



# Use of Board Facilities

Date Approved: 2017

Projected Review Date: 2021

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## 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.
- When, and if possible, 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:

*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. The funding is intended for non-profit groups to run programming outside of the school day. The only cost incurred by the non-profit group is HWDSB's permit fee application.



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## ACTION REQUIRED:

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

- Facility Partnerships and Community Planning, which consists of:
  - Facility Partnerships (Appendix A)
  - Childcare Licence Agreements (Appendix B)
- Community Use of Board Facilities, which consists of:
  - Childcare Licence Agreements (Appendix C)
  - Community Use of Board Facilities (Appendix D)
  - Municipal Reciprocal Agreement (Appendix E)
  - Formal Partnerships (Appendix F)
  - HWDSB's Use of Schools (Appendix G)

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](http://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 the level of satisfaction with availability, cost and general feedback.  Evaluated through an audit of the number 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

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## **HWDSB Policies**

Community Engagement

Pupil Accommodation Review

Property Disposition

# HWDSB

## 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.

Space identified through the Long-Term Facilities Master Plan.



Available space is posted on HWDSB's website on the Community Planning and Facilities Partnership page.



Potential partners approach HWDSB and once the request is reviewed and deemed appropriate, a licence agreement may be entered between both parties, with no additional costs to the board.



Licence Agreements require Board approval.

# HWDSB

## 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.

# HWDSB

## Childcare Licence Agreements (Before and After School Care)

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

- A 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 childcare operator to offer the program, in community use spaces of the school.

# HWDSB

## 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 if the use is appropriate.

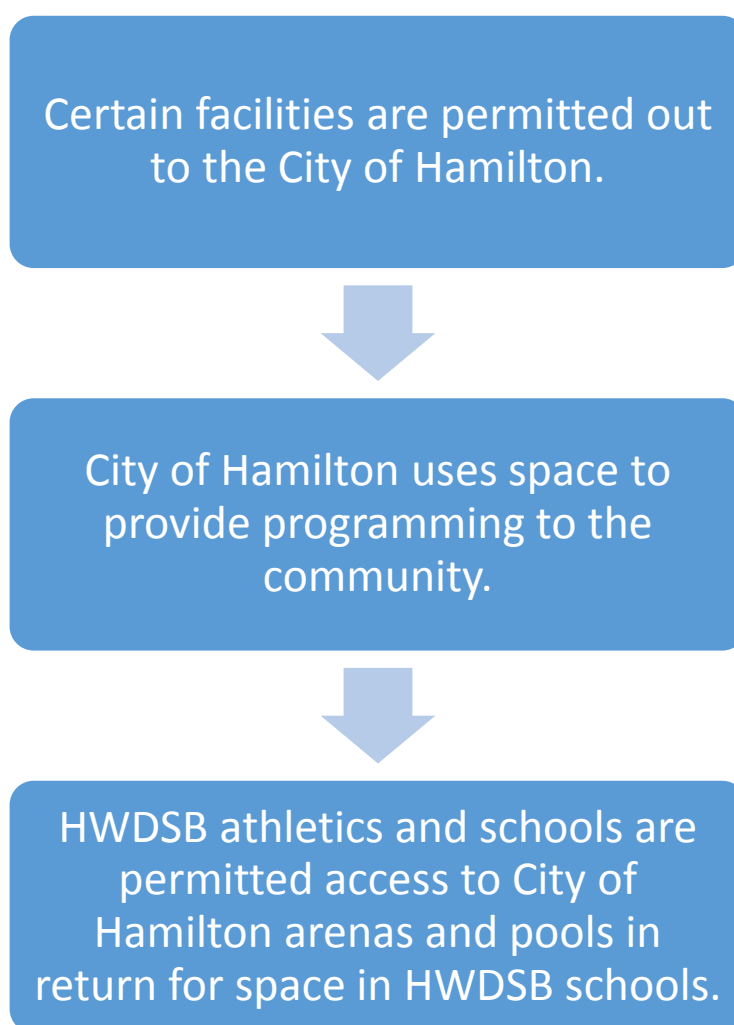


Permit is provided upon receipt of funds, based on the *rental rates*.

# HWDSB

## Municipal Reciprocal Agreement Community Use of Board Facilities (Rental Fee applies)

- A 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.





# HWDSB

## Formal Partnerships Community Use of Board Facilities (Rental Fee applies)

- Use of an 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

## 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
- A school incurs Caretaking overtime fees if the school use is on the weekend, outside of normal Caretaking hours of operation.\*
- A board department incurs Caretaking overtime fees if the department use is held on the weekend, outside of normal Caretaking hours of operation.

(\*) Notwithstanding, when school use is for a purpose open to the entire school community and free of charge, School Generated Funds cannot be used to pay for Caretaking overtime fees.

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 and:

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