

Community-Based Facility Enhancements

Board Policy

Policy Adopted:	May 18, 2018 (M16-0085)
Revision Date:	October 2025
Responsibility:	Superintendent of Facility Services and Planning Superintendent of Business Services and Treasurer

1. Objective

The Halton District School Board (HDSB) recognizes funding for education is the responsibility of the Ministry of Education; however there are instances and opportunities where individuals and entities desire to support local public school education and facility enhancements through specific directed donations.

The purpose of this policy is to define facility enhancements and to outline how such projects may be considered, approved and implemented.

2. Policy Statement

The HDSB is committed to providing the best educational opportunities and supports the enhancement of the environment in its schools or other board facilities for the benefit of students, staff and community.

Therefore, the HDSB will work closely with individuals and other entities to enhance facilities to optimize the use of public assets owned by school boards.

3. Scope

This policy applies to community members, parent councils, partners, vendors, or other donors.

4. Guiding Principles

1. Enhancements projects must align with the HDSB's Multi-Year Strategic Plan.
2. Enhancements projects:

Community-Based Facility Enhancements

Board Policy

- a. shall be complementary to publicly funded education,
 - b. shall not result in an increase to student capacity of a school,
 - c. shall not result in a significant increase in school/board operating or capital costs, and
 - d. shall be fully funded in advance of initiating.
3. Enhancement projects must consider:
 - a. The well-being of students and staff in an HDSB facility,
 - b. Sustainability,
 - c. Ministry of Education Fundraising Guidelines,
 - d. Ethics,
 - e. Human Rights Equity Action and Accountability Plan
 - f. Inclusive Design,
 - g. Culturally Responsive and Relevant Pedagogy, and
 - h. Time required for approval and implementation.
4. Enhancement projects must be submitted through the school principal and depending on scope, may be subject to the approval of the Elementary Program Accommodation Committee, Secondary Program Accommodation Committee, and Administrative Council.
5. Preference will be given to projects that have a positive impact beyond a single facility.
6. The Agreement between the HDSB and/or the Entity and/or individuals must conform to the Education Act and other current legislation.
7. Engaging vendors for service and procurement must follow HDSB policies and the Broader Public Sector Procurement Directive.

Community-Based Facility Enhancements

Board Policy

5. Definitions

“Administrative Council” means a group of staff including the Director of Education, Associate Director, Superintendents, and Executive Officers.

“Elementary Program Accommodation Committee (EPAC)” means a group of staff that meets 4-6 times per year to discuss elementary programmatic needs and capital improvements across the region.

“Enhancement” means improvement to the quality and/or functionality of facilities above the level funded by the Ministry of Education and beyond the level needed to meet curriculum requirements, or improves the timeliness of updating. Enhancements may include items or upgrades that are not deemed essential to facilities by the Board.

“Secondary Program Accommodation Committee (SPAC)” means a group of staff that meets 4-6 times per year to discuss secondary programmatic needs and capital improvements across the region.

Community-Based Facility Enhancements

Board Policy

Related Board Policies and Governance Procedures

Community Planning and Partnerships Policy

Fundraising Policy

Procurement Policy

Third Party Agreements Policy

Related Board Administrative Procedures

Capital Renewal Administrative Procedure

Community Funding of Facility Enhancements Administrative Procedure

Procurement Administrative Procedure

Donations and Charitable Receipts Administrative Procedure

School Fundraising Administrative Procedure

School Generated Funds Administrative Procedure

Third Party Agreements Administrative Procedure

Related Legislation and Industry Documents

Education Act

Ministry of Education, Fundraising Guideline, 2012:B10, May 4, 2012

Broader Public Sector Procurement Directive

Policy Due for Review: October 2029

Revision History

- October 2025, Motion M25-097 - Type of Review: Comprehensive
 - Format to new template
 - Added parameters requiring EPAC, SPAC and/or AC reviews
- June 2021