



Finance, Budget and Enrolment Committee Agenda

FBEC:002A

Thursday, January 13, 2022

4:30 p.m.

Electronic Meeting

Trustee Members

Parthi Kandavel (Chair), Stephanie Donaldson, James Li, Zakir Patel, Robin Pilkey,
David Smith, Manna Wong

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. Contract Awards | |
| 5.1. Contract Awards, Operations [4224] | 1 |
| 5.2. Contract Awards, Facilities [4225] | 15 |
| 6. 2021-22 Revised Estimates [4229] | 27 |
| 7. Adjournment | |

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Contract Awards, Operations

To: Finance, Budget and Enrolment Committee

Date: 13 January, 2022

Report No.: 01-22-4224

Strategic Directions

- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

It is recommended that:

- (a) the contract awards on Appendix A be received;
- (b) 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 trade 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 & Enrolment Committee Approval - NIL
- Appendix C: Contracts Requiring Board Approval
- Appendix D: Briefing Note – Internet Service Providers for Remote Sites
- Appendix E: Briefing Note – Workers Compensation Management Case Services
- Appendix F: Briefing Note – Pre-Qualified Child Care Professional Services

- Appendix G: Briefing Note – Child Care Professional Services – Project Management

From

Craig Snider, Acting Associate Director – Business Operations and Service Excellence, at craig.snider@tdsb.on.ca or at 416-397-3188.

Marisa Chiu, Executive Officer – Finance (Interim) at marisa.chiu@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	IT Services	Internet Service Providers - Remote Sites LG22- 062P See Appendix 'D'	N/A	Rogers Communication	Yes	No	3	\$34,340	January 2022/ December 2026	Purchasing Services & IT Services
2	Disability Management Office	Workers Compensation Case Management Services Support See Appendix 'E'	N/A	School Board's Cooperative Inc. (SBCI)	N/A	N/A	Single Source	\$120,000	November 2021/ March 2022	Disability Management Office

APPENDIX B

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

[illegible]

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	Business Development & Community Services	<p>Prequalification of Child Care Professional Services Providers SM21-677P</p> <p>See Appendix 'F'</p>	N/A	<p>iCandy</p> <p>ChildCare Development &Support Services</p> <p>Hildegard Budnic Low</p> <p>Darlene Chandon Consulting</p> <p>Danielle Desmarais</p> <p>Bethia Tanneh Jikpamu</p> <p>Sense of Wonder</p> <p>Child Care Consulting</p>	N/A	No	17	\$1,000,000	February 2022 / January 2027	Purchasing Services and Business Development & Community Services

#	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
				Jackie Cunningham Consulting Tricia C.M. Kasso Shiny Paper Li-Ting Solutions Elliot's World Hand in Hand Learning Centre Anna Humphrey DT Childcare Services Helen Crouch Child Care Consultant						
2	Business Development & Community Services	Child Care Professional Services Project Mangement See Appendix 'G'	N/A	Gemini Creative Solutions	N/A	N/A	Single Source	\$200,000	February 2022/ January 2027	Purchasing Svcs and Business Development & Community Services

BRIEFING NOTE

Date January 13, 2022

To Finance, Budget & Enrolment Committee

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

Subject **Internet Service Providers for Remote Sites**

The Board requires an internet service provider to facilitate connectivity for some of its smaller remote sites where TDSB staff provide community related services such as language instruction for newcomers and employment assistance programs. Most of the sites are leased by the Board and located within Toronto city limits. In total, there are thirty-seven sites, with most of them currently serviced by Rogers and Bell on a month to month basis. The Board took this opportunity in an effort to consolidate the internet service plans for our remote sites.

An RFP was issued to solicit pricing from ISP providers. The RFP was posted on October 27, 2021 and closed on November 9, 2021.

