



POLICY COMMITTEE

Wednesday June 22, 2016
Education Centre, Level 3, Room 340-B

AGENDA

12:00 p.m.

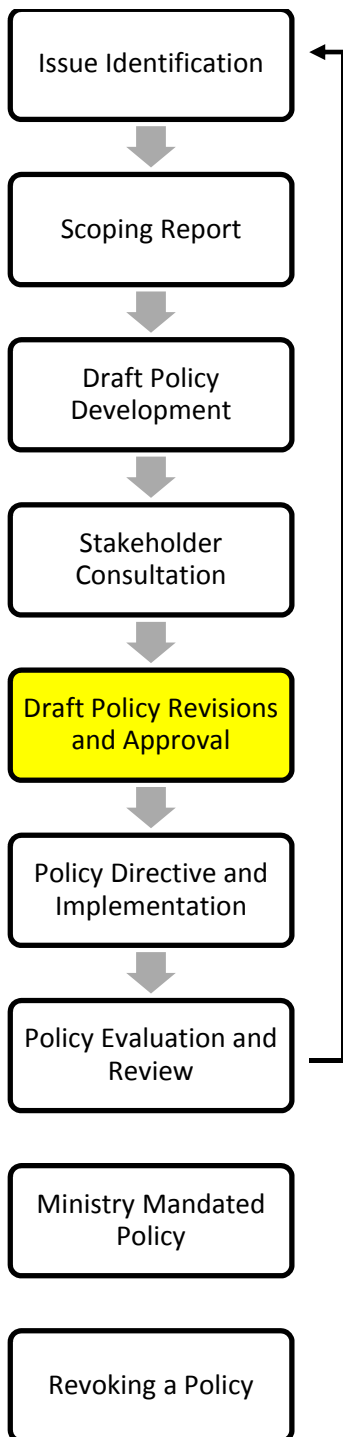
1. Call to Order
2. Approval of the Agenda

FINANCE & ADMINISTRATION:

3. Naming of Schools – draft for approval, post-consultation
4. Use of Board Facilities – draft for consultation
5. Property Disposition - policy review
6. Next Policy Meeting: September 2016
7. Adjournment

POLICY COMMITTEE

Title: Naming of Schools
Pillar Policy: Engagement
Last Reviewed: 2013



Recommended Action:

That the Naming of Schools policy be recommended for Board approval.

Background:

The draft policy was approved for consultation at the February committee meeting.

The policy consultation took place from February 16th to March 24th and received a total of 90 responses.

Trustees requested that further changes be made at the May Policy meeting. The changes requested are reflected in the Summary of Changes chart.



Summary of Changes for Policy

DATE: June 22, 2016

TO: Policy Committee

FROM: Peter Sovran, Executive Superintendent, Student Achievement and School Operations

POLICY: Naming of Schools

Listed below is a summary of the changes made to the policy as requested by the committee at the May 11 Policy meeting.

Section	Original Language	Revised Language	Change Made
Terminology School in Part	Refers to a section of a school, which could involve areas such as the library, auditorium, gymnasium, track or theatre.	Refers to a section of a school, which could involve areas such as, but not limited to, the library, auditorium, gymnasium, track or theatre.	Added 'but not limited to' as it is not an exhaustive list.
Terminology Underrepresented Groups	Considered groups that are typically underrepresented and underserved within Hamilton and whose voices are often not included in planning or heard on issues. This includes, but is not limited to, youths, older adults, persons with disabilities, the socio-	Considered groups that are typically underrepresented and underserved within Hamilton and whose voices are often not included in planning or heard on issues.	Deleted the list of groups that this terms could represent, as Trustees felt there was no way to ensure all were included.

	economic disadvantaged, LGBTQ+, immigrants and racial or ethnic minorities.		
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Section	Original Language	Revised Language	Change Made
Action Required	----	Naming a school in part (Appendix E)	Added this item to Action required and created a flow chart of this process
Action Required	<p>.....and will take one of two actions:</p> <ol style="list-style-type: none"> 1. Recommend one name to the next regularly scheduled Board Meeting; <p>OR</p> <ol style="list-style-type: none"> 2. In the event none of the suggested names are approved, Trustees may refer the report of the naming committee to administration, whereby the Superintendent of Student Achievement as 	-----	Removed this item from action required and from all other materials where it was listed.

	<p>co-chair will reconvene the naming committee to prepare a revised report for the earliest possible appropriate meeting of Trustees.</p>		
References	<p>HWDSB Strategic Directions</p> <p>Achievement Matters Engagement Matters Equity Matters</p>	HWDSB Strategic Directions	<p>Removed the old Strategic Directions to make this item current regardless of the strategic directions at the time.</p>



Naming of Schools

Date Approved:

Projected Review Date:

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that naming schools, or sections of the school, provides a unique opportunity to further develop an identity for the school, its students, its community, its staff and the Board.

GUIDING PRINCIPLES:

Names for schools, or sections of the school, chosen under this policy will consider the following:

- reflect HWDSB's vision, mission, commitments and community composition
- provide inspiration to students
- have community and district acceptance
- be appropriate for the whole district
- have local community, district, provincial, Canadian or international significance
- where appropriate and possible, address underrepresented groups

INTENDED OUTCOMES:

A name chosen for a school, or a section of the school, is expected to have community acceptance while being appropriate for the whole district.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Closure of one or more schools and consolidation into an existing school: Refers to closing one or more schools because of an accommodation decision and moving the students into an already established school.

Closure of two or more schools and consolidation into a new build on an existing or new site: Refers to closing two or more schools because of an accommodation decision and building a new school to accommodate all students from the closing schools.

District: The areas across the City of Hamilton where HWDSB schools are located.

New build due to growth: A new school construction to alleviate accommodation pressures in growth areas.

Replacement school built on an existing or new site: Refers to moving students from an existing school into a newly built school.

School in part: Refers to a section of a school, which could involve areas such as, but not limited to, the library, auditorium, gymnasium, track or theatre.

School in whole: Refers to naming/renaming of the entire school.

Underrepresented groups: Considered groups that are typically underrepresented and underserved within Hamilton and whose voices are often not included in planning or heard on issues.

ACTION REQUIRED:

The Naming of Schools process *shall* begin under the following circumstance:

- A new build due to growth (Appendix A)
- Closure of two or more schools and consolidation into a new build on an existing or new site (Appendix B)
- Board approved motion

The Naming of Schools process *may* begin under the following circumstances, only if the affected schools would like to proceed and subsequent approval from the Board of Trustees. This is to be determined through discussion with the School Councils and Home and School Associations, where they may exist, of the affected schools:

- Closure of one or more schools and consolidation into an existing school (Appendix C)
- Replacement school built on an existing or new site (Appendix D)
- Naming a school in part (Appendix E)

If a Naming of Schools process is initiated, Trustees will consider at the appropriate meeting, a report from the Naming Advisory Committee listing up to three recommended names in alphabetical order.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Has community and district acceptance	Staff will collect feedback and survey data through the public consultation process, as well as through discussion with the Naming Advisory Committee and Transition Committees if applicable.

REFERENCES:

