



## Finance, Budget and Enrolment Committee Agenda

FBEC:014A

Tuesday, September 12, 2023

4:30 p.m.

Boardroom, Main Floor, 5050 Yonge Street, Toronto

Trustee Members

Michelle Aarts (Chair), Matias de Dovitiis, Shelley Laskin, James Li, Dan MacLean,  
Zakir Patel, Manna Wong

	<b>Pages</b>
<b>1. Call to Order and Acknowledgement of Traditional Lands</b>	
<b>2. Approval of the Agenda</b>	
<b>3. Declarations of Possible Conflict of Interest</b>	
<b>4. Delegations</b>	
To be presented	
<b>5. Staff Reports</b>	
5.1 Contract Awards, Operations [4581]	1
5.2 Contract Awards, Facilities [4580]	11
5.3 Proposed 2024-25 Budget Development Schedule [4582]	23
<b>6. Private Matters</b>	
Separate Document (FBEC:014B)	
<b>7. Adjournment</b>	

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## **Contract Awards, Operations**

**To:** Finance, Budget and Enrolment Committee

**Date:** 12 September, 2023

**Report No.:** 09-23-4581

### **Strategic Directions**

- Allocate Human and Financial Resources Strategically to Support Student Needs

### **Recommendation**

It is recommended:

(a) that the contract awards on Appendix A be received for information;

### **Context**

In accordance with the Board's Policy P.017: Purchasing:

- The Director or designate may approve operations contracts over \$50,000 and up to \$175,000 and report such contracts to Finance, Budget and Enrolment Committee;
- Finance, Budget and Enrolment Committee may approve operations contracts in excess of \$175,000 and up to \$250,000; and
- The Board shall approve all operations contracts over \$250,000. All contracts for consulting services (as defined in the Broader Public Sector Procurement Directive) in excess of \$50,000 must be approved by the Board.

The recommended suppliers and the term of each contract are shown in the attached appendices. Appendix A outlines contract awards provided for information; Appendix B outlines contracts requiring Finance, Budget and Enrolment Committee approval, and Appendix C outlines contracts requiring Board approval. The amounts shown are based on the estimated annual consumption using historical data unless indicated otherwise and are exclusive of applicable taxes. Actual amounts depend on the volume of products/services used during the term of the contract.

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Purchasing Services invited bids from a minimum of three firms except where sole/single source is indicated. Requirements expected to exceed \$100,000 were posted on the Bids & Tenders e-Tendering portal ([www.bidsandtenders.ca](http://www.bidsandtenders.ca)), to advertise procurement opportunities in compliance with the Broader Public Sector Procurement Directive, applicable trades treaties (e.g. Canadian Free Trade Agreement, Comprehensive Economic and Trade Agreement, etc.) and Board policy and procedure.

When a Request for Tender is issued, the lowest cost bid is accepted where quality, functionality, safety, environmental and other requirements are met. When a Request for Proposals is issued, a variety of evaluation criteria are used, including price. Each of those criteria is weighted based on relative importance to the Board. The bidder with the highest overall score is recommended for contract award. Every effort is made to include input from end users in the development of specifications and the bid evaluation process. Copies of all bids received and detailed information regarding all recommended awards are available in the Purchasing Services department.

### **Action Plan and Associated Timeline**

Not applicable.

### **Resource Implications**

Funding sources have been identified for each award listed in the attached appendices.

### **Communications Considerations**

Not applicable.

### **Board Policy and Procedure Reference(s)**

PO:17 - Purchasing

### **Appendices**

- Appendix A: Contract Awards Provided for Information
- Appendix B: Contracts Requiring Finance, Budget & Enrolment Committee Approval – Nil Items This Report
- Appendix C: Contracts Requiring Board Approval – Nil Items This Report
- Appendix D: Briefing Note – TalentLink Recruitment Module Implementation Services

### **From**

Craig Snider, Executive Officer - Finance, at [craig.snider@tdsb.on.ca](mailto:craig.snider@tdsb.on.ca) or at 416-397-3188.

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Chris Ferris, Senior Manager, Administrative Services, at [chris.ferris@tdsb.on.ca](mailto:chris.ferris@tdsb.on.ca) or at 416-395-8036.

