

**Ministry of Education  
Early Years Division**

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Toronto ON M7A 1L2

**Ministère de l'Éducation  
Division de la petite enfance**

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900, rue Bay  
Queen's Park  
Toronto ON M7A 1L2



January 20, 2017

Ms. Angela Gauthier  
Director of Education  
Toronto Catholic District School Board  
80 Sheppard Avenue East  
Toronto, ON M2N 6E8

Dear Ms. Gauthier,

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 new capital funding for school-based early years capital construction projects. These projects were submitted as part of your 2016 Capital Priorities submission announced in the [Memorandum 2016:B11](#). Eligible projects for consideration were stand-alone joint submissions (capital projects that were not associated with a Capital Priorities project) for new child care or child and family program construction, or retrofits to an existing school.

Eligible child care capital projects being funded will support the government's recent announcement to create an additional [100,000 new, licensed child care spaces](#) for infants, toddlers, and preschoolers over the next five years. This commitment, made in the recent [Speech from the Throne](#), will double the current capacity for 0 to 4 year olds in licensed child care.

Demand was significant; 54 school boards submitted 205 requests for 193 school capital projects, worth approximately \$2.6 billion, for funding consideration. The ministry also received 168 requests from 47 school boards for early years capital funding for the creation of 443 new child care rooms and 94 child and family program rooms, totalling over \$243 million.

As noted in Memorandum 2016: B11, the ministry used the following criteria to assess and prioritize eligible projects:

- Child care replacement due to school closure/accommodation review;
- Age groupings (infant rooms a priority);
- Accommodation pressures/service gaps; and,
- Cost effectiveness/viability.

Under this round of Capital Priorities, your school board submitted six stand-alone child care and/or child and family program capital projects. After careful review of your school board's joint submissions, I am pleased to confirm that the ministry has approved five of the stand-alone child care and/or child and family program capital projects that were identified by your school board. In total, your school board will be allocated \$9,279,248 to undertake these projects. The chart below provides a complete list of the stand-alone child care and child and family program submissions submitted by your school board. This chart outlines the funding amounts for the approved joint submissions, and the rationale for not providing funding for the denied joint submissions. Should your school board continue to see the denied project as a priority, you may submit it during future rounds of Capital Priorities and School Consolidation Capital programs.

Project	Funding Allocation			
	Child Care	Child and Family Program	Total	Rationale
St. Albert	\$ 2,571,267	\$ -	\$ 2,571,267	
St. Thomas Aquinas	\$ 2,571,267	\$ -	\$ 2,571,267	
Nativity of Our Lord	\$ 2,571,267	\$ -	\$ 2,571,267	
St. John Vianney	\$ 771,380	\$ -	\$ 771,380	
Holy Family	\$ 794,068	\$ -	\$ 794,068	
St. Luke	\$ -	\$ -	\$ -	This project was not considered for Capital Priorities Grant funding at this time. The Ministry recommends that the board consider the existing capacity within the schools.
<b>Total</b>	<b>\$ 9,279,248</b>	<b>\$ -</b>	<b>\$ 9,279,248</b>	

## Payment

The Capital Priorities Grant, including new construction of child care and child and family programs, operate on a modified grant payment process where cash flow is based on school board spending. There are two annual reporting periods for these programs:

- For the period of September 1<sup>st</sup> to March 31<sup>st</sup>, all related expenditures are recorded in the school 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 school 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 Information System (SFIS).

## **School Board Responsibilities**

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

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

All public announcements regarding capital investments in the publicly funded education system are joint communications opportunities for the provincial government, the school board, the Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB), and community partners.

### ***Public Communications***

School boards, CMSMs/DSSABs, and community partners should not issue a news release or any other media-focussed 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 community partners can contact the Ministry of Education to receive additional content for the media-focussed public communications, such as quotes from the Associate Minister.

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 community partners. If the Ministry chooses to do so, school boards, CMSMs/DSSABs, and community partners will be contacted to get quotes from the Chair (and/or Director of Education for school boards).

