



Finance and Administration Committee Agenda

Date: Tuesday, November 14, 2023

Location: Blended – MEC and WebEx

Time: 1:00 p.m. – 2:00 p.m.

1 Call to Order

2 Declaration of Possible Conflict of Interest

3 Approval of Agenda

3.1 Recommendation

That the Finance and Administration Committee agenda dated November 14, 2023 be approved.

4 Minutes of Previous Meeting – September 20th

4.1 Recommendation

That the minutes of the September 20th Finance and Administration Committee meeting be adopted.

5 General Administration

5.1 Appoint Committee Chair

Recommendation

That the Finance and Administration Committee appoint _____ as the Chair of the Committee until the next school board election.

5.2 Accept Terms of Reference

Recommendation

That the Finance and Administration Committee accept the Terms of Reference as presented.

6 Finance Department

6.1 Quarterly Report – Q4 2022/23

Recommendation

That the Finance and Administration Committee approves the 2022-2023 fourth quarter (Q4) report as presented.

- 6.2 Purchasing Report
- 7 **Facilities Department**
 - 7.1 Capital Projects
 - 7.2 Sustainability Projects
- 8 **Transportation Department**
 - 8.1 None
- 9 **Next Meeting Date**
 - 9.1 Wednesday, February 7, 2024, at 1:00 p.m. by hybrid delivery – in person at the Muskoka Education Centre or by the WebEx digital platform.
- 10 **Adjournment**
 - 10.1 Recommendation

That the November 14, 2023 Finance and Administration Committee meeting adjourn at _____ and the next meeting be held on Wednesday, February 7, 2024, at 1:00 p.m. or at the call of the Chair.

If you require this information in an accessible format, please contact Communications Services at info@tldsbc.on.ca.



Finance and Administration Committee Minutes

Date: Wednesday, September 20, 2023

Location: Blended – MEC and WebEx

Time: 1:00 p.m. to 2:20 p.m.

1 Call to Order

The meeting was called to order at 1:07 p.m. Trustee Brohman and the Senior Manager of Financial Services were unable to attend. A quorum was confirmed.

2 Declaration of Possible Conflict of Interest

None

3 Minutes of Previous Meeting

The start time of the previous meeting was amended from 4 pm to 3 pm.

4 General Administration

4.1 Boundary Reviews Update

There were no questions or comments in this regard.

4.2 Property Report

There were no questions or comments in this regard.

5 Finance Department

5.1 Quarterly Report – Q3 2022/23

The Superintendent of Business answered questions relating to union negotiation costs.

Recommendation - Moved by B. Reain and Seconded by E. Childs

That the Finance and Administration Committee approves the 2022/23 third quarter (Q3) report as received at the September 20, 2023 Committee.

Carried

5.2 School Financial Audits

There were no questions or comments in this regard.

5.3 Regional Internal Audit Team Report

There were no questions or comments in this regard.

6 Facility Department

6.1 Summer Renewal Projects

There were no questions or comments in this regard.

6.2 Capital Priorities Report

There were no questions or comments in this regard.

7 Transportation Department

7.1 2022/2023 Year-End Report

There were no questions or comments in this regard.

8 2023/24 Meeting Dates

Tuesday, November 14, 2023 at 1:00 p.m.

Wednesday, February 7, 2023 at 1:00 p.m.

Tuesday, May 7, 2023 at 1:00 p.m.

9 Adjournment

The meeting was adjourned at 2:20 p.m.

If you require this information in an accessible format, please contact Communications Services at info@tlds.on.ca.

Terms of Reference for Trillium Lakelands District School Board's Finance Committee

Mandate

The Trillium Lakelands District School Board Finance Committee mandate is to provide strategic oversight of the School Board's budget and financial activities and to support sustainability, transparency, equity and communication of these matters to the School Board and to the community at large.

