



COMMITTEE OF THE WHOLE PUBLIC AGENDA

Tuesday, January 15, 2019, 7:30 pm

Board Room

Administration Building

133 Greenbank Road

Ottawa, Ontario

Pages

- | | | |
|-----|---|----|
| 1. | Call to Order - Vice-Chair of the Board | |
| 2. | Approval of Agenda | |
| 3. | Briefing from the Chair | |
| 4. | Briefing from the Director | |
| 5. | Delegations | |
| 6. | Matters for Action: | |
| 6.1 | Report 19-006, Facilities Renewal and School Condition Improvement
2018-2019 (M. Carson, ext. 8207) | 1 |
| 6.2 | Report 19-007 Extended Day Program (EDP) Daily Fee Rate 2019-2020
(O. Grigoriev ext. 8287) | 25 |
| 6.3 | Report 19-003 New Fernbank Elementary School Study Consultation
Plan Approval (M. Carson, ext. 8207) | 45 |
| 7. | Report from Statutory and Other Committees | |
| 7.1 | Special Education Advisory Committee, 5 December 2018 | 61 |
| 8. | Matters for Discussion: | |
| 9. | Information Items: | |
| 9.1 | Report from OPSBA (if required) | |
| 9.2 | New Ministry Initiatives Update (if required) | |

9.3 OSTA Update

- a. OSTA Board of Director Minutes, 12 November 2018 77
- b. OSTA Annual General Meeting, 11 December 2017 83

10. New Business - Information and Inquiries

11. Adjournment



COMMITTEE OF THE WHOLE (PUBLIC)
Report No. 19-006

15 January 2019

Facilities Renewal Program and School Condition Improvement 2018-2019 Project Plan

Key Contact: Michael Carson, Chief Financial Officer, 613-596-8211 ext. 8881

PURPOSE:

1. To obtain Board approval of Facilities Renewal Program (FRP) to be implemented under the School Renewal Allocation (SRA), Temporary Accommodations (portable moves) and School Condition Improvement (SCI) for the 2018-2019 budget year.

CONTEXT:

2. The Board has approved, as part of the total OCDSB operating budget, the 2018-2019 SRA budget in the amount of \$14,271,147 which is equal to the estimated SRA grant. The 2017-2018 SRA carry forward from the previous fiscal year is \$2,896,866 The Temporary Accommodations Allocation (portable moves) for 2018-2019 is \$840,000. The Facilities Renewal Program Budget for 2018-2019 is \$18,008,013.

The 2018-2019 allocation of capital renewal funding for SCI is \$45,844,290. The 2017-2018 SCI carry forward from the previous fiscal year is \$35,514,533. The Total SCI budget for 2018-2019 is \$81,358,823.

The total combined FRP and SCI budget for the 2018-2019 year is \$99,366,836.

The recommended 2018-2019 plan includes a variety of renewal projects including:

- Site – paving and sidewalks, septic and water systems, parking areas, play areas, playgrounds, fencing;
- Building envelope – roofs, doors and windows, foundation repairs, masonry repairs, structural repairs;
- Building interior – flooring, ceilings, interior doors and hardware, millwork;

- Mechanical – heating, ventilation, air-conditioning, chillers, plumbing, controls;
- Electrical – hydro service upgrades, power distribution, generator replacements, lighting, communication cabling, network and telephone upgrades, public address and fire alarm systems;
- Portables – relocations, upgrades and repairs;
- Various functional alterations, program upgrades, renovations, and regulatory requirements;
- Environmental – asbestos abatement, oil storage tank removal and soils contamination remediation;
- Energy conservation and efficiency upgrades, multi-year energy plan projects; and
- Accessibility – 20 year accessibility plan and various barrier-free projects, elevator replacements, Accessibility for Ontarians with Disabilities Act (AODA) compliance for major renovations; a continued rollout of universal washrooms and change rooms are being undertaken based on identified needs.

KEY CONSIDERATIONS:

3. This year, the FRP and SCI include hundreds of projects of varying complexity and size. The priorities for the planned projects are based upon a multitude of inputs which are considered prior to the final determination of the FRP and SCI work plans. These inputs include: long-range building envelope reports; mechanical and electrical forecasts based upon Facilities staff experience and knowledge of the buildings; consultant reports; VFA building audits; preventative maintenance reports; school condition reports; program requirements; and accessibility needs.
4. SCI Funding Methodology
SCI funding is provided to address school renewal needs and must be used for expenditures that meet the requirement to be capitalized.

School boards are now restricted to the use of 70% of their SCI funding to address major building components (for example, foundations, roofs, windows) and systems (for example, HVAC and plumbing). School boards are allowed to use the remaining 30% of their SCI funding to address any locally-identified renewal needs that are listed in the provincial building database. Please see Table 1 below for the categories of restricted (70%) and unrestricted (30%) uses of SCI funding

Table 1: Summary of Restricted and Unrestricted Expenditures:

Categories	Restricted (70%)	Unrestricted (30%)
A. Substructure (e.g., foundations, basement walls)	Yes	Yes
B. Shell/Superstructure (e.g., roofs, exterior walls and windows)	Yes	Yes

Categories	Restricted (70%)	Unrestricted (30%)
C. Interiors (e.g., stairs, floor finishes, ceilings)	N	Yes
D. Services (e.g., plumbing, HVAC, fire protection and electrical)	Ye	Yes
E. Equipment & Furnishings	N	Yes
F. Special Construction & Demolition	N	Yes
G. Building Sitework (parking lots, site lighting)	N	Yes

5. Backlog

The current backlog of renewal projects continues to be in excess of \$613 million for the District's permanent learning facilities. Administration sites are not included in this total. Accessibility and program backlog is currently estimated at an additional \$93 million (total backlog of \$706 million). The planned projects attempt to maximize the value at each school and improve the condition of the facility for the students. The list of planned projects is subject to change due to unforeseen building component failures and program change pressures that may arise late in the school year.

6. Facility Condition Index (FCI)

The FCI is a standard benchmark that is used to compare the relative condition of a group of buildings. It compares a facility's total five-year renewal needs to the cost of rebuilding the facility.

FCI = Five year of renewal needs (year of assessment plus four (4))
Asset Replacement Value (based on Ministry Construction Benchmarks)

In general, the higher the FCI, the more renewal needs and therefore the poorer condition of the building. For the education sector, estimated costs for the next 5 year period are used as the standard period to calculate the FCI. For example, if it costs an estimated \$1 million to rebuild a facility but \$100,000 to repair it, then the FCI would be 10%. Note that a school board may choose, for various reasons, to use an FCI over an interval of time that is not consistent with the Ministry's 5-year baseline (based on the scope of the assessment program). The interval can be, for example, longer (10 years) or shorter (3 years). A board may also choose to use a different time interval for example, for a facility assessed in 2012, the Ministry's 5-year FCI would capture the renewal needs during the years 2012 to 2016, but a board may opt to have the 5-year (or longer) interval begin from the current year (i.e., 2016 to 2020). [Link to Ministry of Education Technical Paper: School Facility Condition Assessment Data Update for 2016 Assessment Year](#)

7. Temporary Accommodation

The temporary accommodations (portables) are still an integral part of the accommodation plan and are funded by the Ministry to meet our accommodation pressures due to enrolment growth and the implementation of the Full Day Kindergarten program. With the need to do major renewal work and/or accommodation retrofits, portables may be used at some sites in order to create swing space for renovations.

8. Greenhouse Gas Reduction Funding

In collaboration with the SCI/SRA projects, the Greenhouse Gas Reduction Funding (GGRF) projects are ongoing throughout the 2018-2019 year and must be completed by 31 March 2019. GGRF projects were included in the 2017-2018 SCI Plan, and as a result of the cancellation of the GGRF program, projects that had started as of 3 July 2018, were grandfathered and continue to be funded until 31 March 2019.

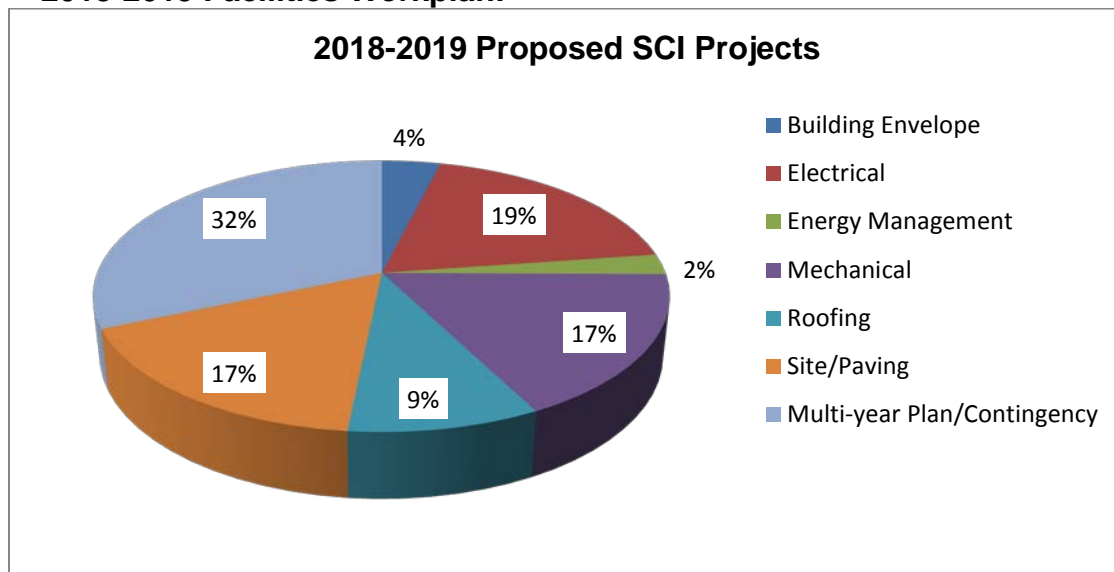
9. Unforeseen Annual Needs

Certain general project portfolios have budgets established under the “various sites” location designation. Unspecified projects have historically arisen, and provisions have been made to address these annual needs through the various sites budget lines. Project lists will be refined throughout the year based on prioritized renewal needs as a result of building deterioration and failures, , roof leaks, portable condition reviews and facility condition indexes.

10. Consolidation of Projects

In order to benefit from economies of scale, multi-discipline renewal projects may be combined at a school to improve the amount of work completed in a shorter period of time and draw on multiple trades and contractors to create a larger program upgrade. These projects will be developed through the design review and will be tendered as single contracts when feasible. This will improve project delivery and ensure effective communications with all stakeholders during construction.

11. **2018-2019 Facilities Workplan:**



The 2018-2019 Facilities Workplan continues to target building infrastructure renewal projects. Historical metrics indicate that the realistic construction work that can be undertaken annually by the Board is between \$40million-\$50 million. The entire FRP/SCI budget allocation has been assigned to multiple site specific projects and also multi-year programs including classroom lighting retrofits, auditorium upgrades, boiler plants upgrades, acoustic treatments for kindergarten and music programs, learning commons and science lab upgrades. Projects will be

rolled out over a 3three-year period with anticipated schedule for the work identified in Appendix B.

2018-19 Proposed SCI Projects		
Building Envelope	\$3,150,000	4%
Electrical	\$15,340,000	19%
Energy Management	\$1,975,000	2%
Mechanical	\$14,060,000	17%
Roofing	\$7,460,000	9%
Site/Paving	\$13,750,000	17%
Multi-year plan/ Conti	\$25,623,823	31%
Total	\$81,358,823	100%

12. **Special Initiatives:**

Learning Commons

Over the last 3 years, multiple high school have had libraries converted to learning commons. In the upcoming year, conversion work is planned at AY Jackson Secondary School (SS) and Colonel By SS libraries. Additional sites will be reviewed and included in the multi-year plan as required. Investment at each of the sites will be determined based on need. Sites that have already had their libraries converted to learning commons have typically been associated with the accommodation reviews. An overall budget has been allocated for the learning commons conversions; with only the above two schools mentioned above identified for conversion during the summer of 2019. The remaining secondary school libraries will be reviewed and prioritized for retrofit in the coming years through a consultation process.

Science Labs

Over the past 5 years there have been significant investments in many science lab upgrades. The 2018-2019 Workplan includes upgrades at AY Jackson SS, Colonel By SS and Canterbury High School (HS). The science lab upgrade program at these sites will be a multi-year project due to the invasive nature of science lab work. It is not possible to complete the science lab upgrades during the summer months, as a result, they are phased over multiple years as seen recently at Gloucester HS and Bell HS. Projects at the next 3 sites will be designed over the next year. Due to the complexity and long lead time for custom cabinetry and mechanical systems, construction is planned to start in July of 2020. Please see Appendix C for the Science Lab Summary.

Elmdale SCI Budget tied into Capital Addition starting in 2019

As part of the capital investments being made at Elmdale for a new addition, there are opportunities to address renewal backlog and facility upgrades at the same time as other major construction work is underway. Investments are planned to address SCI/SRA eligible infrastructure and to undertake accessibility improvement projects. The Elmdale design team is currently developing the scope and plans to undertake major retrofit work along with the addition planned for July 2019. Total SCI/SRA work at Elmdale PS is budgeted at \$7 million. This

work will be combined as a single contract including new construction and a major facility retrofit. A future report will be presented to Committee of the Whole identifying the total scope and budget of this project. The construction work will commence in the summer of 2019 and will be completed by the fall of 2020.

Multi-year/Multi-Site Investments

Reviewing the needs of the District has identified multiple programs which require attention over a multi-year approach. Due to the many sites which need to be reviewed for scope development, funds have been identified within the report to cover the timelines associated with a phased rollout of the program. Sites will be identified as investigation and programs proceed. An outline of the multi-year/site program is as follows:

- I. **Interior Classroom Lighting Upgrades:**
Lighting quality has a direct impact on the learning environment in a classroom. Over the next 3 years, multiple sites will be reviewed and upgraded to replace existing fluorescent fixtures with new LED fixtures and controls. The new lighting and controls will not only save energy but will also provide rejuvenation to the classroom. The focus will be on improved lighting in the classrooms as well as general areas such as corridors and libraries. As entire schools cannot be updated in a single summer, a multi-year approach to implementation will take place at the schools.
- II. **Auditorium Investments:**
Part of the multi-year plan includes upgrades to some of the core lighting and electrical infrastructure within secondary school auditoriums. In addition to this work, architectural upgrades (seating etc.) will also be reviewed. Budget has been allocated within the current plan for both these areas of work. Sites will continue to be reviewed and assigned projects as necessary. An ongoing assessment is being conducted on the condition of auditorium lighting, riggings and seating. Work within the auditoriums will be prioritized based on functional and operational needs at each high school.
- III. **Steam to Hot Water Boiler Upgrades:**
Steam plants within the district are, by design, more difficult to control and are less efficient than modern day hydronic heat systems with energy efficient boilers. There are currently 6 schools within the District that have operating steam plants. These steam system replacement projects tend to be extremely invasive and therefore will be reviewed and executed over multiple years. As part of a multi-year upgrade approach, sites will have a thorough review to ensure proper planning and staging to minimize impact on occupied schools.
- IV. **Acoustic Treatments – Kindergarten and Music Rooms:**
In addition to upgrading the lighting quality within classrooms, addressing the acoustic treatments within music and kindergarten

spaces will provide an enhanced learning environment for both staff and students. Assessments have been made by the Health and Safety Department regarding sound levels in classrooms and prolonged exposure to high levels of noise to occupants. A multi-year plan will be developed and deployed to enhance acoustic treatments in spaces that have high noise levels. Schools will be prioritized based on needs associated with health and safety concerns and recommendations through curriculum and Special Education.

RESOURCE IMPLICATIONS:

13. Funding

The combined approved FRP budgets (funded through the School Renewal Allocation) and SCI budgets in the Ministry's 2018-2019 estimates are:

FRP

School Renewal Allocation	\$ 14,271,147
Temporary Accommodations (Portables) Allocation	\$ 840,000
FRP Reserves 2017-2018 - Carry forward	<u>\$ 2,896,866</u>
TOTAL FRP Funding 2018-2019	\$ 18,008,013

SCI

SCI 2018-2019 Funding	\$ 45,844,290
SCI Reserves 2017-2018 – Carry forward	<u>\$ 35,514,533</u>
TOTAL SCI Funding 2018-2019	\$ 81,358,823

TOTAL FRP/SCI Funding 2018-2019 **\$ 99,366,836**

Expenditure

The FRP and SCI projects are planned for the 2018-2019 fiscal year. A summary of the FRP/SCI 2018-2019 budget by division of work is outlined in Appendix A. The detailed project list, per school or project initiative, is outlined in Appendix B. In order to meet the Broader Public Sector (BPS) procurement guidelines, projects need to be approved prior to raising commitments. A list of projects, as well as contingency plans, has been compiled in order to effectively roll out next fiscal year's funding. The following is the estimate of project expenditures:

FRP Projects

FRP Project Plan	\$ 17,168,013
Temporary Accommodations (Portables) Projects	<u>\$ 840,000</u>
TOTAL FRP Planned Projects 2018-2019	\$ 18,008,013

SCI Projects

SCI Project Plan	\$ 45,844,290
SCI Reserves 2017-2018 - Carry forward	<u>\$ 35,514,533</u>
TOTAL SCI Planned Projects 2018-2019	\$ 81,358,823

TOTAL FRP/SCI Planned Projects 2018-2019 **\$ 99,366,836**

As the 2018-2019 planned projects are tendered, based on bid results, projects will be added or removed in order to expend the full budget allocations. It is expected that SCI funding will be used for eligible facility renewal needs. during the year uncommitted FRP and SCI funds will be used to augment the projects to ensure full use of the funding available.

Original project estimates are based on initial information available and are considered Class 'D' estimates (+/- 25%). As projects evolve during the design development, the project scope may increase or decrease depending on further investigation of existing site conditions and site specific needs. Projects budgets will be increased or decreased as necessary to reflect the scope adjustments for the projects.

As part of the Ministry of Education's reporting requirements, project updates are entered into the VFA (ReCAPP) database to track work completed, monitor renewal backlog and generate new funding in subsequent years.

COMMUNICATION/CONSULTATION ISSUES:

14. Due to the number of FRP and SCI projects, Facilities staff continues to work with the school communities, childcare operators, Curriculum Services, Learning Support Services, Continuing Education and Community Use of Schools departments to prepare work plans that will allow construction to proceed safely, during the school year while minimizing the disruption to students and staff.

STRATEGIC LINKS:

15. Investments in building renewal and upgrades to facilities aid the District in optimizing learning conditions for all students through the responsible and sustainable management of resources.

RECOMMENDATION:

- A. THAT the Facilities Renewal Program and School Condition Improvement Project budget in the amount of \$99,366,836 be approved as detailed in Appendix B of Report 19-006;
- B. THAT staff be authorized to proceed with individual project tenders within the Facilities Renewal Program and School Condition Improvement Project plans;
- C. THAT as projects are tendered, based on bid results, or as priorities change, additional projects may be added or removed to suit the availability of the overall budget and these additional projects will be able to proceed without further approval as long as the total overall FRP/SCI budgets are not exceeded; and

- D. THAT the Chair of the Board and Director of Education are authorized to award contracts above \$500,000 that are within this overall available uncommitted approved budget.

