

AGENDA: 12:00 – 3:00

1. Call to Order
2. Approval of the Agenda
3. Community Use of Schools Annual Update
4. 2017-18 Budget Development
5. Resolution Into Committee of the Whole (Private Session) as per the Education Act, Section 207.2 (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee
6. Adjournment

Community Use of Schools: Update

Finance and Facilities
May 3, 2017

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- Use of school facilities is on a cost recovery basis
- Board receives grant revenue to provide subsidies to community groups including before and after school care and community rentals
- Total grant approx. \$1.525 million (\$675,000 CUS and \$850,000 Priority Schools)

- Before and After School care
- Focus On Youth – Summer Programming for Children and Youth
- Not-for-Profit Adult and Youth Groups
 - Leadership groups such as Girl Guides, Navy League, Scouts
 - Health, Wellness and Education – including Big Brothers and Sisters, Kiwanis
 - Sport groups
 - Arts programs which includes theatre groups and bands
 - Community Programs including neighbour to neighbour centres, civic leagues
 - Cultural programs including language classes, spiritual groups
- Commercial or For-Profit Groups

Approved by Board April 27, 2015 (RESOLUTION #15-72):

- Full Day Child Care (0 to 3.8 years) subsidy to be phased out (completed by September 2016).
- Before and After School Care receives the following subsidies:
 - 100% subsidy for programs in Priority Schools
 - 25% of the Community Use of Schools Grant is to be used to subsidize care in non-priority schools.

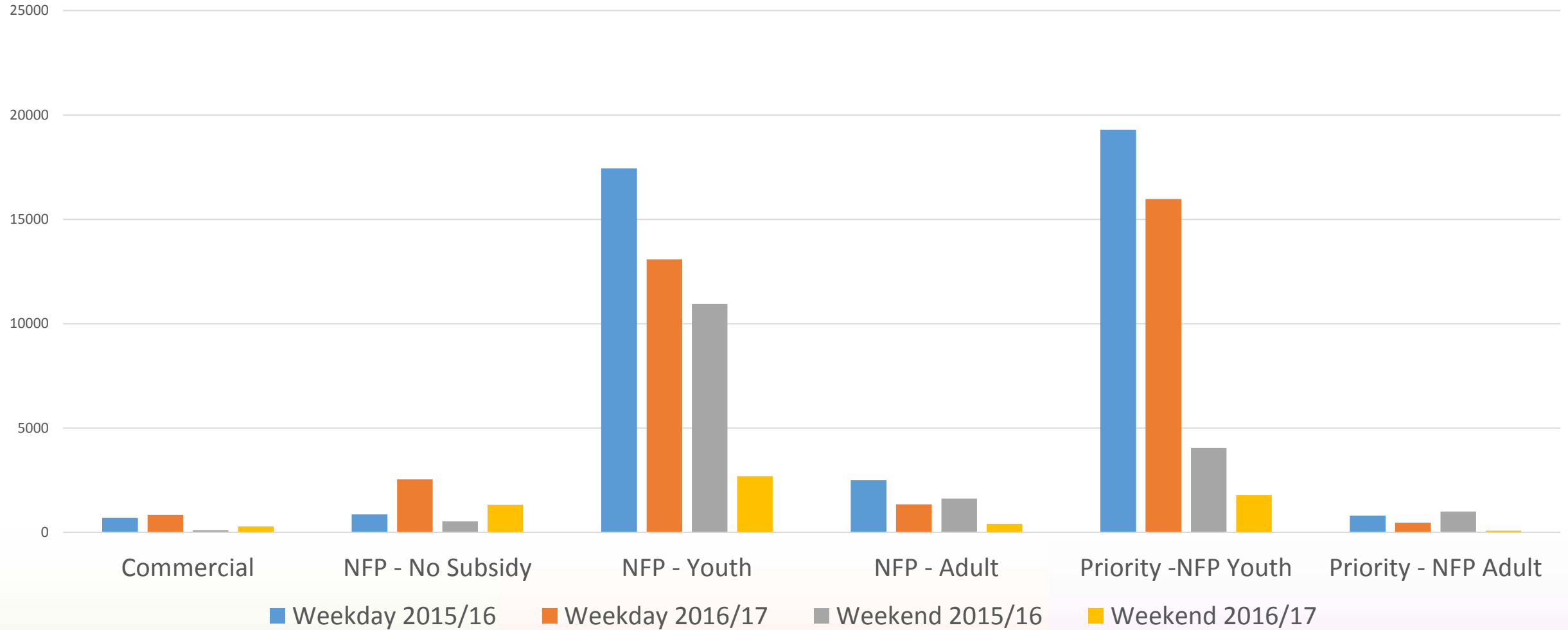
New rental rates approved by Board June 13, 2016 (RESOLUTION #16-102):

