


Windsor-Essex Catholic District School Board



Section: Building/Plant/Grounds

**ADMINISTRATIVE PROCEDURE
Pr B: 08 Community Planning
and Partnerships**

NUMBER:	Pr B: 08
EFFECTIVE:	Sept. 28, 2010
AMENDED:	Oct. 28, 2015
RELATED POLICIES:	B:08 Community Planning and Partnerships
REPEALS:	
REVIEW DATE:	2019-2020

1.0 PROCEDURES FOR COMMUNITY PLANNING AND PARTNERSHIPS

1.1 In accordance with the guiding principles and directives of *Board Policy B: 08 Community Planning and Partnerships*, the Board shall follow these procedures and *Ministry of Education Community Planning and Partnership Guidelines (revised March 2015)*, in addressing community planning and in the development of facility partnerships.

2.0 NOTIFICATION - COMMUNITY PLANNING AND PARTNERSHIPS

- 2.1 For non-surplus space, reserving the right to prioritize the list as it deems appropriate, the Board shall develop a notification list that will include the following:
- entities listed in *Ontario Regulation 444/98 - Disposition of Surplus Properties*;
 - all applicable levels of municipal government (single, upper, lower tiers);
 - applicable District Social Services Administration Board(s) or Consolidated Municipal Service Manager(s);
 - applicable Public Health Boards, Local Health Integration Networks and Children’s Mental Health Centres; and
 - child care operators and government-funded agencies who request to be added to the list.
- 2.2 The Board shall post information on its website regarding its intention to build new schools and to undertake significant renovations and information regarding unused space in open and operating schools and administrative buildings that is available for facility partnerships. This information will be updated at least once a year in the case of space in existing schools, and as needed in the case of co-building opportunities. Entities on its notification list will be informed when information on its website about facility partnership opportunities is updated.

3.0 ANNUAL COMMUNITY PLANNING AND PARTNERSHIP MEETING (CPP Meeting)

- 3.1 The Board shall hold a public meeting at least once a year to discuss potential planning and partnership opportunities with the public and community organizations (CPP Meeting). The CPP meeting may be part of the Board’s regular Board meeting. The Board shall provide advance notice of the public meeting to entities on its notification list.
- 3.2 Additional staff-level meetings may be held to discuss additional information relevant to entities.
- 3.3 During the annual public meeting or during the optional staff-level meeting, as deemed

appropriate by the Board, Administration will provide/present all or a portion of the Board's capital plan, details of any schools deemed eligible for facility partnerships, relevant information available on their website, and any supplementary community planning and partnership information.

- 3.4 When inviting entities on the notification list to the annual meeting, the Board will request that organizations prepare to bring relevant planning information, including but not limited to, population projections, growth plans, community needs, land-use and green space/park requirements. The Board will listen to what needs or plans community partners may have. The invitation list, the entities in attendance at the annual CPP meeting, and any information exchanged will be formally documented by the Board.

4.0 PLANNING PRIOR TO A PUPIL ACCOMMODATION REVIEW

- 4.1 In addition to the annual CPP meeting, the Board will continue to engage in discussions with affected municipalities and other community organizations in exploring community planning and partnership opportunities to address underutilized space issues in schools within specific areas of their board.
- 4.2 The Board will request technical information, including population and future development projections, from the local municipality or municipalities where a planned pupil accommodation review will occur.

5.0 CO-BUILDING WITH COMMUNITY PARTNERS

- 5.1 As part of the Board's planning process, when considering building a new school or undertaking significant addition or renovation, the Board will notify the entities on the notification list one (1) to three (3) years prior to the potential construction start date, where practical. The notification shall be supported by a Board resolution. The Board does not need to have an identified source of funding or Ministry approval when notification is provided.
- 5.2 Once notified, entities may express their interest in co-building with the Board. The Board will then evaluate the expressions of interest to select partner(s) based on the Board's criteria regarding the eligibility of partners.
- 5.3 The Minister of Education's approval may be required depending on the provision under the *Education Act*. Partnership agreements cannot be finalized until both the Board and the partner(s) have an approved source of funding.

6.0 SHARING UNUSED SPACE IN EXISTING SCHOOLS

- 6.1 As part of its planning process, the Board will review underutilized open and operating schools and administrative facilities for their suitability for community partnership based on the Board's eligibility criteria.
- 6.2 Should the Board identify space in an existing school/facility that is both suitable for facility partnerships and is available for the long-term, the Board shall consider declaring the space surplus and circulating it for lease through *O. Reg. 444/98*. If the space is suitable for

facility partnerships but is not surplus to Board needs, the Board will follow the notification process outlined within this procedure and Ministry of Education guidelines.

7.0 CRITERIA FOR ESTABLISHING FACILITY SUITABILITY AND ELIGIBILITY FOR COMMUNITY PARTNERSHIP

7.1 The Board has the authority to make decisions regarding its school facilities and the use of its facilities that are consistent with the *Education Act*, municipal zoning and other legal restrictions, and will identify which schools will or will not be suitable for facility partnerships. Available space is not the only criteria for selecting schools for partnerships. The Board will also consider, among other factors:

- issues related to student safety;
- student achievement and pupil accommodation strategies (including those that may result in school consolidations);
- zoning and site use restrictions;
- facility condition;
- the configuration of space;
- the ability to separate the space used by partners from the space used by students.

7.2 In keeping with the intent of the Community Planning and Partnerships Policy, primary criteria regarding the eligibility of partners shall include the value of the partnership to students, the school and the local Catholic community. Among other factors, the Board will also consider the following:

- partners must be respectful of the Catholic Faith;
- health and safety of students must be protected;
- partnerships must be appropriate for the school setting;
- partnerships must not compromise the student achievement strategy;
- partnerships may be considered with organizations that are for-profit and not-for-profit and the venture must be financially viable in the opinion of the Board;
- partners must be willing to execute a lease/license/joint use/partnership agreement;
- partnerships must be transparent, sustainable and supportive of student achievement;
- entities that provide competing education services such as tutoring services, JK - 12 private schools or private colleges, and credit offering entities that are not government-funded are not eligible partners.

8.0 PARTNERSHIP AGREEMENTS AND COST RECOVERY

8.1 Potential partners shall be provided clear instructions regarding their rights and responsibilities as tenants, including maintenance standards and the applicability of Board user policies, including those addressing accessibility and inclusiveness.

8.2 On a cost recovery basis, the fees charged to partners should cover the operations and capital cost, including administrative costs and property taxes related to the space occupied by the partner. Additional costs to perform minor renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by facility partners should be borne by the partners. In the case of co-building, partners will be required to pay for and finance their own share of construction, including a proportional share of joint-use or shared space.

8.3 All Board approved partners shall enter in to a lease/license/joint use/partnership agreement that includes, but shall not be limited to, the following:

- Term of Partnership/lease/licence;
- Space Utilization;
- Cost Assessment/Recovery;
- Hours of operation;
- Maintenance;
- Compliance with legislation;
- Improvements or alterations to the building;
- Insurance/liability;
- Dispute Resolution;
- Termination.