



Finance and Facilities Committee
Thursday, June 2, 2016
9:15 a.m. – 12:00 p.m.
20 Education Court, 3rd Floor – Room 340D

AGENDA

1. Call to Order
2. Agenda Review
3. **Action Items**
 - Approval of the 2016-17 Operating and Capital Budget Estimates
 - Surplus Carry-Forward – School Budgets and Other Initiatives
4. **Monitoring Items**
 - Average Class Size Secondary
 - Enrolment Summary – March 31, 2016
 - Interim Financial Report – March 31, 2016
 - Rental Rates Update
 - Sherwood Secondary School Wall Update
5. **Additional Items for Discussion**
 - Amendments to Ontario Regulation 444/98
 - Request for Capital Project Funding Submissions
 - Notice of Motion: Schools as Hubs
6. Resolution Into Private Session as per the Education Act, Section 207.
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - (d) decisions in respect of negotiations with employees of the board
7. Meeting resumes in Public Session
8. Any Other Business
9. Adjournment



EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

TO: Finance and Facilities Committee

FROM: Manny Figueiredo, Director of Education

DATE: June 2, 2016

PREPARED BY: Stacey Zucker, Executive Superintendent of Board Operation and Treasurer
Denise Dawson, Manager of Budget Services

RE: **2016-17 Budget Estimates**

Action

Monitoring

Recommended Actions:

1. That the Board approve the 2016-17 Salary and Benefit expenditures in the amount of \$463,228,610 and that the Executive Superintendent of Board Operation and Treasurer be authorized to proceed with the expenditure of funds as outlined in Appendix C dated May 19, 2016
2. That the Board approve the 2016-17 Non-Salary expenditures in the amount of \$66,437,596 and that the Executive Superintendent of Board Operation and Treasurer be authorized to proceed with the expenditure of funds as outlined in Appendix C dated May 19, 2016
3. That the Board approve the 2016-17 Capital Budget expenditures in the amount of \$107,033,031 and that the Executive Superintendent of Board Operation and Treasurer be authorized to proceed with the expenditure of funds as outlined in Appendix D dated May 19, 2016. The Executive Superintendent of Board Operation and Treasurer is further authorized to secure short-term financing of project expenditures until such time as permanent funding is secured, if required.

The following appendices provide information regarding the 2016-17 Budget:

Appendix A	2016-17 Summary of Enrolment Projections
Appendix B	2016-17 Operating Budget: Summary of Revenues and Expenditures
Appendix C	2016-17 Summary of Expenditures by Economic Classification
Appendix D	2016-17 Capital Budget
Appendix E	2016-17 Staffing Summary

Rationale/Benefits:

The Hamilton-Wentworth District School Board (HWDSB) is financially responsible with a clear focus on providing the system with the resources and supports necessary to support our Board Priorities. The budget presented for the 2016-17 school year reflects this approach.

Our Board Priorities focus on Student Learning and Achievement through effective instructional strategies, building student and staff well-being through positive climate strategies, improving our communication through comprehensive strategies, investment in school renewal to improve school facilities and strengthening our collaboration with new and existing community partners to enhance opportunities for students. Our budget aligns our resources to fulfill this commitment. By aligning our resources through this budget in support of our priorities, we do believe that all students will achieve their full potential.

Highlights:

The following are the key highlights of the 2016-17 Budget:

- Alignment of resources with the Board's approved Priorities has been achieved
- Compliance with all Ministry class size and other regulatory requirements have been achieved (i.e. the 2016-17 Preliminary Operating Budget is balanced.)
- The Board incorporated budget reductions related to:
 - Declining enrolment
 - School closures
 - Attrition

Background:***Overall***

The fiscal year for all School Boards in Ontario runs from September 1 to August 31. The basic legislated financial requirements of a School Board are to develop and maintain a balanced budget and be in compliance with the Ministry of Education basic enveloping requirements. The 2016-17 Budget Estimates meets these requirements.

Process

HWDSB's Finance and Facilities Committee has been working towards bringing forward a balanced budget which meets the requirements of the Ministry as well as aligns with the strategic directions of the Board. The Finance and Facilities Committee usually meets on a monthly basis but began meeting on a weekly basis on March 31, 2016 to review all aspects of the 2016-17 Budget Estimates. At the same time, the following reports were brought forward to the Board for approval:

- January 25, 2016- Approval of Key Parameters/Assumptions to Guide 2016-17 Budget Development
- April 18, 2016 - Approval of 2016-17 School Based Staffing

In addition, the preliminary special education budget for 2016-17 was shared with the Special Education Advisory Committee on April 27, 2016.

The key objective of the Budget Development Process is to align the allocation of resources with the Board Priorities, identify school based staffing requirements; identify budget challenges and opportunities, and the development of key messages to be included in the communication plan.

Enrolment (Appendix A)

The Ministry of Education allocates funding to School Boards using a model that is based on enrolment and the needs of students in each board. Enrolment is based on Full-Time Equivalent (FTE) enrolment for October 31st and March 31st. These two fixed-in-time FTE enrolment values are combined to produce the annualized Average Daily Enrolment (ADE). HWDSB enrolment projections are based on historical enrolment trends and student retention rates on a school by school basis. These enrolments are reviewed by the school administration and adjustments are made if required.

An estimated ADE of 34,134 elementary students has been used to develop the 2016-17 Budget Estimates which is a decrease of 164.00 ADE or .48% from the 2015-16 Budget Estimates. This decrease is consistent with the decline in enrolment experienced by the Board since 2014-15 now that FDK is fully implemented. An ADE of 14,110.25 has been estimated for secondary students, a decrease of 837.00 or 5.6% from the 2015-16 Budget Estimates. This is consistent with the decline in enrolment that the Board, and the Province, has been experiencing over the past 12 years. The overall projected ADE is 48,244.25 which represent a 2.03% decrease from the 2015-16 Estimates.

Operating Revenue Projections (Appendix B)

The Ministry of Education's Electronic Financial Information System (EFIS) forms have been used to calculate the Grant for Student Needs (GSN). 98% of total operating revenue comes from the Province through the GSN. The 2016-17 GSN is estimated to be \$518.1 million which is an increase of approximately \$2.1 million or .4% over the 2015-16 Budget Estimates. The increase in GSN funding for HWDSB is due to declining enrolment, school closure and increases to salary benchmarks announced by the Ministry on March 24, 2016 to fund the Central Labour Agreements.

The remaining \$11.6 million in operating revenue comes from other Ministry grants and miscellaneous revenue. This amount is consistent with prior years.

Operating Expenditure Projections (Appendix B and C)

The operating expenditures are projected to be \$525.7 million, an increase of approximately \$3.0 million or .58 % from the 2015-16 Budget Estimates.

Operating expenditures include a salary component (approximately 87%) and a non-salary component (approximately 13%).

The operating expenditures budget has been increased for a number of reasons including:

- Required increases for benefits, leases and other known fixed increases.
- Increases to salaries in accordance with the Central Labour Agreements (funded by the Ministry).
- Additional staffing to meet class size compliance and student need

The operating expenditures budget has also been decreased for a number of reasons including:

- To reflect decreases in expenditures as a result of declining enrolment.
- To reflect the savings as a result of school closures.
- To reflect the savings as a result of reduction in transportation services to realign budget with actual spending.
- To reflect savings from one time computing equipment expenditures that were in 2015-16 Budget

Capital Budget (Appendix D)

Each year, the Board prepares a capital budget based on the capital projects expected to be completed during the year. These projects are either funded by the Ministry of Education through various capital grants or by the Board through proceeds of disposition of surplus properties. In 2016-17, the Board is projected to spend approximately \$64.7 million on capital related projects.

In addition, the Board will pay interest on debentures for previous capital projects in the amount of \$7.6 million. This amount is fully supported by the Ministry through the GSN.

Conclusion

The Budget Estimates reflect the projected funding and proposed expenditure needs for 2016-17.

Once information on actual enrolments becomes available, it is likely that budget revisions will be required. The Ministry requires the submission of Revised Estimates, in December 2016, based on actual October enrolment and funding from the Province will be adjusted to reflect any changes. In addition, the Ministry continues to announce other Provincial operating grants and these will be included along with the corresponding expenditures.

It is also important to note that this budget is based on staff's interpretation of the best known information regarding ongoing implementation of the Central Labour Agreements at this time and will likely change once all labour issues are resolved. Any revenue and expenditure effects will be included in the Revised Estimates in December 2016.

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Hamilton-Wentworth District School Board

2016/2017 Budget Estimates

Enrolment Projections

	2015/2016 Budget Estimate	2016/2017 Budget Estimate	Increase (Decrease) ADE	Increase (Decrease) %
Elementary				
Full Day Kindergarten	6,298.00	6,351.00	53.00	0.84%
Primary	10,597.00	10,280.00	(317.00)	(2.99%)
Grades 4 -8	16,795.00	16,946.00	151.00	0.90%
Special Education	608.00	555.00	(53.00)	(8.72%)
Total Elementary Enrolment	34,298.00	34,132.00	(166.00)	(0.48%)
Total Secondary Enrolment	14,947.25	14,110.25	(837.00)	(5.60%)
Total Enrolment	49,245.25	48,242.25	(1,003.00)	(2.04%)

Average Daily Enrolment (ADE)

Average Daily Enrolment is calculated based on the existing two count dates (October 31 and March 31) within the board's fiscal year. The full-time equivalent of pupils enrolled will be weighted at 0.5 for each of the count dates,.

Hamilton-Wentworth District School Board

2016/2017 Budget Estimates

Summary of Operating Revenues and Expenditures

	2016/2017	2015/2016	Increase (Decrease)		2014/2015
	Budget Estimates	Budget Estimates	Over 2015/2016 Budget Estimates		Actuals
	\$	\$	\$	%	\$
Revenues:					
Grants for Student Needs	518,107,303	516,047,691	2,059,612		516,316,110
Other Ministry Grants	6,334,508	6,131,658	202,850		10,887,094
Miscellaneous	5,224,395	4,458,028	766,367		5,933,968
Total Revenues:	<u>529,666,206</u>	<u>526,637,377</u>	<u>3,028,829</u>	<u>0.58%</u>	<u>533,137,172</u>
Expenditures:					
Program Instruction:					
Classroom Teachers	314,131,769	309,385,371	4,746,398		309,770,089
System Principals, Consultants & Support	5,258,630	5,008,103	250,527		4,669,139
Occasional Teachers	8,435,000	9,300,000	(865,000)		11,470,483
Educational Assistants	30,117,194	29,772,191	345,003		30,419,082
Early Childhood Educators	12,121,123	11,904,564	216,559		10,962,452
Professional & Para-Professionals	16,516,296	16,253,901	262,395		16,304,192
Class Texts, Instructional Supplies	16,608,078	17,110,190	(502,112)		15,511,046
Instructional Computers	4,616,910	5,774,800	(1,157,890)		5,314,730
Instructional Staff Development	3,502,969	3,036,971	465,998		3,801,879
School Administration	33,155,885	33,155,918	(33)		33,679,108
Continuing Education	4,534,747	4,262,697	272,050		6,087,843
	<u>448,998,600</u>	<u>444,964,706</u>	<u>4,033,894</u>	<u>0.91%</u>	<u>447,990,043</u>
Program Support:					
Board Administration & Governance	13,140,701	13,309,677	(168,976)		13,117,982
School Operations	50,116,414	50,162,994	(46,580)		53,747,671
Transportation	15,410,491	16,200,000	(789,509)		14,759,594
	<u>78,667,606</u>	<u>79,672,671</u>	<u>(1,005,065)</u>	<u>(1.26%)</u>	<u>81,625,247</u>
Non-Operating:					687,211
Contingency:	2,000,000	2,000,000	-		-
Total Expenditures:	<u>529,666,206</u>	<u>526,637,377</u>	<u>3,028,829</u>	<u>0.58%</u>	<u>530,302,501</u>
Accumulated Surplus	-	-	-		2,834,671

Hamilton-Wentworth District School Board
2016/2017 Budget Estimates
Summary of Expenditures by Expense Type

	2016/2017 Budget Estimates	2015/2016 Budget Estimates	Increase (Decrease) Over 2015/2016 Budget		2014/2015 Actuals
	\$	\$	\$	%	\$
Remuneration					
Salaries & Wages	383,732,556	378,152,269	5,580,287		379,594,582
Employee Benefits	65,261,723	64,354,666	907,057		64,278,747
Temporary Assistance	14,234,331	15,734,331	(1,500,000)		18,695,130
	<u>463,228,610</u>	<u>458,241,266</u>	<u>4,987,344</u>	<u>1.09%</u>	<u>462,568,459</u>
Consumables					
Professional Development	3,642,769	3,215,971	426,798		3,933,753
Textbooks & Supplies	22,144,057	22,437,900	(293,843)		21,429,509
Energy	9,877,900	9,877,900	-		10,100,170
Repairs & Minor Renovations	3,520,000	3,202,840	317,160		3,434,943
Computing Equipment	1,020,516	2,147,746	(1,127,230)		3,719,863
Rentals	2,316,922	2,681,180	(364,258)		1,735,953
Fees & Contractual Services	6,412,477	6,594,339	(181,862)		8,261,757
Other Expense	875,894	815,387	60,507		893,000
	<u>49,810,535</u>	<u>50,973,263</u>	<u>(1,162,728)</u>	<u>(2.28%)</u>	<u>53,508,948</u>
Transportation	14,627,061	15,422,848	(795,787)	(5.16%)	14,225,094
Contingency	2,000,000	2,000,000	-		
Accumulated Surplus	-	-	-		2,834,671
Total Expenditures	<u><u>529,666,206</u></u>	<u><u>526,637,377</u></u>	<u><u>3,028,829</u></u>	<u><u>0.58%</u></u>	<u><u>533,137,172</u></u>

Hamilton-Wentworth District School Board
2016-17 Capital Budget
Summary of Funding Sources and Expenditures

	2016/2017 Budget Estimates	2015/2016 Budget Estimates	Increase (Decrease) Over 2015/2016 Budget Estimates	
	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>%</u>
Funding Sources:				
Ministry Capital Allocation	52,244,000	64,305,423	(12,061,423)	(18.76%)
Estimated Proceeds of Disposition	12,500,000	5,000,000	7,500,000	150.0%
Ministry Capital Debt (Interest) Support Payment	7,609,723 *	7,882,809	(273,086)	(3.46%)
Temporary Accommodation	722,014	302,500	419,514	138.7%
Amortization	33,957,394	29,738,383	4,219,011	14.2%
Total Funding Sources	<u>\$ 107,033,131</u>	<u>\$ 107,229,115</u>	<u>\$ (195,984)</u>	<u>(0.18%)</u>
Expenditures:				
Construction in Progress	64,744,000 "	69,305,423	(4,561,423)	(6.58%)
Capital Debt Interest	7,609,723 *	7,882,809	(273,086)	(3.46%)
Temporary Accommodations	722,014	302,500	419,514	138.7%
Amortization	33,957,394	29,738,383	4,219,011	14.2%
Total Expenditures	<u>\$ 107,033,131</u> ^	<u>\$ 107,229,115</u>	<u>\$ (195,984)</u>	<u>(0.18%)</u>

NOTES

* The Ministry fully funds the payment of debentures related to previously approved capital projects. These are corresponding revenues and expenses related to the interest payments for these amounts.

" See Appendix D-1 for Construction in Progress projects.

^ Each year, the Board prepares its capital budget based on the expected projects to be completed during the year. Sometimes, due to unforeseen circumstances, not all of the work gets completed.

**Hamilton-Wentworth District School Board
2016-17 Budget Estimates
Capital Budget**

	Expenditures	Funding Sources						
	Total Estimated Capital Budget	Capital Priorities	School Consolidation Capital	Full Day Kindergarten	Other Ministry	SRG and SCI	Proceeds of Disposition	Total Funding
Construction in Progress								
New North Secondary School	14,000,000	14,000,000						14,000,000
Nora F. Henderson Secondary School	4,000,000	4,000,000						4,000,000
Tiffany Hills Elementary School	1,000,000	1,000,000						1,000,000
New Greensville Elementary School	500,000	500,000						500,000
New Beverly Elementary School	3,000,000		3,000,000					3,000,000
Dalewood Elementary School Renovation	500,000						500,000	500,000
Franklin Road Elementary School	2,427,000		450,000	494,000	1,483,000			2,427,000
Ridgemount Elementary School	3,520,000		2,384,000	494,000		642,000		3,520,000
Pauline Johnson Elementary School	3,797,000		2,422,000	1,375,000		-		3,797,000
Secondary Facility Benchmark Projects	11,000,000					7,000,000	4,000,000	11,000,000
Elementary Facility Benchmark Projects	11,000,000					5,000,000	6,000,000	11,000,000
Secondary Program Strategy Projects	2,000,000						2,000,000	2,000,000
School Renewal Projects	8,000,000					8,000,000		8,000,000
Total	\$ 64,744,000	19,500,000	8,256,000	2,363,000	1,483,000	20,642,000	12,500,000	\$ 64,744,000

Hamilton-Wentworth District School Board

2016/2017 Budget Estimates

Summary of Staffing

	2016/2017 Budget Estimates	2015/2016 Budget Estimates	Inc (Dec) Over 15/16 Budget	Notes	2014/15 Actual
Program Instruction					
Classroom Teachers					
Elementary	2,100.30	2,115.50	(15.20)	2	2,112.70
Secondary	1,006.93	1,059.50	(52.57)	2	1,079.00
Total Classroom Teachers	3,107.23	3,175.00	(67.77)		3,191.70
Educational Assistants	585.00	582.00	3.00	3	579.00
Early Childhood Educators	230.00	226.00	4.00	2	220.00
Professionals & Para-Professionals	166.10	167.10	(1.00)	5	168.60
School Administration					
Principals & Vice Principals	160.00	161.00	(1.00)	2	165.00
Clerical/Secretarial Support	197.50	198.50	(1.00)	4	198.50
Total School Administration	357.50	359.50	(2.00)		363.50
System Principals, Consultants & Support					
System Principals, Consultants	40.67	39.67	1.00	2,6	38.67
Administrative Support Staff	4.00	4.00	0.00		4.00
Total System Principals, Consultants & Support	44.67	43.67	1.00		42.67
Continuing Education	10.50	10.50	0.00		10.50
Total Program Instruction	4,501.00	4,563.77	(62.77)		4,575.97
Program Support					
Board Administration & Governance	112.00	114.00	(2.00)	7	115.00
School Operations	430.00	432.50	(2.50)	4	441.50
Transportation	5.50	5.50	0.00		5.50
Total Program Support	547.50	552.00	(4.50)		562.00
Capital					
School Renewal	8.50	8.50	0.00		8.50
Total Staff	5,057.00	5,124.27	(67.27)		5,146.47

2015/16 Budget staffing represents impact of enrolment projections, legislative and collective agreements, class size compl
 Reflects impact of change in enrolment
 Staffing enhancement to support student need
 Staffing changes due to school closure
 Staffing changes due to restructuring Professionals & Paraprofessionals
 Staffing changes due to Ministry transferring EPO revenue to GSN allowing temporary positions to be permanent
 Staffing changes to reflect restructuring of Board Admin & Governance due to retirements

FTE = Full Time Equivalent



EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

TO: Finance and Facilities Committee

FROM: Manny Figueiredo, Director of Education

DATE: June 2, 2016

PREPARED BY: Stacey Zucker, Executive Superintendent of Board Operations and Treasurer
Carrie Salemi, Manager of School Support/Compliance

RE: Surplus Carry-Forward – School Budgets and Other Initiatives

Action X Monitoring

Recommended Action:

That the requests for school budget surplus carry forward into the 2016/2017 school year as outlined in Appendix A be approved and that the balance remaining at August 31, 2016 from funding for Major Capital Projects and Other Initiatives; if any, be transferred to working reserves on a temporary basis.