Michael Carson
Chief Financial Officer

Camille Williams-Taylor
Director of Education and
Secretary of the Board

APPENDICES

- Appendix A 2018-2019 Facilities Renewal Program and School Condition Improvement Summary
Appendix B 2018-2019 Facilities Renewal Program and School Condition Improvement Project List
Appendix C 2018-2019 Facilities Renewal Program and School Condition Improvement Science Lab Summary

2018-2019 Facilities Renewal Program and School Condition Improvement Summary

DESCRIPTION	TOTAL 2018-19 FRP/SCI BUDGET	Construction Period Total		
		2018-19 Project	2019-20 Project	2020-21 Project
<u>Facilities Renewal Program</u>				
<u>Building Systems</u>				
Mechanical - A/C	\$475,000	\$475,000		
Mechanical - Controls	\$100,000	\$100,000		
Mechanical - Heating	\$130,000	\$130,000		
Mechanical - Plumbing	\$300,000	\$300,000		
Power Services	\$125,000	\$125,000		
Elevators	\$50,000	\$50,000		
Electrical - Fire Alarm Safety	\$40,000	\$40,000		
Electrical - Communications/PA	\$10,000	\$10,000		
Electrical - Lighting	\$375,000	\$375,000		
Environmental - Asbestos	\$200,000	\$200,000		
Environmental - Oil/UT	\$0	\$0		
Sub-Total	\$1,805,000	\$1,805,000	\$0	\$0
<u>Building Exterior</u>				
Roof Mechanical	\$100,000	\$100,000		
Roof Leaks	\$750,000	\$750,000		
Roof Preventative Maintenance	\$750,000	\$750,000		
Roof Replacement	\$600,000	\$600,000		
Building Foundations	\$100,000	\$100,000		
Masonry Walls/Chimneys	\$500,000	\$500,000		
Building Structure	\$1,000,000	\$1,000,000		
Siporex	\$50,000	\$50,000		
Windows/Exterior Doors	\$300,000	\$300,000		
Sub-Total	\$4,150,000	\$4,150,000	\$0	\$0
<u>Building Interior</u>				
Interior Flooring	\$1,080,000	\$1,080,000		
Interior Flooring - Gym	\$80,000	\$80,000		
Interior Ceilings	\$260,000	\$260,000		
Interior Doors	\$100,000	\$100,000		
Interior Door Hardware	\$250,000	\$250,000		
Interior Walls	\$100,000	\$100,000		
Interior Lockers	\$50,000	\$50,000		
Interior Toilet Partitions	\$115,000	\$115,000		
Sub-Total	\$2,035,000	\$2,035,000	\$0	\$0
<u>Site & Grounds</u>				
Site-Paving	\$250,000	\$250,000		
Site-Landscape/Fencing	\$150,000	\$150,000		
Site-Play Areas/Sports Fields	\$150,000	\$150,000		
Site-Signage	\$200,000	\$200,000		
Site-Civil Services	\$250,000	\$250,000		
Site Equipment	\$495,000	\$495,000		
Site-Other	\$650,000	\$650,000		
Environmental - Site	\$182,000	\$182,000		
Portable Upgrades	\$830,000	\$830,000		
Upgrade Program	\$1,620,000	\$1,120,000	\$500,000	
Upgrade-Accessibility	\$2,450,000	\$1,500,000	\$950,000	
Sub-Total	\$7,227,000	\$5,777,000	\$1,450,000	\$0
<u>Other</u>				
Contingency	\$501,013	\$501,013		
Solar Program	\$1,425,000	\$1,287,500	\$137,500	
Technical Analysis	\$25,000	\$25,000		
Portable Moves	\$840,000	\$840,000		
Sub-Total	\$2,791,013	\$2,653,513	\$137,500	\$0
Total Facilities Renewal Program	\$18,008,013	\$16,420,513	\$1,587,500	\$0

DESCRIPTION	TOTAL 2018-19 FRP/SCI BUDGET	Construction Period Total		
		2018-19 Project	2019-20 Project	2020-21 Project
<u>School Condition Improvement</u>				
Accessibility Renovations	\$880,000	\$755,000	\$125,000	
Ceiling Renewals	\$2,350,000	\$1,208,334	\$808,333	\$333,333
Electrical Renewals	\$23,150,000	\$11,774,167	\$7,284,167	\$4,091,666
Flooring Renewals	\$250,000	\$250,000		
Interior Renovations	\$4,675,000	\$2,412,500	\$1,762,500	\$500,000
Learning Commons	\$5,400,000	\$2,066,667	\$1,666,667	\$1,666,666
Locker Renewals	\$500,000	\$300,000	\$200,000	
Mechanical Renewals	\$16,225,000	\$9,660,834	\$4,730,833	\$1,833,333
Paving/Site Renewals	\$3,200,000	\$2,875,000	\$325,000	
Power Renewals	\$4,865,000	\$3,665,000	\$1,200,000	
Roofing Renewals	\$7,460,000	\$6,685,000	\$775,000	
Science Lab Upgrades	\$8,000,000		\$4,000,000	\$4,000,000
Toilet Partitions	\$430,000	\$280,000	\$150,000	
Window Renewals	\$3,250,000	\$2,700,000	\$550,000	
Contingency	<u>\$723,823</u>	<u>\$723,823</u>		
Total School Condition Improvement	\$81,358,823	\$45,356,325	\$23,577,500	\$12,424,998
Total Facilities Renewal Program & School Condition Improvement	\$99,366,836	\$61,776,838	\$25,165,000	\$12,424,998

2018-2019 Facilities Renewal Program and School Condition Improvement Project List

PROJECT	DESCRIPTION	TOTAL 2018-19 FRP/SCI BUDGET	Construction Period		
			2018-19 Project	2019-20 Project	2020-21 Project
2018-19 FACILITIES RENEWAL PROGRAM (FRP)					
MECHANICAL - A/C (Restricted)	333VMASR0000				
Various Sites	Mechanical - A/C	\$250,000	x		
Stittsville Depot	HVAC Upgrade	\$225,000	x		
MECHANICAL - A/C - TOTAL	333VMASR0000	\$ 475,000			
MECHANICAL - CONTROLS - (Restricted)	333VMCSR0000				
Various Sites	Mechanical - Controls	\$100,000	x		
MECHANICAL - CONTROLS - TOTAL	333VMCSR0000	\$ 100,000			
MECHANICAL - HEATING (Restricted)	333VMHSR0000				
Various Sites	Mechanical - Heating	\$130,000	x		
MECHANICAL - HEATING - TOTAL	333VMHSR0000	\$ 130,000			
MECHANICAL - PLUMBING (Restricted)	333VMPSR0000				
Various Sites	Mechanical - Plumbing	\$50,000	x		
Various Sites	Eyewash Stations	\$250,000	x		
MECHANICAL - PLUMBING - TOTAL	333VMPSR0000	\$ 300,000			
ELECTRICAL - POWER SERVICES (Restricted)	333VEPSR0000				
Various Sites	Electrical - Power Services	\$125,000	x		
ELECTRICAL - POWER SERVICES - TOTAL	333VEPSR0000	\$ 125,000			
ELEVATORS (Restricted)	333VIESR0000				
Various Sites	Elevator Upgrade	\$50,000	x		
ELEVATORS - TOTAL	333VIESR0000	\$ 50,000			
ELECTRICAL - FIRE ALARM SAFETY (Restricted)	333VEFSR0000				
Various Sites	FA Panel Replacement	\$40,000	x		
ELECTRICAL - FIRE ALARM SAFETY - TOTAL	333VEFSR0000	\$ 40,000			
ELECTRICAL - COMMUNICATIONS PA (Restricted)	333VECSR0000				
Various Sites	System Upgrade	\$10,000	x		
ELECTRICAL - COMMUNICATIONS PA - TOTAL	333VECSR0000	\$ 10,000			
ELECTRICAL - LIGHTING (Restricted)	333VELSR0000				
Various Sites	Electrical - Lighting	\$75,000	x		
Stittsville Depot	Interior Lighting Upgrade	\$300,000	x		
ELECTRICAL - LIGHTING - TOTAL	333VELSR0000	\$ 375,000			
ENVIRONMENT - ASBESTOS (Unrestricted)	333VLASR0000				
Various Sites	Asbestos/Radon Survey & Testing	\$200,000	x		

PROJECT	DESCRIPTION	TOTAL 2018-19 FRP/SCI BUDGET	Construction Period		
			2018-19 Project	2019-20 Project	2020-21 Project
ENVIRONMENT - ASBESTOS - TOTAL	333VLASR0000	\$ 200,000			
ENVIRONMENT - OIL/UT (Unrestricted)	333VLUSR0000				
Various Sites	Oil - Storage Tanks	\$0	x		
ENVIRONMENT - OIL/UT - TOTAL	333VLUSR0000	\$ -			
ROOF MECHANICAL (Unrestricted)	333VRMSR0000				
Various Sites	Roof Related Mechanical	\$100,000	x		
ROOF MECHANICAL - TOTAL	333VRMSR0000	\$ 100,000			
ROOF LEAKS (Unrestricted)	333VRLSR0000				
Various Sites	Roof Leaks	\$750,000	x		
ROOF LEAKS - TOTAL	333VRLSR0000	\$ 750,000			
ROOF PM PROGRAM (Unrestricted)	333VRPSR0000				
Various Sites	Preventative Maintenance Program	\$750,000	x		
ROOF PM PROGRAM - TOTAL	333VRPSR0000	\$ 750,000			
ROOF REPLACEMENT (Restricted)	333VRRSR0000				
Various Sites	Roof Replacement	\$100,000	x		
Various Sites	Ladders, Railings & Anchors	\$500,000	x		
ROOF REPLACEMENT - TOTAL	333VRRSR0000	\$ 600,000			
BUILDING FOUNDATIONS (Restricted)	333VBFSR0000				
Various Sites	Foundation Leaks	\$100,000	x		
BUILDING FOUNDATIONS - TOTAL	333VBFSR0000	\$ 100,000			
MASONRY WALLS/CHIMNEYS (Restricted)	333VBMSR0000				
Various Sites	Standing Agreement	\$500,000	x		
MASONRY WALLS/CHIMNEYS - TOTAL	333VBMSR0000	\$ 500,000			
BUILDING STRUCTURE (Restricted)	333VBSSR0000				
Various Sites	Building Structural	\$100,000	x		
Various Sites	OWSJ Joist Inspections	\$100,000	x		
Various Sites	Seismic Repairs	\$100,000	x		
Various Sites	Interior Stairs	\$100,000	x		
Manor Park P.S.	Seismic Repairs	\$350,000	x		
Osgoode P.S.	Seismic Repairs	\$250,000	x		
BUILDING STRUCTURE - TOTAL	333VBSSR0000	\$ 1,000,000			
SIPOREX (Restricted)	333VRXSR0000				
Various Sites	Siporex Repairs	\$50,000	x		
SIPOREX - TOTAL	333VRXSR0000	\$ 50,000			
WINDOWS/EXTERIOR DOORS (Restricted)	333VBWSR0000				
Various Sites	Window Replacement	\$100,000	x		

PROJECT	DESCRIPTION	TOTAL 2018-19 FRP/SCI BUDGET	Construction Period		
			2018-19 Project	2019-20 Project	2020-21 Project
Various Sites	Exterior Door Replacement	\$200,000	x		
WINDOWS/EXTERIOR DOORS - TOTAL	333VBWSR0000	\$ 300,000			

INTERIOR FLOORING (Unrestricted)	333VIFSR0000				
Various Sites	Standing Agreement	\$600,000	x		
Zone 1	Flooring Upgrades	\$80,000	x		
Zone 2	Flooring Upgrades	\$80,000	x		
Zone 3	Flooring Upgrades	\$80,000	x		
Zone 4	Flooring Upgrades	\$80,000	x		
Zone 5	Flooring Upgrades	\$80,000	x		
Zone 6	Flooring Upgrades	\$80,000	x		
INTERIOR FLOORING - TOTAL	333VIFSR0000	\$ 1,080,000			

INTERIOR FLOORING - GYM (Unrestricted)	333VIGSR0000				
Various Sites	Sanding Agreement	\$80,000	x		
INTERIOR FLOORING - GYM - TOTAL	333VIGSR0000	\$ 80,000			

INTERIOR CEILINGS (Unrestricted)	333VICSR0000				
Various Sites	Ceiling Repairs	\$60,000	x		
Various Sites	Ceiling Tile Replacement	\$200,000	x		
INTERIOR CEILINGS - TOTAL	333VICSR0000	\$ 260,000			

INTERIOR DOORS (Unrestricted)	333VIDSR0000				
Various Sites	Interior Doors	\$100,000	x		
INTERIOR DOORS - TOTAL	333VIDSR0000	\$ 100,000			

INTERIOR DOOR HARDWARE (Unrestricted)	333VIHSR0000				
Various Sites	Interior Door Hardware	\$250,000	x		
INTERIOR DOOR HARDWARE - TOTAL	333VIHSR0000	\$ 250,000			

INTERIOR WALLS (Unrestricted)	333VIWSR0000				
Various Sites	Wall Repairs	\$100,000	x		
INTERIOR WALLS - TOTAL	333VIWSR0000	\$ 100,000			

INTERIOR LOCKERS (Unrestricted)	333VILSR0000				
Various Sites	Interior Lockers	\$50,000	x		
INTERIOR LOCKERS - TOTAL	333VILSR0000	\$ 50,000			

INTERIOR TOILET PARTITIONS (Unrestricted)	333VITSR0000				
Various Sites	Interior Toilet Partitions	\$115,000	x		
INTERIOR TOILET PARTITIONS - TOTAL	333VITSR0000	\$ 115,000			

SITE - PAVING (Unrestricted)	333VSPSR0000				
Various Sites	Site - Paving (PM Program)	\$100,000	x		
Stittsville Depot	Rear Laneway & Side Paving	\$150,000	x		
SITE - PAVING - TOTAL	333VSPSR0000	\$ 250,000			

PROJECT	DESCRIPTION	TOTAL 2018-19 FRP/SCI BUDGET	Construction Period		
			2018-19 Project	2019-20 Project	2020-21 Project
SITE - LANDSCAPE/FENCING (Unrestricted)	333VSFSR0000				
Various Sites	Site - Landscaping/Fencing	\$150,000	x		
SITE - LANDSCAPE/FENCING - TOTAL	333VSFSR0000	\$ 150,000			
SITE - PLAY AREAS/SPORTS FIELDS (Unrestricted)	333VSASR0000				
Various Sites	Site - Play Areas/Sports Fields	\$30,000	x		
Various Sites	Running Track Refurbishment	\$120,000	x		
SITE - PLAY AREAS/SPORTS FIELDS - TOTAL	333VSASR0000	\$ 150,000			
SITE - SIGNAGE (Unrestricted)	333VSSSR0000				
Various Sites	Site - Signage	\$200,000	x		
SITE - SIGNAGE - TOTAL	333VSSSR0000	\$ 200,000			
SITE - CIVIL SERVICES (Unrestricted)	333VSCSR0000				
Various Sites	Site - Civil Services	\$50,000	x		
Crystal Bay Centre for Spec. Ed.	Septic System Upgrades	\$200,000	x		
SITE - CIVIL SERVICES - TOTAL	333VSCSR0000	\$ 250,000			
SITE - EQUIPMENT (Unrestricted)	333VSESR0000				
Various Sites	Site - Equipment (Form 700)	\$250,000	x		
Various Sites	Site - Equipment	\$55,000	x		
Bayview P.S.	Play Structure Replacement	\$65,000	x		
Briargreen P.S.	Play Structure Replacement	\$25,000	x		
Carleton Heights P.S.	Play Structure Replacement	\$25,000	x		
Knoxdale P.S.	Play Structure Replacement	\$25,000	x		
Sawmill Creek E.S.	Play Structure Replacement	\$25,000	x		
Trillium E.S.	Play Structure Replacement	\$25,000	x		
SITE - EQUIPMENT - TOTAL	333VSESR0000	\$ 495,000			
SITE - OTHER (Unrestricted)	333VSOSR0000				
Various Sites	Site - Other	\$50,000	x		
Cambridge Street Community P.S.	Retaining Wall	\$50,000	x		
Connaught P.S.	Site Improvements	\$300,000	x		
Glen Ogilvie P.S.	Accessible Ramp at Amphitheatre	\$50,000	x		
Richard Pfaff S.A.P.	Retaining Wall	\$200,000	x		
SITE - OTHER - TOTAL	333VSOSR0000	\$ 650,000			
ENVIRONMENTAL - SITE (Unrestricted)	333VLSSR0000				
Various Sites	Site Remediation	\$20,000	x		
Confederation Education Centre	Monitoring	\$13,000	x		
Devonshire Community P.S.	Monitoring	\$19,000	x		
Earl of March S.S.	Monitoring	\$26,000	x		
Elmdale P.S.	Monitoring - Septic	\$26,000	x		
Heritage P.S.	Monitoring	\$6,000	x		
Manotick P.S.	Monitoring	\$23,000	x		
Osgoode Township H.S.	Monitoring	\$17,000	x		
Richard Pfaff S.A.P.	Monitoring	\$22,000	x		
West Carleton S.S.	Monitoring - Septic	\$10,000	x		
ENVIRONMENTAL - SITE - TOTAL	333VLSSR0000	\$ 182,000			

PROJECT	DESCRIPTION	TOTAL 2018-19 FRP/SCI BUDGET	Construction Period		
			2018-19 Project	2019-20 Project	2020-21 Project
PORTABLE UPGRADES (Unrestricted)	333VPUSR0000				
Various Sites	Portable Upgrades	\$830,000	x		
PORTABLE UPGRADES - TOTAL	333VPUSR0000	\$ 830,000			
UPGRADE PROGRAM (Unrestricted)	333VUPSR0000				
Various Sites	Program Upgrades	\$500,000	x	x	
Various Sites	Security & Systems Projects	\$100,000	x		
Various Sites	Network Communication Upgrade	\$520,000	x		
Various Sites	Arc Flash Coordination Studies	\$500,000	x	x	
UPGRADE PROGRAM - TOTAL	333VUPSR0000	\$ 1,620,000			
UPGRADE - ACCESSIBILITY (Unrestricted)	333VUASR0000				
Various Sites	Various Accessibility Projects	\$550,000	x		
Elmdale P.S.	Elevator	\$1,750,000	x	x	
Elmdale P.S.	Unit Washroom	\$150,000	x	x	
UPGRADE - ACCESSIBILITY - TOTAL	333VUASR0000	\$ 2,450,000			
SOLAR PROGRAM (Unrestricted)	333VUPSR0000				
Broadview P.S.	Solar Photovoltaic Installation	\$300,000	x		
Chapman Mills E.S.	Solar Photovoltaic Installation	\$300,000	x		
Longfields-Davidson Heights S.S.	Solar Photovoltaic Installation	\$250,000	x		
Summerside P.S.	Solar Photovoltaic Installation	\$275,000	x	x	
West Carleton S.S.	Solar Photovoltaic Installation	\$300,000	x		
SOLAR PROGRAM - TOTAL	333VUPSR0000	\$ 1,425,000			
CONTINGENCY (Unrestricted)	333VVRSR0000				
Various Sites	Contingency	\$501,013	x		
CONTINGENCY - TOTAL	333VVRSR0000	\$ 501,013			
TECHNICAL ANALYSIS (Unrestricted)	333VTASR0000				
Various Sites	Technical Analysis - Consultants	\$25,000	x		
TECHNICAL ANALYSIS - TOTAL	333VTASR0000	\$ 25,000			
PORTABLE MOVES (Unrestricted)	334VPM000000				
Various Sites	Portable Relocations	\$840,000	x		
PORTABLE MOVES - TOTAL	334VPM000000	\$ 840,000			
2018-19 FACILITIES RENEWAL PROGRAM - TOTAL		\$ 18,008,013			
2018-19 SCHOOL CONDITION IMPROVEMENT					
A. Lorne Cassidy E.S.	Interior Lighting Upgrade	\$130,000	x		
A. Lorne Cassidy E.S.	P.A. System Upgrade	\$25,000	x		
A. Lorne Cassidy E.S.	Roof Replacement	\$300,000	x		
A.Y. Jackson S.S.	Learning Commons Upgrade	\$200,000	x		
A.Y. Jackson S.S.	P.A. System Upgrade	\$25,000	x		
A.Y. Jackson S.S.	Science Lab Upgrades-Phase I	\$2,500,000		x	x
A.Y. Jackson S.S.	Toilet Partitions	\$150,000	x		
Adrienne Clarkson E.S.	BAS System Conversion	\$15,000	x		
Adrienne Clarkson E.S.	Exterior Lighting Upgrade	\$125,000	x		

