



REPORT TO

REGULAR BOARD

## 2023-2024 CAPITAL PRIORITIES PROCESS AND CRITERIA

*“And people will come from east and west, and from north and south, and recline at table in the kingdom of God.”  
Luke 13:29*

Drafted	Meeting Date
September 12, 2023	September 21, 2023
J. Howley, Sr. Manager, Planning and Accountability B. Leporati, Sr. Coordinator, Planning M. Loberto, Superintendent, Planning and Development Services	
<b>RECOMMENDATION REPORT</b>	

**Vision:** *IN GOD’S IMAGE: Growing in Knowledge, with Justice and Hope.*

**Mission:** *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN  
2022 - 2025

*IN GOD’S IMAGE: Growing in Knowledge, with Justice and Hope*



Brendan Browne  
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## A. EXECUTIVE SUMMARY

On August 14, 2023, the Ministry of Education released a memorandum announcing the launch of the 2023-24 Capital Priorities Program (CPP). All school boards are required to submit business cases in support of priority ranked capital priority projects by October 20, 2023.

This report provides an overview of the significant changes in the CPP, which introduced new requirements related to assessments of project readiness and school board performance, design standardization, and enhanced accountability in the delivery of capital projects.

In order to identify TCDSB capital priority needs projects, staff recommend an initial review of all schools using the ranking criteria approved by the Board on April 28, 2021 as part of the last comprehensive CPP cycle, with statistics updated to reflect current data:

1	Capacity – Number of Portables in use
2	Capacity – 2026-2027 Utilization Rate (updated to reflect current timelines)
3	Capacity – Lack of space at nearby schools
4	Property/Lot Size
5	Facility Condition Index
6	Previous Completed Pupil Accommodation Review (Unfunded Capital Resolution)
7	Previously Approved and Unfunded Top 10 Capital Priority
8	Equity Lens
9	Lack of Mechanical Ventilation

Following the application of these criteria, the ten highest ranking schools will be further assessed against the new Ministry requirements outlined in the report to identify projects with the strongest potential to receive CPP funding.

A further report recommending the priority capital projects to be submitted to the Ministry of Education for funding consideration will be prepared for consideration at the October 5<sup>th</sup>, 2023, Student Achievement meeting.

**The cumulative staff time required to prepare this report was 25 hours.**

## B. BACKGROUND

1. **On August 14<sup>th</sup>, 2023, the Ministry of Education released *Memorandum B08: Launch of 2023-24 Capital Priorities Program (CPP)* (Appendix 'A').** The memorandum outlines the projects eligible for funding consideration, the requirements for submissions, as well as the introduction of significant updates to the CPP for the 2023-24 cycle.
2. ***The submission deadline for business cases is set for October 20, 2023, with funding outcomes expected to be communicated in Winter 2024.***
3. ***To facilitate a clear understanding of the 2023-24 Capital Priorities Program, the Ministry of Education hosted information sessions on Thursday, August 24, 2023, and Thursday, September 7, 2023. These sessions provided additional clarification and information to assist school boards in preparing their submissions. Additionally, Ministry staff were engaged to gain a better understanding of the new requirements for TCDSB capital priorities.***
4. ***2023-24 Capital Priorities project submissions must include detailed project proposals to address current accommodation needs related to:***
  - Accommodation pressures;
  - Facility Condition (projects solely addressing school renewal needs do not qualify);
  - Prior school consolidation decisions; and
  - Providing access to French-language education rights holders in under-served areas.
5. ***In addition, the business cases supporting needs must include a completion date with a clear and detailed schedule for milestones and deliverables.*** Business cases must also identify a utilization equal to or greater than 100% (including areas schools) in the 5th year after the proposed school opening date, and provide a positive investment return (Net Present Value greater than \$0).
6. ***School boards can request Child Care Capital funding to create new licensed child care spaces associated with a larger Capital Priorities project.***
7. ***The Ministry of Education strongly encourages school boards to pursue opportunities to work collaboratively on joint-use project submissions.***

These partnerships promote the efficient use of resources and create spaces which benefit students and the broader community.

8. ***As part of the 2023-24 CPP, the Ministry has introduced several significant new submission requirements with the objective of expediting the construction of new schools.*** The key new CPP submissions requirements are outlined below.

- **Project Readiness Assessment:** School boards are required to complete a project readiness assessment, which will include detailed information regarding site identification, design plans, project timelines, and cost estimates. Priority will be given to projects that demonstrate a clear path to timely completion. As part of submissions, school boards must provide comprehensive details about planned or acquired sites, design plans with cost estimates, and a well-defined schedule with achievable project milestones.
- **Design Standardization:** The Ministry of Education is focused on standardizing designs to expedite the construction of schools to support the needs of growing communities. The recent amendment to the *Education Act* provides authority to the Minister to require school boards to use specific functional specifications, designs, or plans for school construction to speed up approvals and help get new schools built faster. School boards must submit at minimum schematic designs based on either the new Ministry design catalogue or a recent school board repeat design which must have been tendered in 2021 or later. For projects where a repeat design may not be feasible (including joint-use facilities), school boards may be provided an exception and submit a new design.
- **Board Performance Assessment:** As part of the CPP evaluation process, school boards will be assessed based on their performance history in delivering capital projects. This assessment includes factors such as adherence to project timelines, time to completion, cost management, existing project inventory, adherence to construction benchmarks, and Capital Accountability Framework compliance.
- **Enhanced Accountability Framework:** All successfully funded projects will require a Project Commitment, which will include a clear schedule, budget and scope of the project as submitted by the school board and agreed upon by the Ministry. School boards will be responsible and accountable to ensure projects are completed within the parameters established in the Project