Rationale/Benefits:

School Budgets:

Requests to carry forward any surplus in excess of 10% must receive Board approval. This provision enables principals to plan for the implementation of programs and/or purchase resources to support their school plan initiatives that the annual school budget would not allow.

A deficit equivalent of greater than 5% of school budgets must be approved by the appropriate Superintendent of Education. The full amount of any deficit incurred will be carried forward to the next budget year and must be eliminated within the next two budget years.

Appendix A provides information regarding each school requesting approval for a greater than 10% surplus budget carry forward.

Carry forward of funding for program enhancements will ensure that students and system will benefit from these additional programs and will ensure that Ministry reporting requirements are met.

Background:

Schools have the opportunity to carry forward, for one fiscal year, a year-end surplus equivalent to a maximum of 10% of interchangeable budgets. They also are required to carry forward any interchangeable budget deficits.

Funding received during 2015/2016 for program enhancements to support student achievement and system initiatives may not be fully spent by August 31, 2016.

Hamilton-Wentworth District School Board Carry Forward

Name of School	Carry forward Requested	Rationale
Elementary		
Ancaster Meadow	\$25,000 21% of 2015/16 budget 2014/15 Cfwd \$25,000	Funds will also be used to refurbish two laptop carts at \$16,000 and for other technology upgrades to classrooms.
Dalewood	\$33,000 51% of 2015/16 budget 2014/15 Cfwd \$25,000	The school is undergoing major renovations. The school has deferred the purchase of supplies and equipment until 2016/17 when the project is complete.
Glenwood	\$18,000 52% of 2015/16 budget 2014/15 Cfwd \$15,000	Funds will be used to continue to implement a programming model, Structure Teach, into 3 more classrooms next year.
Greensville	\$12,000 43% of 2015/16 budget	The school is deferring expenditures on equipment and supplies until Greensville closes and moves after June 2017.
Huntington Park	\$25,000 42% of 2015/16 budget 2014/15 Cfwd \$15,000	Transforming current library into a learning commons. Funds will be used to support this initiative to completion during 2016/17.
Pauline Johnson	\$15,000 22% of 2015/16 budget	The school is undergoing major renovations. The school has deferred the purchase of supplies and equipment until 2016/17 when the project is complete.
Taplestown	\$20,000 48% of 2015/16 budget 2014/15 Cfwd \$10,000	The school will be opening four new classrooms in 2016-17. Due to limited storage space, the school has deferred the purchase of supplies, equipment and technology until 2016/17.
Total Elementary	\$148,000	
Dundas Valley Secondary School	\$125,000 35% of 2015/16 budget 2014/15 Cfwd \$125,000	The school is undergoing renovations. The school has deferred the purchase of some supplies and equipment until 2016/17 when the project is complete.
Sir Allan MacNab	\$35,000 15% of 2015/16 budget	Implementation of TLE in 2016/17 will reduce next year's school budget. The school has deferred expenditures of supplies and equipment until 2016/17 when the needs of all programs can be assessed.
Westmount	\$70,000 20% of 2015/16 budget 2014/15 Cfwd \$65,000	This funding will be used to outfit and install technology in the classrooms to support implementation of TLE.
Total Secondary	\$230,000	



EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

TO: Finance and Facilities Committee

FROM: Manny Figueiredo, Director of Education

DATE: June 2, 2016

PREPARED BY: Stacey Zucker, Executive Superintendent of Board Operations and Treasurer
Denise Dawson, Manager of Budget

RE: 2015/16 Average Class Size Report - Secondary

Action

Monitoring

Rationale/Benefits:

Key Statistics HWDSB:

	Ministry Requirement	2015/16 Actual	2014/15	2013/14	2012/13
Average Secondary Class Size	≤ 22:1	20.04	20.06	20.10	20.08

The Hamilton-Wentworth District School Board is in compliance with Ministry secondary average class size requirements in 2015/2016.

The summary of average class size per secondary school is shown in Appendix A.

Boards are required to make the average class size reports available to the public. Accordingly, the Average Class Size Secondary Report will be posted on the Board’s website. Schools and the Chair of each School Council will be advised that the report is available.

Attach.

**The Hamilton-Wentworth District School Board
Secondary Average Class Size Report
For the 2015/2016 School Year**

	OCTOBER 31/2015			MARCH 31/2016			2015/2016 SCHOOL YEAR		
	Pupil Credits	Classroom Credits	Avg Class Size	Pupil Credits	Classroom Credits	Avg Class Size	Pupil Credits	Classroom Credits	Avg Class Size
Ancaster	4,313.00	185.06	23.31	4,234.50	187.98	22.53	8,547.50	373.04	22.91
Delta	2,573.50	141.47	18.19	2,464.00	131.00	18.81	5,037.50	272.47	18.49
Dundas Valley	3,716.00	173.65	21.40	3,625.50	177.25	20.45	7,341.50	350.90	20.92
Glendale	2,760.00	153.90	17.93	2,787.00	147.87	18.85	5,547.00	301.77	18.38
Mountain	430.50	44.50	9.67	363.00	38.00	9.55	793.50	82.50	9.62
Nora Henderson	2,414.50	140.34	17.20	2,311.50	128.97	17.92	4,726.00	269.31	17.55
Orchard Park	3,535.50	157.00	22.52	3,440.00	160.00	21.50	6,975.50	317.00	22.00
Saltfleet	4,456.00	206.46	21.58	4,362.00	207.67	21.00	8,818.00	414.13	21.29
Sherwood	3,768.50	171.00	22.04	3,562.00	172.25	20.68	7,330.50	343.25	21.36
Sir Allan MacNab	3,978.50	200.73	19.82	3,934.50	200.37	19.64	7,913.00	401.10	19.73
Sir John A. Macdonald	3,639.00	207.00	17.58	3,560.50	198.00	17.98	7,199.50	405.00	17.78
Sir Winston Churchill	2,983.50	157.15	18.99	2,728.00	151.07	18.06	5,711.50	308.22	18.53
Waterdown	4,337.00	201.48	21.53	4,226.50	204.50	20.67	8,563.50	405.98	21.09
Westdale	5,223.00	244.08	21.40	5,070.00	227.76	22.26	10,293.00	471.84	21.81
Westmount	5,605.00	253.88	22.08	5,241.00	242.19	21.64	10,846.00	496.07	21.86
King William Alter Ed	711.46	64.97	10.95	788.45	69.48	11.35	1,499.91	134.45	11.16
Total HWDSB	54,444.96	2,702.67	20.14	52,698.45	2,644.36	19.93	107,143.41	5,347.03	20.04



**EXECUTIVE REPORT TO
FINANCE AND FACILITIES
COMMITTEE**

TO: Finance and Facilities Committee
FROM: Manny Figueiredo, Director of Education
DATE: June 2, 2016
PREPARED BY: Stacey Zucker, Executive Superintendent of Board Operations and Treasurer
 Denise Dawson, Manager of Budget
RE: Enrolment Summary – March 31, 2016

Action Monitoring x

Rationale/Benefits:

Grant for Student Needs (GSN) funding is based on two enrolment count dates: October 31 and March 31. Expenditures and revenues in the 2015/16 budget were calculated based on projected Average Daily Enrolment (ADE) which is calculated based on October 31, 2015 and March 31, 2015 projected enrolment. This report provides an update to compare the actual March 31, 2016 enrolment to projections.

	Revised Projected March 31, 2016 FTE	Actual March 31, 2016 FTE	Increase (Decrease) FTE
Full Day Kindergarten	6,512.00	6,598.00	86.00
Grades 1-3	10,397.00	10,516.00	119.00
Grades 4-8	16,691.00	16,877.00	186.00
Special Education	575.00	580.00	5.00
Total Elementary	<u>34,175.00</u>	<u>34,571.00</u>	<u>396.00</u>
Total Secondary	<u>14,234.75</u>	<u>14,409.50</u>	<u>174.75</u>
Total Enrolment	<u>48,409.75</u>	<u>48,980.50</u>	<u>570.75</u>

Actual Enrolment information for 2012/13, 2013/14, 2014/15 and 2015/16 has been included for comparison purposes.

Background:

As part of the 2015/16 Budget process, enrolment was projected using the best information available and was used to determine staffing and calculated GSN revenue. Actual enrolment for March 31, 2016 has been finalized and is reported above.

Elementary:

Overall, elementary enrolment is 396.00 FTE higher than projected, primarily due to the influx of Syrian newcomers into our schools since December 2015. As of March 31, 2016, 313 students from Syria were attending elementary schools across our system. The grade breakdown of these new students are 83.00 in FDK, 109 students in grades 1-3 and 121 students in grades 4-8. In addition, enrolment has grown due to new housing in certain areas of the city attracting new families to the community.

Secondary:

Overall, secondary enrolment is 174.75 FTE higher than revised projections. This increase is due to the influx of 50 secondary Syrian newcomer students as of March 31, 2016 and growth in some communities in the city. In addition, the revised March 2016 enrolment projections were very conservative as they were based on October 31, 2015 actual numbers.

Attach.

Hamilton-Wentworth District School Board										
Summary of Elementary Enrolment										
Finance and Facilities Committee - June 2, 2016										
School	Oct 2015 Budget	Oct 2015 Actual	Diff. Actual to Budget	Mar 2016 Rev Budget	Mar 2016 Actual	Diff. Actual to Budget	ADE 2015/16	ADE 2014/15	ADE 2013/14	ADE 2012/13
A. M. Cunningham	412.00	406.00	(6.00)	406.00	407.00	1.00	406.50	417.00	392.75	395.50
Adelaide Hoodless	416.00	412.00	(4.00)	412.00	435.00	23.00	423.50	416.50	364.50	359.25
Allan Greenleaf	458.00	455.00	(3.00)	455.00	452.00	(3.00)	453.50	456.50	414.00	460.25
Ancaster Meadow	866.00	894.00	28.00	894.00	897.00	3.00	895.50	910.00	776.75	687.25
Ancaster Senior	306.00	299.00	(7.00)	299.00	299.00	0.00	299.00	304.50	312.00	295.00
Balaclava	376.00	371.00	(5.00)	371.00	367.00	(4.00)	369.00	375.50	341.25	333.00
Bellmoore	858.00	896.00	38.00	896.00	902.00	6.00	899.00	810.00	622.00	527.00
Bennetto	511.00	491.00	(20.00)	491.00	495.00	4.00	493.00	503.00	466.75	476.25
Beverly Central	151.00	173.00	22.00	173.00	171.00	(2.00)	172.00	160.50	155.00	144.75
Billy Green	429.00	461.00	32.00	461.00	480.00	19.00	470.50	438.00	379.00	343.50
Buchanan Park	167.00	173.00	6.00	173.00	168.00	(5.00)	170.50	181.00	162.25	167.75
C. H. Bray	320.00	318.00	(2.00)	318.00	317.00	(1.00)	317.50	316.00	287.50	290.25
Cathy Weaver	612.00	626.00	14.00	626.00	677.00	51.00	651.50	618.00	559.25	572.75
Cecil B. Stirling	329.00	300.00	(29.00)	300.00	309.00	9.00	304.50	343.00	322.75	340.00
Central	244.00	265.00	21.00	265.00	292.00	27.00	278.50	246.00	179.50	177.75
Chedoke	618.00	561.00	(57.00)	561.00	556.00	(5.00)	558.50	518.00	473.75	451.75
Collegiate Avenue	280.00	276.00	(4.00)	276.00	278.00	2.00	277.00	262.00	245.00	237.75
Cootes Paradise	562.00	574.00	12.00	574.00	604.00	30.00	589.00	589.50	383.50	392.50
Dalewood	312.00	287.00	(25.00)	287.00	300.00	13.00	293.50	297.00	308.00	368.50
Dr. J. Edgar Davey	529.00	524.00	(5.00)	524.00	518.00	(6.00)	521.00	560.00	539.50	545.50
Dr. J. Seaton	224.00	214.00	(10.00)	214.00	213.00	(1.00)	213.50	227.00	214.75	232.00
Dundana	346.00	356.00	10.00	356.00	350.00	(6.00)	353.00	339.00	303.50	308.00
Dundas Central	411.00	407.00	(4.00)	407.00	407.00	0.00	407.00	407.50	390.00	455.75
Earl Kitchener	554.00	559.00	5.00	559.00	559.00	0.00	559.00	574.50	461.25	443.50
Eastdale	203.00	197.00	(6.00)	197.00	195.00	(2.00)	196.00	199.50	184.50	185.75
Ecole Elementaire Michaelle Jean	146.00	155.00	9.00	155.00	156.00	1.00	155.50	122.00	87.00	62.00
Elizabeth Bagshaw	355.00	367.00	12.00	367.00	373.00	6.00	370.00	350.00	324.50	306.00
Fessenden	503.00	498.00	(5.00)	498.00	500.00	2.00	499.00	505.50	429.00	390.00
Flamborough Centre	261.00	250.00	(11.00)	250.00	252.00	2.00	251.00	283.50	285.00	284.75
Franklin Road	462.00	447.00	(15.00)	447.00	444.00	(3.00)	445.50	361.50	310.50	315.75
Gatestone	599.00	607.00	8.00	607.00	606.00	(1.00)	606.50	631.50	593.75	606.25
George L. Armstrong	497.00	480.00	(17.00)	480.00	495.00	15.00	487.50	318.00	304.50	316.25
Glen Brae	339.00	329.00	(10.00)	329.00	337.00	8.00	333.00	311.00	286.00	273.00
Glen Echo	267.00	292.00	25.00	292.00	295.00	3.00	293.50	268.50	274.25	271.75
Glenwood	46.00	49.00	3.00	49.00	49.00	0.00	49.00	48.00	48.00	53.00
Gordon Price	414.00	409.00	(5.00)	409.00	404.00	(5.00)	406.50	418.50	391.75	402.25
Green Acres	281.00	283.00	2.00	283.00	285.00	2.00	284.00	305.00	294.00	306.75
Greensville	185.00	189.00	4.00	189.00	185.00	(4.00)	187.00	187.00	180.00	172.50
Guy Brown	685.00	701.00	16.00	701.00	697.00	(4.00)	699.00	648.60	573.75	488.00
Helen Detwiler	529.00	529.00	0.00	529.00	520.00	(9.00)	524.50	541.00	516.75	526.10
Hess	316.00	314.00	(2.00)	314.00	347.00	33.00	330.50	302.50	292.25	321.75
Highview	444.00	471.00	27.00	471.00	464.00	(7.00)	467.50	447.00	394.00	382.75
Hillcrest	636.00	581.00	(55.00)	581.00	585.00	4.00	583.00	425.50	435.00	453.00
Holbrook	177.00	190.00	13.00	190.00	190.00	0.00	190.00	181.00	180.75	193.00
Huntington Park	420.00	415.00	(5.00)	415.00	411.00	(4.00)	413.00	418.00	381.50	384.50
James MacDonald	319.00	292.00	(27.00)	292.00	295.00	3.00	293.50	304.50	237.00	225.75
Janet Lee	421.00	411.00	(10.00)	411.00	424.00	13.00	417.50	413.00	385.00	372.25
Lake Avenue	518.00	507.00	(11.00)	507.00	515.00	8.00	511.00	527.00	502.00	514.00
Lawfield	707.00	726.00	19.00	726.00	747.00	21.00	736.50	723.50	665.50	678.50

Hamilton-Wentworth District School Board										
Summary of Elementary Enrolment										
Finance and Facilities Committee - June 2, 2016										
School	Oct 2015 Budget	Oct 2015 Actual	Diff. Actual to Budget	Mar 2016 Rev Budget	Mar 2016 Actual	Diff. Actual to Budget	ADE 2015/16	ADE 2014/15	ADE 2013/14	ADE 2012/13
Lincoln Alexander	203.00	217.00	14.00	217.00	233.00	16.00	225.00	202.50	175.00	184.25
Lisgar	313.00	309.00	(4.00)	309.00	314.00	5.00	311.50	303.00	261.00	261.25
Mary Hopkins	308.00	318.00	10.00	318.00	312.00	(6.00)	315.00	309.50	259.50	283.00
Memorial	473.00	466.00	(7.00)	466.00	472.00	6.00	469.00	474.00	446.75	464.50
Memorial (S.C.)	340.00	345.00	5.00	345.00	351.00	6.00	348.00	353.50	306.50	294.00
Millgrove	161.00	178.00	17.00	178.00	175.00	(3.00)	176.50	175.00	144.25	153.00
Mount Albion	298.00	301.00	3.00	301.00	312.00	11.00	306.50	307.50	263.50	259.50
Mount Hope	365.00	383.00	18.00	383.00	388.00	5.00	385.50	345.50	269.75	255.50
Mountain View	317.00	335.00	18.00	335.00	338.00	3.00	336.50	318.00	294.75	284.75
Mountview	194.00	197.00	3.00	197.00	200.00	3.00	198.50	203.00	174.25	184.50
Norwood Park	467.00	476.00	9.00	476.00	467.00	(9.00)	471.50	466.50	465.50	451.25
Parkdale	168.00	155.00	(13.00)	155.00	193.00	38.00	174.00	147.00	132.75	145.50
Pauline Johnson	458.00	467.00	9.00	467.00	474.00	7.00	470.50	256.50	211.00	211.50
Prince of Wales	711.00	662.00	(49.00)	662.00	674.00	12.00	668.00	685.00	590.00	580.75
Queen Mary	608.00	593.00	(15.00)	593.00	601.00	8.00	597.00	608.00	528.00	535.00
Queen Victoria	576.00	537.00	(39.00)	537.00	543.00	6.00	540.00	538.50	436.50	426.00
Queen's Rangers	122.00	117.00	(5.00)	117.00	124.00	7.00	120.50	119.50	107.00	112.25
Queensdale	268.00	271.00	3.00	271.00	280.00	9.00	275.50	190.50	153.75	161.75
R. A. Riddell	789.00	741.00	(48.00)	741.00	750.00	9.00	745.50	776.00	716.50	702.00
R. L. Hyslop	171.00	162.00	(9.00)	162.00	165.00	3.00	163.50	179.00	165.00	178.25
Ray Lewis	628.00	648.00	20.00	648.00	637.00	(11.00)	642.50	667.50	603.75	617.50
Richard Beasley	199.00	196.00	(3.00)	196.00	196.00	0.00	196.00	207.00	163.25	162.25
Ridgemount	361.00	390.00	29.00	390.00	401.00	11.00	395.50	300.00	233.00	226.25
Rosedale	171.00	167.00	(4.00)	167.00	175.00	8.00	171.00	166.00	140.25	134.25
Rousseau	223.00	239.00	16.00	239.00	239.00	0.00	239.00	237.00	223.75	231.00
Ryerson	360.00	369.00	9.00	369.00	372.00	3.00	370.50	351.00	359.50	369.50
Sir Isaac Brock	191.00	193.00	2.00	193.00	189.00	(4.00)	191.00	200.50	166.50	182.00
Sir Wilfrid Laurier	491.00	481.00	(10.00)	481.00	470.00	(11.00)	475.50	492.00	448.25	448.00
Sir William Osler	617.00	600.00	(17.00)	600.00	600.00	0.00	600.00	628.50	567.00	564.75
Spencer Valley	180.00	184.00	4.00	184.00	180.00	(4.00)	182.00	194.50	187.00	177.50
Strathcona	200.00	191.00	(9.00)	191.00	188.00	(3.00)	189.50	200.50	180.75	173.50
Tapleystown	236.00	247.00	11.00	247.00	256.00	9.00	251.50	203.00	173.25	176.75
Templemead	563.00	566.00	3.00	566.00	580.00	14.00	573.00	578.00	539.25	567.00
Viscount Montgomery	405.00	366.00	(39.00)	366.00	368.00	2.00	367.00	315.50	300.25	315.25
W.H. Ballard	578.00	563.00	(15.00)	563.00	555.00	(8.00)	559.00	585.00	533.25	523.50
Westview	257.00	247.00	(10.00)	247.00	250.00	3.00	248.50	281.00	270.50	270.00
Westwood	249.00	250.00	1.00	250.00	253.00	3.00	251.50	246.40	196.50	192.25
Winona	881.00	872.00	(9.00)	872.00	880.00	8.00	876.00	855.50	724.25	648.00
Yorkview	177.00	189.00	12.00	189.00	192.00	3.00	190.50	183.00	159.00	137.75
Closed:										
Bell-Stone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.50	53.75
Cardinal Heights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	314.50	311.00	315.00
Eastmount Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204.50	172.75	187.25
Linden Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135.00	136.00	134.50
Prince Phillip	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	171.50	164.50
Roxborough Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00	235.00	189.50	191.75
Woodward	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135.00	114.75	115.50
Total	34,298.00	34,175.00	(123.00)	34,175.00	34,571.00	396.00	34,373.00	34,385.00	31,022.25	30,898.85