Government Documents

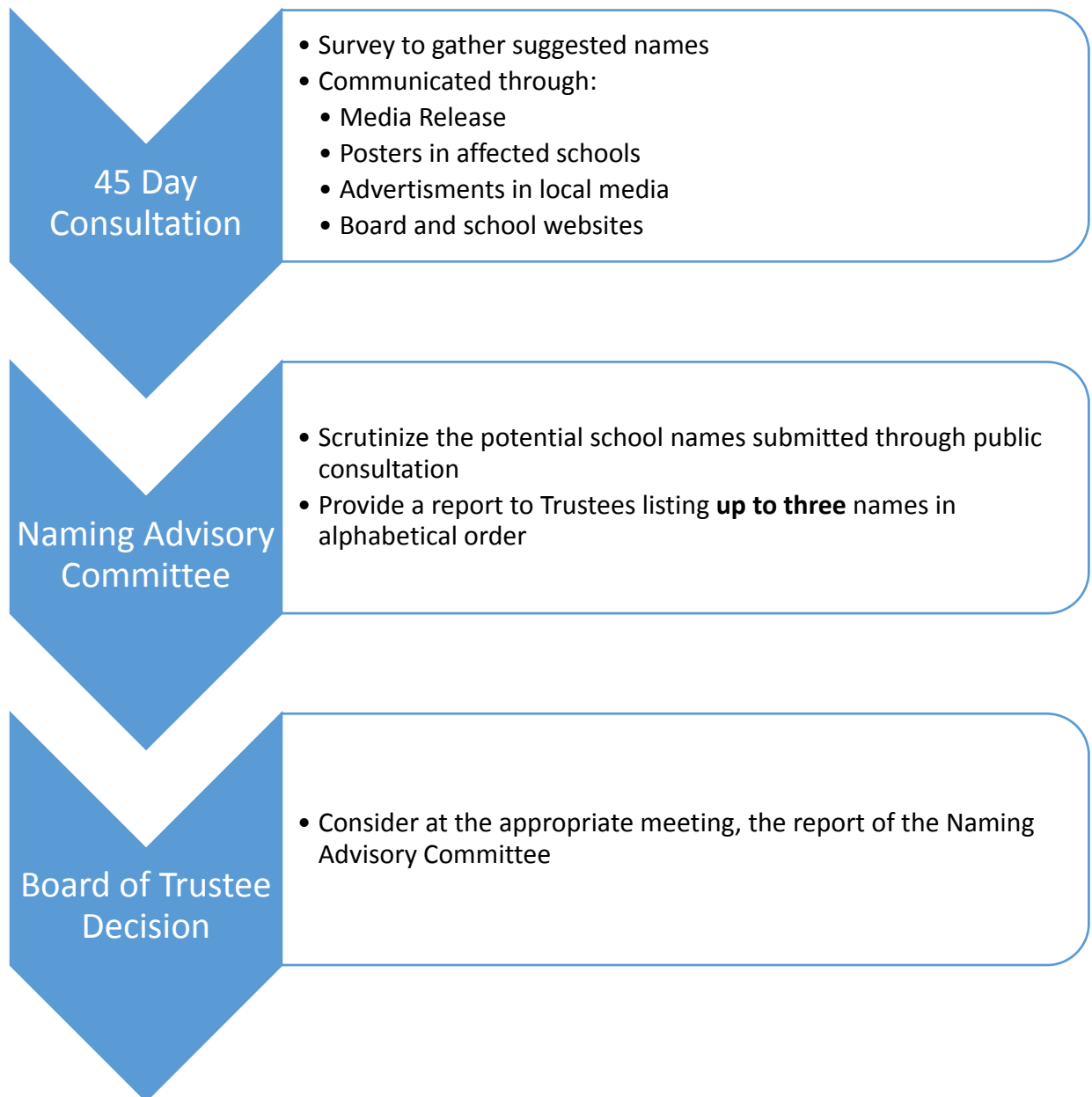
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HWDSB Strategic Directions

HWDSB Policies
Engagement Pillar

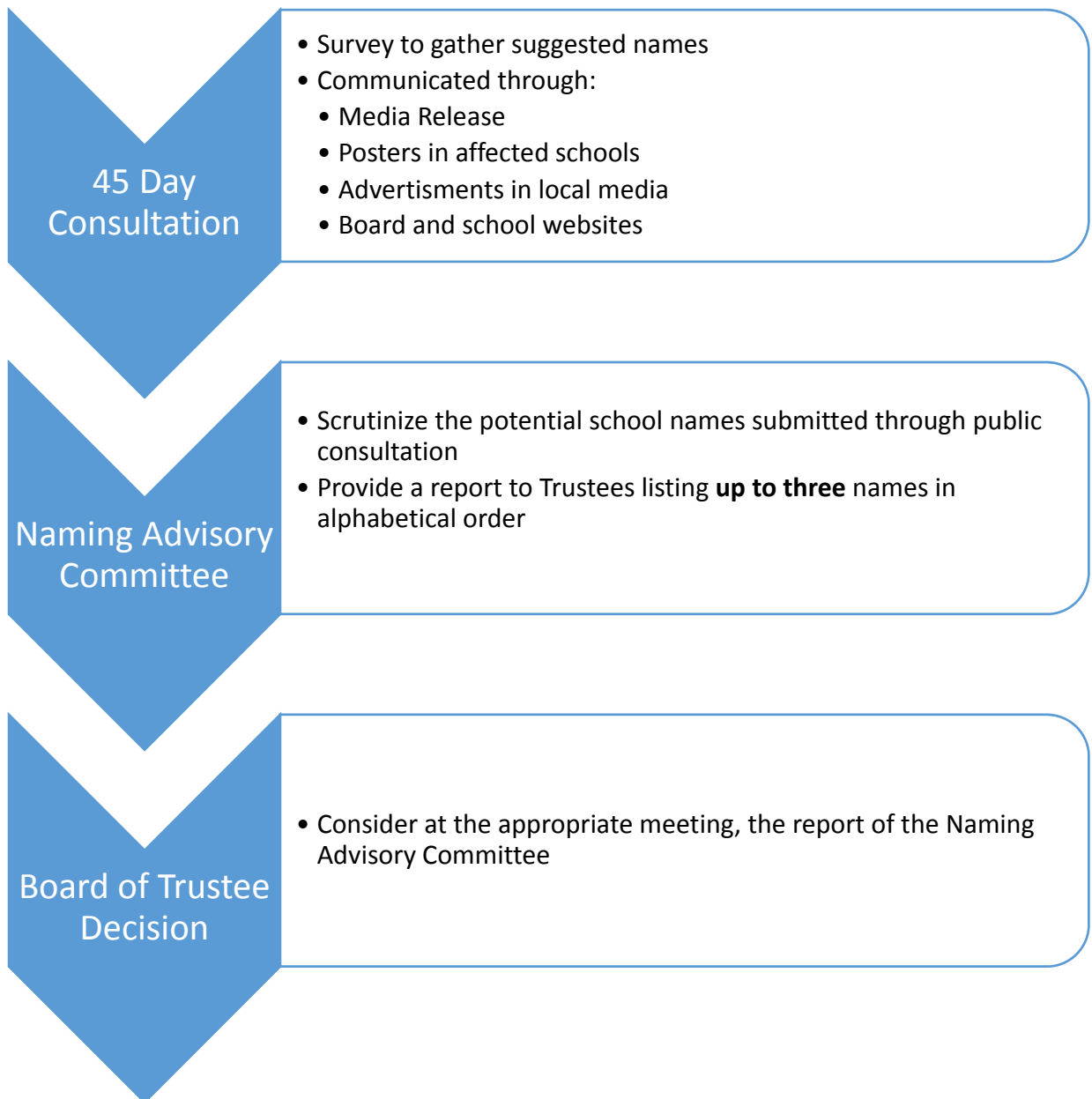
Process for a New Build due to Growth

Naming of Schools



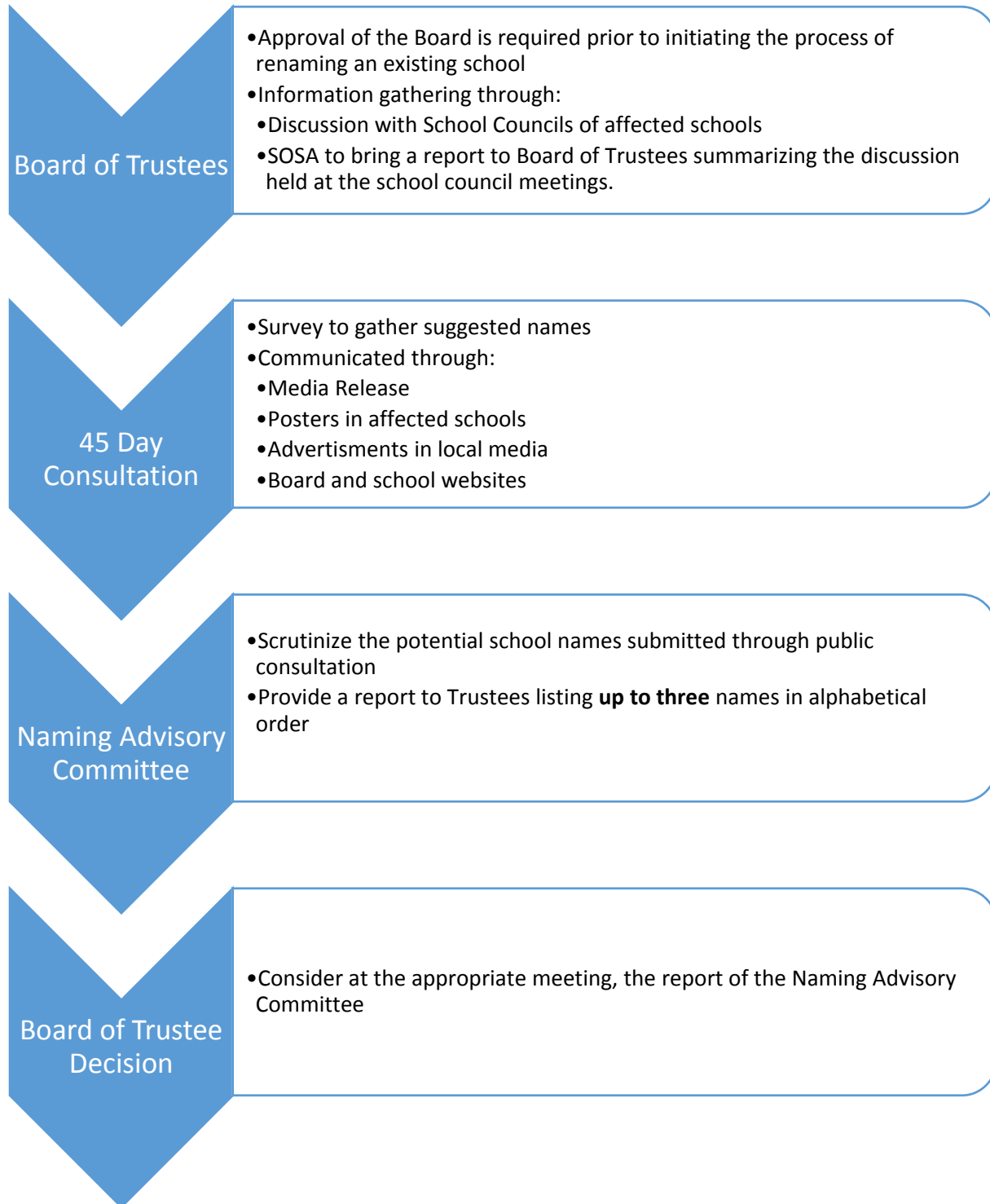
Process for Closure of Two or More Schools and Consolidation into a New Build on an Existing or New Site

