

**Ministry of Education**  
Mowat Block  
Queen's Park  
Toronto ON M7A 1L2

**Ministère de l'Éducation**  
Édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2



**2016: B11**

**MEMORANDUM TO:** Directors of Education  
Children's Service Leads, Consolidated Municipal Service  
Managers (CMSMs) and District Social Service  
Administration Boards (DSSABs)

**FROM:** Gabriel F. Sékaly  
Assistant Deputy Minister  
Financial Policy and Business Division

Nancy Matthews  
Assistant Deputy Minister  
Early Years Division

**DATE:** **May 26, 2016**

**SUBJECT:** **Request for Capital Project Funding Submissions**

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We are writing to announce the launch of the 2016 Capital Priorities program and to provide information on this year's requirements.

The Capital Priorities program provides school boards with an opportunity to identify their most urgent and pressing pupil accommodation needs. As with the 2015 Capital Priorities program, school boards are also invited to submit requests for funding to support the capital costs associated with the creation of new child care spaces.

On May 6, 2016 in 2016:B9 Memorandum, *Ministry of Education Initiatives to Support Community Hubs in Schools*, the ministry announced new capital funding to support child and family support programs through Ontario Early Years Child and Family Centres (OEYCFCS) in schools. School boards will be able to apply with their community partners for this funding as part of the 2016 Capital Priorities program.

In addition, effective April 2016, there are new communications protocol requirements for school boards receiving major capital construction project funding from the ministry. The details on this new protocol, and to which projects it applies to, are provided below.

## **Highlights/Summary Points**

- The 2016 Capital Priorities projects are required to open no later than the 2019-20 school year.
- School boards may apply for capital funding support for the creation of new child care spaces in schools, including internal renovations.
- School boards may apply for capital funding support for the creation of new space for child and family support programs in schools, including internal renovations.
- School boards may apply for child care or child and family support program projects as additions to previously approved capital projects that have not yet been given an Approval to Proceed (ATP) or have not begun construction. Schools boards will not be required to apply their Proceeds of Disposition (POD) to their approved projects.
- The submission deadline for all capital funding requests is **July 15, 2016**.
- School boards must follow the new communications protocol requirements for all ministry funded major capital construction projects.

## **Capital Priorities**

The Capital Priorities program serves as the primary means for funding capital projects that address school boards' pupil accommodation needs including enrolment pressures, supporting the consolidation of underutilized facilities, providing facilities for French-language rights holders in under-served areas, and replacing facilities in poor repair.

The ministry has allocated over \$2.5 billion in capital funding through the Capital Priorities program since it began in 2011.

### ***Child Care Centres in Schools***

In May 2015, the ministry announced \$120 million in new child care funding over three years towards the construction of child care spaces in new schools and schools approved for major expansions and renovations. The ministry has allocated approximately \$90 million of this funding to support over 50 projects in the first two years resulting in almost 3,200 new licensed child care spaces in schools.

On May 6, 2016, the ministry announced additional capital funding for new child care space in schools, by supplementing the existing child care funding program to support further new builds, expansion, replacement and retrofits of child care spaces. This announcement included \$20 million to create space for new child care and child and family support programs through OEYCFCs in schools, and \$18 million to retrofit existing child care space within a school to open up more spaces for children under four years old.

## ***Child and Family Support Programs in Schools***

In February 2016, the ministry announced its provincial plan to move forward with the integration and transformation of ministry funded child and family support programs (Ontario Early Years Centres (OEYCs), Parenting and Family Literacy Centres (PFLCs), Child Care Resource Centres (CCRCs), and Better Beginnings, Better Futures (BBBFs)) to establish OEYCFCs by 2018.

Beginning in 2018, CMSMs/DSSABs will be responsible for the local management of OEYCFCs as part of their existing service system management responsibilities for child care and other human services. While the expectation is that the key features of OEYCFCs are implemented by 2018, it is understood that system integration will take time and adjustments may need to be made in the future.

The goal is to enhance the quality and consistency of child and family support programs across Ontario to ensure that:

- All expecting parents, parents, caregivers and home child care providers have access to high quality services that support them in their role;
- All children have access to inclusive, play and inquiry-based learning opportunities to improve their developmental health and well-being;
- All parents, caregivers and home child care providers have a better understanding of early learning and development, find it easy to access support, and are provided with an accessible, non-stigmatized place to seek help; and
- Local services collaborate in an integrated way to meet the needs of children and families and actively engage parents and caregivers to increase participation.

In support of this goal, as part of the May 6, 2016 announcement, the ministry is proud to announce capital funding for school-based child and family support programs. This new funding will allow us to address the need for new and replacement child and family support programs, and support the establishment of OEYCFCs.

## **Project Submissions**

### ***Capital Priorities***

As with previous rounds of the Capital Priorities program, funding for Capital Priorities projects will be allocated on a business case basis for new schools, retrofits, and additions that need to be completed by the 2019-20 school year. School boards are required to identify their eight highest and most urgent Capital Priorities and submit the associated business cases through the School Facilities Inventory System (SFIS) in order to be considered for funding approval.

School boards are required to submit their completed Capital Priorities business cases by **July 15, 2016**. The ministry **will not** accept business cases after this date.

See Appendix A for details on Capital Priorities eligibility and evaluation criteria.

### ***Child Care Centres and Child and Family Support Programs***

With support from their local CMSMs/DSSABs, school boards have an opportunity to request capital funding support for the creation of new child care spaces or child and family support program projects through this round of the Capital Priorities program.

For child care spaces and child and family support programs associated with a Capital Priorities project request, school boards must submit a request for capital funding support for these projects by completing and attaching a *Joint Submission - Capital Funding for Child Care and Child and Family Support Programs* (Appendix G) to their Capital Priorities business case.

For all other requests for capital funding support for these types of projects, school boards are to complete the Joint Submission in conjunction with their CMSMs/DSSABs.

School boards are required to submit their completed Joint Submissions by **July 15, 2016**. The ministry **will not** accept Joint Submissions after this date.

See Appendix B for details on submission requirements for child care projects, and Appendix C for details on submission requirements for child and family support program projects.