Commitment. *It is important to note that there is potential for the Ministry to cancel funding for projects which do not adhere to established commitments.*

9. *The additional requirements in this round of capital priorities will create budgetary pressures related to required feasibility studies and design work.* These studies are required to assess the viability and cost-effectiveness of proposed projects. Traditionally, these studies are funded from the Capital Priorities project budget following funding approval. Additional funds will be required going forward to undertake this Ministry mandated preliminary work.

### C. EVIDENCE/RESEARCH/ANALYSIS

1. *To identify TCDSB needs, staff recommend an initial evaluation of all schools using the Capital Priorities ranking criteria approved by the Board on April 28, 2021.* These criteria, with the exception of the removal of the Partnership Opportunities category, were used to assess and rank submissions for the 2021 CPP, which was the last full cycle for the program (*Appendix B*).
2. *The points originally allocated to Partnership Opportunities have been split between the Capacity – 2026-27 Utilization Rate and Facility Condition Index criteria.* By increasing the weighting for the "Capacity – 2026-27 Utilization Rate", and "Facility Condition Index" criteria, more emphasis is placed on accommodation need and schools in most urgent need of repair.
3. The criteria outlined below continue to address the core requirements of determining the need for Capital Priorities funding and will identify the TCDSB's most urgent pupil accommodation and facility needs. Supporting statistics will be updated to reflect current data.

Relation to Core Categories for Funding	Criteria	Description	Points
<b>Partnership Opportunities</b>			<b>10</b>
(Removed and points transferred equally to Capacity – 2026-27 Utilization Rate and Facility Condition Index criteria).			
Accommodation	Capacity – Amount of Portables in use	Assesses the percentage of the student population currently accommodated in portable classrooms.	15

Accommodation	Capacity – 2026-27 Utilization Rate	Represents the percentage of students enrolled in the school versus the total available permanent capacity.	<del>20</del> <b>Increased to 25</b>
Accommodation	Capacity – Lack of space at nearby schools	Determining ability of the Board to accommodate students in surrounding facilities to reduce enrolment pressures as an alternative to a Capital solution.	10
Facility Condition	Property/Lot Size	Assesses the site restrictions that would reduce/negate the ability to accommodate portables.	10
Facility Condition	Facility Condition Index	Assesses school building conditions and renewal needs, as per Ministry rated inspections.	<del>15</del> <b>Increased to 20</b>
PAR	Previous Completed Pupil Accommodation Review (Unfunded Capital Resolution)	This prioritizes schools/projects which have already received a Board resolution to proceed resulting from a completed Pupil Accommodation Review.	5
Accommodation	Previously Approved and Unfunded Top 10 Capital Priority	Assesses previously approved but unfunded priorities, aligning projects with historical needs.	5
Accommodation	Equity Lens	Assesses whether the school is in a Neighbourhood Improvement Area, as defined by the City of Toronto.	5
Facility Condition	Lack of Mechanical Ventilation	Assesses the level of ventilation in facilities which aligns with health and safety priorities.	5
Total			100

4. ***Following the evaluation of all TCDSB schools using these criteria, the ten highest ranking schools will be further assessed against the new Ministry requirements outlined in this report.*** The two phased approach seeks to ensure that the TCDSB projects submitted to the Ministry represent the strongest cases to receive CPP funding.

5. *The results of the evaluation process and the recommendations for CPP project submissions will be provided in a report to the October 5, 2023 meeting of the Student Achievement Committee.*

#### **D. STAFF RECOMMENDATIONS**

That the process to determine the 2023-2024 TCDB Capital Priority projects be approved as outlined below:

1. All TCDSB schools will be assessed and ranked using the following criteria, which were approved by the Board on April 28, 2021.

	Criteria	Weighting
1	Capacity – Number of Portables in use	15
2	Capacity – 2026-2027 Utilization Rate	25
3	Capacity – Lack of space at nearby schools	10
4	Property/Lot Size	10
5	Facility Condition Index	20
6	Previous Completed Pupil Accommodation Review (Unfunded Capital Resolution)	5
7	Previously Approved and Unfunded Top 10 Capital Priority	5
8	Equity Lens	5
9	Lack of Mechanical Ventilation	5
	Total	100

2. The ten highest ranked projects arising from this evaluation will be further assessed against the new Ministry criteria to identify the CPP projects to be submitted for funding consideration and presented for the consideration of the Board at the October 5, 2023 Student Achievement Committee meeting.