

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

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 licensed child care spaces for programs from 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, in conjunction with the Board's Property Disposition Policy and Procedure.
- 2.3 The manager of Planning, Accommodation and Rentals will identify facilities that can accommodate partnerships based on the following criteria:
 - 2.3.1 Space not required for Board programming.
 - 2.3.2 Student safety.
 - 2.3.3 Accessibility.
 - 2.3.4 Zoning and site use restrictions.
 - 2.3.5 Facility Condition.
 - 2.3.6 Availability of required amenities and/or support space.
 - 2.3.7 Any other criteria as determined by the Board.

3.0 Communication to the Community

- 3.1 Planning, Accommodation and Rentals will share the results of the Identification of Potential Spaces with existing and potential community partners.
- 3.2 Planning, Accommodation and Rentals in conjunction with Communications and Community Engagement, will post information on HWDSB's website regarding:
 - 3.2.1 Any intention to build new schools.
 - 3.2.2 Any intention to undertake significant renovations.

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3.2.3 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 Plan.

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

3.5 The planning@hwdsb.on.ca will be provided on the website as the place to direct information and questions regarding facility partnerships. The manager of Planning, Accommodation and Rentals will oversee the responses to these inquiries.

4.0 Annual Planning and Facility Partnership Meeting

4.1 Planning, Accommodation and Rentals will hold an annual public meeting (virtual or in-person) to discuss potential planning and facility partnership opportunities.

4.2 Invitations will be sent directly to potential and existing community partnership entities.

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

4.3.1 Population projections.

4.3.2 Growth plans.

4.3.3 Community needs.

4.3.4 Land-use and green space/park requirements.

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

4.5 Existing partners, 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 City of Hamilton and other community organizations that may inform options addressing underutilized or overutilized space issues in schools.

5.0 Notification to Community Partners

5.1 Planning, Accommodation and Rentals will notify existing and potential community partners 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.

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- 5.2 Existing and potential community partners will be notified of the consideration to build a new school or undertake a renovation prior to the potential construction start date.
- 5.3 Planning, Accommodation and Rentals will evaluate the expressions of interest to select partner(s) based on, but not limited to, the following:
 - 5.3.1 Protects the health and safety of students.
 - 5.3.2 Is appropriate for the school setting.
 - 5.3.3 Does not compromise the HWDSB's student achievement and well-being.
 - 5.3.4 Supports equity and inclusion
 - 5.3.5 Complies with local policies and bylaws (e.g., zoning and site use restrictions, Official Plans, etc.).
 - 5.3.6 Enables HWDSB to recover all costs for the operation and maintenance of the space.
 - 5.3.7 The facility condition is appropriate.
 - 5.3.8 The building can be configured such that the space used by the partners is separated from or well-integrated with the space used by students.
 - 5.3.9 Does not compromise HWDSB's pupil accommodation strategies (i.e. prevent HWDSB from building, renovating and/or closing schools or from disposing of surplus assets when required.
- 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.
- 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 Facilities 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 the decision is to not 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, any leasing or granting of easements will be in full compliance with all legislative and regulatory requirements of the Education Act and Ontario Regulation 374/23: Acquisition and Disposition of Real Property.

Child Care Licence Agreement

9.0 Child Care 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 child care capital will be sought through Ministry of Education grant application processes.

10.0 Child Care Licence Agreement (existing spaces)

All child care spaces available in HWDSB facilities are governed through a licence and formal partnership agreements with operators.

- 10.1 Selection of operators follows a formal request for proposal process.
- 10.2 On a cost-recovery basis, the fees charged to operators should cover the costs of operating the space occupied by the operator.

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- 10.3 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.