

# APPENDIX 'A'

## Ministry of Education

### Office of the ADM

Capital and Business Support Division  
900 Bay Street  
20th Floor, Mowat Block  
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<sup>e</sup> étage, Édifice Mowat  
Toronto ON M7A 1L2



March 13, 2018

Rory McGuckin

Director of Education

Toronto Catholic District School Board

80 Sheppard Avenue East

Toronto ON M2N 6E8

Dear Mr. McGuckin,

I am writing to inform you that the Ministry of Education has completed its detailed review of the business case(s) your school board submitted for consideration under the 2017-18 Capital Priorities Grant funding program. As outlined in **Memorandum 2017:B7 – Request for Capital Priorities Project Funding Submissions**, business cases could have included requests for school capital funding, including funding for joint-use schools and community hub space, as well as capital funding to support the creation of new or renovated licensed child care spaces and EarlyON (child and family program) centres in schools as part of the larger school capital project.

Demand for funding through the 2017-18 Capital Priorities Program was significant. Altogether, 55 school boards submitted over 250 requests for funding consideration for school capital projects valued at approximately \$3.3 billion. In addition, 45 school boards submitted 180 requests for early years capital funding for the creation of 407 new or renovated child care rooms and 102 EarlyON centres.

I am pleased to inform you that the ministry has approved funding to support the following project(s) for your school board, as outlined in the table below:

Funding Allocation					
Project	Capital Priorities	Full Day Kindergarten	Child Care	EarlyON	Total
St. Margaret CS			\$1,542,762		\$1,542,762
St. Michael's Choir School	\$11,155,222				\$11,155,222
Holy Angels CS	\$12,653,816		\$2,571,270		\$15,225,086
St. Matthias CS	\$10,164,962	\$1,049,077	\$2,571,270		\$13,785,309
<b>Total</b>	<b>\$33,974,000</b>	<b>\$1,049,077</b>	<b>\$6,685,302</b>		<b>\$41,708,379</b>

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Please note that for the project(s) listed in the table above, the ministry has increased its funding benchmarks by two percent to recognize rising construction costs. This increase does not apply to any previously approved projects. Also, this benchmark increase does not apply to child care or EarlyON portions of the projects. The ministry's Expert Panel on Early Years Capital Standards is currently reviewing the benchmarks for child care and EarlyON space with recommendations expected to the ministry in spring 2018. If there are cost pressures associated with the Early Years component of a capital project, please contact your Capital Analyst.

Your funding approval is conditional upon amendments to the 2017-18 Grants for Student Needs (GSN) regulation by the Lieutenant Governor in Council.

Please see Appendix A for a complete list of the Capital Priorities project(s) submitted by your board along with the ministry's decision(s). Although the ministry recognizes that each project has unique circumstances, we have attempted to summarize our rationale for each decision through a high-level description. Your ministry Capital Analyst will contact board staff in the coming weeks to review the ministry's rationale and address any questions you may have.

Appendix B provides a table showing how funding was determined for the approved project(s).

## **Accountability Measures for Approved Projects**

The funding approved for your board through the 2017-18 Capital Priorities Program represents a significant investment in school infrastructure by the Government of Ontario. Your board is responsible and will be held accountable for measures to ensure that the cost and scope of any approved projects are within the approved funding amounts.

As noted in **Memorandum 2018:B3: Capital Priorities – New Reporting and Accountability Requirements**, the ministry is also introducing new high-level reporting and accountability requirements for school boards, including the School Board Capital Attestation Form (see Appendix C) and quarterly project reports. Your board is required to complete the School Board Attestation Form and email it to your ministry Capital Analyst by April 27, 2018. The ministry will communicate additional information about the quarterly project reports in the near future.

The child care and EarlyON funding allocation you have received can only be used to address capital costs related to the creation of a child care and/or EarlyON room(s). As a reminder, prior to requesting an approval to proceed, school boards and the Consolidated Municipal Service Manager (CMSM) or District Social Services Administration Board (DSSAB) are required to provide the Ministry of Education's Child Care Quality Assurance and Licensing Branch with a floor plan of any child care space. Once the space has been approved, a floor plan approval letter will be issued to your school board. This letter is required to be sent to the Capital Analyst when requesting the approval to proceed. If you require further information about the floor plan approval letter process, please contact the Ministry's Child Care Quality Assurance and

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Licensing Branch at 1-877-510-5333 or email [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca). All child care rooms must be built in accordance with the Child Care and Early Years Act, 2014 (CCEYA).