PROJECT	DESCRIPTION	TOTAL 2018-19 FRP/SCI BUDGET	Construction Period		
			2018-19 Project	2019-20 Project	2020-21 Project
Adrienne Clarkson E.S.	Interior Lighting Upgrade	\$120,000	x		
Adult H.S.	Boiler Venting Replacement	\$50,000	x		
Adult H.S.	Interior Lighting Upgrade	\$300,000	x		
Adult H.S.	Roof Replacement	\$100,000	x		
Agincourt Road P.S.	Interior Renovations-Restricted	\$275,000	x	x	
Albert Street Education Centre	Boiler Replacement	\$350,000	x		
Albert Street Education Centre	Fire Alarm System Upgrade	\$400,000	x		
Albert Street Education Centre	Interior Lighting Upgrade	\$50,000	x		
Albert Street Education Centre	Urinal & Plumbing Fixture Replacement	\$175,000	x		
Alta Vista P.S.	BAS System Conversion	\$15,000	x		
Arch Street P.S.	Roof Replacement	\$175,000	x		
Avalon P.S.	Boiler Replacement	\$260,000		x	
Avalon P.S.	Interior Lighting Upgrade	\$130,000		x	
Barrhaven P.S.	Exterior Lighting Upgrade	\$50,000	x		
Barrhaven P.S.	P.A. System Upgrade	\$25,000	x		
Barrhaven P.S.	Toilet Partitions	\$50,000	x		
Bayshore P.S.	Building Structural & Mechanical Upgrades	\$1,000,000	x	x	
Bayshore P.S.	Urinal & Plumbing Fixture Replacement	\$200,000		x	
Bell H.S.	Interior Renovations-Restricted	\$500,000	x	x	
Bell H.S.	Interior Renovations-Unrestricted/Site Services	\$250,000	x	x	
Bell H.S.	P.A. System Upgrade	\$25,000	x		
Bells Corners P.S.	P.A. System Upgrade	\$25,000	x		
Bells Corners P.S.	Roof Replacement	\$450,000	x		
Blossom Park P.S.	Storm Water Management	\$250,000	x		
Briargreen P.S.	Mechanical Upgrades	\$500,000	x		
Briargreen P.S.	Roof Replacement	\$250,000	x		
Bridlewood Community E.S.	Bus Loop Paving	\$60,000	x		
Cairine Wilson S.S.	Entrance Paving	\$250,000	x		
Cairine Wilson S.S.	Interior Lighting Upgrade	\$200,000	x		
Canterbury H.S.	Boiler Venting Replacement	\$200,000	x		
Canterbury H.S.	Hot Water Tank Upgrade	\$50,000	x		
Canterbury H.S.	Paving	\$100,000	x		
Canterbury H.S.	Science Lab Upgrades-Phase I	\$2,500,000		x	x
Canterbury H.S.	Sports Field Refurbishment	\$65,000	x		
Canterbury H.S.	Unit Washroom Alterations	\$150,000	x		
Carleton Heights P.S.	BAS System Conversion	\$15,000	x		
Carleton Heights P.S.	Gym Ceiling Replacement	\$200,000	x		
Carleton Heights P.S.	Main Service Upgrade	\$350,000	x		
Cedarview M.S.	Boiler Replacement	\$150,000	x		
Cedarview M.S.	Exterior Lighting Upgrade	\$50,000	x		
Centennial P.S.	Hallway Ceiling Replacement	\$200,000	x		
Centennial P.S.	Pool HVAC Upgrade	\$75,000	x		
Charles H. Hulse P.S.	Roof Replacement	\$235,000	x		
Churchill A.S.	Chiller Pump Upgrade	\$40,000	x		
Churchill A.S.	P.A. System Upgrade	\$25,000	x		
Clifford Bowey P.S.	Unit Washroom Alterations	\$250,000	x		
Colonel By S.S.	BAS System Conversion	\$15,000	x		
Colonel By S.S.	Bus Loop Paving	\$150,000	x		
Colonel By S.S.	Interior Lighting Upgrade	\$200,000		x	
Colonel By S.S.	Learning Commons Upgrade	\$200,000	x		
Colonel By S.S.	Science Lab Upgrades-Phase I	\$3,000,000		x	x
Colonel By S.S.	Toilet Partitions	\$150,000		x	
Colonel By S.S.	Window Replacement	\$500,000	x		
Confederation Education Centre	Heating Upgrade	\$25,000	x		
Confederation Education Centre	Interior Lighting Upgrade	\$200,000		x	
Confederation Education Centre	Roof Replacement	\$620,000	x	x	
Confederation Education Centre	Split A/C Unit Replacement	\$75,000	x		
Convent Glen E.S.	Gym Lighting Upgrade	\$30,000	x		
Convent Glen E.S.	Pathway Paving	\$20,000	x		
D. Roy Kennedy P.S.	Boiler Room Floor Drain Upgrade	\$25,000	x		
D. Roy Kennedy P.S.	Interior Lighting Upgrade	\$120,000		x	
D. Roy Kennedy P.S.	Locker Replacement	\$100,000		x	
D. Roy Kennedy P.S.	P.A. System Upgrade	\$25,000	x		
Devonshire Community P.S.	BAS System Conversion	\$15,000	x		
Dunlop P.S.	Boiler Venting Replacement	\$50,000	x		

PROJECT	DESCRIPTION	TOTAL 2018-19 FRP/SCI BUDGET	Construction Period		
			2018-19 Project	2019-20 Project	2020-21 Project
Dunning-Foubert E.S.	BAS System Conversion	\$15,000	x		
Dunning-Foubert E.S.	Interior Lighting Upgrade	\$130,000	x		
Earl of March S.S.	Auditorium Lighting Upgrade	\$75,000	x		
Earl of March S.S.	Interior Lighting Upgrade	\$500,000		x	x
Earl of March S.S.	P.A. System Upgrade	\$25,000	x		
Earl of March S.S.	Running Track Refurbishment	\$85,000	x		
Earl of March S.S.	Window Replacement	\$200,000	x		
Elgin Street P.S.	Fire Alarm System Upgrade	\$250,000	x		
Elizabeth Wyn Wood S.A.P.	BAS System Conversion	\$15,000	x		
Elizabeth Wyn Wood S.A.P.	Boiler Venting Replacement	\$50,000	x		
Elmdale P.S.	Boiler Upgrade	\$350,000	x	x	
Elmdale P.S.	Branch Distribution Upgrade	\$200,000	x	x	
Elmdale P.S.	Ceiling & Wall Upgrade	\$650,000	x	x	
Elmdale P.S.	Controls Upgrade	\$100,000	x	x	
Elmdale P.S.	Fencing	\$60,000	x		
Elmdale P.S.	Fire Alarm System Upgrade	\$150,000	x	x	
Elmdale P.S.	Fire Suppression Upgrade	\$300,000	x	x	
Elmdale P.S.	Flooring Upgrade	\$250,000	x	x	
Elmdale P.S.	HVAC Upgrade	\$1,000,000	x	x	
Elmdale P.S.	Hydronic Upgrade	\$500,000	x	x	
Elmdale P.S.	Lighting Upgrade	\$325,000	x	x	
Elmdale P.S.	Main Service Upgrade	\$250,000	x	x	
Elmdale P.S.	P.A. System Upgrade	\$75,000	x	x	
Elmdale P.S.	Site/Civil Works	\$250,000	x	x	
Elmdale P.S.	Storm & Sanitary Piping Upgrade	\$400,000	x	x	
Elmdale P.S.	Washroom Renovations	\$250,000	x	x	
Elmdale P.S.	Water Main Upgrade	\$50,000	x	x	
Emily Carr M.S.	Boiler Venting Replacement	\$50,000	x		
Emily Carr M.S.	Exterior Lighting Upgrade	\$50,000	x		
Fallingbrook Community E.S.	Interior Lighting Upgrade	\$130,000	x		
Farley Mowat P.S.	Boiler Replacement	\$225,000	x	x	
Farley Mowat P.S.	Exterior Lighting Upgrade	\$100,000	x		
Farley Mowat P.S.	Interior Lighting Upgrade	\$130,000	x		
Featherston Drive P.S.	Drinking Fountain Upgrade	\$75,000	x		
Featherston Drive P.S.	Roof Replacement	\$200,000	x		
Fielding Drive P.S.	BAS System Conversion	\$15,000	x		
Fielding Drive P.S.	Chiller Replacement	\$325,000	x		
Fisher Park P.S.	Interior Lighting Upgrade	\$150,000	x		
Forest Valley E.S.	Exterior Lighting Upgrade	\$125,000	x		
Forest Valley E.S.	Interior Lighting Upgrade	\$130,000	x		
Forest Valley E.S.	P.A. System Upgrade	\$25,000	x		
General Vanier P.S.	Roof Replacement	\$200,000	x		
General Vanier P.S.	Window Replacement	\$300,000	x		
Glashan P.S.	BAS System Conversion	\$15,000	x		
Glashan P.S.	Pad Mount Upgrade	\$180,000	x		
Glebe C.I.	Auditorium Lighting Upgrade	\$75,000		x	
Glebe C.I.	Interior Lighting Upgrade	\$350,000		x	x
Glebe C.I.	Locker Replacement	\$300,000	x		
Glebe C.I.	Main Service Upgrade	\$725,000		x	
Glebe C.I.	Music Room Conversion	\$500,000	x		
Glebe C.I.	Pool HVAC Upgrade	\$75,000	x		
Glen Ogilvie P.S.	Exterior Lighting Upgrade	\$100,000	x		
Gloucester H.S.	Boiler Replacement	\$100,000	x		
Goulbourn M.S.	Generator Upgrade	\$125,000	x		
Greely P.S.	BAS System Conversion	\$15,000	x		
Greely P.S.	P.A. System Upgrade	\$25,000	x		
Hawthorne P.S.	BAS System Conversion	\$15,000	x		
Hawthorne P.S.	Hydronic System Upgrade	\$100,000	x		
Hawthorne P.S.	P.A. System Upgrade	\$25,000	x		
Henry Larsen E.S.	P.A. System Upgrade	\$25,000	x		
Henry Munro M.S.	Interior Lighting Upgrade	\$120,000	x		
Henry Munro M.S.	P.A. System Upgrade	\$25,000	x		
Heritage P.S.	Boiler Replacement	\$175,000	x		
Heritage P.S.	Exterior Lighting Upgrade	\$75,000	x		
Heritage P.S.	Interior Lighting Upgrade	\$100,000	x		

PROJECT	DESCRIPTION	TOTAL 2018-19 FRP/SCI BUDGET	Construction Period		
			2018-19 Project	2019-20 Project	2020-21 Project
Hillcrest H.S.	Parking Lot Paving	\$120,000	x		
Hillcrest H.S.	Window Replacement	\$300,000		x	
Hilson Avenue P.S.	Interior Lighting Upgrade	\$120,000	x		
Hopewell Avenue P.S.	Fire Alarm System Upgrade	\$250,000		x	
Hopewell Avenue P.S.	Roof Replacement	\$650,000	x		
Hopewell Avenue P.S.	Window Replacement	\$250,000		x	
Huntley Centennial P.S.	P.A. System Upgrade	\$25,000	x		
J.H. Putman P.S.	BAS System Conversion	\$15,000	x		
Jockvale E.S.	Fire Alarm Horn Upgrade	\$60,000	x		
Jockvale E.S.	Kindergarten Heating Upgrade	\$200,000	x		
John McCrae S.S.	Chiller Replacement	\$350,000	x		
John McCrae S.S.	Exterior Lighting Upgrade	\$100,000	x		
John McCrae S.S.	Interior Lighting Upgrade	\$250,000		x	
John McCrae S.S.	P.A. System Upgrade	\$25,000	x		
John McCrae S.S.	Roof Replacement	\$950,000	x		
John Young E.S.	P.A. System Upgrade	\$25,000	x		
John Young P.S.	Bus Loop Paving	\$120,000	x		
Kanata Highlands P.S.	LED Tube Upgrade	\$100,000	x		
Knoxdale P.S.	Main Service Upgrade	\$250,000	x		
Knoxdale P.S.	P.A. System Upgrade	\$25,000	x		
Knoxdale P.S.	Roof Replacement	\$200,000	x		
Lady Evelyn A.S.	Interior Lighting Upgrade	\$120,000	x		
Lakeview P.S.	P.A. System Upgrade	\$25,000	x		
Lakeview P.S.	Urinal & Plumbing Fixture Replacement	\$75,000	x		
Le Phare E.S.	BAS System Conversion	\$15,000	x		
Le Phare E.S.	Main Service Upgrade	\$450,000	x		
Lisgar C.I.	Fencing	\$75,000	x		
Lisgar C.I.	Auditorium Lighting Upgrade	\$200,000	x		
Lisgar C.I.	Boiler Replacement	\$100,000		x	
Lisgar C.I.	Window Replacement	\$500,000	x		
Manor Park P.S.	Library Lighting Upgrade	\$150,000	x		
Manor Park P.S.	Urinal & Plumbing Fixture Replacement	\$225,000	x		
Manordale P.S.	Roof Replacement	\$190,000	x		
Manotick P.S.	Interior Lighting Upgrade	\$100,000		x	
Manotick P.S.	Urinal & Plumbing Fixture Replacement	\$100,000		x	
Manotick P.S.	Window Replacement	\$250,000	x		
Maple Ridge E.S.	Chiller Replacement	\$275,000		x	
Maple Ridge E.S.	Exterior Lighting Upgrade	\$100,000	x		
Maple Ridge E.S.	Fire Alarm System Upgrade	\$350,000		x	
Maple Ridge E.S.	Gym Lighting Upgrade	\$30,000	x		
Maple Ridge E.S.	Interior Lighting Upgrade	\$130,000		x	
Mary Honeywell E.S.	P.A. System Upgrade	\$25,000	x		
Meadowlands P.S.	P.A. System Upgrade	\$25,000	x		
Merivale H.S.	Interior Renovations-Restricted	\$500,000	x	x	
Metcalfe P.S.	Bus Loop Paving	\$80,000	x		
Metcalfe P.S.	Interior Lighting Upgrade	\$100,000		x	
Metcalfe P.S.	Window Replacement	\$250,000	x		
Mutchmor P.S.	Interior Lighting Upgrade	\$350,000	x	x	
Nepean H.S.	Fencing	\$75,000	x		
Nepean H.S.	Library Lighting Upgrade	\$25,000	x		
North Gower/Marlborough P.S.	Parking Lot Paving	\$80,000	x		
North Gower/Marlborough P.S.	Sanitary Pipe Upgrade	\$75,000	x		
Orleans Wood E.S.	Boiler Replacement	\$175,000	x		
Orleans Wood E.S.	Fire Alarm System Upgrade	\$250,000		x	
Osgoode P.S.	BAS System Conversion	\$15,000	x		
Osgoode P.S.	Interior Lighting Upgrade	\$100,000		x	
Osgoode P.S.	Window Replacement	\$200,000	x		
Osgoode Township H.S.	Electrical Distribution Upgrade	\$750,000	x		
Pinecrest P.S.	Gym Lighting Upgrade	\$30,000	x		
Pinecrest P.S.	Toilet Partitions	\$80,000	x		
Pinecrest P.S.	Unit Washroom Alterations	\$150,000	x		
Queen Elizabeth P.S.	Storm Water Management	\$50,000	x		
Regina Street A.S.	Fire Alarm System Upgrade	\$250,000	x		
Richard Pfaff S.A.P.	Access Lane Paving	\$60,000	x		
Richard Pfaff S.A.P.	HVAC & Kitchen Upgrade	\$150,000	x		