Three bids were received from Beanfield, Frontier Networks and Rogers. In terms of monthly service fees, Rogers had the lowest overall cost. However, for eight of the sites, they quoted a significant connection fee as they do not currently have a physical connection to those sites. There are also two sites for which Rogers did not submit pricing. These ten sites will continue to be serviced by their current provider. The annual cost to provide internet service to the twenty-seven sites will be \$34,340.76 with the three-year contract totalling \$103,022.28

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

BRIEFING NOTE

Date January 13, 2022

To Finance, Budget & Enrolment Committee

From Audley Salmon, Executive Superintendent – Employee Services

Subject **Workers Compensation Case Management Services Support**

The Disability Management Office is faced with a significant volume of WSIB related work. Applications for accommodations related to the Board's mandatory COVID-19 vaccination procedure (PR734) are creating additional workload pressure within the department. School Board's Cooperative Inc. (SBCI) is able to provide Worker's Compensation Case Management Services that will allow staff to manage the accommodation requests. Services SBCI can provide include:

- Review and assessment of individual school board claims
- Collection of medical information in individual claims for the purposes of determining functional abilities for return-to-work (RTW) planning
- Communication with injured employees as required
- Communication with internal stakeholders as required
- Communication with treatment practitioners as required
- Communication with the Workplace Safety and Insurance Board (WSIB) employees (Case Managers, Eligibility
- Adjudicators, RTW Specialists, Managers, etc. on individual claim matters and general service delivery issues as required
- Completion of required WSIB claim forms and documentation on activities for individual claims
- Development of individual RTW plans based on injured employee functional abilities
- General case management activities intended to mitigate WSIB claim costs and resolve outstanding claim issues
- Complete a review of the active cases and Identify cases where the claim goes beyond the normal recovery period for the compensable injury.
- Object claims when warranted to mitigate ongoing claim costs.
- Review and complete the annual WSIB liability report.
- Partake in hearing preps and attend WSIAT hearings and possibly arb / grievance related hearings when required

As a not-for-profit organization, SBCI falls under exemption status with the

Canadian Free Trade Agreement Article 504, 11.(i)(v).

SBCI is a cooperative owned by their member school boards. Their members are exempt under the Broader Public Sector Accountability Act from having to get alternative quotes and are permitted to utilize their own cooperative on a single-source basis. Currently TDSB utilizes SBCI for actuarial services and is therefore a member of the cooperative.

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

BRIEFING NOTE

Date January 13, 2022 .

To Finance, Budget & Enrolment Committee

From Garry Green, Senior Manager, Business Development and Community Services

Subject **Pre-Qualified Child Care Professional Services**

The Board develops and manages externally funded projects through the office of Business Development and Community Services (BDCS). BDCS' role is to plan, design, coordinate and deliver programs on time, on target and on budget. One such program is Childcare Monitoring Advisory and Support (CMAS), funded through Immigration Refugees and Citizenship Canada (IRCC – formerly Citizen and Immigration Canada).

The Board requested Proposals from qualified suppliers to act as providers of Child Care Professional Services within CMAS. These providers are required to travel throughout Canada consulting on the child-minding provided by federally funded services, primarily through the Language Instruction to Newcomers to Canada (LINC) Program. The child-minding is called Care for Newcomer Children (CNC) and CMAS helps providers stay informed of their obligations and to be accountable for all areas of Health and Safety. CMAS monitors and supports about 180 LINC CNC programs across the country that care for more than 3,000 children.

IRCC provides the full budget for the operation of LINC as well as CMAS (there is no cost to the Board to operate the programs). Further, the Board receives an administrative fee for operating the programs over and above the operational costs.

CMAS is conducted by external vendors because part of the required duties includes evaluating and providing input and advice to TDSB LINC programs; thus they must be at “arm’s length” in order to do so.

Strategic • Allocate human and financial resources strategically to support student

Direction needs.

BRIEFING NOTE

Date January 13, 2022

To Finance, Budget & Enrolment Committee

From Garry Green, Senior Manager, Business Development and Community Services

Subject **Child Care Professional Services – Project Management**

Gemini Creative Solutions Inc. (GCS) has been the project manager for CMAS for the past 20 years. When the TDSB bid on this project 20 years ago, it was agreed that there were unique skills required to successfully win and to successfully deliver on this contract.