## **Site Acquisition, Demolition and Unique Site Costs**

The ministry has funding available to address costs related to site acquisition and preparation for project construction costs that are not included in the Ministry's Capital funding benchmark. Additional funding will be provided to boards based upon submission of a detailed estimates with supporting engineering reports. Eligible costs include, but are not limited to the following:

- the acquisition of a site for new school construction;
- the acquisition of lots adjacent to existing schools for school expansion, including child care centres and community hubs;
- site improvements to make the sites suitable for construction, such as soil remediation, additional fill or demolition of existing structures, and
- addressing extraordinary municipal requirements.

## **Payment**

The Capital Priorities Grant, Full Day Kindergarten, Community Hubs Replacement Space, and all associated child care and EarlyON funding will 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 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 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 who have not expended their Schools First Child Care Capital Retrofit Policy (SFCCRP) funding, are expected to utilize their uncommitted allocation towards approved child care capital projects supporting additions and renovations that have been approved for capital funding consideration under the 2017-18 Capital Priorities Program.

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## **Change in Project Scope**

If your board chooses to amend the project scope approved through the 2017-18 Capital Priorities Program at a later date, you will be required to inform your Capital Analyst prior to engaging your architect regarding the new scope. If your project requires additional ministry funding, the board may be required to forfeit its project approval and re-submit a revised Capital Priorities business case with the alternative project scope.

In addition, any changes to approved child care or EarlyON capital components of the project will require the approval of your CMSM or DSSAB.

## **Projects Not Approved for Funding**

I understand that your school board may have questions about any project(s) submitted and not approved through the 2017-18 Capital Priorities Program. Your ministry Capital Analyst will contact board staff in the coming weeks to review the ministry's rationale and consider potential next steps.

Ministry staff are committed to working collaboratively with your school board to provide guidance and respond to questions as your board considers the development of future capital plans, including requests for Capital Priorities funding.

Should you have any Capital Priorities questions, please contact your Capital Analyst, Matthew Anderson at 416-325-9796 or via email at [Matthew.Anderson@ontario.ca](mailto:Matthew.Anderson@ontario.ca).

For any questions related to the child care and/or EarlyON capital requests, please contact your regional representative from the Early Years and Child Care Programs and Service Integrated Branch.

Please refer to the Appendix D - Communications Protocol, for detailed requirements regarding public communications, events and signage related to the project. Should you have any communications-related questions, 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.

Sincerely,

*Original signed by:*

Joshua Paul  
Assistant Deputy Minister  
Capital and Business Support Division

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Attached:

Appendix A – Complete List of Submissions

Appendix B – Details of Approved Projects

Appendix C – School Board Attestation Form

Appendix D – Communication Protocol Requirements: Public Communications and Events

cc: Paul Bloye, Director, Capital Program Branch  
Colleen Hogan, Director, Capital Policy Branch  
Shannon Fuller, Assistant Deputy Minister, Early Years and Child Care Division  
Julia Danos, Director, Early Years and Child Care Programs and Service Integration Branch  
Holly Moran, Director, Child Care Quality Assurance and Licensing Branch  
Lloyd Noronha, Executive Superintendent of Business Services and CFO, Toronto CDSB  
Kevin Malcolm, Early Years Lead, Toronto CDSB  
Isilda Kucherenko, Early Years Advisor, Early Years and Child Care Programs and Service Integration Branch  
Elaine Baxter-Trahair, Children's Services General Manager, City of Toronto

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## Appendix A: List of 2017 Capital Priorities Board Submissions

