

**MINUTES OF THE REGULAR MEETING OF THE
CORPORATE AFFAIRS, STRATEGIC PLANNING
AND PROPERTY COMMITTEE**

HELD TUESDAY, MAY 15, 2012

PUBLIC SESSION

PRESENT:

B. Poplawski, Chair
M. Rizzo
A. Andrachuk
N. Crawford
F. D'Amico
J.A. Davis
J. Del Grande
A. Kennedy
P. Jakovic
S. Piccininni

B. Rodrigues
A. Gauthier
S. Pessione
A. Sangiorgio
M. Puccetti
B. McMorrow
P. Matthews
P. DeCock

L. Fernandes, Recording Secretary

Apologies were received from Trustees Bottoni, Enverga, Student Trustee Renna and Student Trustee Elect Walker, who were unable to attend the meeting.

MOVED by Trustee Piccininni, seconded by Trustee Davis, that the agenda, as amended, be approved.

CARRIED

Trustee Kennedy declared an interest in items 9d) Report regarding Policy on Fees for Learning Materials and Activities, 9e) Report regarding Grants Officer and 10c) Investment Report 2010/11 as her family member is an employee of the Board. Trustee Kennedy indicated that she would neither vote nor participate in the discussion of the items.

Trustee Piccininni declared an interest in item 10g) Report regarding Solar Update. Trustee Piccininni indicated that he would neither vote nor participate in the discussion of the item.

Trustee Jakovcic declared an interest in items 9d) Report regarding Policy on Fees for Learning Materials and Activities, 9e) Report regarding Grants Officer and 10c) Investment Report 2010/11 as his family members are employees of the Board. Trustee Jakovcic indicated that he would neither vote nor participate in the discussion of the items.

MOVED by Trustee Piccininni, seconded by Trustee Davis, that the Minutes of the Regular Meeting held April 11, 2012 for Public Session be approved with an amendment to page 11, 2nd paragraph to replace Trustee Kennedy's name with Trustee Rizzo.

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that the delegations registered be heard.

CARRIED

Colleen Spilar, CSAC Chair of Our Lady of Wisdom Catholic School, addressed the Committee regarding Our Lady of Wisdom Pupil Placement Policy Presented by the Future Committee

MOVED by Trustee Del Grande, seconded by Trustee Davis, that the presentation by Colleen Spilar, CSAC Chair of Our Lady of Wisdom Catholic School, regarding Our Lady of Wisdom Pupil Placement Policy Presented by the Future Committee be received and referred to staff.

CARRIED

Christmas Sy, CSAC Chairman, St. Catherine Catholic School, addressed the Committee regarding closure of the school.

MOVED by Trustee Kennedy, seconded by Trustee Del Grande, that the presentation by Christmas Sy, CSAC Chairman, St. Catherine Catholic School, regarding closure of the school be received and referred to staff so that the delegations can have answers to his questions.

CARRIED

Dave Bennett, CSAC Chair of St. John the Evangelist Catholic School, addressed the Committee regarding the need for a new school.

MOVED by Trustee Rizzo, seconded by Trustee Crawford, that the presentation by Dave Bennett, CSAC Chair of St. John the Evangelist Catholic School regarding the need for a new school be received and referred to staff.

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Davis, that item 8a) be adopted as follows:

- 8a) Trustee Matter from Trustee Kennedy regarding the elimination of school portables** – received and referred to staff to come back with a preliminary status report in June, 2012

LOST

MOVED by Trustee Del Grande, seconded by Trustee Rizzo, that item 8b) be adopted as follows:

8b) Trustee Matter from Trustee Del Grande regarding change to Policy S.02 Placement of Pupils that the following motion be referred to staff to come back to the June, 2012 meeting of Student Achievement and Well Being, Catholic Education and Human Resources Committee:

- a) The Board endorse the principles of a local pupil placement policy for Our Lady of Wisdom consistent with Regulation 2 of Policy SA02 as defined in Appendix A
- b) Add “a pupil attending a single tract Early French Immersion School;” as Regulation 2a)i)(6) in the S.A.02 Placement of Pupil Policy
- c) Add a new Section 9 to the S.A.02 Placement of Pupil Policy

