

**REGULAR BOARD MEETING
 AGENDA**

Date: Tuesday, September 5, 2017
 Time: 7:30 pm
 Location: Catholic Education Centre - Board Room
 802 Drury Lane
 Burlington, Ontario

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**Halton Catholic District School Board
Board Meeting
Tuesday September 5, 2017**

God of hope, today we give thanks for Catholic education, its history and promise for the future. We remember all those who gave of their talents to bring us to where we are today. We ask your blessing on the many who dreamed of a place for educating in faith and laboured to create it. We ask special blessings on the many religious communities who built the foundations of Catholic education. We are blessed with the fruits of their labour. May we carry that treasure forward in hope, faith and love.

Amen

Surely, this commandment that I am commanding you today is not too hard for you, nor is it too far away. It is not in heaven, that you should say, "Who will go up to heaven for us, and get it for us so that we may hear it and observe it?" Neither is it beyond the sea, that you should say, "Who will cross to the other side of the sea for us, and get it for us so that we may hear it and observe it?" No, the word is very near to you; it is in your mouth and in your heart for you to observe.

Deut. 30. 11-14

For a blessings on this new school year, we pray to the Lord. **Lord, hear our prayer.**

For students as they return to class, we pray to the Lord. **Lord, hear our prayer.**

For all involved in the vocation of education, we pray to the Lord. **Lord, hear our prayer.**

For openness to hear, observe and live by God's word, we pray to the Lord.
Lord, hear our prayer.

For peace and reconciliation in our world, we pray to the Lord. **Lord, hear our prayer.**

For those who are sick, we pray to the Lord. **Lord, hear our prayer.**

For those who have died, we pray to the Lord. **Lord, hear our prayer.**

Heavenly Father, in the business of this meeting may we hold fast to your word and be open to your guidance. Inspire our discussions and decisions with your wisdom. And may the word of the Lord be on our minds, in our hearts and on our lips.

Amen

MINUTES OF THE REGULAR BOARD MEETING

Date: June 20, 2017
Time: 7:00 p.m.
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Members Present: A. Danko (via telephone) A. Quinn (via telephone)
A. Iantomasi D. Rabenda, Chair of the Board
H. Karabela J.M. Rowe
P. Marai S. Trites
J. Michael

Student Trustees: A. Atrach M. Zapata
I. Schwecht

Staff Present: B. Browne J. O'Hara
C. Cipriano T. Overholt
P. Dawson, Secretary of the Board T. Pinelli
R. Negoï A. Prkacin
L. Naar

Also Present: J. Ammendolia, Associate Director, Watson & Associates Economists Ltd.
A. Barbul, 2017-2018 Student Trustee
K. Boyd, President, OECTA Secondary
J. Chanthavong, Manager, Budget and Capital
N. March, President, OECTA Elementary
R. Merrick, Senior Administrator, Financial Services
A. Swinden, Administrator, Strategic Communications
F. Thibeault, Administrator, Planning Services
K. Yanchus, Media

Recording Secretary: R. Di Pietro

1. Call to Order

The Chair called the meeting to order.

1.1 Opening Prayer, National Anthem and Oath of Citizenship (I. Schwecht)

The meeting opened at 7:30 p.m. with a prayer led by I. Schwecht.

1.2 Motions Adopted In-Camera

Motions regarding property were adopted in-camera.

1.3 Information Received In-Camera

The following information was received in-camera:

RETIREMENTS

Patricia Boschi, Steven Catlin, Anna Duffield and Catherine Feher retiring effective June 30, 2017.

ACTING ELEMENTARY VICE PRINCIPAL AT ST. BRIGID

Colin Simpson appointed as Acting Elementary Vice Principal for the period June 12, 2017 to June 30, 2017.

2. Approval of the Agenda

Trustee lantomasi requested that the following be added to the agenda as an action item:

8.21 Exemption to Policy F-15 School Name Selection

Trustees lantomasi read out her motion. The Chair indicated that the vote must be unanimous.

#128/17

Moved by: S. Trites

Seconded by: J.M. Rowe

RESOLVED, that the agenda be approved as amended.

The Chair called for a vote on **#128/17**:

IN FAVOUR	OPPOSED
C. Atrach (non-binding)	A. Danko
A. lantomasi	H. Karabela
P. Marai	S. Trites
J. Michael	
D. Rabenda	
J.M. Rowe	
I. Schwecht (non-binding)	
M. Zapata (non-binding)	

The motion was **DEFEATED**.

3. Declarations of Conflict of Interest

Trustee Danko declared a conflict of interest with Action item 8.5 – 2017-2018 Budget Estimates.

4. Presentations

There were no presentations

5. Delegations

There were no delegations.

6. Approval of Minutes

6.1 Minutes of the June 6, 2017 Regular Board Meeting

An amendment was made to the June 6, 2017 minutes.

#129/17

Moved by: S. Trites

Seconded by: J.M. Rowe

RESOLVED, that the minutes of the June 6, 2017 Regular Board Meeting be approved as amended.

The Chair called for a vote on **#129/17** at it **UNANIMOUSLY CARRIED**.

6.2 Minutes of the June 14, 2017 Special Board Meeting

#130/17

Moved by: S. Trites

Seconded by: J.M. Rowe

RESOLVED, that the minutes of the June 14, 2017 Regular Board Meeting be approved.

The Chair called for a vote on **#130/17** at it **UNANIMOUSLY CARRIED**.

7. Business Arising from Previous Meetings

7.1 Summary of Outstanding Items from Previous Meetings

The summary of outstanding items from previous meetings was received as information.

Student Trustees were excused from the meeting.

8. Action Items

8.1 The Angelus (H. Karabela)

#131/17

Moved by: H. Karabela

Seconded by: S. Trites

WHEREAS, May 13, 2017 is the 100th anniversary of the commencement of the apparitions of Our Lady of Fatima and;

WHEREAS, Pope Francis has highlighted this centennial by declaring a Jubilee Year and;

WHEREAS, praying the "The Noon Angelus" is a beautiful Catholic devotion to Our Lady, both in the home, and the work-place and;

WHEREAS, the Angelus calls us to pause in our daily routine and turn to thoughts of God, the Blessed Mother and eternity and;

WHEREAS, it being the 170th year anniversary of the Ontario Catholic school system providing Catholic Education in the spirit of "Together in Faith"

BE IT RESOLVED THAT, all Halton Catholic District School Board elementary school children at, or prior to the lunch bell, be led by the teachers in the classroom in the

recitation of the Angelus, in the format below, each and every school day for the months of May and October, every year, starting in May 2017.

Trustee Karabela requested support for her motion, stating it would help with the evangelization of our youth guiding them to prayer and reflection while promoting and protecting Catholic Education. Trustees voiced both concerns and support for the motion.

The Chair called for a vote on **##131/17:**

IN FAVOUR	OPPOSED
A. Danko	A. Iantomasi
H. Karabela	P. Marai
S. Trites	J. Michael
	J.M. Rowe

The motion was **DEFEATED**.

8.2 Notice of Motion - Transparency in Compensation (P. Marai) #132/17

Moved by: P. Marai

Seconded by: S. Trites

WHEREAS, employee salaries represent the vast majority of the Halton Catholic District School Board budget;

WHEREAS, trustees are stewards of tax payer dollars;

BE IT RESOLVED, that public consultation occur before any on union employee group compensation increases occur, as allowed under the Education Act.

The following amendment was presented:

#132/17 (AMENDMENT)

Moved by: J. Michael

Seconded by: S. Trites

WHEREAS, employee salaries represent the vast majority of the Halton Catholic District School Board budget;

WHEREAS, trustees are stewards of tax payer dollars;

BE IT RESOLVED, that public consultation occur before any non-union employee group compensation increases occur, as allowed under the Education Act.

The Chair called for a vote on **#132/17 (AMENDMENT)**:

IN FAVOUR	OPPOSED
A. Iantomasi	A. Danko
H. Karabela	J.M. Rowe
P. Marai	
J. Michael	
S. Trites	

The amendment was **CARRIED**.

#132/17 (AS AMENDED)

Moved by: P. Marai

Seconded by: S. Trites

WHEREAS, employee salaries represent the vast majority of the Halton Catholic District School Board budget;

WHEREAS, trustees are stewards of tax payer dollars;

BE IT RESOLVED, that public consultation occur before any non-union employee group compensation increases occur, as allowed under the Education Act.

The Chair called for a vote on **#132/17 (AS AMENDED)**:

IN FAVOUR	OPPOSED
P. Marai	A. Danko
J. Michael	A. Iantomasi
S. Trites	H. Karabela
	J.M. Rowe

The motion was **DEFEATED**.

**8.3 Notice of Motion - Secondary School Robotics Program Funding (P. Marai)
#133/17**

Moved by: P. Marai

Seconded by: S. Trites

WHEREAS, the Halton Catholic District School Board is committing to expanding options for students in Stem fields;

WHEREAS, Holy Trinity Catholic Secondary School has demonstrated tremendous success in their extra-curricular robotics program;

WHEREAS, this Robotics program encourages students to graduate into high value educational streams;

WHEREAS, the total cost of building the robots and the cost of the competition is in excess of \$15,000 per year;

WHEREAS, the minimum cost for registration at regional competitions is \$7,500 per team;

WHEREAS, students and staff can only spend a portion of time fundraising for extra-curricular activities;

BE IT RESOLVED, that the Halton Catholic District School Board fund \$7500 per Halton Catholic District School Board Secondary School Robotics Program annually, to those secondary schools that apply.

Trustee discussion ensued regarding the motion. Superintendent Pinelli confirmed that school budget as well as corporate sponsors have supported this co-curricular activity.

Trustee Quinn joined the meeting via telephone.

The Chair called for a vote on **#133/17** and it **UNANIMOUSLY CARRIED**.

8.4 Notice of Motion - 2017-2018 Budget Without New Initiatives (S. Trites) #134/17

Moved by: S. Trites

Seconded by: A. Danko

BE IT RESOLVED, that Board of Trustees approve the proposed 2017-2018 budget without the aforementioned new initiatives and that staff propose them in a future budget cycle when financial pressures subside.

Staff explained the need and importance of the new initiatives.

The Chair called for a vote on **#134/17**:

IN FAVOUR	OPPOSED
A. Danko	A. Iantomasi
H. Karabela	J. Michael
P. Marai	J.M. Rowe
A. Quinn	
S. Trites	

The motion was **CARRIED**.

Trustee Danko disconnected from the meeting.

**8.5 2017-2018 Budget Estimates (Final) (R. Negoi)
#135/17**

Moved by: A. Quinn

Seconded by: A. Iantomasi

RESOLVED, that the Halton Catholic District School Board approve the 2017-18 Budget Estimates in the amount of \$393,726,490.

Trustee Rowe proposed an amendment of \$455,000.00 for initiatives identified by the Director of Education to be added to the budget. The amendment was seconded by Trustee Michael. The amendment was ruled out of order.

The Chair called for a vote on **#135/17**:

IN FAVOUR	OPPOSED
A. Iantomasi	J.M. Rowe
H. Karabela	
P. Marai	
J. Michael	
A. Quinn	
S. Trites	

The motion **CARRIED**.

Trustee Danko reconnected to the meeting.

**8.6 I-10 Banking, Investment and Borrowing (A. Danko)
#136/17**

Moved by: A. Danko

Seconded by: J.M. Rowe

RESOLVED, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee that Policy I-10 Banking name be changed to Policy I-10 Banking, Investment and Borrowing and be approved as amended.

The Chair called for a vote on **#136/17** at it **UNANIMOUSLY CARRIED**.

**8.7 I-15 School Name Selection (A. Danko)
#137/17**

Moved by: A. Danko

Seconded by: A. Iantomasi

RESOLVED, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee that Policy I-15 School Name Selection, be approved as amended.

The Chair called for a vote on **#137/17** at it **UNANIMOUSLY CARRIED**.

8.8 I-28 Electronic Meetings (A. Danko)**#138/17****Moved by:** A. Danko**Seconded by:** S. Trites**RESOLVED**, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee and approve Policy I-28 Electronic Meetings, as amended.The Chair called for a vote on **#138/17** at it **UNANIMOUSLY CARRIED**.**8.9 I-29 School Boundary Review Process (A. Danko)****#139/17****Moved by:** A. Danko**Seconded by:** J. Michael**RESOLVED**, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee and approve Policy I-29 School Boundary Review Process, as amended.The Chair called for a vote on **#139/17** at it **UNANIMOUSLY CARRIED**.**8.10 I-34 (A) Reimbursement of Board Business Expenses for Employees (A. Danko)****#140/17****Moved by:** A. Danko**Seconded by:** S. Trites**RESOLVED**, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee and approve Policy I-34A Reimbursement of Board Business Expenses for Employees, as amended.The Chair called for a vote on **#140/17** at it **UNANIMOUSLY CARRIED**.**8.11 I-34 (B) Reimbursement of Board Business Expenses for Trustees (A. Danko)****#141/17****Moved by:** A. Danko**Seconded by:** J.M. Rowe**RESOLVED**, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee and approve Policy I-34B Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees, as amended.The Chair called for a vote on **#141/17** at it **UNANIMOUSLY CARRIED**.**8.12 II-08 Teacher Supervision Duties- Rescind (A. Danko)****#142/17****Moved by:** A. Danko**Seconded by:** S. Trites**RESOLVED**, that the Halton Catholic District School Board accept the recommendation of the Policy Committee and rescind Policy II-08 Teacher Supervision Duties.The Chair called for a vote on **#142/17** at it **UNANIMOUSLY CARRIED**.

8.13 III-04 Employee Assistance Program (A. Danko)**#143/17****Moved by:** A. Danko**Seconded by:** A. Iantomasi**RESOLVED**, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee that Policy III-04 Employee Assistance Program, be approved as amended.The Chair called for a vote on **#143/17** at it **UNANIMOUSLY CARRIED**.**8.14 V-14 Alcohol at Board School Sanctioned Events-Off Premises (A. Danko)****#144/17****Moved by:** A. Danko**Seconded by:** S. Trites**RESOLVED**, that the Halton Catholic District School Board accepts the recommendation of the Policy Committee and approve Policy V-14 Alcohol at Board/School Sanctioned Events – Off Premises, as amended.The Chair called for a vote on **#144/17** at it **UNANIMOUSLY CARRIED**.**8.15 Milton No. 8 Catholic Elementary School Sketch Plan Design and Preliminary Budget (G. Corbacio)****#145/17****Moved by:** J.M. Rowe**Seconded by:** A. Danko**RESOLVED**, that the Halton Catholic District School Board approve Borrowing By-Law No. 2017 F01 in the amount of Thirteen Million, Six Hundred Sixty-Eight Thousand and Four Hundred Seventy-Four Dollars (\$13,668,474) to finance the construction of Milton No. 8 Catholic Elementary School, Milton.The Chair called for a vote on **#145/17** at it **UNANIMOUSLY CARRIED**.**#146/17****Moved by:** A. Iantomasi**Seconded by:** H. Karabela**RESOLVED**, that the Halton Catholic District School Board approve the Preliminary Estimated Project Budget not to exceed \$13,818,474 for the Milton No. 8 Catholic Elementary School.The Chair called for a vote on **#146/17** at it **UNANIMOUSLY CARRIED**.**#147/17****Moved by:** J.M. Rowe**Seconded by:** S. Trites**RESOLVED**, that the Halton Catholic District School Board authorize staff to proceed with the construction of the Milton No. 8 Catholic Elementary School as outlined in the Board Action Report dated June 20, 2017.

The Chair called for a vote on **#147/17** at it **UNANIMOUSLY CARRIED**.

8.16 Proposed 2017 Amendment to 2013 Education Development Charges (EDC) By-Law (R. Negoii)

#148/17

Moved by: A. Iantomasi

Seconded by: J.M. Rowe

BE IT RESOLVED THAT, Resolved, that the Halton Catholic District School Board enact an Education Development Charge By-Law amendment to apply to the Region of Halton;

RESOLVED, that the amending EDC By-Law be in the form attached hereto and that it amend the Board's EDC By-Law 2013 in the following respects:

- In paragraph 9, \$2,269 as the Education Development Charge on each dwelling unit in a residential development;
- In paragraph 12, \$0.58 as the Education Development Charge per square foot of gross floor area applied to non-residential development.

The Chair called for a vote on **#148/17** at it **UNANIMOUSLY CARRIED**.

8.17 Updated 2017 Capital Priorities Business Cases and Request for Early Years Capital Program (EYCP) Submissions (R. Negoii)

#149/17

Moved by: J.M. Rowe

Seconded by: S. Trites

RESOLVED, that the Board approve the proposed ranking of the 2017 Capital Priorities Business Case Submission as follows:

RANKING 2017 CAPITAL PRIORITIES PROJECT DESCRIPTION

1. Bishop P.F. Reding Catholic Secondary School – Permanent Classroom Addition
2. Boyne Milton Secondary #3 Catholic Secondary School
3. St. Michael Catholic Elementary School – Renewal and Renovation Projects (PAR Approved on March 7, 2017), with potential Child Care/HUB/OEYCFC (reliant on CMSM sign-off)
4. Oakville South Central Catholic Elementary School – St. Dominic Partial Rebuild (MPAR Approved on April 19, 2016)
5. North Georgetown Catholic Elementary School – Holy Cross Rebuild
6. St. Marguerite Catholic Elementary School 6 Classroom Addition (PAR Approved March 7, 2017)
7. Boyne Secondary Plan Milton #10 'Cobben' Catholic Elementary School, with Child Care/HUB/OEYCFC
8. North Oakville CE#4 or CE#5 Catholic Elementary School

RESOLVED, that the Board approve the proposed Child Care projects associated to the 2017 Capital Priorities submission as follows:

1. St. Michael Catholic Elementary School – Child Care/HUB/OEYCFC
2. North Georgetown Catholic Elementary School – Child Care/HUB/OEYCFC
3. Milton #10 'Cobben' Catholic Elementary School – Child Care/HUB/OEYCFC

RESOLVED, that the Board approve the proposed project for the 2017 Early Years Capital Program Submission as follows:

RANKING 2017 EARLY YEARS CAPITAL PROGRAM PROJECT DESCRIPTION

1. St. Peter Catholic Elementary School – Child Care/HUB/OEYCFC

RESOLVED, that the Board authorize staff to submit the Board's 2017 Capital Priorities Business Case Submission to the Ministry of Education for funding consideration as outlined in the Ministry memorandums 2017: B06 Request for Early Years Capital Programs (EYCP) Funding Submission and 2017: B07 Request for Capital Priorities Project Funding Submission.

The Chair called for a vote on **#149/17** at it **UNANIMOUSLY CARRIED**.

- 8.18 **Request for Out of Canada Travel (T. Pinelli)**

#150/17

Moved by: A. Danko

Seconded by: P. Marai

RESOLVED, that the Halton Catholic District School Board approve the request for travel outside of Canada by one senior staff member to attend the ICEF Berlin Workshop October 29-November 1, 2017 and CAPS-I Trade Mission February 18-23, 2018.

The Chair called for a vote on **#150/17** at it **UNANIMOUSLY CARRIED**.

- 8.19 **2016-2017 Year-End Audit Planning Report from KPMG (J.M. Rowe)**

#151/17

Moved by: J.M. Rowe

Seconded by: A. Iantomasi

RESOLVED, that the Halton Catholic District School Board approve the External Auditor's 2016-2017 Year-End Audit Planning Report.

The Chair called for a vote on **#151/17** at it **UNANIMOUSLY CARRIED**.

- 8.20 **2017-2018 Internal Audit Plan (J.M. Rowe)**

#152/17

Moved by: J.M. Rowe

Seconded by: H. Karabela

RESOLVED, that the Halton Catholic District School Board accept the recommendation of the Audit Committee to approve the Internal Audit Plan for 2017-2018.

RESOLVED, that the Internal Audit Plan for 2017-2018 include the following audits:

- IT Security-Vulnerability Assessment, and Continuing Education.

The Chair called for a vote on **#152/17** at it **UNANIMOUSLY CARRIED**.

9. **Staff Reports**

There were no staff reports.

10. Information Items**10.1 Student Trustees Update (I. Schwecht)**

This item was deferred.

10.2 School Educational Field Trips (T. Pinelli)

School trips were provided as information.

10.3 Budget Report for September 1, 2016 to May 31, 2017 (R. Negoj)

The percentages received/spent for the period from September 1, 2016 to May 31, 2017 are consistent with the prior year and fall within the expected range. Therefore, revenues and expenses to date appear reasonable.

Staff continues to control and monitor expenses against the 2016-17 Revised Budget in order to achieve a balanced position for the 2016-17 Year-End.

10.4 Capital Projects Report as of May 31, 2017 (R. Negoj)

A summary totaling \$452.7 million of all Board approved projects since the capital funding model was changed significantly by the Ministry of Education in 1998 was provided.

#153/17

Moved by: J. Michael

Seconded by: P. Marai

RESOLVED, that the meeting go past 10:00 p.m.

The Chair called for a vote on **#153/17** at it **UNANIMOUSLY CARRIED**.

10.5 Ministry Funding Announcement for School Consolidation Capital Grants: 2017-18 Action Plan (R. Negoj)

Trustees were informed of the Ministry Funding Announcement for School Consolidation Capital (SCC) grant made on June 19, 2017. Tentative plans to implement the two (2) approved capital projects was provided.

11. Miscellaneous Information**11.1 Minutes of the November 14, 2016 Audit Committee Meeting**

Minutes of the November 14, 2016 Audit Committee meeting were provided as information.

11.2 Minutes of the May 1, 2017 CPIC Meeting

Minutes of the May 1, 2017 CPIC meeting were provided as information.

11.3 Minutes of the May 9, 2017 Policy Committee Meeting

Minutes of the May 9, 2017 Policy Committee meeting were provided as information.

11.4 Minutes of the May 29, 2017 SEAC Meeting

Minutes of the May 9, 2017 Policy Committee meeting were provided as information.

12. Correspondence

There was no correspondence.

13. Open Question Period

There were no questions.

14. In Camera

#154/17

Moved by: A. Iantomasi

Seconded by: J.M. Rowe

RESOLVED, that the meeting go back in-camera.

The Chair called for a vote on **#154/17** at it **UNANIMOUSLY CARRIED**.

15. Resolution re Absentees

There were no absentees.

16. Adjournment and Closing Prayer (A. Danko)

#155/17

Moved by: J.M. Rowe

Seconded by: A. Quinn

RESOLVED, that the meeting adjourn.

The Chair called for a vote on **#155/17** at it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 10:18 p.m. with a prayer led by D. Rabenda.

Secretary of the Board

Chair

MINUTES OF THE SPECIAL BOARD MEETING

Date: June 29, 2017
Time: 6:00 p.m.
Location: Director's Meeting Room and Teleconference

Members Present: A. Danko (via telephone) A. Quinn (via telephone)
A. Iantomasi (via telephone) D. Rabenda, Chair of the Board
H. Karabela (via telephone) J.M. Rowe (via telephone)
P. Marai (via telephone) S. Trites, Vice Chair of the Board
J. Michael

Senior Staff: P. Dawson, Secretary of the Board
J. O'Hara
T. Overholt

Also Present: A. Swinden, Administrator, Strategic Communications

Recording Secretary: R. Di Pietro

1. Call to Order

1.1 Opening Prayer (D. Rabenda)

The meeting opened with a prayer led by Trustee Rabenda.

1.1.1 Motions Adopted in-Camera

There were no motions adopted in-camera.

1.1.2 Information Received In-Camera

Trustee Trites read the following information received in-camera:

ELEMENTARY SCHOOL PRINCIPALS

Regan Dore-Anderson and Laura Odo appointed as Acting Elementary School Principals effective September 1, 2017.

Lorraine Boulos and Gord McCarles' title change from Acting Elementary School Principal to Elementary School Principal.

ELEMENTARY SCHOOL VICE PRINCIPALS

Diana Comito and Erin Scannell appointed as Elementary School Vice Principals effective September 1, 2017.

SECONDARY SCHOOL VICE PRINCIPALS

Mark Freeman and Paul Nalli appointed as Secondary School Vice Principals effective September 1, 2017.

2. Approval of the Agenda

#156/17

Moved by: S. Trites

Seconded by: J. Michael

RESOLVED, that the agenda be approved.

The Chair called for a vote on **#156/17** at it **UNANIMOUSLY CARRIED**.

3. Declarations of Conflict of Interest

There were no conflicts of interest.

4. Action Items

There were no action items.

5. Information Items

There were no information items.

6. In-Camera

The meeting did not return to in-camera.

7. Resolution re Absentees

There were no absentees.

8. Adjournment and Closing Prayer (P. Dawson)

#157/17

Moved by: J. Michael

Seconded by: S. Trites

RESOLVED, that the meeting adjourn.

The Chair called for a vote on **#157/17** at it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 6:10 p.m. with a prayer led by D. Rabenda.

Secretary of the Board

Chair



BUSINESS ARISING FROM PREVIOUS MEETINGS

DATE OF THE BOARD MEETING	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
September 5, 2017	Policy I-26 Student Trustees on the Halton Catholic District School Board	Approval, as amended	T. Overholt	October 2017

ACTION REPORT

ITEM 8.1

UPDATED
2017 CAPITAL PRIORITIES BUSINESS CASES AND
REQUEST FOR EARLY YEARS CAPITAL PROGRAM (EYCP) SUBMISSIONS

PURPOSE:

The purpose of this report is to seek Board approval to add one (1) Early Years Capital Program (EYCP) project for the 2017 Capital Priorities Business Cases, specifically for the Bishop P.F. Reding Catholic Secondary School Project, to be submitted to the Ministry on September 8, 2017.

BACKGROUND INFORMATION:

- 1) Action Report Item 8.17, “UPDATED 2017 Capital Priorities Business Cases and Request for Early Years Capital Program (EYCP) Submissions” from the June 20, 2017, Regular Board Meeting.
- 2) Staff Report Item 9.2, “2017 Capital Priorities Business Cases Submission” from the June 6, 2017, Regular Board Meeting.

BACKGROUND:

On June 20, 2017, the Board approved through resolution 149/17 the Capital Priorities Business Cases and Request for Early Years Capital (EYCP) Submission for September 8, 2017, as per Memorandum 2017: B07 – Request for Capital Priorities Project Funding Submissions (attached as Appendix A).

The final list comprised eight (8) Capital Priorities projects, three (3) associated Joint Child Care Projects, and one (1) stand alone early years child care project. The four (4) early years child care projects required further confirmation from the Regional Consolidated Municipal Services Manager (CMSM).

As stated in the “UPDATED 2017 Capital Priorities Business Cases and Request for Early Years Capital Program (EYCP) Submissions” from the June 20, 2017, Regular Board Meeting, the three (3) room child care centre presently located at Bishop P.F. Reding Catholic Secondary School would be re-located and expanded at St. Peter Catholic Elementary School to a five (5) room child care.

Staff proposed re-locating the child care centre as it was in an area of the school where a major component of the addition would be located. Accordingly, it was proposed to expand the child care centre and relocate it to St. Peter Catholic Elementary School.

On July 18th, 2017, Board staff met again with the Region of Halton CMSM to finalize the child care and family centre projects that would be submitted to the Ministry as part of Ministry Memorandum 2017: B07 and 2017: B06. At this meeting, the CMSM informed Board staff that there is a great deal of demand to introduce even more child care capacity in the northeast area of Milton.

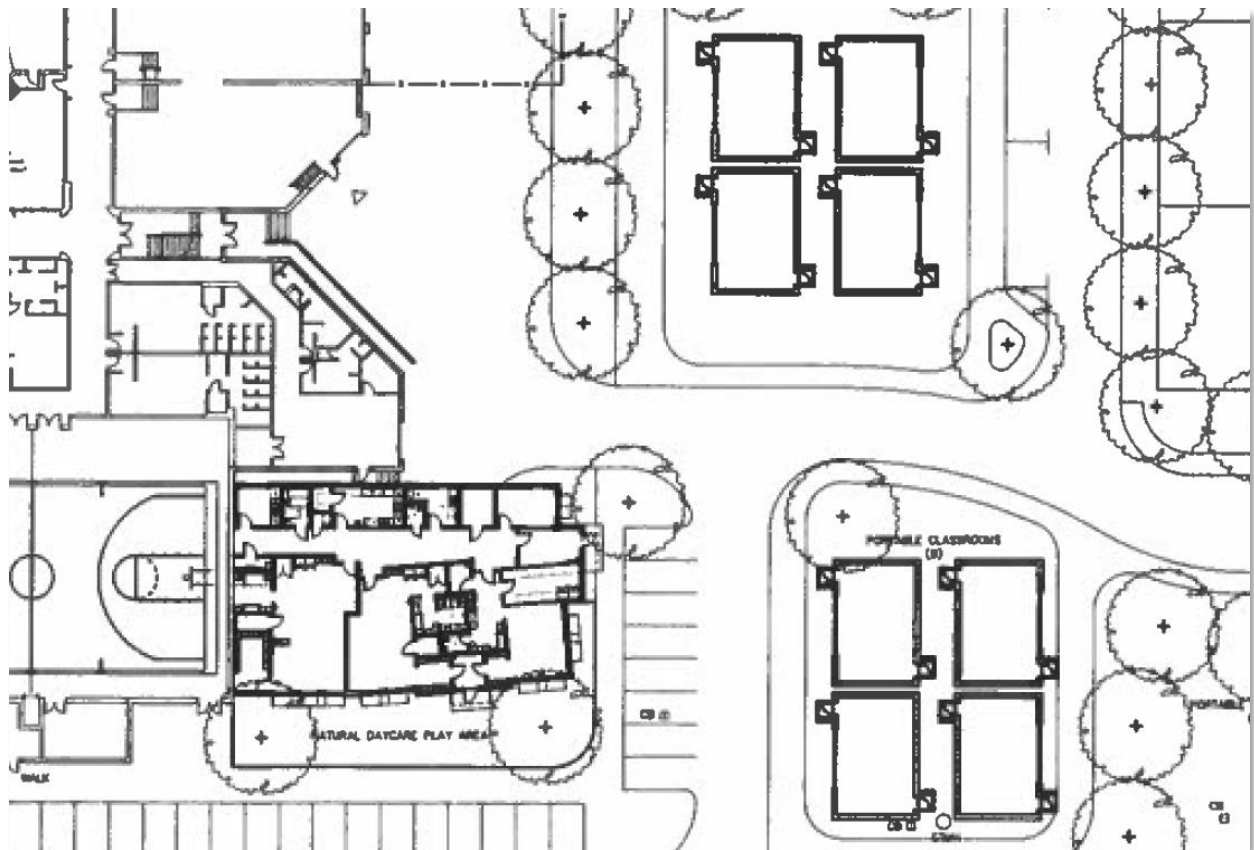
There is adequate demand to introduce a total of six (6) additional spaces to the existing three (3) spaces in northeast Milton. The CMSM confirmed they would sign off on a joint capital submission with the Board that would have the intent of expanding the existing three (3) room child care centre at Bishop P.F. Reding by one toddler room, creating a four (4) room child care centre wing at Bishop P.F. Reding.

The rationale to increase the number of available child care spaces in the area are due to the following factors:

1. The advantage of having a not-for-profit child care centre near the GO-Transit station that currently serves Milton GTHA commuters (within 1.2 kilometers) is very attractive and beneficial for end-users.
2. Locating in Bishop P.F. Reding Catholic Secondary School allows for co-op student placement opportunities and sibling synergies.
3. The Town of Milton will be in a steady rate of population growth well into the year 2041 as the area continues to expand its urban growth boundary.
4. Identified need to increase the number of not-for-profit child care operators in the area, providing more options for families accessing not-for profit child care in the Town of Milton.

Upon receiving this information, Board staff requested that architect working on the permanent addition concept determine whether such an addition would be viable on site, without affecting the viability of the proposed addition, which is paramount. As per the below sketch, the architect identified a grass pad that was underutilized on the site that would have no impact on the ability of the school to accommodate the addition or any future portable needs.

Figure 1: Child Care Centre Location



Accordingly, Board staff confirmed with the CMSM that the proposed child care centre at Bishop P.F. Reding is viable. Given that two (2) operators in this area would be financially viable and the program would be sustainable, Board staff:

1. Has submitted a proposal as part of the 2017 Early Years Capital Program to introduce a five (5) room child care centre at St. Peter's Catholic Elementary School
2. Contingent on Board approval, will submit a proposal to relocate and expand the existing three (3) room child care centre into a four (4) room child care centre within a better location on site that will not impede the construction of the permanent classroom addition onto the school.

CONCLUSION:

On June 20, 2017, the Board approved through resolution 149/47 the Capital Priorities Business Cases and Request for Early Years Capital (EYCP) Submission for September 8, 2017. Upon receipt of new information from the Regional CMSM, it was determined that there would be adequate demand to further expand the child care supply in northeast Milton to better serve the community.

Staff reviewed the possibility of relocating and expanding the existing child care on the Bishop P.F. Reding site to a location that would not impede the proposed addition and future ability to house portables on site. Staff identified a location where this could be achieved on site.

Accordingly, staff is requesting that the Board approve the addition on the **Bishop P.F. Reding Catholic Secondary School – Child Care** Centre project as part of the 2017 Capital Priorities Projects list, to be submitted to the Ministry of Education on September 8, 2017.

The resolution is as follows:

RECOMMENDATION:

RESOLUTION:	Moved By: Seconded By:
RESOLVED , that the Board approve to supersede the previous Child Care projects associated to the 2017 Capital Priorities submission list as per the following:	
<ol style="list-style-type: none">1. Bishop P.F. Reding Catholic Secondary School – Child Care Centre2. St. Michael Catholic Elementary School – Child Care/HUB/OEYCFC3. North Georgetown Catholic Elementary School – Child Care/HUB/OEYCFC4. Milton #10 'Cobben' Catholic Elementary School – Child Care/HUB/OEYCFC	

REPORT PREPARED BY: F. THIBEAULT
ADMINISTRATOR OF PLANNING SERVICES

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

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

BOARD RESOLUTION 149/17**RESOLUTION 149/17:**

Moved By: J.M. Rowe
 Seconded By: S. Trites

RESOLVED, that the Board approve the proposed ranking of the 2017 Capital Priorities Business Case Submission as follows:

RANKING	2017 CAPITAL PRIORITIES PROJECT DESCRIPTION
1.	Bishop P.F. Reding Catholic Secondary School – Permanent Classroom Addition
2.	Boyne Milton Secondary #3 Catholic Secondary School
3.	St. Michael Catholic Elementary School – Renewal and Renovation Projects (PAR Approved on March 7, 2017), with potential Child Care/HUB/OEYCFC (reliant on CMSM sign-off)
4.	Oakville South Central Catholic Elementary School – St. Dominic Partial Rebuild (MPAR Approved on April 19, 2016)
5.	North Georgetown Catholic Elementary School – Holy Cross Rebuild
6.	St. Marguerite Catholic Elementary School 6 Classroom Addition (PAR Approved March 7, 2017)
7.	Boyne Secondary Plan Milton #10 ‘Cobben’ Catholic Elementary School, with Child Care/HUB/OEYCFC
8.	North Oakville CE#4 or CE#5 Catholic Elementary School

RESOLVED, that the Board approve the proposed Child Care projects associated to the 2017 Capital Priorities submission as follows:

1. St. Michael Catholic Elementary School – Child Care/HUB/OEYCFC
2. North Georgetown Catholic Elementary School – Child Care/HUB/OEYCFC
3. Milton #10 ‘Cobben’ Catholic Elementary School – Child Care/HUB/OEYCFC

RESOLVED, that the Board approve the proposed project for the 2017 Early Years Capital Program Submission as follows:

RANKING	2017 EARLY YEARS CAPITAL PROGRAM PROJECT DESCRIPTION
1.	St. Peter Catholic Elementary School – Child Care/HUB/OEYCFC

RESOLVED, that the Board authorize staff to submit the Board’s 2017 Capital Priorities Business Case Submission to the Ministry of Education for funding consideration as outlined in the Ministry memorandums 2017: B06 Request for Early Years Capital Programs (EYCP) Funding Submission and 2017: B07 Request for Capital Priorities Project Funding Submission.

STAFF REPORT

ITEM 9.1

**OAKVILLE SOUTH CENTRAL CATHOLIC ELEMENTARY SCHOOL
APPROVAL TO PROCEED WITH SCHOOL CAPITAL PLANNING AND
PRELIMINARY BUDGET**

PURPOSE:

To obtain Board authorization for staff to select an architect, commence the school capital planning process and approve the preliminary project budget for the proposed Oakville South Central Catholic Elementary School.

BACKGROUND:

On December 1, 2016, the Ministry issued Memorandum 2016:B19 directing school boards to submit their 2017 School Consolidation Capital funding requests for consideration by the Ministry no later than January 28, 2017. Ministry Memorandum 2016:B19 is attached for Trustee reference (Appendix "A").

Staff prepared a priority ranking of the proposed 2017 School Consolidation Capital projects and presented Action Report 8.8 for Trustee approval at the January 17, 2017, Regular Meeting of the Board. Staff also presented an "Alternative Funding Strategy" for the Oakville South Central School to enhance our chances of funding the construction of a new facility, and address the recommendation of the Ministry to find a more "cost effective solution". As such, a shared funding approach between the Ministry and the Board was proposed, and submitted to the Ministry as the alternate strategy. A copy of Action Report 8.8 is attached for Trustee reference (Appendix "B").

Subsequently, staff submitted to the Ministry the Board's 2017 School Consolidation Capital funding requests and the associated business cases for the top 4 consolidation capital projects as approved by the Board.

COMMENTS:

On June 19, 2017, the Board was informed of the Ministry's approval of School Consolidation Capital funding for the new Oakville South Central Catholic Elementary School. The Minister of Education, Mitzie Hunter, in collaboration with MPP Flynn and MPP Naidoo-Harris, made the announcement that the Province of Ontario will partially fund the new Oakville South Central Catholic Elementary School under the alternate funding strategy proposed by the Board.

The new Oakville South Central School was the recommended option from the Oakville South Central Modified Pupil Accommodation Review, as presented to Trustees in Action Report 8.4 at the Tuesday, April 19, 2016 Regular Meeting of the Board. A copy of Action Report 8.4 is attached for Trustee

reference (Appendix “C”). The new Oakville South Central School would consolidate the St. Joseph (Oakville) Catholic Elementary School and the St. James Catholic Elementary School communities into a newly constructed school facility on the existing St. Joseph (Oakville) School site.

On August 4, 2017, the Ministry informed the Board of the details of their funding commitment for the Oakville South Central School. The Ministry approved a total funding allocation of \$11,427,716 for the new Oakville South Central School, which included partial funding to be provided by the Province. The funding letter from the Ministry is attached for Trustee reference (Appendix “D”).

The supported funding allocation is comprised of several sources, as shown in Table 1. The Ministry commitment includes \$5,267,272 in new Capital Priorities funding, along with \$1,936,597 in Unencumbered Capital Funding (savings from previously approved capital priorities funding) to support the project. The balance of the funds needed to construct the new Oakville South Central School project would be covered by the Board through Proceeds of Disposition, in the amount of \$4,223,847.

Table 1 – Funding Allocation for the new Oakville South Central Catholic Elementary School

Project	Capital Priorities	Proceeds of Disposition	Unencumbered Capital Funding	Total
Oakville South Central CES	\$5,267,272	\$4,223,847	\$1,936,597	\$11,427,716

A number of activities are required to be initiated for the new Oakville South Central Catholic Elementary School capital planning process. One of the first steps in the school capital planning process is to select and appoint an architect for the project. The Board’s Request for Proposal (RFP) – Architectural Services process was started in August 2017 and RFP submissions from the Board’s pre-qualified architects are due in late September 2017. As such, staff is requesting approval to proceed with the evaluation of the architectural services proposed and selection of an architect for the project.

The commencement of the above noted school capital planning steps would greatly assist the Board to begin construction of the project in July 2018 and achieve a September 2019 school opening date for the new Oakville South Central Catholic Elementary School.

CONCLUSION:

The Board is very appreciative of the Ministry’s recognition of the Board’s pupil accommodation plan for the south Oakville area with its announcement of partial funding of the new Oakville South Central Catholic Elementary School. It is recommended that staff be authorized to proceed with the school capital planning for the new Oakville South Central School.

The following recommendations will be submitted for Trustee consideration and approval at the September 19, 2017, Regular Meeting of the Board:

RESOLUTION:

Moved By:
Seconded By:

RESOLVED, that the Halton Catholic District School Board authorize staff to proceed with the selection of an architect and the school capital planning process for the Oakville South Central Catholic Elementary School project in the Town of Oakville.

RESOLUTION:

Moved By:
Seconded By:

RESOLVED, that the Halton Catholic District School Board approve the Preliminary Estimated Project Budget not to exceed **\$11,427,716** for the Oakville South Central Catholic Elementary School project in the Town of Oakville.

RESOLUTION:

Moved By:
Seconded By:

RESOLVED, that the Halton Catholic District School Board approve the use of **Proceeds of Disposition (POD)** in the amount of **\$4,223,847** to partially fund the construction of the Oakville South Central Catholic Elementary School project in the Town of Oakville.

RESOLUTION:

Moved By:
Seconded By

RESOLVED, that the Halton Catholic District School Board approve **Borrowing By-law No. 2017 F02** in the amount of **seven million two hundred and three thousand eight hundred and sixty nine dollars (\$7,203,869)** to finance the construction of the Oakville South Central Catholic Elementary School project in the Town of Oakville.

REPORT PREPARED BY:

R. MERRICK
SENIOR ADMINISTRATOR, FACILITY MANAGEMENT SERVICES

F. THIBEAULT
ADMINISTRATOR OF PLANNING SERVICES

REPORT SUBMITTED BY:

R. NEGOI
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Ministry of Education

Mowat Block
900 Bay Street
Toronto ON M7A 1L2

Ministère de l'Éducation

Édifice Mowat
900, rue Bay
Toronto ON M7A 1L2

**2016: B19**

MEMORANDUM TO: Directors of Education
Consolidated Municipal Service Managers (CMSMs)
District School Services Administration Boards (DSSABs)

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

Shannon Fuller
Acting Assistant Deputy Minister
Early Years Division

DATE: December 01, 2016

SUBJECT: Request for School Consolidation Capital Funding
Submissions

We are writing to announce details of the 2017 round of the Ministry's \$750 million School Consolidation Capital (SCC) program. This funding was announced in the 2014-15 Grants for Student Needs (GSN) release as part of the School Board Efficiencies and Modernization (SBEM) initiative. In addition, the Ministry has child care capital funding to fund replacement of child care and child and family program rooms where supported by the Consolidated Municipal Service Manager (CMSM)/District Social Services Administration Board (DSSAB) that would be lost due to a school consolidation or address demand in a new school being built as part of a school consolidation project.

The Ministry recognizes that for school boards to effectively and efficiently manage their excess capacity, they will need to, in some cases, adjust their capital footprint. Through the SCC program, capital funding will be available to school boards to support projects that address a school board's excess capacity. This funding will be allocated on a business case basis for new schools, retrofits and additions that support consolidations.

School boards are requested to provide the Ministry with their consolidation projects that need to be completed by the 2020-21 school year. The Ministry will be reviewing the SCC submissions for funding consideration, as well as to understand the need for ongoing capital investments in the education sector.

In recognition of the increase in construction costs, the Ministry has increased its funding benchmarks by two percent. Projects approved through this round of SCC will be funded according to this increase. This increase does not apply to any previously approved projects.

Highlights/Summary Points

- School boards are to submit SCC projects that need to be completed by the 2020-21 school year.
- School boards will be able to submit their business cases and Joint Submission forms through the School Facilities Inventory System (SFIS) beginning on December 6, 2016.
- The deadline for SCC submissions, including the Joint Submission forms, is January 27, 2017.
- SCC submissions related to accommodation reviews must have a final trustee decision by March 24, 2017 to be considered for SCC funding approval.
- Business cases will be required only for a school board's top eight SCC projects.
- School boards may also request funding for the construction of child care and child and family programs and community hubs as part of a school board's SCC submission.

Submission of SCC Projects

Beginning December 6, 2016, school boards will be able to submit business cases and Joint Submission forms for their requests for SCC funding through SFIS. Only a school board's eight highest priority projects expected to open no later than 2020-21 will be considered for SCC funding and will need to be supported with a completed business case. School boards are required to submit their SCC business cases and Joint Submission forms by January 27, 2017. The Ministry will not accept business cases or Joint Submission forms after this date.

School boards can save their work in progress within the SFIS module, however, once school boards submit their business cases, their submissions will be locked from further editing. Thereafter, school boards will only be able to modify their business cases by requesting that their Capital Analyst unlock the submission.

The Ministry is aiming to make announcements regarding their SCC funding decisions in early Spring 2017. It is anticipated that an announcement of the next round of Capital Priorities to follow shortly thereafter.

Business Case Considerations

The Ministry will consider funding projects that allow a school board to reduce their excess capacity. Eligible projects for funding consideration include the following:

- Consolidating two (or more) schools into one new facility.
- Building an addition and/or undertaking a major renovation to an existing school to accommodate enrolment from other schools that a school board has made a decision to close.
- Right-sizing existing schools by renovating existing excess space for other uses including child care and child and family program rooms and community hubs.

School boards must address why any capital investment is required from the Ministry in order to remove excess capacity from its inventory. The SCC business cases will be reviewed by the Ministry with the focus being on the cost effectiveness of the proposed solutions.

School boards are encouraged to submit alternative solutions for Ministry funding consideration. These alternatives may be submitted as supplemental documents through SFIS.

The Ministry expects that the business case and supplemental documents will demonstrate why the proposed project is the best accommodation solution. This should include a rationale of why less costly alternatives are not being recommended by the board, including the use of existing school facilities that require little or no capital investments or joint use facilities between school boards.

As part of its evaluation, the Ministry utilizes calculations to determine the financial value of the project. These calculations are based upon the proposed cost of the project weighed against the expected reduction in costs, both in the form of ongoing operational, ongoing renewal savings and the elimination of any existing renewal backlog.

The business cases should address the following:

- Improvement of facility utilization through the reduction of unused space.
- Impact on reducing a school board's operating and renewal costs.
- Enrolment projections for schools in the area of the project.
- Existing renewal needs of schools that are part of the business case.
- Other benefits, such as improved programming, accessibility, and/or energy efficiency.
- Results of the accommodation review process (where applicable).

We expect that school boards will be submitting projects for SCC funding that are linked to accommodation reviews decisions. Please note, projects related to accommodation reviews must have a final trustee decision by March 24, 2017 to be considered for SCC funding approval.

Submission of Child Care and Child and Family Program Projects in Schools

As with the last round of child care and child and family program submissions through the Capital Priorities program, school boards and Consolidated Municipal Service Managers/District Social Services Administration Boards (CMSMs/DSSABs) have an opportunity to include child care and child and family programs as part of their SCC request.

The Ministry will consider funding capital projects in schools where there is a need to replace child care and child and family program rooms that would be lost due to a school consolidation or address demand in a new school being built as part of a school consolidation project for children aged 0 to 3.8 years of age. School boards will need to have the support of the corresponding CMSM/DSSAB regarding the eligibility and viability requirements to build or renovate child care rooms in the identified school. Note that stand-alone child care and child and family program projects are not eligible as part of the SCC program.

Eligibility

The Ministry will consider funding the creation of child care and child and family program rooms in schools, under the following conditions:

- 1) The target school is any of the following:
 - a. An existing school that will be accommodating students from a closing school that currently contains child care spaces and/or child and family program rooms.
 - b. A new school that is to be constructed and receives Ministry funding approval.
 - c. An existing school that is to undergo a major addition/renovation that receives Ministry funding approval.
 - d. An existing building that has been purchased for the purposes of student accommodation and receives Ministry funding approval.
- 2) The school board has the support of the corresponding CMSM/DSSAB regarding the eligibility and viability requirements to build child and family program rooms and/or child care rooms and create child care spaces for ages 0 to 3.8 years in the identified school.
- 3) The child care spaces and/or child and family program rooms will not result in an operating and/or financial pressure for the CMSM/DSSAB.

In November 2016, the Ontario government announced an investment of approximately 3,400 new licensed child care spaces across the province as a first step towards creating 100,000 additional spaces over the next five years. Capital child care projects funded under this round of SCC which result in new spaces would also be counted towards this commitment. When considering long-term viability, CMSMs/DSSABs and school board planners must consider their needs for at least the next five years and use population projections as well as other local data to inform submission decisions.

Joint Submission Form

As part of your SCC submission, the Ministry will require a Joint Submission form (available for download through SFIS) signed by both the CMSM/DSSAB Manager of Children's Services and the school board Director of Education. The Joint Submission form includes project details and confirms that the child care and/or child and family program meets all eligibility and viability requirements.