- CUS grant subsidy be provided at the following rates:
 - 75% space cost subsidy for Not for Profit Youth Groups
 - 50% space cost subsidy for Not for Profit Adult Groups
- Priority Schools grant subsidy be used to apply a 100% subsidy to the rental rates for all community groups that meet the eligible criteria for priority schools funding.
- All community groups except those eligible for priority schools funding, pay for all caretaking overtime costs incurred if events occur outside normal hours of operation of the Board.

- HWDSB staff met with the coterminous board prior to implementing our new rates last year. Conterminous board was not ready to implement new rates at the same time.
- In the fall of 2016 HWCDSB approved new rental rates effective October 1, 2016, to be phased in over 3 years.

Space Type	Cost Recovery Rate per Hour	Non-Profit Youth CUS Permit	Non-Profit Adult CUS Permit	Priority School Permit	Commercial Permit
		75%	50%	100%	-50%
Single Gym	\$ 30.00	\$ 7.50	\$ 15.00	\$ -	\$ 45.00
Double Gym	\$ 60.00	\$ 15.00	\$ 30.00	\$ -	\$ 90.00
Classroom	\$ 6.00	\$ 1.50	\$ 3.00	\$ -	\$ 9.00
Auditorium - Premium (SJAM, Westdale, Ancaster, SAM)	\$ 95.00	\$ 23.75	\$ 47.50	\$ -	\$ 142.50
Cafeteria	\$ 35.00	\$ 8.75	\$ 17.50	\$ -	\$ 52.50
Library	\$ 30.00	\$ 7.50	\$ 15.00	\$ -	\$ 45.00
Auditorium - Delta, Sherwood, Churchill	\$ 65.00	\$ 16.25	\$ 32.50	\$ -	\$ 97.50
Auditorium - Dalewood, Westmount, Barton	\$ 45.00	\$ 11.25	\$ 22.50	\$ -	\$ 67.50

- Subsidy is fair and transparent
- All users are provided equitable access to subsidy
- Greatest decrease in total hours of use was on weekends
- Weeknight use increased from 70% of permitted hours to 84% of permitted hours
- **Subsidy provided to community groups exceeded total grant received from Ministry by approximately \$300,000.**



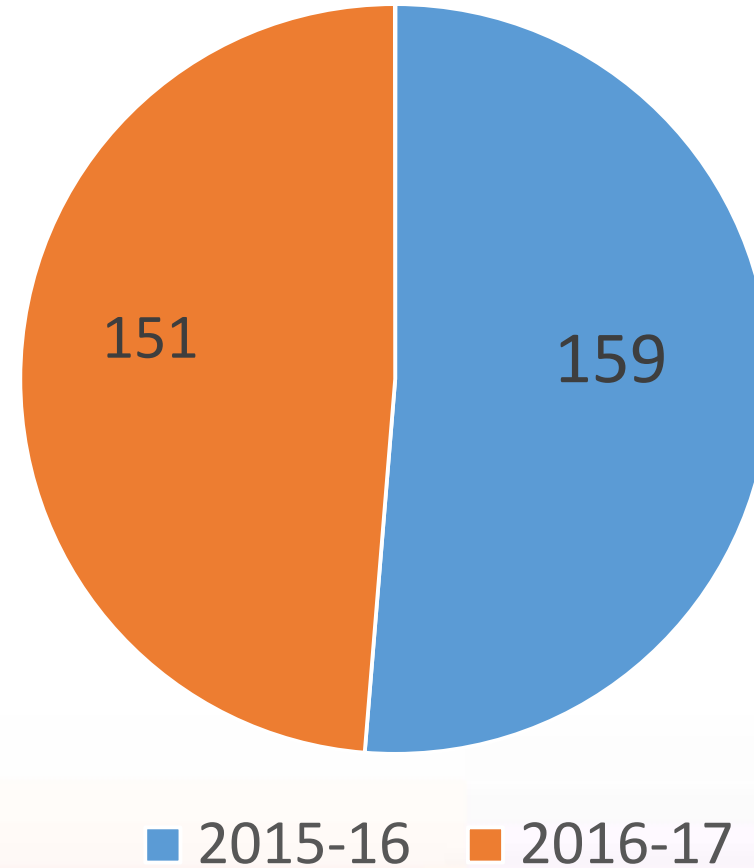
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Users from the permit categories:

