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Queen's Park  
Toronto ON M7A 1L2

Ministère de l'Éducation  
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2006: B13

**MEMORANDUM TO:** Directors of Education

**FROM:** Dominic Giroux  
Assistant Deputy Minister, French-Language Education and Educational Operations

Nancy Naylor  
Assistant Deputy Minister, Elementary/Secondary Business and Finance

**DATE:** November 24, 2006

**SUBJECT:** Community Use of Schools Program

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We are writing to provide you with information about the 2006-07 Community Use of Schools program. You will recall that in April of this year the Ministry of Education assumed the lead for the program. The ministry remains committed to ensuring the continued success of the Community Use of Schools program.

The Ministry of Education has allocated \$20 million to the Community Use of Schools program for 2006-07. The \$20 million is allocated in proportion to your board's 2004-05 Grant for School Operations. Your board's allocation can be found in the table attached in Appendix 3.

The ministry will continue to track the effects of the funding on increasing access outside of school hours and reducing costs for not-for-profit community groups. In response to school board concerns about workload resulting from reporting requirements, the ministry will limit the information collected to expenditures and key performance indicators. This information will be collected through regular reporting on EFIS (Education Financial Information System) and will include:

- hourly rates;
- number of permits issued;
- number of participants and number of permitted hours by type of space permitted (e.g. double gym, classroom);
- an accounting of Community Use of Schools program funds expenditures; and
- information about any joint use agreements with municipalities and/or co-terminous boards.

The information in the attached appendices explains the purpose of the program, conditions of funding, and eligible and ineligible costs for 2006-07.

If you require further information about the Community Use of Schools program, please contact your local Ministry of Education Regional Office. A list of contact names and numbers is provided in Appendix 4.



Dominic Giroux  
Assistant Deputy Minister



Nancy Naylor  
Assistant Deputy Minister

c.c. Kit Rankin, Director, Field Services Branch  
Nancy Whynot, Director, Business Services Branch  
Andrew Davis, Director, Transfer Payments and Financial Reporting Branch  
EDU Regional Managers  
Superintendents of Business  
Senior Plant Officials

## **APPENDIX 1:**

### **Program Purpose: Community Use of Schools**

Schools in Ontario are recognized as hubs for community activity for citizens of all ages and will be affordable and accessible to communities in order to support the goals of a healthier Ontario, stronger communities and student success.

The Community Use of Schools program provides assistance to District School Boards to increase affordable access for Not-For-Profit Groups to both indoor and outdoor school space at reduced rates outside of regular school hours.

### **Program Principles**

#### School Activities Take Priority

School day activities, extra-curricular activities and parent involvement activities organized or administered by the school or school board have priority use of school space during and after regular school hours.

#### Schools as Hubs of Communities

Schools are the hubs of their communities and offer an effective use of taxpayers' investment in providing citizens with a place to come together, volunteer, build skills, access community programs, become physically active and build strong and healthy communities.

#### Support for a Positive Climate for Youth

The Community Use of Schools program supports and promotes healthy, active lifestyles for community youth.

#### Fair and Equal Access

Schools are welcoming and inclusive and offer parent groups, community organizations and other citizens fair access to use of school space at affordable rates for community purposes in non-school hours.

#### Respect for Roles and Responsibilities

Community Use of Schools program stakeholder partners respect each other's roles, responsibilities and obligations to the community and education system.

#### Not-For-Profit organizations to be charged affordable rates

District School Boards, where feasible, should ensure that after-hours user fees for school facilities in their district are affordable for Not-For-Profit community users.

For the purposes of this document Not-For-Profit Groups shall be defined to include:

- a) Not-For-Profit Youth-Related Community Groups – run by local youth groups such as Boy Scouts, Girl Guides, 4H Clubs and Cadets, etc. where the activities are intended for participants under the age of 18 (or where the participants are under a disability, then under the age of 28).