### ***Joint Use Capital Projects***

As with previous Capital Priorities and School Consolidation Capital (SCC) programs, the ministry encourages school boards to consider collaborative capital project arrangements between school boards. The ministry will review and consider all joint use projects before evaluating any other Capital Priorities submissions. Joint use projects will get first consideration for capital funding. Please see 2013:B18 Memorandum for further details.

### ***Community Hub Projects***

As with the 2016 SCC program, the ministry encourages school boards to consider collaborative capital project arrangements between school boards and community partners. The community partner must provide capital funding for the project, and the project must not result in additional operating costs for the school board.

In addition, as announced on May 6, 2016 in 2016:B9 Memorandum, the ministry is developing a funding method for allocating funds to school boards to support the renovation of existing surplus school space into space required by a community partner. Eligible expenses must be depreciable and can include the conversion of space from an existing use to suit the needs of a community partner, as well as investments to improve accessibility. Additional details about this program, including reporting and accountability requirements will be available later this year. The ministry intends to launch this program later this summer.

## **Proceeds of Disposition (POD)**

School boards will not be required to allocate their PODs towards new capital projects. School boards are reminded, however, that they will still need to submit requests for new schools or additions using PODs for review through the Capital Priorities process. Additionally, school boards should identify PODs as a funding source for a Capital Priorities project that addresses outstanding renewal needs whenever possible.

## **Capital Analysis and Planning Template (CAPT)**

The CAPT is an essential tool for understanding school boards' capital financial position. An approved CAPT is necessary before the ministry is able to sufficiently assess the existing capital activity of a school board. As a result, school boards will not be considered for new capital project funding approval if the ministry does not have an approved CAPT consistent with the school board's 2014-15 Financial Statement.

## **Communications Protocol Requirements: Public Communications and Events**

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.

### ***Public Communications***

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.

### ***Major Announcements and Events***

**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.

### ***Other Events***

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.

### ***Acknowledgement of Support***

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.

## ***Signage***

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.

## **Ministry Contact**

### ***Capital Priorities Program***

If you have any Capital Priorities program questions, or require additional information, please contact the Capital Analyst assigned to your school board (Appendix D) or:

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

or

Mathew Thomas, Manager, Capital Policy and Programs Branch at 416-326-9920 or at [Mathew.P.Thomas@ontario.ca](mailto:Mathew.P.Thomas@ontario.ca).

### ***Child Care and Child and Family Support Program***

If you have any child care and child and family support program questions, or require additional information, please contact the Early Years Education Officer or Child Care Advisor assigned to your school board (Appendix E) or:

Jeff O'Grady, Acting Manager, Early Years Implementation Branch at 416-212-4004 or at [Jeff.OGrady@ontario.ca](mailto:Jeff.OGrady@ontario.ca).

### ***Communications Protocol***

Should you have any questions related to the communication requirements, please contact:

Ryan Rigby, Senior Information Officer, Communications Branch at 416-325-2540 or [Ryan.Rigby@ontario.ca](mailto:Ryan.Rigby@ontario.ca).

We look forward to working with you to identify and develop your future capital projects.

*Original signed by:*

**Gabriel F. Sékaly**  
Assistant Deputy Minister  
Financial Policy and Business Division

**Nancy Matthews**  
Assistant Deputy Minister  
Early Years Division

Appendices:

Appendix A: Capital Priorities Eligibility and Evaluation Criteria

Appendix B: Child Care Projects

Appendix C: Child and Family Support Program Projects

Appendix D: List of Ministry Capital Analysts

Appendix E: List of Ministry Early Years Education Officers and Child Care Advisors

Appendix F: Capital Approval Process Chart

Appendix G: Joint Submission - Capital Funding for Child Care and Child and Family Support Programs (template)

c.c. Senior Business Officials  
Superintendents and Managers of Facilities  
Managers of Planning  
Early Years Leads  
CAOs of Consolidated Municipal Service Managers  
CAOs of District Social Service Administration Boards  
Steven Reid, Director, Field Services Branch, Ministry of Education

## **Appendix A: Capital Priorities Eligibility and Evaluation Criteria**

As in previous rounds of Capital Priorities, school boards are to submit business cases through the School Facilities Inventory System (SFIS) system. School boards can save their work in progress; however, once school boards submit their business cases, their submissions will be locked from further editing. School boards will only be able to modify their business cases by requesting that their Capital Analyst (Appendix D) unlock the submission.

### **Eligible Project Categories**

Projects eligible for funding consideration for this round of the Capital Priorities program must meet one or more of the following category descriptions:

**1) Enrolment Pressure**

Projects will accommodate pupils where enrolment is currently or is projected to persistently exceed capacity at a school or within a group of schools, and students are currently housed in non-permanent space (e.g., portables).

**2) School Consolidations**

Projects that support the reduction of excess capacity in order to decrease operating and renewal costs and address renewal need backlogs. These projects may also provide other benefits such as improved program offerings, accessibility or energy efficiency. Projects linked to an accommodation review must have a final trustee decisions on the outcome of the pupil accommodation review by **August 5, 2016**.

**3) Facility Condition**

Projects will replace schools that have higher renewal needs than the cost of constructing an appropriately sized new facility.

**4) French-language Accommodation**

Projects will provide access to French-language facilities where demographics warrant. Such projects will only be considered eligible if the school board can demonstrate that there is a sufficient French-language population not being served by an existing French-language school facility.

Projects matching the following descriptions should not be submitted as Capital Priorities:

- Projects related to only addressing an accommodation pressure of a specialized or alternative program such as French Immersion;

- Projects that have been previously funded by either the ministry or the school board; and
- Projects that should be funded through renewal funding, including program enhancements and projects related to only addressing current and/or proposed changes to the *Accessibility for Ontarians with Disabilities Act (AODA)*.

If a school board has previously submitted a project for Capital Priorities or School Consolidation Capital (SCC) funding and did not receive ministry funding, please refer to the ministry's comments when considering whether or not to re-submit the project. Please contact your Capital Analyst for further clarification.

## **Project Evaluation**

The ministry will assess all proposed projects using project-specific quantitative and qualitative measures depending upon the category of project.

For Accommodation Pressures and French-Language Accommodation projects:

- Assessments will be based on school-level capacity ratings, historical enrolment trends, enrolment forecasts, and geographic distribution of students; and
- Primary consideration will be given to projects in areas where accommodation needs are currently high and secondary consideration to projects in areas where accommodation needs are expected to be high in the next five to ten years.

