

York Catholic District School Board

MEMO

Memo To: Corporate Services Committee

From: Trustee T. Ciaravella, Corporate Services Committee Chair
F. Bagley, Associate Director: Strategic Leadership

Date: October 5, 2017

Subject: Corporate Services Committee Meeting: October 10, 2017

The October 10, 2017 meeting of the Corporate Services Committee has been scheduled as follows:

October 10, 2017

Board Room – Catholic Education Centre

Public Session – 6:30 p.m.–10:00 p.m.

Private Session – following Public Session

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

The Corporate Services Committee (CSC) agenda has been structured to include both a Public and a Private session.

The Public agenda for CSC includes one Staff Presentation, one Staff Action Item and five Information Items. The Private agenda for CSC includes two Staff Presentation Items and four Discussion/Information Items.

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

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

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

AGENDA

CORPORATE SERVICES COMMITTEE

Board Room, Catholic Education Centre

Tuesday, October 10, 2017

6:30 P.M. – 10:00 P.M.

		<u>Page #</u>
1. OPENING PRAYER	T. Ciaravella	
2. ROLL CALL	T. Ciaravella	
3. APPROVAL OF THE AGENDA	T. Ciaravella	
4. APPROVAL OF THE PREVIOUS MINUTES	T. Ciaravella	1
5. PROPOSED FUTURE MEETING DATES:	T. Ciaravella	
a) December 12, 2017, February 13, 2018, May 8, 2018		
6. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING	T. Ciaravella	
7. DECLARATION OF CONFLICT OF INTEREST:	T. Ciaravella	
8. OUTSIDE PRESENTATION(S): Nil		
9. STAFF PRESENTATIONS:		
a) 2016-2017 Preliminary Pre-Audit Year-End Financial Results/Position	A. Chan	6
10. ACTION ITEM(S):		
a) 2018-2023 Long-Term Accommodation Plan (LTAP)	T. Pechkovsky	18
11. SUB-COMMITTEE REPORT(S): Nil		
12. DISCUSSION ITEM(S): Nil		
13. INFORMATION ITEM(S):		
a) Purchasing Bid Activity Report April 27, 2017 – October 2, 2017	A. Chan	28
b) Capital Priorities Submission	T. Pechkovsky	43
c) 2017/18 Revised Estimates Process	J. Porter	46
d) Insurance Reports: Property Claims/Theft and Damage	J. Porter	49
e) Child Care Operator Renewal Process	T. Pechkovsky/F. Zeppieri	51
14. NOTICES OF MOTION:		
Nil		
15. FUTURE ITEM(S):		
Nil		

ADJOURNMENT



O God of Creation, you have blessed us with the changing of the seasons.

As we embrace these autumn months,

May the earlier setting of the sun

Remind us to take time to rest.

May the crunch of the leaves beneath our feet

Remind us of the brevity of this earthly life.

May the seam of our breath in the cool air

Remind us that it is you who give us your breath of life.

May the scurrying of the squirrels and the migration of the birds

Remind us that you call us to follow your will.

We praise you for your goodness forever and ever.

Amen

York Catholic District School Board

MINUTES CORPORATE SERVICES COMMITTEE (Public Session)

A meeting of the regular session of the Corporate Services Committee was held in the Board Room of the Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario, on Tuesday, May 9, 2017, commencing at 7:05 p.m.

PRESENT:

Committee Members: C. Cotton, T. Ciaravella, E. Crowe, C. Ferlisi, M. Marchese, D. Mazzotta, M. Mogado, T. McNicol [via teleconference], A. Stong, Student Trustees N. Bottger and B. Smith

Administration: P. Preston, F. Bagley, A. Chan, J. Porter, J. McLoughlin, C. Gastis, D. Sexton, D. McCowell, T. Pechkovsky, D. Clapham, D. Murgaski, O. Oloya, M. Battista, N. Di Nardo, M. Fedrigoni, J. Sarna, L. Paonessa

Other Guests: A. Garde, Snyder Architects Inc.

Absent with Notice: D. Giuliani

Recording: K. Errett

Presiding: T. Ciaravella, Committee Chair

1. CALL TO ORDER AND PRAYER

Trustee Teresa Ciaravella called the meeting to order at 7:05 p.m. and led the attendance in the opening prayer.

2. APPROVAL OF THE AGENDA

Motion: Crowe/Stong

THAT the agenda be approved as presented.

— MOTION CARRIED —

3. APPROVAL OF THE MINUTES

Motion: Ferlisi/Crowe

THAT the Minutes of the March 7, 2017 Corporate Services Committee meeting be approved as presented.

— MOTION CARRIED —

4. FUTURE MEETING DATES

The next meeting of the Corporate Services Committee will be held in the Fall, 2017.

5. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING:

Nil

6. DECLARATION OF CONFLICT OF INTEREST

- PREVIOUS MEETINGS:

Nil

7. OUTSIDE PRESENTATION:

a) Architect Presentation – Our Lady of Good Counsel CES Update

A PowerPoint presentation from Our Lady of Good Counsel CES replacement school was provided by A. Garde, Architect, Snyder Architect Inc. A. Garde informed the Board that due to recent extremely rainy conditions, the project has fallen behind schedule. However, it was acknowledged that there was slack in the schedule and that, should fair weather prevail, all parties (administration, architect, contractor) will be making best efforts recoup the lost time to bring the project back on schedule. The update also highlighted the status of the contract price which reflected no change from the original contract.

It was confirmed that there would be a section in the wall that would accommodate bricks taken from the original school.

Committee Chair T. Ciaravella thanked Architect A. Garde for attending the meeting to provide the update.

8. STAFF PRESENTATIONS:

a) 2017-2018 Budget Introduction

The 2017-2018 Budget Introduction and related PowerPoint presentation was provided by Chief Financial Officer and Treasurer of the Board, A. Chan. The PowerPoint provided the first draft of the 2017-2018 Revenue Module, highlighting changes in revenues and related fiscal impacts as well as indicating the status of the budget development.

The preliminary enrolment provided in the 2017-2018 Revenue Estimates, which were based on the 2017-2018 enrolment projections, indicated the slight decrease for the coming year, however, it was noted that declining enrolment is a trend expected to continue until 2030-2031. A Summary of Changes in Operating Revenue was provided; the resulting Estimate for 2017-2018 reflects a total revenue increase of 1.89%. While there are decreases in revenue expected, Administration is developing plans to implement savings strategies to offset as much of the funding reduction as possible.

P. Preston, Director of Education, assured the Board of Trustees that there would be budget material available by the end of next week, allowing Trustees time to review material prior to the May 23, 2017 Special Board meeting.

9. ACTION ITEM(S):

a) Immaculate Conception CES Year 2 Kindergarten

D. Murgaski, Superintendent of Curriculum and Assessment, shared a transportation proposal to continue to offer transportation to Year Two Kindergarten siblings of French Immersion students, who are currently receiving transportation service to Immaculate Conception CES. It was stressed that the proposal be in place for the 2017-2018 school year only as a PAR accommodation solution.

The report resolved the issues of supervision and the consistent application of the YCDSB Transportation Policy across PAR schools. The report brings closure to the issue of instructional time by acknowledging that some loss of instructional time is a reality, the daily amount, dependent upon traffic, weather and/or mechanical issues.

Trustee Crowe directed staff to draft and present Part A of the CSC Report including the motion for the provision of a shuttle between Immaculate Conception CES and St. John Bosco CES for the Year 2 Kindergarten siblings of FI students, currently receiving transportation to Immaculate Conception CES, to the May 23rd Special Meeting of the Board.

Motion: Marchese/Crowe

1. **THAT** the Board authorize Administration to provide a shuttle between Immaculate Conception CES and St. John Bosco CES to the Year 2 Kindergarten siblings of French Immersion students, currently receiving transportation to Immaculate Conception CES, for the 2017-2018 school year only.
2. **THAT** the Board approves the provision of transportation as defined above with the acknowledgement of some loss of instructional time, possible late arrival and consistent early dismissal.

— MOTION CARRIED —

10. SUB-COMMITTEE REPORTS:

Nil

11. DISCUSSION ITEM(S):

Nil

12. INFORMATION ITEMS:**a) Procurement Activity Reports**

The Purchasing Bid Activity Report for the period February 25, 2017 – April 26, 2017 was provided for information purposes. There were no exceptions contained in the report for this period.

A discussion regarding Bid (Awarded) 2017-61-T “Mechanical-HVAC-Boiler, Fluid Coolers, BAS-St. Nicholas” was highlighted as an emergency repair required to enable heating next winter as approved by the Capital Budgeting and Monitoring Subcommittee, although it was acknowledged that the school will be involved in the next scheduled PAR for Newmarket.

Staff confirmed that repair is opted for over renewal where possible and that discussion and sign-off on large dollar expenditures on PAR related schools is made at various levels (e.g. SLD/Capital Budgeting and Monitoring Subcommittee) prior to proceeding with the project. As well, service contracts are structured to allow for the deletion of schools from the contract once a school site is no longer owned by the Board.

b) Temporary Accommodation Grant (TAG) Update

A. Chan, Chief Financial Officer and Treasurer of the Board provided a report to identify the origin, evolution and current criteria for the Temporary Accommodation Grant (TAG) funds expenditures for the years 2010-2011 to 2016-2017 including a spreadsheet summary.

c) Educational Development Charges (EDC) By-Law Update

A. Chan, Chief Financial Officer and Treasurer of the Board and D. McCowell, Coordinating Manager of Planning and Operations provided a report regarding the current status of Educational Development Charges (EDC) By-Law No 205, expiring on July 1, 2019. The report provides notice of the timelines and process for the next YCDSB EDC By-Law renewal. As in the past, YCDSB and York Region District School Board (YRDSB) will engage in a joint RFP process in order to minimize duplication and reduce the opportunity for appeals by ensuring a consistent approach.

It was noted that although the costs associated with the RFP process are split 50/50 with YRDSB the expenditure is fully recovered through EDCs.

d) Status Update of 2016-2017 Capital Projects

A 2016-2017 Capital Plan update was provided by J. McLoughlin, Coordinating Manager of Plant and Accommodation Services. The report provided information regarding the status of the Capital Renewal projects for 2016-17 including projects funded through the School Renewal Allocation (SRA) and School Condition Improvement (SCI) funding program. New information was provided regarding the newly created capital allocation for Greenhouse Gas Reduction Fund (GGRF) (\$2.93 million) to be spent by March 31, 2018.

