

Ministry of Education

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Ministère de l'Éducation

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2015: B16

MEMORANDUM TO: Directors of Education
Consolidated Municipal Service Managers (CMSMs)
District School Services Administration Boards (DSSABs)

FROM: Gabriel F. Sékaly
Assistant Deputy Minister
Financial Policy and Business Division

Nancy Matthews
Assistant Deputy Minister
Early Years Division

DATE: December 16, 2015

SUBJECT: Request for School Consolidation Capital Projects and New
Construction of Child Care

We are writing to announce details of the 2016 School Consolidation Capital (SCC) program which is supported through the \$750 million in funding that was announced in the 2014-15 GSN release as part of the School Board Efficiencies and Modernization (SBEM) initiative.

As was first communicated in [2015:B11 Memorandum: Capital Funding for New Construction of Child Care](#), child care project submissions are included as part of the SCC program. The memo included the details of a new investment of \$120 million over three years to support the construction of new child care spaces for children 0 to 3.8 years of age in new and expanded schools. As communicated in the memo, future opportunities to apply for major capital funding to support new construction of child care would continue as part of the Capital Priorities and SCC programs.

The SCC investments are intended to help school boards adjust their cost structure in response to reductions in Ministry funding that currently supports underutilized space and where needed, replace child care spaces that would be lost due to a school closure or address demand in a new school being built as part of a school consolidation project.

The Ministry recognizes that for school boards to effectively and efficiently manage their excess capacity, they will need to, in some cases, adjust their capital footprint. Through the SCC program, capital funding will be available to school boards to support projects that address a board's excess capacity. This funding will be allocated on a business case basis for new schools, retrofits and additions that support consolidations.

School boards are requested to provide the Ministry with their consolidation projects that need to be completed at the latest by the 2019-20 school year. The Ministry will be reviewing the SCC submissions for funding consideration, as well as to understand the need for ongoing capital investments in the education sector.

Business Case Considerations

The Ministry will consider funding business cases under the SCC program that allow a board to reduce their excess capacity. Only projects that are identified as consolidating excess space will be eligible for funding. Eligible projects for funding consideration include the following:

- Consolidating two (or more) schools into one new facility.
- Building an addition and/or undertaking a major renovation to an existing school to accommodate enrolment from other schools that a board has made a decision to close.
- Right-sizing existing schools by renovating existing excess space for other uses including Community Hubs.

The SCC business cases will be reviewed by the Ministry with the focus being on the cost effectiveness of the proposed solutions. The business cases should address the following:

- Improvement of facility utilization through the reduction of unused space.
- Impact on reducing a school board's operating and renewal costs.
- Enrolment projections for schools in the area of the project.
- Existing renewal needs of schools that are part of the business case.
- Other benefits, such as improved programming, accessibility and/or energy efficiency.
- Results of the accommodation review process (where applicable).

We expect that school boards will be submitting projects for SCC funding that are linked to accommodation reviews decisions. Please note, projects related to accommodation reviews must have a final trustee decision by March 28, 2016 to be considered for SCC funding approval.

Submission of School Consolidation Capital Projects

Beginning January 15, 2016, school boards will be able to submit their requests for SCC funding through the School Facilities Inventory System (SFIS). Only a school board's eight highest priority projects expected to open no later than 2019-20 will be considered for SCC funding and will need to be supported with a completed business case. School boards are required to submit their SCC business cases by February 29, 2016. The Ministry will not accept business cases after this date.

School boards can save their work in progress within the SFIS Capital Priorities module, however, once school boards submit their business cases, their submissions will be locked from further editing. School boards will only be able to modify their business cases by requesting that their Capital Analyst unlock the submission.

The Ministry is aiming to make announcements regarding their SCC funding decisions in early Spring 2016 with an announcement of the next round of Capital Priorities to follow shortly thereafter.