Naming of Schools



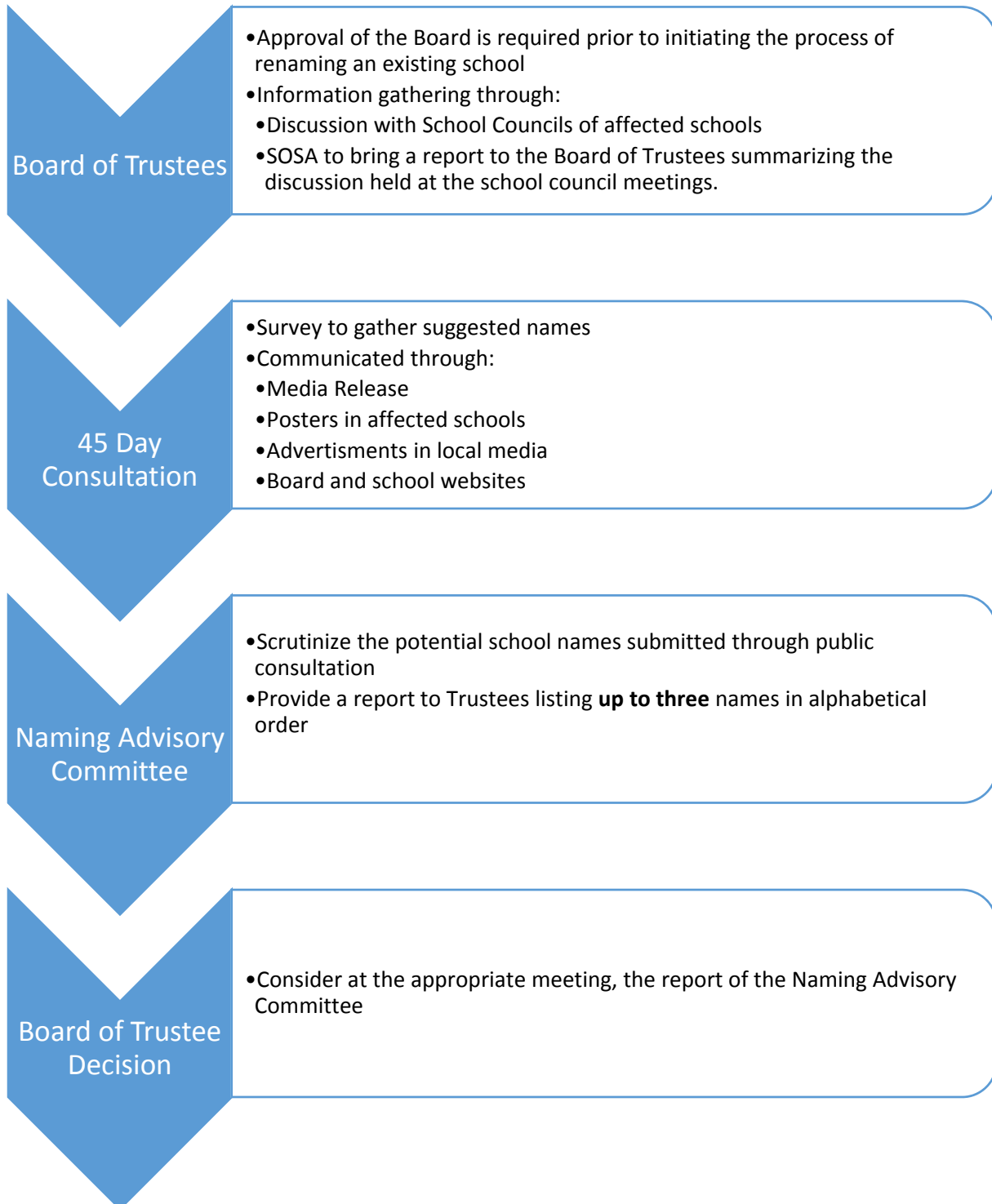
Process for Closure of One or More Schools and Consolidation into an Existing School

Naming of Schools



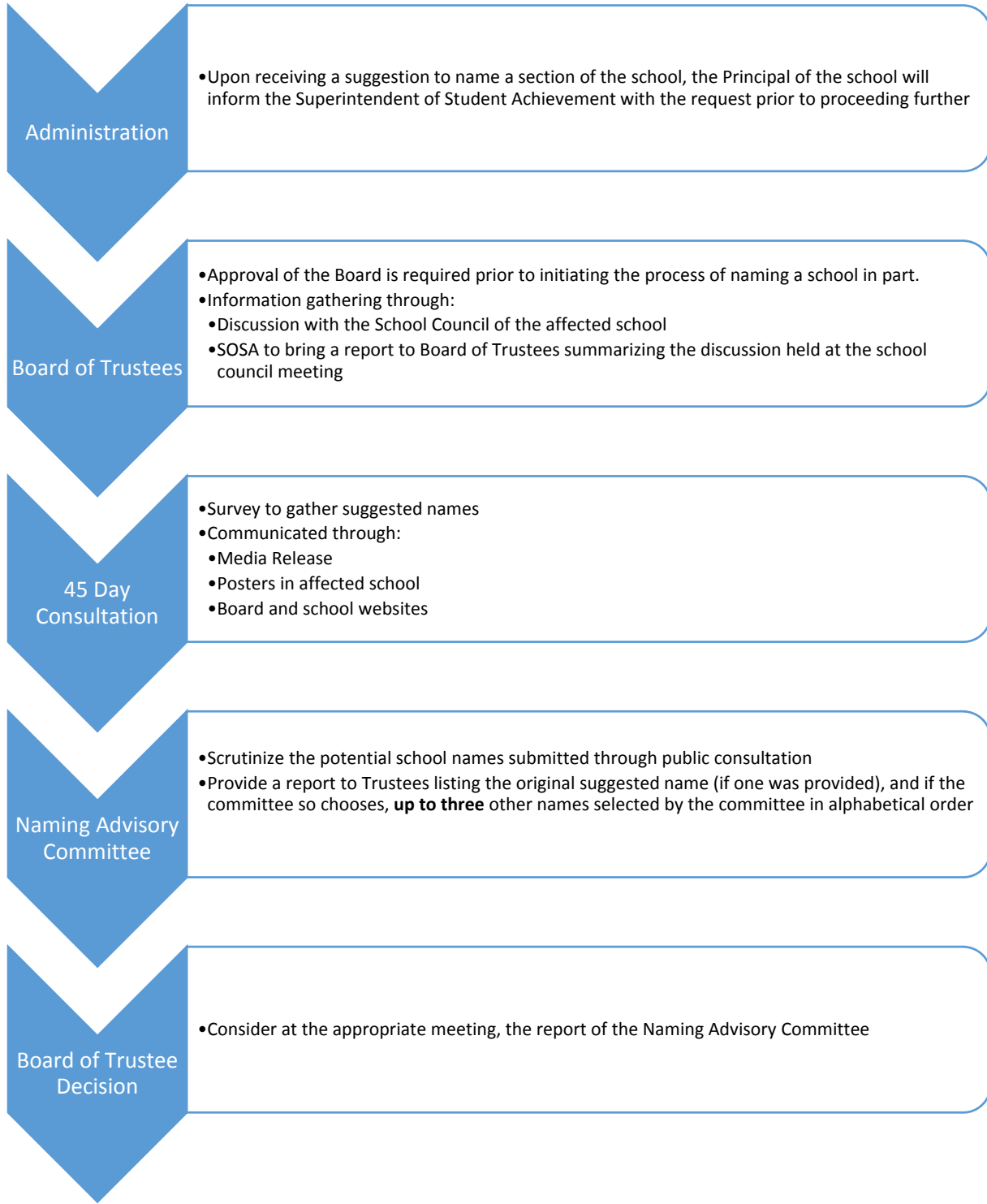
Process for Replacement School Built on an Existing or New Site

