

INFORMATION REPORT

ITEM 10.6

**2017 CAPITAL PRIORITIES GRANT
MINISTRY FUNDING ANNOUNCEMENT**

PURPOSE:

To inform the Board of Trustees of the official Ministry Funding Announcement for the 2017 Capital Priorities Grant pertaining to the eight (8) projects submitted on September 8, 2017.

BACKGROUND INFORMATION:

- 1) Information Report 10.4, “2017 Capital Priorities Grant Preliminary Ministry Funding Announcement” from the February 6, 2018, Regular Board Meeting.
- 2) Action Report Item 8.1, “Updated 2017 Capital Priorities Business Cases and Request for Early Years Capital Program (EYCP) Submissions” from the September 5, 2017, Regular Board Meeting.
- 3) Action Report Item 8.17, “Updated 2017 Capital Priorities Business Cases and Request for Early Years Capital Program (EYCP) Submissions” from the June 20, 2017, Regular Board Meeting.

BACKGROUND:

On September 8, 2017, the Board submitted a total of eight (8) Capital Priorities Grant projects in response to Ministry Memorandum 2017: B07 Request for Capital Priorities Project Funding Submission circulated on June 12, 2017.

On January 19, 2018, the Minister of Education, Indira Naidoo-Harris, attended Bishop P.F. Reding Catholic Secondary School in Milton to announce a total of five (5) new projects slated for the Region of Halton, of which two (2) were in favour of the Board. They are as follow:

- 1) Bishop P.F. Reding Catholic Secondary School is receiving a total funding envelope of approximately \$20.1 million. This includes \$18.1 million for a 609-pupil place addition, and \$2 million for a 4-room Childcare Centre; and,
- 2) Oakville Northeast Catholic Elementary School is receiving a total funding envelope of approximately \$3.1 million. This includes \$1.6 million funding for the one (1) classroom addition and renovation of the existing school, and \$1.5 million for a 3-room Childcare Centre.

Refer to the following link for more information on the announcements made on January 19, 2018:
<http://indiranaidoo-harris.onmpp.ca/News/15067?rc=l&l=EN>

On March 13, 2018, the Ministry of Education circulated a communication to the Board outlining which of the eight (8) projects submitted as part of the Ministry’s Business Memorandum 2017: B07 were funded. The Ministry funding announcement letter is attached as Appendix A.

Between the announcements made on January 19 and the March 13 circulation, no new projects have been announced.

As per previous practice, a full summary of the funding status of the eight (8) projects submitted are outlined in Figure 1 below. The report also provides additional information on the Ministry's rationale for their funding allocation or lack thereof, and the next steps in advancing the projects to completion.

There is also a direction from the Ministry to meet and review the results of the 2017 Capital Priorities Grant Submission, and discuss next steps and strategies to advance current and future projects. This meeting has yet to be scheduled.

Figure 1: 2017 Capital Priorities Business Case Submission (September 8, 2017)

RANK	2017 CAPITAL PROJECT DESCRIPTION	CHILDCARE	EFFECTIVE SCHOOL YEAR	STATUS OF PROJECT
1	Bishop P.F. Reding CSS Permanent Classroom Addition with 4-room childcare	Funded as submitted	2018-19	Fully Funded as Submitted
2	Boyne Milton Secondary #3 CSS	NA	2020-21	Not Funded
3	St. Michael CES, Renovation and classroom retrofit, with 3-room childcare	Funded as submitted	2018-19	Fully Funded as Submitted
4	St. Dominic CES Partial Rebuild	NA	2019-20	Not Funded
5	Georgetown CES – Holy Cross Rebuilt project, with 5-room childcare	Not Funded	2020-21	Not Funded
6	St. Marguerite CES 6 Classroom Addition	NA	2020-21	Not Funded
7	Boyne Secondary Plan Milton #10 'Cobben' CES, with 5-room childcare	Not Funded	2020-21	Not Funded
8	North Oakville CE#4 or CE#5 CES	Not Funded	2020-21	Not Funded

The following is a breakdown of the response sent by the Ministry as well as next steps the Board should undertake. These details and the total funding envelopes are outlined in Appendix A and Appendix B, respectively, of the Ministry approval letter (attached as Appendix A to this report).

