



Use of Board Facilities

Date Approved:

Projected Review Date:

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to fostering co-operative and collaborative relationships with the broader community, through the use of applicable Ministry of Education funds and at a minimum, no additional cost to HWDSB, to maximize the use of Board facilities.

GUIDING PRINCIPLES:

- Promote equity of opportunity and access to board facilities, including schools, for students and the school community.
- Strengthen relationships between HWDSB, community partners and the broader community.
- Ensure that subsidies align with Ministry of Education funding.
- Strive to offset and/or reduce operating costs where possible, through the pursuit of new or existing initiatives.
- Generate revenue.

INTENDED OUTCOMES:

- Maximize the use of HWDSB facilities, at no additional cost to the Board beyond applicable Ministry funds, while creating and sustaining a continued relationship with the broader community.
- Ensure that Ministry funding for *Community Use of Schools and Priority Schools Initiative* is fully utilized.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Childcare Licence Agreements: Purpose built space, licenced for the provision of childcare services from birth to Junior Kindergarten (Appendix B).

Childcare Licence Agreements - Before and After School Care: Requirement of the Ministry of Education to provide before and after school care in all elementary schools that offer Kindergarten, where the demand exists (Appendix C).

Community Use of Board Facilities: Making board facility (including schools) space available for rent by community groups, outside of regular school hours (Appendix D).

Facility Partnerships: A Ministry of Education initiative to encourage shared facilities, at no additional cost to the Board, with community partners using strict Ministry guidelines. Requires Board of Trustee approval (Appendix A).

Formal Partnerships: Mutually beneficial and supportive arrangements signed between the Board, business and community agencies for use of space after the instructional day in exchange for services to HWDSB students (Appendix F).

HWDSB's Use of Schools: Events being held by the school, at its location, during the evening or on weekends (Appendix G)

Municipal Reciprocal Agreement: A formal agreement with the City of Hamilton where the City allows students access and use of its facilities and in return is able to have access and use of HWDSB facilities for City programming (Appendix E).

No Additional Cost: Refers to the fact that any costs above and beyond the regular cost recovery amounts, minus applicable Ministry funds, will also be applied to the users. This includes, but is not limited to, staffing, maintenance and operational costs.

Priority Schools Initiative: Funding provided by the Ministry of Education to make space available in selected schools in high needs communities, for non-profit groups to run programming outside of the school day, at no cost to participants.

ACTION REQUIRED:

Ensure that a set of procedures are developed and maintained for the following specific areas:

- Facility Partnerships and Community Planning
- Community Use of Board Facilities

Community Use of Board Facilities requires a rental fee. Rental rates are set annually by the Board of Trustees through the Finance and Facilities Committee. The current rates can be viewed at www.hwdsb.on.ca/rentals.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Maximize the use of HWDSB facilities, at no additional cost to the Board, while creating and sustaining a continued relationship with the broader community.	Bi-annual survey of the broader community and community partners to assess level of satisfaction with availability, cost and general feedback. Evaluated through an audit of the amount of hours used within available facilities.
Ensure that Ministry funding for <i>Community Use of Schools and Priority Schools Initiative</i> is fully utilized.	Evaluated through the board's annual budget process.

REFERENCES:

Government Documents

Ministry of Education Memorandum 2006: B13 – Community Use of Schools Program

Ministry of Education Community Planning and Partnership Guidelines

Ministry of Education Pupil Accommodation Review Guidelines

HWDSB Policies

Engagement Pillar

Community Engagement

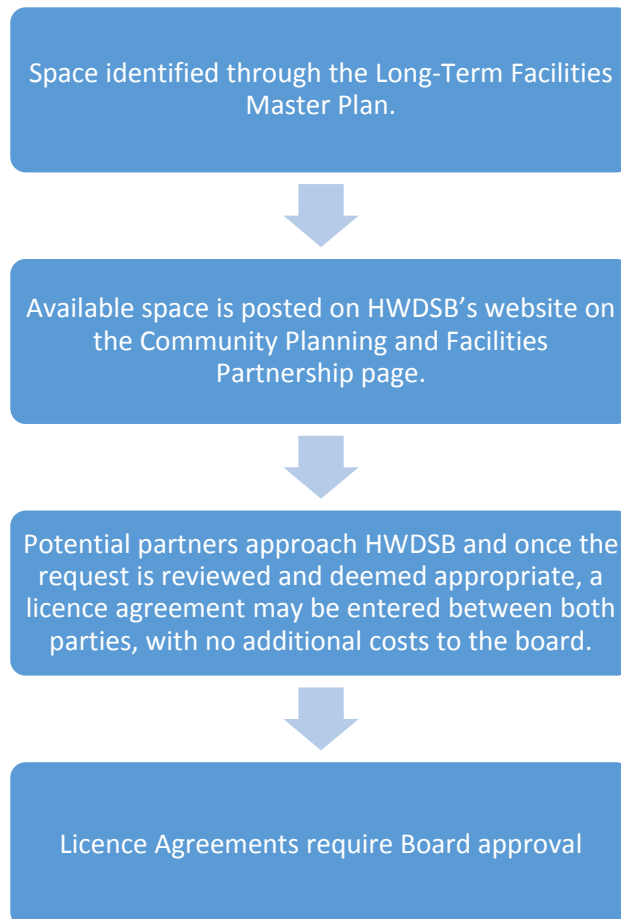
Pupil Accommodation Review

Property Disposition

Facility Partnerships (Licence Agreements)

Facility Partnerships and Community Planning

- A Ministry initiative to encourage shared facilities, at no additional cost to the Board, with community partners using strict guidelines.