9 Placement in Schools with single track Early French Immersion

- (a) Admission of a student is based on:
 - i) Toronto Catholic District School Board Admissions Policy
 - and
 - ii) Subject to the capacity and program limitations as outlined in regulation 2e
- (b) new enrolments will be accepted for JK, SK and Grade 1 with no French Immersion experience
- (c) new enrolments for grades 2-8 must have previous French Immersion experience/schooling
- (d) priority is given to pre-registered siblings of children already attending the school.
- (e) non-metro resident who is eligible under policy S.A.01 Admission of Pupils, may be admitted into the remaining spaces after the placement of Metro students

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Kennedy, that item 8c) be adopted as follows:

- 8c) Trustee Matter from Trustee Del Grande, regarding signage for closed schools** that the following motion be received and referred to staff to come back with a report to the June, 2012 meeting:
- a) That the Board request that the signage mock-up designed in 2008 be updated as needed and return to the next meeting of this Committee for Board approval
 - b) That staff follow-thru on parts 1 and 2 of the original Board motion of January 23, 2008 and have all required signs erected by August 2012
 - c) That staff come back with a report with updated financial costs of the signs and markups

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Rizzo, that item 8d) be adopted as follows:

- 8d) Trustee Matter from Trustee Del Grande regarding Communications Steering Committee** that the Senior Coordinator of Communications to call a meeting of the Communications Steering Committee at the earliest.

CARRIED

MOVED by Trustee Davis, seconded by Trustee Crawford, that item 8e) be adopted as follows:

- 8e) Trustee Matter from Trustee Davis regarding Councillor Josh Matlow's motion on Working together – Establishing a City of Toronto – Toronto School Boards Working Group** that the Board endorse Councillor Matlow motion in principle and refer it to staff to come back to the May meeting of the Board and that a letter be sent to City Council.

Trustees Del Grande, Davis and Kennedy requested a recorded vote on the motion.

On the vote being taken, as follows:

In favour

Opposed

- Trustee Jakovcic
- “ Andrachuk
- “ Piccininni
- “ Rizzo
- “ Poplawski
- “ D’Amico
- “ Del Grande
- “ Davis
- “ Kennedy
- “ Crawford

The motion was declared

CARRIED

The Chair reviewed the Order Paper Items.

The following items were questioned:

- Item 9a) Trustee Del Grande
- Item 9d) “ Del Grande
- Item 9e) “ Davis
- Item 9h) “ Rizzo
- Item 9i) “ Rizzo
- Item 9k) “ Piccininni
- Item 9l) “ Piccininni
- Item 9m) “ Rizzo
- Item 10a) “ Del Grande
- Item 10b) “ Kennedy
- Item 10d) “ Del Grande
- Item 10e) “ Rizzo
- Item 10f) “ Kennedy
- Item 10g) “ Del Grande

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that the following items not questioned be approved.

CARRIED

MATTERS AS CAPTURED IN THE ABOVE MOTION

Communication from Trustee Jakovcic regarding the waiver of liquor permit for Father Henry Carr Catholic Secondary School Alumni Pub Night to be held Friday, June 1, 2012 that the Board waive the permit policy and all the Father Henry Carr Catholic Secondary School Alumni Association to obtain a liquor permit for their Pub Night at the school on Friday, June 1, 2012

Communication from Trustee Davis regarding waiver of liquor permit for St. Joseph College School – Memorial Service for the late Michael McGarry that the Board waive the permit policy and allow St. Joseph College School to obtain a liquor permit for a reception following the Memorial Service for the late Michael McGarry at the school on Wednesday, May 23, 2012

Report regarding Toronto District School Board Disposition of Surplus Property Heron Park Jr. P.S. 280 Manse Road that the Toronto District School Board be advised that the Toronto Catholic District School Board has no interest in the following surplus property: Heron Park Jr. P.S. – 280 Manse Road.