Submission of Child Care Projects

As with the previous round of child care project submissions through the Capital Priorities program, school boards and CMSMs/DSSABs have an opportunity to submit child care projects through the SCC program. To date, 49 projects have been approved totaling \$80.1 million to support the new construction of 164 new child care rooms and 2,901 new child care spaces.

As part of the SCC program, school boards can submit a request for the inclusion of new child care construction. Note that stand-alone child care capital projects are not eligible as part of the SCC program.

Eligibility

The Ministry will consider funding the new construction of child care in schools, under the following conditions:

- 1) The target school is any of the following:
 - a) an existing school that will be accommodating students from a closing school that currently contains child care spaces,
 - b) a new school that is to be constructed and receives Ministry funding approval,
 - c) an existing school that is to undergo a major addition/renovation that receives Ministry funding approval, or
 - d) an existing building that has been purchased for the purposes of student accommodation and receives Ministry funding approval.

- 2) The school board has the support of the corresponding CMSM/DSSAB regarding the eligibility and viability requirements to build child care rooms and create spaces for ages 0 to 3.8 years in the identified school.
- 3) The child care spaces will not result in a child care operating pressure for the CMSM/DSSAB.

When considering long-term viability, CMSMs/DSSABs and school board planners must consider at least the next five years and use population projections as well as other local data to inform submission decisions.

Affirmation Letter

As part of your SCC submission, the Ministry will require an affirmation letter (see Appendix A for the template) signed by both the CMSM/DSSAB Manager of Children's Services and the school board Director of Education. The affirmation letter includes project details and confirms that the child care program meets all eligibility and viability requirements.

To be considered for funding, the affirmation letter must be submitted as part of the school board's SCC business case. A copy must also be provided to your school board's Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (see Appendix B) and Capital Analyst (see Appendix C). The Ministry may request supporting documentation following a review of the affirmation letter.

Prioritization of Eligible Child Care Capital Projects

As communicated in 2015:B11 Memoranda, the Ministry of Education will use the following factors to prioritize projects under this policy should the number of eligible submissions surpass available funding:

- child care replacement due to school closure/accommodation review;
- age groupings (infant rooms are a priority);
- accommodation pressures/service gaps; and
- cost effectiveness and viability.

Joint Use Capital Projects

As with previous Capital Priorities Grant programs, the Ministry encourages school boards to consider collaborative capital project arrangements between school boards. The Ministry will review all joint use projects for funding consideration before evaluating any other SCC submissions. Joint use projects are more likely to receive capital funding and also have the opportunity to generate an increased amount of capital funding than individual projects. Please see Memorandum B2013:18, Initiative to Encourage Joint Use/Collaboration between School Boards on Capital Projects, for further details.

Community Hubs

As you are likely aware, in August 2015, the Premier's Community Hubs Framework Advisory Group released a report titled [Community Hubs in Ontario: A Strategic Framework and Action Plan](#). This action plan brought renewed focus to the discussion of strategies to support the formation of community hubs across the province. The ministry recognizes the value of joint community based planning across local agencies. To that end, the Ministry encourages school boards to seek out community organizations for possible partnership opportunities in their SCC submissions.

Proceeds of Disposition

School boards will not be required to allocate their Proceeds of Disposition (POD) towards new SCC projects. School boards are reminded, however, that projects that they wish to undertake on their own using POD will first need to be submitted to the Ministry through the Capital Priorities or SCC programs. Additionally, school boards have the option to identify POD as a funding source for a SCC project that addresses outstanding renewal needs. Please see Memorandum B2015:13, Proceeds of Disposition Policy, for further details.

Capital Analysis and Planning Template

The Capital Analysis and Planning Template (CAPT) is an essential tool for understanding school boards' capital financial position. An approved CAPT is necessary before the Ministry is able to sufficiently assess the existing capital activity of a school board. As a result, school boards will not be considered for SCC funding approval if the Ministry does not have an approved CAPT consistent with the board's 2014-15 Financial Statement.