Naming of Schools



Process for Naming a School in Part

Naming of Schools





Naming of Schools Directive

Directive for Policy X.X Naming of Schools

Projected Review Date:

RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that naming schools provides a unique opportunity to further develop an identity for the Board, its schools and its students.

Naming or renaming a section of a school could involve areas such as the library, auditorium, gymnasium, track or theatre.

Naming or renaming a section of a school should support the Board's mission, vision and values and meet the best interests of the school's students.

TERMINOLOGY:

Closure of one or more schools and consolidation into an existing school: Refers to closing one or more schools because of an accommodation decision and moving the students into an already established school.

Closure of two or more schools and consolidation into a new build on an existing or new site: Refers to closing two or more schools because of an accommodation decision and building a new school to accommodate all students from the closing schools.

District: The areas across the City of Hamilton where HWDSB schools are located.

New build due to growth: A new school construction to alleviate accommodation pressures in growth areas.

Replacement school built on an existing or new site: Refers to moving students from an existing school into a newly built school.

School in part: Refers to a section of a school, which could involve areas such as, but not limited to, the library, auditorium, gymnasium, track or theatre.

School in whole: Refers to the entire school.

Underrepresented groups: Considered groups that are typically underrepresented and underserved within Hamilton and whose voices are often not included in planning or heard on issues.

PROCEDURES:

The following procedures apply to either naming/renaming the entire school, or naming/renaming a section of the school.

1.0 New Build due to growth; or Consolidation of Two or More Schools into a New Build on an Existing or New Site

- 1.1 When a name for a school or a section of the school is required, the Board will solicit suggestions for names from stakeholder groups including, staff, parents, students and community members. The consultation will take place over a 45-day period.
- 1.2 Corporate Communications will issue a media release to all appropriate media outlets to make the community aware that the consultation is taking place. The consultation will also be displayed through:
 - Posters throughout the affected school(s);
 - Advertisements in local newspapers; and
 - The Board's website, where dates of any meetings will be advertised.
- 1.3 E-BEST will receive and collate all names suggested as a result of the consultation process and forward to Corporate Communications.

2.0 Closure of One or More Schools and Consolidation into an Existing School; or Replacement School Built on an Existing or New Site

- 2.1 The naming of the entire school or a part of the school will only begin after discussion with the affected School Councils. This is to determine whether the school community would like to proceed with renaming the school or a part of the school.
- 2.2 The Principal, in discussion with the Chair of School Council, will add this item as a discussion piece to a future School Council meeting and will provide sufficient notice to the school community about when the item will be discussed.
- 2.3 The Principal will inform their Superintendent of Student Achievement of the desire of the committee to proceed or not with either naming/renaming the school in whole or in part.
- 2.4 The Superintendent of Student Achievement will bring a report to the Board of Trustees, summarizing the discussion held at the School Council meetings, for a final decision to proceed or not.
- 2.5 If it is determined to proceed with either naming/renaming the school in whole or in part, the Board will solicit suggestions for names from stakeholder groups including, staff, parents, students and community members. The consultation will take place over a 45-day period.
- 2.6 Corporate Communications will issue a media release to all appropriate media outlets to make the community aware that the consultation is taking place. The consultation will also be displayed through:
 - Posters throughout the affected school(s);
 - Advertisements in local newspapers; and
 - The Board's website, where dates of any meetings will be advertised.
- 2.7 E-BEST will receive and collate all names suggested as a result of the consultation process and forward to Corporate Communications.



Naming Advisory Committee Terms of Reference

Terms of Reference for Policy X.X Naming of Schools

1. Mandate of the Naming Advisory Committee:

- 1.1 The Naming Advisory Committee is to meet and scrutinize the potential names submitted through public consultation for either the whole school or a section of the school.
- 1.2 The committee will review the current names of schools in HWDSB.
- 1.3 The committee will receive and review the suggestions from stakeholders.
- 1.4 If the recommendation includes an individual's name, the committee Chair will contact the individual or a representative of the individual whose name is being recommended to ensure their agreement to having his/her name submitted for Board consideration.
- 1.5 The committee will provide a report to the appropriate meeting of Trustees listing **up to three** names for either the whole school and/or a section of the school, in alphabetical order and a summary report from the Evidence-Based Education and Services Team (E-BEST) providing the rationale that reflects the following criteria:
 - reflect HWDSB's vision, mission, commitments and community composition
 - provide inspiration to students
 - have community and district acceptance
 - be appropriate for the whole district
 - have local community, district, provincial, Canadian or international significance
 - where appropriate and possible, address underrepresented groups

2. Membership of the Advisory Committee

- 2.1 The Naming Advisory Committee should consist of the following persons:

Non-voting members

- Two trustees (the ward trustee of the school, who will act as co-chair of the Advisory Committee; and one other trustee)
- Superintendent of Student Achievement who will act as co-chair of the Advisory Committee
- Manager of Corporate Communications or Designate
- Manager of HWDSB Educational Archives & Heritage Centre

Voting members

- Principal(s) of the affected school(s)
- Two School Council representatives from any school in whole or in part affected by a name change or new school construction
- Two Home and School Association representatives, where they may exist.
- Representative from Hamilton Public Library and/or local historical society
- One elementary or secondary teacher (whichever is applicable to the school)
- Two student representatives (grades 7-12)
- Community Representative (neighbourhood association, Business Improvement Area, etc.)

2.2 Adjustments to membership of the Naming Advisory committee may be made at the discretion of administration in order to balance the needs of the community.

3. Operation of the Naming Advisory Committee

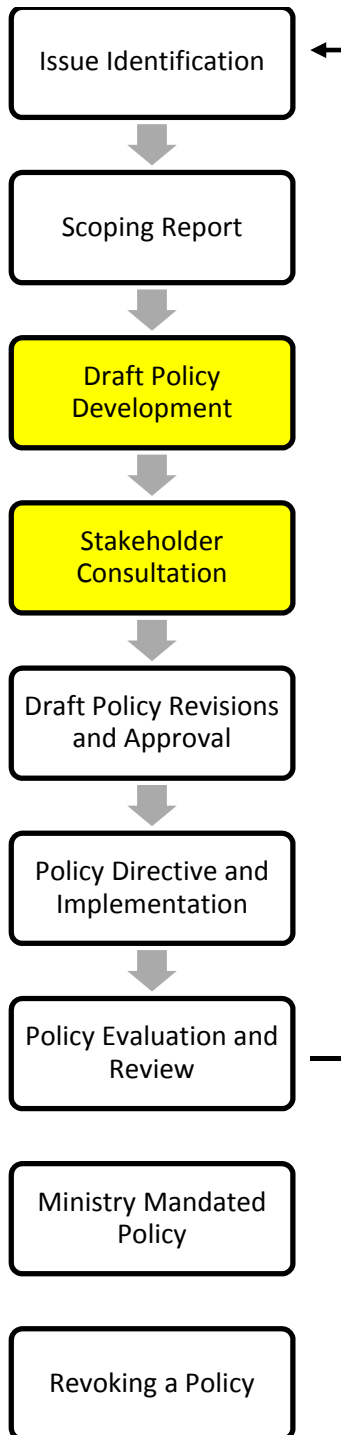
- 3.1 Quorum, for the purpose of convening an official meeting, shall be defined as the majority of voting members.
- 3.2 The decision making process will be considered and determined by voting members who are present, using the Guiding Principles of the policy.
- 3.3 Ideally, the committee will use consensus to decide on up to three names that fulfill the policy's Guiding Principles. Majority voting will be used if the committee cannot reach consensus.

