

Halton District School Board

Report Number: 17108

Date: September 26, 2017

FOR DECISION

TO: The Chair and Members of the Halton District School Board

FROM: G. Cullen, Superintendent of Facility Services
L. Veerman, Superintendent of Business
Stuart Miller, Director of Education

RE: **Identification of Community Planning and Partnership Opportunities**

Rationale

At its October 21, 2015 meeting, the Halton District School Board approved the Community Planning and Partnerships policy. This policy implemented the Community Planning and Partnerships Guidelines released by the Ministry of Education on March 26, 2015 to support partnership opportunities in open and operating schools, co-build opportunities for proposed schools, underutilized schools that may be impacted by closure, and sites that may be considered for future disposition.

This report identifies schools within the Board that present suitable opportunities for community partnerships, based on criteria indicated in the Community Planning and Partnerships policy.

RECOMMENDATION:

Be it resolved that the Halton District School Board approve the list of schools for community partnerships; and,

THAT staff be directed to notify community partners of opportunities for sharing of space and undertake the annual Community Planning and Partnerships meeting.

Background

On March 26, 2015, the Ministry of Education circulated memorandum 2015:B09 "Release of New Pupil Accommodation Review Guideline and Community Planning and Partnerships Guideline". The Ministry required all schools boards in Ontario to amend their existing policies to reflect the changes in the new guidelines. The revisions to the guidelines support sharing of planning information between school boards and community partners on a regular basis, and enhances opportunities to share underutilized school space and space in new buildings, as well as greenspace/parkland. The shared use of facilities has the potential to reduce facility costs; enhance programs and services to students and the wider community; as well as strengthen relationships with community partners. In addition, it will ensure a strong, vibrant and sustainable publically-funded education system in Halton.

To implement the revised Ministry guidelines, Halton District School Board adopted a new Community Planning and Partnerships policy on October 21, 2015, along with a new Program and Accommodation Review policy on February 17, 2016. The CPP policy outlines the procedure with respect to partnership opportunities in open and operating schools, co-build opportunities for proposed schools, underutilized schools that may be impacted by closure, and sites that may be considered for future disposition. Partnerships will be managed using a cost recovery model, as stated in Section 3.6 of the Board policy.

Planning information is shared with community partners through the annually released Long Term Accommodation Plan (LTAP). The LTAP provides enrolment projections for a 10 year forecast period, i.e. 2017 to 2026, for each Elementary and Secondary Review Area (ERA and SRA) in the Board as well as for each elementary and secondary school within the system. In addition, it lists where and when new schools will be needed based on enrolment projections, schools that will remain well-utilized, as well as open and operating schools with unused space.

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All community partners identified in Appendix 1 of the Board's Community Planning and Partnerships Policy are notified once the LTAP is approved. On June 23, 2017, Trustees approved the LTAP. Community partners listed in the Board policy, including all municipalities and the Region of Halton, have been notified of its approval and invited to review its content for potential partnerships. Through the LTAP feedback process and notification of LTAP approval, community partners have been provided with sufficient time to review its content with respect to potential partnerships.

The LTAP is also used by the Board to identify facilities suitable for community partnerships. For unused space in schools that are not declared surplus, the Board policy outlines criteria for selecting schools for community partnerships. Surplus space identified and offered for sale or lease will continue to follow the circulation process outlined in Ontario Regulation 444/98.

Community Planning and Partnerships since June 22, 2016 Public Meeting

On June 22, 2016, the Board held a public meeting at J.W. Singleton Education Centre to provide community partners and members of the public, a list of schools available for community partnerships. As a result the Board entered into one formal community partnership. The Golden Hawks Air Cadets Parent Support Association entered into a lease agreement with the Board regarding the utilization of approximately 191 square feet of storage space, which did not impact classroom space or the reduction of the OTG. No other formal expressions of interests have been submitted to the Board.

As part of the 2016 Capital Priorities joint submission with the Region of Halton, the Board did receive approval from the Ministry of Education for a two-room child and family program centre (Ontario Early Years Child and Family Centre) at Oakwood PS to be operated by the Oakville Parent-Child Centre (OPCC). As well, the Board received Capital Priorities funding for a child care (5 rooms) and child and family program centre (2 rooms) that will be included as part of the Milton #10 ps project and be operated by Milton Community Resource Centre.

The Board also received Community Hubs funding for a two room retrofit going into Harrison PS for the expansion of the Woodview program. This retrofit will provide for office space and parent support space. This project is expected to be completed by June of 2018.

