



Finance, Budget and Enrolment Committee Agenda

FBEC:052A

Tuesday, June 9, 2020

4:30 p.m.

Electronic Meeting

Trustee Members

Shelley Laskin (Chair), Michelle Aarts, Alexandra Lulka, Chris Moise, Zakir Patel, David Smith

Note: Please ensure all electronic devices are on silent mode.

Pages

1. Call to Order and Acknowledgement of Traditional Lands
2. Approval of the Agenda
3. Declarations of Possible Conflict of Interest
4. Delegations
- To be presented
5. Budget Matters
 - 5.1 Contract Awards, Facilities [3905] 1
 - 5.2 Contract Awards, Operations [3904] 13
 - 5.3 Contract Awards: Summer Approval Process [3906] 25
 - 5.4 2020-21 Budget Timelines Update and Transition Supports for School Re-opening [3903] 27
 - 5.5 TDSB Budget – Virtual Town Halls [3907] 33
6. Adjournment

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Contract Awards – Facilities Only

To: Finance, Budget and Enrolment Committee

Date: 9 June, 2020

Report No.: 06-20-3905

Strategic Directions

- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

It is recommended that:

1. the contract awards on Appendix A be received for information; and
2. the contract awards on Appendices B and 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. Actual

amounts depend on the volume of products/services actually used during the term of the contract.

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.

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
- Appendix C: Contracts Requiring Board Approval
- Appendix D: Summary of Select Facilities Contracts

From

Steve Shaw, Executive Officer – Facility Services, Sustainability and Planning, at 416-393-8780 or steve.shaw@tdsb.on.ca

Chris Ferris, Senior Manager – Administrative Services at 416-395-8036 or chris.ferris@tdsb.on.ca

APPENDIX A

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
ROOFING											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
MECHANICAL											
1	Design Construction and Maintenance	SX20-272T Cottingham JPS Air Handling Unit Replacement. (part 2 of initial project report # 04-20-3864) Existing Air Handling Unit has exceeded life expectancy and is due for replacement.	8	Active Mechanical	Yes	No	13	\$91,100	June 2020/ September 20, 2020	Design Construction and Maintenance	School Condition Improvement
2	Design Construction and Maintenance	DK20-327T Swansea Jr. Sr PS Emergency Boiler Replacement. Due to failure of old & obsolete heating plant at Swansea PS, urgent renewal of Boiler 1 & 2 is required.	7	LCD Mechanical	Yes	No	3	\$108,805	June 2020/ July 31, 2020	Design Construction and Maintenance	School Condition Improvement
3	Design Construction and Maintenance	VK20-337T Huron Street JPS Lined Duct Work Replacement. Existing lined ductwork has deteriorated and requires replacement. Existing Air Handling Units Supply and Return Fans are beyond their useful lifespan and functionality and require replacement.	10	S.I.G. Mechanical Services Ltd.	Yes	No	8	\$460,000	June 2020/ October 1, 2020	Design Construction and Maintenance	School Condition Improvement

#	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
4	Design Construction and Maintenance	DK20-340T Danforth CTI Existing mechanical ductwork requires re-working that interferes with the existing electrical equipment that is deteriorated and beyond useful lifespan.	15	Servocraft	Yes	No	5	\$370,000	June 2020/ August, 2020	Design Construction and Maintenance	School Condition Improvement
STRUCTURAL / BRICK WORK											
5	Design Construction and Maintenance	CN20-342T Zion Heights MS Slab and Ceiling Replacement over Boys Change room Composite slab over the boys change room is severely corroded and deteriorated due to water damage. Replacement is required.	13	Limen Group Const. (2019) Ltd.	Yes	No	8	\$363,550	June 2020/ August 28, 2020	Design Construction and Maintenance	School Condition Improvement
WINDOWS											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
ELECTRICAL											
6	Design Construction and Maintenance	CN20-359T Woburn Collegiate – Emergency Response, Generator and Investigation Following a power shutdown, upon re-energizing a mechanical failure occurred in the switch gear. Smith & Long is on site, ESA will not allow the High Voltage Gear to be energized in its current state until at a minimum the Lightning Arresters are replaced and the secondary bus is changed.	10	Smith and Long Limited	N/A	No	N/A	\$249,326	April 2020/ June 2020	Design Construction and Maintenance	School Condition Improvement