J. McLoughlin noted that some of the Capital Projects included in the Plan will be either postponed or delayed due to staffing constraints and short timelines for the increased funding. Unspent funds will be carried forward with the exception of the GGRF allocation.

e) Fundraising Re: Portables Air Conditioning

J. McLoughlin, Coordinating Manager of Plant and Accommodation Services provided information to support Administration's opinion regarding the provision of air conditioning systems for portable classrooms through school generated funds. The consensus was to not recommend this approach due to issues of equity, ownership and the impact on operating resources.

f) Winter Maintenance Update

C. Gastis, Manager of Facilities Services, provided an update on the winter maintenance program. The 2017 budget approved a cost reduction to the winter maintenance program by eliminating the plowing and/or salting of play areas at all elementary schools. However, as a result of the erratic weather patterns experienced in the beginning of the winter which led to a number of days with icy conditions, The Board directed staff to resume the winter maintenance of the play areas at all elementary schools.

C. Gastis provided an overview of the 2016 contracts which were procured with options for a) pricing for full season and b) pricing on a per-event basis should the full winter maintenance program for school playgrounds be re-instated. The current pricing includes insurance, equipment, gas and labour costs. It was noted that liability insurance has increased substantially for contractors.

A statement of the expenditures to-date was provided in the report; As at February 28, 2017 expenditures and commitments total \$1.40 million while the budget for winter maintenance is \$1.53 million. It is expected that the winter maintenance budget will be exceeded by \$250,000.

g) Cashless Schools Update

J. Porter, Coordinating Manager of Budget and Audit Services, provided an update report regarding the Cashless Schools initiatives next steps.

h) Insurance Reports: Property Claims/Theft and Damage

A Property Insurance Claims Tracking Chart Report was provided; there had been no new Theft and Damage incidents to report during the duration of the report.

i) Temporary Accommodation Program Update

D. McCowell, Coordinating Manager of Planning and Operations provided an update on the current inventory of portables and port-a-paks and the needs identified through the annual portable survey which will be funded through the 2017-2018 Temporary Accommodation Grant (\$1,179,000) allocation. It was noted that Administration will seek permission from the Ministry of Education to access POD funds for the purpose of temporary accommodation.

J. McLoughlin, Coordinating Manager of Plant and Accommodation, was requested to email Trustees to advise if two additional portables could be added to the site under the current site plan approvals at Christ the King CES.

j) Settlement Education Partnership of York Region (SEPYR) Relocation

D. Murgaski, Superintendent of Curriculum and Assessment, provided a report to advise Trustees of the relocation of the SEPYR office from St. Joseph the Worker CES to St. Joseph CES, Richmond Hill due to the closing of St. Joseph the Worker CES as determined by the Vaughan-Thornhill PAR due to the closing of Holy Family CES, resulting in lack of space at St. Joseph the Worker CES.

Administration stated that if the space at St. Joseph CES, Richmond Hill, was needed for students in future years, hub funding would be considered to relocate the SEPYR program again. It was noted that SEPYR covers their own moving expenses.

k) Adult ESL Class Relocation

D. Murgaski, Superintendent of Curriculum and Assessment, provided a report to inform Trustees of the proposed relocation of two Continuing Education Adult ESL program classes to Corpus Christi CES. The relocation will be easily restricted to an area physically separated from students including a separate entrance and washroom facilities.

Trustee feedback was positive. It was requested that an update report be provided to the Student Success and Pathways Committee at the end of next year to provide information on program expansion, the growing number of students being served by the Continuing Education Department and to provide comment on how the community hub/shared space initiatives work in schools especially in light of the fact that currently provincial discussions are supporting the concept of operating Ministry of Health treatment centres and other health care uses in schools.

l) St. Agnes of Assisi CES Port-a-pak

J. McLoughlin, Coordinating Manager of Plant and Accommodation, provided an update report regarding the potential sale of the 10-unit port-a-pak at St. Agnes of Assisi CES. While the original TCDSB intention to purchase the pak was unable to be realized, a second Request for Interest has generated the interest of two parties whom the Board is now working with. Further updates will be provided as they become available.

13. NOTICE(S) OF MOTION

Nil

14. FUTURE ITEM(S)

Nil

Adjournment: 8:45 P.M.

On Motion: Crowe/Marchese and CARRIED

York Catholic District School Board

REPORT

Report To: Corporate Services Committee

From: Administration

Date: October 10, 2017

Report: 2016-17 Preliminary Pre-Audit Year End Financial Results/Position

EXECUTIVE SUMMARY

The intent of this report is to present information about the projected 2016-17 regular operating financial results on a preliminary “pre-audit” basis. The annual results and impact on year end accumulated surplus position is summarized as follows:

- The preliminary 2016-17 in-year compliance deficit is (\$6,162,177) or 1.06% of operating revenue with a positive variance of \$1,412,349 against the 2016-17 Revised Estimates Budget:

2016-17 Annual Compliance Operating Results				
	2016-17 Revised Estimates	2016-17 Actuals	Difference	
			#/\$	%
Operating Revenue (Excluding Capital/PSAB/YE)	\$ 578,305,685	\$ 579,624,057	\$ 1,318,372	0.23%
OPERATING EXPENSES & EFB/PSAB ITEMS				
Operating Expenses	\$ 584,373,000	\$ 583,974,219	\$ (398,781)	-0.07%
Employee Future Benefit (PSAB) Item	1,364,272	1,702,945	338,673	24.82%
Operating Expenses & EFB/PSAB Items	\$ 585,737,272	\$ 585,677,164	\$ (60,108)	-0.01%
NET OPERATING SURPLUS / (DEFICIT)	\$ (7,431,587)	\$ (6,053,107)	\$ 1,378,480	-18.55%
Other Compliance Items				
Registered Charity	\$ -	\$ 33,869	\$ 33,869	
Committed Sinking Fund Commitment	\$ (142,939)	\$ (142,939)	\$ -	0.00%
MINISTRY COMPLIANCE POSITION	\$ (7,574,526)	\$ (6,162,177)	\$ 1,412,349	-18.65%

- Preliminary 2016-17 financial results reflect an in-year non-compliant deficit of \$6,162,177. To be a compliant deficit, the in-year deficit must be less than \$5.6 million.

Note: The 2016-17 financial position presented in this report is reflective of preliminary pre-audit financial results only (before completion of all entries) and is therefore, subject to change. The 2016-17 Year-End Financial Statements will be presented and reviewed in detail at the Audit Committee of the Board which is scheduled for Monday, November 13th. All information noted in this report is subject to audit by the Board's External Auditors and once finalized, will be reviewed at the Audit Committee meeting. A Special Board Meeting has also been scheduled on the same night to approve the Board's 2016-17 Consolidated Financial Statements subject to recommendations of the Audit Committee.

MINISTRY REPORTING REQUIREMENTS

Per Ministry memorandum 2017 SB25: 2016-17 Financial Statements (DSB), the Ministry has increased the interconnectivity of its school board systems and requires school boards to:

- Complete ONSIS submission of enrolment data for direct loading into the Ministry EFIS system for financial reporting (last refresh will be September 30, 2017). Continuing Education enrolment data are also to be loaded, but will not be loaded into EFIS for 2016-17.
- Complete input of capital expenditures by capital component type, by project (School Condition Improvement, Community Hub and Greenhouse Gas Reduction allocations) into the Ministry VFA facility application which will be uploaded into EFIS between September 18 to October 31, 2017.
- Verify School IDs used for the new School Based funding impacting 2016-17 Financial Statements
- File audited financial statements and electronically submit the Ministry's EFIS (Education Finance Information System) web application financial package by November 15, 2017 (hard copy Published Financial Statements may be submitted no later than December 2, 2017). Cash flow penalties are in effect for late submissions in EFIS. It is the intent of administration to submit the EFIS package electronically by that date; and
- Submit the Capital Analysis and Planning Template (CAPT) by November 30, 2017. Boards are reminded that this template must reconcile to EFIS information and that CAPT is used by the Ministry for various purposes such as approval to proceed for capital projects requests, capital priorities support tool, tracking system for capital projects and to assess a board's financial capital position. It is the intent of administration to meet the deadline.

The Ministry-held training sessions in September provided direction and clarifications for the 2016-17 Financial Statement submissions.

New for 2016-17:

- **Provincial Employee Life and Health Benefit Trusts (ELHT)** implementation begun during 2016-17 with the transition of YCDSB teacher employee benefits to their union OECTA ELHT on February 1, 2017.
- **Appendix H (EFIS Staffing Schedule)** used for ELHT payments to ELHT and costing, went from a four-page report for 2014-15 to 24 pages for 2015-16 to 44 pages for 2016-17. The Ministry has indicated that the sector can expect additional specified audit procedures in the future.
- **Changes for Capital Reporting** to accommodate more detailed reporting for new and existing capital programs.

AUDIT

Administration is currently processing and finalizing 2016-17 transactions, accruals, closing entries and commencing the preparation of the necessary schedules required by the auditors. The Board's external auditors, Grant Thornton, performed audit planning work during the week of August 28, 2017 and will commence the year-end audit of the Board's financial records and statements on October 10, 2017.

Audited Financial Statements will be brought directly to the year-end Audit Committee meeting targeted for November 13, 2017. It is the intent of Administration to submit the EFIS package electronically after approval by the Audit Committee prior to the deadline of November 15, 2017 and to submit the final official Audited Consolidated Financial Statements subject to Board approval.

