the student achievement strategy.

- Entities that provide competing education services such as tutoring services, JK-12 private schools or private colleges, and credit offering entities that are not government-funded, are not eligible partners.

At a minimum, board CPP policy or policies are expected to reflect the requirements of the Ministry *Guideline*. Where a board has more than one policy related to facility partnerships, the board is encouraged to ensure all relevant policies are accessible to and understandable by the public.

Facility sharing between publicly funded school boards through co-ownership, lease or other agreements remains a priority for the Ministry and school boards. Board facility partnerships policies should not disadvantage co-terminous boards that have priority status under O. Reg 444/98.

3. CPP Notification Process

For surplus space being offered for sale or lease, boards will continue to follow the circulation process outlined in O. Reg. 444/98. For non-surplus space, boards will follow a new notification process similar to the circulation process in O. Reg. 444/98.

For the notification process, boards are to post information on their website regarding their intention to build new schools and to undertake significant renovations and information regarding unused space in open and operating schools and administrative buildings that is available for facility partnerships. This information should be updated at least once a year in the case of space in existing schools, and as needed in the case of co-building opportunities. Boards are also expected to post on their website the name and contact information of the staff member at the board who will respond to questions regarding facility partnerships throughout the year.

Boards are also expected to inform entities on their notification list when key information regarding community planning or facility partnerships is changed or updated. To create the notification list, boards will address the following requirements:

- List will reflect at a minimum the entities listed in Ontario Regulation 444/98 – Disposition of Surplus Real Property, and must specifically include:
 - All applicable levels of municipal government (single, upper, lower tiers)
 - Applicable District Social Services Administration Board(s) or Consolidated Municipal Service Manager(s)
 - Applicable Public Health Boards, Local Health Integration Networks and Children's Mental Health Centres
- Boards may prioritize their notification list as they see fit.
- If child care operators or government-funded organizations request it, they will be added to the notification list.
- Boards may add any other entity to their notification list based on their CPP policy.

4. Annual CPP Meeting

Boards are to hold **at least** one meeting per year to discuss potential planning and partnership opportunities with the public and community organizations. Additional staff-level meetings may be held to discuss additional information with relevant entities. Boards are

expected to notify both the entities on their notification list and the general public about the annual meeting.

During the annual CPP meeting, the school board will provide/present all or a portion of the board's capital plan (as described in Section 1.), details of any schools deemed eligible for facility partnerships, relevant information available on their website and any supplementary CPP information. This information should be shared either during the public meeting or during the optional staff-level meeting, as appropriate.

When inviting entities on the notification list to the annual meeting, school boards must clearly request that organizations prepare to bring relevant planning information, including but not limited to, population projections, growth plans, community needs, land-use and green space/park requirements. The school board is to listen to what needs or plans community partners may have. The invitation list, the entities in attendance at the annual CPP meeting and any information exchanged should be formally documented by the school board.

The CPP meeting may be a stand-alone meeting or may be held as part of a scheduled board meeting. Boards that cover a large geography may want to consider holding meetings in more than one community over time.

5. School Board Planning Prior to a Pupil Accommodation Review

In addition to the annual CPP meeting, school boards should continue discussions with affected municipalities and other community organizations as they explore options to address underutilized space issues in schools within specific areas of their board. These discussions will inform proposals that school board staff may present to the Board of Trustees, including recommendations to undertake a pupil accommodation review process.

As part of these discussions with community organizations, school boards should obtain a clear indication of any community planning and partnership opportunities in areas where a pupil accommodation review may take place. Additionally, school boards are to request technical information from the local municipality or municipalities where a planned pupil accommodation review will occur. This technical information is to be specified by the school board and can include, but is not limited to, population and future development projections in the area.

The *Pupil Accommodation Review Guideline* provides a full description of the pupil accommodation review process that school boards are required to undertake prior to making a pupil accommodation decision.

6. Co-building with Community Partners

The construction of new schools, additions and renovations represents a significant public investment in a long-term asset. It is also an opportunity to leverage other infrastructure investments by co-building with entities that provide services and programs for children, their families and the broader community. For example, a municipality may seek to build an adjoining community centre or child care centre.

The Ministry's objective is to give potential partners enough time to evaluate their own need

for a new facility and to identify funding sources. As part of the planning process, when considering building a new school or undertaking a significant addition or renovation, boards are expected to notify the entities on their notification list 1 to 3 years prior to the potential construction start date. Boards should provide as much information as possible about their plans and the site to support potential partners in determining the project's suitability for their purposes.

The notification should be supported by a board resolution. Boards do not need to have an identified source of funding or Ministry approval when they notify their partners of their plan or intention to build. Similarly, plans to build may be contingent on board decisions that have not yet been made.

Once notified, entities may express their interest in co-building with the board. The board will then evaluate the expressions of interest to select partner(s) based on its CPP policy. The Minister's approval may be required depending on the provision under the *Education Act* authorizing the transaction. Partnership agreements cannot be finalized until both the board and the partner/s have an approved source of funding. Requests for Ministry funding and requests for transfer from reserve approvals are expected to reflect that boards have already solicited interest from partners. The Ministry prefers that boards and facility partners have ownership of their respective portions of the facility, where the portions are sizeable.

Boards should encourage community partners to provide notification to the board when community partners have proposals or plans to build their own new facilities. Boards should enable community partners to provide this information directly or during the facility partnership-related public meetings held by the board. When building or renovating schools, school boards and the Ministry often have deadlines related to student accommodation needs or funding parameters. School boards are expected to make their timelines clear to potential partners and may establish policies to ensure that timelines are maintained.

7. Sharing Unused Space in Existing Schools with Community Partners

The Ministry expects that boards will review underutilized open and operating schools and administrative facilities for their suitability for partnership, based on criteria outlined by the board. As a starting point, boards should review facilities that have been 60 percent utilized or less for two years and/or have 200 or more unused pupil places, and then should extend their review to other potentially suitable facilities. Boards must consider the space needs of existing educational programming and initiatives.

The Ministry recognizes that available space is not the only criteria for selecting schools for partnerships. Boards will also consider issues related to student safety, the board's student achievement and pupil accommodation strategies (including those that may result in school consolidations and closures), zoning and site use restrictions, facility condition, the configuration of space and the ability to separate the space used by partners from the space used by students, among other factors. These factors should be outlined in the board's CPP policy.

If the space is both suitable for facility partnerships and is available for the long-term, boards are expected to consider declaring the space surplus and circulating it for lease through O. Reg. 444/98. If the space is suitable for facility partnerships but is not surplus to board needs, boards are expected to follow the notification process outlined in the *Guideline*. This notification should be supported by a board resolution. Boards are expected to provide

information about the available space, including but not limited to size, location, facility amenities, and required renovations, if needed.

Entities may then express their interest in using the space. Boards will evaluate the expressions of interest to select partner(s) based on their CPP policy. Boards then may enter into a license or joint use agreement. The Minister's approval may be required depending on the provision under the *Education Act* allowing the transaction.

8. Partnership Agreements and Cost-Recovery

Boards are responsible for providing clear instructions to potential partners regarding their rights and responsibilities as tenants, including maintenance standards and the applicability, or the lack thereof, of board user policies, including accessibility and inclusiveness policies. Boards are responsible for ensuring proper legal agreements that respect the *Education Act* and protect their rights.

Boards are not expected to take on additional costs to support facility partnerships, although boards will continue to use their discretion in supporting partnerships based on their student achievement strategy. On a cost-recovery basis, the fees charged to partners should cover the operations and capital cost, including administrative costs and property taxes (if applicable), to the board of the space occupied by the partner. Additional costs to perform minor renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by facility partners should be borne by the partners. Financial expectations should be made clear to potential partners in the board's policy.

In co-building, partners will be required to pay for and finance their share of construction, including a proportional share of joint-use or shared space. Boards will continue to be expected to build within Ministry space and funding benchmarks for the board portion of the facility.



MINISTRY OF EDUCATION
PUPIL ACCOMMODATION REVIEW GUIDELINE

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PREAMBLE

School boards are responsible for managing their school capital assets in an effective manner. They must respond to changing demographics and program needs while ensuring continued student achievement and well-being, and the financial viability/sustainability of the school board.

One aspect of a school board's capital and accommodation planning is reviewing schools that have underutilized space. These are schools where the student capacity of the school is greater than the number of students enrolled. When a school board identifies a school that is projected to have long-term excess space, a school board would typically look at a number of options such as:

- moving attendance boundaries and programs to balance enrolment between over and underutilized schools;
- offering to lease underutilized space within a school to a coterminous school board;
- finding community partners who can pay the full cost of operating the underutilized space; and/or
- decommissioning or demolishing a section of the school that is not required for student use to reduce operating costs.

If none of these options are deemed viable by a school board, the board may determine that a pupil accommodation review process take place which could lead to possible school consolidations and closures. These decisions are made within the context of supporting the school board's student achievement and well-being strategy and to make the most effective use of its school buildings and funding.

The Ministry of Education expects school boards to work with their community partners when undertaking capital planning, including when a school board is beginning to develop options to address underutilized space in schools. The Ministry of Education's *Community Planning and Partnerships Guideline* (CPPG) outlines requirements for school boards to reach out to their local municipalities and other community partners to share planning related information and to explore potential partnership opportunities. This version of the *Pupil Accommodation Review Guideline* (the "*Guideline*") builds upon the CPPG by providing requirements for school boards to share information with and seek feedback from their local municipalities and other community partners related to any pupil accommodation reviews a school board initiates.

If a pupil accommodation review results in a school closure decision, a school board will then need to decide whether to declare that school as surplus, potentially leading to the future sale of the property. These sales are governed by provincial regulation. Alternately, a school board may decide to use a closed school for other school board purposes, or hold the property as a strategic long-term asset of the school board due to a projected need for the facility in the

future. Each school board decides when it is appropriate to review its strategic property holdings to determine if these properties are still required to be held or should be considered surplus to the school board's needs and considered for a future sale.

This document provides direction to school boards on one component of their capital planning - the pupil accommodation review process. It provides the minimum standards the province requires school boards to follow when undertaking a pupil accommodation review. It is important to note that school boards have flexibility to modify their pupil accommodation review policies to meet their local needs, and can develop policies that exceed the provincial minimum standards outlined in this document.

I. PURPOSE

The purpose of the *Guideline* is to provide a framework of minimum standards for school boards to undertake pupil accommodation reviews to determine the future of a school or group of schools. This *Guideline* ensures that where a decision is taken by a school board regarding the future of a school, that decision is made with the involvement of an informed local community and is based on a broad range of criteria regarding the quality of the learning experience for students.

This *Guideline* is effective upon release and replaces the previous *Guideline* of June 2009.

II. INTRODUCTION

Ontario's school boards are responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of their elementary and secondary programs. These decisions are made by school board trustees in the context of carrying out their primary responsibilities of fostering student achievement and well-being, and ensuring effective stewardship of school board resources. In some cases, to address changing student populations, this requires school boards to consider undertaking pupil accommodation reviews that may lead to school consolidations and closures.

Under paragraph 26, subsection 8 (1) of the *Education Act*, the Minister of Education may issue guidelines with respect to school boards' school closure policies.

III. GUIDING PRINCIPLES

The *Guideline* has been established to align with the Ministry of Education's vision and as such, focuses on student well-being; academic achievement; and school board financial viability/sustainability.

All school board pupil accommodation review policies should be designed to align with these guiding principles.

IV. SCHOOL BOARD ACCOMMODATION REVIEW POLICIES

School boards are responsible for creating and implementing a policy to address pupil accommodation reviews to serve their local needs. The Ministry of Education expects school boards to consult with local communities prior to adopting or subsequently amending their pupil accommodation review policies.

All pupil accommodation review policies must be clear in stipulating that the final decision regarding the future of a school or group of schools rests solely with the Board of Trustees. If the Board of Trustees votes to close a school or schools in accordance with their policy, the school board must provide clear timelines regarding the closure(s) and ensure that a transition plan is communicated to all affected school communities within the school board.

It is important to note that this *Guideline* is intended as a **minimum** requirement for school boards in developing their policies. School boards are responsible for establishing and complying with their pupil accommodation review policies to serve their local needs.

A copy of the school board's pupil accommodation review policy, the government's *Pupil Accommodation Review Guideline* and the *Administrative Review of Accommodation Review Process* documents are to be made available to the public as determined in the school board's policy, and posted on the school board's website.

The *Guideline* recognizes that pupil accommodation reviews include a school or group of schools to facilitate the development of viable solutions for pupil accommodation that support the guiding principles.

School board pupil accommodation review policies will include statements that encourage the sharing of relevant information as well as providing the opportunity for the public and affected school communities to be heard.

The Ministry of Education recommends that, wherever possible, schools should only be subject to a pupil accommodation review once in a five-year period, unless there are circumstances determined by the school board, such as a significant change in enrolment.

V. SCHOOL BOARD PLANNING PRIOR TO AN ACCOMMODATION REVIEW

As described in the *Community Planning and Partnerships Guideline*, school boards must undertake long-term capital and accommodation planning, informed

by any relevant information obtained from local municipal governments and other community partners, which takes into consideration long-term enrolment projections and planning opportunities for the effective use of excess space in all area schools.

School boards must document their efforts to obtain information from local municipal governments as well as other community partners that expressed an interest prior to the pupil accommodation review; and provide any relevant information from municipalities and other community partners as part of the initial staff report (see Section VI).

VI. ESTABLISHING AN ACCOMMODATION REVIEW

School boards may proceed to establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s).

Initial Staff Report

Prior to establishing a pupil accommodation review, the initial staff report to the Board of Trustees must contain one or more options to address the accommodation issue(s). Each option must have a supporting rationale. There must be a recommended option if more than one option is presented. The initial staff report must also include information on actions taken by school board staff prior to establishing a pupil accommodation review process and supporting rationale as to any actions taken or not taken.

The option(s) included in the initial staff report must address the following:

- summary of accommodation issue(s) for the school(s) under review;
- where students would be accommodated;
- if proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
- identify any program changes as a result of the proposed option;
- how student transportation would be affected if changes take place;
- if new capital investment is required as a result of the pupil accommodation review, how the school board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available; and
- any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.

Each recommended option must also include a timeline for implementation.

The initial staff report and School Information Profiles (SIPs) (see Section VIII) will be made available to the public, as determined in the school board's policy,

and posted on the school board's website following the decision to proceed with a pupil accommodation review by the Board of Trustees.

School boards must ensure that individuals from the school(s) under review and the broader community are invited to participate in the pupil accommodation review consultation. At a minimum, the pupil accommodation review process must consist of the following methods of consultation:

- Accommodation Review Committee (ARC) (see Section VII);
- consultation with municipal governments local to the affected school(s) (see Section IX);
- public meetings (see Section X); and
- public delegations (see Section XI).

VII. THE ACCOMMODATION REVIEW COMMITTEE

Role

School boards must establish an ARC that represents the school(s) under review and acts as the official conduit for information shared between the school board and the school communities. The ARC may comment on the initial staff report and may, throughout the pupil accommodation review process, seek clarification of the initial staff report. The ARC may provide other accommodation options than those in the initial staff report; however, it must include supporting rationale for any such option.

The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.

The school board's staff resources assigned to the ARC are required to compile feedback from the ARC as well as the broader community in the Community Consultation section of the final staff report (see Section XI) to be presented to the Board of Trustees.

Membership

The membership of the ARC should include, at a minimum, parent/guardian representatives from each of the schools under review, chosen by their respective school communities.

Where established by a school board's pupil accommodation review policy, there may also be the option to include students and representation from the broader community. For example, a school board's policy may include a requirement for specific representation from the First Nations, Metis, and Inuit communities. In addition, school board trustees may be ad hoc ARC members to monitor the ARC progress.

Formation

The ARC should be formed following the Board of Trustees' consideration of the initial staff report but prior to the first public meeting. The school board will invite ARC members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the ARC.

Terms of Reference

School boards will provide the ARC with Terms of Reference that describe the ARC's mandate. The mandate will refer to the school board's education and accommodation objectives in undertaking the ARC and reflect the school board's strategy for supporting student achievement and well-being.

The Terms of Reference will also clearly outline the school board's expectations of the roles and responsibilities of the ARC; and describe the procedures of the ARC. At a minimum, the ARC will provide feedback on the initial staff report option(s).

The Terms of Reference will outline the minimum number of working meetings of the ARC.

Meetings of the Accommodation Review Committee

The ARC will meet to review materials presented by school board staff. It is recommended that the ARC hold as many working meetings as is deemed necessary within the timelines established in their school board's pupil accommodation review policy.

VIII. SCHOOL INFORMATION PROFILE

School board staff are required to develop School Information Profiles (SIPs) as orientation documents to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The SIP provides an understanding of and familiarity with the facilities under review.

The SIP is expected to include data for each of the following two considerations about the school(s) under review:

- value to the student; and
- value to the school board.

A SIP will be completed by school board staff for each of the schools under review. The following are the minimum data requirements and factors that are to be included in the SIP:

- Facility Profile:
 - o School name and address.
 - o Site plan and floor plan(s) (or space template) of the school with the date of school construction and any subsequent additions.
 - o School attendance area (boundary) map.
 - o Context map (or air photo) of the school indicating the existing land uses surrounding the school.
 - o Planning map of the school with zoning, Official Plan or secondary plan land use designations.
 - o Size of the school site (acres or hectares).
 - o Building area (square feet or square metres).
 - o Number of portable classrooms.
 - o Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g., science lab, tech shop, gymnasium, etc.).
 - o Area of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (e.g., tracks, courts for basketball, tennis, etc.).
 - o Ten-year history of major facility improvements (item and cost).
 - o Projected five-year facility renewal needs of school (item and cost).
 - o Current Facility Condition Index (FCI) with a definition of what the index represents.
 - o A measure of proximity of the students to their existing school, and the average distance to the school for students.
 - o Percentage of students that are and are not eligible for transportation under the school board policy, and the length of bus ride to the school (longest, shortest, and average length of bus ride times).
 - o School utility costs (totals, per square foot, and per student).
 - o Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress.
 - o Measures that the school board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e., barrier-free).
 - o On-the-ground (OTG) capacity, and surplus/shortage of pupil places.
- Instructional Profile:
 - o Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff, and administrative staff at the school.
 - o Describe the course and program offerings at the school.
 - o Describe the specialized service offerings at the school (e.g., cooperative placements, guidance counseling, etc.).
 - o Current grade configuration of the school (e.g., junior kindergarten to Grade 6, junior kindergarten to Grade 12, etc.).
 - o Current grade organization of the school (e.g., number of combined grades, etc.).
 - o Number of out of area students.
 - o Utilization factor/classroom usage.

- o Summary of five previous years' enrolment and 10-year enrolment projection by grade and program.
- o Current extracurricular activities.
- Other School Use Profile:
 - o Current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery.
 - o Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.
 - o Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery.
 - o Availability of before and after school programs or services (e.g., child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery.
 - o Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
 - o Description of the school's suitability for facility partnerships.

School boards may introduce additional items that could be used to reflect local circumstances and priorities which may help to further understand the school(s) under review.

Each school under review will have a SIP completed at the same point-in-time for comparison purposes. The Ministry of Education expects school boards to prepare SIPs that are complete and accurate, to the best of the school board's ability, prior to the commencement of a pupil accommodation review.

While the ARC may request clarification about information provided in the SIP, it is not the role of the ARC to approve the SIP.

IX. CONSULTATION WITH LOCAL MUNICIPAL GOVERNMENTS

Following the Board of Trustees' approval to undertake a pupil accommodation review, school boards must invite affected single and upper-tier municipalities as well as other community partners that expressed an interest prior to the pupil accommodation review to discuss and comment on the recommended option(s) in the school board's initial staff report.

The invitation for this meeting will be provided through a written notice, and will be directed through the Clerks Department (or equivalent) for the affected single and upper-tier municipalities.

The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their response on the recommended option(s) in the school board's initial staff report before the final public meeting. School boards must provide

them with advance notice of when the final public meeting is scheduled to take place.

School boards must document their efforts to meet with the affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review; and provide any relevant information from this meeting as part of the final staff report to the Board of Trustees (see Section XI).

X. PUBLIC MEETINGS

Once a school board has received an initial staff report and has approved the initiation of a pupil accommodation review, the school board must arrange to hold a minimum of two public meetings for broader community consultation on the initial staff report. School board staff are expected to facilitate the public meetings to solicit broader community feedback on the recommended option(s) contained in the initial staff report.

The public meetings are to be announced and advertised publicly by the school board through an appropriate range of media as determined by the school board.

At a minimum, the first public meeting must include the following:

- an overview of the ARC orientation session;
- the initial staff report with recommended option(s); and
- a presentation of the SIPs.

XI. COMPLETING THE ACCOMMODATION REVIEW

Final Staff Report

At the conclusion of the pupil accommodation review process, school board staff will submit a final staff report to the Board of Trustees which must be available to the public as determined in the school board's policy, and posted on the school board's website.

The final staff report must include a Community Consultation section that contains feedback from the ARC and any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.

School board staff may choose to amend their proposed option(s) included in the initial staff report. The recommended option(s) must also include a proposed accommodation plan, prepared for the decision of the Board of Trustees, which contains a timeline for implementation.

Delegations to the Board of Trustees Meeting

Once school board staff submits the final staff report to the Board of Trustees, the school board must allow an opportunity for members of the public to provide feedback on the final staff report through public delegations to the Board of Trustees. Notice of the public delegation opportunities will be provided based on school board policy.

After the public delegations, school board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the final staff report.

Decision of the Board of Trustees

The Board of Trustees will be provided with the final staff report, including the compiled feedback from the public delegations, when making its final decision regarding the pupil accommodation review.

The Board of Trustees has the discretion to approve the recommendation(s) of the final staff report as presented, modify the recommendation(s) of the final staff report, or to approve a different outcome.

The Ministry encourages school boards not to make final pupil accommodation review decisions during the summer holiday period (typically from July 1 to the day after Labour Day).

XII. TRANSITION PLANNING

The transition of students should be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the school board is expected to establish a separate committee to address the transition for students and staff.

XIII. TIMELINES FOR THE ACCOMMODATION REVIEW PROCESS

The pupil accommodation review process must comply with the following minimum timelines:

- Following the date of the Board of Trustees' approval to conduct a pupil accommodation review, the school board will provide written notice of the Board of Trustees' decision within 5 business days to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), other community partners that expressed an interest prior to the pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the school board's

initial staff report. School boards must also notify the Director(s) of Education of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.

- The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their response on the recommended option(s) in the school board's initial staff report before the final public meeting.
- Beginning with the date of the Board of Trustees' approval to conduct a pupil accommodation review, there must be no fewer than 30 business days before the first public meeting is held.
- There must be a minimum period of 40 business days between the first and final public meetings.
- The final staff report must be publicly posted no fewer than 10 business days after the final public meeting.
- From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations.
- There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

XIV. MODIFIED ACCOMMODATION REVIEW PROCESS

In certain circumstances, where the potential pupil accommodation options available are deemed by the school board to be less complex, school boards may find it appropriate to undertake a modified pupil accommodation review process. The *Guideline* permits a school board to include an optional modified pupil accommodation review process in its pupil accommodation review policy.

A school board's pupil accommodation review policy must clearly outline the conditions where a modified pupil accommodation review process could be initiated by explicitly defining the factors that would allow the school board the option to conduct a modified pupil accommodation review process. The conditions for conducting a modified pupil accommodation review process need to be based on two or more of the following factors:

- distance to the nearest available accommodation;
- utilization rate of the facility;
- number of students enrolled at the school; or
- when a school board is planning the relocation (in any school year or over a number of school years) of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment (this

calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years).

School boards may consider additional factors that are defined in their pupil accommodation review policy to qualify for the modified pupil accommodation review process. Multiple factors may be developed by the school board to appropriately reflect varying conditions across the board (e.g., urban, rural, elementary panel, secondary panel, etc.). The Board of Trustees must approve these explicitly defined factors, after community consultation, in order to adopt a modified pupil accommodation review process as part of their school board's pupil accommodation review policy.

The guiding principles of this *Guideline* apply to the modified pupil accommodation review process.

Even when the criteria for a modified pupil accommodation review are met, a school board may choose to use the standard pupil accommodation review process.

Implementing the Modified Accommodation Review Process

The initial staff report will explain the rationale for exempting the school(s) from the standard pupil accommodation review process, in accordance with the school board's pupil accommodation review policy.

The initial staff report and SIPs must be made available to the public, as determined in the school board's policy, and posted on the school board's website.

A public meeting will be announced and advertised through an appropriate range of media as determined by the school board.

Following the public meeting, school board staff will submit a final staff report to the Board of Trustees which must be available to the public as determined in the school board's policy, and posted on the school board's website. The final staff report must include a Community Consultation section that contains feedback from any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the modified pupil accommodation review.

Once school board staff submit the final staff report to the Board of Trustees, the school board must allow an opportunity for members of the public to provide feedback through public delegations to the Board of Trustees. Notice of the public delegation opportunities will be provided based on school board policy.

After the public delegations, school board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the final staff report.

The Board of Trustees has the discretion to approve the recommendation(s) of the final staff report as presented, modify the recommendation(s) of the final staff report, or to approve a different outcome.

The Ministry encourages school boards not to make final pupil accommodation review decisions during the summer holiday period (typically from July 1 to the day after Labour Day).

A transition plan will be put in place following the decision to consolidate and/or close a school.

Timelines for the Modified Accommodation Review Process

The modified pupil accommodation review process must comply with the following minimum timelines:

- Following the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, the school board will provide written notice of the Board of Trustees' decision within 5 business days to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), other community partners that expressed an interest prior to the modified pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the school board's initial staff report. School boards must also notify the Director(s) of Education of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.
- The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the modified pupil accommodation review, must provide their response on the recommended option(s) in the school board's initial staff report before the final public meeting.
- The school board must hold at least one public meeting. Beginning with the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, there must be no fewer than 30 business days before this public meeting is held.
- The final staff report must be publicly posted no fewer than 10 business days after the final public meeting.
- From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations.
- There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

XV. EXEMPTIONS

This *Guideline* applies to schools offering elementary or secondary programs. However, there are specific circumstances where school boards are not obligated to undertake a pupil accommodation review. These include:

- where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary, as identified through the school board's policy;
- where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified through the school board's policy;
- when a lease for the school is terminated;
- when a school board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
- when a school board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
- where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair; or
- where there are no students enrolled at the school at any time throughout the school year.