At the initial discussions to develop this proposal, it was agreed that the bid would include GCS as the partner (co-bidder) to manage the projects in order to meet those very unique skills.

The proposal presented from inception showed GCS as the project management company and TDSB as the contract holder. This model led to us successfully winning the contract for 20 years. It has also led us to successfully getting funded and being able to deliver quality services across the country.

Additionally it was written as part of our Conflict of Interest Agreement with Immigration Refugees and Citizenship Canada (IRCC – formerly CIC) that in order to maintain TDSB's "arm's length" relationship, this project would be managed by GCS (due in part to the fact that TDSB operates LINC Care for Newcomer Children-CNC and we cannot evaluate our own programs).

Since its inception in 2001 TDSB as the contract holder and GCS as the project management company, has allowed the project to be successfully delivered. As such, GCS has been a founding partner and a significant

reason why the Board was selected to administer this project.

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



Contract Awards, Facilities

To: Finance, Budget and Enrolment Committee

Date: 13 January, 2022

Report No.: 01-22-4225

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 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.

Agenda Page 16

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.

Special Note: Funding from the federal government, tied to the COVID-19 pandemic, has been 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
- Appendix C: Contracts Requiring Board Approval
- Appendix D: Summary of Select Facilities Contracts

From

Maia Puccetti, Executive Officer – Facility Services and Planning, at 416-393-8780 or maia.puccetti@tdsb.on.ca

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

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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											
1	Design and Renewal	CN22-176T Seventh St JPS Roof Replacement of Area A Existing roof has exceeded its useful lifespan.	3	Triumph Aluminum and Sheet Metal Inc.	Yes	No	6	\$138,550	July 2022 / August 30, 2022	Design and Renewal	School Condition Improvement
2	Design and Renewal	DK22-175T Mason Road JPS Roof Replacement of Area A,D,E. Roof sections are deteriorated and past their life expectancy. Also included is the installation of roof metal flashing on sections B,C,D1 and D2 and installation of anti-climb fence on roof section A.	18	Provincial Industrial Roof & Sheet Metal Company Limited	Yes	No	8	\$403,950	December 2021/ August 15, 2022	Design and Renewal	School Condition Improvement
3	Design and Renewal	PM22-179T Various Sites Roof Snow Removal. Existing roof deck of the roof sections at various schools has been identified as autoclaved aerated concrete (AAC), known as Siporex, with potentially reduced structural capacity. TDSB consultants recommend monitoring loading conditions as a precaution and, if necessary, maintaining the loading at acceptable level.	N/A	Cordeiro Roofing Ltd. Triumph Roofing & Sheet Metal Inc	Yes	No	8	\$139,270 \$139,670	December 2021/April 2022	Design and Renewal	Renewal
4	Design and Renewal	DK22-160P Briarcrest JS Professional Services, Siporex Deck and Roof Replacement, roof elevations A1 and B.	2	Sense Engineering Ltd.	Yes	No	5	\$50,750	November 2021/ February 2, 2022	Design and Renewal	School Condition Improvement
5	Design and Renewal	JM22-178P Central Technical School. Professional Services, roof and air distribution system replacement.	10	Read Jones Christoffersen Ltd	Yes	No	3	\$60,250	December 2021/ January 27, 2022	Design and Renewal	School Condition Improvement