Opportunities for Sharing Unused Space in Schools

In determining suitable facilities for community partnerships, the following criteria was applied, as stated in Section 3.5 of the Community Planning and Partnerships policy:

- a) Projected 200 or more excess pupil places and/or 60% utilization or less for 2 years;
- b) Ability to identify and create distinct and contiguous space within a facility, separate from students;
- c) Space not required for Board programming or other uses; \
- d) Appropriate access to space;
- e) Parking availability;
- f) Zoning and site use restrictions;
- g) Facility condition; and,
- h) Other criteria as appropriate.

An analysis was conducted based on data from the recently approved LTAP and the application of the above mentioned criteria to identify open and operating schools with unused space that present opportunities for community partnerships. Based on the criteria, five elementary schools and two secondary schools are suitable for community partnerships. These schools are listed below with the year of availability indicated in parentheses. Additional details are provided in *Appendix 1*.

Elementary Schools:

- Aldershot School (2017). The secondary portion does not meet Criteria a.
- Frontenac PS (2017)
- Oakwood PS (2017)
- Ryerson PS (2017)
- Tecumseh PS (2017)

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Secondary Schools:

- T.A. Blakelock HS (2017)
- Acton DHS (2017)

Expressions of interest will be received by the Board and evaluated based on the Partner Selection Criteria outlined in Section 3.6 of the Board policy.

Surplus Space in Schools

Schools with surplus space being offered for sale or lease follow the circulation process outlined in O. Reg. 444/98. At this time, no schools have been identified to have surplus space.

Co-build Opportunities

In addition to unused space in open and operating schools, opportunities exist for community partnerships in the form of co-builds for new schools as well as schools expected to undergo additions and significant renovations. The 2016/2017 LTAP proposes 5 capital projects in Halton from 2018 to 2020. The proposed capital projects are all new schools and listed below with the year of impact in parentheses. Details of the capital projects are presented in Appendix 2. It should be noted that timing of these capital projects are contingent on Ministry funding, site acquisition and issuance of municipal approvals and building permits.

Elementary Schools:

- Oakville NE #2 ps includes Region of Halton supported 88 childcare spaces
- Milton SW #11 ps includes Region of Halton supported 88 childcare spaces
- Oakville SW #1 ps (Subject to a Program and Accommodation Review)

Secondary Schools:

- Milton SW #1 hs , funding approved, still in design stage
- Oakville NE #1 hs

Another co-build opportunity is with respect to a proposed new Board Administrative Centre, which is currently being studied. The projected size of the new facility is approximately 95,000 sq .ft , while the timing is still to be determined.

As per the Community Planning and Partnerships Policy, the Board will notify interested partners 1-3 years prior to the potential construction start date of a new school or significant addition. This will also be supported by a Board resolution inviting expressions of interest, as stated in Section 3.4 of the Board policy. In addition, any deadlines relating to student accommodation needs or funding parameters will be made clear to community partners as information becomes available.

Conclusion

During the years, the Board has entered into community partnerships with a number of agencies and groups. Appendix 3 identifies those partnerships, but does not include those community groups that use our school facilities for before and after school hour use.

Based on the 2016/2017 LTAP, five new projects have been identified in Halton from 2018 to 2020. As well, the proposed new Board Administrative Centre is another project identified as a co-build opportunity. Eligible partners can express interest in co-building partnerships to the Board, by way of a letter to the Director of Education. Co-build opportunities with eligible partners will be evaluated on a case-by-case basis. In addition, the Board encourages community partners to provide notification to the Board regarding proposals or plans to build their own new facilities.

Five (5) elementary schools and two (2) secondary schools were identified as suitable for community partnerships due to unused space in schools through the criteria stated in the Board's policy.

The annual Community Planning and Partnerships meeting is scheduled to take place on Wednesday, November 8, 2017 (7 pm), where partners and the public will be notified of the list of schools and proposed capital projects, and potential opportunities discussed.

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With the approval of the identified schools suitable for community partnerships, notifications regarding the date of the Community Planning and Partnerships meeting will be circulated to all identified community partners, and it will also be posted in local newspapers and the Board website.

