

**Ministry of Education**

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**2013: B13**

**MEMORANDUM TO:** Directors of Education

**FROM:** Gabriel F. Sékaly  
Assistant Deputy Minister

**DATE:** **June 14, 2013**

**SUBJECT:** **Request for Capital Priorities**

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This past year, school boards across the province identified requests for over 300 projects, worth approximately \$3.5 billion in funding under the 2012 Capital Priorities Grant program. The ministry funded 87 Capital Priority projects (including 39 new schools) in January 2013 and allocated over \$700M towards their timely completion.

For 2013-14, school boards are requested to provide the ministry with an update of their Capital Priorities for projects that need to be completed up to and including the 2016-17 school year. The ministry will be reviewing the Capital Priority submissions for funding consideration, as well as to understand the need for ongoing capital investments in the education sector.

Boards are asked to submit their requests for Capital Priority funding through the School Facilities Inventory System (SFIS). In the interest of continuous improvement, the ministry has updated last year's Capital Priorities submission tools, including the required business case for each priority project, based on feedback from boards.

### **Highlights/Summary Points:**

- Boards to submit Capital Priority projects expected to open no later than the 2016-17 school year.
- The deadline for Capital Priorities submission is October 31, 2013.
- Business Cases will be required only for the board's top 8 Capital Priorities (versus 10 in 2012 submission). This includes submission for projects to be undertaken using board funding.

- Boards must have an updated ministry approved Capital Analysis and Planning Template (CAPT) in order to receive a Capital Priorities funding allocation.
- Projects that address accommodation pressures (eg. growth) and/or projects undertaken in conjunction with an FDK project are ministry priorities.
- The Capital Priority Business Cases will be available for Boards to update in the next few weeks.

## **Capital Priority Projects**

School boards are to identify their Capital Priorities and submit the associated business cases through SFIS. As in the past, school boards will have the opportunity to identify up to 30 Capital Priority projects, however only the board's 8 highest priority projects expected to open no later than 2016-17 will be considered for Capital Priorities funding and will need to be supported with a completed business case. Projects required after 2016-17 will not be considered for Capital Priority funding at this time.

Banks will be required to submit their board approved updated Capital Priorities by October 31, 2013. School boards will have the opportunity to complete an updated business case to request funding for Capital Priorities projects which did not receive funding approval, as well as add new projects to the 2012 capital priority list. Upon submission of board approved Capital Priority projects, the submission will be locked and school boards will only be able to modify their projects by requesting that their Capital Analyst unlock a project (please refer to appendix A).

Banks that intend on pursuing a project using available build capacity funding, new or projected Proceeds of Disposition, or other funds available to the board, as identified in their Capital Analysis and Planning Template (CAPT), must include the project(s) as a Capital Priority through the submission process.

## **Business Case Considerations**

With the current economic and fiscal climate, boards are asked to focus on their highest and most urgent accommodation priorities. In January 2013, boards were sent letters summarizing ministry responses to the 2012 Capital Priorities funding requests. We ask that boards review the ministry comments in determining future Capital Priority needs to be submitted. For further clarification, please contact your board's Capital Analyst.

Projects that address accommodation pressures and/or projects undertaken in conjunction with a Full-Day Kindergarten (FDK) project are ministry priorities.

The ministry asks boards to focus on projects that meet one or more of the needs outlined below:

### **1. Accommodation Pressure:**

These include projects that historically may have been funded through New Pupil Places (NPP), growth schools, enrolment pressures and/or French-language Capital

Transitional. Essentially, they are scenarios where enrolment is projected to persistently exceed capacity at a school or within a group of schools.

In explaining the capital project, the board should demonstrate:

- that there is not sufficient capacity at nearby schools to accommodate the enrolment for the school(s), and
- that this issue is expected to persist for the next 10 years.

## **2. Facility Condition:**

These include projects that historically may have been funded through Prohibitive to Repair. Projects in this category involve the replacement or major retrofit of schools that have high renewal needs relative to the cost of an appropriately sized new facility.

In explaining the capital project, the board should demonstrate:

- that the renewal needs are sufficiently high – through current Ministry condition assessments or board assessments,
- opportunities to right-size the facility,
- potential savings to future renewal and/or operating costs, and
- other benefits such as improved accessibility, programming and/or energy efficiency.

## **School Consolidations:**

These include projects that historically may have been funded through Prohibitive to Repair or Capital Priorities. Projects in this category enable the board to reduce their excess capacity and/or address renewal needs to better focus their resources. This category includes projects resulting from accommodation review recommendations. Please note, projects related to accommodation reviews must have a final board decision by December 31, 2013 to be considered for Capital Priorities funding in Spring 2014.

In explaining the capital project, the board should be able to demonstrate:

- how the facilities in the area will be right-sized to support continued accommodation needs,
- the results of the accommodation review process (where applicable),
- potential savings to future operating and/or renewal costs, and
- other benefits, such as improved accessibility, programming and/or energy efficiency.

## **Other Considerations**

Projects that should not be submitted as Capital Priorities include:

- Projects that have been previously funded by either the ministry or the board.