### 40 Toronto Catholic DSB

Priority	Project	Location	Approved Ministry Funding					Description	Recommendation
			CP (\$M)	FDK (\$M)	CC (\$M)	EO (\$M)	Total (\$M)		
0	St. Margaret CS	Toronto	0.00	0.00	1.54	0.00	1.54	A 3 room child care rooms (1 infant, 1 toddler and 1 preschool) addition to St. Margaret CS to address child care needs in Toronto.	This project is approved with 2017-18 Capital Priorities Grant funding. See Appendix B for funding details.
1	St. Michael's Choir School	Toronto	11.16	0.00	0.00	0.00	11.16	A 300 pupil place replacement school for St. Michael's Choir School to address facility condition in Toronto.	This project is approved with 2017-18 Capital Priorities Grant funding. See Appendix B for funding details. The amount noted represents the total ministry funding for this project and does not include funding from other sources that may be applied.
2	Holy Angels CS	Toronto	12.65	0.00	2.57	0.00	15.23	A 600 pupil place elementary replacement school along with 5 child care rooms for Holy Angels CS (1 infant, 2 toddler and 2 preschool) to address accommodation pressure in Toronto.	This project is approved with 2017-18 Capital Priorities Grant funding. See Appendix B for funding details.
3	St. Matthias CS	North York	10.16	1.05	2.57	0.00	13.79	A 525 pupil place elementary replacement school along with 5 child care rooms (1 infant, 2 toddler and 2 preschool) for St. Matthias CS to support the consolidation of Our Lady of Guadalupe CS in North York.	This project is approved with 2017-18 Capital Priorities Grant funding. See Appendix B for funding details.
4	Loretto Abbey CSS	North York	0.00	0.00	0.00	0.00	0.00	A 620 pupil place addition and renovation along with a 3 room child care to Loretto Abbey Catholic Secondary School to address accommodation pressure in North York.	This project was not approved for Capital Priorities Grant funding due to the availability of suitable space in the area. The board is encouraged to employ alternate strategies to address the local accommodation pressure by managing enrolment across other schools in the area, such as boundary changes, grade reconfigurations or altering program offerings, before submitting this project in a future round of Capital Priorities. The board is encouraged to meet with ministry staff to review the long term local accommodation needs.

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## 40 Toronto Catholic DSB

Priority	Project	Location	Approved Ministry Funding					Description	Recommendation
			CP (\$M)	FDK (\$M)	CC (\$M)	EO (\$M)	Total (\$M)		
5	St. Raphael CS	North York	0.00	0.00	0.00	0.00	0.00	A 510 pupil place replacement elementary school along with a 5 room child care to address facility condition of St. Raphael Catholic School in North York.	This project was not approved for Capital Priorities Grant funding at this time due to limited funding available to the ministry. The board is encouraged to meet with ministry staff to review the long term local accommodation needs prior to submitting this as a future Capital Priorities request.
6	St. Marcellus CS	Etobicoke	0.00	0.00	0.00	0.00	0.00	A 450 pupil place replacement elementary school along with a 3 room child care to address facility condition of St. Marcellus Catholic School in Etobicoke.	This project was not approved for Capital Priorities Grant funding as the expected savings and removal of renewal backlog does not sufficiently support the expected project cost. The ministry is aware that the board is currently negotiating the purchase of TDSB's former Buttonwood Hill PS which will provide additional capacity in this area. The board is encouraged to employ alternate strategies to address the local accommodation pressure by managing enrolment across other schools in the area, such as boundary changes, grade reconfigurations or altering program offerings, before submitting this project in a future round of Capital Priorities.
7	Notre Dame HS	Toronto	0.00	0.00	0.00	0.00	0.00	A 700 pupil place replacement secondary school along with a 5 room child care to address facility condition of Notre Dame High School in Toronto.	This project was not approved for Capital Priorities Grant funding due to the availability of suitable space in the area. The board is encouraged to employ alternate strategies to address the local accommodation pressure by managing enrolment across other schools in the area, such as boundary changes, grade reconfigurations or altering program offerings, before submitting this project in a future round of Capital Priorities. The board is encouraged to meet with ministry staff to review the long term local accommodation needs.

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Priority	Project	Location	Approved Ministry Funding					Description	Recommendation	
			CP (\$M)	FDK (\$M)	CC (\$M)	EO (\$M)	Total (\$M)			
8	Our Lady of the Assumption CS	North York	0.00	0.00	0.00	0.00	0.00	0.00	A 450 pupil place replacement elementary school along with a 3 room child care for Our Lady of the Assumption Catholic School to address accommodation pressure in North York.	The board withdrew this project from funding consideration and as a result it was not considered for Capital Priorities Grant funding.
9	St. Paul CS	Toronto	0.00	0.00	0.00	0.00	0.00	0.00	A renovation to St Paul Catholic School along with a 3 room child care and an EarlyOn center support the consolidation of St. Michael Catholic School in Toronto.	This project was not approved for Capital Priorities Grant funding as the expected savings and removal of renewal backlog does not sufficiently support the expected project cost. The board is encouraged to meet with ministry staff to review the long term local accommodation needs prior to submitting this as a future Capital Priorities request.
10	Bishop Allen Academy	Etobicoke	0.00	0.00	0.00	0.00	0.00	0.00	A 1,600 pupil place replacement secondary school along with a 5 room child care for Bishop Allen Academy to address accommodation pressure in Etobicoke.	This project was not approved for Capital Priorities Grant funding at this time due to a lack of an immediate pupil accommodation need as identified by the Ministry. The board is encouraged to meet with ministry staff to review the long term local accommodation needs prior to submitting this as a future Capital Priorities request.



