
Facilities Partnership Directive

Directive for Policy 2.6 Facilities Partnership

Projected Review Date: June 2016

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.

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.

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.

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.

PROCEDURES:

1.0 Identification of Potential Spaces

- 1.1 The Manager of Planning and Accommodation will identify existing school spaces based on the following criteria:
- 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

- Availability of required amenities and/or support space
- Any other criteria as determined by the Board

2.0 Communication to the Community

- 2.1 The Manager of Corporate Communications will invite the community to apply for Facility Partnerships.
- Invitations will be sent directly to community entities including but not limited to those listed in Ontario Regulation 444/98.
 - An invitation to apply will be posted on HWDSB's website, and circulated to the media.
 - The Board will provide an online form for community partners to submit expression of interest in acquiring space to use.

3.0 Screening of Applications

- 3.1 The Manager of Partnership and Community Engagement will review the application based on the following criteria:
- 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 must be appropriate to the school setting.
 - the financial status of the organization
 - the 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 must 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
- 3.2 Applications that meet the criteria will be forwarded to the Manager of Planning and Accommodation for review.
- 3.3 The Manager of Partnership and Community Engagement will inform applicants whose applications do not meet the criteria.

4.0 Review of Applications

- 4.1 Applications that have successfully met the screening criteria will be forwarded to the Manager of Planning and Accommodation, who will further review the applications based on the criteria identified in #1.
- 4.2 The Manger of Planning and Accommodation will inform applicants regarding the decision of the review.

5.0 Meeting with Facilities Partnership Applicants.

- 5.1 The Manager of Planning and Accommodation will invite facility partnership applicants that meet the criteria to a meeting to further explore the facility partnership requirements. The meeting will include the Manager of Accommodation and Planning, the potential Facility Partner representative(s), Superintendent of Student Achievement, Principal, and such other individuals as the Board may deem necessary. School Council will also be consulted for input.

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

- 6.1 If a decision not to proceed with the Facility Partnership, the Manager of Planning and Accommodation will inform the applicant.
- 6.2 If a decision to proceed with the Facility Partnership is made, the Manager of Facilities Partnership will prepare the required documentation (e.g. construction agreement, lease agreement, etc.) for the Executive Superintendent of Leadership & Learning.