Purpose

The Trillium Lakelands District School Board's Board of Trustees (the Board) recognizes it is critical to be good stewards of public funds by ensuring transparency, accountability and efficiency in the District's finances. The Finance Committee (the Committee) is designed to act as a committee to the Board regarding the District's financial interest and operations and assist in fulfilling its oversight responsibilities and ensuring the public's trust. It is not the intention that the Committee makes policy or manages staff. The Board will direct the specific responsibilities of the Committee to review any matters potentially having a significant impact on District finances before the Board acts which may include:

- Assist the District in educating the general public concerning school finance issues, including creating reader-friendly budget information.
- Review the District's annual audit and accompanying management letters and submit any comments or recommendations to the Board.
- Review the annual budget, revenue and expenditure forecasts and submit any recommendations to the Board.
- Review and make recommendations regarding long-term capital plans for the District.
- Provide input to the Board with respect to the investment of money and the under taking of debt.
- Advise the Board of any local, Provincial or Federal policies, legislation or emergent trends which may impact District finances.
- Work with the District's audit committee on financial related matters as they relate to the Committee's functions.
- Provide input on other issues identified and directed by the Board.

Membership

Members of the committee have been selected for their visionary leadership and knowledge in their respective fields. Members are invited to participate as individual experts, informed by their current roles.

Membership

Membership of the Committee shall include five (5) trustees, the Director of Education, senior management from facilities and finance, and audit committee members.

Committee Chair

The Chair of the Committee ensures the Committee does its job and serves as the principal liaison between the Committee and the board.

Committee Secretary

Meeting minutes are recorded by the Executive Assistant to the Superintendent of Business who shall work with staff and the Superintendent of Business to set an agenda for each committee meeting; provide

Terms of Reference for Trillium Lakelands District School Board's Finance Committee

the required notice about meetings and ensure handouts and reports are prepared and sent to the Committee in advance of meetings. Agenda packages will be provided 48 hours prior to the meeting and posted following to the Board's website. The minutes of each meeting shall be approved by the Committee at its next meeting.

Committee Chair

The committee will appoint a chair of the committee at the first meeting by way of show of hand voting. Committee members may put their name forward as chair at the start of the meeting at which the appointment is made.

Meeting Procedures

Meeting Frequency and Term

Approximately four (4) committee meetings are scheduled per year; the meeting schedule is set at the start of the school year and may be modified as needed. Meetings will be held in September, November, February and May each calendar year.

Attendance

Members will make every effort to participate in all meetings. If a member is not able to attend, they should advise the Committee Chair and the Recording Secretary of their absence in advance. A majority of Committee members entitled to vote shall constitute a quorum.

Electronic Participation

Committee meetings may take place in person or by electronic participation that permit all participants in the meeting to participate. Members participating in the meeting by such means are counted as present at the meeting.

Attendance by other parties

The committee may request other parties to present information and participate in discussions at committee meetings.

Reporting to the Board

The Committee Chair may provide a report to the following Board meeting, summarizing the significant items discussed or actions taken and tabling any recommendations for consideration by the Board.

In Camera Discussion

There is no in-camera portion to the Finance Committee. Any significant matters requiring an in-camera discussion or decision will be brought to the next in-camera meeting of the full Board.

Rules of Order

Unless provided otherwise provided in the TLDSB by-laws or these terms of reference, committee business and conduct of the Committee members shall follow Robert's Rules of Order.

Trillium Lakelands District School Board

Finance and Administration Committee Report

Date: November 14, 2023
To: Finance and Administration Committee Members
Origin: Superintendent of Business
Subject: Fourth Quarter Report 2022/23 (Q4)

Purpose:

To provide an overview of the Board's Fourth Quarter (Q4) performance up to August 31, 2023 for the 2022/23 school year.

Content:

The fourth quarter report as of August 31, 2023, reflects year-to-date revenues and expenses for the entire 2022/23 school year.

The original budgeted expense amount for 2022/23 was approximately \$234 million dollars with a revised budgeted amount of \$240 million dollars submitted to the Ministry in December of 2022. The Expenses were just under \$242 million dollars. Final revenue was expected to be approximately \$250 million dollars.