For Facility Condition and School Consolidation projects:

- Assessments will be based on the projected operating and renewal savings and the removal of renewal backlog needs relative to the project cost; and
- Priorities will be given to projects with the highest expected Internal Rate of Return. This will be calculated using the expected cost of the project compared to the expected savings resulting from the project.

In addition to project specific assessments, the following school board performance measures will also be considered for all Capital Priorities project categories:

- School board's ability to build to ministry benchmark costs as evidenced by past projects;
- School board's ability to deliver projects within target timeframes as evidenced by past projects;
- School board's history of meeting the ministry's capital accountability measures (Appendix F);

- Enrolment and utilization trends for projects of the school board which have previously been funded; and
- Number of projects the school board currently has underway and the status of these projects in relation to approved funding and opening dates.

The ministry will expect that school boards will explore various options before submitting their business cases for a specific option. School boards must be able to identify the cost differentiation and considerations of various options.

## **Appendix B: Child Care Projects**

### **Child Care Eligibility**

The ministry will consider funding capital projects in schools where there is a need for new child care construction and/or retrofits to existing child care spaces for children aged 0 to 3.8 years of age. School boards will need to have the support of the corresponding Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB) regarding the eligibility and viability requirements to build or renovate child care rooms in the identified school.

When considering long-term viability, CMSMs/DSSABs and school board planners must consider at least the next five years and use population projections, as well as other local data to inform submission decisions.

Only school boards that have reached their Schools-First Child Care Capital Retrofit Policy (SFCCCRP) space conversion targets will be eligible for child care retrofit projects.

### **Joint Planning and Local Prioritization of Child Care Projects**

The ministry expects school boards and CMSMs/DSSABs to work together to identify the need for dedicated child care space to support children ages 0 to 3.8 years in schools. CMSMs/DSSABs will need to consider projects relative to demand, long-term viability, and their local child care plan.

A new requirement has been included in the Joint Submission requiring the school board and CMSM/DSSAB to separately provide a priority ranking for each child care and/or child and family support program request being submitted for consideration. The school board provides its ranking for the project against its other projects, and the CMSM/DSSAB prioritizes all projects they are being asked to sign-off on by all school boards (i.e., if the English public school board, the English Catholic school board, and the French Catholic school board all request municipal approval on their Joint Submission, the CMSM/DSSAB must prioritize them all together rather than per individual school board). This will help ensure that the approved child care projects align with approved Capital Priorities projects. Transitional funding phase projects are excluded from the priority ranking process.

This will require active communication between CMSMs/DSSABs and coterminous school boards to prioritize child care and/or child and family support program projects being submitted by all school boards in the service areas of the CMSM/DSSAB.

### **Ministry Prioritization of Eligible Child Care Projects**

As originally communicated in the 2015:B11 Memorandum, the ministry will continue to use the following factors to prioritize projects under this policy should the number of eligible submissions surpass available funding:

- Child care replacement due to school closure/accommodation review;
- Age groupings (infant rooms are a priority);
- Accommodation pressures/service gaps; and
- Cost effectiveness and viability.

## **Child Care Operational and Accountability Requirements**

Approved new construction of child care rooms must meet the following operational and accountability requirements:

- The child care spaces/rooms will not result in an operating pressure for the CMSM/DSSAB.
- The physical space will be owned by the school board and leased to the child care operator or CMSM/DSSAB. School boards are not to charge operators beyond a cost-recovery level.
- School boards will recover their accommodation costs (e.g., rent, heating, lighting, cleaning, maintenance and repair costs) directly from child care operators and/or CMSMs/DSSABs as per the school board's usual leasing process. School boards are not permitted to absorb additional school board facility costs (e.g., custodial, heat, and lighting) and renewal costs (e.g., windows) through ministry funding, such as the School Facility Operations or Renewal Grant.
- School boards are required to follow the capital construction approval process (Appendix F) for the new construction and/or renovations of child care rooms. As per the ministry's Capital Accountability Requirements, school boards will be required to submit a space template before designing the project, where applicable. School boards will require an Approval to Proceed (ATP) before the project can be tendered.
- Child care space will not count as loaded space for the purposes of the facility space template. The facility space template should provide details of the child care space under the section "other".
- School boards will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child care projects are within the approved project funding and do not exceed the ministry's benchmarks.
- Rooms must be built in accordance with the *Child Care and Early Years Act, 2014* (CCEYA).
- It is expected that all new child care rooms funded under this policy will be built to accommodate a maximum group size for each age grouping for children 0 to 3.8 years (e.g., 10 infant spaces, 15 toddler spaces, and 24 preschool spaces), and that

child care rooms will be for exclusive use during the core school day. Although unobstructed space requirements are per child, infant, and toddler group sizes require additional space for separate sleep areas, change area, etc. These should be considered when developing floor plans. Considerations should also include the long-term use of the room, including the ability to convert to other child care age groups or for classroom use.

- Please note, a new optional approach to age groupings, ratios and staff qualifications will be implemented starting September 1, 2017 as part of the recent regulatory announcements under the CCEYA. Under the new approach, licensees will have the option of operating under the current requirements for age groupings, ratios, and qualifications (Schedule 1) or applying to adopt the new option (Schedule 2). Licensees and new applicants will have the opportunity to apply for a license under Schedule 2, which would be approved based on set criteria.
- Schedule 2 will come into effect on September 1, 2017 as an option. Licensees will be informed of when they can begin to submit requests for revisions by fall 2016.
- Programs created will support continuity of services for children and families in order to accommodate children as they age out of programs. For example, if a toddler room is included in the project proposal a preschool room must also be available.
- For the purpose of this policy, an eligible child care operator:
  - Is a not-for-profit operator or municipal operator; or
  - Is a for-profit operator already located in a school as a result of an agreement and has a purchase of service agreement, both of which were in place as of the date the memorandum was issued; and
  - Has not changed ownership or has not terminated the agreement since the date the memorandum was issued.
- Capital funding for child care cannot be used to address other school board capital needs. Funding will not be provided for school-age child care spaces as the ministry will not fund exclusive space for before and after school child care programs.