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

To be considered for funding, the Joint Submission form must be submitted as part of the school board's SCC business case. A copy must also be provided to your school board's Capital Analyst (see Appendix C) and Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (see Appendix D). The Ministry may request supporting documentation following a review of the Joint Submission form.

School boards are required to submit their completed Joint Submission forms by January 27, 2017. The Ministry will not accept Joint Submission forms after this date.

Joint Use Capital Projects in Schools

As with previous capital funding programs, the Ministry encourages school boards to consider collaborative capital project arrangements between school boards. The Ministry will review all joint use projects for funding consideration before evaluating any other SCC submissions. Joint use projects are more likely to receive capital funding and also have the opportunity to generate an increased amount of capital funding than individual projects. Please see [2013:B18](#) and [2016:B17](#) Memorandums for further details.

Community Hub Projects in Schools

As you are likely aware, in August 2015, the Premier's Community Hubs Framework Advisory Group released a report titled [Community Hubs in Ontario: A Strategic Framework and Action Plan](#). This action plan brought renewed focus to the discussion of strategies to support the formation of community hubs across the province.

The Ministry recognizes the value of joint community based planning across local agencies. To that end, the Ministry encourages school boards to seek out community organizations for possible partnership opportunities in their SCC submissions.

Note that child care and/or child and family program requests should be addressed through the completion of a Joint Submission form.

Proceeds of Disposition

School boards will not be required to allocate their Proceeds of Disposition (POD) towards new SCC projects. School boards are reminded, however, that projects that they wish to undertake on their own using POD will first need to be submitted to the Ministry through the Capital Priorities or SCC programs. Additionally, school boards have the option to identify POD as a funding source for a SCC project that addresses outstanding renewal needs. Please see [2015:B13](#) Memorandum for further details.

Capital Analysis and Planning Template

The Capital Analysis and Planning Template (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 SCC funding approval if the Ministry does not have an approved CAPT consistent with the school board's 2015-16 Financial Statements.

Ministry Contact

SCC Program

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

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

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

We look forward to working with you to identify your future SCC projects.

Original signed by:

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

Shannon Fuller
Acting Assistant Deputy Minister
Early Years Division

Appendices:

Appendix A: Child Care Projects

Appendix B: Child and Family Program Projects

Appendix C: List of Ministry Capital Analysts

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

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 Services Administration Boards
Steven Reid, Director, Field Services Branch, Ministry of Education

Appendix A: Child Care Projects

Child Care Eligibility

The Ministry will consider funding capital projects in schools where there is a need to replace child care rooms that would be lost due to a school consolidation or address demand in a new school being built as part of a school consolidation project 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.

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.

The school board and CMSM/DSSAB are to separately provide a priority ranking for each child care and/or child and family 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 form, the CMSM/DSSAB must prioritize them all together rather than per individual school board). This will help ensure that the approved child care and/or child and family program projects align with approved capital projects.

This will require active communication between CMSMs/DSSABs and coterminous school boards to prioritize child care and/or child and family 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 consolidation/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 and/or financial 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 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 "Community Use Rooms".
- 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 consolidation or accommodation review.

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 \textit{New Construction of} \\
 \textit{Child Care Rooms}
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 \textit{Elementary} \\
 \textit{Area} \\
 \textit{Benchmark}
 \end{array}
 \times
 \begin{array}{l}
 \textit{Site} \\
 \textit{Specific} \\
 \textit{GAF}
 \end{array}$$

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. School boards are expected to first utilize their uncommitted Schools-First Child Care Capital Retrofit Policy (SFCCRP) funding towards child care retrofit projects that have been submitted.

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 2015.

Application Process – Joint Submission

The Joint Submission form 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 form requesting the construction of child care space. School boards must submit a Joint Submission form signed by both the CMSM/DSSAB Manager of Child Care and Early Years System and the school board Director of Education.

The Joint Submission form must be submitted as part of the school board's business case. The Joint Submission form is to be submitted directly to the school board's Capital Analyst (Appendix C) and Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (Appendix D).

Joint Submission forms must be received by the Ministry by January 27, 2017.

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

Appendix B: Child and Family Program Projects

Child and Family Program Eligibility

The Ministry will consider funding capital projects in schools where there is a need to replace child and family program rooms that would be lost due to a school consolidation or address demand in a new school being built as part of a school consolidation project. Child and family program projects must result in new child and family program space (i.e., not a retrofit to an existing child and family 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 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 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 (child and family programs). While the expectation is that the key features of child and family programs 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 child and family programs 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 Program Projects

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

The school board and CMSM/DSSAB are to separately provide a priority ranking for each child care and/or child and family 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 form, the CMSM/DSSAB must prioritize them all together rather than per individual school board). This will help ensure that the approved child care and/or child and family program projects align with approved capital projects.

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

Ministry Prioritization of Eligible Child and Family 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 program space in a school.
- Child and family programs are in locations that are well-positioned to meet local needs and fill identified service gaps, and will align with future child and family programs planning completed by CMSMs/DSSABs.
- Projects in communities where municipal partners already have familiarity and/or responsibility for child and family programs, and where strong partnerships between the school board and municipality already exist.

Child and Family Program Operational and Accountability Requirements

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

- The child and family 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 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 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 for the new construction and/or renovations of child and family 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 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 program space under the section “Community Use Rooms”.
- School boards will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child and family program projects are within the approved project funding and do not exceed the Ministry’s benchmarks.
- Child and family programs are all Ministry funded child and family programs (OEYCs, PFLCs, CCRCs, and BBBFs).

- It is expected that child and family 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 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 programs cannot be used to address other school board capital needs.

Child and Family Program Capital Funding Calculation and Eligible Expenses

The construction of child and family 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 leading factor used to calculate the capital funding will be 26 pupil places per room. This approach allows school boards to build child and family 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 programs, including the replacement of existing child and family programs due to school consolidation or accommodation review.

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

Note: The capital funding for retrofit projects for child and family 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 2015.

Application Process – Joint Submission

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

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

The Joint Submission form must be submitted as part of the school board's business case. The Joint Submission form is to be submitted directly to the school board's Capital Analyst (Appendix C) and Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (Appendix D).

Joint Submission forms must be received by the Ministry by January 27, 2017.

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

Appendix C: 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 and 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
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

DSB	District School Board	Capital Analyst	Email	Phone
37	Windsor-Essex CDSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
38	London DCSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
39	St. Clair CDSB	Michael Wasylyk	Michael.Wasylyk@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 Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
51	Brant Haldimand Norfolk CDSB	Michael Wasylyk	Michael.Wasylyk@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 and 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 D: List of Ministry Early Years Education Officers and Child Care Advisors

REGION	EO/CCA	CMSM/DSSAB	SCHOOL BOARD
TORONTO	<p><u>Education Officer:</u></p> <p>Dolores Cascone Tel: 416-314-6300 Toll Free: 1-800-268-5755 Dolores.Cascone@ontario.ca</p> <p>TBD (French Language Boards)</p> <p><u>Child Care Advisor:</u></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><u>Education Officer:</u></p> <p>Sue Chanko Tel: 519-870-2187 Sue.Chanko@ontario.ca</p> <p>TBD (French Language Boards)</p> <p><u>Child Care Advisor:</u></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 Halidmand 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 écoles catholiques du Sud-Ouest London District Catholic SB Thames Valley DSB
		City of St. Thomas	CS Viamonde CSD des écoles catholiques du Sud-Ouest London District Catholic SB Thames Valley DSB
		City of Stratford	Avon Maitland DSB CS Viamonde CSD des écoles 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 DSB
		Municipality of Chatham-Kent	CS Viamonde CSD des écoles catholiques du Sud-Ouest Lambton-Kent DSB St. Clair Catholic DSB
NORTH BAY / SUDBURY	<u>Education Officer:</u> Renée Brouillette Tel: 705-497-6893 Toll Free: 1-800-461-9570 Renee.Brouillette@ontario.ca <u>Child Care Advisor:</u> 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 and 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	<p><u>Education Officer:</u></p> <p>Heather Exley Tel: 807-474-2993 Toll Free: 1-800-465-5020 Heather.Exley@ontario.ca</p> <p><u>Child Care Advisor:</u></p> <p>Kelly Massaro-Joblin Tel: 807-474-2982 Toll Free: 1-800-465-5020 Kelly.Massaro-Joblin@ontario.ca</p>	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	<p><u>Education Officer:</u></p> <p>Jeff O'Grady Manager (A), Full-Day Kindergarten Early Years Implementation Branch Tel: 416-212-4004 Jeff.OGrady@ontario.ca</p> <p><u>Child Care Advisor:</u></p> <p>Rachelle Blanchette Tel: 613-536-7331 Rachelle.Blanchette@ontario.ca</p>	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 and 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 and 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	<p><u>Education Officer:</u></p> <p>Ana Marie Prokopich Tel: 705-725-6260 Toll Free: 1-888-999-9556 AnaMarie.Prokopich@ontario.ca</p> <p>TBD (French Language Boards)</p> <p><u>Child Care Advisor:</u></p> <p>Maria Saunders Tel: 705-725-7629 Maria.Saunders@ontario.ca</p>	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 Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		County of Northumberland	CS Viamonde CSD catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		City of Peterborough	CS Viamonde CSD catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		County of Simcoe	CS Viamonde CSD catholique Centre-Sud Simcoe County DSB Simcoe Muskoka Catholic DSB
		City of Kawartha Lakes	CS Viamonde CSD catholique Centre-Sud Peterborough Victoria Northumberland and Clarington 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 Simcoe Muskoka Catholic DSB Trillium Lakelands DSB

ACTION REPORT

ITEM 8.8

**2017 SCHOOL CONSOLIDATION CAPITAL FUNDING
BUSINESS CASE SUBMISSIONS**

PURPOSE:

The purpose of this report is to obtain Board approval for the priority ranking of the 2017 Ministry request for School Consolidation Capital Funding Submissions.

BACKGROUND INFORMATION:

- 1) Staff Report 6.1, "2017 School Consolidation Capital Funding Business Cases Submissions" from the January 10, 2017, Special Board Meeting.
- 2) Staff Report 9.1, "2017 School Consolidation Capital Funding Business Cases Submissions" from the December 20, 2016, Regular Board Meeting.

COMMENTS:

On December 1, 2016, the Ministry of Education circulated Business Memorandum 2016: B19 – Request for School Consolidation Capital (SCC) Funding Submissions, requesting Boards submit up to eight (8) SCC priorities by **January 27, 2017**, for all projects that have or will have Board approval by **March 24, 2017**.

On December 21, 2016, staff met via-teleconference with the Ministry of Education to discuss the five (5) priorities that were presented as part of Staff Report 9.1 of the December 20, 2016, Regular Meeting of the Board.

The Ministry suggested that St. Dominic Catholic Elementary School partial-rebuild be removed as a priority project from the submission, as it was not considered to be a consolidation project as per the Ministry definition. It was recommended that the project be re-submitted as part of the 2017 Capital Priorities projects as a renewal and re-build project. The Ministry also suggested that the Board, where feasible, pursue more cost effective solutions to address the reduction of surplus pupil places. To demonstrate cost effective alternatives to the Ministry, the business case submission for the Oakville Northeast Catholic Elementary School will entail two (2) accommodation plans. The first accommodation plan will entail a new school project; the second will be presented as an addition and alternation projects. Note, the options presented to the Ministry will be the same as those to be presented at the upcoming January 19th, 2016, Community Consultation Meeting.

For the Oakville South Central Catholic Elementary School project, staff is providing two (2) funding proposals to the Ministry to construct a new 527 pupil place facility on the St. Joseph School site. The first funding option is to request full Ministry funding. For the second funding option, staff would compare the cost of constructing a new facility on the St. Joseph School site versus constructing an addition and forced alterations to the existing St. Joseph Catholic Elementary School to accommodate enrolment from both consolidated schools. Staff will then propose an alternative funding solution, whereby the Ministry fund the equivalent cost of the addition, forced alteration, and renewal needs to St. Joseph School, and the Board finance through Proceeds of Disposition (POD) the remainder of the costs to construct a new facility. For example, if a new school facility cost \$10.0M and an addition cost \$6.0M, the Board would fund the difference in cost of \$4.0M. Board and Ministry approvals are needed to expense the \$4.0M in POD.

As previously discussed in the December 20, 2016, Staff report, staff is also recommending to re-instate the priority to demolish a portion of the St. Mark Catholic Elementary School, namely the 11 classroom portapac located at the rear of the school. Currently, the portapac has a renewal need of approximately \$750K – \$1.0M, and has 5 surplus classroom capacity. Staff presented the project to the Ministry for a demolition and 5 classroom addition, and staff’s intent to discuss with the Region for partnerships. The Ministry was receptive to the project.

Board staff met with the Consolidated Municipal Service Manager (CMSM) of the Halton Region on January 11, 2017, to discuss potential projects that would be of interest for the 2017 SCC Submission. The CMSM noted that there was not a need for additional Child Care spaces within the Oakville South Central School and Oakville Northeast School review areas. The CMSM confirmed that there is a continued need for the Child Care Centre for the North Georgetown School project, and will support a 2017 Child Care Submission.

Board staff presented the St. Mark Catholic Elementary School Project to the CMSM, and the staff’s interest in having the Region participate in the project. This said, the CMSM identified a potential need for re-locating existing or introducing new not-for-profit Child Care spaces in this location to better serve the neighbourhood area. The Region is expected to confirm this need prior to the January 27, 2017, submission date.

Pending Board approval, staff would recommend the following two (2) options for the St. Mark Catholic Elementary School project to be submitted to the Ministry for approval:

Option #1 (Preferred): Partial Demolition + 6 Classroom Addition and 3 Room Child Care	Option #2 (Alternate): Partial Demolition
<ul style="list-style-type: none"> 1) Demolition of 11 Classroom Portapac 2) Construction of 6 Classroom addition 3) Construction of 49 Child Care spaces for Infants, Toddlers, and Pre-school kids 	<ul style="list-style-type: none"> 1) Demolition of 11 Classroom Portapac 2) Introduction of 6 portable classrooms

For the 2017 School Capital Funding Submission, staff is also recommending to re-submit two (2) consolidation/renewal projects that were submitted as part of the 2016 Capital Growth Submission; the new Oakville Northeast School project, if approved by the Board on March 7, 2017; and the St. Mark Catholic Elementary School project.

Please note that staff will not be altering the Oakville South Central School or North Georgetown School Accommodation Plans, approved by the Board of Trustees on April 19, 2016.

Accordingly, Staff recommends the following School Consolidation Capital Priority projects priority ranking for Board approval:

TENTATIVE RANKING	2017 CONSOLIDATION PROJECT DESCRIPTION	CONSTRUCTION START YEAR	EFFECTIVE SCHOOL YEAR
1	Oakville Northeast Elementary School (Approval anticipated for March 7, 2017)	2016-17	2018-19
2	Oakville South Central Catholic Elementary School – St. Joseph Site Rebuild	2016-17	2018-19
3	St. Mark Catholic Elementary School partial demolition	2016-17	2017-18
4	North Georgetown Catholic Elementary School	2016-17	2018-19

CONCLUSION:

In taking into consideration the latest 2016 Capital Priorities Submission response from the Ministry, and new projects presented, staff has identified four (4) priorities for consolidation projects and two (2) Child Care Centre projects to be submitted as part of the 2017 School Consolidation Capital submission.

<p>RESOLUTION:</p>	<p>Moved by: Seconded by:</p>										
<p>RESOLVED, that the Board approve the proposed ranking of the 2017 School Consolidation Capital Business Cases Submission as follows:</p>											
<table border="0"> <thead> <tr> <th>RANKING</th> <th>2017 SCHOOL CONSOLIDATION CAPITAL PROJECTS DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Oakville Northeast Catholic Elementary School project</td> </tr> <tr> <td>2</td> <td>Oakville South Central Catholic Elementary School – St. Joseph Site Rebuild</td> </tr> <tr> <td>3</td> <td>St. Mark Catholic Elementary School 12 classroom portapac demolition with 5 classroom addition (Preferred); or 12 classroom portapac demolition (Alternative).</td> </tr> <tr> <td>4</td> <td>North Georgetown Catholic Elementary School project</td> </tr> </tbody> </table>		RANKING	2017 SCHOOL CONSOLIDATION CAPITAL PROJECTS DESCRIPTION	1	Oakville Northeast Catholic Elementary School project	2	Oakville South Central Catholic Elementary School – St. Joseph Site Rebuild	3	St. Mark Catholic Elementary School 12 classroom portapac demolition with 5 classroom addition (Preferred); or 12 classroom portapac demolition (Alternative).	4	North Georgetown Catholic Elementary School project
RANKING	2017 SCHOOL CONSOLIDATION CAPITAL PROJECTS DESCRIPTION										
1	Oakville Northeast Catholic Elementary School project										
2	Oakville South Central Catholic Elementary School – St. Joseph Site Rebuild										
3	St. Mark Catholic Elementary School 12 classroom portapac demolition with 5 classroom addition (Preferred); or 12 classroom portapac demolition (Alternative).										
4	North Georgetown Catholic Elementary School project										
<p>RESOLVED, that the Board approve the potential Child Care projects for 2017 as follows:</p>											
<p>2017 CHILD CARE PROJECT DESCRIPTION St. Mark Catholic Elementary School – Child Care Centre North Georgetown Catholic Elementary School – Child Care Centre</p>											
<p>RESOLVED, that the Board authorize staff to submit the Board's 2017 School Consolidation Capital Business Cases Submission to the Ministry of Education for funding consideration on January 27, 2017.</p>											

REPORT PREPARED BY:

F. THIBEAULT
ADMINISTRATOR OF PLANNING SERVICES

G. CORBACIO
SUPERINTENDENT OF FACILITY SERVICES

T. OVERHOLT
SUPERINTENDENT OF EDUCATION

SUBMITTED BY:

R. NEGOI
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

ACTION REPORT
ITEM 8.4
EXECUTIVE SUMMARY
OAKVILLE SOUTH CENTRAL MODIFIED PUPIL ACCOMMODATION REVIEW
PURPOSE:

To provide the Board of Trustees with staff's final report and recommendation for the *Oakville South Central Modified Pupil Accommodation Review*.

BACKGROUND:

On December 16, 2015, the Ministry of Education announced available funding to school boards for consolidation projects. Trustees were advised of this opportunity to apply for funding at the Regular Board Meeting held on January 5, 2016 (see [Staff Report 9.2](#)). At the Regular Board Meeting held on January 19, 2016, Trustees received and approved a recommendation from Staff to undertake a Modified Pupil Accommodation Review (MPAR) for Oakville South (see [Action Report 8.6](#)).

The Oakville South MPAR affected the following school communities:

- St. Dominic Catholic Elementary School
- St. James Catholic Elementary School
- St. Joseph Catholic Elementary School

On January 20, 2016, staff initiated an MPAR process, in accordance with Policy I-09, [School Accommodation Review – Consolidation/Closure](#) and [Administrative Procedure VI-35: School Accommodation Review – Consolidation/Closure](#).

Between January 20 and April 19, 2016, a comprehensive consultation process was undertaken to notify stakeholders and gather the feedback on the proposed school consolidation option. (See [MPAR Communications Plan](#)). This consultation included written communications by email and in hardcopy, in-person meetings with the staff and Catholic School Councils in the impacted school communities, an online discussion forum, an online survey, and a Community Consultation Meeting held on March 7, 2016.

An Interim Staff Report was provided to the Board of Trustees at a Special Board Meeting held on March 22, 2016 (see [Interim Staff Report 4.4](#)).

On Tuesday, April 5, 2016, an opportunity was provided for members of the community to delegate to Trustees. **A total of four (4) delegations were received from the Oakville South community.**

COMMENTARY:

A summary of the main themes presented in the delegations is included in the detailed report attached. **The proposed accommodation plan presented by staff in the [Interim Staff Report](#) has been adjusted to reflect a response to concerns raised through the delegation process.** The detailed report also includes a draft template for the Terms of Reference for the Transition Committee that would be implemented should this proposal receive Board and Ministry approval.

RECOMMENDATION:

To address student needs in the Oakville South Central accommodation review area, staff recommends that the option to consolidated St. Joseph School and St. James School be approved, and that the partial demolition and partial rebuild of the St. Dominic School be implemented. Contingent on Ministry Approval, the following actions are recommended by staff to implement the desired option:

- 1) That St. Joseph Catholic Elementary School and St. James Catholic Elementary schools be consolidated into the Oakville South Central Catholic Elementary School for the 2017-2018 school year, at the earliest;
- 2) That Oakville South Central Catholic Elementary School be located on the existing St. Joseph School site, and the constructed facility be comprised of a 504 pupil place elementary school, slated to open for the 2017-2018 school year, at the earliest;
- 3) Demolish 4,412 square meter wing of the existing pre-1995 St. Dominic School wing, and construct a 377 pupil place addition, and convert the existing General Purpose Room (small gym) into an 88 place five (5) room child-care centre wing;
- 4) That the Board re-direct all programs currently offered at the two schools to the new Oakville South Central Catholic Elementary School;
- 5) That following the completion of construction of both the Oakville South Central Catholic Elementary School and the St. Dominic Catholic Elementary School projects, the Board shall close St. James, and re-locate the existing Oakville Thomas Merton Adult Learning Centre (currently leased commercial space) into the facility; and,
- 6) That the Board shall work closely with the Region to introduce programs and supports within the additional space in St. James School to foster a continued “community hub” approach in the area by identifying additional community partners.

TRUSTEE DECISION:

RESOLUTION: #96/16

Moved by: A. Danko

Seconded by: P. Marai

RESOLVED, that the Halton Catholic District School Board, contingent upon Board approval, adopt recommendations 1-5 for the Oakville South Modified Pupil Accommodation Review Area:

- 1) That St. Joseph Catholic Elementary School and St. James Catholic Elementary schools be consolidated into the Oakville South Central Catholic Elementary School for the 2017-2018 school year, at the earliest;
- 2) That Oakville South Central Catholic Elementary School be located on the existing St. Joseph School site, and the constructed facility be comprised of a 504 pupil place elementary school, slated to open for the 2017-2018 school year, at the earliest;

- 3) Demolish 4,412 square meter wing of the existing pre-1995 St. Dominic School wing, and construct a 377 pupil place addition, and convert the existing General Purpose Room (small gym) into an 88 place five (5) room child-care centre wing;
- 4) That the Board re-direct all programs currently offered at the two schools to the new Oakville South Central Catholic Elementary School; and
- 5) That following the completion of construction of both the Oakville South Central Catholic Elementary School and the St. Dominic Catholic Elementary School projects, the Board shall close St. James, and re-locate the existing Oakville Thomas Merton Adult Learning Centre (currently leased commercial space) into the facility.

Trustee Quinn stated his opposition to closing a Catholic Elementary School adjacent to a Parish until compelled to do so and on that basis, did not support the decision to close St. James School.

The discussion ensued regarding the use of St. James. D Rabenda reiterated the need to make the current St. James a support for the community, A. Danko suggested that the Board makes best use of its asset and that may mean removing the school adjacent to a Church. Furthermore, there is no guarantee that the Church will remain in its current location since the Diocese is conducting consolidations reviews as well. He suggested that the facility should be a single purpose use intended for the ALC. He also suggested that more consultation is required to determine community needs.

Trustee Karabela supported the comments made by A. Quinn and acknowledged that schools are better placed when connected to the Church as they help lay a foundation and makes us more distinctly Catholic.

In response to questions, T Pinelli commented on the 6th bullet (under staff's recommendation) and noted that it was purposely included to address inequities and to ensure that the needs of the community are met with before and after school programs, bussing, and pick-ups. She also elaborated on how the School Board would help integrate students with various socio-economic needs to their new schools.

In Favour	Opposed
Danko, Anthony	Iantomasi, Arlene
Marai, Paul	Karabela, Helena
Rabenda, Diane	Quinn, Anthony
Rowe, J. Mark	
Trites, Susan	
Zapata, Manuela (non-binding)	
Brown, Jackson (non-binding)	

The motion **CARRIED**.

REPORT PREPARED BY: F. THIBEAULT, ADMINISTRATOR OF PLANNING SERVICES
R. MERRICK, ADMINISTRATOR, SCHOOL OPERATIONS AND MAINTENANCE
S. GALLIHER, PLANNING OFFICER, PLANNING SERVICES

REPORT SUBMITTED BY:

G. CORBACIO, SUPERINTENDENT OF FACILITY MANAGEMENT SERVICES

P. MCMAHON, SUPERINTENDENT OF BUSINESS SERVICES & TREASURER OF THE BOARD

T. PINELLI, SUPERINTENDENT OF EDUCATION, SCHOOL SERVICES

REPORT APPROVED BY:

P. DAWSON, DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD



Modified Pupil Accommodation Review Final Staff Report

Oakville South Central School Project

April 19, 2016

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1.0 Executive Summary

At the January 19, 2016, Regular Meeting of the Board, Trustees approved a recommendation to undertake a Modified Pupil Accommodation Review (MPAR) for the Oakville South Central review area, an area bounded by the QEW to the north, Sixteen Mile Creek to the East, Lake Ontario to the South, and Burloak Drive to the West. This review area is comprised of the following schools: St. Joseph School, St. James School, and St. Dominic School.

Staff presented an Initial Staff Report that recommended one (1) option to address the declining enrolment and underutilized accommodation issues present in the review area. In addition, the report provided context about the considerations made in developing the recommended option as well as the rationale for undertaking a Modified Pupil Accommodation Review (MPAR) for the Oakville South Central neighbourhood area.

The recommended option consisted of the consolidation of two (2) of three (3) affected schools, namely St. Joseph School and St. James School into one (1) **rebuilt 504 pupil place school on the existing St. Joseph School** site for the 2017-18 school year. In addition, staff is also proposing a **4,620 square meter partial rebuild of the existing St. Dominic School**, and the conversion of the southern-most general purpose room (gymnasium) into an **88 place five (5) room** child-care centre, supported by the Region of Halton.

The Initial Staff Report included the following resources and can be found online:

- A) Documentation of required work completed prior to the accommodation review;
- B) Summary of background data used in option developed by staff;
- C) Summary of accommodation issues for the schools under review; and,
- D) Preferred accommodation option.

Following the January 19, 2016 Board approval to undertake an MPAR, staff proceeded to notify the community about the accommodation review process as well as solicit feedback on the proposed accommodation plan. All information was made available through the Board's website.

Staff presented the recommended scenario to the school councils and school staff at all three (3) schools, the affected parish representatives, the City of Oakville, the Diocese of Hamilton, and to the wider community through the Community Consultation Meeting (CCM), held on March 7, 2016, at St. Thomas Aquinas Catholic Secondary School.

An online forum was also developed to enable the community to have a shared dialogue about the proposal. The forum was made available beginning on January 27, 2016. In addition to the forum, a three (3) question on-line survey was made available from February 17 to March 11, 2016. All communication shared in the online forum and survey were attached as part of Appendix B and Appendix C of the March 22, 2016, Interim Staff Report.

The Community Consultation Meeting also provided an opportunity for parents and stakeholders to submit comments and questions for Board staff to address. A summary package of the information gathered at the CCM and the "parking lot questions" and answers were attached as Appendix D and Appendix E,

respectively, of the Interim Staff Report. Questions that staff were not able to answer at the CCM were added to the parking lot. Answers to the parking lot questions were subsequently uploaded to the Board website one (1) week following the CCM.

A summary of the communication process is as follows:

1. Board website updated on January 20, 2016 – Pupil Accommodation Review button placed prominently on the landing page of the website. Updates ongoing.
2. Email letters and FAQ sheet distributed to each parent and staff member in the impacted school communities on January 20, 2016. Follow up emails sent to parents on January 27th, February 17th, March 2nd, and March 15th.
3. Copy of letter to staff and an FAQ sheet shared with Presidents of Unionized Employee Groups on January 20, 2016.
4. Letter sent via email to St. Dominic Parish Pastor and St. James Parish Pastor on January 26, 2016.
5. Hardcopy letters hand-delivered on January 26, 2016 to neighbours and residents adjacent to and abutting the school communities.
6. Online discussion forum; available from January 27, 2016 (www.muut.com/oakville-southcentral-mpar)
7. Media Release – Distributed January 28, 2016
8. Letters sent to Regional Chair, Mayor of Oakville and Local Councillors, and Member of Provincial Parliament for Oakville on January 29, 2016.
9. Presentations to School Staff
(January 27, 2016 at St. James School; February 1, 2016 at St. Joseph; and February 4, 2016 at St. Dominic)
10. Presentations to Catholic School Councils
(February 4, 2016 at St. James School; February 18, 2016 at St. Joseph CES; and February 23, 2016 at St. Dominic School)
11. An online survey, made available February 17 to March 11, 2016.
12. School newsletter/website message was provided to schools.
13. Community Consultation Meeting on March 7, 2016, at St. Thomas Aquinas CSS
 - a. Parking Lot Questions – posted online Tuesday March 8, 2016
 - b. Transcribed Table Discussions

Staff presented to Trustees at the March 22, 2016 Special Meeting of the Board the feedback and input that has been gathered to date. This information has been attached (Oakville Extract) as part of Appendix A of the present report.

The Interim Staff Report included the following resources and can be found online:

- A) Summary of the Initial Staff Report and the initial staff recommendation;
- B) Information on the conceptual plan of the proposed school, and identified cost-savings;
- C) Summary of the consultation process and the feedback gathered; and,
- D) Summary of Transition Planning if Ministry approval is granted
- E) Final staff recommendation.

On April 5, 2016, The Board of Trustees received a total of 22 delegations from the community, four (4) of which were regarding the Oakville South Central Schools Consolidation Proposal. The information received from the delegations and supporting information has been included in Appendix B of the present report. The following are the delegations that were received by the Board:

- 5.1 S. Bean, C. Suter and M. Sparrock – South Oakville PAR
- 5.3 L. Chan, C. Nicholson and C. Reddick – South Oakville PAR
- 5.8 I. Vala – South Oakville PAR
- 5.21 J. Hood – South Oakville PAR

The Final Report will be presented to Trustees as an Action Item at the April 19, 2016 Regular Meeting of the Board, when a final decision and approval by the Board is anticipated.

FINAL STAFF RECOMMENDATION

To address student needs in the Oakville South Central accommodation review area, staff recommends that the option to consolidated St. Joseph School and St. James School be approved, and that the partial demolition and partial rebuild of the St. Dominic School be implemented. Contingent on Ministry Approval, the following actions are recommended by staff to implement the desired option:

- 1) That St. Joseph Catholic Elementary School and St. James Catholic Elementary schools be consolidated into the Oakville South Central Catholic Elementary School for the 2017-2018 school year, at the earliest;
- 2) That Oakville South Central Catholic Elementary School be located on the existing St. Joseph School site, and the constructed facility be comprised of a 504 pupil place elementary school, slated to open for the 2017-2018 school year, at the earliest;
- 3) Demolish 4,412 square meter wing of the existing pre-1995 St. Dominic School wing, and construct a 377 pupil place addition, and convert the existing General Purpose Room (library) into an 88 place five (5) room child-care centre wing;
- 4) That the Board re-direct all programs currently offered at the two schools to the new Oakville South Central Catholic Elementary School;
- 5) That following the completion of construction of both the Oakville South Central Catholic Elementary School and the St. Dominic Catholic Elementary School projects, the Board shall close St. James, and re-locate the existing Oakville Thomas Merton Adult Learning Centre (currently leased commercial space) into the facility; and,
- 6) That the Board shall work closely with the Region to introduce programs and supports within the additional space in St. James School to foster a continued “community hub” approach in the area by identifying additional community partners.

2.0 Initial Staff Report Summary (January 19, 2016)

2.1 Annual School Board Planning

On an annual basis, staff develop enrolment projections, review the Board's Long Term Capital Plan (LTCP) and evaluate facility accommodations. This analysis indicates that declining enrolment is a reality in portions of the Oakville South Central review area. This finding aligns with staff's initial recommended option to consolidate two (2) schools to address declining enrolment trends.

2.1.1 15-Year Projection Update

A December 15, 2015, report to Board contained a 15 year forecast of enrolment projections for the Region of Halton. In the context of the **CEO1: Oakville – South of QEW** Review Area, staff projected that enrolment would continue to decline over the next fifteen (15) year period, leaving the facilities within the area consistently underutilized, and reducing the need for five (5) standalone school facilities.

2.1.2 LTCP and Annual Facilities Accommodation Report

The Long Term Capital Plan (LTCP) is released on a five year cycle for the entire Region of Halton, and was most recently updated in June 2013. This document compiles the Board's long term enrolment projections and contemplates future projects for creating new pupil places, renewing school facilities, and removing excess pupil places from the Board's inventory through pupil accommodation reviews.

The LTCP is a living document that is reviewed on an annual basis to ensure changing trends are reflected in the plan. The LTCP can be accessed on the Board's website:

<http://www.hcdsb.org/Board/LTCP/Pages/default.aspx>

The 2013 Long Term Capital Plan acknowledged the declining enrolment within the **CEO1 South of the QEW Review Area**, and **suggested that a pupil accommodation review be undertaken in the area to reduce excess capacity by 450 pupil places** and reduce overall renewal needs by removing aging schools from the Board's building inventory.

In addition, as part of the Board's annual review for the 2015-16 school year, staff completed its Annual Facility Accommodation Report, as per the requirements of Operating Policy I-37: Community Planning & Facilities Partnerships, and presented the Report to community stakeholders on January 18, 2016.

2.1.3 Consultation with Local & Regional Municipalities

On an ongoing basis, as a part of the yearly review of accommodation needs and the daily operations of the Planning Services Department, staff consults with local municipalities and receives planning information on a number of development related matters. This information is used in the development of short and long-term enrolment forecasts, and the determination of future Board accommodation needs in both established and new neighbourhoods. Staff regularly liaise with municipal staff to discuss future needs within the target municipalities, and align future capital investments wherever feasible (i.e. park facilities, childcare, city services).

As part of the MPAR process, staff met with the Town of Oakville on March 9, 2016 to discuss the proposed accommodation plans for the Oakville South Central accommodation review area. Town staff were supportive of the proposal's intent, and will be liaising with other community stakeholders to identify potential future partners to occupy surplus space in St. James School, if the approval moves forward.

2.2 Accommodation Review Area Overview

The **Oakville South Central** Accommodation Review Area is located within the **CE01 South of the QEW review area** as identified in the Board's 2013 Long-Term Capital Plan, both of which are displayed geographically in Appendix A. The three (3) elementary schools located within the Accommodation Review Area include St. Joseph School, St. James School, and St. Dominic School. The boundary of the accommodation review area is comprised of the three aforementioned school boundaries combined, shown in Appendix D.

A cursory overview of each affected school within the review area is summarized below in Table 1, and is further supplemented by the information found within the School Information Profiles, found in *Appendix C of the Initial Staff Report*, which was presented to Board on January 19, 2016.

Table 1 Historic & Projected Enrolment Oakville South Central Review Area

School Name	OTG	2011	2015	2020	2025	Original Construction	FCI	Site Size
St. Dominic CES	527	558	625	590	550	1961	51%	7.10 ac.
		106%	119%	112%	104%			
St. James CES	478	287	214	185	215	1956	26%	3.06 ac.
		60%	45%	39%	45%			
St. Joseph (O) CES	303	364	380	311	260	1961	50%	5.46 ac.
		120%	125%	103%	86%			
Head Count	1308	1209	1219	1086	1025			
Utilization (%)		92%	93%	83%	78%			
Surplus Space (+,-)		99	89	222	283			

This geographic area is considered by staff to be a maturing neighbourhood. Although over the past five (5) years (2011-2015), enrolment has increased by approximately 1% overall (due to St. Dominic's Growth) it is anticipated that enrolment within the affected schools will decline 11% by 2020 (5 year), and by 16% by 2025 (10 year) as Junior Kindergarten entrance enrolment declines. It is anticipated that the rate of decline will begin to stabilize within a 10 year period.

The overall utilization of schools within the **Oakville South Central** is anticipated to continue decreasing over the next ten (10) years as the neighbourhood continues to mature. The overall utilization rate of the schools is approximately 93%, and will begin to decline to a utilization of 78% over a 10 year period. In reviewing long-term enrolment trends as well as future development potential within the accommodation review area, it does not appear that the underutilized spaces will be filled in the St. James School area, leaving this facility operating well below the 90% optimal utilization that the Board seeks to achieve as a benchmark. As for St. Joseph School, the utilization is within the optimal range, however this is mainly due to the small size of the school (303 pupil places). This is limiting its ability to offer two Extended French Immersion classrooms per grade.

A boundary review for all schools within the **Oakville South Central** area with the aim to re-apportion students is not a viable opportunity in this scenario to enhance utilization, as ultimately, there are more underutilized spaces overall than student enrolment in the area – in 2015 there are 1,219 students occupying 1,308 classroom spaces (93% utilization). This is especially true when only observing St. James and St. Joseph School, which collectively have in the 2015-16 school year 594 students to 781 classroom space (75% utilization). To achieve an optimal utilization, empty classroom spaces would need to be removed from the Board’s inventory.

As an additional verification, Watson and Associates were retained to conduct a peer review of the enrolment projections generated by staff, complete a demographic analysis of the affected areas served by the three (3) schools, and the review the merit of the proposal presented in the Initial Staff Report. The peer review confirmed staff’s long term projections, and concluded that the proposed school consolidation project was viable and met the conditions set out by the Ministry of Education.

2.2.1 Enrolment Projections

Table 2 below illustrates the enrolment projections for the schools within the **Oakville South Central** accommodation review area. As mentioned previously, the enrolment projections were reviewed and supported by third party consultants (Watson and Associates).

Table 2: Projected Enrolment – Oakville South Central Accommodation Review Area

School Name	OTG	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
St. Dominic CES	527	625	614	601	605	599	590	582	581	565	561	550
		119%	117%	114%	115%	114%	112%	110%	110%	107%	106%	104%
St. James CES	478	214	205	203	191	181	185	192	199	204	211	215
		45%	43%	42%	40%	38%	39%	40%	42%	43%	44%	45%
St. Joseph (O) CES	303	380	378	352	330	328	311	301	294	279	262	260
		125%	125%	116%	109%	108%	103%	99%	97%	92%	86%	86%
Head Count	1308	1219	1197	1156	1126	1108	1086	1075	1074	1048	1034	1025
Utilization (%)		93%	92%	88%	86%	85%	83%	82%	82%	80%	79%	78%
Surplus Space (+,-)		89	111	152	182	200	222	233	234	260	274	283

2.2.2 Academic Programs

As part of the recommendation, staff seeks to retain all existing programs at St. Dominic School, and re-direct all other programs offered at St. James School at the time of consolidation to the newly constructed Oakville South Central School. All three schools are part of the St. Thomas of Aquinas Catholic Secondary School Family of Schools. Accordingly, the newly constructed Oakville South Central School will offer the regular track JK-8 program, and a self-contained special education program, and the Extended French Program offered from Grade 5 to Grade 8. All programming will be in conformity with the Board’s long-term strategy in offering a 21st Century Learning experience.

As previously mentioned, given the size of St. Joseph’s school and the student enrolment, only one (1) Extended French Immersion classroom for Grade 5 could be offered notwithstanding the demand for two

(2) classroom maximum. With a larger facility and larger enrolment complement, the introduction of two (2) Extended French Immersion classrooms would be possible as space needs and the risk of having a low regular track enrolment for the Regular Track program would be avoided.

2.2.3 Facility Condition Index (FCI)

Using the 5-year renewal needs, an FCI can be calculated. Table 3 below summarizes the 5-year FCI for all three affected schools within the **Oakville South Central** accommodation review area.

Table 3: Facility Condition Index Summary

SCHOOL NAME	ORIGINAL CONSTRUCTION	FBC	5 YEAR RENEWAL NEEDS	REPLACEMENT VALUE	FACILITY CONDITION INDEX
St. Dominic CES	1961 (w/ 1995 addition)	527	\$5,215,684	\$10,295,060	51 %
St. James CES	1956	478	\$2,511,362	\$9,733,630	26 %
St. Joseph (O) CES	1961	303	\$3,459,506	\$6,882,680	50 %
TOTAL	1959 (avg.)	1308	\$11,186,552	\$26,911,370	42% (avg.)

The average age of the three (3) facilities within the accommodation review area is approximately 57 years, with construction dates ranging from 1956 to 1961. Facilities within this age range typically have many critical building component that are reaching the end of their useful lifecycle.

As shown in Table 3 below, the average Facility Condition Index of the three facilities is approximately 42%, with a total 5-year renewal need of approximately \$11.2M dollars and a collective replacement value of approximately \$26.9M.

It is important to note that the facility renewal costs account primarily for the replacement of critical building components and does not account for improvement items, such as accessibility, fire safety improvements, LED lighting, natural Kindergarten playgrounds and other modernization improvements that would have the effect of improving programming or energy efficiency.

Moreover, the on-the-ground capacity (OTG) of St. Joseph School is below the optimal school facility size of 500-671 pupil places. St. James (478) and St. Dominic School (527) sizes are within range or acceptable in size.

2.2.4 School Site Description

The site conditions at the three facilities within the accommodation review area can be summarized as shown in Table 4.

Table 4: Option Development Criteria Summary – Oakville South Central

SCHOOL	SITE SIZE (ACRES)	SITE DESCRIPTION
St. Dominic CES	7.10	Preferred site size. Adjacent to St. Dominic Church. Small frontage.
St. James CES	3.06	Undersized site. No parking or bus loading area on school property. Parking and bus loading area is provided on the site of the adjacent St. James Church through a Shared Use Agreement.
St. Joseph (O) CES	5.46	Preferred site size with a slightly narrow frontage.

Table 5 below details how each school, in its current state, meets the preferred development criteria to be considered when reviewing pupil accommodation options.

Table 5: Option Development Criteria Summary – Oakville South Central

CRITERIA	ST. DOMINIC CES	ST. JAMES CES	ST. JOSEPH (O) CES
Facility Utilization between 90-125%	Yes	No	Yes
500-671 FBC/OTG	Yes (527)	No (478)	No (303)
Portable Classroom Needs	Yes	No	Yes
Fully Accessible	No	No	No
Transportation Time	Well below maximum travel times, comparable to the Board average of 14 minutes.	Well below maximum travel times, comparable to the Board average of 14 minutes.	Well below maximum travel times, comparable to the Board average of 14 minutes.
Average Distance to School	2.13 kilometers	1.98 kilometers	2.33 kilometers
Site Size (Approx. 5+ acres)	Preferred size (7.10 acres)	Under preferred size (3.6 acres)	Preferred size (5.46 acres)
Adjacent Uses	Church; Residential	Church; Residential	Residential, and in close proximity to arena and Town library
Site Limitation	Limited Frontage	Parking and playfield are owned by adjacent parish	N/A

2.2.5 Transportation Summary Data

Current transportation data was provided by the Halton Student Transportation Service (HSTS). Student data was derived from the 2015-16 school year, and aggregated into the data displayed in Table 6.

December 31, 2015, transportation data indicates that there are a total of 687 transported students within the **Oakville South Central** neighbourhood. A preliminary analysis of the proposed attendance boundary for the proposed Oakville South Central School estimates that a total of 400 students would be eligible for transportation, which is 67% of the student school population.

HSTS has informed staff that for the 2015-16 school year, the average bus times for students enrolled in the Regular Track program of the Board is approximately 14 minutes.

Table 6: Transportation Summary Data for Status Quo

SCHOOL NAME	TOTAL STUDENTS	ELIGIBLE RIDERS ¹	COURTESY RIDERS	TOTAL	PERCENTAGE OF ELIGIBLE STUDENTS	AVERAGE DISTANCE
St. Dominic CES	625	394	9	403	64%	2.13 km
St. James CES	214	90	5	95	44%	1.98 km
St. Joseph (O) CES	380	203	25	228	60%	2.33 km
TOTAL	1,219	687	39	726	56%	2.14 km

NOTE: As per the HSTS Operating Procedure HS-1-003 – Eligibility Factors, elementary students that reside more than 1.6 kilometers from their home school are eligible for transportation. Eligibility for transportation may also be granted in instances where there are potential safety hazards along the student route. See Appendix H Walking Map.

2.2.6 Meeting Program Needs and Accessibility Standards

21st Century Learning environments require flexible spaces that can be used for multiple purposes, including group collaboration, breakout meetings and one-to-one teaching. All facilities within the accommodation review area were evaluated against the Board’s standard for the construction of new school facilities for several programming criteria. The results of this evaluation are summarized in Table 7.

Table 7: Facility Programming Needs

CRITERIA	BENCHMARK	ST. DOMINIC CES	ST. JAMES CES	ST. JOSEPH (O) CES
Gymnasium	Double gym	Two (2) Single gyms	Single gym	Single gym
Kindergarten Space	1,100 m ² with washroom	Adequate	Adequate	Adequate
Resource Rooms/Space	~1 Resource room per 100 pupil places	Inadequate	Inadequate	Inadequate
Program Teacher Workspace	Workstation + resource storage	Inadequate	Inadequate	Inadequate

2.3 Initial Staff Report Recommendation

Staff is recommending to consolidate St. Joseph School and St. James School into a **newly constructed 504 pupil place facility located on the existing St. Joseph School site for the 2017-18 school year** as well as a **4,620 square meter rebuild of the existing St. Dominic School**. In addition, the Board is also proposing to construct an 88 place five (5) room child-care centre as a wing to the new St. Dominic School rebuild.

To fund the project, the Board is requesting **\$21,518,970** for the Oakville South Central School and St. Dominic Rebuild School projects which consist of **\$10,790,825 SCC Funding for the new Oakville South Central School (St. Joseph rebuild)** and **\$8,534,606 SCC Funding for the St. Dominic School partial rebuild** and **\$2,520,850 Child Care Funding**.

Staff recommends that the following actions be taken within the **Oakville South QEW Neighbourhood** accommodation review area:

- 1) Demolish the existing St. Joseph School, and construct a 504 pupil place elementary facility on the existing site for the 2017-2018 school year;
- 2) Demolish 4,412 square meter wing of the existing pre-1995 St. Dominic School wing, and construct a 377 pupil place addition, and convert the existing General Purpose Room into an 88 place five (5) room child-care centre wing; and,
- 3) Close St. James, and re-locate the existing Oakville Thomas Merton Adult Learning Centre (currently leased commercial space) into the facility currently \$774,000 per year lease.

As demonstrated in Table 8 below, the proposed accommodation plan would have the effect of removing at total **277 surplus pupil places**, providing for an average 10 year utilization of approximately 103% (98% Oakville South Central / 109% St. Dominic). This plan will also allow for a number of operational and capital/renewal savings over a 15 year period – discussed in Section 2.3.2 and Section 2.3.3 – as well as ensure that programming, accessibility standards, and energy efficiency will be significantly enhanced with the construction of a new state of the art facility.

Table 8: Projection – Oakville South Central school projects

School Name	OTG	Opening	5 year projection					10 year projection				
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Oakville South Central School	504	555	520	509	495	493	491	481	472	474	464	457
		110%	103%	101%	98%	98%	97%	96%	94%	94%	92%	91%
St. Dominic CES (Partial Rebuild)	527	602	604	598	589	583	580	565	561	549	545	542
		114%	115%	114%	112%	111%	110%	107%	106%	104%	103%	103%
Head Count	1031	1157	1124	1108	1084	1076	1071	1046	1032	1023	1009	999
Utilization (%)		112%	109%	107%	105%	104%	104%	101%	100%	99%	98%	97%
Surplus Space (+,-)		-126	-93	-77	-53	-45	-40	-15	-1	8	22	32

As part of the recommendation, staff also seeks to re-direct all existing programs offered at the two (2) consolidated schools to the new Oakville South Central School. The newly constructed school will offer the regular JK-8 program and the Extended French Immersion (Grade 5-8).

2.3.1 Walking and Transportation Considerations

A preliminary analysis of the proposed attendance boundary for the proposed Oakville South Central School estimates that a total of 380 students would be eligible for transportation, which is 67% of the student school population. The average distance for students to the new school is approximately 2.75 kilometers (max distance of 4.48 kilometers), which is an increase of 0.60 km to the current average distance. Table 9 summarizes the current situation and the proposed solution:

Table 9: Transportation Comparison Summary

SCHOOL NAME	TOTAL STUDENTS (OCTOBER 2015)	ELIGIBLE RIDERS (DECEMBER 2015)	PERCENTAGE OF STUDENTS	AVERAGE DISTANCE	TOTAL BUSSING COST PER YEAR
Status Quo (Current)	594	293	52%	2.15 km	\$179,500
Proposed Solution	594	400	67%	2.75 km	\$216,000
Difference		+107	+9%	+0.60 km	+\$36,500

The Halton Student Transportation Service (HSTS), confirms that although a higher number of students will be transported, with the use of a higher distribution of large buses over small buses, the annual busing costs are anticipated to increase by approximately \$36,500. This cost will drop over time as enrolment declines. Please refer to Appendix H for an estimated walking distance map.

