

**AGENDA: 6:00 p.m.**

1. Call to Order/Roll Call
2. HWDSB Land Acknowledgement
3. Approval of the Agenda
4. Long-Term Facilities Planning Guiding Principles Update
5. Education Development Charges Update
6. 2024-2025 Budget Update (verbal, no copy)
7. Resolution into Private Session as per the Education Act, Section 207(2)  
A meeting of a committee of a board, including committee of the whole board, may be closed to the public when the subject/matter under consideration involves,
  - a) the security of the property of the board;
  - b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - c) the acquisition or disposal of a school site;
  - d) decisions in respect of negotiations with employees of the board; or
  - e) litigation affecting the board. R.S.O. 1990, c.E.2,s.207 (2);2021, c. 4, Sched.11, s. 7 (1)



## FINANCE AND FACILITIES COMMITTEE

April 30, 2024

### Long-Term Facilities Plan Guiding Principles Update

Submitted By: Sheryl Robinson Petrazzini, Director of Education

Prepared By: Matthew Gerard, Associate Director, Business Services and Treasurer  
David Anderson, Senior Manager, Facility Services  
Ellen Warling, Manager, Planning, Accommodation and Rentals

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#### Recommendation:

That the Board approve the updated Long-Term Facilities Plan Guiding Principles found in Appendix A.

#### Background:

The Long-Term Facilities Plan (LTFP) Guiding Principles were created to ensure that Hamilton-Wentworth District School Board (HWDSB) provides equitable, affordable, and sustainable learning facilities. These principles have acted as a decision-making framework for determining the viability of our schools, which has been a key component in the implementation of the Long-Term Facilities Plan. Originally presented to Trustees in [January 2013](#) and updated in [May 2018](#), the Guiding Principles were created based on then current policies, operating and educational documentation.

#### Status:

The proposed Guiding Principles found in Appendix-A, were updated to support and promote the goals of the [Multi-Year Strategic Plan](#), [Board Improvement Plan](#), [Human Rights Policy](#), [Multi-year Accessibility Plan](#), [Indigenous Education Circle Strategic Action Plan](#) and other [HWDSB Policies and Plans](#).

#### Financial Implications:

None

#### Strategic Directions:

**Building a Sustainable Education System.** *We will adapt to a rapidly changing world through responsible fiscal management, investing equitably in accessible and sustainable facilities and supporting a robust workforce.*

## Long-Term Facilities Plan Guiding Principles – Proposed Update

To ensure that Hamilton-Wentworth District School Board (HWDSB) provides equitable, affordable and sustainable learning facilities, the following Long-Term Facilities Plan (LTFP) Guiding Principles have been created. The Guiding Principles are the framework that Facility Services follow when completing capital project submissions, boundary reviews, pupil accommodation reviews, capital projects and long-term capital planning. The following Guiding Principles support and promote the goals of the [Multi-Year Strategic Plan](#), [Board Improvement Plan](#), [Human Rights Policy](#), [Multi-year Accessibility Plan](#), [Indigenous Education Circle Strategic Action Plan](#) and other [HWDSB Policies](#) and Plans. All recommendations within the Long-Term Facilities Plan are intended to:

Existing Guiding Principles in regular font.

**Proposed Guiding Principles in bold font.**

### Guiding Principle #1

Existing:

HWDSB is committed to providing school renewal by optimizing opportunities to invest in improved school facilities.

**Proposed:**

**Support quality and accessible learning, working, and teaching environments by maximizing opportunities to invest in new and improved sustainable school facilities.**

### Guiding Principle #2

Existing:

Optimal utilization rates of school facilities is in the range of 90-110%.

**Proposed:**

**Maximize student accommodation within permanent purpose-built learning spaces. Ensure schools are constructed to meet the sustainable long-term accommodation needs of a neighbourhood (optimal utilization rates of school facilities are in the range of 90%-110%) while recognizing the use of temporary accommodations are required to accommodate peak neighborhood enrolment.**

### Guiding Principle #3

Existing:

School facilities reflect both the Elementary and Secondary Program Strategies by providing students access to flexible and specialized learning spaces.

**Proposed:**

**Provide innovative facility design which maximize students' access to equitable, quality, and collaborative educational learning spaces to support the elementary and secondary program strategies.**

## Long-Term Facilities Plan Guiding Principles – Proposed Update

### Guiding Principle #4

Existing:

The scheduled length of time on a vehicle provided through HWSTS shall not exceed 60 minutes one way.

**Proposed:**

**Promote active and sustainable forms of transportation through planning, boundary creation and school site design.**

### Guiding Principle #5

Existing:

School facilities will enable 21<sup>st</sup> Century teaching and learning by providing spaces that support collaboration, citizenship, and community.

**Proposed: Remove**

### Guiding Principle #6

Existing:

Identify, remove and prevent barriers to people with disabilities who work, learn, and participate in the HWDSB community and environment, including students, staff, parent(s)/guardian(s), volunteers and visitors to HWDSB and its schools.

