

Ministry of Education

Office of the ADM

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2018: B03

MEMORANDUM TO: Directors of Education
Secretary/Treasurers of School Authorities

FROM: Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

DATE: **March 2, 2018**

SUBJECT: **Capital Priorities - New Reporting and Accountability Requirements**

This memorandum is intended to share the results of the 2017-18 Capital Priorities Program and outline new school board reporting and accountability requirements for major school capital projects, beginning with projects approved through the 2017-18 Capital Priorities Program.

Demand for funding through Capital Priorities was significant. After completing its review of all business cases, the ministry is pleased to announce \$784 million in funding for 79 new and renovated schools as well as more than 2,700 new licensed child care spaces.

New Reporting and Accountability Requirements

Capital Priorities Program funding represents a significant investment in school infrastructure by the Government of Ontario. As such, school boards are responsible and accountable for implementing appropriate measures to ensure that the scope and cost of projects are within the approved funding.

The ministry is introducing the following additional school board reporting and accountability requirements for major school capital projects, beginning with projects approved through the 2017-18 Capital Priorities Program:

- School Board Capital Attestation Form
- Quarterly reporting requirement for major school capital projects

These additional measures will assist the ministry in supporting school boards with ongoing school capital project development and in the planning, reporting and forecasting of school capital investments as part of the government's overall long-term infrastructure plan. Please be advised that these additional measures are high-level in nature, and as such, are not intended to be onerous to complete.

School Board Capital Attestation Form

Directors of Education are now required to attest that their school board agrees with the scope of the project and accepts the responsibility of delivering the completed project within the ministry's funding allocation. Signing the form also acknowledges that the school board will comply with all aspects of the ministry's capital construction approval process.

This new requirement applies to projects approved through the 2017-18 Capital Priorities Program and any future major capital projects approved by the ministry.

Boards will be required to submit this form to your board's Capital Analyst by April 27, 2018. Please refer to Appendix A for a sample Capital Attestation Form for information purposes only. The actual Capital Attestation Form will be sent to your board in the near future.

Quarterly Reporting Requirements

School boards will be required to provide a quarterly, Senior Business Official-approved status report to the ministry for each project that has been approved through the 2017-18 Capital Priorities Program. This requirement does not apply to previously approved projects or stand-alone child care or EarlyON capital projects.

This report is intended to provide an ongoing, high-level progress update to allow the ministry to monitor the scope, cost and timelines of approved projects. This reporting will assist the ministry in preparing accurate financial reporting on school board capital activities and in improving forecasting for future school board capital needs.

Over the coming weeks, ministry staff will engage with school board staff to gather their feedback on the report. The ministry anticipates issuing the quarterly report template to school boards this Spring with the expectation that boards will submit their first report to the ministry by July 31, 2018.

The following timelines are being targeted for boards to submit this report to their Capital Analyst on a quarterly basis, beginning July 31, 2018, as follows:

- April to June: report to be submitted by July 31st;
- July to September: report to be submitted by October 31st;
- October to December: report to be submitted by January 31st;
- January to March: report to be submitted by April 30th

Note: School boards are to continue to report any new capital projects that have received a funding allocation/approval in the Inventory Data section of the ministry's School Facilities Inventory System (SFIS).

Over the next year, the ministry will engage with school boards to develop these and additional tools to support best practices with respect to school capital project development. This includes the identification of project-specific requirements for boards to complete when undertaking capital projects and possible modifications to the ministry's capital construction approval process. The ministry will communicate additional information about these discussions in the near future.

Finally, the ministry will also be reviewing the steps that could be taken should school boards not adhere to new and existing accountability requirements.

If you have any questions relating to the new reporting and accountability requirements for approved projects funded through the 2017-18 Capital Priorities Program, please contact your board's Capital Analyst as listed in Appendix B.

Questions can also be directed to:

Patrizia Del Riccio, Manager, Capital Program Branch, at 416-314-2272 or Patrizia.DelRiccio@ontario.ca

or

Mathew Thomas, Manager, Capital Program Branch, at 416-326-9920 or Mathew.P.Thomas@ontario.ca.

Sincerely,

Original signed by:

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

Attached:

Appendix A – Sample School Board Capital Attestation Form

Appendix B – List of Ministry Capital Analysts

cc: Superintendents of Business and Finance
Paul Bloye, Director, Capital Program Branch
Colleen Hogan, Director, Capital Policy Branch