The transportation needs cost estimate analysis conducted by HSTS reviewed the current number of vehicle routes operating in the affected area and compared it to the consolidation proposal by completing proposed routes based on the new boundary to calculate the number of future busing route needs. The projected costs assume an increase in route costs (inflation) over two (2) years and route sharing with the co-terminus board (HDSB). Further savings are anticipated depending on the overall program needs in the future of both boards, which at this time have not been considered.

2.3.2 Current vs. Proposed Capital Cost Savings

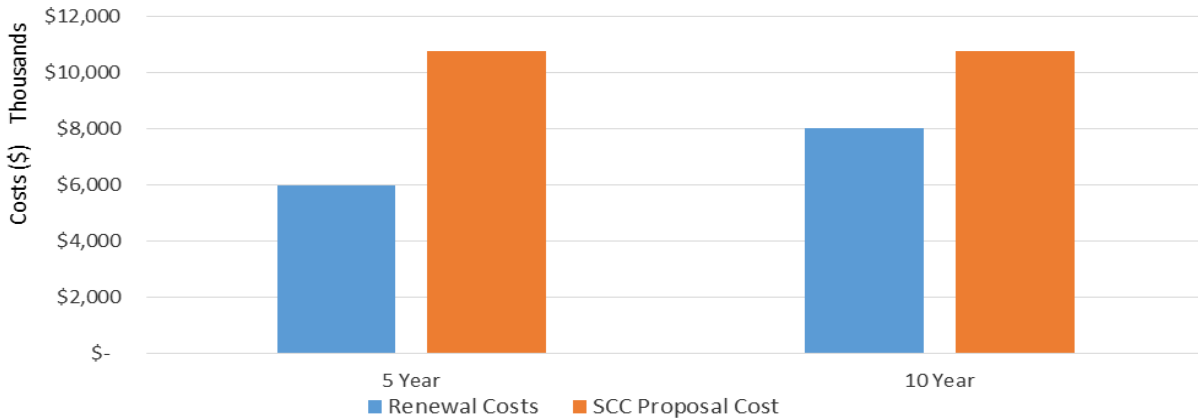
Currently, the 5 year renewal needs for St. Joseph School and St. James School amount to approximately \$6.0M, which is expected to rise to approximately \$8.0M over a 10 year period. At 5 years, this total amounts to 55% of the proposed Oakville South Central School construction cost of \$10.8M, and at 10 years, 74% of the construction and renewal costs of a new facility – this information is displayed below in Table 10 and in Figure 1.

Table 10: Capital Cost Comparison – Oakville South Central School

Existing Schools	Code	5 Year	10 Year
St. James CES	STJA	\$2,511,362	\$3,441,766
St. Joseph (O) CES	JOSO	\$3,459,506	\$4,571,420
Total Oakville South QEW Review Area Cost (\$)		\$5,970,868	\$8,013,186
New Oakville South Central School	JOSO Cap	\$10,790,825	\$10,790,825
	Renewal	\$-	\$-
Total Oakville South QEW Cost (\$)		\$ 10,790,825	\$ 10,790,825

Renewal needs would not account for any required investments to update existing facilities with current accessibility, fire code improvements, LED lighting, natural kindergarten playgrounds and other modernization improvements that this project would have the effect of introducing.

Figure 1: Capital Cost Comparison – Oakville South Central School

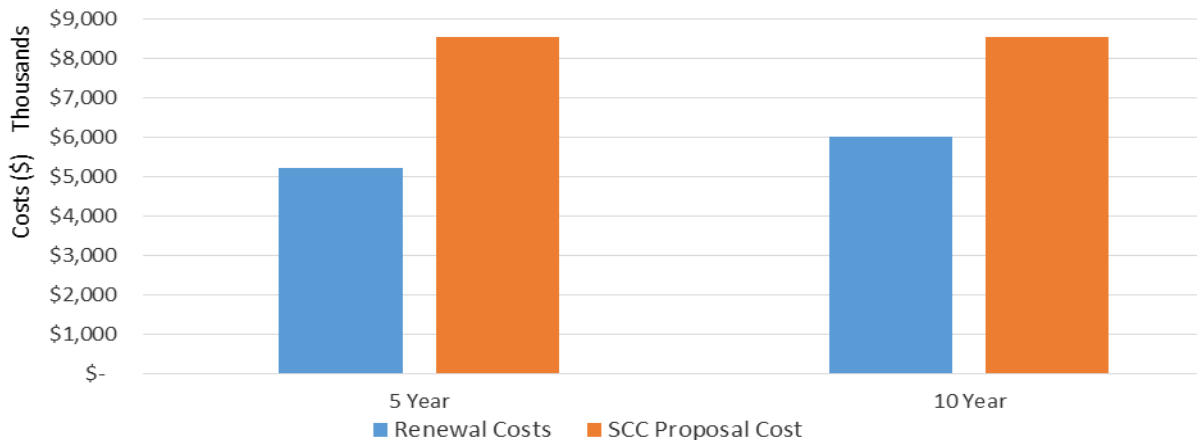


Currently, the 5 year renewal needs for St. Dominic CES amounts to approximately \$5.2M, which is expected to rise to approximately \$6.1M over a 10 year period. At 5 years, this total amounts to 61% of the proposed Oakville South Central School construction cost of \$8.5M, and at 10 years, 70% of the construction and renewal costs of a new facility – this information is displayed below in Table 11 and in Figure 2.

Table 11: Capital Cost Comparison – St. Dominic School Partial Rebuild

Existing Schools	Code	5 Year	10 Year
St. Dominic CES	DOMI	\$5,215,684	\$6,011,140
Total St. Dominic Cost (\$)		\$5,215,684	\$6,151,877
St. Dominic (Rebuilt) CES	DOMI Cap	\$8,534,606	\$8,534,606
	Renewal	\$ -	\$ -
Total Oakville South QEW Cost (\$)		\$8,534,606	\$9,534,606

Figure 2: Capital Cost Comparison – St. Dominic School Partial Rebuild



Again, the renewal needs would not account for any required investments to update existing facilities with current accessibility, LED lighting, natural Kindergarten playgrounds and other modernization improvements that this project would have the effect of introducing.

2.3.3 Current vs. Proposed Operating Cost Savings

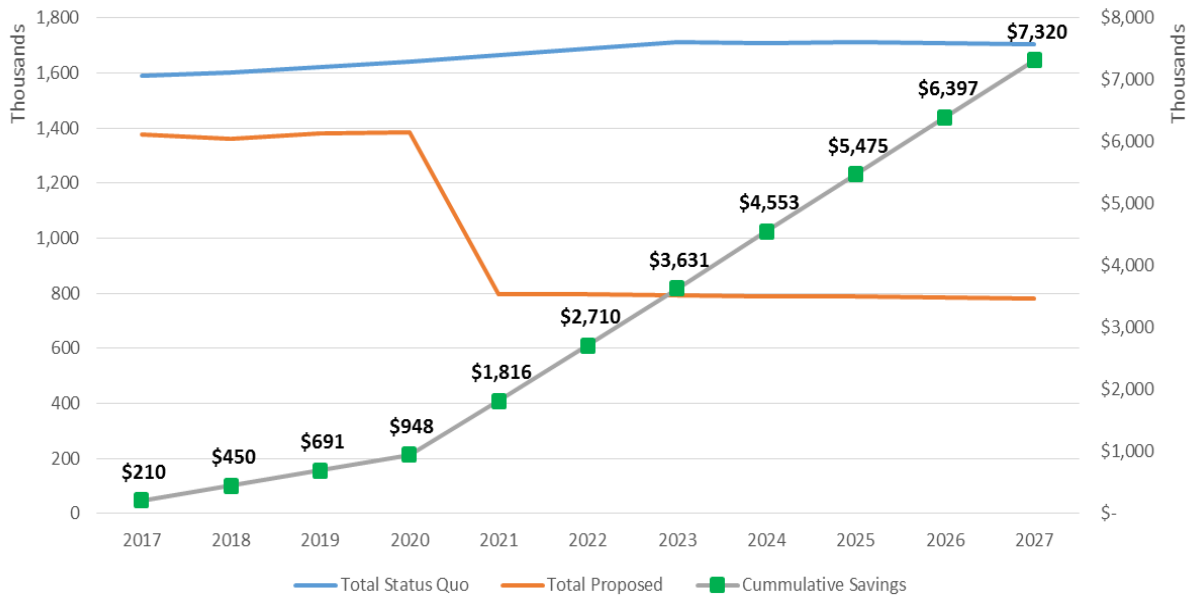
As part of this cost analysis, operating expenses include: maintenance costs, custodial costs, utilities (electric, gas, water), portable classroom costs, and transportation costs. Staffing cost considerations have not been included at this current time, but are anticipated to result in additional cost savings. Refer to Table 12 for a cost breakdown, and Figure 3 for an annual cost comparison of the Oakville South Central School project.

Currently, the annual operating expenditure for St. Joseph CES and St. James CES and the currently leased Oakville ALC, is estimated at \$1.6M. The proposed solution of a consolidated school, operating expenditure comparable to the most recent build (St. Benedict CES) was used. Initially the rebuild solutions will incur higher portable classroom costs at peak enrolment. Transportation cost also increased slightly as the number of eligible riders increased. The proposed option's operating costs are estimated at \$1.3M, and will drop to \$782K after the lease on the Oakville ALC comes to term – includes the cost to operate the new Oakville South Central School and the ALC using St. James facility. Over a 10 year period, this is anticipated to reach a cumulative savings of approximately \$7.3M.

Table 12: Annual Operational Cost Comparison – Oakville South Central School

		2017	2022	2027
Status Quo	Operational Costs	\$1,409,082	\$1,530,886	\$1,557,441
	Transportation Costs	\$179,500	\$158,663	\$147,755
	Portable Classroom Costs	\$-	\$-	\$-
	Total Status Quo	\$1,588,582	\$1,689,549	\$1,705,196
Proposed Option	Operational Costs	\$1,120,524	\$604,526	\$604,526
	Transportation Costs	\$216,000	\$190,926	\$177,800
	Portable Classroom Costs	\$42,000	\$-	\$-
	Total Proposed Option	\$1,378,524	\$795,452	\$782,326
Annual Savings		\$210,058	\$894,098	\$922,870
Cumulative Savings		\$210,058	\$2,709,872	\$7,320,111

Figure 3: Annual Operational Cost Comparison (ALC Operations excluded in 2020-21 onward)



Currently, the annual operating expenditure for St. Dominic CES amounts to approximately \$503K (refer to Table 13 for a cost breakdown). The proposed option’s operating costs are estimated at \$498K, and will drop to \$444K over a 10 year period as portable needs decrease, anticipated to reach a cumulative savings of approximately \$54K. Although operational savings are marginal, the renewal cost avoidance is significant.

Table 13: Annual Operational Cost Comparison – St. Dominic Rebuild Proposal

		2017	2022	2027
Status Quo	Operational Costs	\$334,128	\$334,128	\$334,128
	Transportation Costs	\$112,500	\$108,507	\$101,267
	Portable Costs	\$56,000	\$42,000	\$14,000
	Total Status Quo	\$502,628	\$484,635	\$449,395
Proposed Option	Operational Costs	\$322,021	\$322,021	\$322,021
	Transportation Costs	\$120,000	\$115,741	\$108,018
	Portable Costs	\$56,000	\$42,000	\$14,000
	Total Proposed Option	\$498,021	\$479,762	\$444,039
Annual Savings		\$4,607	\$4,873	\$5,355
Cumulative Savings		\$4,607	\$28,312	\$54,429

3.0 Consultation Process and Feedback Gathered

Staff acknowledged from the beginning that the process of school consolidations will have a significant impact on school communities. Thus, gathering as much community feedback as possible will help better inform staff of the community's needs, and provide Trustees with a breadth of knowledge of the community's outlook on the proposal. The following subsections summarize the feedback gathered to date.

3.1 Notification Methods

Board staff have made every effort to ensure the community was adequately notified of the Board's approval of the Modified Pupil Accommodation Review process being undertaken in the Oakville South Central accommodation review area.

A summary of the communication process is as follows:

1. Board website updated on January 20, 2016 – Pupil Accommodation Review button placed prominently on the landing page of the website. Updates ongoing.
2. Email letters and FAQ sheet distributed to each parent and staff member in the impacted school communities on January 20, 2016. Follow up emails sent to parents on January 27th, February 17th, March 2nd, and March 15th.
3. Copy of letter to staff and an FAQ sheet shared with Presidents of Unionized Employee Groups on January 20, 2016.
4. Letter sent via email to St. Dominic Parish Pastor and St. James Parish Pastor on January 26, 2016.
5. Hardcopy letters hand-delivered on January 26, 2016 to neighbours and residents adjacent to and abutting the school communities.
6. Online discussion forum; available from January 27, 2016
 - a. (www.muut.com/oakville-southcentral-mpar)
7. Media Release – Distributed January 28, 2016
8. Letters sent to Regional Chair, Mayor of Oakville and Local Councillors, and Member of Provincial Parliament for Oakville on January 29, 2016.
9. Presentations to School Staff
 - a. (January 27, 2016 at St. James School; February 1, 2016 at St. Joseph; and February 4, 2016 at St. Dominic)
10. Presentations to Catholic School Councils
 - a. (February 4, 2016 at St. James School; February 18, 2016 at St. Joseph CES; and February 23, 2016 at St. Dominic School)
11. An online survey, made available February 17 to March 11, 2016.
12. School newsletter/website message was provided to schools.
13. Community Consultation Meeting on March 7, 2016, at St. Thomas Aquinas CSS
 - a. Parking Lot Questions – posted online Tuesday March 8, 2016
 - b. Transcribed Table Discussions

3.2 Feedback Opportunities

A number of opportunities were provided for the community to provide their feedback on Staff's recommended proposal. This information was gathered and collated by staff. The following subsections summarize each opportunity provided to the community to comment on the proposal. The full Interim Staff report can be accessed on the board website, which includes all feedback gathered ([click here – hcdsb.org](http://hcdsb.org)).

3.2.1 Catholic School Council / Staff Presentations

Staff met with St. James, St. Joseph, and St. Dominic school staff on January 27, 2016, February 1, 2016, and February 4, 2016, respectively. Staff visited School Councils at St. James, St. Joseph, and St. Dominic Schools on February 4, February 18 and February 23, 2016, respectively.

A presentation was provided which offered an overview of why a Modified PAR was recommended and how staff arrived at the recommended option to consolidate into a proposed new school on the existing St. Joseph (O) School site. Staff informed attendees about the next steps in the MPAR process.

3.2.2 Online Discussion Forum

An online discussion forum has been active for parents and community members since January 27. A link to register for the online forum was provided by email, through the school newsletter, and also posted on the Board's website.

As demonstrated in Table 14, shown below, a total of 104 users registered on the forum. Many of the predominant themes from the forum have been echoed at the Community Consultation Meeting. A complete record of what posted on the forum as of March 16, 2016, was made available in Appendix B of the Interim Staff Report.

Table 14: Online Survey Respondent Review

# Registered Users	# of Active Users (Posted Comments)	Total # of Comments Posted
104	13	24

3.2.3 Online Survey

From February 17, 2016, to March 11, 2016, the Strategic Communications Department opened an online survey portal that contained the same three (3) questions that were to be presented at the Community Consultation Meeting on March 7, 2016.

A total of 53 survey responses were received from community members. An analysis of the online survey results completed by the Research and Development Services department, and was attached as *Appendix C of the Interim Staff Report* – for a summary, please refer to Appendix A of the present report.

3.2.4 Community Consultation Meeting (CCM)

A Community Consultation Meeting (CCM) was hosted on March 7, 2016, at St. Thomas Aquinas CSS. Prior to the meeting 179 members of the community pre-registered to attend, 117 attended including 41 that had not pre-registered. This represents approximately 10% of the total population of school aged children attending the three (3) affected schools. Table 15 below summarizes who attended the meeting, and which boundaries the attendees are geographically located.

The format of the CCM started with staff providing parents and community members with an information session of the review process, the recommended option, and the concerns and feedback received at that point in time. The attendees were seated around tables in groups of up to ten (10) with one (1) staff or parent volunteer acting as a scribe. Three (3) questions were posed to the attendees (the same as the online survey), which included the following:

- 1) What do you like best about the proposed plan?
- 2) What challenges do you see with the proposed plan?
- 3) Do you have any suggestions to improve the proposed plan?

Table 15: Breakdown of Community Consultation Attendance

School Name	2015 Enrolment	Registered	Walk Ins	Attending Registrants	Did not Attend	TOTAL Attendance
St. Dominic CES	625	67	15	29	38	44
		25%	6%	11%	14%	16%
St. James CES	214	32	8	15	17	23
		13%	3%	6%	7%	9%
St. Joseph CES	380	66	16	29	37	45
		26%	6%	12%	15%	18%
Out of Bounds	NA	14	2	3	11	5
TOTAL	767	179	41	76	103	117
		23%	5%	10%	13%	10%

Each attendee at the table had an opportunity to respond to each question and had their response recorded by the scribe. The results of the table discussions were compiled and were attached as *Appendix D of the Interim Staff Report*.

Although there was no open question session, during the breakout session, staff were available to address any comments and concerns in a small group setting. Additional questions from the community were collected on large pads of paper, for all to see, and for parents to record their questions and receive a formal response from staff. Staff compiled the answers to the question and posted them on the Board website, and were attached as *Appendix E of the Interim Staff Report*.

3.2.5 Other Communications

Further to the above detailed consultation, one letter was received in hardcopy, offering feedback on the proposed recommendation. This feedback was attached as *Appendix F of the Interim Staff Report*.

4.0 Responses to Delegations

On April 5, 2016, at the Regular Meeting of the Board, staff received a total of four (4) delegations from the community related to the Oakville South Central school proposal. They are each attached as part of Appendix B. A summary of themes, provided in more detail in the Minutes of the Board, is provided as well as a response from staff on issues that were raised where necessary. The following are the delegations that were received by the Board:

- 5.1 S. Bean, C. Suter and M. Sparrock – South Oakville PAR
- 5.3 L. Chan, C. Nicholson and C. Reddick – South Oakville PAR
- 5.8 I. Vala – South Oakville PAR
- 5.21 J. Hood – South Oakville PAR

The following subsections provide a discussion on the general themes presented in each delegation made to the Board of Trustees.

4.1 Support Staff Recommendation

Delegates outlined the many benefits to students of the new learning facilities planned for the reconstructed St. Dominic School, including the addition of a Child Care Centre to the school. Delegates recognized the need to be temporarily relocated to St. James School for a 12 to 18 month period while construction activities are undertaken at the St. Dominic School. Delegates viewed this “as short term pain for long term gain for the community”.

Furthermore, comments were provided on several elements of the proposal that would benefit the school communities, such as: 21st Century learning environment; natural lighting; dedicated science, music and art rooms; natural outdoor play area; double gym; improved parking and traffic flow; new school; and the introduction of a childcare facility; quality of educational experience and enhanced school community through consolidation.

Comments on the Transitioning Plan were also provided the Board was urged to include financial experts, parents, and administrators on the committee and sub committees as well as develop an in-depth communication plan.

The latter comment was expressed on a number of occasions as well in the community feedback collected, as well as other delegations made in response to the other PARs taking place in Halton. Accordingly, staff has further developed the framework of the Transition Planning phase of the MPAR, which is outlined in Section 5.0 of the report. A strong communication plan will be rolled out on the milestones identified in Section 5.4.

4.2 Site Plan Related Questions

Delegates while not in opposition to the proposal in principle, offered suggestions to the Board to improve the safety of neighbourhood students who walk and cycle to school using the south walkway

As a result, the following **Site Plan** improvement opportunities have been identified:

The site plan presented in the Board’s proposed option is meant to serve as a conceptual design to ensure that the proposed concept is viable on the site in question. This is a typical practice that Board staff uses to assess the feasibility of new sites purchased in new development areas (such as the North Oakville Secondary Plan area).

Should the proposal move forward, Board staff would retain an architect to fully refine the design of the school and the site to ensure the plan adheres to municipal by-laws, best design practices, with focus given to improving the walkability of the site. Improving walkability on the site could involve relocating the building and/or parking lots. The refined design phase of this project, should it move forward, would undergo extensive scrutiny and review at the site plan approval stage.

Lastly, to clarify, the number of parking spaces on site is dictated by the size of the school, as per the municipal zoning by-law. This is to ensure the full complement of parking spaces is available during peak hours and when the school is hosting large community events.

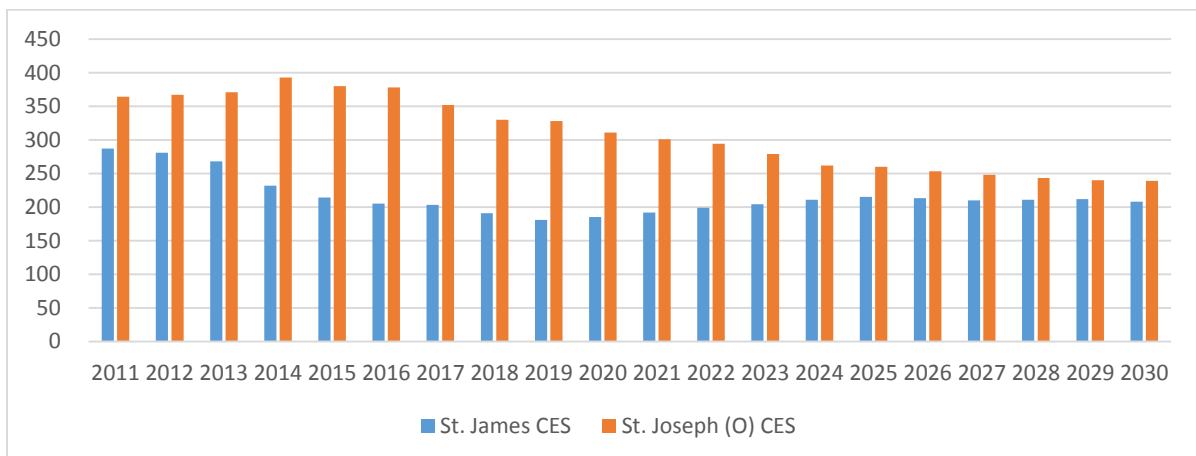
4.3 Enrolment Projections

Delegates were also critical of Staff’s enrolment projection methodology and were concerned that projections are too low and that as a result the proposed re-build at St. Joseph (O) would be too small to accommodate the combined enrolment. Staff have addressed this concern as follows;

Enrolment Projections – While the Average Daily Enrolment of the HCDSB is growing as a whole, there are areas within the Region of Halton that are continuing to see declines. Over time, as the number of aging communities increase, the growth in Halton may not offset declines like it once did in the past.

St. James School enrolment has been declining for a number of years, whereas at the St. Joseph School enrolment is expected to continue declining in the coming years as the size of JK classes continue to decline in numbers. It should also be noted that St. Joseph School enrolment is being supplemented by the presence of the Extended French Program, which draws from all schools south of the QEW in the Town of Oakville. Of the 147 students currently enrolled in the program, only 76 students are within the home boundary of St. Joseph School; whereas the program is drawing an additional 71 students from other schools within the area, namely: St. Dominic School = 42; St. James School = 16; St. Vincent School = 1; St. Luke School = 9; and Out of Catchment School = 3.

Figure 4: Enrolment Projections 2011-2030



4.4 Community Partnerships

Delegates spoke the unique needs of the St. James community given that this school serves many low income families and the concerns of being relocated to a more affluent and more distant school location.

Delegates questioned whether the Board had considered disadvantaged neighbourhoods in their studies as well as the impact of bussing these students to St. Joseph noting that the loss of security and community can be invaluable and irreplaceable. J Comments were also provided on the potential impact of losing students to the public system.

Staff understands that a School can be seen as a central community location (i.e. hub) to provide services to the surrounding community and act as a central area of congregation. This said, staff maintains that the preferred location for the new Oakville South Central School be on the St. Joseph Site. However, Staff has reviewed the proposal and believes there is an opportunity to seek additional community uses for the space available within St. James School building which may not be required for the Adult Learning Centre..

Accordingly, Board staff have been in discussions with the Region of Halton regarding the provision of community services located in schools. These services could include, but are not limited to: before and after school programs; senior care programs; and other community programs that are identified as being needed.

St. James School community area could be a potential location for these community services. The Region, along with the Our Kids Network, will be exploring potential community service needs, inclusive of the St. James School community and surrounding area, and report back to Board staff. No timelines have been determined at this time. The Board would then confirm if the potential programs suggested would be a fit for our schools, inclusive of St James School.

5.0 Transition Planning Overview

As mentioned in Section 4.0, based on community consultation feedback, there was a strong desire to receive additional details on matters related to transitional planning if approvals were granted. Matters of most interest pertained to the formulation of the Transition Committee and their roles and responsibilities; the staff recommended Transition Plan and how the committee can provide comments; and when the Committee would be established. These matters are covered in full within the draft “Template Terms of Reference for Transition Committee”, found in Appendix E of the present report.

Accordingly, the following sub-sections provides an overview of what could be expected after approvals are granted. It should be noted that the following is preliminary, and the terms of reference in draft format. Additional details would be provided once Board approvals and Ministry funding approvals thereafter are granted.

5.1 Required Approvals

Before a transition committee is established, the Board of Trustees must first approves staff’s recommendation or part thereof. At that point in time, members of staff will be appointed as Core Resource Members and Staff Resource Members of the Transition Committee to begin preliminary works in developing the draft Transition Accommodation Plan.

The Core Members of the Transition Committee, comprised of members of the school community, will be established after Ministry Approvals have been granted for the project. The need to wait for Ministry approvals as the starting date is to ensure that those involved are representatives from the communities that have a stake in the process at the time of approval and implementation date, as Ministry approvals are not guaranteed after a first submission (as is seen in Capital Project funding requests).

Core Resource Members and Staff Resource Members of the Committee will be responsible for creating the Initial Transition Accommodation Plan that will be provided to the Core Members of the Transition Committee for review and commenting in an advisory role, to inform the development of a Final Transition Accommodation Plan (both are defined in Section 1.0 of the Terms of Reference attached as Appendix E).

5.2 Preliminary Transition Accommodation Plan

At this time, staff presents the following temporary accommodation plan for the transition year. This plan will be bolstered with additional details once the Board of Trustees and Ministry approves funding for the project and a confirmed timeline is set for the project:

- Re-locate all St. Joseph School students to St. James School until the construction of the new facility is completed – portable classrooms will be required;
 - Provide a conceptual plan as to where the portables will be located on site
 - Provide a tentative moving schedule
 - Pending when the project is approved (either late spring or fall), staff will need to provide information to the Core Members of the Transition Committee of the school organisation and whether it will operate as one (1) or two (2) schools, staffing allocations, and classroom organization.

- Once complete, re-locate St. Joseph and St. James students to the new Oakville South Central School
 - Provide a tentative moving schedule
- Re-locate all St. Dominic School students to St. James School until the construction of the updated facility is completed – portable classrooms will be required; and,
 - Provide a conceptual plan as to where the portables will be located on site
 - Provide a tentative moving schedule
 - Pending when the project is approved (either late spring or fall), staff will need to provide information to the Core Members of the Transition Committee of the school organisation, staffing allocations, and classroom organization.
- Once all students are relocated to their final schools, St. James School will be designated as the new Oakville Thomas Merton Adult Learning Centre.

As mentioned previously, the full Transition Committee will only be established once the Board of Trustees approves an accommodation plan option and once Ministry Funding is approved and made available. In absence of these approvals, the implementation of the accommodation plan shall not occur.

As mentioned previously, staff has developed a Template Terms of Reference for the Transition Committee (attached as Appendix E), which outlines the mandate of the committee, membership of the committee, roles and responsibilities, and the meeting of the committee. The following sub-sections provide a synopsis of what is presented in the Terms of Reference:

5.3.1 Mandate of the Committee:

As outlined in Section 2.0 of the Terms of Reference, the Transition Committee will have an advisory role. Members shall represent the school(s) involved in the approved pupil accommodation review and will act as the official conduit for information shared between the Board and the communities involved.

The Transition Committee is tasked in providing feedback with respect to the Initial Transition Accommodation Plan. The plan would include as a minimum (but is not limited to) the following:

<ul style="list-style-type: none">• Information on the timing of the transition plan• Information on selected holding school (if required)• Information on portable classroom needs (if required)• Information on proposed school organizational structure and class composition (solution dependent upon timing of Ministry funding)• Information on School transportation needs and bell times	<ul style="list-style-type: none">• Information on moving logistics to holding school• Strategies for student integration with new school community• Dynamics of home to school parish connections• Information on proposed class compositions• Strategies for student Integration with new school community• School finances, purchased equipment, and future purchases
--	---

The Transition Committee will also be tasked in taking a lead role in providing recommendations to the Chair to the matters listed below:

- | | |
|--|---|
| <ul style="list-style-type: none">• Community building and transition activities• School closing event(s) – in collaboration with staff• Selecting the new school name (in accordance with Board policy and procedure)• School uniform and logo (in accordance with Board policy and procedure) | <ul style="list-style-type: none">• Coordination of school academic resources distribution (if required)• Teams, clubs, and extra-curricular activities during transition year• Recommendations for School Generated Funds (SGF) purchases for new school (in accordance with Board policy and procedure)• Other items as identified by the Transition Committee |
|--|---|

The purpose of the Transition Committee is to provide the local perspective of stakeholders of the consolidation schools, and to provide constructive feedback on behalf of the community to the designated School Superintendent regarding the Initial Transition Accommodation Plan.

Additional details on the discussion items above are provided in Appendix F, with a summarised description of each and the members that would be involved in the process.

5.3.2 Membership of the Committee:

As outlined in Section 3.0 of the Terms of Reference, the following are the Members that the Transition Committee is to be comprised:

Core Members of the Transition Committee:

- at least two (2) parents representatives from each school involved in the decision;
- at least one (1) school council representatives involved in the decision;
- at least two (2) teacher representatives from each school involved in the decision
- the Principal or Vice-Principal of each school involved in the decision;
- one support staff member of each school involved in the decision
- Such other persons as appointed by the Director of Education.

Core Resource Members of the Transition Committee will include:

- Administrative assistant to the School Superintendent acting as chair; and,
- Superintendent of Facility Services Management or designate.

Staff Resource Members of the Transition Committee:

- Administrator of Planning Services or designate.
- Superintendent of Business Services or designate;
- Administrator, Strategic Communications or designate;
- Executive Officer, Human Resources or designate;
- Senior Administrator, Information Technology or designate; and,
- Halton Student Transportation Services (HSTS) representative.

Optional Members of the Transition Committee:

- at least one (1) and a maximum of two (2) grade 6 to grade 7 student representatives from each school involved in the decision;
- at least one (1) Priest and one (1) Pastoral Minister of each parish involved in the decision;
- representative of a Child Care Providers involved in the decision;
- Community representatives (i.e. not-for-profit organizations); and,
- Municipal Planning staff from the applicable municipality.
- Region of Halton staff

5.3.3 Role and Responsibilities of the Transition Committee

The Chair of the Transition Committee, appointed by the Director of Education, will facilitate the Transition Committee proceeding.

Core Transition Committee member are expected to provide feedback on the Initial Transition Accommodation Plan, and items listed in (but not limited to) Section 2.2 of the present Terms of Reference. Core Transition Committee member are also responsible in providing recommendations to the chair of the committee on the lead items listed in (but not limited to) Section 2.3 of the present Terms of Reference, which the final outcome will be added to the Final Transition Accommodation Plan.

Core Resource Members and Staff Resource Members are to provide the Transition Committee with copies of the Initial Transition Accommodation Plan, drafted by Board staff.

Board staff is also responsible for completing and presenting the Final Transition Accommodation Plan to the Transition Committee, which will identify all matters identified in, but not limited to, Section 2.2 and 2.3 of the Terms of Reference, and will include all feedback, modifications, and proposed plans approved by the Chair.

5.3.4 Meetings of the Transition Committee

As described in Section 5.0 and 6.0 of the Terms of Reference, the Transition Committee will hold at least one (1) orientation meeting and three (3) working meetings to discuss matters relating to the draft Transition Accommodation Plan matter described in Section 2.2 and the subject matters described in Section 2.3 of the Terms of Reference.

In the event that the Transition Committee believes additional meetings are required, they may choose with the approval of the Chair of the committee to hold additional working meetings as deemed necessary. Additional meetings will need to be cognizant of the project timelines to ensure a plan is in place prior to implementation of the Transition Accommodation Plan.

Once all feedback is gathered from the committee, the information will be used to inform the Final Transition Accommodation Plan that will be utilized for the implementation of the project. Prior to implementing the plan however, the Final Transition Accommodation Plan must be relayed to community stakeholders as information.

5.4 Preliminary Milestones for Transition Planning

The following provides a summary of the milestones anticipated for the Transition Planning phase of the **North Georgetown Modified Pupil Accommodation Review** if it were to be approved:

1. Board of Trustees approves an accommodation plan for the review area;
2. Board staff starts developing the draft Transition Accommodation Plan in wait for Ministry Funding;
3. Ministry of Education approves the proposed accommodation plan;
4. Board staff completes the Initial Transition Accommodation Plan with updated timelines;
5. The Director of Education shall appoint a School Superintendent as Chair for the Transition Committee, which will identify the Core Members of the committee;
6. Once committee is established, an orientation session is to be held, which will have the purpose of:
 - a. Review and complete the Term of Reference
 - b. Brief members on their roles and responsibilities
 - c. Brief members on the contents of the draft Transition Accommodation Plan
 - d. Set future working meeting dates, and agenda items to be discussed at the inaugural meeting (future agenda set at following meetings)
7. All information gathered in working meeting collated and integrated in a Final Transition Accommodation Plan, which is to be presented to the Committee as information; and,
8. Following the completion and presentation of the Final Transition Accommodation Plan to the Transition Committee, the plan is to be widely communicated through a range of media to the community involved in the decision and plan
9. Transition Plan implemented into action.

6.0 Staff Recommended Accommodation Plan

In the Interim Staff Report presented to the Board of Trustees on March 22, 2016, staff recommended the same option as was presented in the Initial Staff Report presented on January 19, 2016. The option contemplated a consolidation of two (2) existing elementary schools, namely St. James and St. Joseph school, into one (1) new build, and the proposed a partial rebuild of St. Dominic School.

The plan has been reviewed by Watson and Associates, a third party consultant, which confirmed the review area was declining in enrolment, and confirmed the viability of the proposed school consolidation project.

It should be noted that a number of comments were received as per the ultimate location of the newly constructed Oakville South Central School. Staff maintains that the location is still optimal given it's centrality to the proposed boundary, existing students, and centrality for offering the Extended French program.

As discussed in Section 4.0 of the report, additional consideration was made to find solutions to increase community supports available in the St. James School area within the existing building being retained by the Board. This is reflected in the staff's Final Recommendation to the Board, summarised below:

6.1 Final Accommodation Plan

Based on the needs of students and feedback, staff recommends that the following actions be taken within the **Oakville South Central** accommodation review area:

- 1) Demolish the existing St. Joseph School, and construct a 504 pupil place elementary facility on the existing site for the 2017-2018 school year;
- 2) Demolish 4,412 square meter wing of the existing pre-1995 St. Dominic School wing, and construct a 377 pupil place addition, and convert the existing General Purpose Room (library) into an 88 place five (5) room child-care centre wing;
- 3) Close St. James, and re-locate the existing Oakville Thomas Merton Adult Learning Centre (currently leased commercial space) into the facility – \$774,000 per year lease (2015); and,
- 4) Work closely with the Region to introduce programs and supports within the additional space in St. James School to foster a continued “community hub” approach in the area by identifying additional community partners.

Table 16: Projection – Proposed Oakville South Central Projects

School Name	OTG	Opening	5 year projection					10 year projection				
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Oakville South Central School	504	555	520	509	495	493	491	481	472	474	464	457
		110%	103%	101%	98%	98%	97%	96%	94%	94%	92%	91%
St. Dominic CES (Partial Rebuild)	527	602	604	598	589	583	580	565	561	549	545	542
		114%	115%	114%	112%	111%	110%	107%	106%	104%	103%	103%
Head Count	1031	1157	1124	1108	1084	1076	1071	1046	1032	1023	1009	999
Utilization (%)		112%	109%	107%	105%	104%	104%	101%	100%	99%	98%	97%
Surplus Space (+,-)		-126	-93	-77	-53	-45	-40	-15	-1	8	22	32

Note that the St. Joseph Site is also optimal for the contemplated school, as was discussed in Section 2.2.4 – see Figure 5 for concept plan.

Table 16, Figure 6, and Figure 7 present the enrolment projections of the proposed projects. It is important to note that portable classrooms are projected to be required in the first years of the proposed school openings. This is typical as the intent is to construct for long term needs and prevent constructing space that will be empty in the long term.

Figure 5: Oakville South Central School Concept Plan



Figure 6: Projection – Oakville South Central School

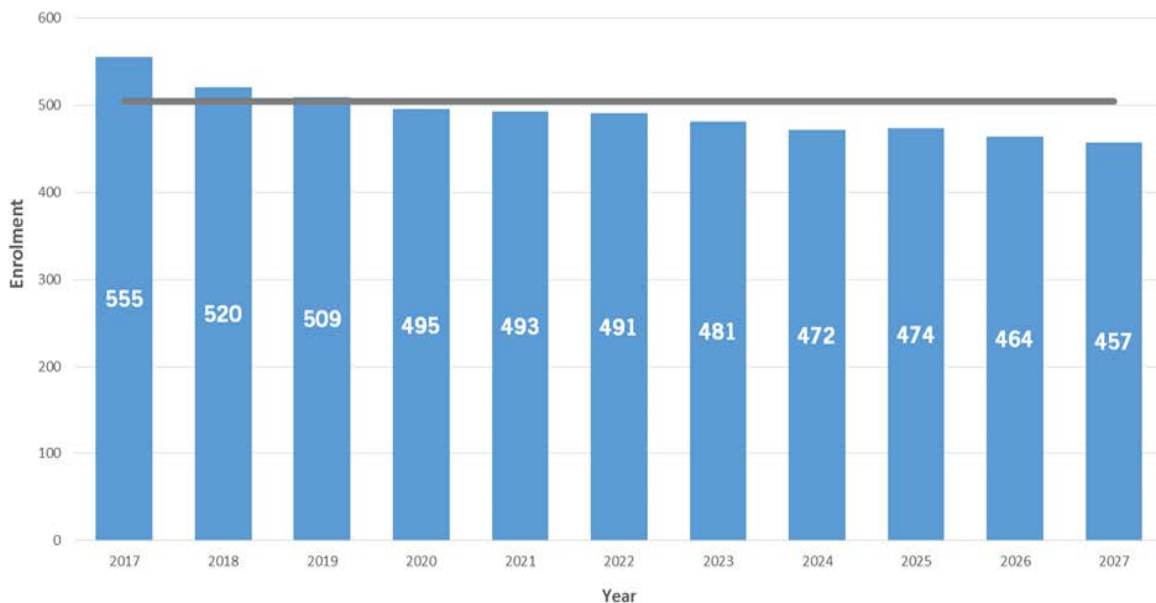


Figure 7: Projection – St. Dominic School Partial Rebuild Projects

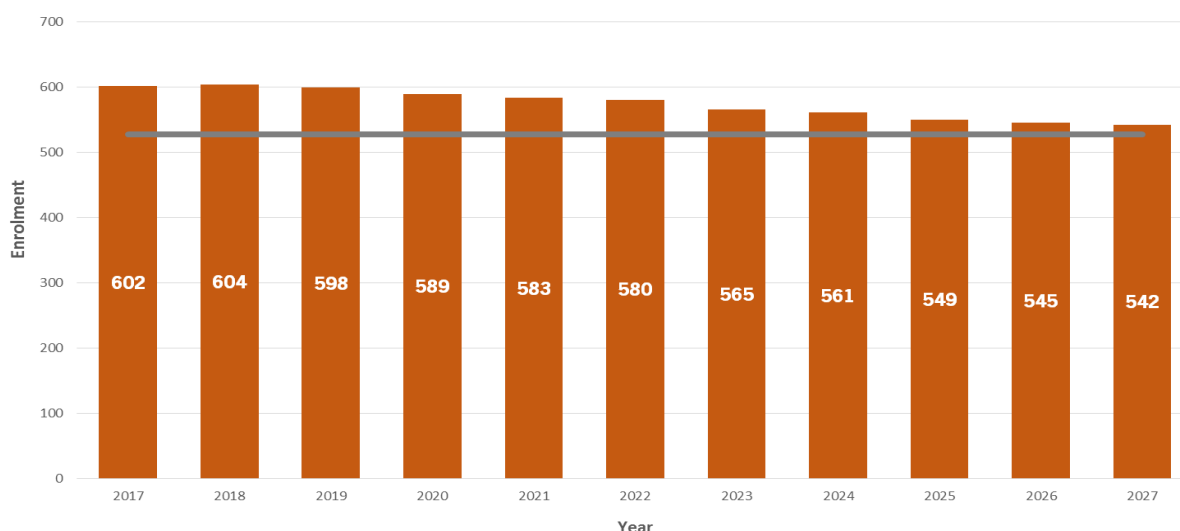


Table 17 and Table 18 below summarizes the evaluation of the proposed school consolidation option based on the staff defined criteria (introduced in Table 1 of the Interim Staff Report) to measure the viability of the proposed Oakville South Central accommodation plan.

Table 17: Option Development Criteria Summary – Proposed Oakville South Central School

CRITERIA	DESCRIPTION	PROPOSED OAKVILLE SOUTH CENTRAL SCHOOL PROJECT	(✓)
Facility Utilization between 90-125%	The optimal utilization for a school facility is between 90-125% to ensure that operational funding (both staffing and facility) is maximized on a by pupil basis. Situations where utilization is above 100% are often introduced to ensure that the Board does not build at peak enrolment, and instead at a sustainable enrolment level.	Yes, facility utilization remains above 90% and below 125% over a 10 year horizon.	(✓)
500-671 FBC/OTG	Based on previous experiences at the Board, and following Ministry Benchmarks defined by the Expert Panel (for school design), the optimal size for a facility's Functional Building Capacity (FBC) is between 500-671 pupil places for the Board. This ensures that a wide range of program, staff, special needs, and extra-curricular options are available to the students.	Yes, 504	(✓)
Portable Needs	Boards will often install portable classrooms at schools as a temporary accommodation solution in situations where peak student enrolment surpasses the built capacity. Portable classrooms are therefore used in situations to avoid overbuilding.	Yes, at peak of 2 portable classrooms will be required on site, and will no longer be needed after 2 years.	(✓)

**Modified Pupil Accommodation Review:
Oakville South Central School Project**

CRITERIA	DESCRIPTION	PROPOSED OAKVILLE SOUTH CENTRAL SCHOOL PROJECT	(✓)
Accessibility	Review accessibility constraints on site and within the facility to ensure that equal access for all students and potential community partners is provided.	Yes, will meet current AODA guidelines and be fully accessible.	(✓)
Transportation Times	As per Halton Student Transportation Services (HSTS) Operating Procedure HS-3-004 – Duration of Trip, wherever feasible bus trips shall not exceed 60 minutes for the elementary panel, and 75 minutes for the secondary panel. <i>Note: the 60 minute maximum is intended to address rural areas where distance is a factor. In-town routes are anticipated to be comparable to the average transportation time of 14 minutes for the regular track Program.</i>	All students transported will not exceed 60 minutes on the bus. Transportation times are expected to range between 10-25 minutes, reflecting the current Board average of 14 minutes.	(✓)
Average Distance to School	Consists of an average distance between student households to school accommodations, whereby lower averages typically represent a more centralized location.	2.75 kilometers	(✓)
Site Size (Approx. 5+ acres)	In order to provide for adequate play space, parking facilities, pick up/drop off, bus loops, and other necessary exterior accommodations, a school site of five (5) or more acres is adequate.	Preferred Size, 5.46 acres	(✓)
Adjacent Uses	Have consideration for adjacent uses, where some uses are more sympathetic to a school's daily operations than other (i.e. park spaces vs. commercial plaza strips).	Residential	(✓)
Site Limitation(s)	Any additional factors that are unique to each school.	N/A	
Community Use	Where feasible, look to collaborative builds with Board approved community partners, as identified in Operating Procedure VI-78: Community Planning and Facility Partnerships	N/A	(✓)
Reduction in Pupil Places	With the phase out of “top up funding”, does the proposal have the effect of eliminating excess pupil places?	277 pupil places removed	(✓)
Renewal Cost Avoidance	How much Capital Resources does the project have the effect of avoiding in renewal costs?	\$5.97M - \$8.0M between a 5 – 10 year range	(✓)
Reduction of Yearly Operational Costs	How much Operational Savings are available with the proposal?	Approximately \$210,000 per year prior to 2020-21, and approximately 874,000 per year thereafter following the termination of the current Oakville ALC lease, and approximately \$7.0M over a 10 year period.	(✓)

Table 18: Option Development Criteria Summary – Proposed St. Dominic Rebuild

CRITERIA	DESCRIPTION	PROPOSED OAKVILLE SOUTH CENTRAL SCHOOL PROJECT	(✓)
Facility Utilization between 90-125%	The optimal utilization for a school facility is between 90-125% to ensure that operational funding (both staffing and facility) is maximized on a by pupil basis. Situations where utilization is above 100% are often introduced to ensure that the Board does not build at peak enrolment, and instead at a sustainable enrolment level.	Yes, facility utilization remains above 90% and below 125% over a 10 year horizon.	(✓)
500-671 FBC/OTG	Based on previous experiences at the Board, and following Ministry Benchmarks defined by the Expert Panel (for school design), the optimal size for a facility's Functional Building Capacity (FBC) is between 500-671 pupil places for the Board.	Yes, 527	(✓)
Portable Needs	Boards will often install portable classrooms at schools as a temporary accommodation solution in situations where peak student enrolment surpasses the built capacity. Portable classrooms are therefore used in situations to avoid overbuilding.	Yes, at peak of 4 portable classrooms will be required on site.	(✓)
Accessibility	Review accessibility constraints on site and within the facility to ensure that equal access for all students and potential community partners is provided.	Yes, accessibility improvements to be made to the existing school section during the rebuild to meet current AODA guidelines and be fully accessible.	(✓)
Transportation Times	As per Halton Student Transportation Services (HSTS) Operating Procedure HS-3-004 – Duration of Trip, wherever feasible bus trips shall not exceed 60 minutes for the elementary panel, and 75 minutes for the secondary panel. <i>Note: the 60 minute maximum is intended to address rural areas where distance is a factor. In-town routes are anticipated to be comparable to the average transportation time of 14 minutes for the regular track Program.</i>	Status quo	(✓)
Average Distance to School	Consists of an average distance between student households to school accommodations, whereby lower averages typically represent a more centralized location.	2.13 kilometers - Status quo	(✓)
Site Size (Approx. 5+ acres)	In order to provide for adequate play space, parking facilities, pick up/drop off, bus loops, and other necessary exterior accommodations, a school site of five (5) or more acres is adequate.	Preferred Size, 7.10 acres	(✓)
Adjacent Uses	Have consideration for adjacent uses, where some uses are more sympathetic to a school's daily operations than other (i.e. park spaces vs. commercial plaza strips).	Residential; Church	(✓)
Site Limitation(s)	Any additional factors that are unique to each school.	Limited frontage	

**Modified Pupil Accommodation Review:
Oakville South Central School Project**

CRITERIA	DESCRIPTION	PROPOSED OAKVILLE SOUTH CENTRAL SCHOOL PROJECT	(✓)
Community Use	Where feasible, look to collaborative builds with Board approved community partners, as identified in Operating Procedure VI-78: Community Planning and Facility Partnerships	Yes, creation of an 88 place 5 (five) room Child Care Centre, with community space included.	(✓)
Reduction in Pupil Places	With the phase out of “top up funding”, does the proposal have the effect of eliminating excess pupil places?	0 pupil places removed	(✓)
Renewal Cost Avoidance	How much Capital Resources does the project have the effect of avoiding in renewal costs?	\$5.2M - \$6.0M between a 5 – 10 year range	(✓)
Reduction of Yearly Operational Costs	How much Operational Savings are available with the proposal?	Marginal	(✓)

7.0 Final Staff Recommendation

To address student needs in the Oakville South Central accommodation review area, staff recommends that the option to consolidated St. Joseph School and St. James School be approved, and that the partial demolition and partial rebuild of the St. Dominic School be implemented. Contingent on Ministry Approval, the following actions are recommended by staff to implement the desired option:

- 1) That St. Joseph Catholic Elementary School and St. James Catholic Elementary schools be consolidated into the Oakville South Central Catholic Elementary School for the 2017-2018 school year, at the earliest;
- 2) That Oakville South Central Catholic Elementary School be located on the existing St. Joseph School site, and the constructed facility be comprised of a 504 pupil place elementary school, slated to open for the 2017-2018 school year, at the earliest;
- 3) Demolish 4,412 square meter wing of the existing pre-1995 St. Dominic School wing, and construct a 377 pupil place addition, and convert the existing General Purpose Room (library) into an 88 place five (5) room child-care centre wing;
- 4) That the Board re-direct all programs currently offered at the two schools to the new Oakville South Central Catholic Elementary School;
- 5) That following the completion of construction of both the Oakville South Central Catholic Elementary School and the St. Dominic Catholic Elementary School projects, the Board shall close St. James, and re-locate the existing Oakville Thomas Merton Adult Learning Centre (currently leased commercial space) into the facility; and,
- 6) That the Board shall work closely with the Region to introduce programs and supports within the additional space in St. James School to foster a continued “community hub” approach in the area by identifying additional community partners.