PRELIMINARY PRE-AUDIT OPERATING FINANCIAL RESULTS

Enrolment:

On the enrolment front, preliminary results show a drop of (66.51) pupils from 2016-17 Revised Estimates to 2016-17 Actuals and a decline of (264.48) pupils from 2015-16 to 2016-17 Actual Enrolment as follows:

ENROLMENTS					
				Difference	
				2016-17 Actual vs 2016- 17 Rev Estimates	2016-17 Actual vs 2015-16 Actual
	2015-16 Actual A.D.E.	2016-17 Revised Estimates A.D.E.	2016-17 Actual A.D.E.		
PUPILS OF THE BOARD (Excludes High Credit & Visa Students)					
Elementary	36,753.44	36,406.22	36,392.52	(13.70)	(360.92)
Secondary	17,863.75	17,905.13	17,855.80	(49.33)	(7.95)
Total Enrolment	54,617.19	54,311.35	54,248.32	(63.03)	(368.87)
High Credit	16.88	7.00	9.27	2.27	(7.61)
Gov. of Canada		1.00	1.00	-	1.00
Over 21		1.00	0.50	(0.50)	0.50
	54,634.07	54,320.35	54,259.09	(61.26)	(374.98)
OTHER PUPILS (VISA)					
Elementary	50.50	63.00	60.50	(2.50)	10.00
Secondary	263.75	367.00	364.25	(2.75)	100.50
Total Enrolment	314.25	430.00	424.75	(5.25)	110.50
TOTAL ENROLMENT	54,948.32	54,750.35	54,683.84	(66.51)	(264.48)

In-Year Financial Results:

When compared to 2016-17 Revised Estimates expected deficit of (\$7,574,526), the 2016-17 in-year compliance deficit of (\$6,162,177) improved with a projected positive variance of \$1,412,349:

Annual Compliance Operating Financial Results 2016-17				
	Revised Estimates	Actuals	Variance	
			Increase (Decrease)	%
ENROLMENT				
Elementary	36,469.22	36,453.02	(16.20)	-0.04%
Secondary	18,281.13	18,230.82	(50.31)	-0.28%
Total Enrolment	54,750.35	54,683.84	(66.51)	-0.12%
OPERATING REVENUE				
Grants for Student Needs (GSN)	\$ 560,413,151	\$ 560,931,352	\$ 518,201	0.09%
Other Grants	(118,069)	(81,036)	37,033	
Other Revenues	10,129,900	10,715,030	585,130	5.78%
Continuing Education Other	7,880,703	8,058,711	178,008	2.26%
OPERATING REVENUE (excluding Cap/YE/PSAB impact)	\$ 578,305,685	\$ 579,624,057	\$ 1,318,372	0.23%
OPERATING EXPENSES & PSAB (EFB) PROVISION				
Operating Expenses	\$ 584,373,000	\$ 583,974,219	\$ (398,781)	-0.07%
EFB (PSAB) Provision	1,364,272	1,702,945	338,673	24.82%
OPERATING EXPENSES & PSAB (EFB) PROVISION	\$ 585,737,272	\$ 585,677,164	\$ (60,108)	-0.01%
COMPLIANCE SURPLUS / (Deficit)	\$ (7,431,587)	\$ (6,053,107)	\$ 1,378,480	
Other Ministry Compliance Items				
Registered Charity	\$ -	\$ 33,869	\$ 33,869	
Committed Sinking Fund Commitment	(142,939)	(142,939)	-	
Ministry Compliance Surplus/(Deficit)	\$ (7,574,526)	\$ (6,162,177)	\$ 1,412,349	

With in-year compliance deficit of \$6,162,177, the 2016-17 in-year deficit will be considered a non-compliant deficit. The Board must achieve an in-year deficit below \$5.6 million to be compliant for 2017.

Administration is currently analysing the components. While detailed information will be presented at the year-end Audit Committee meeting, some preliminary findings are as follows:

1. Operating Revenue positive variance of \$1,318,372:
 - a. Net GSN positive variance of \$518,201 is made up primarily of \$340k increase from deferred revenues (SEA and RIAT), Cont. Ed increase of \$210k, \$365k elimination of Earned Leave Plan GSN reduction due to increase in sick leave experience, \$273k in Q&E, ESL & FSL increase of \$80k netting the negative impact of decline in enrolment.
 - b. Other Revenue positive variance of \$585,130 is made up primarily of increase in VISA student tuition revenue of \$236k, increase in interest revenue of \$161k, Business Intelligence (BI) project recovery of \$106k, increase in OSBIE rebates of \$64k.
 - c. Other Grant positive variance of \$37,033 is mainly due to recovery of Syrian Newcomer grant form 2015-16.
 - d. Continuing Education Revenue positive variance of \$178,008 is mainly due to expansion of Continuing Education programs.

2. Operating Expense “positive” variance of \$398,781: The following shows that Salaries and Benefits continue to generate negative variances while non-Labour costs (the “controllable” component) continues to generate positive variances to support the labour components:

2016-17 Operating Expense Variance Summary			
	2016-17 Revised Estimates	2016-17 Actuals	Variance
Salaries	450,380,596	452,755,438	(2,374,842)
Benefits	71,170,668	72,455,444	(1,284,776)
Salaries & Benefits	521,551,264	525,210,882	(3,659,618)
Expenses	62,821,736	58,763,337	4,058,399
Total Operating Expenses	584,373,000	583,974,219	398,781

More details will be provided at the year-end financial presentation at the Audit Committee.

3. Employee Future Benefit (EFB) variance of \$338,673: This is the elimination in LTD waiver Employee Future Benefit (accounted for in Operating Benefits) assumed by OECTA ELHT implementation. A transfer from the EFB liability in the Accumulated Deficit – Not Available for Compliance is required representing the amount that not yet assumed by the Board.

When compared to 2015-16 compliance deficit of (\$5,547,681), the 2016-17 in-year compliance deficit of (\$6,162,177) is higher by \$614,496:

Financial Position Summary				
	2015-16 Actuals	2016-17 Actuals	Difference	
			#/\$	%
ENROLMENT				
Elementary	36,803.94	36,453.02	(350.92)	-0.95%
Secondary	18,144.38	18,230.82	86.44	0.48%
Total Enrolment	54,948.32	54,683.84	(264.48)	-0.48%
Operating Revenue	\$ 577,061,141	\$ 579,624,057	\$ 2,562,916	0.44%
Operating Expenses	\$ 581,037,226	\$ 583,974,219	\$ 2,936,993	0.51%
Employee Future Benefit (PSAB) Item	1,383,722	1,702,945	319,223	23.07%
Net Operating (Deficit)	\$ (5,359,807)	\$ (6,053,107)	\$ (693,300)	12.94%
Other Compliance items:				
Registered Charity	(44,935)	33,869	78,804	-175.37%
Committed Sinking Fund Commitment	\$ (142,939)	\$ (142,939)	\$ -	0.00%
Ministry Compliance (Deficit)	\$ (5,547,681)	\$ (6,162,177)	\$ (614,496)	11.08%

PRELIMINARY ACCUMULATED SURPLUS-AVAILABLE FOR COMPLIANCE

The Board's 2016-17 preliminary, pre-audit Accumulated Surplus/Deficit position is summarized below. Preliminary indications are, that in order to balance the 2016-17 year-end, the Board will be required to utilize \$6,162,177 (vs \$5,547,681 for 2015-16) from its Accumulated Surplus – Available for Compliance. The in-year designation of the AS-AFC position continues to reflect a cautious strategy to mitigate future risks. Detailed information will be presented at the year-end Audit Committee meeting.

Accumulated Surplus / Deficit 2016-17			
	2015-16 Accumulated Surplus / (Deficit)	Total In- Year Increase / (Decrease)	2015-16 Accumulated Surplus / (Deficit)
<u>Board Established: - Available for Compliance ("ASD-AFC") Unappropriated</u>			
Funding Stability	10,112,188	(5,994,546)	4,117,642
Board Established: Total Unappropriated	10,112,188	(5,994,546)	4,117,642
<u>Board Established: AS-AFC Appropriated</u>			
General School Budgets (GSB Carryforward)	581,529	280,112	861,641
Unfunded Employee Future Benefits: Claims Fluctuation -WSIB & LTD Waiver (2)	5,007,986	(338,673)	4,669,313
Board Established: Total Appropriated	5,589,515	(58,561)	5,530,954
Total Board Established: ASD-AFC Before Committed S/F	15,701,703	(6,053,107)	9,648,596
Registered Charity	217,306	33,869	251,175
Total Board Established & Registered Charity: ASD-AFC Before Committed S/F	15,919,009	(6,019,238)	9,899,771
Committed Sinking Fund interest earned	3,030,310	(142,939)	2,887,371
Total Accumulated Surplus/(Deficit) - Available for Compliance	18,949,319	(6,162,177)	12,787,142

NEXT STEPS

Over the next few weeks, Administration will finalize all year-end entries and work with the Board's External Auditors to finalize the audit of the 2016-17 Financial Statements and EFIS package. At the November 13, 2017 Audit Committee meeting, the Auditor's Report, Audited Financial Statements, Notes to the Financial Statements, the Year-end Financial Report and other related data will be brought forward. Reports will be presented to provide an analysis of the statements and the Board's year-end position.

As previously reported, representatives from Grant Thornton are expected to attend the November 13, 2017 Audit Committee meeting.

SUMMARY

The preliminary pre-audit financial information which is subject to change is presented at this time for information and discussion purposes. At the November 13, 2017 Audit Committee meeting, the Auditor's Report, Audited Financial Statement, and the Board's Year-end Financial Report will be presented for approval. Representatives from the audit firm, Grant Thornton, are expected to be in attendance and will be available to provide any further information that is required.

Prepared & Submitted by:

Anna Chan, Chief Financial Officer & Treasurer of the Board

Endorsed by:

Patricia Preston, Director of Education

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Corporate Services Committee
FROM: Administration
DATE: October 10, 2017
RE: **2018-2023 LONG TERM ACCOMMODATION PLAN**

REVISED

Executive Summary:

This report is intended to provide Trustees with an overview of the steps required in the development of the 2018-2023 Long Term Accommodation Plan (2018 LTAP), and the approval of the Principles and Parameters to guide the development of accommodation initiatives.

The 2018 LTAP will be developed within the context of other strategic board documents such as the Board's Multi-Year Strategic Plan, EDC Background Study, Facility Renewal Planning, Budget Strategies and overall student achievement goals outlined in the Board Improvement Learning Cycle for Student Achievement and Well-Being (BILC-SAW).

The 2018 LTAP document will identify a general direction for accommodating students over the next 5 years, in accordance with funding "rules" available to the Board. The proposed 2018 LTAP is intended to contain a summary of accommodation "**concepts**" many of which will require further input and approval from a variety of sources before implementation can be considered.

The LTAP is a dynamic "living" document, which will be updated from time to time based on critical changes in funding, enrolment shifts, government initiatives and the implementation of accommodation solutions.

Background Information:

On June 20th, 2017 Administration provided an LTAP Update Report which outlined a timeline for the development of the 2018 LTAP to be completed in the spring of 2018. A refined timeline is provided in Table 1, followed by a listing of components to be enhanced or added to the 2018 LTAP.