- NFP Youth
- Priority NFP Youth
- NFP No Subsidy

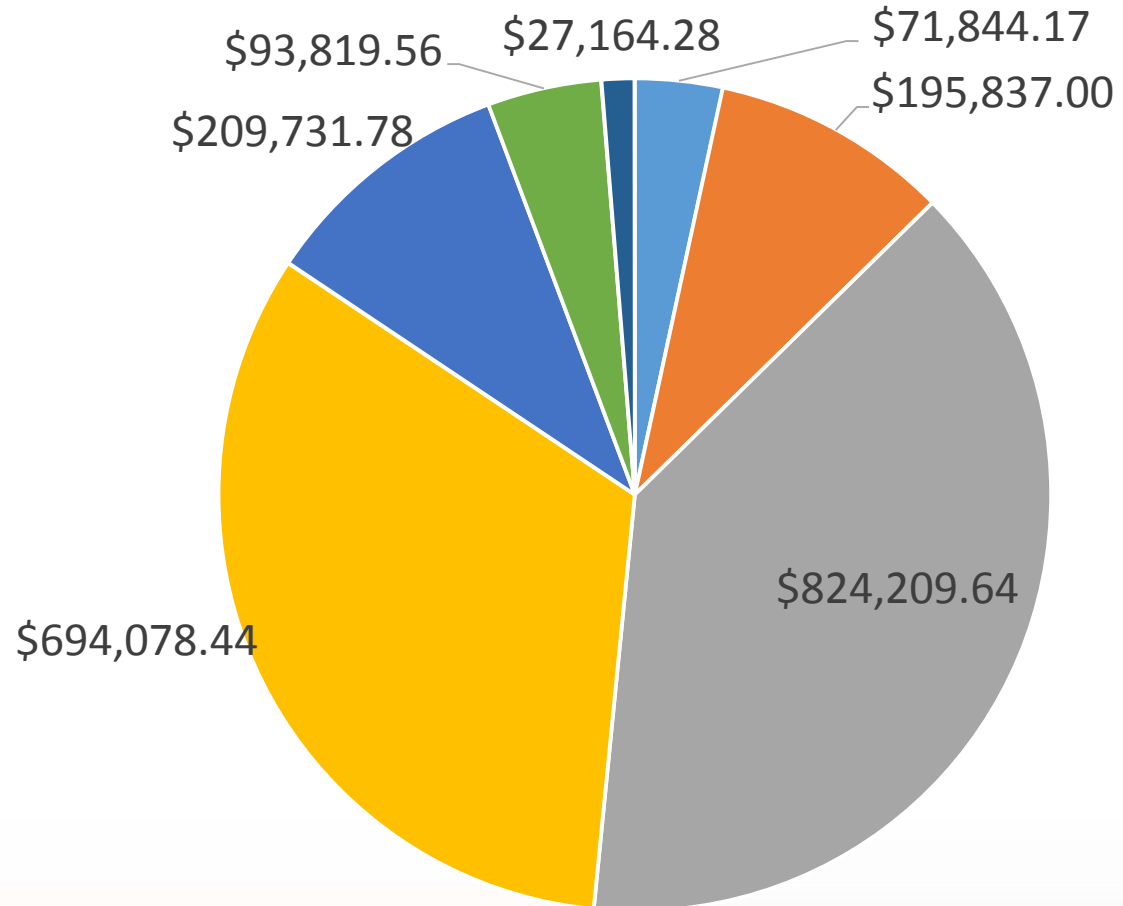




- New free youth basketball league
- 14 week season, 8 hours per week
- 72 youth participated
- Played at Delta Thursdays and Saturday afternoons

