

**Ministry of Education**

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**2021: B12**

**Date:** May 7, 2021

**Memorandum to:** Directors of Education  
Senior Business Officials  
Secretary/Treasurers of School Authorities

**From:** Didem Proulx  
Assistant Deputy Minister of Education  
Capital and Business Support Division

**Subject:** COVID-19 Resilience Infrastructure Stream: Education Related  
(CVRIS-EDU) Projects - Approvals

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Further to memorandum 2020:B20 and the announcement made by the Honourable Catherine McKenna, Minister of Infrastructure and Communities, the Honourable Laurie Scott, Minister of Infrastructure for Ontario, and the Honourable Stephen Lecce, Minister of Education for Ontario on April 14, 2021, I am pleased to formally confirm the list of education related projects approved by Infrastructure Canada and the Ministry of Education that will be funded through the COVID-19 Resilience Infrastructure Stream – Education Related Projects (CVRIS-EDU) as part of Investing in Canada Infrastructure Program (ICIP).

In total, the CVRIS-EDU projects will support up to \$656M in projects in school boards across Ontario. A complete list of approved projects for each board can be found in Appendix A.

This memorandum summarizes some key provisions attached to this funding; specifically, on:

1. Funding
2. Reporting
3. Communications

Note this program will be administered through regulation that would enforce provisions in this current memorandum. Such regulations have not yet been made. Therefore, the content of this memo should be considered to be subject to such regulations, if and when made.

## **1. Funding**

Funding under this program will be capped at the approved allocation listed for each project bundle in Appendix A. While an approved project bundle may include more than one project, the approved amount is not attributed to individual projects within the project bundle giving school boards financial flexibility in managing the budget of the approved project bundle. The board can apply the total approved amount against the collection of project items within the project bundle but funds cannot be transferred from one project bundle to another.

The ministry relayed the concerns raised by school boards with respect to December 31, 2021 completion deadline with the Federal Government. The change to timelines is under consideration. If approved through an amendment to the bi-lateral agreement between the Government of Canada and Government of Ontario, all projects would have two additional years for completion (completion date of December 31, 2023 or December 31, 2024 for projects that are deemed rural).

**While discussions are underway to amend the timelines for completion to provide school boards with additional flexibility, school boards are encouraged to complete the projects early – where possible, within the 2021-22 school year so as to realize the health and safety benefits of these projects and assist in alleviating the COVID-19 related pressures.**

**The Ministry will communicate changes to the program when they are formalised and reflected in the bi-lateral agreement between the two levels of governments.**

Please note that the following conditions continue to apply to project bundles and each project item under the CVRIS-EDU program:

- Expenses incurred on or after the approval date noted in Appendix A will be eligible. Any expenses – including expenses related to tendering for the project – incurred prior to the approval date will not be eligible for funding.
- Each project item meets program requirements as noted in Appendix C.
- School boards will ensure that all Projects are substantially complete<sup>1</sup> by the Completion date noted against each project bundle in Appendix A. Any expenses incurred after this completion date will be ineligible for funding.
- School boards acknowledge that Ontario and/or Canada will not be financially responsible for any ineligible expenditures or cost overruns for a Project.
- School boards will inform Ontario immediately of any fact or event, of which the school board is aware, that will compromise wholly, or in part, a Project.

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<sup>1</sup> Substantially completed refers to the period where all significant work (except for deficiency / warrantee work) has been completed and the project/asset can be used for its intended purpose.

## 2. Reporting

School boards will be required to complete quarterly reports to support the administration of the program. Payments will be made based on the most recent progress reports received. Specific instructions and details on reporting will be communicated shortly.

Report	Progress Report for the Period Covering	Due to the Ministry to support allocation of funds
Report #1	April 1 to June 30	July 31
Report #2	July 1 to September 30	October 31
Report # 3	October 1 to December 31	January 31
Report # 4	January 1 to March 31	April 30

Please note that each progress report will cover the following information for each approved project item:

- a) Estimated total Eligible Expenditures;
- b) Total Eligible Expenditures to date;
- c) Progress Tracker (e.g. percent completed);
- d) Construction Start and End Dates (forecasted/actual);
- e) Confirmation of Digital Project Signage; and
- f) Upon completion, an attestation report on the project bundle.