Priority #1: Bishop P. F. Reding CSS Permanent Classroom Addition		\$20.13M
Project	Entailed a 609 pupil place addition (29 Classrooms) and internal renovations, coupled with four (4) room Child Care Centre (1 infant, 2 toddler and 1 preschool) to address accommodation pressure in Milton.	
Ministry Recommendation	This project is approved with 2017-18 Capital Priorities Grant funding, which includes \$18.07 M for the classroom addition and \$2.06 M for the child care addition. See Appendix B of the Ministry approval letter for additional funding details.	
Next Steps	Staff has proceeded with the selection of an Architect. Staff will be proceeding with requesting approval for the overall budget for the project at the March 20, 2018, Regular Meeting of the Board. Construction activities are expected to begin in Fall 2018.	

Priority #2: Milton #3 Catholic Secondary School**Not Funded**

Project Entailed a new 1,458 pupil place secondary school to address accommodation pressure in Milton.

Ministry Recommendation This project was not approved for Capital Priorities Grant funding at this time due to limited funding available to the Ministry. The Ministry would like to assess the local utilization upon the completion of approved Capital Priorities projects before considering further project approvals in this area.

The board is encouraged to meet with Ministry staff to review the long term local accommodation needs prior to submitting this as a future Capital Priorities request.

Next Steps Staff will meet with the Ministry of Education in a timely manner, and demonstrate very clearly and well in advance that the need is immediate, and that waiting until 2019 for funding (the expected completion date of Bishop P. F. Reding CSS) is not feasible.

Acquisition of the lands for the site is underway and staff fully intends to resubmit this business case in the next round of capital priorities submission.

Priority #3: St. Michael CES/Oakville Northeast CES Renovation, Retrofit, and Child Care project**\$3.12 M**

Project Entailed a 23 pupil place addition (1 Classroom) and a renovation along with three (3) room Child Care (1 infant, 1 toddler and 1 preschool) at the St. Michael CES/Oakville Northeast CES to support the consolidation of St. John CES in Oakville.

Ministry Recommendation This project is approved with 2017-18 Capital Priorities Grant funding, which includes \$1.58 M for the classroom addition and \$1.54 M for the child care addition. See Appendix B of the Ministry approval letter for additional funding details.

Next Steps Staff is proceeding will need to select an Architect and approve the overall budget for the project. The anticipated completion date of the project is for Fall 2019.

Priority #4: St. Dominic Catholic Elementary School Partial Re-Build**Not Funded**

Project Entailed a partial demolition and reconstruction of 452 pupil places at St. Dominic Catholic Elementary School to address facility conditions in Oakville.

Ministry Recommendation This project was not approved for Capital Priorities Grant funding as the expected savings and removal of renewal backlog does not sufficiently support the expected project cost. The Board is encouraged to address renewal needs identified in the submission with School Condition Improvement Funding or other renewal funding allocated to the board.

Next Steps Staff acknowledged the Ministry's response, and is proceeding with reviewing alternate funding models that will meet both Ministry and Board needs and expectations.

Priority #5: Georgetown West Catholic Elementary School**Not Funded**

Project Entailed a 539 pupil place (memo states 400 – staff has informed the Ministry) replacement elementary school along with a five (5) room child care to relieve accommodation pressure and address facility condition in Halton Hills.

Ministry Recommendation This project was not approved for Capital Priorities Grant funding as the expected savings and removal of renewal backlog does not sufficiently support the expected project cost.

The board is encouraged to address renewal needs identified in the submission with School Condition Improvement Funding or other renewal funding allocated to the board. The board is encouraged to meet with ministry staff to review the long term local accommodation needs prior to submitting this as a future Capital Priorities request.

Next Steps Staff acknowledged the Ministry's response, and is proceeding with reviewing alternate funding models that will meet both Ministry and Board expectations for meeting renewal needs.

Staff will meet with the Ministry of Education in a timely manner, and demonstrate the need for additional pupil spaces in the Town of Halton Hills to address existing and future enrolment pressures.

**Priority #6: St. Marguerite d'Youville Catholic Elementary School
Permanent Classroom Addition****Pulled/Not Funded**

Project Entailed a 138 pupil place addition at St. Marguerite d'Youville Catholic Elementary School to support the consolidation of Holy Family Catholic Elementary School in Oakville.