Overall, the Board is anticipated to achieve a surplus of \$3.3 million dollars for the year which equates to 1.2 of revenues.

Appendix A – Summary of Enrolment Changes
Appendix B - Revenue Summary
Appendix C – Quarterly Expense Report
Appendix D – Financial Summary

Action:

That the Finance and Administration Committee approves the 2022-2023 fourth quarter (Q4) report as received November 14, 2023.

Board Enrolment Summary

	2022-23				2021-22
	Actual	Revised Estimates	Enrolment used for Budget	Variance	Final Enrolment
<u>Elementary</u>					
JK / SK	2,268	2,262	2,104	164	2,256
Grades 1 to 3	3,601	3,589	3,385	216	3,384
Grades 4 to 8	5,901	5,925	5,713	188	5,898
Other Pupils	25	23	20	5	29
Total Elementary	11,795	11,799	11,222	573	11,567
<u>Secondary</u>					
Day school 9 to 12	4,811	4,864	4,773	38	4,693
Independent Study	465	497	449	16	503
Other Pupils	40	41	17	23	20
Total Secondary	5,316	5,402	5,239	77	5,216
Total K to 12 Enrolment	17,111	17,201	16,461	650	16,783
Adult Ed, Con-ed, High Credits	205	194	174	31	272

Revenue Summary

	Actual 2022/23	Revised Estimates 2022/23	Estimates used for 2022/23 Budget	Variance Actual to Revised Estimates	Variance Revised Estimates to Estimates	2021/22 Financial Statements	% Change from Prior Year Actuals
Operating Allocations							
Pupil Foundation	98,263,369	98,360,516	94,200,230	(97,147)	4,160,286	94,850,490	3.6%
School Foundation	14,556,543	14,490,010	14,158,469	66,533	331,541	14,259,455	2.1%
Special Education *	31,275,953	28,390,430	27,705,097	2,885,523	685,333	27,960,274	11.9%
Language	2,716,707	2,661,079	2,564,757	55,628	96,322	2,491,876	9.0%
Supported School	1,145,707	1,150,127	1,217,024	(4,420)	(66,897)	1,148,698	(0.3%)
Remote and Rural	1,359,540	1,362,481	1,307,919	(2,941)	54,562	1,251,384	8.6%
Rural and Northern Education	1,269,588	1,259,453	1,259,453	10,135	-	1,311,499	(3.2%)
Learning Opportunities *	3,298,720	3,301,223	3,275,747	(2,503)	25,476	3,175,495	3.9%
Continuing Education	1,093,786	889,973	843,239	203,813	46,734	1,190,698	(8.1%)
Cost Adj & Q and E (Teachers)	17,694,159	17,579,333	19,720,062	114,826	(2,140,729)	16,862,505	4.9%
New Teacher Induction Program	120,715	132,603	135,644	(11,888)	(3,041)	89,060	35.5%
Cost Adj & Q and E (DECE)	1,027,472	1,034,630	1,080,921	(7,158)	(46,291)	906,557	13.3%
Restraint Savings	(81,962)	(81,962)	(81,962)	-	-	(81,962)	0.0%
Transportation	18,173,623	16,908,463	16,093,280	1,265,160	815,183	17,208,606	5.6%
Administration and Governance *	5,910,513	5,852,628	5,714,415	57,885	138,213	5,719,993	3.3%
School Operations	20,973,257	20,789,296	20,509,498	183,961	279,798	20,337,740	3.1%
Community Use of Schools	270,358	270,358	270,358	-	-	266,749	1.4%
Declining Enrolment	-	-	509,360	-	(509,360)	68,916	(100.0%)
Indigenous Education *	981,458	237,784	228,810	743,674	8,974	387,752	153.1%
Mental health & well-being	1,287,037	1,275,640	1,250,584	11,397	25,056	846,001	52.1%
Supports for students	2,006,526	1,985,739	1,945,971	20,787	39,768	1,906,203	5.3%
Program Leadership	1,002,180	1,000,496	1,000,496	1,684	-	999,389	0.3%
Perm. Financing of NPF	586,743	586,743	586,743	-	-	586,743	0.0%
COVID-19 Learning Recovery Fund	2,598,878	2,598,878	2,598,878	-	-	-	0.0%
Total Allocation for Operating Purposes	227,530,870	222,035,921	218,094,993	5,494,949	3,940,928	213,744,121	1.1%
Other Operating Grants / Revenues							
Trustee Association Fee	40,733	58,084	58,084	(17,351)	-	57,394	(29.0%)
Minor Tangible Capital Assets	(1,165,738)	-	-	(1,165,738)	-	(526,605)	121.4%
Temporary Accomodation	56,498	-	-	56,498	-	(526,605)	(110.7%)
Prior Period Grant Revenue Adjustments	196,717	-	-	196,717	-	57,394	242.7%
Deferred Operating Grants from Prior Year	2,713,064	114,065	-	2,598,999	114,065	1,484,764	82.7%
PPE/EPO Grants	4,497,691	3,511,669	2,211,899	986,022	1,299,770	8,634,430	(47.9%)
MGCS - In-Kind Grant - PPE	219,029	-	-	219,029	-	1,992,683	(89.0%)
Federal Grants & Fees	492,000	810,662	468,249	(318,662)	342,413	479,476	2.6%
Transportation Recovery	1,789,258	1,384,000	1,384,000	405,258	-	1,505,349	18.9%
Short Term investments	282,049	-	-	282,049	-	35,300	699.0%
Secondments & Releases	908,874	675,242	684,475	233,632	(9,233)	852,808	6.6%
Other Revenue	1,900,459	806,296	806,296	1,094,163	-	1,434,126	32.5%
	11,930,634	7,360,018	5,613,003	4,570,616	1,747,015	15,480,514	(22.9%)
Amortization of Deferred Capital	-	-	-	-	-	-	-
Contributions	10,882,846	9,977,609	9,541,609	905,237	436,000	9,689,662	12.3%
Grant for Debt Interest	894,428	866,093	835,039	28,335	31,054	927,685	(3.6%)
Deferred Revenue	(5,349,953)	-	-	(5,349,953)	-	(2,713,064)	97.2%
Sub-total	245,888,825	240,239,641	234,084,644	5,649,184	6,154,997	237,128,918	3.7%
Accumulated Surplus	-	-	-	-	-	-	0.0%
Total Budget	245,888,825	240,239,641	234,084,644	5,649,184	6,154,997	237,128,918	3.7%