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## Appendix B: Details of Approved 2017 Projects

### 40 Toronto Catholic DSB

Priority		
Project Name	St. Margaret CS	
Panel	Elementary	
Location	Toronto	
Child Care	Rooms	3
New	\$ / Room	504,170
	GAF	1.02
	Benchmark	1,542,762
<b>Total Construction Benchmark</b>		<b>1,542,762</b>
<b>Funding Source</b>		
Capital Priorities Grant		
Full Day Kindergarten		
Child Care		1,542,762
EarlyON		
<b>Total funding</b>		<b>1,542,762</b>

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Priority	1
Project Name	St. Michael's Choir School
Panel	3-12
Location	Toronto

<b>Benchmark Construction</b>		Elementary	Secondary
New Construction	Pupil Places to Add		300
	Resulting Pupil Places		300
	GFA / Pupil Place		15.92
	\$ / GFA		2,224.46
	GAF		1.05
	Benchmark		11,155,222
School Total		11,155,222	
<b>Total Construction Benchmark</b>		<b>11,155,222</b>	
<b>Funding Source</b>			
Capital Priorities Grant		11,155,222	
Full Day Kindergarten			
Child Care			
EarlyON			
<b>Total funding</b>		<b>11,155,222</b>	

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Priority	2
Project Name	Holy Angels CS
Panel	Elementary
Location	Toronto

Benchmark Construction		Elementary	Secondary
New Construction	Pupil Places to Add	600	
	Resulting Pupil Places	600	
	GFA / Pupil Place	10.14	
	\$ / GFA	2,039.07	
	GAF	1.02	
	Benchmark	12,653,816	
School Total		12,653,816	
Child Care New	Rooms	5	
	\$ / Room	504,170	
	GAF	1.02	
	Benchmark	2,571,270	
<b>Total Construction Benchmark</b>		<b>15,225,085</b>	
<b>Funding Source</b>			
Capital Priorities Grant		12,653,816	
Full Day Kindergarten			
Child Care		2,571,270	
EarlyON			
<b>Total funding</b>		<b>15,225,086</b>	

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Priority	3
Project Name	St. Matthias CS
Panel	Elementary
Location	North York

Benchmark Construction		Elementary	Secondary
New Construction	Pupil Places to Add	525	
	Resulting Pupil Places	525	
	GFA / Pupil Place	10.27	
	\$ / GFA	2,039.07	
	GAF	1.02	
	Benchmark	11,214,039	
School Total		11,214,039	
Child Care New	Rooms	5	
	\$ / Room	504,170	
	GAF	1.02	
	Benchmark	2,571,270	
<b>Total Construction Benchmark</b>		<b>13,785,308</b>	
<b>Funding Source</b>			
Capital Priorities Grant		10,164,962	
Full Day Kindergarten		1,049,077	
Child Care		2,571,270	
EarlyON			
<b>Total funding</b>		<b>13,785,309</b>	

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## APPENDIX C

### School Board Attestation Form

(To be completed by Director of Education, or designate)

I, \_\_\_\_\_ on behalf of Toronto Catholic DSB, attest the ministry has allocated \$41,708,378 in approved funding through the 2017-18 Capital Priorities Program for the following project(s):

2017-18 Capital Priorities - Project and Funding Allocation				
Priority	Project Name	Project Description	Total Funding	SFIS Number
0	St. Margaret CS	A 3 room child care rooms (1 infant, 1 toddler and 1 preschool) addition to St. Margaret CS to address child care needs in Toronto.	\$1,542,762	
1*	St. Michael's Choir School	A 300 pupil place replacement school for St. Michael's Choir School to address facility condition in Toronto.	\$11,155,222	
2	Holy Angels CS	A 600 pupil place elementary replacement school along with 5 child care rooms for Holy Angels CS (1 infant, 2 toddler and 2 preschool) to address accommodation pressure in Toronto.	\$15,225,086	
3	St. Matthias CS	A 525 pupil place elementary replacement school along with 5 child care rooms (1 infant, 2 toddler and 2 preschool) for St. Matthias CS to support the consolidation of Our Lady of Guadalupe CS in North York.	\$13,785,309	

I understand that as a condition of these Capital Priorities approvals the school board will follow all applicable requirements of the ministry's capital construction approval process.