In the above circumstances, a school board is expected to inform school communities about proposed accommodation plans for students before a decision is made by the Board of Trustees. The school board will also provide written notice to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), as well as other community partners that expressed an interest prior to the exemption, and their coterminous school boards in the areas of the affected school(s) through the Director of Education, and to the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division no fewer than 5 business days after the decision to proceed with an exemption.

A transition plan will be put in place following the Board of Trustees' decision to consolidate, close or move a school or students in accordance with this section.

XVI. DEFINITIONS

Accommodation review: A process, as defined in a school board pupil accommodation review policy, undertaken by a school board to determine the future of a school or group of schools.

Accommodation Review Committee (ARC): A committee, established by a school board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the school board and the affected school communities.

ARC working meeting: A meeting of ARC members to discuss a pupil accommodation review, and includes a meeting held by the ARC to solicit feedback from the affected school communities of a pupil accommodation review.

Business day: A calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.

Consultation: The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

Facility Condition Index (FCI): A building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.

On-the-ground (OTG) capacity: The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Public delegation: A regular meeting of the Board of Trustees where presentations by groups or individuals can have their concerns heard directly by the school board trustees.

Public meeting: An open meeting held by the school board to solicit broader community feedback on a pupil accommodation review.

School Information Profile (SIP): An orientation document with point-in-time data for each of the schools under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.

Space template: A Ministry of Education template used by a school board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within that school.

York Catholic District School Board

REPORT TO: Accommodation and Business Affairs Committee
FROM: Administration
DATE: May 19, 2015
RE: CSBSA- Demographic Landscape

Executive Summary:

The intent of this report is to provide information regarding the Provincial demographic landscape school boards are operating within.

The presentation, produced by Watson and Associates will outline various demographic components of our population, both provincially and regionally to illustrate the decreasing trends in pupil generation and overall pupil enrolments experienced by school boards.

Background:

The demographic landscape in Ontario and York Region is changing. Although national and provincial populations have increased over the past decade, the number of elementary school aged children (public and catholic) has declined. The presentation highlights that the worst part of the decline is over, with some increase to enrolment over the mid to longer term, however this refers to the school age population as a whole. When factoring in “Catholicity” the proportion of “Catholic” children is declining largely due to immigration and the most prominent countries of origin.

The following chart illustrates the percent of total immigrants by religion from before 1971 to 2011. Highlighted is the change in Catholic from 41.3% of immigrants to just over 22%.

	Before 1971	1971-1980	1981-1900	1991-2001	2001-2011	Change
Total Immigrants	100%	100%	100%	100%	100%	
Catholic	41.3%	32.4%	31.0%	22.5%	22.5%	-18.8%
Protestant	25.2%	15.6%	9.4%	7.0%	7.1%	-18.2%
Christian Orthodox	4.9%	3.5%	2.7%	5.7%	5.0%	0.1%
Christian Other	6.9%	8.7%	9.6%	9.6%	10.3%	3.4%
Jewish	2.2%	1.9%	1.6%	1.2%	1.0%	-1.2%
Muslim	0.7%	5.2%	7.2%	13.7%	18.0%	17.3%
Hindu	0.8%	3.7%	5.2%	6.8%	7.1%	6.4%
Buddhist	0.7%	4.7%	7.5%	4.5%	2.9%	2.2%
Sikh	0.8%	3.9%	4.6%	5.9%	5.0%	4.2%
None	16.0%	19.8%	20.5%	22.5%	20.7%	4.6%
Other	0.5%	0.6%	0.7%	0.5%	0.5%	0.1%

Summary:

The demographic landscape of Ontario has changed, and York Region is impacted by this change. Attached is a copy of the presentation previously presented to CSBSA school boards, illustrating this changing environment, contributing factors, and impact on York Region.

Catholic School Board Services Association

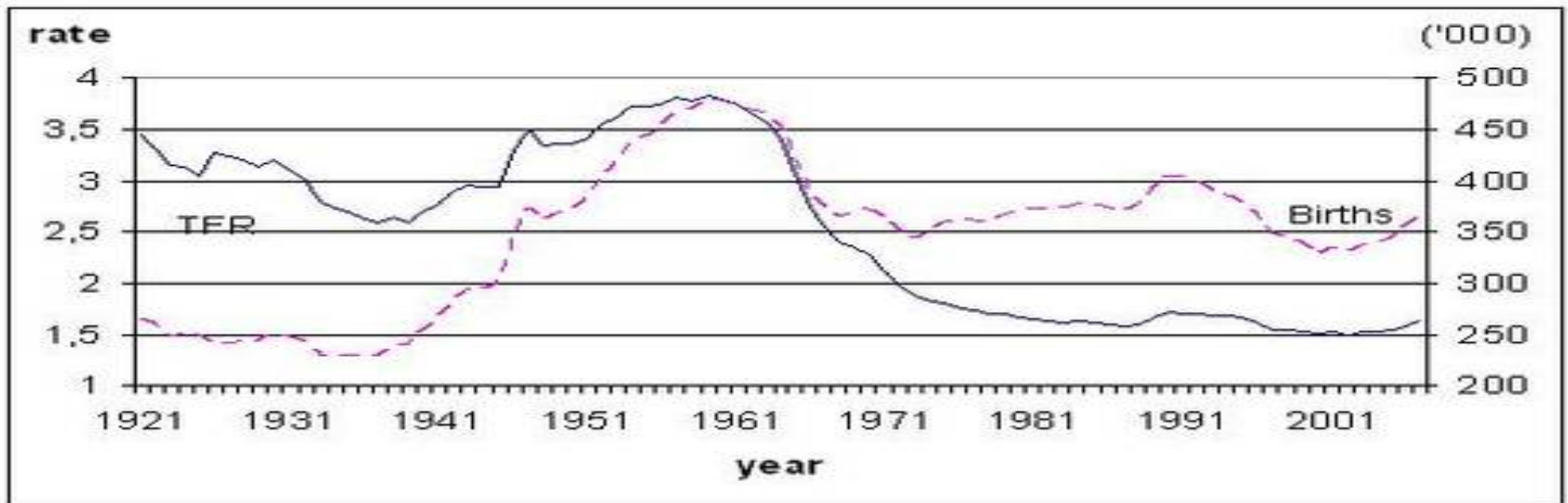
The Demographic Landscape
Thursday, March 5, 2015

Prepared by: Jack Ammendolia



The Baby Boom

Post WWII in Canada, the population and especially school aged children increased significantly which led to significant school construction and rapid school board expansion.



- The size and location of many schools across Ontario are a result of settlement patterns from a half a century ago.
- As the children of the baby boom generation have left the school system, it has resulted in enrolment declines in many parts of the Province.

Population Trends

The National Perspective

- The Canadian population grew by almost 12% between 2001 and 2011.
- **Canada had a higher rate of growth between 2001 and 2011 than any other of the G8 countries.**
- About 2/3's of Canada's growth was due to international migration – the majority of growth in the United States is due to natural increase.

While the country continues to experience overall population growth, Canada has been experiencing long term enrolment decline. The number of children aged 4-13 declined by more than 7% between 2001 and 2011.

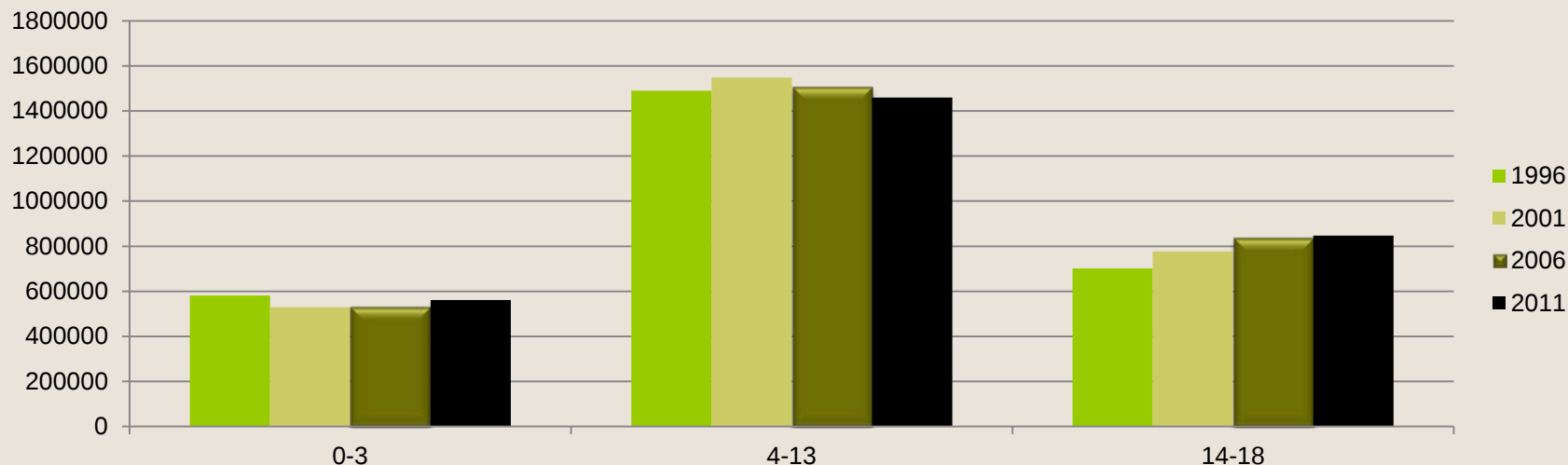
Ontario

- ❖ The Province grew by more than the National average from 2001-2006 (6.6%) than it had for more than a decade.
- ❖ This represented a population increase of about 750,000 people – approximately half of Canada's total population growth.
- ❖ Between 2006 and 2011 the Province's population continued to grow but by less than 6% - the first time in more than a decade that it grew less than the National average.

Ontario's population growth is largely driven by international migration – between 2001 and 2006 approximately 600,000 immigrants settled in Ontario. Between 2006 and 2011 this number dropped by almost 100,000.

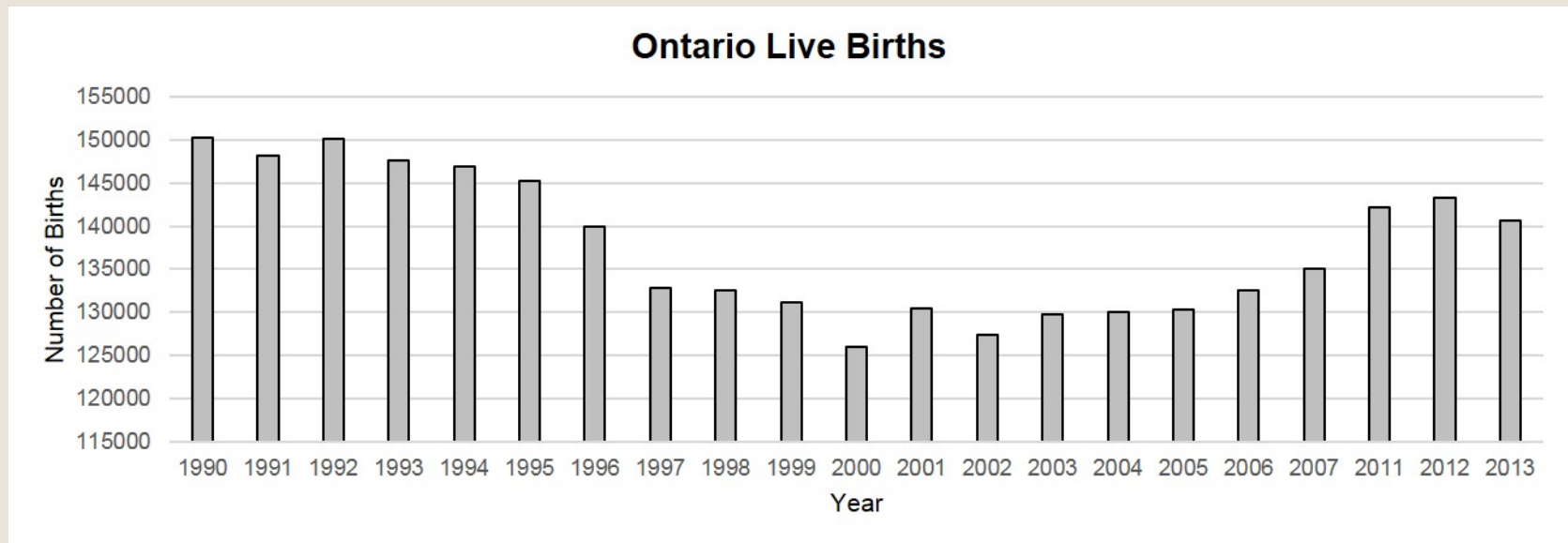
Provincial School Aged Population Trends

CENSUS POPULATIONS							
Age	1996	2001	Change 1996-2001	2006	Change 2001-2006	2011	Change 2006-2011
0-3	581,745	529,145	-52,600	535,210	6,065	560,830	25,620
4-13	1,490,495	1,547,950	57,455	1,507,260	-40,690	1,459,685	-47,575
14-18	702,110	776,600	74,490	838,420	61,820	847,250	8,830



Ontario - What To Expect?

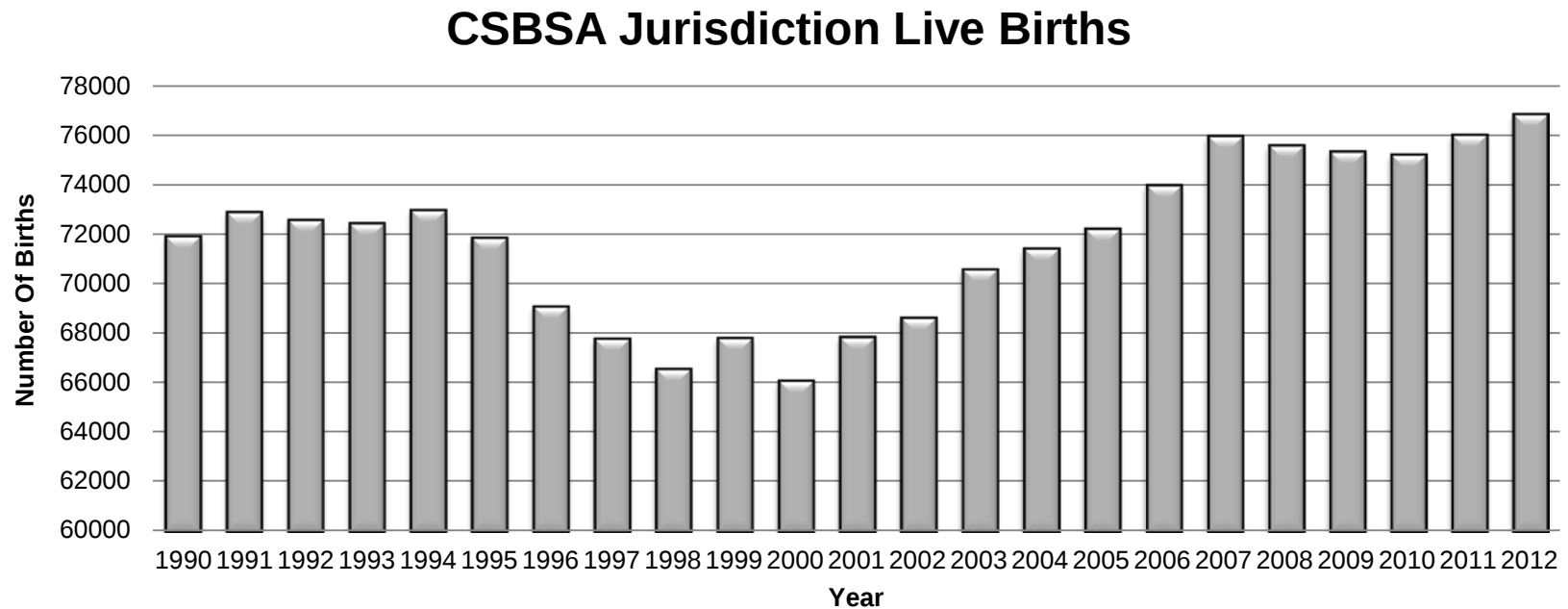
Ontario births have started to increase over the past several years after more than a decade of significant declines. Between 2000 and 2006 births increased by 5%. Since 2006 births have increased by about 1% per year on average – similar to the population increase.



The increasing trend in the number of births is promising – it should be noted, however, that current births are still more than 6% lower than levels from the early 1990's

CSBSA Birth Trends

Similar to Provincial trends, births within the GTA/GGH area declined from the late 1990's to the year 2000 and similar to Provincial trends have also been increasing since then. However, while Provincial births are still lower than levels from the 1990's, births in the CSBSA Board jurisdictions are higher today than what they were in the 90's.



CSBSA Board Jurisdiction

Demographic Trends

Population Data	2001 Census	Share of Total	2006 Census	Share of Total	2011 Census	Share of Total
Total Population	5,563,010		6,090,110		6,615,220	
Pre-School Population (0-3)	269,985	4.9%	281,630	4.6%	297,700	4.5%
Elementary School Population (4-13)	757,805	13.6%	771,775	12.7%	772,775	11.7%
Secondary School Population (14-18)	365,875	6.6%	412,575	6.8%	439,455	6.6%
Population Over 18 Years of Age	4,169,345	74.9%	4,624,130	75.9%	5,105,290	77.2%
<i>Females Aged 25-44</i>	933,170	16.8%	958,255	15.7%	976,490	14.8%

Population Data	01-06 Census	% Change	06-11 Census	% Change
Total Population	527,100	9.5%	525,110	8.6%
Pre-School Population (0-3)	11,645	4.3%	16,070	5.7%
Elementary School Population (4-13)	13,970	1.8%	1,000	0.1%
Secondary School Population (14-18)	46,700	12.8%	26,880	6.5%
Population Over 18 Years of Age	454,785	10.9%	481,160	10.4%
<i>Females Aged 25-44</i>	25,085	2.7%	18,235	1.9%

CSBSA Board Jurisdiction Historical Enrolments

HISTORICAL ENROLMENT - CSBSA SCHOOL BOARDS, 2001-2011

	2001	2006	2011	Absolute Change 01-06	% Change 01-06	Absolute Change 06-11	% Change 06-11
Elementary Enrolment	214,736	207,737	196,851	(6,999)	-3%	(10,886)	-5%
Secondary Enrolment	94,607	104,287	110,069	9,680	10%	5,782	6%

The Wild Card - Migration

- Immigration to Canada is cyclical - from 1998 to 2001 immigration in Canada increased by almost 44%. Post 2001 immigration declined to 2003 but then picked up to 2005 and declined again to 2007.
- 2010 saw the highest immigration to Canada since the 1950's with approximately 280,000 new immigrants entering the Country.

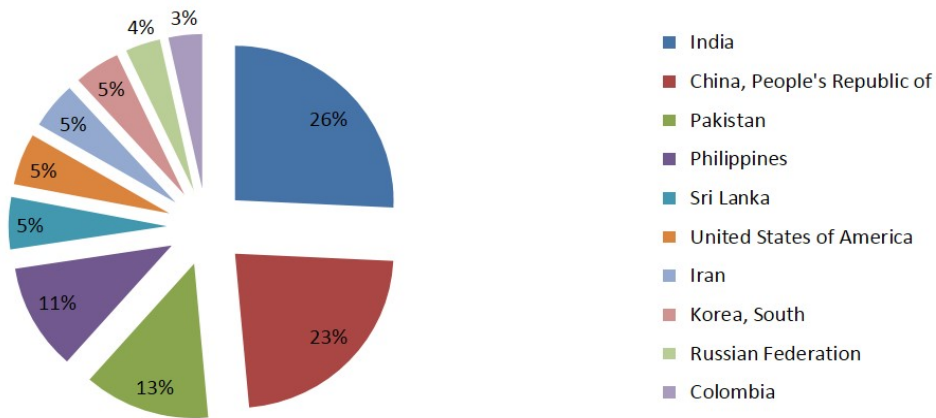
Census data suggests that recent immigrants are choosing to settle in smaller urban areas outside of Toronto, Montreal and Vancouver. Almost 17% of recent immigrants settled in the census metropolitan areas of Calgary, Edmonton, Winnipeg, Hamilton, London and Ottawa.

Ontario received 42% of Canadian immigrants in 2010 compared with 54% in 2006 and 59% in 2001.

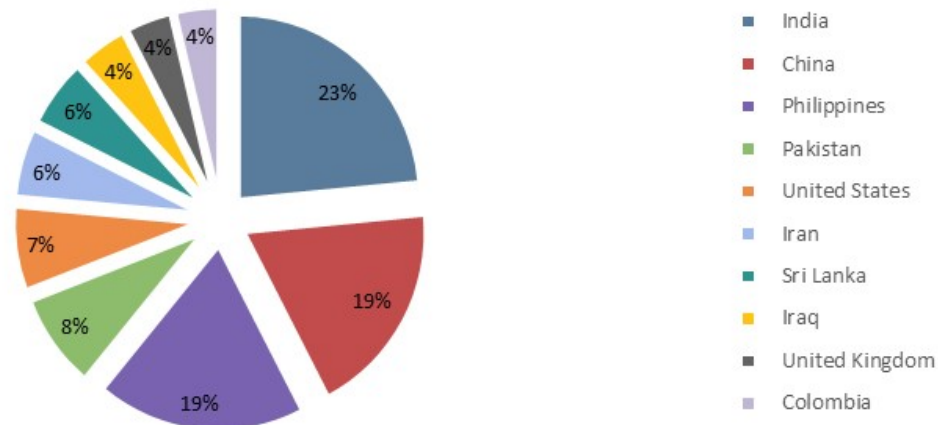
In 1971 61.6% of immigrants came from Europe and 12.1% from Asia. In 2006 58.3% of immigrants were from Asia and 16.1% from Europe.

Where is immigration coming from?

Immigration 2006 - Top Ten Countries Ontario

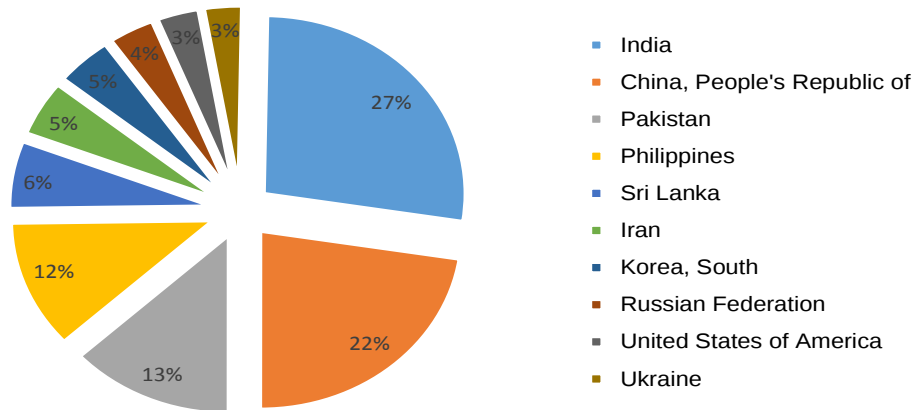


Immigration 2011 - Top Ten Countries Ontario

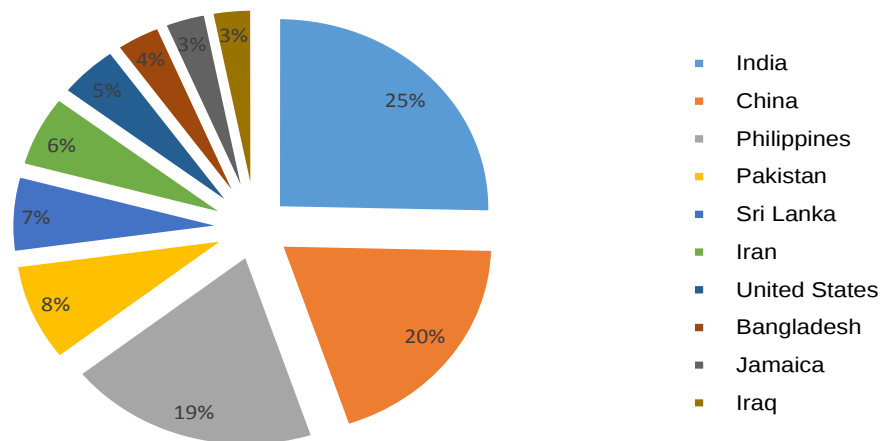


Where is immigration coming from?

Immigration 2006 - Top Ten Countries CSBSA



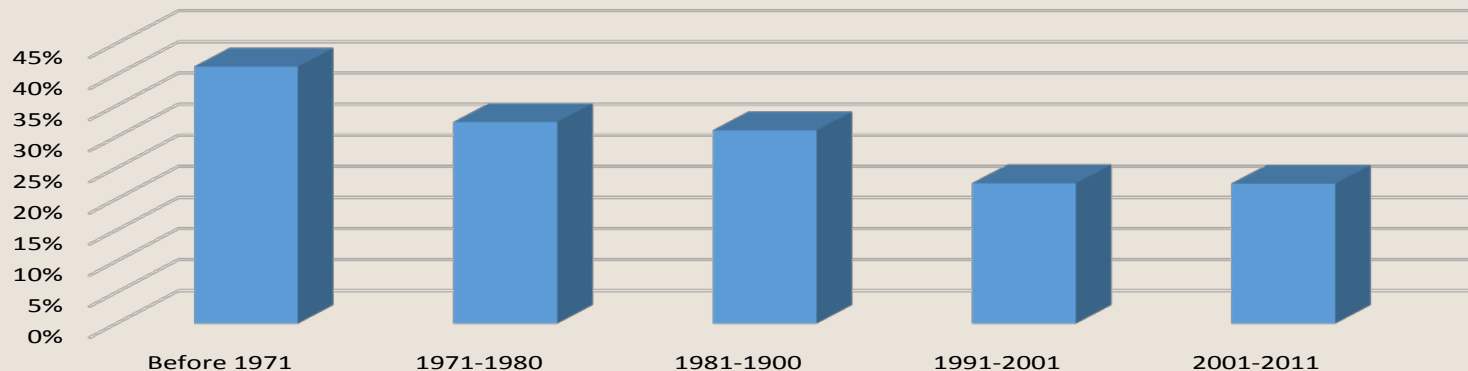
Immigration 2011 - Top Ten Countries CSBSA



Immigration and Religion

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Protestant	25.2%	15.6%	9.4%	7.0%	7.1%	-18.2%
Christian Orthodox	4.9%	3.5%	2.7%	5.7%	5.0%	0.1%
Christian Other	6.9%	8.7%	9.6%	9.6%	10.3%	3.4%
Jewish	2.2%	1.9%	1.6%	1.2%	1.0%	-1.2%
Muslim	0.7%	5.2%	7.2%	13.7%	18.0%	17.3%
Hindu	0.8%	3.7%	5.2%	6.8%	7.1%	6.4%
Buddhist	0.7%	4.7%	7.5%	4.5%	2.9%	2.2%
Sikh	0.8%	3.9%	4.6%	5.9%	5.0%	4.2%
None	16.0%	19.8%	20.5%	22.5%	20.7%	4.6%
Other	0.5%	0.6%	0.7%	0.5%	0.5%	0.1%

Roman Catholic Immigrants By Period of Immigration



Summary

OUTLOOK

- While the National and Provincial populations increased over the last decade, elementary school aged children declined.
- Recent trends suggest that the worst part of the decline is over and elementary populations should increase over the mid to longer term.