**Modified Pupil Accommodation Review
Final Staff Report Oakville South Central School Project**

APPENDIX A

Modified Pupil Accommodation Reviews

Interim Presentation to the Board of Trustees

March 22, 2015
Special Board Meeting

Agenda

- Background & Milestones
- **Item 4.1:** North Georgetown Community (MPAR)
- **Item 4.2:** Burlington Southeast QEW (MPAR)
- **Item 4.3:** Burlington Southwest QEW (MPAR)
- **Item 4.4:** Oakville South Central (MPAR)



BACKGROUND & MILESTONES

Key Pupil Accommodation Review Context Dates

June, 2013

Board of Trustees approved **Long Term Capital Plan**.

March 27, 2014

Ministry of Education announced \$750 M for **School Consolidation Funding**.

December 16, 2015

Ministry of Education announced **2nd round of consolidation proposals**.

January 19, 2016

Board of Trustees direct staff to **proceed with a Modified Pupil Accommodation Review Process**

Background: MPAR Process Milestone Dates

Key Milestone Dates

COMMUNITY CONSULTATION	1. Board of Trustee Approval to initiate a Modified Pupil Accommodation Review Process (MPAR)	January 19, 2016
	2. Written notice sent to municipalities, co-terminous school boards, and the Ministry of Education, advising of the Board decision to proceed with the MPAR	Within 5 days
	3. Through a range of media, announce and advertise the decision	Within 5 days
	4. Meet with affected Municipalities	February & March
	5. Host a Community Consultation Meeting (CCM) to discuss the proposed option in an open public forum	March 2-8, 2016
TRUSTEE REVIEW & DECISION	6. Present to the Board of Trustees the Interim Staff Report	March 22, 2016
	7. Provide notice and host public delegations at a regular meeting of the Board	April 5, 2016
	8. Board of Trustees receives Final Staff Report with Delegations, and make a final decision on the recommended option.	April 19, 2016

Who Was Consulted

COMMUNITY CONSULTATION

- School Staff from affected Schools
- Catholic School Councils from affected Schools
- Parish Representatives from affected areas
- Catholic Parent Involvement Committee (CPIC)
- Diocese of Hamilton
- The Region of Halton for potential partnerships
- Municipalities affected (Burlington, Halton Hills, Oakville)
- The Parent Community through a range of media
- Other co-terminous school boards
- Ministry of Education

Refer to **Appendix A** from Items 4.1 (p.30) , Item 4.2 (p.114), Item 4.3 (p.346), and Item 4.4 (p.532) for a full inventory of **who** was consulted, **when**, and the type of forum.

How Did Staff Collect Feedback from Community

COMMUNITY CONSULTATION

- **Online Discussion Forum:** On January 27, 2016, an open discussion forum for each affected review areas were opened for community members to register and have an open discussion about the matter
- **Online Survey:** Between February 17, 2016 to March 11, 2016, an online survey with three (3) questions - same as those posed at the CCM - were provided to the community
- **Community Consultation Meeting (CCM):** On March 2 (Burlington Southeast), 3 (Georgetown), 7 (Oakville South Central), and 8 (Burlington Southwest), 2016, parents were invited to a presentation from staff discussing the proposal. Following the presentation, in groups of up to 10, community members were asked to answer the three (3) questions in groups. Forum allowed for all to have a voice.
- **Emails & Letter Communications:** Staff received emails and letters in regards to the proposals.

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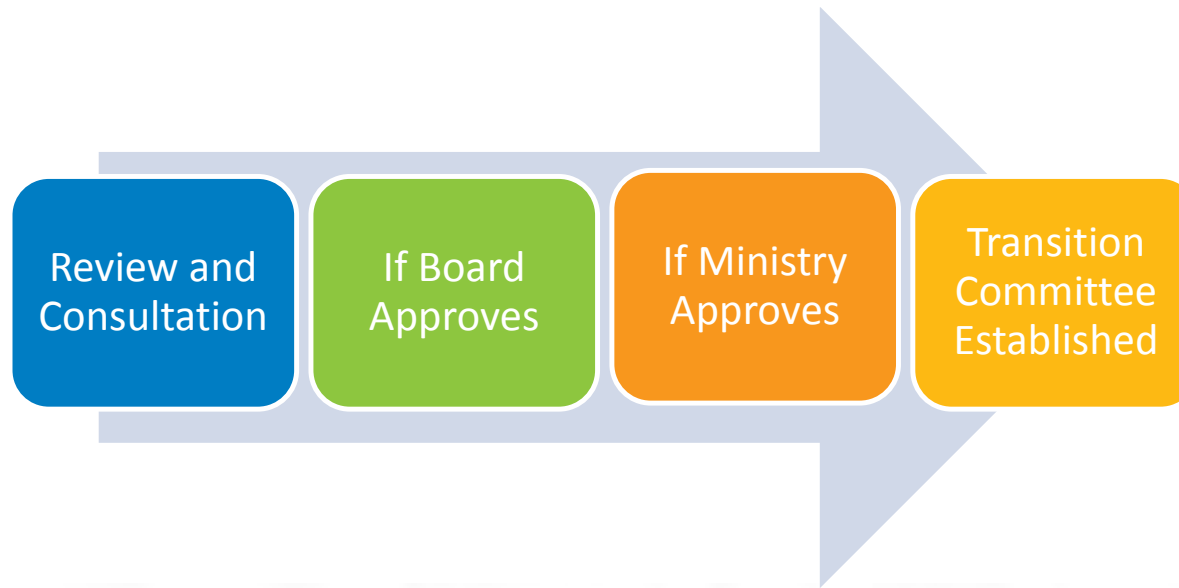
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APPENDIX NUMBER

Background: MPAR Process Milestone Dates - Post Decision

Next Steps in Process (if approved)



Staff submitted **business cases** for the 2015 School Consolidation Capital Grant on February 29, 2016.

If the Board of Trustees approve the recommendations of a pupil accommodation review, Ministry Funding allocated through the **School Consolidation Capital grant** and/or the **Capital Priorities Capital grant** will be required to implement the accommodation plan.

If unsuccessful, staff will continue to submit until funding is granted.

Report Outline

1. Executive Summary
2. Summary of Initial Staff Report (January 19, 2016)
3. Consultation Summary
4. Transition Planning Overview
5. Final Staff Recommendation(s)
6. Collated Feedback Gathered
 - Online Forum Comments
 - Online Survey Comments
 - CCM Information Package
 - Parking Lot Questions
 - Other Communications

Background: Criteria Based Option Development

Option Development Criteria

The criteria listed below outlines the conditions used by staff to create and assess the viability of the options presented to the Board.

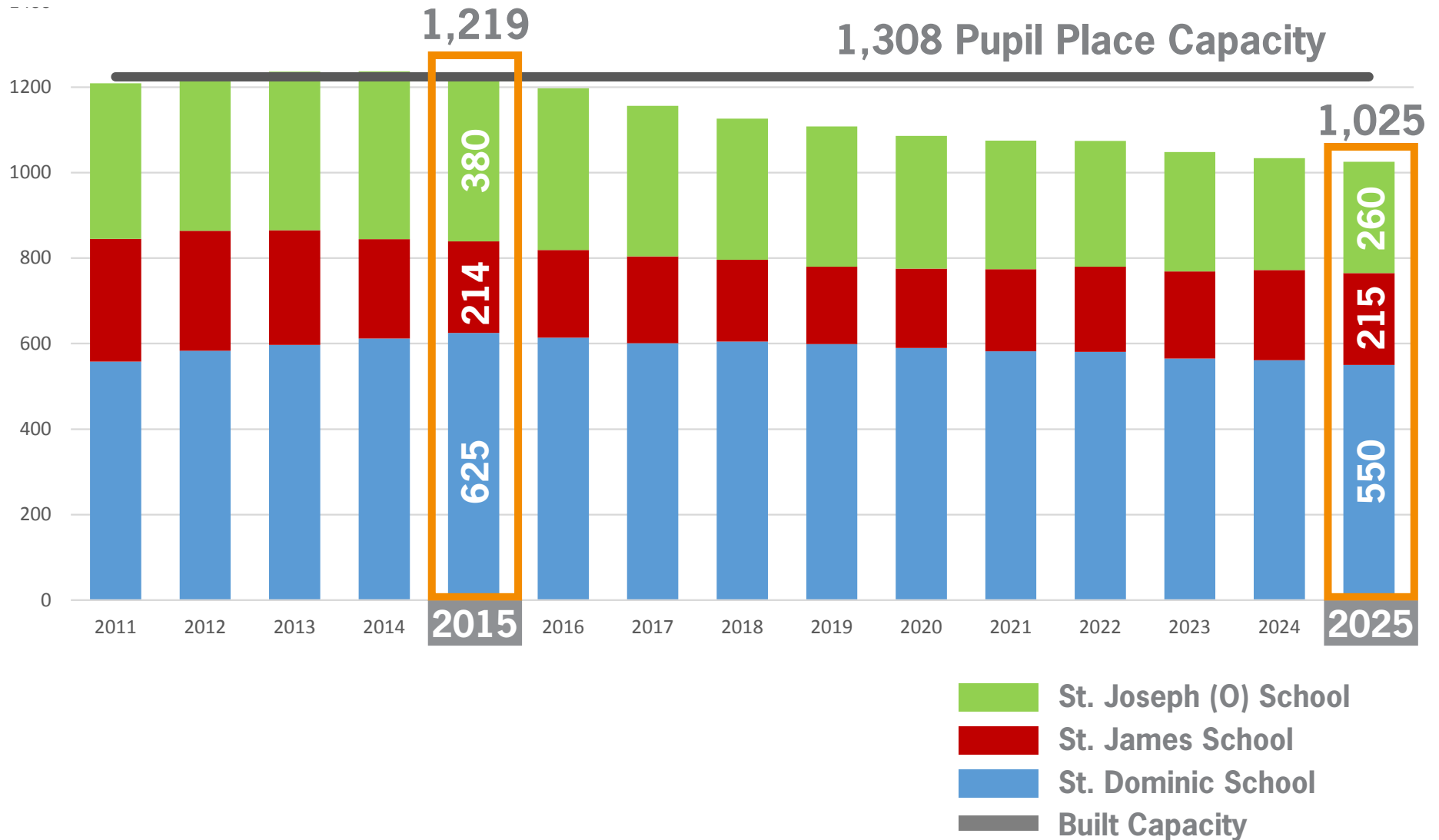
CRITERIA	DESCRIPTION
Facility Utilization between 90-125%	The optimal utilization for a school facility is between 90-125% to ensure that operational funding (both staffing and facility) is maximized on a by pupil basis.
500-671 FBC	The optimal Functional Building Capacity (FBC) for an elementary school facility is between 500-671 pupil places for the Board.
Portable Needs	Boards will often install portable classrooms at schools as a temporary accommodation solution in situations where peak student enrolment surpasses the built capacity.
Accessibility	Review accessibility constraints on site and within the facility to ensure that equal access for all students and potential community partners is provided.
Transportation Times	Wherever feasible bus trips shall not exceed 60 minutes for the elementary panel, and 75 minutes for the secondary panel - As per HCDSB & HSTS Policy
Average Distance to School	Consists of an average distance between student households to school accommodations (lower averages typically represent a more centralized location).
Site Size (Approx. 5+ acres)	A five (5) acre site is sufficient to provide for adequate play space, parking facilities, pick up/drop off, bus loops, and other necessary exterior accommodations.
Adjacent Uses	Have consideration for adjacent uses, where some uses are more sympathetic to a school's daily operations than others.
Site Limitation	Any additional factors that are unique to each school

Item 4.4:

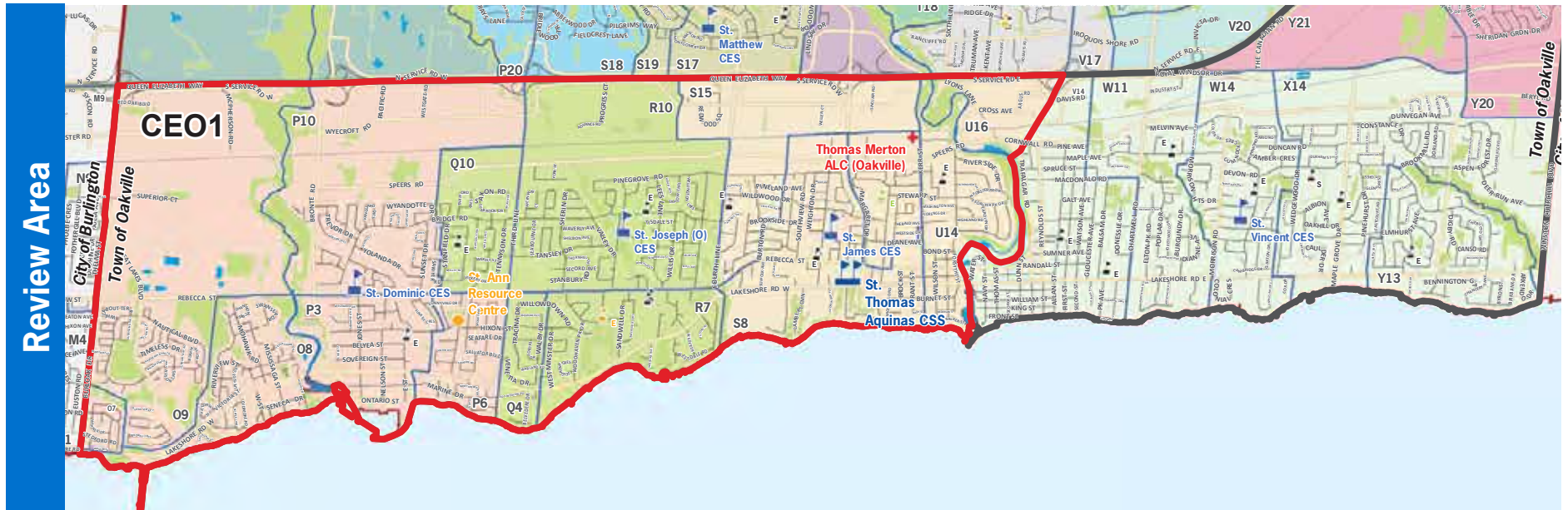
**OAKVILLE SOUTH
CENTRAL MPAR**

Oakville South Central MPAR: Review Area Analysis

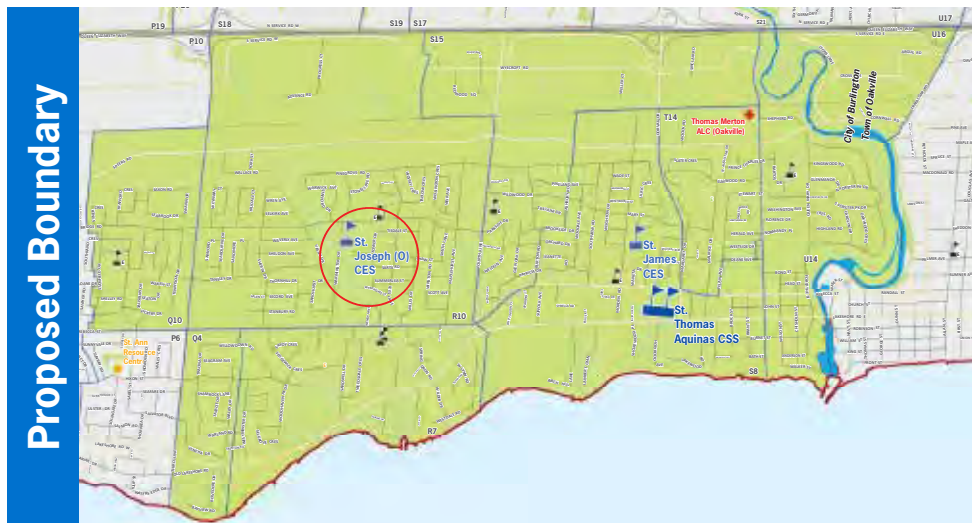
Review Area Analysis



Oakville South Central Neighbourhood: Option



Review Area

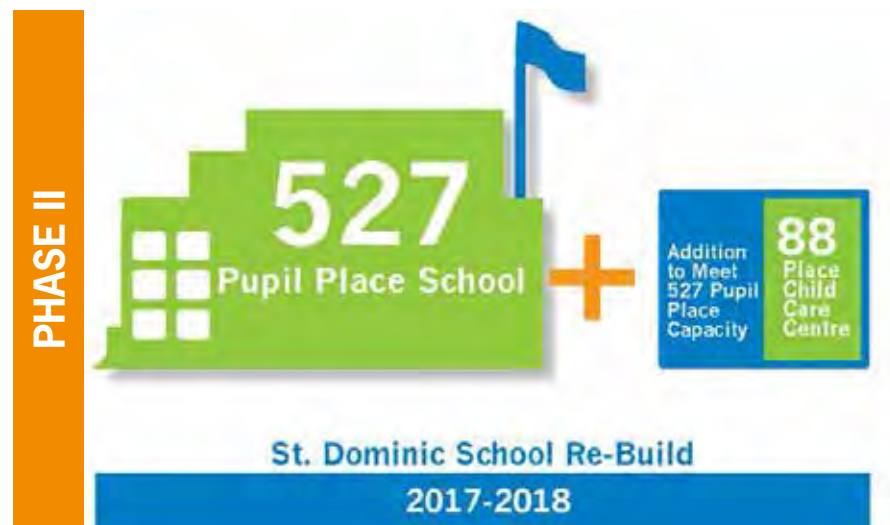
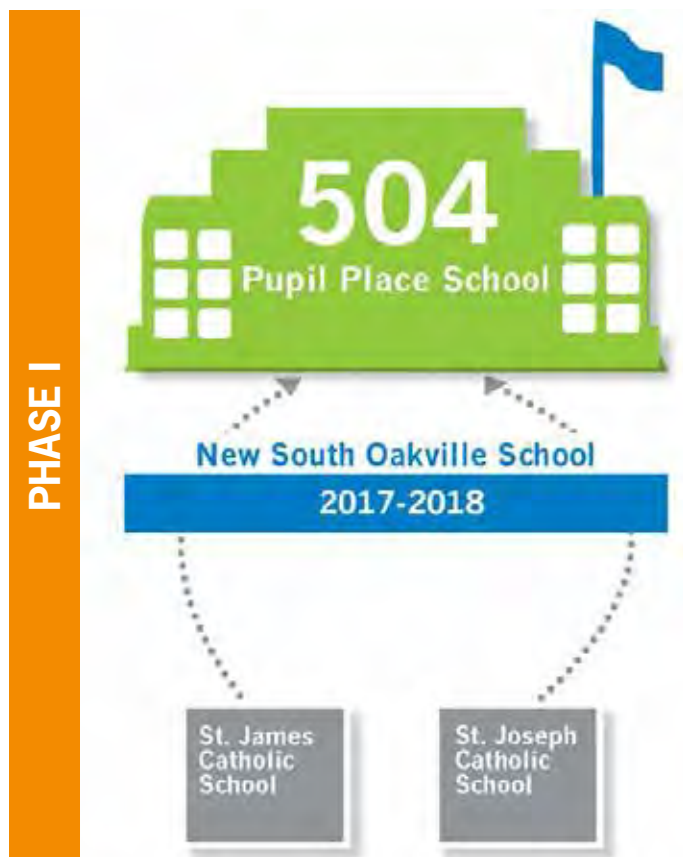


Proposed Boundary

- St. Joseph (O) School
- St. James School
- St. Dominic School
- MPAR Boundary
- CE01 LTCP Boundary

Oakville South Central Neighbourhood: Accommodation Plan

Initial Staff Recommendations



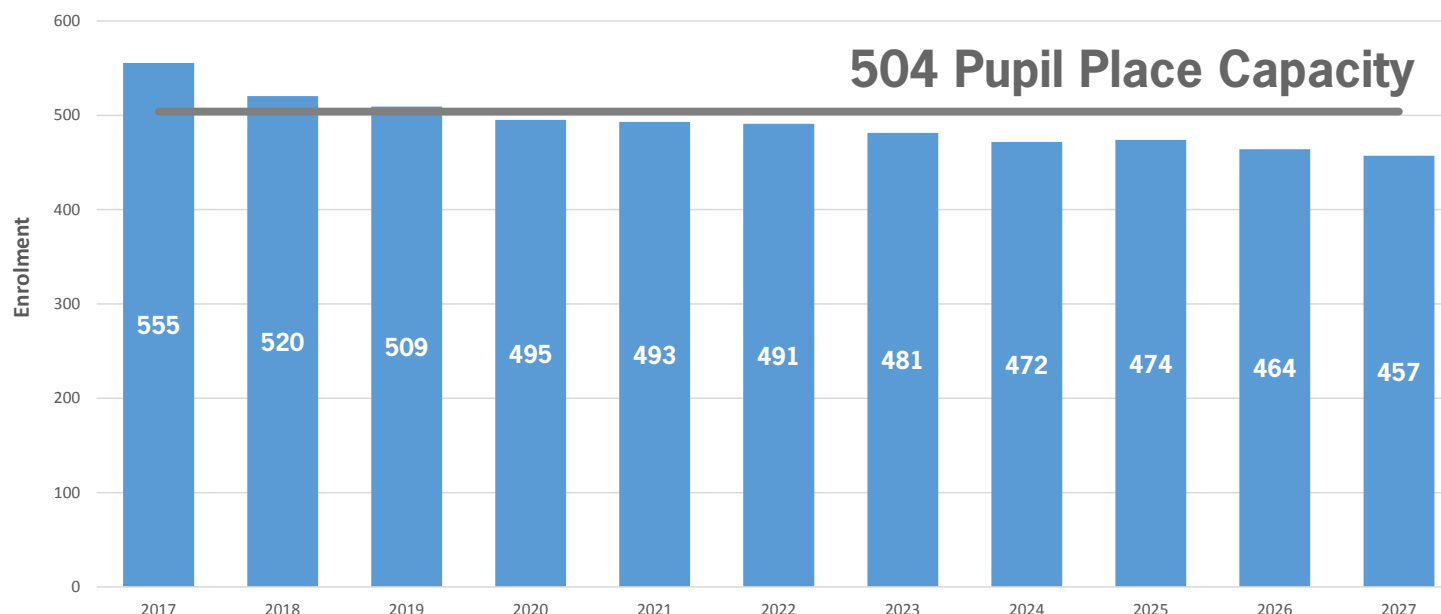
- Demolish the existing St. Joseph (O) School, and **construct a 504 pupil place elementary facility** on the existing site for the 2017-2018 school year;
- Demolish 4,412 square meter wing of the existing pre-1995 St. Dominic School wing, and construct a **377 pupil place addition**, and convert the existing General Purpose Room into an **88 place five (5) room Child Care Centre** wing; and,
- Close St. James School, and **re-locate the existing Oakville Thomas Merton Adult Learning Centre** (currently leased commercial space) into the facility.

Oakville South Central Neighbourhood: Projections

Option Enrolment and Utilization Analysis

School Name	OTG	Opening	5 year projection					10 year projection				
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
St. Joseph CES (New Facility)	504	555	520	509	495	493	491	481	472	474	464	457
		110%	103%	101%	98%	98%	97%	96%	94%	94%	92%	91%
St. Dominic CES (Partial Rebuild)	527	602	604	598	589	583	580	565	561	549	545	542
		114%	115%	114%	112%	111%	110%	107%	106%	104%	103%	103%
Head Count	1031	1157	1124	1108	1084	1076	1071	1046	1032	1023	1009	999
Utilization (%)		112%	109%	107%	105%	104%	104%	101%	100%	99%	98%	97%
Surplus Space (+,-)		-126	-93	-77	-53	-45	-40	-15	-1	8	22	32

10 Year Enrolment vs. Capacity Forecast

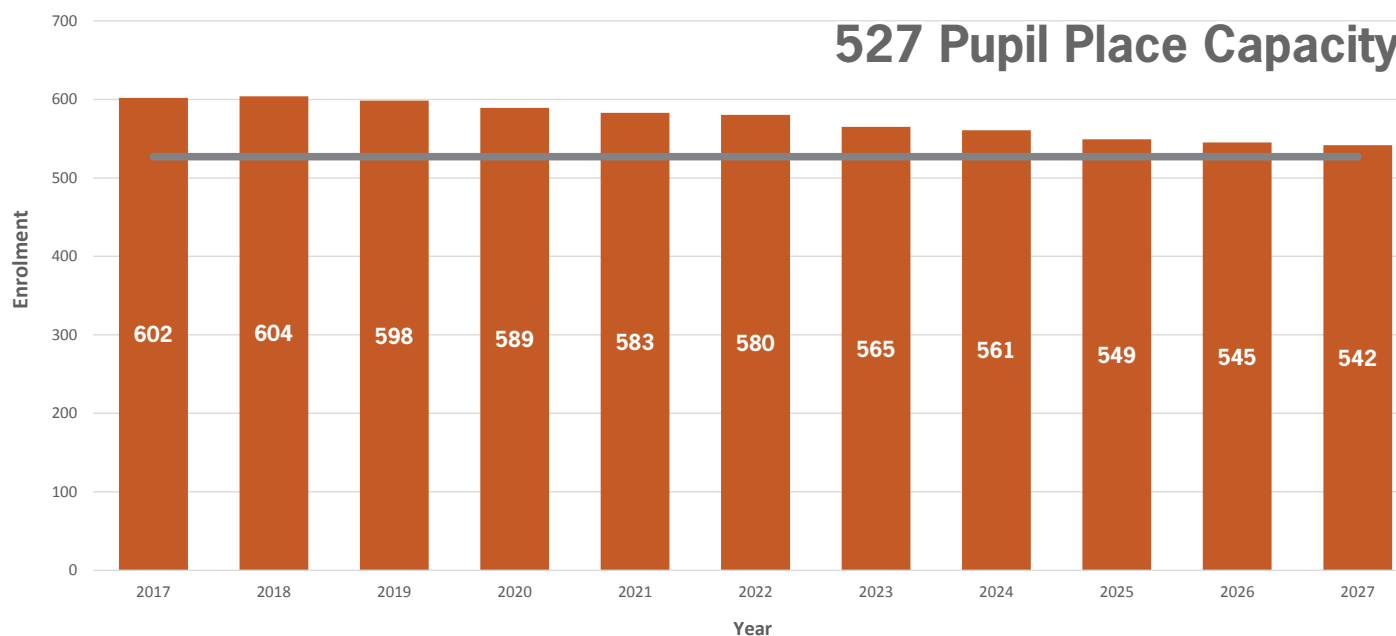


St. Dominic School Rebuild: Projections

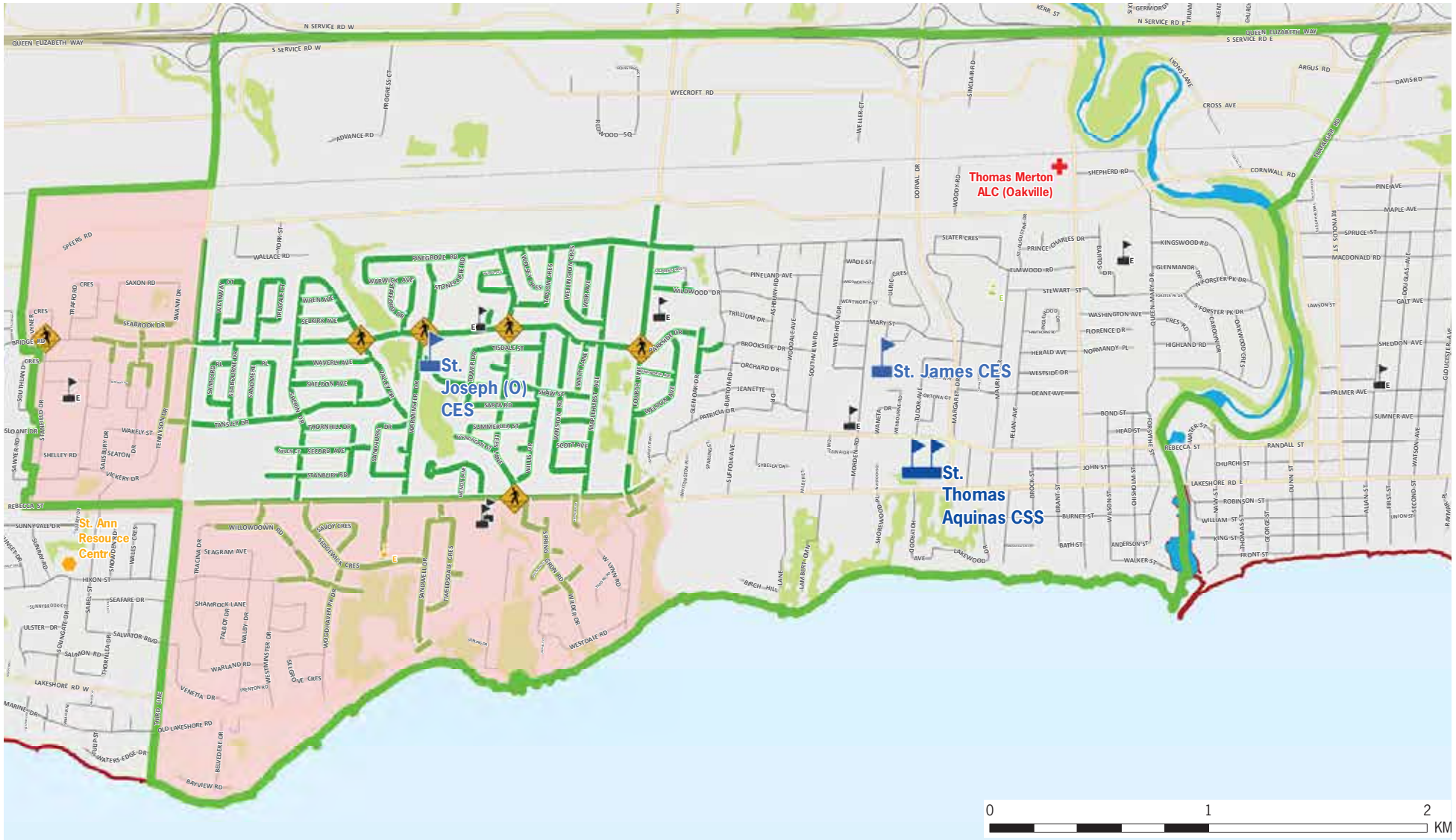
Option Enrolment and Utilization Analysis

School Name	OTG	Opening	5 year projection					10 year projection				
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
St. Joseph CES (New Facility)	504	555	520	509	495	493	491	481	472	474	464	457
		110%	103%	101%	98%	98%	97%	96%	94%	94%	92%	91%
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		114%	115%	114%	112%	111%	110%	107%	106%	104%	103%	103%
Head Count	1031	1157	1124	1108	1084	1076	1071	1046	1032	1023	1009	999
Utilization (%)		112%	109%	107%	105%	104%	104%	101%	100%	99%	98%	97%
Surplus Space (+,-)		-126	-93	-77	-53	-45	-40	-15	-1	8	22	32

10 Year Enrolment vs. Capacity Forecast



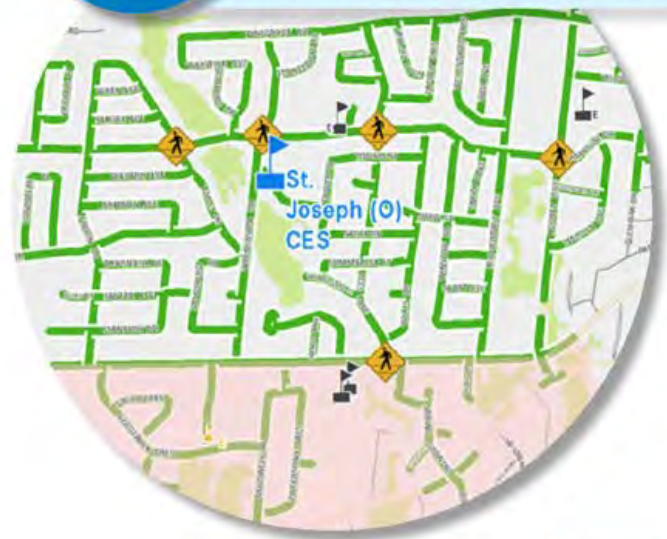
Oakville South Central School: 1.6 km Walk Web



Oakville South Central School: Transportation Summary

**1.6
KM**

Elementary students that live within 1.6 kilometers from their home school are in walking distance.



Transportation times for regular track programming are typically well below a 30 minutes bus ride.

Note:
There are no changes to the St. Dominic School Boundary



Average distance to school =

2.75 KM

Maximum distance to school =

4.48 KM

Annual Transportation Savings (+)/Cost (-):

-\$36 K

Oakville South Central Neighbourhood: Site Comparisons



St. James School Site

- Site size approximately 3.6 acres - yellow outline - under preferred size
- Parking and play field area owned by adjacent parish
- Circulation on site is limited for bussing and parent drop off needs

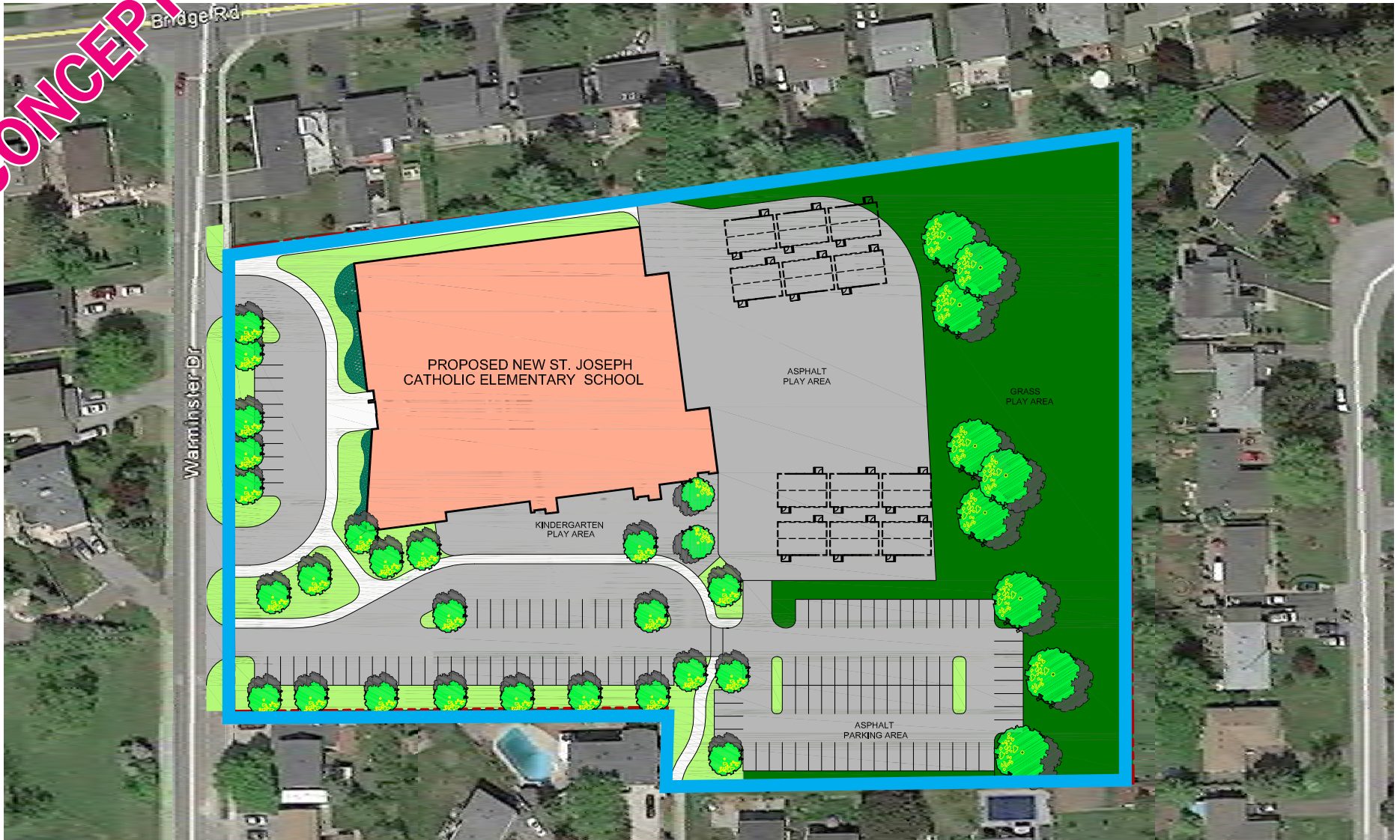


St. Joseph (O) School Site

- Site size approximately 5.46 acres - yellow outline - meeting preferred size.
- Regular shaped lot with no sharing requirements

Oakville South Central School: Proposed Site Plan

CONCEPT



Oakville South Central: Proposed School Concept

CONCEPT



- Science Laboratory
- Art Room
- Music Room
- Large library learning commons
- Structured Teaching Classroom
- Essential Skills Classroom
- Glass retractable wall
- Double gymnasium
- Shared resource rooms
- Large windows that allow for natural sunlight
- Energy efficient lights
- Naturalized outdoor play area

St. Dominic Proposed School Addition Concept

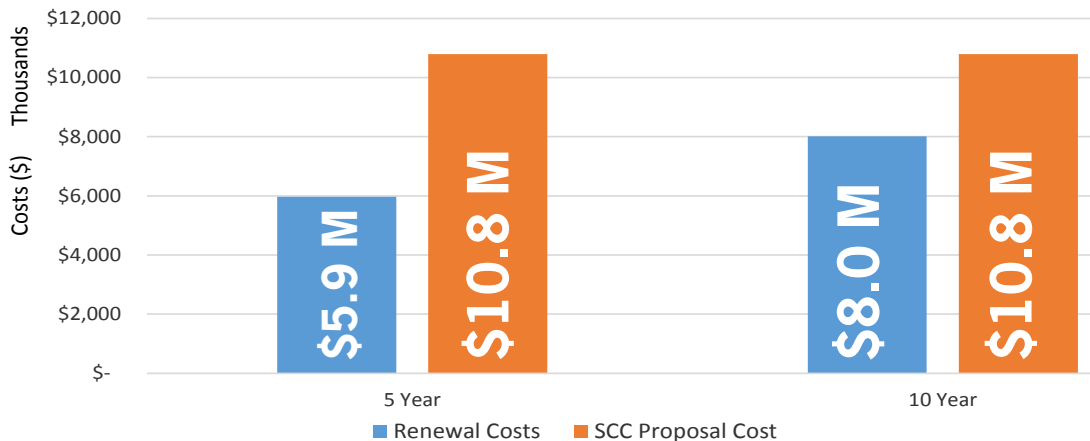


- Science Laboratory
- Art Room
- Music Room
- Large library learning commons
- Structured Teaching Classroom
- Essential Skills Classroom
- Attached 88 space Child Care Centre
- Glass retractable wall
- Double gymnasium
- Shared resource rooms
- Large windows that allow for natural sunlight
- Energy efficient lights
- Naturalized outdoor play area

OAKVILLE SOUTH CENTRAL: COST SAVINGS

Oakville South Central: Capital/Operational Cost Savings

Renewal vs. Replacement Cost



55% 5 year

74% 10 year

Operational Cost Savings



\$210 K 1st year ANNUAL SAVINGS

\$922 K 10th year ANNUAL SAVINGS

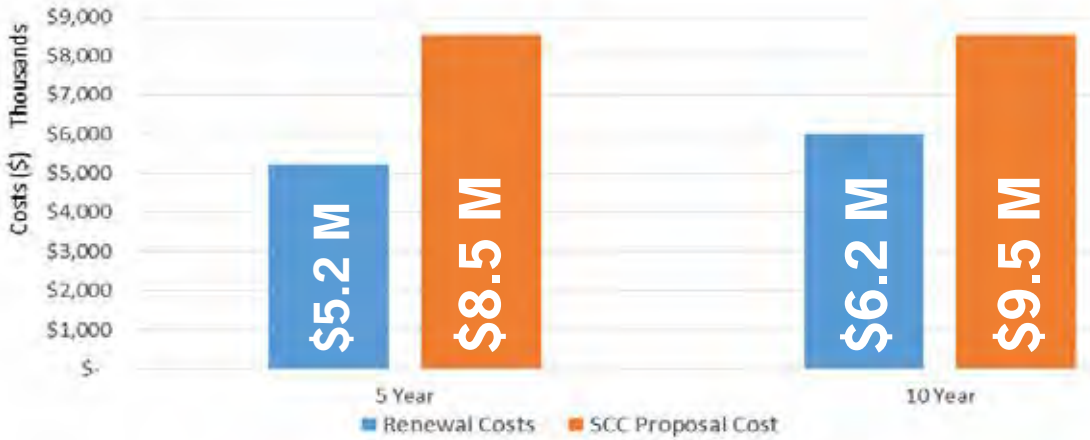
Note: Includes savings from re-locating the ALC to St. James School in 2020-21 school year.

\$7.32M

10 year cumulative

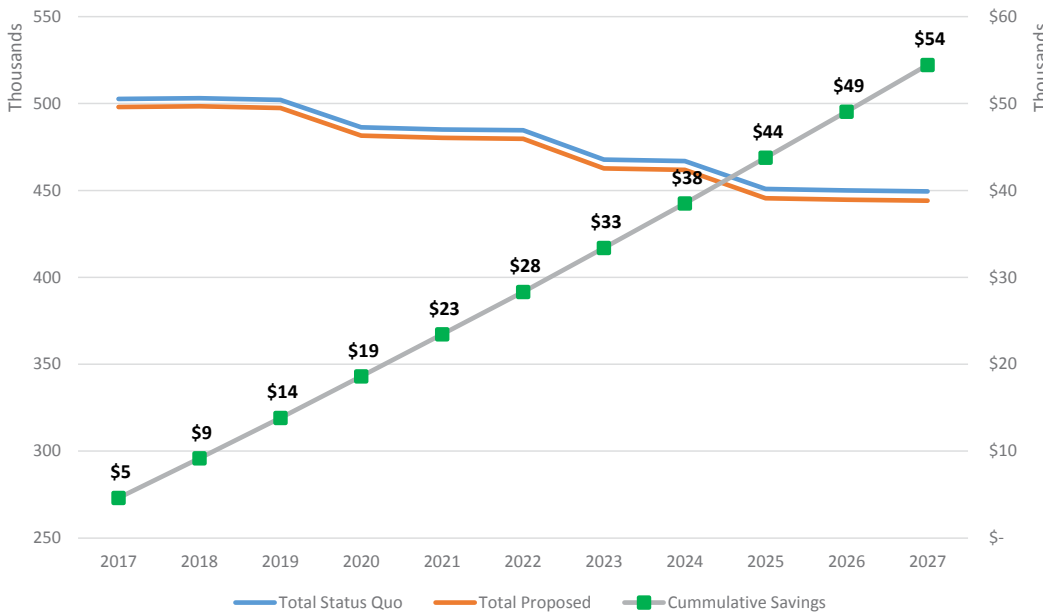
St. Dominic School: Capital/Operational Cost Savings

Renewal vs. Replacement Cost



61% 5 year

65% 10 year



Operational Cost Savings

\$4.6 K 1st year
ANNUAL SAVINGS

\$5.36 K 10th year
ANNUAL SAVINGS

Note: No consolidation, savings are from efficiencies in a new building.

\$54 K

10 year cumulative

OAKVILLE SOUTH CENTRAL: COMMUNITY FEEDBACK

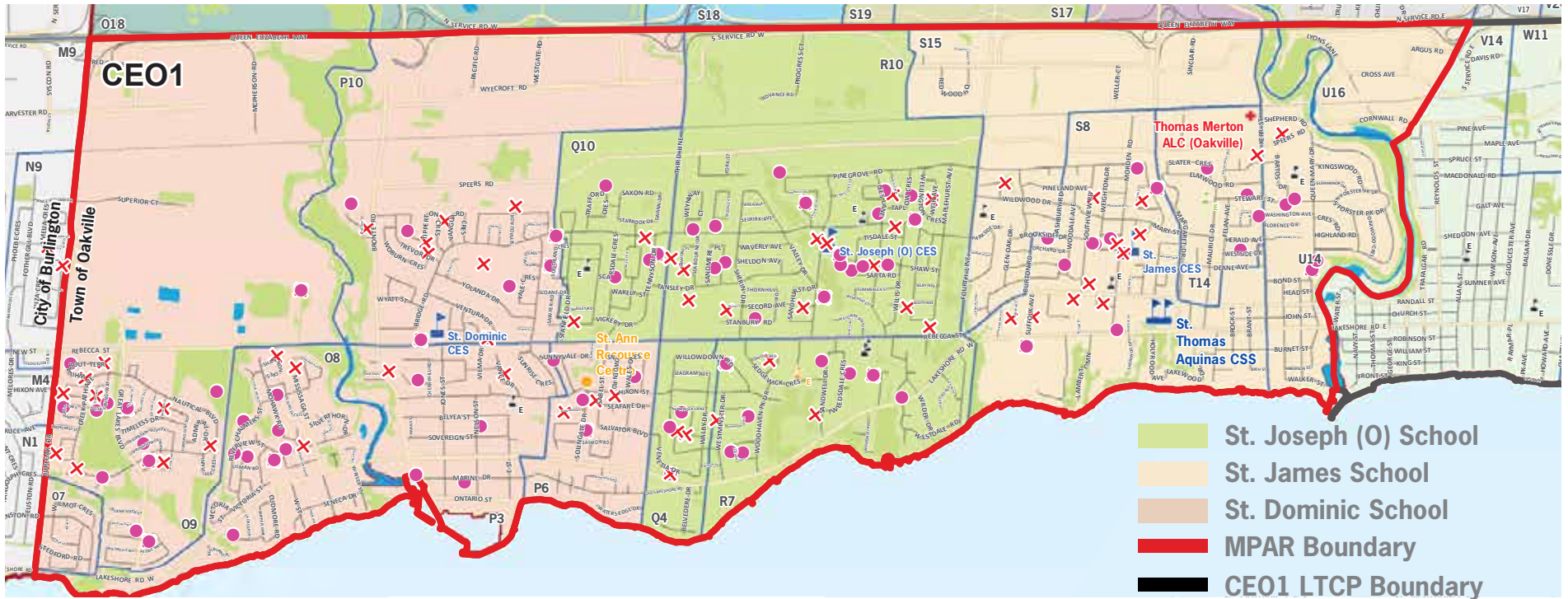
Questions Used for Consultation

#1: *What do you like best about the proposed plan?*

#2: *What are the challenges you see with this plan?*

#3: *Do you have any suggestions to improve the plan?*

Oakville South Central: Community Consultation Meeting



March 7th, 2016
Community Consultation Meeting

117 members of the public attended the CCM.