Ministry Recommendation This project was not approved for Capital Priorities Grant funding as it was withdrawn from funding consideration by the Board. The Board is encouraged to meet with Ministry staff to review the long term local accommodation needs prior to submitting this as a future Capital Priorities request.

Next Steps Staff acknowledged the Ministry's response. On February 20, 2018, the Board rescinded the motion to consolidate Holy Family CES and St. Marguerite d'Youville CES, therefore the project was no longer required.

Priority #7: Milton #8 Catholic Elementary School**Not Funded**

Project Entailed a new 671 pupil place elementary school along with a 5 room child care to address accommodation pressure in Milton.

Ministry Recommendation This project was not approved for Capital Priorities Grant funding at this time due to a lack of an immediate pupil accommodation need as identified by the Ministry. The board is encouraged to meet with ministry staff to review the long term local accommodation needs prior to submitting this as a future Capital Priorities request.

Next Steps Staff acknowledged the Ministry's response, and will meet to discuss long-term accommodation plans.

Priority #8: Oakville #4/#5 Catholic Elementary School

Not Funded

Project	Entailed a new 671 pupil place elementary school to address accommodation pressure in North Oakville.
Ministry Recommendation	This project was not approved for Capital Priorities Grant funding at this time due to a lack of an immediate pupil accommodation need as identified by the Ministry. The board is encouraged to meet with ministry staff to review the long term local accommodation needs prior to submitting this as a future Capital Priorities request.
Next Steps	Staff acknowledged the Ministry's response, and will meet to discuss long-term accommodation plans.

CONCLUSION:

The Minister of Education has confirmed two (2) of the Board's eight (8) projects submitted as part of Ministry Memorandum 2017: B07. A total funding envelope of \$23,252,320 was awarded to the Board to fund the two approved projects.

One (1) of eight (8) projects is no longer needed as the motion to consolidate schools was rescinded.

The remaining five (5) projects will form the basis of future submissions under the Capital Priorities Grant in future submissions. Staff will meet and work with the Ministry to identify potential strategies and solutions to meet the long-term capital needs of the Board.

REPORT PREPARED BY: F. THIBEAULT
SENIOR ADMINISTRATOR OF PLANNING SERVICES

SUBMITTED BY: R. NEGOI
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY: P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Ministry of Education**Office of the ADM**

Capital and Business Support Division
900 Bay Street
20th Floor, Mowat Block
Toronto ON M7A 1L2

Ministère de l'Éducation**Bureau du sous-ministre adjoint**

Division du soutien aux immobilisations et
aux affaires
900, rue Bay
20^e étage, Édifice Mowat
Toronto ON M7A 1L2



March 13, 2018

Paula Dawson

Director of Education and Secretary of the Board

Halton Catholic District School Board

PO Box 5308

802 Drury Lane

Burlington ON L7R 3Y2

Dear Ms. Dawson,

I am writing to inform you that the Ministry of Education has completed its detailed review of the business case(s) your school board submitted for consideration under the 2017-18 Capital Priorities Grant funding program. As outlined in **Memorandum 2017:B7 – Request for Capital Priorities Project Funding Submissions**, business cases could have included requests for school capital funding, including funding for joint-use schools and community hub space, as well as capital funding to support the creation of new or renovated licensed child care spaces and EarlyON (child and family program) centres in schools as part of the larger school capital project.

Demand for funding through the 2017-18 Capital Priorities Program was significant. Altogether, 55 school boards submitted over 250 requests for funding consideration for school capital projects valued at approximately \$3.3 billion. In addition, 45 school boards submitted 180 requests for early years capital funding for the creation of 407 new or renovated child care rooms and 102 EarlyON centres.

I am pleased to inform you that the ministry has approved funding to support the following project(s) for your school board, as outlined in the table below:

Funding Allocation					
Project	Capital Priorities	Full Day Kindergarten	Child Care	EarlyON	Total
Bishop P.F. Reding CSS	\$18,073,020		\$2,057,016		\$20,130,036
St. Michael CES	\$1,579,522		\$1,542,762		\$3,122,284
Total	\$19,652,542		\$3,599,778		\$23,252,320

Please note that for the project(s) listed in the table above, the ministry has increased its funding benchmarks by two percent to recognize rising construction costs. This increase does not apply to any previously approved projects. Also, this benchmark increase does not apply to child care or EarlyON portions of the projects. The ministry's Expert Panel on Early Years Capital Standards is currently reviewing the benchmarks for child care and EarlyON space with recommendations expected to the ministry in spring 2018. If there are cost pressures associated with the Early Years component of a capital project, please contact your Capital Analyst.