The intent is to secure as much coverage for these events as possible, and in doing so, help promote the role of both the Ministry of Education and the school board, CMSM/DSSAB, and community partner in bringing exciting new capital projects to 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 Associate Minister of Education must be invited as early as possible to the event. Invitations can be sent to [associateminister.edu@ontario.ca](mailto:associateminister.edu@ontario.ca), with a copy sent to the Ministry's Regional Manager, Field Services Branch, in your area. School boards, CMSMs/DSSABs, and community partners are not to proceed with their public event until they have received a response from the Associate Minister's Office regarding the Associate Minister's attendance. School boards, CMSMs/DSSABs, and community partners will be notified at least four to six weeks in advance of their opening event as to the Associate Minister's attendance. Please note that if the date of your event changes at any time

after the Associate Minister has received the invitation, please confirm the change at the email address above.

If the Associate Minister of Education is unavailable, the invitation may be shared with a government representative who will contact your school board, CMSM/DSSAB, and community partner to coordinate the details (e.g., a joint announcement). School boards, CMSMs/DSSABs, and community partners are not expected to delay their announcements to accommodate the Associate Minister or a Member of Provincial Parliament (MPP); the primary goal is to make sure that the Associate Minister is aware of the announcement opportunity.

Should the event be focussed on child care and/or child and family program and/or community hub capital, the Ministry of Education highly recommends inviting your partner CMSMs/DSSABs and/or community partners, who may also wish to participate and contribute.

### ***Other Events***

For all other media-focussed public communications opportunities, such as sod turnings for example, an invitation to your local event must be sent to the Associate Minister of Education by email with at least three weeks' notice. Again, please send a copy to the Ministry's Regional Manager, Field Services Branch, in your area. Please note that if the date of your event changes at any time after the Associate Minister has received the invitation, please confirm the change at the email address above.

School boards, CMSMs/DSSABs, and community partners are not expected to delay these "other" events to accommodate the Associate Minister. 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 to existing processes.

### ***Acknowledgement of Support***

You must acknowledge the support of the Government of Ontario in media-focussed 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, Vine, etc. where there is a tight restriction on content, school boards, CMSMs/DSSABs, and community partners are not required to include government acknowledgement. In addition, when engaged in reactive communications (e.g., media calls) the school board, CMSMs/DSSABs, and community partners do not have to acknowledge government funding; however, if possible, such an acknowledgement is appreciated.

## **Signage**

For these approved major capital construction projects, school boards will be required to 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 for the projects identified by the Ministry of Education 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 Ryan Rigby at 416-325-2540 or [Ryan.Rigby@ontario.ca](mailto:Ryan.Rigby@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 Capital Priorities Grant, please contact your Capital Analyst, Lisa Bland at 416-326-9921 or [Lisa.Bland@ontario.ca](mailto:Lisa.Bland@ontario.ca).

For any questions related to the child care and/or child and family program capital requests, please contact your Early Years Education Officer or Child Care Advisor: Dolores Cascone at 416-314-6300 or [Dolores.Cascone@ontario.ca](mailto:Dolores.Cascone@ontario.ca); Isilda Kucherenko at 416-325-3244 or [Isilda.Kucherenko@ontario.ca](mailto:Isilda.Kucherenko@ontario.ca).

Sincerely,

Shannon Fuller  
Assistant Deputy Minister (Acting)  
Early Years Division

c: Carlene Jackson, Executive Superintendent of Business Services & Chief Financial Officer  
Kevin Malcom, Superintendent, Toronto Catholic District School Board  
Elaine Baxter-Trahair, General Manager, Children's Services, The City of Toronto  
Julia Danos, Director, Early Years Implementation Branch  
Steven Reid, Director, Field Services Branch  
Ryan Rigby, Senior Information Officer, Communication Branch  
Dolores Cascone, Education Officer, Early Years Division  
Isilda Kucherenko, Child Care Advisor, Early Years Division  
Lisa Bland, Capital Analyst, Financial Policy & Business Division