

**Ministry of Education**

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

**Bureau du sous-ministre adjoint**  
Division du soutien aux immobilisations et  
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Toronto ON M7A 1L2



June 15, 2017

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

Dear Ms. Gauthier,

I am writing in response to a request for additional funding made by the Toronto Catholic District School Board (TCDSB) to support the construction of an addition and retrofit of existing space at St. Augustine of Canterbury Catholic School, as well as an Approval to Proceed (ATP) to tender the project. In particular, this request pertains to higher costs associated with compliance with the City of Toronto's Green Standards and the costs associated with obtaining site plan approval.

In November of 2015, the ministry approved **\$5,984,312** in capital funding to support an addition of 92 pupil places along with a three room child care centre for St. Augustine of Canterbury CS to address accommodation pressure in the Black Creek neighbourhood of Toronto. The addition also includes a new gymnasium. Funding was to be provided by the board's New Pupil Places Enrolment Pressures funding with the ministry providing an addition **\$1,512,509** in child care funding.

In December of 2015 the board requested to use the child care funding to retrofit existing space for the child care centre instead of constructing new space in the addition. This change was approved by both the ministry and the City of Toronto.

The board has also requested to use **\$372,884** of its School Renewal Allocation to fund internal retrofits.

Ministry staff have reviewed the TCDSB's current request for additional funding, and I am pleased to inform you that the ministry is willing to fund additional costs up to a maximum of **\$1,325,877**.

Based on the information above, the revised funding for the St. Augustine of Canterbury is **\$7,683,073** which is outlined below:

<b>St. Augustine of Canterbury CS - Revised Funding</b>	
Board Funding - Enrolment Pressure	\$4,471,803
Ministry Funding - Child Care	\$1,512,509
<b>Subtotal:</b>	<b>\$5,984,312</b>
Capital Priorities - Additional Funding	\$1,325,877
School Renewal Funding	\$372,884
<b>Total:</b>	<b>\$7,683,073</b>

Thus, the ministry is granting the board an Approval to Proceed to tender this project in the amount of **\$7,683,073**.

The TCDSB should structure its tender documents to separately identify the additional costs above and beyond the ministry's original funding approval, as described above. The board will be required to submit tender results for these additional costs from all bidders to the ministry. The ministry will adjust the allocation for these additional costs, up to but not exceeding the approved amount of **\$1,325,877**, to match those of the preferred bidder. The board must submit copies of final invoices for the costs associated with these approvals to the Ministry prior to the disbursement of any funds.

Please be aware that the ministry will not provide additional funding to cover construction costs in excess of the approved total project cost of **\$7,683,073**. The ministry will also not give an approval to proceed for the board to accept any tender which exceeds the approved project cost. 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.

The board has encumbered **\$372,884** of School Renewal Allocation which will be applied towards capital expenditures that will be incurred in the 2017-18 school year. Therefore, it is the ministry's understanding that the board intends to transfer these revenues to Deferred Capital Contributions (DCC) in the same year.

The Capital Funding for New Construction of Child Care and Child and Family Support Program allocation can only be used to address the capital costs related to the construction of child care spaces and child and family support programs respectively.

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](mailto: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](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 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](mailto:lisa.bland@ontario.ca).

Sincerely,

*Original signed by:*

Joshua Paul  
Assistant Deputy Minister (A)  
Capital and Business Support 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