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Contract Awards Provided for Information (contracts over \$50,000 and up to \$175,000)

#	User/Budget Holder School/Department	Products/Services Details	Recommended Supplier	Low Bid/ Highest Score	Objections	# of Bids Rec'd	Estimated Annual Amount	Projected Start/End Date of Contract	Customer Involvement
1	IT Services	<b>Talentlink – Recruitment Module Implementation Services</b> Peel RFPM21-4722 See Appendix “D”	Tier 1Impact PBC Inc. d/b/a Tier1 RapidLD	Yes	No	3	\$147,056	September 2023	IT Services

Contracts Requiring Finance, Budget and Enrolment Committee Approval  
 (contracts over \$175,000 and up to \$250,000)

#	User/Budget Holder School/Department	Products/Services Details	Recommended Supplier	Low Bid/ Highest Score	Objections	# of Bids Rec'd	Estimated Annual Amount	Projected Start/End Date of Contract	Customer Involvement
-	Nil Items	-	-	-	-	-	-	-	-



Contracts Requiring Board Approval (contracts over \$250,000 and Consulting Services over \$50,000)

#	User/Budget Holder School/Department	Products/Services Details	Recommended Supplier	Low Bid/ Highest Score	Objections	# of Bids Rec'd	Estimated Annual Amount	Projected Start/End Date of Contract	Customer Involvement
-	Nil Items	-	-	-	-	-	-	-	-

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**BRIEFING NOTE**

**Date** 12 September 2023

**To** Finance, Budget & Enrolment Committee

**From** Peter Singh, Executive Officer, Information Technology and Information Management Services

**Subject** **TALENTLINK RECRUITMENT MODULE – IMPLEMENTATION SERVICES**

**Purpose** As reported to Special FBEC on August 28, 2023, TDSB has implemented a Human Capital Management (HCM) system comprised of various modules that include learning, performance, recruitment, and succession planning. With support for the existing recruitment module being phased out, TDSB is transitioning to the replacement module called TalentLink. To help ensure a smooth transition from the old module to the new one, the use of external resources are required. In Canada and the USA, implementation and integration services for this product are exclusively provided by a company called TIER1 Performance. This is the same company selected by Peel District School Board (PDSB) to perform the implementation at PDSB (Peel RFPM21-4722). TDSB is leveraging the PDSB agreement for these services. The estimated one-time cost for the professional services will be \$150,000.

**Strategic Direction** • Allocate human and financial resources strategically to support student needs.

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## **Contract Awards, Facilities**

**To:** Finance, Budget and Enrolment Committee

**Date:** 12 September, 2023

**Report No.:** 09-23-4580

### **Strategic Directions**

- Allocate Human and Financial Resources Strategically to Support Student Needs

### **Recommendation**

It is recommended:

- (a) that the contract awards on Appendix A be received for information;
- (b) that the contract awards on Appendix C be approved.

### **Context**

In accordance with the Board's Policy P.017 - Purchasing:

- The Director or designate may approve facility related contracts over \$50,000 and up to \$500,000 and report such contracts to Finance, Budget & Enrolment Committee;
- Finance, Budget & Enrolment Committee may approve facility related contracts in excess of \$500,000 and up to \$1,000,000; and
- The Board shall approve all facility related contracts over \$1,000,000. All contracts for Consulting Services in excess of \$50,000 must be approved by the Board;

The recommended suppliers and the term of each contract are shown in the attached appendices. Appendix A outlines contract awards provided for information; Appendix B outlines contracts requiring Finance, Budget & Enrolment Committee approval and Appendix C outlines contracts requiring Board approval. The amounts shown are based on the total value over the term of the contract unless indicated otherwise, exclusive of applicable taxes. Actual amounts depend on the volume of products/services actually used during the term of the contract.

**Note:** Appendix E has been added to this report to enhance transparency and accountability around changes to Facilities Services project costs. Any previously approved vendor contracts with change orders exceeding \$500,000 will be captured in this Appendix of the report. Staff will also incorporate any changes in project costs, in the Capital Projects status report in April and October.

Contractors bidding on Board construction/maintenance projects must be pre-qualified. Consideration is given to bonding ability, financial stability, depth of experience, references, on-site safety record, and proof of union affiliation (applies to projects less than \$1.3M or additions less than 500 square feet). Issuing a market call to pre-qualify is periodically advertised in the Daily Commercial News and on electronic public bidding websites to facilitate broader public access.

When a Request for Tender is issued, the lowest cost bid is accepted where quality, functionality, safety, environmental and other requirements are met.

When a Request for Proposals is issued, a variety of evaluation criteria are used, including price. Each of those criteria is weighted based on relative importance to the Board. The bidder with the highest overall score is recommended for contract award.

Every effort is made to include input from the users in the development of specifications and the evaluation process.

Opportunities to bid on Tenders and Proposals are posted on the Bids & Tenders e-Tendering portal [www.bidsandtenders.ca](http://www.bidsandtenders.ca).

Copies of all bids received and detailed information regarding all recommended awards are available in the Purchasing Services department.