Respectfully submitted,

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Superintendent of Business Services

Gerry Cullen
Superintendent of Facility Services

Stuart Miller
Director of Education

Appendix 1 – Unused Space in Schools for Community Partnerships

Elementary Schools

School	Review Area	Municipality	School Org.	OTG	Excess Pupil Places/ Low Util.	Max. No. of Rooms Avail.	Year Avail.	Physical Sep. of Space	Space Req. for Prog.	Access to Space	Parking Avail.	Zoning ¹
Aldershot School (Elementary)	ERA100	Burlington	7-8 ²	460	Y	9		Y	N	Y	Y	R2.1
Frontenac PS	ERA103	Burlington	JK-8	777 ³	Y	12		Y	N	Y	Y	R3.2
Oakwood PS	ERA112	Oakville	JK-5	337 ⁴	Y	5		Y	N	Y	Y	CU
Ryerson PS	ERA102	Burlington	JK-6	527	Y	7		Y	N	Y	Y	R3.2
Tecumseh PS	ERA102	Burlington	JK-8	442	Y	8		Y	N	Y	Y	R3.1

Secondary Schools

School	Review Area	Municipality	School Org.	OTG	Excess Pupil Places (2016)	Util. Rate (2016)	Year Avail.	Physical Sep. of Space	Space Req. for Prog.	Access to Space	Parking Avail.	Zoning ¹
Acton District HS	SRA107	Halton Hills	9-12	654	208	68%					Y	I
T.A. Blakelock HS	SRA102	Oakville	9-12	1335	226	83%		Y	N	Y	Y	CU

Notes

¹ See respective municipal zoning by-laws for site use restrictions at each school site.

² Aldershot School contain a Grades 7-8 elementary portion and Grades 9-12 secondary portion within the same building. Only the portion indicated meets the criteria for 200 or more excess pupil places and/or 60% or less utilization. The OTG indicated only applies to the respective portions of the building. It should be noted that elementary and secondary portions of the school are not physically separated within the building; thus, the potential of using areas within other parts of the school for CPP exists.

³Frontenac OTG has the possibility to decrease from 777 to 685 if 4 rooms loaded at 23 are renovated to Child Care.

⁴ Oakwood OTG reduced by 23 from 2016-2017 LTAP due to Child Care space renovations.

Appendix 2 – Proposed Capital Projects Available for Community Partnerships

Capital Project	Type of Capital Project	School Configuration	Review Area	Municipality	Year of Potential Impact
Oakville NE #2 ps	New School	Elementary	ERA118	Oakville	2019/2020
Milton SW #1 hs	New School	Secondary	SRA104	Milton	2019/2020
Milton SW #11 ps	New School	Elementary	ERA127	Milton	2020/2021
Oakville NE #1 hs	New School	Secondary	SRA108	Oakville	2020/2021
Oakville SW #1 ps	New School	Elementary	ERA111	Oakville	TBD ¹
New Board Administrative Centre	New Building ²	N/A	N/A	TBD	TBD

Notes

Timing of all capital projects are contingent on Ministry funding, site acquisition and issuance of municipal approvals/building permits.

¹ Subject to undertaking a Program and Accommodation Review (PAR).

² The proposed Administrative Centre will be approximately 95,000 sq.ft. GFA

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School	Community Group	What is being used	Purpose
Bruce Trail PS	Milton Community Resource Centre	Day Care attached to school	Day Care
CH Norton	Today's Family	Day Care attached to school	Day Care
Dr. Frank Hayden SS	City of Burlington and Burlington Public Library	Gymnasiums and Library	Shared gymnasiums and library with public and school
Heritage Glen	The Family Place	Day Care attached to school	Day Care
Iroquois Ridge HS	Ontario Public Supervisory Officials Association (OPSOA)	Office space in concourse on main floor	Office space for Association
Iroquois Ridge HS	Munn's Child Care Centre	Day Care attached to school	Day Care
James Hill PS	Oakville Public Library	Library	Shared library with public and school
Kilbride PS	Burlington Public Library	Library	Shared library with public and school
Lester B. Pearson HS	Pearson Community Co-op	Designated area of school	Day Care
Nelson HS	City of Burlington	Stadium	Shared stadium with public and school
Oakville Trafalgar HS	YMCA of Oakville	Day Care attached to school	Day Care
Pilgrim Wood PS	YMCA of Oakville	Day Care attached to school	Day Care
River Oaks	YMCA of Oakville	Day Care attached to school	Day Care
Robert Bateman	YMCA of Hamilton Burlington	Designated area of school	Day Care
Thomas A. Blakelock HS	Golden Hawks Air Cadets	Storage Room	Storage
White Oaks SS	Oakville Public Library	Library	Shared library with public and school
White Oaks SS	French Public Board	Driveway and parking lot	Shared driveway and parking lot

NOTE: As of the 2017/2018 school year, all HDSB elementary schools (with the exception of middle schools) will have before and after school programs.