PROJECT	DESCRIPTION	TOTAL 2018-19 FRP/SCI BUDGET	Construction Period		
			2018-19 Project	2019-20 Project	2020-21 Project
Richard Pfaff S.A.P.	Window Replacement	\$350,000	x		
Richmond P.S.	Interior Lighting Upgrade	\$100,000	x		
Richmond P.S.	Window Replacement	\$150,000	x		
Ridgemont H.S.	Fire Alarm System Upgrade	\$400,000	x		
Ridgemont H.S.	Lift Upgrade	\$60,000	x		
Robert Bateman P.S.	Fire Alarm System Upgrade	\$350,000	x		
Robert E. Wilson P.S.	Fencing	\$75,000	x		
Robert E. Wilson P.S.	Fire Alarm System Upgrade	\$250,000	x		
Robert E. Wilson P.S.	Hot Water Tank Upgrade	\$25,000	x		
Robert Hopkins P.S.	Exterior Lighting Upgrade	\$50,000	x		
Robert Hopkins P.S.	P.A. System Upgrade	\$25,000	x		
Roberta Bondar P.S.	Fire Alarm System Upgrade	\$350,000	x		
Roch Carrier E.S.	BAS System Conversion	\$15,000	x		
Roch Carrier E.S.	Boiler Replacement	\$175,000	x		
Rockcliffe Park P.S.	Fire Alarm System Upgrade	\$250,000	x		
Sawmill Creek E.S.	Chiller Replacement	\$325,000	x		
Sawmill Creek E.S.	Roof Replacement	\$620,000	x		
Sir Guy Carleton S.S.	Boiler Replacement	\$100,000		x	
Sir Guy Carleton S.S.	Lift Upgrade	\$10,000	x		
Sir Guy Carleton S.S.	Main Service Upgrade	\$750,000	x		
Sir Robert Borden H.S.	Dust Collectors	\$25,000	x		
Sir Robert Borden H.S.	Exterior Door Hardware	\$40,000	x		
Sir Robert Borden H.S.	Interior Lighting Upgrade	\$300,000		x	
Sir Robert Borden H.S.	Interior Renovations-Restricted	\$500,000	x	x	
Sir Robert Borden H.S.	Interior Renovations-Unrestricted	\$500,000	x	x	
Sir Robert Borden H.S.	P.A. System Upgrade	\$25,000		x	
Sir Robert Borden H.S.	Roof Replacement	\$275,000	x		
Sir Wilfred Laurier S.S.	Interior Lighting Upgrade	\$250,000	x		
Sir Wilfred Laurier S.S.	Parking Lot Paving	\$500,000	x		
Sir Wilfred Laurier S.S.	VAV Box Rebalancing & Commissioning	\$35,000	x		
Sir Winston Churchill P.S.	BAS System Conversion	\$15,000	x		
Sir Winston Churchill P.S.	Boiler Replacement	\$300,000	x		
Sir Winston Churchill P.S.	Exterior Lighting Upgrade	\$75,000	x		
South Carleton H.S.	BAS System Conversion	\$15,000	x		
South Carleton H.S.	Drop Off Lane Paving	\$175,000	x		
South Carleton H.S.	Electrical Voltage Optimizer	\$85,000	x		
South Carleton H.S.	Gym & Library Lighting Upgrade	\$60,000	x		
South Carleton H.S.	P.A. System Upgrade	\$25,000	x		
South Carleton H.S.	Roof Replacement	\$540,000	x		
South March P.S.	Interior Lighting Upgrade	\$150,000	x		
South March P.S.	Library Lighting Upgrade	\$20,000	x		
Stephen Leacock P.S.	P.A. System Upgrade	\$25,000	x		
Steve MacLean P.S.	Boiler Replacement	\$175,000	x		
Steve MacLean P.S.	Interior Lighting Upgrade	\$130,000	x		
Stittsville P.S.	Boiler Replacement	\$200,000	x		
Stittsville P.S.	Classroom Lighting Upgrade	\$100,000	x		
Stittsville P.S.	Hallway Lighting Upgrade	\$150,000	x		
Stonecrest E.S.	BAS System Conversion	\$15,000	x		
Stonecrest E.S.	Library Lighting Upgrade	\$20,000	x		
Stonecrest E.S.	P.A. System Upgrade	\$25,000	x		
Terry Fox E.S.	Boiler Replacement	\$175,000	x		
Terry Fox E.S.	Interior Lighting Upgrade	\$130,000	x		
Terry Fox E.S.	P.A. System Upgrade	\$25,000	x		
Trillium E.S.	BAS System Conversion	\$15,000	x		
Trillium E.S.	Boiler Replacement	\$175,000	x		
Trillium E.S.	Exterior Lighting Upgrade	\$100,000	x		
Trillium E.S.	Roof Replacement	\$250,000	x		
Vincent Massey P.S.	Fire Alarm System Upgrade	\$250,000	x		
Vincent Massey P.S.	HVAC & Lighting Upgrade	\$1,000,000		x	x
Vincent Massey P.S.	Locker Replacement	\$100,000		x	
Vincent Massey P.S.	Roof Replacement	\$325,000	x		
W.E. Gowling P.S.	BAS System Conversion	\$15,000	x		
W.E. Gowling P.S.	Fire Alarm Horn Upgrade	\$30,000	x		
W.E. Gowling P.S.	Kitchen Upgrade	\$150,000	x		
West Carleton S.S.	Domestic Water System Upgrade	\$100,000	x		

PROJECT	DESCRIPTION	TOTAL 2018-19 FRP/SCI BUDGET	Construction Period		
			2018-19 Project	2019-20 Project	2020-21 Project
West Carleton S.S.	Evac Chair Upgrade	\$10,000	x		
West Carleton S.S.	Heat Pump Replacement	\$500,000	x	x	
West Carleton S.S.	Interior Lighting Upgrade	\$325,000	x	x	
West Carleton S.S.	Roof Replacement	\$930,000	x	x	
Westwind P.S.	Interior Lighting Upgrade	\$100,000	x		
Woodroffe Avenue P.S.	Electrical Distribution Upgrade	\$250,000	x		
Woodroffe Avenue P.S.	Fencing	\$60,000	x		
Woodroffe Avenue P.S.	HVAC & Lighting Upgrade	\$1,000,000		x	x
Woodroffe Avenue P.S.	Urinal & Plumbing Fixture Replacement	\$125,000	x		
Woodroffe H.S.	Main Service Upgrade	\$500,000	x	x	
York Street P.S.	BAS System Conversion	\$15,000	x		
Various Sites	Acoustic Upgrades - Kindergarten	\$500,000	x	x	x
Various Sites	Acoustic Upgrades - Music	\$500,000	x	x	x
Various Sites	Auditorium Architectural Upgrades	\$1,500,000	x	x	x
Various Sites	Auditorium Lighting/Electrical Upgrade	\$2,500,000	x	x	x
Various Sites	Learning Commons Architectural Upgrades	\$2,000,000	x	x	x
Various Sites	Learning Commons Mechanical/Electrical Upgrades	\$3,000,000	x	x	x
Various Sites	LED Classroom Lighting Upgrades	\$5,000,000	x	x	x
Various Sites	LED Exterior Lighting Upgrades	\$500,000	x	x	x
Various Sites	Steam To Hydronic Conversions	\$5,000,000	x	x	x
Various Sites	Water Main Backflow Prevention	\$500,000	x	x	x
Various Sites	Construction Contingency	\$223,823	x		
Various Sites	D&C Salaries - Restricted	\$350,000	x		
Various Sites	D&C Salaries - Unrestricted	\$150,000	x		
2018-19 SCHOOL CONDITION IMPROVEMENT - TOTAL		\$ 81,358,823			
2018-19 FACILITIES RENEWAL AND SCHOOL CONDITION IMPROVEMENT - TOTAL		\$ 99,366,836			

2018-2019 Facilities Renewal Program and School Condition Improvement Science Lab Summary

Facility	Labs	Preps	Storage	Year Completed/To Be Completed
A.Y. Jackson S.S. (Phase I)	3	0	2	2019-2020
A.Y. Jackson S.S. (Phase II)	2	0	1	2021-2022
Adult H.S.	2	0	1	2010
Bell H.S. (Phase II)	2	2	1	2017
Cairine Wilson S.S. (Phase I)	5	2	2	2018
Cairine Wilson S.S. (Phase II)	1	1	2	2019
Canterbury S.S. (Phase I)	3	2	1	2019-2020
Canterbury S.S. (Phase II)	3	0	1	2021-2022
Colonel By S.S. (Phase I)	3	0	1	2019-2020
Colonel By S.S. (Phase II)	2	0	1	2021-2022
Earl of March S.S.	2	1	0	2017
Gloucester H.S. (Phase I)	4	1	6	2017
Gloucester H.S. (Phase II)	4	2	6	2018
Merivale H.S.	2	1	1	2017
Osgoode Township H.S.	4	2	2	2017
Ottawa Technical S.S.	2	1	1	2017
Sir Guy Carleton S.S.	2	1	1	2022-2023

Note: the highlighted projects are on Appendix B - 2018-2019 Facilities Renewal Program and School Condition Improvement Project List



COMMITTEE OF THE WHOLE (PUBLIC) **Report No. 19-007**

15 January 2019

Extended Day Program Fee Rates for the 2019-2020 School Year

Key Contact: Olga Grigoriev, Superintendent of Instruction
613-596-8287

PURPOSE:

1. To seek approval of the basic daily fee rate and the full-day fee rate for optional days for the Extended Day Program (EDP) operated by the Ottawa-Carleton District School Board (OCDSB) for the 2019-2020 school year, as well as to provide details regarding the costing and accounting model for the program. This report was previously discussed at the Committee of the Whole on 11 December 2018.

CONTEXT:

2. In January 2017, the Ministry of Education released Before-and-After School Programs (Kindergarten to Grade 6) – Policies and Guidelines for School Boards. These provisions require that school boards charge fees to parents of students enrolled in the EDP to recover costs incurred by the District. Further, school boards are required to ensure that costs associated with accommodating students with special needs are incorporated into the cost of the program. Third-Party Operators (TPO) set their own fee structures based on their existing business models.

Before the start of May each year, school boards are required to provide the following information to parents and guardians and post on the District's website:

- The fees for before-and-after school programs;
- The process and approach for determining sufficient demand and viability;
- Schools that will and will not be offering a before and/or after school program;
- Information on how to apply for financial assistance from the City of Ottawa for the before-and-after school program; and,
- Notice that if a TPO ceases to operate, the school board will ensure another program will be available.

Appendices A and B provide a summary of the 2018-2019 EDP fees for the OCDSB and examples of TPO fees as provided to date. Appendix C provides a summary of the Ottawa Catholic School Board's fee structure for the EDP.

As of September 2018, the OCDSB provides 63 EDP programs with an additional 31 before-and-after school programs provided by TPOs. As of 01 November 2018, there are 5478 children from the ages of 3.8 to 12 years of age in EDPs operated by the OCDSB (see Appendix D for student enrolment by number of sections chosen by parents/guardians). The OCDSB is one of the largest providers of before-and-after school programs in the province.

Parents have the option of enrolling their children in District-operated EDPs that are offered on professional activity (PA) days, as well as specified days during the winter break and the March break. Summer programs are also available at a number of sites. Parents are surveyed for their interest in these additional programs in a timely fashion during the school year, and where interest warrants, the program is provided.

The District continues to offer a highly flexible program that responds to the varying needs of parents. The EDP parent survey indicated that parents were satisfied with the program and the program fees. The chart below summarizes the EDP fees charged to parents over the last several years.

School Year	EDP Full-Day Fee
2010-2011	\$23.30
2011-2012	\$20.00
2012-2013	\$20.00
2013-2014	\$20.00
2014-2015	\$22.00
2015-2016	\$22.00
2016-2017	\$22.50
2017-2018	\$22.50
2018-2019	\$22.50

The cost for a full day of care on PA days, winter break and March break is \$35.00 per day.

Optional Days EDP Enrolment

Type of Day	Enrolment
PA Days (6)	1161 (avg)
Winter Break 2017 (4)	459
March Break 2018 (5)	500

KEY CONSIDERATIONS:

3. The *Education Act* requires boards to charge and collect fees for the EDP to recover the operating costs incurred by the Board as set out in regulation O.Reg.221/11 (Extended Day and Third-Party Programs). This reflects the statutory requirements that the fees have a reasonable connection to the operating costs incurred.

The Extended Day Policy P.035.SCO issued on 22 April 2014 provides direction for the EDP staffing model used in the before-and-after school portion of the program which impacts salaries. Included in the policy is Board-approved direction that an EDP will be offered at any school site where three or more students register and pay for the program.

Subsidies are managed through a 'purchase of service' agreement with the City of Ottawa, which allows the District to offer subsidized care to children whose families are eligible and approved by the City of Ottawa. In January 2016, subsidies became attached to a family rather than being provided to the service provider. This change provides families with the option of registering their children at their location of choice for child care services rather than where a subsidized space is available. The City of Ottawa determines the number of subsidized spaces available in the city and places families until the maximum amount has been allocated to families. The "floating" subsidy system has had a positive impact on the EDP as we have been able to offer care to more families that qualify for a subsidy. Due to the fluctuating nature of subsidies, the OCDSB had a range from 493 to 499 families receiving a subsidy in the 2017-2018 school year. The OCDSB currently has 643 children with subsidies enrolled in the EDP this school year.

Effective September 2016, the EDP implemented a registration fee of \$50 for each new child registered and \$25 for each returning child.

The EDP conducted a parent survey in the spring of 2018, and the results indicated that 72.07% of parents indicated that they thought the fee for the EDP was reasonable. 20.79% of parents indicated they thought the fee was high, and 0.55% of parents indicated they thought the fee was low.

4. **2017-2018 Financial Results**

Appendix E provides a summary of revenues and expenditures for the 2017-2018 school year as well as projections for 2018-2019 and 2019-2020.

As shown in the summary, in 2017-2018 the EDP had an operating surplus of \$905,000. Although there was a modest increase in revenue of \$58,000, the majority of the surplus was derived from cost savings. The significant cost variances were:

- savings of \$300,000 which resulted from the decision to defer the project to acquire program management software until 2018-2019;
- the elimination of \$127,000 in program support costs in recognition of the receipt of Ministry funding for early learning leadership positions;

- savings of \$89,000 related to professional development activities and other small cost variances; and
- savings of \$331,000 related primarily to early learning assistants (ELAs) compensation costs.

A key assumption in the development of the 2017-2018 Budget was that ELAs would participate in the newly established Employee Life and Health Trust (ELHT). It was subsequently confirmed that they would not receive ELHT benefits which resulted in substantial savings relative to the budget.

The EDP's operating surplus has been used to fully support the \$232,000 deficit incurred in 2017-2018 by the Infant Toddler and Preschool (ITP) Child Care program. The net surplus of \$673,000 has been added to the \$213,000 of accumulated surplus that resulted from last year's EDP activities. The net accumulated surplus of the two programs as at 31 August 2018 was \$886,000. The amount has been internally appropriated by the Board for use in supporting the future needs of the two programs.

An initiative that will draw upon the accumulated surplus is the project to implement EDP management software. Features of the new system will result in the automation of various activities including program registration, parent engagement, attendance tracking, and billing and account management. The project is estimated to cost \$300,000.

The accumulated surplus will also be used to offset any net operating deficit that may result from EDP and ITP activities in future years.

Additional financial information on the EDP and ITP programs can be found in Report No.18-102, Analysis of the District's 2017-2018 Financial Results presented to the Audit Committee on 19 November 2018.

RESOURCE IMPLICATIONS

5. The analysis of the 2017-2018 financial results provided insight into various aspects of the program and this was used in preparing the projections for 2018-2019 and 2019-2020 as shown in Appendix E. The projections assume stable enrolment and staffing levels, except for the increased provision which will be used to support children with special needs to fully participate in EDP activities.

The base daily fee and the optional days of care fee are based on projected salary and benefits costs, supply and snack costs, an allowance for administrative support and additional support for children with special needs. Staff is recommending that the full-day rate for OCDSB provided EDP programs remain unchanged for 2019-2020 at \$22.50 per day.

Staff is also recommending that the full-day rate for optional days of care offered by the OCDSB, including PA days and summer holidays, remain unchanged for 2019-2020 at \$35.00 per day.

The net operating results of the EDP and ITP programs in 2019-2020 will be combined with the net accumulated surplus or deficit reported for 2018-2019.

COMMUNICATION/CONSULTATION ISSUES:

6. The Advisory Committee for Extended Day and Child Care Programs has been consulted on the recommendations.

Approval of the fee recommendation will be sought at Committee of the Whole on 15 January 2019 and subsequent approval by the Board on 29 January 2019.

School boards are required to inform all coterminous boards in writing of the annual rate, once approved by the Board.

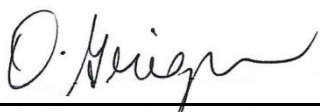
Fees for EDP will be communicated annually through information provided at kindergarten registration and through school newsletters. In addition, fees will be posted on the OCDSB website.

STRATEGIC LINKS:

7. The District is committed to its strategic plan as a culture that practices ethical decision-making, and social, economic and environmental sustainability. The recommendations proposed have been established to enhance operational practices in relation to the EDP, and to effectively and responsibly manage human and financial resources in support of students registered in the program.

RECOMMENDATION:

- A. THAT the Extended Day Program fee remain unchanged at the basic rate of \$22.50 per day, effective September 2019, for students who attend the program full-time; and
- B. THAT the full day fees for optional days of care in the Extended Day Program remain unchanged at \$35.00 per day, effective September 2019.



Olga Grigoriev
Superintendent of Instruction

Camille Williams-Taylor
Director of Education and
Secretary of the Board

APPENDICES

- Appendix A – 2018-2019 OCDSB Extended Day Program Fees
- Appendix B – 2018-2019 Third-Party Operator EDP Fees
- Appendix C – 2018-2019 Ottawa Catholic School Board EDP Fees
- Appendix D – EDP Enrolment by Number of Sessions per Week
- Appendix E – Extended Day Program Comparative Results

2018-2019 – Extended Day Program Fees

The Fee for the 2017-2018 school year will be in the range of \$22.50-\$27.00 per day, for both before and after school care, depending on the amount of sessions a child is registered in per week. Fees for only before or after will be site specific based on the start time of the school day at the site. Please see the fee breakdown for schools, based on the school hours below. Locate your child's school time below to view the fee breakdown.

The full day fee for optional days of care, not included in the monthly fees, will be \$35.00 per day.

Fees will continue to be payable monthly by automatic deductions to your bank account. Fees will be calculated based on the schedule you register for, using the site specific fee breakdowns listed below. A session refers to either a morning or an afternoon, each week, with 2 as the minimum and 10 being a complete week of both mornings and afternoons.

School Hours: 8:00-2:30

CHURCHILL
DUNLOP
KARS ON THE RIDEAU
KNOXDALE
ROBERT HOPKINS
SAWMILL CREEK
STEPHEN LEACOCK
VISCOUNT ALEXANDER
WE GOWLING
WO MITCHELL

School Hours:	8:00-2:30		
Sessions Per Week	Daily Rate	AM	PM
2	\$27.00	\$5.94	\$21.06
3	\$27.00	\$5.94	\$21.06
4	\$27.00	\$5.94	\$21.06
5	\$24.75	\$5.45	\$19.30
6	\$27.00	\$5.94	\$21.06
7	\$27.00	\$5.94	\$21.06
8	\$27.00	\$5.94	\$21.06
9	\$25.00	\$5.50	\$19.50
10	\$22.50	\$4.95	\$17.55

School Hours: 8:15-2:45

ELGIN STREET
HUNTLEY CENTENNIAL
MANOTICK
METCALFE
OSGOODE

School Hours:	8:15-2:45		
Sessions Per Week	Daily Rate	AM	PM
2	\$27.00	\$7.56	\$19.44
3	\$27.00	\$7.56	\$19.44
4	\$27.00	\$7.56	\$19.44
5	\$24.75	\$6.93	\$17.82
6	\$27.00	\$7.56	\$19.44
7	\$27.00	\$7.56	\$19.44
8	\$27.00	\$7.56	\$19.44
9	\$25.00	\$7.00	\$18.00
10	\$22.50	\$6.30	\$16.20

School Hours: 8:30-3:00

AGINCOURT
 BAYVIEW
 BERRIGAN
 CASTLEFRANK
 CHAPMAN MILLS
 CONNAUGHT
 CONVENT GLEN
 DUNNING-FOUBERT
 HALF MOON BAY
 HENRY LARSON
 JOCKVALE
 KANATA HIGHLANDS
 LAKEVIEW
 LE PHARE
 MANORDALE
 MAPLE RIDGE
 MEADOWLANDS
 PINECREST
 ROBERT BATEMAN
 ROCH CARRIER
 ROCKCLIFFE PARK
 SUMMERSIDE
 VINCENT MASSEY
 WOODROFFE

School Hours:	8:30-3:00		
Sessions Per Week	Daily Rate	AM	PM
2	\$27.00	\$8.91	\$18.09
3	\$27.00	\$8.91	\$18.09
4	\$27.00	\$8.91	\$18.09
5	\$24.75	\$8.17	\$16.58
6	\$27.00	\$8.91	\$18.09
7	\$27.00	\$8.91	\$18.09
8	\$27.00	\$8.91	\$18.09
9	\$25.00	\$8.25	\$16.75
10	\$22.50	\$7.43	\$15.07