In 2021, funding from the federal government, tied to the COVID-19 pandemic, was made available to school boards for pre-approved capital infrastructure projects. This funding comes with extremely short and rigid timelines. According to the funding criteria, school boards are responsible for the cost of any projects that are not completed by the stated Ministry deadline. As a result, it is critical that projects get tendered and materials get ordered as quickly as possible to take full advantage of all funding available. The established emergency COVID purchasing process will be followed to expedite completion of all projects. As tenders/RFPs for projects and/or materials close, they will be reported to the Finance, Budget and Enrolment Committee for information.

## **Action Plan and Associated Timeline**

Not applicable.

## **Resource Implications**

Funding sources have been identified for each award listed in the attached appendices.

## **Communications Considerations**

Not applicable.

## **Board Policy and Procedure Reference(s)**

PO:17 - Purchasing

## **Appendices**

- Appendix A: Contract Awards Provided for Information
- Appendix B: Contracts Requiring Finance, Budget & Enrolment Committee Approval – Nil Items This Report
- Appendix C: Contracts Requiring Board Approval
- Appendix D: Summary of Select Facilities Contracts
- Appendix E: Facility Services Contract Change Orders Exceeding \$500,000 – nil items this report

## **From**

Maia Puccetti, Executive Officer – Facility Services and Planning, at 416-393-8780 or [maia.puccetti@tdsb.on.ca](mailto:maia.puccetti@tdsb.on.ca)

Chris Ferris, Senior Manager – Administrative Services at 416-395-8036 or [chris.ferris@tdsb.on.ca](mailto:chris.ferris@tdsb.on.ca)

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**Facility Services Contracts Provided for Information Only (over \$50,000 and up to \$500,000)**

#	User/Budget Holder School/Dept.	Products/Services Details	Ward	Recommended Supplier	Low Bid / Highest Score	Object-ions	No. of Bids Rec'd	Total Contract Amount	Projected Start/End Date of Contract	Customer Involvement	Funding Source
<b>ROOFING</b>											
1	Design and Renewal	<b>MP23-747T Victoria Village PS TR-22-1344</b> Existing roof has exceeded its useful lifespan and requires replacement.	14	Crawford Roofing Corporation	Yes	No	5	\$370,500	August 2023/ August 31, 2024	Design and Renewal	School Condition Improvement
<b>MECHANICAL</b>											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
<b>STRUCTURAL / BRICK WORK</b>											
2	Design and Renewal	<b>MP23-760T Deer Park JSPS TR-21-1377</b> Professional Services (Design), Siporex Deck and Roof Replacement.	8	Barry Bryan Associates	Yes	No	3	\$50,000	August 2023/ January 10, 2024	Design and Renewal	School Condition Improvement
<b>WINDOWS</b>											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
<b>ELECTRICAL</b>											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
<b>BARRIER FREE</b>											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
<b>PARKING LOTS</b>											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
<b>FIELD RESTORATION</b>											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
<b>INTERIOR COMPONENTS / FASCIA / PAINTING</b>											
3	Design and Renewal	<b>DM23-745T Runnymede CI TR-22-0447</b> Pool Foundation and Grounding Restoration. Restoration of pool foundation cracks are required to correct the present leaking. Existing grounding of the pool equipment has exceeded their lifespan and require upgrades.	7	Duron Ontario Ltd.	Yes	No	4	\$499,900	July 2023/ November 30, 2023	Design and Renewal	School Condition Improvement
<b>OTHER</b>											
4	Design and Renewal	<b>DK23-665SSF Pape Avenue JPS TR-22-0926</b> Professional Environmental Services required for site inspection and monitoring of the Metrolinx subway extension (Ontario Line) adjacent to school.	15	Ecoh Management Inc.	N/A	N/A	Single Source	\$75,000	June 2023/ June 2024	Design and Renewal	Renewal

5	Design and Renewal	<b>MP23-789SSF Bowmore Road JSPS</b> Emergency service cleanup and removal of damage due to the fire on the 2nd floor within room 25. Required immediate availability of labour and equipment for contents of new rooms due to water damage on multiple floors to architectural finishes and smoke damage that affected the HVAC System.	16	FirstOnSite Restoration Limited	N/A	N/A	Single Source	\$422,918	May 2023	Design and Renewal	Renewal

**Facility Services Contracts Requiring Finance, Budget and Enrolment Committee Approval (over \$500,000 and up to \$1,000,000)**