- + Registered - Not In Attendance
- Registered - In Attendance

Status	DOMI	STJA	JOSO	Blank
Registered	67	32	66	14
Walk Ins	15	8	16	2
Attending Registrants	29	15	29	3
Total Attendance	44	23	45	5
Did not Attend	38	17	37	11

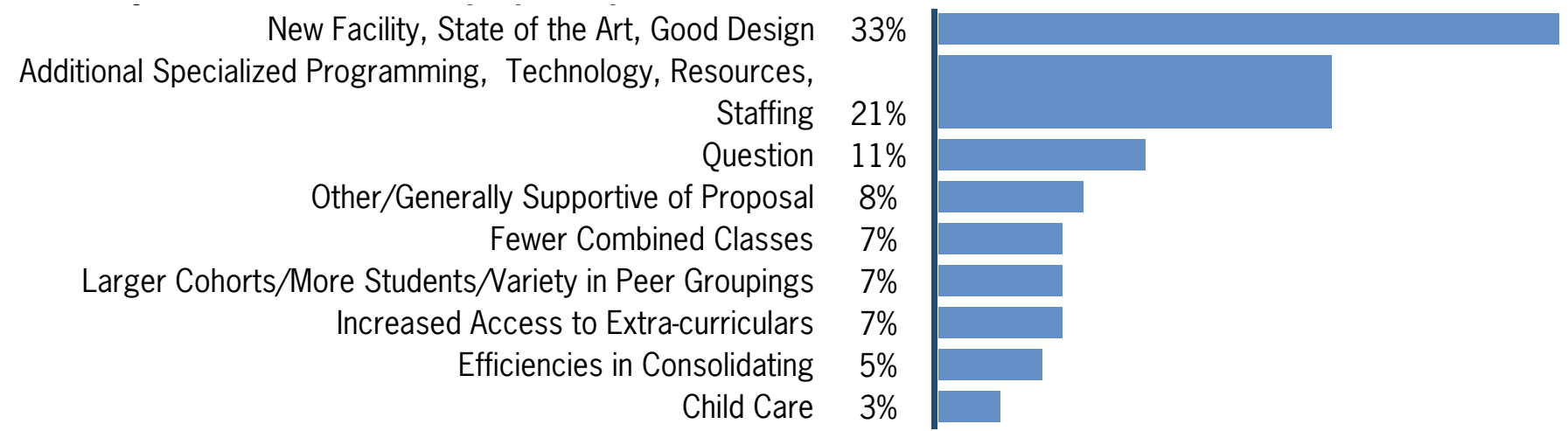
Oakville South Central: Community Consultation Meeting

Question #1: *What do you like best about the proposed plan?*

The following are the three (3) most popular responses:

- 1. New facility with a state of the art design**
- 2. Additional opportunity for specialized programs, technology, resources, and additional staffing**
- 3. Additional questions regarding the transition, staffing, parish boundaries, programs (ExtFI), other sites/options**

Summary of Compiled Themes Gathered:



Please refer to Item 4.4 - Appendix D, Page 576, for all transcribed comments.

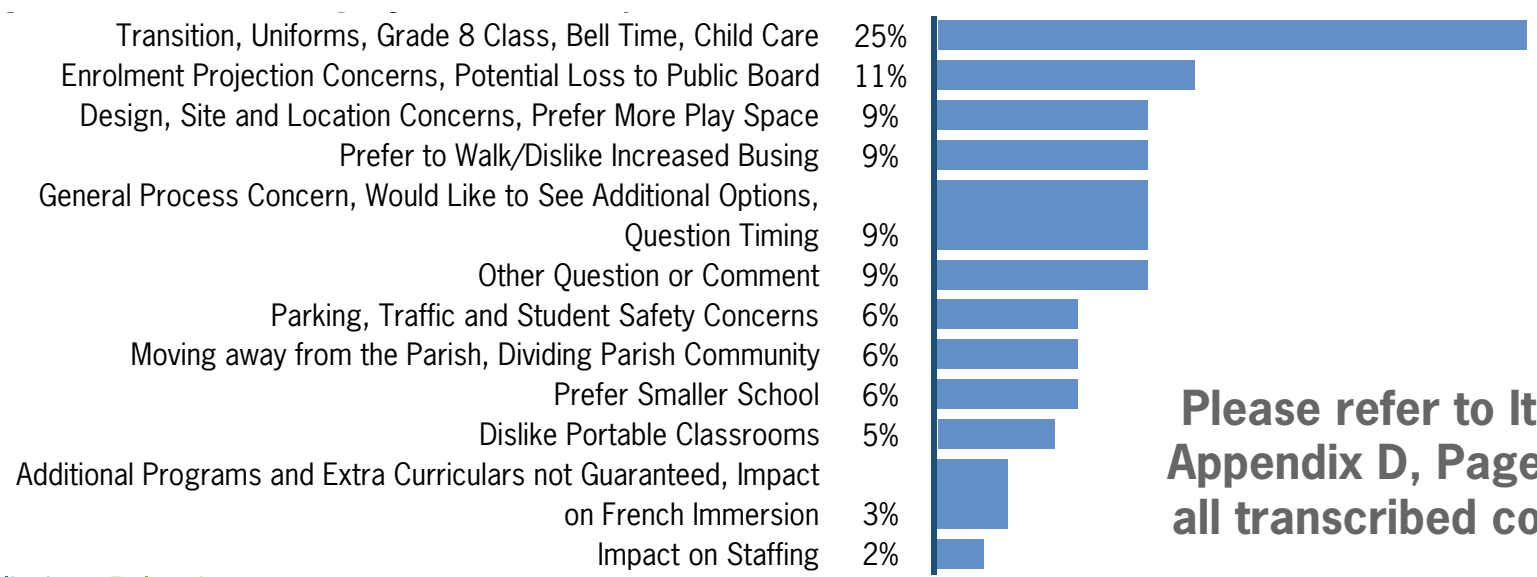
Oakville South Central: Community Consultation Meeting

Question #2: *What are the challenges you see with this plan?*

The following are the five (5) most popular responses:

- 1. Issues pertaining to the Transitional Committee**
- 2. Basis of the enrolment projections, and whether consideration was given to further losses if parents move to the public board**
- 3. Design of the site, size of site, would like additional play space**
- 4. Prefer walking over being bused to school**
- 5. Additional options should have been presented to give a choice**

Summary of Compiled Themes Gathered:



Please refer to Item 4.4 - Appendix D, Page 576, for all transcribed comments.

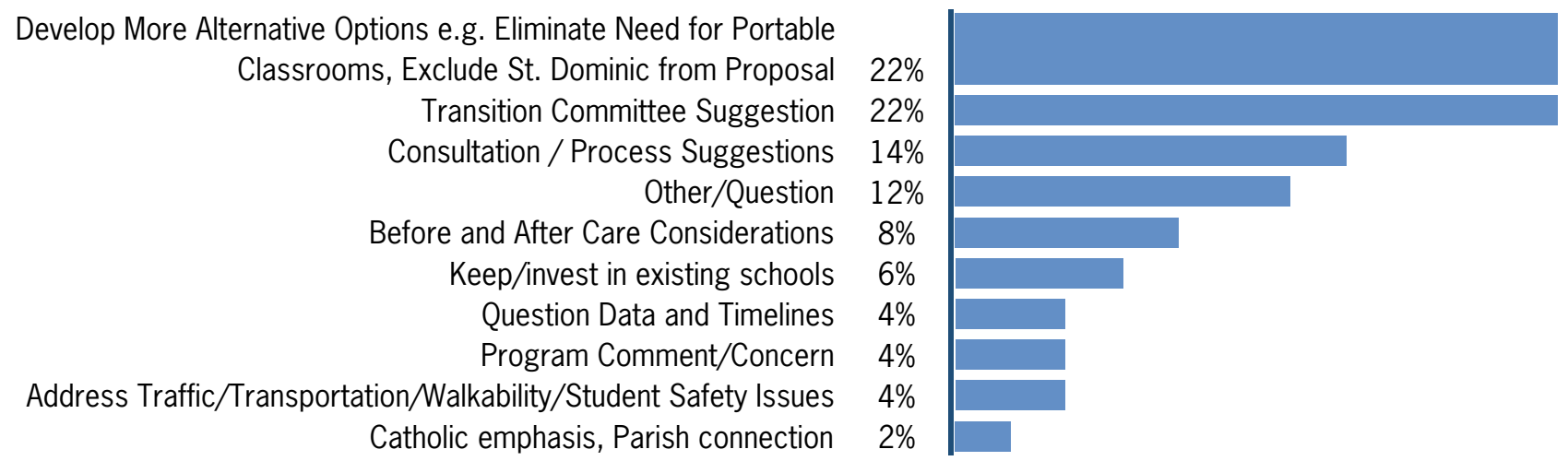
Oakville South Central: Community Consultation Meeting

Question #3: Do you have any suggestions to improve the plan?

The following are the three (3) most popular responses:

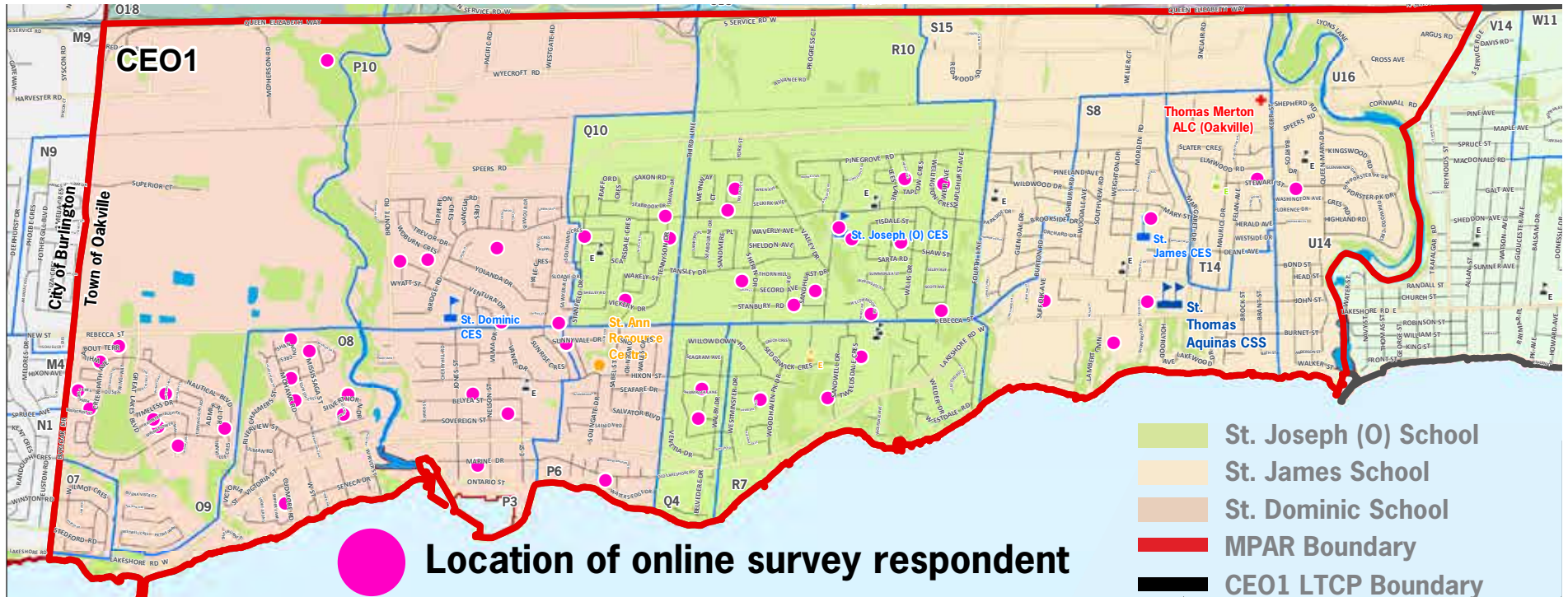
- 1. Develop alternative options so that the need for portables is eliminated, and exclude St. Dominic School from the proposal**
- 2. Number of Transition Committee suggestions on what they should address (i.e. parents on committee, involve parish, orientation, peace garden and landmarks, uniforms, start times)**
- 3. Changes to the process requested (i.e. timing, and forum for consultation)**

Summary of Compiled Themes Gathered:



Please refer to Item 4.4 - Appendix D, Page 576, for all transcribed comments.

Oakville South Central: Online Feedback Survey



Location of online survey respondent

Online Survey Responses:

- St. Dominic School:** 23 responses
- St. James School:** 6 responses
- St. Joseph (O) School:** 27 responses
- Blank:** 2 response

58 members of the public completed the survey.

	DOMI	STJA	JOSO	BLANK
Q1	16 (69.6%)	3 (N/A)	21 (77.8%)	1 (N/A)
Q2	16 (69.6%)	5 (N/A)	24 (88.9%)	2 (N/A)
Q3	13 (56.5%)	4 (N/A)	15 (55.5%)	1 (N/A)

Refer to Item 4.1, Appendix C, Page 553, for all online survey responses.

Oakville South Central: Online Feedback Survey

Question #1: *What do you like best about the proposed plan?*

There were two (2) emerging themes, which are summarized below:

Introduction of a New School and Updated School in the Community

- Update to older schools within South Oakville, and getting a new school in the neighbourhood
- Modern amenities that support a 21st Century learning environment with the most advanced technology
- Opportunity for additional programs
- Individual concerns expressed (no themes)

Nothing

- Expressed dissatisfaction with the plan.
- Are unaffected by the proposal, and therefore have no comments

Oakville South Central: Online Feedback Survey

Question #2: *What are the challenges you see with this plan?*

There were three (3) emerging themes, which are summarized below:

Transition Planning

- Worried that school would not be completed in time, and having to be in the interim holding solution for a longer period
- Use of portables for the transition plan
- Issues surrounding uniforms
- Merging parent volunteer groups
- Stress on students

Reduced Quality of Education

- Worried that the transition year will reduce the education quality
- Too many portables would be used in the transition plan and the ultimate plan, having an impact on the site use
- Overcrowding and loss of the “small school feel” - school larger than usual
- Concerns that [Extended] French Immersion would be removed
- Class sizes too large, i.e. teacher student ratio

Question #2: *What are the challenges you see with this plan?*

There were three (3) emerging themes, which are summarized below:

Transportation

- Concerns regarding the increased distance to travel to school
- Location of the school being too far, issues with drop-off areas
- Not having the option to walk to school

Oakville South Central: Online Feedback Survey

Question #3: *Do you have any suggestions to improve the plan?*

There were few consistent themes, instead, below is a compilation of the suggestions:

Compilation of Suggestions:

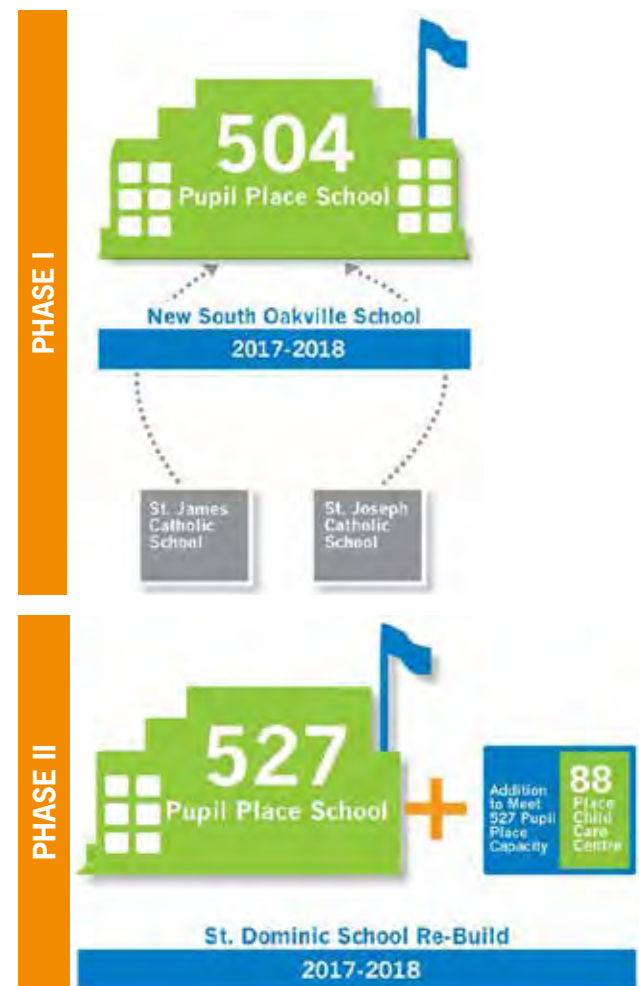
- Update the parking area and revisit the drop/off and pick/up
- Support the staff and students with the enhanced use of technology
- Provide more information regarding transitional planning
- Increase after-school activities and sports
- Phase the construction work to reduce transitional stressors / respect timelines
- Consider more schools for consolidation
- Stagger start-times for different schools
- Increase the number of classes / rely on less portables
- Separate assemblies for each school
- Build a dome for sports and activities
- Survey parents regarding start-times and busing schedules
- Extend the length of the accommodation review process
- Do not change uniforms
- Don't adopt this proposal

FINAL STAFF RECOMMENDATIONS

Final Staff Recommendations

Based on the needs of students, staff recommends that the following actions be taken within the Oakville South Central accommodation review area:

1. Demolish the existing St. Joseph (O) School, and **construct a 504 pupil place elementary facility** on the existing site for the 2017-2018 school year;
2. Demolish 4,412 square meter wing of the existing pre-1995 St. Dominic School wing, and construct a **377 pupil place addition**, and convert the existing General Purpose Room into an **88 place five (5) room Child Care Centre** wing; and,
3. Close St. James School, and **re-locate the existing Oakville Thomas Merton Adult Learning Centre** (currently leased commercial space) into the facility.



QUESTIONS?



**Modified Pupil Accommodation Review
Final Staff Report Oakville South Central School Project**

APPENDIX B

REGULAR BOARD MEETING
REVISED AGENDA

Date: Tuesday, April 5, 2016
Time: 6:30 pm
Location: Corpus Christi Catholic Secondary School
5150 Upper Middle Road
Burlington, ON

Pages

1.	Call to Order	
1.1	Opening Prayer: C. Kemeni	
1.2	Motions Adopted/Information Received In-Camera	
2.	Approval of the Agenda	
3.	Declarations of Conflict of Interest	
4.	Presentations	
5.	Delegations	
5.1	S. Bean, C. Suter and M. Sparrock - South Oakville PAR	1 - 4
5.2	T. VanHeukelom, M. Needham and C. Needham - Southwest Burlington PAR	5 - 33
5.3	L. Chan, C. Nicholson and C. Reddick - South Oakville PAR	34 - 38
5.4	D. Aguirre, Southwest Burlington PAR	39 - 46
5.5	K. Priestner, Southeast Burlington PAR	47 - 63
5.6	O. Hoover, Southeast Burlington PAR	64 - 69
5.7	T. Luther, A. Ricci and L. Guschin - Southeast Burlington PAR	70 - 90
5.8	I. Vala, South Oakville PAR	91 - 96
5.9	R. DeVito, Southeast Burlington PAR	97 - 155
5.10	B. Mercer, Southeast Burlington PAR	156 - 188
5.11	G. Vono, T. Vono and B. Neild Southwest Burlington PAR	189 - 201
5.12	M. Lourenco, Southwest Burlington PAR	202 - 212
5.13	M. Rudkin, Southwest Burlington PAR	213 - 216
5.14	P. Temoche, Southwest Burlington PAR	217 - 224
5.15	V. Tortis and Fr. Wagner, Southeast and Southwest PARs	225 - 235

5.16	P. Sharman, Southeast Burlington PAR	236 - 249
5.17	M. Meed-Ward, Southwest Burlington PAR	250 - 266
5.18	H. Krajewski, Southwest Burlington PAR	267 - 269
5.19	N. Popovacki, Southeast Burlington PAR	270 - 272
5.20	G. Anaka, Southwest Burlington PAR	273 - 281
5.21	J. Hood, South Oakville PAR	282 - 284
5.22	K. McCauley, Southwest Burlington PAR	285 - 295
6.	Approval of Minutes	
6.1	Special Meeting of the Board - March 10, 2016	296 - 303
6.2	Special Meeting of the Board - March 22, 2016	304 - 308
7.	Business Arising from Previous Meetings	
7.1	Summary of Outstanding Items from Previous Meetings	309 - 309
8.	Action Items	
8.1	Board Response to the Delegations (J. Michael)	
9.	Staff Reports	
9.1	Naming of the North Oakville Preserve Catholic Elementary School (C. Cipriano)	310 - 314
10.	Information Items	
10.1	Student Trustee Update	
10.2	Educational Field Trips (C. Cipriano)	315 - 320
10.3	Budget Report for September 1, 2015 to February 29, 2016 (P. McMahon)	321 - 327
10.4	Capital Projects Report as at February 29, 2016 (P. McMahon)	328 - 340
10.5	Release of the 2016-2017 Grant for Student Needs (GSN) (P. McMahon)	341 - 495
10.6	2016-17 Budget Estimates Update (P. McMahon)	496 - 501
10.7	Construction Report (G. Corbacio)	502 - 503
11.	Miscellaneous Information	
11.1	CPIC Minutes - February 1, 2016	504 - 507
11.2	Policy Committee Minutes - February 9, 2016	508 - 511
11.3	SEAC Minutes - February 22, 2016	512 - 516
12.	Correspondence	
12.1	Comments on the PAR Forums after Tuesday, March 22nd	
12.1.1	Burlington Southwest	517 - 518

13. Open Question Period
14. In Camera
15. Resolution re Absentees
16. Adjournment and Closing Prayer: A. Quinn

Good Evening,

My name is Stacey Bean and I'm pleased to introduce to you Michelle Sparrock and Carolyn Suter. We are here this evening, on behalf of St Dominic's school council to show support for the proposed Modified Pupil Accommodation Review Process for South Central Oakville.

On December 18th, 2016, St. Dominic Elementary School will celebrate its 60th birthday. We, along with the St. Dominic staff and parent community, feel blessed to have a school so rich in traditions and history. Many of our teachers have taught at the school for 10 plus years, and we have parents who attended St Dominic's when they were children. As such, our decision to support the Modified Pupil Accommodation Review Process was not taken lightly. The 60 years have been kind to St. Dominic and "she" has been well cared for and maintained over the years. However, as we know in this day and age, there is nothing wrong with having "a little work done" to make ourselves feel young and with the times.

A renovation to St. Dominic's would provide our children and the staff with the tools and environment necessary to realize their full potential.

21st century learning provides the students with digital literacy, critical thinking and problem solving skills. All key components that students need to develop in order to be successful in the information age.

Lighting is and always has been a key element to designing and operating schools. Studies have shown that students learning in schools with more natural lighting have better work habits, improved academics and resistance to fatigue, providing them with a more positive attitude throughout the day. The increased natural light will be welcomed by both teachers and students at St. Dominic who today, may spend a portion of their day in a classroom with no windows.

Dedicated rooms for science, music and art will provide optimal opportunities for learning. Well designed facilities can enhance both the teacher's ability to teach and the success of the student's learning experience. No longer will it be necessary for the teachers to spend time packing and unpacking their supplies as they move from classroom to classroom.

The rebuilt St. Dominic also includes a plan for a natural outdoor play area. Research has shown that natural environments have advantages over purpose built playgrounds (e.g. climbing apparatus) because they stimulate more diverse and creative play. Teachers have observed an increase in attention and focus in children after playing in natural environments compared to children playing on the school's play structure. The new play area would likely have appropriate grading to enable maximum activity levels for our children.

The proposed double gym will be a great win for the entire St. Dominic community. It will allow for one assembly that will comfortably accommodate the entire student population. When our wonderful children put on their performances there will be plenty of room for the family to

cheer them on! Special events such as our Remembrance Day assembly will be further enhanced by the larger gym and modern technology.

The population of St. Dominic has been on the rise in recent years especially at the Kindergarten level. That means we've had a lot more people driving their children to school which has made for a busier parking lot. The rebuilt school will optimize the parking and bus loops to maintain the safety of our children.

The addition of a childcare facility on the St. Dominic property will simplify life for families with children at various stages. The convenience of one pick up and drop off for the children is invaluable and will certainly make the transition to Kindergarten an easier one as the surroundings will be familiar. The combination of a modern school with a childcare facility will likely be an attraction for young families to relocate to the community.

Overall we see plenty of benefits to the plan for the entire St. Dominic community. We recognize that to achieve the end state, a relocation is required for a 12-18-month period to St. James while the rebuild is taking place. This will require adjustments to routines for many families and adjustment to a new environment for staff and students. Overall the St. Dominic School Council sees this as short term pain for long term gain for the community.

Thank you for your time this evening and providing us with the opportunity to voice our support for the Modified Pupil Accommodation Review Process for South Central Oakville.

St. Dominic Catholic School Council Presentation

HCDSB Modified Pupil Accommodation Review Process

April 5th, 2016

Stacey Bean, Michelle Sparrock, Carolyn Suter



Why We Support The Plan

- ✓ 21st century learning environment
- ✓ Natural lighting
- ✓ Dedicated science, music and art rooms
- ✓ Natural outdoor play area
- ✓ Double gym
- ✓ Improved parking and traffic flow
- ✓ New school and childcare facility will attract new families
- ✓ Short term pain for long term gain for the St. Dominic community

ST. JOSEPH PARENT DELEGATION

**IN SUPPORT OF THE OAKVILLE SOUTH
CENTRAL SCHOOL PROJECT**

Slide 2

INTRODUCTIONS

Dallas Nicholson

- Parent at St. Joseph Elementary School

Craig Reddick

- Parent at St. Joseph Elementary School

Thank you for hearing our delegation this evening.

Speakers introduce themselves

- # of children who attend(ed) St. Joseph
- # of years as a parent at the school
- active members of the school community (PTA Executive Members)

Slide 3

REASONS TO SUPPORT RECOMMENDATION

1. Modernized School Facility
2. Quality of Educational Experience
3. Enhanced School Community Through Consolidation

- We are here in support of The Oakville South Central School Project for these 3 keys reasons.
- Many of these have been mentioned in the reports but as parents, we would like to reiterate the points that are most important to our families and to our children

Slide 4

1. MODERNIZED SCHOOL FACILITY

- Modern school design that supports current curriculum programming
- Specialized areas for music, art, science and learning areas
- Improved facility accessibility
- Double gymnasium with a stage

- Current facilities of both St. Joseph and St. James are approximately 57 years old
- Learning methodologies and technology advancements have vastly changed since our schools were built and our facilities should change to match our modern times
- Basic needs of our schools like accessibility and appropriate sized classrooms and community space are not currently met
- The proposed school is the new benchmark and puts our children in a learning space that is at par with other new schools in the Halton area

2. QUALITY OF EDUCATIONAL EXPERIENCE

- **New, bright building changes the mood and frame of mind of our teachers and children**
- **More staff means the potential of more extra circular programming**
- **Better equipped and designed physical spaces for extra curricular activities**
- **Lower likelihood of spit-classes**

- We believe that a modern new school will greatly enhance the educational experience for our children by giving them a sense of pride in the new school and changing their mood when they walk into a bright new building.
- More teachers offers more opportunities for more and different extra circular activities which will give our children more options to find and participate in something
- The new school will also offer more space for activities to be offered at the same time and also space that is better equipped for it (ie music room for choir or a band, or the science lab for Mad Science)
- The space will also be adequate for us to host large events like science fairs, school plays or a basketball competition. Our current space and limited teacher resources makes doing these things very difficult.
- As you know, smaller schools have more split classes which can be challenging for teachers to deliver the curriculum expectations of both grades and not to mention the social challenges for kids who may only relate to half the class

3. ENHANCED SCHOOL COMMUNITY THROUGH CONSOLIDATION

- Larger selection of friends and social interactions (both with students and teachers)
- Reduces impact of transitioning to high school
- Double sized gymnasium allows school to house community events with all teachers, students and parents in one space
- Keeps schools together vs boundary review if enrollment declines to point of school closure
- Sense of community starts in the heart of individuals and not the size of the school

- A consolidation also means a larger school community for our children which we see as a positive
- Children will have a larger peer group and greater selection of friends to choose from and an opportunity to be with different classmates over the years opposed to the same class year after year
- Children will also have more adults to interact with and will see different points of view and a broader sense of the world
- All this will reduce the impact of transitioning to high school where they may be a school of 1000 students
- We also believe that the double gym will enhance a sense of community since it will be able to hold all members of the community...teachers, students, parents in one space for any type of community event
- One of the issues that the board is grappling with is declining enrollment in our schools
- If we don't take advantage of the provincial funding opportunity that currently exists, we could be facing a boundary review in a few years and see our current school communities divided. This way, both schools stay together and form a new school community together instead of small groups of our children being absorbed into other schools.
- Sense of community starts in our hearts and not the size of the school. As Executive Members of our PTA, we would do everything in our power to build an inclusive community that has a "small school feel". We can do this through open communications and creating opportunities to build comradery among students, teachers and parents.

CONSIDERATIONS

- **Minimizing disruption for students**
- **Preserving the history of the two schools**
- **Solid transition plan with experts and advisors from parents, teachers and administrators who have gone through a similar consolidation**
- **Strong communication planning and execution**
- **Continued openness and patient listening to various perspectives to correct course as needed during the process**

- Minimizing disruption for the students is a key concern for any parent and we ask the board to minimize the disturbance in the school when transitioning to the new school
- The unique history and identities of both St. Joseph's and St. James should not be forgotten and we should strive to preserve these in the new school
- The current timelines are quite aggressive and if all goes well, we could see the schools come together as early as September
- Please do not underestimate the monumental task of bringing these two school communities together. We would urge you to start thinking about the roles, guidelines and tasks etc. for the Transition Committee so that we are able to be start the committee working as soon as provincial funding has been approved. We feel that experts on the Transition Committees and Subcommittees would be beneficial (for example a financial advisor to consolidate the accounts, parents and administrators who have gone through a similar consolidation we may learn from their best practices and mistakes)
- Parents seem to be most concerned with the transition plan and the lack of information on the plan leaves many of us uneasy
- A very strong communication plan needs to be in place and the right resources need to be assigned the job of executing this plan and keeping stakeholders up to date on progress, concerns and milestones. We all want to hear about the construction progress but we also want to hear what the committee is working on and keeping the community engaged.
- Lastly, we have appreciated the open dialogue and opportunities for feedback. We would like to continued openness and patient listening to different points of view and make any necessary adjustments during the enormous project

Thank you again

Oakville South of QEW 2016 MPAR Proposal Feedback

Two Improvement Opportunities

Executive Summary

- In general, ongoing maintenance and upkeep of small community schools is my preferred option to consolidation and rebuild (community belonging, walking to school and enhanced sense of independence)
- Transition period and consolidation cause upheaval in the lives of kids currently in the system, their families and neighborhoods
- However, I also appreciate the funding constraints and considerations under which you are looking to optimize and propose a beneficial solution to the community
- My appeal to you today is not in opposition to the proposal in principle, but in an effort to:
 1. Make it safer for neighborhood kids who walk and bike to school using the south walkway (the only other connection to the school beside the main entrance at Warminster), and
 2. Convince you that you need to provision for likely inaccuracies in the projection numbers underlying the proposal and build a more adequately sized New South Oakville School

1. Safe Access to School via Wood Place Walkway – The Context

Design Guidelines Require Safe Access between the Neighborhood and School...

Component	Objective	Guideline
Community (Parks, Trails Roads, School/Park Blocks, Traffic)	1. To ensure safe connectivity between the School Site and adjacent Community	1.8 Ensure pedestrians are separated from vehicular Traffic
School Site (Access, Road, Traffic, Design)	3. To ensure School Site configuration is designed to maximize pedestrian and bicycle access	3.5 Ensure cyclists do not cross vehicular traffic to reach bike racks

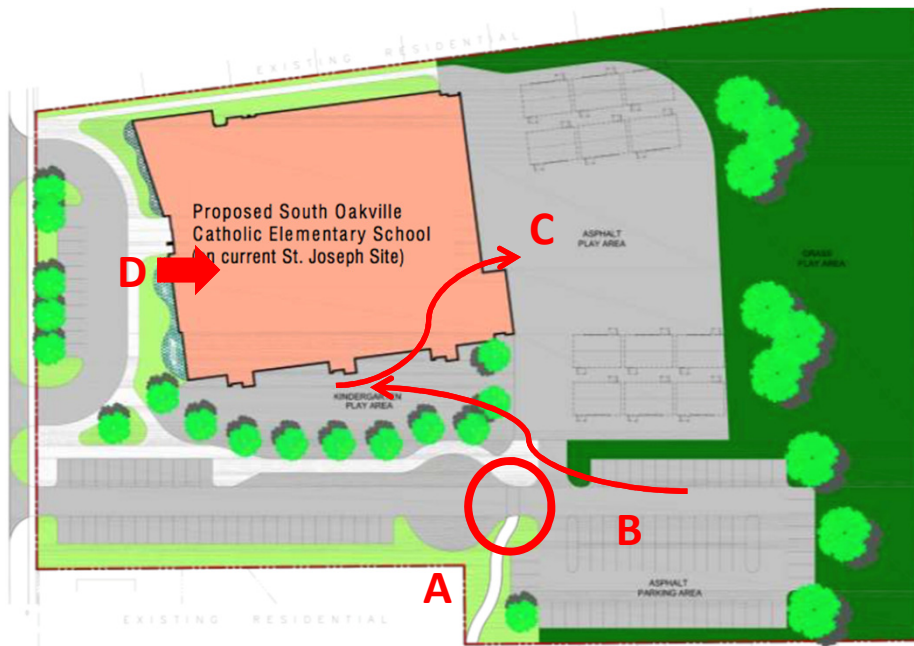
...The Current Proposal Raises Community Concerns

- Dozens of kids use the access walkway from Wood Place year round to walk or bicycle to school with or without parental supervision
- This is the only other access to the school grounds besides the main access point on Westminster
- The proposed plan has a parking lot intersecting the walkway and it is not clear why so many parking spots are required (~125 for a 504 pupil elementary school)
- A multi-year Transport Canada study on pedestrian fatalities indicate that 21% of them occur in parking lots/around parked cars (children are at even higher risk)

Source: *Design Guidelines for School Site & Adjacent Lands*, May 2011, Halton Technical Stakeholder Subcommittee

1. Safe Access to School via Wood Place Walkway – Proposed Changes

Proposed South Oakville School Site



Proposed Changes

- A. Eliminate the need for the parking lot to extend east of the Wood Place walkway
- B. Consolidate parking spots south of the school and west of the Wood Place walkway (potentially reconsider and reduce the high number of parking spots relative to # of kids and staff)
- C. Consolidate the kindergarten play area (even if enclosed and dedicated for the FDK kids) with the rest of the outdoors play space – little kids hate to be completely isolated; can still have proximity to parking lot for easy access at drop-off and pick up
- D. If required the school footprint can be shifted east to allow for more parking spots west of the school

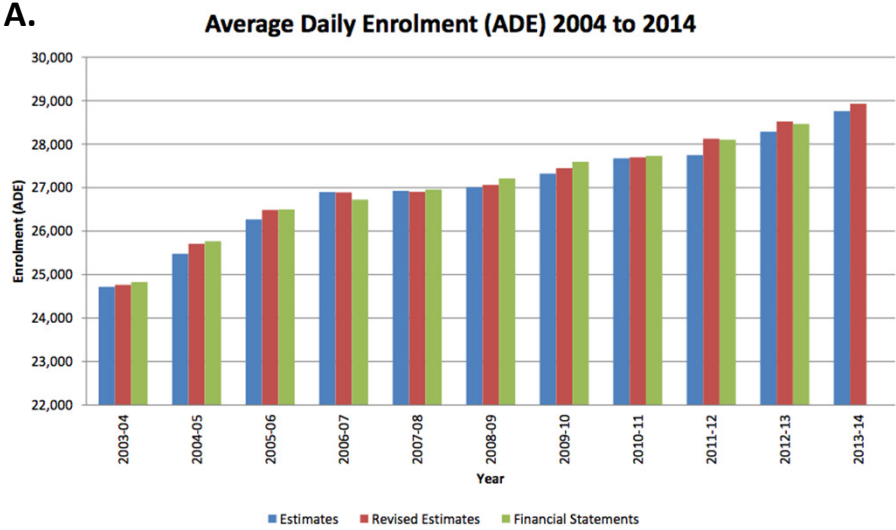
Benefits

- Safe alternative to the main entrance for neighborhood kids walking or cycling to school
- Clear separation of parking and walking routes
- Potentially larger play area east of the school and walkway
- Design in line with the Halton Region and HCDSB-supported program “Active and Safe Routes to Schools”

Source: Proposed Site Plan Concept from An Overview of the MPAR Process – Oakville South of QEW 2016

2. Enrolment Projections – Historical Bent to Under-Estimation

While projections are opinions of how the future will unfold (even when based on data- and assumption-driven models) , historical performance relative to these projections represents a fact base.



B. Board Provided Select Historical St. Joseph Enrollment Relative to Projections

	2006		2012		2015	
	Projected	Actual	Projected	Actual	Projected	Actual
St. Joseph CES	384	400	359	369	378	380

What the Data Shows

- A. At a macro/Board level:
 1. Sustained enrollment growth
 2. Consistent under-estimation of enrolment

- B. At a St. Joseph-school level:
 1. In spite of scant data available – actual enrolment exceeds projected enrolment
 2. Decline is not a straight line trend

- C. Given funding pressure via the School Consolidation Capital (SCC) Program which predicates funding grants on consolidation projects and declining enrolment projections, there is a strong incentive to forecast bigger than realistic decline in enrolment

Source: 2014-2015 Challenges & Priorities; Trustee/Senior Staff Working Session Apr 22, 2014; St. Joseph data received in an email from Erica Scriven, March 2016

2. More Realistic Enrolment Projections While Meeting Constraints – Request for Increased Capacity of the New School

Proposed Capacity

- The proposed 504 capacity for the new South Oakville School, represents a 28% reduction in capacity relative to the two existing schools and 15% reduction from 2015 enrolment in the two schools
- The projected decline in enrolment catches up to this capacity reduction in 4 years (2019) if estimates are correct

Challenges

- Likelihood of enrolment being underestimated is very high given historical under-estimated enrolment projections
- Projections do not take into account additional enrolment of St. Dominic students that may opt to register at New South Oakville School while St. Dominic is under construction. Many St. Dominic parents wishing to shorten their commute and provide their kids access to a better facility will register their children at the New South Oakville School, especially if they have kids going into FDK or Grade 5 French Immersion
- The enrolment projections also underestimate the growing impact of gentrification of the area by young families. A new school is certain to increase the desirability of the neighborhood to young families thus resulting in acceleration of this trend

Recommended Alternative

- A 550 -575 pupil school (~20% reduction from current capacity) will meet the minimum targeted 90% utilization over the next 10 years if a simple provision is made around an increase in enrolment due to attractiveness of new facility
- This increased capacity will minimize the likelihood that kids who go through the transitional period will spend additional years in portables and it also more fully accounts for potential enrolment dynamics in an area with both new and old schools

Dear members of the board,

Let's start at the beginning with a brief introduction: My name is Jennifer Hood. I am a low income, sole-support parent of two children at St. James School. I live in the Kerr Village neighbourhood.

Having follow the Modified Accommodation Review process and read the reports as they've been release I was surprised and deeply disappointed that in the written reports there has been no substantive consideration to the fact that by closing St. James school and relocating those students you will be removing a school from a low-income neighbourhood.

But then, maybe I shouldn't be surprised, but my life experience tells me that Oakville is a wonderful town filled with very generous, socially minded people...who collectively think of poverty as existing somewhere else. Well, I am here as one face of poverty in Oakville to share how not having a Catholic school in our neighbourhood will affect my family. To organize, what I have to say I will pose 3 questions for reflection and tell you a few stories.

I came tonight on the encouragement of my mom...good old mom to push you into a tough situation. I, resigned that the plans for the South Oakville schools seemed set and decided on from the beginning of the MAR process, told her that my biggest fear was my sensitive older child, my son, coming home from school in tears because he got in trouble for not being in proper uniform. I'd look him up and down at the generic non-McCarthy's navy shirt and pants he's wearing and know why. Then, look in the dresser to see there was no clean uniforms left. Then look at the clock to see there's no time for a trip to the laundry room tonight. And he'd have to where non-uniform navy clothes the next day. At St. James, this wouldn't be a problem. The teachers and staff get it, and just doesn't say anything when a kid shows up in makeshift uniform...they know the neighbourhood and they know parents are trying. It's not a big deal. But, would it be at the new school?

I'd like to direct you to review the report from Our Kids' Network "A Vision for Children in Halton: Report Card". (It can be found online at <http://www.halton.ca/cms/One.aspx?portalId=8310&pageId=8469> or www.halton.ca under Planning & Sustainability, then Demographics & Maps). The report breaks down Halton region into neighbourhoods. The two neighbourhoods relevant to my presentation are South Central Oakville and South West Oakville.

South Central Oakville is defined at 4th Line to the River, QEW south to the Lake, or similar to the St. James catchment area.

South West Oakville is defined at Burlington border to 4th Line and QEW south to the Lake, which includes the St. Joseph and St. Dominic school areas.

Families within the South Central Oakville\St. James area

- 16.1% of families live below the low income cut off compared with 6.4% in SW Oakville
- 18% headed my single parent vs. 11%
- More likely to speak English as their second language

- Less likely than Oakville average to most provincial expectations on standardized tests

The link between poverty and school achievement is well-documented, so I think I need to repeat is here. There is also strong evidence to school that mixed demographic schools benefit all students. I am not here to advocate against combining the schools, but to question the recommended location.

That brings me to question 1: was the fact that St. James serves a low income, disadvantaged neighbourhood considered in the review process....if not, why not.

St. James, at its current location, is more than a school. It acts as a hub for the community with numerous in-school and after-school extracurricular programs, most are free to the students. It has a very close knit relationship with St. James Parish. It is accessible by multiple bus routes. It is walking distance from subsidized housing.

If students from my neighbourhood are bussed to the St. Josephs site, there will be a direct impact to which programs are offered and which ones kids from the neighbourhood are able to participate in. Students from St. Thomas Aquinas will no longer be able to walk to the school to run programs. Students at the St. Joseph site won't be able to walk to the church for Mass. Students who would otherwise be able to walk home from school may not be able to participate in after school activities because they have to catch the bus.

Will YMCA programs like after school sports programs still be offered. Will it affect funding for programs for low income students because the demographic make-up of the school has shifted?

A school is always more than just a school in a low income neighbourhood. It becomes the safe place, the touch point, and the central landmark. Right now, I feel lucky because we have both the school and the church that my children are familiar and comfortable with. If they were ever seriously in trouble, 24 hours a day, they could make their way to the school or bang on the rectory door shouting Fr. Louis!! and someone they know and I know, would be there for them. As a single mom, that kind of security and community is invaluable and irreplaceable because if something happens where my kids cannot come to me there is no other parent.

A related issue is whether parents using public transit or with long commutes will even be able to get their kids to and from school or before & after care and still get to work on time, if the school is further away. Using my family as an example...an extra ten minutes in the drive to before school care is an extra 20 minutes round trip for me as the parent... which has to be repeated for pick up after school. That is an extra 40 minutes total in the day of commuting. Add that to 8.5 hour work day and an already long commute and there is a direct impact on a family's quality of life. It translates to less time for family, for homework, for reading, for time outdoors, for sleep, for breakfast. I had that type of routine what I had one child in school and one in daycare...and it broke my heart to know that my kids were in someone else's care for 10.5 - 11 hours a day. Faced with that situation again, I wouldn't send my kids that far to school. I'd enroll them in the public school that's a 5 min walk from home. A difference in travel time that seems small on paper is huge when it all falls on one parent or you're doing it by public transit. You will lose students over the added distance. You'll probably lose my kids.

In short, having a school that is close by and strong community that relates to the students and families

well is far more important than having the latest, best equipped building. But, I think you know that.

Which leads to Question 2: Can a Catholic elementary school be kept within the neighbourhood. Is the St. James site really too small for a larger school. What alternate/creative plans could be considered. If the new school is located at the St. Joseph site, how will you measure the impact of the distance from the school on students and how will you mitigate negative impacts.

Everything I've said so far, comes back to the same core, and frankly emotional perspective, that I opened with.... feeling invisible in our own community. Our family is not like the statistically average family in Oakville. We live in an apartment, not a house. We have one parent, not two. And we have about one third the household income of the average household income in Oakville. But we are also blest because of all the support and programs we have access to through our school community. St. James staff have done a remarkable job creating a school environment that responds in a direct way to the needs of the neighbourhood it serves. My fear, is that those unique needs won't be recognized as easily in the new school and my kids be like I was at the beginning of this meeting: invisible poor.

Kids like mine could get lost in the crowd and left out of full school life very easily. It happens so easily in a hundred small ways you would probably never realize. Eg. The minimum goal to get a fundraising prize is \$50 instead of \$20. There is an expectation that if your kid is on a sports team a parent will help carpool to games. Student council holds tie Tuesdays and you don't have a dad to borrow a tie from. I made my kids duct tape ties instead.It is not enough to have quiet conversations making exceptions that allow marginalized students to participate after the fact. That becomes another form of charity. From the planning process, through decision, the board should be seeking ways to move beyond charity and compassion to structural change that eliminated barriers to students and creates equity where there otherwise wouldn't be.

Finally, question 3: How will you ensure my children get the right supports when they don't fit the statistical average of the demographics and money is still taboo to talk about.

In summary, I think it is the wrong decision to locate the proposed new south Oakville school on the St. Josephs site. I think it should be on the St. James site to maintain the school connection with the neighbourhood specifically because families in the neighbourhood have fewer resources and turn to their school for support beyond nine to three classroom time. With some creativity concerns about distance for French immersion students and the site size could be addressed in alternate ways. However, something irreplaceable is lost if you remove a school from a disadvantaged neighbourhood.

Thank you for your time tonight. Special thanks to Danielle Ross for receiving my emails and communicating back the information about tonight. Thank you in advance for reflecting thoughtfully on my questions. I hope I have left you with another perspective to think about when you make your final decisions regarding these MAR, but also that you carry that perspective into future decisions.

