

Ministry of Education

**Office of the ADM**

Financial Policy and Business Division  
900 Bay Street  
20th Floor, Mowat Block  
Toronto ON M7A 1L2

Ministère de l'Éducation

**Bureau du sous-ministre adjoint**

Division des politiques financières et des  
opérations  
900, rue Bay  
20<sup>e</sup> étage, Édifice Mowat  
Toronto ON M7A 1L2



**2016: B04**

**MEMORANDUM TO:** Directors of Education  
Senior Business Officials

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

**DATE:** **March 4, 2016**

**SUBJECT:** **Capital Planning Capacity Program 2015-16 and 2016-17**

---

I am pleased to announce the details for the 2015-16 and 2016-17 Capital Planning Capacity (CPC) program, which was first introduced in Memorandum 2015: B03, dated February 13, 2015.

The CPC program is one of the pillars of the School Board Efficiencies and Modernization (SBEM) initiative. The intent of the CPC program is to support boards as they undertake additional capital planning activities to make efficient use of school space, as funding supports for underutilized space (top-up funding) are phased out. The program has been allocated \$8.3 million annually for four years (beginning in the 2014-15 school year), which is closely aligned with the phase out of top-up funding and the duration of the School Consolidation Capital funding program.

To support longer term hiring and planning decisions, the Ministry is announcing school board CPC allocations for the 2015-16 and 2016-17 school years. The board by board CPC funding allocations are set out in **Appendix 1** of this memorandum.

There are a number of changes to the CPC program over the next two years. One of the most significant changes is that CPC funding will be divided into two programs:

1. Capacity Building & Data Management (\$7.7 million per year)
2. Support for Joint-Use Schools (\$600,000 per year)

The dedication of a portion of the CPC funds to encourage the development of more joint-use schools between two or more boards is an indicator of the Ministry's support for these types of schools as an effective solution to school boards' accommodations needs under certain circumstances. This funding also recognizes that more support is required from the Ministry to foster the development of joint-use schools.

This funding will flow to boards as part of the 2015-16 GSN (upcoming amendment) and 2016-17 GSN, subject to Lieutenant Governor-in-Council (LGIC) approval. While funding for this program is expected to run for a fourth year (2017-18), the allocation methodology may be modified in future as required.

## **Program Details**

### **1. Capacity Building and Data Management (\$7.7 million)**

Funding to support board planning and data management under the CPC program is similar to the approach used for 2014-15. This funding is allocated based on two sub-categories: Capacity Building and Data Management. The allocation methodology, however, for both sub-categories has been updated to ensure that Capacity Building funding is targeted to school boards that have the greatest need to reduce their excess capacity. The allocation methodology is described in **Appendix 2**.

#### **Capacity Building**

Capacity Building funding is intended to:

- Ensure they develop capital plans to effectively right-size and manage excess capacity in their schools;
- Support boards to undertake accommodation review processes;
- Identify and develop potential facility partnership opportunities in underutilized schools that have been deemed by the board as being viable to support such arrangements.
- Support to hire third-party mediation services to facilitate municipal/board planning discussions and to support cooperative planning,

#### **Eligibility – Capacity Building**

Forty-three school boards are eligible for Capacity Building funds through 2015-16 and 2016-17. The eligibility criteria for this funding continue to reflect the number of *qualifying* schools (defined as schools with utilization at 65% or less) of the board. Starting in 2015-16, eligibility requirements additionally reflect declining enrolment pressures and reductions in top-up funding on a board-by-board basis.

Eligibility is determined by first calculating the overall impact of the School Board Efficiencies and Modernization initiative (i.e. fully implemented changes to top-up funding) on each board's School Facility Operations and Renewal (O&R) Grant. School

boards are divided into four groups according to the percentage change to each board's School Facility Operations and Renewal Grant:

- Group A – O&R reduction greater or equal to 5%
- Group B – O&R reduction between 5% and 0%
- Group C – O&R increase between 0% and 5%
- Group D – O&R increase greater or equal to 5%

All boards that fall into Group A are eligible for Capacity Building funds. All boards that fall into Group D are not eligible for Capacity Building funds.

Boards in Group B and Group C:

- If less than 15% of the total number of the schools of the board are *qualifying* schools (schools with utilization at 65% or less\*), then the board is not eligible for capacity building funds.
- If more than 15% of the total number of the schools of the board are *qualifying* schools (schools with utilization at 65% or less\*), and the board is experiencing a three-year consecutive decline in enrolment in either panel\*\*, then this board is eligible for capacity building funds.