**Summary of Select Facilities Contracts  
(September 1, 2023 to Present)**

-	Project Classification	Total Number of Projects for this Report	Total Number of Projects 2023/24 to date	Total Expenditures for this Report	Total 2023/24 Contract Awards Reported to Date	Current Backlog (Figures are updated once/year. Revised figures will be available for the October 2023 report.)
1	ROOFING	1	1	\$370,500	\$370,500	\$ 73,918,032
2	MECHANICAL	0	0	-	-	\$ 1,660,226,066
3	STRUCTURAL / BRICK WORK	1	1	\$50,000	\$50,000	\$ 146,843,259
4	WINDOWS	0	0	-	-	\$ 73,067,794
5	ELECTRICAL	0	0	-	-	\$ 425,691,172
6	BARRIER FREE	0	0	-	-	-
7	PARKING LOTS	0	0	-	-	\$ 96,192,052
8	FIELD RESTORATION	1	1	\$1,238,752	\$1,238,752	\$ 242,432,336
9	INTERIOR COMPONENTS / FASCIA / PAINTING	2	2	\$1,526,177	\$1,526,177	\$ 931,643,271
10	OTHER (FDK, EL4, and Compliance)	2	2	\$497,918	\$497,918	-

-	Project Classification	Total Number of CVRIS Projects for this Report	Total Number of CVRIS Projects to date	Total CVRIS Expenditures for this Report	Total CVRIS Contract Awards Reported to Date
-	COVID Resilience Infrastructure Funding Stream (CVRIS) Projects *	0	13	-	\$ 5,857,555

\* Note: these CVRIS values are also reflected in the main Appendix D table above under their appropriate trade category.

<b>Overall Running Total (CVRIS) Projects from April 2021 to Date:</b>	75	<b>Total April 2021 to Date:</b>	\$ 46,095,451
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**Facilities Services Contract Change Orders Exceeding \$500,000**

Nil Items

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## **Proposed 2024-25 Budget Development Schedule**

**To:** Finance, Budget and Enrolment Committee

**Date:** 12 September, 2023

**Report No.:** 09-23-4582

### **Strategic Directions**

- Allocate Human and Financial Resources Strategically to Support Student Needs
- Provide Equity of Access to Learning Opportunities for All Students

### **Recommendation**

It is recommended that the Proposed 2024-25 Budget Development Schedule be approved.

### **Context**

The proposed 2024-25 TDSB Operating and Capital budget schedule timelines are outlined below. The Operating budget timelines will facilitate the Board approving the operating budget in late March based on enrolment projections and allow staff sufficient time to plan for the upcoming school year. The Capital budget will be approved in June to facilitate completion of the submission of the budget to the Ministry of Education prior to June 30. Any adjustments to this schedule will be presented to the committee as they occur.

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### Proposed Schedule for 2024-2025 Budget Development

Date	Type of Meeting	Purpose
September 12, 2023	Regular FBEC	Budget Schedule
October 11, 2023	Regular FBEC	Discussion on Public Consultation plan and timelines Ministry GSN Consultation Draft (if available)
November 29, 2023	Special FBEC	Update on October Enrolments Update on Revised Estimates Final Submission on GSN Consultation (if available)
January 29, 2024	Special FBEC	Update on Reserves as of 23-24 year end Financial projection for 24-25 report Three year enrolment projection report 1st Quarter financial report
February 14, 2024	Regular FBEC	Draft Options to balance 24-25 report Financial Facts
Week of Feb 19, 2024	Stakeholder Webinars	Presentation of Draft Budget to stakeholders - one afternoon session and two evening sessions
Week of Feb 19, 2024	Online survey	Online survey of stakeholders input on draft budget
March 4, 2024	Special FBEC	Approval of School Based Staffing Feedback from webinars and survey report Discussion on options to balance
March 26, 2024	Regular FBEC	Recommendation to Board of 24-25 Budget Operating Budget
March 27, 2024	Special Board	Approval of 24-25 Operating Budget
April 25, 2024	Special FBEC	Analysis of GSN release (if available)
May 1, 2024	Regular FBEC	Analysis of GSN release (if available) Draft 24-25 Capital Budget
June 13, 2024	Regular FBEC	Recommendation to Board of approval of 24-25 Capital Budget
		Summer approval process

### **Action Plan and Associated Timeline**

This meeting schedule will facilitate the development and approval of the 2024-25 Operating and Capital budgets for submission to the Ministry of Education prior to June 30, 2024, as per regulation. Once approved, the above items will be reflected in the 2023-24 Board meeting schedules.

### **Resource Implications**

In accordance to Section 231 of the Education Act, school boards are required to adopt balanced budgets for the fiscal year.

### **Communications Considerations**

All Finance, Budget and Enrolment Committee presentations concerning the budget will be recorded and archived for reference to Trustees who are unable to attend the meetings. All budget materials, which are not considered private under legislation, will be published on the Board's website for public review.