School Hours: 8:45-3:15

JOHN YOUNG

School Hours:	8:45-3:15		
Sessions Per Week	Daily Rate	AM	PM
2	\$27.00	\$10.53	\$16.47
3	\$27.00	\$10.53	\$16.47
4	\$27.00	\$10.53	\$16.47
5	\$24.75	\$9.65	\$15.10
6	\$27.00	\$10.53	\$16.47
7	\$27.00	\$10.53	\$16.47
8	\$27.00	\$10.53	\$16.47
9	\$25.00	\$9.75	\$15.25
10	\$22.50	\$8.78	\$13.72

School Hours: 8:50-3:20

BAYSHORE

School Hours:	8:50-3:20		
Sessions Per Week	Daily Rate	AM	PM
2	\$27.00	\$10.99	\$16.01
3	\$27.00	\$10.99	\$16.01
4	\$27.00	\$10.99	\$16.01
5	\$24.75	\$10.08	\$14.67
6	\$27.00	\$10.99	\$16.01
7	\$27.00	\$10.99	\$16.01
8	\$27.00	\$10.99	\$16.01
9	\$25.00	\$10.18	\$14.82
10	\$22.50	\$9.16	\$13.34

School Hours: 8:55-3:25

CAMBRIDGE

School Hours:	8:55-3:25		
Sessions Per Week	Daily Rate	AM	PM
2	\$27.00	\$11.50	\$15.50
3	\$27.00	\$11.50	\$15.50
4	\$27.00	\$11.50	\$15.50
5	\$24.75	\$10.54	\$14.21
6	\$27.00	\$11.50	\$15.50
7	\$27.00	\$11.50	\$15.50
8	\$27.00	\$11.50	\$15.50
9	\$25.00	\$10.65	\$14.35
10	\$22.50	\$9.59	\$12.91

School Hours: 9:00-3:30

NORTH GOWER
ORLEANS WOODS
ROBERTA BONDAR
STEVE MACLEAN

School Hours:	9:00-3:30		
Sessions Per Week	Daily Rate	AM	PM
2	\$27.00	\$11.88	\$15.12
3	\$27.00	\$11.88	\$15.12
4	\$27.00	\$11.88	\$15.12
5	\$24.75	\$10.89	\$13.86
6	\$27.00	\$11.88	\$15.12
7	\$27.00	\$11.88	\$15.12
8	\$27.00	\$11.88	\$15.12
9	\$25.00	\$11.00	\$14.00
10	\$22.50	\$9.90	\$12.60

School Hours: 9:10-3:40

BARRHAVEN

School Hours:	9:10-3:40		
Sessions Per Week	Daily Rate	AM	PM
2	\$27.00	\$12.99	\$14.01
3	\$27.00	\$12.99	\$14.01
4	\$27.00	\$12.99	\$14.01
5	\$24.75	\$11.90	\$12.85
6	\$27.00	\$12.99	\$14.01
7	\$27.00	\$12.99	\$14.01
8	\$27.00	\$12.99	\$14.01
9	\$25.00	\$12.03	\$12.97
10	\$22.50	\$10.82	\$11.68

School Hours: 9:15-3:45

A LORNE CASSIDY
 BELLS CORNERS
 BRIARGREEN
 BROADVIEW
 CASTOR VALLEY
 FEATHERSTON
 GENERAL VANIER
 GLEN OGILVIE
 GREELY
 JACK DONOHUE
 RICHMOND
 SIR W CHURCHILL
 STONECREST
 VIMY RIDGE
 WE JOHNSTON
 WESTWIND

School Hours:	9:15-3:45		
Sessions Per Week	Daily Rate	AM	PM
2	\$27.00	\$13.50	\$13.50
3	\$27.00	\$13.50	\$13.50
4	\$27.00	\$13.50	\$13.50
5	\$24.75	\$12.38	\$12.37
6	\$27.00	\$13.50	\$13.50
7	\$27.00	\$13.50	\$13.50
8	\$27.00	\$13.50	\$13.50
9	\$25.00	\$12.50	\$12.50
10	\$22.50	\$11.25	\$11.25

Appendix B to Report #19-007

Third Party Operator Fees (as provided by 23 November 2018 *)

Location	Name of Provider	Hours of Operation	Fees (blended unless otherwise stated)
Adrienne Clarkson*	Children's Village 170 Stoneway Dr. Nepean, Ontario K2G 6R2 613- 823-2200	7:00 a.m. – 5:45 p.m.	\$22.75 kindergarten \$22.50 school age
Alta Vista*	Alta Vista KSAP 2605 Alta Vista Drive Ottawa, Ontario K1V 73T 613- 733-0868	7:00 a.m. – 6:00 p.m.	\$31.76 kindergarten \$22.72 school age
Avalon	YMCA Child Care 2080 Portobello Blvd. Orleans, Ontario K4A 0K5 613.824.2681	7:00 a.m. – 6:00 p.m.	\$23.81 full-day kindergarten \$9.25 AM only kindergarten \$19.51 PM only kindergarten \$18.37 full-day school age \$8.75 AM only school age \$14.95 PM only school age
Bridlewood*	Children's Village 63 Bluegrass Dr. Kanata, Ontario K2M 1G2 613- 254-9393	7:00 a.m. – 5:45 p.m.	\$22.75 kindergarten \$22.50 school age
Carleton Heights*	Andrew Fleck Child Care 260 Knox Crescent Ottawa, Ontario K1G 0K8 613-526-1541	7:30 a.m. – 5:30 p.m.	\$30.96 kindergarten \$23.09 school age
Centennial	Centretown Parent's Co-op 94 James Street, Ottawa, Ontario K1R 5M3 613-235-7473	7:30 a.m. – 5:30 p.m.	\$22.00 kindergarten \$20.00 School Age
Charles Hulse*	Alta Vista KSAP 2605 Alta Vista Dr Ottawa, Ontario, K1V 73T 613- 733-0868	7:00 a.m. – 5:45 p.m.	\$30.96 kindergarten \$23.09 school age
D.R. Kennedy*	Whitehaven Kindergarten School Age Center 919 Woodroffe Avenue Ottawa, Ontario K2A 3G9 613-759-8364	7:15 a.m.- 5:30 p.m.	\$24.61 kindergarten \$16.77 school age

Location	Name of Provider	Hours of Operation	Fees (blended unless otherwise stated)
Devonshire*	Devonshire School Age 100 Breezehill Ave, Ottawa, Ontario K1Y 2H5 613-722-6969	7:30 a.m. – 5:30 p.m.	\$25.10 kindergarten \$17.04 school age
Elmdale	Canadian Mothercraft 49 Iona St Ottawa, Ontario K1Y 3L9 613-798-2273	7:30 a.m. – 6:00 p.m.	\$25.96 mornings and afternoons including all non- instructional days \$9.60 mornings only \$16.36 afternoons only \$22.00 mornings and afternoons not including non- instructional days
Fallingbrook*	Global Child Care Services Fallingbrook School Age Program 679-B Deancourt Crescent Orleans, Ontario K4A3E1 613-8306971	7:05 a.m. – 5:55 p.m.	\$23.35 kindergarten \$20.05 school age
Farley Mowatt	Canadian Mothercraft 75 Waterbridge Dr Nepean, Ontario K2G 6T3 613-825-3110	7:00 a.m. – 5:45 p.m.	\$25.96 AM & PM including all non-instructional days \$9.60 AM only \$16.36 PM only \$22.00 AM & PM not including instructional days \$35.00 non-instructional days only, space permitting
First Avenue*	Glebe Parents Day Care 10 Fifth Ave. Ottawa, Ontario K1S 5N5 613-233-9268	7:30 a.m. – 6:00 p.m.	\$24.66 kindergarten \$21.55 school age
Forest Valley*	Global Child Care Services (Forest Valley School Age Program) 1570-A Forest Valley Dr. Orleans, K1C 6X7 613-841-8559	7:00 a.m. – 5:45 p.m.	\$23.35 kindergarten \$19.40 school age
Hawthorne*	Aladin Child Care 2240 Russell Road Ottawa, Ontario K1G 1B3 613-863-0590	7:00 a.m.– 2:30 p.m.	\$23.07 kindergarten \$19.20 school age

Location	Name of Provider	Hours of Operation	Fees (blended unless otherwise stated)
Heritage*	Children's Village 1375 Colonial Rd. Navan, Ontario K4B 1N1 Phone: (613) 835-1583 Fax: (613) 835-1649 navan@childrensvillage.on.ca	7:00 a.m. – 5:45 p.m.	\$22.75 kindergarten \$22.40 school age
Hilson*	The Children's Center 407 Hilson Ave Ottawa, Ontario K1Z 6B9 (613) 728-1797	7:30 a.m. – 5:30 p.m.	\$24.51 kindergarten \$23.70 school age
Hopewell*	Glebe Parents Day Care 10 Fifth Ave. Ottawa, Ontario K1S 5N5 :613-233-9268	7:30 a.m.- 6:00 p.m.	\$24.66 kindergarten \$21.55 school age
Lady Evelyn*	Carleton Preschool (Rainbow Kidschool) 63 Evelyn Avenue, Ottawa, Ontario K1S 0C6 (613) 235-2255	7:30 a.m. – 5:30 p.m.	\$20.36 kindergarten \$20.36 school age
Manor Park	Manor Park Community Council 100 Braemar Street, Ottawa, Ontario K1K 3C9 613-741-4776	7:15 a.m.– 6:00 p.m.	\$24.10 kindergarten/school age (instructional days only) 17.70 after school only \$55.00 for PA days *partial weeks available
Mary Honeywell	Barrhaven Child Care 56 Kennevale Drive Nepean, ON, K2J 3B2 613- 825-938	7:00 a.m.- 6:00 p.m.	\$13.00 AM part time \$15.00 PM part time \$32.00 part time - PD/holidays \$25.00 Blended rate all year
Mutchmor*	Glebe Parents Day Care 10 Fifth Ave. Ottawa, Ontario K1S 5N5 :613-233-9268	7:30 a.m.- 6:00 p.m.	\$24.66 kindergarten \$21.55 school age
Pleasant Park*	Aladin 564 Pleasant Park Road Ottawa, Ontario K1H 5N1 613- 733-0553	7:00 a.m.- 6:00 p.m.	\$23.07 kindergarten \$19.20 school age

Location	Name of Provider	Hours of Operation	Fees (blended unless otherwise stated)
Regina*	REKSAP (Kindergarten and School Age Program) 2599 Regina St. Ottawa, Ontario K2B 6X3, 613-828-8743	7:30 a.m. – 5:30 p.m.	\$24.67 kindergarten \$16.95 school age
Riverview*	Andrew Fleck Child Care 260 Knox Crescent Ottawa, Ontario K1G 0K8 613-526-1541	7:30 a.m. – 5:30 p.m.	\$34.95 kindergarten \$23.09 school age
Severn*	REKSAP (Kindergarten and School Age Program) 2553 Severn Ave. Ottawa, Ontario K2B 7V8 613-828-3039	7:30 a.m. – 5:30 p.m.	\$24.67 kindergarten \$16.95 school age
South March*	Children's Village 63 Bluegrass Dr. Kanata, Ontario K2M 1G2 613- 254-9393	7:00 a.m. – 5:45 p.m.	\$22.75 kindergarten \$22.50 school age
Stittsville Public School*	Andrew Fleck Child Care 40 Granite Ridge Drive Stittsville, Ontario K2S1Y9 Tel. 613-836-0325	7:15 a.m.- 5:30 p.m.	\$34.95 full-day kindergarten \$13.14 AM only kindergarten \$21.24 PM only kindergarten \$22.37 full-day school age \$8.93 AM only school age \$14.55 PM only school age \$33.75 kinder no holidays \$21.82 school age no holidays
Trillium*	Global Child Care Services (Forest Valley School Age Program) 1515-B Varennes Blvd.Orleans, K4A 3S1 613-841-5497	7:05 a.m. – 5:55 p.m.	\$23.35 kindergarten \$20.05 school age

Appendix C to Report #19-007

Ottawa Catholic School Board Extended Day Program Fees 2018-2019

The daily fee for the morning program is \$9.75. The daily fee for the afternoon program is \$12.75 or 22.50 for both am and pm. Families will also have the option to register for full days (one week at Christmas, PD days, March Break). This process will take place in September and the daily rate will be \$35.00.

Appendix D to Report No. 19-007

2018-2019 Extended Day Program Total number of sessions enrolled/week		
Sessions	Students Enrolled*	% of Total
1	0	0.0%
2	343	6.3%
3	333	6.1%
4	258	4.7%
5	2,742	50.1%
6	63	1.2%
7	30	0.5%
8	64	1.2%
9	18	0.3%
10	1,627	29.7%
Total Students	5,478	100.0%

* Data as at October 26, 2018

Extended Day Program Comparative Results

	2017-2018				2018-2019				2019-2020	
	Approved Budget		Actual		Approved Budget		Projection		Preliminary	
	FTE	\$	FTE	\$	FTE	\$	FTE	\$	FTE	\$
Revenues										
Fees - Regular Day		15,821,201		15,582,712		15,790,017		16,235,011		16,779,121
Fees - PD Days, Winter, March & Summer Break		788,327		1,084,930		856,000		1,126,780		1,171,484
Total		16,609,528		16,667,642		16,646,017		17,361,791		17,950,606
Expenses										
Staffing and Operating Expenses:										
Central Staffing	10.75	977,037		966,132	10.75	1,008,895	10.75	1,008,895	10.75	1,024,029
Early Childhood Educators	190.35	10,192,762		10,351,822	204.43	11,280,369	209.14	11,427,410	209.14	11,598,297
Vacancy Savings (Sept - Nov 2018)		-		-		-		(257,432)		-
Supply Early Childhood Educators		1,127,498		963,531		1,143,829		1,061,148		1,101,838
Early Learning Assistants	37.17	1,449,762		1,118,635	33.72	1,233,683	47.06	1,195,324	47.06	1,213,254
Staffing - PD Days, Winter, March & Summer Break		705,416		735,935		725,997		764,323		774,837
Support for children with special needs*								300,000		300,000
Snacks		351,707		418,153		360,000		452,799		457,327
Supplies and Services		200,960		147,867		80,000		160,177		161,779
Professional Development		68,001		-		-		-		-
Summer Orientation - 2 Days		212,501		163,697		-		105,809		107,396
EDP Information System		300,000		-		300,000		150,000		150,000
Administrative Transfers:										
School Operations		327,000		327,000		330,270		330,270		333,573
Superintendent and Support		127,300		-		-		-		-
Human Resources		196,090		196,090		198,443		198,443		202,741
Business & Learning Technologies		194,499		194,499		196,833		196,833		199,195
Finance		112,504		112,504		113,854		113,854		115,354
Payroll		66,491		66,491		67,289		67,289		70,854
Total	238.27	16,609,528		15,762,356	248.90	17,039,462	266.95	17,275,142	266.95	17,810,472
EDP Surplus (Deficit)		-		905,286		(393,445)		86,649		140,133
Infant Toddler Preschool (ITP) Child Care Deficit		-		(232,067)		(500,000)		(238,000)		(245,000)
Net EDP-ITP Surplus (Deficit)		-		673,219		(893,445)		(151,351)		(4,867)
EDP-ITP Accumulated Surplus at End of Year				886,280		(7,165)		734,929		630,063

* 13 Early Learning Assistants are currently supporting children with special needs.



COMMITTEE OF THE WHOLE Report No. 19-003

15 January 2019

New Fernbank Elementary School Study – Consultation Plan Approval

Key Contact: Michael Carson, Chief Financial Officer, 613-596-8211 ext. 8881

PURPOSE:

1. To obtain Board approval of a consultation process and timeline to establish the opening grade structure, program offering, and attendance boundary for a future elementary school to be opened in the Fernbank area of Stittsville.

CONTEXT:

2. Fernbank is a growing new development area located within Stittsville. At full buildout, there is expected to be an estimated 11,000 new homes in the community. By the end of 2017 approximately 1,600 of these had been built and occupied. Building permits for an additional 600 new residential units have been issued so far in 2018.

A future requirement for four elementary schools and one secondary school within the Fernbank Community Design Plan (CDP) area was first identified and submitted to the City of Ottawa in 2008. The District is currently in the process of seeking acquisition of the first of the four elementary sites.

Most elementary school students residing within the Fernbank development area are directed to John Young Elementary School (ES) for the kindergarten to grade 6 English Program with Core French (ENG) and Early French Immersion (EFI). The school is located in the southern part of Kanata. It should be noted that there is an underdeveloped area located west of Robert Grant Drive in the Fernbank area where students are currently directed to Westwind Public School (PS) for the kindergarten to grade 6 English Program with Core French and EFI.

Significant accommodation pressures exist at John Young ES. The school's preliminary 31 October 2018 enrolment was 735 students against a school capacity of 547, resulting in a utilization rate of 134%. The school currently requires the use of 11 portables on site for instruction. Enrolment at John Young ES is expected to increase to 800 students for the 2019-2020 school year.

In May of 2018 the Board approved a list of updated capital priorities which ranked the planned opening of a new elementary school in Fernbank for 2020 as its highest priority. A business case for the project will be submitted to the province for consideration once the next Ministry call for capital funding requests is received.

The purpose of this study is to gain approval for the opening grade structure, program offering, and attendance boundary of the new Fernbank elementary school in order to be shovel-ready once capital funding is secured from the province.

KEY CONSIDERATIONS:

3. A general location map for the study area showing future OCDSB school sites situated within Fernbank area, and also including John Young ES, is attached as Appendix A.

John Young ES is located on Morton Drive in the Glen Cairn area of Kanata South. In addition to serving students residing in Fernbank, the school's attendance area also includes the area bounded by Terry Fox Drive to the west, Hazeldean Road to the north, and Eagleson Road to the east (as outlined in Appendix B).

Appendix A provides the general location of all four of the District's future elementary school sites that have been identified in the Fernbank area. Fernbank elementary school site #1 is located at the southwest corner of the extensions of Cope Drive and Rouncey Road. The parcel is 2.84 hectares (approximately 7 acres) in size and is located directly adjacent to a municipal park. This block is the only OCDSB elementary school site in Fernbank which is currently development-ready (serviced and accessible).

In March 2018 capital funding for the construction of a grade 7 to 12 secondary school in Stittsville was approved by the Ministry of Education. The designated site which will accommodate the new school is located within the Fernbank development area. It is expected that a study will commence in the fall of 2019 which will determine the attendance boundary, program offering and opening grade structure of the new secondary school. Future students attending the new Fernbank elementary school would feed to the new secondary school upon its opening.

This study does not qualify as a Pupil Accommodation Review (PAR) under Policy P.118.PLG Pupil Accommodation Review, and will include a different consultative process.

Policy P.118.PLG states that a PAR is not required when the Board is planning the relocation of grades or programs in which the enrolment constitutes less than 50% of the school's total enrolment. Staff does not foresee an attendance boundary for the new Fernbank elementary school which would result in the movement of more than 50% of a school's enrolment.

Although funding for the project has not yet been received from the province, the completion of this study and the setting of a program and attendance boundary for the new Fernbank elementary school will assist the District with being able to open the facility in a timely fashion once that takes place.

RESOURCE IMPLICATIONS:

4. The cost of conducting the study will be managed within existing departmental budgets.

COMMUNICATION/CONSULTATION ISSUES:

5. It is proposed that a working group be formed in early 2019 and that it be comprised of District staff and two representatives from each study school.