* Restrictions on Funding usage

Final Expense Report

Expense Category	22/23 Revised		Committed	Expended	Total	% Expended of Budget	21/22 Budget	21/22 Expended	% Expended of Budget	Year to Year change	Variance to Budget	Variance to Revised Budget
	Budget	22/23 Budget										
Instructional												
Classroom Teachers												
Elementary	72,782,270	75,968,351		72,139,350	72,139,350	95.0%	72,052,219	70,254,676	97.5%	(1,884,674)	3,829,001	642,920
Secondary	36,094,919	38,619,342		36,247,550	36,247,550	93.9%	37,564,043	36,328,325	96.7%	80,775	2,371,792	(152,631)
Classroom Teachers Supply Staff	5,531,183	5,461,459		5,336,861	5,336,861	97.7%	5,333,404	4,517,299	84.7%	(819,562)	124,598	194,322
Teacher Assistants	11,966,693	12,207,343		13,176,312	13,176,312	107.9%	13,810,776	11,768,380	85.2%	(1,407,932)	(968,969)	(1,209,619)
Teacher Assistants Supply Staff	1,302,798	1,596,334		2,337,008	2,337,008	146.4%	706,244	2,741,291	388.2%	404,283	(740,674)	(1,034,210)
Early Childhood Educator	4,590,875	4,302,710		4,367,231	4,367,231	101.5%	4,066,474	3,857,722	94.9%	(509,509)	(64,521)	223,644
Early Childhood Educator Supply Staff	210,744	193,958		321,183	321,183	165.6%	153,668	622,580	405.1%	301,398	(127,225)	(110,439)
Classroom Technology	115,000	115,000		152,297	152,297	132.4%	50,000	141,403	282.8%	(10,894)	(37,297)	(37,297)
School Based Technology	1,679,730	1,297,301		1,043,037	1,043,037	80.4%	2,045,884	1,684,841	82.4%	641,804	254,264	636,693
Textbooks, Materials, Supplies & Equipment												
Elementary	7,839,131	3,674,293		3,959,493	3,959,493	107.8%	1,923,747	2,958,139	153.8%	(1,001,354)	(285,200)	3,879,638
Secondary	4,287,802	2,527,017		2,869,944	2,869,944	113.6%	2,254,831	1,920,539	85.2%	(949,405)	(342,927)	1,417,858
Professionals, Paraprofessionals & Tech	6,808,383	7,793,496		6,343,907	6,343,907	81.4%	6,353,328	6,157,536	96.9%	(186,371)	1,449,589	464,476
Library & Guidance	3,943,400	3,275,300		3,337,410	3,337,410	101.9%	3,257,738	3,083,617	94.7%	(253,793)	(62,110)	605,990
Staff Development	846,002	669,068		1,198,692	1,198,692	179.2%	674,083	962,911	142.8%	(235,780)	(529,624)	(352,690)
Department Heads	265,999	265,999		264,182	264,182	99.3%	277,200	244,071	88.0%	(20,111)	1,817	1,817
Coordinators & Consultants	3,104,380	3,548,094		3,104,701	3,104,701	87.5%	2,865,866	2,825,176	98.6%	(279,525)	443,393	(321)
Principals and Vice-Principals	9,946,757	9,766,571		10,241,355	10,241,355	104.9%	9,453,091	9,583,717	101.4%	(657,637)	(474,784)	(294,598)