## **Board Policy and Procedure Reference(s)**

- PO02 Mission, Values
- PO37 Equity Policy
- PO05 Arts
- PO12 Budget
- PO19 Continuing Education
- PO22 Early Years
- PO29 Employment Equity
- PO67 LOI
- PO80 French as a Second Language
- PO20 Transportation of Students

## **Appendices**

Not applicable.

## **From**

Stacey Zucker, Associate Director, Modernization and Strategic Resource Alignment at [stacey.zucker@tdsb.on.ca](mailto:stacey.zucker@tdsb.on.ca) or at 416-395-8469.

Craig Snider, Executive Officer of Finance at [craig.snider@tdsb.on.ca](mailto:craig.snider@tdsb.on.ca) or 416-476-3182

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# Our Mission

To enable all students to reach high levels of achievement and well-being and to acquire the knowledge, skills and values they need to become responsible, contributing members of a democratic and sustainable society.

## We Value

- Each and every student's interests, strengths, passions, identities and needs
- A strong public education system
- A partnership of students, staff, family and community
- Shared leadership that builds trust, supports effective practices and enhances high expectations
- The diversity of our students, staff and our community
- The commitment and skills of our staff
- Equity, innovation, accountability and accessibility
- Learning and working spaces that are inclusive, caring, safe, respectful and environmentally sustainable

## Our Goals

### **Transform Student Learning**

We will have high expectations for all students and provide positive, supportive learning environments. On a foundation of literacy and math, students will deal with issues such as environmental sustainability, poverty and social justice to develop compassion, empathy and problem solving skills. Students will develop an understanding of technology and the ability to build healthy relationships.

### **Create a Culture for Student and Staff Well-Being**

We will build positive school cultures and workplaces where mental health and well-being is a priority for all staff and students. Teachers will be provided with professional learning opportunities and the tools necessary to effectively support students, schools and communities.

### **Provide Equity of Access to Learning Opportunities for All Students**

We will ensure that all schools offer a wide range of programming that reflects the voices, choices, abilities, identities and experiences of students. We will continually review policies, procedures and practices to ensure that they promote equity, inclusion and human rights practices and enhance learning opportunities for all students.

### **Allocate Human and Financial Resources Strategically to Support Student Needs**

We will allocate resources, renew schools, improve services and remove barriers and biases to support student achievement and accommodate the different needs of students, staff and the community.

### **Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being**

We will strengthen relationships and continue to build partnerships among students, staff, families and communities that support student needs and improve learning and well-being. We will continue to create an environment where every voice is welcomed and has influence.

## **Acknowledgement of Traditional Lands**

We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe (A NISH NA BEE), the Haudenosaunee (HOE DENA SHOW NEE) Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis and Inuit peoples.

## **Reconnaissance des terres traditionnelles**

Nous reconnaissons que nous sommes accueillis sur les terres des Mississaugas des Anichinabés (A NISH NA BAY), de la Confédération Haudenosaunee (HOE DENA SHOW NEE) et du Wendat. Nous voulons également reconnaître la pérennité de la présence des Premières Nations, des Métis et des Inuit."

## **Committee Mandate**

- (i) To consider and make recommendations to the Board on finance matters, including procurement and contract awards, referred to it for consideration.
- (ii) To review the impact of enrolment and policy change on the Board's budget, including reviewing the impact of enrolment trends, and marketing strategies to bolster enrolment in declining areas of the city; and
- (iii) To consider strategies to balance the capital and operating budget over a multi-year period, and to make recommendations to the Board to balance the annual capital and operating budget.

### **Acknowledgement of Traditional Lands**

We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe (A NISH NA BEE), the Haudenosaunee (HOE DENA SHOW NEE) Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis and Inuit peoples.

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### **Funding Information Requirement**

At the special meeting held on March 7, 2007, the Board decided that to be in order any trustee motion or staff recommendation that would require the Board to expend funds for a new initiative include the following information: the projected cost of implementing the proposal; the recommended source of the required funds, including any required amendments to the Board's approved budget; an analysis of the financial implications prepared by staff; and a framework to explain the expected benefit and outcome as a result of the expenditure.

### **[1]Closing of certain committee meetings**

(2) A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,

- (a) the security of the property of the board;
- (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) litigation affecting the board. R.S.O. 1990, c. E.2, s. 207 (2).

(2.1) Closing of meetings re certain investigations – A meeting of a board or a committee of a board, including a committee of the whole board shall be closed to the public when the subject-matter under considerations involves an ongoing investigation under the Ombudsman Act respecting the board