*\*Based on School Board Average Daily Enrolment Estimates for 2015-2016, released in March 2015.*

*\*\*Starting with School Board Average Daily Enrolment Estimates for 2015-16.*

### **Data Management**

All school boards are eligible and receive funding under the Data Management sub-category, which is allocated in proportion to the total number of schools of the board.

Data Management funds are intended to specifically support the hiring of additional resources for:

- School Facilities Inventory System (SFIS) updates
- Total Capital Planning Solution (TCPS) and VFA.facility updates.

*Note: VFA.facility will be replacing TCPS across all boards during 2016.*

## **2. Joint Use School Initiatives (\$600,000)**

For the 2015-16 and 2016-17 CPC program, the Ministry is undertaking a new initiative to support joint use schools. During these years, \$600,000 of the \$8.3M CPC program is being set aside to support this initiative. Joint use schools are defined as two or more school boards sharing a single school facility. CPC funding will support the following uses:

1. Funding to support two or more boards to undertake studies to explore the development of a joint use school project between these boards.
2. Joint Use Studies - External consultants will be hired by the Ministry for the development of two reports:
  - Joint Use Schools Opportunity Study
  - A Joint Use Schools “Toolkit”

These initiatives are intended to encourage school boards to consider a greater number of joint use school opportunities, by providing the information and resources to enable the development of these projects.

Criteria for school boards to apply for funding to undertake joint use school related planning activities will be announced in the future. The Ministry will work in cooperation with the Capital Advisory Committee (CAC), comprised of representatives of 15 school boards from across the province, to develop the approval criteria for this funding. In addition, the Ministry will also work with the CAC to develop the scope of work for the two reports and to review the final deliverables.

### **Reporting and Accountability**

The Ministry intends to maintain streamlined reporting requirements for the Capital Planning Capacity program. School boards will be required to report CPC expenditures as part of their overall School Board Administration and Governance Grant expenditures in the 2015-16 and 2016-17 Financial Statements. An online survey will be distributed around the beginning of the 2016-17 school year to assess how school boards are using the CPC funding to address their underutilized schools and data management needs.

### **OASBO Facilitation Workshops**

The Ontario Association of School Business Officials (OASBO), in collaboration with the Ministry, has developed a facilitation workshops program for school board staff. These workshops, which will be delivered between January and March 2016, are a professional development opportunity for staff to further enhance their strategic public/community facilitation skills, particularly in relation to pupil accommodation reviews. These workshops allow boards to build staff capacity and are related to the CPC program and more broadly the other pillars of that the Ministry has put in place to support the SEBM initiative. The Ministry has provided funding to support these

workshops and as a result the cost of the workshops is free to school board staff. See the OASBO [website](#) for more information.

## **Ministry Contact**

If you have questions or require additional information, please contact the Capital Analyst assigned to your board or Grant Osborn, Director, Capital Policy Programs Branch, at (416) 325-1705 or Grant.Osborn@ontario.ca.

