

COMMUNITY PLANNING AND FACILITY PARTNERSHIPS

B.F.01

ADMINISTRATIVE PROCEDURE**PURPOSE**

The Community Planning and Facility Partnerships (CPFP) administrative procedure provides the procedural framework to identify and undertake facility partnerships with community partners whose operations enhance and respect the Board's own vision, mission statement, values, as well as the Board's Multi-Year Strategic Plan and strategic direction.

This procedure has been developed in accordance with the principles defined in Board Policy *B.F.01 Community Planning and Facility Partnerships*.

REQUIREMENTS**1.0 Identifying Suitable Space for Partnership Opportunities**

Partnership opportunities in underutilized space and potential co-build opportunities for future capital projects will be identified through the Board's Annual Pupil Accommodation Report.

1.1 Under-utilized Space

Board staff shall undertake a yearly analysis of all schools to determine whether there are factors that indicate that a school is suitable for a partnership opportunity.

The analysis should include, but is not limited to, an assessment of short and long term enrolment projections, the latest approved Pupil Accommodation Report, on-the-ground (OTG) capacities, school facility conditions (FCI), and existing uses in the facilities.

The following factors, where applicable, should be considered in determining the suitability of facilities for partnerships opportunities:

- a) Facilities utilized at 60% or less for 2 consecutive years and/or have 200 or more unused pupil places;
- b) Facilities projected to be 60% utilized or less for the next 5 years and/or have 200 or more projected unused pupil places for at least 5 years from the start of the partnership;
- c) Ability to identify and create a separate, distinct, and contiguous space within the facility, separate from the students;
- d) Facility is not located within an area where a Pupil Accommodation Review has been announced, subject to Board Policy *S-09*;

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- e) Space will not be required in the future for programming or other uses;
- f) Appropriate access to the space;
- g) Parking Availability;
- h) Site use restrictions; and,
- i) Official Plan Designation and/or Zoning Restrictions;
- j) Any other criteria as determined by the Board.

Board staff will consult and determine whether there are other internal board uses for the under-utilized space. Board staff will also identify a list of schools that have suitable spaces for partnership opportunities, and space specification in regards to (but not limited to) the size, location, available facility amenities, and required renovations or upgrades if needed.

1.2 Co-Building with Community Partners

New schools, additions and significant renovations may, at the Board's discretion, be considered as opportunities for partnerships. Site size, topography and other restrictions may limit partnership opportunities. The Board will evaluate each capital construction opportunity on a case by case basis to determine whether a partnership may be appropriate and advantageous to the Board.

Co-build opportunities with eligible partners will be evaluated on a case-by-case basis. The Board will clearly 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. Eligible partners can express interest in co-building partnerships to the Board, by way of a letter to the Director of Education.

2.0 Public Notification Process

The completed Annual Pupil Accommodation Report is to be used as the basis for informing the public and identified stakeholders of space identified by the Board as being available for partnerships opportunities.

2.1 Annual Community Planning and Facility Partnership Meeting and Community Consultation

Board staff will hold at least one (1) public meeting per year to discuss potential planning and partnership opportunities with the public and community organizations. Board staff will notify the entities on the Approved Partner Notification List of the scheduled public meeting, as well as post the information on the Board website for broader public access.

The Board will be apprised of the needs or plans that community partners may have. The invitation list, the entities in attendance at the annual meeting and any information exchanged will be formally documented by the Board.

During the annual meeting, the Board will outline:

- a) all or a portion of the Board's Annual Pupil Accommodation Report**
- b) details of any schools deemed eligible for facility partnerships**
- c) relevant information available on the Board's website and any supplementary Community Planning and Partnership information**

Those that are interested in being on the approved notification list or interested in partnering with the Board to use existing space within a school or co-building are encouraged to contact the Director of Education directly instead of waiting for the annual public meeting to express their interest. Contact information will be posted on the Board's website and provided through public notification.

For space that has been deemed suitable for partnership opportunities the following pertinent details should be listed on the Board's website:

- a) School/site name**
- b) Municipal address**
- c) Current zoning**
- d) Size of the space (if available)**
- e) Amenities available in space (Building Floor Plans)**
- f) Anticipated timing of when the space will become available**
- g) Term of availability of space, if known**
- h) Anticipated timing of construction projects (co-building)**
- i) Estimated duration of available space for partnerships**
- j) Estimated cost for the shared use of space that a partner could anticipate, if available**
- k) Suitable partner uses, where applicable (some space may only be suited for certain types of partners)**
- l) Any other pertinent information**

2.2 Notification to Partners

This notification process applies to underutilized space as explained in Section 1.1, identified through this procedure. The Board will post information on the website regarding:

- a) intention to build new schools**
- b) major renovation projects**
- c) specification of unused space available for community partnerships.**

Board staff will post the list of suitable facilities on the Board's website, and will circulate a notification letter to the entities identified on the Approved Notification List.