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#	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
7	Design Construction and Maintenance	SX20-264T Gledhill JPS Fire Alarm System Replacement. Existing fire alarm system obsolete. Revised Award from April report.	16	Alltech Electrical Systems	Yes	No	6	\$196,961	May 2020/ August 2020	Design Construction and Maintenance	School Condition Improvement
BARRIER FREE											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
PARKING LOTS											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
FIELD RESTORATION											
8	Design Construction and Maintenance	JJ20-338T Bennington Heights ES. Storm Water and Sanitary Line Upgrades. Sanitary line is damaged , and it is causing back up at the drain and repeated flooding of the school playground.	11	DonRos Landscape Contractors	Yes	No	7	\$304,223	May 2020/ October 30, 2020	Design Construction and Maintenance	School Condition Improvement
INTERIOR COMPONENTS / FASCIA / PAINTING											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
OTHER											
9	Facility Services	DK20-233P Drinking Water Laboratory Analysis Services for the TDSB Occupation Health and Safety Office. Analysis of school drinking water for lead.	N/A	Bureau Veritas Laboratories	Yes	No	3	\$249,800	June 2020/ May 31,2024	Occupational Health & Safety	Professional Services

#	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
10	Facility Services	MP20-323T Supply of Bike Racks for Toronto District School Board To have a vendor of record for the supply of Bike Racks for the Toronto District School Board	N/A	Henderson Recreation Equipment Ltd.	Yes	No	8	\$333,750	July 2020/ May 29, 2026	Facility Services	School Operations Grant

APPENDIX B

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

#	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
ROOFING											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
MECHANICAL											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
STRUCTURAL / BRICK WORK											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
WINDOWS											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
ELECTRICAL											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
BARRIER FREE											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
PARKING LOTS											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
FIELD RESTORATION											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
INTERIOR COMPONENTS / FASCIA / PAINTING											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
OTHER											

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#	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
1	Facility Services	MP20-334T Supply of Boiler Tubes – Provision as and when required for replenishment of stock in Facilities Stockrooms and TDSB Trades use.	N/A	Kotych Bros. Ltd. Next Plumbing & Hydronics Supply Inc.	Yes	No	2	\$922,673	July 1, 2020/ May 29, 2026	Facility Services	School Operations Grant

APPENDIX C

Facility Services Contracts Requiring Board Approval (contracts over \$1,000,000 and Consulting Services over \$50,000)

#	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
ROOFING											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
MECHANICAL											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
STRUCTURAL / BRICK WORK											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
WINDOWS											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
ELECTRICAL											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
BARRIER FREE											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
PARKING LOTS											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
FIELD RESTORATION											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
INTERIOR COMPONENTS / FASCIA / PAINTING											
-	Nil Items	-	-	-	-	-	-	-	-	-	-
OTHER											

#	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
1	Facility Services	CN20-003P Pest Control Services for all TDSB locations For provision of various pest control services in schools and administrative buildings as and when required.	N/A	Orkin Canada Corporation	No	No	6	\$1,500,000	June 2020/ May 2025	Facilities Services	School Operations Grant
2	Facility Services	SX20-010P Supply of Water Treatment Chemicals, Parts, Equipment and Professional Services for TDSB. Supply of water treatment chemicals, products/parts/equipment associated with water treatment and also the regular inspection, testing, reporting and training for the water treatment program.	N/A	ControlChem/Chem Source	Yes	No	6	\$3,324,973	September 1, 2020/ August 31, 2026	Facility Services, Operations and Maintenance	School Operations Grant

APPENDIX D

Summary of Select Facilities Contracts(September 1, 2019 to Present)