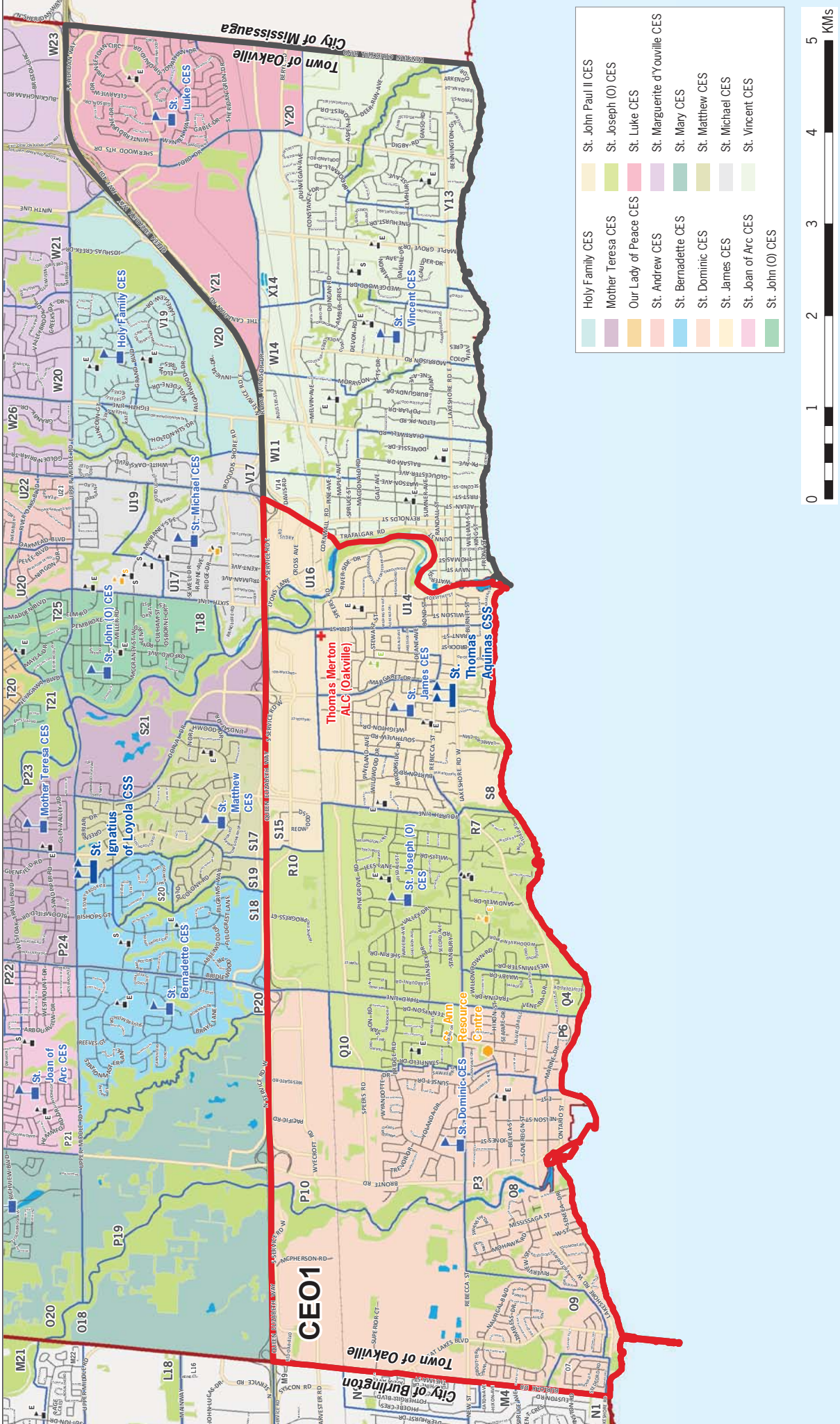


**Modified Pupil Accommodation Review
Final Staff Report Oakville South Central School Project**

APPENDIX C

Oakville South QEW Neighbourhood 2016 Accommodation Review Area

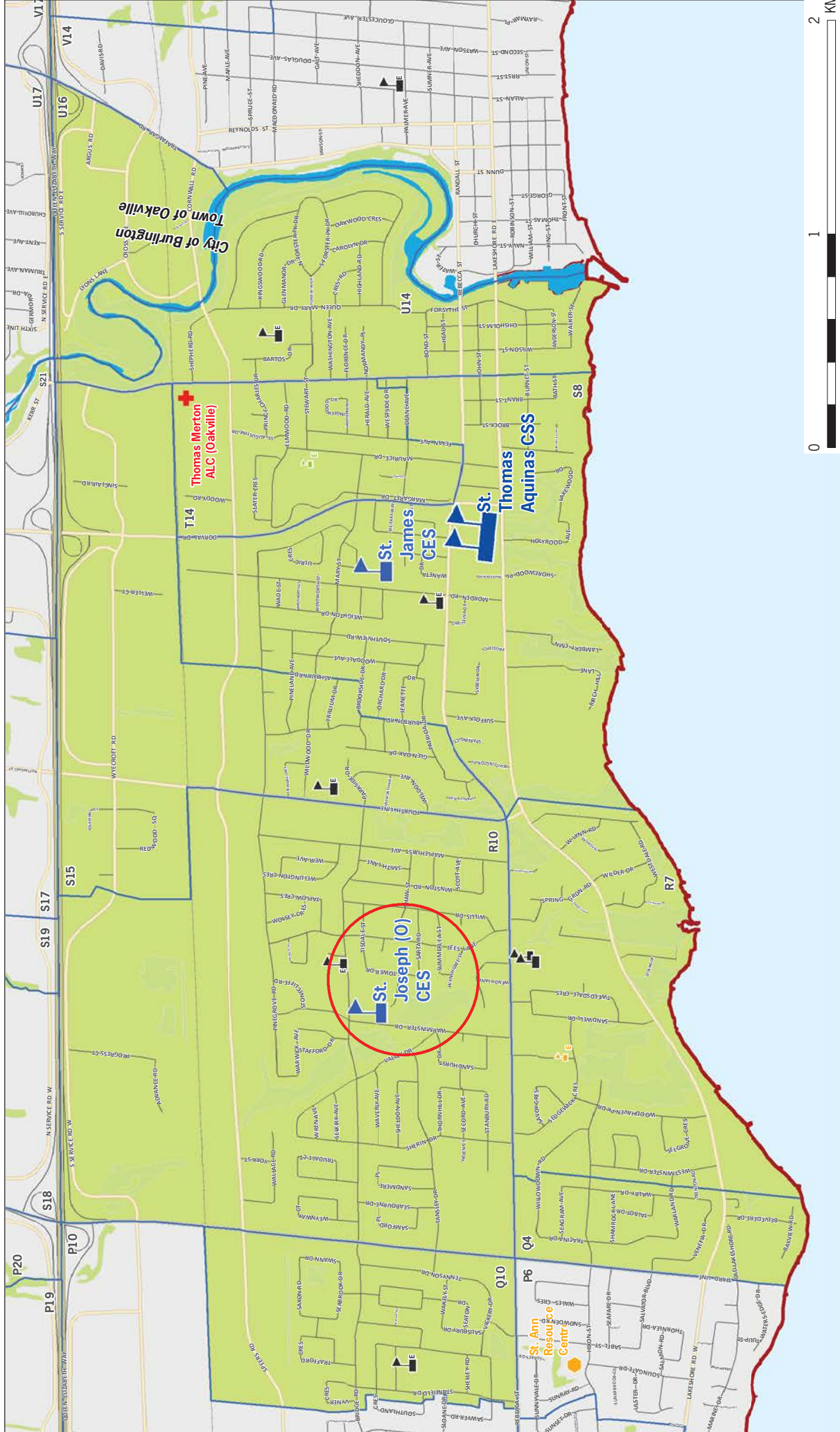
The current street network was provided by the Region of Halton and the Region assumes no responsibility for its use or accuracy. Proposed roads are subject to change. It is the intention of the HDSB to provide up-to-date and accurate information, and reasonable efforts have been made by the HDSB to verify the information. However, a degree of error or change is inherent. This information is distributed "as is" without warranty. HDSB assumes no liability for any inaccuracies, omissions, or misstatements of any information. If you require additional information please contact the Planning Services Department at 905-633-0300 or visit www.halton.ca for additional information.





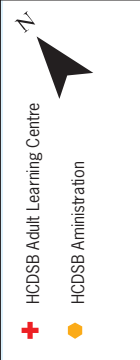
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APPENDIX D



Proposed St. Joseph CES Attendance Boundary Oakville South QEW Accommodation Review Area

- HCDSB Schools
- CS Vramonde Schools
- HCDSB Schools
- CSDCS Schools
- HCDSB Adult Learning Centre
- HCDSB Administration
- Proposed St. Joseph (O) CES Boundary
- CE01 - Oakville South QEW RA



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APPENDIX E

TEMPLATE TERMS OF REFERENCE FOR TRANSITION COMMITTEE

Background

The Board is responsible for fostering student achievement and well-being and ensuring effective stewardship of the Board's resources. In this regard, the Board is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of elementary and secondary programs.

Following the approval of the **[ENTRE NAME OF THE APPROVED PUPIL ACCOMMODATION REVIEW]**, as a requirement of Administrative Procedure VI-35: School Accommodation Review – Closure/Consolidation, a transition committee shall be established to manage the implementation of the Accommodation Plan approved by the Board of Trustees on **[ENTRE DATE OF APPROVAL]**.

These are the terms of reference applicable to the Transition Committee established for the **[ENTRE NAME OF THE APPROVED PUPIL ACCOMMODATION REVIEW]**.

1.0 Definition

1.1 *Initial Transition Accommodation Plan:* Staff will draft the preliminary report that will encompass all items presented in Section 2.2 of the Terms of Reference, and present this information to the established Transition Committee member, identified in Section 3.0, as information to solicit feedback and answer questions.

1.2 *Final Transition Accommodation Plan:* Having regard for the Transition Committee feedback on the Initial Transition Accommodation Plan, staff will finalize the report that will encompass all items presented in Section 2.2 of the Terms of Reference. In addition, the Final Transition Accommodation Plan will also include all matters itemized in Section 2.3 of the Terms of Reference that were recommended by the Transition Committee and approved by the Chair. This will function as the implementation plan for the project.

2.0 Mandate

2.1 The Transition Committee holds an advisory role, and is established by the School Superintendent. Members shall represent the school(s) involved in the approved pupil accommodation review and will act as the official conduit for information shared between the Board and the communities involved.

2.2 The Transition Committee is tasked in receiving information and providing feedback with respect to staff's Initial Transition Accommodation Plan. The plan would include as a minimum (but is not limited to) the following:

2.2.1 Holding School Transition Plan (if required):

2.2.1.1 Information on the timing of the transition plan

2.2.1.2 Information on selected holding school (if required)

2.2.1.3 Information on portable classroom needs (if required)

2.2.1.4 Information on proposed school organizational structure and class composition (solution dependent upon timing of Ministry funding)

2.2.1.5 Information on School transportation needs and bell times

- 2.2.1.6 Information on moving logistics to holding school
- 2.2.1.7 Strategies for student integration with new school community
- 2.2.1.8 Dynamics of home to school parish connections
- 2.2.2 Ultimate School Transition Plan:
 - 2.2.2.1 Information on the timing of the transition plan
 - 2.2.2.2 Information on portable classroom needs (if required)
 - 2.2.2.3 Information on proposed class compositions
 - 2.2.2.4 Information on School transportation needs and bell times
 - 2.2.2.5 Strategies for student Integration with new school community
 - 2.2.2.6 School finances, purchased equipment, and future purchases
 - 2.2.2.7 Information on moving logistics to ultimate school
 - 2.2.2.8 Dynamics of home to school parish connections
- 2.3 The Transition Committee will be tasked with taking a lead role in providing recommendations to the Chair to the matters listed below:
 - 2.3.1 Community building and transition activities
 - 2.3.2 School closing event(s) – in collaboration with staff
 - 2.3.3 Selecting the new school name (in accordance with Board policy and procedure)
 - 2.3.4 School uniform and logo (in accordance with Board policy and procedure)
 - 2.3.5 Coordination of school academic resources distribution (if required)
 - 2.3.6 Teams, clubs, and extra-curricular activities during transition year
 - 2.3.7 Recommendations for School Generated Funds (SGF) purchases for new school (in accordance with Board policy and procedure)
 - 2.3.8 Other items as identified by the Transition Committee
- 2.4 The purpose of the Transition Committee is to provide the local perspective of stakeholders of the consolidation schools, and to provide constructive feedback on behalf of the community to the designated School Superintendent regarding the proposed Initial Transition Accommodation Plan.
- 2.5 The final decision regarding the final implementation of the Final Transition Accommodation Plan rests with the designated School Superintendent.
- 2.6 This Transition Committee is formed with respect to the following school(s):

[ENTER SCHOOL NAMES HERE]
- 3.0 Membership of the Transition Committee**
 - 3.1 The Chair of the Transition Committee will be the designated School Superintendent of the affected school community, which shall be appointed by the Director of Education.

- 3.2 Core Members of the Transition Committee, which are expected to attend every working meeting regardless of topic, will include:
- 3.2.1 at least two (2) parents / guardian representatives and one (1) alternate from each school involved in the decision, chosen by the school community;
 - 3.2.2 at least one (1) elected parent School Council representatives and one (1) alternate from each School Council involved in the decision, chosen by the School Council at the time of Ministry Approvals;
 - 3.2.3 at least two (2) teacher representatives and one (1) alternate from each school involved in the decision, chosen by the Family of School Superintendent;
 - 3.2.4 the Principal of each school involved in the decision;
 - 3.2.5 one support staff member of each school involved in the decision, appointed by the Principal;
 - 3.2.6 for approved pupil accommodation reviews involving secondary schools, at least two (2) student representative from each school under review and one alternate, recommended by the Principal and approved by the Family of School Superintendent;
 - 3.2.7 Such other persons as appointed by the Director of Education.
- 3.3 Core Resource Members of the Transition Committee, which comprise of Board staff that shall attend every working meeting of the committee regardless of topic, will include:
- 3.3.1 Administrative assistant to the School Superintendent acting as chair; and,
 - 3.3.2 Superintendent of Facility Services Management or designate.
- 3.4 Staff Resource Members of the Transition Committee, which comprise of staff called upon to attend as required, may include:
- 3.4.1 Administrator, Planning Services or designate.
 - 3.4.2 Superintendent of Business Services or designate;
 - 3.4.3 Administrator, Strategic Communications or designate;
 - 3.4.4 Executive Officer, Human Resources or designate;
 - 3.4.5 Senior Administrator, Information Technology or designate; and,
 - 3.4.6 Halton Student Transportation Services (HSTS) representative.
- 3.5 Optional Members of the Transition Committee, which comprise of individuals invited to participate as required, may include:
- 3.5.1 for approved pupil accommodation reviews involving elementary schools, at least one (1) and a maximum of two (2) Grade 6 to Grade 7 student representatives from each school under review and one alternate, recommended by the Principal and approved by the Family of School Superintendent;

- 3.5.2 at least one (1) Priest or one (1) Pastoral Minister of each parish involved in the decision;
- 3.5.3 the School Council parish representatives from each School Council involved in the decision, chosen by the School Council at the time of Ministry Approvals;
- 3.5.4 representative of a Child Care Providers involved in the decision;
- 3.5.5 Community representatives (i.e. not-for-profit organizations); and,
- 3.5.6 Municipal Planning staff from the applicable municipality.
- 3.5.7 Region of Halton staff

4.0 Roles and Responsibilities of the Transition Committee

- 4.1 The Chair of the Transition Committee, appointed by the Director of Education, will facilitate the Transition Committee proceeding and will ensure that all decisions and processes are consistent with the Board's Policies and Procedures.
- 4.2 Transition Committee members are expected to attend working meetings and participate in the process
 - 4.2.1 Transition Committee members are also expected to attend an orientation session. At the orientation session, members will learn about their mandate, roles and responsibilities and procedures of the committee, and will have the opportunity to review to complete the final Term of Reference.
- 4.3 Transition Committee member are expected to provide feedback on the Initial Transition Accommodation Plan, and items listed in (but not limited to) Section 1.2 of the present Terms of Reference.
- 4.4 Transition Committee member are to provide recommendations to the chair of the committee on the lead items listed in (but not limited to) Section 1.3 of the present Terms of Reference, which the final outcome will be added to the Final Transition Accommodation Plan.

5.0 Roles and Responsibilities of Resources to the Transition Committee

- 5.1 Board Staff from various areas of responsibility will assist as required with answering questions, providing clarification, gathering feedback and will compile feedback to inform the Final Transition Accommodation Plan.
- 5.2 Staff will provide the Transition Committee with copies of the Initial Transition Accommodation Plan.
 - 5.2.1 The Transition Committee will review the Initial Transition Accommodation Plan and will seek clarification, ask questions, and provide feedback as necessary.
 - 5.2.1.1 The Initial Transition Accommodation Plan is drafted by Board staff. It identifies the matters identified in, but not limited to, Section 2.2, which covers the plan to temporary accommodate students in an interim location (if applicable); the operations of the interim holding school; and the transition to the final school location.

5.2.1.2 The Final Transition Accommodation Plan is drafted by Board staff. It will identify all matters identified in, but not limited to, Section 2.2 and 2.3 of the Terms of Reference, and will include all feedback, modifications, and proposed plans approved by the Chair.

5.3 Transition Committee members are encouraged, but not required, to reach consensus with respect to the comments and feedback that will be provided to Board staff in completing the Final Transition Accommodation Plan.

5.4 Following the completion and presentation of the Final Transition Accommodation Plan to the Transition Committee, the plan is to be widely communicated through a range of media to the community involved in the decision and plan.

6.0 Meetings of the Transition Committee

6.1 The Transition Committee will hold at least three (3) working meetings (not including the orientation meeting) to discuss matters relating to the Initial Transition Accommodation Plan. The Transition Committee may choose to hold additional working meetings as deemed necessary within the timelines established by the Transition Committee Chair. Timelines will be determined by the Chair, while having regard to construction and project timelines. The Transition Committee will review the materials presented to it by School Board staff at the working meetings.

6.2 Staff will hold one (1) final meeting to present the Final Transition Accommodation Plan to the Transition Committee prior to communicating the plan to the wider community.

6.3 Transition Committee working meetings will be deemed to be properly constituted even if all members are not in attendance. There is no quorum required for a Transition Committee working meeting.

6.4 The Transition Committee will be deemed to be properly constituted even if one or more members resign or do not attend working meetings of the Transition Committee.

6.5 Meeting notes of Transition Committee working meetings will be prepared and distributed to all members at Working Meetings.

6.6 Transition Committee working meeting dates will be established by the Chair in consultation with the member of the Transition Committee.

[INSERT WORKING GROUP MEETING DATES]



**Modified Pupil Accommodation Review
Final Staff Report Oakville South Central School Project**

APPENDIX F

APPENDIX F: Task Description for Transition Committee

ROLES AND RESPONSIBILITIES CHART:

F = Feedback to be provided

I = Informed on Plan

R = Responsible for Task

S = Functions as a Support Role

NA = Not part of the process (typically)

TASK	MEMBERS INVOLVED			DESCRIPTION OF TASKS
	CORE	RESOURCE	OPT.	
Anxiety Issues	F	R	I	Individually addressed. Committee to establish means of identifying possible concerns through the administration in respect of privacy and utilizing support at the school level (i.e. child youth councillor, and social workers)
Class Composition	F	R	I	Dependent upon timeline – for transition year, if September 2016 class composition will be comprised of students from existing school. If September 2017 class composition could be established mixing students from the two schools.
Community Introductions and Transition Activities	R	S	I	Determined by committee. Possible ideas: BBQ, Open House, Collaborative Council Meetings, Evening Activities, Virtual Classroom activities by grade, division, Class and student connections (i.e. trips), etc.
Drop Off/Pick Up	F	R	NA	Examine possible solutions to reduce overall congestion (if any) during pick up and drop off times after school day ends.
Home/School/Parish Connections	F	R	I	Develop options to maintain sacraments at home parishes, ongoing events, utilize all churches in the community, and presence of both parish staff at school
Moving Logistics	F	R	I	Facility Services staff will inform committee of moving logistics, based on best practices of opening approximately 30 schools and moving tens of schools over the past 20 years.
Play Area	F	R	I	Discussion with committee on play space during transition year to ensure safety and appropriateness. Possible options examined – staggered recess by division, by school, etc.

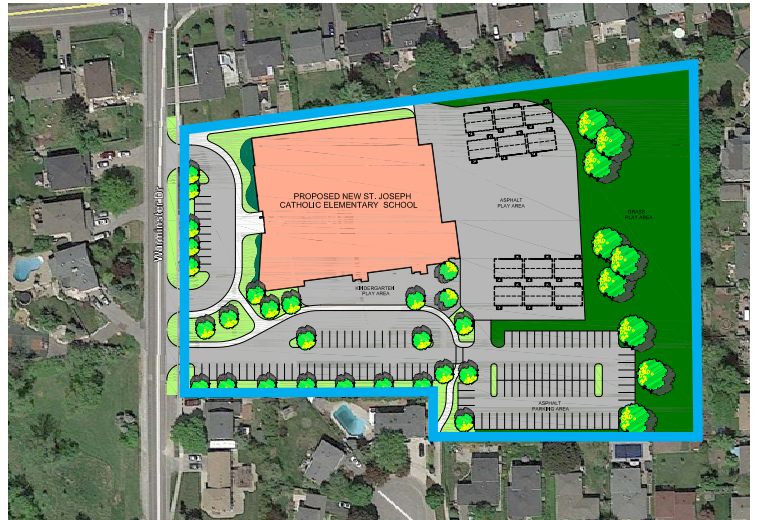
TASK	MEMBERS INVOLVED			DESCRIPTION OF TASKS
	CORE	RESOURCE	OPT.	
Portables	I	R	I	Discussion on requirements and placement to ensure utilization of play space and proximity to school – in particular during transition year. Determination of appropriate grades (typically 4, 5, 6) in portables during transition year.
School Closing	R	S	I	Committee to review and establish criteria they would like included for activity – i.e. memorabilia, school history maintained, event logistics, etc.
School Finances and Purchases	F	R	NA	Review of School Generated Funds and Purchases, and examining the new school's needs.
School Uniform/Logo	R	S	NA	Uniform policy will need to be followed as to the establishment of uniforms at a school. Transition period will be determined for the implementation of the new uniform and potential use of uniforms from previous school.
Selecting the new School Name	R	S	S	Community Consultation and process followed per policy/procedure – Trustee and Bishop approval
Staffing	I	R	I	Internal process established with board and union groups to determine staffing. Staff from existing schools is assumed to be given priority (union/Human Resource) considered in the creating the school team
Teams/Clubs During Transition Year	F	R	NA	During the transition year, committee to examine benefits of establishing one or two school teams. Dependent upon various factors such as lunch times, staggered recesses, etc., clubs and intramurals would be reviewed as per individual site.
Transportation	I	R	NA	Halton Student Transportation Services (HSTS) and Planning Services staff will communicate the proposed routes and pick-up locations for both transition year and start-up year, which will be sent to community as early as possible. Would also include discussion on school bell times.



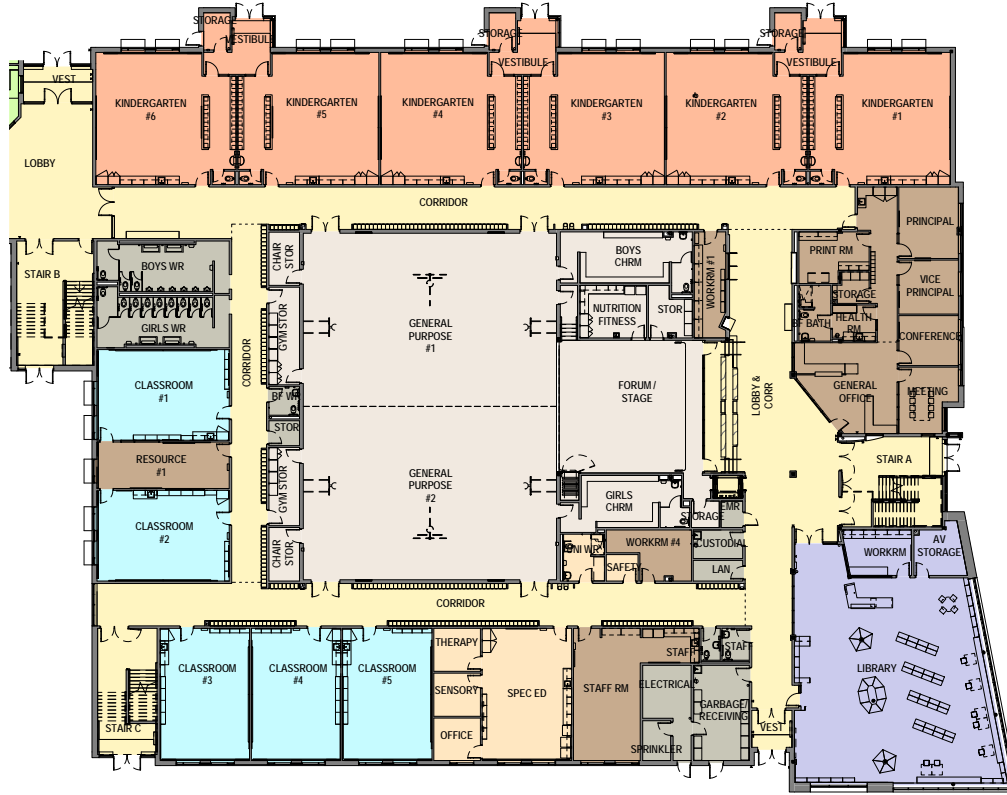
**Modified Pupil Accommodation Review
Final Staff Report Oakville South Central School Project**

APPENDIX G

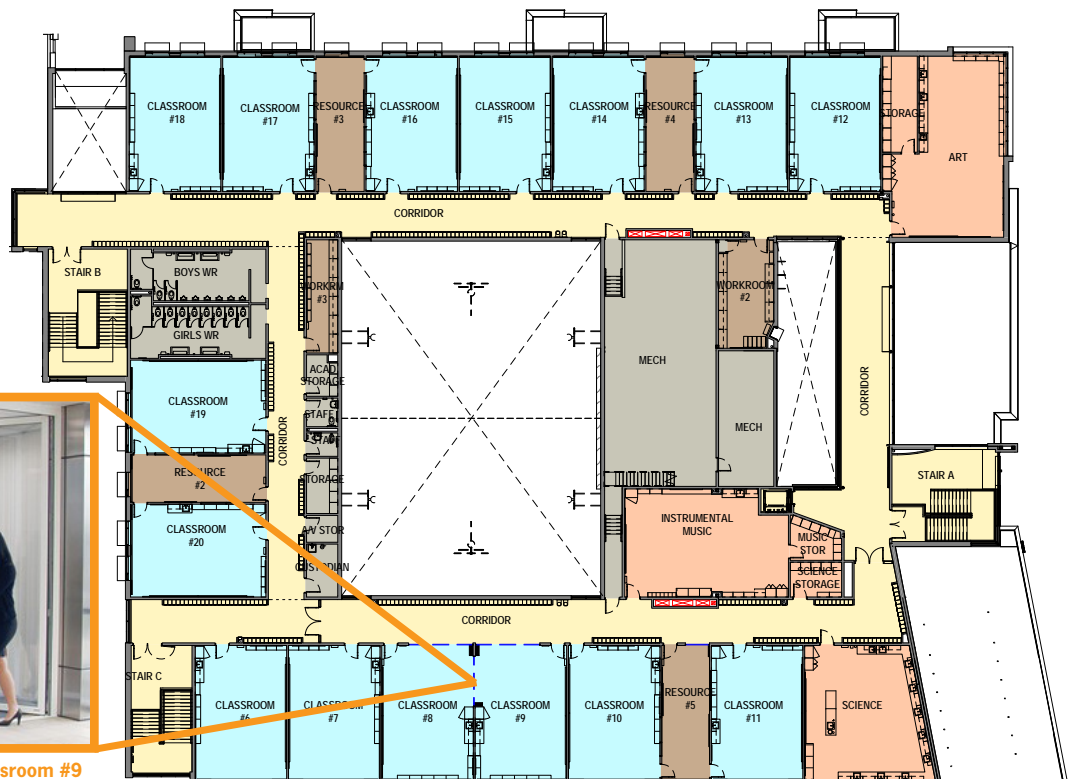
St. Joseph (Oakville) Catholic Elementary School Site Proposed Site for Oakville South School



Proposed Concept of Ground Floor Plan of Oakville South School

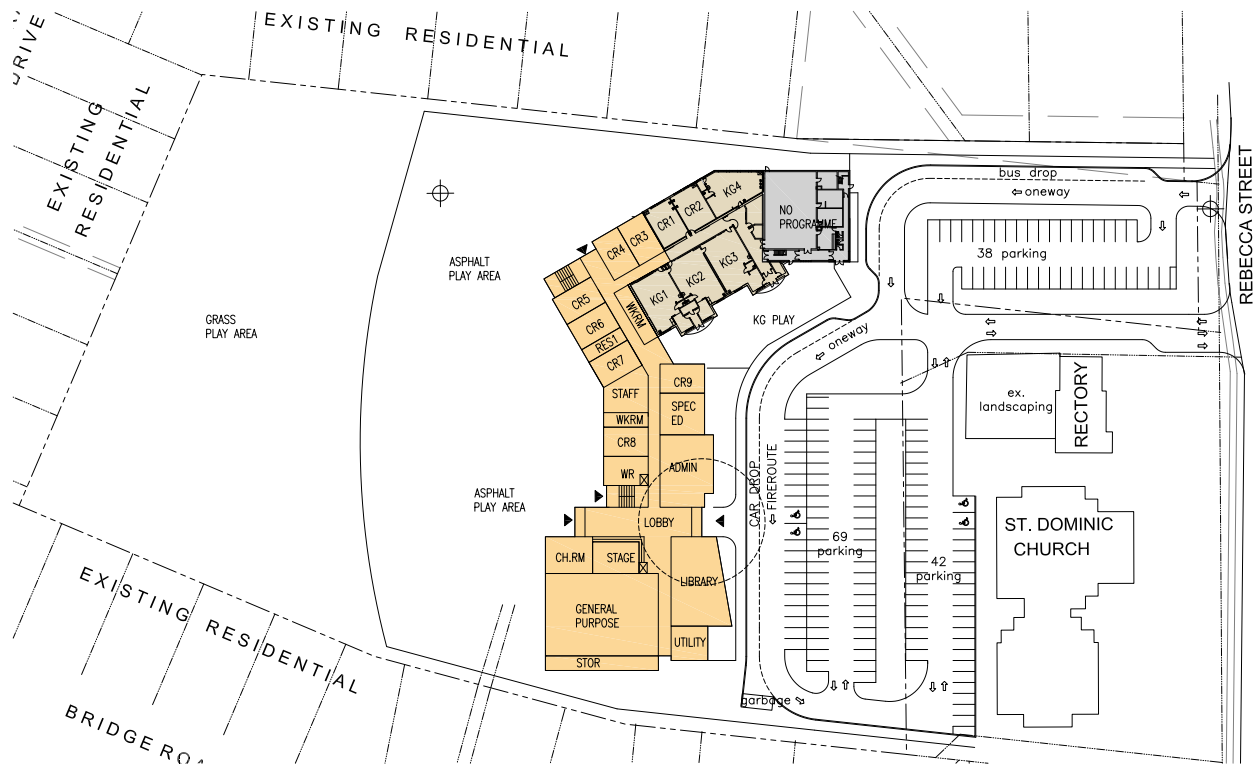


Proposed Concept of Second Floor Plan of Oakville South School

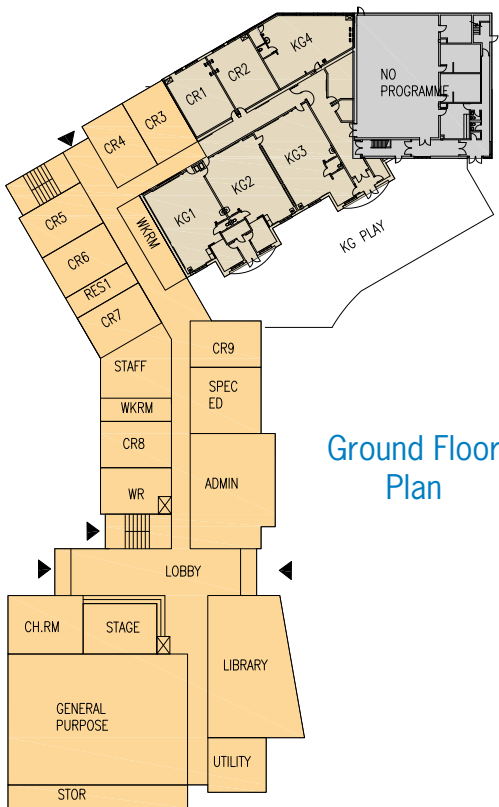


Retractable Wall between Classroom #8 and Classroom #9

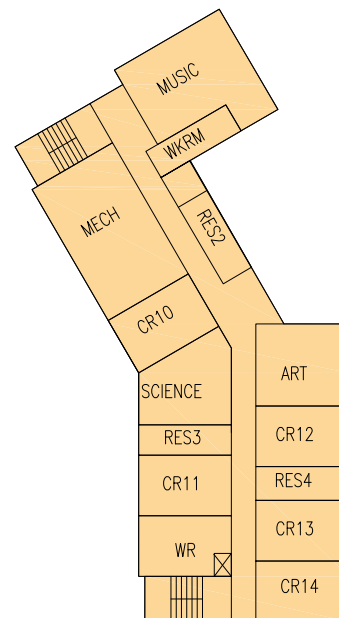
Proposed Concept of Site Plan of St. Dominic Catholic Elementary School Rebuild



Proposed Concept of Ground and Second Floor Plan of St. Dominic Catholic Elementary School Rebuild



Ground Floor Plan



Second Floor Plan

Proposed Concept of Oakville South School



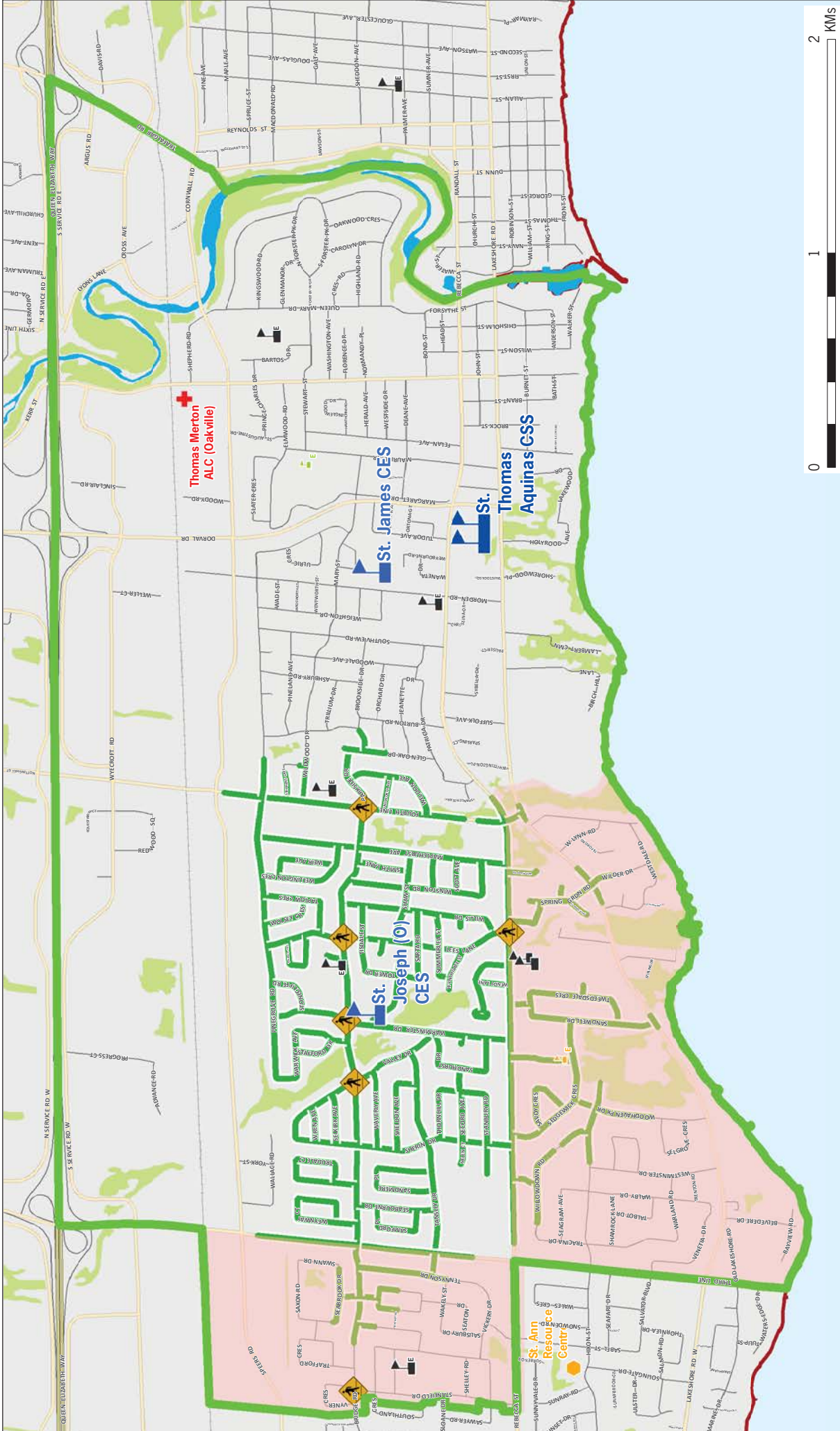
Proposed Concept of St. Dominic Catholic Elementary School Rebuild





**Modified Pupil Accommodation Review
Final Staff Report Oakville South Central School Project**

APPENDIX H



HALTON CATHOLIC DISTRICT SCHOOL BOARD

Proposed St. Joseph CES 1.6km Walking Web

Oakville South QEW Accommodation Review Area

- HCDSB Schools
- HCDSB Adult Learning Centre
- CS Vramonde Schools
- CSDCS Schools
- HCDSB Schools
- HCDSB Administration
- Proposed St. Joseph (O) CES Boundary
- CE01 - Oakville South QEW RA

0 1 2 KMS

The current street network was provided by the Region of Halton and the Region assumes no responsibility or liability for its use or accuracy. Proposed routes are subject to change. It is the intention of the HCDSB to provide up-to-date and accurate information, and reasonable efforts have been made by the HCDSB to verify the information. However, a degree of error or change is inherent. This information is distributed "as is" without warranty. HCDSB assumes no liability for any errors, omissions, or inaccuracies. If you require additional information please contact the Planning Services Department at 905-633-0300 or visit www.halton.ca.

Ministry of Education**Office of the ADM**

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

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

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



August 4, 2017

Paula Dawson
Director of Education and Secretary of the Board
Halton Catholic District School Board
PO Box 5308
802 Drury Lane
Burlington ON L7R 3Y2

Dear Ms. Dawson,

I am writing to inform you that the Ministry of Education has completed a detailed review of the business cases that each school board submitted for consideration under the 2017 School Consolidation Capital funding program and the Early Years Capital Program.

As outlined in **Memorandum 2016: B19 – Request for School Consolidation Capital Funding Submissions**, school boards were asked to submit no more than eight business cases to the ministry by January 28, 2017. Twenty-nine school boards submitted 66 requests for capital projects, worth approximately \$601.5 million, for funding consideration. Ministry funding approval decisions were based on:

- The cost of the proposed project;
- The reduction of surplus space;
- The removal of renewal backlog; and,
- The opportunity for program enhancement.

In addition to school construction related projects, school boards were also asked to submit school-based early years construction projects under this round of the SCC program. Eligible child care projects were projects intended to replace child care and child and family program space that was closed as part of a consolidation or that were part of a school construction project proposal arrived at through the board's pupil accommodation review process.

In total, the ministry received 24 requests for child care and child and family program capital funding for the creation of 69 new child care rooms and 13 child and family program rooms.

After careful review of your board's submissions, I am pleased to confirm that the ministry has approved funding to support three projects identified by your board. In total, your board will be allocated \$15,095,596 to undertake this project:

Project	Funding Allocation					Total
	Capital Priorities	Proceeds of Disposition	Unencumbered capital funding	Child Care	Child and Family Centre	
Oakville South Central School	\$5,267,272	\$4,223,847	\$1,936,597			\$11,427,716
St. Mark CES	\$1,610,867			\$1,542,760	\$514,253	\$3,667,880
Total	\$6,878,139	\$4,223,847	\$1,936,597	\$1,542,760	\$514,253	\$15,095,596

Please be aware that the ministry has funding available to address costs related to site acquisition and/or demolition and will consider providing additional funding to the board based on the submission of a detailed estimate of these costs.

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

Appendices

Appendix A provides a complete list of the SCC project/s submitted by your board along with the ministry's rationale for the funding decisions and the funding allocations. The ministry's decisions were based upon the needs identified in your school board's business cases and, in the case of child care and/or child and family program capital projects, the Early Years Joint Submission template submitted by your school board and Consolidated Municipal Service Manager (CMSM) or District Social Services Administration Board (DSSAB).

If your board chooses to address this project with a project other than the one outlined in the board's SCC business case and Early Years Joint Submission template, your board must receive the ministry's approval prior to retaining an architect. In some cases, this may require your board to forfeit their project approval and resubmit their request in a future round of Capital Priorities Grant funding. Should your school board and CMSM/DSSAB continue to see a SCC project that did not receive funding approval as a priority, you may resubmit it during future rounds of the Capital Priorities Grant program.

In addition, any changes to approved child care or child and family program capital projects will require your CMSM's/DSSAB's approval.

Appendix B provides a table showing the funding calculations for your project.

Payment

The Capital Priorities Grant and Early Years Capital Programs operate on a modified grant payment process, where cash flow is based on school board spending. There are two annual reporting periods for these programs:

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

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

School boards should continue to report any new capital projects that have received a funding allocation/approval in the Inventory Data section of the ministry's School Facilities Inventory System (SFIS).

Board Responsibilities

Your board is responsible and will be held accountable for implementing appropriate measures to ensure that the cost and scope are within the approved funding and does not exceed the ministry's space benchmarks. Similarly, the child care and child and family program funding allocation you have received can only be used to address capital costs related to the creation of a project's child care and/or child and family program rooms.

Your board should ensure that all tender documents and contracts are completed in such a way to identify the costs associated to each type of ministry funding source, including but not limited to Full Day Kindergarten and Early Years spaces.

Communications Protocol Requirements: Public Communications and Events

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

The intent of this protocol is to secure as much attention and media coverage for these events as possible. By doing so, we hope to help promote the role of all involved, including the Ministry of Education, school boards, CMSMs/DSSABs, and community partners in bringing exciting new capital projects to benefit local communities.

Public Communications

School boards, CMSMs/DSSABs, and community partners should not issue a news release or any other media-focused public communication regarding major capital construction projects without publicly recognizing the Ministry of Education's role in funding the project. In addition, school boards, CMSMs/DSSABs, and community partners should contact the Ministry of Education to receive additional content for media-focused public communications, such as quotes from the minister(s).

Acknowledgement of Support

You must acknowledge the support of the Government of Ontario in media-focused 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, etc. where there is a tight restriction on content, government acknowledgement is not required. The same applies to reactive communications (e.g., media calls); however, if possible, such an acknowledgement is appreciated.

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, CMSMs/DSSABs, and community partners. If the ministry chooses to do so, school boards, CMSMs/DSSABs, and community partners will be contacted to get quotes, as appropriate.

Communications of Major Events

For all events marking a new school opening, or openings of a major addition or renovation, which includes child care and/or child and family programs and/or community hubs, the Minister of Education and the Minister Responsible for Early Years and Child Care must be invited as early as possible. Invitations should be sent to information.met@ontario.ca. Where appropriate, the ministry's regional manager, Field Services Branch, in your area should be copied.

School boards, CMSMs/DSSABs, and community partners are not to proceed with their public events until they have received a response to the invitation from the office of the Minister of Education or the office of the Minister Responsible for Early Years and Child Care. School boards, CMSMs/DSSABs, and community partners will be notified of the minister's attendance within 15 business days of their event. Please note, that if the date of your event changes at any time after the ministers have received the invitation, the change should be communicated to the ministry through the email address above. If the Minister of Education or the Minister Responsible for Early Years and Child Care is unavailable, the invitation may be shared with a government representative who will

contact your school board, CMSM/DSSAB, and/or community partner to coordinate the details (e.g., a joint announcement).

Note: School boards, CMSMs/DSSABs, and community partners are not expected to delay their announcements to accommodate the ministers or a member of provincial parliament (MPP). The primary goal is to ensure that the ministers are aware of the announcement opportunity.

Other Events

For all other media-focused public communications opportunities that are not major events, such as sod turnings for example, an invitation to your local event must be sent to the Minister of Education and the Minister Responsible for Early Years and Child Care by email (see above) with at least three weeks' notice. Again, please send a copy to the ministry's regional manager, Field Services Branch, in your area, where appropriate. Please note, that if the date of your event changes at any time after the ministers have received the invitation, the change should be communicated to the ministry through the email address above.

School boards, CMSMs/DSSABs, and community partners are not expected to delay these "other" events to accommodate the ministers. 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 with existing processes.

Clear Display of Signage

For all capital construction projects that exceed \$100,000, school boards will be required to order and display BuildON Education 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 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.

Should you have any communications-related questions, or to order BuildON Education signage please contact Dylan Franks at 416-325-2947 or Dylan.Franks@ontario.ca.

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

Should you have any questions about SCC requests, please contact your Capital Analyst, Sarosh Yousuf at Sarosh.Yousuf@ontario.ca or 416-325-8059.

For any questions related to the Child Care and/or Child and Family Program capital requests, please contact your Early Years Education Officer or Child Care Advisor:

Dolores Cascone at Dolores.Cascone@ontario.ca or 416-314-6300;

Isilda Kucherenko at Isilda.Kucherenko@ontario.ca or 416-325-3244.

Sincerely,

*Original signed by
Colleen Hogan for:*

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

Attached:

Appendix A – Complete List of Submissions

Appendix B – Details of 2017 Approved SCC Projects

- c: Shannon Fuller, Assistant Deputy Minister, Early Years and Child Care Division
- Paul Bloye, Director, Capital Program Branch
- Colleen Hogan, Director, Capital Policy Branch
- Julia Danos, Director, Early Years Implementation Branch
- Holly Moran, Director, Child Care and Quality Licensing
- Cindy Mortin, Director (A), Children's Services-The Regional Municipality of Halton

Halton Catholic District School Board

By-Law No. 2017 F02

WHEREAS, the Halton Catholic District School Board deems it necessary to extend the borrowing By-law 2017 F02 in an amount not exceeding the sum of *Seven Million, Two Hundred and Three Thousand and Eight Hundred Sixty-Nine Dollars* (\$7,203,869) to provide permanent funding for the *Oakville South Central Catholic Elementary School* until the amounts advanced are recovered.

AND WHEREAS, no debentures in respect of the said work have been pledged or otherwise disposed of.

NOW THEREFORE, the Halton Catholic District School Board enacts as follows:

1. **THAT** either the Chair of the Board or Vice Chair of the Board together with the Secretary of the Board or Treasurer of the Board, of the Halton Catholic District School Board be and they are hereby authorized and empowered to borrow on behalf of the Halton Catholic District School Board from time to time as may be required from TD Canada Trust by way of promissory note and/or by way of overdraft such sums as may be necessary, but not exceeding in all the sum of Seven Million, Two Hundred and Three Thousand and Eight Hundred Sixty-Nine Dollars (\$7,203,869).
2. **THAT** either the Chair of the Board or Vice Chair of the Board together with the Secretary of the Board or Treasurer of the Board, are authorized to pay or allow the said Bank interest on the said sum so borrowed at a variable interest rate, currently at 2.20%. The Bank will notify Halton Catholic District School Board of any changes to the interest rate.
3. **THAT** either the Chair of the Board or Vice Chair of the Board together with the Secretary of the Board or Treasurer of the Board, be authorized and empowered on behalf of the Halton Catholic District School Board to sign and execute under, its corporate seal, a grid promissory note and/or cheques representing any sum or sums so borrowed and deliver the said note to the said Bank. Any cheques signed by either the Chair of the Board or Vice-Chair of the Board together with the Treasurer of the Board and presented for payment at a time when there are not, in the hands of the Bank, funds of the Halton Catholic District School Board, the amount of such cheques shall be deemed to be moneys loaned by the said Bank to the Halton Catholic District School Board upon the authority of this By-Law.
4. **THAT** the proceeds of every such loan shall be applied for the purposes above mentioned but the TD Canada Trust shall not be bound to see to the application of any loan.
5. **THAT** this By-Law shall come into force and have effect immediately from and after its passing for a period of two years.

READ and FINALLY PASSED this **5th** of **September 2017**.

D. Rabenda, Chair of the Board

P. Dawson, Secretary of the Board

STAFF REPORT

ITEM 9.2

**ST. MARK CATHOLIC ELEMENTARY SCHOOL, CHILD CARE AND OEYCFC
APPROVAL TO PROCEED WITH SCHOOL CAPITAL PLANNING AND
PRELIMINARY BUDGET**

PURPOSE:

To obtain Board authorization for staff to select an architect, commence the school capital planning process and approve the preliminary project budget for the proposed St. Mark Catholic Elementary School building addition, child care centre and Ontario Early Years Child and Family Centre (OEYCFC).

BACKGROUND:

On December 1, 2016, the Ministry issued Memorandum 2016:B19 directing school boards to submit their 2017 School Consolidation Capital funding requests for consideration by the Ministry no later than January 28, 2017. Ministry Memorandum 2016:B19 is attached for Trustee reference (Appendix "A"). Staff prepared a priority ranking of the proposed 2017 School Consolidation Capital projects and presented Action Report 8.8 for Trustee approval at the January 17, 2017, Regular Meeting of the Board. A copy of Action Report 8.8 is attached for Trustee reference (Appendix "B"). Subsequently, staff submitted to the Ministry the Board's 2017 School Consolidation Capital funding requests and the associated business cases for the top 4 consolidation capital projects as approved by the Board.

COMMENTS:

On June 19, 2017, the Board was informed of the Ministry's approval of School Consolidation Capital funding for the St. Mark Catholic Elementary School rightsizing project. The project includes the construction of a 5 classroom building addition, as well as a 3 room child care centre and an Ontario Early Years Child and Family Centre (OEYCFC). The St. Mark School rightsizing project was presented to Trustees in Action Report 8.8 for Trustee approval at the January 17, 2017, Regular Meeting of the Board.

On August 4, 2017, the Ministry informed the Board of the details of their funding commitment for the St. Mark Catholic Elementary School building addition, child care centre and OEYCFC. The Ministry approved a total funding allocation of \$3,667,880 for the new building addition. The funding letter from the Ministry is attached for Trustee reference (Appendix "C"). The supported funding allocation is comprised of several sources, as shown in Table 1. The Ministry commitment includes \$1,610,867 in new Capital Priorities funding, \$1,542,760 in funding for the new child care centre and \$514,253 in funding for the new OEYCFC.

