



Administrative Space Review: Revised Timelines

To: Planning and Priorities Committee

Date: 3 November, 2021

Report No.: 11-21-4136R

Strategic Directions

- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

It is recommended that the revised timelines for the administrative space review be approved.

Context

On February 3, 2021, the Board of Trustees received a report on the administrative space review and approved a timeline for accomplishing the review. The timeline identified four reports to go to the Board of Trustees in June 2021, December 2021, June 2022 and October 2022.

In the spring of 2021, due to the hiring of a new permanent Director of Education, the review was placed on hold until the new Director had an opportunity to provide input into the next steps of the review.

The purpose of this report is to provide a revised timeline for completing the review. The final report is still planned for October 2022. The timing of the intermediary reports has been adjusted.

Action Plan and Associated Timeline

Below is a summary of the reports, their timing, and their proposed content. The reports will address the administration centres, maintenance centres, garages and warehouses.

January 2022 report:

- Summary of past reports on administrative space

- Description of how funding for administrative sites works
- Review of literature to learn about what other organizations are doing with their sites and their space standards
- Guidelines for locations (e.g. geographic distribution, access to mass public transit, access to highways)

March 2022 report:

- Guidelines for space (e.g. sq ft per workstation, number of staff members per workstation, number of enclosed offices per unit or staff members, number of meeting rooms per unit/staff members, type of workstations, reception areas, public space, boardroom and committee rooms)
- Space needs for teams and staff members based on their specific functions

May 2022 report:

- Preliminary analysis of existing buildings and new opportunities
- Real estate analysis of sites
- Preliminary review of options – could involve existing buildings, new opportunities or a combination of the two

October 2022 report:

- Recommended option

Resource Implications

Funding of options will be included in the analysis and reporting.

Communications Considerations

Information will be shared on the TDSB public 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

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

Andrew Gowdy, System Planning Officer, Strategy and Planning at
andrew.gowdy@tdsb.on.ca or at 416-394-3917

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