

Ministry of Education

Capital and Business Support
Division

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Ministère de l'Éducation

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2022: B

Date: April , 2022

Memorandum to: Directors of Education
Senior Business Officials

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

Subject: Federal Investing in Canada Infrastructure Program: Ventilation
Improvements in Schools

We would like to recognize the extensive work that has been undertaken by all school boards to optimize and improve ventilation and filtration in schools, benefitting students and staff across the province

New funding of up to **\$26.5M** is being made available through the federal-provincial cost shared **Investing in Canada Infrastructure Program (ICIP)**, to support additional ventilation improvements in schools. This brings the total investments in ventilation and air quality improvements to over \$665M.

This memo provides an overview of the allocation, the eligible expenses, and accountability and compliance requirements.

Eligible expenses must be incurred between **April 6, 2022 and March 31, 2023**. Please note Infrastructure Canada is considering a program extension from March 31, 2023 to December 31, 2023 to align with the overall ICIP program completion deadline. Further communication will be provided when confirmed. Until the extension is confirmed, we would like to request that school boards work towards the March 31, 2023 deadline.

Under this program, the Government of Canada will contribute 80% of the total eligible project costs up to \$26.5M. School boards are required to fund the remaining 20% towards these projects (up to \$6.6M provincially) using existing provincial funds, e.g., School Condition Improvement and/or School Renewal Allocation. Please see **Appendix A** for both federal and provincial approved amounts assuming the maximum cost matching required.

Eligible expenses recognize the diverse ventilation needs in schools across the province and are consistent with the expenses eligible under the Safe Indoor Air Top Up to the Federal Safe Return to Class Fund ([2022B08](#)):

- Retrofits, repairs, upgrades and installation of HVAC infrastructure – prioritizing school spaces without mechanical ventilation
- Maintenance and recommissioning of HVAC systems
- Purchase and installation of mechanical ventilation filters
- Purchase of standalone high-efficiency particulate air (HEPA) filter units and filters

To assist in school board planning under the two recent federal ventilation programs, please see **Appendix B** for a comparison of the program components.

Given the multiple sources of provincial and federal funding available for ventilation-related purposes, a reminder that school boards must ensure that the funds are not used to cover any cost that is being funded through other funding sources. In addition, please note funding under this program cannot be used towards previously approved ICIP projects as outlined in [Appendix A: Approved Projects of 2021B12: COVID-19 Resilience Infrastructure Stream: Education Related \(CVRIS-EDU\) Projects- Approvals](#).

Associated transfer payment agreements are being provided to your school board through the Transfer Payment Ontario (TPON) system. Please note that these agreements must be approved by each board by **April 27, 2022** to enable full execution by April 29, 2022.

As a reminder, all ICIP projects are required to adhere to federal requirements which can be found in **Appendix C**. Expenditures determined to be ineligible by the province or federal government will need to be covered through school board funds. There will be no additional provincial funding to offset ineligible expenses or to assist boards in meeting the matching requirement. School boards are expected to manage within existing funds.

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

C: Executive Director, Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO)
Executive Director, Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)
Executive Director, Ontario Catholic School Trustees' Association (OCSTA)
Executive Director, Ontario Public School Boards' Association (OPSBA)
Executive Director, Council of Ontario Directors of Education (CODE)

Executive Director and Secretary-Treasurer, Association des enseignantes et des enseignants franco-ontariens (AEFO)
General Secretary, Ontario English Catholic Teachers' Association (OECTA)
General Secretary, Elementary Teachers' Federation of Ontario (ETFO)
General Secretary, Ontario Secondary School Teachers' Federation (OSSTF)
Chair, Ontario Council of Educational Workers (OCEW)
Chair, Education Workers' Alliance of Ontario (EWAO)
Co-ordinator, Canadian Union of Public Employees – Ontario (CUPE-ON)
Executive Director, Association des directions et directions adjointes des écoles franco-ontariennes (ADFO)
Executive Director, Catholic Principals' Council of Ontario (CPCO)
Executive Director, Ontario Principals' Council (OPC)

Appendix A: ICIP Allocations

School board allocations take into consideration the age of the facilities and the type of ventilation in place as identified by the board.