**Hamilton-Wentworth District School Board
 Summary of Elementary Enrolment
 Finance and Facilities Committee - June 2, 2016**

School	Oct 2015 Budget	Oct 2015 Actual	Diff. Actual to Budget	Mar 2016 Budget	Mar 2016 Actual	Diff. Actual to Budget	ADE 2015/16	ADE 2014/15	ADE 2013/14	ADE 2012/13
Ancaster	1,148.00	1,167.50	19.50	1,151.75	1,152.00	0.25	1,159.75	1,098.63	1,056.13	1,044.25
Delta	739.25	703.00	(36.25)	662.25	661.50	(.75)	682.25	739.13	673.75	676.88
Dundas Valley	1,029.50	1,023.25	(6.25)	990.75	996.25	5.50	1,009.75	1,031.47	766.25	767.88
Glendale	901.75	801.25	(100.50)	741.00	805.25	64.25	803.25	890.13	920.38	922.75
Mountain	141.00	128.25	(12.75)	119.75	116.00	(3.75)	122.13	177.63	126.38	163.00
Nora Henderson	703.75	690.00	(13.75)	628.00	654.75	26.75	672.38	698.00	573.63	666.13
Orchard Park	969.25	984.25	15.00	943.50	952.50	9.00	968.38	981.25	1,005.88	1,077.63
Saltfleet	1,175.00	1,172.75	(2.25)	1,124.00	1,137.50	13.50	1,155.13	1,119.38	1,159.00	1,190.13
Sherwood	985.00	1,012.50	27.50	956.25	946.00	(10.25)	979.25	1,016.13	993.63	1,055.13
Sir Allan MacNab	1,142.25	1,087.00	(55.25)	1,036.00	1,075.00	39.00	1,081.00	1,097.50	863.38	839.88
Sir John A Macdonald	1,040.75	1,006.75	(34.00)	958.25	988.75	30.50	997.75	1,023.27	1,089.50	1,137.13
Sir Winston Churchill	902.75	827.25	(75.50)	784.25	760.75	(23.50)	794.00	840.50	919.76	1,039.50
Waterdown	1,174.75	1,167.75	(7.00)	1,132.75	1,132.00	(.75)	1,149.88	1,157.29	1,109.38	1,096.13
Westdale	1,437.50	1,393.50	(44.00)	1,351.75	1,337.00	(14.75)	1,365.25	1,556.50	1,615.75	1,627.50
Westmount	1,536.75	1,487.25	(49.50)	1,400.50	1,399.00	(1.50)	1,443.13	1,456.40	1,470.00	1,455.63
Alter Ed - Combined	254.00	255.25	1.25	254.00	295.25	41.25	275.25	263.50	246.38	275.25
Closed:										
Hill Park		0.00	0.00	0.00	0.00	0.00	0.00	0.00	625.88	720.13
Parkside		0.00	0.00	0.00	0.00	0.00	0.00	0.00	354.75	429.75
Parkview		0.00	0.00	0.00	0.00	0.00	0.00	0.00	213.13	233.50
Total	15,281.25	14,907.50	(373.75)	14,234.75	14,409.50	174.75	14,658.50	15,146.71	15,782.94	16,418.18

EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

TO: Finance and Facilities Committee

FROM: Manny Figueiredo, Director of Education

DATE: June 2, 2016

PREPARED BY: Stacey Zucker, Executive Superintendent of Board Operations and Treasurer
Denise Dawson, Manager of Budget

RE: **Interim Financial Status Report – March 31, 2016**

Action Monitoring x

Background:

The Interim Financial Status Report (Appendix A) consists of:

- Enrolment information, showing budgeted, forecasted and in-year change, in numeric and graph format, with explanations of key variances;
- Staffing information, showing budgeted, forecasted and in-year change, in numeric and graph format, with explanations of key variances;
- Financial information comparing the year-end forecast to the Budget, with explanations of key variances;
- Summarization of all information presented, in numeric and graph format, with explanations of key variances

The Interim Financial Status Report is prepared three times per year and presented to Finance and Facilities Committee for review. The key reporting dates are October 31, January 31 and March 31.

Rationale/Benefits:

The Interim Financial Status Report presented is based on available information and assumptions as of March 31, 2016. Budget to actual trends were reviewed in order to forecast the Boards August 31, 2016 year-end position from a financial, staffing and enrolment perspective. Work to date has projected surpluses and deficits in some expenditure categories including teachers, educational assistants, occasional teachers, transportation, energy, texts and supplies and professional development. In addition, revenue will increase over budget due to increased enrolment as of March 31, 2016 over projected enrolment. To date, the contingency of \$2 million is unspent and is projected to remain intact until the end of the year. This surplus will be used to replenish our accumulated surplus per Ministry direction. As with all forecasts, as new information is received or as assumptions change, the resulting Interim Financial Reports will be updated accordingly.

Conclusion:

As the Interim Financial Status Report shows, there is a projected surplus of \$2 M for the year ending August 31, 2016. This surplus is committed to be used to build up our accumulated surplus per Ministry direction.

**Hamilton-Wentworth District School Board
Interim Financial Report - Based on Information as of March 31, 2016
For the Period Ending August 31, 2016**

Summary of Financial Results

	Budget Estimates	Revised Budget	Forecast	In-Year Change \$	%
Revenues					
Operating Grants	516,047,694	517,748,563	518,731,563	983,000	0.2%
Capital & Debt Interest	77,490,732	124,594,806	124,594,806	-	-
Other Revenue	9,538,137	11,447,063	11,522,563	75,500	0.7%
Total Revenues	603,076,563	653,790,432	654,848,932	1,058,500	0.2%
Expenditures					
Classroom	443,913,160	447,532,868	450,141,368	2,608,500	0.6%
Other Operating	13,309,677	13,541,917	13,391,917	(150,000)	(1.1%)
Transportation	16,200,000	16,230,120	15,030,120	(1,200,000)	(7.4%)
Pupil Accommodation	127,653,726	174,485,527	174,285,527	(200,000)	(0.1%)
Other	2,000,000	2,000,000	-	(2,000,000)	(100.0%)
Total Expenditures	603,076,563	653,790,432	652,848,932	(941,500)	(0.1%)
Surplus/(Deficit)	-	-	2,000,000	2,000,000	0.3%

Change in Revenue

Operating Grant revenue is projected to increase by \$983,000 due to the increase in enrolment for March 31st over budget. This increase is due to the influx of Syrian newcomers since December 2015 plus an increase in enrolment in some communities in the city. Other revenue has increased to reflect additional rental revenue from community use of schools

Change in Expenditures

Expenditures reflect savings in teachers due to placement on grid, and a long term occasional teachers replacing teachers on leave. Occasional teachers, and occasional teachers are expected to be overbudget based on usage and the need for emergency educational assistants. Savings are projected in text and supplies, energy, transportation and professional development based on spending and commitments to date. The contingency has not been spent to date and we are expecting it to remain in tact to the end of the year.

Change in Surplus/Deficit

There is a projected surplus of \$2 M at this point in time. This surplus is committed to be used to build up our accumulated surplus per Ministry direction.

Risk Assessment and Recommendations

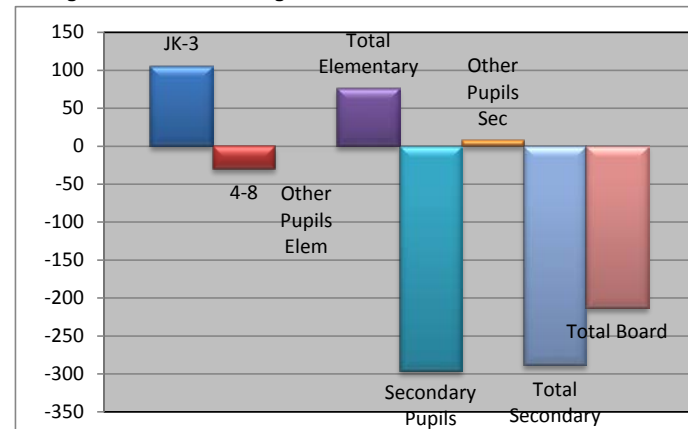
We will continue to monitor the assumptions and information used in compiling this forecast and we will revise the forecast as necessary.

NOTE: Budget to actual trends were reviewed in order to forecast August 31st year-end position. This report is based on the available information and assumptions as at March 31, 2016. As with all forecasts, as new information is received or as assumptions change, the Interim Financial Report will be updated accordingly.

Summary of Enrolment

Average Daily Enrolment	Budget	Forecast	Increase (Decrease)	
			#	%
Elementary				
JK-3	16,978.00	17,084.00	106.00	0.6%
4-8	17,301.00	17,270.00	(31.00)	(0.2%)
Other Pupils	19.00	19.00	0.00	-
Total Elementary	34,298.00	34,373.00	75.00	0.2%
Secondary <21				
Pupils of the Board	14,767.25	14,471.00	(296.25)	(2.0%)
Other Pupils	180.00	187.50	7.50	4.2%
Total Secondary	14,947.25	14,658.50	(288.75)	(1.9%)
Total	49,245.25	49,031.50	(213.75)	(0.4%)

Changes in Enrolment: Budget versus Forecast



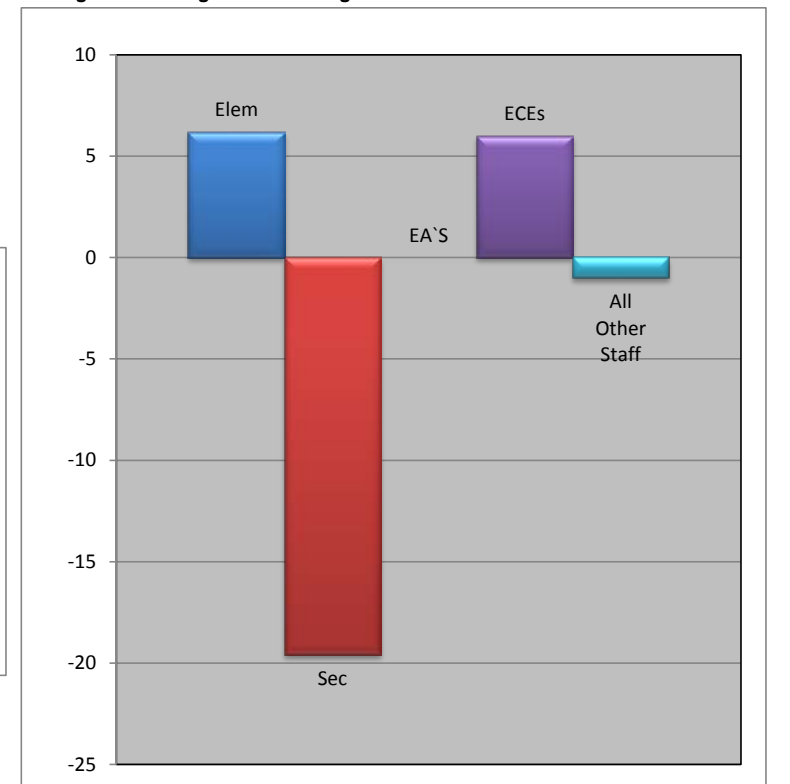
Highlights of Changes in Enrolment:

- Enrolment for elementary is 75.00 ADE greater than budget projection while secondary enrolment is 296.25 ADE less than budget projection
- Enrolment for Secondary Other Pupils is 7.50 ADE greater than budget projections.
- It should be noted that these projections are based on actual enrolment as of October 31, 2015 and March 31, 2016

Summary of Staffing

Full-Time Equivalent	Revised Budget	Actual Oct 31/15	Forecast	Increase (Decrease)	
				#	%
Program Instruction					
Program Instruction	4,563.77	4,576.80	4,555.39	-8.38	-0.2%
Program Support	552.00	554.00	552.00	0.00	0.0%
Capital	8.50	8.50	8.50	0.00	0.0%
Total	5,124.27	5,139.30	5,115.89	-8.38	-0.2%

Changes in Staffing: Revised Budget versus Forecast



Highlights of Changes in Staffing:

Elementary teachers reflect an increase of 7.2 FTE over budget in order to meet class size compliance and school and student needs due to enrolment changes. Secondary teachers have been reduced by 19.58 ADE due to enrolment decline. ECEs are 6.00 FTE over budget due to FDK additional classes and enrolment and school office staff will be reduced by 1.0 FTE due to enrolment decline. This staff has not been allocated to date. Both Professionals and Administration are over budget at this time as staffing reductions are to be fulfilled by attrition.

Finance and Facilities Committee



Thursday, June 2, 2016

Community Use of Schools Rental Rates

ALL STUDENTS ACHIEVING THEIR FULL POTENTIAL

Community Use of Schools



- Use of School Facilities should be on a cost recovery basis
- Board receives grant revenue to provide subsidies to community groups including before and after care and all community rentals
- Total Grant \$1.5 million
- Currently providing \$1.5 million in additional subsidy

ALL STUDENTS ACHIEVING THEIR FULL POTENTIAL

Community Partners



- **Licensed Child Care – age 0 to 3.8**
- **Before and After school care**
- **Not for Profit Adult and Youth Groups**
 - Leadership groups such as Scouts, Girl Guides, Navy League
 - Sport groups including basketball, dance, skipping, baseball
 - Arts programs which include theatre groups, and bands
 - Community Programs including neighbour to neighbour centre, civic league, home and school associations
 - Cultural programs including language classes, spiritual groups
 - Health, Wellness & Education – including Big Brothers and Sisters, Kiwanis
- **Commercial or For Profit Groups**

ALL STUDENTS ACHIEVING THEIR FULL POTENTIAL

Child Care



At April 27, 2015 the following recommended action was approved by the Board of Trustees:

- The review of facility rental rates in 2015-16 to start the transition to revised rental rates in September 2016
- The phase out of subsidy provided to Full Day Child Care (0 to 3.8 years) over a two year period commencing September 2015
- The use of 25% of Community Use of Schools Grants to subsidize Before and After Child Care. Priority schools will be 100% subsidized and the remainder of the subsidy will be applied to the remainder of the before and after care programs. The decrease in subsidy will be phased in over a two year period commencing in September 2015.

ALL STUDENTS ACHIEVING THEIR FULL POTENTIAL

Current Subsidy Status



	Priority Schools	Community Use of Schools	Total Subsidy
2016-2017 CUS Revenue	850,000	654,000	1,504,000
Full Day Care			
Before & After Care Subsidy	<u>(78,061)</u>	<u>(246,652)</u>	<u>(324,713)</u>
Remaining Subsidy	771,939	407,348	1,179,287
NFP Youth - Space Costs			
NFP Youth - Space Costs	<u>(737,036)</u>	<u>(1,049,915)</u>	<u>(1,786,951)</u>
NFP Adult - Space Costs			
NFP Adult - Space Costs	<u>(90,853)</u>	<u>(224,917)</u>	<u>(315,770)</u>
Remaining Subsidy	(55,950)	(867,484)	(923,434)
NFP Youth - Caretaking Cost			
NFP Youth - Caretaking Cost	<u>(133,816)</u>	<u>(304,336)</u>	<u>(438,152)</u>
NFP Adult - Caretaking Cost			
NFP Adult - Caretaking Cost	<u>(30,303)</u>	<u>(59,826)</u>	<u>(90,129)</u>
Subsidy Shortfall	(220,069)	(1,231,646)	(1,451,715)

A L L S T U D E N T S A C H I E V I N G T H E I R F U L L P O T E N T I A L

Current Rate Structure



- Flat fee based on total hours of use per permit
- Fee per hour decreases based on total hours of use per permit
- No capping of number of hours per school used
- Flat fee does not change based on type of space used – ie single gym, double gym, classroom
- Rate of Subsidy provided increases based on total hours of use per permit
- \$25.00 application permit fee paid by all users.

