

Community Planning and Facility Partnerships Procedure

RATIONALE:

Facility Partnerships between Hamilton-Wentworth District School Board (HWDSB) and community partners can optimize the use of public infrastructure, reduce facility operating costs for the Board, provide a foundation for improved service delivery for communities within the District, strengthen the relationship between HWDSB, community partners, the public and municipal governments, and ultimately improve services, programs and supports available to students.

HWDSB will have ongoing dialogue with The City of Hamilton and other community organizations to explore integrated community planning to address underutilized space issues in schools within specific areas of the board. These discussions will inform proposals that staff may present to the Board of Trustees, including recommendations to undertake a pupil accommodation review process.

TERMINOLOGY:

Cost Recovery: Cost recovery refers to a cost accounting methodology that measures the total cost to operate school facilities and apportions it to the user. It calculates the cost per square foot to operate school facilities and applies it to the area used to determine a rate per hour. Direct and indirect costs are combined with variable data such as operating hours and facility inventory data to establish the cost recovery rate.

Facility Partnership Agreement: A legal document that outlines the terms and conditions of the facility partnership, and complies with all existing Hamilton-Wentworth District School Board policies and procedures. The agreement is signed by both/all parties prior to implementation.

Facilities: Buildings and grounds owned by Hamilton-Wentworth District School Board.

Long-Term Facilities Master Plan: A comprehensive planning document illustrating the condition and utilization of current facilities, and possible accommodation solutions designed to enhance student achievement.

Notification List: A list of eligible potential and existing partners, established according to Ontario Regulation 444/98, but not limited to those identified by the regulation.

Facility Partnerships: A Ministry of Education initiative to encourage shared facilities, at no cost to the Board, with community partners using strict Ministry guidelines.

Partners: community non-profit or profit entities expressing interest in participating in facility use partnership agreements that are deemed eligible by the Board.

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PROCEDURES:

1.0 General

- 1.1 This document provides procedures for both facility partnerships agreements and licenced childcare spaces for programs birth to kindergarten age.

Facility Partnerships

2.0 Identification of Potential Spaces

- 2.1 The Manager of Planning, Accommodation and Rentals will identify where new schools or additions may be needed; which schools will remain well-utilized; which open and operating schools may have unused space; and which schools may be candidates for consolidation or closure.
- 2.2 This information will be used to identify facilities that may be suitable for facility partnerships with respect to new construction and unused space in schools. This information also provides an opportunity to consider potential surplus properties in which community partners may be interested.
- 2.3 The Manager of Planning, Accommodation and Rentals will identify facilities that can accommodate partnerships based on the following criteria:
 - Space not required for Board programming
 - Student safety
 - Accessibility
 - Zoning and site use restrictions
 - Facility condition
 - Availability of required amenities and/or support space
 - Any other criteria as determined by the Board

3.0 Communication to the Community

- 3.1 Planning and Accommodation will share the results of the Identification of Potential Spaces with community partners, including but not limited to, those listed in Ontario Regulation 444/98 – this includes municipal government agencies.
- 3.2 Planning and Accommodation, in conjunction with Corporate Communications, will post information on HWDSB's website regarding:
 - any intention to build new schools

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- any intention to undertake significant renovations
- information about unused space in open and operating schools and administrative buildings.

3.3 Information about available space in schools for facility partnerships will be updated on the website annually, following the yearly update on the Long-Term Facilities Master Plan.

3.4 Information about co-building opportunities will be updated on the website as needed.

3.5 The Manager of Planning, Accommodation and Rentals will be listed on the website as the contact for information and questions regarding facility partnerships.

4.0 Annual Planning and Facility Partnership Meeting

4.1 Planning and Accommodation will hold an annual public meeting to discuss potential planning and facility partnership opportunities.

4.2 Invitations will be sent directly to community entities, including, but not limited to, those listed in Ontario Regulation 444/98.