Highlights/Summary Points

- School boards to submit School Consolidation Capital projects expected to open no later than the 2019-20 school year.
- School boards will be able to submit their business cases through SFIS beginning on January 15, 2016.
- The deadline for School Consolidation Capital submission is February 29, 2016.
- Business cases will be required only for a board's top 8 School Consolidation Capital projects.
- School boards may also request funding for the construction of new child care spaces as part of a board's School Consolidation Capital submission.

Ministry Contact

If you have any SCC program questions, or require additional information, please contact the Capital Analyst assigned to your school board or:

Paul Bloye, Manager, Capital Policy and Programs Branch at 416-325-8589 or at Paul.Bloye@ontario.ca, or

Mathew Thomas, Manager, Capital Policy and Programs Branch at 416-326-9920 or at Mathew.P.Thomas@ontario.ca.

If you have any child care program questions, or require additional information, please contact the local Early Years Regional Staff assigned to your school board or:

Laura Sparling, Manager, Full Day Kindergarten at 416-212-4004 or at Laura.Sparling@ontario.ca.

We look forward to working with you to identify your future Capital Priorities Consolidation projects.

Original signed by

Gabriel F. Sékaly Assistant Deputy Minister Financial Policy and Business Division	Nancy Matthews Assistant Deputy Minister Early Years Division
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Appendices:

Appendix A: Template – Affirmation Letter: Capital Funding for New Construction of Child Care – School Consolidation Capital

Appendix B: List of Ministry Early Years Regional Staff

Appendix C: List of Ministry Capital Analysts

cc: Superintendents of Business and Finance

Affirmation Letter: Capital Funding for New Construction of Child Care – School Consolidation Capital

School Board Name:

School Consolidation Capital Proposal:

Rank:

Current Scenario - Existing Schools

		Existing Licensed Child Care Capacity							
		Spaces				Rooms			
SFIS	School Name	Infant	Toddler	Pre-school	Total	Infant	Toddler	Pre-school	Total
					0				0
					0				0
					0				0
					0				0
					0				0
					0				0
TOTAL		0	0	0	0	0	0	0	0

Proposed Solution - Resulting Schools

			Child Care Rooms Being Requested					Opening Date	
			Rooms			Total			
School Name	School Address	Postal Code	Infant	Toddler	Pre-school	Rooms	Spaces	School	Child Care
		Spaces per room	10	15	24				
						0	0		
						0	0		
						0	0		
						0	0		
TOTAL			0	0	0	0	0		

This is to affirm that this Affirmation Letter has been jointly approved by the school board and Consolidated Municipal Service Manager (CMSM) or District School Services Administration Board (DSSAB) listed below. The school board has the support of the corresponding CMSM/DSSAB regarding the eligibility and viability requirements to build child care rooms and create spaces for ages 0 to 3.8 years in the identified schools and affirms that the new spaces will not result in an operating pressure for the CMSM/DSSAB.

Please Note: For this request to be considered for funding, this Affirmation Letter must be submitted as part of the school board's School Consolidation Capital business case. A copy must also be provided to your school board's Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) and Capital Analyst.

Name of CMSM/DSSAB

Manager of Children's Services (CMSM/DSSAB) Name

Manager of Children's Services (CMSM/DSSAB) Signature

Date

Director of Education (School Board) Name

Director of Education (School Board) Signature

Date

Over for Project
Details →

Please enter project description here.

APPENDIX 'A'