"The update of the LTAP is planned to commence next fall utilizing enrolment projections finalized in early December with a final report to the Board of Trustees for approval in the spring of 2018."

Table 1: Proposed Timeline

Task	Stakeholder	Projected Timing
Confirmation of Parameters and Principles	Board of Trustees	November/December 2017
Completion of Updated Enrolment Data	Administration	
Internal Consultation	Administration	
Draft Report	Administration & Board of Trustees	February 2018
Final Report	Administration & Board of Trustees	April 2018
Communication Strategy	External	May 2018

The following is an outline of additions or areas of enhancement for the 2018-2023 LTAP. These stem from evolving initiatives by the Ministry of Education and the Province, a response to changes seen in program enrolment over the last few years, and a desire to provide a more comprehensive document.

- Community Planning & Partnerships
 - Process
 - Timing
- Capital Planning Current Status/Requirements
 - Renewal
 - Energy
- Program Current Status/Requirements
 - Music Instrumental
 - French Immersion Elementary
 - French Immersion Secondary
 - PACE Elementary
 - PACE Secondary
 - Regional Secondary Programs
 - RAP
 - Athletics
 - AP
 - IB
- Consultation with Communications Department
 - Document Design Review
 - External Outreach

Parameters and Principles:

The first step in the development of the 2018-2023 Long Term Accommodation Plan, is the establishment of the principles and parameters to be used in the evaluation of priorities and solutions. The proposed principles and parameters for the 2018 LTAP have been developed in consultation with the LTAP Steering Committee, and are attached as Appendix 1 and 2. A number of changes have been made throughout the documents. Major changes are highlighted in the following paragraphs.

Principles

Two major changes have been proposed for the 2018 LTAP Principles. The first recognizes Administration's review of room usage, and the practice of classroom closure (mothballing) where the space is not required for instructional purposes.

Principle 1- Ensure viable school organizations and programs:

Addition: *"In schools with excess capacity, classrooms not required for instructional purposes are to be considered for closure (mothballing)."*

The second is the change in language from *Partnerships* to *Community Hubs* partly due to the emphasis and funding available from the province for Community Hubs and partly due to the need to sustain viable schools with surplus capacity. The description of Hubs can apply to a wide range of situations from a simple one-room partnership operating an Early Parenting program to multi-use joint build initiatives such as the Stouffville K-12 Multi-Use Site.

Principle 5 – Partnerships:

Addition: *5b) Community Hubs*

- ii. Enhanced outreach to existing partners to investigate opportunities for expansion to existing community hubs.*
- iii. Explore partnership opportunities in both small scale (limited number of rooms) and large scale (joint build or multi-use buildings) to establish community hubs.*

Parameters

The proposed 2018 LTAP Parameters are contained in Appendix 2. A number of the parameters have been modified to reflect the above noted changes in the principles. One of the most notable additions is with respect to New Schools and Additions. The following has been added to Parameter 1 *establishing new schools in communities where there is no existing Catholic school:*

1bi) Co-building opportunities will be explored where a stand-alone school is not viable.

The next most significant addition pertains to the change in Principle 1 with the addition of the following:

6. Excess Capacity (Mothballing)

The consideration of classrooms to be mothballed is defined as the difference between the number of classrooms available within a school, less the number of classrooms required, based on the following uses:

- *FDK – 8 Classes*
- *Program Centres (ISA, ASD, TD, Hearing, Language, PACE, etc)*
- *1 Core resource classroom per school*
- *Music Room (ORFF designated schools or in schools where there is a formal music program)*
- *Provision of adequate personal workspace for Itinerant Staff (ESL, FSL, etc)*
- *Schools that have empty classrooms should have a Chapel, Prayer or Reflection Centre*

Consideration will be given to schools with additional core resource or student specific requirements that may result in additional classroom needs.

Pupil Accommodation Reviews

As previously reported in the spring of 2017, the Provincial government announced a moratorium on Pupil Accommodation Reviews (PARs), given a desire to review and possibly amend the current guidelines. A consultation process facilitated by the Ministry of Education is expected this year however timing for revised guidelines is unknown. Timing of future Pupil Accommodation Reviews to be identified in the 2018 LTAP will be based on the best available information at the time and may require future adjustments, pending final release of the Ministry's Guidelines. Administration will update the Board as information is available.

Capital Priorities

The 2018 LTAP will form the basis for future Capital Priority Requests, including future child care centres. September 2017 Capital Priority Requests are detailed in a report under separate cover, within this agenda.

Summary:

Similar to a Municipal Official Plan, the 2018-2023 *Long Term Accommodation Plan* will provide an overall context for the future direction of the Board with respect to major capital projects, community hubs, boundary changes and program changes. It is intended as a tool to help analyse accommodation needs and identify solutions with the goal of ensuring that York Catholic students are given the best opportunity to achieve, consistent with the Board's Mission, Vision, Core Values and Strategic Commitments.

Like all plans, the Long Term Accommodation Plan is intended to be a 'live' document that is constantly monitored and amended from time to time to reflect the current needs based upon the most up-to-date information and funding available.

The timing of the 2018-2023 Long Term Accommodation Plan outlined within this report is subject to input/direction from the Board.

Recommendation:

1. **THAT** Trustees approve the **2018-2023 Long Term Accommodation Plan - Principles** as presented in Appendix 1.
2. **THAT** Trustees approve the **2018-2023 Long Term Accommodation Plan - Parameters**, as presented in Appendix 2.

Appendices:

1. 2018-2023 Long Term Accommodation Plan - Principles
2. 2018-2023 Long Term Accommodation Plan - Parameters

Long Term Accommodation Plan 2018-2023

PLANNING PRINCIPLES

The development and implementation of the Long-Term Accommodation Plan (LTAP) is a critical component to the success of the Board's Multi-Year Strategic Plan. Guided by Ministry of Education expectations and the Board's Strategic Plan, the LTAP will provide the framework and tools to integrate program, capital and facility renewal projects in one comprehensive approach.

In order to demonstrate the Board's strategic commitment to "effective use of resources", the LTAP will target sustainable solutions to specifically address and identify the Board's:

- Surplus space and growth needs;
- Sustainability of facility needs for "current" programs;
- Opportunities for "New Programs & Partnerships"; and,
- Opportunities to "redirect" fixed resources.

The LTAP will focus on the four (4) Rs:

- "Right Program" (student success; elementary and/or secondary initiatives);
- "Right Facility" (physical space in the building, school yard and parking lot);
- "Right-Size" (student placements, school organization); and,
- "Right Location" (geography).

As part of the Board's Multi-Year Strategic Plan, the Long-Term Accommodation Plan serves to guide us in our delivery of the Board Improvement Plan for Student Achievement and Well-Being. It will shape the Board capital and operating budgets as well as provide direction to the Board's department and operational plans and/or initiatives.

Existing Accommodation Management Principles:

Basic:

- *Ensure viable school organizations and programs;*
- *Minimize the use of portable accommodation (both number and duration);*
- *Minimize the use of transportation.*

Supplementary:

- *Support for established communities (before new communities);*
- *The provision of new pupil places will be considered in conjunction with any surplus capacity that exists within adjacent existing facilities.*

LTAP PLANNING PRINCIPLES:

1. Ensure viable school organizations and programs;
 - i. Schools should be of sufficient size to offer a range of educational opportunities and resources and be sensitive to the geographical area they serve.
 - ii. In all situations involving pupil accommodation planning, attention will be given to improving program excellence, enhancing program opportunities, and efficiently and effectively using facilities.
 - iii. In schools with excess capacity, classrooms not required for instructional purposes are considered for closure (mothballing).
2. Minimize the use of portable accommodation (both number and duration);
 - i. The preferred models of school accommodation are:
 - a) Self-contained (within building capacity – no portables or paks).
 - b) Program initiatives will be designed and implemented in accordance with 2 (i)(a).
 - c) Programs in 1 will be: capped, single tracked or additional programs initiated.
 - d) Any transitional provisions for new programs should support the board's vision and be fiscally responsible.
 - e) Paks will only be considered when supported by a funding source and pak criteria are met.
 - ii. Closure, consolidation and conversion of use opportunities may be used to achieve principle 1;
3. The preferred models of school organization are JK-8 elementary, 1-8 French Immersion elementary (single or dual track), 7-12 or 9-12 secondary.
4. In all situations involving pupil accommodation planning, attention will be given to legislated requirements and provincial initiatives, such as those of the Accessibility for Ontarians with Disabilities Act, Daily Physical Activity, and Community Use, as may be instituted and identified from time to time.
5. Partnerships
 - a. Child Care Centres
 - i. Encourage and provide support for B&A programs in accordance with Provincial legislation.
 - ii. Develop standards for size and configuration.
 - iii. Incorporate flexible space or kindergarten design to allow for shared use and storage.

b. Community Hubs

- i. Actively market our schools as a community resource with the Region, Local Municipality and not for profit agencies.
- ii. Enhanced outreach to existing partners to investigate opportunities for expansion to community hubs.
- iii. Explore partnership opportunities on both a small scale (limited number of rooms) and large scale (joint build or multi-use building) to establish community hubs.

Examples include:

Internal Partners (YCDSB)

- i. Continuing Education
- ii. Area Offices

External Partners

- i. School Boards
- ii. York Region Community Services
 - 1. Public Health
 - 2. Housing
- iii. Welcome Centres
- iv. AOK, Early Learning Centres, etc.

.Long Term Accommodation Plan 2018-2023

Planning Parameters

The following parameters will direct the development of a comprehensive plan to achieve the maximum utilization of current and future accommodation for enhancing student achievement and well-being.

1. New Schools and Additions

- a. New schools and additions must be sustainable over the long term (see glossary) and shall be sized according to the communities they will serve.
- b. Consideration should be given to establishing new schools in communities where there is no existing Catholic school
 - i. Co-building opportunities will be explored where a stand-alone school is not viable.

2. Temporary Accommodation (Portables and Port-a-Paks)

Temporary Accommodation is intended to address short and medium term needs and will be addressed using portables.

- a. The relocation of existing port-a-paks may be considered where there is a sustainable ‘temporary’ accommodation pressure, and where boundary or program changes are not appropriate, subject to funding.

3. Boundary Changes and/or Program Locations

The need for boundary changes and/or program relocations/implementation is reviewed on a regular basis.

