MEMORANDUM TO: School Business Officials  
FROM: Nancy Whynot  
DATE: March 13, 2008  
SUBJECT: Prohibitive to Repair – Project Reporting

As a follow-up to Memorandum 2007:SB15 from July 12, 2007, regarding the Prohibitive to Repair (PTR) School Review Process, I am writing to provide you with information on the next steps for boards that have received PTR funding and planning approvals.

PTR Approvals

Over the past several months, Ministry staff have engaged in extensive consultation and review meetings with board staff. As a result of this analysis, the Ministry has released a number of approvals under the PTR capital program.

The Ministry appreciates the detailed information provided by school boards and wants to acknowledge the extensive work done by board staff to outline facility conditions and local circumstances and considerations. The Ministry will continue to work with board staff to assess PTR priorities and possible solutions and support school renewal and replacements throughout the province.

As detailed in Memorandum 2007:SB15, the Ministry is issuing two types of approvals for schools under this capital program:

1. **Funding approvals** are provided to boards for specific PTR facilities where the solution does not require a full Pupil Accommodation Review process with the community.

2. **Planning approvals** are provided to boards for PTR schools where a Pupil Accommodation Review process is required to engage the community in identifying possible closures and solutions.

   Boards are encouraged to consult with their school communities and keep them informed about the nature and timing of all PTR renewal projects.
PTR Project Reporting

As noted in 2007: SB15, school boards are expected to start construction within 24 months of approval and complete PTR projects within approved funding levels. As noted in PTR approval letters, boards are responsible for ensuring that the project costs are kept within the funding available to the board. Significant funding has been allocated across the province to many Prohibitive to Repair projects and additional funding is not available from the ministry to top-up funding for capital projects that are over built and/or over budget.

This approach to PTR project reporting provides an opportunity for the Ministry to work in partnership with school boards to ensure that the proposed scope is reasonable and consistent with the funding allocations provided for these projects. It will also allow the Ministry the opportunity to provide timely support as the PTR solutions are being planned and developed. This process should help boards manage local expectations with respect to timing and project scope. The Ministry will be able to use this information to develop tools to assist boards with capital construction projects.

To assist boards in planning and completing these PTR projects, the Ministry has developed a planning and reporting tool detailing three milestones. Each of these milestones represents an important stage in a PTR project, from approval to completion. These milestones can be accessed electronically from your board’s capital plan. The reporting template will serve as an agreement between the board and the Ministry on all main aspects of the project. As each milestone is completed, boards can use the form to notify the Ministry and obtain approval before proceeding to the next key project milestone.

The three milestones are:

- **Milestone 1: Project Scope, Cost and Timeline**

  For all PTR projects, boards should obtain Ministry approval for the project scope, the expected project costs and the timeline prior to issuing tenders and commencing the project.

  After submitting the form, Ministry staff will review the information provided and work with the board to finalize and approve this milestone. Ministry staff will contact the board to initiate this process approximately two weeks following submission of the form.

- **Milestone 2: Tendering Project**

  Boards should initiate their tendering process (by establishing a request for quotes) **only after receiving Ministry approval for Milestone 1: Project Scope, Cost and Timeline.**
After completing the tendering process, the board must report the results and receive Ministry approval before awarding construction contracts. The board must demonstrate that the results of the tendering process will adhere to the project scope, costs and timelines as approved in Milestone 1. Only after receiving Ministry approval should the board sign the construction contract.

**Milestone 3: Project Completion**

In addition, boards must notify and consult the Ministry if, at any point throughout the project, the board anticipates that the PTR project scope, budget or timeline will not be met according to the approvals obtained in Milestone 1.

For costs expected to exceed the PTR project allocation, the board must obtain Ministry approval for the rationale for this additional cost and the board’s plan to support this additional project cost.

Boards must notify the Ministry upon completion of the project, including when the new / consolidated school is scheduled to open.

**Other Assistance**

Ministry staff are available to answer your PTR questions. Schools boards are encouraged to contact staff if they require further clarification.

For further clarification regarding PTR, please direct any questions to:

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The PTR Capital program is an important part of Ontario’s plan to ensure that all our students benefit from safe and effective school facilities. The approval and reporting process for PTR projects will help the Ministry and school boards work together to ensure good planning and accountability for these investments, which will support learning and education in our communities.

Nancy Whynot  
Director, Capital Programs Branch  
Ministry of Education

Cc:  
Directors of Education  
Superintendents of Plant  
Superintendents of Planning