Appendix B: List of Ministry Early Years Regional Staff

<i>London Regional Office</i>		
<i>Education Officer (English-Language Boards)</i>	Sue Chanko	217 York Street, Suite 207 London, ON, N6A 5P9 Email: sue.chanko@ontario.ca Tel: 519-870-2187 Fax: 519-667-9769
<i>Education Officer (French-Language Boards)</i>	Azza Hamdi	900 Bay Street, Mowat Block, 24 th Floor Toronto, ON, M7A 1L2 Email: azza.hamdi@ontario.ca Tel: 416-325-8303 Fax: 416-314-7836
<i>Child Care Advisor</i>	Karen Calligan	217 York Street, Suite 207 London, ON, N6A 5P9 Email: karen.calligan@ontario.ca Tel: 226-919-5832 Fax: 519-667-9769
<i>Toronto and Area Regional Office</i>		
<i>Education Officer (English-Language Boards)</i>	Dolores Cascone	3300 Bloor Street West Suite 3610 – Centre Tower Toronto, ON, M8X 2X3 Email: dolores.cascone@ontario.ca Tel: 416-314-6300 Fax: 416-325-4153
<i>Education Officer (French-Language Boards)</i>	Azza Hamdi	900 Bay Street, Mowat Block, 24 th Floor Toronto, ON, M7A 1L2 Email: azza.hamdi@ontario.ca Tel: 416-325-8303 Fax: 416-325-4153
<i>Child Care Advisor</i>	Isilda Kucherenko	3300 Bloor Street West Suite 3610 – Centre Tower Toronto, ON, M8X 2X3 Email: isilda.kucherenko@ontario.ca Tel: 416-325-3244 Fax: 416-325-4153

Barrie Regional Office

<i>Education Officer</i>	Ana Marie Prokopich	20 Bell Farm Road, Unit #9 Barrie, ON, L4M 6E4 Email: anamarie.prokopich@ontario.ca Tel: 705-725-7260 Fax: 705-725-7635
<i>Child Care Advisor</i>	Maria Saunders	20 Bell Farm Road, Unit #9 Barrie, ON, L4M 6E4 Email: maria.saunders@ontario.ca Tel: 705-725-7629 Fax: 705-725-7635

Ottawa Regional Office

<i>Education Officer</i>	Nathalie Daoust	1580 Merivale Road, Suite 504 Nepean, ON K2G 4B5 Email: nathalie.daoust@ontario.ca Tel: 613-225-4103 Fax: 613-851-2723
<i>Child Care Advisor</i>	Rachelle Blanchette	c/o Ministry of Children and Youth Services 11 Beechgrove Lane Kingston, ON K7M 9A6 Email: rachelle.blanchette@ontario.ca Tel: 613-536-7331 Fax: 613-536-7272

Sudbury/North Bay Regional Office

<i>Education Officer</i>	Renée Brouillette	447 McKeown Ave, Suite 211 North Bay, ON, P1B 9S9 Email: renee.brouillette@ontario.ca Tel: 705-497-6893 Fax: 705-497-6896
<i>Child Care Advisor</i>	Lina Davidson	199 Larch Street, Suite 1103 Sudbury ON, P3E 5P9 Email: lina.davidson@ontario.ca Tel: 705-564-4282 Fax: 705-561-7207

Thunder Bay Regional Office		
<i>Education Officer</i>	Heather Exley	615 South James Street, 1st Floor Thunder Bay, ON, P7E 6P9 Email: heather.exley@ontario.ca Tel: 807-474-2993 Fax: 807-474-2999
<i>Child Care Advisor</i>	Kelly Massaro-Joblin	615 South James Street, 1st Floor Thunder Bay ON, P7E 6P9 Email: kelly.massaro-joblin@ontario.ca Tel: 807-474-2982 Fax: 807-474-2999

APPENDIX 'A'

