

Ministry of Education

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2017: SB03

MEMORANDUM TO: Senior Business Officials
Managers of Planning
Secretaries/Treasurers of School Authorities

FROM: Mathew Thomas
Director (A)
Capital Policy and Programs Branch

DATE: **January 26, 2017**

SUBJECT: **Request for School Board to Complete Surveys On:**

- 1) Capital Planning Capacity Program**
- 2) Community Hubs - Minor Retrofits and Accessibility**

This memorandum is intended to provide school boards with additional information about the reporting requirements announced in: (1) Memorandum **2015: SB01 Capital Planning Capacity Program**; and (2) Memorandum **2016: B18 Community Hubs Capital Funding: Minor Retrofits and Accessibility**.

In these memos, the Ministry informed school boards that they would be required to report on the outcome(s) and use of funds. Included in the memorandum are two web-based surveys for school boards to complete by **February 28, 2017**:

- Survey on the Capital Planning Capacity (CPC) Program; and
- Survey on the Minor Retrofits and Accessibility Initiative.

Capital Planning Capacity Program

The Capital Planning Capacity Program provides funding to school boards to acquire additional resources to undertake a range of capital planning-related activities. The funding allocation for the CPC Program was designed to support school boards in two main areas: Capacity Building and Data Management.

Part of the reporting requirement for the CPC Program is to assess how school boards are using the CPC funding to address capacity building and data management. As such, the Ministry has developed a web-based survey for school boards to complete by **February 28, 2017**. To access the survey please click on the link below. **Please note the Ministry will only accept one survey response from each board.**

Survey Link: <https://www.surveymonkey.com/r/WFKZB6R>

Community Hubs Capital Funding: Minor Retrofit and Accessibility Initiative

As per Memorandum **2016: B18**, \$50 million in capital funding was allocated to school boards to support the expansion of community hubs in schools to benefit both students and the local community. School boards can use this allocation to retrofit available space in their schools into community hub space and to improve the accessibility of their schools to allow greater opportunities for use by the community.

School boards are requested to complete a short web-based survey on the planned use of their funding by **February 28, 2017**. The survey includes questions regarding:

- The projects the board plans to undertake using their Minor Retrofits and Accessibility funding;
- What type of community space was created or improved or what is the nature of the capital work (e.g. installation of walls/firewalls, accessible ramp to parking lot);
- The name and/or type of community partner(s) to occupy the renovated space; and/or
- The additional community use, and positive outcomes for the school and potentially the broader community that will be realized due to the capital investment.

To access the survey, please click on the link below. **Please note the Ministry will only accept one survey response from each board.**

Survey Link: <https://www.surveymonkey.com/r/WNQTCKF>

School boards are also reminded that as per Memorandum **2016: B18** all Minor Retrofits and Accessibility expenditures made by boards must be reported in VFA facility and will then be uploaded by the Ministry directly into EFIS. Cash payments to boards will be made twice a year based on reported expenditures; specifically:

- Expenditures from September 1, 2016 to March 31, 2017 (and reported by April 2017) will be paid in June 2017; and
- Expenditures from April 1, 2017 to August 31, 2017 (and reported by October 31, 2017) will be paid in February 2018.

The Ministry will fund short-term interest related to these expenditures on a semi-annual basis, which is consistent with other capital programs. Any unspent funds by the end of the 2016-17 school year can be carried-over for one additional year, however, any 2016-17 amounts unspent by the end of the 2017-18 school year will be recovered.

Ministry Contacts

If you have any questions regarding the contents in this memorandum, please contact the Program Leads below.

Community Hubs Capital Funding: Minor Retrofits and Accessibility Initiative

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Capital Planning Capacity Program

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