CSBSA

- Births in the CSBSA jurisdiction exceed levels from the early 1990's.
- The demographic trends indicate that elementary populations should begin to experience increases.
- The secondary aged population, however, while still growing, increased at less than half the rate in the latter part of the decade compared to the early part of the decade.

Summary

Catholic School Boards

- Up to the 1970's immigration to Canada originated largely from Europe and countries which had large populations of Catholics.
- Recent immigration originates largely from Asia, the Middle East and Africa and from countries that have lower Catholic populations.
- Religious participation in Catholicism as well as immigrants who identify as Catholics have both declined significantly.
- While the demographics in the CSBSA's jurisdiction indicate that elementary populations will increase, the changing religious make-up of the population will likely impact the enrolment share of Catholic School Boards.

York Catholic District School Board

Report

Report To: Accommodation and Business Affairs Committee
From: Administration
Date: May 14, 2015
Report: 2015-16 Budget Modules Review
 i) Revenue Module
 ii) Expenditure Modules

Executive Summary:

Further to the Budget update report provided at the April 28, 2015 Board meeting, the purpose of this agenda item is to facilitate review of updated draft modules related to revenue and expenditure projections based on information and discussions held as at May 11, 2015.

Background Information:

As reported at the April 28, 2015 Board Meeting, key Budget Modules would be presented at appropriate Committees to facilitate discussion and review with Trustees.

The development of the annual operating budget for the Board is a collaborative effort involving all of the Senior Administrative team and their support staff. Specific Senior Administrative staff have been assigned budgetary lead for specific operational areas.

Senior Administration Budget Leads have been meeting regularly to review their respective areas of budgetary responsibility and have prepared budget modules to facilitate review by the Board. These budget modules have been developed with the objective of providing relevant background information, identifying pressures/challenges/constraints, and, where appropriate, potential options to consider.

As identified at the April 28, 2015 Board meeting, budget leads have been requested to prepare information for review at the May 19, 2015 Accommodation and Business Affairs Committee (ABA) meeting. *Note: These modules are initial draft budgetary projections and are intended to reflect budget discussions as at May 11, 2015. Further revisions will be required.*

The draft modules intended for review at the May 19, 2015 ABA Committee and the budget leads overseeing the draft modules identified below:

Draft Modules

- a) Revenue Module
- b) Accommodation Module
- c) General School Budgets
- d) Student Transportation Services
- e) Information Technology Module

Budget Lead(s)

- A. Chan
- B. Eldridge, J. McLoughlin, N. Vezina
- J. Porter
- D. McCowell
- D. Clapham

Note: Draft Budget Modules and associated PowerPoint presentations, where available, have been included separately with this agenda.

Also included for review at the May 19, 2015 ABA Committee is copy of the Special Education Budgetary Presentation intended to be provided to SEAC on May 20, 2015. This presentation provides both revenue and expenditure information as it relates to Special Education. Budgetary Leads for Special Education are T. D'Acunto with support by J. Porter. *Note: The Special Education PowerPoint presentation has been included separately with this agenda.*

As requested by Trustees, also included separately with the agenda is the English as a Second Language (ESL) Program Review Report as at May 11, 2015.

As previously discussed, Salary and Wages and Employee Benefits account for approximately 90% of the operating budget of the Board. The Labour Relations Committee (LRC) of the Board has been assigned responsibility for the review of these modules. Time has been allocated at the May 19, 2015 LRC meeting to review the latest draft of the following modules:

- a) Employee Salary and Wages Module – May 13, 2015 Draft
- b) Employee Benefits Module – May 13, 2015 Draft

“Incremental” Analysis:

As previously reviewed with the Board, the following concepts must be understood and adhered to in order to generate a balanced and compliant budget:

- Any incremental increase in expenditures **must** have an equal and offsetting increase in revenue and/or decrease in expenditures.
- Any incremental decrease in revenue **must** have an equal and offsetting decrease in expenditures and/or increase in revenue
- Any incremental increase in revenue **may** have an equal and offsetting increase in expenditures.

Public Input Sessions:

Based on Executive Committee direction received, two public input sessions have been scheduled to take place at the May 26th and June 16th, 2015 regularly scheduled Board meetings.

Note: It is intended that SEAC will be presenting to the May 26th Board meeting.

Next Steps:

Administration is continuing to work towards completion of financial estimates based on the revised timelines previously presented.

Based on discussions held and input received at the May 19, 2015 ABA Committee meeting and the May 19, 2015 LRC meeting, budget leads will be reconvening to continue the budget development and “balancing” exercise.

York Catholic District School Board

REPORT

Report To: Accommodation and Business Affairs Committee

From: Administration

Date: May 26, 2015

Report: **Hygiene in Schools**

Executive Summary

This report is intended to provide information to the Board related to the February 24, 2015 **Hygiene in Schools** motion presented by the Chair of the Board, Trustee Crowe. The information contained in this report is as of May 7, 2015.

At the regular Board Meeting of February 24, 2015 the following Motions were approved:

Staff develops a report on current hand washing procedures in the elementary panel for students in schools, in Port-a-paks and in portables.

Any barriers to good hygiene practices in our elementary schools be identified along with possible solutions.

A cost analysis of retrofitting every high school washroom used by students with a minimum of two to a maximum of three energy efficient hand driers be brought to the Board for consideration.

Background Information

In 2009, three (3) hand sanitizer stations were provided to all schools as part of the Board's H1N1 protocol. These hand sanitizer stations continue to be refilled by school Custodians with a non-alcoholic sanitizing solution on an as needed basis. Hand sanitizer product purchase is currently processed through the GSB (General School Budget) with the cost varying from school to school based on student enrolment and use. Projected cost estimate for the purchase of hand sanitizer for 201 portables and port-a-pak classrooms currently in the system at the elementary level is approximately \$95,000 based on an average student enrolment of twenty-five (25) students per class and an average of six (6) uses per day per student.

A survey relating to the motion outlined in the Executive Summary was developed in consultation with School Superintendents, Environmental Services and Facilities Services and completed by each elementary school Principal. Information relating to current hand-washing procedures in elementary schools, identified barriers to good hygiene practices along with proposed solutions, as well as the projected cost for retrofitting every high school with energy efficient hand dryers is outlined below.

Current Practices in Elementary Schools

- Scheduled washroom/hand washing routines for Kindergarten – Grade 3
- Self-regulated hand washing routines for Junior & Intermediate students (sign-out procedure)
- Posting of hand washing procedures/posters in classrooms and washrooms (refer to pages 7 & 8)

A survey relating to the motion outlined in the Executive Summary was developed in consultation with School Superintendents, Environmental Services and Facilities Services and completed by each elementary school Principal. Information relating to current hand-washing procedures in elementary schools, identified barriers to good hygiene practices along with proposed solutions, as well as the projected cost for retrofitting every high school with energy efficient hand dryers is outlined below.

Current Practices in Elementary Schools

- Scheduled washroom/hand washing routines for Kindergarten – Grade 3
- Self-regulated hand washing routines for Junior & Intermediate students (sign-out procedure)
- Posting of hand washing procedures/posters in classrooms and washrooms (refer to pages 7 & 8)
- Hygiene lessons taught as per Grade related Health and Physical Education Curriculum [specifically, Grade 1: Healthy Living – Expectation C2: *Demonstrate an understanding of and apply proper hygienic procedures for protecting their own health and preventing the transmission of disease to others (e.g., washing hands with soap, using a tissue, sleeve sneezing, brushing and flossing teeth, not sharing hats or hairbrushes)*]
- Regular announcements/reminders/newsletter inserts related to healthy living (including hygiene practices)
- School provision of hand sanitizer to classrooms, or Parents/Guardians provide one bottle of hand-sanitizer and/or wipes for class use at the beginning of each school year through individual teacher's request (teacher would need to be cognizant that, from year to year, this may be a potential challenge if allergies to scent or alcohol based products are present in the classroom)

The following practice is in place in some elementary schools to further support good hygiene and health practices:

- Public Health presentation(s) on Personal Hygiene & Etiquette (coughing/sneezing)

One elementary school has established a “Healthy Living Committee” in conjunction with Public Health to collaborate with teachers on the design of developmentally appropriate curriculum resources related to proper hand washing.

Currently, the DPA/Health and Physical Education Consultant has circulated and made available to schools a list of resources pertaining to hand washing (refer to recommendations sections and page 9 of this report).

Barriers & Possible Solutions

- Soap dispensers and paper towel dispensers installed too high and are difficult to operate for younger students
 - Current installation procedures require the mounting of both paper towel dispensers and soap dispensers on a wall in close proximity to the sink. Due to the depth of the counter and the limited span of reach, this poses a potential barrier for some of our primary students
 - Current practices in place at many schools to overcome these barriers include the provision of a child-safe stepstool, the pre-cutting of paper towels for placement in a bin for easy reach, and supplying store-purchased soap pumps in an easily accessible location near the sink (the cost of which comes from the school GSB or donations from Parents/Guardians)
- Inconsistent operation of water release sensors in wash basins
 - Teachers encourage students to report any concerns/issues to them in order to apprise the Principal of the issue
 - Principals create a work order to attend to any malfunctions reported
- Inconsistent operation of hand-dryers
 - Solution above applies to this barrier

Challenges & Possible Solutions

- Number of students vs. number of wash basins in washrooms is disproportionate when peak hand washing routines occur (i.e.: prior to scheduled nutrition break and lunch routine)
 - Survey responses included that students, on a rotational basis, utilize the classroom sink to wash hands prior to snack and lunch routines. This procedure allows easier access to the washrooms for students in portables and port-a-paks. The amount of time that this routine takes away from instructional time was noted by Principals.
- Vandalism to washrooms including:
 - Soap dispenser sensors being purposely damaged or broken;
 - Inappropriate use of paper towels (wetting and throwing on walls or ceilings; plugging toilets) which result in waste and the unavailability to students for hand drying, as well as additional cleaning and replacement of paper towels for custodians; and,
 - Plugging hand dryers (not applicable to all schools).
 - School staff to encourage students, as a shared responsibility for the safety and cleanliness of the school, to report any and all acts of vandalism to their teacher and/or office immediately.
- Prioritization of MAXIMO work orders
 - At a future ALT meeting School Superintendents will review the procedure for the prioritization of MAXIMO work orders.

Energy Efficient Hand Dryers in High Schools

In order to determine the number of student washrooms and existing hand dryers in the high schools, a survey was completed by the head custodians in each high school. The survey indicated that there are 162 student washrooms in 15 high schools with a total of 249 electric hand dryers. Please note that St. Luke was excluded from this survey as sites are not Board-owned properties.

Further direction related to the original February 24, 2015 motion was given to Senior Administration at the March 24, 2015 regular Board meeting. Based on this direction, and in order to determine the number of energy efficient hand dryers required along with the associated cost for purchase and installation, the assumption was made that all student washrooms would have energy efficient hand dryers based on one of the following options:

1. Units purchased and installed replacing all existing electric hand dryers (total of 249 units)
2. Additional units purchased and installed based on one energy efficient hand dryer per two fixtures (toilets plus urinals) (total of 201 units).
3. Additional units purchased and installed based on one energy efficient hand dryer per 2 wash stations* (total of 52 units).

** Wash stations could be a lavatory (sink) or a wash fountain. Wash fountains either have a set number of wash locations or a continuous spray of water. In the Ontario Building Code, Section 3.7.4.2.6 states that 19 3/4" equals one (1) lavatory. This information was utilized if the wash fountain had a continuous spray.*

The energy efficient hand dryers considered for the purpose of cost analysis in this report are the:

- Dyson Airblade dB,
- Dyson Airblade V, and,
- World Dryer SMARTdri.

The above models for purchase are available from the Board's current list of approved suppliers. Approximate quantities were provided to each supplier. However, through the Board's procurement process more competitive pricing may result.

It is assumed that the replacement of each existing electric hand dryer will require a transition plate to cover the existing opening and that each new energy efficient hand dryer will be compatible with the existing electrical circuitry. For the Dyson Airblade V and the World Dryer SMARTdri it is assumed that the existing mounting height will remain at its present height as air flow is accessed from the bottom. However, for the Dyson Airblade dB, the mounting height will require the unit to be lowered as the hand dryer is accessed from the top.

For the provision of additional energy efficient hand dryers, it is assumed that a new electrical circuit will be required. This is for two reasons. The first is that manufacturers recommend a dedicated circuit for each energy efficient dryer. The second is that if only one circuit is used, and that circuit is tripped or interrupted, all hand dryers connected to this single circuit would become inoperable.

For cost estimate purposes, it is assumed that each circuit will be within 50 metres of an electrical panel, that breakers for the existing electrical panel are readily available and that the conduit will be surface mounted on washroom wall(s) as required.

It is important to note that if any one of these assumptions is not met; the cost estimate will need adjustment based on the required scope of work.

Page 6 (Appendix A) outlines the full cost estimate details based on the above assumptions.

Additional Factors for Consideration

There are a number of additional factors to be considered with the installation of energy efficient hand dryers.

Namely, the drying time on the three units analysed are all between 10 and 15 seconds. All have similar power consumption. The design of the dryer should also be considered, as some models may be more susceptible to vandalism.

The Dyson dB model, as it is accessed from the top, requires the unit to be mounted at a lower level. This mounting height and the design of the unit may make it more susceptible to vandalism.

The three energy efficiency hand dryers investigated will yield energy savings. However, it is difficult to determine the exact savings as it will be dependent on usage. In order to maximize savings, consideration should be given to removing the paper towel dispensers from the washrooms where they exist.

Notable concerns from sound pressure level studies* for two of the three models have been documented and included here for reference. The quietest unit was the Dyson Airblade dB with a sound level of 82 dBA. The World Dryer SMARTdri unit was reported to have a sound level of 85dBA. The sound pressure level of the Dyson Airblade V model is not available at this time.

*It should be noted that under *Ontario Regulation 851 of the Occupational Health and Safety Act*, the maximum sound pressure level without posting warning signs is 85dBA (Section 139.10). These sound levels will potentially pose a concern for classrooms adjacent to the washroom, especially at schools where the washrooms do not have permanent corridor doors.

Recommendations

The following recommendations and possible solutions, with no financial impact to the Board, have been discussed with appropriate staff for address and implementation:

- Additional laminated hand washing posters distributed to schools through the Communications Department (refer to pages 7 & 8; a request to York Region Public Health to reproduce the “Hooray for Handwashing”

The following recommendations and possible solutions will be discussed with appropriate staff for address and implementation **only** with the required budget approval of the Board:

- Hand-sanitizer units installed in all portables and port-a-paks at both the elementary and high school levels
- Purchase and installation of energy efficient hand dryers

Summary

This report has provided information to the Board related to the motions approved at the regular Board Meeting of February 24, 2015 as follows:

Staff develops a report on current hand washing procedures in the elementary panel for students in schools, in Port-a-paks and in portables.

Any barriers to good hygiene practices in our elementary schools be identified along with possible solutions.

A cost analysis of retrofitting every high school washroom used by students with a minimum of two to a maximum of three energy efficient hand driers be brought to the Board for consideration.

Prepared and Submitted by: F. Bagley, Coordinating Superintendent
J. McLoughlin, Sr. Manager of Facilities & Maintenance Services
C. Gastis, Manager of Facilities Services

Endorsed by: P. Preston, Director of Education
John Sabo, Associate Director: Corporate Services

COST ANALYSIS OF ENERGY EFFICIENT HAND DRYERS

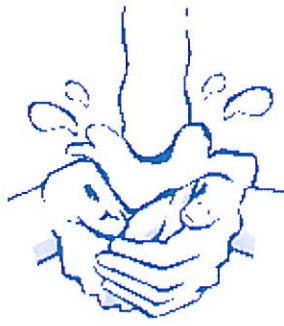
High School	Estimated Replacement Cost for ALL Existing Electric Hand Dryers				Estimated Purchase & Installation Cost for <i>Additional</i> High Efficiency Hand Dryers [Based on One Hand Dryer per 2 Fixtures (Toilets and Urinals)]				Estimated Purchase & Installation Cost for <i>Additional</i> High Efficiency Hand Dryers [Based on One Hand Dryer per 2 Wash Stations]			
	Current No. of Hand Dryers	Dyson Airblade db \$1600.00*	Dyson Airblade V \$949.00*	World Dryer SMART \$683.00*	No. of Additional Hand Dryers Needed	Dyson Airblade db \$1950.00*	Dyson Airblade V \$1399.00*	World Dryer SMART \$1133.00*	No. of Additional Hand Dryers Needed	Dyson Airblade db \$1950.00*	Dyson Airblade V \$1399.00*	World Dryer SMART \$1133.00*
Our Lady of the Lake	12	\$19,200	\$11,388	\$8,196	1	\$1950	\$1,399	\$1,133	0			
Sacred Heart	8	\$12,800	\$7,592	\$5,464	20	\$39,000	\$27,980	\$22,660	6	\$11,700	\$8,394	\$6,798
Cardinal Carter	20	\$32,000	\$18,980	\$13,660	0				0			
St. Theresa of Lisieux	20	\$32,000	\$18,980	\$13,660	8	\$15,600	\$11,192	\$9,064	0			
St. Robert	13	\$20,800	\$12,337	\$8,879	25	\$48,750	\$34,975	\$28,325	3	\$5,850	\$4,197	\$3,399
St. Elizabeth	23	\$36,800	\$21,827	\$15,709	8	\$15,600	\$11,192	\$9,064	1	\$1,950	\$1,399	\$1,133
St. Augustine	10	\$16,000	\$9,490	\$6,830	15	\$29,250	\$20,985	\$16,995	0			
St. Brother Andre	24	\$38,400	\$22,776	\$16,392	12	\$23,400	\$16,788	\$13,596	1	\$1,950	\$1,399	\$1,133
St. Brother Andre (ANNEX)	0				14	\$27,300	\$19,586	\$15,862	8	\$15,600	\$11,192	\$9,064
Father Michael McGivney	12	\$19,200	\$11,388	\$8,196	22	\$42,900	\$30,778	\$24,926	12	\$23,400	\$16,788	\$13,596
St. Joan of Arc	22	\$35,200	\$20,878	\$15,026	12	\$23,400	\$16,788	\$13,596	6	\$11,700	\$8,394	\$6,798
Father Bressani	16	\$25,600	\$15,184	\$10,928	24	\$46,800	\$33,576	\$27,192	0			
Holy Cross	16	\$25,600	\$15,184	\$10,928	10	\$19,500	\$13,990	\$11,330	0			
St. Maximilian Kolbe	17	\$27,200	\$16,133	\$11,611	12	\$23,400	\$16,788	\$13,596	7	\$13,650	\$9,793	\$7,931
St. Jean de Brebeuf	16	\$25,600	\$15,184	\$10,928	14	\$27,300	\$19,586	\$15,862	8	\$15,600	\$11,192	\$9,064
Jean Vanier	20	\$32,000	\$18,980	\$13,660	4	\$7,800	\$5,596	\$4,532	0			
Totals	249	\$398,400	\$236,301	\$170,067	201	\$391,950	\$281,199	\$227,733	52	\$101,400	\$72,748	\$58,916

*Costs include estimated per unit price plus installation as of May 1, 2015.

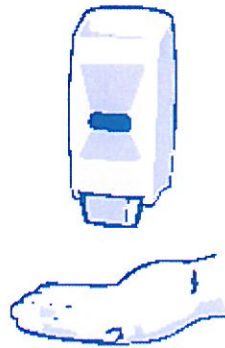
Correct Handwashing Procedures

Procédure correcte de lavage des mains

1 **Wet Hands** *Mouiller les mains*



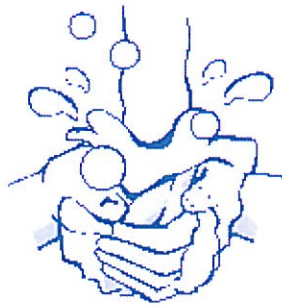
2 **Soap** *Prendre du savon*



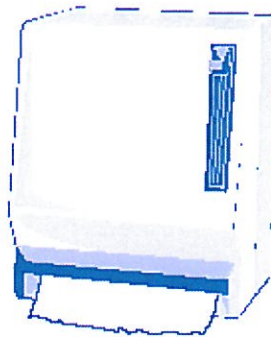
3 **Lather** (minimum 15 seconds) *Faire mousser* (minimum de 15 secondes)



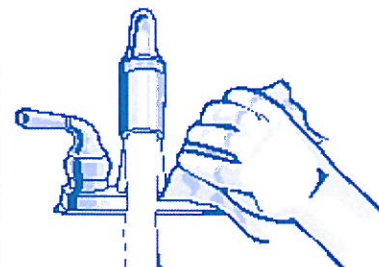
4 **Rinse** *Rincer*



5 **Towel dry** *Sécher les mains avec une serviette*



6 **Turn taps off with towel** *Fermer le robinet avec la serviette*



York Region Health Connection

1-800-361-5653

TTY 1-866-252-9933

www.york.ca/foodsafety



Hooray for Handwashing

1 WET your hands



2 SOAP your hands



3 RUB your hands



4 RINSE your hands



5 DRY your hands



6 Use paper towels to **TURN OFF** tap



1-800-361-5553
TTY: 1-800-252-0111

York Region Health Connection

Community and Health Services
Public Health

www.york.ca



6464 03 2014

Hand Washing Resources (prepared by S. Fennell, DPA/Health & Physical Education Consultant)

Resource	Grade Level	Source
http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=e3041e2096252410VgnVCM10000071d60f89RCRD&vgnextchannel=80f862ca69902410VgnVCM10000071d60f89RCRD		
Toronto Public Health Teacher Resources About the Clean Hands Kit – contents and ideas for discussion Lather, Rinse, Defeat Germs DVD – key messages Hand Washing and Healthy School Framework (PDF) Activity (PDF) – hand washing technique using Glow Germ Hand cleaning game with cards (PDF) Secret code game (PDF) Word scramble (PDF) True/false quiz (PDF) Word search (PDF)	Junior Grades Very basic and boring	Toronto Public Health – Available on Line
https://www.youtube.com/watch?v=sCx_Ylo85R4 Youtube video	Junior Grades Great commercial type approach	Toronto Public Health – Available on Line
Hand washing Poster available on line	Junior Grades Many languages available	Toronto Public Health – Available on Line
https://www.youtube.com/watch?v=vYwypSLiaTU	all grades including secondary realistic	You tube 2009
https://www.youtube.com/watch?v=NoxdS4eXy18	primary /junior cartoon	You tube 2013
https://www.youtube.com/watch?v=V7LUOFKEShU	primary junior intermediate realistic	you tube 2010 - Eastern Ontario Health

REPORT

REPORT TO: Accommodation and Business Affairs Committee
FROM: Administration
DATE: May 19, 2015
SUBJECT: i) Design Status
ii) Construction Status

Executive Summary

The purpose of this report is to provide information to Trustees regarding the status of major pupil accommodation projects as of May 6, 2015.

i) DESIGN STATUS

Sharon West (OLGC Replacement School)

At the April 28, 2015 Board meeting, Trustees approved the formation of the Architect Selection Committee for this project. Access to the site is not expected to be available until late 2015. Occupancy of the school is currently scheduled for September 2017.

ii) CONSTRUCTION STATUS

Kleinburg CES

The low tender submitted by Pre-Eng Contracting Ltd. in the amount of \$9,869,000 (HST exc.) was approved, subject to Ministry of Education approval, at the Board meeting held on April 28, 2015. Ministry approval has not been received.

Guardian Angels CES

With the exception of the sod for the playfield, construction is complete. The contractor is addressing deficiencies.

St. Joseph, Markham Replacement School and Child Care Centre

The school was occupied on the weekend of November 14-16. Construction of the Child Care Centre is complete. The contractor is addressing deficiencies in the school and child care centre.

Full Day Kindergarten Projects

There are eight Full Day Kindergarten projects scheduled for this year. The locations of the projects are:

Immaculate Conception	St John Paul II
Light of Christ	St Margaret Mary
Our Lady of Peace	St Peter
St Vincent de Paul	St Clement

With the exception of the St John Paul II project which includes the expansion of the two existing Kindergarten classrooms, all projects are internal renovations of existing space. No classroom additions to the schools are considered in any of the projects.

Prepared and submitted by: J. B. Eldridge, Superintendent of Plant
Endorsed by: J. A. Sabo, Associate Director - Corporate Services & Treasurer of the Board

York Catholic District School Board

REPORT

REPORT TO: Accommodation Committee
FROM: Administration
DATE: May 19, 2015
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.

Note: At the time of preparing this report, there are 29 requests for individual portables and three portables have been deemed surplus. The 10-pak at Fr. Bressani CHS is scheduled for demolition this summer. Further analysis is continuing and will include surplus port-a-paks and further revision as to requirement vs. requests.

Background Information

The Ministry introduced a new allocation in 2010–11 to address the estimated annual cost of temporary accommodation previously charged to boards' New Pupil Places Grant. The 2014-15 Temporary Accommodation Grant, which can be used for portable moves, leases and purchases, is \$1,250,000.