**APPENDIX 1 (continued):**

- b) Not-For-Profit Recognized Children's Sport and Recreation Service Providers - groups that are: a.) sponsored or recognized by a municipality as providing services or programs for the benefit of the community, or b.) members of a provincial sports organization or an accredited camping organization, or c.) universally recognized as service providers, such as the YMCA or Red Cross.
- c) Not-For-Profit Childcare Operations – groups involved with before and after-school childcare programs delivered by eligible operators (as per the *Day Nurseries Act*) within the school board district.
- d) Other Not-For-Profit or Charitable Groups – other groups such as local service clubs, community health associations, parent groups, seniors groups, etc. as determined by the district school board.

## **APPENDIX 2:** **Use of Funding**

### **Funding Conditions**

District School Boards are required to use Community Use of Schools funding to:

1. Reduce cost barriers for Not-For-Profit Groups.
2. Endeavour to increase access for Not-For-Profit Groups.
3. Offer Not-For-Profit Groups fair access to school space during non-school hours.
4. Provide priority access for Not-For-Profit Groups serving children/youth and low-income groups, in particular at-risk youth.
5. Provide clear and concise information on board websites that will help community groups access school facilities more easily.
6. Report on the use made of the funds through regular reporting on EFIS (Education Financial Information System).

### **Eligible Costs**

District School Boards can apply program funding towards:

- Reducing rental fees for not-for-profit groups such as those serving:
  - Children and youth (such as Recognized Children's Service Providers)
  - Low income
  - Not-for-profit before and after school childcare
  - Board non-credit general interest continuing education courses
  - School-based education/parent groups, including school councils and home and school associations meetings
  - Seniors
  - Community adult groups (service clubs, philanthropic organizations, charitable groups etc)
- Offsetting custodial overtime pay charged to community not-for-profit groups;
- The additional costs incurred when keeping schools open in the evening or on weekends as a result of heating and lighting;
- Increasing access hours (e.g. weekend, holiday, March Break, summer use) if fees are not charged for community access;
- Replacing existing (foregone) revenue from community use permits;
- Reducing administration or processing fees for community not-for-profit groups;
- Reducing field permit costs for community not-for-profit groups;
- Covering equipment and furniture rental costs of groups (e.g. volleyball nets, basketballs, hockey sticks, chairs, tables);
- Reducing technical support costs to groups (e.g. piano tuning, lighting, sound, set-up and take down of stage/auditorium);
- Upgrading the condition of existing sports fields to increase access only after fees reductions and increasing access through other means have been addressed.

### **Ineligible Costs**

Participating District School Boards cannot apply program funding towards:

- Offsetting pre-existing costs related to community use;
- Covering / reducing school program costs;
- Increasing custodian salaries or paying for additional administrative personnel;
- Capital costs and / or improvements.

**APPENDIX 3:****2006-07 Community Use of Schools Program Funding**

Item/Point	Column/Colonne 1	Column/Colonne 2
	Name of Board/Nom du conseil	Amount/Montant \$
1.	Algoma District School Board	148,330
2.	Algonquin and Lakeshore Catholic District School Board	120,384
3.	Avon Maitland District School Board	189,493
4.	Bluewater District School Board	201,197
5.	Brant Haldimand Norfolk Catholic District School Board	105,630
6.	Bruce-Grey Catholic District School Board	33,507
7.	Catholic District School Board of Eastern Ontario	128,846
8.	Conseil de district des écoles publiques de langue française n° 59	119,730
9.	Conseil scolaire de district catholique des Grandes Rivières	109,110
10.	Conseil scolaire de district catholique Centre-Sud	127,025
11.	Conseil scolaire de district catholique de l'Est ontarien	129,169
12.	Conseil scolaire de district catholique des Aurores boréales	7,452
13.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	172,649
14.	Conseil scolaire de district catholique du Nouvel-Ontario	88,436
15.	Conseil scolaire de district catholique Franco-Nord	49,698
16.	Conseil scolaire de district des écoles catholiques du Sud-Ouest	76,136
17.	Conseil scolaire de district du Centre Sud-Ouest	94,179
18.	Conseil scolaire de district du Grand Nord de l'Ontario	41,217
19.	Conseil scolaire de district du Nord-Est de l'Ontario	15,142
20.	District School Board of Niagara	426,073
21.	District School Board Ontario North East	132,155
22.	Dufferin-Peel Catholic District School Board	826,405
23.	Durham Catholic District School Board	222,909
24.	Durham District School Board	602,808
25.	English-language Separate District School Board No. 38	196,941
26.	Grand Erie District School Board	267,632
27.	Greater Essex County District School Board	352,700
28.	Halton Catholic District School Board	234,587
29.	Halton District School Board	411,614
30.	Hamilton-Wentworth Catholic District School Board	270,018
31.	Hamilton-Wentworth District School Board	516,949
32.	Hastings and Prince Edward District School Board	185,778
33.	Huron Perth Catholic District School Board	43,405
34.	Huron-Superior Catholic District School Board	69,284
35.	Kawartha Pine Ridge District School Board	343,705
36.	Keewatin-Patricia District School Board	75,038
37.	Kenora Catholic District School Board	11,113

