



Hamilton

**JOINT CITY OF HAMILTON AND HAMILTON-WENTWORTH  
DISTRICT SCHOOL BOARD TASK FORCE  
REPORT 12-001**

9:00 a.m.

Wednesday, March 28, 2012

City Hall, Room 830

71 Main Street West

Hamilton, Ontario

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**Present:** Councillors J. Farr, B. McHattie  
HWDSB Trustees T. Simmons, K. Turkstra

**Also Present:** C. Murray, City Manager  
A. Zuidema, Director of Strategic Initiatives  
P. Barkwell, City Solicitor  
G. Norton, Manager, Urban Renewal  
D. Cole, Senior Business Development Consultant, Real Estate  
M. Kirkopoulos, Strategic Communications Program Manager,  
City Manager's Office  
J. Malloy, Director of Education, HWDSB  
J. Penman, Communications Officer, HWDSB  
P. Sapounzi, Architect (School Board)  
C. Biggs, Legislative Co-ordinator

**THE JOINT CITY OF HAMILTON AND HAMILTON-WENTWORTH DISTRICT SCHOOL  
BOARD TASK FORCE PRESENTS REPORT 12-001 AND RESPECTFULLY  
RECOMMENDS:**

**1. Appointment of Chair and Vice Chair**

- (a) That Councillor Brian McHattie be appointed Chair of the Joint City of Hamilton/ Hamilton-Wentworth District School Board Task Force.
- (b) That School Board Trustee T. Simmons be appointed Vice Chair of the Joint City of Hamilton/Hamilton-Wentworth District School Board Task Force.

## 2. Terms of Reference

That the Terms of Reference for the Joint City of Hamilton/ Hamilton-Wentworth District School Board Task Force, as amended, attached hereto as Appendix "A", be approved.

### FOR THE INFORMATION OF THE COMMITTEE:

#### Introductory Remarks

Councillor McHattie opened the meeting and requested that introductions be made by everyone present.

#### (a) CHANGES TO THE AGENDA (Item 1)

None

On a motion, the agenda was approved as presented.

#### (b) DECLARATIONS OF INTEREST (Item 2)

None

#### (c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)

None

#### (d) CONSENT ITEMS (Item 4)

None

#### (e) DISCUSSION ITEMS

##### (i) Review of Draft Terms of Reference (Item 5.1)

Art Zuidema provided comments with respect to the Terms of Reference and indicated that they are a starting point for the Committee. He also spoke to the mandate/objectives as listed in the Terms of Reference.

On a motion, the Terms of Reference were amended to include following under "Reporting Function":

"The JTF shall seek to achieve consensus on recommendations prior to presentation to the School Board Trustees and the General Issues Committee."

The Amendment **CARRIED**.

The Terms of Reference, as amended, **CARRIED**.

Trustee Turkstra indicated that they will be reporting back to the School Board Trustees on April 16.

(ii) **Consideration of Possible Site Selection Criteria (No Copy) (Item 5.2)**

Comments of the Committee included, but were not limited to, the following:

- Will have to develop evaluation criteria
- Consideration given to benefit to being close to a major roadway
- John Malloy spoke to the following:
  - Vision Statement document and Objectives and Key Elements flow from the 2-year process that the Board engaged in from vision to program function
  - Particular purpose of scenarios – Scenario 4 is where all of the administrative staff would be in once place; additional 3 scenarios evolve from Scenario 4
  - Scenario 1 is more of a corporate presence
  - Assessment Centre is staying permanently in downtown
  - Scenario 2 is if everyone in an administrative role remains downtown
  - Scenario 3 is all who are currently downtown (approximately 145 of 280 personnel are in schools 80% of the time
  - Whatever is decided, if successful here, still developing that needs to be done elsewhere that will require funding
- Preference is that the Board own the building
- Trying to modernize the School Board; in looking at historical buildings, may present difficulties; older buildings have challenges
- Also looking to modernize space usage; looking to have people be able to connect differently than present facility allows
- Need to define "downtown"
- Board has already rejected possibility of leasing spaces from private interests
- Business case to the Ministry includes all costs, including staffing, maintenance, operation, etc.

- Partnership may bring about other possibilities
- Board-owned land cannot be used for non-instructional purposes

The Committee formulated the following criteria with respect to site locations:

#### Primary Criteria

- Focus first on city-owned site
- Proper transportation and good access for vehicles and transit availability
- Downtown location
- Could be condo
- Adequate parking is its own criteria in that it represents a significant capital cost
- Critical Space – Certain departments and organizations within the Board need to be together in one floor plate; proportions and height of the building, is a key size that needs to be maintained to maintain the vision of having teams working together – team environment; not limit to new building only; presence of natural light
- Trustees' Board Room (added value/synergies)
- Timing and availability of a site/project and how that plays in consideration of the existing site

#### Secondary Criteria

- Shared use of space i.e., Council Chambers
- Would this solution be catalytic to a neighbourhood i.e., synergies; would it preserve another historic building
- Value added
- Request staff to investigate feasibility of Shared-use agreement/ synergies/added value for use of Council Chambers
- Increased usage for taxpayer

On a motion, the criteria for site selection, as listed above, was approved.