A L L S T U D E N T S A C H I E V I N G T H E I R F U L L P O T E N T I A L

Current Subsidy Structure



Not For Profit Groups - Single Gym

		Fee after Subsidy	Per Hour Range	
			Low	High
0-10	hours	\$ 6.00	\$ 6.00	\$ 6.00
11-40	hours	\$ 60.00	\$ 5.45	\$ 1.50
41-80	hours	\$ 90.00	\$ 2.20	\$ 1.13
81-120	hours	\$ 120.00	\$ 1.48	\$ 1.00
121-160	hours	\$ 150.00	\$ 1.24	\$ 0.94
161-200	hours	\$ 180.00	\$ 1.12	\$ 0.90
201-240	hours	\$ 210.00	\$ 1.04	\$ 0.88
241-280	hours	\$ 240.00	\$ 1.00	\$ 0.86
281-320	hours	\$ 270.00	\$ 0.96	\$ 0.84
321-360	hours	\$ 300.00	\$ 0.93	\$ 0.83
361-400	hours	\$ 330.00	\$ 0.91	\$ 0.83
401-440	hours	\$ 360.00	\$ 0.90	\$ 0.82
441-480	hours	\$ 390.00	\$ 0.88	\$ 0.81

ALL STUDENTS ACHIEVING THEIR FULL POTENTIAL

Current Subsidy Structure



	Fee without Subsidy	Fee after Subsidy	Amount of Subsidy	% Subsidy
0-10 hours	\$ 14.50	\$ 6.00	\$ 8.50	59%
11-40 hours	\$ 100.00	\$ 60.00	\$ 40.00	40%
41-80 hours	\$ 175.00	\$ 90.00	\$ 85.00	49%
81-120 hours	\$ 250.00	\$ 120.00	\$ 130.00	52%
121-160 hours	\$ 325.00	\$ 150.00	\$ 175.00	54%
161-200 hours	\$ 400.00	\$ 180.00	\$ 220.00	55%
201-240 hours	\$ 475.00	\$ 210.00	\$ 265.00	56%
241-280 hours	\$ 550.00	\$ 240.00	\$ 310.00	56%
281-320 hours	\$ 625.00	\$ 270.00	\$ 355.00	57%
321-360 hours	\$ 700.00	\$ 300.00	\$ 400.00	57%
361-400 hours	\$ 775.00	\$ 330.00	\$ 445.00	57%
401-440 hours	\$ 850.00	\$ 360.00	\$ 490.00	58%
441-480 hours	\$ 925.00	\$ 390.00	\$ 535.00	58%

ALL STUDENTS ACHIEVING THEIR FULL POTENTIAL

Effects of Current Rate Structure

- Rate per hour not consistent/Subsidy per hour not consistent
- Groups that use larger blocks of time pay less per hour and receive more in subsidy than groups wanting a few hours per week/ month
- Schools are not available to groups as larger organizations block book schools for the entire week and the entire year
- Groups that want < 500 hours per year represent 81% of total number of users
- Larger groups wanting >1000 hours of use per use over 15% of the total hours of rentals in our system
- Groups blocking out over 1000 hours of use per year are not permitting our smaller or medium use groups to find space in our schools

ALL STUDENTS ACHIEVING THEIR FULL POTENTIAL

Effects of Current Rate Structure

Hours of Use	# of Users	% of Users	Hours Used
< 500 hours	200	81%	19,000
>500 < 1000 hours	10	4%	3,000
> 1000 hours	38	15%	22,000
	248	100%	44,000

ALL STUDENTS ACHIEVING THEIR FULL POTENTIAL

Proposed Changes to Rental Rates



1. Consistent Hourly rate per Space type

- Rates are fair and transparent
- Based on a cost recovery methodology using valid, reliable and consistent data found in the Board's annual Financial Statements
- It calculates the cost per square foot to operate school facilities and applies it to the area rented to determine a rate per hour
- Includes direct and indirect costs incurred by the Board each year to establish a cost recovery rate

A L L S T U D E N T S A C H I E V I N G T H E I R F U L L P O T E N T I A L

Proposed Changes to Rental Rates



2. Consistent Percentage of Subsidy

- Subsidy is fair and transparent
- All users are treated equally
- 75% subsidy for not for profit youth groups
- 50% subsidy for not for profit adult groups
- 100% subsidy for priority schools

A L L S T U D E N T S A C H I E V I N G T H E I R F U L L P O T E N T I A L

Proposed Changes to Rental Rates



4. Caretaking Overtime

- Caretaking Overtime Costs Incurred will be billed and paid
- Rental rates charged are for use of space only
- Weekend overtime charges are an undisputable direct cost to the school board
- No subsidy applied to cover caretaking overtime except priority schools where 100% subsidy

A L L S T U D E N T S A C H I E V I N G T H E I R F U L L P O T E N T I A L

Proposed Changes to Rental Rates



5. Priority School Permits

- Groups are 100% subsidized for use of space and any caretaking overtime incurred
- Groups requesting priority school grant will be reviewed to ensure they meet the criteria – not for profit, no cost or low cost programming in the communities surrounding the school.
- 26 schools in our system are classed as priority schools by Ministry
- Board will endeavour to live within the annual subsidy received from the Ministry

A L L S T U D E N T S A C H I E V I N G T H E I R F U L L P O T E N T I A L

2016/17 Proposed Rental Rates



Space Type	Calculated Cost per Hour	Non-Profit Youth CUS Permit	Non-Profit Adult CUS Permit	Priority School Permit	Commercial Permit
		75%	50%	100%	-50%
Single Gym	\$ 30.00	\$ 7.50	\$ 15.00	\$ -	\$ 45.00
Double Gym	\$ 60.00	\$ 15.00	\$ 30.00	\$ -	\$ 90.00
Classroom	\$ 6.00	\$ 1.50	\$ 3.00	\$ -	\$ 9.00
Auditorium - Premium (SJAM, Westdale, Ancaster, SAM)	\$ 95.00	\$ 23.75	\$ 47.50	\$ -	\$ 142.50
Cafeteria	\$ 35.00	\$ 8.75	\$ 17.50	\$ -	\$ 52.50
Library	\$ 30.00	\$ 7.50	\$ 15.00	\$ -	\$ 45.00
Auditorium - Delta, Sherwood	\$ 65.00	\$ 16.25	\$ 32.50	\$ -	\$ 97.50
Auditorium - Dalewood, Westmount, Barton	\$ 45.00	\$ 11.25	\$ 22.50	\$ -	\$ 67.50

ALL STUDENTS ACHIEVING THEIR FULL POTENTIAL


2016/17 Proposed Subsidy Status



	Priority Schools	Community Use of Schools	Total Subsidy
2016-2017 CUS Revenue	850,000	654,000	1,504,000
Full Day Care			
Before & After Care Subsidy	<u>(78,061)</u>	<u>(246,652)</u>	<u>(324,713)</u>
Remaining Subsidy	771,939	407,348	1,179,287
NFP Youth - Space Costs	<u>(737,036)</u>	<u>(787,436)</u>	<u>(1,524,472)</u>
NFP Adult - Space Costs	<u>(90,853)</u>	<u>(112,458)</u>	<u>(203,311)</u>
Remaining Subsidy	(55,950)	(492,546)	(548,496)
NFP Youth - Caretaking Cost	<u>(133,816)</u>		<u>(133,816)</u>
NFP Adult - Caretaking Cost	<u>(30,303)</u>		<u>(30,303)</u>
Subsidy Shortfall	(220,069)	(492,546)	(712,615)

ALL STUDENTS ACHIEVING THEIR FULL POTENTIAL


Examples of Impact on NFP Youth



Example 1						
Once a month user - 1 hour per use						
Total hours per permit	10					
		Permit Price	Subsidy	Total	per Hour	
Current Rate	\$14.5 per hour	\$145.00	-\$ 85.00	\$ 60.00	\$ 6.00	
New Rate	\$30 per hour	\$ 300.00	-\$ 225.00	\$ 75.00	\$ 7.50	
		Increase		\$ 15.00	\$ 1.50	
Example 2						
Once a week - 2 hours per use						
Total hours per permit	80					
		Permit Price	Subsidy	Total	per Hour	
Current Rate	Flat rate	\$ 175.00	-\$ 85.00	\$ 90.00	\$ 1.13	
New Rate	\$30 per hour	\$ 2,400	-\$ 1,800	\$ 600.00	\$ 7.50	
		Increase		\$ 510.00	\$ 6.38	

ALL STUDENTS ACHIEVING THEIR FULL POTENTIAL

Examples of Impact on NFP Youth



Example 3						
Twice a week - 3 hours per use						
Total hours per permit	240					
		Permit Price	Subsidy	Total	per Hour	
Current Rate	Flat Rate	\$ 475.00	-\$ 265.00	\$ 210.00	\$ 0.88	
New Rate	\$30 per hour	\$ 7,200	-\$ 5,400	\$1,800.00	\$ 7.50	
		Increase		\$1,590.00	\$ 6.63	
Example 4						
4 days per week - 3 hours per use						
Total hours per permit	480					
		Permit Price	Subsidy	Total	per Hour	
Current Rate	Flat Rate	\$ 925.00	-\$ 535.00	\$ 390.00	\$ 0.81	
New Rate	\$30 per hour	\$ 14,400	-\$ 10,800	\$3,600.00	\$ 7.50	
		Increase		\$3,210.00	\$ 6.69	

ALL STUDENTS ACHIEVING THEIR FULL POTENTIAL

Next Steps



- Approval of 2016/17 Rental Rates at Finance and Facilities – June 9, 2016
- Approval of 2016/17 Rental Rates by Board of Trustees – June 13, 2016
- Communicate the new rate structure and implementation timeframe to our community partners through e-mail and update of board website (Note- website currently indicates that rental rates are currently under review and may change in upcoming year).
- In spring of 2017, bring back a report on estimated usage as compared to subsidy. It is hoped that hourly fees will lead to altered space usage by groups so we may be within our CUS revenue and no additional changes are required.

A L L S T U D E N T S A C H I E V I N G T H E I R F U L L P O T E N T I A L



**EXECUTIVE REPORT TO
FINANCE AND FACILITIES COMMITTEE**

TO: Finance and Facilities Committee
FROM: Manny Figueiredo, Director of Education
DATE: June 2, 2016
PREPARED BY: Stacey Zucker, Executive Superintendent of Board Operations and Treasurer
David Anderson, Senior Facilities Officer
RE: Sherwood Stucco Wall Repairs

Action Monitoring

Background:

At the May 19, 2016 Finance and Facilities Committee meeting, two reports were presented to Trustees that provided:

- An update on the Sherwood Secondary School feasibility studies, and;
- The Secondary Facility Benchmark Strategy.

As a result at the May 30, 2016 Board meeting, Trustees approved the following motions:

- a) **HWDSB approve the revised Appendix B of the Secondary Facility Benchmark Strategy report, dated May 19, 2016.**
- b) **HWDSB submit a business case for funding of a new school on the existing Sherwood site as a part of the Board’s submission for the next round of Capital Priorities Funding. The Board will include the \$9,012,000 set aside for Sherwood Secondary School in the Secondary Facility Benchmark Strategy as the Board’s contribution towards the new school**

Based on these decisions, the Committee had a discussion about any ongoing renovations at Sherwood. It was stated that the Board would continue to perform any work related to health and safety concerns. However, any additional renovations would not be undertaken. The Committee asked for more information related to repairing the exterior stucco walls at Sherwood.

Staff Observations:

Board staff received a report from a third party consultant, attached as Appendix A. The costs associated with the stucco repairs are estimated at \$327,000.

Alternate options were considered by Board staff, but deemed to be less favourable given their life span limitations.

Memorandum

Project:	Sherwood Secondary School	To:	HWDSB	For Your:	
		Attention:	Nadeen Shehaiber	<input checked="" type="checkbox"/>	Information and Use
Project No.:	14046	Pages:	1	<input type="checkbox"/>	Distribution
Date:	May 30, 2016	From:	Maureen O'Shaughnessy	<input type="checkbox"/>	Review and Comments
				<input type="checkbox"/>	To File

Re: **Order of Magnitude Cost to Replace Stucco**

As requested we have reviewed the order of magnitude cost to replace the stucco wall cladding at Sherwood Secondary School. The auditorium and gymnasium wings are clad with stucco on styrofoam over existing brick. There are continuing indications of deterioration throughout the installation.

Replacement of the full system is recommended, including new insulation and abuse resistant stucco finish coatings. The new system would meet current Ontario Building Code standards. Compatibility tests would be required to ensure that the appropriate system was selected to adhere to the existing brick underlay. Full detailing for all connections and interface with other materials would also be required.

The replacement cost including removal of the existing system and contingencies would be in the range of \$15 to \$17 per square foot. Soft costs would be approximately 10% of the construction cost.

The area of stucco to be replaced at the gymnasium is approximately 8,940 square feet. The approximate cost, including soft costs, would range from \$148,000 to \$167,000.

The area of stucco to be replaced at the auditorium is approximately 8,550 square feet. The approximate cost, including soft costs, would range from \$141,000 to \$160,000.

Memorandum

Project:	Sherwood Secondary School	To:	HWDSB	For Your:	
		Attention:	Nadeen Shehaiber	<input checked="" type="checkbox"/>	Information and Use
Project No.:	14046	Pages:	1	<input type="checkbox"/>	Distribution
Date:	May 30, 2016	From:	Maureen O'Shaughnessy	<input type="checkbox"/>	Review and Comments
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The replacement cost including removal of the existing system and contingencies would be in the range of \$15 to \$17 per square foot. Soft costs would be approximately 10% of the construction cost.

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The area of stucco to be replaced at the auditorium is approximately 8,550 square feet. The approximate cost, including soft costs, would range from \$141,000 to \$160,000.



EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

TO: Finance and Facilities Committee
FROM: Manny Figueiredo, Director of Education
DATE: June 2, 2016
PREPARED BY: Stacey Zucker, Executive Superintendent of Board Operations and Treasurer
David Anderson, Senior Facilities Officer
RE: Amendments to Ontario Regulation 444/98

Action Monitoring

Background:

When a School Board sells any piece of surplus property, the Board must follow Ontario Regulation 444/98 – Disposition of Surplus Real Property. HWDSB has Policy No. 3.12 “Property Disposition” for which the Purpose states “Hamilton-Wentworth District School Board (HWDSB) recognizes that under section 194(3) of the Education Act, a board that has adopted a resolution that real property is not required for the purposes of the board, may sell, lease or dispose of the surplus property as governed by Ontario Regulation 444/98.”

When the Ministry provided a strategic framework and action plan for community hubs in Ontario, one of the short-term strategies provided was amendments to Ontario Regulation 444/98.

Staff Observations:

On the Provinces website related to community hubs (<https://www.ontario.ca/page/community-hubs>), under its “Updates on recent activities” it states that “As a response to the Short-Term Strategy for Schools presented in *Community Hubs in Ontario: A Strategic Framework and Action Plan*, and based on stakeholder consultations, the Ministry of Education announced that it has amended Ontario Regulation 444/98. Among the changes are improved opportunities for public organizations to purchase or lease surplus schools. The changes increase the number of organizations that will get the first chance to place an offer on surplus school property before it goes on the open market. The changes also increase the amount of time those organizations have to submit an offer from 90 days to 180 days. These regulatory changes will take effect September 1, 2016.”

The Ministry of Education released the SB Memo 2016:SB16 on May 19, 2016 entitled “Amendments to Ontario Regulation 444/98 – Disposition of Surplus Real Property”. It is attached as Appendix A. The memo states that the impetus for change was that “the province is moving forward in implementing the recommendations provided in the Action Plan to remove barriers and provide supports to bring services together to better serve Ontarians.”

This does have an impact for HWDSB and the Board’s Policy No. 3.12 “Property Disposition” will have to be amended accordingly.

2016: SB16

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

FROM: Grant Osborn
Director
Capital Policy and Programs Branch

DATE: May 19, 2016

SUBJECT: Amendments to Ontario Regulation 444/98 - Disposition
of Surplus Real Property

Further to memorandum **2016:B9**, *Ministry of Education Initiatives to Support Community Hubs in Schools*, dated May 6, 2016, I am writing to provide you with details regarding amendments to Ontario Regulation 444/98 - *Disposition of Surplus Real Property* (O. Reg. 444/98). This memorandum outlines the implications of these amendments for school board surplus property disposition.

These amendments improve opportunities for public entities to participate in the process that school boards undertake when selling or leasing surplus schools and thereby support the Government's Community Hubs initiative.

Highlights

- The Ministry is implementing amendments to Ontario Regulation 444/98 to address the recommendations in the report entitled *Community Hubs in Ontario: A Strategic Framework and Action Plan* ("Action Plan") related to the Short Term Strategy for School Property. All of the amendments will become effective as of September 1, 2016, with the exception of clarifying the entities that can lease surplus school space prior to circulation, which is effective upon filing.
- Boards are strongly encouraged not to circulate notifications of surplus property disposition after June 1, 2016 and before September 1, 2016.
- The amendments to Ontario Regulation 444/98 can be found on e-laws at www.ontario.ca/laws.

Impetus for Change

As noted in memorandum **2016:B9**, the province is moving forward in implementing the recommendations provided in the Action Plan to remove barriers and provide supports to bring services together to better serve Ontarians. The Action Plan included three recommendations that had implications for O. Reg. 444/98:

- Extend the 90-day circulation period of surplus school board property to 180 days;
- Build a broader and more complete realty circulation list; and
- Introduce a limited exemption to the requirement that properties be sold at Fair Market Value (FMV), while ensuring that school boards would be made “whole”.

In Fall 2015, the Ministry engaged with stakeholders in a review of O. Reg. 444/98 relating to the first two of these recommendations, as well as other potential reforms identified by the Ministry. The limited exemption to FMV was outside the scope of the Ministry’s review, but it is an issue that is being considered on a government-wide basis involving a broad range of public assets.

The Ministry’s review was built upon the earlier examination of potential reforms undertaken by the Ministry’s Capital Advisory Committee, which consists of representatives from 15 school boards. Stakeholder reviews with the education sector were held with CODE, COSBO, OASBO, and school boards with relatively high volumes of transactions involving surplus properties. Additionally, the Ministry engaged with child care organizations, parent groups, municipal and service-delivery associations, the non-profit sector, post-secondary organizations, and indigenous organizations. The Ministry also engaged with various ministries within the government and also invited broad public comment to the Regulation through a posting on Ontario’s Regulatory Registry.

Amendments

The following amendments have now been made to O. Reg. 444/98:

1. Extending the current surplus school circulation period from 90 days to 180 days, providing listed public entities with 90 days to express interest in the property and an additional 90 days to submit an offer;
2. Expanding the list of public entities to receive notification of surplus school property disposition;
3. Requiring all board-to-board sales to be at fair market value;
4. Introducing a maximum rate a school board can charge for leasing a school to another board;
5. Providing a school board with a leasehold interest in a surplus school property being circulated to have the highest priority ranking of all listed entities; and

6. Ensuring that private education providers are not eligible to lease surplus property unless the property has first been circulated to listed public entities.

Please note that amendments 1 to 5 will come into effect as of September 1, 2016, while amendment 6 is now effective.

Each amendment is presented in more detail below.

1. Extension of Circulation Timelines

School boards and listed entities receiving notification of surplus property disposition will have 90 days to submit an expression of interest (EOI), following which those school boards and entities that submitted an EOI will have an additional 90 days to submit an offer.

EOIs must be in writing and signed by a person representing the entity with the appropriate authority to do so. In addition, EOIs must include the property description and the name of the organization expressing interest, as well as the name of any referring organization. Certain listed entities have the opportunity to refer notifications of surplus property disposition to organizations within their purview. If two or more of these organizations make offers, their priority may be determined by the listed entity that referred the notification. If, however, the listed entity chooses not to determine priority, then the school board disposing of the surplus property should prioritize the offer with the highest price. More detail are provided in section 2.

O. Reg. 444/98 does not stipulate the contents of an offer; however, it is common and best practice for the disposing board and the interested entity to commission their own appraisals in order to determine the FMV of the surplus property.

2. Expanded List of Public Entities

This amendment expands and reprioritizes the current list of public entities to receive notification of surplus school board property disposition.

The Ministry is developing an online look-up tool to assist boards to identify some of the new public entities to which notifications of surplus property disposition should be circulated. The Ministry will share information about this tool with school boards when it becomes available.

Starting September 1, 2016, disposing boards will be required to circulate notification of surplus property disposition simultaneously to the following **prioritized** list of public entities before the property can be disposed of on the open market.