Your funding approval is conditional upon amendments to the 2017-18 Grants for Student Needs (GSN) regulation by the Lieutenant Governor in Council.

Please see Appendix A for a complete list of the Capital Priorities project(s) submitted by your board along with the ministry's decision(s). Although the ministry recognizes that each project has unique circumstances, we have attempted to summarize our rationale for each decision through a high-level description. Your ministry Capital Analyst will contact board staff in the coming weeks to review the ministry's rationale and address any questions you may have.

Appendix B provides a table showing how funding was determined for the approved project(s).

Accountability Measures for Approved Projects

The funding approved for your board through the 2017-18 Capital Priorities Program represents a significant investment in school infrastructure by the Government of Ontario. Your board is responsible and will be held accountable for measures to ensure that the cost and scope of any approved projects are within the approved funding amounts.

As noted in **Memorandum 2018:B3: Capital Priorities – New Reporting and Accountability Requirements**, the ministry is also introducing new high-level reporting and accountability requirements for school boards, including the School Board Capital Attestation Form (see Appendix C) and quarterly project reports. Your board is required to complete the School Board Attestation Form and email it to your ministry Capital Analyst by April 27, 2018. The ministry will communicate additional information about the quarterly project reports in the near future.

The child care and EarlyON funding allocation you have received can only be used to address capital costs related to the creation of a child care and/or EarlyON room(s). As a reminder, prior to requesting an approval to proceed, school boards and the Consolidated Municipal Service Manager (CMSM) or District Social Services Administration Board (DSSAB) are required to provide the Ministry of Education's Child Care Quality Assurance and Licensing Branch with a floor plan of any child care space. Once the space has been approved, a floor plan approval letter will be issued to your school board. This letter is required to be sent to the Capital Analyst when requesting the approval to proceed. If you require further information about the floor plan approval letter process, please contact the Ministry's Child Care Quality Assurance and

Licensing Branch at 1-877-510-5333 or email childcare_ontario@ontario.ca. All child care rooms must be built in accordance with the Child Care and Early Years Act, 2014 (CCEYA).

Site Acquisition, Demolition and Unique Site Costs

The ministry has funding available to address costs related to site acquisition and preparation for project construction costs that are not included in the Ministry's Capital funding benchmark. Additional funding will be provided to boards based upon submission of a detailed estimates with supporting engineering reports. Eligible costs include, but are not limited to the following:

- the acquisition of a site for new school construction;
- the acquisition of lots adjacent to existing schools for school expansion, including child care centres and community hubs;
- site improvements to make the sites suitable for construction, such as soil remediation, additional fill or demolition of existing structures, and
- addressing extraordinary municipal requirements.

Payment

The Capital Priorities Grant, Full Day Kindergarten, Community Hubs Replacement Space, and all associated child care and EarlyON funding will operate on a modified grant payment process, where cash flow is based on school board spending. There are two annual reporting periods for these programs:

- For the period of September 1st to March 31st, all related expenditures are recorded in the board's March Report; and,
- For the period of April 1st to August 31st, all related expenditures are recorded in the board's financial statements.

School boards will also be funded for the short-term interest costs related to these capital programs reflecting that cash flows will occur on a semi-annual basis. The short-term interest payments will be calculated in a manner similar to how they have been calculated for other eligible capital programs.

School boards who have not expended their Schools First Child Care Capital Retrofit Policy (SFCCRP) funding, are expected to utilize their uncommitted allocation towards approved child care capital projects supporting additions and renovations that have been approved for capital funding consideration under the 2017-18 Capital Priorities Program.

Change in Project Scope

If your board chooses to amend the project scope approved through the 2017-18 Capital Priorities Program at a later date, you will be required to inform your Capital Analyst prior to engaging your architect regarding the new scope. If your project requires additional ministry funding, the board may be required to forfeit its project approval and re-submit a revised Capital Priorities business case with the alternative project scope.

In addition, any changes to approved child care or EarlyON capital components of the project will require the approval of your CMSM or DSSAB.