Appendix C: Board Assignments for Capital Analysts

DSB	District School Board	Capital Analyst	Email	Phone
1	DSB Ontario North East	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
2	Algoma DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
3	Rainbow DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
4	Near North DSB	Mathew Thomas	Mathew.P.Thomas@ontario.ca	416-326-9920
5.1	Keewatin-Patricia DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
5.2	Rainy River DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.1	Lakehead DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.2	Superior Greenstone DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
7	Bluewater DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
8	Avon Maitland DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
9	Greater Essex County DSB	Michael Wasyluk	Michael.Wasyluk@ontario.ca	416-326-9924
10	Lambton Kent DSB	Michael Wasyluk	Michael.Wasyluk@ontario.ca	416-326-9924
11	Thames Valley DSB	Michael Wasyluk	Michael.Wasyluk@ontario.ca	416-326-9924
12	Toronto DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
13	Durham DSB	Catherine Roy	Catherine.Roy@ontario.ca	416-326-9445
14	Kawartha Pine Ridge DSB	Catherine Roy	Catherine.Roy@ontario.ca	416-326-9445
15	Trillium Lakelands DSB	Catherine Roy	Catherine.Roy@ontario.ca	416-326-9445
16	York Region DSB	Yvonne Rollins	Yvonne.Rollins@ontario.ca	416-326-9932
17	Simcoe County DSB	Yvonne Rollins	Yvonne.Rollins@ontario.ca	416-326-9932
18	Upper Grand DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
19	Peel DSB	Diamond Tsui	Diamond.Tsui@ontario.ca	416-325-2017
20	Halton DSB	Diamond Tsui	Diamond.Tsui@ontario.ca	416-325-2017
21	Hamilton-Wentworth DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
22	DSB Niagara	Michael Wasyluk	Michael.Wasyluk@ontario.ca	416-326-9924
23	Grand Erie DSB	Michael Wasyluk	Michael.Wasyluk@ontario.ca	416-326-9924
24	Waterloo Region DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
25	Ottawa-Carleton DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
26	Upper Canada DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
27	Limestone DSB	Catherine Roy	Catherine.Roy@ontario.ca	416-326-9445
28	Renfrew County DSB	Catherine Roy	Catherine.Roy@ontario.ca	416-326-9445
29	Hastings & Prince Edward DSB	Catherine Roy	Catherine.Roy@ontario.ca	416-326-9445
30.1	Northeastern CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
30.2	Nipissing-Parry Sound CDSB	Mathew Thomas	Mathew.P.Thomas@ontario.ca	416-326-9920
31	Huron Superior CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
32	Sudbury CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
33.1	Northwest CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297

DSB	District School Board	Capital Analyst	Email	Phone
33.2	Kenora CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
34.1	Thunder Bay CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
34.2	Superior North CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
35	Bruce-Grey CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
36	Huron Perth CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
37	Windsor-Essex CDSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
38	London DCSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
39	St. Clair CDSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
40	Toronto CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
41	Peterborough VNCCDSB	Catherine Roy	Catherine.Roy@ontario.ca	416-326-9445
42	York CDSB	Yvonne Rollins	Yvonne.Rollins@ontario.ca	416-326-9932
43	Dufferin Peel CDSB	Diamond Tsui	Diamond.Tsui@ontario.ca	416-325-2017
44	Simcoe Muskoka CDSB	Yvonne Rollins	Yvonne.Rollins@ontario.ca	416-326-9932
45	Durham CDSB	Catherine Roy	Catherine.Roy@ontario.ca	416-326-9445
46	Halton CDSB	Diamond Tsui	Diamond.Tsui@ontario.ca	416-325-2017
47	Hamilton-Wentworth CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
48	Wellington CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
49	Waterloo CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
50	Niagara CDSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
51	Brant Haldimand Norfolk CDSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
52	CDSB of Eastern Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
53	Ottawa CSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
54	Renfrew County CDSB	Catherine Roy	Catherine.Roy@ontario.ca	416-326-9445
55	Algonquin & Lakeshore CDSB	Catherine Roy	Catherine.Roy@ontario.ca	416-326-9445
56	CSP du Nord-Est	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
57	CSP du Grand Nord de l'Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
58	CS Viamonde	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
59	CÉP de l'Est de l'Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
60.1	CSCD des Grandes Rivières	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
60.2	CSC Franco-Nord	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
61	CSC du Nouvel-Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
62	CSDC des Aurores boréales	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
63	CSC Providence	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
64	CSDC Centre Sud	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
65	CSDC de l'Est ontarien	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
66	CÉC du Centre-Est	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018