Table 1 – Funding Allocation for the St. Mark Catholic Elementary School Rightsizing Project

Project	Capital Priorities	Child Care	Child and Family Centre	Total
St. Mark CES	\$1,610,867	\$1,542,760	\$514,253	\$3,667,880

A number of activities are required to be initiated for the St. Mark Catholic Elementary School rightsizing project capital planning process. One of the first steps in the school capital planning process is to select and appoint an architect for the project. The Board’s Request for Proposal (RFP) – Architectural Services process will commence in September 2017 and RFP submissions from the Board’s pre-qualified architects will be due in late October 2017. As such, staff is requesting approval to proceed with the evaluation of the architectural services proposed and selection of an architect for the project.

The commencement of the above noted school capital planning steps would greatly assist the Board to begin construction of the project in July 2018 and achieve a Spring 2019 opening date for the new building addition.

CONCLUSION:

The Board is very appreciative of the Ministry’s recognition of the Board’s rightsizing plan for St. Mark Catholic Elementary School and the full funding of 5 classroom building addition, child care centre and Ontario Early Years Child and Family Centre (OEYCFC). It is recommended that staff be authorized to proceed with the school capital planning for the St. Mark Catholic Elementary School rightsizing project.

The following recommendations will be submitted for Trustee consideration and approval at the September 19, 2017, Regular Meeting of the Board:

RESOLUTION: Moved By:
Seconded By:

RESOLVED, that the Halton Catholic District School Board authorize staff to proceed with the selection of an architect and the school capital planning process for the St. Mark Catholic Elementary School.

RESOLUTION: Moved By:
Seconded By:

RESOLVED, that the Halton Catholic District School Board approve the Preliminary Estimated Project Budget not to exceed **\$3,667,880** for the St. Mark Catholic Elementary School rightsizing project in the City of Burlington.

RESOLUTION:

Moved By:
Seconded By:

RESOLVED, that the Halton Catholic District School Board approve **Borrowing By-law No. 2017 F03** in the amount of **one million, six hundred and ten thousand, eight hundred and sixty-seven dollars (\$1,610,867)** to finance the St. Mark Catholic Elementary School rightsizing project in the City of Burlington.

RESOLUTION:

Moved By:
Seconded By:

RESOLVED, that the Halton Catholic District School Board approve **Borrowing By-law No. 2017 F04** in the amount of **two million, fifty-seven thousand, and thirteen dollars (\$2,057,013)** to finance the St. Mark Catholic Elementary School child care centre and Ontario Early Years Child and Family Centre (OEYCFC) project in the City of Burlington.

REPORT PREPARED BY:

R. MERRICK
SENIOR ADMINISTRATOR, FACILITY MANAGEMENT SERVICES

F. THIBEAULT
ADMINISTRATOR OF PLANNING SERVICES

REPORT SUBMITTED BY:

R. NEGOT
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Ministry of Education

Mowat Block
900 Bay Street
Toronto ON M7A 1L2

Ministère de l'Éducation

Édifce Mowat
900, rue Bay
Toronto ON M7A 1L2

**2016: B19**

MEMORANDUM TO: Directors of Education
Consolidated Municipal Service Managers (CMSMs)
District School Services Administration Boards (DSSABs)

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

Shannon Fuller
Acting Assistant Deputy Minister
Early Years Division

DATE: December 01, 2016

SUBJECT: Request for School Consolidation Capital Funding
Submissions

We are writing to announce details of the 2017 round of the Ministry's \$750 million School Consolidation Capital (SCC) program. This funding was announced in the 2014-15 Grants for Student Needs (GSN) release as part of the School Board Efficiencies and Modernization (SBEM) initiative. In addition, the Ministry has child care capital funding to fund replacement of child care and child and family program rooms where supported by the Consolidated Municipal Service Manager (CMSM)/District Social Services Administration Board (DSSAB) that would be lost due to a school consolidation or address demand in a new school being built as part of a school consolidation project.

The Ministry recognizes that for school boards to effectively and efficiently manage their excess capacity, they will need to, in some cases, adjust their capital footprint. Through the SCC program, capital funding will be available to school boards to support projects that address a school board's excess capacity. This funding will be allocated on a business case basis for new schools, retrofits and additions that support consolidations.

School boards are requested to provide the Ministry with their consolidation projects that need to be completed by the 2020-21 school year. The Ministry will be reviewing the SCC submissions for funding consideration, as well as to understand the need for ongoing capital investments in the education sector.

In recognition of the increase in construction costs, the Ministry has increased its funding benchmarks by two percent. Projects approved through this round of SCC will be funded according to this increase. This increase does not apply to any previously approved projects.

Highlights/Summary Points

- School boards are to submit SCC projects that need to be completed by the 2020-21 school year.
- School boards will be able to submit their business cases and Joint Submission forms through the School Facilities Inventory System (SFIS) beginning on December 6, 2016.
- The deadline for SCC submissions, including the Joint Submission forms, is January 27, 2017.
- SCC submissions related to accommodation reviews must have a final trustee decision by March 24, 2017 to be considered for SCC funding approval.
- Business cases will be required only for a school board's top eight SCC projects.
- School boards may also request funding for the construction of child care and child and family programs and community hubs as part of a school board's SCC submission.

Submission of SCC Projects

Beginning December 6, 2016, school boards will be able to submit business cases and Joint Submission forms for their requests for SCC funding through SFIS. Only a school board's eight highest priority projects expected to open no later than 2020-21 will be considered for SCC funding and will need to be supported with a completed business case. School boards are required to submit their SCC business cases and Joint Submission forms by January 27, 2017. The Ministry will not accept business cases or Joint Submission forms after this date.

School boards can save their work in progress within the SFIS module, however, once school boards submit their business cases, their submissions will be locked from further editing. Thereafter, school boards will only be able to modify their business cases by requesting that their Capital Analyst unlock the submission.

The Ministry is aiming to make announcements regarding their SCC funding decisions in early Spring 2017. It is anticipated that an announcement of the next round of Capital Priorities to follow shortly thereafter.

Business Case Considerations

The Ministry will consider funding projects that allow a school board to reduce their excess capacity. Eligible projects for funding consideration include the following:

- Consolidating two (or more) schools into one new facility.
- Building an addition and/or undertaking a major renovation to an existing school to accommodate enrolment from other schools that a school board has made a decision to close.
- Right-sizing existing schools by renovating existing excess space for other uses including child care and child and family program rooms and community hubs.

School boards must address why any capital investment is required from the Ministry in order to remove excess capacity from its inventory. The SCC business cases will be reviewed by the Ministry with the focus being on the cost effectiveness of the proposed solutions.

School boards are encouraged to submit alternative solutions for Ministry funding consideration. These alternatives may be submitted as supplemental documents through SFIS.

The Ministry expects that the business case and supplemental documents will demonstrate why the proposed project is the best accommodation solution. This should include a rationale of why less costly alternatives are not being recommended by the board, including the use of existing school facilities that require little or no capital investments or joint use facilities between school boards.

As part of its evaluation, the Ministry utilizes calculations to determine the financial value of the project. These calculations are based upon the proposed cost of the project weighed against the expected reduction in costs, both in the form of ongoing operational, ongoing renewal savings and the elimination of any existing renewal backlog.

The business cases should address the following:

- Improvement of facility utilization through the reduction of unused space.
- Impact on reducing a school board's operating and renewal costs.
- Enrolment projections for schools in the area of the project.
- Existing renewal needs of schools that are part of the business case.
- Other benefits, such as improved programming, accessibility, and/or energy efficiency.
- Results of the accommodation review process (where applicable).

We expect that school boards will be submitting projects for SCC funding that are linked to accommodation reviews decisions. Please note, projects related to accommodation reviews must have a final trustee decision by March 24, 2017 to be considered for SCC funding approval.

Submission of Child Care and Child and Family Program Projects in Schools

As with the last round of child care and child and family program submissions through the Capital Priorities program, school boards and Consolidated Municipal Service Managers/District Social Services Administration Boards (CMSMs/DSSABs) have an opportunity to include child care and child and family programs as part of their SCC request.

The Ministry will consider funding capital projects in schools where there is a need to replace child care and child and family program rooms that would be lost due to a school consolidation or address demand in a new school being built as part of a school consolidation project for children aged 0 to 3.8 years of age. School boards will need to have the support of the corresponding CMSM/DSSAB regarding the eligibility and viability requirements to build or renovate child care rooms in the identified school. Note that stand-alone child care and child and family program projects are not eligible as part of the SCC program.

Eligibility

The Ministry will consider funding the creation of child care and child and family program rooms in schools, under the following conditions:

- 1) The target school is any of the following:
 - a. An existing school that will be accommodating students from a closing school that currently contains child care spaces and/or child and family program rooms.
 - b. A new school that is to be constructed and receives Ministry funding approval.
 - c. An existing school that is to undergo a major addition/renovation that receives Ministry funding approval.
 - d. An existing building that has been purchased for the purposes of student accommodation and receives Ministry funding approval.
- 2) The school board has the support of the corresponding CMSM/DSSAB regarding the eligibility and viability requirements to build child and family program rooms and/or child care rooms and create child care spaces for ages 0 to 3.8 years in the identified school.
- 3) The child care spaces and/or child and family program rooms will not result in an operating and/or financial pressure for the CMSM/DSSAB.

In November 2016, the Ontario government announced an investment of approximately 3,400 new licensed child care spaces across the province as a first step towards creating 100,000 additional spaces over the next five years. Capital child care projects funded under this round of SCC which result in new spaces would also be counted towards this commitment. When considering long-term viability, CMSMs/DSSABs and school board planners must consider their needs for at least the next five years and use population projections as well as other local data to inform submission decisions.

Joint Submission Form

As part of your SCC submission, the Ministry will require a Joint Submission form (available for download through SFIS) signed by both the CMSM/DSSAB Manager of Children's Services and the school board Director of Education. The Joint Submission form includes project details and confirms that the child care and/or child and family program meets all eligibility and viability requirements.

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

To be considered for funding, the Joint Submission form must be submitted as part of the school board's SCC business case. A copy must also be provided to your school board's Capital Analyst (see Appendix C) and Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (see Appendix D). The Ministry may request supporting documentation following a review of the Joint Submission form.

School boards are required to submit their completed Joint Submission forms by January 27, 2017. The Ministry will not accept Joint Submission forms after this date.

Joint Use Capital Projects in Schools

As with previous capital funding programs, the Ministry encourages school boards to consider collaborative capital project arrangements between school boards. The Ministry will review all joint use projects for funding consideration before evaluating any other SCC submissions. Joint use projects are more likely to receive capital funding and also have the opportunity to generate an increased amount of capital funding than individual projects. Please see [2013:B18](#) and [2016:B17](#) Memorandums for further details.

Community Hub Projects in Schools

As you are likely aware, in August 2015, the Premier's Community Hubs Framework Advisory Group released a report titled [Community Hubs in Ontario: A Strategic Framework and Action Plan](#). This action plan brought renewed focus to the discussion of strategies to support the formation of community hubs across the province.

The Ministry recognizes the value of joint community based planning across local agencies. To that end, the Ministry encourages school boards to seek out community organizations for possible partnership opportunities in their SCC submissions.

Note that child care and/or child and family program requests should be addressed through the completion of a Joint Submission form.

Proceeds of Disposition

School boards will not be required to allocate their Proceeds of Disposition (POD) towards new SCC projects. School boards are reminded, however, that projects that they wish to undertake on their own using POD will first need to be submitted to the Ministry through the Capital Priorities or SCC programs. Additionally, school boards have the option to identify POD as a funding source for a SCC project that addresses outstanding renewal needs. Please see [2015:B13](#) Memorandum for further details.

Capital Analysis and Planning Template

The Capital Analysis and Planning Template (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 SCC funding approval if the Ministry does not have an approved CAPT consistent with the school board's 2015-16 Financial Statements.

Ministry Contact

SCC Program

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

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

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

We look forward to working with you to identify your future SCC projects.

Original signed by:

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

Shannon Fuller
Acting Assistant Deputy Minister
Early Years Division

Appendices:

Appendix A: Child Care Projects

Appendix B: Child and Family Program Projects

Appendix C: List of Ministry Capital Analysts

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

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 Services Administration Boards
Steven Reid, Director, Field Services Branch, Ministry of Education

Appendix A: Child Care Projects

Child Care Eligibility

The Ministry will consider funding capital projects in schools where there is a need to replace child care rooms that would be lost due to a school consolidation or address demand in a new school being built as part of a school consolidation project 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.

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.

The school board and CMSM/DSSAB are to separately provide a priority ranking for each child care and/or child and family 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 form, the CMSM/DSSAB must prioritize them all together rather than per individual school board). This will help ensure that the approved child care and/or child and family program projects align with approved capital projects.

This will require active communication between CMSMs/DSSABs and coterminous school boards to prioritize child care and/or child and family 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 consolidation/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 and/or financial 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 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 "Community Use Rooms".
- 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 consolidation or accommodation review.

$$\begin{array}{ccccccc}
 \textit{Capital Funding for} & & & & & & \\
 \textit{New Construction of} & = & 26 & \times & \textit{Elementary} & \times & \textit{Average} \\
 \textit{Child Care Rooms} & & \textit{Pupil} & & \textit{Construction} & & \textit{Elementary} \\
 & & \textit{Places} & & \textit{Cost} & & \textit{Area} \\
 & & & & \textit{Benchmark} & & \textit{Benchmark} \\
 & & & & & & \textit{Site} \\
 & & & & & & \textit{Specific} \\
 & & & & & & \textit{GAF}
 \end{array}$$

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. School boards are expected to first utilize their uncommitted Schools-First Child Care Capital Retrofit Policy (SFCCRP) funding towards child care retrofit projects that have been submitted.

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 2015.

Application Process – Joint Submission

The Joint Submission form 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 form requesting the construction of child care space. School boards must submit a Joint Submission form signed by both the CMSM/DSSAB Manager of Child Care and Early Years System and the school board Director of Education.

The Joint Submission form must be submitted as part of the school board's business case. The Joint Submission form is to be submitted directly to the school board's Capital Analyst (Appendix C) and Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (Appendix D).

Joint Submission forms must be received by the Ministry by January 27, 2017.

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

Appendix B: Child and Family Program Projects

Child and Family Program Eligibility

The Ministry will consider funding capital projects in schools where there is a need to replace child and family program rooms that would be lost due to a school consolidation or address demand in a new school being built as part of a school consolidation project. Child and family program projects must result in new child and family program space (i.e., not a retrofit to an existing child and family 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 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 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 (child and family programs). While the expectation is that the key features of child and family programs 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 child and family programs 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 Program Projects

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

The school board and CMSM/DSSAB are to separately provide a priority ranking for each child care and/or child and family 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 form, the CMSM/DSSAB must prioritize them all together rather than per individual school board). This will help ensure that the approved child care and/or child and family program projects align with approved capital projects.

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

Ministry Prioritization of Eligible Child and Family 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 program space in a school.
- Child and family programs are in locations that are well-positioned to meet local needs and fill identified service gaps, and will align with future child and family programs planning completed by CMSMs/DSSABs.
- Projects in communities where municipal partners already have familiarity and/or responsibility for child and family programs, and where strong partnerships between the school board and municipality already exist.

Child and Family Program Operational and Accountability Requirements

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

- The child and family 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 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 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 for the new construction and/or renovations of child and family 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 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 program space under the section “Community Use Rooms”.
- School boards will be held accountable for implementing appropriate measures to ensure that the cost and scope of approved child and family program projects are within the approved project funding and do not exceed the Ministry’s benchmarks.
- Child and family programs are all Ministry funded child and family programs (OEYCs, PFLCs, CCRCs, and BBBFs).

- It is expected that child and family 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 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 programs cannot be used to address other school board capital needs.

Child and Family Program Capital Funding Calculation and Eligible Expenses

The construction of child and family 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 leading factor used to calculate the capital funding will be 26 pupil places per room. This approach allows school boards to build child and family 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 programs, including the replacement of existing child and family programs due to school consolidation or accommodation review.

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

Note: The capital funding for retrofit projects for child and family 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 2015.

Application Process – Joint Submission

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

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

The Joint Submission form must be submitted as part of the school board's business case. The Joint Submission form is to be submitted directly to the school board's Capital Analyst (Appendix C) and Ministry Early Years Regional Staff (Education Officer and Child Care Advisor) (Appendix D).

Joint Submission forms must be received by the Ministry by January 27, 2017.

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

Appendix C: 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 and 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
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

DSB	District School Board	Capital Analyst	Email	Phone
37	Windsor-Essex CDSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
38	London DCSB	Michael Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
39	St. Clair CDSB	Michael Wasylyk	Michael.Wasylyk@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 Wasylyk	Michael.Wasylyk@ontario.ca	416-326-9924
51	Brant Haldimand Norfolk CDSB	Michael Wasylyk	Michael.Wasylyk@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 and 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 D: List of Ministry Early Years Education Officers and Child Care Advisors

REGION	EO/CCA	CMSM/DSSAB	SCHOOL BOARD
TORONTO	<p><u>Education Officer:</u></p> <p>Dolores Cascone Tel: 416-314-6300 Toll Free: 1-800-268-5755 Dolores.Cascone@ontario.ca</p> <p>TBD (French Language Boards)</p> <p><u>Child Care Advisor:</u></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><u>Education Officer:</u></p> <p>Sue Chanko Tel: 519-870-2187 Sue.Chanko@ontario.ca</p> <p>TBD (French Language Boards)</p> <p><u>Child Care Advisor:</u></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 Halidmand 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 écoles catholiques du Sud-Ouest London District Catholic SB Thames Valley DSB
		City of St. Thomas	CS Viamonde CSD des écoles catholiques du Sud-Ouest London District Catholic SB Thames Valley DSB
		City of Stratford	Avon Maitland DSB CS Viamonde CSD des écoles 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 DSB
		Municipality of Chatham-Kent	CS Viamonde CSD des écoles catholiques du Sud-Ouest Lambton-Kent DSB St. Clair Catholic DSB
NORTH BAY / SUDBURY	<u>Education Officer:</u> Renée Brouillette Tel: 705-497-6893 Toll Free: 1-800-461-9570 Renee.Brouillette@ontario.ca <u>Child Care Advisor:</u> 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 and 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	<p><u>Education Officer:</u></p> <p>Heather Exley Tel: 807-474-2993 Toll Free: 1-800-465-5020 Heather.Exley@ontario.ca</p> <p><u>Child Care Advisor:</u></p> <p>Kelly Massaro-Joblin Tel: 807-474-2982 Toll Free: 1-800-465-5020 Kelly.Massaro-Joblin@ontario.ca</p>	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	<p><u>Education Officer:</u></p> <p>Jeff O'Grady Manager (A), Full-Day Kindergarten Early Years Implementation Branch Tel: 416-212-4004 Jeff.OGrady@ontario.ca</p> <p><u>Child Care Advisor:</u></p> <p>Rachelle Blanchette Tel: 613-536-7331 Rachelle.Blanchette@ontario.ca</p>	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 and 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 and 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	<p><u>Education Officer:</u></p> <p>Ana Marie Prokopich Tel: 705-725-6260 Toll Free: 1-888-999-9556 AnaMarie.Prokopich@ontario.ca</p> <p>TBD (French Language Boards)</p> <p><u>Child Care Advisor:</u></p> <p>Maria Saunders Tel: 705-725-7629 Maria.Saunders@ontario.ca</p>	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 Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		County of Northumberland	CS Viamonde CSD catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		City of Peterborough	CS Viamonde CSD catholique Centre-Sud Kawartha Pine Ridge DSB Peterborough Victoria Northumberland and Clarington Catholic DSB
		County of Simcoe	CS Viamonde CSD catholique Centre-Sud Simcoe County DSB Simcoe Muskoka Catholic DSB
		City of Kawartha Lakes	CS Viamonde CSD catholique Centre-Sud Peterborough Victoria Northumberland and Clarington 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 Simcoe Muskoka Catholic DSB Trillium Lakelands DSB

ACTION REPORT

ITEM 8.8

**2017 SCHOOL CONSOLIDATION CAPITAL FUNDING
BUSINESS CASE SUBMISSIONS**

PURPOSE:

The purpose of this report is to obtain Board approval for the priority ranking of the 2017 Ministry request for School Consolidation Capital Funding Submissions.

BACKGROUND INFORMATION:

- 1) Staff Report 6.1, "2017 School Consolidation Capital Funding Business Cases Submissions" from the January 10, 2017, Special Board Meeting.
- 2) Staff Report 9.1, "2017 School Consolidation Capital Funding Business Cases Submissions" from the December 20, 2016, Regular Board Meeting.

COMMENTS:

On December 1, 2016, the Ministry of Education circulated Business Memorandum 2016: B19 – Request for School Consolidation Capital (SCC) Funding Submissions, requesting Boards submit up to eight (8) SCC priorities by **January 27, 2017**, for all projects that have or will have Board approval by **March 24, 2017**.

On December 21, 2016, staff met via-teleconference with the Ministry of Education to discuss the five (5) priorities that were presented as part of Staff Report 9.1 of the December 20, 2016, Regular Meeting of the Board.

The Ministry suggested that St. Dominic Catholic Elementary School partial-rebuild be removed as a priority project from the submission, as it was not considered to be a consolidation project as per the Ministry definition. It was recommended that the project be re-submitted as part of the 2017 Capital Priorities projects as a renewal and re-build project. The Ministry also suggested that the Board, where feasible, pursue more cost effective solutions to address the reduction of surplus pupil places. To demonstrate cost effective alternatives to the Ministry, the business case submission for the Oakville Northeast Catholic Elementary School will entail two (2) accommodation plans. The first accommodation plan will entail a new school project; the second will be presented as an addition and alternation projects. Note, the options presented to the Ministry will be the same as those to be presented at the upcoming January 19th, 2016, Community Consultation Meeting.

For the Oakville South Central Catholic Elementary School project, staff is providing two (2) funding proposals to the Ministry to construct a new 527 pupil place facility on the St. Joseph School site. The first funding option is to request full Ministry funding. For the second funding option, staff would compare the cost of constructing a new facility on the St. Joseph School site versus constructing an addition and forced alterations to the existing St. Joseph Catholic Elementary School to accommodate enrolment from both consolidated schools. Staff will then propose an alternative funding solution, whereby the Ministry fund the equivalent cost of the addition, forced alteration, and renewal needs to St. Joseph School, and the Board finance through Proceeds of Disposition (POD) the remainder of the costs to construct a new facility. For example, if a new school facility cost \$10.0M and an addition cost \$6.0M, the Board would fund the difference in cost of \$4.0M. Board and Ministry approvals are needed to expense the \$4.0M in POD.

As previously discussed in the December 20, 2016, Staff report, staff is also recommending to re-instate the priority to demolish a portion of the St. Mark Catholic Elementary School, namely the 11 classroom portapac located at the rear of the school. Currently, the portapac has a renewal need of approximately \$750K – \$1.0M, and has 5 surplus classroom capacity. Staff presented the project to the Ministry for a demolition and 5 classroom addition, and staff’s intent to discuss with the Region for partnerships. The Ministry was receptive to the project.

Board staff met with the Consolidated Municipal Service Manager (CMSM) of the Halton Region on January 11, 2017, to discuss potential projects that would be of interest for the 2017 SCC Submission. The CMSM noted that there was not a need for additional Child Care spaces within the Oakville South Central School and Oakville Northeast School review areas. The CMSM confirmed that there is a continued need for the Child Care Centre for the North Georgetown School project, and will support a 2017 Child Care Submission.

Board staff presented the St. Mark Catholic Elementary School Project to the CMSM, and the staff’s interest in having the Region participate in the project. This said, the CMSM identified a potential need for re-locating existing or introducing new not-for-profit Child Care spaces in this location to better serve the neighbourhood area. The Region is expected to confirm this need prior to the January 27, 2017, submission date.

Pending Board approval, staff would recommend the following two (2) options for the St. Mark Catholic Elementary School project to be submitted to the Ministry for approval:

Option #1 (Preferred): Partial Demolition + 6 Classroom Addition and 3 Room Child Care	Option #2 (Alternate): Partial Demolition
<ul style="list-style-type: none"> 1) Demolition of 11 Classroom Portapac 2) Construction of 6 Classroom addition 3) Construction of 49 Child Care spaces for Infants, Toddlers, and Pre-school kids 	<ul style="list-style-type: none"> 1) Demolition of 11 Classroom Portapac 2) Introduction of 6 portable classrooms

For the 2017 School Capital Funding Submission, staff is also recommending to re-submit two (2) consolidation/renewal projects that were submitted as part of the 2016 Capital Growth Submission; the new Oakville Northeast School project, if approved by the Board on March 7, 2017; and the St. Mark Catholic Elementary School project.

Please note that staff will not be altering the Oakville South Central School or North Georgetown School Accommodation Plans, approved by the Board of Trustees on April 19, 2016.

Accordingly, Staff recommends the following School Consolidation Capital Priority projects priority ranking for Board approval:

TENTATIVE RANKING	2017 CONSOLIDATION PROJECT DESCRIPTION	CONSTRUCTION START YEAR	EFFECTIVE SCHOOL YEAR
1	Oakville Northeast Elementary School (Approval anticipated for March 7, 2017)	2016-17	2018-19
2	Oakville South Central Catholic Elementary School – St. Joseph Site Rebuild	2016-17	2018-19
3	St. Mark Catholic Elementary School partial demolition	2016-17	2017-18
4	North Georgetown Catholic Elementary School	2016-17	2018-19

CONCLUSION:

In taking into consideration the latest 2016 Capital Priorities Submission response from the Ministry, and new projects presented, staff has identified four (4) priorities for consolidation projects and two (2) Child Care Centre projects to be submitted as part of the 2017 School Consolidation Capital submission.

<p>RESOLUTION:</p>	<p>Moved by: Seconded by:</p>
<p>RESOLVED, that the Board approve the proposed ranking of the 2017 School Consolidation Capital Business Cases Submission as follows:</p>	
<p>RANKING</p>	<p>2017 SCHOOL CONSOLIDATION CAPITAL PROJECTS DESCRIPTION</p>
<p>1 2 3 4</p>	<p>Oakville Northeast Catholic Elementary School project Oakville South Central Catholic Elementary School – St. Joseph Site Rebuild St. Mark Catholic Elementary School 12 classroom portapac demolition with 5 classroom addition (Preferred); or 12 classroom portapac demolition (Alternative). North Georgetown Catholic Elementary School project</p>
<p>RESOLVED, that the Board approve the potential Child Care projects for 2017 as follows:</p>	
<p>2017 CHILD CARE PROJECT DESCRIPTION St. Mark Catholic Elementary School – Child Care Centre North Georgetown Catholic Elementary School – Child Care Centre</p>	
<p>RESOLVED, that the Board authorize staff to submit the Board's 2017 School Consolidation Capital Business Cases Submission to the Ministry of Education for funding consideration on January 27, 2017.</p>	

REPORT PREPARED BY:

F. THIBEAULT
ADMINISTRATOR OF PLANNING SERVICES

G. CORBACIO
SUPERINTENDENT OF FACILITY SERVICES

T. OVERHOLT
SUPERINTENDENT OF EDUCATION

SUBMITTED BY:

R. NEGOI
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Ministry of Education**Office of the ADM**

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

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

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



August 4, 2017

Paula Dawson
Director of Education and Secretary of the Board
Halton Catholic District School Board
PO Box 5308
802 Drury Lane
Burlington ON L7R 3Y2

Dear Ms. Dawson,

I am writing to inform you that the Ministry of Education has completed a detailed review of the business cases that each school board submitted for consideration under the 2017 School Consolidation Capital funding program and the Early Years Capital Program.

As outlined in **Memorandum 2016: B19 – Request for School Consolidation Capital Funding Submissions**, school boards were asked to submit no more than eight business cases to the ministry by January 28, 2017. Twenty-nine school boards submitted 66 requests for capital projects, worth approximately \$601.5 million, for funding consideration. Ministry funding approval decisions were based on:

- The cost of the proposed project;
- The reduction of surplus space;
- The removal of renewal backlog; and,
- The opportunity for program enhancement.

In addition to school construction related projects, school boards were also asked to submit school-based early years construction projects under this round of the SCC program. Eligible child care projects were projects intended to replace child care and child and family program space that was closed as part of a consolidation or that were part of a school construction project proposal arrived at through the board's pupil accommodation review process.

In total, the ministry received 24 requests for child care and child and family program capital funding for the creation of 69 new child care rooms and 13 child and family program rooms.

After careful review of your board's submissions, I am pleased to confirm that the ministry has approved funding to support three projects identified by your board. In total, your board will be allocated \$15,095,596 to undertake this project:

Project	Funding Allocation					Total
	Capital Priorities	Proceeds of Disposition	Unencumbered capital funding	Child Care	Child and Family Centre	
Oakville South Central School	\$5,267,272	\$4,223,847	\$1,936,597			\$11,427,716
St. Mark CES	\$1,610,867			\$1,542,760	\$514,253	\$3,667,880
Total	\$6,878,139	\$4,223,847	\$1,936,597	\$1,542,760	\$514,253	\$15,095,596

Please be aware that the ministry has funding available to address costs related to site acquisition and/or demolition and will consider providing additional funding to the board based on the submission of a detailed estimate of these costs.

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

Appendices

Appendix A provides a complete list of the SCC project/s submitted by your board along with the ministry's rationale for the funding decisions and the funding allocations. The ministry's decisions were based upon the needs identified in your school board's business cases and, in the case of child care and/or child and family program capital projects, the Early Years Joint Submission template submitted by your school board and Consolidated Municipal Service Manager (CMSM) or District Social Services Administration Board (DSSAB).

If your board chooses to address this project with a project other than the one outlined in the board's SCC business case and Early Years Joint Submission template, your board must receive the ministry's approval prior to retaining an architect. In some cases, this may require your board to forfeit their project approval and resubmit their request in a future round of Capital Priorities Grant funding. Should your school board and CMSM/DSSAB continue to see a SCC project that did not receive funding approval as a priority, you may resubmit it during future rounds of the Capital Priorities Grant program.

In addition, any changes to approved child care or child and family program capital projects will require your CMSM's/DSSAB's approval.

Appendix B provides a table showing the funding calculations for your project.

Payment

The Capital Priorities Grant and Early Years Capital Programs operate on a modified grant payment process, where cash flow is based on school board spending. There are two annual reporting periods for these programs:

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

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

School boards should continue to report any new capital projects that have received a funding allocation/approval in the Inventory Data section of the ministry's School Facilities Inventory System (SFIS).

Board Responsibilities

Your board is responsible and will be held accountable for implementing appropriate measures to ensure that the cost and scope are within the approved funding and does not exceed the ministry's space benchmarks. Similarly, the child care and child and family program funding allocation you have received can only be used to address capital costs related to the creation of a project's child care and/or child and family program rooms.

Your board should ensure that all tender documents and contracts are completed in such a way to identify the costs associated to each type of ministry funding source, including but not limited to Full Day Kindergarten and Early Years spaces.

Communications Protocol Requirements: Public Communications and Events

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

The intent of this protocol is to secure as much attention and media coverage for these events as possible. By doing so, we hope to help promote the role of all involved, including the Ministry of Education, school boards, CMSMs/DSSABs, and community partners in bringing exciting new capital projects to benefit local communities.

Public Communications

School boards, CMSMs/DSSABs, and community partners should not issue a news release or any other media-focused public communication regarding major capital construction projects without publicly recognizing the Ministry of Education's role in funding the project. In addition, school boards, CMSMs/DSSABs, and community partners should contact the Ministry of Education to receive additional content for media-focused public communications, such as quotes from the minister(s).

Acknowledgement of Support

You must acknowledge the support of the Government of Ontario in media-focused 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, etc. where there is a tight restriction on content, government acknowledgement is not required. The same applies to reactive communications (e.g., media calls); however, if possible, such an acknowledgement is appreciated.

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, CMSMs/DSSABs, and community partners. If the ministry chooses to do so, school boards, CMSMs/DSSABs, and community partners will be contacted to get quotes, as appropriate.

Communications of Major Events

For all events marking a new school opening, or openings of a major addition or renovation, which includes child care and/or child and family programs and/or community hubs, the Minister of Education and the Minister Responsible for Early Years and Child Care must be invited as early as possible. Invitations should be sent to information.met@ontario.ca. Where appropriate, the ministry's regional manager, Field Services Branch, in your area should be copied.

School boards, CMSMs/DSSABs, and community partners are not to proceed with their public events until they have received a response to the invitation from the office of the Minister of Education or the office of the Minister Responsible for Early Years and Child Care. School boards, CMSMs/DSSABs, and community partners will be notified of the minister's attendance within 15 business days of their event. Please note, that if the date of your event changes at any time after the ministers have received the invitation, the change should be communicated to the ministry through the email address above. If the Minister of Education or the Minister Responsible for Early Years and Child Care is unavailable, the invitation may be shared with a government representative who will

contact your school board, CMSM/DSSAB, and/or community partner to coordinate the details (e.g., a joint announcement).

Note: School boards, CMSMs/DSSABs, and community partners are not expected to delay their announcements to accommodate the ministers or a member of provincial parliament (MPP). The primary goal is to ensure that the ministers are aware of the announcement opportunity.

Other Events

For all other media-focused public communications opportunities that are not major events, such as sod turnings for example, an invitation to your local event must be sent to the Minister of Education and the Minister Responsible for Early Years and Child Care by email (see above) with at least three weeks' notice. Again, please send a copy to the ministry's regional manager, Field Services Branch, in your area, where appropriate. Please note, that if the date of your event changes at any time after the ministers have received the invitation, the change should be communicated to the ministry through the email address above.

School boards, CMSMs/DSSABs, and community partners are not expected to delay these "other" events to accommodate the ministers. 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 with existing processes.

Clear Display of Signage

For all capital construction projects that exceed \$100,000, school boards will be required to order and display BuildON Education 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 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.

Should you have any communications-related questions, or to order BuildON Education signage please contact Dylan Franks at 416-325-2947 or Dylan.Franks@ontario.ca.

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

Should you have any questions about SCC requests, please contact your Capital Analyst, Sarosh Yousuf at Sarosh.Yousuf@ontario.ca or 416-325-8059.

For any questions related to the Child Care and/or Child and Family Program capital requests, please contact your Early Years Education Officer or Child Care Advisor:

Dolores Cascone at Dolores.Cascone@ontario.ca or 416-314-6300;

Isilda Kucherenko at Isilda.Kucherenko@ontario.ca or 416-325-3244.

Sincerely,

*Original signed by
Colleen Hogan for:*

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

Attached:

Appendix A – Complete List of Submissions

Appendix B – Details of 2017 Approved SCC Projects

- c: Shannon Fuller, Assistant Deputy Minister, Early Years and Child Care Division
- Paul Bloye, Director, Capital Program Branch
- Colleen Hogan, Director, Capital Policy Branch
- Julia Danos, Director, Early Years Implementation Branch
- Holly Moran, Director, Child Care and Quality Licensing
- Cindy Mortin, Director (A), Children's Services-The Regional Municipality of Halton

Halton Catholic District School Board
By-Law No. 2017 F03

WHEREAS, the Halton Catholic District School Board deems it necessary to extend the borrowing By-law 2017 F03 in an amount not exceeding the sum of One Million, Six-Hundred Ten Thousand and Eight Hundred Sixty Seven Dollars (\$1,610,867) to provide funding for St. Mark Catholic Elementary School rightsizing project in the City of Burlington until the amounts advanced are recovered.

AND WHEREAS, no debentures in respect of the said work have been pledged or otherwise disposed of.

NOW THEREFORE, the Halton Catholic District School Board enacts as follows:

1. **THAT** either the Chair of the Board or Vice Chair of the Board together with the Secretary of the Board or Treasurer of the Board, of the Halton Catholic District School Board be and they are hereby authorized and empowered to borrow on behalf of the Halton Catholic District School Board from time to time as may be required from TD Canada Trust by way of promissory note and/or by way of overdraft such sums as may be necessary, but not exceeding in all the sum of One Million, Six-Hundred Ten Thousand and Eight Hundred Sixty Seven Dollars (\$1,610,867).
2. **THAT** either the Chair of the Board or Vice Chair of the Board together with the Secretary of the Board or Treasurer of the Board, are authorized to pay or allow the said Bank interest on the said sum so borrowed at a variable interest rate, currently at 2.20%. The Bank will notify Halton Catholic District School Board of any changes to the interest rate.
3. **THAT** either the Chair of the Board or Vice Chair of the Board together with the Secretary of the Board or Treasurer of the Board, be authorized and empowered on behalf of the Halton Catholic District School Board to sign and execute under, its corporate seal, a grid promissory note and/or cheques representing any sum or sums so borrowed and deliver the said note to the said Bank. Any cheques signed by either the Chair of the Board or Vice-Chair of the Board together with the Treasurer of the Board and presented for payment at a time when there are not, in the hands of the Bank, funds of the Halton Catholic District School Board, the amount of such cheques shall be deemed to be moneys loaned by the said Bank to the Halton Catholic District School Board upon the authority of this By-Law.
4. **THAT** the proceeds of every such loan shall be applied for the purposes above mentioned but the TD Canada Trust shall not be bound to see to the application of any loan.
5. **THAT** this By-Law shall come into force and have effect immediately from and after its passing for a period of two years.

READ and FINALLY PASSED this 5th of September 2017.

D. Rabenda, Chair of the Board

P. Dawson, Secretary of the Board

Halton Catholic District School Board

By-Law No. 2017 F04

WHEREAS, the Halton Catholic District School Board deems it necessary to extend the borrowing By-law 2017 F04 in an amount not exceeding the sum of Two Million, Fifty Seven Thousand and Thirteen Dollars (\$2,057,013) to provide funding for the St. Mark Catholic Elementary School child care centre and Ontario Early Years Child and Family Centre (OEYCFC) project in the City of Burlington until the amounts advanced are recovered.

AND WHEREAS, no debentures in respect of the said work have been pledged or otherwise disposed of.

NOW THEREFORE, the Halton Catholic District School Board enacts as follows:

1. **THAT** either the Chair of the Board or Vice Chair of the Board together with the Secretary of the Board or Treasurer of the Board, of the Halton Catholic District School Board be and they are hereby authorized and empowered to borrow on behalf of the Halton Catholic District School Board from time to time as may be required from TD Canada Trust by way of promissory note and/or by way of overdraft such sums as may be necessary, but not exceeding in all the sum of Two Million, Fifty Seven Thousand and Thirteen Dollars (\$2,057,013).
2. **THAT** either the Chair of the Board or Vice Chair of the Board together with the Secretary of the Board or Treasurer of the Board, are authorized to pay or allow the said Bank interest on the said sum so borrowed at a variable interest rate, currently at 2.20%. The Bank will notify Halton Catholic District School Board of any changes to the interest rate.
3. **THAT** either the Chair of the Board or Vice Chair of the Board together with the Secretary of the Board or Treasurer of the Board, be authorized and empowered on behalf of the Halton Catholic District School Board to sign and execute under, its corporate seal, a grid promissory note and/or cheques representing any sum or sums so borrowed and deliver the said note to the said Bank. Any cheques signed by either the Chair of the Board or Vice-Chair of the Board together with the Treasurer of the Board and presented for payment at a time when there are not, in the hands of the Bank, funds of the Halton Catholic District School Board, the amount of such cheques shall be deemed to be moneys loaned by the said Bank to the Halton Catholic District School Board upon the authority of this By-Law.
4. **THAT** the proceeds of every such loan shall be applied for the purposes above mentioned but the TD Canada Trust shall not be bound to see to the application of any loan.
5. **THAT** this By-Law shall come into force and have effect immediately from and after its passing for a period of two years.

READ and FINALLY PASSED this 5th of September 2017.

D. Rabenda, Chair of the Board

P. Dawson, Secretary of the Board

Approved School Educational Trips

ALL PROPOSED TRIPS HAVE BEEN REVIEWED PRIOR TO APPROVAL, AND ARE CONSISTENT WITH BOARD POLICY

Dated: Tuesday, September 5, 2017

Listed by Destination						
SCHOOL	GRADE(S)	# OF STUDENTS	DESTINATION	PURPOSE	DATES	COST PER PUPIL
Elementary						
Canadian Martyrs CES, Burlington	8	31	Bark Lake Iroindale, ON	The purpose of this trip is to further develop team building and leadership skills amongst the students through a variety of activities that integrate the Leadership training, Focus on Faith supporting Stewards of the Earth and community building activities. Staff and students will participate in morning and evening prayer each day, as well as grace before meals.	Tuesday, September 26- Thursday, September 28, 2016	\$382.00
St. Vincent CES, Oakville	7	29	Camp Tanamakoon Algonquin Park, Huntsville	The trip to Camp Tanamakoon has been carefully planned to encourage the social, emotional and physical development of the students. The activities that students will participate in focus on both academic and recreational pursuits; both facets encourage independence and self-confidence while at the same time emphasizing the growth of social skills through the development of group living and learning. There are scheduled times each day for reflection and prayer. Team building activities will reinforce inclusion and communication with others.	Monday, September 25 – Friday, September 29, 2017	\$390.00
St. Elizabeth Seton CES, Burlington	8	50	Muskoka Woods Camp Rosseau, Ont	The students will have the opportunity to build on leadership and team building skills while building a strong sense of community. Students will participate in outdoor experiential learning in support of the Ontario Curriculum Expectations, as well as a link to Focus on Faith theme of Solidarity. Staff and students will participate in daily prayers	Monday, October 16 – Wednesday, October 18, 2017	\$350.00
St. Joan of Arc CES, Oakville	7	50	Camp Muskoka Bracebridge, ON	The students will have the opportunity to build on leadership and team building skills. Students will participate in outdoor experiential learning in support of the Ontario Curriculum Expectations. Staff and students will participate in daily reflection and prayers.	Wednesday, September 13 – Friday, September 15, 2017	\$340.00
Secondary						
Christ the King CSS, Georgetown	9-10	11-12	Olympia Sports Camp Huntsville, ON	This trip will give the members of the junior girls basketball team an opportunity to get to know their teammates (and coaches) better through engaging in practices, a tournament, and numerous trust/bonding activities as a team. All players will be made to feel welcome in the atmosphere that Olympia provides. As a team, staff and students will pray before every game and will take part in daily reflections at the end of the day. These reflections will allow players to discuss their intentions as well as our team goals for the tournament and remainder of the season.	Friday, September 22 – Sunday, September 24, 2017	\$230.00

Corpus Christi CSS, Burlington	9-12	10	All Saints Pilgrimage Retreat Montreal, Que	This retreat is a unique opportunity to experience the Catholic heritage of Canada in a religious and historical context. This retreat will be of pilgrimage nature and will also include both cultural and social justice components. The new Focus on Faith Theological Theme will be the thematic underlaying. There will be many occasions for prayer (liturgy, Christian meditation, rosary, Mass) interspersed through the program.	Wednesday, November 1 – Friday, November 3, 2017	\$345.00
Christ the King CSS, Georgetown	9-12	10	All Saints Pilgrimage Montreal, QC	This retreat is a unique opportunity to experience the Catholic heritage of Canada in a religious and historical context. This retreat will be of a pilgrimage nature and will also include both cultural and social justice components. The new Focus on Faith Theological Theme will be the thematic underlaying. There will be many occasions for prayer (liturgy, Christian meditation, rosary, mass) interspersed through the program.	Wednesday, November 1 – Friday, November 3, 2017	\$345.00
Assumption CSS, Burlington	11-12	20	YMCA Cedar Glen Schomberg, ON	As part of the SHSM Fitness and Sport Leadership Program students will have the opportunity to build on leadership and team building skills. Students will participate in leadership focused workshops and outdoor experiential learning in support of the Ontario Curriculum Expectations. Staff and students will participate in both morning and evening prayers.	Wednesday, October 18 – Thursday, October 19, 2017	\$0
St. Ignatius of Loyola CSS, Oakville	11-12	20	YMCA Cedar Glen Schomberg, ON	Students will participate in leadership focused workshops and outdoor experiential learning, as part of the SHSM Fitness and Sport Leadership Program in support of the Ontario Curriculum Expectations. Upon completion, each student will receive a certificate for each SHSM workshop completed. Staff and students will participate in both morning and evening prayers.	Wednesday, October 18 – Thursday, October 19, 2017	\$0

INFORMATION REPORT

ITEM 10.3

SUMMER 2017 - SCHOOL FACILITIES UPDATE

PURPOSE:

To inform the Board of school statuses for the start of the 2017-18 school year and the facility renewal projects completed during July and August of 2017.

COMMENTS:

The Facility Management Services department had a very busy summer of 2017, with cleaning the Board's 55 schools and completing several facility renewal projects. Over \$14.5 million in projects were executed, utilizing funding from various sources, with an aim to improve school conditions and enhance the learning environment for students, staff and community user groups. The following sections summarize the work that was completed during July and August of 2017. Subsequent reports to the Board containing more details of the projects will be presented at future Meetings of the Board this fall.

Summer Cleaning

All schools throughout the Board underwent a thorough cleaning over the summer and were ready for students and staff on September 5, 2017. Over 340,000 m² (3.6 million ft²) of school space was cleaned in the months of July and August, with life safety system checks and maintenance repairs executed on items requiring attention. The Board also hosted over 120 summer camps and user groups throughout the summer at various facilities in all four municipalities of Halton Region.

Portable Classrooms

To accommodate enrolment pressures across the Board, portables classrooms were re-allocated across the Board's 55 school sites. A total of 18 portable classrooms were relocated and 26 new portable classrooms were installed. All relocated and new portable classrooms are now installed and cleaned to be ready for students and staff on September 5, 2017.

Additional portable classrooms may be added in early September if student enrolment increases. Final portable classroom counts, as well as surplus classroom data, will be presented in a subsequent report to the Board at a future Meeting of the Board this fall.

School Renewal Projects

Large-scale school refresh projects were undertaken at the following schools:

- Sacred Heart of Jesus CES
- Notre Dame CSS
- St. Andrew CES
- St. Brigid CES
- St. Luke CES
- St. Marguerite d'Youville CES
- St. Matthew CES
- St. Timothy CES
- St. Teresa of Calcutta CES

The heating, ventilation and air-conditioning (HVAC) systems were overhauled with many heat pumps and boilers replaced. Many other building components were replaced, including exterior doors, lockers, flooring, washroom tiles/partitions and stair treads. The asphalt and concrete surrounding the school was repaired and replaced where necessary. The schools were painted with vibrant updated colours, including interior walls and exterior cladding and trim. St. Brigid CES, St. John (Burlington) CES, and St. Timothy CES also received new roofing to seal the building envelope.

The lighting systems for St. Luke CES, St. Marguerite d'Youville CES, St. Matthew CES, St. Timothy CES and St. Teresa of Calcutta CES were fully retrofitted with an LED lighting package. Existing fluorescent fixtures were removed and replaced with pendant LED fixtures throughout the school. LED lights are approximately 30% more energy efficient than traditional fluorescent lighting as they give off much less heat. The lighting systems are also equipped with a full controls package, including daylight sensors, to further optimize the energy efficiency of the system.

In addition, two of the four change rooms at St. Andrew CES and St. Teresa of Calcutta CES were converted to Food and Nutrition rooms to support programs for students.

Commissioning work on the lighting and HVAC systems is still ongoing, as well as some minor work on the roofing replacements. However, these outstanding items will not impact school operations for the 2017-18 school year.

The majority of the glycol circulation pipes at Notre Dame CSS were replaced to improve system reliability and efficiency. The completion of this project will ensure comfortable building conditions for students for future years.

More details on the school refresh projects, including photos and financial data, will be presented in a subsequent report to the Board at a future Meeting of the Board this fall.

Asphalt Replacement and Repairs

As part of the Board's ongoing maintenance program for its school grounds, nine schools had large areas of asphalt replaced during the summer of 2017. These seven schools were in addition to the asphalt repairs completed as part of the school refresh projects. More than 13,000 m² (140,000 ft²) of asphalt was replaced to create safer conditions at the following schools:

- Ascension CES
- Assumption CSS
- Holy Rosary (Milton) CES

- Queen of Heaven CES
- St. Benedict CES
- St. Catherine of Alexandria CES
- St. John (Burlington) CES
- St. Joseph (Oakville) CES

Kindergarten Outdoor Learning Playspaces

Natural kindergarten outdoor learning playspaces were installed to replace traditional plastic and metal play structures at 13 elementary schools. The outdoor natural playspaces support an inquiry and play-based curriculum by providing the children a variety of sensory experiences, as well as the opportunity to develop gross and fine motor skills. Examples of natural play features include fallen tree climbers, grass, mulch, sand, log seating, and generous amounts of planted materials. The natural playspaces were constructed at the following schools:

- Lumen Christi CES
- Our Lady of Fatima CES
- Sacred Heart of Jesus CES
- St. Bernadette CES
- St. Elizabeth Seton CES
- St. Joan of Arc CES
- St. John Paul II CES
- St. Mary CES
- St. Matthew CES
- St. Peter CES
- St. Teresa of Calcutta CES
- St. Timothy CES
- St. Vincent CES

Construction of all natural playspaces are completed and have been reviewed by a qualified inspector.