**Proposed:**

**Improve accessibility within our built environments as per the Multi-Year Accessibility Plan; providing environments that build independence, dignity, respect for students, families, the community, and staff and maximizes participation. Apply inclusive design principles by emphasizing dignity, inclusion, accessibility, barrier-free environments and meaningful participation of individuals and groups with diverse identities and varying levels of ability.**

### Guiding Principle #7

Existing:

Promote equity of opportunity and access to board facilities, including schools, for students and the school community.

**Proposed:**

**Support the shared use of facilities by promoting opportunity of access for students and the broader community.**

### Proposed New Guiding Principles:

**Support collaboration through meaningful student, family, and community engagement.**

**Minimize transitions and impacts on students when implementing accommodation strategies.**

## Long-Term Facilities Plan Guiding Principles – Proposed Update

### Guiding Principle #8

Existing:

Specific principles related to elementary and secondary panels:

#### *Elementary*

- a. School Capacity – optimal school capacity would be 450 to 650 students, which creates two to three classes for each grade.
- b. School Grade/Organization – Kindergarten to Grade 8 facilities.
- c. School Site Size – optimal elementary school site includes play fields, parking lot and building. For new site acquisition, optimal size approximately 6 acres and for existing schools is based on local circumstances.
- d. In dual track schools, enrolment between French Immersion and English track should ensure that the balance supports ideal program delivery. i.e. There should be enough French Immersion enrolment to support a successful program but should not exceed 60%.

#### *Secondary*

- a. School Capacity – optimal school capacity would be 1,000 to 1,350 students.
- b. School Site Size – optimal secondary school site includes a sport field, parking lot and building. For new site acquisition, optimal size is approximately 15 acres and for existing schools is based on local circumstances.

\*NOTE: The principles are intended to be guides. Local parameters may influence the thresholds above (in #8).

### **Proposed:**

#### **Elementary**

- a. School Capacity – optimal school capacity would be 450 to 650 students, which creates two to three classes for each grade.
- b. School Grade/Organization – Kindergarten to Grade 8 facilities.
- c. **School Site Size – optimal elementary school site includes play fields, parking lot and building. For new site acquisition, optimal size approximately 6-8 acres and for existing schools, site size is based on local neighbourhood characteristics.**
- d. In dual track schools, enrolment between French Immersion and English track should ensure that the balance supports ideal program delivery. i.e. There should be balance of French and English program enrolments to foster a successful learning experience for every student based upon HWDSB's elementary program strategy.

#### **Secondary**

- a. School Capacity – optimal school capacity would be 1,000 to 1,400 students.
- b. School Site Size – optimal secondary school site includes a sports field, parking lot and building. For new site acquisition, optimal size is approximately 13-16 acres and for existing schools, site size is based on local neighbourhood characteristics.



## FINANCE AND FACILITIES COMMITTEE

April 30, 2024

### Education Development Charges Update

Submitted By: Sheryl Robinson Petrazzini

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David Anderson, Senior Manager, Facility Services  
Ellen Warling, Manager, Planning, Accommodation and Rentals  
Robert Fex, Senior Planner, Accommodation, Planning and Rentals

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#### Recommendation:

That the report be received as information by the Committee.

#### Background:

HWDSB has had an Education Development Charges (EDC) By-law in place since 2013.

EDCs are a primary source of funding site acquisition needs for a school board experiencing growth within its jurisdiction. The effective implementation date for the board's current By-law was July 6, 2019, which is set to expire July 5, 2024.

HWDSB and HWCDSB have jointly begun the process of EDC By-law renewal.

#### Status:

The following provides a summary of the process and status to date:

- Staff met with the City of Hamilton (COH) to secure housing forecasts. Note that HWDSB and HWCDSB are applying growth forecasts based on the COH's 'No Urban Boundary Expansion data;
- The EDC consultant provided an EDC overview presentation to the Board of Trustees;
- Staff submitted a draft By-law to Ministry of Education for review;
- [EDC Background Study & Policy Review reports](#), including a copy of the draft EDC By-law completed, and posted to HWDSB's website April 15, 2024;

- Led by the consultant, staff had discussions with West End Home Builders Associations on the proposed updated EDC By-law;
- Draft Notices of Public Meetings have been completed:
  - Monday May 27, 2024 – Policy Review (meeting#1).
  - Monday May 27, 2024 – Successor By-Law (meeting#2).
  - Monday June 17, 2024 – By-Law Adoption (meeting#3).
- New By-law comes into effect July 1, 2024, pending Board of Trustees approval.

**Financial Implications:**

None at this time.

**Strategic Directions:**

**Building a sustainable Education system.** *We will adapt to a rapidly changing world through responsible fiscal management, investing equitably in accessible and sustainable facilities, and supporting a robust workforce.*