



## **Profiles of Administrative Sites**

**To:** Committee of the Whole

**Date:** 10 June, 2020

**Report No.:** 06-20-3900

### **Strategic Directions**

- Allocate Human and Financial Resources Strategically to Support Student Needs

### **Recommendation**

It is recommended that the Profiles of Administrative Sites report be received.

### **Context**

On December 12, 2019, the Board of Trustees approved that the Director present a report on all the sites where system and central staff are located and include:

- the location and category of each building;
- a brief outline of the history of the building;
- a description of departments and number of staff who work in each location;
- advantages/disadvantages of each location including the availability of parking and access to higher order public transit;
- the annual operating expenditures for each site;
- the facilities condition index; and
- any significant renewal/capital work planned on the site over the next three to five years.

The TDSB currently has 13 sites that are almost exclusively used for system and central administrative functions:

- four are purpose-built administration centres composed mostly of office and meeting space;
- seven are purpose-built maintenance centres and warehouses composed of a variety of spaces such as shops and storage, as well as office space; and
- two are former schools being used as office and meeting space.

In addition to these sites, the TDSB has administrative groups using space in 16 operating schools. The operating school sites are not addressed in this report.

A profile for each of the 13 administrative sites is attached as Appendix A. Each profile contains information on the site's location, land, facility, and occupants. Advantages and disadvantages of each site have also been identified. The information has been compiled from a number of sources including Business Services, Employee Services, Facility Services, and the Toronto Lands Corporation.

Maps showing the locations of the 13 administrative sites and the 16 operating schools accommodating administrative groups are included as Appendix 1 at the back of the profile package. A chart summarizing the key facts for the sites is attached as Appendix 2 to the profiles.

Below are some high-level observations about the 13 administrative sites:

- The four main administration centres span the city and provide a presence in the east, west and central regions. One site is east of Yonge Street, the East Education Office. One site is on Yonge Street, the TDSB Head Office. Two sites are west of Yonge Street, the Trethewey Education Office and the West Education Office.
- The two administration centres in former schools, the Fairmeadow Centre and Peckham Centre, are in the central region close to the TDSB Head Office and supplement the space in the head office.
- The seven maintenance centres and warehouses also span the city. Two sites are in the southern part of the city, the Oak Park Centre and the Eastern Centre. Two sites are on the west side of the city, the Alliance Centre and the McCulloch Centre. Two sites are in the north-central area, the Oakburn Centre and the Tippet Centre. One site is on the east side of the city, the McGriskin Centre.
- The average age of the 13 administrative sites is 57 years old. The newest facility is the McGriskin Centre built in 1988. The oldest facility is the Eastern Centre built in 1948.
- The buildings range in size from 11,556 square feet to 126,369 square feet. The smallest building is the Oak Park Centre and the largest is the East Education Office.
- The properties range in area from 0.4 acres to 9.3 acres. The smallest site is the Oak Park Centre and the largest is the McGriskin Centre.
- The average annual operating cost for all 13 sites combined (measured over the past five years) is approximately \$5.4M (caretaking, utilities and maintenance).

- The average Facility Condition Index for the 13 sites is 65% rising to 72% over the next five years. The Eastern Centre, Oak Park Centre and Peckham Centre have indices over 100% in the next five years.
- In total, approximately 3,800 staff members are associated with the 13 sites. The Oak Park Centre has the fewest staff and the East Education Centre has the most. Note: not all staff members associated with a site have their own dedicated workstation or office; many share spaces or are itinerant staff based out of the location.

## **Action Plan and Associated Timeline**

These profiles will be used in planning space needed for central and system administrators in the post-pandemic work environment.

This information will be used to explore opportunities to achieve efficiencies in administrative operations.

## **Resource Implications**

Not applicable.

## **Communications Considerations**

Not applicable.

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

Not applicable.

## **Appendices**

- Appendix A: Profiles of TDSB Administrative Sites

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