## **Child Care Capital Funding Calculation and Eligible Expenses**

New construction of child care rooms will be funded using the current elementary school construction benchmarks (for both elementary and secondary schools under this policy), including the site-specific geographic adjustment factor (GAF). For this policy, the loading factor used to calculate the capital funding will be 26 pupil places per room regardless of age groupings (e.g., infant, toddler, and preschool rooms will all be funded based on 26 pupil places per room). This approach allows school boards to build child care rooms at maximum group size and allow flexibility to address potential changes

under the CCEYA. This funding formula will apply to all new construction of child care, including the replacement of existing child care due to school closure or accommodation review.

$$\text{Capital Funding for New Construction of Child Care Rooms} = \frac{26}{\text{Pupil Places}} \times \frac{\text{Elementary Construction Cost Benchmark}}{\text{Average Elementary Area Benchmark}} \times \text{Site Specific GAF}$$

*Note: The capital funding for retrofit projects for child care will be a maximum of 50 percent of the capital funding for new construction projects.*

Eligible expenses include:

- First-time equipping; and
- Expenses incurred to meet CCEYA and Building Code standards, which qualify under the Tangible Capital Assets Guide (TCA), revised April 2012.

### **Application Process – Joint Submission**

The Joint Submission includes project details, separate project rankings by both the school board and the CMSM/DSSAB, and confirms that the child care program meets all eligibility and viability requirements.

In order to be considered for funding for the construction of new or renovated child care rooms, school boards must work with their municipal partners to submit a jointly-signed Joint Submission (Appendix G) requesting the construction of child care space. School boards must submit a Joint Submission signed by both the CMSM/DSSAB Manager of Child Care and Early Years System and the school board Director of Education.

For child care spaces associated with a Capital Priorities project request, the Joint Submission must be submitted as part of the school board's Capital Priorities business case. For all other child care projects, only a Joint Submission is required. The Joint Submission is to be submitted directly to the school board's Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (Appendix E) and Capital Analyst (Appendix D).

Joint Submissions must be received by the ministry by **July 15, 2016**.

The ministry may request supporting documentation following a review of the Joint Submission.

## **Transitional Funding Phase**

The ministry will consider new child care construction funding for existing ministry-approved school capital projects that meet the following additional eligibility requirements to those listed above:

- The project has previously received ministry approval, and
- The project has not yet been given an ATP or begun construction.

School boards are encouraged to engage as soon as possible with their CMSM/DSSAB partners to begin to review feasibility of proposed new child care spaces within existing approved school capital projects, based on local demand and existing operating funding.

School boards and CMSMs/DSSABs are not required to provide a priority ranking for transition projects.

The ministry will review transition projects as they are received, so school boards are encouraged to submit their Joint Submission for transition projects at their earliest convenience.

## **Appendix C: Child and Family Support Program Projects**

### **Child and Family Support Program Eligibility**

The ministry will consider funding capital projects in schools where there is a need for new child and family support program construction or renovation to existing school space. Child and family support program renovation projects must result in new child and family support program space (i.e., not a retrofit to an existing child and family support program space). School boards will need to have the support of the corresponding Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB) regarding the eligibility and viability requirements to build or renovate child and family support programs in identified schools.

When considering long-term viability, CMSMs/DSSABs and school board planners must consider at least the next five years and use population projections, as well as other local data to inform submission decisions.

Child and family support programs refer to the following ministry supported programs: Ontario Early Years Centres (OEYCs), Parenting and Family Literacy Centres (PFLCs), Child Care Resource Centres (CCRCs), and Better Beginnings, Better Futures (BBBFs). As part of Ontario's early years modernization plan, these four programs will be integrated and transformed to establish Ontario Early Years Child and Family Centres (OEYCFs). While the expectation is that the key features of OEYCFs are implemented by 2018, it is understood that system integration will take time and adjustments may need to be made in the future. CMSMs/DSSABs will be responsible for the local management of OEYCFs as part of their existing service system management responsibilities for child care and other human services.

### **Joint Planning and Local Prioritization of Child and Family Support Program Projects**

The ministry expects school boards and CMSMs/DSSABs to work together to identify the need for child and family support programs. CMSMs/DSSABs will need to consider projects relative to demand, long-term viability, and their local needs assessment for child and family support programs.

A new requirement has been included in the Joint Submission requiring the school board and CMSM/DSSAB to separately provide a priority ranking for each child care and/or child and family support program request being submitted for consideration. The school board provides its ranking for the project against its other projects, and the CMSM/DSSAB prioritizes all projects they are being asked to sign-off on by all school boards (i.e., if the English public school board, the English Catholic school board, and the French Catholic school board all request municipal approval on their Joint Submission, the CMSM/DSSAB must prioritize them all together rather than per individual school board). This will help ensure that the approved child and family support program projects align with approved Capital Priorities projects. Transitional funding phase projects are excluded from the priority ranking process.

This will require active communication between CMSMs/DSSABs and coterminous school boards to prioritize child care and/or child and family support program projects being submitted by all school boards in the service areas of the CMSM/DSSAB.

## **Ministry Prioritization of Eligible Child and Family Support Program Projects**

The ministry will use the following factors to prioritize projects under this policy should the number of eligible submission surpass available funding:

- Projects are “ready-to-go” and the community has already made plans to relocate, replace or build new child and family support program space in a school.
- Child and family support programs are in locations that are well-positioned to meet local needs and fill identified service gaps, and will align with future OEYCF planning completed by CMSMs/DSSABs.
- Projects in communities where municipal partners already have familiarity and/or responsibility for child and family support programs, and where strong partnerships between the school board and municipality already exist.

## **Child and Family Support Program Operational and Accountability Requirements**

Approved new construction of child and family support program rooms must meet the following operational and accountability requirements:

- The child and family support program space/rooms will not result in an operating pressure for the CMSM/DSSAB.
- The physical space will be owned by the school board and leased to the child and family support program operator or CMSM/DSSAB. School boards are not to charge operators beyond a cost-recovery level.
- School boards will recover their accommodation costs (e.g., rent, heating, lighting, cleaning, maintenance and repair costs) directly from child and family support program operators and/or CMSMs/DSSABs as per the school board’s usual leasing process. School boards are not permitted to absorb additional school board facility costs (e.g., custodial, heat, and lighting) and renewal costs (e.g., windows) through ministry funding, such as the School Facility Operations or Renewal Grant.
- School boards are required to follow the capital construction approval process (Appendix F) for the new construction and/or renovations of child and family support program rooms. As per the ministry’s Capital Accountability Requirements, school boards will be required to submit a space template before designing the project, where applicable, school boards will require an Approval to Proceed (ATP) before the project can be tendered.