New public entities that are being added to the circulation list are noted in **bold** below.

i. Coterminous School Boards:

- The disposing board shall forward the notice of disposition of surplus property to the coterminous school boards with jurisdiction in the area where the property is located.

ii. Section 23 Agencies:

- The disposing board shall forward the notice of disposition of surplus property to those agencies with which it has agreements to provide accommodation in which section 23 programming is delivered and that are located within the jurisdiction of the lower-tier municipality (or equivalent) in which the property to be disposed of is located.
- Under section 23 of the Ministry's Grants for Student Needs (GSN) regulation, boards are given funding to support education programs for school-aged children and youth in Government-approved care and/or treatment, custody and correctional facilities.
- To assist with this process, the Ministry encourages information about these amendments to O. Reg. 444/98 and instances involving surplus property disposition notices to be provided to Care and/or Treatment, Custody and Correctional (CTCC) leads at boards. This will allow CTCC leads to share this information with agencies that partner with the board to provide CTCC programs. These facilities will not be notified of these changes separately.
- Each section 23 agency will have the same priority. If offers are made by more than one section 23 agency, the section 23 agency offering the higher price has priority.

iii. District Social Services Administration Boards (DSSABs) or Consolidated Municipal Service Managers (CMSMs):

- The disposing board shall forward the notice of disposition of surplus property to the DSSAB or the municipality that is the CMSM for the area in which the property to be disposed of is located. In the amended regulation, DSSABs and CMSMs are referred to as Service System Managers.
- Ten DSSABs are present in northern Ontario and 37 CMSMs are present in southern Ontario. CMSMs cannot be identified separately from their host municipality, of which 30 are upper-tier municipalities and 7 are lower-tier municipalities. In cases where the disposing board must circulate a surplus property to a CMSM, notification must be sent to the relevant municipality. Please refer to Appendix 1 for a list of all Service System Managers to whom circulation notices must be sent. All other municipalities are captured among the lists of lower-tier municipalities or upper-tier municipalities, as described in sections x and xi below.
- A municipality that is a CMSM may refer notifications to any of its local boards, which will be deemed to have the same priority as the referring municipality. If two or more local boards make offers, their priority may be determined by the referring municipality. If the referring municipality chooses not to determine priority, then the school board disposing of the surplus property is to prioritize the offer with the highest price.

iv. Colleges:

- The disposing board shall forward the notice of disposition of surplus property to the college for the area in which the property is located as defined by Ontario Regulation 36/03 and in O. Reg. 444/98.

v. Universities:

- The disposing board shall forward the notice of disposition of surplus property to the university named in the updated Schedule 1 of the Regulation whose head office is nearest to the property to be disposed of.

vi. Children's Mental Health Lead Agencies:

- The disposing board shall forward the notice of disposition of surplus property to the children's mental health lead agency that operates in the designated service area in which the property to be disposed of is located. Please see Appendix 1 for details.
- The Ministry of Children and Youth Services (MCYS) has identified children's mental health lead agencies in 31 of the 33 designated service areas in Ontario. No lead agencies for the service areas of Cochrane/Timiskaming and Niagara have been identified by MCYS. For service areas without an identified children's mental health lead agency, MCYS will forward notices of surplus property disposition circulated to the Crown in Right of Ontario to children's mental health agencies in those service areas.
- Children's mental health lead agencies may refer notifications to approved organizations that operate children's mental health centres in the designated service area in which the property to be disposed of is located. These organizations will be deemed to have the same priority as the referring agency. If two or more organizations make offers, their priority may be determined by the referring agency. If the referring agency chooses not to determine priority, then the school board disposing of the surplus property is to prioritize the offer with the highest price.

vii. Local Health Integration Networks:

- The disposing board shall forward the notice of disposition of surplus property to the local health integration network (LHIN) that is designated for the area in which the surplus property is located. Please see Appendix 1 for details.
- A LHIN may refer notifications to organizations whose services it supports or coordinates. These organizations will be deemed to have the same priority as the referring LHIN. If two or more organizations make offers, their priority may be determined by the referring LHIN. If the referring LHIN chooses not to determine priority, then the school board disposing of the surplus property is to prioritize the offer with the highest price.

viii. Public Health Boards:

- The disposing board shall forward the notice of disposition of surplus property to the public health board that is designated for the area in which the surplus property is located. Please see Appendix 1 for details.

ix. The Crown in Right of Ontario:

- The disposing board shall forward the notice of disposition of surplus property to the Crown in Right of Ontario. Notifications of disposition of surplus properties issued to the Crown in Right of Ontario should be sent to Infrastructure Ontario (IO). IO then posts surplus property disposition notifications it receives from school boards on its Realty Circulation Publication website. Please refer to memorandum **2015:SB28**, *Infrastructure Ontario's Realty Circulation Publication Website*, dated October 1, 2015, for details.
- The Crown in Right of Ontario may refer notifications to any of its agencies, boards or commissions. These agencies, boards or commissions will be deemed to have the same priority as the Crown in Right of Ontario.

x. Lower-tier municipalities:

- The disposing board shall forward the notice of disposition of surplus property to the lower-tier municipality for the area in which the surplus property is located.
- The municipality's priority will be determined by whether it also serves as the CMSM for its jurisdiction.
- A municipality may refer notifications to any of its local boards, which will be deemed to have the same priority as the referring municipality. If two or more local boards make offers, their priority may be determined by the referring municipality. If the referring municipality chooses not to determine priority, then the school board disposing of the surplus property is to prioritize the offer with the highest price.

xi. Upper-tier municipalities:

- The disposing board shall forward the notice of disposition of surplus property to the upper-tier municipality for the area in which the surplus property is located.
- The municipality's priority will be determined by its CMSM status.
- A municipality may refer notifications to any of its local boards, which will be deemed to have the same priority as the referring municipality. If two or more local boards make offers, their priority may be determined by the referring municipality. If the referring municipality chooses not to determine priority, then the school board disposing of the surplus property is to prioritize the offer with the highest price.

xii. Local service boards:

- The disposing board shall forward the notice of disposition of surplus property to the local service board for the area in which the surplus property is located.

xiii. First Nation and Métis Organizations:

- The disposing board shall forward the notice of disposition of surplus property to the following seven First Nations & Métis Organizations (FNMOs) regardless of where the surplus property is located:
 - Métis Nation of Ontario Secretariat (MNO)
 - Chiefs of Ontario (COO)
 - Ontario Federation of Ontario Indigenous Friendship Centres (OFIFC)
 - The following four Provincial Territorial Organizations (PTOs):
 - Association Of Iroquois And Allied Indians;
 - Nishnawbe Aski Nation;
 - Grand Council Treaty #3; and
 - Union of Ontario Indians.
- Each FNMO has the same priority. However, if offers are made by more than one FNMO, the FNMO offering the higher price is to have priority.
- FNMOs may refer notifications to any of their members and to an independent First Nation, which will be deemed to have the same priority as the referring FNMO. If two or more members or independent First Nations make offers, the member or independent First Nation offering the higher price has priority.

xiv. The Crown in Right of Canada:

- The disposing board shall forward the notice of disposition of surplus property to the Government of Canada (the Crown in Right of Canada).
- The Crown in right of Canada may continue to refer notifications to any of its agencies, boards or commissions. These agencies, boards or commissions will be deemed to have the same priority as the Crown in Right of Canada.

Online Look-up Tool

The Ministry is currently developing an online look-up tool to assist school boards to identify contact information for the following listed entities: District Social Services Administration Boards (DSSABs) or Consolidated Municipal Service Managers (CMSMs), Children's Mental Health Lead Agencies, Local Health Integration Networks

and Public Health Boards. School boards will be able to generate contact information for these entities by identifying the location of the property to be disposed of.

More information regarding this online tool will be provided separately.

3. Board-to-Board Sales at Fair Market Value

This amendment requires all board-to-board sales of surplus property to be at FMV. The FMV should be based on the property continuing to be used as a school. As a result, there will no longer be a requirement for boards to sell surplus school buildings to coterminous boards at the lesser of FMV and the replacement value of the school based on its student capacity.

4. Maximum Lease Rate to be Charged to Other Boards

A school board that leases surplus school buildings to another board must do so at up to a maximum lease rate which recovers costs that are directly associated with leasing space only. That is, the lessor board shall not subsidize nor profit from the lessee board.

The maximum lease rate a school board can charge another board for leasing a school building shall be calculated using the Ministry's operating and renewal funding benchmarks included in the Ministry's School Facility Operations and Renewal Allocation for the year, or years, over which the lease extends. Boards should calculate maximum lease rates by multiplying the operating cost benchmark and the relevant weighted average renewal cost benchmark (based on the weighted age of the school building), as determined in the Grants for Student Needs, by the gross floor area of leased space. See Appendix 2 for an example of how to calculate the maximum lease rate.

As a result of these changes, school boards should not be charging another board for any costs above the maximum rate. As well, if the lessee board is required to provide maintenance, repair or cover utility costs through the lease, the lease rate should be adjusted downwards in proportion to the service cost the lessee board is providing.

5. Highest Priority Ranking for School Boards with a Leasehold Interest in a Surplus School Property

Under certain circumstances the school board prioritization rankings are modified to reflect a board's leasehold interest in a property. If a school board is leasing a property from another school board for student accommodation purposes at the time the property is circulated with the intent to dispose of that property, or if the board had leased the property in the previous school year, the lessee board will have top priority ranking.

6. Restricting Private Education Providers from Leasing Surplus Properties

To address a potential inconsistency in section 1.0.1 of O. Reg. 444/98 that could have allowed private education providers to lease surplus space in schools prior to circulation, an amendment was made to ensure that only the following entities are eligible to lease space in surplus schools:

- Licenced child care providers;
- Providers of family support services (this includes publicly-funded early years programs); and
- Providers of children's recreation programs.

Post-Circulation Process

Once circulation has been completed, the following steps in the property disposition process should be followed, where applicable:

- If an offer is received, parties have 30 days to negotiate on price. If there are competing offers, the selling board must first negotiate with the top priority entity prior to negotiating with the next top priority entity.
- If agreement on price is reached, parties proceed to negotiate other sale conditions.
- If no agreement on price is reached, the purchasing party can request arbitration. This request must be within the 30-day negotiation period.
- If the purchasing party does not request arbitration and both parties still disagree, the selling board can either:
 - extend the negotiation period; or
 - consider the next priority offer (if applicable); or
 - seek acknowledgment from the ministry to proceed to the open market.
- The disposing school board may dispose of the property on the open market after first providing evidence to the Minister of Education that due process has been followed, that is, if:
 - no expressions of interest were received during the initial 90 day period; or
 - no offers were received during the second 90 day period; or
 - no offers could be agreed upon.

Circulation of Surplus Properties between June 1, 2016 and September 1, 2016

The Ministry will be working with school boards and new listed entities in order to prepare them to implement the reforms. Therefore, boards are strongly encouraged not to circulate notifications of surplus property disposition after June 1, 2016 and before September 1, 2016, unless this would inhibit their capacity to manage their properties responsibly. All circulation processes should follow the current requirements of O. Reg. 444/98 until the amendments come into effect on September 1, 2016.

Future Possible Reforms

As highlighted in memorandum **2015:SB28**, the ministry's long term goal is for school boards to post notifications about surplus property dispositions only once on a designated website. Public entities would then be responsible for monitoring this website for available properties, rather than school boards being responsible for notifying individual entities separately when disposing of these properties. The ministry has begun work with other ministries to develop such a 'one-window' approach to public realty circulation.

Ministry Contacts

The Ministry cannot provide legal advice or interpret the regulation, however, if you have questions or require additional information, please contact Mathew Thomas, Manager, Capital Policy and Programs Branch, at (416) 326-9920 or Mathew.P.Thomas@ontario.ca, or Yvonne Rollins, Senior Policy Analyst, Capital Policy and Programs Branch, at (416) 326-9932 or Yvonne.Rollins@ontario.ca.

Sincerely,

Original signed by:

Grant Osborn
Director, Capital Policy and Programs Branch

cc: Senior Plant Officials
Superintendents of Special Education

Appendix 1: New list of public entities for property circulation

Appendix 2: Maximum lease rate to be charged to other school boards

Appendix 1: List of Public Entities for Property Circulation

District Social Service Administration Boards

Algoma District Services Administration Board	District of Parry Sound
District of Cochrane	District of Rainy River
District of Kenora	District of Sault Ste. Marie
District of Manitoulin-Sudbury	District of Thunder Bay Social Services Administration Board
District of Nipissing	District of Timiskaming

Consolidated Municipal Service Managers

City of Brantford	County of Huron
City of Cornwall	County of Lambton
City of Greater Sudbury	County of Lanark
City of Hamilton	County of Norfolk
City of Kawartha Lakes	County of Northumberland
City of Kingston	County of Oxford
City of London	County of Renfrew
City of Ottawa	County of Simcoe
City of Peterborough	County of Wellington
City of St. Thomas	Municipality of Chatham-Kent
City of Stratford	Prince Edward-Lennox and Addington Social Services
City of Toronto	Regional Municipality of Durham
City of Windsor	Regional Municipality of Halton
Counties (U/C) of Leeds & Grenville	Regional Municipality of Niagara
Counties (U/C) of Prescott & Russell	Regional Municipality of Peel
County of Bruce	Regional Municipality of Waterloo
County of Dufferin	Regional Municipality of York
County of Grey	District of Muskoka
County of Hastings	

Children's Mental Health Lead Agencies	Service Areas
Algoma Family Services	Algoma
Chatham Kent Children's Services	Chatham / Kent
Child and Family Centre/Centre de l'enfant et de la famille/Ngodweaangizwin Aaskaagewin	Greater Sudbury - Manitoulin
Children's Mental Health Programs, Cornwall Community Hospital	Stormont, Dundas and Gelengarry
Children's Mental Health Services (Serving Children, Youth and Families in Hastings and Prince Edward Counties)	Hasting Prince Edward Northumberland
Children's Centre Thunder Bay	Thunder Bay
Children's Mental Health of Leeds and Grenville	Lanark / Leeds & Grenville
CMHA Waterloo Wellington Dufferin Branch	Dufferin / Wellington
East Metro Youth Services	Toronto
FIREFLY (Physical Emotional Developmental and Community Services)	Kenora
Haldimand-Norfolk Resource, Education, and Counselling Help (H-N R.E.A.C.H)	Haldimand - Norfolk
HANDS TheFamilyHelpNetwork.ca (Algonquin Child and Family Services)	Nippissing / Parry Sound / Muskoka
Hotel Dieu Grace Healthcare	Essex
Huron-Perth Centre for Children and Youth	Huron - Perth
Keystone Child, Youth, and Family Services	Grey - Bruce
Kinark Child and Family Services	Haliburton/ Kawartha Lakes/ Peterborough
Kinark Child and Family Services	Durham
Kinark Child and Family Services	York
Lutherwood	Waterloo
Lynwood Charlton Centre	Hamilton
Madame Vanier Children's Services	Middlesex
New Path Youth and Family Counselling Services of Simcoe County	Simcoe
Oxford-Elgin Child and Youth Centre	Elgin / Oxford
Pathways for Children and Youth	Frontenac, Lennox & Addington
Peel Children's Centre	Peel
Reach Out Centre for Kids (R.O.C.K.)	Halton
Renfrew County Youth Services (known as The Phoenix Centre for Children and Families)	Renfrew
St. Clair Child and Youth Services	Lambton
Valoris pour enfants et adultes de Prescott-Russell / Valoris for Children and Adults of Prescott-Russell	Prescott - Russell
Woodview	Brant
Youth Services Bureau	Ottawa

Local Health Integration Networks

Central	North East
Central East	North Simcoe Muskoka
Central West	North West
Champlain	South East
Erie St. Clair	South West
Hamilton Niagara Haldimand Brant	Toronto Central
Mississauga Halton	Waterloo Wellington

Public Health Boards

Algoma Public Health	Niagara Region Public Health Department
Brant County Health Unit	Northwestern Health Unit
Chatham-Kent Health Unit	Ottawa Public Health
Durham Region Health Department	Oxford County Public Health
Eastern Ontario Health Unit	Peel Public Health
Elgin St. Thomas Public Health	Perth District Health Unit
Grey Bruce Health Unit	Peterborough County-City Health Unit
Haldimand-Norfolk Health Unit	Porcupine Health Unit
Haliburton Kawartha Pine Ridge District Health Unit	Renfrew County and District Health Unit
Halton Region Public Health	Simcoe Muskoka District Health Unit
Hamilton Public Health	Sudbury & District Health Unit
Hastings Prince Edward Public Health	Thunder Bay District Health Unit
Huron County Health Unit	Timiskaming Health Unit
Kingston, Frontenac and Lennox & Addington Public Health	Toronto Public Health
Lambton Health Unit	Region of Waterloo Public Health
Leeds, Grenville & Lanark District Health Unit	Wellington-Dufferin-Guelph Public Health
Middlesex-London Health Unit	Windsor-Essex County Health Unit
North Bay Parry Sound District Health Unit	York Region Public Health

Appendix 2: Maximum Lease Rate to be Charged to Other School Boards

Example 1: How to calculate the maximum lease rate for an elementary school

$$\text{Maximum elementary lease rate} = \left[\frac{\text{Operating Cost} + \text{Renewal Cost}}{365} \right] \times \text{Number of days leased}$$

Example:

Board leases out 500 m² for 10 months in an elementary school

- Number of calendar days in fiscal year = 365
- Number of calendar days in lease period (September 1st 2015 to June 30th 2016) = 303
- Gross floor area = 500 m²
- Ministry operating benchmark cost = \$85.77 per m²
- Ministry weighted average benchmark elementary school renewal cost for the board = \$11.83 per m²
- Geographic adjustment factor for the board = 1.05

$$\begin{aligned} \text{Operating Cost} &= \text{gross floor area} \times \text{benchmark operating cost} \\ &= 500 \times 85.77 \\ &= \$42,885 \end{aligned}$$

$$\begin{aligned} \text{Renewal Cost} &= \text{gross floor area} \\ &\quad \times \text{lessor's weighted average benchmark elementary school renewal cost} \\ &\quad \times \text{lessor's geographic adjustment factor} \\ &= 500 \times 11.83 \times 1.05 \\ &= \$6,211 \end{aligned}$$

$$\begin{aligned} \text{Maximum elementary lease rate} &= [(\text{Operating Cost} + \text{Renewal Cost})/365] \times 303 \\ &= [(42,885 + 6,211)/365] \times 303 \\ &= \$40,756 \end{aligned}$$

Example 2: How to calculate the maximum lease rate for a secondary school

$$\text{Maximum secondary lease rate} = \left[\frac{\text{Operating Cost} + \text{Renewal Cost}}{365} \right] \times \text{Number of days leased}$$

Example:

Board leases out 500 m² for 10 months in an secondary school

- Number of calendar days in fiscal year = 365
- Number of calendar days in lease period (September 1st 2015 to June 30th 2016) = 303
- Gross floor area = 500 m²
- Ministry operating benchmark cost = \$85.77 per m²
- Ministry weighted average benchmark secondary school renewal cost for the board = \$11.10 per m²
- Geographic adjustment factor for the board = 1.30

Operating Cost = gross floor area x benchmark operating cost

$$\begin{aligned} &= 500 \times 85.77 \\ &= \$42,885 \end{aligned}$$

Renewal Cost = gross floor area

- × lessor's weighted average benchmark secondary school renewal cost
- × lessor's geographic adjustment factor

$$\begin{aligned} &= 500 \times 11.10 \times 1.30 \\ &= \$7,215 \end{aligned}$$

$$\begin{aligned} \text{Maximum secondary lease rate} &= [(\text{Operating Cost} + \text{Renewal Cost}) / 365] \times 303 \\ &= [(42,885 + 7,215) / 365] \times 303 \\ &= \$41,590 \end{aligned}$$

Note that the secondary lease rate applies to combined schools (schools with both elementary and secondary panels)



EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

TO: Finance and Facilities Committee

FROM: Manny Figueiredo, Director of Education

DATE: June 2, 2016

PREPARED BY: Stacey Zucker, Executive Superintendent of Board Operations and Treasurer
David Anderson, Senior Facilities Officer

RE: Request for Capital Project Funding Submissions

Action

Monitoring

Background:

The Ministry funds capital projects through the Capital Priorities funding. The Ministry releases request for business cases annually.

Staff Observations:

The 2016 Capital Priority submission request was issued on May 26, 2016. B Memo 2016:BI I “Request for Capital Project Funding Submissions” is attached as Appendix A.

The submissions are due to the Ministry by July 15, 2016. Board staff will be coming to the Finance and Facilities Committee on June 9, 2016 with their recommendations for submission requests and priorities.



2016: B11

MEMORANDUM TO: Directors of Education
Children's Service Leads, Consolidated Municipal Service Managers (CMSMs) and District Social Service Administration Boards (DSSABs)

FROM: Gabriel F. Sékaly
Assistant Deputy Minister
Financial Policy and Business Division
Nancy Matthews
Assistant Deputy Minister
Early Years Division

DATE: May 26, 2016

SUBJECT: Request for Capital Project Funding Submissions

We are writing to announce the launch of the 2016 Capital Priorities program and to provide information on this year's requirements.