\* The Ministry understands that the board may apply additional funding towards the St. Michael's Choir School project.

In addition, the board is required to enter the School Facility Inventory System (SFIS) number for each project in the table above. For any new schools, please create a new SFIS number.

The ministry requires sign-off for the approved funding and scope of the project by the earlier of April 27, 2018 or when the school board submits an Approval to Proceed to Tender request for any of the projects identified above.

Name and Title: \_\_\_\_\_

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Signature: \_\_\_\_\_

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## Appendix D

### Communications Protocol: Public Communications, Events and Signage (February 2018)

#### Acknowledgement of Support

You must acknowledge the support of the Government of Ontario in your proactive media-focused communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to:

- Reports
- Announcements
- Speeches
- Advertisements, publicity
- Promotional materials including, brochures, audio-visual materials, web communications or any other public communications.

This is not required for:

- Minor interactions on social media, including social media such as Twitter where content is restricted
- Reactive communications, such as media calls.

All public announcements regarding capital investments in the publicly funded education system are **joint** communications opportunities for the provincial government, the school board, the CMSM/DSSAB, and/or community partners.

#### Issuing a Media Release

When issuing a media release or other media-focused communication, school boards, CMSMs/DSSABs, and or community partners must:

- Recognize the Ministry of Education's role in funding the project
- Contact the Ministry of Education to receive additional content for public communications, such as a quote from the minister.

You can **send your public communications to [Dylan.Franks@ontario.ca](mailto:Dylan.Franks@ontario.ca)** to obtain a quote or other information for your public product.

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**Note:** The ministry may also choose to issue its own news release about various project milestones. If the ministry chooses to do so, school boards, CMSMs/DSSABs, and/or community partners will be contacted to get quotes, as appropriate.

## **Invitations to the Minister of Education and Minister Responsible for Early Years and Child Care**

### **Openings**

The Minister of Education and the Minister Responsible for Early Years and Child Care must be invited to all openings of:

- New schools
- Additions that include new child care spaces, child and family programs, or community hubs.

To invite the minister to your event:

- Send an email invitation as soon as possible to [information.met@ontario.ca](mailto:information.met@ontario.ca)
- Where appropriate please copy the ministry's regional manager in the Field Services Branch, for your area
- Do not move forward with your event until you have received a response from the ministry (you will be notified within 15 business days of the event as to the minister's attendance)
- Inform the ministry via the email address above if the date of your event changes.

**Note:** If the minister is unable to attend, your invitation may be shared with another government representative. Their office will contact you directly to coordinate details. Announcements do not need to be delayed to accommodate the minister. The goal is to make sure that the minister is aware of the opportunity.

### **All Other Events**

For all other media-focused public events, (e.g. sod turnings):

- Send an invitation to the minister at [information.met@ontario.ca](mailto:information.met@ontario.ca) with **at least three weeks' notice**
- Copy the ministry's regional manager in the Field Services Branch, in your area, where appropriate.

**Note:** These "other" events should not be delayed to accommodate the minister. Only an invitation needs to be sent; a response is not mandatory to proceed.



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## BuildON Signage

**NEW** – The Government of Ontario is introducing BuildON Child Care signage. These signs should be posted, in addition to the BuildON Education signs, on projects that include funding for one or more child care rooms. **This requirement is being made retroactively to all child care projects that date back to the fall of 2016.** Signage will be provided by the ministry.

For approved capital priority projects, school boards will be required to display BuildON signage at the site of construction that identifies the support of the Government of Ontario in the BuildON Education and/or BuildON Child Care capital project. Signage will be provided to school boards by the Ministry of Education in the near future.

School boards are responsible for:

- Posting the signage for the major school and/or child care projects identified by the ministry in a prominent location
- Posting signs in a timely manner following 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.

## Contact

Should you have any questions related to this communications protocol, please contact Dylan Franks at 416-325-2947 or via email at [Dylan.Franks@ontario.ca](mailto:Dylan.Franks@ontario.ca).

**Note:** 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.