- Child and family support program space will not count as loaded space for the purposes of the facility space template. The facility space template should provide details of the child and family support program space under the section “other”.
- School boards will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child and family support program projects are within the approved project funding and do not exceed the ministry’s benchmarks.
- Child and family support programs are all ministry funded child and family support programs (OEYCs, PFLCs, CCRCs, and BBBFs).
- It is expected that child and family support program spaces built or renovated under this policy:
  - Are built to the specifications of a kindergarten classroom or a regular classroom;
  - Have separate and sufficient washroom space for parents and children using the centre;
  - Have a separate sink or portable sink for parents/caregivers and children using the centre; and
  - Have appropriate covered space for stroller parking on school property or within the school.
- For the purpose of this policy, an eligible child and family support program operator:
  - Is a not-for-profit operator or municipal operator; and
  - Receives support from the ministry to operate an OEYC, PFLC, CCRC, or BBBF program.
- Capital funding for child and family support programs cannot be used to address other school board capital needs.

## **Child and Family Support Program Capital Funding Calculation and Eligible Expenses**

The construction of child and family support program rooms will be funded using the current elementary school construction benchmarks (for both elementary and secondary schools under this policy), including the site-specific geographic adjustment factor (GAF). For this policy, the loading factor used to calculate the capital funding will be 26 pupil places per room. This approach allows school boards to build child and family support program rooms that can be converted for classroom use in the future, if necessary. This funding formula will apply to all new construction of child and family

support programs, including the replacement of existing child and family support programs due to school closure or accommodation review.

$$\begin{array}{l} \text{Capital Funding for} \\ \text{New Construction of} \\ \text{Child and Family} \\ \text{Support Program} \\ \text{Rooms} \end{array} = \begin{array}{c} 26 \\ \text{Pupil} \\ \text{Places} \end{array} \times \begin{array}{c} \text{Elementary} \\ \text{Construction} \\ \text{Cost} \\ \text{Benchmark} \end{array} \times \begin{array}{c} \text{Average} \\ \text{Elementary} \\ \text{Area} \\ \text{Benchmark} \end{array} \times \begin{array}{c} \text{Site} \\ \text{Specific} \\ \text{GAF} \end{array}$$

*Note: The capital funding for retrofit projects for child and family support programs will be a maximum of 50 percent of the capital funding for new construction projects.*

Eligible expenses include:

- First-time equipping; and
- Expenses incurred to meet Building Code standards, which qualify under the Tangible Capital Assets Guide (TCA), revised April 2012.

### **Application Process – Joint Submission**

The Joint Submission includes project details, separate project rankings by both the school board and the CMSM/DSSAB, and confirms that the child and family support program meets all eligibility and viability requirements.

In order to be considered for funding for the construction of new or renovated child and family support program space, school boards must work with their municipal partners to submit a jointly-signed Joint Submission (Appendix G) requesting the construction of child and family support program space. School boards must submit a Joint Submission signed by both the CMSM/DSSAB Manager of Child Care and Early Years System and the school board Director of Education.

For child and family support program spaces associated with a Capital Priorities project request, the Joint Submission must be submitted as part of the school board's Capital Priorities business case. For all other child and family support program projects, only a Joint Submission is required. The Joint Submission is to be submitted directly to the school board's Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (Appendix E) and Capital Analyst (Appendix D).

Joint Submissions must be received by the ministry by **July 15, 2016**.

The ministry may request supporting documentation following a review of the Joint Submission.

## **Transitional Funding Phase**

The ministry will consider new or renovated child and family support program construction funding for existing ministry approved school capital projects that meet the following additional eligibility requirements to those listed above:

- The project has previously received ministry approval, and
- The project has not yet been given an ATP or begun construction.

School boards are encouraged to engage as soon as possible with their CMSM/DSSAB partners to begin to review feasibility of proposed new or renovated child and family support program space/rooms within existing approved school capital projects, based on local demand and existing operating funding.

School boards and CMSMs/DSSABs are not required to provide a priority ranking for transition projects.

The ministry will review transition projects as they are received, so school boards are encouraged to submit their Joint Submission for transition projects at their earliest convenience.

## Appendix D: List of Ministry Capital Analysts

DSB	District School Board	Capital Analyst	Email	Phone
1	DSB Ontario North East	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
2	Algoma DSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
3	Rainbow DSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
4	Near North DSB	Sarosh Yousuf	<a href="mailto:Sarosh.Yousuf@ontario.ca">Sarosh.Yousuf@ontario.ca</a>	416-325-8059
5.1	Keewatin-Patricia DSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
5.2	Rainy River DSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
6.1	Lakehead DSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
6.2	Superior Greenstone DSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
7	Bluewater DSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
8	Avon Maitland DSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
9	Greater Essex County DSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
10	Lambton Kent DSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
11	Thames Valley DSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
12	Toronto DSB	Lisa Bland	<a href="mailto:Lisa.Bland@ontario.ca">Lisa.Bland@ontario.ca</a>	416-326-9921
13	Durham DSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
14	Kawartha Pine Ridge DSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
15	Trillium Lakelands DSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
16	York Region DSB	Yvonne Rollins	<a href="mailto:Yvonne.Rollins@ontario.ca">Yvonne.Rollins@ontario.ca</a>	416-326-9932
17	Simcoe County DSB	Sarosh Yousuf	<a href="mailto:Sarosh.Yousuf@ontario.ca">Sarosh.Yousuf@ontario.ca</a>	416-325-8059
18	Upper Grand DSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
19	Peel DSB	Sarosh Yousuf	<a href="mailto:Sarosh.Yousuf@ontario.ca">Sarosh.Yousuf@ontario.ca</a>	416-325-8059
20	Halton DSB	Diamond Tsui	<a href="mailto:Diamond.Tsui@ontario.ca">Diamond.Tsui@ontario.ca</a>	416-325-2017
21	Hamilton-Wentworth DSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
22	DSB Niagara	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
23	Grand Erie DSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
24	Waterloo Region DSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
25	Ottawa-Carleton DSB	Daniel Cayouette	<a href="mailto:Daniel.Cayouette@ontario.ca">Daniel.Cayouette@ontario.ca</a>	416-325-2018
26	Upper Canada DSB	Daniel Cayouette	<a href="mailto:Daniel.Cayouette@ontario.ca">Daniel.Cayouette@ontario.ca</a>	416-325-2018
27	Limestone DSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
28	Renfrew County DSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
29	Hastings & Prince Edward DSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
30.1	Northeastern CDSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
30.2	Nipissing-Parry Sound CDSB	Sarosh Yousuf	<a href="mailto:Sarosh.Yousuf@ontario.ca">Sarosh.Yousuf@ontario.ca</a>	416-325-8059
31	Huron Superior CDSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
32	Sudbury CDSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
33.1	Northwest CDSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
33.2	Kenora CDSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297