Report regarding Toronto District School Board Disposition of Surplus Property Peter Secor Jr. P.S. 255 Coronation Drive Ward 8 that the Toronto District School Board be advised that the Toronto Catholic District School Board has no interest in the following surplus property:
Peter Secor Jr. P.S. – 255 Coronation Drive

Report regarding Building Automation System Upgrade at Bishop Allen Academy that the contract for the Building Automation System (BAS) upgrade at Bishop Allen Academy be awarded to Canadian Air Tech Systems Inc. in the amount of \$551,000.00 plus net HST of \$11,902.00 for a total of \$562,902 to be funded from the Energy Efficiency Grant (EEG) as part of the School Renewal Grant (SRG).

Trustee Kennedy left the meeting.

MOVED by Trustee Davis, seconded by Trustee Rizzo, that the following item 10c) not questioned be approved.

CARRIED

MATTER AS CAPTURED IN THE ABOVE MOTION

Investment Report 2010/1011 – received.

Trustee Kennedy returned to the meeting.

The Chair declared a 10 minute recess.

MOVED by Trustee Del Grande, seconded by Trustee Jakovic, that item 9a) be adopted as follows:

9a) **Report regarding Trustee Services and Expenditure Policy** that the Board rescind Board Policy T.12 and approve the amended Board Policy T.17 as follows:

Policy

The Toronto Catholic District School Board shall provide equipment and support services required by trustees to carry out their responsibilities as a member of the Board. In addition it will reimburse Trustees for professional development activities and specified out-of pocket expenses incurred in carrying out their duties. Only expenses expressly permitted in this policy will be eligible for compensation.

Regulations:

A. Equipment

1. Trustees will be provided with the following equipment and associated services for use throughout their term of office, the particular items be provided in consultation with the individual trustee. The cost for equipment and associated services will be funded through a block account within the Trustee Services budget and apportioned to Trustees according to use. Any charges above the specified limits will be the responsibility of individual trustees:

- (a) home based computer and printer
 - (b) home based fax machine
 - (c) TCDSB home based telephone line
 - (d) cellular phone or Blackberry
 - (e) tablet computer (WiFi only)
 - (f) filing cabinet
 - (g) large cross cut shredder with accessories
 - (h) voice mail and answering service
 - (i) high speed internet service
 - (j) office software
2. All equipment and services will be in accordance with the Information Standard for Trustee Home Offices. Equipment may be obtained from the Boards standard supply catalogue *or* other equipment of equal dollar value. At the end of the Trustee's term of office the Trustee will have the option to purchase any equipment at the depreciated value or return the equipment to the Board.
3. Maximum expenditures, inclusive of taxes and service charges, for telephony, data and internet services will be as follows:
- (a) cellular telephone services, with a monthly expenditure limit of \$150 per month or Blackberry with a monthly expenditure limit of \$215 per month
 - (b) long distance charges, \$200 per year
 - (c) high speed internet and associated telephone lines, \$100 per month and associated costs to get emails on iPad or Tablets and the costs paid for as part of the office equipment given to Trustees.

The monthly maximum to be reviewed annually to reflect cost increases.

B. Support Services

1. Trustees will have access to the following services throughout their term of office:
- (a) research, administrative and constituency supports
 - (b) newsletters
 - (c) courier delivery
 - (d) photocopying
 - (e) photography for Community events
 - (f) business cards
 - (g) promotional materials as approved by the Board

2. Research, administrative and constituency support will be provided through Trustee Services support personnel. The complement will be reviewed periodically to ensure effectiveness and efficiency of service.
3. Newsletters will be fact checked by the Communications Department in consultation with individual trustees. Trustees will retain editorial control. Printing services will be provided through the Board.
4. With the approval of the Archdiocese, notice of the name and telephone number of the local trustee along with the local schools, principals and school phone number will be placed in parish bulletins.
5. No newsletters or promotional materials will be provided for the trustee in the three months prior to an election
6. Costs for support services will be funded through a block account within the Trustee Services budget and apportioned to trustees according to use. Amounts expended on photocopying, business cards and promotional materials will be part of the maximum that can be claimed for out of pocket expenses outlined in section E (\$4,800 per year).