In addition to impacting John Young ES, the opening of a new elementary school in the Fernbank development area may affect enrolment at Bridlewood Community ES, the school that is currently designated the Middle French Immersion (MFI) program site for students residing in that part of the Fernbank area.

As indicated earlier, students residing west of Robert Grant Avenue in Fernbank are directed to Westwind PS (kindergarten to grade 6) for the English Program with Core French and Early French Immersion. A. Lorne Cassidy ES is the designated MFI program site for that area.

It is recommended that the working group include representatives from each of the four above-mentioned schools: John Young ES; Bridlewood Community ES; Westwind PS; and A. Lorne Cassidy ES.

Appendix C provides a snapshot of current enrolment and accommodation data for those four schools which are expected to be included in the study process.

Local community associations will also be invited to provide a representative on the working group. Area trustees will be notified and invited to attend all working group meetings.

According to the recommended consultation plan, a study working group will meet on several occasions over the course of the winter and spring of 2019. Meetings have been preliminarily scheduled for the months of February, March, and April 2019. Additional meetings of the working group may be convened should they be necessary.

A public consultation meeting is tentatively scheduled to be held within the local community in May 2019. Final decisions regarding the study are scheduled to be made by Board in June 2019.

A detailed study consultation plan and timeline for the study is attached as Appendix D of this report.

STRATEGIC LINKS:

6. The opening of a new elementary school within the developing Fernbank community will serve to provide students with improved access to learning environments and optimize the use of District resources. This is consistent with stewardship objectives of the 2015-2019 Strategic Plan.

RECOMMENDATION:

THAT the New Fernbank Elementary School Study Consultation Plan and Timeline, attached as Appendix D to Report No. 19-003, be approved.

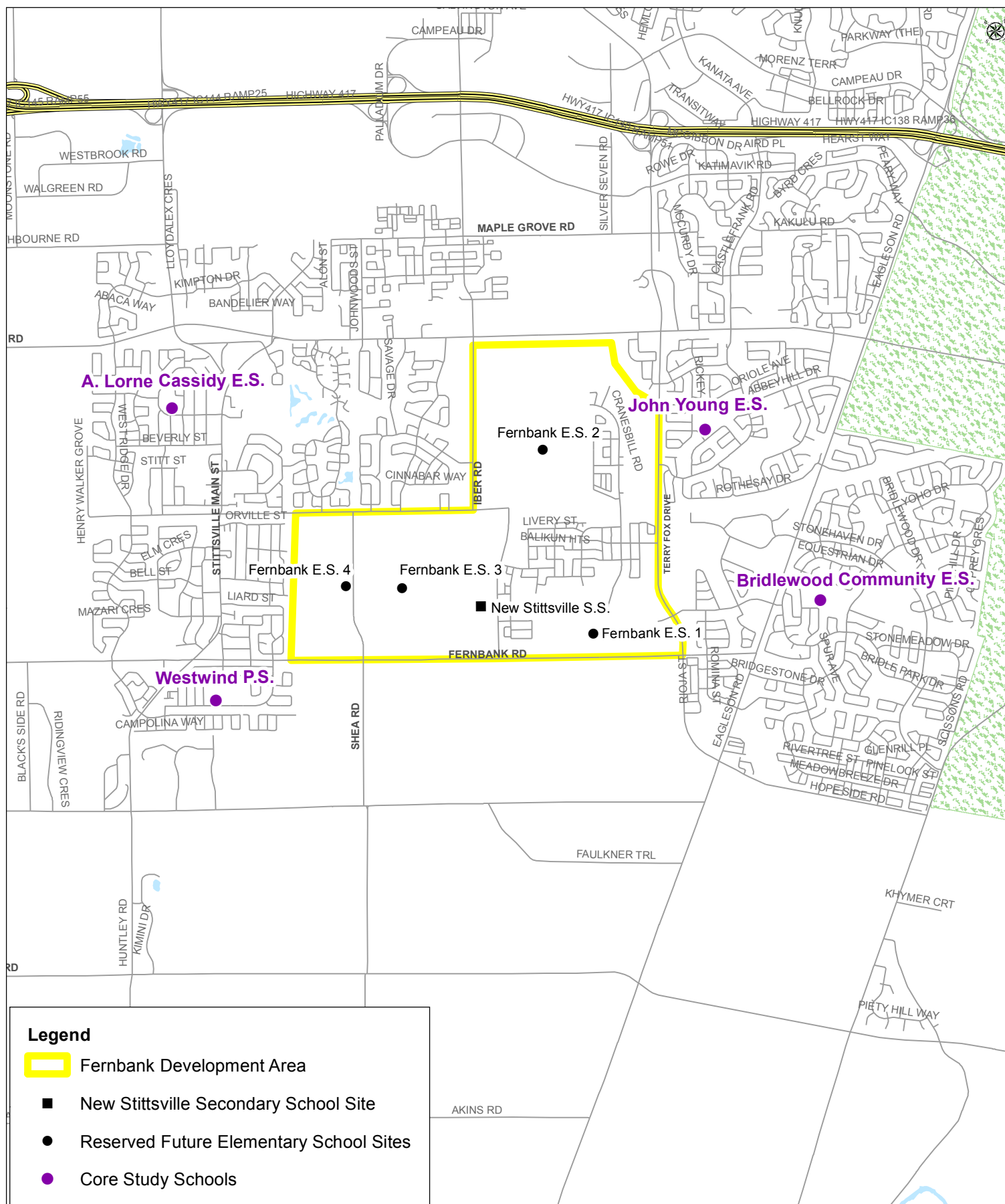
Michael Carson
Chief Financial Officer
(ext. 8881)

Jennifer Adams
Director of Education and
Secretary of the Board

APPENDICES

- Appendix A General Location Map – Study Area
- Appendix B School Attendance Boundary Map – John Young Elementary School
- Appendix C Current Enrolment and Accommodation Chart
- Appendix D Study Consultation Plan and Timeline

New Fernbank E.S. Study General Location Map

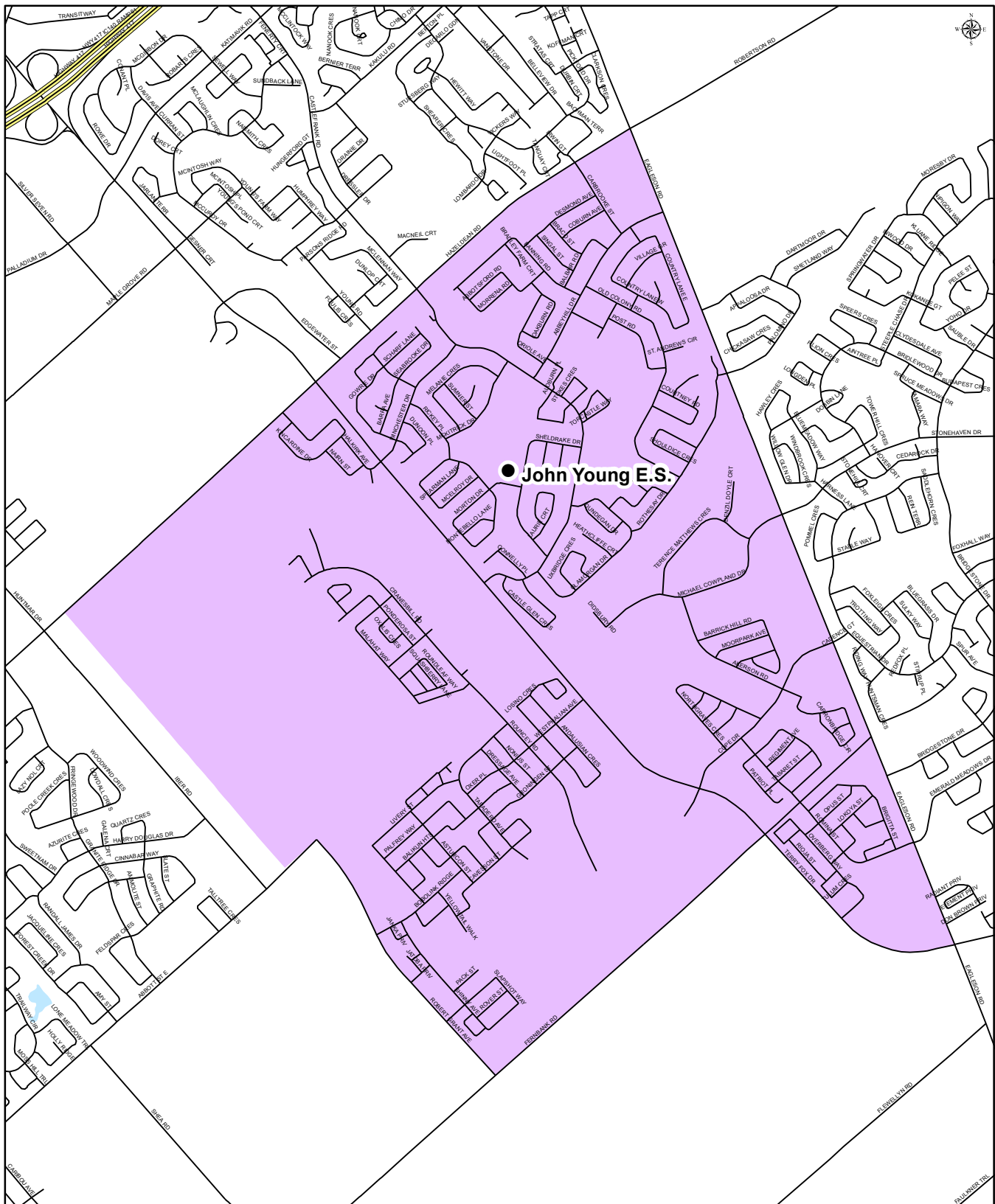




JOHN YOUNG ELEMENTARY SCHOOL

Junior Kindergarten to Grade 6

English Program with Core French and Early French Immersion Attendance Boundary



John Young Elementary School
5 Morton Drive
Kanata, Ontario
K2L 1W7
(613) 836-5987

Map is for illustrative purposes only.
For further information, visit www.ocdsb.ca
September 2017

New Fernbank Elementary School Study

31 October 2018 Preliminary Enrolments

School	Capacity	Portables	Program	JK	SK	1	2	3	4	5	6	7	8	SE	Total	UF(%)
A. Lorne Cassidy ES	600	4	KGTN	44	51										95	97.5%
			ENG			7	12	22	11	17	19	10	18		116	
			EFI			44	43	40	40	43	47	33	23		313	
			MFI						17	9	8	18	9		61	
			Total	44	51	51	55	62	68	69	74	61	50		585	
Bridlewood Community ES	455	0	KGTN	47	45										92	80.2%
			ENG			10	14	12	14	14	9			17	90	
			EFI			27	28	24	25	15	18				137	
			MFI						20	17	9				46	
			Total	47	45	37	42	36	59	46	36			17	365	
John Young ES	547	11	KGTN	107	103										210	134.4%
			ENG			27	33	34	35	41	33			5	208	
			EFI			76	65	52	47	45	32				317	
			Total	107	103	103	98	86	82	86	65			5	735	
Westwind PS	628	0	KGTN	41	47										88	85.2%
			ENG			6	19	11	27	21	36				120	
			EFI			50	54	51	50	64	58				327	
			Total	41	47	56	73	62	77	85	94				535	

Utilization (UF%) = Total enrolment/capacity.

Programs: ENG = English Program with Core French, EFI = Early French Immersion, MFI = Middle French Immersion, SE = Special Education

Portable numbers reflect those required for instruction as of fall 2018.



CONSULTATION PLAN

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

DATE:	January 2019
PROJECT: (Project name, Letter of Transmittal, etc.)	New Fernbank Elementary School Study – Consultation Plan Approval
CONTACT / PROJECT LEAD (Name, telephone, email):	Michael Carson, Chief Financial Officer, (613) 596-8211 ext. 8881, Michael.Carson@ocdsb.ca
WHAT?	
1. WHAT IS THE PURPOSE OF THE CONSULTATION? (Describe project scope, nature of consultation, decision to be made, and any relevant information)	
<i>The consultation will serve to implement recommendations regarding the opening grade structure, program, and attendance boundary for a new elementary school to be opened in the Fernbank development area once capital funding for the project is received from the Ministry. The consultation process is expected to include four elementary schools: John Young Elementary School; Bridlewood Community Elementary School; Westwind Public School; and A. Lorne Cassidy Elementary School. Other schools may be added as required.</i>	
WHY?	
2. WHY ARE YOU CONSULTING? (Check all that apply)	
<input checked="" type="checkbox"/> To seek advice, informed opinion or input for consideration prior to decision-making? <input checked="" type="checkbox"/> To share information and/or create awareness about a subject/potential recommendations/decision yet to be made? <input type="checkbox"/> To share information and awareness about a subject/recommendation/decision that has been made? <input type="checkbox"/> Other? (Please explain)	
3. HOW DOES THIS CONSULTATION LINK TO THE OCDSB STRATEGIC PLAN, DISTRICT IMPROVEMENT PLAN, BUDGET, ANNUAL DISTRICT GOALS AND OBJECTIVES AND/OR RELEVANT MINISTRY / OCDSB POLICIES OR PROCEDURES (if applicable)?	
<i>The consultation will seek to recommend an opening grade structure, program, and attendance boundary for a new Fernbank elementary school.</i>	
<i>The opening of a new elementary school within the developing Fernbank Community will serve to provide students with improved access to learning environments and optimize the use of District resources. This is consistent with the stewardship objectives of the 2015-2019 Strategic Plan.</i>	



CONSULTATION PLAN

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

WHO?		
4. WHO WILL BE CONSULTED? (Key stakeholders) (Check all that apply)		
<u>OCDSB Community</u> <input type="checkbox"/> Students <input checked="" type="checkbox"/> Parents/guardians <input checked="" type="checkbox"/> School council(s) <input type="checkbox"/> Ottawa Carleton Assembly of School Councils <input type="checkbox"/> Advisory committees (Specify below) <input type="checkbox"/> Special Education Advisory Committee, etc <input type="checkbox"/> Other _____	<u>Internal to OCDSB</u> <input checked="" type="checkbox"/> Trustees <input checked="" type="checkbox"/> Superintendents <input checked="" type="checkbox"/> Principals and/or Vice-principals <input type="checkbox"/> Managers <input type="checkbox"/> District staff <input type="checkbox"/> Federations <input type="checkbox"/> Other _____	<u>External / Other (please identify)</u> <input type="checkbox"/> Agencies/associations _____ <input checked="" type="checkbox"/> Community groups _____ <input checked="" type="checkbox"/> General Public _____ <input type="checkbox"/> Other governments _____ <input type="checkbox"/> Other _____
Please describe or expand on who will be consulted and any partners in the consultation:		
5. HAVE ANY OF THESE STAKEHOLDERS BEEN INVOLVED IN INFORMAL CONSULTATION AS PART OF THE DEVELOPMENT OF THIS PLAN? In accordance with section 4.3 of Policy P.110.GOV, it is expected that informal consultation has taken place with representative stakeholders to obtain their suggestions <u>prior</u> to finalizing this plan. Please describe below. (If this informal consultation did not take place, explain why it was not feasible.)		
<i>Yes, the local Trustees, the Superintendent of Instruction for involved schools, and the Chief Financial Officer.</i>		
HOW?		
6. HOW WILL STAKEHOLDERS BE MADE AWARE OF THIS CONSULTATION PROCESS? (Check all that apply)		
<input checked="" type="checkbox"/> Media advertisement (print and/or radio) <input checked="" type="checkbox"/> Letter distribution <input checked="" type="checkbox"/> School council(s) <input type="checkbox"/> Ottawa Carleton Assembly of School Councils	<input checked="" type="checkbox"/> School newsletter <input checked="" type="checkbox"/> Website (schools and/or OCDSB sites) <input type="checkbox"/> Other _____	
Please describe how stakeholders will be made aware of the consultation process and any special requirements for consultation (translation, alternate formats, etc)?		
7. HOW WILL THE CONSULTATION BE CARRIED OUT? (Check all that apply)		
<input type="checkbox"/> Focus groups <input type="checkbox"/> Interviews <input checked="" type="checkbox"/> Mail-out or email circulation <input type="checkbox"/> Open houses / workshops / cafes <input checked="" type="checkbox"/> School council(s)	<input type="checkbox"/> Ottawa Carleton Assembly of School Councils <input checked="" type="checkbox"/> Public meetings <input type="checkbox"/> Survey / questionnaire <input checked="" type="checkbox"/> Web-based notice / Web-based comments <input type="checkbox"/> Other _____	
Please describe:		



CONSULTATION PLAN

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

WHEN?		
8. PROJECT PLAN FOR CONSULTATION (KEY ACTIVITIES AND COMMUNICATIONS)¹: i.e. Identify plan approval dates; Timelines for awareness of consultation; Specific consultation initiatives; Timelines for analysis; Date for Committee/Board deliberation; Evaluation of consultation		
TARGETTED DATE FOR FINAL DECISION:		January 2019
PROJECTED DATE(S)	ACTIVITY/MILESTONE	<u>NOTES**</u>
January 2019	Board Approval of Consultation Plan and Timeline	
Late January 2019	Formation of Working Group	
February 2019	Working Group Meeting #1	
March 2019	Working Group Meeting #2	
April 2019	Working Group Meeting #3	
May 2019	Public Consultation Meeting	
June 2019	Regular Committee of the Whole Meeting – Presentation, Debate, and Recommendations	
June 2019	Regular Board Meeting – Final Decisions	
**In filling out this chart, please note: <ul style="list-style-type: none"> ▪ the materials, reports or resources that will be distributed to stakeholders, either in advance or at the session; ▪ any constraints such as necessary deadlines, availability of stakeholders; and ▪ the timelines for communicating the outcome/related decisions reached to those consulted. 		

¹ Outline provides information on the minimal number of activities proposed, which may be amended to intensify the process if required. Further information on the overall project/initiative and the specific consultation plan and process can be provided in the Letter of Transmittal to Board.

9. HOW WILL THE RESULTS OF THE CONSULTATION AND THE RATIONALE OF THE FINAL DECISION BE COMMUNICATED TO ALL CONTRIBUTORS TO THE PROCESS? (Check all that apply)	
<input checked="" type="checkbox"/> Email circulation <input checked="" type="checkbox"/> Letter distribution <input type="checkbox"/> Letter of Transmittal to committee/Board	<input checked="" type="checkbox"/> School / principal communications / newsletter <input checked="" type="checkbox"/> Website (schools and/or OCDSB sites) <input type="checkbox"/> Media reports <input type="checkbox"/> Other
Please describe:	
OTHER	
10. ESTIMATED COSTS FOR THE CONSULTATION* (i.e. advertising, facilities, translation, materials):	
<i>Consultation costs will be managed within existing departmental budgets.</i>	
<i>* Note that the consulting body bears responsibility for the costs of the consultation.</i>	
11. EVALUATION: Please specify the method(s) you plan to use to assess the effectiveness and success of this consultation process. (e.g., outcomes/results, satisfaction of participants, debriefs, questionnaires/evaluation sheet collected from participants, peer review, school council meeting discussion with date, etc.)	



