

**Ministry of Education**  
Transfer Payments and  
Financial Reporting Branch

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Direction des paiements de transfert  
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**Ontario**

**2005: SB34**

**MEMORANDUM TO:** Superintendents of Business  
Secretary-Treasurers of School Authorities

**FROM:** Wayne Burtnyk  
Director  
Transfer Payments and Financial Reporting

**DATE:** December 7, 2005

**SUBJECT:** Reporting Entity Project – Valuation of Non-Permanent Building  
Capital Assets

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This memorandum is to inform you of the requirements for the data collection process of non-permanent building structures for consolidation purposes. For the purposes of the consolidation project, non-permanent building structures include portables, portapaks, and relocatable classroom modules only. Boards are asked to report all non-permanent building capital assets as of **March 31, 2005**. Any activity to these assets after March 31, 2005 will be captured through the Excel spreadsheet accompanying 2005:SB26.

The Ministry of Education in conjunction with Ontario Realty Corporation (ORC) has incorporated a non-permanent structure module to the previously developed web-based application to support the collection process of non-permanent building structures.

Boards are required to access the above application and review the information (which is a summary of data from the SFIS database). Boards will be required to add and remove records in order to reflect the actual non-permanent building structures **owned** as of March 31, 2005. To complete this phase of the data collection process, boards are required to provide the date of manufacture and square footage of the assets. Boards are asked to provide their best estimates if the above required information is not available.

The application can be accessed at the following website address:

<http://204.187.93.211/CAP-Edu>

Boards are required to complete this confirmation process by January 31, 2006.

A user guide is provided and the application can be accessed with previously issued User IDs for Phase 2 of the land and buildings collection process. Should you require additional User IDs, please refer to Appendix A of the initial user guide issued in August 2005 and follow the steps in requesting additional users.

For assistance in navigating the screens, please contact Doreen Lamarche at (613) 225-9210 ext 113 or [doreen.lamarche@edu.gov.on.ca](mailto:doreen.lamarche@edu.gov.on.ca) or Nadya Bekker at (416) 327-9061 or [nadya.bekker@edu.gov.on.ca](mailto:nadya.bekker@edu.gov.on.ca). For technical assistance, please contact Peter Erwood, Co-ordinator, ORC Valuation Team at (416) 327-92332 or [peter.erwood@edu.gov.on.ca](mailto:peter.erwood@edu.gov.on.ca) or Sam Wong, Analyst, ORC Valuation Team at (416) 212-4475 or [sam.wong@edu.gov.on.ca](mailto:sam.wong@edu.gov.on.ca).



Wayne Burtnyk  
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cc: Directors of Education  
School boards' external auditors