C. Professional Development

1. Trustees may subscribe to educational publications or periodicals, and with the prior approval of the Board, attend educational conferences, conventions or workshops to become knowledgeable and remain current with educational trends.
2. Professional development expenses may include:
 - (a) course, conference or workshop registration
 - (b) travel to the event via public transportation or personal vehicle according to section D of this policy
 - (c) standard hotel accommodation
 - (d) meals for the registrant not included in the registration fee. The allowable per diem will be determined annually and published in the expense claim form.

- (e) faxes, and internet charges related to the conduct of trustee duties
 - (f) where the professional development activity is outside of the Greater Toronto Area transportation to the event via public carrier at the lowest practicable costs and taxi charges during the event may be included as expenses. If transportation to the event is via personal vehicle, applicable parking charges may be included in addition to the per kilometre reimbursement.
 - (g) individual memberships in educational organizations, subscriptions to local newspapers or educational periodicals.
3. Professional development will be reimbursed from a block account established for this purpose within the Trustee Services budget upon submission and approval of the Trustee Professional Development Expense Claim and original receipts as specified in Section F of this policy. Reimbursement for professional development activities shall not exceed \$3,000 per annum per trustee.
 4. Courses of study, which lead to diplomas or degrees, or expenses not specifically detailed in this section of the policy, shall not be eligible for reimbursement.

D. Travel on Board Business

1. Trustees may be reimbursed for out of pocket travel expenses incurred while on Board business. Eligible expenses include:
 - (a) a rate per kilometre not to exceed the published Ministry of Education rate then in effect;
 - (b) paid parking associated with the travel;
 - (c) TTC tokens; and
 - (d) taxi fares to and from the meeting site.
2. Travel expenses shall be reimbursed upon submission and approval of the Trustee Travel Expense Claim. The amount claimed will be charged against the maximum payable under this policy for out-of-pocket expenses outlined in section E. Where approved claims exceed \$2,000 per annum, the travel expenses above that amount will be funded from a central account and apportioned to the Trustees for reporting purposes.

E. Additional Out of Pocket Expenses

1. In addition to travel on Board business, trustees may be reimbursed for the following out-of pocket expenses incurred in their role as members of the Board:
 - (a) hospitality expenses, not to exceed \$500 per year, to hold school or ward based meetings;
 - (b) consumable supplies for home-based office;
 - (c) postage for board business or communicating with constituents;
 - (d) development and printing of constituency materials other than newsletters including advertisements;
 - (e) Community and /or school or student recognition
 - (f) fees for information requests.
2. Reimbursement for out of pocket expenses shall not exceed \$4,800 per annum per Trustee.
3. Reimbursement for out of pocket expenses incurred by the Chair of the Board in her/his capacity as Chair shall not exceed an additional \$10,000.00 per annum.
4. Reimbursement for out of pocket expenses incurred by the Vice-Chair of the Board in her/his capacity as Vice-Chair shall not exceed an additional \$5,000.00 per annum.
5. Out of Pocket Expenses will be reimbursed upon submission and approval of the Trustee Expense Claim Form from a block account established for this purpose within the Trustee Services Budget.

F. Reimbursement for Out of Pocket Expenses

1. All claims for reimbursement of out-of pocket expenses must be submitted to the Director of Education on administratively prescribed forms within two months of the expenses being incurred. Claims forms will detail the nature of the expense, the category of the expense, the rationale for the claim, the method of payment, and/or names of persons hosted or locations visited.

2. Only expenses specifically permitted under this policy may be claimed for reimbursement.
3. Where the forms have not been duly completed or the Director of Education is of the opinion that the claim is outside the provision of the policy the Director is authorized and obligated to deny the claim. Rationale for denial will be provided to the trustees prior to denial of the claim.
4. Hospitality expenses must be supported by the original restaurant receipts and credit card voucher. There will be no reimbursement for alcoholic beverages.
5. Cash expenses of over \$100 will not be reimbursed unless prior approval of the Director has been obtained.
6. Where a Trustee disagrees with the decision of the Director of Education, he/she may make a written statement of claim, which shall be placed on the agenda of the next public session of the Board for discussion and decision.

