

Ministry of Education

Capital Policy and Programs
Branch
900 Bay Street
19th Floor, Mowat Block
Toronto ON M7A 1L2

Ministère de l'Éducation

Direction des politiques et des
programmes d'immobilisations
900, rue Bay
19^e étage, Édifice Mowat
Toronto ON M7A 1L2



2011: SB34

MEMORANDUM TO: Directors of Education
School Business Officials
Superintendents of Plant

FROM: Nancy Whynot
Director
Capital Programs Branch

DATE: December 13, 2011

SUBJECT: Campus Identification Updates

As noted in memorandum 2011: B9 *In-year amendments to education funding regulations for 2010-11 and 2011-12*, facility information used to generate School Foundation grant allocations in the 2011-12 Grants for Student Needs (GSN) regulation was frozen in order to allow the Ministry to review facility data. This memo serves to update boards on the part of this review process that relates to Campus Identification.

Highlights:

- Ministry has undertaken a review to ensure that the definition of “Campus” is applied consistently across the sector
- Ministry review has reclassified some schools and facilities as being on the same campus
- Boards to review list by January 13, 2012

Ministry Review

In memorandum 2010:SB 51 *Condition Assessment Program for Education Facilities in Ontario: Verification of Facility Information*, the Ministry outlined that the “Campus ID number is intended to be shared between different buildings on the same physical site, including buildings owned or occupied by different boards.”

During the facility verification process in 2010-11, boards identified situations where Campus IDs should be the same for schools (defined as an entity with a School Facilities Inventory System ID) and facilities that previously had different Campus IDs. Also during this process, the Ministry noted that there were instances that required further review and recognized that boards may have had slightly different interpretations of “same site.”

As noted in memo **2011: B9**, the Ministry conducted a second review in the fall of 2011. The Ministry reviewed discrepancies between the data found in SFIS and data on board websites relating to the location of the schools and facilities. The Ministry then used land registry property ownership information and geographic data to determine whether close-by schools and facilities were located on the same site or campus.

Definition of Campus

During this review of campuses, the Ministry used the following definition:

- Campus: Property or properties owned, leased or rented by a school board that are linked by a contiguous property line. Each campus is to have one Campus ID and all schools and facilities located on this campus will have this Campus ID.

A campus may have more than one facility and more than one school. Two or more sites owned, leased or rented by the board that are touching in some way are considered to be one campus. If the sites are separated by a municipal road, then they are not the same campus.

Two or more school boards may share a Campus ID in cases where they are in the same facility or where they co-own a property.

Next Steps

As a result of the 2011 fall review the Ministry has identified additional cases where more than one school or facility is located on one campus. Where the Campus IDs have changed, the lowest original Campus ID is applied to the other schools or facilities on the campus.

Your board will receive a list of schools where the Ministry’s review has resulted in changes to Campus ID. The list will include the corresponding schools that share the Campus ID. On your board’s list may be sites that the Ministry has determined are likely multi-school campuses, but where this is not certain. In those cases, we have given them the shared Campus ID.

Accuracy of capital information is critical for a variety of reasons, including the Condition Assessment Program and funding. The campus information will be essential in determining potential refinements to the 2012-13 GSN. Please review the list and respond to the Ministry by January 13, 2012 if you have information about property

ownership and/or boundaries that demonstrates that the Ministry's assessment of a particular Campus ID should be revised. The board is to send this information to BSB.GPL@ontario.ca. No response from the board will indicate to the Ministry that no changes are required.

Subsequently, the new Campus IDs will be loaded into SFIS. At that time, the Building IDs will also be updated to reflect the new Campus IDs.

The Ministry will work with Altus to ensure that these changes are reflected in the TCPS™ asset management database.

Further Review

Whether schools or facilities are on the same site is a variable in the School Foundation Grant allocation model. The Ministry continues to review other information, such as BSID, that is also relevant to the School Foundation Grant. The Ministry will communicate with boards about the result of the review and any further verification required by boards.

As has been the case in the past, school boards continue to be responsible for ensuring that information in SFIS is up-to-date. All facilities used by the board for educating students must be reflected in SFIS, as well as any facility that is going to be assessed through the Condition Assessment Program.

If you have any questions about the Campus ID verification process, please contact Amy Olmstead at 416-326-9921 or amy.olmstead@ontario.ca

Sincerely,

Original signed by:

Nancy Whynot
Director
Capital Programs Branch

cc: Andrew Davis, Director, Financial Analysis and Accountability Branch
Didem Proulx, Director, Education Finance Branch