

TOPIC:	Information Sharing for Capital Projects -- New Schools and Major Additions
EFFECTIVE:	January 2020
CROSS-REFERENCE:	Education Act; Regulation 298; The Accessibility for Ontarians with Disabilities Act (AODA), 2005 - Design for Public Space, HDSB Admin Procedures: Development and Implementation of Capital Projects, Boundary Review; Long Term Accommodation Plan
REVISION DATE:	January 2020
REVIEW DATE:	January 2022
RESPONSIBILITY:	Superintendent of Facility Services and Planning

INTENDED PURPOSE:

Outline how information will be shared with parents, staff, principals and the broader community during the development and construction of a new school or major capital addition projects. Information regarding new construction (capital) projects will be provided on the Board's website at www.hdsb.ca (search: [School Construction Projects](#)) and social media platforms (e.g. search [#HDSBbuilds](#)). The information to be shared will include a design sketch plan of the building and site, as well as estimated timeline for the various milestones such as construction start and construction completion. A dedicated email address will be provided for the public to submit any questions or comments. A report will be presented to the Board for approval, providing the preliminary design and estimated timeline for the project, prior to submitting the project to the Ministry for *Approval to Proceed* (ATP) to issue for tender. Additional information about the project will be shared online as outlined below.

PROCEDURES:

Online information to include:

1. Summary of the local Long Term Accommodation Plan (LTAP). This explains why a project is being considered as a capital priority, which is primarily to address growth;
2. Description of the various stages of the project development and approval process (Ministry/Municipal/Board) as well as an update regarding the current project status;
3. Ministry requirements for the building in terms of number of pupil places, building size (square footage), approved funding, program needs and other municipal or local requirements such as community partnerships (childcare, etc.);
4. Up to date timeline information available on the HDSB Builds webpage;
5. Quarterly Capital Update reports to the Board.

In addition to providing information online, other methods may also be deployed to share information -- through local signage (on the site), SchoolMessenger email updates (to adjacent school communities), HDSB social media channels, and direct mail to the broader community if applicable.

An Open House meeting will also be organized at a nearby school or community centre, to provide the staff, parents/guardians and the community with an opportunity to view the preliminary design sketches for the capital project and to learn about the project's anticipated timeline and completion date. Facility Services staff, along with senior Board staff, will be available to respond to questions.

The building of a new school may also trigger the need for a boundary review. The process for a Boundary Review in HDSB is detailed in the [Boundary Review Administrative Procedure](#) on the HDSB website at www.hdsb.ca.

Upon receiving Ministry approval and the capital priorities funding for a project, staff will implement a communication plan, which includes posting the preliminary project information on the HDSB website

(anticipated project timeline, funding, school capacity and location) and providing an email address for the public to submit questions regarding the project.

School boards are required to follow the Ministry of Education's Space Plan Template (SPT) which dictates the size of school (gross floor area) and number/type of classrooms relative to the number of pupil places. This process is detailed in the Development and Implementation of Capital Projects Administrative Procedure (link to be inserted upon approval of revised Administrative Procedure). The design of a new school must meet both Ministry and municipal requirements which determine the size and height of building, setbacks (from the property line) vehicular access to the site, amount of parking as well as a variety of technical and cost conditions. The design of the new school should reflect the values and commitments of the Board such as student well-being, inclusive spaces, best pedagogical practices and environmental stewardship.

The project architect along with Facility Services staff will review the design with key staff from various departments throughout the development of the project. In addition, the preliminary design, consisting of site and floor plans, will also be shared with HDSB stakeholder representative groups such as the Accessibility Coordinating Committee. Facility Services staff will also seek input from the appropriate municipal and/or regional authorities. If a childcare center or other community-based services are part of the project.

The preliminary design will be presented to the Board for approval, and subsequently, after incorporating any revisions to the design, the drawings will be posted on the current HDSB webpage, [School Construction Projects HDSB Builds](#), which also provides status updates for each capital project. The design sketches will be provided for display in the local (nearby) school or schools.

If there are significant changes to the design after the project has been reviewed by the Ministry or after being issued for tender, a follow-up report will be presented to the Board with the revised design, which will replace any previous design sketches that are posted on the website.

Facility Services staff will monitor the progress of construction and provide regular updates to the Board in the Capital Updates report, as well as through the Board's website.