The Capital Priorities program provides school boards with an opportunity to identify their most urgent and pressing pupil accommodation needs. As with the 2015 Capital Priorities program, school boards are also invited to submit requests for funding to support the capital costs associated with the creation of new child care spaces.

On May 6, 2016 in 2016:B9 Memorandum, *Ministry of Education Initiatives to Support Community Hubs in Schools*, the ministry announced new capital funding to support child and family support programs through Ontario Early Years Child and Family Centres (OEYCFCs) in schools. School boards will be able to apply with their community partners for this funding as part of the 2016 Capital Priorities program.

In addition, effective April 2016, there are new communications protocol requirements for school boards receiving major capital construction project funding from the ministry. The details on this new protocol, and to which projects it applies to, are provided below.

Highlights/Summary Points

- The 2016 Capital Priorities projects are required to open no later than the 2019-20 school year.
- School boards may apply for capital funding support for the creation of new child care spaces in schools, including internal renovations.
- School boards may apply for capital funding support for the creation of new space for child and family support programs in schools, including internal renovations.
- School boards may apply for child care or child and family support program projects as additions to previously approved capital projects that have not yet been given an Approval to Proceed (ATP) or have not begun construction. Schools boards will not be required to apply their Proceeds of Disposition (POD) to their approved projects.
- The submission deadline for all capital funding requests is **July 15, 2016**.
- School boards must follow the new communications protocol requirements for all ministry funded major capital construction projects.

Capital Priorities

The Capital Priorities program serves as the primary means for funding capital projects that address school boards' pupil accommodation needs including enrolment pressures, supporting the consolidation of underutilized facilities, providing facilities for French-language rights holders in under-served areas, and replacing facilities in poor repair.

The ministry has allocated over \$2.5 billion in capital funding through the Capital Priorities program since it began in 2011.

Child Care Centres in Schools

In May 2015, the ministry announced \$120 million in new child care funding over three years towards the construction of child care spaces in new schools and schools approved for major expansions and renovations. The ministry has allocated approximately \$90 million of this funding to support over 50 projects in the first two years resulting in almost 3,200 new licensed child care spaces in schools.

On May 6, 2016, the ministry announced additional capital funding for new child care space in schools, by supplementing the existing child care funding program to support further new builds, expansion, replacement and retrofits of child care spaces. This announcement included \$20 million to create space for new child care and child and family support programs through OEYCFCs in schools, and \$18 million to retrofit existing child care space within a school to open up more spaces for children under four years old.

Child and Family Support Programs in Schools

In February 2016, the ministry announced its provincial plan to move forward with the integration and transformation of ministry funded child and family support programs (Ontario Early Years Centres (OEYCs), Parenting and Family Literacy Centres (PFLCs), Child Care Resource Centres (CCRCs), and Better Beginnings, Better Futures (BBBFs)) to establish OEYCFCs by 2018.

Beginning in 2018, CMSMs/DSSABs will be responsible for the local management of OEYCFCs as part of their existing service system management responsibilities for child care and other human services. While the expectation is that the key features of OEYCFCs are implemented by 2018, it is understood that system integration will take time and adjustments may need to be made in the future.

The goal is to enhance the quality and consistency of child and family support programs across Ontario to ensure that:

- All expecting parents, parents, caregivers and home child care providers have access to high quality services that support them in their role;
- All children have access to inclusive, play and inquiry-based learning opportunities to improve their developmental health and well-being;
- All parents, caregivers and home child care providers have a better understanding of early learning and development, find it easy to access support, and are provided with an accessible, non-stigmatized place to seek help; and
- Local services collaborate in an integrated way to meet the needs of children and families and actively engage parents and caregivers to increase participation.

In support of this goal, as part of the May 6, 2016 announcement, the ministry is proud to announce capital funding for school-based child and family support programs. This new funding will allow us to address the need for new and replacement child and family support programs, and support the establishment of OEYCFCs.

Project Submissions

Capital Priorities

As with previous rounds of the Capital Priorities program, funding for Capital Priorities projects will be allocated on a business case basis for new schools, retrofits, and additions that need to be completed by the 2019-20 school year. School boards are required to identify their eight highest and most urgent Capital Priorities and submit the associated business cases through the School Facilities Inventory System (SFIS) in order to be considered for funding approval.

School boards are required to submit their completed Capital Priorities business cases by **July 15, 2016**. The ministry **will not** accept business cases after this date.

See Appendix A for details on Capital Priorities eligibility and evaluation criteria.

Child Care Centres and Child and Family Support Programs

With support from their local CMSMs/DSSABs, school boards have an opportunity to request capital funding support for the creation of new child care spaces or child and family support program projects through this round of the Capital Priorities program.

For child care spaces and child and family support programs associated with a Capital Priorities project request, school boards must submit a request for capital funding support for these projects by completing and attaching a *Joint Submission - Capital Funding for Child Care and Child and Family Support Programs* (Appendix G) to their Capital Priorities business case.

For all other requests for capital funding support for these types of projects, school boards are to complete the Joint Submission in conjunction with their CMSMs/DSSABs.

School boards are required to submit their completed Joint Submissions by **July 15, 2016**. The ministry **will not** accept Joint Submissions after this date.

See Appendix B for details on submission requirements for child care projects, and Appendix C for details on submission requirements for child and family support program projects.

Joint Use Capital Projects

As with previous Capital Priorities and School Consolidation Capital (SCC) programs, the ministry encourages school boards to consider collaborative capital project arrangements between school boards. The ministry will review and consider all joint use projects before evaluating any other Capital Priorities submissions. Joint use projects will get first consideration for capital funding. Please see 2013:B18 Memorandum for further details.

Community Hub Projects

As with the 2016 SCC program, the ministry encourages school boards to consider collaborative capital project arrangements between school boards and community partners. The community partner must provide capital funding for the project, and the project must not result in additional operating costs for the school board.

In addition, as announced on May 6, 2016 in 2016:B9 Memorandum, the ministry is developing a funding method for allocating funds to school boards to support the renovation of existing surplus school space into space required by a community partner. Eligible expenses must be depreciable and can include the conversion of space from an existing use to suit the needs of a community partner, as well as investments to improve accessibility. Additional details about this program, including reporting and accountability requirements will be available later this year. The ministry intends to launch this program later this summer.

Proceeds of Disposition (POD)

School boards will not be required to allocate their PODs towards new capital projects. School boards are reminded, however, that they will still need to submit requests for new schools or additions using PODs for review through the Capital Priorities process. Additionally, school boards should identify PODs as a funding source for a Capital Priorities project that addresses outstanding renewal needs whenever possible.

Capital Analysis and Planning Template (CAPT)

The CAPT is an essential tool for understanding school boards' capital financial position. An approved CAPT is necessary before the ministry is able to sufficiently assess the existing capital activity of a school board. As a result, school boards will not be considered for new capital project funding approval if the ministry does not have an approved CAPT consistent with the school board's 2014-15 Financial Statement.

Communications Protocol Requirements: Public Communications and Events

All public announcements regarding capital investments in the publicly funded education system are joint communications opportunities for the provincial government and the district school board.

Public Communications

Effective April 2016, school boards should not issue a news release or any other media-focussed public communication regarding major capital construction projects without publicly recognizing the Ministry of Education's role in funding the project. In addition, school boards can contact the Ministry of Education to receive additional content for the media-focussed public communications, such as quotes from the Minister.

The Ministry of Education may also choose to issue its own news release about various project milestones in addition to those prepared by school boards. If the Ministry chooses to do so, school boards will be contacted to get quotes from the school board Chair and/or Director of Education.

The intent is to secure as much coverage for these events as possible, and in doing so, help promote the role of both the Ministry of Education and the school board in bringing exciting new capital projects to local communities.

Major Announcements and Events

Important: For all new school openings, or openings of major additions which includes child care, the Minister of Education must be invited as early as possible to the event. Invitations can be sent to Minister.EDU@ontario.ca, with a copy sent to the ministry's Regional Manager, Field Services Branch, in your area. School boards are not to proceed with their public event until they have received a response from the Minister's Office regarding the Minister's attendance. School boards will be notified at least four to

six weeks in advance of their opening event as to the Minister's attendance. Please note that if the date of your event changes at any time after the Minister has received the invitation, please confirm the change at the email address above.

If the Minister of Education is unavailable, the invitation may be shared with a government representative who will contact your school board to coordinate the details (e.g., a joint announcement). School boards are not expected to delay their announcements to accommodate the Minister or a Member of Provincial Parliament (MPP); the primary goal is to make sure that the Minister is aware of the announcement opportunity.

Should the event be focussed on child care or child and family support program capital, the Ministry of Education highly recommends inviting your partner CMSMs/DSSABs, who may also wish to participate and contribute.

Other Events

For all other media-focussed public communications opportunities, such as sod turnings for example, an invitation to your local event must be sent to the Minister of Education by email with at least three weeks' notice. Again, please send a copy to the ministry's Regional Manager, Field Services Branch, in your area. Please note that if the date of your event changes at any time after the Minister has received the invitation, please confirm the change at the email address above.

School boards are not expected to delay these "other" events to accommodate the Minister. Only an invitation needs to be sent, a response is not mandatory to proceed.

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.

Acknowledgement of Support

You must acknowledge the support of the Government of Ontario in media-focussed communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to, any report, announcement, speech, advertisement, publicity, promotional material, brochure, audio-visual material, web communications or any other public communications. For minor interactions on social media, or within social media such as Twitter, Vine, etc. where there is a tight restriction on content, school boards are not required to include government acknowledgement. In addition, when engaged in reactive communications (e.g., media calls) the school board does not have to acknowledge government funding; however, if possible, such an acknowledgement is appreciated.

Signage

For ongoing major capital construction projects funded by the Ministry of Education since 2013, school boards will be required to display signage at the site of construction that identifies the support of the Government of Ontario. Signage will be provided to school boards by the Ministry of Education. School boards are then responsible for posting the signage for the projects identified by the Ministry of Education in a prominent location. This should be done in a timely manner following the 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. A separate letter will be sent in the coming weeks to all school boards who will be receiving signage for projects funded since 2013. This letter will detail which projects are to receive signs.

Ministry Contact

Capital Priorities Program

If you have any Capital Priorities program questions, or require additional information, please contact the Capital Analyst assigned to your school board (Appendix D) or:

Paul Bloye, Manager, Capital Policy and Programs Branch at 416-325-8589 or at Paul.Bloye@Ontario.ca

or

Mathew Thomas, Manager, Capital Policy and Programs Branch at 416-326-9920 or at Mathew.P.Thomas@ontario.ca.

Child Care and Child and Family Support Program

If you have any child care and child and family support program questions, or require additional information, please contact the Early Years Education Officer or Child Care Advisor assigned to your school board (Appendix E) or:

Jeff O'Grady, Acting Manager, Early Years Implementation Branch at 416-212-4004 or at Jeff.OGrady@ontario.ca.

Communications Protocol

Should you have any questions related to the communication requirements, please contact:

Ryan Rigby, Senior Information Officer, Communications Branch at 416-325-2540 or Ryan.Rigby@ontario.ca.

We look forward to working with you to identify and develop your future capital projects.

Original signed by:

Gabriel F. Sékaly
Assistant Deputy Minister
Financial Policy and Business Division

Nancy Matthews
Assistant Deputy Minister
Early Years Division

Appendices:

Appendix A: Capital Priorities Eligibility and Evaluation Criteria

Appendix B: Child Care Projects

Appendix C: Child and Family Support Program Projects

Appendix D: List of Ministry Capital Analysts

Appendix E: List of Ministry Early Years Education Officers and Child Care Advisors

Appendix F: Capital Approval Process Chart

Appendix G: Joint Submission - Capital Funding for Child Care and Child and Family Support Programs (template)

c.c. Senior Business Officials
Superintendents and Managers of Facilities
Managers of Planning
Early Years Leads
CAOs of Consolidated Municipal Service Managers
CAOs of District Social Service Administration Boards
Steven Reid, Director, Field Services Branch, Ministry of Education

Appendix A: Capital Priorities Eligibility and Evaluation Criteria

As in previous rounds of Capital Priorities, school boards are to submit business cases through the School Facilities Inventory System (SFIS) system. School boards can save their work in progress; however, once school boards submit their business cases, their submissions will be locked from further editing. School boards will only be able to modify their business cases by requesting that their Capital Analyst (Appendix D) unlock the submission.

Eligible Project Categories

Projects eligible for funding consideration for this round of the Capital Priorities program must meet one or more of the following category descriptions:

1) Enrolment Pressure

Projects will accommodate pupils where enrolment is currently or is projected to persistently exceed capacity at a school or within a group of schools, and students are currently housed in non-permanent space (e.g., portables).

2) School Consolidations

Projects that support the reduction of excess capacity in order to decrease operating and renewal costs and address renewal need backlogs. These projects may also provide other benefits such as improved program offerings, accessibility or energy efficiency. Projects linked to an accommodation review must have a final trustee decisions on the outcome of the pupil accommodation review by **August 5, 2016**.

3) Facility Condition

Projects will replace schools that have higher renewal needs than the cost of constructing an appropriately sized new facility.

4) French-language Accommodation

Projects will provide access to French-language facilities where demographics warrant. Such projects will only be considered eligible if the school board can demonstrate that there is a sufficient French-language population not being served by an existing French-language school facility.

Projects matching the following descriptions should not be submitted as Capital Priorities:

- Projects related to only addressing an accommodation pressure of a specialized or alternative program such as French Immersion;

- Projects that have been previously funded by either the ministry or the school board; and
- Projects that should be funded through renewal funding, including program enhancements and projects related to only addressing current and/or proposed changes to the *Accessibility for Ontarians with Disabilities Act (AODA)*.

If a school board has previously submitted a project for Capital Priorities or School Consolidation Capital (SCC) funding and did not receive ministry funding, please refer to the ministry's comments when considering whether or not to re-submit the project. Please contact your Capital Analyst for further clarification.

Project Evaluation

The ministry will assess all proposed projects using project-specific quantitative and qualitative measures depending upon the category of project.

For Accommodation Pressures and French-Language Accommodation projects:

- Assessments will be based on school-level capacity ratings, historical enrolment trends, enrolment forecasts, and geographic distribution of students; and
- Primary consideration will be given to projects in areas where accommodation needs are currently high and secondary consideration to projects in areas where accommodation needs are expected to be high in the next five to ten years.

For Facility Condition and School Consolidation projects:

- Assessments will be based on the projected operating and renewal savings and the removal of renewal backlog needs relative to the project cost; and
- Priorities will be given to projects with the highest expected Internal Rate of Return. This will be calculated using the expected cost of the project compared to the expected savings resulting from the project.

In addition to project specific assessments, the following school board performance measures will also be considered for all Capital Priorities project categories:

- School board's ability to build to ministry benchmark costs as evidenced by past projects;
- School board's ability to deliver projects within target timeframes as evidenced by past projects;
- School board's history of meeting the ministry's capital accountability measures (Appendix F);

- Enrolment and utilization trends for projects of the school board which have previously been funded; and
- Number of projects the school board currently has underway and the status of these projects in relation to approved funding and opening dates.

The ministry will expect that school boards will explore various options before submitting their business cases for a specific option. School boards must be able to identify the cost differentiation and considerations of various options.

Appendix B: Child Care Projects

Child Care Eligibility

The ministry will consider funding capital projects in schools where there is a need for new child care construction and/or retrofits to existing child care spaces for children aged 0 to 3.8 years of age. School boards will need to have the support of the corresponding Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB) regarding the eligibility and viability requirements to build or renovate child care rooms in the identified school.

When considering long-term viability, CMSMs/DSSABs and school board planners must consider at least the next five years and use population projections, as well as other local data to inform submission decisions.

Only school boards that have reached their Schools-First Child Care Capital Retrofit Policy (SFCCCRP) space conversion targets will be eligible for child care retrofit projects.

Joint Planning and Local Prioritization of Child Care Projects

The ministry expects school boards and CMSMs/DSSABs to work together to identify the need for dedicated child care space to support children ages 0 to 3.8 years in schools. CMSMs/DSSABs will need to consider projects relative to demand, long-term viability, and their local child care plan.

A new requirement has been included in the Joint Submission requiring the school board and CMSM/DSSAB to separately provide a priority ranking for each child care and/or child and family support program request being submitted for consideration. The school board provides its ranking for the project against its other projects, and the CMSM/DSSAB prioritizes all projects they are being asked to sign-off on by all school boards (i.e., if the English public school board, the English Catholic school board, and the French Catholic school board all request municipal approval on their Joint Submission, the CMSM/DSSAB must prioritize them all together rather than per individual school board). This will help ensure that the approved child care projects align with approved Capital Priorities projects. Transitional funding phase projects are excluded from the priority ranking process.

This will require active communication between CMSMs/DSSABs and coterminous school boards to prioritize child care and/or child and family support program projects being submitted by all school boards in the service areas of the CMSM/DSSAB.

Ministry Prioritization of Eligible Child Care Projects

As originally communicated in the 2015:B11 Memorandum, the ministry will continue to use the following factors to prioritize projects under this policy should the number of eligible submissions surpass available funding:

- Child care replacement due to school closure/accommodation review;
- Age groupings (infant rooms are a priority);
- Accommodation pressures/service gaps; and
- Cost effectiveness and viability.

Child Care Operational and Accountability Requirements

Approved new construction of child care rooms must meet the following operational and accountability requirements:

- The child care spaces/rooms will not result in an operating pressure for the CMSM/DSSAB.
- The physical space will be owned by the school board and leased to the child care operator or CMSM/DSSAB. School boards are not to charge operators beyond a cost-recovery level.
- School boards will recover their accommodation costs (e.g., rent, heating, lighting, cleaning, maintenance and repair costs) directly from child care operators and/or CMSMs/DSSABs as per the school board's usual leasing process. School boards are not permitted to absorb additional school board facility costs (e.g., custodial, heat, and lighting) and renewal costs (e.g., windows) through ministry funding, such as the School Facility Operations or Renewal Grant.
- School boards are required to follow the capital construction approval process (Appendix F) for the new construction and/or renovations of child care rooms. As per the ministry's Capital Accountability Requirements, school boards will be required to submit a space template before designing the project, where applicable. School boards will require an Approval to Proceed (ATP) before the project can be tendered.
- Child care space will not count as loaded space for the purposes of the facility space template. The facility space template should provide details of the child care space under the section "other".
- School boards will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child care projects are within the approved project funding and do not exceed the ministry's benchmarks.
- Rooms must be built in accordance with the *Child Care and Early Years Act, 2014* (CCEYA).
- It is expected that all new child care rooms funded under this policy will be built to accommodate a maximum group size for each age grouping for children 0 to 3.8 years (e.g., 10 infant spaces, 15 toddler spaces, and 24 preschool spaces), and that

child care rooms will be for exclusive use during the core school day. Although unobstructed space requirements are per child, infant, and toddler group sizes require additional space for separate sleep areas, change area, etc. These should be considered when developing floor plans. Considerations should also include the long-term use of the room, including the ability to convert to other child care age groups or for classroom use.