POLICY COMMITTEE

Title: Use of Board Facilities

Pillar Policy: Engagement

Last Reviewed: Facilities Partnership – 2012; Community Use of Board Facilities - 2000



Recommended Action:

That the Use of Board Facilities Policy be approved for consultation.

Background:

This policy combines both the Community Planning and Facility Partnerships Guidelines (2015) and the Community Use of Schools Memorandum (2006) introduced by the Ministry of Education.

Combining these two policies was discussed and confirmed at the December 2015 committee meeting.

A draft scoping report was presented to the committee in January. Trustees asked staff to bring back more information.

The revised scoping report was brought back to the February committee meeting and was subsequently approved.

Trustees reviewed the draft policy at the May policy meeting and asked for changes to the appendices of the policy.

Before Trustees today is the amended draft policy and directives.



Use of Board Facilities

Date Approved:

Projected Review Date:

PURPOSE:

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

GUIDING PRINCIPLES:

- Promote equity of opportunity and access to board facilities, including schools, for students and the school community.
- Strengthen relationships between HWDSB, community partners and the broader community.
- Ensure that subsidies align with Ministry of Education funding.
- Strive to offset and/or reduce operating costs where possible, through the pursuit of new or existing initiatives.

INTENDED OUTCOMES:

- Maximize the use of HWDSB facilities, at no additional cost to the Board, 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.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Childcare Licence Agreements: Purpose built space, licenced for the provision of childcare services from birth to Junior Kindergarten.

Community Use of Board Facilities: Making board facility (including schools) space available for rent by community groups, outside of regular school hours.

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

Formal Partnerships: Mutually beneficial and supportive arrangements signed between the Board, business and community agencies for use of space after the instructional day in exchange for services to HWDSB students.

Municipal Reciprocal Agreement: A formal agreement with the City of Hamilton where the City allows students access and use of its facilities and in return is able to have access and use of HWDSB facilities for City programming.

ACTION REQUIRED:

Ensure that a set of procedures are developed for the following specific areas:

Facility Partnerships and Community Planning, which includes:

- Facility Partnership (Licence Agreements) – (Appendix A)
- Childcare Licence Agreements: Birth to Kindergarten – (Appendix B)

Community Use of Board Facilities, which includes:

- Childcare Licence Agreements: Before and After School Care – (Appendix C)
- Community Use of Schools – (Appendix D)
- Municipal Reciprocal Agreements – (Appendix E)
- Formal Partnerships – (Appendix F)

Community Use of Board Facilities requires a rental fee. Rental rates are set annually by the Board of Trustees through the Finance and Facilities Committee. The current rates can be viewed at www.hwdsb.on.ca/rentals.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Maximize the use of HWDSB facilities, at no additional cost to the Board, while creating and sustaining a continued relationship with the broader community.	Bi-annual survey of the broader community and community partners to assess level of satisfaction with availability, cost and general feedback. Evaluated through an audit of the amount of hours used within available facilities.
Ensure that Ministry funding for <i>Community Use of Schools and Priority Schools Initiative</i> is fully utilized.	Evaluated through the board's annual budget process.

REFERENCES:

Government Documents

Ministry of Education Memorandum 2006: B13 – Community Use of Schools Program
 Ministry of Education Community Planning and Partnership Guidelines
 Ministry of Education Pupil Accommodation Review Guidelines

HWDSB Strategic Directions

HWDSB Policies

Engagement Pillar
 Community Engagement
 Pupil Accommodation Review
 Property Disposition

Facility Partnerships (Licence Agreements)

Facility Partnerships and Community Planning

- A Ministry initiative to encourage shared facilities, at no cost to the Board, with community partners using strict guidelines.

Space identified through the Long-Term Facilities Master Plan.



Available space is posted on HWDSB's website on the Community Planning and Facilities Partnership page.



Potential partners approach HWDSB and once the request is reviewed and deemed appropriate, a licence agreement may be entered between both parties, with no immediate or long-term costs to the board.

Childcare Licence Agreements (Birth to Kindergarten)

Facility Partnerships and Community Planning

- Identification of potential vacant space, or new builds, for purpose built childcare space.
- Potential to acquire Ministry Capital Grants to construct purpose built childcare space.

The City of Hamilton Consolidated Municipal Service Manager, along with HWDSB, identifies potential opportunities for childcare spaces based on community needs.



HWDSB applies to Ministry of Education for Capital Grants to construct licensed childcare spaces.



HWDSB enters into agreement, at no cost to the Board, with licensed childcare operator for the space.

Childcare Licence Agreements (Before and After School Care)

Community Use of Board Facilities (Rental Fee applies)

- Requirement of the Ministry of Education to provide before and after school care in all elementary school that offer Kindergarten (where demand exists).
- Potential to acquire Ministry Capital Grants to construct purpose built childcare space.

Every school community to determine if there is enough interest to provide before and after school care.



If interest exists, HWDSB enters into a licence agreement with the child care operator to offer the program in community use spaces of the school.

Community Use of Schools

Community Use of Board Facilities (Rental Fee applies)

- HWDSB facilities, specifically, classrooms, gyms and other spaces rented throughout the school year (Sept. – June), when they are not being used for school activities.
- Permits are approved depending on the availability of space and resources.
- Fees are charged according to an established fee schedule.

Community groups apply through an online application on HWDSB's website.



Facilities Management determines if the space is available and the use is appropriate.

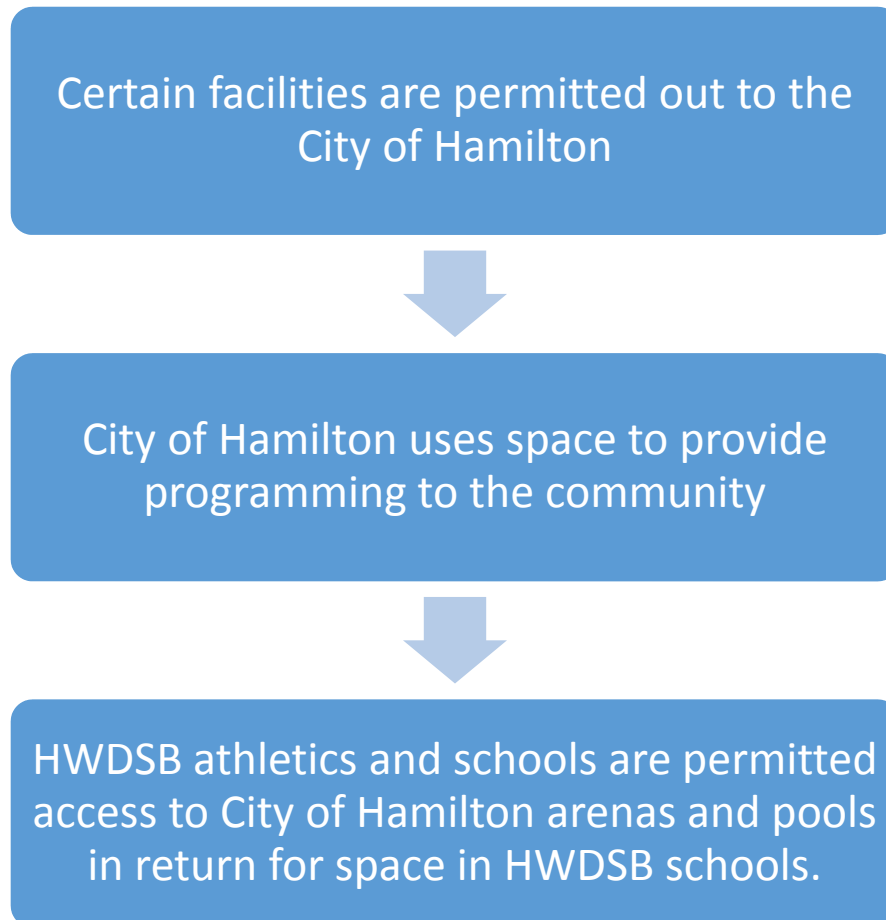


Permit is provided upon receipt of funds based on the fee schedule.

Municipal Reciprocal Agreement

Community Use of Board Facilities (Rental Fee applies)

- Long-standing agreement with the City of Hamilton where the City allows students access and use of its facilities and in return is able to have access and use of HWDSB facilities for City programming.