Value of Permits for 2016/17

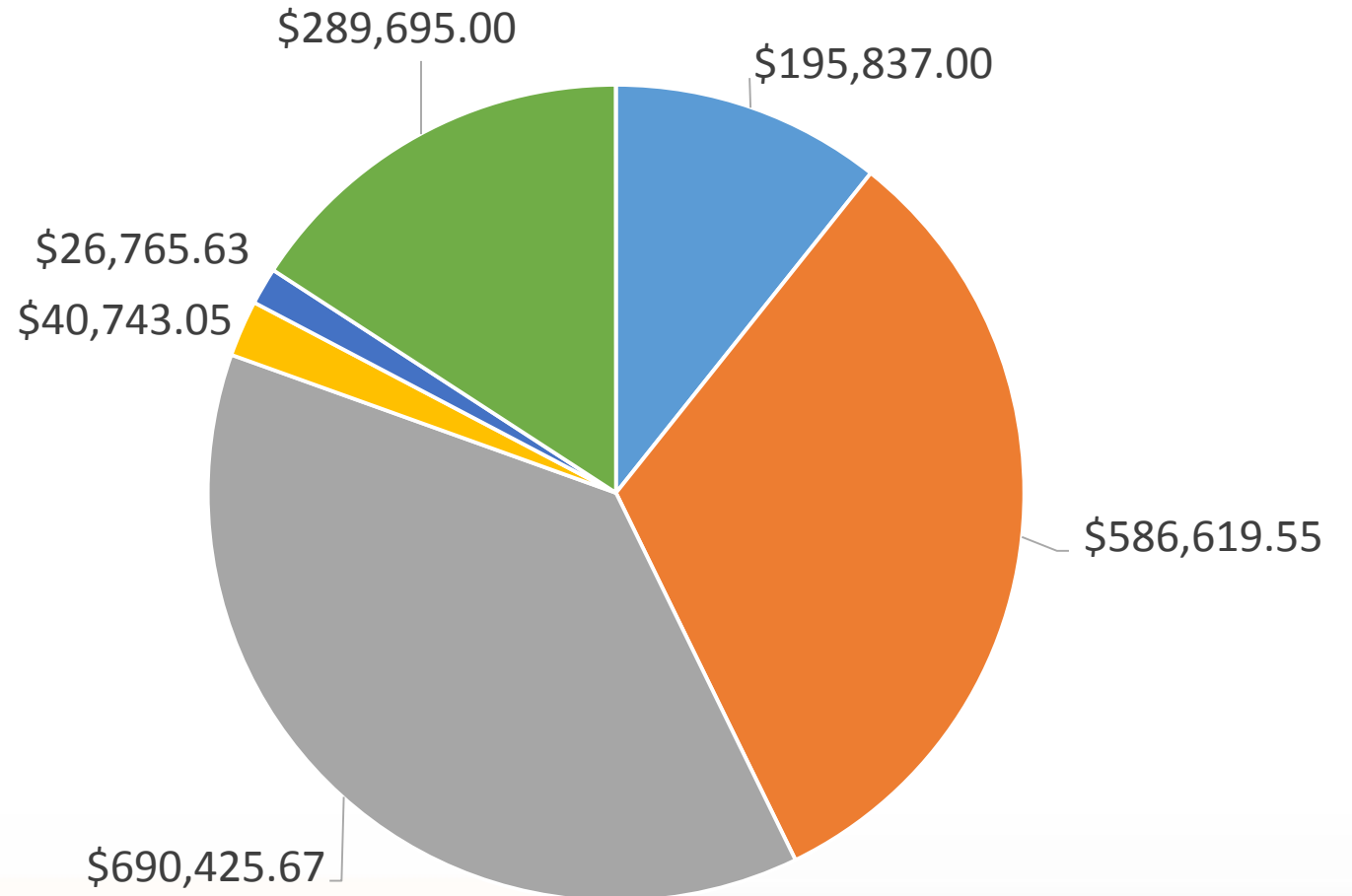
- Commercial for Profit
- FOY
- Not-For-Profit Serving Youth
- Priority School - Not for Profit Youth Serving
- Not-for-Profit - No Subsidy
- Not-For-Profit Adult
- Priority School - Not-For-Profit Adult