- Please note, a new optional approach to age groupings, ratios and staff qualifications will be implemented starting September 1, 2017 as part of the recent regulatory announcements under the CCEYA. Under the new approach, licensees will have the option of operating under the current requirements for age groupings, ratios, and qualifications (Schedule 1) or applying to adopt the new option (Schedule 2). Licensees and new applicants will have the opportunity to apply for a license under Schedule 2, which would be approved based on set criteria.
- Schedule 2 will come into effect on September 1, 2017 as an option. Licensees will be informed of when they can begin to submit requests for revisions by fall 2016.
- Programs created will support continuity of services for children and families in order to accommodate children as they age out of programs. For example, if a toddler room is included in the project proposal a preschool room must also be available.
- For the purpose of this policy, an eligible child care operator:
 - Is a not-for-profit operator or municipal operator; or
 - Is a for-profit operator already located in a school as a result of an agreement and has a purchase of service agreement, both of which were in place as of the date the memorandum was issued; and
 - Has not changed ownership or has not terminated the agreement since the date the memorandum was issued.
- Capital funding for child care cannot be used to address other school board capital needs. Funding will not be provided for school-age child care spaces as the ministry will not fund exclusive space for before and after school child care programs.

Child Care Capital Funding Calculation and Eligible Expenses

New construction of child care rooms will be funded using the current elementary school construction benchmarks (for both elementary and secondary schools under this policy), including the site-specific geographic adjustment factor (GAF). For this policy, the loading factor used to calculate the capital funding will be 26 pupil places per room regardless of age groupings (e.g., infant, toddler, and preschool rooms will all be funded based on 26 pupil places per room). This approach allows school boards to build child care rooms at maximum group size and allow flexibility to address potential changes

under the CCEYA. This funding formula will apply to all new construction of child care, including the replacement of existing child care due to school closure or accommodation review.

$$\text{Capital Funding for New Construction of Child Care Rooms} = 26 \text{ Pupil Places} \times \text{Elementary Construction Cost Benchmark} \times \text{Average Elementary Area Benchmark} \times \text{Site Specific GAF}$$

Note: The capital funding for retrofit projects for child care will be a maximum of 50 percent of the capital funding for new construction projects.

Eligible expenses include:

- First-time equipping; and
- Expenses incurred to meet CCEYA and Building Code standards, which qualify under the Tangible Capital Assets Guide (TCA), revised April 2012.

Application Process – Joint Submission

The Joint Submission includes project details, separate project rankings by both the school board and the CMSM/DSSAB, and confirms that the child care program meets all eligibility and viability requirements.

In order to be considered for funding for the construction of new or renovated child care rooms, school boards must work with their municipal partners to submit a jointly-signed Joint Submission (Appendix G) requesting the construction of child care space. School boards must submit a Joint Submission signed by both the CMSM/DSSAB Manager of Child Care and Early Years System and the school board Director of Education.

For child care spaces associated with a Capital Priorities project request, the Joint Submission must be submitted as part of the school board’s Capital Priorities business case. For all other child care projects, only a Joint Submission is required. The Joint Submission is to be submitted directly to the school board’s Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (Appendix E) and Capital Analyst (Appendix D).

Joint Submissions must be received by the ministry by **July 15, 2016**.

The ministry may request supporting documentation following a review of the Joint Submission.

Transitional Funding Phase

The ministry will consider new child care construction funding for existing ministry-approved school capital projects that meet the following additional eligibility requirements to those listed above:

- The project has previously received ministry approval, and
- The project has not yet been given an ATP or begun construction.

School boards are encouraged to engage as soon as possible with their CMSM/DSSAB partners to begin to review feasibility of proposed new child care spaces within existing approved school capital projects, based on local demand and existing operating funding.

School boards and CMSMs/DSSABs are not required to provide a priority ranking for transition projects.

The ministry will review transition projects as they are received, so school boards are encouraged to submit their Joint Submission for transition projects at their earliest convenience.

Appendix C: Child and Family Support Program Projects

Child and Family Support Program Eligibility

The ministry will consider funding capital projects in schools where there is a need for new child and family support program construction or renovation to existing school space. Child and family support program renovation projects must result in new child and family support program space (i.e., not a retrofit to an existing child and family support program space). School boards will need to have the support of the corresponding Consolidated Municipal Service Manager/District Social Services Administration Board (CMSM/DSSAB) regarding the eligibility and viability requirements to build or renovate child and family support programs in identified schools.

When considering long-term viability, CMSMs/DSSABs and school board planners must consider at least the next five years and use population projections, as well as other local data to inform submission decisions.

Child and family support programs refer to the following ministry supported programs: Ontario Early Years Centres (OEYCs), Parenting and Family Literacy Centres (PFLCs), Child Care Resource Centres (CCRCs), and Better Beginnings, Better Futures (BBBFs). As part of Ontario's early years modernization plan, these four programs will be integrated and transformed to establish Ontario Early Years Child and Family Centres (OEYCFCs). While the expectation is that the key features of OEYCFCs are implemented by 2018, it is understood that system integration will take time and adjustments may need to be made in the future. CMSMs/DSSABs will be responsible for the local management of OEYCFCs as part of their existing service system management responsibilities for child care and other human services.

Joint Planning and Local Prioritization of Child and Family Support Program Projects

The ministry expects school boards and CMSMs/DSSABs to work together to identify the need for child and family support programs. CMSMs/DSSABs will need to consider projects relative to demand, long-term viability, and their local needs assessment for child and family support programs.

A new requirement has been included in the Joint Submission requiring the school board and CMSM/DSSAB to separately provide a priority ranking for each child care and/or child and family support program request being submitted for consideration. The school board provides its ranking for the project against its other projects, and the CMSM/DSSAB prioritizes all projects they are being asked to sign-off on by all school boards (i.e., if the English public school board, the English Catholic school board, and the French Catholic school board all request municipal approval on their Joint Submission, the CMSM/DSSAB must prioritize them all together rather than per individual school board). This will help ensure that the approved child and family support program projects align with approved Capital Priorities projects. Transitional funding phase projects are excluded from the priority ranking process.

This will require active communication between CMSMs/DSSABs and coterminous school boards to prioritize child care and/or child and family support program projects being submitted by all school boards in the service areas of the CMSM/DSSAB.

Ministry Prioritization of Eligible Child and Family Support Program Projects

The ministry will use the following factors to prioritize projects under this policy should the number of eligible submission surpass available funding:

- Projects are “ready-to-go” and the community has already made plans to relocate, replace or build new child and family support program space in a school.
- Child and family support programs are in locations that are well-positioned to meet local needs and fill identified service gaps, and will align with future OEYCFC planning completed by CMSMs/DSSABs.
- Projects in communities where municipal partners already have familiarity and/or responsibility for child and family support programs, and where strong partnerships between the school board and municipality already exist.

Child and Family Support Program Operational and Accountability Requirements

Approved new construction of child and family support program rooms must meet the following operational and accountability requirements:

- The child and family support program space/rooms will not result in an operating pressure for the CMSM/DSSAB.
- The physical space will be owned by the school board and leased to the child and family support program operator or CMSM/DSSAB. School boards are not to charge operators beyond a cost-recovery level.
- School boards will recover their accommodation costs (e.g., rent, heating, lighting, cleaning, maintenance and repair costs) directly from child and family support program operators and/or CMSMs/DSSABs as per the school board’s usual leasing process. School boards are not permitted to absorb additional school board facility costs (e.g., custodial, heat, and lighting) and renewal costs (e.g., windows) through ministry funding, such as the School Facility Operations or Renewal Grant.
- School boards are required to follow the capital construction approval process (Appendix F) for the new construction and/or renovations of child and family support program rooms. As per the ministry’s Capital Accountability Requirements, school boards will be required to submit a space template before designing the project, where applicable, school boards will require an Approval to Proceed (ATP) before the project can be tendered.

- Child and family support program space will not count as loaded space for the purposes of the facility space template. The facility space template should provide details of the child and family support program space under the section “other”.
- School boards will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child and family support program projects are within the approved project funding and do not exceed the ministry’s benchmarks.
- Child and family support programs are all ministry funded child and family support programs (OEYCs, PFLCs, CCRCs, and BBBFs).
- It is expected that child and family support program spaces built or renovated under this policy:
 - Are built to the specifications of a kindergarten classroom or a regular classroom;
 - Have separate and sufficient washroom space for parents and children using the centre;
 - Have a separate sink or portable sink for parents/caregivers and children using the centre; and
 - Have appropriate covered space for stroller parking on school property or within the school.
- For the purpose of this policy, an eligible child and family support program operator:
 - Is a not-for-profit operator or municipal operator; and
 - Receives support from the ministry to operate an OEYC, PFLC, CCRC, or BBBF program.
- Capital funding for child and family support programs cannot be used to address other school board capital needs.

Child and Family Support Program Capital Funding Calculation and Eligible Expenses

The construction of child and family support program rooms will be funded using the current elementary school construction benchmarks (for both elementary and secondary schools under this policy), including the site-specific geographic adjustment factor (GAF). For this policy, the loading factor used to calculate the capital funding will be 26 pupil places per room. This approach allows school boards to build child and family support program rooms that can be converted for classroom use in the future, if necessary. This funding formula will apply to all new construction of child and family

support programs, including the replacement of existing child and family support programs due to school closure or accommodation review.

$$\begin{array}{l} \textit{Capital Funding for} \\ \textit{New Construction of} \\ \textit{Child and Family} \\ \textit{Support Program} \\ \textit{Rooms} \end{array} = 26 \textit{ Pupil} \times \textit{Elementary} \textit{ Construction} \times \textit{Average} \textit{ Elementary} \times \textit{Site} \\ \textit{Places} \qquad \qquad \qquad \textit{Cost} \qquad \qquad \qquad \textit{Area} \qquad \qquad \qquad \textit{Specific} \\ \qquad \qquad \qquad \qquad \qquad \textit{Benchmark} \qquad \qquad \qquad \textit{Benchmark} \qquad \qquad \qquad \textit{GAF}$$

Note: The capital funding for retrofit projects for child and family support programs will be a maximum of 50 percent of the capital funding for new construction projects.

Eligible expenses include:

- First-time equipping; and
- Expenses incurred to meet Building Code standards, which qualify under the Tangible Capital Assets Guide (TCA), revised April 2012.

Application Process – Joint Submission

The Joint Submission includes project details, separate project rankings by both the school board and the CMSM/DSSAB, and confirms that the child and family support program meets all eligibility and viability requirements.

In order to be considered for funding for the construction of new or renovated child and family support program space, school boards must work with their municipal partners to submit a jointly-signed Joint Submission (Appendix G) requesting the construction of child and family support program space. School boards must submit a Joint Submission signed by both the CMSM/DSSAB Manager of Child Care and Early Years System and the school board Director of Education.

For child and family support program spaces associated with a Capital Priorities project request, the Joint Submission must be submitted as part of the school board’s Capital Priorities business case. For all other child and family support program projects, only a Joint Submission is required. The Joint Submission is to be submitted directly to the school board’s Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (Appendix E) and Capital Analyst (Appendix D).

Joint Submissions must be received by the ministry by **July 15, 2016**.

The ministry may request supporting documentation following a review of the Joint Submission.

Transitional Funding Phase

The ministry will consider new or renovated child and family support program construction funding for existing ministry approved school capital projects that meet the following additional eligibility requirements to those listed above:

- The project has previously received ministry approval, and
- The project has not yet been given an ATP or begun construction.

School boards are encouraged to engage as soon as possible with their CMSM/DSSAB partners to begin to review feasibility of proposed new or renovated child and family support program space/rooms within existing approved school capital projects, based on local demand and existing operating funding.

School boards and CMSMs/DSSABs are not required to provide a priority ranking for transition projects.

The ministry will review transition projects as they are received, so school boards are encouraged to submit their Joint Submission for transition projects at their earliest convenience.

Appendix D: List of Ministry Capital Analysts

DSB	District School Board	Capital Analyst	Email	Phone
1	DSB Ontario North East	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
2	Algoma DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
3	Rainbow DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
4	Near North DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
5.1	Keewatin-Patricia DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
5.2	Rainy River DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.1	Lakehead DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
6.2	Superior Greenstone DSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
7	Bluewater DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
8	Avon Maitland DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
9	Greater Essex County DSB	Michael Wasyluk	Michael.Wasyluk@ontario.ca	416-326-9924
10	Lambton Kent DSB	Michael Wasyluk	Michael.Wasyluk@ontario.ca	416-326-9924
11	Thames Valley DSB	Michael Wasyluk	Michael.Wasyluk@ontario.ca	416-326-9924
12	Toronto DSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
13	Durham DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
14	Kawartha Pine Ridge DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
15	Trillium Lakelands DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
16	York Region DSB	Yvonne Rollins	Yvonne.Rollins@ontario.ca	416-326-9932
17	Simcoe County DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
18	Upper Grand DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
19	Peel DSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
20	Halton DSB	Diamond Tsui	Diamond.Tsui@ontario.ca	416-325-2017
21	Hamilton-Wentworth DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
22	DSB Niagara	Michael Wasyluk	Michael.Wasyluk@ontario.ca	416-326-9924
23	Grand Erie DSB	Michael Wasyluk	Michael.Wasyluk@ontario.ca	416-326-9924
24	Waterloo Region DSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
25	Ottawa-Carleton DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
26	Upper Canada DSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
27	Limestone DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
28	Renfrew County DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
29	Hastings & Prince Edward DSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
30.1	Northeastern CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
30.2	Nipissing-Parry Sound CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
31	Huron Superior CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
32	Sudbury CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
33.1	Northwest CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
33.2	Kenora CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297

DSB	District School Board	Capital Analyst	Email	Phone
34.1	Thunder Bay CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
34.2	Superior North CDSB	Jaimie Burke	Jaimie.Burke@ontario.ca	416-325-4297
35	Bruce-Grey CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
36	Huron Perth CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
37	Windsor-Essex CDSB	Michael Wasyluk	Michael.Wasyluk@ontario.ca	416-326-9924
38	London DCSB	Michael Wasyluk	Michael.Wasyluk@ontario.ca	416-326-9924
39	St. Clair CDSB	Michael Wasyluk	Michael.Wasyluk@ontario.ca	416-326-9924
40	Toronto CDSB	Lisa Bland	Lisa.Bland@ontario.ca	416-326-9921
41	Peterborough VNCCDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
42	York CDSB	Yvonne Rollins	Yvonne.Rollins@ontario.ca	416-326-9932
43	Dufferin Peel CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
44	Simcoe Muskoka CDSB	Sarosh Yousuf	Sarosh.Yousuf@ontario.ca	416-325-8059
45	Durham CDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
46	Halton CDSB	Diamond Tsui	Diamond.Tsui@ontario.ca	416-325-2017
47	Hamilton-Wentworth CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
48	Wellington CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
49	Waterloo CDSB	Matthew Anderson	Matthew.Anderson@ontario.ca	416-325-9796
50	Niagara CDSB	Michael Wasyluk	Michael.Wasyluk@ontario.ca	416-326-9924
51	Brant Haldimand Norfolk CDSB	Michael Wasyluk	Michael.Wasyluk@ontario.ca	416-326-9924
52	CDSB of Eastern Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
53	Ottawa CSB	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
54	Renfrew County CDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
55	Algonquin & Lakeshore CDSB	Shakufe Virani	Shakufe.Virani@ontario.ca	416-325-2805
56	CSP du Nord-Est	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
57	CSP du Grand Nord de l'Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
58	CS Viamonde	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
59	CÉP de l'Est de l'Ontario	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
60.1	CSCD des Grandes Rivières	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
60.2	CSC Franco-Nord	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
61	CSC du Nouvel-Ontario	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
62	CSDC des Aurores boréales	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
63	CSC Providence	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
64	CSDC Centre Sud	Laval Wong	Laval.Wong@ontario.ca	416-325-2015
65	CSDC de l'Est ontarien	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018
66	CÉC du Centre-Est	Daniel Cayouette	Daniel.Cayouette@ontario.ca	416-325-2018

Appendix E: List of Ministry Early Years Education Officers and Child Care Advisors

REGION	EO/CCA	CMSM/ DSSAB	SCHOOL BOARD
TORONTO	<p>Education Officer:</p> <p>Dolores Cascone Tel: 416-314-6300 Toll Free: 1-800-268-5755 dolores.cascone@ontario.ca</p> <p>Azza Hamdi Tel: 416-325-8303 Azza.Hamdi@ontario.ca (French Language Boards)</p> <p>Child Care Advisor:</p> <p>Isilda Kucherenko Tel: 416-325-3244 isilda.kucherenko@ontario.ca</p>	City of Toronto	CS Viamonde CSD Catholique Centre-Sud Toronto Catholic DSB Toronto DSB
		County of Dufferin	CS Viamonde CSD catholique Centre-Sud Dufferin–Peel Catholic DSB Upper Grand DSB
		Regional Municipality of Halton	CS Viamonde CSD Catholique Centre-Sud Halton Catholic DSB Halton DSB
		Regional Municipality of Peel	CS Viamonde CSD Catholique Centre-Sud Dufferin-Peel Catholic DSB Peel DSB
		County of Wellington	CS Viamonde CSD Catholique Centre-Sud Upper Grand DSB Wellington Catholic DSB
LONDON	<p>Education Officer:</p> <p>Sue Chanko Tel: 519-870-2187 Sue.Chanko@ontario.ca</p> <p>Azza Hamdi Tel: 416-325-8303 Azza.Hamdi@ontario.ca (French Language Boards)</p> <p>Child Care Advisor:</p> <p>Karen Calligan Tel: 226 919-5832 karen.calligan@ontario.ca</p>	Regional Municipality of Waterloo	CS Viamonde CSD Catholique Centre-Sud Waterloo Catholic DSB Waterloo Region DSB
		City of Brantford	Brant Haldimand Norfolk Catholic DSB CS Viamonde CSD Catholique Centre-Sud Grand Erie DSB
		County of Norfolk	Brant Haldimand Norfolk Catholic DSB CS Viamonde CSD catholique Centre-Sud Grand Erie DSB
		City of Hamilton	CS Viamonde CSD catholique du Centre-Sud Hamilton-Wentworth DSB Hamilton-Wentworth Catholic DSB
		Regional Municipality of Niagara	CS Viamonde CSD catholique Centre-Sud DSB of Niagara Niagara Catholic DSB
		County of Huron	Avon Maitland DSB CS Viamonde CSD des écoles catholiques du Sud-Ouest Huron-Perth Catholic DSB
		County of Lambton	CS Viamonde CSD des écoles catholiques du Sud-Ouest Lambton Kent DSB St. Clair Catholic DSB
		City of London	CS Viamonde CSD des écoles catholiques du Sud-

			Ouest London District Catholic SB Thames Valley DSB
		County of Oxford	CS Viamonde CSD des ecoles catholiques du Sud-Ouest London District Catholic SB Thames Valley DSB
		City of St. Thomas	CS Viamonde CSD des ecoles catholiques du Sud-Ouest London District Catholic SB Thames Valley DSB
		City of Stratford	Avon Maitland DSB CS Viamonde CSD des ecoles catholiques du Sud-Ouest Huron –Perth Catholic DSB
		City of Windsor	CS Viamonde CSD des écoles catholiques du Sud-Ouest Greater Essex County DSB Windsor-Essex Catholic DBS
		Municipality of Chatham-Kent	CS Viamonde CSD des écoles catholiques du Sud-Ouest Lambton-Kent DSB St. Clair Catholic DSB
NORTH BAY / SUDBURY	Education Officer: Renée Brouillette Tel: 705-497-6893 Toll Free: 1-800-461-9570 renee.brouillette@ontario.ca Child Care Advisor: Lina Davidson Tel: 705-564-4282 Lina.davidson@ontario.ca	Cochrane DSSAB	CSD catholique des Grandes Rivières CSD du Nord-Est de l'Ontario DSB Ontario North East Northeastern Catholic DSB
		Nipissing DSSAB	Algonquin & Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CSD catholique des Grandes Rivières CSD catholique du Centre-Est de l'Ontario CSD catholique Franco-Nord CSD du Nord-Est de l'Ontario DSB Ontario North East Near North DSB Nipissing-Parry Sound Catholic DSB Northeastern Catholic DSB Renfrew County DSB
		Parry Sound DSSAB	CSD catholique Centre-Sud CSD catholique du Nouvel-Ontario CSD catholique Franco-Nord CSD du Nord-Est de l'Ontario Near North DSB Nipissing-Parry Sound Catholic DSB Simcoe Muskoka Catholic DSB Sudbury Catholic DSB
		Timiskaming DSSAB	CSD catholique des Grandes Rivières CSD du Nord-Est de l'Ontario DSB Ontario North East Northeastern Catholic DSB

