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COMMUNITY PLANNING AND PARTNERSHIPS

1) PURPOSE

Cooperative and collaborative partnerships are part of the foundation of a strong, vibrant and sustainable public education system. Partnerships can strengthen the role of the schools in communities, provide a place for programs, and facilitate the coordination of, and improve access to, services for students and the broader community.

The following procedure describes the process for establishing facility partnerships with community partners and other entities, specifically in new and existing facilities where students are taught, and for effectively sharing planning information with community organizations, including land use and green space/park planning. It is based on the Ministry of Education Community Planning and Partnerships Guideline, 2015.

2) DEFINITIONS

Community Planning and Partnerships Guideline: Established by the Ministry of Education to encourage school boards to reach out to community organizations to share planning information on a regular basis.

Facility: School or administrative building owned and operated by the school board.

Partner: Entities expressing interest in participating in a facility use partnership agreement deemed eligible by the school board.

Partnership: Co-operative relationship and joint venture in which partners share values, objectives and facility resources.

Entity: Businesses, associations, private or public sector organization or institution expressing interest in becoming an eligible partner.

Facility Partnership Agreement: Legal, contractual agreement outlining expectations between the school board and the community entity.

Not-for-profit: Entities which do not generate profit, or by the nature of their business functions on a cost recovery basis

For-profit: Organizations or commercial entities which by nature of their business generate a profit for an individual, groups of individuals, or a corporation.

Co-building: Cost sharing/ shared investment of capital building projects in a new school, an addition or a major renovation project to provide services and programs for children, families and the broader community.

Surplus space: Space or facility no longer required at present or in the long-term for school board purposes that may be leased, sold or otherwise disposed of as further defined in *Ontario Regulation 444/98*.

Unused/non-surplus space: Unoccupied and/or underutilized space in an operating facility that has not been declared surplus to the school board.

3) GUIDING PRINCIPLES

- a) The school board's primary responsibility is to support student achievement and well-being and ensure that the health and safety of students and employees is protected.
- b) The school board is committed to working together with community partners and other entities to the benefit of the board, students and the community, and to optimize the use of public assets.
- c) The school board will identify through its long-term capital plan that addresses the future needs of students, and strategic plan priorities, possible facility partnerships considering the use of unoccupied space in schools, co-building opportunities and significant renovation projects.
- d) Partnerships will be transparent, sustainable and align with the school board's strategic plan.
- e) Consideration will be given to partnerships that:
 - i) maximize the use of space in schools and board facilities and reduce facility operating costs;
 - ii) improve services and supports available for students;
 - iii) strengthen relationships between the school board, community partners and the public; and
 - iv) provide a foundation for improved service delivery for communities.
- f) No additional costs will be incurred by the school board through facility partnerships.

4) PLANNING AND PARTNERSHIP OBJECTIVES

- a) Opportunities for facility partnerships will be considered when building new schools and undertaking significant renovations, when considering the use of unoccupied space in schools, and when considering properties associated with schools that may close and sites that may be considered for future disposition.
- b) The construction of new schools, additions and renovations represent a significant public investment in a long term asset. It is also an opportunity to leverage other infrastructure investments by co-building with entities that provide services and programs for children, their families and the broader community.
- c) The school board will share long-term capital planning information with community partners and entities and provide sufficient time to respond to presented opportunities. Opportunities may include participation in facility partnerships or contributions to land-use or green space/park plans.
- d) As part of the planning process, when considering a new school or undertaking significant renovations, the school board will notify entities on the Notification List, as described in Section 5) Notification Process, at least one year prior to potential construction start date. The school board will endeavour to provide as much information as possible about the plans and site to support potential partners in determining the projects suitability for their purposes and to identify funding sources.
- e) Similarly, the school board encourages community partners to share planning information and provide as much notification to the school board when they are considering proposals or plans to build their own facilities.

- f) Factors that will be considered to determine which schools are suitable for a facility partnership opportunity include, but are not limited to, the following:
 - i) facility has not been designated as surplus space as per *Ontario Regulation 444/98*;
 - ii) facilities with 60 percent utilization or less for two years and/or have 200 or more unused pupil places;
 - iii) facilities that have space available for self contained, exclusive and secure use or the ability to separate the space used by the partners from the space used by the students during the instructional day;
 - iv) facilities that have space that is not required for existing educational programming and initiatives;
 - v) zoning and site use restrictions;
 - vi) facility condition and renewal needs;
 - vii) issues related to student safety;
 - viii) the school board's student achievement and pupil accommodation strategies (including those that may result in school consolidations and closures);
 - ix) future co-building opportunities known at the time;
 - x) other criteria as deemed appropriate.
- h) Expressions of interest for facility partnership and co-build opportunities will be evaluated in accordance with this procedure and the Ministry of Education's Community Planning and Partnerships Guideline.