MECHANICAL

6	Design and Renewal	JJ22-171T Albert Campbell Generator Upgrade. The emergency generator system was reviewed, and minor deficiencies were found related to the fuel supply system, generator venting, and general ventilation that need to be replaced.	21	Active Mechanical Ltd.	Yes	No	4	\$97,700	December 2021/ April 30, 2022	Design and Renewal	School Condition Improvement
7	Design and Renewal	MP22-172T Winston Churchill CI Generator Upgrade. Existing emergency generator system contains minor deficiencies due to fuel supply system and require upgrades.	17	Active Mechanical	Yes	No	3	\$98,392	November 2021/ April 30, 2022	Design and Renewal	School Condition Improvement
8	Design and Renewal	PM22-143P Central Technical School Professional Services, Steam to HW Conversion and AHU Replacement at Central Technical School.	10	Mat 4Site Engineers Ltd.	Yes	No	3	\$80,350	November 2021/ February 7, 2022	Design and Renewal	School Condition Improvement
9	Design and Renewal	PCM22-183T TR# 20-0785 Danforth Gardens PS. Cooling needed for the gym for emergency purposes on days of extreme heat.	18	Stellar Mechanical Inc.	Yes	No	4	\$358,000	November 2021/ August 2022	Design and Renewal	COVID Resilience Funding Stream
STRUCTURAL / BRICK WORK											
10	Design and Renewal	JM22-120T North Albion CI. Chimney Brick Restoration. Restoration work for the brick chimney and reduction on the chimney height and repair of veneer bricks.	1	Duron Ontario Ltd	Yes	No	3	\$306,571	November 2021/ August 2022	Design and Renewal	School Condition Improvement
WINDOWS											
11	Design and Renewal	DK22-035SSF Blake Street JPS Supply only of fire-rated curtain wall. TDSB Window Shop to install as part of windows replacement program. Purchase	15	TGP Canada Enterprises ULC	Sole Source	No	N/A	\$80,536	March 1 2022	Design and Renewal	School Condition Improvement

Agenda Page 21

		direct from proprietary manufacturer									
12	Design and Renewal	DK22-189P Blake Street PS. Supply of High Thermal Performance Doors and Skylight (additional items) Replacement of existing old curtainwall unit with high performance materials. TDSB trades to install.	15	Windspec Inc	Yes	No	2	\$178,455	February 1, 2022	Design and Renewal	School Condition Improvement
ELECTRICAL											
	Nil	-	-	-	-	-	-	-	-	-	-
BARRIER FREE											
	Nil	-	-	-	-	-	-	-	-	-	-
PARKING LOTS											
	Nil	-	-	-	-	-	-	-	-	-	-
FIELD RESTORATION											
	Nil	-	-	-	-	-	-	-	-	-	-
INTERIOR COMPONENTS / FASCIA / PAINTING											
	Nil	-	-	-	-	-	-	-	-	-	-
OTHER											
13	Fleet Maintenance	JM22-158P Purchase of 4 Electric Vehicles for TDSB. Part of the transition of the vehicle fleet to electric vehicles based on the annual Climate Action report.	N/A	Downtown Autogroup	Yes	No	1	\$283,443	December 2021	Fleet Maintenance	Environmental Legacy Fund and Fleet Maintenance Budget
14	Lycee Francais Toronto (Site Work)	MP22-154T DB Hood CS Portable Addition. Portable addition for tenant funded project.	8	Duron Ontario Ltd.	Yes	No	5	\$103,190	December 2021/ January 30, 2022	Design and Renewal	Site-Funded

APPENDIX B

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

[illegible]

OTHER											
1	All Schools Departments	VK22-113P Signage & Engraving for Stock & Non-Stock Items for Various TDSB Sites. To have a vendor of record to supply product(s) as required.	N/A	Instant Imprints	Yes	No	9	\$800,000	January 2022/ February 2029	Operations	School Operations Grant /Renewal

