

**Ministry of Education**

**Office of the ADM**

Capital and Business Support Division  
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**Ministère de l'Éducation**

**Bureau du sous-ministre adjoint**

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Toronto ON M7A 1L2



December 21, 2017

Mr. Rory McGuckin  
Director of Education  
Toronto Catholic District School Board  
80 Sheppard Avenue East  
Toronto, ON M2N 6E8

Dear Mr. McGuckin,

I am writing to inform you that the Ministry of Education has completed our review of the stand-alone child care and child and family program joint submissions submitted for capital funding for school-based early years capital construction projects. These projects were submitted for consideration under the 2017-18 Early Years Capital Program (EYCP) announced in the **Memorandum 2017: B06 – Request for Early Years Capital Program Funding Submissions**.

Eligible child care capital projects being funded will support the government's announcement to create access to licensed child care for 100,000 more children aged 0 to 4 years old over the next five years. Demand was significant; 53 school boards and 39 Consolidated Municipal Service Managers/District Social Services Administration Boards (CMSMs/DSSABs) submitted 285 eligible requests for early years capital funding, worth approximately \$293.5 million, for funding consideration.

As noted in Memorandum 2017:B06, the ministry used the following criteria to assess and prioritize eligible projects:

- child care replacement due to school closure/accommodation review;
- age groupings (program serving infants are a priority);
- accommodation pressures/service gaps;
- cost effectiveness and school viability; and
- equitable geographic disbursement of new child care spaces.

After careful review of your joint submission, I am pleased to confirm that the ministry has approved funding to support 15 projects identified by your board and CMSM. In total, your board will be allocated \$18,808,080 to undertake these projects. Should your school board continue to see denied early years capital projects as a priority then your school board may submit them during future rounds of the EYCP.

School boards who have not expended their Schools-First Child Care Capital Retrofit Policy (SFCCCRP) funding are expected to utilize their uncommitted SFCCCRP allocation towards approved child care capital projects supporting additions and renovations that have been approved for capital funding consideration under the EYCP.

Please be aware that the ministry has funding available to address costs related to unique site costs, acquisition and/or demolition and will consider providing additional funding to the board based on the submission of a detailed estimate of these costs.

Please note this funding is conditional upon amendments to the 2018-19 Grants for Student Needs (GSN) regulation by the Lieutenant Governor in Council.

### **Appendices**

Appendix A provides a complete list of EYCP projects submitted by your board and CMSM/DSSAB. The ministry's decisions were based upon the needs identified in the joint submission form submitted by your school board and CMSM/DSSAB.

If your board chooses to address these projects with a project other than the ones outlined in the EYCP business case your board must receive the ministry's approval prior to retaining an architect. In some cases, this may require your board to forfeit their project approvals and resubmit their requests in a future round of EYCP funding.

Any changes to approved child care or child and family program capital projects will require approval from your local CMSM/DSSAB.

### **Payment**

EYCP operates on a grant payment process, where cash flow is based on school board spending. There are two annual reporting periods these programs:

- For the period of September 1<sup>st</sup> to March 31<sup>st</sup>, all related expenditures are recorded in the board's March Report; and,
- For the period of April 1<sup>st</sup> to August 31<sup>st</sup>, all related expenditures are recorded in the board's financial statements.

School boards will also be funded for the short-term interest costs related to these capital programs reflecting that cash flows will occur on a semi-annual basis. The short-term interest payments will be calculated in a manner similar to how they have been calculated for other eligible capital programs.

School boards should continue to report any new capital projects that have received a funding allocation/approval in the Inventory Data section of the ministry's School Facilities Inventory System (SFIS), including child care and child and family programs.

### **Board Responsibilities**

Your board is responsible and will be held accountable for implementing appropriate measures to ensure that the project cost and scope are within the approved funding and does not exceed the ministry's cost and space benchmarks. The EYCP funding allocation you have received can only be used to address capital costs related to the creation of child care and/or child and family program rooms.

Your board should ensure that all tender documents and contracts are completed in such a way to identify the costs associated to each type of ministry funding source, including but not limited to early years spaces.

### **Accountability and Reporting Process**

School boards are required to follow the capital construction approval process for the new construction and/or renovations of child care rooms. As per the Ministry's Capital Accountability Requirements, school boards will be required to submit a space template before designing the project, where applicable. School boards will require an ATP before the project can be tendered.

School boards and CMSMs/DSSABs are required to provide the Ministry with a floor plan approval letter issued by the Ministry of Education's Child Care Quality Assurance and Licensing Branch as part of their ATP request.

Rooms must be built in accordance with the *Child Care and Early Years Act, 2014* (CCEYA).

