

APPENDIX A

Ministry of Education

Office of the ADM
Capital and Business Support Division
900 Bay Street
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Toronto ON M7A 1L2

Ministère de l'Éducation

Bureau du sous-ministre adjoint
Division du soutien aux immobilisations et
aux affaires
900, rue Bay
20^e étage, Édifice Mowat
Toronto ON M7A 1L2



September 11, 2017

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

Dear Mr. McGuckin,

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 a replacement school for St. Joseph Morrow Park Secondary 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 costs associated with obtaining site plan approval from the City of Toronto.

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 **\$1,147,067** and grant the board an Approval to Proceed to tender this project in the amount of **\$31,855,760**.

Based on the information above, the total revised St. Joseph Morrow Park Secondary CS project cost is **\$31,855,760** as outlined below:

St. Joseph Morrow Park Secondary CS - Revised Funding	
Capital Priorities 2010-11	\$18,713,135
Capital Priorities 2010-11 - Top-Up	\$2,683,735
EDC	\$9,311,823
Subtotal:	\$30,708,693
Capital Priorities - Additional Funding	\$1,147,067
Total:	\$31,855,760

The TCDSB should structure its tender documents to separately identify the costs of **\$1,147,067** above and beyond the ministry's most recent funding approval (i.e., **\$21,396,870** which includes the "Capital Priorities 2010-11 top-up" amount in the table 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 **\$1,147,067**, 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 project cost of **\$31,855,760**. 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.

Communications Protocol Requirements: Public Communications and Events

All public announcements regarding capital investments in child care, child and family programs and/or 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.

The intent of this protocol is to secure as much attention and media coverage for these events as possible. By doing so, we hope to help promote the role of all involved, including the Ministry of Education, school boards, CMSMs/DSSABs, and community partners in bringing exciting new capital projects to benefit local communities.

Public Communications

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

Acknowledgement of Support

You must acknowledge the support of the Government of Ontario in media-focused 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, etc. where there is a tight restriction on content, government acknowledgement is not required. The same applies to reactive communications (e.g., media calls); however, if possible, such an acknowledgement is appreciated.

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, as appropriate.

Communications of Major Events

For all events marking a new school opening, or openings of a major addition or renovation, which includes child care and/or child and family programs and/or community hubs, the Minister of Education and the Minister Responsible for Early Years and Child Care must be invited as early as possible. Invitations should be sent to information.met@ontario.ca. Where appropriate, the ministry's regional manager, Field Services Branch, in your area should be copied.

School boards, CMSMs/DSSABs, and community partners are not to proceed with their public events until they have received a response to the invitation from the office of the Minister of Education or the office of the Minister Responsible for Early Years and Child Care. School boards, CMSMs/DSSABs, and community partners will be notified of the minister's attendance within 15 business days of their event. Please note, that if the date of your event changes at any time after the ministers have received the invitation, the change should be communicated to the ministry through the email address above.

If the Minister of Education or the Minister Responsible for Early Years and Child Care is unavailable, the invitation may be shared with a government representative who will contact your school board, CMSM/DSSAB, and/or community partner to coordinate the details (e.g., a joint announcement).

Note: School boards, CMSMs/DSSABs, and community partners are not expected to delay their announcements to accommodate the ministers or a member of provincial parliament (MPP). The primary goal is to ensure that the ministers are aware of the announcement opportunity.

Other Events

For all other media-focused public communications opportunities that are not major events, such as sod turnings for example, an invitation to your local event must be sent to the Minister of Education and the Minister Responsible for Early Years and Child Care by email (see above) with at least three weeks' notice. Again, please send a copy to the ministry's regional manager, Field Services Branch, in your area, where appropriate. Please note, that if the date of your event changes at any time after the ministers have received the invitation, the change should be communicated to the ministry through the email address above.

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

Clear Display of Signage

For all capital construction projects that exceed \$100,000, school boards will be required to order and display BuildON Education 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 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, or to order BuildON Education signage please contact Dylan Franks at 416-325-2947 or 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 school 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
Capital and Business Support Division

cc: Paul Bloye, Director (A), Capital Program Branch
Med Ahmadoun, Director, Financial Analysis and Accountability Branch
Angelo Sangiorgio, Associate Director of Planning & Facilities, TCDSB