-	Project Classification	Total Number of Projects for this Report	Total Number of Projects 2019/20 to date	Total Expenditures for this Report	Total 2019/20 Contract Awards Reported to Date	Current Backlog
1	ROOFING - November 2013 Bulk Tendering for Roofing Supplies (4 separate tenders) and Roof Installations (1 consolidated tender)	14	113	\$ 613,432	\$ 10,126,870	\$96,863,677
2	MECHANICAL	4	132	\$ 1,029,905	\$ 47,797,806	\$ 1,392,378,295
3	STRUCTURAL / BRICK WORK	1	40	\$ 363,550	\$ 10,714,227	\$ 185,811,586
4	WINDOWS	0	25		\$ 18,036,629	\$ 80,695,191
5	ELECTRICAL	2	37	\$ 446,287	\$ 5,633,429	\$ 529,102,976
6	BARRIER FREE	0	9		\$ 5,923,722	
7	PARKING LOTS	0	6		\$ 1,464,344	\$ 92,314,489
8	FIELD RESTORATION	1	20	\$ 304,223	\$ 3,889,593	\$ 271,123,483
9	INTERIOR COMPONENTS / FASCIA / PAINTING	0	21		\$ 3,630,159	\$ 906,561,010
10	OTHER (FDK, EL4, and Compliance)	0	21		\$ 29,086,860	-



Contract Awards - Operations

To: Finance, Budget and Enrolment Committee

Date: 9 June, 2020

Report No.: 06-20-3904

Strategic Directions

- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

It is recommended that:

1. the contract awards on Appendix A be received for information; and
2. 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 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 unless indicated otherwise. Actual amounts depend on the volume of products/services actually used during the term of the contract.

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), 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 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 and Enrolment Committee Approval – Nil Items this Report
- Appendix C: Contracts Requiring Board Approval
- Appendix D: Four (4) New Outdoor Education Vehicles
- Appendix E: Internet Service Provider

- Appendix F: Technical Support Services for Human Capital Management Software Implementation
- Appendix G: Digital Multifunction Photocopier Contract Extension

From

Craig Snider, Executive Officer – Finance, at craig.snider@tdsb.on.ca or at 416-397-3188.

Chris Ferris, Senior Manager, Administrative Services, at chris.ferris@tdsb.on.ca or at 416-395-8036.

APPENDIX A

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

#	User/Budget Holder School/Department	Products/Services Details	Ward	Recommended Supplier	Low Bid/ Highest Score	Objections	# of Bids Rec'd	Estimated Annual Amount	Projected Start/End Date of Contract	Customer Involvement
1	Outdoor Education	Purchase of 4 Cargo Minivans for TDSB Outdoor Education Centres. JM20-330T See Appendix 'D'	N/A	Blue Mountain Chrysler Ltd.	Yes	No	5	\$110,988	May 2020	Outdoor Education
2	IT Services	Internet Service Provider LG20-158P See Appendix 'E'	N/A	Cogent	Yes	No	9	\$153,800 (estimated total over 4 years)	July 1, 2020 – June 30, 2024	IT Services
3	Legal Services	Human Rights Investigations	N/A	Turnpenney Milne LLP	N/A	N/A	Single Source	\$150,000	May 15, 2020	Legal Services
4	IT Services SAP Operations	Provision of technical support services with implementation of Human Capital Management software. See Appendix 'F'	N/A	Avalon Corporate Solutions Corp.	Yes	No	Single Source	\$80,000	June 2020/ August 2020	IT Services SAP Operations
5	Distribution Centre COVID-19 Purchase per Board Motion	Provision of Re-Usable Cloth face masks (900,000)	N/A	Canadian Education Warehouse	Yes	No	7	\$1,566,000	June 4, 2020	Health & Safety Purchasing Services Distribution Centre

APPENDIX B

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

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APPENDIX C

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

#	User/Budget Holder School/Department	Products/Services Details	Ward	Recommended Supplier	Low Bid/ Highest Score	Objections	# of Bids Rec'd	Estimated Annual Amount	Projected Start/End Date of Contract	Customer Involvement
1	All Schools/Departments	Digital Multifunction Photocopiers One (1) Year Contract Extension See Appendix 'G'	N/A	Ricoh Canada Inc.	N/A	N/A	Single Source	\$2,942,000	July 2020/ June 2021	Purchasing Services

BRIEFING NOTE

Date 9 June 2020

To Finance, Budget & Enrolment Committee

From Manon Gardner, Associate Director – School Operations and Service Excellence

Subject **Four (4) New Outdoor Education Vehicles**

Purpose As part of the additional savings to be found in the TDSB's delivery of Outdoor Education, transportation costs for day visits has been transferred to schools. To ensure equity of access to increase our ability to serve the system, the TDSB Outdoor Education sites who deliver day programming will expand their program offerings, to include off-site options for schools to choose from. These opportunities may take place on school property, the local school community or local Green Spaces.

