



**COMMITTEE OF THE WHOLE**  
**Report No. 17-093**

**21 November 2017**

**OCDSB 2018 Capital Priorities-Setting Consultation Plan - Approval**

**Key Contact: Michael Carson, Chief Financial Officer, (613) 596-8211 ext. 8881**

**PURPOSE:**

1. To obtain Board approval for a 2018 Capital Priorities-setting consultation plan in anticipation of the next call for capital priorities submissions by the Ministry of Education.

**CONTEXT:**

2. On 8 September 2017, staff submitted the Board's 2017 Capital Priorities list to the Ministry of Education. The list included projects which did not receive funding from the last submission. The projects were submitted in their previously approved order.

It is anticipated that the next call for submissions will come some time during the spring of 2018. Given the Ministry moratorium on the commencement of new Pupil Accommodation Reviews (PARs), staff is of the opinion that a comprehensive process can take place during the current school year.

In preparation for this process, Report 17-076 OCDSB Capital Priorities Submission – September 2017 was presented to the Committee of the Whole at its meeting on 19 October 2017. The report included a draft consultation plan and timeline for a 2018 Capital Priorities-setting process. It also contained an update regarding the 2017 submission and other capital-related items.

**KEY CONSIDERATIONS:**

3. A consultation plan for a comprehensive 2018 Capital Priorities-setting process is attached as Appendix A. The process is scheduled to take place during the winter and spring of 2018. A detailed discussion of the planned process can be found within the Communication/Consultation Issues section of this report.

The comprehensive process for this school year will follow the capital planning decision-making framework which was approved by the Board in 2014. That framework stated that capital planning shall:

- be multi-year in order to ensure effective stewardship of the Board's resources;
- balance the competing demands of growth pressures, new program initiatives and/or school renewal with resource limitations such that projects are prioritized based on relative need; and
- be guided by the principles that schools shall be safe, inspiring, healthy, green, accessible, community based and provide value for money.

District Needs Analysis (DNA) packages for both the elementary and secondary panels will be prepared as support for the capital priorities-setting process. These documents will provide current and future snapshots of the facilities inventory (from a District and individual community perspective) by examining the following factors: growth pressures; trends in enrolment; gaps in program accessibility; new program initiatives; facility condition; and suitability as a teaching and learning space.

The DNA documents will also include a list of areas where additional instructional space is needed. Supporting data and analysis and estimated opening dates will be provided. Although the Ministry capital priorities process operates around a three-year window of need, the DNA documents will include an assessment which goes beyond that relatively short timeframe. This additional information should help with subsequent iterations of the process and future decision-making by the Board.

DNA documents will be updated on a four-year cycle moving forward.

Although no date has been set, a Ministry decision regarding this year's 2017 Capital Priorities submission is expected in January or February of 2018. Staff will attempt to incorporate any decisions announced into the current process.

The consultation plan would see a staff recommended list and a final decision by the Board taking place in April 2018. This timing should allow sufficient time for any new information received from the Ministry to be included in the process.

## **RESOURCE IMPLICATIONS:**

5. Costs incurred for the consultative process will be managed within existing departmental budgets.

## **COMMUNICATION/CONSULTATION ISSUES:**

6. The process will be initiated with Board approval of a staff recommended consultation plan in November 2017. Completed DNA documents will be presented to Committee of the Whole at its meeting on 16 January 2018.

A consultation process will then take place from January to March 2018 in order to provide sufficient time to seek input from local school communities, stakeholders, and the public. This will also allow communities and stakeholders to build an understanding and awareness of the information provided in the DNA. It is designed to allow the Board time to hear from communities while evaluating a list of areas of need that maximizes the likelihood of approval of some or all potential projects.

Staff does not envision formal public meetings as a part of this process, but instead, a more focused consultation with school communities and parent councils. A news brief will be posted to all school websites explaining the purpose of the consultation, the process which will be followed, and avenues for input. Feedback will also be gathered via self-directed submissions and local trustee zone meetings.

The results of the consultation will then be presented in a report to Board in April 2018, along with a staff-recommended prioritized list of capital projects. A Board approved list will subsequently be provided to the Ministry for consideration upon receipt of a call for submissions.

Staff does not anticipate a Ministry call for the next set of capital priorities before April 2018. Should that occur, however, revisions to the consultation plan and timeline may be required depending on the Ministry's deadline for receipt of submissions.

## **STRATEGIC LINKS:**

7. The Board is committed to providing facilities that encourage well-being and instructional success. Determining where facilities are located and how they are designed are key components to success in meeting the Board's strategic objectives.

## **RECOMMENDATION:**

THAT Board approves the plan and timeline, attached as Appendix A to Report 17-093, in order to proceed with consultation with local school communities and the public regarding a 2018 Capital Priorities-setting process.