Total Value of Permits \$2.117 million
(Excludes Child Care Permits)

Subsidy Allocation 2016/17

- FOY
- Not-For-Profit Serving Youth
- Priority School - Not for Profit Youth Serving
- Not-For-Profit Adult
- Priority School - Not-For-Profit Adult
- Child care B&A



Total Value of Subsidy \$1.830 million

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Rental rate changes have assisted with funding the following:

- Annual inspections, repairs and upgrades are completed annually for all our basketball nets
 - New mats, curtains, nets provided to several gyms, replacement of theatre equipment
- Gyms improvements/upgrades are occurring with funds from both the facility bench mark and permit generated funds.
- Secondary School field maintenance program is being put in place.

Questions?

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**EXECUTIVE REPORT TO
FINANCE AND FACILITIES
COMMITTEE**

DATE: May 3, 2017
TO: Finance and Facilities Committee
FROM: Manny Figueiredo, Director of Education
Prepared by: Stacey Zucker, Executive Superintendent of Board Operations and Treasurer
Dave Anderson, Senior Facilities Officer
Ellen Warling, Manager of Accommodation and Planning
RE: Community Use of Schools Annual Update

Action Monitoring X

Background:

On June 13, 2016 the Board approved a number of motions related to Community Use of Schools including revised rental rates and the use of the Community Use of Schools subsidy. The report detailing the recommendations is attached as Appendix A. Included in these motions, the board approved that a report be brought back to Board in spring 2017, on the usage of the Board’s Community Use of Schools and Priority School Grant Revenue, to determine if the overall usage of subsidy has transitioned to be within the total community use revenue received by the Board.

Staff Observations:

Use of Board Facilities

The Ministry states that “Ontario’s schools are community hubs where all people can gather to learn and participate in a range of activities offered by community organizations.”

HWDSB’s “Use of Board Facilities” policy purpose states that:

Hamilton-Wentworth District School Board (HWDSB) is committed to fostering co-operative and collaborative relationships with the broader community, through the use of applicable Ministry of Education funds and at a minimum, no additional cost to HWDSB, to maximize the use of Board facilities.

Intended outcomes of the “Use of Board Facilities” policy are to:

- Maximize the use of HWDSB facilities, at no additional cost to the Board beyond applicable Ministry funds, while creating and sustaining a continued relationship with the broader community.
- Ensure that Ministry funding for Community Use of Schools and Priority Schools Initiative is fully utilized.

Ministry Funds Available to Subsidize Community Use of Schools

In order to create affordable access to community facilities, the Government of Ontario provides a Community Use of Schools Grant that allows school boards to charge subsidized rental rates for non-profit groups. HWDSB receives \$675,000 in Community Use of School grants.

In addition, through the Priority Schools Initiative, the Ontario Ministry of Education provides support to selected school boards in order that not-for-profit groups will have free after-hours access to school facilities in communities that need it most. Free use of school space will allow local not-for-profit organizations to offer affordable or no-cost programming at these schools. The Ministry determines the schools designated as priority schools and there are 220 priority schools in the province. HWDSB has 25 priority schools – 21 elementary schools and 4 secondary schools – and receives \$850,000 in Priority School Grants.

The total of the two subsidies is approximately \$1.5 million. In the past, due to the rental rates being charged and the inconsistent application of the subsidy, the Board was providing subsidies of approximately \$3 million or \$1.5 of additional subsidy.

2016-17 Community Use of Schools

The total value of all permits approved to date for 2016-17 school year is \$2.1 million (excluding child care permits under license agreements). The total amount of subsidies allocated in 2016-17 school year is \$1.8 million. This results in approximately \$300,000 of over subsidy.

The decrease in the over usage of the subsidy is a result of a number of things:

- A fair and transparent use of the subsidy
- Groups have curtailed their rentals to the actual use requirement resulting in less no shows and less unused space.
- Groups have changed their usage to weekdays rather than weekends
- Some groups have chosen not to use HWDSB space

Although some users have stated that they are not using the Board facilities due to the costs, this has provided some groups the ability to use Boards space when they could not secure it in the past. In total, there have not been a significant decrease in the number of not for profit youth groups using HWDSB facilities. In 2015-16, there were 159 unique groups. In 2016-17, there were 151 unique groups.