### *Original signed by:*

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

c.c. Managers of Planning

*Appendix 1 – Board Allocations – Two-year allocation*

*Appendix 2 – Allocation methodology*

## Appendix 1: Capital Planning Capacity Program 2015-16 and 2016-17

DSB No	DSB Name	Data Management	Capacity Building	Total CPC Allocation
1	DSB Ontario North East	\$ 36,600	\$ 106,050	\$ 142,650
2	Algoma DSB	\$ 36,600	\$ 106,050	\$ 142,650
3	Rainbow DSB	\$ 36,600	\$ 106,050	\$ 142,650
4	Near North DSB	\$ 36,600	\$ 106,050	\$ 142,650
5.1	Keewatin-Patricia DSB	\$ 30,500	\$ 75,100	\$ 105,600
5.2	Rainy River DSB	\$ 30,500	\$ 48,550	\$ 79,050
6.1	Lakehead DSB	\$ 36,600	\$ 106,050	\$ 142,650
6.2	Superior-Greenstone DSB	\$ 30,500	\$ 75,100	\$ 105,600
7	Bluewater DSB	\$ 43,920	\$ 111,330	\$ 155,250
8	Avon Maitland DSB	\$ 36,600	\$ 79,500	\$ 116,100
9	Greater Essex County DSB	\$ 43,920	\$ 111,330	\$ 155,250
10	Lambton Kent DSB	\$ 43,920	\$ 111,330	\$ 155,250
11	Thames Valley DSB	\$ 63,440	\$ 125,410	\$ 188,850
12	Toronto DSB	\$ 91,500	\$ 251,850	\$ 343,350
13	Durham DSB	\$ 52,765	\$ -	\$ 52,765
14	Kawartha Pine Ridge DSB	\$ 43,920	\$ 111,330	\$ 155,250
15	Trillium Lakelands DSB	\$ 43,920	\$ 111,330	\$ 155,250
16	York Region DSB	\$ 63,440	\$ -	\$ 63,440
17	Simcoe County DSB	\$ 52,765	\$ -	\$ 52,765
18	Upper Grand DSB	\$ 43,920	\$ -	\$ 43,920
19	Peel DSB	\$ 76,250	\$ -	\$ 76,250
20	Halton DSB	\$ 52,765	\$ -	\$ 52,765
21	Hamilton-Wentworth DSB	\$ 52,765	\$ 117,710	\$ 170,475
22	DSB of Niagara	\$ 52,765	\$ 144,260	\$ 197,025
23	Grand Erie DSB	\$ 43,920	\$ 111,330	\$ 155,250
24	Waterloo Region DSB	\$ 52,765	\$ -	\$ 52,765
25	Ottawa-Carleton DSB	\$ 52,765	\$ 170,810	\$ 223,575
26	Upper Canada DSB	\$ 52,765	\$ 170,810	\$ 223,575
27	Limestone DSB	\$ 43,920	\$ 84,780	\$ 128,700
28	Renfrew County DSB	\$ 36,600	\$ 79,500	\$ 116,100
29	Hastings and Prince Edward DSB	\$ 36,600	\$ 106,050	\$ 142,650
30.1	Northeastern Catholic DSB	\$ 30,500	\$ 75,100	\$ 105,600
30.2	Nipissing-Parry Sound Catholic DSB	\$ 30,500	\$ 48,550	\$ 79,050
31	Huron-Superior Catholic DSB	\$ 30,500	\$ 75,100	\$ 105,600
32	Sudbury Catholic DSB	\$ 30,500	\$ -	\$ 30,500
33.1	Northwest Catholic DSB	\$ 30,500	\$ -	\$ 30,500
33.2	Kenora Catholic DSB	\$ 30,500	\$ 48,550	\$ 79,050
34.1	Thunder Bay Catholic DSB	\$ 30,500	\$ 48,550	\$ 79,050
34.2	Superior North Catholic DSB	\$ 30,500	\$ -	\$ 30,500
35	Bruce-Grey Catholic DSB	\$ 30,500	\$ -	\$ 30,500
36	Huron-Perth Catholic DSB	\$ 30,500	\$ -	\$ 30,500
37	Windsor-Essex Catholic DSB	\$ 36,600	\$ 79,500	\$ 116,100
38	London District Catholic School Board	\$ 43,920	\$ 84,780	\$ 128,700
39	St. Clair Catholic DSB	\$ 36,600	\$ -	\$ 36,600
40	Toronto Catholic DSB	\$ 63,440	\$ 231,610	\$ 295,050