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Michael Carson  
Chief Financial Officer  
(ext. 8881)

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Jennifer Adams  
Director of Education and  
Secretary of the Board

## **APPENDICES**

Appendix A Consultation Plan – 2018 Capital Priorities-Setting Process



# CONSULTATION PLAN

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

**Appendix A  
to Report 17-093**

<b>DATE:</b>	November 21, 2017
<b>PROJECT:</b> (Project name, Letter of Transmittal, etc.)	<b>2018 Capital Priorities Setting Consultation Plan and Timeline</b>
<b>CONTACT / PROJECT LEAD</b> (Name, telephone, email):	Michael Carson, Chief Financial Officer, (613) 596-8211 ext. 8881, <a href="mailto:Michael.Carson@ocdsb.ca">Michael.Carson@ocdsb.ca</a>
<b>WHAT?</b>	
<b>1. WHAT IS THE PURPOSE OF THE CONSULTATION?</b> (Describe project scope, nature of consultation, decision to be made, and any relevant information)	
<p><i>The purpose of the consultation is to receive input from school communities and interested stakeholders regarding growth area capital needs via the provision of District Needs Analysis (DNA) documents for both the elementary and secondary panels. This input will inform both the completion of a staff recommended list of capital projects and final decisions and debate to be undertaken by Board.</i></p> <p><i>On an annual basis, the Ministry of Education requests that school boards across the province submit a list of approved capital priorities for consideration. This process is typically limited to the submission of no more than eight projects which have planned opening dates within a three-year horizon.</i></p> <p><i>The Board's P.134.PLG 'Capital Project Planning (Facilities)' policy indicates a requirement to consult with interested communities and a broad outline of what is to be included in the consultation process.</i></p>	
<b>WHY?</b>	
<b>2. WHY ARE YOU CONSULTING?</b> (Check all that apply)	
<input checked="" type="checkbox"/> To seek advice, informed opinion or input for consideration prior to decision-making? <input checked="" type="checkbox"/> To share information and/or create awareness about a subject/potential recommendations/decision yet to be made? <input type="checkbox"/> To share information and awareness about a subject/recommendation/decision that has been made? <input type="checkbox"/> Other? (Please explain)	
<b>3. HOW DOES THIS CONSULTATION LINK TO THE OCDSB STRATEGIC PLAN, DISTRICT IMPROVEMENT PLAN, BUDGET, ANNUAL DISTRICT GOALS AND OBJECTIVES AND/OR RELEVANT MINISTRY / OCDSB POLICIES OR PROCEDURES (if applicable)?</b>	
<p><i>The consultative process will strive to receive input regarding the need for new facilities in order to improve student access to viable programming and appropriate instructional resources. The process will also contribute toward the overriding goal of improving student achievement through the provision of strong educational programming in safe, healthy, secure and accessible learning environments.</i></p>	



**CONSULTATION PLAN**  
(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

**WHO?**

**4. WHO WILL BE CONSULTED? (Key stakeholders) (Check all that apply)**

<u>OCDSB Community</u>	<u>Internal to OCDSB</u>	<u>External / Other (please identify)</u>
<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Trustees	<input type="checkbox"/> Agencies/associations _____
<input checked="" type="checkbox"/> Parents/guardians	<input checked="" type="checkbox"/> Superintendents	<input checked="" type="checkbox"/> Community groups _____
<input checked="" type="checkbox"/> School council(s)	<input checked="" type="checkbox"/> Principals and/or Vice-principals	<input checked="" type="checkbox"/> General Public _____
<input checked="" type="checkbox"/> Ottawa Carleton Assembly of School Councils	<input type="checkbox"/> Managers	<input type="checkbox"/> Other governments _____
<input type="checkbox"/> Advisory committees (Specify below)	<input type="checkbox"/> District staff	<input type="checkbox"/> Other _____
<input type="checkbox"/> Special Education Advisory Committee, etc	<input type="checkbox"/> Federations	
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	

Please describe or expand on who will be consulted and any partners in the consultation:

**5. HAVE ANY OF THESE STAKEHOLDERS BEEN INVOLVED IN INFORMAL CONSULTATION AS PART OF THE DEVELOPMENT OF THIS PLAN?**

In accordance with section 4.3 of Policy P.110.GOV, it is expected that informal consultation has taken place with representative stakeholders to obtain their suggestions prior to finalizing this plan. Please describe below. (If this informal consultation did not take place, explain why it was not feasible.)

*A draft version of the consultation plan has been included as an appendix to information report 17-076 'OCDSB Capital Priorities Submission – September 2017' which went to Committee of the Whole and Board in October 2017. Although not provided directly to some of the above stakeholders, the report was made public via the meeting process and posted to the Board website.*

**HOW?**

**6. HOW WILL STAKEHOLDERS BE MADE AWARE OF THIS CONSULTATION PROCESS? (Check all that apply)**

<input type="checkbox"/> Media advertisement (print and/or radio)	<input checked="" type="checkbox"/> School newsletter
<input checked="" type="checkbox"/> Letter distribution	<input checked="" type="checkbox"/> Website (schools and/or OCDSB sites)
<input checked="" type="checkbox"/> School council(s)	<input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> Ottawa Carleton Assembly of School Councils	

Please describe how stakeholders will be made aware of the consultation process and any special requirements for consultation (translation, alternate formats, etc)?