DSB	District School Board	Capital Analyst	Email	Phone
34.1	Thunder Bay CDSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
34.2	Superior North CDSB	Jaimie Burke	<a href="mailto:Jaimie.Burke@ontario.ca">Jaimie.Burke@ontario.ca</a>	416-325-4297
35	Bruce-Grey CDSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
36	Huron Perth CDSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
37	Windsor-Essex CDSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
38	London DCSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
39	St. Clair CDSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
40	Toronto CDSB	Lisa Bland	<a href="mailto:Lisa.Bland@ontario.ca">Lisa.Bland@ontario.ca</a>	416-326-9921
41	Peterborough VNCCDSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
42	York CDSB	Yvonne Rollins	<a href="mailto:Yvonne.Rollins@ontario.ca">Yvonne.Rollins@ontario.ca</a>	416-326-9932
43	Dufferin Peel CDSB	Sarosh Yousuf	<a href="mailto:Sarosh.Yousuf@ontario.ca">Sarosh.Yousuf@ontario.ca</a>	416-325-8059
44	Simcoe Muskoka CDSB	Sarosh Yousuf	<a href="mailto:Sarosh.Yousuf@ontario.ca">Sarosh.Yousuf@ontario.ca</a>	416-325-8059
45	Durham CDSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
46	Halton CDSB	Diamond Tsui	<a href="mailto:Diamond.Tsui@ontario.ca">Diamond.Tsui@ontario.ca</a>	416-325-2017
47	Hamilton-Wentworth CDSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
48	Wellington CDSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
49	Waterloo CDSB	Matthew Anderson	<a href="mailto:Matthew.Anderson@ontario.ca">Matthew.Anderson@ontario.ca</a>	416-325-9796
50	Niagara CDSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
51	Brant Haldimand Norfolk CDSB	Michael Wasyluk	<a href="mailto:Michael.Wasyluk@ontario.ca">Michael.Wasyluk@ontario.ca</a>	416-326-9924
52	CDSB of Eastern Ontario	Daniel Cayouette	<a href="mailto:Daniel.Cayouette@ontario.ca">Daniel.Cayouette@ontario.ca</a>	416-325-2018
53	Ottawa CSB	Daniel Cayouette	<a href="mailto:Daniel.Cayouette@ontario.ca">Daniel.Cayouette@ontario.ca</a>	416-325-2018
54	Renfrew County CDSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
55	Algonquin & Lakeshore CDSB	Shakufe Virani	<a href="mailto:Shakufe.Virani@ontario.ca">Shakufe.Virani@ontario.ca</a>	416-325-2805
56	CSP du Nord-Est	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
57	CSP du Grand Nord de l'Ontario	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
58	CS Viamonde	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
59	CÉP de l'Est de l'Ontario	Daniel Cayouette	<a href="mailto:Daniel.Cayouette@ontario.ca">Daniel.Cayouette@ontario.ca</a>	416-325-2018
60.1	CSCD des Grandes Rivières	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
60.2	CSC Franco-Nord	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
61	CSC du Nouvel-Ontario	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
62	CSDC des Aurores boréales	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
63	CSC Providence	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
64	CSDC Centre Sud	Laval Wong	<a href="mailto:Laval.Wong@ontario.ca">Laval.Wong@ontario.ca</a>	416-325-2015
65	CSDC de l'Est ontarien	Daniel Cayouette	<a href="mailto:Daniel.Cayouette@ontario.ca">Daniel.Cayouette@ontario.ca</a>	416-325-2018
66	CÉC du Centre-Est	Daniel Cayouette	<a href="mailto:Daniel.Cayouette@ontario.ca">Daniel.Cayouette@ontario.ca</a>	416-325-2018

## Appendix E: List of Ministry Early Years Education Officers and Child Care Advisors

REGION	EO/CCA	CMSM/ DSSAB	SCHOOL BOARD
TORONTO	<u><b>Education Officer:</b></u> <b>Dolores Cascone</b> Tel: 416-314-6300 Toll Free: 1-800-268-5755 <a href="mailto:dolores.cascone@ontario.ca">dolores.cascone@ontario.ca</a>  <b>Azza Hamdi</b> Tel: 416-325-8303 <a href="mailto:Azza.Hamdi@ontario.ca">Azza.Hamdi@ontario.ca</a> (French Language Boards)  <u><b>Child Care Advisor:</b></u> <b>Isilda Kucherenko</b> Tel: 416-325-3244 <a href="mailto:isilda.kucherenko@ontario.ca">isilda.kucherenko@ontario.ca</a>	City of Toronto	CS Viamonde CSD Catholique Centre-Sud Toronto Catholic DSB Toronto DSB
		County of Dufferin	CS Viamonde CSD catholique Centre-Sud Dufferin-Peel Catholic DSB Upper Grand DSB
		Regional Municipality of Halton	CS Viamonde CSD Catholique Centre-Sud Halton Catholic DSB Halton DSB
		Regional Municipality of Peel	CS Viamonde CSD Catholique Centre-Sud Dufferin-Peel Catholic DSB Peel DSB
		County of Wellington	CS Viamonde CSD Catholique Centre-Sud Upper Grand DSB Wellington Catholic DSB
		Regional Municipality of Waterloo	CS Viamonde CSD Catholique Centre-Sud Waterloo Catholic DSB Waterloo Region DSB
LONDON	<u><b>Education Officer:</b></u> <b>Sue Chanko</b> Tel: 519-870-2187 <a href="mailto:Sue.Chanko@ontario.ca">Sue.Chanko@ontario.ca</a>  <b>Azza Hamdi</b> Tel: 416-325-8303 <a href="mailto:Azza.Hamdi@ontario.ca">Azza.Hamdi@ontario.ca</a> (French Language Boards)  <u><b>Child Care Advisor:</b></u> <b>Karen Calligan</b> Tel: 226 919-5832 <a href="mailto:karen.calligan@ontario.ca">karen.calligan@ontario.ca</a>	City of Brantford	Brant Haldimand Norfolk Catholic DSB CS Viamonde CSD Catholique Centre-Sud Grand Erie DSB
		County of Norfolk	Brant Halidmand Norfolk Catholic DSB CS Viamonde CSD catholique Centre-Sud Grand Erie DSB
		City of Hamilton	CS Viamonde CSD catholique du Centre-Sud Hamilton-Wentworth DSB Hamilton-Wentworth Catholic DSB
		Regional Municipality of Niagara	CS Viamonde CSD catholique Centre-Sud DSB of Niagara Niagara Catholic DSB
		County of Huron	Avon Maitland DSB CS Viamonde CSD des écoles catholiques du Sud-Ouest Huron-Perth Catholic DSB
		County of Lambton	CS Viamonde CSD des écoles catholiques du Sud-Ouest Lambton Kent DSB St. Clair Catholic DSB
		City of London	CS Viamonde CSD des écoles catholiques du Sud-