### **Communications Protocol Requirements: Public Communications and Events**

All public announcements regarding capital investments in child care, child and family programs and/or the publicly funded education system are joint communications opportunities for the provincial government, the school board, the CMSM/DSSAB, and/or community partners.

#### **Public Communications**

School boards, CMSMs/DSSABs, and/or community partners should not issue a news release or any other media-focused public communication regarding major capital construction projects without publicly recognizing the Ministry of Education's role in funding the project. In addition, school boards, CMSMs/DSSABs, and/or community partners should contact the Ministry of Education to receive additional content for media-focused public communications, such as quotes from the Minister(s).

The Ministry of Education may also choose to issue its own news release about various project milestones in addition to those prepared by school boards, CMSMs/DSSABs, and/or community partners. If the ministry chooses to do so, school boards,

CMSMs/DSSABs, and/or community partners will be contacted to get quotes, as appropriate.

The intent of this protocol is to secure as much attention and media coverage for these events as possible. By doing so, it will help promote the role of all involved including the Ministry of Education, school boards, CMSMs/DSSABs, and/or community partners in bringing exciting new capital projects to benefit local communities.

### Major Announcements and Events

Important: For all new school openings, or openings of major additions which includes child care and/or child and family programs and/or community hubs, the Minister of Education and the Minister Responsible for Early Years and Child Care must be invited as early as possible to the event. Invitations should be sent to [information.met@ontario.ca](mailto:information.met@ontario.ca). Where appropriate, the Ministry's Regional Manager, Field Services Branch, in your area should be copied.

School boards, CMSMs/DSSABs, and/or community partners are not to proceed with their public events until they have received a response from the office of the Minister of Education or the office of the Minister Responsible for Early Years and Child Care regarding the invitation. School boards, CMSMs/DSSABs, and/or community partners will be notified within 15 business days of their opening event as to the Ministers' attendance. Please note that if the date of your event changes at any time after the Ministers have received the invitation, please advise us of the change at the same e-mail address above.

If the Minister of Education or the Minister Responsible for Early Years and Child Care is unavailable, the invitation may be shared with a government representative who will contact your school board, CMSM/DSSAB, and/or community partner to coordinate the details (e.g., a joint announcement).

Note: School boards, CMSMs/DSSABs, and/or community partners are not expected to delay their announcements to accommodate the Ministers or a Member of Provincial Parliament (MPP). The primary goal is to make sure that the Ministers are aware of the announcement opportunity.

### Other Events

For all other media-focused public communications opportunities that are not major events, such as sod turnings for example, an invitation to your local event must be sent to the Minister of Education and the Minister Responsible for Early Years and Child Care by e-mail (see above) with at least three weeks' notice. Again, please send a copy to the Ministry's Regional Manager, Field Services Branch, in your area, where appropriate. Please note that if the date of your event changes at any time after the Ministers have received the invitation, please confirm the change at the same e-mail address above.

School boards, CMSMs/DSSABs, and/or community partners are not expected to delay these “other” events to accommodate the ministers. Only an invitation needs to be sent; a response is not mandatory to proceed.

This communications protocol does not replace school boards’ existing partnership with the Ministry of Education’s regional offices. Regional offices should still be regarded as school boards’ primary point of contact for events and should be given updates in accordance with existing processes.

### Acknowledgement of Support

You must acknowledge the support of the Government of Ontario in media-focused communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to, any report, announcement, speech, advertisement, publicity, promotional material, brochure, audio-visual material, web communications or any other public communications. For minor interactions on social media, or within social media such as Twitter, etc. where there is a tight restriction on content, government acknowledgement is not required. The same applies to reactive communications (e.g., media calls); however, if possible, such an acknowledgement is appreciated.

### Signage

For all capital construction projects that exceed \$100,000, school boards will be required to order and display signage at the site of construction that identifies the support of the Government of Ontario. Signage will be provided to school boards by the Ministry of Education. School boards are then responsible for posting the signage in a prominent location. This should be done in a timely manner following the receipt of the signage. All signage production costs will be covered by the Ministry of Education, including the cost of distributing the signage to school boards.

Should you have any communications-related questions, please contact Dylan Franks at (416) 325-2947 or [Dylan.Franks@ontario.ca](mailto:Dylan.Franks@ontario.ca).

We would like to take this opportunity to thank you and your staff for your assistance and support throughout this process, and look forward to continuing to work with your school board.

Should you have any questions about the EYCP funding allocation, please contact your Capital Analyst, Lisa Bland, at [Lisa.Bland@ontario.ca](mailto:Lisa.Bland@ontario.ca) or (416) 326-9921.