**7. HOW WILL THE CONSULTATION BE CARRIED OUT? (Check all that apply)**

<input type="checkbox"/> Focus groups	<input checked="" type="checkbox"/> Ottawa Carleton Assembly of School Councils
<input type="checkbox"/> Interviews	<input type="checkbox"/> Public meetings
<input checked="" type="checkbox"/> Mail-out or email circulation	<input type="checkbox"/> Survey / questionnaire
<input type="checkbox"/> Open houses / workshops / cafes	<input checked="" type="checkbox"/> Web-based notice / Web-based comments
<input checked="" type="checkbox"/> School council(s)	<input type="checkbox"/> Other _____

Please describe:



# CONSULTATION PLAN

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

**Appendix A  
to Report 17-093**

WHEN?		
<b>8. PROJECT PLAN FOR CONSULTATION (KEY ACTIVITIES AND COMMUNICATIONS)<sup>1</sup>:</b> <b>i.e. Identify plan approval dates; Timelines for awareness of consultation; Specific consultation initiatives; Timelines for analysis; Date for Committee/Board deliberation; Evaluation of consultation</b>		
<b>TARGETTED DATE FOR FINAL DECISION:</b>	<b>April 2018</b>	
<b>PROJECTED DATE(S)</b>	<b>ACTIVITY/MILESTONE</b>	<b><u>NOTES**</u></b>
<i>October 2017</i>	<i>Information Update to Board – Report No. 17-076 ‘OCDSB Capital Priorities Submission – September 2017’ (included draft version of 2018 consultation plan and timeline)</i>	
<i>November 2017</i>	<i>Board Approval - Staff Recommended Consultation Plan and Timeline for 2018 Capital Priorities Setting Process</i>	
<i>January 2018</i>	<i>Presentation of District Needs Analysis (DNA) documents for Elementary and Secondary Panels to Committee of the Whole</i>	
<i>January 2018 to March 2018</i>	<i>Consultation process to take place gathering input from school communities and key stakeholders regarding the DNA documents and capital needs by area – to include:  news briefs posted on school websites; a presentation to Principals as part of School Operations meetings; OCASC and parent council engagement; and local Trustee zone meetings.</i>	
<i>April 2018</i>	<i>Submission of report to Committee of the Whole which includes results of consultation process and a staff recommended list of capital projects</i>	
<i>April 2018</i>	<i>Final Board Approval of 2018 OCDSB Capital Priorities – to be provided to Ministry of Education upon receipt of call for submissions</i>	
<b>**In filling out this chart, please note:</b> <ul style="list-style-type: none"> <li>▪ <b>the materials, reports or resources that will be distributed to stakeholders, either in advance or at the session;</b></li> <li>▪ any constraints such as necessary deadlines, availability of stakeholders; and</li> <li>▪ the timelines for communicating the outcome/related decisions reached to those consulted.</li> </ul>		

<sup>1</sup> Outline provides information on the minimal number of activities proposed, which may be amended to intensify the process if required. Further information on the overall project/initiative and the specific consultation plan and process can be provided in the Letter of Transmittal to Board.

<b>9. HOW WILL THE RESULTS OF THE CONSULTATION AND THE RATIONALE OF THE FINAL DECISION BE COMMUNICATED TO ALL CONTRIBUTORS TO THE PROCESS? (Check all that apply)</b>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Email circulation  <input type="checkbox"/> Letter distribution  <input checked="" type="checkbox"/> Letter of Transmittal to committee/Board    Please describe: </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> School / principal communications / newsletter  <input checked="" type="checkbox"/> Website (schools and/or OCDSB sites)  <input type="checkbox"/> Media reports  <input type="checkbox"/> Other </td> </tr> </table>	<input checked="" type="checkbox"/> Email circulation <input type="checkbox"/> Letter distribution <input checked="" type="checkbox"/> Letter of Transmittal to committee/Board  Please describe:	<input type="checkbox"/> School / principal communications / newsletter <input checked="" type="checkbox"/> Website (schools and/or OCDSB sites) <input type="checkbox"/> Media reports <input type="checkbox"/> Other
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<b>OTHER</b>		
<b>10. ESTIMATED COSTS FOR THE CONSULTATION*</b> (i.e. advertising, facilities, translation, materials):		
<i>Consultation costs will be managed within existing departmental budgets.</i>		
<i>* Note that the consulting body bears responsibility for the costs of the consultation.</i>		
<b>11. EVALUATION:</b> Please specify the method(s) you plan to use to assess the effectiveness and success of this consultation process. (e.g., outcomes/results, satisfaction of participants, debriefs, questionnaires/evaluation sheet collected from participants, peer review, school council meeting discussion with date, etc.)		