MEMORANDUM TO: School Business Officials

FROM: Nancy Whynot

DATE: May 16, 2007

SUBJECT: Prohibitive to Repair School Review Process

As a follow-up to the memorandum of October 31, 2006: SB23 regarding Prohibitive to Repair – School Options, I am writing to provide you with information regarding the process the ministry is undertaking to review facilities identified as PTR and to finalize allocations for school boards under this capital program.

In November, 2006, school boards were asked to identify school facilities that are considered to be PTR candidates by their boards. The ministry had identified approximately 200 schools based on a Facility Condition Index of 65% or greater. School boards were permitted to remove school from that list and/or identify additional schools based on their assessment of additional renewal needs and facility condition information.

Over the past few months, ministry staff have undertaken detailed consultations with school board staff to discuss the facilities identified by boards as PTR, to review the circumstances that support the boards’ assessments and to discuss proposed solutions. These discussions have been extremely substantive and the ministry appreciates the time and preparation that board staff have invested in these meetings.

The intent of these meetings was to identify PTR schools and solutions which represented priority candidates for funding support through the PTR capital program.

Given the substantial amount of information received and reviewed through these consultations, the ministry is streamlining the last stage of this project. SB23 had indicated that boards would be asked to submit business cases regarding PTR schools. Given the substantial exchange of information that has already taken place through the consultation meetings, the ministry will not require full business cases but will be limiting its request to boards to key data which will support the final stage of this process and ensure a consistent data capture for all facilities under consideration.

The ministry has developed a new template in the capital planning module of SFIS to ensure that consistent data is entered for all priority projects under consideration. Board staff are
asked to complete the new PTR Template for all priority projects identified through the ministry/board consultation meetings. Board staff will receive an email from Dolly Anand to confirm the priority projects for their board for which a template should be completed.

**PTR SOLUTION CRITERIA**

Below is the criteria developed by the ministry to identify priority projects for PTR funding consideration:

*The solution must address at least one PTR facility*

- The solution must include at least one school, or portion of a school, that is prohibitive-to-repair. This includes facilities that are:
  - Ministry identified PTR-Candidates with an FCI greater or equal to 65 per cent; or
  - Board identified PTR-Candidate with additional 5-year (2002-03 to 2006-07) renewal needs not captured in the original inspections and not reflected in the ReCAPP database. This would result in the FCI of the facility being higher than originally reflected by the baseline FCI calculation. It is expected that these additional renewal needs would result in the FCI being close to or over 65 per cent.

- If other facilities are being considered for replacement as part of the PTR solution, the board needs to demonstrate that these facilities also have high renewal needs now and in the next few years.

*The solution should reflect current construction benchmarks*

- The estimated cost of the proposed solution should be in-line with the current capital construction benchmark costs for elementary and/or secondary schools as appropriate.

*The solution must address current and projected enrolment*

- The solution must directly benefit the majority of the students impacted at the PTR school.

- The solution must reflect consideration of:
  - the current enrolment of the PTR facility;
  - capacity in nearby facilities: **and**
  - the longer-term (10-year) enrolment projection(s) of both the PTR facility and other facilities in the area. For situations where enrolment is expected to decline, the reduced enrolment should be the target size. Any capacity added to a planning area from proposed replacement construction should be sustainable over the longer term.
The solution should consider other funding sources where applicable

- Boards should identify other sources of funding that may be part of the funding solution, such as: Primary Class Size capital, New Pupil Places, Growth Schools, capital reserves and Grants for School Renewal.

- Where a new school is proposed as a solution and the new school would also address enrolment growth in addition to the replacement of space from the PTR school, PTR funding would support only part of the project. The balance would be dependent on eligibility for NPP and/or Growth Schools funding.

Given the extensive number of existing schools and school sites in most parts of the province, the ministry will assess the potential, wherever possible, for schools to be renovated or for schools and sites surplus to one board’s needs to be circulated for consideration by other boards. Ministry staff will also consider the potential of joint solutions to meet the needs of more than one board where feasible.

PROCEEDS OF DISPOSITION

- Some PTR solutions include the proposed closure of facilities that will likely become surplus to the board’s needs. Where proceeds of disposition are realized from these facilities as a direct result of the Ministry funding the PTR solution, the Ministry will require boards to set these funds aside in a new “PTR Proceeds of Disposition Reserve Fund”. The use of these funds will be limited to address future PTR or other capital needs of the board and will require Ministry approval.

- Boards will be asked to identify schools and sites which are likely to become surplus to the board’s needs should a proposed PTR solution be approved for funding.

NEXT STEPS

Submission of Additional Information

As noted above, the ministry has developed a PTR Template which is a module of the School Facility Information System (SFIS) database in the Capital Plan link on the SFIS website at http://sfis.edu.gov.on.ca/. It is estimated that the additional information needed for each PTR facility will take approximately 30 minutes to complete, although it may take longer depending on the complexity of the proposed solution.

The template utilizes the information provided by boards through their capital plans. Boards are encouraged to review the information provided to the Ministry through their capital plans. Specifically, the Accommodation Changes section and the 10-year enrolment projections should be completed for all facilities in the planning area of the proposed PTR school.

Boards are asked to complete and submit the PTR Templates for all priority projects discussed in the consultation meetings with ministry staff by May 25, 2007. Over the next few
days, the Ministry will follow this memorandum with a list of facilities invited to complete the PTR Template.

Boards may choose to append additional information for the Ministry’s consideration. Any documents to be attached to the template should be sent to Marilyn Lingbaoan (Marilyn.Lingbaoan@Ontario.ca) using a file name with the following nomenclature:  
Board Name_Solution Name_Description

OTHER ASSISTANCE

Ministry staff are available to answer questions and provide support throughout the PTR review and allocation process. School boards are encouraged to contact staff if they require further clarification during any stage of this process.

For further clarification regarding the PTR process, please direct any questions to:

Dolly Anand, Policy Team Lead or Nancy Whynot, Director  
Capital Programs Branch  
Ministry of Education  
(416) 325-2022  
Dolly.Anand@Ontario.ca  
Nancy Whynot, Director  
Capital Programs Branch  
Ministry of Education  
416-325-4030  
Nancy.Whynot@Ontario.ca

For further clarification regarding SFIS or the Capital Plans module, please direct any questions to:

Francesco Chu, SFIS Coordinator  
Capital Programs Branch  
Ministry of Education  
(416) 325-6273  
Francesco.Chu@Ontario.ca

Nancy Whynot  
Director, Capital Programs Branch  
Ministry of Education

c.c.  Directors of Education  
Superintendents of Plant  
Superintendents of Planning