



## **Timelines for the Administrative Space Review**

**To:** Planning and Priorities Committee

**Date:** 27 January, 2021

**Report No.:** 01-21-4017

### **Strategic Directions**

- Allocate Human and Financial Resources Strategically to Support Student Needs

### **Recommendation**

It is recommended that the Timelines for the Administrative Space Review be approved.

### **Context**

The Board of Trustees passed a motion on 21 October 2020 that staff report back on timelines for determining administrative space requirements. The attached schedules provide timelines on accomplishing this review which will include:

- Administrative requirements;
- Research on best practices in both public and private sectors;
- Value of current administrative sites;
- Accommodation options to support administrative requirements;
- Use of school space for administrative functions;
- Financial considerations including operating efficiencies; and,
- Fully accessible work locations.

The Toronto District School Board (TDSB) has two types of non-school sites in its property inventory: those sites that are administrative (i.e. office space) and those that are facility services in nature (i.e. maintenance centres, garages and warehouses). As each type of property has different operating characteristics and requirements, they will be looked at separately.

The administrative sites are as follows:

- East Education Office, 140 Borough Drive, Scarborough;
- Fairmeadow Centre, 17 Fairmeadow Avenue, North York;
- Peckham Centre, 296 Pleasant Avenue, North York;
- TDSB Head Office, 5050 Yonge Street, North York;
- Trethewey Education Office, 2 Trethewey Drive, York; and,
- West Education Office, 1 Civic Centre Court, Etobicoke.

The maintenance centres, garages and warehouse sites are as follows:

- Alliance Centre, 401 Alliance Avenue, York;
- Eastern Centre, 849 Eastern Avenue, Toronto;
- McCulloch Centre (including Garage and Bus Wash), 7 McCulloch Avenue, Etobicoke;
- McGriskin Centre (including Shorting Stockroom), 85 and 95 Shorting Road, Scarborough;
- Oak Park Centre, 286 Oak Park Avenue, East York;
- Oakburn Centre, 15 Oakburn Crescent, North York; and,
- Tippet Centre, 3 Tippet Road, North York.

A Steering Committee will be established to guide the work and monitor progress during the review process. The Committee will include the following representation:

- Interim Associate Director of Business Operations and Service Excellence;
- Executive Officer, Facility Services and Planning;
- Interim Executive Officer, Finance;
- Learning Centre Executive Superintendents;
- Planning representative;
- Service Excellence representative;
- Plant Operations and Maintenance representative;
- Design Services representative;
- Policy Services representative;
- Research and Development representative; and,
- Toronto Lands Corporation representative.

## **Action Plan and Associated Timeline**

Appendices A and B outline the work plan to be completed.

## **Resource Implications**

Funding of options will be included in analysis and reporting.

## **Communications Considerations**

Information will be shared on TDSB public website.

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

Not applicable.

## **Appendices**

- Appendix A: Administrative Space Plan - Timelines
- Appendix B: Maintenance Centres, Garages and Warehouse Space Plan - Timelines

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