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	-	-	-	-	-	-	-	-	-	-
MECHANICAL											
1	Design and Renewal	CN22-145T Don Mills C.I. Replacement of Heating Plant & kitchen ventilation. a) Existing Hot water packaged boilers & pumps are in poor condition, corroded, unrepairable & have exceeded their life expectancy. Replacement is required. b) Kitchen ventilation unit is completely broken, out of commission & Noncompliance with code. Required replacement.	14	Vanguard Mechanical	Yes	No	11	\$2,869,000	December 2021/ December 2022	Design and Renewal	School Condition Improvement
2	Design and Renewal	CN22-146P Plumbing Emergency and Miscellaneous Repairs at Various TDSB Sites As Required. These Contractors of Record can be accessed when our in-house trade's staff cannot respond	N/A	Active Mechanical Gorbern Mechanical Contractor Ltd	Yes	No	7	\$400,000 \$300,000	December 2021/ December 2025	Design and Renewal	School Operations Grant
3	Design and Renewal	PCM22-163T TR# 20-0511 BAS Upgrade at Danforth CTI Upgrade and expand building automation system to more efficiently control all mechanical equipment	15	Automated Logic Canada	Yes	No	1	\$1,380,448	December 2021/ August 26, 2023	Design and Renewal	School Condition Improvement

	Nil	-	-	-	-	-	-	-	-	-	-
STRUCTURAL / BRICK WORK											
	Nil	-	-	-	-	-	-	-	-	-	-
WINDOWS											
	Nil	-	-	-	-	-	-	-	-	-	-
ELECTRICAL											
	Nil	-	-	-	-	-	-	-	-	-	-
BARRIER FREE											
	Nil	-	-	-	-	-	-	-	-	-	-
PARKING LOTS											
	Nil	-	-	-	-	-	-	-	-	-	-
FIELD RESTORATION											
	Nil	-	-	-	-	-	-	-	-	-	-
INTERIOR COMPONENTS / FASCIA / PAINTING											
	Nil	-	-	-	-	-	-	-	-	-	-
OTHER											
4	Design and Renewal	DK22-001P Fencing Rental for In-House Construction and Maintenance Supply of temporary fencing panels for in-house projects. Installation to be done by TDSB Trades	N/A	Modu-Loc Fence Rentals	Yes	No	3	\$1,240,000	February 2, 2022/ January 29, 2027	Design and Renewal	School Condition Improvement / Renewal

APPENDIX D

Summary of Select Facilities Contracts

(September 1, 2021 to Present)

-	Project Classification	Total Number of Projects for this Report	Total Number of Projects 2021/22 to date	Total Expenditures for this Report	Total 2021/22 Contract Awards Reported to Date	Current Backlog
1	ROOFING	5	24	\$932,440	\$11,956,351	\$73,918,032
2	MECHANICAL	6	34	\$4,579,740	13,856,518	1,66,226,066
3	STRUCTURAL / BRICK WORK	1	7	\$306,571	1,512,971	146,843,259
4	WINDOWS	2	4	258,991	3,482,851	\$73,067,794
5	ELECTRICAL	0	3	-	272,750	\$425,691,172
6	BARRIER FREE	0	0	-	-	-
7	PARKING LOTS	0	2		595,600	\$96,192,052
8	FIELD RESTORATION	0	0	-	-	\$ 242,432,336
9	INTERIOR COMPONENTS / FASCIA / PAINTING	0	5	-	1,434,241	\$931,643,271
10	OTHER (FDK, EL4, and Compliance)	2	12	\$1,343,190	\$2,584,460	-

-	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 *	1	13	\$3,580,000	\$5,857,555

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

Overall Running Total (CVRIS) Projects from April 2021 to Date:	75	Total April 2021 to Date:	\$ 46,095,451
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2021-22 Revised Estimates

To: Finance, Budget and Enrolment Committee

Date: 13 January, 2022

Report No.: 01-22-4229

Strategic Directions

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

Recommendation

It is recommended that 2021-22 Revised Estimates report be received.

Context

The purpose of this report is to provide Trustees with TDSB's financial projection as of December 15, 2021. As part of annual financial reporting requirements, school boards are required to submit their revised estimates to the Ministry of Education by December 15th of each year.

To help address the impact of the pandemic for the 2021-22 school year, the Ministry of Education increased the school boards' maximum allowable deficit threshold, without Ministry of Education approval, to 2% of the annual operating allocation. Should a school board determine that its deficit will exceed 2%, either before or after the revised estimates submission, Ministry of Education approval is required. As part of the TDSB's budget process, the Board had previously approved the forecasted deficit of \$59.0M (2% of operating allocation) at the June 30, 2021 Board meeting.