- Projects that should be funded through Renewal funding, including program enhancements and projects related to addressing current and/or proposed changes to the Accessibility for Ontarians with Disabilities Act, and
- Projects that are solely intended to meet Full-Day Kindergarten program requirements.

When business case submissions are reviewed, the ministry will take into account the amount of capital funding available to the board, including Proceeds of Disposition, as identified in the board's Capital Analysis and Planning Template. Boards must have a ministry approved CAPT consistent with the board's 2012-13 Financial Statement in order to receive a Capital Priorities funding allocation.

## **Ministry Contact**

An instructional manual to assist board staff with completing the required business cases can be found on the following website:

<http://faab.edu.on.ca/CapitalPrograms.htm>

If you have any questions, or require additional information, please contact the Capital Analyst assigned to your board or:

Nancy Whynot, Director, Capital Programs Branch at 416-325-4030 or at  
[Nancy.Whynot@Ontario.ca](mailto:Nancy.Whynot@Ontario.ca)

Paul Bloye, Manager, Capital Programs Branch at 416-325-8589 or at  
[Paul.Bloye@Ontario.ca](mailto:Paul.Bloye@Ontario.ca)

We look forward to working with you to identify your future Capital Priorities.

Sincerely,

*Original signed by:*

Gabriel Sékaly,  
Assistant Deputy Minister  
Elementary/Secondary Business and Finance Division

cc: Superintendents of Business and Finance

## Appendix A - Capital Analyst Contact List

Board #	Board Name	Capital Analyst	Contact Information
1	DSB Ontario North East	Cameron Whitehead	<a href="mailto:Cameron.Whitehead@Ontario.ca">Cameron.Whitehead@Ontario.ca</a> 416-325-4297
2	Algoma DSB	Cameron Whitehead	<a href="mailto:Cameron.Whitehead@Ontario.ca">Cameron.Whitehead@Ontario.ca</a> 416-325-4297
3	Rainbow DSB	Kristin Grunenko	<a href="mailto:Kristin.Grunenko@Ontario.ca">Kristin.Grunenko@Ontario.ca</a> 416-326-9445
4	Near North DSB	Kristin Grunenko	<a href="mailto:Kristin.Grunenko@Ontario.ca">Kristin.Grunenko@Ontario.ca</a> 416-326-9445
5.1	Keewatin-Patricia DSB	Kristin Grunenko	<a href="mailto:Kristin.Grunenko@Ontario.ca">Kristin.Grunenko@Ontario.ca</a> 416-326-9445
5.2	Rainy River DSB	Kristin Grunenko	<a href="mailto:Kristin.Grunenko@Ontario.ca">Kristin.Grunenko@Ontario.ca</a> 416-326-9445
6.1	Lakehead DSB	Kristin Grunenko	<a href="mailto:Kristin.Grunenko@Ontario.ca">Kristin.Grunenko@Ontario.ca</a> 416-326-9445
6.2	Superior-Greenstone DSB	Kristin Grunenko	<a href="mailto:Kristin.Grunenko@Ontario.ca">Kristin.Grunenko@Ontario.ca</a> 416-326-9445
7	Bluewater DSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@Ontario.ca">Michael.Wasyluk@Ontario.ca</a> 416-326-9924
8	Avon Maitland DSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@Ontario.ca">Michael.Wasyluk@Ontario.ca</a> 416-326-9924
9	Greater Essex County DSB	Diamond Tsui	<a href="mailto:Diamond.Tsui@Ontario.ca">Diamond.Tsui@Ontario.ca</a> 416-325-2017
10	Lambton Kent DSB	Diamond Tsui	<a href="mailto:Diamond.Tsui@Ontario.ca">Diamond.Tsui@Ontario.ca</a> 416-325-2017
11	Thames Valley DSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@Ontario.ca">Michael.Wasyluk@Ontario.ca</a> 416-326-9924
12	Toronto DSB	Sarosh Yousuf	<a href="mailto:Sarosh.Yousuf@Ontario.ca">Sarosh.Yousuf@Ontario.ca</a> 416-325-9796
13	Durham DSB	Catherine Roy	<a href="mailto:Catherine.Roy@Ontario.ca">Catherine.Roy@Ontario.ca</a> 416-326-9932
14	Kawartha Pine Ridge DSB	Catherine Roy	<a href="mailto:Catherine.Roy@Ontario.ca">Catherine.Roy@Ontario.ca</a>