Portable/Port-a-pak Requests

The initial number of portable requests is high this year. To date, requests for 29 portables have been received and three portables have been identified as being surplus to the needs of the school. The portable requests are summarized in Table 1 attached to this report as Appendix A. Please note, Senior Administration is continuing analysis and review of these requests and will be adjusted accordingly. Initial analysis has determined that there are available port-a-paks that could be utilized to offset temporary accommodation needs, however, further analysis is required to determine feasibility of total vs. partial relocation.

Fr. Bressani Catholic High School Port-a-Pak

The 10-pak attached to Fr. Bressani Catholic High School was originally scheduled to be removed from the site in 2013 and again in 2014. However, each time it was decided that the structure would remain for one more year in order to accommodate the program needs of the school. The enrolment at Father Bressani does not support the need for the 10-pak at the school. Unless required for other purposes and approved by the Board, this structure is scheduled for demolition in July/August 2015 in accordance with past Board direction.

Next Steps

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

Prepared and Submitted by: J. B. Eldridge, Superintendent of Plant
Endorsed by: J. A. Sabo, Associate Director - Corporate Services and Treasurer of the Board

Table 1: Summary of Initial Portable/Port-a-pak Requests as at April 30, 2015

		2014-2015			2015-2016			SURPLUS			REQUEST		
AREA	SCHOOL NAME	PORTABLE	PORT - A- PAK	TOTAL	PORTABLE	PORT -A- PAK	TOTAL	PORTABLE	PORT -A- PAK	TOTAL	PORTABLE	PORT -A- PAK	TOTAL
1	Our Lady of Good Counsel	2	0	2	3	0	3				1	0	1
	St. Brendan	0	8	8	4	8	12				4	0	4
	St. Elizabeth Seton	0	0	0	3	0	3				3	0	3
2													
	St. Kateri Tekakwitha	1	0	1	2	0	2				1	0	1
	St. Patrick, Markham	0	0	0	2	0	2				2	0	2
	St. Rene Goupil-St. Luke	0	0	0	1	0	1				1	0	1
3													
	Immaculate Conception	5	0	5	7	0	7				2	0	2
	St. Clare	1	0	1	0	0	0	-1	0	-1			
	St. Michael the Archangel	4	0	4	5	0	5				1	0	1
	St Andrew	1	0	1	0	0	0	-1	0	-1			
4													
	Christ the King	4	0	4	2	0	2	-2	0	-2			
	St. John Paul II	0	0	0	3	0	3				3	0	3
TOTAL ELEMENTARY		18	8	26	32	8	40	-4	0	-4	18	0	18
	Cardinal Carter	6	0	6	10	0	10				4	0	4
	St. Maximilian Kolbe	4	6	10	6	6	12				2	0	2
	St. Robert	7	12	19	9	12	21				2	0	2
	St Theresa of Lisieux	9	12	21	12	12	24				3	0	3
TOTAL SECONDARY		26	30	56	37	30	67	0	0	0	11	0	11
TOTAL		43	38	81	69	38	107	-4	0	-4	29	0	29

York Catholic District School Board

REPORT

Report To: Accommodation and Business Affairs Committee
From: Administration
Date: May 19, 2015
Subject FRP & SCI Capital Renewal Projects Update

Executive Summary

The purpose of this report is to update information provided to Trustees at the last Accommodation and Business Affairs Committee meeting regarding the proposed 2014-2015 Capital Project program. This program is funded through the Facilities Renewal Program (FRP) and School Condition Improvement (SCI).

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

Background Information

The purpose of Facility Renewal and School Condition Improvement funding is intended to support projects that are required to implement facility upgrades, address high priority building renewal needs, including some work related to local program and accommodation needs, as well as mandatory upgrades required by provincial or municipal jurisdictions.

Key considerations in the capital improvement program are the databases that have been created by consultants (e.g. roofing, building envelope, environmental, etc.) who have been engaged to assess the condition of the buildings and grounds. Of particular importance is the database created through the Ministry's school condition assessment program. School Condition Improvement funding is provided to specifically address events that are identified through this assessment program.

Work undertaken in the 2014 – 2015 Capital Improvement Program must adhere to the Broader Public Sector (BPS) Procurement Directive in terms of acquiring goods and services.

Current Status

There are approximately 60 FRP and SCI projects in this year's project roster. Seven projects have been completed and 10 projects are currently in progress. Sixteen projects have been tendered and awarded. The large projects, such as driveway/play area asphalt projects and roofing projects are scheduled to begin the last week of June or first week of July in order to minimize the disruption to the schools. Fifteen projects are currently being tendered – all of which will close within the next three weeks – and there are fifteen projects which are currently in design.

Next Steps

The design of the remaining projects is underway. Administration is continuing to meet with the project consultants to expedite design and tender phases of the projects. The goal is to complete the tender process within the next four to five weeks.

Prepared & Submitted by: J. B. Eldridge, Superintendent of Plant
Endorsed by: J. A. Sabo, Associate Director: Corporate Services & Treasurer of the Board

APPENDIX A

Category	School	Description of project	Trustee	Status
Accessibility	3 schools	Braille Signage		In progress
Accessibility	Cardinal Carter CHS	Servery access	Stong/Mazzotta/Crowe	Complete
Accessibility	St Brigid	Barrier Free Washroom	Crowe	In design
Accessibility	St Anthony	Barrier Free Lifts	Cotton	Tendered
Accessibility	St Anthony	Barrier Free Washroom	Cotton	Tendered
Accessibility	St Jean de Brebeuf	Calming Room	Marchese/Giuliani	Complete
Accessibility	Holy Spirit	Calming Room	Crowe	Complete
Asbestos	St Matthew	Asbestos Entrance Soffits	Cotton	Complete
Asbestos	Various-Re-survey	Annual re-survey all schools		Complete
Asbestos	Various-Non Friable	Non-Friable Removals		As required
Electrical	various	Annual main service inspection/repair		Complete
Elevators/Lifts	Light of Christ	Stage Lift	Crowe	In design
Elevators/Lifts	St Robert CHS	Lift for west gym access	Cotton/Mazzotta/Stong	In design
Energy Management	Various	Environmental Services		
Fire Alarm	St Margaret Mary	Replace and Upgrade	Giuliani	In design
Fire Alarm	St Mark	Replace and Upgrade	Crowe	Tendered
Flooring	St James	Replace gym floor tile	Ciaravella	Awarded
Flooring	St Brother Andre	Library floor replace	Cotton/Mazzotta/Stong	Tendered
Flooring	CEC	Cafeteria floor repair		In design
Grounds	Light of Christ	Retaining wall	Crowe	Tendered
Grounds	Prince of Peace	Playground	McNichol	Awarded
Grounds	St Anne	Sidewalks and bus loop	Mazzotta/Stong	Awarded
Grounds	St Maximilian Kolbe CHS	Bleachers & Fence	Crowe/McNichol	In progress
Grounds	St Joan of Arc CHS	Driveway/Parking	Ciaravella	Awarded

Category	School	Description of project	Trustee	
Grounds	St. Clement	Repave portion of play area	Giuliani	Awarded
Grounds	CEC	Re-grade Back patio		Tendered
HVAC	Fr John Kelly	RTU's replacement	Ciaravella	In design
HVAC	St Mark	RTUs and boiler replacement	Crowe	In design
HVAC	St John Bosco	Boiler replacement	Marchese	In progress
HVAC	St Catherine of Siena	Replace library roof top unit	Giuliani	In progress
HVAC	St Robert CHS	Replace 1 RTU in Café	Cotton/Mazzotta/Stong	In design
HVAC	St Charles Garnier	Boiler replacement	Mazzotta/Stong	Tendered
HVAC	Our Lady of the Rosary	Boiler replacement	Ferlisi	In progress
HVAC	Our Lady of the Rosary	Cooling Centres	Ferlisi	In progress
HVAC	Immaculate Conception	Cooling Centres	Marchese	Awarded
HVAC	Fr Michael McGivney CA	HVAC Retrofit	Mogado	Complete
Inst. Program	FMMCA	Lecture Hall	Mogado	In design
Masonry, Walls & Structural	Mother Teresa	Effluorescence on outside walls	Mogado	In design
Masonry, Walls & Structural	St Joan of Arc CHS	Metal siding, masonry, window caulking	Ciaravella	Tendered
Masonry, Walls & Structural	St John Chrysostom	EIFS Replacement	McNichol	In progress
Masonry, Walls & Structural	Sacred Heart CHS	EIFS Replacement	Crowe/McNichol	In design
Masonry, Walls & Structural	Blessed Trinity	EIFS Replacement	Ciaravella	Tendered
Masonry, Walls & Structural	St Nicholas	Soffits and Fascia	McNichol	In progress
Masonry, Walls & Structural	CEC	Curtain wall/Effluorescence on brickwork		Awarded
PA Systems	St Bernadette	Replace PA	McNichol	In design
PA Systems	Immaculate Conception	Replace PA	Marchese	Awarded

Category	School	Description of project	Trustee	
Painting - Elementary	St Kateri Tekakwitha	Annual Program	Mogado	Tendered
Painting - Elementary	Good Shepherd	Annual Program	McNichol	Tendered
Painting - Elementary	St Mary Immaculate	Annual Program	Mazzotta/Stong	Tendered
Painting - Elementary	St Angela Merici	Annual Program	Giuliani	Tendered
Painting - Secondary	Sacred Heart	Annual Program	Crowe/McNichol	Tendered
Roof	Father John Kelly	Replace	Ciaravella	Awarded
Roof	Fr Michael McGivney CA	Gym Roof	Mogado	Awarded
Roof	St Rene Goupil-St Luke	Replace failed roof sections	Cotton	Awarded
Roof	St Matthew	Replace failed roof sections	Cotton	Awarded
Security	Various	CCTV upgrades		On going
Security	Various	Security Monitoring		On going
Stairs	St. Bernadette	Replace one set	McNichol	Awarded
Stairs	Divine Mercy	Replace two sets	Ciaravella	Awarded
Stairs	Our Lady of the Rosary	Replace two set	Ferlisi	Awarded
Stairs	Fr Henri JM Nouwen	Replace one set	Mazzotta/Stong	Awarded
VOIP	Various			
Windows, Doors & Maintenance	St Matthew	Replace skylights	Cotton	Awarded
Windows, Doors & Maintenance	St Clement	Re-caulk exterior windows	Giuliani	
Windows, Doors & Maintenance	St Patrick (M)	Replace exterior windows	Mogado	In design
Windows, Doors & Maintenance	Christ the King	Replace Windows	Mazzotta/Stong	In design
Windows, Doors & Maintenance	St Anthony	Replace exterior windows	Cotton	Tendered

F = Facility Renewal Program
 S = School Condition Improvement
 P = Proceeds of Disposition
 A – Accommodation Review

York Catholic District School Board

REPORT

Report To: Accommodation & Business Affairs Committee
From: Administration
Date: May 19, 2015
Report: Purchasing Bid Activity Report February 24, 2015 – May 8, 2015

EXECUTIVE SUMMARY

Attached (Appendix A) is the Purchasing Bid Activity Report showing all bid activities for the period February 24, 2015 – May 8, 2015.

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 is no exception to report for this period.

SUMMARY

For Committee information, attached as Appendix A is the Purchasing Bid Activity Report covering the period February 24, 2015 – May 8, 2015.

Prepared by: Steve Mills, Manager, Purchasing Services
Submitted by: Anna Chan, Sr. 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
February 24, 2015 – May 8, 2015**

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**Purchasing Bid Activity Report
Tenders, RFPs, and Quotations
As at 5/8/2015**

Bids Awarded - Feb 24/15 to May 08/15																	
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
2015-163-Q	Vicon Software (CCTV System)	< \$25k	< \$25k	Awarded	1-May-15	6-May-15	7-May-15	CH	Underwriters Security Controls - ALSO KNOWN AS PURE ENERGY	1	\$8,100	\$8,100	8-May-15 to 30-May-15	0	4/3/3	n/a	n/a
2015-155-P	Internal Audit Staffing	\$75k to \$250k	\$75k to \$250k	Awarded	10-Apr-15	20-Apr-15	22-Apr-15	JR	Grant Thornton LLP, PWC, Richter	3	\$75,000	\$75,000	4-May-15 to 30-Jun-15	0	7/5/4	n/a	n/a
2015-153-T	Mechanical-Upgrade Heating Control Loop for Heat Pumps-Light of Christ	\$25k to \$75k	\$25k to \$75k	Awarded	13-Apr-15	21-Apr-15	30-Apr-15	KM	D F Mechanical Limited	1	\$40,950	\$40,950	4-May-15 to 15-Jul-15	0	5/5/5	n/a	n/a
2015-145-T	Mechanical-Domestic Hot Water Heater System-Holy Cross	\$75k to \$250k	\$75k to \$250k	Awarded	19-Mar-15	2-Apr-15	30-Apr-15	KM	D F Mechanical Limited	1	\$32,750	\$32,750	1-May-15 to 15-Jun-15	0	8/6/6	n/a	n/a
2015-143-T	Bibles	< \$25k	< \$25k	Awarded	17-Mar-15	31-Mar-15	8-Apr-15	ID	Canadian Bible Society	1	\$20,000	\$20,000	15-Apr-15 to 14-Apr-16	1	7/3/3	n/a	n/a
2015-142-T	Alterations-Interior-FDK-Ou r Lady of Peace CES	> \$250k	> \$250k	Awarded	31-Mar-15	16-Apr-15	1-May-15	KM	Silver Birch Contracting Ltd	1	\$394,800	\$394,800	26-Jun-15 to 28-Aug-15	0	8/8/8	n/a	n/a
2015-141-P	Privacy and Records Management(RIAT)	\$25k to \$75k	\$25k to \$75k	Awarded	12-Mar-15	1-Apr-15	10-Apr-15	JR	PWC	1	\$50,000	\$50,000	13-Apr-15 to 22-May-15	0	4/3/3	n/a	n/a
2015-140-T	Alterations-Interior-Painting and Gym Floor Work-St Angela Merici CES	\$75k to \$250k	\$75k to \$250k	Awarded	23-Mar-15	13-Apr-15	17-Apr-15	KM	Deciantis Construction Limited	1	\$103,400	\$103,400	6-Jul-15 to 7-Aug-15	0	6/6/6	n/a	n/a
2015-134-T	Alterations-Interior-Special Needs Washroom-St Patrick-Schomberg	\$25k to \$75k	\$25k to \$75k	Awarded	10-Feb-15	24-Feb-15	5-Mar-15	KM	RJB Construction (1989) Ltd	1	\$19,780	\$19,780	13-Mar-15 to 22-Mar-15	0	6/6/6	n/a	n/a
2015-133-Q	Sound & Production System: Father Michael McGivney CHS	\$25k to \$75k	\$25k to \$75k	Awarded	13-Feb-15	24-Feb-15	25-Feb-15	CH	G.H. Grassby & Associates	1	\$37,964	\$37,964	1-Mar-15 to 31-Mar-15	0	10/1/1	n/a	n/a

Bids Awarded - Feb 24/15 to May 08/15																	
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
2015-120-T	Alterations-Interior-Stair Placement-St Bernadette, Divine Mercy, Our Lady of	> \$250k	> \$250k	Awarded	11-Mar-15	26-Mar-15	7-Apr-15	KM	Raffaele Castaldo General Contracting Inc, RJB Construction (1989) Ltd, Silver Birch Contracting Ltd	3	\$242,580	\$242,580	29-Jun-15 to 25-Aug-15	0	5/5/5	n/a	n/a
2015-117-T	Roofing-Replacement-Fr John Kelly / St Matthew	> \$250k	> \$250k	Awarded	9-Mar-15	24-Mar-15	30-Apr-15	KM	Atlas-Apex Roofing Inc	1	\$581,417	\$581,417	29-Jun-15 to 23-Aug-15	0	6/6/6	n/a	n/a
2015-115-T	Mechanical-HVAC-RTU Replacement-St Catherine of Siena	> \$250k	> \$250k	Awarded	10-Mar-15	25-Mar-15	7-Apr-15	KM	Pipe-All Plumbing & Heating Ltd	1	\$133,780	\$133,780	15-Apr-15 to 15-Jun-15	0	6/5/5	n/a	n/a
2015-114-T	Mechanical-Boiler Replacement-St John Bosco	\$75k to \$250k	\$75k to \$250k	Awarded	31-Mar-15	21-Apr-15	23-Apr-15	KM	M. Schultz Mechanical Ltd	1	\$198,205	\$198,205	24-Apr-15 to 15-Jul-15	0	6/5/3	n/a	n/a
2015-110-T	Groundwork-Asphalt Improvement-Driveway/Par king-St Joan of Arc	> \$250k	> \$250k	Awarded	24-Feb-15	11-Mar-15	20-Mar-15	KM	Peltar Paving & General Contracting	1	\$496,859	\$496,859	29-Jun-15 to 21-Aug-15	0	6/5/5	n/a	n/a
2015-109-T	Groundwork-Concrete & Asphalt Improvement-Sidewalk &	> \$250k	> \$250k	Awarded	10-Mar-15	26-Mar-15	30-Apr-15	KM	Roadside Paving	1	\$217,990	\$217,990	29-Jun-15 to 21-Aug-15	0	7/7/7	n/a	n/a
2015-107-T	Flooring-Classroom Tile Replacement-St James	\$75k to \$250k	\$75k to \$250k	Awarded	26-Feb-15	17-Mar-15	20-Mar-15	KM	Silver Birch Contracting Ltd	1	\$85,900	\$85,900	29-Jun-15 to 14-Aug-15	0	5/4/4	n/a	n/a
2015-100-T	Alterations-Exterior Upgrades-St Nicholas	> \$250k	> \$250k	Awarded	9-Feb-15	26-Feb-15	20-Mar-15	KM	Rutherford Contracting Ltd.	1	\$408,209	\$408,209	29-Jun-15 to 14-Aug-15	0	8/8/8	n/a	n/a
2015-98-T	Alterations-Exterior Upgrades-St John Chrysostom	\$75k to \$250k	\$75k to \$250k	Awarded	4-Mar-15	20-Mar-15	7-Apr-15	KM	RJB Construction (1989) Ltd	1	\$127,845	\$127,845	29-Jun-15 to 14-Aug-15	0	6/6/6	n/a	n/a
2015-89-T	Groundwork-Asphalt-Rep ave portion of Play Area-St Clement	\$75k to \$250k	\$75k to \$250k	Awarded	24-Feb-15	12-Mar-15	20-Mar-15	KM	Roadside Paving	1	\$203,225	\$203,225	29-Jun-15 to 21-Aug-15	0	5/4/4	n/a	n/a
2015-87-T	Groundwork-Playground Restoration-Prince of Peace	> \$250k	> \$250k	Awarded	24-Feb-15	13-Mar-15	20-Mar-15	KM	Roadside Paving	1	\$421,260	\$421,260	29-Jun-15 to 21-Aug-15	0	6/4/4	n/a	n/a

Bids Awarded - Feb 24/15 to May 08/15																	
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
2015-83-Q	Sound System & Installation : Sacred Heart CHS	< \$25k	< \$25k	Awarded	9-Dec-14	17-Dec-14	24-Feb-15	CH	GH Grassby	1	\$36,198	\$36,198	27-Feb-15 to 31-Mar-15	0	10/1/1	n/a	n/a
2015-76-P	Implementation of the SuccessFactors Recruitment Marketing	\$25k to \$75k	\$75k to \$250k	Awarded	16-Dec-14	23-Jan-15	17-Apr-15	CH	GroupeX Solutions	1	\$132,720	\$132,720	20-Apr-15 to 28-Feb-16	0	0/3/3	n/a	n/a
2015-72-T	Alterations-Exterior Upgrades- Phase 2-Catholic Education	> \$250k	> \$250k	Awarded	22-Jan-15	6-Feb-15	9-Mar-15	KM	J McBride and Sons	1	\$213,900	\$213,900	6-Jul-15 to 28-Aug-15	0	8/7/7	n/a	n/a
2015-66-A	Audit Services - Co-Sourcing Arrangement	> \$250k	\$75k to \$250k	Awarded	2-Dec-14	19-Dec-14	5-Mar-15	JR	Deloitte & Touche Lip, Ernst & Young, Grant Thornton LLP, Kpmg, MNP LLP, Pricewaterhouse Coopers LLP, Richter	7	\$1,000,000	\$200,000	6-Mar-15 to 30-Nov-17	2	6/8/8	n/a	n/a
2015-56-P	Employee Assistance Program (EAP)	> \$250k	\$75k to \$250k	Awarded	TBD	31-May-12	4-May-15	ID	Morneau Shepell	1	\$394,262	\$197,131	1-Sep-15 to 31-Aug-17	0	5/6/6	York boards	YRDSB
2015-47-P	Development of HR Training	\$25k to \$75k	\$25k to \$75k	Awarded	28-Jan-15	2-Mar-15	22-Apr-15	JR	Turner Consulting Group	1	\$30,000	\$30,000	1-May-15 to 1-Aug-15	0	1/4/4	n/a	n/a
2015-45-P (YRDSB 15R04)	STS - Wheelchair and Minivan Vehicles	> \$250k	> \$250k	Awarded	13-Jan-15	12-Feb-15	1-Mar-15	JR	Sharp Bus Lines, Sinton Transportation, Stock Transportation Ltd, switzer Carty Transportation, Voyageur	5	\$14.00M	\$2.00M	1-Aug-15 to 30-Jun-20	2	0/10/10	York boards	YRDSB
2015-34-T	Mechanical-HVAC-Boiler-O ur Lady of the Rosary-Boiler Replacement	> \$250k	> \$250k	Awarded	18-Feb-15	5-Mar-15	13-Mar-15	KM	MSB Mechanical Ltd	1	\$278,700	\$278,700	16-Mar-15 to 16-Jun-15	0	7/6/6	n/a	n/a
2015-27-P (OECM 2011-145-0	Multifunctional Copiers	> \$250k	> \$250k	Awarded	1-Dec-11	17-Jan-12	30-Mar-15	ID	Xerox Canada Ltd	1	\$5.00M	\$1,000,000	1-Jul-15 to 30-Jun-20	0	3/3/3	OECM	OECM
2015-26-P	Office Furniture	\$75k to \$250k	\$25k to \$75k	Awarded	13-Jan-15	3-Feb-15	31-Mar-15	ID	Muir Office Equipment Limited	1	\$200,000	\$50,000	1-Apr-15 to 31-Mar-16	2	0/3/3	n/a	n/a

Bids Awarded - Feb 24/15 to May 08/15																	
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
2015-21-Q	Disposal of Electronic Equipment	N/A	N/A	Awarded	TBD	TBD	23-Apr-15	KM	Artex Environmental Corporation	1	\$0	n/a	1-Jun-15 to 31-Aug-15	3	1/1/0	PB clause	YRDSB
2015-11-T	Roofing-Roof Replacement-Fr Michael McGivney (Gym Roof) / St	> \$250k	> \$250k	Awarded	2-Mar-15	17-Mar-15	20-Mar-15	KM	Provincial Industrial Roofing & Sheet Metal Co Ltd, Sproule Specialty Roofing Ltd	2	\$602,560	\$602,560	29-Jun-15 to 23-Aug-15	0	8/8/8	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
2015-162-Q	Flooring-VCT Removal/VCT Replacement-St Stephen	N/A	N/A	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	4-Jul-15 to 21-Aug-15	0	0/0/0	n/a	n/a
2015-160-T	Alterations-Interior-FDK-Ou r Lady of Fatima CES	> \$250k	> \$250k	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2015-159-T	Alterations-Interior-FDK-St Clement CES	> \$250k	> \$250k	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2015-156-P	Electronic Drawings Standards and Template	< \$25k	< \$25k	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	TBD to TBD	0	0/0/0	CSBSA	YCDSB
2015-154-A	Special Interest Providers Pre-Qualification	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
2015-152-A	Childcare Services-Before and After School Prequalification	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
2015-148-T	Groundwork-Soft Surface-Playfield Restoration Work-St	\$75k to \$250k	\$75k to \$250k	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2015-138-T	Alterations-Interior-FDK-St Margaret Mary CES	> \$250k	> \$250k	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2015-132-T	Groundwork-Playground Site Preparation-Christ the King CES	N/A	N/A	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2015-131-T	Groundwork-Playground Site Preparation-St Vincent de Paul CES	N/A	N/A	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2015-130-T	Groundwork-Playground Site Preparation-St Clare	N/A	N/A	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
2015-129-P	Cabling for Wireless Expansion	N/A	N/A	Upcoming	TBD	TBD	TBD	CH		0	n/a	n/a	1-Jul-15 to 30-Jun-16	0	0/0/0	n/a	n/a
2015-128-A	Taxi Service Provider	> \$250k	> \$250k	Upcoming	TBD	TBD	TBD	JR		0	\$6.00M	\$6.00M	1-Sep-15 to 30-Jun-16	0	0/0/0	York boards	YRDSB
2015-116-T	Mechanical Boiler Replacement-St Charles Garnier	\$75k to \$250k	\$75k to \$250k	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	15-May-15 to TBD	0	0/0/0	n/a	n/a
2015-113-T	Mechanical--RTU & Boiler Replacement-St Mark	> \$250k	> \$250k	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	15-May-15 to TBD	0	0/0/0	n/a	n/a
2015-108-T	Groundwork-Retaining Wall-Light of Christ	> \$250k	> \$250k	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	15-May-15 to TBD	0	0/0/0	n/a	n/a
2015-101-T	Alteration-Interior-Painting Projects-Good Shepherd, Kateri Tekakwitha and	> \$250k	> \$250k	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	29-Jun-15 to TBD	0	0/0/0	n/a	n/a
2015-95-T	Alteration-Interior-Renovati on of Lecture Hall-Fr Michael McGivney	\$75k to \$250k	\$75k to \$250k	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	15-May-15 to TBD	0	0/0/0	n/a	n/a
2015-90-T	Groundwork-Re-Grade Back Patio-CEC	\$75k to \$250k	\$75k to \$250k	Upcoming	TBD	TBD	TBD	KM		0	n/a	n/a	15-May-15 to TBD	0	0/0/0	n/a	n/a
2015-63-P	Consulting Services-Real Estate	> \$250k	\$75k to \$250k	Upcoming	TBD	TBD	TBD	ID		0	n/a	n/a	1-Dec-15 to 30-Nov-20	0	0/0/0	York boards	YRDSB
2015-30-P	Playground Equipment and Outdoor Furniture-Supply and Installation--Child Care	\$75k to \$250k	\$75k to \$250k	Upcoming	TBD	TBD	TBD	ID		0	n/a	n/a	15-May-15 to 1-Jun-15	0	0/0/0	n/a	n/a
2015-23-P	Services of a Mechanical & Electrical Consultant	> \$250k	\$75k to \$250k	Upcoming	TBD	TBD	TBD	CH		0	n/a	n/a	15-Nov-15 to 14-Nov-20	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
2015-18-P	Glazing Services	> \$250k	\$25k to \$75k	Upcoming	TBD	TBD	TBD	CH		0	n/a	n/a	1-Jul-15 to 30-Jun-20	0	0/0/0	York boards	YCDSB