Board ID	District School Board Name	ICIP-Ventilation- Maximum Projected Federal Funding	ICIP-Ventilation Matching Requirement from Provincial Funding
1	DSB Ontario North East	\$ 193,307	\$ 48,327
2	Algoma DSB	\$ 227,876	\$ 56,969
3	Rainbow DSB	\$ 327,370	\$ 81,842
4	Near North DSB	\$ 282,901	\$ 70,725
5.1	Keewatin-Patricia DSB	\$ 87,815	\$ 21,954
5.2	Rainy River DSB	\$ 68,688	\$ 17,172
6.1	Lakehead DSB	\$ 129,906	\$ 32,477
6.2	Superior-Greenstone DSB	\$ 68,731	\$ 17,184
7	Bluewater DSB	\$ 207,518	\$ 51,880
8	Avon Maitland DSB	\$ 186,714	\$ 46,679
9	Greater Essex County DSB	\$ 436,073	\$ 109,018
10	Lambton Kent DSB	\$ 519,372	\$ 129,843
11	Thames Valley DSB	\$ 908,973	\$ 227,243
12	Toronto DSB	\$ 3,959,828	\$ 989,957
13	Durham DSB	\$ 671,210	\$ 167,802
14	Kawartha Pine Ridge DSB	\$ 582,178	\$ 145,544
15	Trillium Lakelands DSB	\$ 357,261	\$ 89,315
16	York Region DSB	\$ 993,290	\$ 248,321
17	Simcoe County DSB	\$ 417,881	\$ 104,470
18	Upper Grand DSB	\$ 375,544	\$ 93,886
19	Peel DSB	\$ 1,359,560	\$ 339,890
20	Halton DSB	\$ 626,331	\$ 156,583
21	Hamilton-Wentworth DSB	\$ 611,145	\$ 152,786
22	DSB of Niagara	\$ 594,963	\$ 148,741
23	Grand Erie DSB	\$ 538,674	\$ 134,668
24	Waterloo Region DSB	\$ 710,793	\$ 177,698
25	Ottawa-Carleton DSB	\$ 739,548	\$ 184,887
26	Upper Canada DSB	\$ 419,649	\$ 104,912
27	Limestone DSB	\$ 538,440	\$ 134,610
28	Renfrew County DSB	\$ 137,918	\$ 34,480
29	Hastings and Prince Edward DSB	\$ 210,815	\$ 52,704
30.1	Northeastern Catholic DSB	\$ 127,317	\$ 31,829
30.2	Nipissing-Parry Sound Catholic DSB	\$ 109,628	\$ 27,407
31	Huron-Superior Catholic DSB	\$ 111,558	\$ 27,890
32	Sudbury Catholic DSB	\$ 80,125	\$ 20,031
33.1	Northwest Catholic DSB	\$ 20,300	\$ 5,075
33.2	Kenora Catholic DSB	\$ 19,854	\$ 4,964
34.1	Thunder Bay Catholic DSB	\$ 87,236	\$ 21,809
34.2	Superior North Catholic DSB	\$ 39,064	\$ 9,766
35	Bruce-Grey Catholic DSB	\$ 55,030	\$ 13,758