		City of Greater Sudbury	CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Rainbow DSB Sudbury Catholic DSB
		Algoma DSSAB	Algoma DSB CSD catholique des Grandes Rivières CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario CSD du Nord-Est de l'Ontario DSB Ontario North East Huron-Superior Catholic DSB Northeastern Catholic DSB
		Manitoulin-Sudbury DSSAB	Algoma DSB CSD catholique des Grandes Rivières CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario CSD du Nord-Est de l'Ontario DSB Ontario North East Huron-Superior Catholic DSB Northeastern Catholic DSB Rainbow DSB Sudbury Catholic DSB
		Sault Ste. Marie DSSAB	Algoma DSB CSD catholique du Nouvel-Ontario CSD du Grand Nord de l'Ontario Huron-Superior Catholic DSB
THUNDER BAY	Education Officer: Heather Exley Tel: 807-474-2993 Toll Free: 1-800-465-5020 heather.exley@ontario.ca Child Care Advisor: Kelly Massaro-Joblin Tel: (807) 474-2982 Toll Free: 1 800 465-5020 kelly.massaro-joblin@ontario.ca	Rainy River DSSAB	CSD catholique des Aurores boréales CSD du Grand Nord de l'Ontario Northwest Catholic DSB Rainy River DSB
		Kenora DSSAB	CSD catholique des Aurores boréales CSD du Grand Nord de l'Ontario Keewatin-Patricia DSB Kenora Catholic DSB Northwest Catholic DSB Rainy River DSB
		Thunder Bay DSSAB	CSD catholique des Aurores boréales CSD du Grand Nord de l'Ontario Keewatin-Patricia DSB Lakehead DSB Superior North Catholic DSB Superior-Greenstone DSB Thunder Bay Catholic DSB
OTTAWA	Education Officer: Nathalie Daoust Tel: 613-225-9210 ext. 136 Toll Free: 1-800-267-1067 nathalie.daoust@ontario.ca Child Care Advisor : Rachelle Blanchette Tel: 613-536-7331 rachelle.blanchette@ontario.ca	County of Hastings	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CS Viamonde CSD catholique Centre-Sud CSD catholique du Centre-Est de l'Ontario Hastings and Prince Edward DSB Kawartha Pine Ridge DSB Peterborough Victoria Northumberland & Clarington Catholic DSB
		City of Kingston	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario

			CSD catholique du Centre-Est de l'Ontario Limestone DSB
		County of Lanark	Catholic DSB of Eastern Ontario CSD catholique du Centre-Est de l'Ontario Conseil des écoles publiques de l'Est de l'Ontario Upper Canada DSB
		County of Leeds and Grenville	Catholic DSB of Eastern Ontario Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Upper Canada DSB
		County of Prince Edward/Lennox and Addington	Algonquin and Lakeshore Catholic DSB Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Hastings and Prince Edward DSB Limestone DSB
		City of Cornwall	Catholic DSB of Eastern Ontario CSD catholique de l'Est ontarien Conseil des écoles publiques de l'Est de l'Ontario Upper Canada DSB
		City of Ottawa	Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Ottawa Catholic DSB Ottawa-Carleton DSB
		United Counties of Prescott & Russell	Catholic DSB of Eastern Ontario Conseil des écoles publiques de l'Est de l'Ontario CSD catholique de l'Est ontarien Upper Canada DSB
		County of Renfrew	Conseil des écoles publiques de l'Est de l'Ontario CSD catholique du Centre-Est de l'Ontario Renfrew County Catholic DSB Renfrew County DSB
BARRIE	Education Officer: Ana Marie Prokopich Tel: 705-725-6260 Toll Free: 1-888-999-9556 AnaMarie.Prokopich@ontario.ca Azza Hamdi Tel: 416-325-8303 Azza.Hamdi@ontario.ca (French Language Boards)	County of Bruce	Bluewater DSB Bruce-Grey Catholic DSB CS Viamonde CSD des écoles catholiques du Sud-Ouest
		County of Grey	Bluewater DSB Bruce-Grey Catholic DSB CS Viamonde CSD des écoles catholiques du Sud-Ouest
		Regional Municipality of Durham	CS Viamonde CSD catholique Centre-Sud Durham Catholic DSB Durham DSB

<p><u>Child Care Advisor:</u></p> <p>Maria Saunders Tel: 705-725-7629 maria.saunders@ontario.ca</p>		Kawartha Pine Ridge DSB Peterborough Victoria Northumberland & Clarington Catholic DSB
	County of Northumberland	CS Viamonde CSD catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough VNC Catholic DSB
	City of Peterborough	CS Viamonde CSD catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough VNC Catholic DSB
	County of Simcoe	CS Viamonde CSD catholique Centre-Sud Simcoe County DSB Simcoe Muskoka Catholic DSB
	City of Kawartha Lakes	Algonquin & Lakeshore Catholic DSB CS Viamonde CSD catholique Centre-Sud CSD catholique du Centre-Est de l'Ontario Peterborough VNC Catholic DSB Trillium Lakelands DSB
	Regional Municipality of York	CS Viamonde CSD catholique Centre-Sud York Catholic DSB York Region DSB
	District Municipality of Muskoka	CSD catholique Centre-Sud CSD du Nord-Est de l'Ontario Near North DSB Simcoe Muskoka Catholic DSB Trillium Lakelands DSB

Appendix F: Capital Approval Process Chart

Capital Construction Approval Process Updated May 18, 2016		New Schools		Additions		Major Retrofits ¹		FDK
		Repeat Design	New Design	>50% ³	<50% ³	>50% ³	<50% ³	Individual Projects<\$250K
Pre-Design	Facility Space Template	Complete template with most recent adaptation (<5 years)	Board to submit template before hiring architect	Board to submit template before hiring architect	Not Required	Board to submit template before hiring architect	Not Required	Not Required
	Project Manager	Board to appoint a Project Manager (either internal staff or external resource). Board to notify Ministry of name and contact info.						
	Ministry Approval	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Ministry must approve scope of project based upon submitted Space Template	Not Required	Ministry must approve scope of project based upon submitted Space Template	Not Required	Not Required
	GOAL	Board to retain an architect						
Pre-Tender	Independent Cost Consultant Report ²	Submit final cost of recent adaptation (<5 years)	Projects with a total project cost of >\$3.0M	Projects with a total project cost of >\$3.0M	Not Required	Projects with a total project cost of >\$3.0M	Not Required	Not Required
	Approval to Proceed (ATP) Request	Board's senior business official to submit the ATP Request Form confirming total estimated project costs does not exceed board's identified funding.						
	Capital Analysis & Planning Tool (CAPT)	Board to confirm that data entered in the CAPT for the requested project is in line with the data provided through the ATP Request Form.						
	Ministry Approval	Ministry's approval required before proceeding to tender. Approval based on identification of sufficient funding.						
	GOAL	Board to proceed to tender						
Post-Tender	Tender exceed approved funding amount	Board to either identify additional funding available via ATP Request Form or make design changes to reduce the project cost. In either case, the board must demonstrate that sufficient funding is available to complete the project.						
	Tender meet approved funding amount	Board to accept tender bid. Important to ensure all project costs are identified and considered.						
Notes:	<ol style="list-style-type: none"> 1. Ministry approvals are not required for major retrofits that are 100% funded through Renewal Funding, Good Places to Learn Renewal, Energy Efficiency funding, School Condition improvement funding, School-First Child Care Retrofit Policy funding, and FDK funding of less than \$250K. 2. Consultant to review the design, provide costing analysis and advice and report on options to ensure cost containment. To be based on drawings that are at least 80% complete. 3. 50% determined by the following: (Estimated project cost / Latest construction benchmark value of the existing OTG (pre-construction) of the facility). 							
Definitions:	Addition: Expansion of the gross floor area of a facility. Major Retrofit: Major structural renovation or reconstruction of the existing building envelop. It does not include expansion of the existing gross floor area. Any project that does expand the gross floor area, Ministry funds or >\$1M in Accumulated Surplus is treated as a Major Retrofit.							



**EXECUTIVE REPORT TO
FINANCE AND FACILITIES COMMITTEE**

TO: Finance and Facilities Committee
FROM: Manny Figueiredo, Director of Education
DATE: June 2, 2016
PREPARED BY: Stacey Zucker, Executive Superintendent of Board Operations and Treasurer
David Anderson, Senior Facilities Officer
RE: Notice of Motion – Schools as Hubs

Action Monitoring

Background:

At the April 25, 2016 Board meeting a Notice of Motion was received regarding Schools as Hubs. It is attached as Appendix A.

At that meeting, the Board approved the following motion

“That the Notice of Motion – Schools as Hubs be referred to the Finance and Facilities Committee for the purpose of further discussion and advice to the Board.”

Staff Observations:

Since this Notice of Motion was received, the Ministry of Education as released the B Memo 2016:B9 “Ministry of Education Initiatives to Support Community Hubs in Schools”. It is attached as Appendix B.

It discusses 3 different supports:

- 1. Amendments to Ontario Regulation 444/98
- 2. Funding Programs to Support Community Hubs in Schools
- 3. Additional Child Care Retrofit Funding

The memo states that “Together, the initiatives detailed in this memorandum will support the government’s objectives of removing barriers to community hubs, providing integrated service delivery to communities, and respecting the importance of local planning decisions.” More information will continue to be released regarding this initiatives. Board staff will update Trustees as this information comes forward.

Notice of Motion – Schools as Hubs
Submitted by Trustee Pattison
Board – April 25, 2016

Whereas:

Premier Kathleen Wynne appointed Karen Pitre as Special Advisor on Community hubs in March of 2015, and whereas Trustees were invited to engage in a discussion about Schools as Hubs in Collingwood during the OPSBA conference in June of 2015, and whereas other than an interim amendment to O. Reg. 444/98, the process of Community Schools as Hubs has not been fully developed.

Whereas:

It is feared that the process of developing the Schools as Hubs framework will not be finalized until too many community school assets are lost throughout the Province. It is understood that the development of the Hubs model will still not save all school sites but a lot of effort is required to work with our entire City communities to plan how we see these initiatives implemented within our own Board boundaries.

Whereas:

School Boards are already recouping a great deal of capital by right-sizing, consolidating and closing schools.

Be it Resolved:

- A. That Hamilton-Wentworth District School Board write the Ontario Minister of Education, Liz Sandals, with a copy to be sent to Hamilton City Council, the Fix Our Schools Citizen's Group and OPSBA, expressing our concerns over the sale of properties that were built for the use of public, community education and services, and;
- B. That the intent of said letter would be to engage the Ministry of Education in a discussion regarding a possible temporary financial assistance program that would allow the Hamilton-Wentworth District School Board to delay property dispositions, and;
- C. That it is the hope of the HWDSB that as a result of this discussion, the Province of Ontario would agree on an interim basis, to offset anticipated property disposition capital until such time that the Province has drafted their Schools as Hubs model, and;
- D. By taking the pressure of Boards, Municipal Councils and other government and community partners to rush together re-use plans or the sale of properties, communities can hopefully find some solace knowing that more thought and time will be put into the future of our neighborhood assets. The Government of Ontario can also enter into this interim agreement knowing that even through Community use of Schools planning, that proceeds of disposition will still occur albeit at a later date.
- E. HWDSB also request that the Ministry update us as to its anticipated completion of the Schools as Hubs framework.

April 2016

Ref. <https://www.ontario.ca/page/community-hubs-short-term-strategy-school-property>; Nov 30 2015
communication from Fix Our Schools Citizen's Group

Ministry of Education

Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation

Édifice Mowat
Queen's Park
Toronto ON M7A 1L2

**2016: B9**

MEMORANDUM TO: Directors of Education
Children's Service Leads, Consolidated Municipal Service Managers (CMSMs) and District Social Service Administration Boards
Directors of District Social Service Administration Boards (DSSABs)

FROM: Nancy Matthews
Assistant Deputy Minister
Early Years Division

Gabriel F. Sékaly
Assistant Deputy Minister
Financial Policy and Business Division

DATE: **May 6, 2016**

SUBJECT: **Ministry of Education Initiatives to Support Community Hubs in Schools**

In August 2015, the Premier's Community Hub Framework Advisory Group, chaired by Karen Pitre, special advisor to Premier Wynne on community hubs, issued its report entitled *Community Hubs in Ontario: A Strategic Framework and Action Plan* ("Action Plan"). The government accepted all of the recommendations in the Action Plan and since its release, the Ministry of Education has been working with other government ministries, school boards, and other community partners to implement the recommendations in the Action Plan that were specific to the education sector.

We are pleased to announce that the Ministry is taking steps to respond to the recommendations provided in the Action Plan to promote community hubs in schools. Together, the initiatives detailed in this memorandum will support the government's objectives of removing barriers to community hubs, providing integrated service delivery to communities, and respecting the importance of local planning decisions.

Highlights

- The Ministry of Education has made amendments to Ontario Regulation 444/98 – *Disposition of Surplus Real Property*, to ensure additional consideration of community and provincial interests when disposition of surplus school property occurs.
- The Ministry is introducing the following new capital funding programs for school boards to support community hubs in schools:
 - \$20 million to create space for new child care and child and family support programs through Ontario Early Years Child and Family Centres in schools
 - \$18 million to retrofit existing child care space within a school to open up more spaces for children under four years old
 - \$50 million to renovate surplus school space to make it available for use by community partners and the public
 - Expanding eligibility for school capital funding to include building replacement space for eligible community partners in new schools or additions in the event their original school location is closed or sold.

1. Amendments to Ontario Regulation 444/98

In memorandum **2016:B6**, *Grants for Student Needs changes for 2015-16 and 2016-17*, the Ministry of Education announced that amendments would be made to Ontario Regulation 444/98 – *Disposition of Surplus Real Property* as a result of consultations in Fall 2015. The following amendments have now been made to O. Reg. 444/98:

1. Extending the current surplus school circulation period from 90 days to 180 days, providing listed public entities with 90 days to express interest in the property and an additional 90 days to submit an offer;
2. Expanding the list of public entities to receive notification of surplus school property disposition;
3. Require all board-to-board sales to be at fair market value;
4. Introduce a maximum rate a school board can charge for leasing a school to another board;
5. Provide a school board with a leasehold interest in a surplus school property being circulated to have the highest priority ranking of all listed entities; and
6. Ensure that private education providers are not eligible to lease surplus property unless the property has first been circulated to listed public entities.

Please note that amendments 1 to 5 will come into effect as of September 1, 2016, while amendment 6 is effective upon filing.

As a result of these changes, all school boards will be required to circulate surplus school properties that they are seeking to sell or lease to a list of public entities that will be expanded to include Section 23 Agencies, DSSABs/CMSMs, Children's Mental

Health Agencies, Local Health Integration Networks , Public Health Boards and First Nations and Métis Organizations.

These amendments will provide more opportunities for community organizations to purchase or lease surplus school properties in order to allow for continued community use.

More information regarding the changes to Ontario Regulation 444/98 will be provided in a separate SB memorandum that will be released shortly to school boards. In addition, communication will be sent to all of the agencies that will benefit from these changes including Consolidated Municipal Service Managers and District Social Service Administration Boards.

2. Funding Programs to Support Community Hubs in Schools

The Ministry is announcing three new capital funding initiatives to support the expansion of community hubs in schools, as detailed below.

a) Child Care and Child and Family Support Programs (\$20 million for the 2016-17 school year)

Building upon the Ministry's existing capital funding for new child care space in schools, the Ministry is supplementing this funding for further new builds, expansion, replacement and retrofits of child care space.

The Ministry is aware that the demand for child care capital funding in schools outweighs the existing capital funding available for these services. There have also been capital funding requests from the education sector for school-based child and family support programs. This new funding will allow us to address the need for new and replacement child and family support programs.

Under this program, the Ministry will provide funds to:

- i. Supplement existing Ministry child care capital funding to be used in schools that is provided through the following two allocations:
 - Schools-First Child Care Capital Retrofit Policy (SFCCCRP)
 - Support the conversion of existing school-based licensed child care spaces for four- and five-year olds to spaces that can be licensed for younger children (i.e., 0 to 3.8 years of age), or to convert surplus space in open schools to child care space for the children 0 to 3.8 years of age.
 - Capital Funding for New Construction of Child Care
 - Supports the construction of new child care spaces for children 0 to 3.8 years of age in new schools and schools approved for major expansions and renovations, in areas where there is high demand.

- Supports the need for expansion of child care spaces in schools in areas where there is high demand and limited or no space to retrofit in schools.
 - Includes replacement of child care spaces in replacement schools resulting from school closures.
- ii. New and replacement child and family support programs to support the recent Ministry announcement regarding the implementation of Ontario Early Years Child and Family Centres (OEYCFCs) by 2018.

School boards will be able to apply for this funding with their CMSM/DSSAB partners as part of the 2016 Capital Priorities program. Information about eligibility and submission requirements to request this funding will be communicated in a separate B memorandum that will be released later this month.

b) Minor Retrofits and Upgrades to Accessibility to Increase the Number of Community Partners in Schools (\$50 million for the 2016-17 school year)

Under this program, the Ministry will allocate funding to school boards to renovate existing surplus school space into space required by a community partner. Alternatively, the funding can be used to improve the accessibility of a school to contribute towards its use by a community partner.

The Ministry intends to provide specific allocations to each school board based on a funding formula which is currently under development. Eligible expenses must be depreciable and can include the conversion of space from an existing use to suit the needs of a community partner, as well as investments to improve accessibility.

Additional details about this program, including reporting and accountability requirements will be available later this year. The Ministry intends to launch this program for the 2016-17 school year.

c) Replacement Community Partner Space

The Ministry will fund school boards to build replacement space in a school to accommodate a community partner that is in an operating school that is closing or being consolidated. This funding will also be available, under certain circumstances, to construct space at an open school for a community partner that is currently located in a school board property that is going to be sold. Funding would be limited to those situations where the continuation of services would otherwise be at risk. The Ministry will be developing criteria to determine which partners in schools that are closing would be eligible for space to be created in another school to accommodate them.

The Ministry will provide additional details on this program in the Fall. School boards and their partners will be required to submit business case requests for this funding through the Ministry's existing intake processes for capital programs. The 2017 School

Consolidation Capital program is currently being targeted as the first opportunity to request this funding.

3. Additional \$18 Million in Child Care Retrofit Funding

The Ministry is also announcing an additional \$18 million in child care retrofit funding for school boards to support the Schools-First Child Care Capital Retrofit Policy. Further information about how school boards can request this funding will be provided in the 2016 Capital Priorities B-memorandum, which will be released later this month.

The Ministry looks forward to working with our partners in implementing these initiatives to support community hubs in schools and providing more opportunities for services and programs to be delivered to the communities they serve.

If you have questions or require additional information, please contact Grant Osborn, Director, Capital Policy and Programs Branch at (416) 325-1705 or Grant.Osborn@ontario.ca, or Julia Danos, Director, Early Years Implementation Branch at (416) 314-8192 or Julia.Danos@ontario.ca

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