G. Reporting

1. All trustee expenses will be posted quarterly to the Board Web Site and reported publicly to the appropriate Committee of the Board according to the following categories
 - (a) office Equipment and Supplies
 - (b) telephone, Internet and Wireless Communication Services
 - (c) postage and Printing
 - (d) professional Development
 - (e) travel for Board Business
 - (f) hospitality
 - (g) advertising and Promotion
 - (h) research and Professional Services
2. All expense reports will remain on the Board website until 1 year after the expiry of the current term of office.

H. General Provisions

1. No transfer of funds is permitted between the various budgets established to support Trustee Services and Expenditures
2. Any surplus in the Trustee Services Budget will be placed into a ward priority needs fund at the end of the budget year for trustee expenses, to be dispersed with the approval of the Board on the recommendation of the Trustee.
3. The budget year for trustee expenses is from December 1st until November 30th.
4. Services and re-imburement limits may be reduced to reflect budgetary considerations.
5. Where an amount has been paid by the Board to a trustee in violation of the *Education Act* or Board policy and where such amount has not been repaid to the Board, the Board will withhold all or part of a trustee's honorarium until the Board has been reimbursed in full.

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Crawford,

1. That the dollar amounts in total for the following items listed under Regulation A. Equipment be included in the policy and that this dollar amount be reviewed at the start of the Trustee term:
 - a) Home based computer and printer
 - b) Home based fax machine
 - c) TCDSB home based telephone line
 - d) Cellular phone or Blackberry
 - e) Tablet computer (WiFi only)
 - f) Filing cabinet
 - g) Large cross cut shredder with accessories
2. That actual expenditures related to the items be listed on the Board website

CARRIED

MOVED by Trustee Davis, seconded by Trustee Del Grande, that debate on the item be extended for another five minutes.

CARRIED

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Andrachuk, that Under Regulation A. 1 Equipment first line the word “will” be changed to “may”

On the vote being taken, the amendment was declared

CARRIED

On the vote being taken, the motion, as amended, was declared

CARRIED

Staff were directed to bring back Trustee Policy T.18 regarding Constituency Assistants that outlines all the rules to ensure that it is clear in the policy.

Trustees Kennedy and Jakovic left the meeting.

MOVED by Trustee Del Grande, seconded by Trustee Crawford, that item 9d) be adopted as follows:

- 9d) Report regarding Policy on Fees for Learning Materials and Activities**
referred back to staff to incorporate the recommendations submitted by Trustee Del Grande and bring it back to the Committee next month.

CARRIED

MOVED by Trustee Davis, seconded by Trustee Andrachuk, that item 9e) be adopted as follows:

- 9e) Report regarding Grants Officer** referred to the August, 2012 meeting of the Committee to be reviewed at the same time the Board receives the report from staff on the expansion of the Partnership Development Department in line with the Multi Year Strategic Plan and the kind of resources required.

CARRIED

Trustees Kennedy and Jakovcic returned to the meeting.

MOVED by Trustee Rizzo, seconded by Trustee Andrachuk, that item 9h) be adopted as follows:

- 9h) Report regarding St. Edward Award of Construction Tender**
1. That the contract to construct the replacement facility for St. Edward Catholic School be awarded to the low compliant bidder, being Struct-Con Construction Ltd. In the amount of \$9,000,000 plus net HST of \$194,400 for a total of \$9,194,400 utilizing the CCDC#2 (2008) format
 2. That staff report back in June on the costing for green roofs, that at this time the cash in lieu not be provided to the City

MOVED in AMENDMENT by Trustee Jakovcic, seconded by Trustee Andrachuk, to add parts 3 and 4

3. That the number of exemptions and the types of alternatives to green roofs be included in the report
4. That staff also review Toronto Green Standards

On the vote being taken, the amendment was declared

CARRIED

On the vote being taken, the motion, as amended, was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Jakovcic, that item 9i) be adopted as follows:

9i) Report regarding St. Ambrose Catholic Elementary School Replacement Award of Construction Tender and Revised Project Funding

