

## Facility Services Request for a Viability Review Meeting School-funded/Tenant-funded/Partnership Projects

School Principal or Child Care Operator should complete and submit this form to request a **Viability Review Meeting** if your project involves:

- Planting trees, shrubs, and gardens in raised beds
- Adding seating or other structures
- Large scale maintenance of an overgrown area
- Adding storage or play features
- Replacing play structure
- Large projects that require a significant capital investment (involves detailed design solutions)  
See more information about the types of projects on page 3 of this form.

For **school projects**, complete Section A and submit to [Robin.McCruden@tdsb.on.ca](mailto:Robin.McCruden@tdsb.on.ca).

For **Child Care projects**, complete Sections A and B and submit to [Robin.McCruden@tdsb.on.ca](mailto:Robin.McCruden@tdsb.on.ca).

Section A—For School requests complete this section and submit.	
School Name:	Date:
School Address:	
Principal Name:	Principal Signature (inserting your name here authorizes this form) :
Project Contact Person/Spokesperson:	
Contact e-mail address:	Contact Phone number:
Project Name:	
Project Goals or Statement of Purpose-What you are hoping to accomplish:	

**Section B— For Child Care Requests** complete both Sections A and B and submit.

Child Care Name:

Phone Number:

Child Care Operator Name:

Email:

Child Care Operator Signature (inserting your name here authorizes this form):

**A3. Partner Request:** This information is only required for requests connected with external partners.

Organization name:

Organization Address:

Contact Person:

Contact e-mail address:

Contact phone number:

Date:

Proponent signing officer name:

Proponent signing officer signature (inserting your name here authorizes this form):

**Section B: Applicability for School-funded/Tenant-funded/Partnership Projects**

**If the project involves an external partner:**

1. Has an interdepartmental review by the Board's Partnership Office been completed (proposal form available at <http://www.tdsb.on.ca/partnership>)?

YES    NO

If yes, please include a copy of any related documents in your submission.

Click here to submit to [Robbin.McCrudden@tdsb.on.ca](mailto:Robbin.McCrudden@tdsb.on.ca)

## Viability Reviews

Through the Viability Review process Facility Services aims to support schools and tenants in understanding the types of work that can be completed within the school board and following the steps they need to take to help make projects a reality. Viability Reviews are required when a project meets one or more of the following criteria:

**External Partner:** Project involves an external partnership agreement with the goal of making changes to the school facilities in a way that benefits the organization and the school community.

**School-funded/Tenant-funded project criteria:**

**Large project:** Requires a significant capital investment (e.g., cricket pitches, artificial turf, solar installations, extensive playground renovations, auditorium upgrades).

**Complex project:** Requires design, a lot of pre-planning, consultation, coordination, development of a school ground master plan, many trades, or is simply unusual in nature.

**Ambiguous project:** Ambiguity about whether they would be acceptable from a Ministry and Board policy point of view (see the [Ministry of Education's 2012 Fundraising Guidelines, Requesting Work for School-Funded Projects](#), and/or the [Requesting Work for Partnership Projects](#) for reference).

**Changes to Room/Space Use:** School funded projects that involve making a change to how a room or any other kind of space is used (e.g., upgrading an industrial arts room) (this does not include changes to room/space use due to enrolment growth). When making these requests the intent should be for the school or tenant to cover the costs of the change.

## Viability Review Meetings

Once a Viability Review form has been submitted, a Business Process Analyst (BPA) will schedule an onsite consultation.

**How?** To arrange a Viability Review complete the Viability Review Request form and send it to [Robin.McCruden@tdsb.on.ca](mailto:Robin.McCruden@tdsb.on.ca).

**Who:** The principal/signing officer, caretaker, child care supervisor (if applicable), members of the school community involved in the project (e.g., teacher, student, parent representation), Facilities Team Leader, any related Facility Services staff, and a representative from the Proponent organization (if applicable) will be invited to attend.

**What:** During the Viability Review Meeting, participants will take time to explain the project, tour any related spaces, and discuss potential next steps (approximately 1 hr is required).

**Follow-up:** After completing the Viability Review Meeting notes summarizing the meeting will be sent to the Principal/signing officer, child care supervisor, and external partner (if applicable).