			Ouest London District Catholic SB Thames Valley DSB
		County of Oxford	CS Viamonde CSD des écoles catholiques du Sud-Ouest London District Catholic SB Thames Valley DSB
		City of St. Thomas	CS Viamonde CSD des écoles catholiques du Sud-Ouest London District Catholic SB Thames Valley DSB
		City of Stratford	Avon Maitland DSB CS Viamonde CSD des écoles catholiques du Sud-Ouest Huron –Perth Catholic DSB
		City of Windsor	CS Viamonde CSD des écoles catholiques du Sud-Ouest Greater Essex County DSB Windsor-Essex Catholic DBS
		Municipality of Chatham-Kent	CS Viamonde CSD des écoles catholiques du Sud-Ouest Lambton-Kent DSB St. Clair Catholic DSB
<b>NORTH BAY / SUDBURY</b>	<u><b>Education Officer:</b></u> <b>Renée Brouillette</b>  Tel: 705-497-6893 Toll Free: 1-800-461-9570 <a href="mailto:reneebrouillette@ontario.ca">reneebrouillette@ontario.ca</a>  <u><b>Child Care Advisor:</b></u>  <b>Lina Davidson</b> Tel: 705-564-4282 <a href="mailto:Lina.davidson@ontario.ca">Lina.davidson@ontario.ca</a>	Cochrane DSSAB	CSD catholique des Grandes Rivières CSD du Nord-Est de l'Ontario DSB Ontario North East Northeastern Catholic DSB
		Nipissing DSSAB	Algonquin & Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CSD catholique des Grandes Rivières CSD catholique du Centre-Est de l'Ontario CSD catholique Franco-Nord CSD du Nord-Est de l'Ontario DSB Ontario North East Near North DSB Nipissing-Parry Sound Catholic DSB Northeastern Catholic DSB Renfrew County DSB
		Parry Sound DSSAB	CSD catholique Centre-Sud CSD catholique du Nouvel-Ontario CSD catholique Franco-Nord CSD du Nord-Est de l'Ontario Near North DSB Nipissing-Parry Sound Catholic DSB Simcoe Muskoka Catholic DSB Sudbury Catholic DSB
		Timiskaming DSSAB	CSD catholique des Grandes Rivières CSD du Nord-Est de l'Ontario DSB Ontario North East Northeastern Catholic DSB

		City of Greater Sudbury	CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Rainbow DSB Sudbury Catholic DSB
		Algoma DSSAB	Algoma DSB CSD catholique des Grandes Rivières CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario CSD du Nord-Est de l'Ontario DSB Ontario North East Huron-Superior Catholic DSB Northeastern Catholic DSB
		Manitoulin-Sudbury DSSAB	Algoma DSB CSD catholique des Grandes Rivières CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario CSD du Nord-Est de l'Ontario DSB Ontario North East Huron-Superior Catholic DSB Northeastern Catholic DSB Rainbow DSB Sudbury Catholic DSB
		Sault Ste. Marie DSSAB	Algoma DSB CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Huron-Superior Catholic DSB
THUNDER BAY	<u><b>Education Officer:</b></u> <b>Heather Exley</b> Tel: 807-474-2993 Toll Free: 1-800-465-5020 <a href="mailto:heather.exley@ontario.ca">heather.exley@ontario.ca</a>  <u><b>Child Care Advisor:</b></u> <b>Kelly Massaro-Joblin</b> Tel: (807) 474-2982 Toll Free: 1 800 465-5020 <a href="mailto:kelly.massaro-joblin@ontario.ca">kelly.massaro-joblin@ontario.ca</a>	Rainy River DSSAB	CSD catholique des Aurores boréales CSD du Grand Nord de l'Ontario Northwest Catholic DSB Rainy River DSB
		Kenora DSSAB	CSD catholique des Aurores boréales CSD du Grand Nord de l'Ontario Keewatin-Patricia DSB Kenora Catholic DSB Northwest Catholic DSB Rainy River DSB
		Thunder Bay DSSAB	CSD catholique des Aurores boréales CSD du Grand Nord de l'Ontario Keewatin-Patricia DSB Lakehead DSB Superior North Catholic DSB Superior-Greenstone DSB Thunder Bay Catholic DSB
OTTAWA	<u><b>Education Officer:</b></u> <b>Nathalie Daoust</b> Tel: 613-225-9210 ext. 136 Toll Free: 1-800-267-1067 <a href="mailto:nathalie.daoust@ontario.ca">nathalie.daoust@ontario.ca</a>  <u><b>Child Care Advisor :</b></u> <b>Rachelle Blanchette</b> Tel: 613-536-7331 <a href="mailto:rachelle.blanchette@ontario.ca">rachelle.blanchette@ontario.ca</a>	County of Hastings	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CS Viamonde CSD catholique Centre-Sud CSD catholique du Centre-Est de l'Ontario Hastings and Prince Edward DSB Kawartha Pine Ridge DSB Peterborough Victoria Northumberland & Clarington Catholic DSB
		City of Kingston	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario

			CSD catholique du Centre-Est de l'Ontario Limestone DSB
		County of Lanark	Catholic DSB of Eastern Ontario CSD catholique du Centre-Est de l'Ontario Conseil des écoles publiques de l'Est de l'Ontario Upper Canada DSB
		County of Leeds and Grenville	Catholic DSB of Eastern Ontario Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Upper Canada DSB
		County of Prince Edward/Lennox and Addington	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Hastings and Prince Edward DSB Limestone DSB
		City of Cornwall	Catholic DSB of Eastern Ontario CSD catholique de l'Est ontarien Conseil des écoles publiques de l'Est de l'Ontario Upper Canada DSB
		City of Ottawa	Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Ottawa Catholic DSB Ottawa-Carleton DSB
		United Counties of Prescott & Russell	Catholic DSB of Eastern Ontario Conseil des écoles publiques de l'Est de l'Ontario CSD catholique de l'Est ontarien Upper Canada DSB
		County of Renfrew	Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Renfrew County Catholic DSB Renfrew County DSB
<b>BARRIE</b>	<u><b>Education Officer:</b></u> <b>Ana Marie Prokopich</b> Tel: 705-725-6260 Toll Free: 1-888-999-9556 <a href="mailto:AnaMarie.Prokopich@ontario.ca">AnaMarie.Prokopich@ontario.ca</a>  <b>Atta Hamdi</b> Tel: 416-325-8303 <a href="mailto:Atta.Hamdi@ontario.ca">Atta.Hamdi@ontario.ca</a> (French Language Boards)	County of Bruce	Bluewater DSB Bruce-Grey Catholic DSB CS Viamonde CSD des écoles catholiques du Sud-Ouest
		County of Grey	Bluewater DSB Bruce-Grey Catholic DSB CS Viamonde CSD des écoles catholiques du Sud-Ouest
		Regional Municipality of Durham	CS Viamonde CSD catholique Centre-Sud Durham Catholic DSB Durham DSB

	<b><u>Child Care Advisor:</u></b>  <b>Maria Saunders</b> Tel: 705-725-7629 <a href="mailto:maria.saunders@ontario.ca">maria.saunders@ontario.ca</a>		Kawartha Pine Ridge DSB Peterborough Victoria Northumberland & Clarington Catholic DSB
	County of Northumberland	CS Viamonde CSD catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough VNC Catholic DSB	
	City of Peterborough	CS Viamonde CSD catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough VNC Catholic DSB	
	County of Simcoe	CS Viamonde CSD catholique Centre-Sud Simcoe County DSB Simcoe Muskoka Catholic DSB	
	City of Kawartha Lakes	Algonquin & Lakeshore Catholic DSB CS Viamonde CSD catholique Centre-Sud CSD catholique du Centre-Est de l'Ontario Peterborough VNC Catholic DSB Trillium Lakelands DSB	
	Regional Municipality of York	CS Viamonde CSD catholique Centre-Sud York Catholic DSB York Region DSB	
	District Municipality of Muskoka	CSD catholique Centre-Sud CSD du Nord-Est de l'Ontario Near North DSB Simcoe Muskoka Catholic DSB Trillium Lakelands DSB	

## Appendix F: Capital Approval Process Chart

Capital Construction Approval Process Updated May 18, 2016		New Schools		Additions		Major Retrofits <sup>1</sup>		FDK							
		Repeat Design	New Design	>50% <sup>3</sup>	<50% <sup>3</sup>	>50% <sup>3</sup>	<50% <sup>3</sup>	Individual Projects<\$250K							
Pre-Design	Facility Space Template	Complete template with most recent adaptation (<5 years)	Board to submit template before hiring architect	Board to submit template before hiring architect	Not Required	Board to submit template before hiring architect	Not Required	Not Required							
	Project Manager	Board to appoint a Project Manager (either internal staff or external resource).		Board to notify Ministry of name and contact info.											
	Ministry Approval	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Not Required	Ministry must approve scope of project based upon submitted Space Template	Not Required	Not Required							
	GOAL	Board to retain an architect													
Pre-Tender	Independent Cost Consultant Report <sup>2</sup>	Submit final cost of recent adaptation (<5 years)	Projects with a total project cost of >\$3.0M	Projects with a total project cost of >\$3.0M	Not Required	Projects with a total project cost of >\$3.0M	Not Required	Not Required							
	Approval to Proceed (ATP) Request	Board's senior business official to submit the ATP Request Form confirming total estimated project costs does not exceed board's identified funding.													
	Capital Analysis & Planning Tool (CAPT)	Board to confirm that data entered in the CAPT for the requested project is in line with the data provided through the ATP Request Form.													
	Ministry Approval	Ministry's approval required before proceeding to tender. Approval based on identification of sufficient funding.													
Post-Tender	GOAL	Board to proceed to tender													
	Tender exceed approved funding amount	Board to either identify additional funding available via ATP Request Form or make design changes to reduce the project cost. In either case, the board must demonstrate that sufficient funding is available to complete the project.													
	Tender meet approved funding amount	Board to accept tender bid. Important to ensure all project costs are identified and considered.													
Notes:	<ol style="list-style-type: none"> <li>Ministry approvals are not required for major retrofits that are 100% funded through Renewal Funding, Good Places to Learn Renewal, Energy Efficiency funding, School Condition improvement funding, School-First Child Care Retrofit Policy funding, and FDK funding of less than \$250K.</li> <li>Consultant to review the design, provide costing analysis and advice and report on options to ensure cost containment. To be based on drawings that are at least 80% complete.</li> <li>50% determined by the following: (Estimated project cost / Latest construction benchmark value of the existing OTG (pre-construction) of the facility).</li> </ol>														
Definitions:	<p><b>Addition:</b> Expansion of the gross floor area of a facility.</p> <p><b>Major Retrofit:</b> Major structural renovation or reconstruction of the existing building envelop. It does not include expansion of the existing gross floor area. Any project that does expand the gross floor area, Ministry funds or &gt;\$1M in Accumulated Surplus is treated as a Major Retrofit.</p>														