Formal Partnerships

Community Use of Board Facilities (Rental Fee applies)

- Use of HWDSB facility by a community agency in exchange for services to HWDSB students.

Agency approaches HWDSB through community engagement for use of facility (indoor/outdoor)



Facilities reviews the space and community engagement develops a partnership agreement, which requires Executive Council approval.



Community Planning and Facility Partnerships Directive

Directive for Policy X.X Use of Board Facilities

Projected Review Date:

RATIONALE:

Facilities Partnerships between Hamilton-Wentworth District School Board (HWDSB) and community partners can maximize 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 and the public, 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 options 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:

Facility Partnership Agreement: A legal document that outlines the terms and conditions of the facilities 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.

PROCEDURES:

1.0 Identification of Potential Spaces

- 1.1 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.
- 1.2 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.
- 1.3 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

2.0 Communication to the Community

- 2.1 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.
- 2.2 Planning and Accommodation, in conjunction with Corporate Communications, will post information on HWDSB's website regarding:
 - any intention to build new schools
 - any intention to undertake significant renovations
 - information about unused space in open and operating schools and administrative buildings.
- 2.3 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.
- 2.4 Information about co-building opportunities will be updated on the website as needed.
- 2.5 The Manager of Planning, Accommodation and Rentals will be listed on the website as the contact for information and questions regarding facility partnerships.

3.0 Annual Planning and Facility Partnership Meeting

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

- 3.2 Invitations will be sent directly to community entities, including, but not limited to, those listed in Ontario Regulation 444/98.
- 3.3 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
- 3.3 The meeting will be posted on HWDSB's website for the public.
- 3.4 The invitation list, the entities in attendance and all correspondence exchanged at the meeting will be formally documented

4.0 Notification to Community Partners

- 4.1 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.
- 4.2 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.
- 4.2.1 The notification requires Board of Trustee approval through the LTFMP.
- 4.3 Planning, Accommodation and Rentals will evaluate the expressions of interest to select partner(s) based on the policy.
- 4.4 Planning, Accommodation and Rentals will make all timelines clear to potential partners and will ensure that timelines are maintained.
- 4.5 Partnership agreements cannot be finalized until both HWDSB and the partner(s) have an approved source of funding.

5.0 Sharing Space with Community Partners

- 5.1 If identified space is both suitable for facility partnerships and is available for the long-terms, Planning, Accommodation and Rentals will consider declaring the space surplus and circulating it for lease through O. Reg. 444/98.
- 5.2 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 directive.
- 5.3 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.

- 5.4 Planning, Accommodation and Rentals will evaluate the expressions of interest to select partners.

6.0 Facility Partnership Agreements and Cost-Recovery

- 6.1 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.
- 6.2 On a cost-recovery basis, the fees charged to partners should cover the operations and capital cost, including administrative costs and property taxes (if applicable), to the space occupied by the partner
- 6.3 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.

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

- 7.1 If a decision not to proceed with the Facility Partnership, the Manager of Planning, Accommodation and Rentals will inform the applicant.
- 7.2 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 Superintendent of Business.

8.0 Monitoring the Policy

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



Community Use of Schools Directive

Directive for Policy X.X Use of Board Facilities

Projected Review Date:

RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) believes in supporting its communities by making school board facilities available to the public. This is supported by the Ministry's *Community Use of Schools Funding* and *Priority Schools Initiative* that fosters partnerships and community relationships.

TERMINOLOGY:

Childcare Licence Agreements: Purpose built space, licenced for the provision of childcare services from birth to Junior Kindergarten.

Community Use of Schools: Making school space available for rent by community groups, outside of regular school hours.

Community Use of Schools Funds: A Ministry initiative to decrease costs for Not-For Profit groups to access school spaces outside of regular school hours.

Fee Schedule: Associated fees that determine the cost to rent an HWDSB space.

Formal Partnerships: Mutually beneficial and supportive arrangements signed between the Board, business and community agencies for use of space after the instructional day in exchange for services to HWDSB students.

Municipal Reciprocal Agreement: A formal agreement with the City of Hamilton where the City allows students access and use of its facilities and in return is able to have access and use of HWDSB facilities for City programming.

Permit Holder: The permit holder is the person and/or organization named on the community use permit.

Priority Schools Initiative: Funding provided by the Ministry of Education to make space available in selected schools in high needs communities, for non-profit groups to run programming outside of the school day, at no cost to participants.

PROCEDURES:

1.0 General

- 1.1 School buildings and grounds will be made available to the public within HWDSB's area of jurisdiction, subject to the regulations and conditions set out in the sections that follow.

- 1.2 School building and grounds are reserved for school use during weekdays until 6 p.m. and during the additional times included in the annual schedule submitted by the school. Unforeseen school activities not included in the annual schedule, for example playoff games or night meetings, will be accommodated where possible.
- 1.3 This directive is subject to the rules and regulations of *Community Use of Schools* posted on the board website.

2.0 Types of Permits

Note the order of the types of permits reflects the priority allocation of space to groups.

- 2.1 HWDSB Permits – School and department use permits. Events are for students and supported by principal or department staff.
- 2.2 HWDSB Affiliate:
 - 2.2.1 Reciprocal Agreement for use of indoor spaces and fields by the City of Hamilton.
 - 2.2.2 Licensed Agreements with Child Care Operators.
 - 2.2.3 Formal Partnership Agreements.
 - 2.2.4 Election permits.
- 2.3 Non-Profit Youth – permits serving youth 18 years of age and younger (or where the participants are under a disability, then under the age of 28).
- 2.4 Non- Profit Adult – permits serving adults over the age of 18 years
- 2.5 Priority School Permit:
 - 2.5.1 Youth (no cost, low cost programming for local neighbourhood youth).
 - 2.5.2 Adult (no cost, low cost programming for local neighbourhood adults).
- 2.6 Business/Commercial/Private Permits.

3.0 Cost recovery

- 3.1 Cost recovery includes the labour for opening and closing the school, cleaning and supervision for the event; administration; normal wear and tear; as well as energy and supplies.

4.0 School Use during Community Use of Schools Hours

- 4.1 All school administrators will prepare an annual schedule indicating school use of facilities for the upcoming school year for use during normal Community Use of Schools hours. The schedules must be submitted to the Community Use of Schools department by June 1.

5.0 Cancellations, Amendments and No Shows

- 5.1 Community Use of Schools rules and regulations include fees and processes for cancellations, amendments and no shows to permits.

6.0 Available Spaces and Resources

- 6.1 Gyms, libraries, auditoriums, cafeterias and some classrooms are available for community use. Specialty rooms, staff rooms, kitchens and offices are not available for community use.
- 6.2 No gym equipment other than volleyball, badminton and basketball standards/nets are available for community use. Score clocks may be available to the users, subject to the school principal's approval and user fees.
- 6.3 There is no storage of equipment at schools by community groups.
- 6.4 A qualified technician must be present when the school's multi-media equipment is used, and a charge will apply.

7.0 Restrictions and Limitations

- 7.1 Games of chance, lotteries, bingo games and all other forms of gambling are not permitted on HWDSB property.
- 7.2 Large events require a Request for Exceptional Use Form to be completed prior to permit approval.
- 7.3 Smoking and vaping are prohibited on all Board property.
- 7.4 Overnight events will not be permitted as a Community Use of Schools event.

8.0 Consumption of Alcohol

Alcoholic beverages will not normally be available; on occasion community groups may make alcohol available at certain adult-oriented events.

- 8.1 A group which is organizing an adult-oriented function to be held at a school or non-instructional site will seek permission to serve alcoholic beverages in writing using the Application Form through the Principal of the School to the appropriate Superintendent of Student Achievement.
- 8.2 If the adult-oriented function is to be held at a non-instructional Board site the Executive Superintendent of Student Achievement will determine whether permission will be granted.
- 8.3 The appropriate Senior Official will have the authority to approve the request for permission to serve alcohol in adults-only venues under the following conditions:
- The event is sponsored by the school's alumni association/organization or community group or
 - The event is part of the school's anniversary celebration or

- The event is a school fundraising event and
- Servers of alcohol have had “Smart Serve” training

8.4 Requests to serve alcohol that are not within the conditions outlined in 10.3 must receive the approval of the Board of Trustees.

9.0 Responsibility for Facility Damages

- 9.1 Facility Inspection Reports must be filled out at the start and end of each permit event and signed by both permit holder and caretaking staff on site. This report is designed to identify existing conditions prior to and at the end of the permit.
- 9.2 With the exception of reasonable wear and tear, permit holders will be held responsible for any damages to the premises and/or equipment, as per Community Use of Schools Rules and Regulations.