Grand-parenting provisions shall be discouraged or minimized and only approved by the Board of Trustees in extenuating circumstances.

3.1 Boundary Changes

- a. School boundaries, where possible, may be drawn using physical divisions such as railways, utility corridors, major roads, and environmental corridors (i.e.: woodlots, creeks and rivers). Consideration may be given to parish or municipal boundaries.
- b. Boundary changes may be required in a number of situations, such as: aligning secondary and elementary feeder schools; accommodation pressures; and excess capacity.
- c. Double and Triple Feeder School boundary alignments may be reviewed not less than every 4 years for their effectiveness in meeting accommodation principles.

3.2 Program Locations (Relocation or Implementation)

When considering a program location the following factors will be considered:

- Available capacity within the building and potential to accommodate the program over the long term based on identified needs of the school and the potential benefit(s) to the school community
- Access and ability of the site to address traffic and parking, especially if transportation to the program is not provided by the Board
- Condition and configuration of the facility
- Minimizing vehicle ride times and travel distances where practical
- Ability to sustain the program over the long term
- Intake grades shall be capped respective to the overall capacity available at the school
- Where the October 31st elementary enrolment for more than one grade is below 10, in any grade by program, unless it is a specialty program specifically designed with low student-teacher ratios, program should be evaluated for sustainability at the current location.

4. Community Hubs

- a. Community Hubs are applicable when a school is operating with excess capacity projected over a number of years and one or more of the following parameters apply:
 - A school is not part of an active accommodation review.
 - The school has available classrooms once a chapel and a music room have been allocated.
- b. Potential partners must:
 - Be respectful of the Catholic Faith
 - Uphold all applicable Board policies and procedures
 - Ensure the safety of students
 - Not be a competing interest
 - Result in no cost to the Board
 - Address an identified need in the school and/or school community
 - Provide documentation demonstrating financial viability

5. Accommodation Reviews

Accommodation Reviews are tools used to align our strategic commitment to student success with a fiscally responsible long term accommodation strategy.

Enrolments shall be monitored and reported to the Board on an annual basis with a particular focus on:

- Schools where the October 31st enrolment is below 60% of the Ministry rated “on-the-ground” (OTG) capacity and the ten year enrolment projections indicate a decline with no anticipated future growth

- Schools/Programs where the October 31st elementary enrolment for more than one grade is below 10, unless it is a speciality program specifically designed with low student-teacher ratios.
- a. Accommodation reviews shall be considered when:
 - There is an immediate facility renewal pressure at a school that requires substantial capital investment and there is available space in neighbouring schools.
 - There are two or more under-enrolled schools and consolidation is a viable option.
 - There is an accommodation pressure at a school that cannot be addressed by a boundary change or program location.
 - b. Except under extenuating circumstances school consolidations shall not be considered when:
 - A consolidation will result in the loss of the Catholic school presence in a community and/or the community is remote.
 - There are no available pupil places in neighbouring schools.
 - The community has been subject to a boundary change/program relocation/ accommodation review in the preceding five years.
 - b. Accommodation reviews may or may not include all schools in a review area as shown in the Long Term Accommodation Plan.

6. **Excess Capacity (Mothballing)**

The consideration of classrooms to be mothballed is defined as the difference between the number of classrooms available within a school, less the number of classrooms required, based on the following uses:

- FDK – 8 Classes
- Program Centres (ISA, ASD, TD, Hearing, Language, PACE, etc.)
- 1 Core resource classroom per school
- Music Room (ORFF designated schools or in schools where there is a formal music program)
- Provision of adequate personal workspace for Itinerant Staff (ESL, FSL, etc.)
- Schools that have empty classrooms should have a Chapel, Prayer or Reflection Centre

Consideration will be given to schools with additional core resource or student specific requirements that may result in additional classroom needs.

York Catholic District School Board

REPORT

Report To: Corporate Services Committee

From: Administration

Date: October 2, 2017

Report: Purchasing Bid Activity Report April 27, 2017 – October 2, 2017

EXECUTIVE SUMMARY

Attached (Appendix A) is the Purchasing Bid Activity Report showing all bid activities for the period April 27, 2017 – October 2, 2017.

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 contracts requiring extensions to contract term:

2090-30-P

As reported to and exception approved by Board on August 29, 2017, a five-year extension was requested for Banking Services 2009-30-P, extending to August 31, 2022.

2011-96-A

As reported to and exception approved by Board on September 26, 2017, Prequalification of Mechanical Contractors 2011-96-A required extension to October 31, 2017.

2012-04-P

As reported to and exception approved by Board on September 26, 2017, Roof Repair Services 2012-04-P required a contract extension to April 30, 2018.

2012-111-P

As reported to and exception approved by Board on September 26, 2017, Roofing Consultant Services 2012-111-P required a contract extension to April 30, 2018.

2012-06-A

As reported to and exception approved by Board on September 26, 2017, Prequalification of General Contractors 2012-06-A required extension to April 30, 2018.

2010-18-P

As reported to and exception approved by Board on September 26, 2017, Student Transportation Large & Micro Buses 2010-18-P required a contract extension to June 30, 2019.

The following explanations are provided for contracts for which less than two compliant bids were received:

2017-99-T

As reported to and exception approved by Board on May 9, 2017, Elevator Replacement – Catholic Education Centre 2017-99-T was awarded to the single compliant bidder, an exception to the minimum three written submissions requirement for competitive bids exceeding 100,000.

2017-158-T

As reported to and exception approved by Board on August 29, 2017, Sacred Heart Mechanical Equipment Replacement 2017-158-T was awarded to the lowest of two compliant bidders, an exception to the minimum three written submissions requirement for competitive bids exceeding 100,000.

2017-135-T

As reported to and exception approved by Board on August 29, 2017, Electrical Installation for Portables 2017-135-T was awarded to the lowest of two compliant bidders, an exception to the minimum three written submissions requirement for competitive bids exceeding 100,000. The Tender was issued on July 10, 2017 and closed on July 25, 2017, and since time was of the essence for this service as portable services needed to be fully installed prior to the commencement of the new school year on September 5th, this PRG exception was approved by the Director following bid closing, bid compliancy check and low-bid identification. Administration sought and received Board approval retrospectively for this PRG exception.

Prepared & Submitted by:
Endorsed by:

Carol Recine, Manager, Purchasing Services
Anna Chan, Chief Financial Officer & Treasurer of the Board

APPENDIX A

Purchasing Bid Activity Report Tenders, RFPs and Quotations April 27, 2017 – October 2, 2017

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Bids Awarded.....	1-5
Bids Upcoming	6-7
Bids Released	8
Bids Closed	9
Bids Cancelled	10
Bids Deferred	11
Bids Terminated	12

**Purchasing Bid Activity Report
Tenders, RFPs, and Quotations
As at 10/2/2017**

Bids Awarded - Apr 27/17 to Oct 02/17																	
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
2017-182-P	Collaborative Learning Furniture	\$75k to \$250k	\$25k to \$75k	Awarded	3-Aug-17	21-Aug-17	31-Aug-17	CH	POI	1	\$150,000	\$40,000	31-Aug-17 to 31-Aug-19	3	0/4/4	n/a	n/a
2017-181-T	Lighting - Sutton Multi-Use Facility	\$25k to \$75k	\$25k to \$75k	Awarded	10-Aug-17	24-Aug-17	11-Sep-17	JR	Current Technologies	1	\$145,302	\$145,302	19-Sep-17 to TBD	0	8/3/3	n/a	n/a
2017-180-T	Sphero Speaker + Power Pack - Education	\$75k to \$250k	\$75k to \$250k	Awarded	17-Aug-17	22-Aug-17	24-Aug-17	CH	Wintergreen Learning Materials	1	\$183,477	\$183,477	31-Aug-17 to 1-Dec-17	0	0/1/1	n/a	n/a
2017-179-C	Building Automation System Upgrade-CEC	> \$250k	> \$250k	Awarded	13-Jul-17	TBD	19-Jul-17	KM	Automated Logic Corporation	1	\$492,673	\$492,673	24-Jul-17 to 30-Sep-17	0	1/1/1	n/a	n/a
2017-178-P (OECM: 2017-281)	Voltage Harmonizers	> \$250k	> \$250k	Awarded	30-Mar-17	TBD	31-May-17	JR	Legend Power Systems Inc.	1	\$498,500	\$498,500	31-May-17 to 31-May-19	2	0/5/5	OECM	OECM
2017-177-Q	Interactive Whiteboard Moves/Relocates	< \$25k	< \$25k	Awarded	10-Jul-17	13-Jul-17	13-Jul-17	CH	CommunitEK	1	\$22,550	\$22,550	14-Jul-17 to 1-Sep-17	0	3/1/1	n/a	n/a
2017-175-P	Drivers Education Service	\$75k to \$250k	\$75k to \$250k	Awarded	16-Jun-17	30-Jun-17	16-Aug-17	JR	AMB Driving School, Nortown Driving School	2	\$75,000	n/a	1-Sep-17 to 31-Aug-19	2	2/2/2	n/a	n/a
2017-173-T	CCTV Upgrade(s): Immaculate Conception, St. John Bosco & St.	> \$250k	> \$250k	Awarded	16-Jun-17	5-Jul-17	10-Jul-17	CH	Paladin Security, Protech Integrated	2	\$101,501	\$101,501	14-Jul-17 to 30-Sep-17	0	13/10/7	n/a	n/a
2017-172-P	Printer Service & Repairs (Boardwide)	\$75k to \$250k	\$25k to \$75k	Awarded	13-Jun-17	30-Jun-17	2-Aug-17	CH	Asca Office Solutions	1	\$200,000	\$40,000	18-Aug-17 to 31-Jul-20	2	0/3/3	n/a	n/a
2017-171-Q	Flooring-VSF-Theatre-St Theresa of Lisieux CHS	< \$25k	< \$25k	Awarded	24-May-17	7-Jun-17	15-Jun-17	ZS	Furcon Environment Inc.	1	\$7,400	\$7,400	10-Jul-17 to 21-Jul-17	0	5/4/4	n/a	n/a