A total of 27% of all subsidies have been provided for child care through the subsidy for before and after care and the space subsidy provided to Focus on Youth summer program providers. In addition 70% of the subsidy has been spent on youth through the priority school or not for profit youth category. The remaining 3% has been provided to not for profit adult groups.

In addition, the coterminous Board is in the first year of a three year phase in of increased rental rates and HWDSB will be more in line with those rates of the coterminous Board.

The financial impact on HWDSB is also important. With a reduction in the over subsidy of \$1.2 million, it allows the Boards to supplement the maintenance of its facilities, especially those that are used significantly by the community.

Conclusion

The Boards rental rates continue to allow for groups to access our spaces after hours with families and youth of Hamilton the greatest recipients of the subsidy dollars provided by the Ministry of Education. The subsidy allocation exceeds the grants provided through the Community Use of Schools and Priority Schools Initiative Grants by approximately \$300,000.



EXECUTIVE REPORT TO FINANCE AND FACILITIES COMMITTEE

DATE: June 9, 2016

TO: Finance and Facilities Committee

FROM: Manny Figueiredo, Director of Education

Prepared by: Stacey Zucker, Executive Superintendent of Board Operations and Treasurer
Denise Dawson, Manager of Budget
Ellen Warling, Manager of Accommodation and Planning

RE: Community Use of Schools Rental Rates

Action **Monitoring**

Recommended Action:

That the Board approve:

- The implementation of the revised rental rates as shown in Appendix A effective September 1st, 2016.

That the Board approve:

- That the Community Use of School Grant be used to subsidize the rental rates as shown in Appendix A effective September 1st, 2016. The subsidy provided will be 75% for Not for Profit Youth Groups and 50% for Not for Profit Adult Groups.
- That the Priority Schools Grant be used to apply a 100% subsidy to the rental rates as shown in Appendix A for all community groups that met the eligible criteria for priority schools funding.

That the Board approve:

- That all community groups except those eligible for priority schools funding, pay for all caretaking overtime costs incurred if events occur outside normal hours of operation of the Board.

That the Board approve:

- That a report be brought back to Board in spring 2017, on the usage of the Board's Community Use of Schools and Priority School Grant Revenue, to determine if the overall usage of subsidy has transitioned to be within the total community use revenue received by the Board.

Rationale/Benefits:

The Ministry states that "Ontario's schools are community hubs where all people can gather to learn and participate in a range of activities offered by community organizations."

HWDSB's "Community Use of Board Facilities" policy states that:

"It is the policy of Hamilton-Wentworth District School Board (HWDSB) to make its facilities/properties available to the fullest extent possible, recognizing their importance to the community, within the established guidelines, with due regard for preservation of the educational program, available resources and for the protection and maintenance of Board property at no cost to the Board."

In order to create affordable access to community facilities, the Government of Ontario provides a Community Use of Schools Grant that allows school boards to charge subsidized rental rates for non-profit groups. HWDSB receives \$650,000 in Community Use of School grants.

In addition, through the Priority Schools Initiative, the Ontario Ministry of Education provides support to selected school boards in order that not-for-profit groups will have free after-hours access to school facilities in communities that need it most. Free use of school space will allow local not-for-profit organizations to offer affordable or no-cost programming at these schools.

The Ministry determines the schools designated as priority schools and there are 220 priority schools in the province. HWDSB has 25 priority schools – 21 elementary schools and 4 secondary schools – and receives \$850,000 in Priority School Grants.

Currently, HWDSB is providing approximately \$3 million in subsidies while receiving approximately \$1.5 million from the Ministry.