10.0 Hours of Community Use of Schools Availability

- 10.1 Normal Community Use of Schools hours are:
6 p.m. to 10 p.m. Weekdays
8 a.m. to 10 p.m. Saturdays and Sundays
- 10.2 Hours of availability are dependent on the scheduling of custodial staff. Some schools may not be staffed as late in the evening as other schools due to reduced custodial coverage.
- 10.3 Use of school buildings may commence prior to 6 p.m. on instructional days at elementary and secondary schools, only with the approval of the school principal.
- 10.4 Facility use is limited or unavailable during Board professional development days, statutory holidays, winter, March and summer break periods. No external use of Board facilities is permitted during the first two weeks and last two weeks of the school year and the last two weeks of August. The exception to this rule is for our licenced child care operations to provide modified programs to families they serve during the school year.

11.0 Fee Schedule

- 11.1 Fees will apply to all space rentals as per the current User Fee Schedule.

12.0 Outdoor Playing Area

- 12.1 Outdoor playing areas may be permitted for use during Community Use of Schools hours.

Note: many school fields are included as part of the reciprocal agreement with the City of Hamilton and as such are permitted through the City.

- 12.2 Depending on their nature, the frequency of activities may be limited in order to protect grassed areas. In addition, all field uses (either permitted through the City of Hamilton or HWDSB) must follow City of Hamilton cancellation of field usage due to weather.

- 12.3 Each user group will be held responsible for the payment of repairs to, or the replacement of, any grounds necessitated by the harmful acts of its group, or of individuals within the group.



USE OF BOARD FACILITIES

Policy Committee Consultation Plan

Prepared By: Mark Taylor
 Superintendent Responsible: Stacey Zucker
 Department: Planning, Accommodation and Rentals

Date Prepared: May 11, 2016

Policy Statement

HWDSB is committed to fostering cooperative and collaborative relationships with the broader community, through the use of Ministry funds and on a cost recovery basis, to maximize the use of HWDSB facilities.

Communications Strategy

To inform various stakeholders that the 30-day consultation period has begun and now is their opportunity to provide comments and feedback on the Use of Board Facilities policy.

Target Audience

Group Classification
Internal
Trustees
Executive Council
Special Education Advisory Committee (SEAC)
Parent Involvement Committee (PIC)
Rural Schools Committee
School Councils
Home & School Associations
Student Senate
French Immersion Advisory Committee
Hamilton-Wentworth Student Transportation Services
Umbrella Board of Family & Child Care Centres
Ontario Regulation 444/98
French Language Public District School Board
English Language Separate District School Board (HWCDSD)
French Language Separate District School Board
The Board of a Protestant Separate School
English Language College (Mohawk College)
French Language College (College Boreal)
University (McMaster)
The Crown in right of Ontario
Municipality (City of Hamilton)

The Crown in right of Canada
External
Ainslie Wood/Westdale Community Association of Resident Homeowners Inc.
Allison Park Community Association
Ancaster Community Council
Beasley Neighbourhood Association
Berrisfield Community Council
Bonnington, Buchanan, Mohawk, Southam Neighbourhood Association
Canadian Parents for French
Central Neighbourhood Association
Corktown Neighbourhood Association
Crown Point Community Planning Team
Delta West Community Association
Dundas Community Council
Durand Neighbourhood Association
Eastmount Community Council
Eleanor Community Council
Flamborough Community Council
Fruitland Road Community Association for Safe and Healthy Neighbourhoods
Gilkson Park Community Association
Gourley Park Community Association
Hamilton Beach Community Council
Hamilton East Mountain Community Association
Kirkendall Neighbourhood Association
Landsdale Area Neighbourhood Association
McQuesten Community Planning Team
North Central Community Council
North End Neighbours
Pleasant View Rate Payers Association
Quigley Road Area Planning Team
Red Hill Valley Neighbourhoods Association
Riverdale Planning Team
Robert Land Community Association
Rosedale Community Council
Scenic Woods Neighbourhood Association
School Advocacy Hamilton
South Centre Community Council
South Sherman Community Planning Team
South Stipeley Neighbourhood Association
Spring Valley Community Association
Stinson Community Association
Strathcona Community Council
Templemead Community Council
Waterdown Parents for French Immersion
Waterdown South Residents' Association
Community Use of Schools
To be provided by Accommodation, Planning and Rentals

Tactics

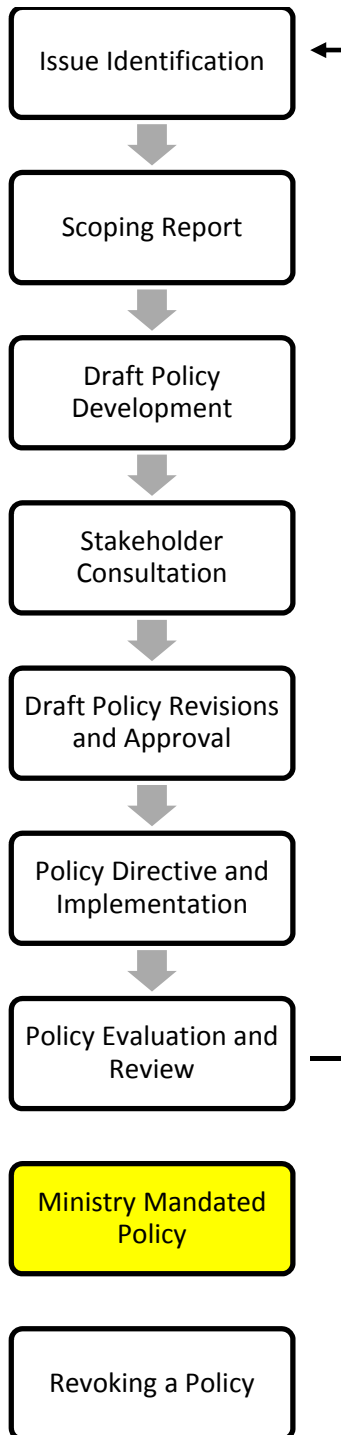
Group	Activity
Internal	Memo/Letter – where applicable Media Release Social Media – Twitter, Facebook Website
Group	Activity
External	Letter Media Release Social Media – Twitter, Facebook Website School Newsletter School Websites

POLICY COMMITTEE

Title: Property Disposition

Pillar Policy: Finance and Administration

Last Reviewed: 2015



Recommended Action:

That the Property Disposition Policy be recommended for approval.

Background:

The Ministry has implemented amendments to Ontario Regulation 444/98 to address the recommendations in the report entitled *Community Hubs in Ontario: A Strategic Framework and Action Plan* ("Action Plan") related to the Short Term Strategy for School Property. All of the amendments will become effective as of September 1.

The purpose of the amendments is to promote the effectiveness of O. Reg. 444/98 in;

- keeping surplus school board properties within the public sphere where there is a need and a financially viable proposal, with priority given to the publicly-funded education system; and
- co-ordinating school board surplus property management processes with those of other public and community entities.

The ministry has amended the following parts of O. Reg. 444/98;

1. Extending the property circulation period to 180-days; and
2. Expanding the list of public entities to receive notification of surplus property disposition.

The list of preferred organizations now includes Children's Mental Health Agencies, First Nations and Métis Organizations and others.



Property Disposition

Date Approved:

Projected Review Date:

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that under section 194(3) of the Education Act, a board that has adopted a resolution that real property is not required for the purposes of the board, may sell, lease or dispose of the surplus property as governed by Ontario Regulation 444/98.

GUIDING PRINCIPLES:

HWDSB recognizes the need to demonstrate:

- Trustee fiduciary responsibility
- Effective public sector governance
- Transparent and timely communication

INTENDED OUTCOMES:

When HWDSB is disposing of entrusted property assets, the board will:

- Be in full compliance with all legislative and regulatory requirements;
- Clearly articulate directions and decisions in a timely fashion to the Preferred Agents as identified in Ontario Regulation 444/98 and the community at large;
- Adhere to the two phases of the property disposition process.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Disposition of Property. relates to an entire school and property; an administrative property; excess land on a piece of school property (on which a school will continue to operate); vacant land; and exchange of lands.

Preferred Agents as identified in Ontario Regulation 444/98: Prescribed Preferred Agents receiving proposals from HWDSB are listed in priority sequence.

