

Ministry of Education

Office of the ADM
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Ministère de l'Éducation

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900, rue Bay
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May 16, 2017

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

Dear Ms. Gauthier,

I am writing in response to the request made by the Toronto Catholic District School Board (TCDSB) for \$845,461 in additional funding to address unique site costs to support the construction of an addition to St. Paschal Baylon Catholic School. According to the board, the unique site costs at this location include remediation of contaminated soil, replacement of sanitary and storm sewers and the installation of sprinklers to mitigate the size of the fire-fighting water reservoir tank. The ministry has been made aware that some of the work has already been completed.

In assessing the TCDSB's request, the ministry undertook a comprehensive review of the supporting information provided by the board to determine whether these additional costs may already be included in the ministry's construction cost benchmarks. Based on our review, the ministry is satisfied that most of these costs are not reflected in the construction cost benchmarks. As such, the ministry approves \$854,461 in additional funding for the TCDSB to address unique site costs at Paschal Baylon CS.

With this approval, the table below reflects the revised total funding allocations for the addition to St. Paschal Baylon CS:

Proceeds of Disposition (POD) <i>Previously Approved</i>	Capital Funding (Unique Site Costs) <i>Previously Approved</i>	Capital Funding Requested	Total Project Funding
\$ 11,634,302	\$ 1,311,748	\$ 845,461	\$ 13,791,511

The ministry acknowledges that the TCDSB has completed some of the work associated with this funding request. The ministry is concerned that the board proceeded with some of this work associated with the unique site costs without first

requesting a revised Approval to Proceed from the ministry. I would like to remind the board that it is required to request an approval from the ministry whenever actual project costs exceed the amount originally approved by the ministry.

Your board is responsible and will be held accountable for implementing appropriate measures to ensure that the cost and scope for this project is within the approved funding amount and does not exceed the ministry's benchmarks.

All public announcements regarding capital investments in the publicly funded education system are joint communications opportunities for the provincial government and the district school board.

Effective April 2016, school boards 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 can contact the Ministry of Education to receive additional content for the media-focussed public communications, such as quotes from the 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. If the ministry chooses to do so, school boards will be contacted to get quotes from the school board Chair and/or Director of Education.

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 in bringing exciting new capital projects to local communities.

Important: For all new school openings, or openings of major additions which includes child care, the Minister of Education must be invited as early as possible to the event. Invitations can be sent to Minister.Edu@ontario.ca, with a copy sent to the ministry's Regional Manager, Field Services Branch, in your area. School boards are not to proceed with their public event until they have received a response from the Minister's Office regarding the Minister's attendance. School boards will be notified at least four to six weeks in advance of their opening event as to the Minister's attendance. Please note that if the date of your event changes at any time after the Minister has received the invitation, please confirm the change at the email address above.

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

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

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

School boards are not expected to delay these “other” events to accommodate the 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.

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 are not required to include government acknowledgement. In addition, when engaged in reactive communications (e.g., media calls) the school board does not have to acknowledge government funding; however, if possible, such an acknowledgement is appreciated.

For ongoing major capital construction projects funded by the Ministry of Education since 2013, 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. A separate letter will be sent in the coming weeks to all school boards who will be receiving signage for projects funded since 2013. This letter will detail which projects are to receive signs.

Should you have any communications-related questions, including those about the new signage program, please contact Dylan Franks at (416) 325-2947 or via email at 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 board.

Should you have any questions regarding this issue, please contact your capital analyst, Lisa Bland at (416) 326-9921 or via email at lisa.bland@ontario.ca.

Sincerely,

Original signed by:

Joshua Paul
Assistant Deputy Minister (A)
Financial Policy and Business Division

cc: Colleen Hogan, Director, Capital Policy and Programs Branch
Med Ahmadoun, Director, Financial Analysis and Accountability Branch
Angelo Sangiorgio, Associate Director of Planning & Facilities, TCDSB

Appendix A