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
2015-164-T	Alterations-Exterior Upgrades-Window Replacement-St Anthony	> \$250k	> \$250k	Released	6-May-15	13-May-15	TBD	KM		0	n/a	n/a	26-Jun-15 to 21-Aug-15	0	6/0/0	n/a	n/a
2015-161-Q	Asbestos Abatement-Immaculate Conception CES	\$25k to \$75k	N/A	Released	2-May-15	12-May-15	TBD	KM		0	n/a	n/a	4-Jul-15 to 21-Aug-15	0	5/0/0	n/a	n/a
2015-158-T	Alterations-Exterior-EIFS Repairs-Blessed Trinity	> \$250k	> \$250k	Released	7-May-15	22-May-15	TBD	KM		0	n/a	n/a	29-Jun-15 to 14-Aug-15	0	9/0/0	n/a	n/a
2015-157-Q	Sound System - Father Frederick McGinn	< \$25k	< \$25k	Released	27-Apr-15	11-May-15	TBD	CH		0	n/a	n/a	11-May-15 to 1-Jun-15	0	9/0/0	n/a	n/a
2015-139-T	Alterations-Interior-Barrier Free Washroom-St Brigid	\$75k to \$250k	\$75k to \$250k	Released	6-May-15	21-May-15	TBD	KM		0	n/a	n/a	25-Jul-15 to 31-Aug-15	0	6/0/0	n/a	n/a
2015-136-T	Alterations-Interior-FDK-St John Paul II	> \$250k	> \$250k	Released	28-Apr-15	14-May-15	TBD	KM		0	n/a	n/a	26-Jun-15 to 29-Oct-15	0	8/0/0	n/a	n/a
2015-97-T	Alterations-Exterior Upgrades-St Joan of Arc	> \$250k	> \$250k	Released	1-May-15	19-May-15	TBD	KM		0	n/a	n/a	29-Jun-15 to 30-Aug-15	0	11/0/0	n/a	n/a
2015-59-P (YRDSB # 15R181)	Contract Agency Support : Child Youth Workers (CYW) / External Service	> \$250k	> \$250k	Released	23-Apr-15	12-May-15	TBD	CH		0	n/a	n/a	1-Sep-15 to 31-Aug-20	0	0/0/0	York boards	YRDSB
2015-28-P	Playground Equipment and Outdoor Furniture-Supply and Installation--Child Care	\$75k to \$250k	\$75k to \$250k	Released	7-May-15	TBD	TBD	ID		0	n/a	n/a	1-Jun-15 to 1-Jun-15	0	0/0/0	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
2015-151-Q	Real Estate Appraisal Services	< \$25k	< \$25k	Closed	9-Apr-15	28-Apr-15	TBD	ID		0	n/a	n/a	15-May-15 to 1-Nov-15	0	5/0/0	n/a	n/a
2015-150-Q	Planning Services for Highest & Best Use Study	< \$25k	< \$25k	Closed	9-Apr-15	28-Apr-15	TBD	ID		0	n/a	n/a	15-May-15 to 1-Nov-15	0	7/0/0	n/a	n/a
2015-149-P	Telephony Service & Support for Existing Norstar Telephone Key Systems	\$75k to \$250k	\$25k to \$75k	Closed	8-Apr-15	30-Apr-15	TBD	CH		0	n/a	n/a	1-Jun-15 to 31-May-18	2	2/5/0	n/a	n/a
2015-137-T	Alterations-Interior-FDK-Immaculate Conception	> \$250k	> \$250k	Closed	16-Apr-15	1-May-15	TBD	KM		0	n/a	n/a	30-May-15 to 24-Aug-15	0	8/6/5	n/a	n/a
2015-135-I	Voltage Regulators	N/A	N/A	Closed	9-Apr-15	27-Apr-15	TBD	KM		0	n/a	n/a	TBD to TBD	0	0/2/0	n/a	n/a
2015-79-T	New School Construction-Catholic Elementary	N/A	N/A	Closed	30-Mar-15	21-Apr-15	TBD	KM		0	n/a	n/a	18-May-15 to 31-Aug-16	0	8/8/8	n/a	n/a
2015-39-P	Student Uniforms	> \$250k	> \$250k	Closed	12-Mar-15	30-Mar-15	TBD	JR		0	\$10.00M	\$2.00M	1-Jul-16 to 30-Jun-21	2	2/4/4	n/a	n/a
2015-31-P	Playground Equipment and Outdoor Furniture-Supply and Installation-Child Care	\$25k to \$75k	\$25k to \$75k	Closed	8-Apr-15	27-Apr-15	TBD	ID		0	n/a	n/a	29-Jun-15 to 15-Aug-15	0	6/4/0	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
2015-124-T	Alterations-Interior-Stair Replacement-St Angela Merici	\$75k to \$250k	\$75k to \$250k	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2015-123-T	Alterations-Interior-Stair Replacement-Fr Henri Nouwen	\$25k to \$75k	\$25k to \$75k	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2015-122-T	Alterations-Interior-Stair Replacement-Our Lady of the Rosary	\$75k to \$250k	\$75k to \$250k	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2015-121-T	Alterations-Interior-Stair Replacement-Divine Mercy	\$75k to \$250k	\$75k to \$250k	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2015-119-T	Roofing-Replace Roof Section-St Matthew	> \$250k	> \$250k	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2015-118-T	Roofing-Replacement Roof Section-St Rene Goupil	> \$250k	> \$250k	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2015-105-T	Alterations-Exterior Upgrades-Building Envelope Work-St Joseph	> \$250k	> \$250k	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2015-93-T	HVAC-Cooling Centres-Immaculate Conception	\$75k to \$250k	\$75k to \$250k	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2015-92-T	HVAC-Cooling Centre-Our Lady of the Rosary	\$75k to \$250k	\$75k to \$250k	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2015-88-T	Groundwork-Asphalt-Additional Parking Spaces-San Lorenzo	\$75k to \$250k	\$75k to \$250k	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2015-44-P	Actuarial Services	< \$25k	< \$25k	Cancelled	n/a	n/a	n/a	JR		0	\$21,000	\$7,000	TBD to 31-May-18	0		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
2015-40-P (YRDSB# to follow)	Fire Protection Equip.Inspection, Testing, Service and Repair	> \$250k	\$75k to \$250k	Cancelled	n/a	n/a	n/a	JR		0	\$500,000	\$100,000	TBD to 28-Feb-20	0		York boards	York Region DSB

Bids Deferred - 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
2014-115-P	Multifunctional Copiers	> \$250k	> \$250k	Deferred	TBD	TBD	TBD	ID		0	\$6.00M	\$1,000,000	1-Jul-15 to 30-Jun-20	1		York boards	York Region Board

Bids Terminated - 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
2015-144-T	Mechanical-Upgrade Heating Control Loop for Heat Pumps-Light of Christ	\$25k to \$75k	\$25k to \$75k	Terminated	24-Mar-15	8-Apr-15	TBD	KM		0	n/a	n/a	10-Apr-15 to 15-Jun-15	0	5/0/0	n/a	n/a
2015-126-T	P A Replacement - Immaculate Conception	< \$25k	< \$25k	Terminated	19-Feb-15	6-Mar-15	TBD	KM		0	n/a	n/a	14-Mar-15 to 22-Mar-15	0	5/0/0	n/a	n/a
2015-09-T	Alterations-Exterior Upgrades-Window Replacement-St Anthony	> \$250k	> \$250k	Terminated	30-Mar-15	20-Apr-15	TBD	KM		0	n/a	n/a	26-Jun-15 to 21-Aug-15	0	8/6/0	n/a	n/a

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Accommodation and Business Affairs Committee

FROM: Administration

DATE: May 19, 2015

SUBJECT: Print Management Strategy Update

Executive Summary

This report is to provide an update on the Multifunction Printers (MFP) Procurement and Paper Reduction Initiative report that was presented to the Accommodation and Business Affairs Committee on January 20, 2015. The contract was issued to Xerox Canada through OECM (Ontario Education Collaborative Marketplace). Xerox will begin the deployment of equipment in early July. The agreement included the purchase of the Papercut software which will allow the implementation of printing strategies in order to reduce costs.

Background Information

As previously reported, the board has 337 MFPs deployed throughout schools and the CEC which are generating over 95 million total copies annually. There is also an additional 1,965 desktop printers connected to the network, not including the stand-alone printers which are independent and for which only a physical audit can provide information. Since the board had no mechanism to manage these additional printers, it was impossible to estimate the total printing volume for the board. In order to manage printing effectively, the Papercut print management software was identified, tested and purchased through the Xerox Canada contract. This tool will be able to provide print reporting for all desktop printers connected to the print servers including selected MFPs.

Since the cost of printing on desktop printers can be up to 10 times more expensive than on an MFP, this new Papercut software will enable the board to **“Print for Less”** by directing larger print jobs to a more efficient copier or MFP. At the same time, the objective will also be to **“Print Less”** by adding additional configurations to users’ print jobs setting when they are printing from their desktop computer. This will result in reduced costs and volume. These include strategies such as encouraging double-sided printing and using monochrome instead of color.

Another strategy will include the promotion of electronic documentation. Scanning is at no cost to the board while charges apply for copying based on whether color is used or not. Since printed copies need to be physically distributed and eventually stored, the more that is printed, the more expensive it is for the board to manage. However, the storage of electronic document is at a much lesser cost.

The current MFP contract is due to end on June 30, 2015. A Print Management Committee, comprised of CEC and school representatives, will be formed to ensure the development and implementation of a successful strategy. The main objective is to maximize services while supporting future strategies, all at a lower cost. Updates will be presented at future meetings.

Conclusion

Staff is finalizing the transitional plan to the new Xerox Canada MFPs. This includes the installation and training requirements. Further reports will be provided to the board, including an update on the paper reduction strategies, once the implementation is completed.

Prepared and submitted by:
Endorsed by:

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

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Accommodation and Business Affairs Committee

FROM: Administration

DATE: May 19, 2015

SUBJECT: Override Switches in Schools - Update

Executive Summary

This report is intended to provide an update on the report submitted on March 10, 2015 which included information on the use and location of Override Switches in schools. The override switches for elementary schools was updated as per the attached Appendix “A”.

In addition, an email was sent out to all principals that had indicated they did not know the location of the override switch in the *School Survey: Temperature Settings in Schools*. A copy of the email is attached in Appendix “C”.

Background information

As previously reported, override switches were installed in schools to give school administration the ability to control specific HVAC systems that would not generally be scheduled to operate when the school is not fully occupied. Typically, in the elementary panel, these apply to the office, library and gymnasium areas. At the secondary level, in addition to the above, they may also apply to chapels, cafeterias, weight/exercise rooms, lecture halls, large foyers, theatres or staff rooms.

Please note that in some cases, the area mentioned above may not have a dedicated HVAC system (for either heating and/or cooling). In this case, the system would maintain heating settings using the classroom schedule since they would share the same equipment (the areas are greyed out in the Appendices). In these cases, an override switch is not required.

The updated Appendix “A” list all the override switches for the elementary schools. Note that the switches are generally located in the custodian’s office. Appendix “B” list all the override switches for the secondary schools and their location. Note that due to the size of secondary schools, the override switches are typically located closer to the area(s) they serve.

Conclusion

The updated Appendix “A” list all the override switches for the elementary schools. The greyed out areas indicate areas that either do not exist at the school or where the area does not have a dedicated HVAC system. If an override switch controls more than one area, the cell was combined to indicate this fact.

Both principals and custodians have received information on override switches and should know their location. The main objective is to give schools the ability to turn on HVAC Systems when they have been scheduled off. By activating these switches, school admin have the ability to start the HVAC system(s) and use the office, library or gymnasium for school activities. Once activated, the HVAC systems will operate under normal - fully occupied mode.

Attachments:

- Appendix A: Override Switches at Elementary Schools
- Appendix B: Override switches at Secondary Schools
- Appendix C: Copy of email to principals regarding override switches

Prepared and submitted by: Norm Vezina, Senior Manager Environmental & Office Services
Endorsed by: J. A. Sabo, Associate Director – Corporate Services and Treasurer of the Board

Appendix “A”

Override Switches at Elementary Schools

School	Gym	Office	Library	New wing	Total # of Switches
All Saints	1	1	1		3
Blessed Scalabrini	1	1	1		3
Blessed Trinity	1	1	1		3
Canadian Martyrs	1	1	1		3
Christ the King	1	1	1		3
Corpus Christi	1	1			2
Divine Mercy	1	1	1	1	4
Father Frederick McGinn	1	1	1		3
Father Henri Nouwen	1	1	1		3
Father John Kelly	1		1	1	3
Good Shepherd	1	1	1		3
Guardian Angels	1	1			2
Holy Family	1	1	1		3
Holy Jubilee	1	1			2
Holy Name	1	1			2
Holy Spirit	1	1	1		3
Immaculate Conception	1				1
Light of Christ	1	1	1	1	4
Mother Teresa	2	1	1	1	5
Notre Dame	1	1	1		3
Our Lady Help of Christians	1	1			2
Our Lady of Fatima	1	1	1	1	4
Our Lady of Good Counsel	1				1
Our Lady of Grace	1	1	1		3
Our Lady of Hope	1	1			2
Our Lady of Peace	1	1	1	1	4
Our Lady of the Annunciation	1	1	1		3
Our Lady of the Rosary	2	1	1		4
Prince of Peace					0
San Marco	1	1	1		3
Sir Richard W. Scott	1	1			2
St. Agnes of Assisi	1	1	1		3
St. Andrew	1	1	1		3
St. Angela Merici	1	1			2
St. Anne	1		1	1	3
St. Anthony	1	1			2
St. Benedict	1			1	2
St. Bernadette					0
St. Brendan	1	1			2
St. Brigid	1	1	1		3
St. Catherine of Siena	1	1	1	1	4
St. Cecilia	1	1	1		3
St. Charles Garnier	1	1	1	1	4
St. Clare	1	1	1		3
St. Clement	1		1	1	3
St. David	1		1		2
St. Edward	1			1	2

St. Elizabeth Seton	1	1	1		3
St. Emily	1	1	1		3
St. Francis of Assisi	1	1			2
St. Francis Xavier	1	1	1	1	4
St. Gabriel the Archangel	1			1	2
St. Gregory the Great	1	1	1		3
St. James	1	1	1		3
St. Jerome	1	1			2
St. John Bosco	1	1			2
St. John Chrysostom	1	1	1		3
St. John XXIII	1				1
St. John Paul II					0
St. Joseph (Aurora)			1		1
St. Joseph (Markham)	1	1			2
St. Joseph (Richmond Hill)	1	1	1	1	4
St. Joseph the Worker	1			1	2
St. Julia Billiart	1	1	1		3
St. Justin Martyr	1	1	1		3
St. Kateri Tekakwitha	1		1	1	3
St. Margaret Mary		1			1
St. Marguerite D'Youville	1	1			2
St. Mark	1	1	1		3
St. Mary (Nobleton)	1	1	1		3
St. Mary Immaculate	1	1	1		3
St. Mary of the Angels	1	1	1		3
St. Matthew	1	1	1	1	4
St. Michael Academy	1	1			2
St. Michael the Archangel	1	1			2
St. Monica	1	1	1		3
St. Nicholas	1	1	1		3
St. Padre Pio	1	1			2
St. Patrick (Markham)	1		1		2
St. Patrick (Schomberg)	1	1	1		3
St. Paul	1	1	1		3
St. Peter	1	1	1		3
St. Raphael Archangel	1	1			2
St. Rene Goupil/St.Luke	1				1
St. Stephen	1	1			2
St. Thomas Aquinas	1	1	1		3
St. Veronica	1	1	1		3
St. Vincent de Paul	1	1	1		3

Appendix “B”

Override Switches at Secondary Schools

School Name	Area controlled by each switch	Location of Switch
Cardinal Carter	Gym	Gym Office
	Chapel	Chaplaincy office
	Café	Caretaker Utility Rm
	Library	Library Office
Father Bressani	Gym #1	Gym Office #1
	Gym #2	Gym Office#2
	Library	Library Office
	Café	Caretaker Utility Rm
	Office	Admin. Office
Father Michael McGivney	Gym/Exercise Rm	Gym Office
	Café	Caretaker Utility Rm
	Library	Library Office
	Chapel	Chaplain Office
	Office	Admin. Office
	Staff Rm	Staff Room
Holy Cross	Gym	Gym Office
	Café	Caretaker Utility Rm
	Foyer/Court	Caretaker Utility Rm
	Chapel	Chaplain Office
	Weight Rm	Gym Office
Jean Vanier	Cafeteria	Custodian Office
	Office	
	Library	
	Large Gym	
	Small Gym	
	Chapel	
Our Lady of the Lake	Gym	Gym Office
	café	Caretaker Utility Rm
	Lecture	Caretaker Utility Rm
	Library,Office,Chapel	Caretaker Utility Rm
Sacred Heart	Gym	Gym Office #1
	Gym	Gym Office#2
	Exercise & Weight Rm	Gym Office#1
	Café	Caretaker Utility Rm
	Library	Library Office
	Chapel	Chaplain Office
	Office	Admin. Office

St. Augustine	Gym	Gym Office
	Café	Caretaker Utility Rm
	Library	Library Office
	Office	Admin. Office
St. Brother Andre	Gym	Gym Office
	Café	Caretaker Utility Rm
	Foyer/Court	Caretaker Utility Rm
	Chapel	Chaplain Room
	Weight Rm	Gym Office
St. Elizabeth	Gym	Gym Office
St. Jean de Brebeuf	Admin	Custodian Office
	Theatre Arts/Cafeteria	
	Gymnasium 4A and 4B	
St. Joan of Arc	Gym #1	Gym Office#1
	Gym #2	Gym Office#2
	Café	Caretaker Utility Rm
	Theatre	Arts Office
	Library	Library Office
	Chapel	Chaplain Office
St. Maximilian Kolbe	1st Floor Admin	Custodian Office
	Cafeteria	
	Chapel and Offices	
	Library	
	Gyms	
St. Robert	Gym #1	Gym Office#1
	Gym #2	Gym Office#2
	Chapel	Chaplain Office
	Café	Caretaker Utility Rm
St. Theresa of Lisieux	Gym	Gym Office
	Exercise Rm	Gym Office
	Café	Caretaker Utility Rm
	Chapel	Chaplain Office
	Library	Library Office
	Office	Admin. Office

Appendix “C”: Copy of email to Principals

From: Joanne Watson
Norm Vezina
Subject: Override Switches in Schools
Tuesday, April 21, 2015 11:38:53 AM

Cc: Opiyo Oloya Nancy DiNardo Donna Hackett Mary Battista
Abdul Billah
Bcc: Norm Vezina

All,

While completing the recent "School Survey; Temperature Settings in Schools", you have indicated that you did not know the location of the override switches controlling the HVAC System(s) for specific areas after they have been scheduled to be off.

Your school is equipped with one or more override switches. They are located in the custodian's office and are used to start the HVAC system in the gymnasium, office and/or library after the HVAC system(s) are turned off as per their operation schedule. Please review with your school head custodian to confirm their location. A photo of a typical override switches setup is shown below for your convenience.



They can generally be operated for up to 4 hours in gymnasiums and 2 hours for other areas (office, library). Their purpose is to give school admin the opportunity to control heating/cooling/ventilation for specific areas once they are generally unoccupied (example: night meetings, community use of schools...). Once an override switch is activated, the HVAC system will operate using the same parameters as when the school is fully occupied.

If you have any questions, please contact Abdul Billah at abdul.billah@ycdsb.ca

Have a great day!

Norm Vézina, P. Eng.
Senior Manager of Environmental and Office Services
York Catholic District School Board

York Catholic District School Board

REPORT

REPORT TO: Accommodation & Business Affairs Committee
FROM: Administration
DATE: May 19, 2015
SUBJECT: Energy Management – Revised Appendix “F”

Executive Summary

This report is to provide additional information as requested by trustees at the March 10, 2015 Accommodation & Business Affairs Committee meeting. The Appendix “F” which provided Energy (Electricity and Natural Gas) costs per student was updated to include the school respective percent utilization.

Attachments:

- Revised Appendix “F” - Schools Energy Cost per student including percent utilization (alphabetical)
- Revised Appendix “F” - Schools Energy Cost per student including percent utilization (sorted by lowest to highest)

Prepared and submitted by:
Endorsed by:

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

APPENDIX "F": Annual Energy Cost per Student with % Utilization

School	Year Opened	2011	2012	2013	2014	% Utilization
All Saints	2000	\$116.23	\$115.81	\$111.85	\$118.82	102%
Blessed Scalabrini	1983	\$283.49	\$215.35	\$208.39	\$234.23	54%
Blessed Trinity	1999	\$116.86	\$119.12	\$115.58	\$126.00	83%
Canadian Martyrs	1986	\$200.91	\$147.54	\$130.63	\$144.53	98%
Cardinal Carter CHS	1992	\$256.22	\$246.95	\$217.83	\$216.83	73%
Christ the King	1991	\$314.67	\$279.79	\$251.17	\$277.64	78%
Corpus Christi	1999	\$145.59	\$154.58	\$158.54	\$191.77	66%
Divine Mercy	1998	\$99.56	\$95.44	\$103.46	\$93.86	91%
Father Bressani CHS	1983	\$190.95	\$167.34	\$178.62	\$197.37	74%
Father Frederick McGinn	2008	\$147.15	\$119.96	\$115.75	\$126.57	78%
Father Henri Nouwen	1998	\$175.04	\$137.82	\$127.25	\$146.61	78%
Father John Kelly	1989	\$159.53	\$141.82	\$152.56	\$174.94	59%
Father Michael McGivney CHS	1992	\$236.29	\$206.18	\$218.19	\$247.07	87%
Good Shepherd	1993	\$470.27	\$378.75	\$346.97	\$414.64	53%
Holy Cross	1988	\$175.44	\$177.43	\$174.34	\$200.64	85%
Holy Family	1987	\$269.95	\$266.12	\$310.29	\$309.68	48%
Holy Jubilee	2000	\$115.35	\$83.19	\$90.36	\$95.68	92%
Holy Name	2013	Not Open	Not Open	\$251.09	\$163.65	67%
Holy Spirit	1996	\$174.54	\$166.65	\$169.24	\$173.34	61%
Immaculate Conception	1985	\$277.15	\$163.76	\$157.32	\$197.98	103%
Jean Vanier CHS	2010	\$364.80	\$246.30	\$189.48	\$258.85	80%
Light of Christ	1991	\$265.92	\$306.01	\$314.77	\$367.47	57%
Mother Teresa	1981	\$200.20	\$190.27	\$206.72	\$241.14	67%
Notre Dame	1999	\$140.04	\$121.83	\$123.69	\$110.38	99%
Our Lady Help of Christians	2004	\$80.38	\$75.15	\$78.70	\$91.75	92%
Our Lady of Fatima	1987	\$129.54	\$107.25	\$109.62	\$121.50	75%
Our Lady of Good Counsel	1959	\$173.31	\$133.90	\$123.97	\$149.85	99%
Our Lady of Grace	1986	\$191.35	\$204.49	\$203.00	\$222.01	73%
Our Lady of Hope	2002	\$109.16	\$94.13	\$93.29	\$109.12	121%
Our Lady of Peace	1987	\$190.37	\$153.99	\$153.95	\$170.57	90%
Our Lady of the Annunciation	1989	\$181.30	\$117.13	\$113.14	\$128.23	73%
Our Lady of the Lake CA	2001	\$240.36	\$232.91	\$254.86	\$324.66	78%
Our Lady of the Rosary	1981	\$110.95	\$98.33	\$94.17	\$110.37	81%
Prince of Peace	1993	\$243.64	\$221.16	\$215.72	\$288.23	73%
Sacred Heart CHS	1983	\$174.19	\$169.78	\$161.79	\$189.18	81%
San Lorenzo Ruiz	2008	\$139.11	\$104.75	\$110.67	\$110.13	78%
San Marco	1986	\$218.45	\$208.23	\$202.02	\$230.13	60%
Sir Richard W. Scott	1999	\$109.04	\$98.78	\$98.67	\$114.66	88%
St. Agnes of Assisi	2002	\$99.89	\$83.60	\$130.26	\$134.82	67%
St. Andrew	2001	\$117.28	\$104.43	\$104.44	\$117.07	104%
St. Angela Merici	1999	\$116.32	\$92.50	\$112.78	\$145.29	81%
St. Anne	1984	\$184.96	\$165.53	\$183.48	\$240.17	69%
St. Anthony	1970	\$177.62	\$201.97	\$160.28	\$200.28	63%
St. Augustine CHS	2001	\$161.07	\$165.47	\$172.57	\$190.21	92%
St. Benedict	1984	\$169.30	\$155.30	\$128.51	\$168.88	59%
St. Bernadette	1996	\$793.00	\$470.86	\$724.48	\$518.84	35%
St. Brendan	2013	Not Open	Not Open	\$104.50	\$152.50	84%
St. Brigid	2001	\$146.36	\$89.24	\$169.00	\$193.31	91%
St. Brother Andre CHS	1986	\$185.70	\$167.74	\$163.44	\$190.39	86%
St. Catherine of Siena	1983	\$207.71	\$173.71	\$154.77	\$217.92	103%
St. Cecilia	2011	\$186.43	\$98.00	\$82.14	\$94.98	80%
St. Charles Garnier	1975	\$223.15	\$144.16	\$156.85	\$169.72	60%
St. Clare	1991	\$160.61	\$171.12	\$143.40	\$157.77	99%
St. Clement	1983	\$188.71	\$151.32	\$178.09	\$210.47	91%