School Office - Admin & Supplies	5,087,446	4,974,492		5,386,874	5,386,874	108.3%	4,910,425	5,052,181	102.9%	(334,693)	(412,382)	(299,428)
Continuing Education	1,470,060	1,092,754		1,513,579	1,513,579	138.5%	938,932	1,351,146	143.9%	(162,433)	(420,825)	(43,519)
Total Instructional	177,873,572	177,348,882	-	173,340,967	173,340,967	97.7%	168,691,953	166,055,554	98.4%	(7,285,412)	4,007,915	4,532,605
Non- Instructional												
Transportation	17,480,357	17,490,871		18,676,111	18,676,111	106.8%	17,440,481	18,500,159	106.1%	(175,952)	(1,185,240)	(1,195,754)
Amortization	10,147,938	9,711,938		10,882,846	10,882,846	112.1%	10,233,600	9,879,861	96.5%	9,879,861	(1,170,908)	(734,908)
Secondments & Releases	788,650	760,249		966,457	966,457	127.1%	736,582	905,837	123.0%	(60,620)	(206,208)	(177,807)
Long Term Debt Interest	1,421,782	1,421,782		1,376,945	1,376,945	96.8%	1,484,538	1,426,442	96.1%	49,497	44,837	44,837
IT	907,931	1,019,144		1,178,798	1,178,798	115.7%	846,728	1,140,909	134.7%	(37,889)	(159,654)	(270,867)
Admin & Governance	5,310,118	5,225,884		5,525,268	5,525,268	105.7%	5,345,151	5,158,976	96.5%	(366,292)	(299,384)	(215,150)
Tuition Commissions	-	-		110,568	110,568	0.0%	-	98,111	0.0%	(12,457)	(110,568)	(110,568)
PPE - In-Kind Expense	-	-		219,029	219,029	0.0%	-	2,575,676	0.0%	2,356,647	(219,029)	(219,029)
ETFO Remedy	-	-		1,145,534	1,145,534	0.0%	-	-	0.0%	(1,145,534)	(1,145,534)	(1,145,534)
Labour Expense Accrual	2,711,910	-		1,635,239	1,635,239	0.0%	-	-	0.0%	(1,635,239)	(1,635,239)	1,076,671
Facilities												
Compensation	12,636,706	12,002,479		13,778,802	13,778,802	114.8%	12,921,102	13,301,928	102.9%	(476,874)	(1,776,323)	(1,142,096)
Utilities	5,075,000	5,075,000		5,739,695	5,739,695	113.1%	4,900,000	5,614,910	114.6%	(124,785)	(664,695)	(664,695)
Maintenance	3,602,297	1,745,036		3,296,647	3,296,647	188.9%	1,018,000	2,899,327	284.8%	(397,320)	(1,551,611)	305,650
Supplies / Equip / Veh	1,914,000	1,916,500		3,466,889	3,466,889	180.9%	1,471,500	3,025,134	205.6%	(441,755)	(1,550,389)	(1,552,889)
Other	369,500	367,000		491,250	491,250	133.9%	397,000	346,600	87.3%	(144,650)	(124,250)	(121,750)
Total Facilities	23,597,503	21,106,015	-	26,773,284	26,773,284	126.9%	20,707,602	25,187,899	121.6%	(1,585,385)	(5,667,269)	(3,175,781)
Total Non-Instructional	62,366,189	56,735,883	-	68,490,079	68,490,079	120.7%	56,794,682	64,873,870	114.2%	7,266,638	(11,754,196)	(6,123,890)
Total	240,239,761	234,084,765	-	241,831,045	241,831,045	103.3%	225,486,635	230,929,424	102.4%	(18,775)	(7,746,280)	(1,591,284)