As outlined in this report, the TDSB's current forecasted deficit is projected to be \$65.1M (2.2% of operating allocation). TDSB staff had obtained the Ministry of Education's verbal approval to exceed the 2% deficit prior to report submission. Staff will be providing the Ministry with additional information to support the projected in-year deficit and the financial recovery plan in the coming weeks.

Agenda Page 28

This report outlines the TDSB's projected financial position based on the most current information available and covers the following areas:

- Assumptions used to build the forecast, including revenue impacts due to enrolment changes and cost impacts relating to staffing and operating expenses.
- Revised financial position based on assumptions
- Potential risks that may impact TDSB's financial position

Assumptions

In developing this revised forecast, the following assumptions were used:

Changes to Projected Enrolment:

Funding is generally based on student enrolment, or pupil average daily enrolment (ADE). TDSB's enrolment projection is typically updated in the Fall after the October 31 student count, and analysis of forecasted attrition rates.

Outlined below are the updated pupil average daily enrolment (ADE) projections:

Grade	Original Projection	Updated Projection	Enrolment Decrease
Junior Kindergarten	16,228.0	14,764.0	(1,464.0)
Kindergarten	16,287.0	15,802.0	(485.0)
Grades 1 to 3	51,363.0	49,311.0	(2,052.0)
Grades 4 to 6	50,976.5	49,240.5	(1,736.0)
Grades 7 to 8	33,370.5	32,648.0	(722.5)
Grades 4 to 8	84,347.0	81,888.5	(2,458.5)
Total Elementary	168,225.0	161,765.5	(6,459.5)
Grades 9 to 12	69,519.0	69,087.0	(432.0)
Independent Study	66.0	40.0	(26.0)
Total Secondary	69,585.0	69,127.0	(458.0)
Total Day School	237,810.0	230,892.5	(6,917.5)

GSN Revenue Impacts:

Grants for Student Needs (GSN) - Amount is based on projected enrolment data and funding announced by the Ministry of Education. The enrolment-related funding impacts to the GSN are outlined below:

GSN Revenue Changes (in \$ millions)

	Estimates	Revised Estimates	Increase/ (Decrease)
Pupil Foundation Allocation	1,347.8	1,308.0	(39.8)
School Foundation Allocation	178.6	174.7	(3.9)
Special Education Allocation	344.5	339.0	(5.5)
Language Allocation	121.0	121.0	
Learning Opportunities Allocation	157.3	157.1	(0.2)
Continuing Education Allocation and Other Program	27.5	27.5	-
Cost Adjustment and Teacher Qualification Allocation - Note 1	292.8	281.9	(10.9)
New Teacher Induction Program Allocation	1.0	1.0	-
ECE Qualification & Experience Allocation	17.2	16.2	(1.0)
Restraint Savings Allocation	(0.9)	(0.9)	
Transportation Allocation	63.4	63.4	-
Administration and Governance Allocation	60.9	59.7	(1.2)
School Operations Allocation	272.1	264.8	(7.3)
Community Use of Schools Allocation	3.7	3.7	
Declining Enrolment Adjustment - Note 2	4.3	23.7	19.4
Indigenous Education Allocation	5.2	5.2	-
Mental Health and Well-Being Grant	10.3	10.1	(0.2)
Supports for Students Fund	23.9	23.9	
Program Leadership Grant	1.7	1.7	
Permanent Financing of NPF	20.5	20.5	
School Renewal Allocation	47.6	46.6	(1.0)
Trustees' Association Fee	0.05	0.05	
Capital Debt Interest Payment - OFA	15.0	15.0	
Total	3,015.8	2,964.2	(51.6)

Notes:

- 1) Cost Adjustment and Teacher Qualification Allocation variance of \$10.9M relates to the decrease in elementary and secondary teacher FTEs and lower average teacher experience factors.
- 2) The Declining Enrolment Adjustment (DEA) provides school boards with transitional support, recognizing that it takes time for school boards to adjust their cost structures to reflect declines in enrolment. The DEA adjustment of \$19.4M is based on the enrolment decline projection reported. The purpose of this allocation is to mitigate losses in the Pupil Foundation, Special Education, Language, Board Administration and Governance and School Operations grants.