The addition of these 4 vehicles to support our Day programming, currently offered through the Forest Valley Outdoor Education Centre, Hillside Outdoor Education School, Toronto Urban Studies Centre and Warren Park Outdoor Education Centre, and support increased mobility of programming the equipment/gear required to make these programs meaningful and successful. This includes program equipment, but also outdoor clothing for students so they can participate safely and comfortably in outdoor programming in a variety of conditions. (i.e., rain gear, winter gear, hats gloves, and the potential of additional PPE if required, etc.)

These vehicles will provide mobility to support up to 8 staff and materials to deliver community based programming daily for up to 8 classes.

The funds to purchase these vehicles will come out of the current budget for Outdoor Education through the savings realized through the labour action and COVID shut downs which impacted programming this year.

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

BRIEFING NOTE

Date 9 June 2020

To Finance, Budget & Enrolment Committee

From Peter Singh, Executive Officer, Information Technology and Information Management, 416-396-5700

Subject **Internet Service Provider**

Purpose To support classroom on-line learning, the Board's Wide Area Network (WAN) is directly connected to the Internet.

During the last 12 months, TDSB Internet usage has increased to 30 Gbps (Gigabits per second). We do expect Internet usage to increase beyond 30 Gbps before decreasing to a steady state of 10 Gbps.

Under the provincial Broadband Modernization Program (BMP), every school will be directly connected to the Internet thus reducing the bandwidth needed to access the Internet from the WAN.

The Board currently connects to ORION (Ontario Research and Innovation Optical Network) for access to the Internet. The current Internet connection provides a bandwidth of 30 Gbps.

The current Internet contract with ORION expires on June 30th 2020.

A Request for Proposal (RFP) for Internet Services was issued on Jan 15, 2020 and closed on Feb 12, 2020 and nine (9) submissions were received.

The RFP response from Cogent Communications ranked first in score among the proponents who responded.

<u>Timelines</u>	<u>Projected Bandwidth</u>	<u>Cogent Communications</u>
July 1st 2020 to September 2020	30 Gbps	\$7,800
2020-2021	40 Gbps	\$62,400
2021-2022	30 Gbps	\$46,800
2022-2023	10 Gbps	\$18,000
2023-2024	10 Gbps	\$18,000
Total		\$153,800

Under the Provincial BMP, given that each school would be directly connected to the Internet, the bandwidth associated with the current connection can be significantly reduced based on our usage projections over the next course of 2 years.

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

BRIEFING NOTE

Date 9 June 2020

To Finance, Budget & Enrolment Committee

From Peter Singh, Executive Officer, Information Technology and Information Management, 416-396-5700

Subject **Technical Support Services for Human Capital Management Software Implementation**

Purpose In 2017, Avalon Corporate Solutions Corp., was selected to do an assessment of TDSB's HCM system requirements via RFQ CF17-235Q. In 2018 Avalon was again engage to assist in the implementation of the selected HCM Talent Management System. Due to unforeseen circumstances the project to implement the Recruiting Module of the HCM Talent Management System has been delayed and is behind schedule. SAP Operations needs the vendor, Avalon Corporate Solutions Corp. to assist in order to complete the project on a timely basis.

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

BRIEFING NOTE

Date 9 June 2020
To Finance, Budget & Enrolment Committee
From Craig Snider, Executive Officer - Finance

Subject **Digital Multifunction Photocopier Contract Extension**

Purpose The Board's current contract with Ricoh Canada Inc. expires June 30, 2020.

There are approximately 1,995 digital multi-function photocopier devices located in schools and administrative centres throughout the Board. These digital multifunctional devices produce approximately 320 million impressions per year.

There are three main reasons to extend the existing agreement for one additional year.

