



## Interim Facilities Partnership Policy

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Date Approved: June, 2011

Projected Review Date: June, 2014

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### **Purpose:**

Hamilton-Wentworth District School Board believes that sharing facilities can be of benefit to students, the Board, and the community. The Facilities Partnership Policy will provide opportunities for the Board and community partners to establish facility partnerships in schools, at no cost to the Board. Facility partnerships will be linked to the Board's strategic directions, and in particular, to improving student achievement.

Facility partnerships will optimize the use of public assets owned by the Board. The Board may develop Facility partnership agreements with appropriate community partners when building new schools, undertaking significant additions and renovations to schools or determining the use of Board identified surplus space in schools.

### **Intended Outcomes:**

- To improve services, programs and supports available to students;
- To strengthen relationships between HWDSB and community partners and the public;
- To maximize the use of public infrastructure through increased flexibility and utilization on a cost recovery basis;
- To provide a foundation for improved service delivery for communities; and
- To reduce facility operating costs for school boards and government

### **Responsibility:**

Associate Director of Education

### **Definitions:**

**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 the Hamilton-Wentworth District School Board.

**Notification List:** A list of eligible potential and existing partners, established according to Ontario Regulation 444/98.

**Partnerships:** Mutually beneficial and supportive arrangements between the Board and business, labour and community agencies.

**Partners:** community non-profit or profit entities expressing interest in participating in facility use partnership agreements that are deemed eligible by the Board.

### **Action Required:**

1. The nature of facility partnerships will vary based on the availability of space in schools, potential construction projects, existing partnership agreements and Board planning.

### 2. Establishing and maintaining facility partnerships

A common approach to establishing and maintaining facility partnerships will maximize the benefit and learning from each facility partnership experience. Establishing appropriate and sustainable facility partnerships requires:

- Compliance with all existing policies and procedures of the Board
  - Consideration of the Board's strategic goals
  - A plan on how space in schools will be selected
  - A plan to determine what entities will be selected for the notification list
  - A plan on how potential partners will be notified of available space and construction plans
  - A review of the value of the facility partnership as it relates to the Board's Strategic Directions
  - A written facility partnership agreement that speaks to the common goals, principles and expectations of all partners
- Consideration and respect for the application of other Board policies and administrative processes related to community use of schools, access to Board facilities and properties, and pre-existing agreements/contracts
- Consideration of risk management and issues of Board liability
- Consideration of the "Duties of a Principal" as defined in the Education Act
- Demonstrated willingness to work together with the school/department and Board

### 3. Standards for facility partnerships

Facility partnerships will provide ways and means to meet goals set out in HWDSB strategic directions, school improvement plans or departmental service improvement plans.

### 4. Screening of partners

Due diligence is key to the screening of potential partners. Before entering into a facility partnership there is a need for the school, the department and/or the Board to determine what the expectations are of the partnering organization and that the partnering organizations meet the community standard for a suitable association with the school and/or Board. This will include but may not be limited to:

- the reason for the organization's interest in partnering with the school and/or the Board;
- the organization's ownership and history;
- the nature of product or service of the partnering organization;
- the key contact within the partnering organization;
- the authority of the key contact to bind that organization; and
- the financial goals of the organization

### 5. Selection criteria

Notwithstanding the screening process, the Board has a responsibility to consider the value of facility partnerships to students. The following requirements must be met:

- Health and safety of students must be protected
- Facility partnerships must be appropriate for the school setting
- Facility partnerships must not compromise the Board's student achievement strategy
- Facility partnerships will exist on a cost-recovery basis to the Board
- Entities that provide competing education services such as tutoring services, JK-12 private schools or private colleges, and credit offering entities that are not government funded, are not eligible partners

In addition to the above, the partner must:

- provide financial statements showing financial viability of their organization
- agree to operate in accordance with Board policies
- be willing to enter into a lease, license, or joint-use/facility partnership agreement

6. Criteria for selection of existing school spaces

- 200 or more unused pupil places for the next five years
- 60% utilization or less for at least two years
- Facility is not located within an area identified for a school accommodation review during the next five years from the time the space is identified as available
- Space not required for Board programming
- Separate access is available
- Student safety
- Accessibility
- Zoning and site use restrictions
- Facility condition

The Board will review facilities that have been 60 percent utilized or less for two years and/or have 200 or more unused pupil places, and will then extend the review to other potentially suitable facilities, while considering the space needs of existing educational programming and initiatives.

7. Purpose of facility partnership agreements

The purpose of the facility partnership agreement is to clearly define activities, roles and responsibilities for each of the partners. Partnership agreements cannot be finalized until both the board and the partner/s have an approved source of funding.

8. Notification List of Partners

A list of eligible potential and existing partners will be established and reviewed annually, according to Ontario Regulation 444/98. The notification list will be posted on the Board website.

9. Approval of facility partnership agreements

The principal/service leader will ensure liabilities are minimized and appropriate central departments and stakeholders are consulted. The superintendent responsible for the school/department pursuing the partnership must approve the facility partnership agreement.

10. Notification of potential surplus space and capital construction projects.

Space available for facility partnership consideration will be identified in the Board's long term facilities master plan. Following the presentation of the plan, available surplus space and potential capital construction projects will be identified on the Hamilton-Wentworth District School Board website, and circulated to entities listed in Ontario Regulation 444/98, including timelines for facility partnership agreements.

11. Expressions of interest

The Board encourages community partners to provide expressions of interest to the board when they have sufficient funding and plans to move forward with a proposal. All expressions of interest from potential partners should be submitted by way of a letter to the Associate Director of Education. The Board will evaluate each potential Facility Partnership on a case by case basis to determine whether a partnership may be appropriate.

**Progress Indicators:**

Facility partnership agreements will increase as the Board and community work together to optimize space for the benefit of students, the community and the Board.

## **References:**

### **Government Documents:**

Accessibility for Ontarians with Disabilities Act (2005)  
    Accessibility Standards for Customer Service  
Community Use of Schools Program  
Declining enrolment Working Group Report (2009)  
Early Learning Memo 12: Regulatory Amendments for Full Day Junior Kindergarten and Kindergarten and  
Extended Day Programs  
Education Act:  
    Section 183  
    Section 194  
    Section 196: Subsection 171  
Ministry of Education Facility Partnerships Guideline  
Ontario Equity and Inclusive Education Strategy  
Ontario Regulation 444/98  
School Facilities Inventory System

### **HWDSB Strategic Directions:**

Achievement Matters  
Engagement Matters  
Equity Matters

### **HWDSB Policies:**

Accessibility Standards for Customer Service  
Administrative Memo P5 – Alterations to Plant  
Community Use of Board Facilities Policy  
Diversity and Equity Pillar Policy  
Equity Policy  
Finance and Administration Pillar Policy  
Nutrition Policy  
Occupational Health and Safety Policy  
Partnership Policy  
Procurement Policy  
Property Disposition Protocol  
Public Consultation Policy  
Pupil Accommodation Review Policy  
Safe Schools Pillar Policy