Other Revenue Impacts:

Ministry's 2021-22 COVID 19 supports - On May 4, 2021, the Ministry released the 2021: B07 memo which instructed school boards to incorporate only the first half of the 2021-22 COVID-19 funding supports in their budget. On November 18, 2021, the Ministry confirmed that the second half of the COVID-19 funding of \$20.8M will be provided to the TDSB and this amount has been adjusted in this budget forecast.

International Student Revenue – As a result of the ongoing pandemic, international student tuition revenues are anticipated to decrease by approximately \$7M from the original budget projection.

Cost Impacts:

Teacher Cost Savings – There is a projected savings of \$37.0M compared to original estimates, primarily due to the decrease in student enrolment.

Benefit trust true up and other adjustments – The benefit trust amounts are funded based on the average employee full time equivalent (FTE) count as of October 31st and March 31st of each year. The \$1.8M reduction in expenditures is based on a reconciliation of the projected costs between the 2021-22 original estimates and the actual costs based on the October 31, 2021 staff count.

Additional hiring from second half of COVID-19 funding - Approximately \$12.1M of the \$20.8M in COVID funding will be spent on additional staff hires in the second half of the year to address system needs. The incremental spending is as follows:

- \$1.3M (16 FTEs) Social workers
- \$1.9M (35 FTEs) Child and youth workers
- \$1.1M (15 FTEs) Child and youth counsellors
- \$1.6M (40 FTEs) School-based safety monitors
- \$3.0M for additional caretaking staff and overtime costs
- \$1.5M (22.5 FTEs) Educational assistants (Special Education)
- \$1.1M in other Mental health and Special education staffing supports
- \$0.5M (4.0 FTEs) Secondary teachers (Caring and Safe schools)
- \$0.1M for other administrative and temporary staff to support system needs

The remaining \$8.7M will be used to offset expenditures in these areas:

- \$2.0M in student transportation costs due to the inability to optimize routes and for enhanced cleaning and personal protective equipment (PPE) on buses.
- \$1.9M in operating costs relating to enhanced cleaning and ventilation.
- \$4.8M in other staffing costs relating to virtual learning, vaccination policy, screening, health & safety, and other system needs.

Professional Development - The revised forecast includes \$1.4M in additional costs allocated to the Professional Learning department for Compliance and Mandatory training for school-based support staff and Occasional Teachers.

Contract Management - An additional \$0.3M was allocated to the TDSB contract management project. The new contract management software application is intended to improve process efficiencies around contract development and records retention, and will help mitigate against financial, legal, and other risks.

Other Savings – Central department staffing costs are projected at full complement and opportunities for savings exists due to the time required to fill those vacancies. The forecast has been adjusted to include \$3.7M in these anticipated savings. An additional \$3.0M in in-year savings is anticipated from other areas, such as utilities and temporary staff costs. Note that operating costs are impacted by school closures and transitions to remote learning.

Financial Position

The chart below summarizes the items above and presents the overall projected financial position of the Board.

Revised 2021-22 Financial Position		
(in \$ millions)		
Projected deficit as reported at June 16, 2021 FBEC		\$(59.0)
Revenue Changes		
Decrease in GSN due to enrolment decrease	(51.6)	
Decrease from International student enrolment change	(7.0)	
Increase from second half of the COVID funding	20.8	
Total Revenue Changes		(37.8)
Cost Changes		
Decrease in teacher costs due to enrolment decrease	37.0	
Increase in staffing in the 2nd half of year to support system needs	(12.1)	
Increase in training costs for temporary staff & occasional teachers	(1.4)	
New contract management project costs	(0.3)	
Benefit trust true up adjustment	1.8	
Savings from timing of filling positions	3.7	
Other in-year savings	3.0	
Total Cost Changes		31.7
Revised Projected 2021-22 Deficit		\$(65.1)