Trillium Lakelands DSB
2022-2023 Q4 Financial Report
as of the Period Ending Aug 31, 2023

Estimated Financial Position

(\$Thousands)	Estimates	Revised Estimates	Actual	In-Year Change	
				\$	%
Revenue					
Operating Grants	218,095	222,036	227,531	9,436	4.2%
Other Grants Revenues	5,613	7,360	11,931	6,318	85.8%
Other	10,377	10,844	6,427	(3,949)	(36.4%)
Total Revenue	234,085	240,240	245,889	11,804	4.9%
Expenditures					
<i>Classroom Instruction</i>					
Teachers	114,854	109,143	108,651	(6,203)	(5.7%)
Supply Staff	7,252	7,045	7,995	743	10.6%
Educational Assistants / ECE's	16,510	16,558	17,544	1,033	6.2%
Classroom Computers	1,412	1,795	1,195	(217)	(12.1%)
Textbooks and Supplies	6,201	12,127	6,829	628	5.2%
Professionals and Paraprofessionals	7,793	6,808	6,344	(1,450)	(21.3%)
Library & Guidance	3,275	3,943	3,337	62	1.6%
Staff Development	669	846	1,199	530	62.6%
Continuing Education	1,093	1,470	1,514	421	28.6%
Total Classroom	159,060	159,735	154,608	(4,452)	(2.8%)
<i>Non-Classroom</i>					
District Principal and Consultants	3,548	3,104	3,105	(443)	(14.3%)
Principals and Vice-Principals	9,767	9,947	10,241	475	4.8%
School Office	4,974	5,087	5,387	412	8.1%
Total Non-Classroom	18,289	18,139	18,733	444	2.4%
<i>Other</i>					
Board Administration	5,226	5,310	5,636	410	7.7%
Information Technology	1,019	908	1,179	160	17.6%
Transportation	17,491	17,480	18,676	1,185	6.8%
School Operations and Maintenance	21,106	23,598	26,773	5,667	24.0%
Amortization & Debt Repayment	11,134	11,570	12,260	1,126	9.7%
Secondments & Releases	760	789	966	206	26.1%
PPE - In-Kind Expense	0	0	219	219	-
Other Non-Operating Expenses	0	2,712	2,781	2,781	102.5%
Total Other	56,736	62,366	68,490	11,754	194.5%
Total Expenditures	234,085	240,240	241,831	7,746	3.2%
In-Year Compliance Surplus (Deficit)	(0)	(0)	4,058	0	0.0%
Prior Year Accumulated Surplus (Deficit)	18,660	18,660	18,660	0	0.0%
Accumulated Surplus (Deficit) for Compliance	18,660	18,660	22,718	0	0.0%