Projects Not Approved for Funding

I understand that your school board may have questions about any project(s) submitted and not approved through the 2017-18 Capital Priorities Program. Your ministry Capital Analyst will contact board staff in the coming weeks to review the ministry's rationale and consider potential next steps.

Ministry staff are committed to working collaboratively with your school board to provide guidance and respond to questions as your board considers the development of future capital plans, including requests for Capital Priorities funding.

Should you have any Capital Priorities questions, please contact your Interim Capital Analyst, Matthew Anderson at 416-325-9796 or via email at Matthew.Anderson@ontario.ca.

For any questions related to the child care and/or EarlyON capital requests, please contact your regional representative from the Early Years and Child Care Programs and Service Integrated Branch.

Please refer to the Appendix D - Communications Protocol, for detailed requirements regarding public communications, events and signage related to the project. Should you have any communications-related questions, please contact Dylan Franks at 416-325-2947 or via email at Dylan.Franks@ontario.ca.

We would like to take this opportunity to thank you and your staff for your assistance and support throughout this process, and look forward to continuing to work with your board.

Sincerely,

Original signed by:

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

Attached:

Appendix A – Complete List of Submissions

Appendix B – Details of Approved Projects

Appendix C – School Board Attestation Form

Appendix D – Communication Protocol Requirements: Public Communications and Events

cc: Paul Bloye, Director, Capital Program Branch
Colleen Hogan, Director, Capital Policy Branch
Shannon Fuller, Assistant Deputy Minister, Early Years and Child Care Division
Julia Danos, Director, Early Years and Child Care Programs and Service Integration Branch
Holly Moran, Director, Child Care Quality Assurance and Licensing Branch
Roxana Negoï, Superintendent of Business Services & Treasurer, Halton CDSB
Anna Prkacin, Early Years Lead, Halton CDSB
Isilda Kucherenko, Early Years Advisor, Early Years and Child Care Programs and Service Integration Branch
Sandy Palinski, Director of Children's Services, Regional Municipality of Halton

Appendix A: List of 2017 Capital Priorities Board Submissions

46 Halton Catholic DSB

Priority	Project	Location	Approved Ministry Funding					Total (\$M)	Description	Recommendation
			CP (\$M)	FDK (\$M)	CC (\$M)	EO (\$M)				
1	Bishop P.F. Reding CSS	Milton	18.07	0.00	2.06	0.00	20.13	A 609 pupil place addition and renovation along with 4 child care rooms (1 infant, 2 toddler and 1 preschool) at Bishop P.F. Reding CSS to address accommodation pressure in Milton.	This project is approved with 2017-18 Capital Priorities Grant funding. See Appendix B for funding details.	
2	Unnamed Secondary School - Milton	Milton	0.00	0.00	0.00	0.00	0.00	A new 1,458 pupil place secondary school to address accommodation pressure in Milton.	This project was not approved for Capital Priorities Grant funding at this time due to limited funding available to the ministry. The ministry would like to assess the local utilization upon the completion of approved Capital Priorities projects before considering further project approvals in this area. The board is encouraged to meet with ministry staff to review the long term local accommodation needs prior to submitting this as a future Capital Priorities request.	
3	St. Michael CES	Oakville	1.58	0.00	1.54	0.00	3.12	A 23 pupil place addition and a renovation along with 3 child care rooms (1 infant, 1 toddler and 1 preschool) at St. Michael CES to support the consolidation of St. John CES in Oakville.	This project is approved with 2017-18 Capital Priorities Grant funding. See Appendix B for funding details.	
4	St. Dominic CES	Oakville	0.00	0.00	0.00	0.00	0.00	A partial demolition and reconstruction of 452 pupil places at St. Dominic Catholic Elementary School to address facility condition in Oakville.	This project was not approved for Capital Priorities Grant funding as the expected savings and removal of renewal backlog does not sufficiently support the expected project cost. The board is encouraged to address renewal needs identified in the submission with School Condition Improvement Funding or other renewal funding allocated to the board.	