Bids Awarded - Apr 27/17 to Oct 02/17																	
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
2017-170-T	Groundwork-Recondition Soft Surface/Playing Field-Our Lady of the Lake	> \$250k	> \$250k	Awarded	30-May-17	6-Jun-17	13-Jun-17	KM	Rutherford Contracting Ltd.	1	\$719,711	\$719,711	3-Jul-17 to 18-Aug-17	0	3/3/3	n/a	n/a
2017-164-T	Groundwork-Playground-Child Care Centre-St Veronica	\$75k to \$250k	\$75k to \$250k	Awarded	26-May-17	12-Jun-17	14-Jun-17	KM	GMP Contracting	1	\$82,166	\$82,166	3-Jul-17 to 18-Aug-17	0	6/5/5	n/a	n/a
2017-163-Q	Library Shelving & Furniture	< \$25k	< \$25k	Awarded	16-May-17	23-May-17	23-May-17	JR	Ven Rez Products Ltd	1	\$17,850	\$17,850	23-May-17 to 31-Aug-17	0	3/1/1	n/a	n/a
2017-162-T	Alterations-Interior-FDK-St Joseph the Worker CES	\$75k to \$250k	\$75k to \$250k	Awarded	15-May-17	31-May-17	2-Jun-17	KM	RJB Construction (1989) Ltd	1	\$169,110	\$169,110	5-Jun-17 to 25-Jul-17	0	6/4/4	n/a	n/a
2017-161-Q	Traffic Study-St Mark CES	< \$25k	N/A	Awarded	8-May-17	23-May-17	23-May-17	KM	Stantec Consulting Ltd- Markham	1	\$9,200	\$9,200	23-May-17 to 30-Jun-17	0	4/3/3	n/a	n/a
2017-160-P	Child Care Service Operator	N/A	N/A	Awarded	15-May-17	5-Jun-17	22-Jun-17	JR	York Professional Care and Education	1	n/a	n/a	1-Sep-17 to 31-Aug-23	0	22/1/1	n/a	n/a
2017-159-T	Mechanical-HVAC-ECM Motor Installation-Cardinal Carter CHS	> \$250k	N/A	Awarded	26-May-17	13-Jun-17	16-Jun-17	JR	Lenort Mechanical	1	\$175,800	\$175,800	20-Jun-17 to 18-Aug-17	0	6/4/4	n/a	n/a
2017-157-T	Mechanical-HVAC work-Damper Replacement for Air Handling Units-Holy	\$75k to \$250k	\$75k to \$250k	Awarded	28-Apr-17	16-May-17	19-May-17	KM	MSB Mechanical Ltd	1	\$41,270	\$41,270	4-Jul-17 to 25-Aug-17	0	5/4/4	n/a	n/a
2017-155-Q	Painting Project-Holy Cross CHS	< \$25k	< \$25k	Awarded	29-May-17	4-Jul-17	3-Aug-17	KM	Beverley Decorating Centre Ltd	1	\$21,760	\$21,760	5-Aug-17 to 20-Aug-17	0	5/2/2	n/a	n/a
2017-154-T	Roofing-Catholic Education Centre	> \$250k	> \$250k	Awarded	5-May-17	24-May-17	7-Jun-17	KM	Atlas-Apex Roofing Inc	1	\$1.20M	\$1.20M	8-Jun-17 to 18-Aug-17	0	3/3/3	n/a	n/a
2017-152-T	CCTV Camera Upgrades : St. Brother Andre CHS & St. Robert CHS	\$75k to \$250k	\$75k to \$250k	Awarded	10-Apr-17	1-May-17	2-May-17	CH	Detect Investigations and Security	1	\$87,964	\$87,964	15-May-17 to 30-Sep-17	0	10/6/6	n/a	n/a

Bids Awarded - Apr 27/17 to Oct 02/17																	
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
2017-148-T	Alterations-Interior-St Gabriel the Archangel	\$75k to \$250k	\$75k to \$250k	Awarded	9-May-17	5-Jun-17	19-Jun-17	ZS	Kara Consultants Inc	1	\$163,700	\$163,700	11-Jul-17 to 31-Aug-17	0	6/6/4	n/a	n/a
2017-143-T	Alterations-Exterior-Window Replacement-St Charles Garnier	> \$250k	> \$250k	Awarded	15-Mar-17	7-Apr-17	11-May-17	KM	Rutherford Contracting Ltd.	1	\$300,447	\$300,447	4-Jul-17 to 31-Aug-17	0	6/6/6	n/a	n/a
2017-141-P	Chromebooks & SEA Accessories	> \$250k	> \$250k	Awarded	22-Jun-17	14-Jul-17	18-Sep-17	CH	CommunitEK	1	\$1,000,000	\$250,000	18-Sep-17 to 31-Aug-20	2	5/4/4	n/a	n/a
2017-139-P	Lead Water Testing	\$25k to \$75k	< \$25k	Awarded	5-May-17	25-May-17	12-Jun-17	CH	WSP Canada Inc.	1	\$253,950	\$50,790	16-Jun-17 to 31-May-20	2	0/4/4	York boards	YCDSB
2017-135-T	Electrical Services-Portable Classrooms-Various Sites	N/A	\$75k to \$250k	Awarded	10-Jul-17	25-Jul-17	1-Aug-17	JR	Kudlak-Baird (1982) Limited	1	\$224,825	\$224,825	1-Aug-17 to 31-Aug-17	0	6/2/2	n/a	n/a
2017-134-T	Groundwork-Asphalt-Portable Sites-Various Locations	\$75k to \$250k	\$75k to \$250k	Awarded	15-Jun-17	30-Jun-17	4-Jul-17	JR	Roadside Paving	1	\$16,930	\$16,930	7-Jul-17 to 25-Aug-17	0	4/3/3	n/a	n/a
2017-131-Q	Moving Services - Multiple Locations	\$25k to \$75k	\$25k to \$75k	Awarded	12-May-17	26-Jun-17	27-Jun-17	ZS	AMJ Campbell Van Lines, Bedwell Corporate, Tippet-Richardson Ltd. Moving and Storage	3	\$34,250	\$34,250	10-Jul-17 to 17-Jul-17	0	3/3/3	n/a	n/a
2017-128-P	Custodial Services-Con Ed & Alt Ed Locations	\$75k to \$250k	\$25k to \$75k	Awarded	20-Mar-17	7-Apr-17	5-May-17	CH	SQM Janitorial	1	\$97,980	\$293,940	5-May-17 to 30-Apr-20	2	0/6/6	n/a	n/a
2017-123-T	Flameproof Testing & Treatment of Stage Draperies	\$75k to \$250k	< \$25k	Awarded	20-Apr-17	12-May-17	15-May-17	ZS	On Site Drapery Cleaners	1	\$80,000	\$15,000	15-May-17 to 14-May-19	4	3/2/2	n/a	n/a
2017-122-T	Alterations-Interior-New Washroom-Canadian Martyrs CES	\$75k to \$250k	\$75k to \$250k	Awarded	12-May-17	12-Jun-17	29-Jun-17	ZS	Twin Contracting	1	\$52,800	\$52,800	30-Jun-17 to 30-Sep-17	0	15/10/9	n/a	n/a
2017-109-T	Groundwork-Reconfigure Parking and Bus Loop-St Elizabeth Seton CES	> \$250k	N/A	Awarded	31-Mar-17	19-Apr-17	29-May-17	JR	Roadside Paving	1	\$393,025	\$393,025	3-Jul-17 to 18-Aug-17	0	7/5/4	n/a	n/a

Bids Awarded - Apr 27/17 to Oct 02/17																	
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
2017-108-T	Groundwork-Sidewalks and Bus Loop-St David CES	> \$250k	> \$250k	Awarded	14-Feb-17	8-Mar-17	11-May-17	KM	Peltar Paving & General Contracting	1	\$276,182	\$276,182	3-Jul-17 to 18-Aug-17	0	6/5/5	n/a	n/a
2017-106-T	Groundwork-All Hard Surfaces-Parking, Driveway, Sidewalks, Play	> \$250k	N/A	Awarded	23-Mar-17	13-Apr-17	29-May-17	JR	K.J. Beamish Construction Co Ltd	1	\$646,000	\$646,000	3-Jul-17 to 18-Aug-17	0	6/5/5	n/a	n/a
2017-99-T	Elevator Replacement-Catholic Education Centre	> \$250k	> \$250k	Awarded	29-Mar-17	18-Apr-17	31-May-17	KM	Elevator One Inc	1	\$310,810	\$310,810	1-Jun-17 to 17-Nov-17	0	7/4/1	n/a	n/a
2017-96-T	Alterations-Interior-Barrier Free Washroom-Divine Mercy CES	\$75k to \$250k	\$75k to \$250k	Awarded	20-Apr-17	9-May-17	26-May-17	ZS	Kara Consultants Inc	1	\$73,600	\$73,600	30-Jun-17 to 20-Aug-17	0	5/4/3	n/a	n/a
2017-91-T	Exterior Alterations-Replace 3 sets of exit doors-St Marguerite	\$25k to \$75k	N/A	Awarded	10-Mar-17	27-Mar-17	4-May-17	ZS	Silver Birch Contracting Ltd	1	\$76,630	\$76,630	30-Jun-17 to 1-Sep-17	0	5/4/4	n/a	n/a
2017-75-T	Alterations-Ceramic Work-Father Michael McGivney CES	\$75k to \$250k	\$75k to \$250k	Awarded	24-May-17	14-Jun-17	10-Jul-17	ZS	Silver Birch Contracting Ltd	1	\$155,000	\$155,000	11-Jul-17 to 18-Aug-17	0	9/7/6	n/a	n/a
2017-74-T	Alterations-Interior-Painting and Roll Flooring--St Mary CES	\$75k to \$250k	\$75k to \$250k	Awarded	3-May-17	24-May-17	7-Jun-17	ZS	HN Construction Limited	1	\$120,700	\$120,700	12-Jun-17 to 31-Aug-17	0	6/5/3	n/a	n/a
2017-56-P	Employee Wellness Program	> \$250k	\$25k to \$75k	Awarded	18-Jul-17	2-Aug-17	30-Aug-17	ZS	Morneau Shepell	1	\$250,000	\$50,000	1-Sep-17 to 31-Aug-20	2	0/4/4	n/a	n/a
2017-54-P	Cafeteria Services-CEC	N/A	N/A	Awarded	12-May-17	12-Jun-17	30-Aug-17	ZS	Nella's Canada Ltd	1	n/a	n/a	1-Sep-17 to 31-Aug-19	3	0/2/2	n/a	n/a
2017-53-P (17R221)	Employee Assistance Program (EAP)	> \$250k	\$75k to \$250k	Awarded	3-May-17	25-May-17	1-Sep-17	ZS	ComPsych	1	\$458,724	\$91,745	1-Sep-17 to 31-Aug-20	2	0/3/3	PB clause	YRDSB
2017-52-P	Cafeteria Services-Secondary Schools	N/A	N/A	Awarded	5-May-17	5-Jun-17	31-Jul-17	ZS	Nella's Canada Ltd	1	n/a	n/a	1-Sep-17 to 31-Aug-20	2	0/6/6	n/a	n/a