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			416-326-9932
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17	Simcoe County DSB	Michael Wasylyk	<a href="mailto:Michael.Wasylyk@Ontario.ca">Michael.Wasylyk@Ontario.ca</a> 416-326-9924
18	Upper Grand DSB	Kristin Grunenko	<a href="mailto:Kristin.Grunenko@Ontario.ca">Kristin.Grunenko@Ontario.ca</a> 416-326-9445
19	Peel DSB	Diamond Tsui	<a href="mailto:Diamond.Tsui@Ontario.ca">Diamond.Tsui@Ontario.ca</a> 416-325-2017
20	Halton DSB	Diamond Tsui	<a href="mailto:Diamond.Tsui@Ontario.ca">Diamond.Tsui@Ontario.ca</a> 416-325-2017
21	Hamilton-Wentworth DSB	Hemwanti Dobbs	<a href="mailto:Hemwanti.Dobbs@Ontario.ca">Hemwanti.Dobbs@Ontario.ca</a> 416-325-2018
22	DSB of Niagara	Hemwanti Dobbs	<a href="mailto:Hemwanti.Dobbs@Ontario.ca">Hemwanti.Dobbs@Ontario.ca</a> 416-325-2018
23	Grand Erie DSB	Michael Wasylyk	<a href="mailto:Michael.Wasylyk@Ontario.ca">Michael.Wasylyk@Ontario.ca</a> 416-326-9924
24	Waterloo Region DSB	Hemwanti Dobbs	<a href="mailto:Hemwanti.Dobbs@Ontario.ca">Hemwanti.Dobbs@Ontario.ca</a> 416-325-2018
25	Ottawa-Carleton DSB	Cameron Whitehead	<a href="mailto:Cameron.Whitehead@Ontario.ca">Cameron.Whitehead@Ontario.ca</a> 416-325-4297
26	Upper Canada DSB	Cameron Whitehead	<a href="mailto:Cameron.Whitehead@Ontario.ca">Cameron.Whitehead@Ontario.ca</a> 416-325-4297
27	Limestone DSB	Catherine Roy	<a href="mailto:Catherine.Roy@Ontario.ca">Catherine.Roy@Ontario.ca</a> 416-326-9932
28	Renfrew County DSB	Cameron Whitehead	<a href="mailto:Cameron.Whitehead@Ontario.ca">Cameron.Whitehead@Ontario.ca</a> 416-325-4297
29	Hastings and Prince Edward DSB	Catherine Roy	<a href="mailto:Catherine.Roy@Ontario.ca">Catherine.Roy@Ontario.ca</a> 416-326-9932

Board #	Board Name	Capital Analyst	Contact Information
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30.2	Nipissing-Parry Sound Catholic DSB	Kristin Grunenko	<a href="mailto:Kristin.Grunenko@Ontario.ca">Kristin.Grunenko@Ontario.ca</a> 416-326-9445
31	Huron-Superior Catholic DSB	Cameron Whitehead	<a href="mailto:Cameron.Whitehead@Ontario.ca">Cameron.Whitehead@Ontario.ca</a> 416-325-4297
32	Sudbury Catholic DSB	Kristin Grunenko	<a href="mailto:Kristin.Grunenko@Ontario.ca">Kristin.Grunenko@Ontario.ca</a> 416-326-9445
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34.2	Superior North Catholic DSB	Kristin Grunenko	<a href="mailto:Kristin.Grunenko@Ontario.ca">Kristin.Grunenko@Ontario.ca</a> 416-326-9445
35	Bruce-Grey Catholic DSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@Ontario.ca">Michael.Wasyluk@Ontario.ca</a> 416-326-9924
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37	Windsor-Essex Catholic DSB	Diamond Tsui	<a href="mailto:Diamond.Tsui@Ontario.ca">Diamond.Tsui@Ontario.ca</a> 416-325-2017
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45	Durham Catholic DSB	Catherine Roy	<a href="mailto:Catherine.Roy@Ontario.ca">Catherine.Roy@Ontario.ca</a> 416-326-9932
46	Halton Catholic DSB	Diamond Tsui	<a href="mailto:Diamond.Tsui@Ontario.ca">Diamond.Tsui@Ontario.ca</a> 416-325-2017
47	Hamilton-Wentworth Catholic DSB	Hemwanti Dobbs	<a href="mailto:Hemwanti.Dobbs@Ontario.ca">Hemwanti.Dobbs@Ontario.ca</a> 416-325-2018
48	Wellington Catholic DSB	Kristin Grunenko	<a href="mailto:Kristin.Grunenko@Ontario.ca">Kristin.Grunenko@Ontario.ca</a> 416-326-9445
49	Waterloo Catholic DSB	Hemwanti Dobbs	<a href="mailto:Hemwanti.Dobbs@Ontario.ca">Hemwanti.Dobbs@Ontario.ca</a> 416-325-2018
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53	Ottawa Catholic DSB	Cameron Whitehead	<a href="mailto:Cameron.Whitehead@Ontario.ca">Cameron.Whitehead@Ontario.ca</a> 416-325-4297
54	Renfrew County Catholic DSB	Cameron Whitehead	<a href="mailto:Cameron.Whitehead@Ontario.ca">Cameron.Whitehead@Ontario.ca</a> 416-325-4297
55	Algonquin and Lakeshore Catholic DSB	Catherine Roy	<a href="mailto:Catherine.Roy@Ontario.ca">Catherine.Roy@Ontario.ca</a> 416-326-9932
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61	CSC du Nouvel-Ontario	Alexandre Beaudin	<a href="mailto:Alexandre.Beaudin@Ontario.ca">Alexandre.Beaudin@Ontario.ca</a> 416-212-4818
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