



2010: SB 9

MEMORANDUM TO: School Business Officials
Superintendents of Plant

FROM: Nancy Whynot
Director, Capital Programs Branch

DATE: March 1, 2010

SUBJECT: School Asset Management Database and Facility Condition
Assessments

The purpose of this memo is to update school boards on the Ministry's efforts to assess and monitor the condition of school facilities and to assist boards in managing their future school renewal programs.

Background

Since 2004, the Ministry of Education has arranged for boards to have access to an asset management database, ReCAPP, to track school facility condition data and future renewal needs, as well as to report progress on renewal projects funded by the Ministry. Information from school facility condition surveys conducted in 2002-03 created the foundational data housed in the database and was used to prioritize the renewal needs at schools.

The government addressed the backlog of renewal needs with the Good Places to Learn (GPL) program, which provided \$2.25 billion in funding for boards to address high and urgent renewal needs and \$800 million in funding for schools that were prohibitive to repair. Boards use this database to support their school renewal programs and report expenditures of GPL renewal funding and Energy Efficiency funding.

School Board Capital Asset Management

Operational Reviews have identified leading practices in asset management that are supported by the use of a capital asset management database to assess and prioritize renewal needs and assist boards in both preventative and reactive renewal programs.

Leading practices include, but are not limited to:

- Senior administration develops and communicates a multi-year plan for major maintenance and renewal projects. The plan addresses the board's preventative and deferred maintenance priorities and optimizes the use of available funding.
- An accurate and current assessment of facility conditions is maintained.
- Capital forecasts and related funding plans are assessed annually and adjusted to meet current needs and changes to original assumptions.

The Ministry wants to continue to support boards in achieving effective asset management programs. At the same time, the collection of current and consistent data regarding the condition of schools helps the Ministry monitor the needs of schools and the effectiveness of investment programs and of board renewal programs. The collection of this information is consistent with the Government's overall asset management requirements as directed by the Ministry of Energy and Infrastructure. It also responds to the recommendation in the 2008 report of the Auditor General of Ontario on School Renewal and Maintenance that the Ministry of Education ensure that the school renewal database is current and accurately reflects major renewal needs.

The current contract with Altus Capital Planning Solutions for the ReCAPP database expires in 2011. The Ministry is now undertaking a competitive procurement process for a capital asset management database and school facility condition assessments. The Ministry issued a pre-notice on MERX in November 2009 of the planned procurement.

Next Steps

The Ministry's focus is ensuring a fair and open procurement process that delivers the best possible database and facility assessment process within funding parameters. To ensure a fair process, the Ministry will not be able to discuss the procurement with boards or potential respondents to the procurement.

The Ministry is consulting with school board representatives who form a Technical Advisory Committee responsible for advising the Ministry on the functionality of the database and the scope of the surveys that will be incorporated into the Ministry's procurement documents. The Ministry has asked members to treat the discussions confidentially, in order to protect the integrity of the procurement process.

The Technical Advisory Committee members are:

- Sandi Ackroyd, Assistant Plant Manager, Special Projects, Rainbow DSB
- François Brûlé, Gérant de l'entretien, CSD des écoles catholiques du Sud-Ouest
- Kevin Bushell, Executive Officer, Facility Services and Capital Planning, Thames Valley DSB
- Mike Carson, Superintendent, Facilities Services, Ottawa-Carleton DSB
- Glenn Clarke, Controller of Plant, Simcoe Muskoka Catholic DSB
- Larry Hayter, Facilities Condition Specialist, Toronto DSB
- Tim Robins, Assistant Superintendent, Facilities Services, Durham Catholic DSB

- Randy Wright, Controller of Planning and Accommodation Support Services, Peel DSB

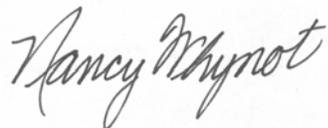
Other school boards are also welcome to send the Ministry comments regarding the functionality of the future database and the scope of the assessments. Boards may email the Capital Programs Branch project team lead, Mathew Thomas, at Mathew.P.Thomas@ontario.ca. The Ministry anticipates issuing a Request for Proposal for these services in spring 2010.

Boards are required to continue to update data in ReCAPP as outlined in **2009:SB19 [Reporting Requirements: Energy Efficiency and Good Places to Learn](#)** and other memoranda. It is anticipated that the new school assessments will be conducted over a four-to-five year period. Regardless of the successful vendor, we expect there to be some need for data transition as the format and technology requirements will likely change. We expect to retain existing data to assist boards in managing renewal needs before all school facilities have been surveyed and to retain important historical data for all facilities.

Boards are also expected to continue to carry out renewal work supported by the Good Places to Learn renewal funding, the annual grant for School Renewal and Energy Efficiency funding. Boards should not delay renewal work in anticipation of future funding programs and should not expect to be reimbursed for work already undertaken. Boards are responsible for making effective and timely use of existing funding programs, including Energy Efficiency funding, in order to improve the facility condition of their schools. Boards should expect future capital programs to take into account a board's success in utilizing renewal funding to improve facility condition of their schools and the timeliness and accuracy of reporting.

The Ministry is pleased to be able to support school boards in managing the renewal needs of their schools by moving forward with this procurement. Boards will be advised when the Ministry has concluded the procurement process.

Sincerely,



Nancy Whynot
Director
Capital Programs Branch

cc: Directors of Education