Background:

HWDSB has three different classifications of community use of schools:

1. Full Day Child Care (0 – 3.8 years)
2. Before and After Child Care
3. Community Use of Schools and Other Facility Rentals

During the 2015-16 budget discussions, the Finance and Facilities Committee was provided information on the subsidies provided to each of the three different classifications of community groups and how these subsidies contributed to the Board over subsidizing groups by approximately \$1.5 million per year. As of result of these discussions, the Board of Trustees at the April 27, 2015 board meeting approved the following recommended actions:

- The phase out of subsidy provided to Full Day Child Care (0 to 3.8 years) over a two year period commencing September 2015.
- The use of 25% of Community Use of Schools Grants to subsidize Before and After Child Care. Priority schools will be 100% subsidized and the remainder of the subsidy will be applied to the remainder of the before and after care programs. The decrease in subsidy will be phased out over a two year period commencing in September 2015.
- The review of Facility rental rates in 2015-16 to start the transition to revised rental rates in September 2016.

Rental Rates

The rental rates charged for community use of schools rentals have not been changed in a number of years. Currently, HWDSB predominantly charges community groups a flat fee based on the total hours of use per permit. The flat fee when equated to an hourly rate, decreases as the total number of hours usage increases. The flat fee charged is the same for all types of space rented such as a single gym, double gym or classroom. At present, the rate per hour charged to groups is not consistent or equitable. Groups that use larger blocks of time per year, pay less per hour than groups wanting to use a facility for only a few hours per week or month. As well, groups booking over 1000 hours of use per year are making it difficult for smaller or medium use groups to find space in our schools.

School boards are required to provide space to community partners on a cost recovery basis. To calculate a cost recovery model, staff used a cost accounting tool that calculates the cost per square foot to operate our facilities and applies this cost to the area rented to determine a rate per hour. Both direct and indirect facility costs are combined with variable data such as operating hours and facility inventory data to establish a cost recovery rate per space type. The data used in the tool is found in the Board's audited annual financial statements, making the data valid, consistent and transparent.

In order to be consistent and fair with all our community groups that rent our facilities, it is recommended that the Board adopt the hourly rental rates as shown in Appendix A effective September 1st 2016.

Subsidies

The Board receives two grants from the Ontario Ministry of Education, to support affordable access to Board facilities and to allow school boards to charge subsidized rental rates to non-profit groups in the community. They are the Community Use of Schools Grant and the Priority School Grant which is designated for 25 selected schools in our board.

At present, the community use of schools subsidy provided to non-profit groups is not consistent. Similar to the fee structure described above, the percentage of subsidy provided to not for profit users increases, as the total number of hours of usage increases. Again this allows for our larger groups that use a large block of time to receive more subsidy to reduce their rental rates than groups that only want a few hours of use per week, month or year.

In order to be consistent and fair with all of our community groups that rent our facilities, it is recommended that a 75% subsidy be provided to not for profit youth groups in 2016/17 and a 50% subsidy be provided to not for profit adult groups 2016/17. This subsidy will be provided only to reduce the rental cost of space.

There are currently many youth not for profit programs that are offered in our 25 priority schools. Groups who wish to receive priority school funding, must meet the eligibility criteria of offering low cost or no cost programming for the community in which these schools are found. In keeping with the mandate of the Priority School grant, it is recommended that HWDSB continue to subsidize the eligible priority school programs by providing a subsidy of 100% to both space and caretaking overtime costs incurred. Board will endeavor to live within the annual Priority school grant received from the Ministry.

Caretaking Overtime Costs

When community groups want to offer a program that runs outside the normal hours of operation for the board, specifically Saturday or Sunday, the board is required to provide a caretaker to clean, monitor and secure the building. Caretakers working weekend rentals are paid overtime for a minimum of 3 hours, at overtime rates in accordance with our collective agreement. These overtime costs are an undisputable direct cost to the school board.

Staff recommends that all community groups except those eligible for priority schools funding, pay for all caretaking overtime costs incurred if events are run outside normal hours of operation of the Board.

Conclusion

HWDSB recognizes the importance of making its facilities available to the community to the fullest extent possible. The current rental rates charged by HWDSB have been in effect for a number of years and need to be revised to those shown in Appendix A to ensure true cost recovery.

The subsidy provided by the Ministry to offset the rental costs for certain renters is approximately \$1.5 million. The Board is currently providing additional subsidy and it is necessary for the Board to review the provision of the subsidy.