St. David	1986	\$102.30	\$91.81	\$98.42	\$99.31	74%
St. Edward	1986	\$167.09	\$132.91	\$119.22	\$154.16	122%
St. Elizabeth CHS	1989	\$188.09	\$150.69	\$149.30	\$165.21	113%
St. Elizabeth Seton	1988	\$150.82	\$136.87	\$108.71	\$120.59	75%
St. Emily	2002	\$100.18	\$88.94	\$92.09	\$106.76	85%
St. Francis of Assisi	1979	\$114.88	\$105.46	\$102.50	\$134.46	74%
St. Francis Xavier	1987	\$196.55	\$186.68	\$229.38	\$252.83	45%
St. Gabriel the Archangel	1988	\$179.40	\$164.32	\$141.92	\$172.96	74%
St. Gregory the Great	1986	\$133.19	\$120.00	\$140.63	\$155.28	117%
St. James	2002	\$109.79	\$112.97	\$117.56	\$135.88	87%
St. Jean de Brebeuf CHS	2005	\$169.48	\$167.11	\$182.46	\$216.57	92%
St. Jerome	2005	\$102.08	\$94.56	\$105.39	\$107.70	106%
St. Joan of Arc CHS	1993	\$195.65	\$167.92	\$161.00	\$195.89	101%
St. John Bosco	1989	\$208.45	\$179.00	\$168.01	\$179.98	65%
St. John Chrysostom	2003	\$160.38	\$128.20	\$131.45	\$130.72	72%
St. John Paul II	2003	\$188.01	\$160.38	\$168.14	\$157.76	91%
St. John XXIII	1972	\$210.24	\$158.25	\$158.72	\$192.71	58%
St. Joseph (Aurora)	1961	\$153.80	\$119.91	\$84.11	\$102.80	87%
St. Joseph (Markham)	1966	\$150.52	\$148.29	\$118.24	\$129.49	70%
St. Joseph (Richmond Hill)	1963	\$202.57	\$129.19	\$132.73	\$157.79	71%
St. Joseph the Worker	1987	\$171.17	\$191.47	\$182.91	\$213.93	54%
St. Julia Billiart	2005	\$134.03	\$104.92	\$97.98	\$109.21	95%
St. Justin Martyr	1988	\$87.62	\$90.80	\$85.90	\$103.25	108%
St. Kateri Tekakwitha	1981	\$122.28	\$104.67	\$90.40	\$109.24	104%
St. Margaret Mary	1959	\$160.99	\$120.61	\$105.00	\$113.01	84%
St. Marguerite D'Youville	2005	\$106.77	\$97.99	\$100.83	\$119.42	74%
St. Mark	1965	\$129.91	\$121.10	\$126.13	\$167.58	91%
St. Mary (Nobelton)	1996	\$90.30	\$184.93	\$144.23	\$151.57	91%
St. Mary Immaculate	1961	\$188.99	\$127.88	\$116.67	\$137.22	91%
St. Mary of the Angels	2011	\$159.31	\$77.91	\$81.58	\$100.95	93%
St. Matthew	1984	\$258.89	\$275.18	\$301.84	\$358.45	54%
St. Maximilian Kolbe CHS	2010	\$194.41	\$116.50	\$111.94	\$128.39	106%
St. Michael	2013	Not Open	Not Open	\$167.06	\$137.60	82%
St. Michael the Archangel	2013	Not Open	Not Open	\$87.60	\$111.87	103%
St. Monica	1993	\$199.11	\$179.40	\$203.22	\$212.92	98%
St. Nicholas	1993	\$254.48	\$273.69	\$250.49	\$276.56	64%
St. Padre Pio	2005	\$112.34	\$99.14	\$95.60	\$109.86	94%
St. Patrick (Markham)	1958	\$113.37	\$104.62	\$108.93	\$114.41	86%
St. Patrick (Schomberg)	1967	\$177.77	\$186.24	\$136.43	\$163.83	97%
St. Paul	1975	\$290.32	\$232.23	\$256.88	\$292.33	71%
St. Peter	1975	\$186.48	\$132.11	\$133.97	\$166.26	83%
St. Raphael the Archangel	2011	\$122.75	\$95.69	\$97.24	\$122.90	108%
St. Rene Goupil - St Luke	1982	\$166.93	\$136.57	\$158.25	\$179.32	84%
St. Robert	1967	\$157.42	\$142.48	\$161.72	\$172.61	114%
St. Stephen	2002	\$101.67	\$82.69	\$88.96	\$99.66	96%
St. Theresa of Lisieux CHS	2002	\$177.26	\$158.70	\$158.43	\$163.76	106%
St. Thomas Aquinas	2001	\$246.81	\$236.40	\$231.82	\$256.99	54%
St. Veronica	2006	\$139.74	\$90.40	\$106.85	\$130.03	94%
St. Vincent de Paul	1990	\$206.73	\$206.05	\$221.74	\$241.79	51%

APPENDIX "F": Annual Energy Cost per Student with % Utilization

School	Year Opened	2011	2012	2013	2014	% Utilization
Our Lady Help of Christians	2004	\$80.38	\$75.15	\$78.70	\$91.75	92%
Divine Mercy	1998	\$99.56	\$95.44	\$103.46	\$93.86	91%
St. Cecilia	2011	\$186.43	\$98.00	\$82.14	\$94.98	80%
Holy Jubilee	2000	\$115.35	\$83.19	\$90.36	\$95.68	92%
St. David	1986	\$102.30	\$91.81	\$98.42	\$99.31	74%
St. Stephen	2002	\$101.67	\$82.69	\$88.96	\$99.66	96%
St. Mary of the Angels	2011	\$159.31	\$77.91	\$81.58	\$100.95	93%
St. Joseph (Aurora)	1961	\$153.80	\$119.91	\$84.11	\$102.80	87%
St. Justin Martyr	1988	\$87.62	\$90.80	\$85.90	\$103.25	108%
St. Emily	2002	\$100.18	\$88.94	\$92.09	\$106.76	85%
St. Jerome	2005	\$102.08	\$94.56	\$105.39	\$107.70	106%
Our Lady of Hope	2002	\$109.16	\$94.13	\$93.29	\$109.12	121%
St. Julia Billiart	2005	\$134.03	\$104.92	\$97.98	\$109.21	95%
St. Kateri Tekakwitha	1981	\$122.28	\$104.67	\$90.40	\$109.24	104%
St. Padre Pio	2005	\$112.34	\$99.14	\$95.60	\$109.86	94%
San Lorenzo Ruiz	2008	\$139.11	\$104.75	\$110.67	\$110.13	78%
Our Lady of the Rosary	1981	\$110.95	\$98.33	\$94.17	\$110.37	81%
Notre Dame	1999	\$140.04	\$121.83	\$123.69	\$110.38	99%
St. Michael the Archangel	2013	Not Open	Not Open	\$87.60	\$111.87	103%
St. Margaret Mary	1959	\$160.99	\$120.61	\$105.00	\$113.01	84%
St. Patrick (Markham)	1958	\$113.37	\$104.62	\$108.93	\$114.41	86%
Sir Richard W. Scott	1999	\$109.04	\$98.78	\$98.67	\$114.66	88%
St. Andrew	2001	\$117.28	\$104.43	\$104.44	\$117.07	104%
All Saints	2000	\$116.23	\$115.81	\$111.85	\$118.82	102%
St. Marguerite D'Youville	2005	\$106.77	\$97.99	\$100.83	\$119.42	74%
St. Elizabeth Seton	1988	\$150.82	\$136.87	\$108.71	\$120.59	75%
Our Lady of Fatima	1987	\$129.54	\$107.25	\$109.62	\$121.50	75%
St. Raphael the Archangel	2011	\$122.75	\$95.69	\$97.24	\$122.90	108%
Blessed Trinity	1999	\$116.86	\$119.12	\$115.58	\$126.00	83%
Father Frederick McGinn	2008	\$147.15	\$119.96	\$115.75	\$126.57	78%
Our Lady of the Annunciation	1989	\$181.30	\$117.13	\$113.14	\$128.23	73%
St. Maximilian Kolbe CHS	2010	\$194.41	\$116.50	\$111.94	\$128.39	106%
St. Joseph (Markham)	1966	\$150.52	\$148.29	\$118.24	\$129.49	70%
St. Veronica	2006	\$139.74	\$90.40	\$106.85	\$130.03	94%
St. John Chrysostom	2003	\$160.38	\$128.20	\$131.45	\$130.72	72%
St. Francis of Assisi	1979	\$114.88	\$105.46	\$102.50	\$134.46	74%
St. Agnes of Assisi	2002	\$99.89	\$83.60	\$130.26	\$134.82	67%
St. James	2002	\$109.79	\$112.97	\$117.56	\$135.88	87%
St. Mary Immaculate	1961	\$188.99	\$127.88	\$116.67	\$137.22	91%
St. Michael	2013	Not Open	Not Open	\$167.06	\$137.60	82%
Canadian Martyrs	1986	\$200.91	\$147.54	\$130.63	\$144.53	98%
St. Angela Merici	1999	\$116.32	\$92.50	\$112.78	\$145.29	81%
Father Henri Nouwen	1998	\$175.04	\$137.82	\$127.25	\$146.61	78%
Our Lady of Good Counsel	1959	\$173.31	\$133.90	\$123.97	\$149.85	99%
St. Mary (Nobelton)	1996	\$90.30	\$184.93	\$144.23	\$151.57	91%
St. Brendan	2013	Not Open	Not Open	\$104.50	\$152.50	84%
St. Edward	1986	\$167.09	\$132.91	\$119.22	\$154.16	122%
St. Gregory the Great	1986	\$133.19	\$120.00	\$140.63	\$155.28	117%
St. John Paul II	2003	\$188.01	\$160.38	\$168.14	\$157.76	91%
St. Clare	1991	\$160.61	\$171.12	\$143.40	\$157.77	99%
St. Joseph (Richmond Hill)	1963	\$202.57	\$129.19	\$132.73	\$157.79	71%
Holy Name	2013	Not Open	Not Open	\$251.09	\$163.65	67%
St. Theresa of Lisieux CHS	2002	\$177.26	\$158.70	\$158.43	\$163.76	106%
St. Patrick (Schomberg)	1967	\$177.77	\$186.24	\$136.43	\$163.83	97%

St. Elizabeth CHS	1989	\$188.09	\$150.69	\$149.30	\$165.21	113%
St. Peter	1975	\$186.48	\$132.11	\$133.97	\$166.26	83%
St. Mark	1965	\$129.91	\$121.10	\$126.13	\$167.58	91%
St. Benedict	1984	\$169.30	\$155.30	\$128.51	\$168.88	59%
St. Charles Garnier	1975	\$223.15	\$144.16	\$156.85	\$169.72	60%
Our Lady of Peace	1987	\$190.37	\$153.99	\$153.95	\$170.57	90%
St. Robert	1967	\$157.42	\$142.48	\$161.72	\$172.61	114%
St. Gabriel the Archangel	1988	\$179.40	\$164.32	\$141.92	\$172.96	74%
Holy Spirit	1996	\$174.54	\$166.65	\$169.24	\$173.34	61%
Father John Kelly	1989	\$159.53	\$141.82	\$152.56	\$174.94	59%
St. Rene Goupil - St Luke	1982	\$166.93	\$136.57	\$158.25	\$179.32	84%
St. John Bosco	1989	\$208.45	\$179.00	\$168.01	\$179.98	65%
Sacred Heart CHS	1983	\$174.19	\$169.78	\$161.79	\$189.18	81%
St. Augustine CHS	2001	\$161.07	\$165.47	\$172.57	\$190.21	92%
St. Brother Andre CHS	1986	\$185.70	\$167.74	\$163.44	\$190.39	86%
Corpus Christi	1999	\$145.59	\$154.58	\$158.54	\$191.77	66%
St. John XXIII	1972	\$210.24	\$158.25	\$158.72	\$192.71	58%
St. Brigid	2001	\$146.36	\$89.24	\$169.00	\$193.31	91%
St. Joan of Arc CHS	1993	\$195.65	\$167.92	\$161.00	\$195.89	101%
Father Bressani CHS	1983	\$190.95	\$167.34	\$178.62	\$197.37	74%
Immaculate Conception	1985	\$277.15	\$163.76	\$157.32	\$197.98	103%
St. Anthony	1970	\$177.62	\$201.97	\$160.28	\$200.28	63%
Holy Cross	1988	\$175.44	\$177.43	\$174.34	\$200.64	85%
St. Clement	1983	\$188.71	\$151.32	\$178.09	\$210.47	91%
St. Monica	1993	\$199.11	\$179.40	\$203.22	\$212.92	98%
St. Joseph the Worker	1987	\$171.17	\$191.47	\$182.91	\$213.93	54%
St. Jean de Brebeuf CHS	2005	\$169.48	\$167.11	\$182.46	\$216.57	92%
Cardinal Carter CHS	1992	\$256.22	\$246.95	\$217.83	\$216.83	73%
St. Catherine of Siena	1983	\$207.71	\$173.71	\$154.77	\$217.92	103%
Our Lady of Grace	1986	\$191.35	\$204.49	\$203.00	\$222.01	73%
San Marco	1986	\$218.45	\$208.23	\$202.02	\$230.13	60%
Blessed Scalabrini	1983	\$283.49	\$215.35	\$208.39	\$234.23	54%
St. Anne	1984	\$184.96	\$165.53	\$183.48	\$240.17	69%
Mother Teresa	1981	\$200.20	\$190.27	\$206.72	\$241.14	67%
St. Vincent de Paul	1990	\$206.73	\$206.05	\$221.74	\$241.79	51%
Father Michael McGivney CHS	1992	\$236.29	\$206.18	\$218.19	\$247.07	87%
St. Francis Xavier	1987	\$196.55	\$186.68	\$229.38	\$252.83	45%
St. Thomas Aquinas	2001	\$246.81	\$236.40	\$231.82	\$256.99	54%
Jean Vanier CHS	2010	\$364.80	\$246.30	\$189.48	\$258.85	80%
St. Nicholas	1993	\$254.48	\$273.69	\$250.49	\$276.56	64%
Christ the King	1991	\$314.67	\$279.79	\$251.17	\$277.64	78%
Prince of Peace	1993	\$243.64	\$221.16	\$215.72	\$288.23	73%
St. Paul	1975	\$290.32	\$232.23	\$256.88	\$292.33	71%
Holy Family	1987	\$269.95	\$266.12	\$310.29	\$309.68	48%
Our Lady of the Lake CA	2001	\$240.36	\$232.91	\$254.86	\$324.66	78%
St. Matthew	1984	\$258.89	\$275.18	\$301.84	\$358.45	54%
Light of Christ	1991	\$265.92	\$306.01	\$314.77	\$367.47	57%
Good Shepherd	1993	\$470.27	\$378.75	\$346.97	\$414.64	53%
St. Bernadette	1996	\$793.00	\$470.86	\$724.48	\$518.84	35%

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Accommodation and Business Affairs

FROM: Administration

DATE: May 19, 2015

SUBJECT: Solar Photovoltaic (PV) Update

Executive Summary

As reported at the March 10, 2015 Accommodation and Business Affairs Committee Meeting, the Solar PV systems construction began in August 2014 and is scheduled to be completed by the end of the summer 2015. To date, sixteen projects are completed and connected to the Ontario electricity grid. Two systems are completed and waiting final approval for connecting to the grid. Another five systems are scheduled to be connected to the grid by the end of June and the last one by mid-August.

Appendix “A” includes the list of schools which will have Solar PV systems installed, including their sizes and construction status.

As previously reported, these Solar PV Systems are owned and operated by a third party and were installed at no cost to the board. YCDSB will collect a license fee from each site with the income allocated to general revenues (estimated at \$300,000 per year). Coordination between various parties including the board, schools, contractors and utilities require constant attention. In addition, in order to maintain a safe and secured site, much of the deliveries, grid connections and site prep have to be completed on weekends. From a management perspective, there is also a large amount of paperwork associated with these projects, however, once completed there will be a net financial benefit to the Board on a sustained basis.

Prepared and submitted by:
Endorsed by:

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

APPENDIX “A”

Project Name	Size (kWAC)	Construction Status
All Saints	85	Completed, connected to grid
Blessed Trinity	75	Completed, connected to grid
Divine Mercy	90	Completed, testing & commissioning occurring
Father Henri Nouwen	70	Completed, connected to grid
Holy Jubilee	80	Completed, connected to grid
Holy Spirit	50	Installation starting second week of May
Mother Theresa	55	Completed, connected to grid
Notre Dame	75	Completed, connected to grid
Prince of Peace	50	Solar panels installed, electrical underway
San Lorenzo Ruiz CES	75	Completed, connected to grid
Sir Richard Scott	45	Completed, connected to grid
St. Agnes of Assisi	75	Completed, connected to grid
St. Andrew CES	75	Completed, connected to grid
St. Cecilia	65	Solar panels installed, electrical underway
St. Elizabeth CHS	185	Completed, connected to grid
St. Emily	65	Completed, connected to grid
St. James	60	Completed, connected to grid
St. Joan of Arc CHS	235	Solar panels installed, electrical underway
St. Mary of the Angels	65	Solar panels installed, electrical underway
St. Padre Pio	60	Completed, connected to grid
St. Raphael the Archangel	60	Completed, connected to grid
St. Theresa of Lisieux	210	Completed, testing & commissioning occurring
St. Thomas Aquinas	55	Solar panels installed, electrical underway
St. Vincent de Paul	83	Completed, connected to grid

Report

Memo To: Accommodation and Business Affairs Committee

From: Administration

Date: May 15, 2015

Subject: Interim Financial Reporting As of April 30, 2015

Executive Summary:

The report is intended to provide the Accommodation and Business Affairs Committee with Interim Financial Reports as of April 30, 2015 and a preliminary projection of August 31, 2015 results. The information provided includes both Revenue and Expenditure reports (actual and variance analysis).

This report has been based on information available at the time of the report. Any new information that becomes available will be incorporated into the report for the next meeting.

Background:

The three reporting periods for the Interim Reports for the Accommodation and Business Affairs Committee are noted below:

- January 31
- April 30
- August 31

The analysis prepared for each reporting period includes reviewing current expenditures compared to budget and the on-going trends to assist in projecting the Board's year end results.

Overview:

At the time of the Revised Estimates, the Board approved a balanced budget. The Interim Reports include any material variance known as of the date of the report. The reports will include negative projections if there is a likelihood of the situation occurring and will only report positive projections when the event has already occurred. The reporting format is similar to that recommended by the Ministry.

In reviewing the financial status as of April 30, 2015, a number of variances, both positive and negative have been noted. The variances have been detailed in the attached reports. Both positive and negative variances are noted within the Revenue and Expenditure area. Within the Revenue area, a slight positive variance has resulted due to the audited October 31, 2014 and the actual March 31, 2015 enrolment

numbers, additional Visa students in the elementary panel and the insurance rebate. The Expenditure report has noted overall changes resulting in a negative variance. These variances include teacher movement, supply salaries, and continuing maintenance. There are a number of areas that require further review. The main financial expenditure of the Board is Salary and Benefits. This area will continued to be monitored and as further analysis is preformed, the information will be included in future reports.

It should also be noted that within the Other Expenditure area, not all of the budget is released. Of the 75% of the budget that is released, additional funds are only released if requested and signed off. Based on past history there is a portion of the unreleased budget funds that remain unused. The Board will continue with applying restraint measures in both released of available budgets and expenditures.

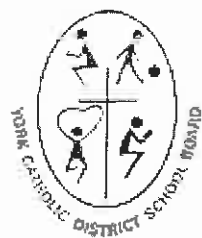
The Labour Relations Committee also receives reports on staffing updates and approves all positions that are vacant and in need of replacement as well as any new positions requested.

Summary:

Senior Administration monitors the financial status on a monthly basis. Reports were developed to assist with the monthly analysis and revised to reflect the above Interim Financial Reports. Updated information will be brought to the Accommodation and Business Affairs Committee meeting to present the August 31, 2015 year-end financial information.

Prepared and Submitted By:
Endorsed By:

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



York Catholic District School Board

YCDSB Interim Reporting Operating Revenue Analysis As at April 30, 2015

Prepared by: Jackie Porter, Sr. Manager of Budget & Audit Services

Date: May 14, 2015

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Report name	Appendix
Forecasted Year-end Variance Analysis - Revised Estimates vs Actuals	A
2014/15 Revenue Forecast vs Actuals by Category	B-1, B-2
Summary of Year-to-Year Differences	C
2014/15 Revenue Forecast vs Actuals	D-1, D-2

York Catholic District School Board
Forecasted Year-end Variance Analysis - Revenue

Appendix A

Revised Estimates vs Actual
April 30, 2015

Purpose:

This report forecasts operating revenue to year-end for projection purposes. Large anticipated variances are noted by revenue category. Forecasts are based on current information that results in adjustments to Revised Estimates, and based on a review of current and historical trends.

Categories:		Increase/(Decrease) to Revised Estimates	
Grants for Student Needs:			
Enrolment fluctuation - Change in October enrolment is also applied for March enrolment, i.e. October enrolment change is assumed for full year		91,554	
Other Grants:			
New CODE grant for TLF 21st Century Research was received and will be included in Misc Grant & year-end reporting \$672,775 Other new grants: \$106,503		0	
Other Revenue:			
Individual Fees Day School VISA students	80,500	\$339,835	
- Increase in # of elementary VISA students (41 to 45)			
- Increase in # of secondary VISA students (196.5 to 199)			
Insurance Premium Rebates	179,335		
CUS Rentals increase expected	80,000		
Continuing Education:			
Decrease in Cont Ed - Other Fees	(13,000)	(\$13,000)	
Expected decrease in Cont Ed Ministry allocation (\$53k), but increase due to High Credit increase (\$30k) included in Grants for Student Needs section above			
Total Projected increase in Revenue for Year-End		\$418,389	

2014/15 Revenue Forecast vs Actuals by Category

Overview and Description

Purpose: The 2014/15 Revenue Forecast vs Actuals by Categories report provides a summary of YCDSB operating revenue comparing the same period from the previous fiscal year to the current fiscal year, and comparing the current fiscal year operating revenue received with revenue forecasts.

Column Identifier	Column heading	Description of data
A	Actual Revenue 13/14 Full Year	Full year actual operating revenue from fiscal year 2013/14
B	Actual Revenue to April 2014	Actual revenue received up to April 30, 2014
C = B/A	% Revenue Received 13/14	Actual revenue received up to April 30, 2014 as a percentage of the full year actual revenue from 2013/14
D	Revenue Forecast 14/15	Revised Estimate revenue forecast for fiscal year 2014/15
E	YTD Actual Revenue April 2015	Actual operating revenue received up to April 30, 2015
F = D-E	Difference Forecast vs YTD	Revenue Forecast 14/15 less actual revenue received up to April 30, 2015
G = E/D	% of Revenue Received 14/15	April 30, 2015 revenue as a percentage of the revenue forecast for 14/15 (percentage of revenue received)
H = E-B	Year to Year Actual Revenue received YTD increase (decrease)	The change in YTD actual revenue received comparing April 30, 2014 to April 30, 2015
I = G-C	Year to Year % of Revenue received YTD increase (decrease)	The difference between the percentages of April 30, 2014 to full year actual 13/14 and April 30, 2015 to revenue forecast for 14/15

York Catholic District School Board
2014/15 Revised Estimates Revenue vs Actuals by Category
Period Ending April 30, 2015

	A	B	C (B/A)	D	E	F (D-E)	G (E/D)	H (E-B)	I (G-C)
	2013/14			2014/15					
Operating Revenue Category	Actual Revenue Full Year	Actual Revenue to April 2014	% Revenue Received	Revised Estimates Revenue	YTD Actual Revenue April 2015	Differences Revised Estimates vs. YTD	% of Revenue Received	Year to Year Actual Revenue received YTD Increase (decrease)	Year to Year % of Revenue received YTD Increase (decrease)
Grants for Student Needs Total	515,947,508	364,854,507	70.72%	553,251,283	398,507,204	154,744,079	72.03%	33,652,696	1.31%
Other Grants Total	25,979,030	18,557,804	71.43%	990,468	931,423	59,045	94.04%	(17,626,381)	22.60%
Other Revenue Total	8,333,429	5,998,420	71.98%	7,611,658	7,047,953	563,705	92.59%	1,049,534	20.61%
Continuing Education Total	6,687,664	6,441,752	96.32%	7,453,935	7,110,719	343,216	95.40%	668,967	-0.93%
Grand Total	556,947,631	395,852,483	71.08%	569,307,344	413,597,299	155,710,045	72.65%	17,744,816	1.57%

Notes:

- 1) 2013/14 "Grants for Student Needs" total excludes the Internal Audit portion of \$506,802 shown individually on the finance statements.
- 2) Column F "Differences Estimates vs YTD" negative amount is shown when the amount exceeds the estimates.

York Catholic District School Board
Summary of Year-to-Year Differences - Revenue

Appendix C

April 30, 2015

Purpose:

This report provides explanations for substantial differences noted in year-to-year actuals on Appendices B-2 and D-2.

Differences are identified as either:

- (A) Difference already anticipated for the year
- (B) In-Year differences

		Increase/(Decrease) Year-to-Year Actuals
Grants for Student Needs:		
GSN/Local taxation variances compared to 13/14 for the same period (FDK funding now part of GSN monthly receivable)	33,652,696 (A)	33,652,696
Other Grants:		
FDK no longer an EPO grant (blended in with GSN) as at the same period 13/14	(17,407,544) (A)	(17,626,381)
Other EPO grant variances compared to 13/14 for the same period	(218,837) (B)	
Other Revenue:		
CUS receivable increase compared to 13/14 for the same period	124,980 (B)	
Rental receivable increase compared to 13/14 for the same period	55,007 (A)	
Individual Fees Day School receivable increase compared to 13/14 for the same period	899,004 (B)	
Insurance:		
- 2014 Surplus Premium Refunds	179,335 (B)	
- Claims revenue to be received for 13/14 claims in process	(55,224) (B)	
- Claims receivable difference compared to 13/14 for the same period (associated claim costs reported in expenditure analysis)	(320,920) (B)	1,049,534
Cafeteria income receivable increase compared to 13/14 for the same period	16,697 (B)	
Variance due to timing of commission distribution to schools		
Interest/Sinking fund difference compared to 13/14 for the same period	35,432 (B)	
Solar Project	116,031 (A)	
Other Operating revenue increase compared to 13/14 for the same period	(809) (B)	
Continuing Education:		
Increase in grant from MCI compared to 13/14 for the same period	479,086 (A)	668,967
Individual Cont Ed fees compared to 13/14 for the same period	239,881 (B)	
International Language contribution expected decrease	(50,000) (A)	
Current Total Year-to-Year Difference		17,744,816

(A) Year-to-Year Expected differences	16,845,276
(B) In-Year differences	899,540
Difference	17,744,816

2014/15 Revenue Revised Estimates vs Actuals

Overview and Description

Purpose: The 2014/15 Revenue Revised Estimates vs Actuals report provides a more detailed analysis of YCDSB operating revenue comparing the same period from the previous fiscal year to the current fiscal year, and comparing the current fiscal year operating revenue received with revenue forecasts.