Bids Awarded - Apr 27/17 to Oct 02/17																	
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
2017-45-C	Consultant Services-Classroom Greening Projects	< \$25k	< \$25k	Awarded	1-Aug-17	TBD	30-Aug-17	ZS	Evergreen	1	\$10,000	\$5,000	30-Aug-17 to 31-Jul-19	0	0/0/1	Other	Regional Municip
2017-40-P	Data Cabling: Wireless Expansion	> \$250k	\$75k to \$250k	Awarded	26-May-17	14-Jun-17	30-Jun-17	CH	Compute Corporation Marcomm Integrated Business Solutions, TBD Telecom By Design Inc	3	\$750,000	\$150,000	1-Jul-17 to 30-Jun-20	2	4/5/5	n/a	n/a
2017-39-P	Grasscutting & Lawn Maintenance	> \$250k	> \$250k	Awarded	24-Mar-17	13-Apr-17	28-Apr-17	CH	By Seasons Inc, Diamond Groundskeeping Services Ltd, Sunrise Landscaping & Flagstone Specialists Ltd	3	\$780,502	\$195,126	1-May-17 to 30-Apr-19	2	0/12/12	n/a	n/a
2017-33-T	Mechanical-Boilers, Free Cooling, Press Fit, etc. Design & Install-St Joan of	> \$250k	> \$250k	Awarded	3-May-17	25-May-17	30-May-17	JR	Battaglia Mechanical Services	1	\$945,000	\$945,000	30-Jun-17 to 19-Aug-17	0	9/5/4	n/a	n/a
2017-03-P (17R222)	Maintenance Supplies-Electrical	> \$250k	\$75k to \$250k	Awarded	4-Apr-17	20-Apr-17	31-May-17	ZS	Hill Supplies	1	\$1,000,000	\$200,000	1-Jun-17 to 31-May-19	3	3/3/3	York boards	YRDSB

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
2018-31-P	CCTV Installation, Service & Maintenance	\$75k to \$250k	< \$25k	Upcoming	TBD	TBD	TBD	CH		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2018-30-P	MSDS Electronic Database Management	N/A	N/A	Upcoming	TBD	TBD	TBD	CH		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2018-26-P	Library Supplies	N/A	N/A	Upcoming	TBD	TBD	TBD	CH		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2018-24-P (18R03)	Thermography Service	> \$250k	\$75k to \$250k	Upcoming	TBD	TBD	TBD	CH		0	n/a	n/a	TBD to TBD	0	0/0/0	York boards	YRDSB
2018-22-T	Alterations-Computer Room Reno-St Elizabeth Seton	\$75k to \$250k	N/A	Upcoming	TBD	TBD	TBD			0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2018-21-T	Stage Lift-Light of Christ	\$25k to \$75k	\$25k to \$75k	Upcoming	TBD	TBD	TBD			0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2018-20-T	Lighting-LED Upgrade-CEC	\$75k to \$250k	N/A	Upcoming	TBD	TBD	TBD			0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2018-19-T	Lighting-LED Upgrade-Jean Vanier CHS	\$75k to \$250k	N/A	Upcoming	TBD	TBD	TBD			0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2018-18-T	Lighting-LED Upgrade-St Maximilian Kolbe CHS	N/A	N/A	Upcoming	TBD	TBD	TBD	JR		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2018-17-P	Laboratory/Science Supplies	N/A	N/A	Upcoming	TBD	TBD	TBD	CH		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2018-16-P	Generator Services	N/A	N/A	Upcoming	TBD	TBD	TBD	JR		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a

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
2018-15-P	Fume Hood Inspections & Repair Service	N/A	N/A	Upcoming	TBD	TBD	TBD	GL		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2018-13-P	Roof Repair Service Contract	N/A	N/A	Upcoming	TBD	TBD	TBD	ZS		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2018-12-P	Coil Cleaning-Variou Schools	N/A	N/A	Upcoming	TBD	TBD	TBD	GL		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2018-10-T	Elevator & Stage Lift Replacement- St. Mary	\$75k to \$250k	\$75k to \$250k	Upcoming	TBD	TBD	TBD	ZS		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2018-4-P	Student Transportation Software	N/A	N/A	Upcoming	TBD	TBD	TBD	CH		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2018-03-T	Mechanical-HVAC-Replace Elec UV's with Hydronic-St Robert CHS	> \$250k	N/A	Upcoming	TBD	TBD	TBD	JR		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2018-02-P	Main Panel Switch Gear	> \$250k	\$25k to \$75k	Upcoming	TBD	TBD	TBD	GL		0	n/a	n/a	1-Jan-18 to 31-Dec-22	0	0/0/0	York boards	YRDSB

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
2018-11-T	Mechanical Boiler and Cooling Tower Replacement- CEC	> \$250k	N/A	Released	27-Sep-17	11-Oct-17	TBD	GL		0	n/a	n/a	TBD to TBD	0	9/0/0	n/a	n/a
2018-05-T	Alterations-FDK-St Charles Garnier	> \$250k	> \$250k	Released	21-Sep-17	12-Oct-17	TBD	ZS		0	n/a	n/a	26-Oct-17 to 6-Apr-18	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
2018-23-P (17R33)	Consulting Services-Real Estate	> \$250k	\$75k to \$250k	Closed	3-Jul-17	7-Aug-17	TBD	ZS		0	n/a	n/a	1-Nov-17 to TBD	0	0/4/0	York boards	YRDSB
2017-158-T	Mechanical-HVAC-Roof Top Unit Replacement-Sacred Heart	\$75k to \$250k	N/A	Closed	7-Jul-17	24-Jul-17	TBD	JR		0	\$165,900	\$165,900	2-Oct-17 to 6-Oct-17	0	5/2/2	n/a	n/a
2017-142-P	Audio Visual Equipment + Installation	> \$250k	\$75k to \$250k	Closed	31-Jul-17	24-Aug-17	TBD	CH		0	n/a	n/a	1-Oct-17 to 30-Sep-20	2	0/10/10	York boards	YCDSB
2017-43-P Q	Pre-Qualification of Mechanical Contractors	N/A	N/A	Closed	22-Jun-17	24-Jul-17	TBD	JR		0	n/a	n/a	2-Oct-17 to 31-Aug-20	2	5/26/25	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
2018-01-P	Banking Services	\$75k to \$250k	< \$25k	Cancelled	n/a	n/a	n/a	ZS		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2017-183-Q	Epi Pens	< \$25k	< \$25k	Cancelled	n/a	n/a	n/a	JR		0	n/a	n/a	TBD to TBD	0	0/0/0	n/a	n/a
2017-103-T	Painting-West Area School TBD	\$75k to \$250k	N/A	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2017-102-T	Painting-East Area School TBD	\$75k to \$250k	N/A	Cancelled	n/a	n/a	n/a	ZS		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2017-101-T	Painting-South Area School TBD	\$75k to \$250k	N/A	Cancelled	n/a	n/a	n/a	ZS		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2017-97-T	Alterations-Interior-Calming Room-Location TBD	\$25k to \$75k	N/A	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2017-94-P	Lighting Audit-Various Locations	\$75k to \$250k	N/A	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2017-92-T	Exterior Alterations-Window Replacement	> \$250k	N/A	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2017-20-P	Review and Assessment of Power B I Project	< \$25k	< \$25k	Cancelled	n/a	n/a	n/a	KM		0	n/a	n/a	TBD to TBD	0		CSBSA	YCDSB

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
2017-168-T	Mechanical-Boiler and Cooling Tower Replacement-CEC	> \$250k	N/A	Deferred	TBD	TBD	TBD	JR		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2017-167-T	Lighting-LED Upgrade-St Maximilian Kolbe CHS	\$75k to \$250k	N/A	Deferred	TBD	TBD	TBD	JR		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2017-166-T	Lighting-LED Upgrade-Jean Vanier CHS	\$75k to \$250k	N/A	Deferred	TBD	TBD	TBD	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2017-165-T	Lighting-LED Upgrade-CEC	\$75k to \$250k	N/A	Deferred	TBD	TBD	TBD	KM		0	n/a	n/a	TBD to TBD	0		n/a	n/a
2017-47-P (17R33)	Consulting Services-Real Estate	> \$250k	\$75k to \$250k	Deferred	TBD	TBD	TBD	ZS		0	n/a	n/a	1-Sep-17 to 31-Aug-20	2		York boards	YRDSB
2017-13-T	Stage Lift-Light of Christ	\$25k to \$75k	\$25k to \$75k	Deferred	TBD	TBD	TBD	KM		0	n/a	n/a	1-May-17 to TBD	0		n/a	n/a
2017-12-T	Elevator & Stage Lift Replacement-St Mary	\$75k to \$250k	\$75k to \$250k	Deferred	TBD	TBD	TBD	KM		0	n/a	n/a	1-Sep-17 to TBD	0		n/a	n/a

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
2017-124-Q	3D Printer: St. Elizabeth CHS	< \$25k	< \$25k	Terminated	11-Nov-16	25-Nov-16	TBD	CH		0	\$3,200	\$3,200	1-Aug-17 to 31-Jul-20	1	10/1/1	n/a	n/a
2017-02-Q	Laminating Film-Supply & Deliver	N/A	N/A	Terminated	TBD	TBD	TBD	JR		0	n/a	n/a	TBD to TBD	0		n/a	n/a

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT TO: Corporate Services Committee

FROM: Administration

DATE: October 10, 2017

RE: **Ministry of Education Capital Priorities Submission**

Executive Summary

The purpose of this report is to provide Trustees with an update of the Board's Capital Priority Submission.

On June 12, 2017 the Ministry of Education released memo "*2017:B7 Request for Capital Project Funding Submissions*". Administration submitted two projects for September 2018, as approved by the Board at the June 20th 2017 meeting. Attached, as Appendix I, is a summary of the projects submitted.