- Any school board that holds or has held in the last fiscal year a leasehold interest in the property being sold/leased;
- French Public District School Board;
- English Separate District School Board;
- French Separate District School Board;
- Facilities that have an agreement with HWDSB to provide a qualifying education program for which ministry grants under section 23 are available;
- City of Hamilton as service system manager for the City (Consolidated Municipal Service Manager “CMSM”);
- Mohawk College of Applied Arts & Science;
- College Boreal d’arts appliques et de technologic;
- McMaster University;
- Lynwood Charlton Centre;
- Hamilton Niagara Haldimand Brant LIHN (Local Health Integration Networks);
- Hamilton Public Health;
- The Crown in right of Ontario;
- City of Hamilton;
- Indigenous Organizations
 - a. Metis Nation of Ontario Secretariat
 - b. Chiefs of Ontario
 - c. Ontario Federation of Indigenous Friendship Centres
 - d. Association of Iroquois and Allied Indians
 - e. Nishnawbe Aski Nation
 - f. Grand Council Treaty #3
 - g. Union of Ontario Indians
- Crown in right of Canada

ACTION REQUIRED:

When proceeding with the disposition of entrusted property assets the Board will adhere to the two phases of property disposition. Each phase requires separate Board approval:

Phase 1 – Circulation to Preferred Agencies – Ontario Regulation 444/98 (180-day period)

- Following the adoption of a Board resolution declaring property surplus to the Board’s needs and subject to Board of Trustee approval, Ontario Regulation 444/98 can be engaged, where the Board shall issue a proposal to the Preferred Agencies to sell, lease or dispose of real property.
- HWDSB administration will provide a public information session to the local community within the first 60 days of the circulation period.

Phase 2 – Sale of Property on the Open Market (three-year window from 180-day circulation expiry date)

- HWDSB may dispose of surplus property on the open market at “fair market value” after first providing evidence to the Minister of Education that due process has been followed, that is, if:
 - No expression of interest was received during the initial 90-day period; or
 - No offers were received during the second 90-day period; or
 - No offers could be agreed upon.

The processes in these phases are defined in the Property Disposition Policy Directive and Ontario Regulation 444/98.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Be in full compliance with all legislative and regulatory requirements	Measured through the procedures as outlined within all legislative and regulatory requirements.
Clearly articulate directions and decisions in a timely fashion to the Preferred Agents as identified in Ontario Regulation 444/98 and the community at large.	Measured through method and date of notification.
Adhere to the two phases of the property disposition process.	Measured by the documentation required for each phase of the process.

REFERENCES:

Government Documents

Education Act

Ontario Regulation 444/98

HWDSB Strategic Directions

HWDSB Policies

Finance and Administration Pillar

Pupil Accommodation Review

HWDSB Documents

Long-Term Facilities Master Plan



Property Disposition Directive

Directive for Policy X.X Property Disposition

Projected Review Date:

RATIONALE:

In addition to receiving funding from the Ministry of Education, the Board must rely upon the revenue generated from the sale of surplus property as an alternative funding option.

Under section 194(3) of the Education Act, a board that has adopted a resolution that real property is not required for the purposes of the board, may sell, lease or dispose of the surplus property as governed by Ontario Regulation 444/98.

Hamilton-Wentworth District School Board (HWDSB) recognizes the need to maximize the efficacy of its relationship with the City of Hamilton and the local communities when disposing of surplus property and therefore; as part of the Board's commitment to operate in a professional and responsible manner, HWDSB provides a public information session for interested parties within the local community as part of the two phased property disposition process. This service is not required as part of Ontario Regulation 444/98.

The purpose of the Property Disposition Directive is to ensure when the Board is disposing of entrusted property assets that Trustee fiduciary responsibility and effective public sector governance is clearly demonstrated; the Board is in full compliance with all Legislative and Regulatory requirements; directions and decisions are clearly articulated in a timely fashion to the Preferred Agents as identified in Ontario Regulation 444/98 and the Community at large; transparent and timely communication; and the two phases of the property disposition process are adhered to.

TERMINOLOGY:

Bona Fide Offer: A bona fide offer is one that is presented in a legal format and will become binding upon the Board's endorsement. A letter of understanding or intent to purchase, a Board or Council motion or any other form of expressed interest to purchase does not satisfy the legislative requirement and must be rejected.

Disposition of Property: (for this purposes relates to)

- An entire school and property;
- An Administrative property;
- Excess land on a piece of school property (on which a school will continue to operate);
- Vacant land;
- Exchange of Lands.

Fair Market Value: The most probable price in terms of money which an estate (or interest) in real property should bring in a competitive and open market under conditions requisite to a fair and typical sale between a willing seller and willing buyer, each acting prudently and knowledgeable and assuring the price is not affected by undue stimuli. It is also often referred to as the most probable selling price.

Preferred Agents as identified in Ontario Regulation 444/98: (Prescribed Preferred Agents receiving proposals from HWDSB are listed in priority sequence)

- Any school board that holds or has held in the last fiscal year a leasehold interest in the property being sold/leased;
- French Public District School Board;
- English Separate District School Board;
- French Separate District School Board;
- Facilities that have an agreement with HWDSB to provide a qualifying education program for which ministry grants under section 23 are available;
- City of Hamilton as service system manager for the City (Consolidated Municipal Service Manager “CMSM”);
- Mohawk College of Applied Arts & Science;
- College Boreal d’arts appliques et de technologic;
- McMaster University;
- Lynwood Charlton Centre;
- Hamilton Niagara Haldimand Brant LIHN (Local Health Integration Networks);
- Hamilton Public Health;
- The Crown in right of Ontario;
- City of Hamilton;
- Indigenous Organizations
 - a. Metis Nation of Ontario Secretariat
 - b. Chiefs of Ontario
 - c. Ontario Federation of Indigenous Friendship Centres
 - d. Association of Iroquois and Allied Indians
 - e. Nishnawbe Aski Nation
 - f. Grand Council Treaty #3
 - g. Union of Ontario Indians
- Crown in right of Canada

PROCEDURES:

The two phases of the property disposition process are as follows. Each phase requires separate Board approval:

Phase 1 – Circulation to Preferred Agencies – Ontario Regulation 444/98 (180-day period)

- Following the adoption of a Board resolution declaring property surplus to the Board's needs, Ontario Regulation 444/98 can be engaged;
- The Board shall issue a proposal to sell, lease or dispose of real property to the Preferred Agencies;
- The circulation period to Preferred Agencies is a 180-day process;
- Preferred Agents have 90-days to submit an Expression of Interest (EOI) and an additional 90-days to submit a bona fide offer;

- HWDSB administration will hold a public information session within the first 60 days of the 180-day circulation period to inform the local community of the Board's intent and the requirements of Ontario Regulation 444/98 when disposing of surplus property. The public information session provides a key communication service for the local community;
- No offers can be considered by the Board until they expiry of the 180-day circulation period;
- Bona fide offers to purchase received at the conclusion of the 180-day period must be dealt with in accordance with the regulatory requirements of Ontario Regulation 444/98;
- If no bona fide offers to purchase are received at the conclusion of the 180-day period, then Ministry and Board approval must be given prior to proceeding to Phase 2; using alternative methods to dispose of surplus property to others;
- The Board is compelled to satisfy all of the conditions of Ontario Regulation 444/98 and has no authority to alter, deviate or change in any way the legislative requirements;
- Refer to Ontario Regulation 444/98 under the Education Act for the legislative requirements.

Phase 2 – Sale of Property on the Open Market (three-year window from 180-day circulation expiry date)

- If the Board does not receive an expression of interest or a bona fide Offer to Purchase through the 180-day circulation period to the Preferred Agencies; and,
- Subject to the Board receiving Ministry approval to dispose of the property to others;
- The Board will be in a position to dispose of the surplus property at "Fair Market Value" as guided by Administrative direction by way of:
 - Public tendering bid process (opening of tenders closed to the public);
 - Receive Offers to Purchase;
 - Publicly advertise and negotiate a sale;
 - Engage a professional Real Estate firm to sell on behalf of the Board;
 - Transact with an individual purchaser (single source purchaser), when dealing with a unique set of land or development circumstances;
- Administration will provide a monitoring report to the Board outlining the details of an acceptable Offer;
- All property disposition transactions require:
 - Compliance with all provincial and municipal requirements
 - Professional market value assessment
 - Agreements and/or applications to be in a form satisfactory to the Board's solicitor
- Details regarding the sale of Board property is confidential and cannot be released to the public until the sales transaction has closed and title of ownership has been transferred.