Risks

The following items have significant risk to the financial forecast of the Board should the assumptions underlining them not match the Board's experience:

- 1) Switching between in-person and virtual for the second semester: Staff are currently in the process of reviewing the Elementary switch selections and the impact to classroom reorganization. In the event there are significant increases to in-person learning in certain classes, additional teachers and support staff may be required and this will result in a change to TDSB's financial position.
- 2) Changes in program and service delivery: Should the system be shut down for in-person classes as a result of the pandemic, there will be varying financial impacts to the Board in such areas as supply costs, technology spending, leasing, permits, construction and transportation.
- 3) Enrolment: Due to the unknown nature of the pandemic, predicting future enrolment trends is difficult. Given enrolment is the most significant factor in determining the TDSB's overall grant revenue, any significant change in actual enrolment compared to the forecast will impact the TDSB's financial position.
- 4) Supply staff costs: The ongoing pandemic will significantly impact supply staff costs. If the TDSB pivots to fully remote learning, there could be significant financial savings. However, should in-person classes continue, supply costs could increase if there is a rise in staff on medical leave or quarantine.
- 5) PPE and cleaning supplies: Depending on supply chain availability of PPE and cleaning supplies from the Ministry of Government and Consumer Services, there is a risk that TDSB may need to fund its own supplies needs.
- 6) Technology supports: The TDSB is endeavouring to provide all students with access to technology and internet connectivity, as well as appropriate digital learning resources. This continues to be a cost pressure for TDSB. The government has not provided school boards with COVID funding for pandemic related technology needs in the 2021-22 school year. TDSB also requires additional funding resources to support the 1:1 student device initiative, which costs about \$11M annually.
- 7) Other Unknown Challenges: It is difficult to forecast other unanticipated financial challenges that may emerge in the second half of the school year.

Staff will continue to monitor these risks and will update Trustees as new information or risks become known.

Action Plan and Associated Timeline

Staff will continue to update Trustees as new information becomes available. In addition, quarterly updates of the financial position will be provided to FBEC, including forecasts for the balance of the year.

Staff have been in discussions with the Ministry of Education around the 2.2% projected deficit as reported in the 2021-22 Revised Estimates. Staff are required to provide the Ministry with additional information to support the projected operating deficit and a financial recovery plan.

Resource Implications

Staff recommends that reserves be used to balance the operating budget for the 2021-22 school year to avoid impact to programs and students during the pandemic.

TDSB is currently projecting the use of reserves in the amount of \$65.1M for 2021-22. The chart below outlines the reserves balance projected at the end of this fiscal year and the forecasted use of the working fund and benefit fund reserves.

Reserves (in \$ millions)	Actual Reserves as of August 31, 2021	2021-22 Projected use of reserves	Estimated Reserves, as of August 31, 2022
Working funds Reserve	\$22.7M	(\$22.7M)	-
Benefit funds Reserve	109.8M	(42.4M)	67.4M
School Support & Other	51.7M		51.7M
Environmental Legacy Fund	2.7M		2.7M
Artificial Turf Fund	0.5M		0.5M
Sinking Fund Interest (restricted)	14.3M		14.3M
Total working funds and internally restricted funds	\$201.7M	(\$65.1M)	\$136.6M

Communications Considerations

This report will be posted on the Board budget website.

Board Policy and Procedure Reference(s)

Not applicable

Appendices

- Not applicable

From

Craig Snider, Interim Associate Director, Business Operations and Service Excellence at craig.snider@tdsb.on.ca or at 416-395-8469.

Marisa Chiu, Interim Executive Officer, Finance at marisa.chiu@tdsb.on.ca or at 647-463-2278.

Sri Alageswaran, Comptroller, Budget, and Financial Reporting at Sri.Alageswaran@tdsb.on.ca or at 416-906-7940.



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.

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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