Childcare Licence Agreements (Birth to Kindergarten)

Facility Partnerships and Community Planning

- Identification of potential vacant space, or new builds, for purpose built childcare space.
- Potential to acquire Ministry Capital Grants to construct purpose built childcare space.

The City of Hamilton Consolidated Municipal Service Manager, along with HWDSB, identifies potential opportunities for childcare spaces based on community needs.



HWDSB applies to Ministry of Education for Capital Grants to construct licensed childcare spaces.



HWDSB enters into agreement, at no additional cost to the Board, with licensed childcare operator for the space.

Childcare Licence Agreements (Before and After School Care)

Community Use of Board Facilities (Licence Agreement & Rental Fee applies)

- Requirement of the Ministry of Education to provide before and after school care in all elementary school that offer Kindergarten (where demand exists).

Survey school community to determine if there is enough interest to provide before and after school care.



If interest exists, HWDSB enters into a licence agreement with the child care operator to offer the program in community use spaces of the school.

Community Use of Schools

Community Use of Board Facilities (Rental Fee applies)

- HWDSB facilities, specifically, classrooms, gyms and other spaces rented throughout the school year (Sept. – June), when they are not being used for school activities.
- Permits are approved depending on the availability of space and resources.
- Fees are charged according to an established fee schedule.

Community groups apply through an online application on HWDSB's website.



Community Use of School staff determines if the space is available and the use is appropriate.

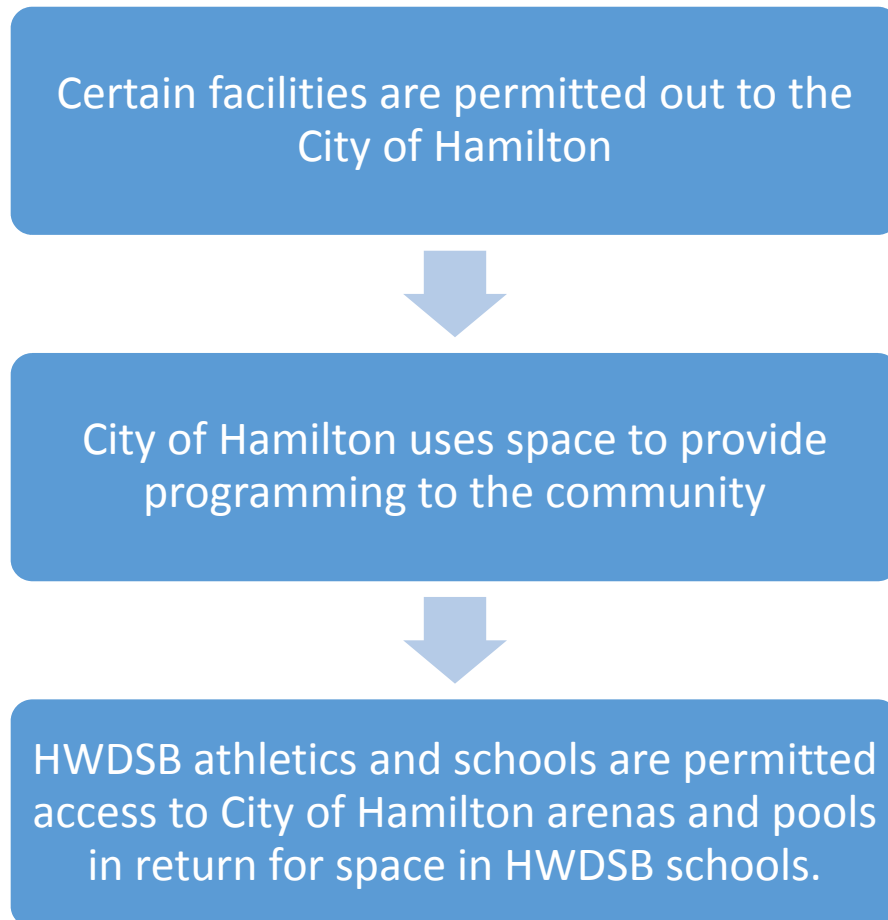


Permit is provided upon receipt of funds, based on the *rental rates*.

Municipal Reciprocal Agreement

Community Use of Board Facilities (Rental Fee applies)

- Long-standing agreement with the City of Hamilton where the City allows students access and use of its facilities and in return is able to have access and use of HWDSB facilities for City programming.



Formal Partnerships

Community Use of Board Facilities (Rental Fee applies)

- Use of HWDSB facility by a community agency in exchange for services to HWDSB students.

Agency approaches HWDSB through community engagement for use of facility (indoor/outdoor)



Community Use of School staff reviews the space and community engagement develops a partnership agreement, which requires Executive Council approval.

HWDSB's Use of Schools

Community Use of Board Facilities

(Rental Fee may apply)

- Ideally, schools plan and request their permits in the spring during their planning process for the following year.
- Schools incur Caretaking overtime fees if the event is being held on the weekend, outside of normal Caretaking hours of operation.

School / School Council / Home & School Association request space for a Principal supported use/event, during evening and weekend hours



School enters permit



Community Use of School staff review the permit

- Add Caretaking overtime fees if event is on the weekend
- Cancel outside organization Community Use of School permit if necessary