NEW FERNBANK ELEMENTARY SCHOOL STUDY TIMELINE

Activity	Date
Notice of Intention to Commence Study	
➤ Board Approval of Study Consultation Plan and Timeline	January 2019
Consultative Stage	
➤ Formation of Working Group	Late January 2019
➤ Working Group Meeting #1	February 2019
➤ Working Group Meeting #2	March 2019
➤ Working Group Meeting #3	April 2019
➤ Public Consultation Meeting	May 2019
Recommendation and Decision Making Stage	
➤ Regular Committee of the Whole Meeting – Presentation of Staff Recommendation Report	June 2019
➤ Regular Board Meeting – Final Study Decisions	June 2019
Communication and Implementation Stage	
➤ Communication of Board Approved Decision	June & September 2019
➤ Implementation of Board Approved Decision – School Opening	TBD



SPECIAL EDUCATION ADVISORY COMMITTEE REPORT

Wednesday, December 5, 2018, 7:00 pm
Trustees' Committee Room
133 Greenbank Road
Ottawa, Ontario

Members: Rob Kirwan (Community Representative), Christine Boothby (Trustee), Rob Campbell (Trustee), Cathy Miedema (Association for Bright Children of Ontario), Samantha Banning (Autism Ontario, Ottawa Chapter, Alternate), Mark Wylie (Down Syndrome Association), Linda Barbetta (Learning Disabilities Association of Ottawa-Carleton), Ian Morris (Ontario Associations for Families of Children with Communication Disorders), Donna Owen (Ottawa-Carleton Assembly of School Councils), Safina Dewshi (Ottawa-Carleton Assembly of School Councils, Alternate), Susan Cowin (Community Representative), Sonia Nadon-Campbell (Community Representative), Susan Gardner (Ottawa-Carleton Elementary Teachers' Federation), Catherine Houlden (Ontario Secondary School Teachers' Federation (Teachers)), Jean Trant, Ontario Secondary School Teachers' Federation (SSP), Nancy Dlouhy (Ottawa-Carleton Elementary Operations Committee), Kelly Granum, Ontario Secondary School Teachers' Federation (Occasional Teachers)

Staff and Guests: Michele Giroux (Executive Officer), Lynn Scott (Trustee), Donna Blackburn (Trustee), Chris Ellis (Trustee), Peter Symmonds (Superintendent of Learning Support Services), Stacey Kay (Manager of Learning Support Services), Amy Hannah (Principal of Learning Support Services), Kevin Gardner (Manager of Financial Services), Nicole Guthrie (Board Committee/Coordinator).

1. Call to Order

Superintendent Symmonds called the meeting to order at 7:01 p.m

Trustee Blackburn indicated that she would be recording the meeting.

2. Approval of the Agenda

Moved by Rob Kirwan,

THAT the agenda be approved.

Superintendent Symmonds advised that item 5.1 Learning Disabilities Association of Ontario Presentation would be referred to the 13 February 2019 meeting.

Superintendent Symmonds recommended that item 6.2 c be removed as the committee had already discussed this standard. He also requested that items 7.2 and 7.3 be discussed after Member Information.

Moved by Mark Wylie,

THAT the agenda be approved, as amended.

Carried

3. Delegations

There were no delegations.

4. Committee Appointments

Superintendent Symmonds explained the process for appointing members to the various committee positions.

4.1 Chair

Sonia Nadon-Campbell nominated Rob Kirwan for the position of Chair.

Moved by Trustee Boothby,

THAT the nominations be closed.

Carried

Rob Kirwan was declared Chair of SEAC by acclamation.

At the request of Mr. Kirwan, Superintendent Symmonds remained in the Chair.

4.2 Vice-Chair

Chair Kirwan nominated Mark Wylie for the position of Vice-Chair.

Ian Morris nominated Linda Barbetta for the position of Vice-Chair

Moved by Trustee Boothby

THAT nominations be closed.

Carried

Following an election, Superintendent Symmonds declared Mark Wylie was Vice-Chair of SEAC.

4.3 Board

Linda Barbetta advised that she would attend Board meetings as an observer and report back any items of interest to the Committee. Rob Kirwan volunteered to be the alternate observer, if required.

4.4 Committee of the Whole

Mark Wylie self-nominated for the position of Committee of the Whole Representative.

Rob Kirwan self-nominated for the position of Committee of the Whole, Alternate.

Moved by Trustee Boothby,

THAT nominations be closed.

Carried

Mark Wylie and Rob Kirwan were declared the Committee of the Whole, Representative and Alternate respectively, for SEAC by acclamation.

4.5 Committee of the Whole, Budget

Donna Owen self-nominated for the position of Committee of the Whole, Budget, Representative.

Moved by Trustee Boothby,

THAT nominations be closed.

Carried

Donna Owen was declared the Committee of the Whole, Budget, Representative, for SEAC by acclamation.

Rob Kirwan added that he and Terry Warner would provide offline support to Ms. Owen, if required.

The committee agreed to seek an alternate at the 16 January 2019 meeting.

4.6 Parent Involvement Committee

Ian Morris self-nominated for the position of Parent Involvement Committee Representative.

Samantha Banning self-nominated for the position of Parent Involvement Committee, Alternate.

Moved by Rob Kirwan,

THAT nominations be closed.

Carried

Ian Morris and Samantha Banning were declared the Parent Involvement Committee, Representative and Alternate respectively, for SEAC by acclamation.

4.7 Advisory Committee on Equity

Sonia Nadon-Campbell self-nominated for the position of Advisory Committee on Equity Representative.

Susan Cowin self-nominated for the position of Advisory Committee on Equity Representative, Alternate.

Moved by Rob Kirwan,

THAT nominations be closed.

Carried

Sonia Nadon-Campbell and Susan Cowin were declared the Advisory Committee on Equity, Representative and Alternate respectively, for SEAC by acclamation.

Mr. Kirwan assumed the chair for the remainder of the meeting.

5. Members' Information

Mr. Morris advised that he and Joyce Mortimer from the Ontario Association for Families of Children with Communication Disorders (OAFCCD) would like to make a presentation to inform SEAC members on the role and function of the organization in February or March and requested that it be added to the long range agenda.

Mr. Morris advised that Committee Coordinator Guthrie had distributed the OAFCCD November 2018 newsletter and had a query regarding the use of a new term, Development Language Disorder (DLD). He noted that the term DLD is a new term to replace Specific Language Impairment (SLI). The newsletter indicates that there is a movement among Speech-Language Pathologists (S-LPs) in Ontario to use the term.

Ms. Houlden noted that Kimana Mar, international Special Olympian and OCDSB General Learning Program (GLP) student, will be attending SEAC in January to speak briefly about her experiences.

Manager Kay noted that Nancy McLaren Kennedy would be the new Professional Student Services Personnel (PSSP) representative.

Executive Officer Giroux informed the committee that questions were raised at the 3 December 2018 inaugural Board meeting regarding the appointment of trustees to SEAC, particularly the term length. Past practice has been for the

Board to appoint trustee representatives to SEAC annually which may be inconsistent with the Education Act. The Board moved to proceed with a one-year appointment at the inaugural meeting but will seek the input of legal counsel on the practice. Across the province, some boards appoint annually while others appoint for a four-year term. The new Chair of the Board, Lynn Scott, requested that the matter be brought to the attention of SEAC.

Ms. Barbetta noted that the York Region District School Board has a Declaration of Conflict of Interest as a longstanding agenda item. Executive Officer Giroux noted that trustees are required to disclose a conflict although it may not be expressly indicated on an agenda. The conflict of interest is not pecuniary and may be more of an issue with the perception of bias related to specific exceptionalities.

Mr. Wylie expressed the view that a one year term for trustees is not enough and that he would support an increase to the term length.

Trustee Campbell expressed the view that the role and function of trustees on all District advisory committees should be explored.

Executive Officer Giroux advised that the District has communicated with legal counsel and will report the findings to the Board in January 2019.

Mr. Morris expressed the view that it is important to have continuity among the trustee members to SEAC. He suggested a two-year term may be more advantageous and would allow for broader knowledge of SEAC at the Board level.

6. Action/Discussion/Information Items

6.1 Strategic Plan 2019-2023 - Community Conversation

Executive Officer Giroux advised that the District has begun the conversation on the 2019-2023 Strategic Plan. She noted that the District will be using Thoughtexchange, an online learning tool that allows parents, staff, students and community members to have a conversation about learning and well-being.

During the discussion, and in response to questions, the following points were noted:

- Staff has presented and engaged with Ottawa-Carleton Assembly of School Councils (OCASC), the Advisory Committee on Equity, the Student Senate, the federation representatives and school principals seeking ideas and strategies on how best to reach communities and people who are traditionally less engaged in District consultations;
- The Thoughtexchange process encourages all participants to answer three open-ended questions- what the District does well; where the

District can improve; and what priorities are important to learning and well-being. Participants can also review thoughts that are shared by others and star the ideas that they like best. Participants may provide multiple thoughts and ideas, they can view other participant's ideas and rank or star those ideas. Participants may return and contribute to the process as often as they wish until the 17 December 2018 close;

- There are three separate conversations: parents and community members; staff; and students (grades 7-9). The conversations will also be separated by elementary and secondary panels. This will allow people with common interest and experiences to be involved in the conversation;
- Thoughexchange is available in English, French or Spanish. People may also participate by SMS text message in any language available in Google translate;
- The District had close to 13,500 participants in the last strategic plan process and anticipate an increase to 20,000 during the consultation for the 2019-2023 plan;
- All participants will receive an invitation and several reminder emails;
- SEAC members may participate as a community member on behalf of their organization. SEAC members with children in District schools can also participate as parents in the elementary and/or secondary panel conversation for as many schools as applicable;
- The District is working with Multi-Cultural Liaison Officers to help bridge communities and overcome some of the language barriers to engage with parent communities that traditionally do not participate;
- The data collected from the Thoughtexchange will be used to inform the focus groups and forums the District will host in January 2019. Conversations will also be held with strategic, community business partners;
- All of the feedback will be prioritized and will help inform trustees and senior staff as they prepare a draft plan for review in May of 2019 with the goal of Board approval in June 2019; and
- Chair Kirwan requested that SEAC be considered for participation as part of a focus group.

6.2 Finance Presentation (M. Carson, ext. 8207)

Manager of Financial Services Gardner made a presentation on the District's financial situation with respect to Special Education revenues and expenditures. The calculation of various grants was outlined, and clarification was provided pursuant to questions raised.

During discussion, and in response to questions, the following points were made:

- The Ministry of Education is responsible for funding Ontario's elementary and secondary schools through the Grants for Student Needs (GSNs);
- Special Education revenues total approximately \$116.0 million for 2018-2019;
- The 2018-2019 approved budget for special education expenditures total \$122.0 million;
- The majority of the costs are for teaching staff, educational assistants and professional student services personnel (PSSP);
- There is a consistent pattern of under-funding within special education. The Ministry does not cover all of the special education costs incurred by the District. The District is able to cover the shortfall through other grants and revenues;
- The province has indicated that they will be reviewing the costs of all programs they fund and education is expected to be scrutinized. As a result, the 2019-2020 Budget may be challenging;
- The Local Priorities Funding (LPF), secured through extension agreements during contract negotiations, ends in August 2019. The LPF provided an additional \$4.0 million in funding to support special education with 50.50 full time equivalent (FTE) staff. Should the funding not be renewed it would have a significant impact on the budget and the support provided to special education students. Concerns about the potential loss of this funding have been conveyed to the Ministry;
- Orientation and Mobility Instruction staff increased by 0.5 FTE to 1.0 FTE for the 2018-2019 school year;
- In February 2017, a settlement was reached between the Ontario Secondary School Teachers' Federation (OSSTF) and the province as a remedy for the Ontario Superior Court ruling in April 2016 on the *Putting Students First Act, 2012* (PSFA). The ruling determined that the PSFA was a violation of s.2(d) (freedom of association) of the Canadian Charter of Rights and Freedom. The Ministry OSSTF remedy payment was received as a one-time payment during the 2017-2018 school year and is reflected in the 2017-2018 Revised Estimates. It was subsequently determined that the funding and related cost were not to be reported under the Special Education envelope;
- Recently completed financial reporting indicates that the District will end the year with a significant surplus. It is possible that some of the surplus will be available to assist in transitions depending on Ministry funding in 2019-2020;
- The District follows a standard reporting process with respect to its special education funding. Anecdotal evidence suggests that many other boards overspend in the area of special education;

- The District has a variety of revenue sources in addition to the GSNs. Many of these revenue sources are not specifically assigned and the District may direct these revenues to priority areas of need and program shortfalls;
- Superintendent Symmonds advised that special education funding might be considered as an area for additional SEAC and Board advocacy;
- Superintendent Symmonds noted that he would share the 2018-2019 Education Funding - A Guide to the Special Education Grant with members;
- Speech and language pathology staff have increased due to various Ministry funding initiatives. The new conservative government reviewed funding and moved money to the per-pupil allocation and reduced the Special Incidence Portion (SIP) allowing for enhanced flexibility. The government is looking to make further changes to funding in future years but there has been no indication on what funding areas will be impacted;
- Mr. Morris noted that some boards utilize Communication Disorder Assistants (CDAs) as initial support for students. He queried whether or not the District employs CDAs. Manager Kay noted that there is variability across the province and that the District currently does not utilize CDAs. She noted that the District may choose to investigate the benefits to the system through the use of CDAs;
- The revenue associated with the gain on long-term disability and the Employee Life and Health Trust (ELHT) is the result of a change in employee benefit plans and the related accounting treatment. The revenues have been partially assigned to special education to support related staffing costs;
- The amount of GSNs received by the District is based on total enrollment, the Ministry's statistical funding model is used to calculate allocations for the Special Education Per-Pupil Amount, the Differentiated Special Education Needs Amount, Behavioural Expertise Amount, SIP and the Specialized Equipment Amount. This funding model is well detailed on the Ministry website;
- Any proposed settlement stemming from recently publicized sexual assault lawsuits involving the District would not impact the Special Education budget;
- The gain on long-term disability and the ELHT amounts noted in grant revenues are proportional to the number of FTE staff listed in expenditures;
- LPF enabled the addition of 11.50 FTE learning support/resource teachers, 1.00 FTE learning support consultants and 3.00 FTE itinerant program behaviour specialists at the elementary panel. 5.00FTE learning support teachers at the secondary panel. LPF funding also supported the addition of 28.50 FTE educational

assistants as well as 1.50 FTE psychologist/social worker for a total of 50.50 FTE positions;

- The PSSP 1.50 FTE staff is divided between social work and psychology; and
- The benefit load for part-time staff is not related to the ELHT funding. It is for costs such as CPP premiums and vacation pay.

6.3 Consultation: Education in Ontario

Executive Officer Giroux noted that the Ministry of Education Consultation on Education is underway and that the deadline for submissions is 15 December 2018. The Ministry has provided parents with several ways to participate, telephone townhalls, an open submission form and an online survey.

Both the Board and the Parent Involvement Committee have prepared submissions to the consultation and will be sharing their responses on the District website. The Board and PIC have requested that the District make the parent community, including SEAC, aware of the consultation as the results may impact the work of the organizations represented at SEAC.

Executive Officer Giroux advised that PIC hosted a workshop at the Parent Conference and School Council Training Day on 3 November 2018 to collect parent input on each of the seven areas of the questionnaire. The PIC identified a need to provide an opportunity for District parents to submit input to the consultation.

Ms. Barbetta noted that the November 2018 LDAO SEAC Circular contained LDAO suggested points on each of the seven Ministry consultation areas. She indicated that she would share the points with the members to help inform their own submission.

Executive Officer Giroux noted that there is little evidence to suggest that responses made by organizations carry any more weight in the process than an individual response. She advised that it may be more advantageous for the SEAC members to make an individual submission based on experience with their child or their organization and the students it supports.

7. Department Update

Superintendent Symmonds advised that Vice-Principal of Learning Support Services (LSS) Jenny Dewan in has accepted a new position within the District. She will be the new Vice-Principal at Hopewell Avenue Public School. Superintendent Symmonds thanked Vice-Principal Dewan for her efforts and wished her well in her new post. He added that her replacement will be announced in January 2019.

LSS staff will be meeting on 6 December 2018 to discuss equity. The District is a diverse board and equity staff will be providing information to LSS staff to deepen their knowledge on the matter and discussing opportunities for staff to weave an equity lens into their work to support students and staff. This meeting is the beginning of a longer conversation with Curriculum Services to help guide the work of the District.

Superintendent Symmonds announced that the Indigenous Youth Symposium will be held on 11 January 2019 at the Confederation Education Centre. The Indigenous Youth Symposium provides an opportunity for Indigenous students to discuss their needs in classrooms, schools and the District.

7.1 Special Needs Strategy Update

Manager Kay noted that the province continues to work on the provincial implementation of Ontario's Special Needs Strategy (SNS). Manager Kay provided an update on the Coordinated Service Planning (CSP) and the Integrated Delivery of Rehabilitation Services (IR)

During the discussion, and in response to questions, the following points were noted:

- CSP for children and youth with multiple and/or complex special needs and their families is well underway. The Children's Hospital of Eastern Ontario – Ottawa Children's Treatment Centre (CHEO-OCTC) is responsible for CSP in the Ottawa area. CSP is intended to decrease family stress by providing families with a single identifiable agency through which they can access CSP;
- The District provided training to all principals and vice-principals in the fall of 2018 to introduce to them the supports offered by all of the coordinating agencies and to ensure they understood their role as a valued partner in the delivery of CSP;
- The District can refer students into the service and provide assistance with family-centered goals;
- Superintendent Symmonds noted that there have been some communication challenges. Staff are working with the Ministry and local partners to ensure timely information is released and that all of the partners are informed;
- The Ministry is committed to ensuring seamless continuity for children and families;
- There are currently 44 children and youth accessing CSP in the Ottawa area, but they are not all OCDSB students. CHEO-OCTC and the District anticipates that this number will grow over time, however the service is only available for those families already accessing two or more services and whose children have multiple complex needs which represents only a small number of the total student population;

- The work on the IR did not progress as quickly as the partners had hoped. A full provincial plan was never attained. The province will move forward with the transition of the School Health Support program from the Ministry of Health to the Ministry of Children, Community and Social Services. Locally, the funding and accountability for the School Health Support program will transition from the Champlain Local Health Integration Network (LHIN) to CHEO-OCTC by January. The transition will not be felt by the students and families receiving the service, the District continues to follow the same process;
- Ms. Houlden stressed the importance of maintaining relationships between Occupational and Physical Therapy staff and students. She advised that the District should advocate to ensure the same staff are working with students after the transition. Manager Kay noted that the legal and governance piece is being explored at this time. The District will be engaged as a partner to help inform the implementation;
- Nursing support will remain with the Champlain LHIN;
- The District is a partner and a participant in the delivery of care for the students, and facilitating referrals is a part of the process. Parents and staff continue to work with the LHIN and therapists for a smooth plan of care;
- PPM 81 governs the provision of health services in school districts;
- Learning Support Teachers facilitate referrals and coordinate the work and the services through health support. Students can be referred by a teacher or the family can approach the school;
- Mr. Morris noted that OAFCCD have heard from parents who are still finding it difficult to navigate the system. Manager Kay noted that the IR did not meet their goals and that the inter-ministerial work did not continue this fall as planned. The province does plan to move forward with the transfer and the overall model is currently status quo. This is most apparent in speech language pathology where parallel systems are still in place. The District has long standing relationships with all of the providers and actively works to ensure all the services are complimentary;
- Mr. Morris expressed the view that as the SNS implementation continues it will be important for the District to be a powerful voice at the table. He added that the health system often leads, but that the in-school support staff does much of the critical work with students;
- In response to a query from Ms. Houlden regarding the inclusion of mental health in CSP, Manager Kay noted that while mental health is not currently an element of CSP, the Ministry of Children, Community and Social Services (MCCSS) has identified mental health as a priority and will be working on a similar model for coordinated delivery. The District has developed a district-wide framework for well-being, and a mental health strategy. Petra Duschner, Manager, Mental Health and Critical Services, manages the District's work on mental health; and

- The practice of Speech Language, Occupational Therapy, and Social Work is governed by the professional college. Often professional collaborations are required and staff are professionally obligated to ensure complementary and coordinated services. The District has structures in place to permit for the release and exchange of information based on parental consent.