This report is an expansion of the 2014/15 Revenue Revised Estimates vs Actuals by Category (Appendix B-2).

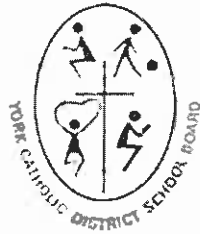
Column Identifier	Column heading	Description of data
A	Actual Revenue 13/14 Full Year	Full year actual operating revenue from fiscal year 2013/14
B	Actual Revenue to April 2014	Actual revenue received up to April 30, 2014
C = B/A	% Revenue Received 13/14	Actual revenue received up to April 30, 2014 as a percentage of the full year actual revenue from 2013/14
D	Revenue Forecast 14/15	Revised Estimate revenue forecast for fiscal year 2014/15
E	YTD Actual Revenue April 2015	Actual operating revenue received up to April 30, 2015
F = D-E	Difference Forecast vs YTD	Revenue Forecast 14/15 less actual revenue received up to April 30, 2015
G = E/D	% of Revenue Received 14/15	Revenue as a percentage of the revenue forecast for 14/15 (percentage of revenue received)
H = E-B	Year to Year Actual Revenue received YTD increase (decrease)	The change in YTD actual revenue received comparing April 30, 2014 to April 30, 2015
I = G-C	Year to Year % of Revenue received YTD increase (decrease)	The difference between the percentages of April 30, 2014 to full year actual 13/14 and April 30, 2015 to revenue forecast for 14/15

York Catholic District School Board
2014/15 Revised Estimates Revenue vs Actuals
Period Ending April 30, 2015

	A	B	C (B/A)	D	E	F (D-E)	G (E/D)	H (E-B)	I (G-C)
	2013/14			2014/15					
Revenue Description	Actual Revenue Full Year	Actual Revenue to April 2014	% Revenue Received	Revised Estimates Revenue	YTD Actual Revenue to April 2015	Differences Revised Estimates vs. YTD	% of Revenue Received	Year to Year Actual Revenue received YTD Increase (decrease)	Year to Year % of Revenue received YTD Increase (decrease)
Legislative Grants GSN	336,414,865	251,834,251	74.86%	372,539,448	280,250,609	92,288,839	75.23%	28,416,359	0.37%
Local Taxation	179,532,643	113,020,256	62.95%	180,711,835	118,256,594	62,455,241	65.44%	5,236,338	2.49%
Subtotal GSN/Taxation:	515,947,508	364,854,507	70.72%	553,251,283	398,507,204	154,744,079	72.03%	33,652,696	1.31%
EDU Other Grants	25,979,030	18,557,804	71.43%	990,468	931,423	59,045	94.04%	(17,626,381)	22.60%
Grants from Other Ministries	5,793,598	5,778,888	99.75%	6,385,687	6,257,974	127,713	98.00%	479,086	-1.75%
Interest Income	1,292,313	742,771	57.48%	400,000	791,463	(391,463)	197.87%	48,693	140.39%
Sinking Funds	13,261	13,261	0.00%	0	0	0	0.00%	(13,261)	0.00%
Individual Fees Day School	2,284,929	2,263,340	99.06%	3,046,500	3,162,344	(115,844)	103.80%	899,004	4.75%
Individual Fees Cont Ed	644,066	412,864	64.10%	868,248	652,745	215,503	75.18%	239,881	11.08%
CUS Rental Revenue	1,491,072	1,187,897	79.67%	1,370,000	1,312,878	57,122	95.83%	124,980	16.16%
Rental Revenue	1,042,138	684,139	65.65%	940,000	739,146	200,854	78.63%	55,007	12.98%
Insurance Proceeds	816,744	320,920	39.29%	0	124,112	(124,112)	0.00%	(196,809)	-39.29%
Cafeteria Income	107,130	57,508	53.68%	80,000	74,205	5,795	92.76%	16,697	39.08%
Board level donations - Cont Ed	250,000	250,000	100.00%	200,000	200,000	0	100.00%	(50,000)	0.00%
Children's Treatment Network	782,595	690,743	88.26%	755,158	651,899	103,259	86.33%	(38,844)	-1.94%
Transportation Fuel Escalation	0	0	0.00%	350,000	0	350,000	0.00%	0	0.00%
Solar Project	0	0	0.00%	320,000	116,031	203,969	36.26%	116,031	36.26%
Other Operating	503,247	37,840	7.52%	350,000	75,876	274,124	21.68%	38,036	14.16%
Total Revenue	556,947,631	395,852,483	71.08%	569,307,344	413,597,299	155,710,045	72.65%	17,744,816	1.57%

- Notes:
- 1) 2013/14 "Grants for Student Needs" total excluded the Internal Audit portion of \$506,802 shown individually on the finance statements.
 - 2) Column F "Differences Estimates vs YTD" negative amount is shown when the amount exceeds the estimates.

York Catholic District School Board



YCDSB Interim Reporting Operating Expenditure Analysis as at April 30, 2015

Prepared by: Jackie Porter, Senior Manager of Budget & Audit Services
Date: May 14, 2015

YCDSB - Forecasted Year-end Variance Analysis
Revised Estimates vs. Actual
April 30, 2015

Purpose: This report forecasts Operating expenses to year end for projection purposes. Large anticipated variances are noted by area of expenditure. Forecasts are based on current year trending, a review of historical information and trends, expectation of future expenditures and information gathered from Fund Managers. These predictions are important to provide insight into the Board's financial needs. The challenge is to accurately report on the future expenditures into order to help the Board achieve its strategic goals and objectives.

EXPENSE TYPE & DESCRIPTION	Fav/(Unfav)	Change from previous month
SALARIES/BENEFITS		
Academic salaries are trending higher due to the 97 th day aging of staff and grid placement as of February 28 th .	(\$1,500,000)	
Supply costs are trending higher than expected.	(\$200,000)	
Custodian salaries and temporary staffing costs are trending lower than expected.	\$500,000	
Benefits are trending lower than expected.	\$600,000	
EXPENSES		
The discount allotted to the Board based on claim experience has resulted in lower Property/Liability Insurance Premiums (OSBIE) for 2014/15 than expected.	\$270,000	
Telephone Consultant for school services not in Office Services budget	(\$69,000)	
Information Services contracts trending higher than expected.	(\$190,000)	
Total	(\$589,000)	

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Report name	Appendix
Forecasted Year-end Variance Analysis	A
2014/15 Expenditure Review Operating, Period Ending April 30, 2015	B-1, B-2
2014/15 Expenditure Review Operating by Expenditure	C-1, C-2
2014/15 Expenditure Review Operating by Category	D-1, D-2

2014/15 Expenditure Review As at April 30, 2015

Purpose: This report provides a high level analysis of YCDSB expenditures comparing the same period from the previous fiscal year to the current.

The report summarizes the main expenditure types. Data compares the same periods from 2013/14 to 2014/15. Data provides insight into spending patterns of this year compared to last. The top section of the report displays all Operating expenses, while the two sections at the bottom break the analysis into Expenses only and then Salaries & Benefits.

Column identifier	Column heading	Description of data
A	Full Year Actuals 13/14	Full year actuals from fiscal year 2013/14
B	Year To Date 13/14	Actuals for April 30, 2014
C = B/A	Year To Date as % full year actuals 13/14	Actuals for April 30, 2014 as a percentage of the full year actuals from 2013/14
D	Revised Estimates 14/15	Revised Estimates Budget for fiscal year 2014/15
E	Year To Date 14/15	Actuals up to April 30, 2015
F = D-E	Variance Revised Estimates – Year To Date 14/15	Revised Estimates Budget less actuals for April 30, 2015 (current budget variance)
G = E/D	Year To Date as % Revised Estimates 14/15	April 30, 2015 as a percentage of the Revised Estimates Budget from 14/15 (percentage of budget spent)
H = B-E	Year To Date \$ (increase)/decrease	The change in year to date (April 30) spending for 14/15 over 13/14
I = C-G	Year to Year % (increase)/decrease	The difference between the percentages of April 30, 2014 year to date actuals and April 30, 2015 year to date actuals

**2014/15 Expenditure Review Operating
Period Ending April 30, 2015**

		A	B	C	D	E	D-E	E/D	B-E	(B-E)/B
		Full Yr Actuals 13/14	YTD Actuals 13/14	YTD as % of Full Yr 2013/14	Revised Estimates 14/15	YTD 14/15	Variance Revised Estimates - YTD 14/15	YTD as % of Revised Estimates	Year to Year (Incr)/Decr \$	Yr to Yr (Incr)/Decr %
Expense type										
Salaries/Benefits	Salaries	432,573,196	291,349,434	67.35%	438,737,213	317,436,789	121,300,424	72.35%	(26,087,355)	(8.95%)
	Benefits	64,536,688	43,107,888	66.80%	66,824,886	45,072,522	21,752,364	67.45%	(1,964,634)	(4.56%)
Salaries/Benefits Total		497,109,883	334,457,322	67.28%	505,562,099	362,509,311	143,052,788	71.70%	(28,051,989)	(8.39%)
Other Expenses	Staff Development	469,131	226,494	48.28%	1,204,130	762,301	441,829	63.31%	(535,807)	(236.57%)
	Supplies & Services	25,950,630	17,402,708	67.06%	30,352,282	17,309,866	13,042,416	57.03%	92,841	0.53%
	Capital Expenditure	4,755,804	3,568,988	75.04%	3,231,143	3,760,222	(529,079)	116.37%	(191,234)	(5.36%)
	Replacement F&E	71,628	47,200	65.90%	247,210	74,241	172,969	30.03%	(27,041)	(57.29%)
	Fees & Cont	26,659,023	19,205,824	72.04%	27,136,260	19,518,184	7,618,076	71.93%	(312,359)	(1.63%)
	Rental Exp	467,862	355,348	75.95%	655,684	371,527	284,157	56.66%	(16,180)	(4.55%)
	Other	881,066	540,295	61.32%	427,316	606,698	(179,382)	141.98%	(66,403)	(12.29%)
Other Expenses Total		59,255,144	41,346,857	69.78%	63,254,025	42,403,039	20,850,986	67.04%	(1,056,182)	(2.55%)
Grand Total		556,365,027	375,804,179	67.55%	568,816,124	404,912,350	163,903,774	71.19%	(29,108,171)	(7.75%)

	Full Yr Actuals 13/14	YTD Actuals 13/14	YTD as % of Full Yr 2013/14	Revised Estimates 14/15	YTD 14/15	Variance Revised Estimates - YTD 14/15	YTD as % of Revised Estimates	Year to Year (Incr)/Decr \$	Yr to Yr (Incr)/Decr %
Expense type									
Staff Development	469,131	226,494	48.28%	1,204,130	762,301	441,829	63.31%	(535,807)	(236.57%)
Supplies & Services	25,950,630	17,402,708	67.06%	30,352,282	17,309,866	13,042,416	57.03%	92,841	0.53%
Capital Expenditure	4,755,804	3,568,988	75.04%	3,231,143	3,760,222	(529,079)	116.37%	(191,234)	(5.36%)
Replacement F&E	71,628	47,200	65.90%	247,210	74,241	172,969	30.03%	(27,041)	(57.29%)
Fees & Cont	26,659,023	19,205,824	72.04%	27,136,260	19,518,184	7,618,076	71.93%	(312,359)	(1.63%)
Rental Exp	467,862	355,348	75.95%	655,684	371,527	284,157	56.66%	(16,180)	(4.55%)
Other	881,066	540,295	61.32%	427,316	606,698	(179,382)	141.98%	(66,403)	(12.29%)
Grand Total	59,255,144	41,346,857	69.78%	63,254,025	42,403,039	20,850,986	67.04%	(1,056,182)	(2.55%)

YCDSB Expenditure Review - Salaries and Benefits only

	Full Yr Actuals 13/14	YTD Actuals 13/14	YTD as % of Full Yr 2013/14	Revised Estimates 14/15	YTD 14/15	Variance Revised Estimates - YTD 14/15	YTD as % of Revised Estimates	Year to Year (Incr)/Decr \$	Yr to Yr (Incr)/Decr %
Expense type									
Salaries	432,573,196	291,349,434	67.35%	438,737,213	317,436,789	121,300,424	72.35%	(26,087,355)	(8.95%)
Benefits	64,536,688	43,107,888	66.80%	66,824,886	45,072,522	21,752,364	67.45%	(1,964,634)	(4.56%)
Grand Total	497,109,883	334,457,322	67.28%	505,562,099	362,509,311	143,052,788	71.70%	(28,051,989)	(8.39%)

2014/15 Expenditure Review Operating – By Major Category

Purpose: This report breaks down Board expenditures into one of four categories (Instruction, Administration, Transportation or Pupil Accommodation).

Column identifier	Column heading	Description of data
A	Full Year Actual 13/14	Full year actuals from fiscal year 2013/14
B	Year To Date 13/14	Actuals for April 30, 2014
C = B/A	Year To Date as % full year actual 13/14	Actuals for April 30, 2014 as a percentage of the full year actuals from 2013/14
D	Revised Estimates 14/15	Revised Estimates Budget for fiscal year 2014/15
E	Year To Date 14/15	Actuals up to April 30, 2015
F = D-E	Variance Revised Estimates – Year To Date 14/15	Revised Estimates Budget less actuals for April 30, 2015 (current budget variance)
G = E/D	Year To Date as % Revised Estimates 14/15	April 30, 2015 as a percentage of the Revised Estimates Budget of 14/15 (percentage of budget spent)
H = B-E	Year To Date \$ (increase)/decrease	The change in year to date (April 30) spending for 14/15 over 13/14
I = C-G	Year to Year % (increase)/decrease	The difference between the percentages of April 30, 2014 year to date actuals and April 30, 2015 year to date actuals

**2014/15 Expenditure Review Operating
Period Ending April 30, 2015**

Appendix C-2

		A	B	C	D	E	D-E	E/D	B-E	(B-E)/B
Expense type		Full Yr Actual 13/14	YTD Actuals 13/14	YTD as % of Full Yr 2013/14	Revised Estimates 14/15	YTD 14/15	Variance Rev Est - YTD 14/15	YTD as % of Revised Estimates	Year to Year (Incr)/Decr \$	Yr to Yr (Incr)/Decr %
Salaries	Instruction	396,679,368	268,573,693	67.71%	401,495,683	293,498,200	107,997,483	72.51%	(24,924,507)	(9.28%)
	Administration	10,363,043	6,557,402	63.28%	10,403,539	6,774,059	3,629,480	67.44%	(216,657)	(3.30%)
	Pupil Accommodation	24,969,323	16,003,088	64.09%	26,251,284	16,821,078	9,430,206	63.83%	(817,990)	(5.11%)
	Transportation	561,461	215,251	38.34%	586,707	343,452	243,255	58.54%	(128,201)	(59.56%)
Salaries Total		432,573,196	291,349,434	67.35%	438,737,213	317,436,789	121,300,424	71.86%	(26,087,355)	(8.95%)
Benefits	Instruction	55,298,092	36,824,271	66.59%	57,433,638	38,999,127	18,434,511	68.51%	(2,174,856)	(5.91%)
	Administration	2,261,394	1,786,855	79.02%	2,148,385	1,460,323	688,062	78.23%	326,532	18.27%
	Pupil Accommodation	6,842,322	4,435,214	64.82%	7,091,052	4,525,917	2,565,134	62.92%	(90,703)	(2.05%)
	Transportation	134,880	61,548	45.63%	151,811	87,154	64,657	56.65%	(25,606)	(41.60%)
Benefits Total		64,536,688	43,107,888	66.80%	66,824,886	45,072,522	21,752,364	68.15%	(1,964,634)	(4.56%)
Staff Development	Instruction	306,021	153,184	50.06%	1,004,363	663,611	340,752	66.07%	(510,427)	(333.21%)
	Administration	130,080	56,864	43.72%	122,847	60,543	62,304	49.28%	(3,679)	(6.47%)
	Pupil Accommodation	27,217	13,086	48.08%	41,920	35,457	6,463	84.58%	(22,371)	(170.95%)
	Transportation	5,814	3,360	57.79%	35,000	2,691	32,309	7.69%	669	19.91%
Staff Development Total		469,131	226,494	48.28%	1,204,130	762,301	441,829	63.31%	(535,807)	(236.57%)
Supplies & Services	Instruction	8,626,085	6,955,567	80.63%	12,985,296	7,070,623	5,914,673	55.45%	(115,056)	(1.65%)
	Administration	1,086,539	621,890	57.24%	1,441,344	819,767	621,577	58.66%	(197,876)	(31.82%)
	Pupil Accommodation	16,051,915	9,693,729	60.39%	15,594,480	9,369,976	6,224,504	60.09%	323,753	3.34%
	Transportation	186,091	131,521	70.68%	331,162	49,501	281,661	14.95%	82,021	62.36%
Supplies & Services Total		25,950,630	17,402,708	67.06%	30,352,282	17,309,866	13,042,416	57.56%	92,841	0.53%
Capital Expenditure	Instruction	4,479,823	3,397,872	75.85%	2,951,508	3,682,768	(731,260)	124.78%	(284,896)	(8.38%)
	Administration	65,377	27,690	42.35%	112,535	52,036	60,499	138.63%	(24,346)	(87.92%)
	Pupil Accommodation	210,603	143,426	68.10%	150,600	25,244	125,356	16.76%	118,182	82.40%
	Transportation				16,500	174	16,326	6.98%	(174)	
Capital Expenditure Total		4,755,804	3,568,988	75.04%	3,231,143	3,760,222	(529,079)	119.67%	(191,234)	(5.36%)

**2014/15 Expenditure Review Operating
Period Ending April 30, 2015**

Appendix C-2

		A	B	C	D	E	D-E	E/D	B-E	(B-E)/B
Expense type		Full Yr Actual 13/14	YTD Actuals 13/14	YTD as % of Full Yr 2013/14	Revised Estimates 14/15	YTD 14/15	Variance Rev Est - YTD 14/15	YTD as % of Revised Estimates	Year to Year (Incr)/Decr \$	Yr to Yr (Incr)/Decr %
Replacement F&E	Instruction	49,738	42,718	85.89%	97,200	58,942	38,258	60.64%	(16,224)	(37.98%)
	Administration	13,072	5,725	43.79%	25,610	8,923	16,687	34.84%	(3,198)	(55.87%)
	Pupil Accommodation	8,252	(1,243)	-15.06%	118,600	6,376	112,224	5.38%	(7,619)	612.94%
	Transportation	567		0.00%	5,800	-	5,800	0.00%	-	
Replacement F&E Total		71,628	47,200	65.90%	247,210	74,241	172,969	30.03%	(27,041)	(57.29%)
Fees & Cont	Instruction	4,952,548	2,637,434	53.25%	4,585,302	2,902,286	1,683,016	63.30%	(264,852)	(10.04%)
	Administration	1,011,003	318,311	31.48%	980,078	744,604	235,474	92.37%	(426,293)	(133.92%)
	Pupil Accommodation	6,459,115	5,487,876	84.96%	6,663,852	5,610,619	1,053,233	84.19%	(122,743)	(2.24%)
	Transportation	14,236,357	10,762,203	75.60%	14,907,028	10,260,675	4,646,353	68.83%	501,528	4.66%
Fees & Cont Total		26,659,023	19,205,824	72.04%	27,136,260	19,518,184	7,618,076	72.39%	(312,359)	(1.63%)
Rental Exp	Instruction	349,231	252,321	72.25%	401,924	281,523	120,401	70.04%	(29,202)	(11.57%)
	Administration	1,070		0.00%	-	-	-		-	
	Pupil Accommodation	117,560	103,027	87.64%	208,760	90,004	118,756	43.11%	13,023	12.64%
	Transportation				45,000	-	45,000	0.00%	-	
Rental Exp Total		467,862	355,348	75.95%	655,684	371,527	284,157	56.66%	(16,180)	(4.55%)
Other	Instruction	118,479	109,142	92.12%	115,950	105,461	10,489	90.95%	3,681	3.37%
	Administration	759,980	428,751	56.42%	306,610	498,564	(191,954)	162.61%	(69,813)	(16.28%)
	Pupil Accommodation	2,402	2,198	91.50%	2,856	2,469	387	86.44%	(271)	(12.31%)
	Transportation	204	204	100.00%	1,900	204	1,696	10.75%	-	0.00%
Other Total		881,066	540,295	61.32%	427,316	606,698	(179,382)	141.98%	(66,403)	(12.29%)
Grand Total		556,365,027	375,804,179	67.55%	568,816,124	404,912,350	163,903,774	70.96%	(29,108,171)	(7.75%)

2014/15 Expenditure Review Operating – By Major Category and Expenditure

Purpose: This report breaks down the four categories (Instruction, Administration, Transportation or Pupil Accommodation) into Expenditure type.

Column identifier	Column heading	Description of data
A	Full Year Actual 13/14	Full year actuals from fiscal year 2013/14
B	Year To Date 13/14	Actuals for April 30, 2014
C = B/A	Year To Date as % full year actual 13/14	Actuals for April 30, 2014 as a percentage of the full year actuals from 2013/14
D	Revised Estimates 14/15	Revised Estimates Budget for fiscal year 2014/15
E	Year To Date 14/15	Actuals up to April 30, 2015
F = D-E	Variance Revised Estimates – Year To Date 14/15	Revised Estimates Budget less actuals for April 30, 2015 (current budget variance)
G = E/D	Year To Date as % Revised Estimates 14/15	April 30, 2015 as a percentage of the Revised Estimates Budget of 14/15 (percentage of budget spent)
H = B-E	Year To Date \$ (increase)/decrease	The change in year to date (April 30) spending for 14/15 over 13/14
I = C-G	Year to Year % (increase)/decrease	The difference between the percentages of April 30, 2014 year to date actuals and April 30, 2015 year to date actuals

**2014/15 Expenditure Review Operating
Period Ending April 30, 2015**

		A	B	C	D	E	D-E	E/D	B-E	(B-E)/B	
Category	Expenditure	Revised Estimates 13/14	Full Yr Actuals 13/14	YTD Actuals 13/14	YTD as % of Full Yr 2013/14	Revised Estimates 14/15	YTD 14/15	Variance Revised Estimates - YTD 14/15	YTD as % of Revised Estimates	Year to Year (Incr)/Decr \$	Yr to Yr (Incr)/Decr %
Administration	Salaries	10,756,066	10,363,043	6,557,402	63.28%	10,403,539	6,774,059	3,629,480	65.11%	(216,657)	(3.30%)
	Benefits	2,225,912	2,261,394	1,786,855	79.02%	2,148,385	1,460,323	688,062	67.97%	326,532	18.27%
	Staff Development	118,116	130,080	56,864	43.72%	122,847	60,543	62,304	49.28%	(3,679)	(6.47%)
	Supplies & Services	1,132,458	1,086,539	621,890	57.24%	1,441,344	819,767	621,577	56.88%	(197,876)	(31.82%)
	Capital Expenditure	27,887	65,377	27,890	42.35%	112,535	52,036	60,499	46.24%	(24,346)	(87.92%)
	Replacement F&E	5,500	13,072	5,725	43.79%	25,610	8,923	16,687	34.84%	(3,198)	(55.87%)
	Fees & Cont	633,083	1,011,003	318,311	31.48%	980,078	744,604	235,474	75.97%	(426,293)	(133.92%)
	Rental Exp	0	1,070	-	0.00%	-	-	-	-	-	-
	Other	305,960	759,980	428,751	56.42%	306,610	498,564	(191,954)	162.61%	(69,813)	(16.28%)
	Administration Total	15,204,982	15,691,557	9,803,489	62.48%	15,540,948	10,418,818	5,122,130	67.04%	(615,329)	(6.28%)
Instruction	Salaries	392,506,938	396,679,368	268,573,693	67.71%	401,495,683	293,498,200	107,997,483	73.10%	(24,924,507)	(9.28%)
	Benefits	56,103,002	55,298,092	36,824,271	66.59%	57,433,638	38,999,127	18,434,511	67.90%	(2,174,856)	(5.91%)
	Staff Development	1,051,795	306,021	153,184	50.06%	1,004,363	663,611	340,752	66.07%	(510,427)	(333.21%)
	Supplies & Services	12,406,724	8,626,085	6,955,567	80.63%	12,985,296	7,070,623	5,914,673	54.45%	(115,056)	(1.65%)
	Capital Expenditure	2,511,917	4,479,823	3,397,872	75.85%	2,951,508	3,682,768	(731,260)	124.78%	(284,896)	(8.38%)
	Replacement F&E	169,381	49,738	42,718	85.89%	87,200	58,942	28,258	80.64%	(16,224)	(37.98%)
	Fees & Cont	4,568,133	4,952,548	2,637,434	53.25%	4,585,302	2,902,286	1,683,016	63.30%	(264,852)	(10.04%)
	Rental Exp	301,700	349,231	252,321	72.25%	401,924	281,523	120,401	70.04%	(29,202)	(11.57%)
	Other	69,504	118,479	109,142	92.12%	115,950	105,461	10,489	90.95%	3,681	3.37%
	Instruction Total	469,689,094	470,859,386	318,946,202	67.74%	481,070,864	347,262,542	133,808,323	72.19%	(28,316,340)	(8.88%)
Pupil Accommodation	Salaries	26,670,012	24,969,323	16,003,088	64.09%	26,251,284	16,821,078	9,430,206	64.08%	(817,990)	(5.11%)
	Benefits	7,151,921	6,842,322	4,435,214	64.82%	7,091,052	4,525,917	2,565,134	63.83%	(90,703)	(2.05%)
	Staff Development	42,190	27,217	13,086	48.08%	41,920	35,457	6,463	84.58%	(22,371)	(170.95%)
	Supplies & Services	14,788,915	16,051,915	9,693,729	60.39%	15,594,480	9,369,976	6,224,504	60.09%	323,753	3.34%
	Capital Expenditure	151,000	210,603	143,426	68.10%	150,600	25,244	125,356	16.76%	118,182	82.40%
	Replacement F&E	152,000	8,252	(1,243)	-15.06%	118,600	6,376	112,224	5.38%	(7,619)	612.94%
	Fees & Cont	6,149,026	6,459,115	5,487,876	84.96%	6,663,852	5,610,619	1,053,233	84.19%	(122,743)	(2.24%)
	Rental Exp	208,000	117,560	103,027	87.64%	208,760	90,004	118,756	43.11%	13,023	12.64%
	Other	2,415	2,402	2,198	91.50%	2,856	2,469	387	86.44%	(271)	(12.31%)
	Pupil Accommodation Total	55,315,479	54,688,709	35,880,401	65.61%	56,123,404	36,487,139	19,636,265	65.01%	(606,738)	(1.69%)
Transportation	Salaries	583,763	581,461	215,251	38.34%	586,707	343,452	243,255	58.54%	(128,201)	(59.56%)
	Benefits	152,056	134,880	61,548	45.63%	151,811	87,154	64,657	57.41%	(25,606)	(41.60%)
	Staff Development	35,000	5,814	3,360	57.79%	35,000	2,691	32,309	7.69%	669	19.91%
	Supplies & Services	179,707	186,091	131,521	70.68%	331,162	49,501	281,661	14.95%	82,021	62.36%
	Capital Expenditure	2,500	-	-	-	16,500	174	16,326	1.06%	(174)	-
	Replacement F&E	5,800	567	-	0.00%	5,800	-	5,800	0.00%	-	-
	Fees & Cont	14,340,876	14,236,357	10,762,203	75.60%	14,907,028	10,280,675	4,646,353	68.83%	501,528	4.66%
	Rental Exp	45,000	-	-	-	45,000	-	45,000	0.00%	-	-
	Other	1,900	204	204	100.00%	1,900	204	1,696	10.75%	-	0.00%
	Transportation Total	15,346,602	15,125,374	11,174,088	73.88%	16,080,908	10,743,852	5,337,056	66.81%	430,236	3.85%
Grand Total	555,556,157	556,365,027	375,804,179	67.55%	568,816,124	404,912,350	163,903,774	71.19%	(29,108,171)	(7.75%)	

Report

Report To: Business and Finance Committee

From: Administration

Date: May 15, 2015

Subject: Miscellaneous Grants/Programs as of April 30, 2015

Executive Summary:

This report is intended to provide information on the Miscellaneous Grants/Programs that the Board receives. The report lists the different grants and initiatives that the Board is involved in and the balance as at April 30, 2015.