1. In the months leading up to the system shut down in response to COVID-19, staff from IT Services, the Sustainability Office, and Business Services engaged in discussions around pursuing a print consolidation and centralization initiative supporting digital transformation. This type of initiative will look at printing practices across the system and opportunities to leverage the capacity of the central print department to take on a portion of high volume printing currently happening in schools. The possibility exists to reduce the overall fleet size and identify opportunities to reduce the amount of printing both of which can reduce the amount of annual spend on making copies. In addition to printing on photocopiers, standalone printer use will be part of the review as they are more expensive than multifunction photocopiers to operate. An extension of the agreement provides additional time necessary to investigate these possibilities and potential for fleet reduction in advance of a fleet refresh.
2. Staff has negotiated a reduction in the cost per copy rate for the extension period, that would realize an overall reduction in cost of approximately \$338,000 if the same average annual volume of printing in previous pre-COVID years occurs. In addition to the rate reduction, the fixed monthly costs for add-on accessories have been eliminated for an additional \$140,000 cost reduction over the course of the year.

These savings can be applied towards alleviating existing budget pressures.

3. The Ministry of Government and Consumer Services (MGCS) announced their new agreement for the provision of digital multifunction photocopiers in March. Their awarded vendor is Ricoh Canada Inc. The provincial government's Centralized Procurement Interim Measures requires Broader Public Sector entities to utilize the MGCS agreements or other collaborative entities such as Ontario Education Collaborative Marketplace (OECM) wherever possible. Taking advantage of the MGCS agreement would allow for a seamless transition to a new fleet of copiers as there would not be a change of supplier. Waiting for the timing of this new MGCS agreement provides the opportunity to comply with the Interim Measures going forward and avoid the time and effort required to engage in a TDSB specific Request for Proposal process.

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



Contract Awards – Summer Approval Process 2020

To: Finance, Budget and Enrolment Committee

Date: 9 June, 2020

Report No.: 06-20-3906

Strategic Directions

- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

It is recommended that this report be received.

Context

To provide information to the Finance, Budget and Enrolment Committee regarding the contract approval process during the summer period when there are typically no scheduled Standing Committee and/or Board meetings.

Action Plan and Associated Timeline

The Purchasing Policy and Procedures of the Board provides for an approval process for contract awards during times when Standing Committee and/or Board meetings are not scheduled, as follows:

“The Director, in consultation with the Chair of the appropriate Standing Committee or their designates, may call meetings to approve contracts during months where there are no scheduled meetings and report such approvals at the first scheduled Board meeting.”

There is a need to continue to award contracts during periods when there are no scheduled Standing Committee and/or Board meetings.

During the summer months, in order to continue with the efficient business of the Board, when required, the Director, or designate, will request the Chair or Vice Chair of the Finance, Budget and Enrolment Committee to convene a ‘special’ meeting to approve

contract awards, for both Operations and Facilities, which normally require approval by the Committee and/or the Board.

All contract awards approved by the Finance, Budget and Enrolment Committee during the summer months will be reported to the first available meeting of the Board for information.

Timely contract approvals will facilitate a smooth school opening in September and ensure business continuity.

The summer approval process will be in effect for the months of July and August 2020 and meetings of the Finance, Budget and Enrolment Committee will be called as required.

Resource Implications

Not applicable.

Communications Considerations

Not applicable.

Board Policy and Procedure Reference(s)

PO:17 – Purchasing.

Appendices

Not applicable.

From

Craig Snider, Executive Officer – Finance, at craig.snider@tdsb.on.ca or at 416-395-8469.

Chris Ferris, Senior Manager, Administrative Services, at chris.ferris@tdsb.on.ca or at 416-395-8036.



2020-21 Budget Timelines Update and Transition Supports for School Re-opening

To: Finance, Budget and Enrolment Committee

Date: 9 June, 2020

Report No.: 06-20-3903

Strategic Directions

- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

It is recommended that 2020-21 Budget Timelines outlined in the report be approved subject to Ministry release of 2020-21 Grant for Student Needs.

Context

Budget Timelines

In past years, the Ministry of Education announces revisions to education funding and the amounts that school boards will receive in the spring of each year. Funding for education is determined through a set of provincial benchmark costs for the major components of education operations, as well as the number of students known as the Grant for Student Needs (GSN).

At this time there is no official notification of a release date for the GSNs. Staff have developed a revised timeline for the reporting and approval of the 2020-21 Operating and Capital budget of the Board, based on best information available of an anticipated release date of the GSN.

The latest information available from the Ministry suggests that the release of the GSN funding memorandum will occur sometime between June 5th and June 12th. However no official date has been announced. We have also been told that the detailed technical information which is used to build the Board's budget will be released shortly after, within two weeks of the release of the GSN funding memorandum. We have been

informed that the likely approval deadline for submission of school budget to the Ministry will be shifted to around August 15, 2020.