The recommendations in this report will provide for consistent, fair and transparent rental rates to be charged to our community groups and will allow the Board to reduce the subsidy provided as we transition to providing subsidy that is within the grant level received by the Board.

HWDSB



FINANCE AND FACILITIES COMMITTEE BUDGET DISCUSSION MAY 3, 2017

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School Foundation Grant

- Supports the costs of in-school administration and leadership (salaries & benefits for principals, vice-principals, and office support staff), as well as supplies for the school administration purposes
- School Boards continue to be responsible for decisions regarding the allocation of the in-school administration staff to schools.

School Foundation Grant Changes

Definition of a School:

- A school facility or collection of school facilities operations be the same board that are located on a single campus.
- The financial impact of this change will be phased-in over four years through a transition grant amount
- Impact on HWDSB – annual reduction \$18,140 or \$72,560 over four years

School Foundation Grant Changes

Multi-Building funding for additional principals:

- Multi-building elementary schools that have at least 300 ADE combined and each building on the campus has at least 150 ADE will receive funding for one additional FTE principal
- Multi-building secondary schools that have at least 700 ADE combined and each building on the campus has at least 200 ADE will receive funding for one additional FTE principal
- Impact on HWDSB – additional funding of \$500,000

Campus Schools

Allan Greenleaf - Waterdown High School

Ancaster Senior - Fessenden

Glen Brae, Glen Echo - Glendale High School

Richard Beasley - Nora Frances Henderson

Westview, Westwood - Westmount

Multi-Building Allocation Changes

	Multi-Building Method	Old Method	Difference
Elementary:			
Principals	81.12	87.13	(6.01)
Vice - Principals	41.21	41.78	(0.57)
School Office Administrators	137.42	145.63	(8.21)
Elementary Funding	\$ 23,069,776	\$ 24,034,180	(\$964,404)
Secondary:			
Principals	19.19	15.19	4.00
Vice - Principals	30.58	26.95	3.63
School Office Administrators	76.07	68.18	7.89
Secondary Funding	<u>\$ 11,043,961</u>	<u>\$ 9,579,474</u>	<u>\$ 1,464,487</u>
Total	\$ 34,113,737	\$ 33,613,654	\$ 500,083

HWDSB

School Foundation Allocation Changes

Principals

- Elementary Principals – Reduction of 6.0 FTE as 6 schools are now being funded as secondary administrators (Allan Greenleaf, Glen Brae, Glen Echo, Richard Beasley, Westview, Westwood)
- Secondary Principals – addition of 4.0 FTE due to multi-building enhancement
- Net change – 2.0 FTE

School Foundation Allocation Changes

Vice-Principals

- Elementary – Reduction of 1.09 FTE due to the 6 elementary schools being funded as a secondary school
- Elementary – Addition of .57 FTE due to Ancaster Senior and Fessenden combining enrolment as one elementary school
- Secondary Vice-Principals – Addition of 3.63 FTE due to addition the enrolment from the 6 elementary schools to the secondary enrolment

School Foundation Allocation Changes

Office Administrators

- Elementary – Reduction of 8.21 FTE due to the 6 elementary schools that are on secondary campuses being funded as secondary
- Secondary – Addition 7.89 FTE due to additional enrolment from these 6 elementary schools being added to secondary enrolment

Examples

	Enrolment	Principal	Secretary	Vice Principal
Old Method				
Westview	228.00	1.00	1.16	0.00
Westwood	265.00	1.00	1.22	0.05
Westmount	1,331.00	1.00	6.32	2.66
	1,824.00	3.00	8.70	2.71
New Method	1,824.00	2.00	8.30	3.65
Difference FTE	0.00	-1.00	-0.40	0.95
Difference Funding \$		-\$ 115,268	-\$ 13,801	\$ 119,987
Old Method				
Ancaster Senior	348.00	1.00	1.44	0.29
Fessenden	513.00	1.00	1.96	0.78
	861.00	2.00	3.40	1.08
New Method	861.00	2.00	3.24	1.65
Difference FTE	0.00	0.00	-0.16	0.57
Difference Funding \$			-\$ 8,440	\$ 68,852

Overall Impact

- The overall impact on these funding changes to the Board is an increase in funding of approximately \$400,000 to be phased in over 4 years.
 - The impact may change as we close schools