5) NOTIFICATION PROCESS

- a) Surplus space being offered for sale or lease by the school board will continue to follow the circulation process as outlined in Ontario Regulation 444/98.
- b) Unused or non-surplus space being offered to partners will follow the notification process outlined below.
- c) Information regarding the intention to build new schools and to undertake significant renovations and information regarding unused space in open and operating schools/ administrative buildings suitable for facility partnerships will be posted on the school board website. Information will be updated on an annual basis, and as needed in the case of co-building opportunities.
- d) The following entities will be included on a Notification List and will be informed when key information regarding community planning and facility partnerships is changed or updated:
 - i) those listed in *Ontario Regulation 444/98*;
 - ii) all applicable levels (single, upper, lower-tier) of municipal government;
 - iii) applicable District Social Administration Board(s) and/or Consolidated Municipal Service Manager(s);
 - iv) applicable Public Health Board(s), Health Integration Network(s) and Children's Mental Health Services;
 - v) child care, early learning and other government funded community partners with existing relationships with the school board; and
 - vi) other entities as determined by the school board.
- e) Other entities interested in being added to the Notification List must contact the Community Engagement Officer.
- f) A public meeting will be held annually, and at other times determined by the school board, to discuss potential planning and facility partnership opportunities with the public and community organizations. The public meeting may be held as part of a regular Board meeting or as deemed appropriate.
- g) Those entities on the Notification List and the general public will be notified of the annual public meeting.

- h) Additional staff level meetings may be held with community partners to discuss potential planning and partnership opportunities, as required.
- i) At the public meeting, or staff level meetings as appropriate, the school board will provide all or relevant portions of the board's long-term capital plan including but not limited to enrolment projections, school capacity, renewal needs, potential consolidations and the proposed construction of new schools, additions or significant renovations, and details of any school or board facility available for facility partnership.
- j) Community organizations and other entities will be asked to bring all relevant planning information, included but not limited to population projections, growth plans, community needs and land-use and green space/park requirements to the public meeting or staff level meeting as appropriate.
- k) Once notified, and/or following the public meeting, community partners and other entities may express their interest in co-building or facility partnership opportunities with the school board. The school board encourages timely expressions of interest to provide sufficient time to determine project suitability, and for partnership planning.
- l) All information pertaining the public meeting, including the invitation list and meeting attendance will be formally documented by the school board.

6) PLANNING PRIOR TO A PUPIL ACCOMMODATION REVIEW

- a) In addition to the planning and notification process noted above, the school board will continue to have discussions with affected municipalities and other community organizations as options to address underutilized space issues in schools within specific areas of the board are explored.
- b) As part of these discussions with community organizations, the school board should obtain a clear indication of any community planning and partnership opportunities in areas where a pupil accommodation review may take place. Additionally, the school board will request technical information from the local municipality or municipalities where a planned pupil accommodation review will occur.
- c) These discussions will inform proposals that administration may present to the Board, including recommendations to undertake an accommodation review.
- d) Planning and information sharing will be carried out prior to and in accordance with the school board's pupil accommodation review process.

7) SELECTION CRITERIA

- a) Partnerships may be established, in compliance with local bylaws, with profit and not-for-profit entities. In addition to consideration of value of the partnership to the students, the following criteria will be used to evaluate the suitability of partners and their proposals as they relate to specific sites. The partnership must:
 - i) not compromise the student achievement strategy of the school board;
 - ii) not compromise the health and safety of students and employees;
 - iii) be appropriate for the school setting;
 - iv) provide services for children, families and the broader community; and
 - v) exist on a cost recovery basis to the school board.
- b) Entities that provide competing education services such as tutoring services, JK-12 private school or private college, and credit offering entities that are not government funded will not be considered for partnership.

- c) Partners must be willing to enter into a lease, shared-used or partnership agreement with the school board and agree to comply with school board policies, procedures and protocol. Partners may be asked to provide financial statements showing financial viability of their organization.

8) AGREEMENTS

- a) Successful partners will enter into a contractual agreement or lease with the school board. The agreement or lease will contain clauses regarding, but not limited to, the following:
- i) space allocated/use of premises;
 - ii) cost sharing;
 - iii) hours of operation;
 - iv) maintenance;
 - v) improvements/alternations to the building;
 - vi) compliance with legislation and board policies, procedures and protocol;
 - vii) insurance/liability;
 - viii) environmental matters;
 - ix) term of the agreement or lease;
 - x) circumstances in which the agreement or lease may be terminated by either party; and
 - xi) other clauses deemed applicable.
- b) Fees will be charged on a cost recovery basis and include operations and capital costs including administration and property taxes, if applicable. Additional costs to perform minor renovations to protect student safety, provide appropriate washrooms, and otherwise to make the space suitable for use by the facility partner will be borne by the partner.
- c) In co-building, partners will be required to pay for and finance their share of construction costs, including proportional share of joint-use or shared space. Agreements cannot be finalized until both parties have an approved source of funding.

Legal References:

- *Education Act*
- *Ontario Regulation 444/98 Disposition of Surplus Real Property*
- Ministry of Education, Community Planning and Partnerships Guideline, 2015
- Ministry of Education, Pupil Accommodation Review Guideline, 2015

District References:

- Policy 1: Board Mission and Goals
- Policy 15: Student Enrolment/School Capacity - Pupil Accommodation Review
- Administrative Procedure 178: Accommodation Review Committee
- Administrative Procedure 540: Community Use of Schools
- Administrative Procedure 550: Building and Property Improvements
- Administrative Procedure 555: Maximizing Use of School Space
- Administrative Procedure 575: Child Care Programs in Schools
- Administrative Procedure 580: Disposal of Real Property