In conversations school boards have had with Ministry staff, there is no expected significant changes to the GSN other than those released to settlement of collective agreements.

In addition, the Minister of Education has publicly stated that the parameters for the re-opening of school in September will be announced by the end of June. This should provide boards with the necessary information to better develop their operating budgets for next year. However, as of now we have no indication of additional funding to be provided to offset the expenses to ensure our students and staff can transition safely to schools due to COVID-19.

For these reasons, staff are suggesting the following revised budget schedule:

Date	Event	Notes
June 5 th to June 12 th	Release of GSN funding memorandum	This is the high level policy and funding information
June 18 th	Special FBEC	Presentation of report on GSN Funding Memorandum
July 7 th	Special FBEC	Presentation of report on 2020-21 Financial Position and draft budget. This presentation will include costing of transitional supports for September start-up to support students and staff. Presentation of draft Capital Budget for 2020-21
July 8 th	Virtual Town Halls	This would be an opportunity for stakeholders to hear a presentation on the draft budget and to provide feedback
July 9 th	Special FBEC	This meeting would be to receive a report on the Virtual Town Halls Written or virtual delegations to the Budget Committee.
July 15 th	Special FBEC	Review of Draft budget and feedback on considerations for adjustments based on community feedback
Aug 5 th	Special FBEC	Presentation of the final draft budget and supporting document for approval
Aug 6 th	Special Board	Approval of 2020-21 Operating and Capital Budgets

Note: Staff will prepare a briefing for Trustee Weekly of summary information on the Friday following the GSN memorandum release, with full details at the June 18th Special FBEC meeting.

Transitional Supports and Budget Assumptions

Due to the impact of COVID-19, staff are working on the transitional supports and major budget assumptions outlined below and will report on these in detail as part of the draft budget report on July 7th.

The type of transitional supports and operating budget assumptions may also be impacted by the Minister of Education's announcement on at the end of June on the re-opening of school in September.

These items have been presented in two major classifications: those impacting revenue and associated expenses of the Board and those impacting operating costs. There is no rank order to these items, and staff are working to quantify the impact of each. Brief descriptions on each item are provided to illustrate the considerations being reviewed.

Revenue and Associated Expenses

French Immersion and Extended French – The concern here is related to the impact on transportation due to COVID-19 and the ability to maintain the previous levels of transportation service. Staff are working to determine what the impact of limited transportation capacity would have on students enrolled in the French program, and the associated funding and school capacities.

English as a Second Language (ESL) enrolments – We are experiencing reduced immigration patterns due to COVID-19. Staff are working on revising our enrolment projections.

International Student enrolments – Similar to ESL, we are experiencing reduced enrolments from international students. Staff are working to update enrolment projections and its impact on revenues.

Permits – Social Distancing and large group gatherings are not currently allowed, and staff are considering what impact this will have on permit revenues and caretaking overtime.

Operating Expenditures

Special Education – What supports do students with special needs require as result of the closure of schools for 5 months?

Transportation – Several factors could impact the ability of the Board to provide the same level of service in Transportation, such as availability and age of the drivers, social distancing requirements on buses, and parent willingness to utilize services and licensing of new drivers due to MTO backlog. Staff are working to develop options to provide as reliable service as possible given the uncertainties. Staff will also work to determine what impact this may have on programs for students. Potential costs the board may incur are also being review and discussed with the Toronto Student Transportation Group and the Toronto Catholic District School Board, such as PPE requirements and cleaning of buses.

Literacy and Numeracy – Staff are working to identify what supports are needed in various delivery models to support student achievement in this area given the 5 month students have not been in school.

Caretaking – Staff are working to identify the additional caretaking support and supplies that will be needed to ensure a safe and healthy environment for students and staff.

Mental Health & Wellness – Staff are looking at what additional supports students and staff will need as part of the transition back to school.

Technology and Digital Resources – As we transitioned to working remotely this spring, the need for technology was highlighted. Looking forward, what technology is needed in the classroom to support our students and teachers is being considered.