Note: Numbers may not add due to rounded display

Trillium Lakelands District School Board

Finance and Administration Committee Report

Date: November 14, 2023
To: Finance and Administration Committee
Origin: Tracey Choy, Purchasing Manager
Tim Ellis, Superintendent of Business
Subject: Purchasing Report

Purpose

To provide an update on the Board's 2023/24 purchasing.

Content

The purchasing department is very busy each school year ensuring schools and staff have what they need to successfully deliver meaningful learning and success for all staff, students and the community.

Primarily, the facilities department is the biggest purchasing body in the Board, as they are responsible for all maintenance, renewal and capital projects at all TLDSB locations. Aside from the facility department purchases, the top spends are office furniture, textbooks, instructional supplies and office supplies.

To date, for 2023/24, purchases have been made through 142 vendors, of which 130 are Ontario companies. The Board used 49 vendors within the TLDSB boundaries, spending approximately \$130,000. Six vendors are American, three from BC and one each from Manitoba, Quebec, and Saskatchewan. There have been 874 purchase orders, of which 469 have been filled.

The Board works hard to focus on Canadian, and more specifically, Ontario vendors for purchases. The purchasing department looks at opportunities where large project tenders can be 'unbundled' to allow for smaller projects to be awarded to local companies who may not be able to meet the needs of a large-scale project but may be able to do a small component of one. For example, a local electrician could be used for the lighting component of a major school renovation or expansion project. As the Board launches new tenders for Facility projects, local indigenous groups and businesses will be solicited. As well, the City of Peterborough has created a Supplier Portal for Social Procurement Projects that connect business contracts with indigenous businesses in the local communities. The Board has access to this portal.

There are a number of legislative initiatives that the federal and provincial governments are rolling out that may impact board purchasing. This includes the Broader Public Sector (BPS) Procurement Directive, Building Ontario Business Initiative (BOBI) and Bill 211 which will help fight against forced labour and child labour supply chains. Purchasing staff is part of the Ontario Association of School Business Officials (OASBO) Supply Chain Committee as well as the Ontario Education Collaborative Marketplace (OECM) group; both of which support TLDSB in purchasing initiatives.

During the months of September and October, the Technology Services Department performed its annual renewal of board software licenses such as Google Enterprise, Microsoft, SchoolMessenger, etc. Additionally, replacement devices were purchased for students (200 Chromebooks) and staff (36 laptops) for this school year. Display systems were purchased for the new meeting rooms at the Muskoka Education Centre. Tech parts are ordered regularly for device repairs on an as-needed basis.

Trillium Lakelands District School Board

Finance and Administration Committee Report

Date: November 14, 2023
To: Finance and Administration Committee
Origin: Dan Whalen, Senior Manager of Facility Services
Tim Ellis, Superintendent of Business
Subject: Capital Projects

Purpose

To provide an update on the Board's 2023/24 capital projects.

Content

The Board has been working on three major capital projects at area schools including the Glen Orchard Public School Daycare, Scott Young Public School Daycare/Full Day Kindergarten Addition and Renovation and Gravenhurst Public School Daycare.

Glen Orchard Public School

The Glen Orchard Public School Daycare was completed in September. The operator of the facility is Muskoka Lakes Preschool who manages staff, space furnishings and licensing. The space is anticipated to open in January 2024. The official grand opening was held on Friday, November 3, 2023, with both senior board staff and administration attending along with local dignitaries from the District of Muskoka and the Member of Parliament. The Glen Orchard Public School project funded amount is approximately \$1.7 million.