For any questions related to the child care and/or child and family programs, please contact your regional Early Years and Child Care Division representative.

## CAP 2018 003 Appendix A

*Original signed by:*

Joshua Paul  
Assistant Deputy Minister  
Capital and Business Support Division

*Original signed by:*

Shannon Fuller  
Assistant Deputy Minister  
Early Years and Child Care Division

Attached: Appendix A – Complete List of EYCP Submissions for School Board

c: Paul DeCock, Comptroller of Business Services  
Kevin Malcolm, Early Years Lead  
Elaine Baxter-Trahair, General Manager of Children's Services, City of Toronto  
Paul Bloye, Director, Capital Program Branch  
Colleen Hogan, Director, Capital Policy Branch  
Julia Danos, Director, Early Years and Child Care Programs and Service Integration Branch  
Holly Moran, Director, Child Care Quality Assurance and Licensing Branch  
Dylan Franks, Senior Information Officer, Communications Branch  
Dolores Cascone, Early Years Education Officer, Early Years and Child Care Programs and Service Integration Branch  
Isilda Kucherenko, Early Years Advisor, Early Years and Child Care Programs and Service Integration Branch  
Lisa Bland, Capital Analyst, Capital Program Branch

## Appendix A

Toronto Catholic DSB												
Child Care Projects	CMSM/DSSAB Name	Rooms			Spaces			Total	Family Age Group	Total	Capital Funding	Comments
		Infant	Toddler	Preschool	Family Age Group	Total	Infant					
Blessed Pope Paul VI CS	City of Toronto	0	1	1	0	2	0	15	0	39	\$ 529,379	Approved
Father Serra CS	City of Toronto	1	1	1	0	3	10	15	0	49	\$ 1,542,762	Approved
Pope Francis	City of Toronto	1	1	1	0	3	10	15	0	49	\$ 794,069	Approved
Santa Maria CS	City of Toronto	0	1	1	0	2	0	15	0	39	\$ 1,028,508	Approved
St. Andre CS (new school)	City of Toronto	1	1	1	0	3	10	15	0	49	\$ 1,542,762	Approved
St. Barbara CS	City of Toronto	1	1	1	0	3	10	15	0	49	\$ 1,542,762	Approved
St. Bernard CS	City of Toronto	1	1	1	0	3	10	15	0	49	\$ 1,542,762	Approved
St. Dominic Savio S	City of Toronto	1	1	1	0	3	10	15	0	49	\$ 1,542,762	Approved
St. Edmund Campion CS	City of Toronto	1	1	1	0	3	10	15	0	49	\$ 1,542,762	Approved
St. Gerald CS	City of Toronto	1	1	1	0	3	10	15	0	49	\$ 1,542,762	Approved
St. Jean de Brebeuf	City of Toronto	1	1	1	0	3	10	15	0	49	\$ 1,542,762	Approved
St. Jude CS	City of Toronto	1	0	0	0	1	10	0	0	10	\$ 514,254	Approved
St. Kevin CS	City of Toronto	1	1	1	0	3	10	15	0	49	\$ 1,542,762	Approved
St. Nicholas of Bari CS	City of Toronto	1	1	1	0	3	10	15	0	49	\$ 1,542,762	Approved
Sacred Heart CS	City of Toronto	0	0	0	0	0	0	0	0	0	\$ -	Declined <sup>1</sup>
St. Bede CS	City of Toronto	0	0	0	0	0	0	0	0	0	\$ -	Declined <sup>1</sup>
Baycrest PS	City of Toronto	0	0	0	0	0	0	0	0	0	\$ -	Declined <sup>2</sup>
St. Margaret CS	City of Toronto	0	0	0	0	0	0	0	0	0	\$ -	Declined <sup>3</sup>

## Toronto Catholic DSB

Child and Family Program Projects	CMSM/DSSAB Name	Number of Rooms		Capital Funding	Comments
St. Leo CS	City of Toronto	1		\$ 514,254	Approved
St. Antoine Daniel CS	City of Toronto	0		\$ -	Declined <sup>4</sup>
St. Fidels S	City of Toronto	0		\$ -	Declined <sup>4</sup>

**\*Note:** School boards who did not fully expend their Schools-First Child Care Capital Retrofit Policy (SFCCCRP) funding by August 31, 2017 are expected to utilize their uncommitted SFCCCRP allocation towards approved child care capital projects supporting additions and renovations that have been submitted for capital funding consideration under the EYCP.

<sup>1</sup> Ineligible project as per B:06 (project in an ARC)

<sup>2</sup> Ineligible project as per B:06 (building not owned by school board)

<sup>3</sup> Project contingent on ineligible project

<sup>4</sup> Limited Child and Family funding