Personal Protective Equipment (PPE) – Staff are working with both the Ministry of Education and Toronto Pubic Health to determine a set protocols for the opening of schools. Staff are working to identify the costs of PPE and cleaning supplies to meet these protocols.

Professional Learning – Staff are developing a professional development plan to support the work of school staff in a COVID-19 learning environment.

Community Engagement – Staff are working to identify what supports will we need to assist our families and communities engage with us, such as Thought Exchange.

Action Plan and Associated Timeline

The Budget timeline above will be used in developing the operating and capital budgets of the Board. Should further delays in the announcement of the GSN occur, further revisions to this schedule will be made and communicated to Trustees and stakeholders.

Resource Implications

Staff are working to develop a budget based both on Ministry funding and the needs of our students, families and staff.

Communications Considerations

This report will be placed on the Board budget website as a resource to our stakeholders.

Board Policy and Procedure Reference(s)

N/A

Appendices

- N/A

From

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TDSB Budget – Virtual Town Halls

To: Finance, Budget and Enrolment Committee

Date: 9 June, 2020

Report No.: 06-20-3907

Strategic Directions

- Transform Student Learning
- Create a Culture for Student and Staff Well-Being
- Provide Equity of Access to Learning Opportunities for All Students
- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that the TDSB Budget – Virtual Town Halls report be received.

Context

At this point, it is anticipated that the Ministry of Education will release the Grants for Student Needs (GSN) in early/mid June. Should the Ministry follow this timeline, the TDSB's draft projected financial position, including identification of transitional supports to students and staff during COVID-19, will be presented to FBEC on 7 July.

As a result of the closure of schools and cancellation of in-person meetings at the TDSB due to the COVID-19 pandemic, a virtual budget town hall has been scheduled for 8 July to ensure that the community has the opportunity to provide their feedback.

Appendix A of this report details the communication plan for the TDSB Budget Virtual Town Halls. Trustees will be provided with a summary of the questions received during the town halls for consideration before voting on the 2020-21 budget.

Action Plan and Associated Timeline

See appendix A – Communications Plan: TDSB Budget Virtual Town Halls

Communications Considerations

See appendix A – Communications Plan: TDSB Budget Virtual Town Halls

Appendices

Appendix A – Communications Plan: TDSB Budget Virtual Town Halls

From

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Communication Plan: TDSB Budget – Virtual Town Halls

BACKGROUND:

At this point, it is anticipated that the Ministry of Education will release the Grants for Student Needs (GSN) in early/mid June. Should the Ministry follow this timeline, the TDSB's draft projected financial position, including identification of transitional supports to students and staff during COVID-19, will be presented to FBEC on July 7.

As a result of the closure of schools and cancellation of in-person meetings at the TDSB due to the COVID-19 pandemic, a virtual budget town hall has been scheduled to ensure that the community has the opportunity to provide their feedback on the TDSB's 2020-21 budget and the options to balance.

LAUNCH DATE:

The budget virtual town hall has been scheduled for July 8.

AUDIENCE:

- Parents/Guardians
- Students
- Community Members
- Trustees
- Staff

ABOUT THE VIRTUAL TOWN HALLS:

- From an end user perspective, participants/viewers will be able to access the virtual town hall via the TDSB website or a link shared on social media.
- The town halls will begin with a live video presentation from Executive Officer, Craig Snider regarding the 2020-21 TDSB budget.
- Participants will then be able to ask questions via ScribbleLive (text only, not on video). These questions will be asked to Executive Officer Snider on camera by a host. Executive Officer Snider will then answer the questions on video.
- The ScribbleLive feed will remain on the screen (like during a Board meeting) to allow participants' comments to be featured publicly, even if they are not questions asked by the host to the Executive Officer. Comments and questions will be moderated for inappropriate content only.
- The virtual town halls will be promoted using the following channels: TDSB website, Budget webpage, TDSB Connects (staff and parent/guardian versions), social media (Twitter, Facebook and Instagram), TDSB Update and Trustee newsletters.
- The town halls will be recorded and posted to the TDSB budget website so they can be viewed at a later date.
- A summary of the questions received during the town halls will be provided to trustees for their review prior to voting on the 2020-21 budget.

Prepared By:

Zoya McGroarty, Communications Officer, Government, Public and Community Relations, zoya.mcgroarty@tdsb.on.ca, 416-706-1998



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.