38.	Lakehead District School Board	132,369
39.	Lambton Kent District School Board	270,576
40.	Limestone District School Board	239,796
41.	Near North District School Board	133,874
42.	Niagara Catholic District School Board	225,907
43.	Nipissing-Parry Sound Catholic District School Board	40,138
44.	Northeastern Catholic District School Board	28,998
45.	Northwest Catholic District School Board	11,187
46.	Ottawa-Carleton Catholic District School Board	407,434
47.	Ottawa-Carleton District School Board	769,379
48.	Peel District School Board	1,242,647
49.	Peterborough Victoria Northumberland and Clarington Catholic District School Board	145,228
50.	Rainbow District School Board	179,368
51.	Rainy River District School Board	37,040
52.	Renfrew County Catholic District School Board	51,104
53.	Renfrew County District School Board	128,801
54.	Simcoe County District School Board	482,631
55.	Simcoe Muskoka Catholic District School Board	201,866
56.	St. Clair Catholic District School Board	102,063
57.	Sudbury Catholic District School Board	73,223
58.	Superior North Catholic District School Board	13,883
59.	Superior-Greenstone District School Board	44,519
60.	Thames Valley District School Board	726,048
61.	Thunder Bay Catholic District School Board	71,575
62.	Toronto Catholic District School Board	826,645
63.	Toronto District School Board	3,003,553
64.	Trillium Lakelands District School Board	185,802
65.	Upper Canada District School Board	356,971
66.	Upper Grand District School Board	281,898
67.	Waterloo Catholic District School Board	204,641
68.	Waterloo Region District School Board	508,779
69.	Wellington Catholic District School Board	73,943
70.	Windsor-Essex Catholic District School Board	232,561
71.	York Catholic District School Board	475,081
72.	York Region District School Board	944,030

O. Reg. 341/06, Table 11

**APPENDIX 4:**  
**Regional Office Contact Information**

**Barrie Regional Office**

Len Godin  
705-725-7499  
1-866-699 3969

**London Regional Office**

Lynn Sheriff  
519-667-1440 x223  
1-800-265-4221

Rebecca Menzies  
519-667-1440 x231  
1-800-265-4221

**Ottawa Regional Office**

Jacques Torjman (English boards)  
613-225-9210 x136  
1-800-267-1067 x136

Jacques Boulianne (French boards)  
613-225-9210 x 154  
1-800-267-1067 x 154

**Sudbury-North Bay Regional Office**

Laurent Tregonning (English Boards)  
705-564-4298  
1-800-530-2118

Renée Dutrisac (French Boards)  
705-564-4282  
1-800-530-2110

**Thunder Bay Regional Office**

Dawna Johnson  
807-475-1745  
1-800-465-5020, x 1745

**Toronto Regional Office**

Jack Nigro (English Boards)  
416-325-6104  
1-800-268-5755

Royal Piche (French Boards)  
416-325-4150  
1-800-268-5755