As actual costs will be confirmed when contracts are finalized, school boards will be responsible to manage the overall budget against the approved funding amount for each bundle and for ensuring that the scope of the project bundle, project items and all conditions of the program as noted in this memo, are met.

- If the overall cost of the bundle is higher than the approved amount, boards can use other sources of funding (e.g. Renewal Funds) to supplement the project. Note: That the ministry may request details on total project costs, which includes CVRIS funding and any supplemental funding.
- If the overall cost of the bundle is lower than the approved amounts, boards can submit a request for additional project items within the bundle to fully utilize the approved amount. Only upon receiving confirmation from the Ministry can boards proceed with undertaking the additional projects.
- As long as the scope, at a project bundle and project item level, continues to align with what has been listed in Appendix A, school boards have the flexibility to manage project item specific costs within the approved amount for the project bundle – an increase in cost of one item can be offset by decrease in cost of other items within the same bundle. These additions, once approved, will be appended to the list of approved project bundles.

Note that that school boards must promptly advise the Ministry of Education of any project cancellations or changes that alter the scope of projects, both of which will require federal approval.

### 3. COMMUNICATION

This section provides information on the communications protocol as it relates to promoting important capital investments through funding provided in partnership between the Governments of Canada and Ontario in our publicly funded education system.

As part of the Government of Canada's *Investing in Canada Infrastructure Plan* (ICIP), all Ministry of Education capital projects must feature two digital signs of the same size on the recipient school board and schools' websites; one digital sign will follow [the visual identity as specified by the Government of Canada](#), the other should remain in line with the [visual identity](#) that has been established by Ontario's Ministry of Education for Ontario Builds signage. Please refer to Appendix D – Communications Protocol to provide revised direction on signage, as well as detailed requirements on public communications and events.

Please note that this recognition is in addition to the ongoing Ontario Builds signage initiative for major capital projects funded by the Ministry of Education. If you have any questions or concerns about Communications, please contact [MinistryofEducation@ontario.ca](mailto:MinistryofEducation@ontario.ca).

If you have any questions or require additional information, please contact:

Mehul Mehta, Director  
Capital and Business Support Division  
(647) 448-3862  
[Mehul.Mehta@ontario.ca](mailto:Mehul.Mehta@ontario.ca)

Hitesh Chopra, Manager  
Capital Policy Unit  
416-258-3368  
[Hitesh.Chopra@ontario.ca](mailto:Hitesh.Chopra@ontario.ca)

Thanking you in advance for your help as we roll out this new initiative and we look forward to continuing to work with your school board.

Sincerely,

Didem Proulx  
Assistant Deputy Minister  
Capital and Business Support Division

Attachments:

- Appendix A: Approved Projects
- Appendix B: Glossary of Project Scope Categories
- Appendix C: Program Requirements
- Appendix D: Communications Protocol - Public Communications, Events, Digital Signage

## Appendix B: Glossary of Project Scope Categories

<b>Project Item Scope</b>	<b>Project Item Scope – Descriptions</b>
<b>Entrance/Vestibule</b>	Create new/separate entrance, vestibule, new exterior door with canopy, and exterior doors
<b>HVAC-BAS</b>	Building Automation System
<b>HVAC-Mechanical ventilation</b>	Roof-top units, exhaust fans, boilers, Energy Recovery Ventilator (ERV), Heating Recovery Ventilator (HRV), Air exchanger, air conditioning, cooling centre, chillers, supply fans, unit ventilators, heat pump, heat coil, controls and valves, make up air unit, air handling unit, ductwork, and could include replace/install multiple connected HVAC systems.
<b>HVAC-Air filtration-disinfection</b>	Air purification systems (including UV treatment) installed on existing air ducts, which may also consist of duct sealing.
<b>HVAC-Portables</b>	HVAC upgrades and unit ventilators in portables and portapaks
<b>Outdoor play/learning</b>	Fence, outdoor seating (including log seating), sun shades (e.g., umbrella), expanded outdoor area, gates, school and/or child care playground and yard expansion, outdoor line paint and armour stone.
<b>Portables</b>	Portable refurbishment, replacements, expansions and installation costs
<b>Security</b>	Security camera, FOB access, swipe access, PA system, video camera, video entry, telephone paging system, new door with swipe access, and install new door operators with security features.
<b>Space reconfiguration/Retrofits</b>	Renovations (open concept classrooms), dividers/partitions, permanent wall, permanent wall with windows, new internal walls, retrofit of cubby area, and other projects related to child care retrofits (e.g., floor upgrades, kitchen upgrades and washroom retrofits).
<b>Touchless Points (door operators)</b>	Automatic door operators (ADO), door hold open devices, and magnetic locks on doors
<b>Plumbing fixtures and related retrofits</b>	Handwashing stations (touchless features included), sinks/wash stations, fountains, faucets, hand sanitizer stations, paper tower dispensers, touchless features (toilets, urinals, flush valves, faucets), dividers/partitions (sinks, toilets), universal washroom conversions, new/replacement counters, new cabinets/tops, and dishwasher relocation.
<b>Water bottle filling stations</b>	Water bottle filling stations, and water bottle fountains (could be combo units).
<b>WiFi/Network Connectivity</b>	WiFi access points, switches, network infrastructure, and tech to increase bandwidth.
<b>Windows</b>	New and replacement windows.