Bishop P.F. Reding Catholic Secondary School Atrium Skylight Removal

Significant construction works were undertaken at Bishop P.F. Reding CSS to remove the skylight in the atrium of the school. The existing skylight required major repairs and the ongoing maintenance was a burden to the Board. As such, the skylight was removed and replaced with a maintenance-friendly flat roof. An LED lighting package was installed to compensate for the loss of natural light and the entire atrium was refreshed to provide a welcoming environment for students, staff and community groups. Finally, the atrium stairs and podium were reconfigured to be more accessible for all.

St. Mark Catholic Elementary School Relocatable Building Removal

The relocatable building portion (port-a-pak) of St. Mark CES was removed due to the high maintenance and repair costs. Five portable classrooms were installed on site to accommodate students for the 2017-18 school year. The removal of the relocatable building also prepares the site for any future building additions.

Holy Cross Catholic Elementary School Sanitary Sewer Relocation

A new sanitary sewer line was installed and operationalized at Holy Cross CES in July 2017, with no impact to school operations. The project was completed in cooperation with the Rockport Group, who is the constructor of the new residence immediately south of Holy Cross CES. Only fine grading of the construction area remains to be completed, which will be finalized upon completion of a retaining wall on the Rockport Group property. The area will remain fenced off until all work is complete, but does not impact school operations as the land is not used by students or staff.

Holy Trinity Catholic Secondary School Automatic Voltage Harmonizer Installation

An automatic voltage harmonizer system was installed at Holy Trinity CSS as a means to conserve electricity at this facility. The harmonizer is a “smart” transformer designed to optimize incoming voltage to the building. The Board will verify the energy savings during the 2017-18 school year and use this data to determine if future harmonizer installations are feasible at other schools.

REPORT PREPARED BY: R. MERRICK
SENIOR ADMINISTRATOR, FACILITY MANAGEMENT SERVICES

J. DUFFIELD
MANAGER, SCHOOL CAPITAL AND RENEWAL

S. ALLUM
MANAGER, SCHOOL ENERGY AND ENVIRONMENTAL

REPORT SUBMITTED BY: R. MERRICK
SENIOR ADMINISTRATOR, FACILITY MANAGEMENT SERVICES

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

INFORMATION REPORT

ITEM 10.4

SCHOOL DRINKING WATER LEAD CONTENT TEST RESULTS – 2017

EXECUTIVE SUMMARY:

This Report summarizes the results of the drinking water testing conducted in May through July 2017 at all the Board's schools. All drinking water testing was conducted by an independent and qualified testing laboratory. Based on the test results, the Board is in compliance with the requirements of the newly amended *Safe Drinking Water Act*, Regulation 243/07.

A summary of the 2017 drinking water testing results have been posted on the Board's public website. For the 2017-2018 school year, the Board will continue to flush the drinking water fixtures in its schools per the requirements of Ontario Regulation 243/07.

PURPOSE:

To provide the Board with information on the *Safe Drinking Water Act*, Regulation 243/07, and report the 2017 drinking water lead content results for the Board's schools.

BACKGROUND INFORMATION:

The purpose of the *Safe Drinking Water Act*, Regulation 243/07, is to provide increased protection for children vulnerable to the effects of lead, particularly children under 18 years of age.

Ontario Regulation 243/07 came into effect on June 7, 2007 for Schools, Private Schools and Day Nurseries and was amended on December 14, 2009 (O. Reg. 417/09). In an attempt to further reduce children's exposure to lead in drinking water, the Ministry of Environment and Climate Change (MOECC) further amended Regulation 243/07 on July 1, 2017, significantly increasing the scope of testing required by school boards and other facilities serving children under the age of 18 (such as childcares). A minimum of one third of all fixtures used for drinking water in an elementary school or childcare must be tested in each of 2017, 2018 and 2019, and be fully completed by Jan 1, 2020. For secondary schools, all drinking water fixtures must be tested before Jan 1, 2022. In accordance with the Regulation, testing must take place between May 1st and October 31st, each year.

The basic reporting structure remains the same under the amended Regulation 243/07. When a drinking water fixture is tested and is found in excess of the standards set forth in the regulation (greater than 10 micrograms/L of lead), a Notice of Exceedance with any remedial actions is sent by the Board to the Regional Health Department, the Ministry of Education, the MOECC, and all other stakeholders. Depending

on the nature of the exceedance, remedial actions may include flushing the school's fixtures on a daily basis (instead of weekly, which is the minimum requirement for all schools), or replacing the fixture entirely and conducting further testing.

If a drinking water fixture is found to be below 1 microgram/L of lead on the "standing" sample, the regulation now permits this fixture to not be flushed at all. The MOECC added this provision in 2017 to conserve water and balance out the increased water consumption (and cost) that is likely to result from the increased testing over the next 3 to 5 years.

Finally, the regulation changes also include additional requirements when recording flushing activities at each school.

COMMENTS:

In preparation for the changes to the *Safe Drinking Water Act*, Regulation 243/07, Board staff commissioned a survey at every school. Conducted in early 2017, this survey identified all sources of water throughout the school, and – to the greatest extent possible – classified which of these water sources are fixtures used for drinking water or food preparation. Only these "eligible" fixtures are required to be tested under the *Safe Drinking Water Act*. Board staff will monitor and update these surveys on an ongoing basis to ensure their accuracy.

Board staff have also been working with DMS Technologies to modify and update the software used by the school custodians (eBASE) to comply with the regulatory amendments pertaining to recording flushing activities. Starting in the 2017-18 school year, custodians will be required to identify each fixture that has been flushed at their school, as well as note the day and time flushing activities took place.

As in previous years, Board staff have been working with the Halton Region Health Department, the Ministry of the Environment and Climate Change, and the Ministry of Education to ensure that the drinking water standards are maintained.

From May to July 2017, water samples were taken at drinking water fixtures in each of the Board's elementary and secondary schools. Unlike previous years when only one sample per school was required, multiple fixtures were sampled at each school in 2017 to satisfy the new regulations. The Board surpassed the regulatory requirement that one third of all drinking water fixtures are to be tested this year, as follows:

- Elementary Schools – 40% to 90% of drinking water fixtures tested in 2017
- Secondary Schools – 37% to 55% of drinking water fixtures tested in 2017

Board staff communicated with all childcare operators to ensure that the minimum testing requirements were also achieved in the Board's childcares. In all, over 60% of all the Board's drinking water fixtures (nearly 500 total) were tested in 2017.

All samples taken by Board staff were sent to Maxxam Analytics Inc. of Mississauga for lead content testing. Results of the Maxxam Analytics testing indicated that the lead content of the drinking water samples were in compliance with the *Safe Drinking Water Act*, Ontario Regulation 243/07, except for the fixtures at the schools listed in *Table 1* below. These fixtures exceeded the provincial drinking water quality standard for lead of 10 micrograms/L. In all instances, a Notice of Exceedance was sent out by Board staff. Remedial actions and re-testing followed thereafter as required by the Regulation, and as directed by the Halton Region Health Department.

Note that well over half of the Board’s drinking water fixtures tested under the 1 microgram/L “low” threshold, meaning that they no longer need to be flushed at all, in accordance with the newly amended Ontario Regulation 243/07.

Refer to **Appendix A** for a summary of the 2017 drinking water testing.

Table 1 - Schools with Exceeded Samples

SCHOOL	NATURE OF EXCEEDANCE	REMEDIAL ACTION
Assumption Catholic Secondary School	2 of 11 fixtures exceeded on the “standing” sample. 9 of 11 fixtures in compliance.	Exceeded fixtures are sinks used only for handwashing, not for drinking or food preparation. Board to post signs at these sinks, as well as all other fixtures used for handwashing purposes only
Bishop P.F. Reding Catholic Secondary School	4 of 18 fixtures exceeded on the “standing” sample. 1 of 18 fixtures exceeded on the “flushed” sample. 13 of 18 fixtures in compliance.	Fixture that exceeded on the flushed sample replaced. Re-sampling done August 2017. All school plumbing flushed daily for the next 24 months during periods of occupancy. Several exceeded fixtures are used only for handwashing. Board to post signs at these sinks, as well as all other fixtures used for handwashing purposes only
Holy Rosary (Burlington) Catholic Elementary School	1 of 11 fixtures exceeded on the “standing” sample. 10 of 11 fixtures in compliance.	Exceeded fixture replaced. Re-sampling done August 2017. Exceeded fixture and all other fixtures untested in 2017 flushed daily for the next 24 months during periods of occupancy..
Notre Dame Catholic Secondary School	1 of 18 fixtures exceeded on the “standing” sample. 17 of 18 fixtures in compliance.	Exceeded fixture is a sink used only for handwashing, not for drinking or food preparation. Board to post signs at these sinks, as well as all other fixtures used for handwashing purposes only.
St. Gabriel Catholic Elementary School	1 of 11 fixtures exceeded on the “standing” sample. 10 of 11 fixtures in compliance.	Exceeded fixture and all other fixtures untested in 2017 flushed daily for the next 24 months during periods of occupancy.
St. Ignatius of Loyola Catholic Secondary School	1 of 17 fixtures exceeded on the “standing” sample. 16 of 17 fixtures in compliance.	Exceeded fixture and all other fixtures untested in 2017 flushed daily for the next 24 months during periods of occupancy.
St. Joseph (Oakville) Catholic Elementary School	1 of 4 fixtures exceeded on the “flushed” sample. 3 of 4 fixtures in compliance.	All school plumbing flushed daily for the next 24 months during periods of occupancy.
St. Raphael Catholic Elementary School	1 of 7 fixtures exceeded on the “flushed” sample. 6 of 7 fixtures in compliance.	Exceeded fixture replaced. Re-sampling done July 2017. Now in compliance. All fixtures untested in 2017 flushed daily for the next 24 months.

The following schools will have all or a portion of their drinking water fixtures flushed daily in 2017-18:

Table 2 - Schools with Daily Flushing for 2017-18 School Year

SCHOOL	REMARKS
Bishop P.F. Reding Catholic Secondary School	Exceeded lead threshold in 2015 & 2017; must flush all plumbing daily for 2 years
Holy Rosary (Burlington) Catholic Elementary School	Exceeded lead threshold in 2017; must flush plumbing daily for 2 years
Our Lady of Victory Catholic Elementary School	Exceeded lead threshold in 2016; must flush all plumbing daily for 1 more year
St. Gabriel Catholic Elementary School	Exceeded lead threshold in 2017; must flush plumbing daily for 2 years
St. Ignatius of Loyola Catholic Secondary School	Exceeded lead threshold in 2017; must flush plumbing daily for 2 years
St. John (Oakville) Catholic Elementary School	Exceeded lead threshold in 2016; must flush all plumbing daily for 1 more year
St. Joseph (Oakville) Catholic Elementary School	Exceeded lead threshold in 2017; must flush all plumbing daily for 2 years
St. Raphael Catholic Elementary School	Exceeded lead threshold in 2015, 2016 & 2017; must flush plumbing daily for 2 years

All other schools will be on a weekly flushing schedule for the 2017-18 school year.

CONCLUSION:

In accordance to the newly amended *Safe Drinking Water Act*, Ontario Regulation 243/07, drinking water testing was completed at each school in May through July 2017, with some further retests occurring in August 2017. The Board is in compliance with the requirements of the *Safe Water Drinking Act* and it is not necessary for the Board to supply alternate drinking water sources or install filters for lead in the schools. The Board will flush the drinking water at every school as per Regulation 243/07 for the 2017-18 school year. A summary of the 2017 drinking water testing can be found in Appendix A of this Report, and will be posted on the Board’s public website.

REPORT PREPARED BY: S. ALLUM
MANAGER, SCHOOL ENERGY AND ENVIRONMENTAL

R. MERRICK
SENIOR ADMINISTRATOR, FACILITY MANAGEMENT SERVICES

REPORT SUBMITTED BY: R. MERRICK
SENIOR ADMINISTRATOR, FACILITY MANAGEMENT SERVICES

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

APPENDIX A – 2017 SCHOOL DRINKING WATER TESTING SUMMARY

SCHOOL	CHILD CARE (Y/N)	# OF EXCEEDANCES (IN 2017)	FLUSHING FREQUENCY 2016-2017	FLUSHING FREQUENCY 2017-2018	OTHER REMEDIAL ACTIONS	TOTAL NO. OF ELIGIBLE DW FIXTURES	TOTAL FIXTURES TESTED (IN 2017)	PERCENTAGE OF FIXTURES TESTED (IN 2017)
ASCENSION	N	-	WEEKLY	WEEKLY		6	4	67%
ASSUMPTION	N	2	WEEKLY	WEEKLY	RECLASSIFIED FIXTURES	20	8	40%
BISHOP P.F. REDING	Y	5	DAILY	DAILY	FIXTURE REPLACED	42	15	36%
CANADIAN MARTYRS	N	-	WEEKLY	WEEKLY		14	11	79%
CHRIST THE KING	N	-	WEEKLY	WEEKLY		30	15	50%
CORPUS CHRISTI	N	-	WEEKLY	WEEKLY		31	16	52%
GUARDIAN ANGELS	N	-	WEEKLY	WEEKLY		14	10	71%
HOLY CROSS	N	-	WEEKLY	WEEKLY		11	9	82%
HOLY FAMILY	N	-	WEEKLY	WEEKLY		6	4	67%
HOLY ROSARY (B)	N	1	WEEKLY	DAILY/WEEKLY	FIXTURE REPLACED	15	11	73%
HOLY ROSARY (M)	N	-	WEEKLY	WEEKLY		13	9	69%
HOLY TRINITY	N	-	WEEKLY	WEEKLY		32	15	47%
JEAN VANIER	N	-	WEEKLY	WEEKLY		24	12	50%
LUMEN CHRISTI	N	-	WEEKLY	WEEKLY		13	9	69%
MOTHER TERESA	N	-	WEEKLY	WEEKLY		12	10	83%
NOTRE DAME	Y	1	WEEKLY	WEEKLY	RECLASSIFIED FIXTURE	38	14	37%
OUR LADY OF FATIMA	N	-	WEEKLY	WEEKLY		17	11	65%
OUR LADY OF PEACE	Y	-	WEEKLY	WEEKLY		13	10	77%
OUR LADY OF VICTORY	N	-	DAILY	DAILY		9	4	44%
QUEEN OF HEAVEN	N	-	WEEKLY	WEEKLY		7	4	57%
SACRED HEART OF JESUS	N	-	WEEKLY	WEEKLY		14	10	71%
ST. ANDREW	N	-	WEEKLY	WEEKLY		12	8	67%
ST. ANNE	N	-	WEEKLY	WEEKLY		7	3	43%
ST. ANTHONY OF PADUA	N	-	WEEKLY	WEEKLY		13	10	77%
ST. BENEDICT	N	-	WEEKLY	WEEKLY		11	8	73%
ST. BERNADETTE	Y	-	WEEKLY	WEEKLY		13	10	77%
ST. BRIGID	Y	-	WEEKLY	WEEKLY		15	11	73%
ST. CATHERINE OF ALEXANDRIA	N	-	WEEKLY	WEEKLY		14	11	79%
ST. CHRISTOPHER	Y	-	WEEKLY	WEEKLY		21	11	52%
ST. DOMINIC	N	-	WEEKLY	WEEKLY		13	11	85%
ST. ELIZABETH SETON	N	-	WEEKLY	WEEKLY		14	10	71%
ST. FRANCIS OF ASSISI	N	-	WEEKLY	WEEKLY		7	4	57%
ST. GABRIEL	N	1	WEEKLY	DAILY/WEEKLY		20	11	55%
ST. GREGORY THE GREAT	Y	-	WEEKLY	WEEKLY		21	19	90%
ST. IGNATIUS OF LOYOLA	N	1	WEEKLY	DAILY/WEEKLY		29	16	55%
ST. JAMES	N	-	WEEKLY	WEEKLY		6	5	83%
ST. JOAN OF ARC	N	-	WEEKLY	WEEKLY		12	9	75%
ST. JOHN (B)	N	-	WEEKLY	WEEKLY		7	5	71%
ST. JOHN (O)	N	-	DAILY	DAILY		7	5	71%
ST. JOHN PAUL II	N	-	WEEKLY	WEEKLY		17	10	59%
ST. JOSEPH (A)	N	-	WEEKLY	WEEKLY		7	4	57%
ST. JOSEPH (O)	N	1	WEEKLY	DAILY		7	4	57%
ST. LUKE	Y	-	WEEKLY	WEEKLY		12	5	42%
ST. MARGUERITE D'YOUVILLE	Y	-	WEEKLY	WEEKLY		14	10	71%
ST. MARK	N	-	WEEKLY	WEEKLY		9	5	56%
ST. MARY	N	-	WEEKLY	WEEKLY		14	11	79%
ST. MATTHEW	N	-	WEEKLY	WEEKLY		6	4	67%
ST. MICHAEL	N	-	WEEKLY	WEEKLY		10	7	70%
ST. PATRICK	N	-	WEEKLY	WEEKLY		6	4	67%
ST. PAUL	N	-	WEEKLY	WEEKLY		9	5	56%
ST. PETER	N	-	WEEKLY	WEEKLY		9	5	56%
ST. RAPHAEL	N	1	DAILY	DAILY/WEEKLY	FIXTURE REPLACED	9	7	78%
ST. THOMAS AQUINAS	N	-	WEEKLY	WEEKLY		23	11	48%
ST. TIMOTHY	Y	-	WEEKLY	WEEKLY		15	11	73%
ST. VINCENT	N	-	WEEKLY	WEEKLY		12	10	83%
TOTAL		13			TOTALS	802	491	65%

INFORMATION REPORT

ITEM 10.5

**2017 SCHOOL CONSOLIDATION CAPITAL GRANT
MINISTRY FUNDING ANNOUNCEMENT**

PURPOSE:

To inform the Board of Trustees of the August 4, 2017 funding announcement made by the Ministry of Education regarding the most recent 2017 School Consolidation Capital Priorities Submission.

BACKGROUND INFORMATION:

- 1) Information Report Item 10.5, “Ministry Funding Announcement for School Consolidation Capital Grants: 2017-2018 Action Plan” from the June 20, 2017, Regular Board Meeting.
- 2) Action Report Item 8.17, “UPDATED 2017 Capital Priorities Business Cases Submission” from the June 20, 2017, Regular Board Meeting.
- 3) Action Report Item 8.8, “2017 School Consolidation Capital Funding Business Case Submissions”, from the January 17, 2017 Regular Board Meeting.

BACKGROUND:

On January 27, 2017, the Board submitted a total of four (4) School Consolidation Capital (SCC) priority projects in response to Ministry Memorandum 2016: B19 Request for School Consolidation Capital Funding Submissions (detailed in Figure 2), circulated on December 1, 2016.

Three (3) projects submitted to the Ministry were previously included in the prior capital priorities and school closure and consolidation submission. The St. Mark Catholic Elementary School partial demolition, and classroom and daycare addition was a new business case. The four (4) capital priorities submitted in the 2017 School Consolidation Capital Submission included:

Figure 2: 2017 School Consolidation Capital Business Case Submissions (January 27, 2017)

RANK	2017 CONSOLIDATION PROJECT DESCRIPTION	CONSTRUCTION START YEAR	EFFECTIVE SCHOOL YEAR	FUNDED
1	Oakville Northeast Elementary School – St. Michael Site Rebuild	2016-17	2018-19	No
2	Oakville South Central Catholic Elementary School – St. Joseph Site Rebuild	2016-17	2018-19	Yes
3	St. Mark Catholic Elementary School – Rightsizing Demolition and Classroom Addition, with Child Care/HUB/OEYCFC	2016-17	2017-18	Yes
4	North Georgetown Catholic Elementary School	2016-17	2018-19	No

On June 19, 2017, the Minister of Education Mitzie Hunter, in collaboration with MPP Flynn and MPP Naidoo-Harris, made the announcement that the Province of Ontario will:

- 1) Be partially funding Priority #2: Oakville South Central Catholic Elementary School (under the alternate funding strategy); and,
- 2) Funding Priority #3: St. Mark Catholic Elementary School Rightsizing Demolition with five (5) Classroom Addition, a three (3) room Child Care, and an Ontario Early Years Centre and Family Centre (OEYCFC).

The June 20, 2017 Information Item 10.5, 'Ministry Funding Announcement for School Consolidation Capital Grants: 2017-2018 Action Plan', detailed the next steps on these approved projects.

COMMENTS:

On August 4, 2017, The Ministry of Education sent a communication to the office of the Director advising the Board that the two (2) of the four (4) projects submitted, Oakville South Central Catholic Elementary School – a consolidation project – and St. Mark Catholic Elementary School – a right-sizing, child care, and OEYCFC project – would be funded. The remaining two (2) projects that were submitted were not funded. The following is a breakdown of the response sent by the Ministry (attached as Appendix A), as well as next steps:

Priority #1: Oakville Northeast Catholic Elementary School (SCC)		Not Funded
Project	Entailed the consolidation of St. John, St. Michael, and Holy Family Catholic Elementary Schools, and the construction of a new 550 pupil place elementary school.	
Ministry Response	Considering the expected ongoing savings and reduction in renewal backlog as a result of this project, the cost of the proposed solution of a new school is prohibitive. The board should consider utilizing the available space at these schools before requesting funding for new construction. The board may request ministry funding support for their efforts to better utilize the available space in future rounds of Capital Priorities.	
Next Steps	We are proceeding to the alternate accommodation plan for the Oakville Northeast Catholic Elementary School, as approved by the Board on March 7, 2017. This project will be submitted as part of the 2017 Capital Priorities round, as Priority #3 (requesting to update St. Michael Catholic Elementary School with a renovation project for the 2018-19 school year) and Priority #6, (requesting for a proposed addition to St. Marguerite d'Youville for the 2020-21 school year). Transition Committee to be established in October at the earliest after Catholic School Councils are established – See Appendix B for Terms of Reference.	

Priority #2: Oakville South Central Catholic Elementary School (SCC)		\$11.42M
Project	Entailed the consolidation of St. Joseph and St. James Catholic Elementary Schools, and the construction of a new 527 pupil place elementary school, and the re-location of the Thomas Merton ALC to St. James Catholic Elementary School in 2020. Alternative funding model provided that included a Board contribution to the project.	
Ministry Response	Approved project with 2017 School Consolidation Capital funding and Board contribution. See Appendix B of Ministry Response for funding details (attached as Appendix A)	
Next Steps	Proceed with implementation plan. Transition Committee to be established in October at the earliest after Catholic School Councils are established – See Appendix B for Terms of Reference	

Priority #3: St. Mark Catholic Elementary School **\$3.67M**

Project Demolition of the eleven (11) classroom portapack that has high renewal needs, and the construction of a five (5)-room 124 pupil place permanent addition, with three (3) child care rooms, and one (1) Child and Family Program room.

Ministry Response Approved project with 2017 School Consolidation Capital funding. See Appendix B of Ministry Response for funding details (attached as Appendix A).

Next Steps Proceed with implementation plan.

Priority #4: Georgetown North Catholic Elementary School (SCC) **Not Funded**

Project Entailed the consolidation of Holy Cross and St. Francis of Assisi Catholic Elementary Schools, and the construction of a new 671 pupil place elementary school with a 5 room child care.

Ministry Response Considering the expected ongoing savings and reduction in renewal backlog as a result of this project, the cost of the proposed solution of a new school is prohibitive. The board may request ministry funding support to address their accommodation pressures in future rounds of Capital Priorities.

Next Steps Assess other alternative solutions to address facility needs in Georgetown, and innovative models to make the project more feasible to the Ministry.

CONCLUSION:

Staff will continue to work toward solutions to meet Board identified priorities outlined within the Board's 2013 Long-Term Capital Plan. Unfunded School Consolidation projects will now be submitted as part of the Capital Priorities submission on a go forward basis.

The submission date for the next Capital Priorities round is September 8, 2017.

For additional information on the funded projects, please refer to Item 9.1 Oakville South Central Catholic Elementary School Approval to Proceed with School Capital Planning and Preliminary Budget; and to Item 9.2 St. Mark Catholic Elementary School Approval to Proceed with School Capital Planning and Preliminary Budget; of the September 5, 2017, Regular Meeting of the Board.

REPORT PREPARED BY: F. THIBEAULT
ADMINISTRATOR OF PLANNING SERVICES

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

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

Ministry of Education**Office of the ADM**

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

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

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



August 4, 2017

Paula Dawson
Director of Education and Secretary of the Board
Halton Catholic District School Board
PO Box 5308
802 Drury Lane
Burlington ON L7R 3Y2

Dear Ms. Dawson,

I am writing to inform you that the Ministry of Education has completed a detailed review of the business cases that each school board submitted for consideration under the 2017 School Consolidation Capital funding program and the Early Years Capital Program.

As outlined in **Memorandum 2016: B19 – Request for School Consolidation Capital Funding Submissions**, school boards were asked to submit no more than eight business cases to the ministry by January 28, 2017. Twenty-nine school boards submitted 66 requests for capital projects, worth approximately \$601.5 million, for funding consideration. Ministry funding approval decisions were based on:

- The cost of the proposed project;
- The reduction of surplus space;
- The removal of renewal backlog; and,
- The opportunity for program enhancement.

In addition to school construction related projects, school boards were also asked to submit school-based early years construction projects under this round of the SCC program. Eligible child care projects were projects intended to replace child care and child and family program space that was closed as part of a consolidation or that were part of a school construction project proposal arrived at through the board's pupil accommodation review process.

In total, the ministry received 24 requests for child care and child and family program capital funding for the creation of 69 new child care rooms and 13 child and family program rooms.

After careful review of your board's submissions, I am pleased to confirm that the ministry has approved funding to support three projects identified by your board. In total, your board will be allocated \$15,095,596 to undertake this project:

Project	Funding Allocation					Total
	Capital Priorities	Proceeds of Disposition	Unencumbered capital funding	Child Care	Child and Family Centre	
Oakville South Central School	\$5,267,272	\$4,223,847	\$1,936,597			\$11,427,716
St. Mark CES	\$1,610,867			\$1,542,760	\$514,253	\$3,667,880
Total	\$6,878,139	\$4,223,847	\$1,936,597	\$1,542,760	\$514,253	\$15,095,596

Please be aware that the ministry has funding available to address costs related to site acquisition and/or demolition and will consider providing additional funding to the board based on the submission of a detailed estimate of these costs.

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

Appendices

Appendix A provides a complete list of the SCC project/s submitted by your board along with the ministry's rationale for the funding decisions and the funding allocations. The ministry's decisions were based upon the needs identified in your school board's business cases and, in the case of child care and/or child and family program capital projects, the Early Years Joint Submission template submitted by your school board and Consolidated Municipal Service Manager (CMSM) or District Social Services Administration Board (DSSAB).

If your board chooses to address this project with a project other than the one outlined in the board's SCC business case and Early Years Joint Submission template, your board must receive the ministry's approval prior to retaining an architect. In some cases, this may require your board to forfeit their project approval and resubmit their request in a future round of Capital Priorities Grant funding. Should your school board and CMSM/DSSAB continue to see a SCC project that did not receive funding approval as a priority, you may resubmit it during future rounds of the Capital Priorities Grant program.

In addition, any changes to approved child care or child and family program capital projects will require your CMSM's/DSSAB's approval.

Appendix B provides a table showing the funding calculations for your project.

Payment

The Capital Priorities Grant and Early Years Capital Programs operate on a modified grant payment process, where cash flow is based on school board spending. There are two annual reporting periods for these programs:

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

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

School boards should continue to report any new capital projects that have received a funding allocation/approval in the Inventory Data section of the ministry's School Facilities Inventory System (SFIS).

Board Responsibilities

Your board is responsible and will be held accountable for implementing appropriate measures to ensure that the cost and scope are within the approved funding and does not exceed the ministry's space benchmarks. Similarly, the child care and child and family program funding allocation you have received can only be used to address capital costs related to the creation of a project's child care and/or child and family program rooms.

Your board should ensure that all tender documents and contracts are completed in such a way to identify the costs associated to each type of ministry funding source, including but not limited to Full Day Kindergarten and Early Years spaces.

Communications Protocol Requirements: Public Communications and Events

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

The intent of this protocol is to secure as much attention and media coverage for these events as possible. By doing so, we hope to help promote the role of all involved, including the Ministry of Education, school boards, CMSMs/DSSABs, and community partners in bringing exciting new capital projects to benefit local communities.

Public Communications

School boards, CMSMs/DSSABs, and community partners should not issue a news release or any other media-focused public communication regarding major capital construction projects without publicly recognizing the Ministry of Education's role in funding the project. In addition, school boards, CMSMs/DSSABs, and community partners should contact the Ministry of Education to receive additional content for media-focused public communications, such as quotes from the minister(s).

Acknowledgement of Support

You must acknowledge the support of the Government of Ontario in media-focused 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, etc. where there is a tight restriction on content, government acknowledgement is not required. The same applies to reactive communications (e.g., media calls); however, if possible, such an acknowledgement is appreciated.

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, CMSMs/DSSABs, and community partners. If the ministry chooses to do so, school boards, CMSMs/DSSABs, and community partners will be contacted to get quotes, as appropriate.

Communications of Major Events

For all events marking a new school opening, or openings of a major addition or renovation, which includes child care and/or child and family programs and/or community hubs, the Minister of Education and the Minister Responsible for Early Years and Child Care must be invited as early as possible. Invitations should be sent to information.met@ontario.ca. Where appropriate, the ministry's regional manager, Field Services Branch, in your area should be copied.

School boards, CMSMs/DSSABs, and community partners are not to proceed with their public events until they have received a response to the invitation from the office of the Minister of Education or the office of the Minister Responsible for Early Years and Child Care. School boards, CMSMs/DSSABs, and community partners will be notified of the minister's attendance within 15 business days of their event. Please note, that if the date of your event changes at any time after the ministers have received the invitation, the change should be communicated to the ministry through the email address above. If the Minister of Education or the Minister Responsible for Early Years and Child Care is unavailable, the invitation may be shared with a government representative who will

contact your school board, CMSM/DSSAB, and/or community partner to coordinate the details (e.g., a joint announcement).

Note: School boards, CMSMs/DSSABs, and community partners are not expected to delay their announcements to accommodate the ministers or a member of provincial parliament (MPP). The primary goal is to ensure that the ministers are aware of the announcement opportunity.

Other Events

For all other media-focused public communications opportunities that are not major events, such as sod turnings for example, an invitation to your local event must be sent to the Minister of Education and the Minister Responsible for Early Years and Child Care by email (see above) with at least three weeks' notice. Again, please send a copy to the ministry's regional manager, Field Services Branch, in your area, where appropriate. Please note, that if the date of your event changes at any time after the ministers have received the invitation, the change should be communicated to the ministry through the email address above.

School boards, CMSMs/DSSABs, and community partners are not expected to delay these "other" events to accommodate the ministers. 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 with existing processes.

Clear Display of Signage

For all capital construction projects that exceed \$100,000, school boards will be required to order and display BuildON Education 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 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.

Should you have any communications-related questions, or to order BuildON Education signage please contact Dylan Franks at 416-325-2947 or Dylan.Franks@ontario.ca.

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

Should you have any questions about SCC requests, please contact your Capital Analyst, Sarosh Yousuf at Sarosh.Yousuf@ontario.ca or 416-325-8059.

For any questions related to the Child Care and/or Child and Family Program capital requests, please contact your Early Years Education Officer or Child Care Advisor:

Dolores Cascone at Dolores.Cascone@ontario.ca or 416-314-6300;

Isilda Kucherenko at Isilda.Kucherenko@ontario.ca or 416-325-3244.

Sincerely,

*Original signed by
Colleen Hogan for:*

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

Attached:

Appendix A – Complete List of Submissions

Appendix B – Details of 2017 Approved SCC Projects

- c: Shannon Fuller, Assistant Deputy Minister, Early Years and Child Care Division
- Paul Bloye, Director, Capital Program Branch
- Colleen Hogan, Director, Capital Policy Branch
- Julia Danos, Director, Early Years Implementation Branch
- Holly Moran, Director, Child Care and Quality Licensing
- Cindy Mortin, Director (A), Children's Services-The Regional Municipality of Halton

Appendix A: Complete List of Submissions

46 Halton Catholic DSB

Priority	Project	CP (\$M)	POD (\$M)	UNEN* (\$M)	CC (\$M)	CFP (\$M)	Total (\$M)	Description	Recommendation
1	Oakville Northeast Catholic Elementary	0.00	0.00	0.00	0.00	0.00	0.00	A new 550 pupil place elementary school in Oakville to support consolidation of St. John Catholic Elementary School and Holy Family Catholic Elementary School.	Considering the expected ongoing savings and reduction in renewal backlog as a result of this project, the cost of the proposed solution of a new school is prohibitive. The board should consider utilizing the available space at these schools before requesting funding for new construction. The board may request ministry funding support for their efforts to better utilize the available space in future rounds of Capital Priorities.
2	Oakville South Central School	5.27	4.22	1.94	0.00	0.00	11.43	A new 527 pupil place elementary school in Oakville to support the consolidation of St. Joseph Catholic Elementary School and St James Catholic Elementary School.	Approve project with 2017 School Consolidation Capital funding, Full Day Kindergarten funding and board contribution. See Appendix B for funding details.
3	St. Mark CES	1.61	0.00	0.00	1.54	0.51	3.67	A demolition and 124 pupil place addition with 3 child care rooms and a child and family program room to reduce underutilized space of St Mark Catholic Elementary School in Burlington.	Approve project with 2017 School Consolidation Capital funding. See Appendix B for funding details.
4	Georgetown North Community School	0.00	0.00	0.00	0.00	0.00	0.00	A new 671 pupil place elementary school in Georgetown to support the consolidation of Holy Cross Catholic Elementary School and St Francis of Assisi Catholic Elementary School.	Considering the expected ongoing savings and reduction in renewal backlog as a result of this project, the cost of the proposed solution of a new school is prohibitive. The board may request ministry funding support to address their accommodation pressures in future rounds of Capital Priorities.

* UNEN = Unencumbered Capital Funding

Appendix B: Details of Approved 2017

46 Halton Catholic DSB

Priority		2	3
Project Name		Oakville South Central School	St Mark CES
Location		Oakville	Burlington
		Elementary	Elementary
New Construction	Pupil Places to Add	527	
	Resulting Pupil Places	527	
	GFA / Pupil Place	10.25	
	GFA	5,401.75	790
	\$ / GFA	1,999.09	1,999.09
	GAF	1.02	1.02
	Benchmark	11,014,556	1,610,867
Demonition	Board Estimate	413,160	
School total		11,427,716	1,610,867
Child Care New	Rooms		3
	\$ / Room		504,170
	GAF		1.02
	Benchmark		1,542,760
Child & Family Program New	Rooms		1
	\$ / Room		504,170
	GAF		1.02
	Benchmark		514,253
Total Project Benchmark		11,427,716	3,667,880
Funding source			
CPG		5,267,272	1,610,867
Child Care			1,542,760
Child & Family Program			514,253
POD		4,223,847	
Unencumbered Capital Funding		1,936,597	
Total funding		11,427,716	3,667,880

TERMS OF REFERENCE FOR SCHOOL CONSOLIDATION/CLOSURE TRANSITION COMMITTEE

Background

When a decision is made to close a school, students must be transferred to a different school. As a school district, we want students and families to feel welcome at their receiving school. A transition plan helps to ease the transfer of students, program materials, equipment and school memorabilia from the closing school to the receiving school(s).

In accordance with Administrative Procedure VI-35: School Accommodation Review – Closure/Consolidation, a transition committee shall be established to manage the implementation of an Accommodation Plan approved by the Board of Trustees.

The School Consolidation/Closure Transition Committee is an advisory committee, established by the Director of Education, or designate, that acts as the official conduit of information shared between the Board and the school communities involved in a school consolidation or closure.

1.0 Membership on the School Consolidation/Closure Transition Committee

- 1.1 The Chair of the School Consolidation/Closure Transition Committee will be a School Superintendent, appointed by the Director of Education.
- 1.2 Core Members of the School Consolidation/Closure Transition Committee will include:
 - 1.2.1 A minimum of two (2) parents / guardian representatives and one (1) alternate from each school involved in the decision, appointed by the school principal;
 - 1.2.2 A minimum of one (1) elected parent representative from each school council involved in the decision, as well as one (1) alternate, chosen by the school council;
 - 1.2.3 For approved pupil accommodation reviews involving secondary schools, at least two (2) student representatives from each school under review and one alternate, appointed by the principal;
 - 1.2.4 For approved pupil accommodation reviews involving elementary schools, at least one (1) and a maximum of two (2) Grade 6 to Grade 7 student representatives from each school under review and one alternate, appointed by the principal;
 - 1.2.5 A minimum of two (2) teacher representatives and one (1) alternate from each school involved in the decision, appointed by the school principal;
 - 1.2.6 one support staff member of each school involved in the decision, appointed by the principal;
 - 1.2.7 the principal of each school involved in the decision;
 - 1.2.8 Such other persons as deemed appropriate, and appointed by the Director of Education or designate.
- 1.3 Staff Resource Members of the Transition Committee, which comprise of staff called upon to attend as required, may include:
 - 1.3.1 Administrative assistant to act as Recording Secretary to the Transition Committee;

- 1.3.2 Superintendent of Facility Management Services or designate;
 - 1.3.3 Superintendent of Business Services or designate;
 - 1.3.4 Executive Officer, Human Resources or designate;
 - 1.3.5 Administrator, Planning Services or designate.
 - 1.3.6 Administrator, Strategic Communications or designate;
 - 1.3.7 Senior Administrator, Information Technology or designate; and,
 - 1.3.8 Halton Student Transportation Services (HSTS) representative.
- 1.4 Optional Members of the Transition Committee, which comprise of individuals invited to participate as required, may include:
- 1.4.1 the priest or pastoral minister of each parish involved in the decision;
 - 1.4.2 the school council parish representatives from each school council involved in the decision;
 - 1.4.3 representative of child care providers involved in the decision;
 - 1.4.4 Community representatives (i.e. not-for-profit organizations);
 - 1.4.5 Municipal planning staff from the applicable municipality;
 - 1.4.6 Region of Halton staff; and,
 - 1.4.7 Such other persons as deemed appropriate and invited by the Chair of the School Consolidation/Closure Transition Committee.

2.0 Mandate of the School Consolidation/Closure Transition Committee

- 2.1 The School Consolidation/Closure Transition Committee shall act as the official conduit of information shared between the Board and the school communities involved in a school consolidation or closure.
- 2.2 The School Consolidation/Closure Transition Committee shall provide the local perspective of stakeholders of the schools to be closed/consolidated.
- 2.3 The School Consolidation/Closure Transition Committee shall work with staff to establish recommendations on matters that include the following:
 - 2.3.1 Community building and transition activities.
 - 2.3.2 Strategies for student integration with new school community.
 - 2.3.3 Dynamics of home, school, parish connections.
 - 2.3.4 School closing event(s) – in collaboration with staff.
 - 2.3.5 Make recommendations to the Board of Trustees regarding the school name, in accordance with Board Policy I-15: School Name Selection.
 - 2.3.6 School uniform and logo (in accordance with Board policy and procedure).

- 2.3.7 Coordination of school academic resources distribution (if required).
- 2.3.8 Teams, clubs, and extra-curricular activities during transition year.
- 2.3.9 Recommendations for School Generated Funds (SGF) purchases for new school (in accordance with Board policy and procedure).
- 2.3.10 Other items as identified by the School Consolidation/Closure Transition Committee.

3.0 Roles and Responsibilities

- 3.1 The Chair of the School Consolidation/Closure Transition Committee will facilitate the Committee meetings and ensure that all decisions and processes are consistent with the Board's Policies and Procedures.
- 3.2 Core members (including alternates) of the School Consolidation/Closure Transition Committee shall attend all working meetings, which will include an orientation session that outlines the mandate and the roles and responsibilities of the Committee.
- 3.3 Transition Committee members are to provide recommendations to the chair of the committee on matters that include but are not limited to items listed in Section 2.3 of this document.
- 3.4 Staff will provide the School Consolidation/Closure Transition Committee with the following information:
 - 3.4.1 Holding School Transition Plan (if required):
 - 3.4.1.1 Information around timelines
 - 3.4.1.2 Information on selected holding school (if required)
 - 3.4.1.3 Information on portable classroom needs (if required)
 - 3.4.1.4 Information on proposed school organizational structure and class composition (solution dependent upon timing of Ministry funding)
 - 3.4.1.5 Information on school transportation needs and bell times
 - 3.4.1.6 Information on moving logistics to holding school
 - 3.4.2 Ultimate School Transition Plan:
 - 3.4.2.1 Information around timelines
 - 3.4.2.2 Information on portable classroom needs (if required)
 - 3.4.2.3 Information on proposed class compositions
 - 3.4.2.4 Information on school transportation needs and bell times
 - 3.4.2.5 Information about Board-allocated school budget
 - 3.4.2.6 Information on moving logistics to ultimate school

- 3.5 Board staff from various areas of responsibility will assist as required with answering questions, providing clarification, and gathering feedback to inform the Transition Accommodation Plan.
- 3.6 Regular updates from the Transition Committee will be provided to the members of the school communities.
- 3.7 Where possible and as appropriate, the Transition Committee will provide opportunities for feedback from the members of the school communities involved in the decision.
- 3.8 Board staff will provide information reports to the Board of Trustees at various phases throughout the process.
- 3.9 Board staff will draft the Final Transition Accommodation Plan, outlining the final recommendations of the Committee.
- 3.10 The Final Transition Accommodation Plan will be shared with all members of the school communities involved in the decision and plan.

4.0 Meetings and Timelines

- 4.1 Meeting dates and timelines will be determined by the Chair of the Transition Committee, and will take into account Committee member schedules as well as construction and project timelines.
- 4.2 The Transition Committee will hold an initial orientation meeting, and at least three (3) working meetings. The Transition Committee may choose to hold additional working meetings as deemed necessary within the timelines established by the Transition Committee Chair.
- 4.3 There is no quorum required for a Transition Committee working meeting.
- 4.4 Meeting notes of Transition Committee working meetings will be prepared and distributed to all members.
- 4.5 Transition Committee members are encouraged, but not required, to reach consensus with respect to input provided on items listed in Section 2.3.

INFORMATION REPORT

ITEM 10.6

PARENT RETENTION SURVEY

PURPOSE:

The purpose of this report is to share the annual results of the Parent Retention Survey, which was available online to our parent community from June 1st to 14th, 2017.

BACKGROUND:

On October 6, 2016 at a Regular Meeting of the Board motion #115/15 was passed:

***Whereas**, trustees look to build a comprehensive process for parental feedback; and
Whereas, many of our schools are in population flux; and
Whereas, trustees want to better understand the programming needs of our community;*

***BE IT RESOLVED**, that the HCDSB digitally survey all families of the HCDSB by January 31st, 2016, with particular emphasis on the quality of programming at their school, and that it be approved by the Chair of the Board; and that the HCDSB s digital survey specifically ask if they have considered leaving the Catholic school system, with follow up questions as to why; and that the HCDSB complete a year end survey to all families on an annual basis.*

Research and Development Services consulted the literature to create a survey that addressed this motion. The survey items asked parents whether or not they had considered leaving the Board, and why, and about the Catholic character at their child's school. The questions were approved by the Chair of the Board in 2016; the questions did not change for the 2017 survey.

REMARKS:

Overall, 8,338 people accessed the survey link. The results of each survey item are presented individually below.

Question 1 asked in the past 6 months, have you seriously considered leaving the Halton Catholic District School Board to enroll your child at a nearby public or private school?

- There were 6198 respondents to question 1.
- 19.9% of parents (n = 1234) stated that they seriously considered leaving HCDSB.

If respondents said yes to question 1 then **Question 2** was presented to them; it asked *please identify the concerns or reasons motivating your decision.*

- There were 1211 respondents to question 2. Parents could select more than one reason when answering this question (in total 6429 reasons were selected).
- The top six reasons motivating the decision to leave HCDSB were:

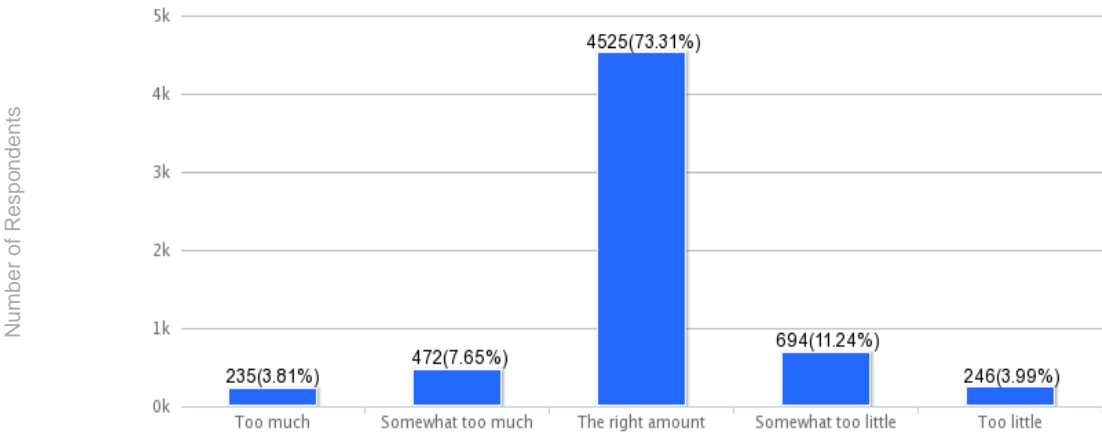
	COUNT	PERCENT
Getting and keeping good teachers	370	5.76%
Quality of programs offered	356	5.54%
Child's learning environment	329	5.12%
Instructional approaches not responsive to child's needs/interests	313	4.87%
Quality of curriculum	289	4.50%
Bullying and inclusion issues	271	4.22%

- Parents were also able to choose OTHER from the list of reasons why they wanted to leave the Board and provide a specific reason or concern in their own words. There were 226 respondents who selected other. Common reasons provided were:

Distance from home/school
Lack of French teachers/programming
Uniform cost
Not enough outdoor extracurricular activities/events

Finally **Question 3** asked *In your opinion, does your child's school put too much, too little, or about the right amount of emphasis on strengthening the distinctively Catholic character of the school and its programs?*

- There were 6190 respondents to question 3.
- As illustrated in the figure below, the majority of parents (n =4525, 73.3%) thought that their child's school puts the right amount of emphasis on strengthening the distinctively Catholic character of the school and its programs.



CONCLUSION:

Overall, the majority of parents who responded to the survey did not consider leaving HCDSB in 2016-17. In addition, parents report satisfaction with the amount of emphasis that schools place on strengthening the Catholic character at their child’s school. Information from the 2017 parent retention survey has and will continue to be used by the Trustees to better understand the programming needs of our community.

REPORT PREPARED BY: DR. LISA COLLIMORE
CHIEF RESEARCH OFFICER

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

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

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



Halton District School Board

Stuart Miller, *Director of Education*

Kelly Amos, *Chair of the Board*

NOTICE OF THE PASSING OF AN AMENDING EDUCATION DEVELOPMENT CHARGES BY-LAW BY THE HALTON DISTRICT SCHOOL BOARD

TAKE NOTICE that on the 21st day of June, 2017, the Halton District School Board (the "Board") passed Education Development Charges Amending By-law, 2017, which amends the Education Development Charges By-law, (2013) of the Board.

AND TAKE NOTICE that any person or organization may appeal the By-law to the Ontario Municipal Board under Section 257.65 of the Education Act by filing with the Secretary of the Halton District School Board on or before the 31st day of July, 2017, a notice of appeal setting out the objection to the By-law and the reasons supporting the objection. The appeal may not raise an issue that could have been raised in an appeal under Section 257.65 of the Education Act of Education Development Charges By-law, (2013).

The said amending by-law comes into force on June 26, 2017, and increases the education development charge on residential development to \$4,364.00 per dwelling unit and the education development charge on non-residential development to \$1.11 per square foot (\$11.95 per square metre) of gross floor area. No other amendment to Education Development Charges By-law, (2013) has been made in the amending by-law.

A complete copy of the amending by-law is available for examination in the offices of the Board located at 2050 Guelph Line, J.W. Singleton Education Centre, Burlington, Ontario, during regular office hours or on the Board's website at www.hdsb.ca.

Dated at the City of Burlington this 22nd day of June, 2017.

Stuart Miller
Director of Education and Secretary to the Board