Scott Young Public School

This project was awarded to Dalren Construction from Cobourg Ontario who has mobilized the site and begun site preparation work. The 11,000 sq.ft addition is comprised of:

- 8000 sq.ft. addition for full time daycare and EarlyOn programming with separate entry/exit for vehicular traffic and parking;
- 3000 sq.ft. addition comprised of two purpose-built full day kindergarten classrooms; and,
- 2500 sq.ft renovation of three existing ground floor classrooms into two additional purpose-built full day kindergarten classrooms.

The project is scheduled for completion in July 2024 with September programming. A sod-turning event was held on Thursday November 9, 2023, attended by senior board staff and administration along with dignitaries from the City of Kawartha Lakes and the Member of Parliament.

Gravenhurst Public School

The Ministry allocated funds to increase daycare spaces in Gravenhurst. The Board prepared designs and cost analysis for a 73 place daycare as an addition to Gravenhurst Public School. Unfortunately, the money allocated by the Ministry did not fully fund the project. The current on the ground capacity at the school does not support additional ministry funding. Other design options are being reviewed by senior staff. The Gravenhurst Public School project funded amount is approximately \$1.6 million.

Trillium Lakelands District School Board

Finance and Administration Committee Report

Date: November 14, 2023
To: Finance and Administration Committee
Origin: Dan Whalen, Senior Manager of Facility Services
Steven Roffe, Chief Technology Services Manager
Tim Ellis, Superintendent of Business
Subject: Sustainability Projects

Purpose

To provide an update on the Board's 2023/24 sustainability projects.

Content

In alignment with the Board's G7 Climate Action Plan, the Facilities Department tries to ensure sustainability in its projects and design projects that help reduce carbon emissions. As well, the IT department works hard to support G7 initiatives. Examples of projects are listed below.

Facility Department Initiatives

- PVC Roof Membranes which are at most of our schools – also known as white roofs. White roofs are recycled at the end of their life and reduce heat load in warm seasons reducing fuel and electricity consumption (2023 projects at Bracebridge PS, Woodville ES, LCVI)
- HVAC upgrades with projects achieving 95-99% efficiency and includes energy recovery systems
- Fuel switching from oil to natural gas. Looking to engage in switches to geothermal (2023 projects at Fenelon Township PS, Jack Callaghan PS, Gravenhurst PS, and Haliburton Highlands SS)
- LED lighting switches to reduce electricity consumption while offering a customizable experience for teachers (2023 projects at Macaulay PS, VK Greer PS, KP Manson PS and Rolling Hills PS)
- Light tunnels to create natural light in classrooms with no windows (2023 projects at VK Greer PS, Muskoka Beechgrove PS and Macaulay PS)
- Washroom fixture changes to increase water efficiency, reducing water usage by up to 70%. This includes changing the types of toilets and faucets. These changes can impact water consumption by over 10,000 litres a day (2023 projects at JD Hodgson ES, Spruce Glen PS and Monck PS)

E-Waste Sustainability Initiative

TLDSB partners with Greentec, a Cambridge, ON, company to manage all eWaste from schools and board work sites. This partnership ensures that TLDSB Technology Services are supporters of a circular economy: where resources are circulated for as long as possible, and materials or products are recovered at the end of a product's life.

Devices which are no longer safe and secure to use in the TLDSB environment are refurbished and sold to consumers to extend their usable lives. Many devices are donated to organizations who support members of the community who might not otherwise have technology available to them. Only at the very end of their useable lives are devices destroyed.

Devices are destroyed securely to protect the privacy and security of TLDSB users. When destroyed, 95% of materials are reclaimed and reused. Greentec is continuously researching ways of reducing the 5% of materials that may end up in landfills. Most recently, they have developed the technology to sort the various types of black plastic which is in such widespread use in electronics. This will ensure more of these plastics can be reused.

Aluminum, steel and copper make up a large part of materials reclaimed from TLDSB devices. Precious metals such as platinum, cobalt, beryllium, and cadmium are also able to be reclaimed. Compared to virgin ore, using scrap metal generates 97% less mining waste and uses 40% less water. It also saves 60% on production energy (5). As an example of how the world is moving away from dependence on mining, almost 40% of the world's steel production is made from scrap.