46 Halton Catholic DSB

Priority	Project	Location	Approved Ministry Funding					Total (\$M)	Description	Recommendation
			CP (\$M)	FDK (\$M)	CC (\$M)	EO (\$M)				
5	Georgetown West CES	Georgetown	0.00	0.00	0.00	0.00	0.00	A 400 pupil place replacement elementary school along with a 5 room child care to relieve accommodation pressure and address facility condition in Halton Hills.	This project was not approved for Capital Priorities Grant funding as the expected savings and removal of renewal backlog does not sufficiently support the expected project cost. The board is encouraged to address renewal needs identified in the submission with School Condition Improvement Funding or other renewal funding allocated to the board. The board is encouraged to meet with ministry staff to review the long term local accommodation needs prior to submitting this as a future Capital Priorities request.	
6	St. Marguerite d'Youville CES	Oakville	0.00	0.00	0.00	0.00	0.00	A 138 pupil place addition at St. Marguerite d'Youville Catholic Elementary School to support the consolidation of Holy Family Catholic Elementary School in Oakville.	This project was not approved for Capital Priorities Grant funding as it was withdrawn from funding consideration by the board. The board is encouraged to meet with ministry staff to review the long term local accommodation needs prior to submitting this as a future Capital Priorities request.	
7	Unnamed Elementary - Milton	Milton	0.00	0.00	0.00	0.00	0.00	A new 671 pupil place elementary school along with a 5 room child care to address accommodation pressure in Milton.	This project was not approved for Capital Priorities Grant funding at this time due to a lack of an immediate pupil accommodation need as identified by the Ministry. The board is encouraged to meet with ministry staff to review the long term local accommodation needs prior to submitting this as a future Capital Priorities request.	
8	Unnamed Elementary - North Oakville	Oakville	0.00	0.00	0.00	0.00	0.00	A new 671 pupil place elementary school to address accommodation pressure in North Oakville.	This project was not approved for Capital Priorities Grant funding at this time due to a lack of an immediate pupil accommodation need as identified by the Ministry. The board is encouraged to meet with ministry staff to review the long term local accommodation needs prior to submitting this as a future Capital Priorities request.	

Appendix B: Details of Approved 2017 Projects

46 Halton Catholic DSB

Priority	1
Project Name	Bishop P.F. Reding CSS
Panel	Secondary
Location	Milton

Benchmark Construction		Elementary	Secondary
New Construction	Pupil Places to Add		609
	Resulting Pupil Places		1563
	GFA / Pupil Place		11.93
	\$ / GFA		2,224.46
	GAF		1.02
	Benchmark		16,484,755
Retrofit	GFA		1400
	\$ / GFA		1,112.23
	GAF		1.02
	Benchmark		1,588,264
School Total		18,073,020	
Child Care New	Rooms		4
	\$ / Room		504,170
	GAF		1.02
	Benchmark		2,057,016
Total Construction Benchmark		20,130,036	
Funding Source			
Capital Priorities Grant		18,073,020	
Full Day Kindergarten			
Child Care		2,057,016	
EarlyON			
Total funding		20,130,036	

Appendix B: Details of Approved 2017 Projects

46 Halton Catholic DSB

Priority	3
Project Name	St. Michael CES
Panel	Elementary
Location	Oakville

Benchmark Construction		Elementary	Secondary
New Construction	Pupil Places to Add	23	
	Resulting Pupil Places	291	
	GFA / Pupil Place	11.28	
	\$ / GFA	2,039.07	
	GAF	1.02	
	Benchmark	539,597	
Retrofit	GFA	1000	
	\$ / GFA	1019.54	
	GAF	1.02	
	Benchmark	1,039,926	
School Total		1,579,522	
Child Care New	Rooms		3
	\$ / Room		504,170
	GAF		1.02
	Benchmark		1,542,762
Total Construction Benchmark			3,122,284
Funding Source			
Capital Priorities Grant			1,579,522
Full Day Kindergarten			
Child Care			1,542,762
EarlyON			
Total funding			3,122,284

APPENDIX C

School Board Attestation Form

(To be completed by Director of Education, or designate)

I, _____ on behalf of Halton Catholic DSB, attest the ministry has allocated \$23,252,319 in approved funding through the 2017-18 Capital Priorities Program for the following project(s):

2017-18 Capital Priorities - Project and Funding Allocation				
Priority	Project Name	Project Description	Total Funding	SFIS Number
1	Bishop P.F. Reding CSS	A 609 pupil place addition and renovation along with 4 child care rooms (1 infant, 2 toddler and 1 preschool) at Bishop P.F. Reding CSS to address accommodation pressure in Milton.	\$20,130,036	
3	St. Michael CES	A 23 pupil place addition and a renovation along with 3 child care rooms (1 infant, 1 toddler and 1 preschool) at St. Michael CES to support the consolidation of St. John CES in Oakville.	\$3,122,284	

I understand that as a condition of these Capital Priorities approvals the school board will follow all applicable requirements of the ministry's capital construction approval process.