1. That a contract to construct the replacement facility for St. Ambrose Catholic School be awarded to the low compliant bidder, being Percon Construction Inc. in the amount of \$8,140,000 plus net HST of \$175,824 for a total of \$8,315,824 utilizing the CCDC#2 (2008) format.
2. That the revised project budget for the replacement facility for St. Ambrose Catholic School in the amount of \$10,265,523 be approved as follows:

➤	EP/PCS Grants	\$1,468,918
➤	Unique Conditions Top-Up	\$1,004,500
➤	PTR Grants	\$6,100,034
➤	ELKP Grants	\$ 689,270
➤	PAG Reserve (EP Reserve)	\$1,002,801
3. That the aggregate Phase 2 – Capital Program – New or Replacement School be re-allocated as necessary in accordance with Ministry guidelines, as detailed in Appendix C and approved by the Ministry of Education.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Jakovic, to add parts 4, 5 and 6

4. That staff report back on the costing of green roofs
5. That the number of exemptions and the types of alternatives to green roofs be included in the report
6. That staff also review the Toronto Green Standards

On the vote being taken, the Amendment was declared

CARRIED

On the vote being taken, the motion, as amended, was declared

CARRIED

MOVED by Trustee Piccininni, seconded by Trustee Jakovic, that item 9k) be adopted as follows:

9k) Report regarding TDSB disposition of Surplus Property Hardington Learning Centre 178 Lawrence Avenue West (Ward 3)

1. That the TCDSB proceed with plans to relocate the St. John the Evangelist students to the former Brother Edmund Rice
2. That the TDSB be advised that the TCDSB has no interest in acquiring the Hardington Learning Centre at 1780 Lawrence Avenue West

Trustee Poplawski turned the Chair over to Trustee Rizzo.

MOVED by Trustee Del Grande, seconded by Trustee Poplawski that the meeting be extended to maximum time to deal with urgent and current items.

CARRIED

On the vote being taken, the motion was declared

CARRIED

The meeting continued with Trustee Poplawski in the Chair.

MOVED by Trustee Jakovic, seconded by Trustee Rizzo, that the meeting resolve into FULL BOARD to rise and report.

CARRIED

The meeting continued in PUBLIC SESSION with Trustee Poplawski in the Chair.

MOVED by Trustee Crawford, seconded by Trustee D'Amico, that item 9m) be adopted as follows:

9m) Report regarding Capital Priorities Update

1. That the following priority capital projects be submitted to the Ministry of Education by May 31, 2012 for consideration
 1. St. John the Evangelist
 2. St. Margaret
 3. St. Antoine Daniel
 4. St. Simon (Melody)
 5. Annunciation
 6. St. Malachy
 7. Our Lady of Assumption
 8. St. Paschal Baylon
 9. St. Elizabeth
 10. St. Ursula

MOVED in AMENDMENT by Trustee Davis, seconded by Trustee Kennedy, to add parts 2 and 3

2. That the Chair of the Board write a letter to the Minister about the deficiencies of the process, the fact that it does not work for our school communities and that improvements be made on a go forward basis to ensure that the process allows the Board to be responsive to our community
3. That we have discussions with Senior staff to understand the criteria for the capital program and identify any gaps that can be filled

MOVED in AMENDMENT to the AMENDMENT by Trustee Rizzo, seconded by Trustee Kennedy, to add part 4 that priority neighborhoods be determined by postal codes and where the students live.

On the vote being taken, the Amendment to the Amendment was declared

CARRIED

On the vote being taken, the Amendment was declared

CARRIED

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Davis, to add 5 and 6

5. That appropriate disclaimers be added to all capital priority lists going forward
6. That a strategic planning session be established at the appropriate time to determine FDK cluster projects.

CARRIED

Trustee Davis requested that the question be divided on part 1 of the motion, as amended.

On the vote being taken, part 1 of the motion, as amended, was declared

CARRIED

On the vote being taken, parts 2, 3, 4, 5 and 6 of the motion, as amended, were declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that the meeting resolved back into FULL BOARD to rise and report.

CARRIED

SECRETARY

CHAIR