## **Appendix C: Program Requirements**

Note: Any references below to the Ultimate Recipient refer to eligible District School Boards and District School Authorities.

### **Eligible Expenditures**

Eligible Expenditures will include the following:

- Subject to any costs that fall within a category of Ineligible Expenditures, all costs considered by Canada to be direct and necessary for the successful implementation of an eligible Project and which may include capital costs, design and planning, and costs related to meeting specific Program requirements;
- Costs will only be eligible as of Project approval date.

### **Ineligible Expenditures**

- Costs Incurred before a project is approved and any and all expenditures related to contracts signed prior to approval of a project;
- Costs incurred for cancelled Projects;
- Leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of the Project; real estate fees and related costs;
- Any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, any direct or indirect operating or administrative costs of Ultimate Recipient, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the Ultimate Recipient's staff;
- Financing charges, legal fees, and loan interest payments, including those related to easements (e.g. surveys);
- Interest charges for failing to make a payment;
- Any goods and services costs which are received through donations or in kind;
- Provincial sales tax, goods and services tax, or harmonized sales tax for which the Ultimate Recipient is eligible for a rebate, and any other costs eligible for rebates;
- Costs associated with operating expenses and regularly scheduled maintenance work, with the exception of essential capital equipment purchased at the onset of the construction/acquisition of the main Asset and approved;
- Cost related to furnishing and non-fixed assets which are not essential for the operation of the Asset / Project, with the exception of temporary infrastructure funded under the COVID-19 resilience infrastructure stream, as approved (e.g. furnishings);

### **Awarding of Contracts**

- The Ultimate Recipient will ensure that Contracts will be awarded in a way that is fair, transparent, competitive and consistent with value-for-money principles, or in a manner otherwise acceptable to Canada, and if applicable, in accordance with the Canadian Free Trade Agreement and international trade agreements.

- If Canada / Ontario determines that a Contract is awarded in a manner that is not in compliance with the foregoing, Canada / Ontario may consider the expenditures incurred by the Ultimate Recipient associated with the Contract to be ineligible. The Ultimate Recipient could be required to manage the costs with its own funds.

### **Audit and Site Access Requirements**

- Ontario may ask school boards for supporting documents such as detailed invoices or any other documents required for all costs that are claimed to have been Incurred as Eligible Expenditures in relation to the Program. Ontario reserves the right to undertake any audit in relation to this program at its expense.
- The Ultimate Recipient agrees to inform Ontario of any audit that has been conducted on the use of funding under the Agreement, provide Ontario with all relevant audit reports, and ensure that prompt and timely corrective action is taken in response to any audit findings and recommendations.
- The Ultimate Recipient is to submit to Ontario in writing as soon as possible, but no later than thirty (30) days following receiving it, a report on follow-up actions taken to address recommendations and results of the audit.
- The Ultimate Recipient will ensure proper and accurate financial accounts and records are kept, including but not limited to contracts, invoices, statements, receipts, and vouchers in respect of all Projects until at least March 31, 2034.
- The Ultimate Recipient will ensure that Canada / Ontario and their designated representatives are provided with reasonable and timely access to Project sites, facilities, and any records, documentation or information for the purposes of audit, inspection, monitoring, evaluation, and ensuring compliance with this Agreement.