7.2 Special Education Plan (Standards)

a. The Board's Special Education Advisory Committee (SEAC)

During discussion and in response to questions the following points were noted:

- The role of SEAC, SEAC meetings and composition of SEAC are specified in the standard;
- The names and email addresses of the members will be updated;
- In response to a query from Trustee Campbell regarding a standard definition of students with special education needs, Superintendent Symmonds noted that there is no standard definition. Any student who needs special education support and services receives it whether it be a suggested practice in the regular classroom, through a formal Identification, Placement, and Review Committee (IPRC) process or through an Individual Education Plan (IEP);
- Ms. Owen indicated that the Ministry document states that the plan "must also include a description of ways in which parents and other members of the public can make their views known to the SEAC" yet the plan does not reference how parents can provide their input. She added that if input is to be received through delegation, the plan must reference the process;
- Parents may also communicate concerns and viewpoints directly to the representatives; and
- There is no statutory requirement for the meetings to be held at 7:00 p.m.

b. Special Education Placements Provided by the OCDSB

During discussion and in response to questions the following points were noted:

- Principal Hannah advised that she has a regular team meeting with staff to review each of the sections of the Special Education Plan prior to each SEAC meeting and recognizes that the Special Education Placement section requires many updates;

- Some of the content and the definitions are created by the Ministry and as such there can be no modifications;
- All typos, grammatical and formatting issues will be addressed;
- The word "application" should be changed to "referral" to reflect current practice;
- Specialized class information will be updated to represent the 2018-2019 figures;
- The Behaviour Intervention Program (BIP) as outlined on folio 11 has increased to provide service at the secondary level at both Hillcrest High School and Canterbury High School;
- A secondary class was added to Deaf and Hard of Hearing at Woodroffe High School;
- Any duplicates have been noted and corrected;
- A correction to Special Education Classes for Autism (ASDP) to remove reference to Asperger syndrome but leave the acronym (ASDSCP);
- The description of the Storefront program on folio 29 is misplaced and should be moved to the General Learning Program (GLP) on folio 25;
- Updates on folio 32 related to Physical Disabilities will feature reference to the CHEO-OCTC as result of the changes to the SNS;
- In response to a request from Ms. Barbetta that the options for student placement in the regular classroom as outlined on folio 8 also include reference to placement by Identification, Placement and Review Committee (IPRC), staff agreed to make the addition;
- Staff will make revisions based on SEAC consultation feedback and the necessary data input corrections to reflect the school year. The entire Special Education Plan will be provided to SEAC for final review in May 2019;
- In response to a query from Ms. Owen regarding the difference between options for placement and school based support, Superintendent Symmonds noted that the five placements listed under Options for Student Placement are directed specifically by the Ministry. The District has added the three additional school-based supports as options for placement;
- Ms. Owen queried whether or not the reference to Educational Assistant (EA) on folio 9 should include the word behaviour. Principal Hannah noted that often behaviour is an element of safety needs. She noted that staff will specify the reasons for EA support;
- A parent may request an IPRC at any time. The principal may also initiate an IPRC;

- Trustee Campbell requested that the IPRC and application process be accurately described;
- The decision making body for student placement is the IPRC but the District has structured this with referral committees. The referral committee is comprised of central expertise who provide an interpretation of the evidence. Their recommendation and evidence is provided to the IPRC. The IPRC considers all of the relevant information before making a decision for placement;
- Principal Hannah advised that relevant sections of the IPRC standard could be added to this section to provide clarification;
- If the school offer is declined by the parent a referral committee may reconvene to review alternative options. Should the parents disagree with the IPRC the appeal process begins;
- The criteria for change in placement varies for each category and program. Any changes in placement are thought of and discussed by the school team and with the parents well in advance of an IPRC; and
- If a student withdraws from a placement the spot would be filled by another student who required the support. Re-admittance to the same program is an option but would be reviewed prior to the re-placement.

8. Review of Special Education Advisory Committee Report

8.1 14 November 2018

Moved by Linda Barbetta,

THAT the 17 November 2018 be received.

Ms. Owen requested that her comment regarding the inclusion of the overall goal of the special education involvement plan be added to the discussion on item 5.1 d. Staff Development.

Ms. Houlden requested that her comment regarding the Storefront Program be revised to read "She expressed concern about the stress both staff and students are under without a definitive plan or permanent location for the program."

Superintendent Symmonds provided clarification that the District maintains a month to month lease agreement with Morgaurd Properties for the Storefront space.

Moved by Linda Barbetta,

THAT the 17 November 2018 be received, as amended.

Carried

8.2 Review of Long Range Agenda

The long range agenda was provided for information.

In response to a query from Ms. Miedema on the status of the report with the outline and timeline of the operational review of the process for identification, needs assessment, and placement for all exceptionalities, Superintendent Symmonds advised that every effort will be made to ensure the report is reviewed by SEAC prior to issue to Committee of the Whole in February.

Ms. Miedema queried the timeline for the Pilot Project for Elementary Gifted Program Delivery, noting it is listed for presentation in December. Superintendent Symmonds advised that the date associated with this item be revised to "to be determined".

The members requested that the District Practice for Parental Communication be added as a discussion item for the 16 January 2018 meeting.

8.3 Motion/Action Tracking Report, Business Arising

The motion/action tracking report was provided for information.

9. Committee Reports

9.1 Advisory Committee on Equity

Trustee Olsen Harper had been the representative from SEAC to the Advisory Committee on Equity. Board Committee Coordinator Guthrie noted that the 29 November 2018 meeting of ACE featured a discussion on identity-based data collection.

9.2 Parent Involvement Committee

Ms. Nadon-Campbell reported that the Parent Involvement Committee (PIC) selected a Chair and Vice-Chair and discussed the PIC response to the Ministry Consultation at the 21 November 2018 meeting.

9.3 Board

There was no report from the Board meeting.

9.4 Committee of the Whole

There was no report from Committee of the Whole.

10. New Business

There was no new business.

11. Adjournment

The meeting adjourned at 10:27 p.m.

Rob Kirwan, Chair, Special Education Advisory Committee

**Ottawa Student Transportation Authority (OSTA)
Meeting of the Board of Directors**

**Held on
Monday November 12th, 2018, 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100/Teleconference**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: Lynn Scott

Directors: Jennifer Adams
Spencer Warren - Teleconference
Jeremy Wittet
David Leach
Denise Andre
Michael Carson
Donna Blackburn - Teleconference

Absent: None.

General Manager/C.A.O.: Vicky Kyriaco – Absent
Blyth Helman – Assistant General Manager (Acting GM)

Other: Philippe Renaud, Partner, Marcil Lavallée
Joanne Glaser, Cornerstones.

Recording: Jeff Redmond, Controller

1. **Call to Order**

The meeting was called to order at 5:28 p.m. with Lynn Scott in the Chair.

2. **Declarations of Conflict of Interest**

None.

3. Approval of Regular Session Agenda

Moved by: Michael Carson
Seconded by: Jeremy Wittet

THAT the Regular Session agenda be approved.

Carried

4. Resolve In Camera

Moved by: Denise Andre
Seconded by: Jennifer Adams

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 6:42 p.m.

Vicky Kyriaco had departed the meeting.

Public Delegations

There were no delegations nor members of the public present.

Regular Session Action Items

5. (a) Confirmation of Regular Session Minutes, September 27th, 2018

Moved by: Jennifer Adams
Seconded by: Denise Andre

THAT the Regular Session minutes of September 27th, 2018 be approved.

Carried

(b) Business Arising from the Regular Session Minutes, September 27th, 2018

None.

6. 2017/2018 Draft Financial Statement & Variance Analysis

Chair Lynn Scott welcomed Philippe Renaud, Partner of Marcil Lavallée. Mr. Renaud was pleased to present the audited financial statement to the Board for the period ending August 31, 2018. Management responsibilities were reviewed, along with the Auditors' role. Mr. Renaud reviewed the statements with the Board, and confirmed the allocation of costs between the Member Boards was an ongoing component of the audit process. For the 2017/18 fiscal year, the audit resulted in an unqualified opinion on the financial statements. Mr. Redmond provided an overview of the variance analysis for the year. Financial results were congruent with the previous forecast presented in May to the Board. As OSTA carries no surplus or deficit, the comparator is the initial Board approved operating budget for each Board. Year end results provided a very small surplus in the operating budget line item. The OCSB incurred an overall deficit of \$131 thousand, mostly attributable from increased small vehicle costs from additional students. Questions and answers were provided to the Board, and it was requested if a working group could be established in order to monitor the cost drivers for the small vehicles.

Moved by: Jeremy Wittet
Seconded by: Michael Carson

THAT the Ottawa Student Transportation Authority Financial Statements for the year ended August 31, 2018 as audited and reported upon by Marcil Lavallée, Chartered Professional Accountants, be approved.

Carried

7. Policy Review – T3 Alcohol, Tobacco & Firearms

Blyth Helman provided the Board with an update to the current policy, which includes changes for the newly introduced cannabis legislation and removal of some redundant language. Scope of the proposed policy revision covers both students as well as staff and drivers. Questions and answers were reviewed. It was requested further work occur on this policy in order to provide alignment with the newly updated Board policies, to come forward to a future meeting. The policy should consider medically approved cannabis while in transit to school, and include differentiation on possession, use or being under the influence. If necessary, an interim communication could be sent in advance of policy. This item has been deferred.

Regular Session Information Items

8. Business Continuity – Tornado Response

Vicky Kyriaco prepared a report on the impact to OSTA as well as transportation services resulting from 6 tornadoes hitting the Ottawa region on September 21, 2018. Impacts included loss of power, reduced roadway accessibility, gridlock in traffic, downed powerlines and safety issues for students. Service and transportation to schools was suspended on Monday September 24 until safety concerns were resolved. Routes were altered to accommodate displaced students

and inaccessible bus routes. Follow-up after the event occurred in order to improve communications and OSTA's Business Continuity Plan for future events. Blyth Helman responded to Board questions providing clarification. A huge thank you was noted from the Board respecting OSTA's response to this series of events.

9. Driver Shortage Mitigation Plan - Update

OSTA has been experiencing a driver shortage for the past two years. In May 2018, some operators expressed concerns they would be unable to provide a full complement of drivers for school startup. In June 2018, the OSTA Board of Directors approved a Driver Shortage Mitigation plan in order to increase driver pay, to implement cameras on a number of buses, provide radio advertising to recruit new drivers and perform a survey to target recruitment efforts, at a total cost of \$1.1 million dollars. To date, the average wage has moved from \$16.00 per hour to \$16.75. Auditors conducted an initial baseline audit of driver wages, and will confirm funds disbursed have in fact been distributed to drivers. As of October 31, 2018 OSTA was missing 52 permanent drivers. Routes are being covered using spare drivers, route-doubling, and by having spotty delays throughout the system. OSTA is investigating other potential strategies for dealing with the driver situation, which ultimately is the Operators' contractual responsibility.

10. OSTA Update for October/November 2018

The October/November report was presented for information. There were no questions.

11. Long Range Agenda

The long range agenda was presented and reviewed. To add from this meeting is small vehicle working group and to update Policy T3 to include Cannabis. It was also requested to minimize the use of acronyms wherever possible. There were no questions.

12. New Business, Regular Session

Lynn Scott noted the AGM is OSTA's next regularly scheduled meeting. The Boards each have new trustees, and OSTA Directors will be unknown, including the Chair and Vice. Ms. Scott formally thanked all of OSTA's Directors for their hard work and contributions, which was also reciprocated from the Directors.

13. Meeting Schedule

It was noted the Annual General Meeting is OSTA's next meeting.

Future Board meeting Dates:

December 10, 2018 – Annual General Meeting
January 28, 2019*
February 25, 2019
March 25, 2019

April 29, 2019 – Public Meeting
May 27, 2019
June 26, 2019*
August 26, 2019

Nb: - * indicates optional meeting dates, dependant on agenda requirements.

14. Adjournment

Moved by: Jeremy Wittet
Seconded by: Donna Blackburn

THAT the Regular Session meeting adjourn at 7:12 p.m.

Carried

Signature

Title

Signature

Title

**Ottawa Student Transportation Authority (OSTA)
Annual Meeting of the Board of Directors**

**Held on
Monday, December 11, 2017, 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100**

ANNUAL MEETING MINUTES

ATTENDANCE

President/Chairperson: Vacant

Vice-President Vacant

Directors: Jennifer Adams
Denise Andre
Michael Carson
David Leach
Spencer Warren
Jeremy Wittet
Lynn Scott

Absent: Donna Blackburn.

General Manager: Vicky Kyriaco

Others: Joanne Glaser (Cornerstones)

Recording: Jeff Redmond, Controller

1. **Call to Order**

The meeting was called to order by the General Manager at 5:30 p.m.

2. **Declarations of Conflict of Interest**

None.

3. Approval of Annual Meeting Agenda

Moved by: Jennifer Adams
Seconded by: Jeremy Wittet

THAT the Agenda for the Annual Meeting of December 11, 2017 be approved.

CARRIED

Annual General Meeting Action Items

4. Appointment of Directors

Vicky Kyriaco assumed the Chair, welcoming the new Board. The Board had before it memorandum, Appointment of Directors, from Vicky Kyriaco, General Manager/C.A.O., for consideration and approval. The General Manager reviewed the report that listed the representatives nominated to the OSTA Board of Directors, including terms, from the respective member Boards' Annual meetings held in December 2017. Difference of approach for the terms between the Boards was noted and discussed. Positive contributions of past Directors was gratefully acknowledged.

Moved by: David Leach
Seconded by: Spencer Warren

THAT the following persons be appointed to the Ottawa Student Transportation Authority Board of Directors:

Jennifer Adams
Michael Carson
Lynn Scott
Donna Blackburn
Denise Andre
David Leach
Spencer Warren
Jeremy Wittet

CARRIED

5. Appointment of Officers and Chairperson

The Board of Directors had before it memorandum, Appointment of Officers and Chairperson, from Vicky Kyriaco, General Manager, for review and approval. Vicky Kyriaco summarized the report and the OSTA By-law requirements.

A first call for nominations for the position of President was made.

Moved by: Jeremy Wittet
Seconded by: Spencer Warren

THAT Lynn Scott be nominated for President of the Ottawa Student Transportation Authority.

CARRIED

Lynn Scott accepted the nomination.

A second and third call for nominations for the position of President was made. Hearing none, by acclamation, Lynn Scott was declared President of the Ottawa Student Transportation Authority.

Lynn Scott assumed the Chair.

A first call for nominations for the position of Vice-President was made.

Moved by: Jennifer Adams
Seconded by: Michael Carson

THAT Spencer Warren be nominated for Vice-President of the Ottawa Student Transportation Authority.

CARRIED

Spencer Warren accepted the nomination.

A second and third call for nominations for the position of Vice-President was made. Hearing none, by acclamation, Spencer Warren was declared Vice-President of the Ottawa Student Transportation Authority.

A first call for nominations for the position of Secretary was made.

Moved by: Denise Andre
Seconded by: Jennifer Adams

THAT Michael Carson be nominated for Secretary of the Ottawa Student Transportation Authority.

CARRIED

Michael Carson accepted the nomination.

A second and third call for nominations for the position of Secretary was made. Hearing none, by acclamation, Michael Carson was declared Secretary of the Ottawa Student Transportation Authority.

A first call for nominations for the position of Treasurer was made.

Moved by: Michael Carson
Seconded by: Jennifer Adams

THAT David Leach be nominated for Treasurer of the Ottawa Student Transportation Authority.

CARRIED

David Leach accepted the nomination.

A second and third call for nominations for the position of Treasurer was made. Hearing none, by acclamation, David Leach was declared Treasurer of the Ottawa Student Transportation Authority.

Moved by: Denise Andre
Seconded by: Spencer Warren

THAT the President also be appointed as Chairperson of the Ottawa Student Transportation Authority Board of Directors.

CARRIED

6. (a) Confirmation of Annual General Meeting Minutes, December 12, 2016

Moved by: David Leach
Seconded by: Michael Carson

THAT the Annual General meeting minutes of December 12, 2016 be approved.

Carried

(b) Business Arising from the Annual General Meeting Minutes, December 12, 2016

None.

7. Appointment of Auditors, Banker and Legal Counsel

a) Appointment of Auditor

Not Applicable.

On April 24, 2017 the Board of Directors passed a motion to renew audit services for the 2017 through 2019 fiscal years, having options to renew for two additional 1 year terms pending satisfactory performance.

b) Appointment of Banker

Moved by: David Leach
Seconded by: Jennifer Adams

THAT the National Bank of Canada be re-appointed as the Ottawa Student Transportation Authority's banker for the year ending December 31, 2018.

CARRIED

c) Appointment of Legal Counsel

Moved by: Jennifer Adams
Seconded by: Spencer Warren

THAT Borden Ladner Gervais LLP, Hicks Morley Hamilton Stewart Storie LLP and Fasken Martineau DeMoulin LLP be re-appointed as the Ottawa Student Transportation Authority's legal counsel for the year ending December 31, 2018.

CARRIED

8. Annual Report of the Affairs of OSTA 2016/2017

The Board of Directors had before it a memorandum, “Annual Report of the Affairs of OSTA” for the 2016/17 school year, from Vicky Kyriaco, General Manager/Chief Administrative Officer, for receipt. The General Manager commented on the report highlights and achievements made by OSTA over the past year, including improvement in many KPI’s such as cost per student. A rise in complaints during the period has resulted in additional strategies to improve customer service. Other highlights included student safety, active transportation, a contract review and current driver shortages. Positive financial results were noted, along with special attention on escalating small vehicle costs. Questions and answers were provided

Moved by: Jeremy Wittet
Seconded by: Jennifer Adams

THAT the OSTA Board of Directors receive the Annual Report on the Affairs of OSTA, as presented.

CARRIED

Annual General Meeting Information Items

9. Audited Financial Statement for the Year Ended August 31, 2017

The Audited Financial Statement for the year ending August 31, 2017 was provided for information. This statement was previously presented and approved by the Board on November 14, 2017, which now includes the signed Auditor Report. As in past years, OSTA continues to receive a clean audit opinion.

10. New Business

The Board Chair would send a letter of appreciation for services provided by outgoing OSTA Directors.

11. Next Annual General Meeting

Monday December 10, 2018 at 5:30 p.m. – Confirmed.

12. Adjournment

Moved by: Jennifer Adams

Seconded by: Denise Andre

THAT the Annual General Meeting of December 11, 2017 be adjourned at 5:57 p.m.

CARRIED

Signature

Title

Signature

Title