

Ministry of Education**Ministère de l'Éducation**

Capital and Business Support
Division

Division du soutien aux
immobilisations et aux affaires

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2020: SB19

Date: October 1, 2020

Memorandum to: Directors of Education
School Business Officials

From: Didem Proulx
Assistant Deputy Minister of Education
Capital and Business Support Division

Subject: Major Capital Project Progress Report and Renewal Funding
Project Tracker

In memorandum 2020: B9, it was indicated that the ministry would work with school boards towards developing an in-depth understanding of the status of capital projects, the time to completion and the resulting multi-year funding requirements. This level of detail would support provincial multi-year planning exercises for the annual budget and general policy and program development.

In line with that objective, this memorandum is intended to outline a new reporting requirement for major capital projects that the Ministry of Education has supported through the following capital grant programs:

- Capital Priorities;
- Full-Day Kindergarten;
- Child Care;
- EarlyON Child and Family Centres;
- Community Hubs Replacement; and
- Land Priorities.

In addition, this memo outlines how the ministry intends to gain greater insight into how renewal funds have been budgeted and committed.

Major Capital Projects

The Ministry of Education provides capital grants to school boards to support the construction of new schools, additions, retrofits and child care centres as well as to support site acquisition and site preparation costs which are not eligible to be funded using Education Development Charge (EDC) revenues.

As the critical path for construction projects can vary based on several factors, it is important that the ministry has a good understanding of project progress as measured by both key project milestones and the timing of expenditures.

The new template will assist the ministry in strengthening its capital accountability process and gaining a better understanding of the development cycle of major construction projects within the education sector, while providing valuable information to support the government's fiscal planning and budgeting process. School boards are required to use best information available to ensure the accuracy of the forecasts.

As this is designed to be a new, on-going requirement, the ministry may introduce further refinements in future iterations to further enhance reporting and data integrity.

Reporting Requirements

School boards are required to complete the template for each capital project that has a remaining allocation balance as of the 2019-20 March Report. Information to be collected includes construction progress through various milestones, funding allocations, projected expenditure schedule and potential Land Priorities funding requests. Detailed instructions are included in the template.

Accessing Templates

Individual, board specific excel templates will be provided to school boards in a subsequent email.

Completion and Submission of Completed Templates

Completed templates are to be submitted to the ministry no later than later than **October 20, 2020**. As this information is critical to support the ministry's multi-year planning process, timely submissions are required.

Please submit the completed excel template electronically to your school board's Capital Analyst. Please use the following naming convention for the files and subject line of the email: DSB#- School Board Name- Major Capital Project Progress Report- October 2020

Renewal Projects

Over the past couple of years, the ministry has made significant investments towards school renewal. The ministry understands that school boards have been actively working towards executing small and large projects against these funds.

At this time, to support multi-year budgeting and planning, it is important to know not only how much has been spent to date but at what stage school boards are at in executing projects tied to the remainder of their funds. Earlier this year, the ministry e-mailed excel based templates to school boards to begin to capture this information. On a go forward basis, the ministry intends to continue to capture these details and develop greater insight into how renewal projects are lined up.

As school boards are provided with flexibility to plan and spend on eligible projects within their allocation, the ministry is requesting that school boards complete the template introduced in VFA.facility which mirrors the details collected earlier this year.

Reporting Requirements

Specifically, the ministry intends to better understand how School Condition Improvement and School Renewal Allocations funds are over a multi-year basis:

- Legally committed to initiated projects (standard projects and those connected to a major capital project / approval to proceed)
- Board approved and assigned to projects (standard projects and those connected to a major capital project / approval to proceed)
- In board plans and earmarked to projects

The reporting module is to be completed by October 30, 2020.

Accessing Reporting Module

The reporting module is now available in VFA.facility. Accruent will be providing online training sessions to school boards over October (6, 13 and 20). To register for training, please use the following portal <http://www.edu-vfa.com> or email edutraining@acruent.com.

Contact Information

Any questions regarding the completion of this template should be directed to a school board's Capital Analyst. In addition, if you require further information, please contact:

Contact	Telephone and e-mail
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Sincerely,

Original signed by:

Didem Proulx
Assistant Deputy Minister
Capital and Business Support Division

c: School Board Facilities Managers