### **Disposal of Assets**

- The Ultimate Recipient is required to maintain ongoing operations and retain title to and ownership of an Asset for the Asset Disposal Period.
- “Asset Disposal Period”, unless otherwise agreed to by Canada, means the period ending five (5) years after a Project is Substantially Completed for any Asset other than land purchased or acquired, in whole or in part, by the Ultimate Recipient with contribution funding provided by Canada under the terms and conditions of the Agreement.
- For any Asset other than land purchased or acquired with contribution funding provided by Canada under the Agreement, if at any time within the Asset Disposal Period, an Ultimate Recipient sells, leases, or otherwise disposes of, directly or indirectly, any Asset purchased, acquired, constructed, rehabilitated or renovated, in whole or in part, under the Agreement, other than to Canada, Ontario, a municipal or regional government, or with Canada's consent, the Ultimate Recipient may be required to reimburse Canada, via Ontario, any federal funding received for the Project.



**Accessibility Standard Requirements**

- Projects must meet or exceed the requirement of the highest published accessibility standard in a jurisdiction in addition to applicable provincial building codes and relevant municipal by-laws.

## Appendix D: Communications Protocol - Public Communications, Events, Digital Signage

### Issuing a Media Release

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

- Recognize the role of both the Governments of Canada and Ontario in funding the project
- Contact the Ministry of Education to receive additional content for public communications, such as a quote from the minister.

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

If a quote is also required by locally elected government officials (e.g. MPP or MP), the school board is responsible for contacting their offices as well.

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

### Invitations to the Minister of Education

To invite the minister to your project announcement event:

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

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

### Digital sign / graphic

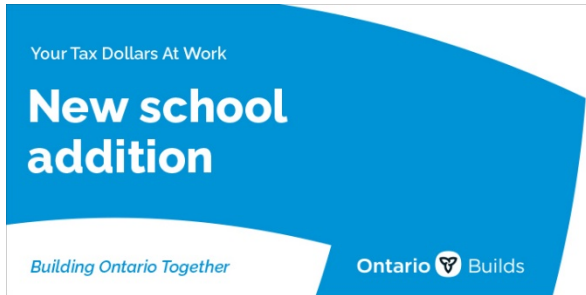
School boards will be required to display an Ontario Builds as well as an ICIP digital asset on school board websites to signify the financial support of the Governments of Ontario and Canada.

These graphics should follow design requirements set out respectively by the Governments of Canada and Ontario.

To satisfy requirements for the Government of Ontario digital sign, boards are to follow the

Ontario Builds artwork and the visual identity guide. Please access [www.ontario.ca/page/ontario-builds-templates](http://www.ontario.ca/page/ontario-builds-templates) to download the Ontario Builds digital graphic. We suggest that the reverse logo be used.

Here is an example of a sign that meets the requirements as set out in Ontario Builds visual identity guidelines:



To satisfy requirements for the Government of Canada digital sign, boards are encouraged to follow the visual identity guidelines available at: [www.infrastructure.gc.ca/pub/signage-panneaux/guidelines-lignesdirectrices-08-eng.html](http://www.infrastructure.gc.ca/pub/signage-panneaux/guidelines-lignesdirectrices-08-eng.html)

Here is a sample of the Government of Canada's graphic per their visual identity:



School boards are responsible for the following:

- Posting the two digital graphics on their websites, as well as on the school's website where applicable, two days before work starts. Digital signs should remain on these websites for 30 days after the work has been completed.
- Posting the digital graphics on the main page of the school board and school websites in a visible spot along with a short statement that the project has been funded by the Governments of Canada and Ontario. There are several different formats of this graphic to allow for flexibility; choose one which works best with your school board website.

For more information on this program, please access <https://www.infrastructure.gc.ca/prog/agreements-ententes/2018/2018-on-eng.html#schedb>

## Contact

Should you have any questions related to this communications protocol or the use of the ICIP digital asset, please send your questions via email to [MinistryofEducation@ontario.ca](mailto:MinistryofEducation@ontario.ca).