#### Additional Comments respecting Criteria:

- Leasing options could be a consideration in terms of government-owned buildings being sold off to generate funds into provincial deficit; would have to be long-term lease
- Leasing may be considered, subject to discussions with the Province and the Board's business case
- Board ownership, to be defined, as compared to a lease scenario
- Bettering current workspace toward collaborative efficient space

- Operationally, able to work out swing space lease so that it is a two-year lease and able to work out the potential of staying for a third year, but commitment must be made by October 1 of this year
- Plan was to break ground in July/August
- In terms of Board's expeditious needs, additional work will be required by architect
- Leases are separate; therefore, there is flexibility
- Will have a list of feasible alternatives for consideration for the April 5 meeting
- There is the potential for the 30 days to lapse, but only based on outstanding questions resulting from a short list
- Will have fulfilled mandate when Trustees report to the Board on April 16; expect to get new mandate
- J. Malloy and P. Sapounzi will bring back much clearer information with respect to ramifications of deadline dates
- Art Zuidema suggested that the four scenarios be compared to the criteria being developed
- Assessment Centre – John Malloy provided that the Assessment Centre (19 staff) has secured permanent leased space in Jackson Square which takes them out of the "mix"; have a home for a considerable amount of time
- Definition of "downtown" – new Central Improvement Plan boundaries, i.e., Dundurn to Wentworth, Harbour to the Escarpment

**(f) MOTIONS**

None.

**(g) GENERAL INFORMATION/OTHER BUSINESS**

**(i) Closed Session Meetings (New Business) (No Copy)**

Peter Barkwell, City Solicitor, provided the Committee with advice with respect to the ability of this Task Force to have closed session meetings. He indicated that as this Task Force was established by Council Resolution, it falls within the definition of a City Committee under the Municipal Act. Therefore, any discussions with respect to the proposed or pending acquisition or disposition of land, or lease or sale of City property to the School Board, is legitimate in camera discussion. However discussion of purchase or lease of property by the School Board from a third party would not qualify.

- (ii) **Next Meeting:** Thursday, April 5, 2012  
10:00 a.m.

(h) **ADJOURNMENT**

There being no further business, the Task Force adjourned at 10:35 a.m.

Respectfully submitted

Councillor B. McHattie, Chair  
Joint City/HWDSB Task Force

Carolyn Biggs  
Legislative co-ordinator  
March 28, 2012

**TERMS OF REFERENCE (TOR)**  
**Joint City of Hamilton and Hamilton-Wentworth District School Board**  
**Task Force (JTF)**  
(as approved by the JTF on March 28, 2012)

**Committee Name**

The name of the Committee shall be the "Joint City of Hamilton and Hamilton-Wentworth District School Board Task Force."(JTF)

**Mandate/Objectives**

The mandate/objectives of the JTF are to:

- a) consistent with City Council's resolutions of February 8, 2012 and March 7, 2012, attached as Appendices A and B respectively, explore downtown locations, including a City Hall Tower Two site, as an alternative to Crestwood (Ward 7) for the Hamilton-Wentworth District School Board (HWDSB) Board of Education Headquarters;
- b) consistent with the Hamilton-Wentworth District School Board of Trustees' motion passed on March 5, 2012, Resolution #12-36, stating that a task force be created to discuss the feasibility of staying downtown for the new Education Centre and report back to the Board within a month;
- c) have due regard in furthering the mandate and objectives of the JTF, to the HWDSB's Education centre Vision Statement, Education Centre Project Objectives and Key Elements of the Education Centre Project (all attached to this TOR as Appendix C);
- d) review options/scenarios, such as those set out in Appendix D, that might allow for all or part of the Board's Education Headquarters to be located in downtown Hamilton; and
- e) complete the work of the JTF in an expeditious fashion in keeping with these terms of reference.

**Reporting Function**

The JTF will be a recommending body to The City of Hamilton and the Hamilton-Wentworth District School Board Trustees.

The JTF shall seek to achieve consensus on recommendations prior to presentation to the School Board Trustees and the General Issues Committee.

**Composition/Membership**

The JTF shall be comprised of Hamilton City Councillors Jason Farr and Brian McHattie and Hamilton-Wentworth District School Board Trustees Tim Simmons and Karen Turkstra.

**Duration**

TBD

**Chair/Vice Chair**

(Co-Chairs)

Councillor B. McHattie (Chair)  
School Board Trustee T. Simmons (Vice Chair)

**Meetings and Meeting Schedule**

Either of the Co-Chairs of the JTF shall convene meetings.

**Minutes**

Minutes of the JTF will be documented.

**Quorum**

Quorum for the JTF shall be three (3).

**Role and Responsibility of Staff**

The staff/administrative co-leads for the JTF shall be Chris Murray, City Manager and John Malloy, Director of Education, with support from the respective co-leads, Senior Management Teams and other senior staff, where appropriate.

The JTF will be supported by legislative staff from the City Clerk's Office.

**Costs**

Any costs associated with the mandate/objectives of the JTF will be funded equally from the Wards 1 and 2 Area Rating Reserve.

As approved by the JTF  
on March 28, 2012