The timing and process for the Ministry's review of all provincial submissions is expected to result in funding announcements in January/February 2018. The submissions were completed online via the Ministry's capital website.

Background Information

On June 12, 2017 the Ministry of Education released memo "*2017:B7 Request for Capital Project Funding Submissions*" which outlines the process for submitting capital funding requests for projects to be completed no later than the 2020-21 school year. Funding for Capital Priorities projects is allocated on a business case basis.

At the June 20th 2017 Board Meeting, Trustees approved an amendment to the 2015-2020 Long Term Accommodation Plan to identify two Capital Priority requests

1. St. Francis Xavier FDK Renovation
2. St. Mary, Nobleton, Port-a-pak move

Projects Submitted

Priority #1 - St. Francis Xavier Renovation, Timing 2018

As a result of the Markham South Pupil Accommodation Review, students attending St. Mother Teresa CES will be redirected to St. Francis Xavier CES beginning September 2018. The

combined enrolment of the two schools requires a total of four (4) kindergarten rooms where only two (2) currently exist. Funding is requested to modify three (3) existing classrooms to create two (2) kindergarten rooms.

Priority #2 – St. Mary CES, Nobleton, Port-a-pak, Timing 2018

St. Mary CES, Nobleton, has a capacity of 516 with a current enrolment of 594 (as at September 19, 2017). There are currently five (5) portables on site. Enrolment is projected to increase to approximately 630 students by 2022.

The Board's Long Term Accommodation Plan identifies port-a-paks as an accommodation solution where there is a sustainable temporary accommodation need over the medium term (minimum 7 years) and where a boundary or program change is not appropriate. St. Mary's projected enrolment profile fits these criteria.

In order to accommodate this period of peak enrolment at St. Mary and given that the Board has a number of surplus port-a-pak units, funding has been requested to relocate the eight (8) classroom port-a-pak from Father Frederick McGinn CES to St. Mary CES.

The Board's Capital Analyst has suggested that the Board submit a request through Capital Priorities as well as through Proceeds of Disposition (POD) exemption letter to request funding for this project.

Summary

Administration has submitted its two (2) Capital Priorities request to the Ministry in accordance with Ministry of Education memo "*2017:B7 Request for Capital Project Funding Submissions*".

Administration will continue to work closely with Ministry of Education staff to advocate for these projects and will update the Board accordingly.

Announcements of any approvals for Capital Priority requests are expected in January/February 2018.

Appendices

1. Capital Priorities Project List

Prepared By:	Adam McDonald, Senior Planner
Submitted By:	Tom Pechkovsky, Coordinating Manager Planning and Operations.
Endorsed by:	Frances Bagley, Associate Director, Strategic Leadership

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REPORT

To: Corporate Services Committee

From: Administration

Date: October 4, 2017

Re: **2017/18 REVISED ESTIMATES PROCESS**

EXECUTIVE SUMMARY:

The Board is required to file the **2017/18 Revised Estimates** with the Ministry of Education by December 15, 2017. The process for filing the Revised Estimates will require the Board to review the updated modules from the information presented at the time of the approval of the 2017/18 Estimates.

OVERVIEW:

Labour and enrolment are the two main factors that impact changes of information from the 2017/18 Estimates. There were many assumptions used to complete the 2017/18 Estimates. The 2016/17 Year-End Financial Statements are also in the process of being finalized. With this information available, the 2017/18 Revised Estimates will be prepared using updated assumptions.

The Ministry Memo for the 2017/18 Revised Estimates should be received shortly along with the Ministry templates available through EFIS.

FILING OF THE 2017/18 REVISED ESTIMATES:

Board Motion Approved:

The following motion was passed at the June 29, 2017 Board meeting to approve the 2017/18 Financial Estimates:

D. Preparation & Submission of Revised Estimates:

That Administration prepare for submission of the Revised Estimates to the Ministry of Education, prior to December 15, 2017 and a summary of the material changes between the original and Revised Estimates be presented for review at the Board or its applicable Committees, including Human Resources Committee and the Corporate Services Committee of the Board.

In order to complete the 2017/18 Revised Estimates, the following areas need to be addressed:

Enrolment:

The first step in updating information for the 2017/18 Revised Estimates is updating the October 31, 2017 enrolment. The Admissions Department will complete the initial analysis of the actual October 31 enrolment; the March 31, 2018 enrolment will be updated accordingly. The enrolment base used for the Revised Estimates will be reviewed by the Senior Leadership Team. At a future meeting, the variance reports will be presented to compare the October 31 enrolment from the Estimates to the Revised Estimates, as well as the 2017/18 Revised October 31 enrolment to Actual 2016/17 October enrolment.

To assist with the enrolment overview at this point in the year, an additional report has been included in the agenda comparing the October 2, 2017 enrolment to the 2017/18 Estimates - October 31. Planning will be completing a review of the variances.

Revenue:

The key factor required to update the Revenue Module is the October 31, 2017 revised enrolment. Since many of our operating grants (75%) are impacted by enrolment as of the count dates (i.e. October 31 and March 31), the accuracy of this information is very important. Other revenue and grant information will also be reviewed to determine whether any changes are required. New information that has become available since the preparation of the 2017/18 Estimates will be incorporated.

Expenditures:

The largest area within expenditures is salaries and wages. This area, along with employee benefits, make up approximately 90% of our operating budget. Each component of the salaries and wages section will be recalculated.

Staffing positions currently in place will be analyzed as well as positions either not yet filled or positions required in the future (e.g. second semester). After staffing levels have been established, the FTE grids will be updated from those used in the Estimates. Once the detailed review has been completed on the Salary and Benefit projections and the modules updated, this information, in detail, will be discussed at an upcoming Board meeting. Staffing is impacted by enrolment. The enrolment variance from the original projections will directly impact the staffing FTE. When the 2017/18 Estimates were approved there were a number of positions to be reduced. This area will be reviewed and discussed with Senior Administration. Adjustments may be necessary if assumptions have changed.

Staff placement and grids impact will be updated as well as Benefits, should new information be received. Sick leave patterns will also be reviewed to determine the impact on the budget projections and that information will be updated accordingly.

Budget Leads responsible for other expenditure areas will be consulted to see if new information has been received since the approval of the 2017/18 Estimates which may require adjustments to expenditure lines. The 2017/18 Estimates approval was contingent on a number of significant

reductions to the submission of the Estimates which will be reviewed and updated if required. All adjustments must be supported by an explanation and will be reviewed and approved by Senior Leadership Team before they will be considered for inclusion in the 2017/18 Revised Estimates.

2017/18 REVISED ESTIMATES SUMMARY

The next Corporate Services Committee meeting will include a presentation of 2017/18 Revised Estimates to demonstrate changes from the Estimates submission. The 2017/18 Revised Estimate report will include the Revenue and Staffing module.

The 2017/18 Revised Estimates will be filed with the Ministry by December 15, 2017.

Administration will continue to review and analyze financial information. Any major variances throughout the year will be presented to the appropriate committee.

York Catholic District School Board

Report

Memo To: Corporate Services Committee

From: Administration

Date: October 4, 2017

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

Executive Summary:

This report is for information purposes and intended to keep Trustees informed of the on-going property insurance matters. At this time there are no property insurance claims to report.

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

Prepared and Submitted by: Jackie Porter, Coordinating Manager of Budget and Audit Services
Endorsed by: Anna Chan, CFO and Treasurer of the Board

YORK CATHOLIC DISTRICT SCHOOL BOARD

REPORT

REPORT TO: Corporate Services

FROM: Senior Administration

DATE: October 10, 2017

RE: Child Care Operator Renewal Process

Executive Summary:

The purpose of this report is to provide Trustees with an update regarding the implementation of Policy **604: *Child Care: Early Years, Extended Day, Before and After School Programs*** with respect to the Operator Renewal Process.

This Spring, Child Care Operators submitted proposals for renewal including a schedule of fees for a five-year period. The impacted parents have reviewed the proposals and no reselection processes have been conducted.

Administration is proceeding with the execution of three (3) agreements with a target completion date of December 31, 2017 for the execution of these agreements.

Background:

The Child Care Operator Renewal Process, as outlined in Policy 604, came into effect during the Spring of 2017. In the implementation of this policy there are a number of key steps required.

One of the main milestones was accomplished with the submission of renewal proposals and an opportunity for community review. The following two procedures were implemented:

- a) Families in the child care programs received, from their operator, a proposed fee structure for the next term (five years), the hours of operation, and the notification procedure related to re-selection process with respect to their Child Care Operator.
- b) Family users of child care received a letter from the Board inviting input with respect to the proposal and the process to indicate a preference to re-select a new operator through written notification (e.g. letter or email) to the Manager of Child Care Services.

A total of ten parents from centres across the Board responded to the Manager of Child Care Services with a variety of questions and concerns, none of which resulted in a need for a re-selection process.

Agreements:

In support of the new requirements of Policy 604 a number of new legal agreements have been developed. The overarching Operator's Agreement, which outlines the general responsibilities of the YCDSB and all Child Care providers operating in YCDSB schools have now been finalized and are currently circulated for signature.

Two additional agreements pertaining to the actual space have been drafted and are currently circulated for review with the Child Care operators.

- The Lease Agreement - is applicable to Child Care Centres, specifically those spaces which are exclusively used to offer a full day program. The space may be renovated space within the school, or a purpose built centre such as just completed at Our Lady of Good Counsel.
- The License Agreement – is applicable to the space required for the Before and After School Programs. This agreement outlines the obligations of the Board and the Operator, identifying specific fees for space, hours of operation and addresses general operating procedures.

Other Considerations:

Policy 604, requires Child Care Operators to provide Administration with a five-year schedule of fees applicable to parents. The pending changes regarding Minimum Wage has been identified as a significant issue to the Child Care Operators with respect to the fees provided to the Board (and parents) this spring. At this time, it is unclear as to what funding may be available to offset this factor. More information will be available in upcoming months.

Administration will continue to work with the respective Child Care Operators and have offered to assist with any communication to parents to explain the impact of these changes.

Summary:

Administration will continue to work with Child Care Operators and school communities for the successful implementation of ***Policy 604 Child Care: Early Years, Extended Day, Before and After School Programs.***

Prepared & Submitted by: Fran Zeppieri, Manager of Child Care Services
Tom Pechkovsky, Coordinating Manager of Planning and Operations
Endorsed by: Frances Bagley, Associate Director: Strategic Leadership