4.3 When inviting entities on the notification list to the annual meeting, the invitation must clearly request that organizations prepare to bring relevant planning information, including, but not limited to:

- population projections
- growth plans
- community needs
- land-use and green space/park requirements

4.4 The meeting will be posted on HWDSB's website for the public.

4.5 The invitation list, the entities in attendance and all correspondence exchanged at the meeting will be formally documented

4.6 In addition to the annual public meeting, HWDSB will continue discussions with affected municipalities and other community organizations that may inform options addressing underutilized or overutilized space issues in schools.

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5.0 Notification to Community Partners

- 5.1 Planning, Accommodation and Rentals will notify entities on the notification list, when HWDSB is considering building a new school or undertaking a significant addition or renovation. New schools, additions, or renovations may include identified option/s of proposed pupil accommodation reviews as per HWDSB Pupil Accommodation Review Policy.
- 5.2 Entities on the notification list will be notified of the consideration to build a new school or undertake a renovation one to three years prior to the potential construction start date.
 - 5.2.1 The notification requires Board of Trustee approval through the LTFMP.
- 5.3 Planning, Accommodation and Rentals will evaluate the expressions of interest to select partner(s) based on the policy.
- 5.4 Planning, Accommodation and Rentals will make all timelines clear to potential partners and will ensure that timelines are maintained.
- 5.5 Partnership agreements cannot be finalized until both HWDSB and the partner(s) have an approved source of funding.

6.0 Sharing Space with Community Partners

- 6.1 If identified space is both suitable for facility partnerships and is available for the long-term, Planning, Accommodation and Rentals will consider declaring the space surplus and circulating it for lease through O. Reg. 444/98.
- 6.2 If the space is suitable for facility partnerships but is not surplus to board needs, Planning, Accommodation and Rentals will follow the notification process outlined in section 4.0 of this procedure.
- 6.3 Planning, Accommodation and Rentals will provide information about the available space, including, but not limited to, size, location, facility amenities and required renovations, if needed.
- 6.4 Planning, Accommodation and Rentals will evaluate the expressions of interest to select partners.

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7.0 Facility Partnership Agreements and Cost-Recovery

- 7.1 Partners will be provided with clear instructions of their rights and responsibilities as tenants, including maintenance standards and the applicability or the lack thereof, of board user policies, including accessibility and inclusiveness policies.
- 7.2 On a cost-recovery basis, the fees charged to partners should cover the costs to operate the space occupied by the partner.
- 7.3 In co-building, partners will be required to pay for and finance their share of construction, including a proportional share of joint-use or share space.

8.0 Decision to Proceed/Not or Proceed with the Facility Partnership

- 8.1 If a decision not to proceed with the Facility Partnership, the Manager of Planning, Accommodation and Rentals will inform the applicant.
- 8.2 If a decision to proceed with the Facility Partnership is made, the Manager of Planning, Accommodation and Rentals will prepare the required documentation (e.g. construction agreement, lease agreement, etc.) for the Associate Director of Support Services to authorize.

Childcare Licence Agreement

9.0 Childcare Licence Agreement (New Capital)

- 9.1 HWDSB staff will work with the Consolidated Municipal Services Manager from the City of Hamilton to assist in the development of the service plan for the childcare in Hamilton. Through the process, gaps in service are identified and potential opportunities to fill these gaps are found through vacant spaces or new capital construction.
- 9.2 Funding for childcare capital will be sought through Ministry of Education grant application processes.

10.0 Childcare Licence Agreement (existing spaces)

- 10.1 All childcare spaces available in HWDSB facilities are governed through a licence and formal partnership agreements with operators.
- 10.2 Selection of operators follows a formal request for proposal process.

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10.3 On a cost-recovery basis, the fees charged to operators should cover the costs to operate the space occupied by the operator.

10.4 Manager of Planning, Accommodation and Rentals prepares the required licence agreement for the Associate Director of Support Services to authorize.

11.0 Monitoring the Policy

11.1 HWDSB staff will monitor the resources expended (e.g. staff) as a result of the revised policy.