Background Information:

The Board is involved in and receives many grants and additional funds that are outside of the enrolment based-Grants for Student Needs. A listing of the EPO and other Miscellaneous Grants are summarized in Appendix A. The attached grants are not included when the Operating Budget is presented, except for a defined few noted on the bottom of report. A summary of the different Grants and the Other Categories include in Appendix A is provided below:

	Grant Amount	Revenue to Date (A)	Actuals (B)	Balance (A-B)	Forecast Expenditures to Year end	Projected Year end Carry Forward of Grant
EPO Ministry of Education	4,844,399	3,515,052	2,303,760	1,211,292	3,970,485	1,225,000
Ministry of Citizenship & Immigration	333,280	369,280	94,659	274,621	309,280	24,000
Ministry of Training, Colleges, & Universities	162,125	128,110	141,392	(13,282)	162,125	0
Other Grants	2,068,857	1,540,017	1,134,073	405,944	2,090,814	0
Self-Funded Programs		565,005	346,413	218,593	565,005	0
Total	7,408,660	6,117,463	4020,297	2,097,168	7,097,715	1,249,000

At the time the Board is approving the Financial Estimates for the year, many of Miscellaneous Grants would not be known yet. As a result of this, traditionally we do not include them in the filing of the Estimates, with the exceptions of a few that are noted on the bottom of Appendix A. The Miscellaneous Grants or other initiatives that the Board is involved in are for specific purposes and need to be tracked separately. Most of these grants and initiatives are self-funding, must be spent within a given time frame, and are subject to audit by the Ministry or an outside organization. The Board received an allocation for Student Success, OFIP Schools in the Middle, Math literacy, Early Learning Leads Support, Utility Database Consumption, Library Staffing, Outdoor Education, Technology, plus a number of others.

The funds are used to provide professional development for our teachers, develop new curriculum material, and purchase technology, with specific results in mind. The Ministry monitors the spending of these funds very closely. If the money is given for a specific purpose, to be spent within a defined period of time, and if there is any money remaining or the purchases were out of scope, the Ministry will request the funds be returned to them.

Attached is the summary for the Miscellaneous Grants as of April 30, 2015. These grants and initiatives are overseen centrally. The report displays the Revenue received, the expenditures to date and the balance. It should be noted that some of the grants' funding period differ from our school board fiscal year and therefore any balances remaining at that time will be carried forward.

The Ministry of Citizenship and Immigration also offers funding for enhancing and redesigning ESL programs. Our Board is working with this funding and the on-going expansion the program to continuing to advance the ESL area.

The Board also has a number of programs that are self-funding, or other initiatives that are sponsored by outside organizations such as Children Treatment Network, OYAP, Swim to Survive, a number of other initiatives.

Each program enhances the educational value within our system and requires staff to use the minimal funds efficiently and effectively to develop a successful program within specific timelines.

Updated reports will be brought to future Accommodation and Business Affairs meetings.

Note:

The intent of the report is to provide financial information only. Specifics with regards to program initiatives, educational outcomes, etc. can be brought to the Board on request.

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

York Catholic District School Board
2014/15 EPO and Miscellaneous Grants as at April 30, 2015

Grant Administrator	Name of Grant	Fund Centre	Grant Amount	Reporting Dates	Revenue			Expenditures				Rev vs Exp		Grant vs Forecast		
					Previous Year Revenue Balance	Current Year Revenue	Total Revenue	Previous Year Expense Balance	Current Year Actuals	Current Year Commitments	Total Expenditures	Revenue vs Expenditure Current Balance	Notes	Forecast Actuals to Year-end	Projected Year-End Carryforward	
Ministry of Education EPO Grants:																
C Sousa/M WaySkinner	Aboriginal Education (FMNI)	9134	66,564.00	6-Mar-2015, 15-Jul-2015		51,698.40	51,698.40	11,760.00	43,584.42		55,344.42	-3,646.02	1	78,324.00	0.00	
T D'Acunio	Autism Supports & Training (ABA Training)	9137	83,295.00	30-Sep-15		83,295.00	83,295.00		45,917.34	48.07	45,965.41	37,329.59		83,295.00	0.00	
F Bagley/P Preston	BLDS Mentoring School Leaders	9166	81,282.00	1-Jun-15		74,654.00	74,654.00		50,549.22	112.38	50,661.60	23,992.40	1	81,282.00	0.00	
C Sousa	Career/Life Planning Programs	9076	14,403.00	18-Sep-15		14,403.00	14,403.00		7,424.81		7,424.81	6,978.19		14,403.00	0.00	
D Murgaski	CILM Collaborative Inquiry in Learning Math	9014	135,000.00	15-Jul-15		94,500.00	94,500.00		132,703.54		132,703.54	-38,203.54	1	135,000.00	0.00	
C Gastis	Community Use - Outreach Co-ord	9188	113,600.00	9-Oct-2015		71,000.00	71,000.00		68,803.21		68,803.21	2,196.79	1	113,600.00	0.00	
D Murgaski	Early Learning - Kindergarten Program Doc	9017	28,800.00	31-Aug-15		28,800.00	28,800.00		16,508.17		16,508.17	12,291.83		28,800.00	0.00	
D Murgaski	Early Learning Leads/Support	9068	175,160.00	31-Oct-15	166,550.08	110,351.00	276,901.08		164,258.57		164,258.57	112,642.51	1	342,145.08	0.00	
N Vezina	ECO/Inc Program Advisor (Jul 1/14 - Mar 31/17)	9022	979,000.00	quarterly	133,301.61	454,614.24	587,915.85		181,723.96		181,723.96	406,191.89	6	275,000.00	704,000.00	
N Vezina	ECO/Inc Program Advisor (previous yrs)	9049		complete	329,415.62		0.00		0.00		0.00	0.00	6	0.00	0.00	
D Murgaski	EDI - Teacher Release	9095	72,420.00	31-Oct-15		72,420.00	72,420.00		62,895.05		62,895.05	9,524.95		72,420.00	0.00	
C Sousa	Elearning Conact Project	9032	105,000.00	31-Aug-15		105,000.00	105,000.00		76,177.77		76,177.77	28,822.23		105,000.00	0.00	
D Murgaski/L Rolino	Enrolment Reporting Initiative	9091	31,645.00	01-Dec-14, 31-Aug-15		31,645.00	31,645.00		3,346.62		3,346.62	28,298.38		31,645.00	0.00	
M Nasello/C Sousa	Focus on Youth (summer students)	9070	65,000.00			0.00	0.00		6,500.00		6,500.00	-6,500.00	1	65,000.00	0.00	
D Murgaski	French Proposals	9079	19,205.00	30-Jun-15	6,764.72	19,205.00	25,969.72		22,887.54		22,887.54	3,082.18		25,969.72	0.00	
D Murgaski	FSL Improving Proficiencies Secondary	9501	53,895.00	10-Sep-15		53,895.00	53,895.00		5,390.00		5,390.00	48,505.00		53,895.00	0.00	
D Murgaski	FSL Initiatives	9002	171,099.00	17-July-2015		171,099.00	171,099.00		126,155.73		126,155.73	44,943.27		171,099.00	0.00	
M Nasello/D Scuglia	Healthy Eating St Maximilian (2 yr)	9084	25,000.00	2-year grant	24,343.19	20,000.00	44,343.19		20,769.89		20,769.89	23,573.30		49,343.19	0.00	
A Chan	Labour Framework Reforms	9069		prev yr complete		0.00	0.00		-55,113.12	7,968.48	-47,144.64	47,144.64	4	0.00	0.00	
T D'Acunio	Learning for All K-12	9196	22,077.00	30-Jun-2015		22,077.00	22,077.00		15,535.21		15,535.21	6,541.79		22,077.00	0.00	
D Murgaski	Library Staffing	9163	196,520.00	13-Mar-15		196,520.00	196,520.00		121,886.93		121,886.93	74,633.07		196,520.00	0.00	
T D'Acunio	Mental Health Professional Learning	9036	28,932.00	30-Sep-15		28,932.00	28,932.00		14,039.58		14,039.58	14,892.42		28,932.00	0.00	
C Sousa	MISA Local Capacity	9297	53,479.00	15-Jun-15		53,479.00	53,479.00		23,369.90		23,369.90	30,109.10		53,479.00	0.00	
L Coulter	Occasional Teacher Evaluations	9060		prev yr extension	24,600.49		24,600.49		0.00		0.00	24,600.49		24,600.49	0.00	
D Murgaski	OFIP Schools in the Middle	9197	315,300.00	15-Jul-15		268,710.00	268,710.00		159,999.47		159,999.47	108,710.53		315,300.00	0.00	
D Murgaski	Outdoor Education	9050	543,808.00	1-May-15		342,599.00	342,599.00		305,456.90		305,456.90	37,142.10	1	543,808.00	0.00	
D Murgaski	PANAM/PARAPAN Activities	9088	17,800.00	30-Oct-15	17,800.00		17,800.00		17,800.00		17,800.00	0.00		17,800.00	0.00	
P Preston	Parents Promoting Positive Sch Climate	9285		prev yr balance fwd	9,641.81		9,641.81		9,641.81		9,641.81	0.00		9,641.81	0.00	
D Murgaski	Pedagogical Leadership K-3	9092	5,000.00			5,000.00	5,000.00		946.72		946.72	4,053.28		5,000.00	0.00	
T D'Acunio	Post Secondary ASD (2 year)	9073	0.00	30-Oct-15	52,492.54		52,492.54		26,737.82		26,737.82	25,754.72		52,492.54	0.00	
P Preston	PRO grants (Parent Reaching Out)	9296	81,875.00	30-Jun-15		81,875.00	81,875.00		81,875.00		81,875.00	0.00		81,875.00	0.00	
J Porter	RIAT Host Board (2 yr)	9074	100,000.00	31-Aug-15	25,305.08		25,305.08		36,433.36	18.00	36,451.36	-11,146.28	1	125,305.08	0.00	
M Nasello	Safe Schools - Accepting/Incl Schools	9052	115,600.00	31-Oct-15		80,920.00	80,920.00		59,677.07	46.29	59,723.36	21,196.64		115,600.00	0.00	
D Murgaski/M WaySkinner	Speak-Up grants (individual schools)	9176	20,998.00	25-Sep-15		20,986.05	20,986.05		20,986.05		20,986.05	0.00		20,998.00	0.00	
T D'Acunio	Spec Ed SEAC committee	9099	500.00	30-Sep-15		500.00	500.00		0.00		0.00	500.00		500.00	0.00	
C Sousa	Specialist High Skills Major	9164	60,945.00	10-Jul-15		60,945.00	60,945.00		32,494.36		32,494.36	28,450.64		60,945.00	0.00	
C Sousa	Student Success & Cross Panel	9183	61,144.00	30-Oct-15		42,801.00	42,801.00		40,190.42		40,190.42	2,610.58		61,144.00	0.00	
C Sousa	Student Success 12/12 + Reengaged	9018	11,248.00	30-Sep-15		11,248.00	11,248.00		1,125.00		1,125.00	10,123.00		11,248.00	0.00	
C Sousa	Student Success CILM Middle Yrs Coll Inquiry Project	9038	87,288.00	30-Oct-15		61,102.00	61,102.00		87,288.00		87,288.00	-26,186.00	1	87,288.00	0.00	

York Catholic District School Board
2014/15 EPO and Miscellaneous Grants as at April 30, 2015

Grant Administrator	Name of Grant	Fund Centre	Grant Amount	Reporting Dates	Revenue			Expenditures				Rev vs Exp		Grant vs Forecast	
					Previous Year Revenue Balance	Current Year Revenue	Total Revenue	Previous Year Expense Balance	Current Year Actuals	Current Year Commitments	Total Expenditures	Revenue vs Expenditure Current Balance	Notes	Forecast Actuals to Year-end	Projected Year-End Carryforward
C Sousa	Student Success Coll Inquiry Inst Impact	9045	44,954.00	30-Oct-15		31,468.00	31,468.00		17,809.81		17,809.81	13,658.19	1	44,954.00	0.00
C Sousa	Student Success Differentiated Instruction	9184	44,954.00	30-Oct-15		31,468.00	31,468.00		34,168.67		34,168.67	-2,700.67	1	44,954.00	0.00
C Sousa	Student Success Literacy	9046	44,954.00	30-Oct-15		31,468.00	31,468.00		12,058.42		12,058.42	19,409.58	1	44,954.00	0.00
C Sousa	Student Success Math	9189	44,954.00	30-Oct-15		31,468.00	31,468.00		25,630.03		25,630.03	5,837.97	1	44,954.00	0.00
D Murgaski	Student Work Study Teachers	9034	120,000.00	15-Jul-15		84,000.00	84,000.00		54,573.03		54,573.03	29,426.97	1	120,000.00	0.00
D Murgaski	TLLP Fr Frederick McGinn (13/14)	9064	prev yr	1-Nov-14	1,799.88	3,412.50	5,212.38		2,006.30		2,006.30	3,206.08		5,212.38	0.00
D Murgaski	TLLP Librarians 21st Century (PKE)	9096	7,793.50	30-Jun-15		7,085.00	7,085.00		123.59		123.59	6,961.41	1	7,793.50	0.00
T D'Aunio	TLLP Prov Knowledge Exchange	9080	prev yr	19-Dec-14	18,990.92	1,990.00	20,980.92		20,980.92		20,980.92	0.00		20,980.92	0.00
D Murgaski	TLLP St. Charles (13/14)	9065	prev yr	complete		3,000.00	3,000.00	846.98	2,153.02		3,000.00	0.00		3,000.00	0.00
D Murgaski	TLLP St. Kateri Takawitha (14/15)	9086	26,552.27	31-Jul-15	214.49		214.49		2,807.10		2,807.10	-2,592.61	1	26,552.27	0.00
D Murgaski	TLLP St. Veronica (14/15)	9085	46,355.14	31-Jul-15	3,060.85	15,624.60	18,685.65		19,754.30		19,754.30	-1,068.65	1	46,355.14	0.00
N Vezina	Utility Consumption Database (3 yr)	9040	521,000.00	unconfirmed	130,126.83	-75,198.62	54,928.21		54,928.21		54,928.21	0.00	6	0.00	521,000.00
Subtotal Ministry of Education EPO Grants:			4,844,398.91		944,408.11	2,570,643.75	3,515,051.86	12,606.98	2,282,959.72	8,193.22	2,303,759.92	1,211,291.94		3,970,485.12	1,225,000.00
Ministry of Citizenship & Immigration:															
D Murgaski/L. Rotino	MCI Adult Non-Credit Awareness	9087	186,714.37	31-Aug-15	186,714.37		186,714.37		52,981.65	839.18	53,820.83	132,893.54	2	186,714.37	0.00
D Murgaski/L. Rotino	MCI Portfolio Based Lang Assessments (2 yr)	9090	54,000.00	2015/16	54,000.00	36,000.00	90,000.00		21,541.89		21,541.89	68,458.11	2	30,000.00	24,000.00
D Murgaski/L. Rotino	MCI Program Redesign (3 yr)	9044	92,565.64	2014/15	92,565.64		92,565.64		11,411.52	7,884.91	19,296.43	73,269.21	2	92,565.64	0.00
Subtotal MCI Grants:			333,280.01		333,280.01	36,000.00	369,280.01	0.00	85,935.06	8,724.09	94,659.15	274,820.88		309,280.01	24,000.00
Ministry of Training, Colleges and Universities:															
C Sousa/L. Cotton	OYAP	9204	162,125.00			128,110.00	128,110.00	32,425.00	104,160.21	4,806.63	141,391.84	-13,281.84	1	162,125.00	0.00
Subtotal MTCU Grants:			162,125.00		0.00	128,110.00	128,110.00	32,425.00	104,160.21	4,806.63	141,391.84	-13,281.84		162,125.00	0.00
Other Grants:															
T D'Aunio	Children's Treatment Network (CTN)	9291	755,158.00	quarterly	217,445.34	434,454.00	651,899.34		519,354.96		519,354.96	132,544.38	1/5	755,158.00	0.00
D Murgaski	CODE 21st Century Research	9082	prev yr	28-Nov-14		21,258.65	21,258.65	21,150.44	108.21		21,258.65	0.00		21,258.65	0.00
C Sousa	CODE TLF 21st Century Research	9098	672,774.89	15-Jun-15		672,774.89	672,774.89		474,254.37	428.97	474,683.34	198,091.55		672,774.89	0.00
C Sousa	CODE Blended Learning	9097	40,000.00	end of project			0.00		0.00		0.00	0.00		40,000.00	0.00
D Murgaski	CODE Destination Reading	9057	prev yr	complete			0.00		0.00		0.00	0.00		0.00	0.00
D Murgaski	CODE ELL	9024	10,000.00	10-Jul-15			0.00		243.75		243.75	-243.75	1	10,000.00	0.00
J McLoughlin	CODE Student Injury Prevention Phase 2	9089	144,817.00	15-Sep-15		144,817.00	144,817.00		14,247.08	3,686.66	17,933.74	126,883.26		144,817.00	0.00
D Murgaski	CODE Summer Learning	9502	150,000.00	30-Nov-15			0.00		0.00		0.00	0.00		150,000.00	0.00
C Sousa	Dual Credit Accelerated	9027	44,382.50	invoiced			0.00		8,942.26		8,942.26	-8,942.26	1	44,382.50	0.00
C Sousa	Dual Credit Project	9181	64,322.14	invoiced			0.00		15,560.13		15,560.13	-15,560.13	1	64,322.14	0.00
C Sousa	Dual Credit SWAC	9035	97,600.00	invoiced			0.00		21,958.43		21,958.43	-21,958.43	1	97,600.00	0.00

York Catholic District School Board
2014/15 EPO and Miscellaneous Grants as at April 30, 2015

Grant Administrator	Name of Grant	Fund Centre	Grant Amount	Reporting Dates	Revenue			Expenditures				Rev vs Exp		Grant vs Forecast	
					Previous Year Revenue Balance	Current Year Revenue	Total Revenue	Previous Year Expense Balance	Current Year Actuals	Current Year Commitments	Total Expenditures	Revenue vs Expenditure Current Balance	Notes	Forecast Actuals to Year-end	Projected Year-End Carryforward
P. Preston	Food for Learning	9169	19,790.00	as applied		19,790.00	19,790.00		19,790.00		19,790.00	0.00		19,790.00	0.00
D. Murgaski	Leading Student Achievement Support	9093	10,000.00	not req'd		10,000.00	10,000.00		12,541.19		12,541.19	-2,541.19	3	10,000.00	0.00
C. Sousa	MISA Grade 9 Applied English	9094	5,000.00	30-Jun-15		5,000.00	5,000.00		0.00		0.00	5,000.00		5,000.00	0.00
P. Preston	Parents Promoting Positive Sch Climate	9285		prev yr balance fwd	704.26		704.26		704.26		704.26	0.00		704.26	0.00
C. Sousa	Promoting Skilled Trades/Tech - Humber	9194	13,702.00	invoiced			0.00		3,242.04		3,242.04	-3,242.04	1	13,702.00	0.00
P. Preston	Swim to Survive	9270	41,310.00	15-Jul-15		13,772.55	13,772.55	13,492.44	4,367.50		17,859.94	-4,087.39	1	41,310.00	0.00
Subtotal Other Grants:			2,068,856.53		218,149.80	1,321,867.09	1,540,016.89	34,842.88	1,095,314.18	4,115.63	1,134,072.89	405,944.00		2,090,819.44	0.00
Self-Funded Programs:															
T. D'Acunto	AQ Courses	9488		self-funded	15,492.09	95,150.00	110,642.09		40,656.84		40,656.84	69,985.25	1	110,642.09	0.00
D. Murgaski	Artist in the School	9102		self-funded	4,845.14	53,825.00	58,670.14		54,732.56		54,732.56	3,937.58	1	58,670.14	0.00
D. Murgaski	Arts Camp	9101		self-funded	287.88	118,885.00	117,172.88		12,626.37	3,149.06	15,775.43	101,397.45	1	117,172.88	0.00
	MCI bank interest (9044/9087/9090)				7,287.32		7,287.32		0.00		0.00	7,287.32		7,287.32	0.00
L. Coulter	OISE University of Toronto Practice Teaching	9067		self-funded		2,400.00	2,400.00		2,400.00		2,400.00	0.00		2,400.00	0.00
M. Nasello	OLL Cafeteria	9118		self-funded		49,597.15	49,597.15		58,041.00		58,041.00	-8,443.85	1/7	49,597.15	0.00
T. D'Acunto	Special Ed Curriculum Dev	9039		self-funded	30,758.14		30,758.14		150.11		150.11	30,608.03		30,758.14	0.00
M. Nasello	St. Brother Andre Cafeteria	9348		self-funded	36,059.21	152,418.50	188,477.71		174,656.95		174,656.95	13,820.76	1/7	188,477.71	0.00
Subtotal Self-Funded Programs:					94,729.78	470,275.65	565,005.43	0.00	343,263.83	3,149.06	346,412.89	218,592.54		565,005.43	0.00
Grand Total			7,408,660.45		1,590,567.50	4,526,896.49	6,117,463.99	79,674.86	3,811,633.00	28,988.63	4,020,296.49	2,097,167.50		7,097,715.00	1,249,000.00

Notes

- * Revenue from source to follow
- † MCI grant revenues include internal bank interest reallocation shown under "Self-Fund Programs"
- 1 Reallocations to regular budgets pending
- 2 Deferred revenue used for licensing in 14/15
- 3 CTN fiscal year agreements ends March 31st
- 4 Energy grants - Ministry reconciliation approved \$404,614.24 UCD/ECO prev yr balances transferred to current ECO grant (9022)
- 5 School operated cafeterias - income recorded after month end, payroll processed regularly. St. BA contract invoices are also behind in posting
- 6 Commitments shown exclude "Funds Reservations" in SAP for salaries/benefits

Included in Operating (specified GLs)		Actuals	
Autism Supports & Training (ABA Training) 13400/23400	9137	37,771.10	
Community Use - Outreach Co-ord 11200/21200	9188	1,000.00	
Learning Contact Project 17100/27100	9032	27,100.00	
Early Learning Leads/Support 10300/20300/16102/26102	9068	4,100.00	
ECO Energy overhead 72500	9022	1,000.00	
FSL Initiatives 16102/26102	9002	8,100.00	
Mentoring School Leaders 15100/25100	9166	15,100.00	
Student Work Study Teachers 17100/27100	9034	41,000.00	
OYAP 16102/26102	9204	2,100.00	
		480,800.23	
10% Admin and ECO overhead (10-5050 less 72500)	5050	288,090.28	Revised Estimates
		766,890.48	899,488
Children's Treatment Network	9291	519,354.96	755,158
		1,298,245.45	1,745,826.00
			1,483,831.00

York Catholic District School Board

Report

Memo To: Accommodation and Business Affairs Committee

From: Administration

Date: Mar 13, 2015

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.

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

Prepared and Submitted by: Jackie Porter, Senior 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 May 10th, 2015

Property Damage

School	Date of Incident	Description	Estimated Value	Expenses To Date	Deductable	Claim Number
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OPEN CLAIMS:

St. Joseph - Aurora	1/25/2015	Copper coils taken from roof top unit	\$25,000	0	\$10,000	26456
Father Henri Nouwen	2/16/2015	Frozen pipes ruptured	\$125,000	\$82,302	\$10,000	26493
Divine Mercy	2/16/2015	Frozen pipes ruptured	\$200,000	0	\$10,000	26491
Father Michael McGivney	July 2014	Cart holding laptops and Ipads broken into and 35 Ipads, 3 laptops and 2 projectors were stolen	\$20,000	\$16,637	\$10,000	26230
St. Elizabeth CHS	12/29/2013	Fire	\$1,200,000	\$648,012	\$10,000	25760