In addition, the board is required to enter the School Facility Inventory System (SFIS) number for each project in the table above. For any new schools, please create a new SFIS number.

The ministry requires sign-off for the approved funding and scope of the project by the earlier of April 27, 2018 or when the school board submits an Approval to Proceed to Tender request for any of the projects identified above.

Name and Title: _____

Signature: _____

Appendix D

Communications Protocol: Public Communications, Events and Signage (February 2018)

Acknowledgement of Support

You must acknowledge the support of the Government of Ontario in your proactive media-focused communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to:

- Reports
- Announcements
- Speeches
- Advertisements, publicity
- Promotional materials including, brochures, audio-visual materials, web communications or any other public communications.

This is not required for:

- Minor interactions on social media, including social media such as Twitter where content is restricted
- Reactive communications, such as media calls.

All public announcements regarding capital investments in the publicly funded education system are **joint** communications opportunities for the provincial government, the school board, the CMSM/DSSAB, and/or community partners.

Issuing a Media Release

When issuing a media release or other media-focused communication, school boards, CMSMs/DSSABs, and or community partners must:

- Recognize the Ministry of Education's role in funding the project
- Contact the Ministry of Education to receive additional content for public communications, such as a quote from the minister.

You can **send your public communications to Dylan.Franks@ontario.ca** to obtain a quote or other information for your public product.

Note: The ministry may also choose to issue its own news release about various project milestones. If the ministry chooses to do so, school boards, CMSMs/DSSABs, and/or community partners will be contacted to get quotes, as appropriate.

Invitations to the Minister of Education and Minister Responsible for Early Years and Child Care

Openings

The Minister of Education and the Minister Responsible for Early Years and Child Care must be invited to all openings of:

- New schools
- Additions that include new child care spaces, child and family programs, or community hubs.

To invite the minister to your event:

- Send an email invitation as soon as possible to information.met@ontario.ca
- Where appropriate please copy the ministry's regional manager in the Field Services Branch, for your area
- Do not move forward with your event until you have received a response from the ministry (you will be notified within 15 business days of the event as to the minister's attendance)
- Inform the ministry via the email address above if the date of your event changes.

Note: If the minister is unable to attend, your invitation may be shared with another government representative. Their office will contact you directly to coordinate details. Announcements do not need to be delayed to accommodate the minister. The goal is to make sure that the minister is aware of the opportunity.

All Other Events

For all other media-focused public events, (e.g. sod turnings):

- Send an invitation to the minister at information.met@ontario.ca with **at least three weeks' notice**
- Copy the ministry's regional manager in the Field Services Branch, in your area, where appropriate.

Note: These "other" events should not be delayed to accommodate the minister. Only an invitation needs to be sent; a response is not mandatory to proceed.

BuildON Signage

NEW – The Government of Ontario is introducing BuildON Child Care signage. These signs should be posted, in addition to the BuildON Education signs, on projects that include funding for one or more child care rooms. **This requirement is being made retroactively to all child care projects that date back to the fall of 2016.** Signage will be provided by the ministry.

For approved capital priority projects, school boards will be required to display BuildON signage at the site of construction that identifies the support of the Government of Ontario in the BuildON Education and/or BuildON Child Care capital project. Signage will be provided to school boards by the Ministry of Education in the near future.

School boards are responsible for:

- Posting the signage for the major school and/or child care projects identified by the ministry in a prominent location
- Posting signs in a timely manner following receipt of the signage.

All signage production costs will be covered by the Ministry of Education, including the cost of distributing the signage to school boards.

Contact

Should you have any questions related to this communications protocol, please contact Dylan Franks at 416-325-2947 or via email at Dylan.Franks@ontario.ca.

Note: This communications protocol does not replace school boards' existing partnership with the Ministry of Education's regional offices. Regional offices should still be regarded as school boards' primary point of contact for events and should be given updates in accordance to existing processes.