36	Huron Perth Catholic DSB	\$ 87,646	\$ 21,912
37	Windsor-Essex Catholic DSB	\$ 268,005	\$ 67,001
38	London District Catholic School Board	\$ 248,981	\$ 62,245
39	St. Clair Catholic DSB	\$ 124,033	\$ 31,008
40	Toronto Catholic DSB	\$ 1,419,899	\$ 354,975
41	Peterborough V N C Catholic DSB	\$ 173,578	\$ 43,395
42	York Catholic DSB	\$ 437,832	\$ 109,458
43	Dufferin-Peel Catholic DSB	\$ 625,298	\$ 156,324
44	Simcoe Muskoka Catholic DSB	\$ 214,379	\$ 53,595
45	Durham Catholic DSB	\$ 248,496	\$ 62,124
46	Halton Catholic DSB	\$ 224,478	\$ 56,120
47	Hamilton-Wentworth Catholic DSB	\$ 310,638	\$ 77,659
48	Wellington Catholic DSB	\$ 92,149	\$ 23,037
49	Waterloo Catholic DSB	\$ 220,731	\$ 55,183
50	Niagara Catholic DSB	\$ 247,209	\$ 61,802
51	Brant Haldimand Norfolk Catholic DSB	\$ 163,694	\$ 40,922
52	Catholic DSB of Eastern Ontario	\$ 174,348	\$ 43,587
53	Ottawa Catholic DSB	\$ 557,084	\$ 139,271
54	Renfrew County Catholic DSB	\$ 169,635	\$ 42,409
55	Algonquin and Lakeshore Catholic DSB	\$ 241,786	\$ 60,446
56	CSD du Nord-Est de l'Ontario	\$ 40,508	\$ 10,127
57	CSD du Grand Nord de l'Ontario	\$ 84,796	\$ 21,199
58	CS Viamonde	\$ 308,127	\$ 77,032
59	CÉP de l'Est de l'Ontario	\$ 213,356	\$ 53,339
60.1	CSD catholique des Grandes Rivières	\$ 224,858	\$ 56,215
60.2	CSD catholique Franco-Nord	\$ 79,131	\$ 19,783
61	CSD catholique du Nouvel-Ontario	\$ 246,583	\$ 61,646
62	CSD catholique des Aurores boréales	\$ 30,744	\$ 7,686
63	CS catholique Providence	\$ 110,047	\$ 27,513
64	CS catholique MonAvenir	\$ 300,469	\$ 75,117
65	CSD catholique de l'Est ontarien	\$ 217,968	\$ 54,492
66	CSD catholique du Centre-Est de l'Ontario	\$ 234,800	\$ 58,700

Appendix B: Federal Funding for School Ventilation Comparison

Program	Safe Return to Class Fund: \$36.2M	ICIP-Ventilation: \$26.5M
Eligible Expense Timelines	Sept 1, 2021 to Aug 31, 2022	April 6, 2022 to March 31, 2023
Cost sharing	No cost sharing requirement	80% Fed (\$26.5M) / 20% Prov (\$6.6M)
Eligible Expenses	<ul style="list-style-type: none"> • Retrofits, repairs, upgrades and installation of HVAC infrastructure – prioritizing school spaces without mechanical ventilation • Maintenance and recommissioning of HVAC systems • Purchase and installation of mechanical ventilation filters • Purchase of standalone high-efficiency particulate air (HEPA) filter units and filters 	

Appendix C: ICIP Requirements

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

Eligible Expenditures

Eligible Expenditures will include the following:

- All costs direct and necessary for the successful implementation (excluding ineligible costs noted below) of an eligible project and which may include capital costs, design and planning, and costs related to meeting specific program requirements; and
- Costs will only be eligible as of Project approval.

Ineligible Expenditures

Costs Incurred before a project is approved and any and all expenditures related to contracts signed prior to approval of a project. Ineligible expenditures will include the following:

- Costs incurred for cancelled projects;
- Leasing 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 recipient, any direct or indirect operating or administrative costs of recipients, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the recipient's staff;
- Financing charges, legal fees, and loan interest payments, including those related to easements (e.g. surveys);
- Any expenses incurred after the program deadline will be ineligible for funding;
- 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 recipient is eligible for a rebate, and any other costs eligible for rebates;
- Costs associated with operating expenses and regularly scheduled maintenance work, except for essential capital equipment purchased at the onset of the construction/acquisition of the main asset and approved; and
- Cost related to furnishing and non-fixed assets which are not essential for the operation of the asset / project.

Awarding of Contracts

- The 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 Recipient associated with the Contract to be ineligible. The 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 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 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 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 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.

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

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** 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
- 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 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

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.