DSB No	DSB Name	Data Management	Capacity Building	Total CPC Allocation
41	Peterborough V N C Catholic DSB	\$ 36,600	\$ -	\$ 36,600
42	York Catholic DSB	\$ 52,765	\$ 144,260	\$ 197,025
43	Dufferin-Peel Catholic DSB	\$ 52,765	\$ 144,260	\$ 197,025
44	Simcoe Muskoka Catholic DSB	\$ 43,920	\$ -	\$ 43,920
45	Durham Catholic DSB	\$ 36,600	\$ -	\$ 36,600
46	Halton Catholic DSB	\$ 43,920	\$ -	\$ 43,920
47	Hamilton-Wentworth Catholic DSB	\$ 43,920	\$ -	\$ 43,920
48	Wellington Catholic DSB	\$ 30,500	\$ -	\$ 30,500
49	Waterloo Catholic DSB	\$ 36,600	\$ -	\$ 36,600
50	Niagara Catholic DSB	\$ 43,920	\$ -	\$ 43,920
51	Brant Haldimand Norfolk Catholic DSB	\$ 36,600	\$ 79,500	\$ 116,100
52	Catholic DSB of Eastern Ontario	\$ 36,600	\$ 79,500	\$ 116,100
53	Ottawa Catholic DSB	\$ 43,920	\$ 111,330	\$ 155,250
54	Renfrew County Catholic DSB	\$ 30,500	\$ 75,100	\$ 105,600
55	Algonquin and Lakeshore Catholic DSB	\$ 36,600	\$ -	\$ 36,600
56	CSD du Nord-Est de l'Ontario	\$ 30,500	\$ -	\$ 30,500
57	CSD du Grand Nord de l'Ontario	\$ 30,500	\$ 75,100	\$ 105,600
58	CS Viamonde	\$ 43,920	\$ -	\$ 43,920
59	CÉP de l'Est de l'Ontario	\$ 36,600	\$ 79,500	\$ 116,100
60.1	CSD catholique des Grandes Rivières	\$ 36,600	\$ 132,600	\$ 169,200
60.2	CSD catholique Franco-Nord	\$ 30,500	\$ -	\$ 30,500
61	CSD catholique du Nouvel-Ontario	\$ 36,600	\$ 106,050	\$ 142,650
62	CSD catholique des Aurores boréales	\$ 30,500	\$ -	\$ 30,500
63	CS catholique Providence	\$ 36,600	\$ 52,950	\$ 89,550
64	CSD catholique Centre-Sud	\$ 43,920	\$ -	\$ 43,920
65	CSD catholique de l'Est ontarien	\$ 36,600	\$ 132,600	\$ 169,200
66	CSD catholique du Centre-Est de l'Ontario	\$ 43,920	\$ 84,780	\$ 128,700
	<b>Total</b>	<b>\$ 2,980,460</b>	<b>\$ 4,716,930</b>	<b>\$ 7,697,390</b>

## **Appendix 2**

### ***Allocation Methodology***

The CPC funding allocation methodology for the 2015-16 and 2016-17 school years is outlined below.

The funding allocation for CPC is made up of four separate funding components which are as follows:

- Capital Planning
- Accommodation Review (ARC) Processes
- Third-Party Mediation Services/Community Hubs/Facility Partnerships
- Data Management

The first three components represent areas where boards with underutilized schools often turn their attention to address their excess space. These three components make up the Capacity Building portion of the overall CPC funding allocation.

### ***Calculation***

Each funding component has a unique base funding amount and a scaling factor. The scaling factor is used as a multiplier intended to increase the base amount relative to board size and board need. The scaling factors for Capital Planning and Data Management are related to board size in terms of the total number of schools of the board. The scaling factors for ARC Processes and Mediation/Hubs/ Partnerships are related to board need in terms of the number of schools a board has that are defined as *CPC qualifying schools* (see page 3 for definition).

The base amounts are as follows:

- Capital Planning base amount: \$22,000
- ARC Processes base amount: \$22,000
- Mediation/Hubs/Partnerships base amount: \$4,550
- Data Management base amount: \$30,500

For Capital Planning and Data Management, the scaling factors are (A):

- 1.0 if the board has 0-25 schools
- 1.20 if the board has 26-50 schools



- 1.44 if the board has 51-100 schools
- 1.73 if the board has 101-150 schools
- 2.08 if the board has 151-250 schools
- 2.5 if the board has 251-350 schools
- 3.00 if the board has over 350 schools

For ARC Processes and Facility Partnerships, the scaling factors are (B):

- 1 if the board has 0-4 *CPC qualifying schools*
- 2 if the board has 5-10 *CPC qualifying schools*
- 3 if the board has 11-20 *CPC qualifying schools*
- 4 if the board has 21-30 *CPC qualifying schools*
- 5 if the board has 31-40 *CPC qualifying schools*
- 6 if the board has 41-50 *CPC qualifying schools*
- 7 if the board has more than 50 *CPC qualifying schools*

The total CPC funding allocation is calculated as follows for each board:

<p><b>Capacity Building (<i>eligible boards only</i>)</b></p> <p><b>= (\$22,000 x A) + (\$22,000 x B) + (\$4,550 x B)</b></p> <p><b>+</b></p> <p><b>Data Management (<i>all boards</i>)</b></p> <p><b>= (\$30,500 x A)</b></p>
--