Approved Partner Notification List: entities include:

- a) **Agencies listed under Ontario Regulation 444/98:**
 - i. **Co-terminus School Boards**
 - ii. **Local Municipality within the Board's jurisdiction**
 - iii. **Local colleges and universities**
 - iv. **Provincial Government**
 - v. **Federal Government**
- b) **Agencies required under the Ministry Community Planning and Partnerships Guideline**
 - i. **District Social Services Administration Board(s) or Consolidated Municipal Service Manager(s)**
 - ii. **Public Health Boards, Local Health Integration Networks and Children's Mental Health Centres**
- c) **Other agencies approved by the Board**
 - i. **Diocese of Hamilton**
 - ii. **The Board's Existing Child Care Operator(s)**
 - iii. **Other entities as requested and approved by the Board**

Non-eligible entities include:

- a) **Entities that provide competing education services such as tutoring services, JK-12 private schools or private colleges, adult education programs similar to those run by the Board, and credit offering entities that are not government-funded**
- b) **Others as deemed not-eligible by the Board**

3.0 Partnership Selection and Proposals

The Board will consider and at its sole discretion, determine the eligibility of an applicant to become an approved community partner. Interested partners that meet the criteria outlined in Section 3.1 are invited to submit proposals through an application form (see attached as Schedule A). Application forms will also be posted on the Board's website.

3.1 Selection Criteria

Partnerships will be evaluated based on how well the proposal meets the community partnership selection criteria listed below. The Board will have full discretion when evaluating partners and their compatibility and suitability for each facility.

The Board will use the following criteria to evaluate the suitability of partners and their proposals as they relate to specific sites.

3.1.2 The community partnership is expected to follow the suitability principles as outlined in Board Policy *B.F.01 Community Planning and Facility Partnerships* for primary consideration.

3.1.3 The community partner must also:

- **provide financial statements showing financial viability of their organization;**
- **provide proof of liability insurance (minimum of \$5,000,000.00);**
- **agree to operate in accordance with Board Policies and Procedures;**
- **be willing to enter into a lease, license, or joint-use/ partnership agreement;**
- **agree that all staff from the partnership entity working on school property complete a criminal background check and vulnerable sector screening; and,**
- **be able to bear the costs of minor renovations to protect student safety, provide appropriate washrooms and otherwise make the space suitable for use by the partner.**

Board staff will prepare a report summarizing partnership applications, evaluation, and recommendations for partnership to the Board of Trustees (if any). Input from affected school administrators (both Principals and Vice-Principals) and Family of Schools Superintendents will be considered in the evaluation process.

If the Board of Trustees approves a partner, then that organization will be added to the Approved Partner Notification List.

4.0 Partnership Agreements and Cost Recovery

4.1 Agreements

The Board will provide clear instructions to potential facility partners regarding their rights and responsibilities as tenants, including maintenance standards and the applicability, or lack thereof, of the Board's user policies.

The successful partner is expected to enter into agreements for the use of space within Board facilities. The Board will ensure that all legal agreements comply with the Education Act and protect the rights of the Board.

Facility partnerships and agreements will be reviewed on an annual basis, subject to the needs of the school, and the needs of the Board.

4.2 Cost Recovery

No additional costs should be incurred by the Board to support facility partnerships. Fees will be charged to partners to cover operating costs, capital costs, administrative costs and property taxes (if applicable), for the space occupied by the partner. This will be done on a cost-recovery basis. These fees may also cover legal expenses if deemed necessary.

In co-building, facility partners will be required to pay for and finance their share of construction, including a proportional share of joint-use or share space.

Additional costs to obtain municipal approvals, perform renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by facility partners will be borne by the partner.



SCHEDULE A

Application of Interest Community Planning and Facility Partnerships

APPLICANT NAME:

ORGANIZATION:

ADDRESS:

CITY:

POSTAL CODE:

PHONE:

FAX:

EMAIL:

WEBSITE:

DESCRIBE YOUR DAY TO DAY OPERATIONS THAT YOU ARE PROPOSING FOR THIS PARTNERSHIP:

HOW WILL A PARTNERSHIP BETWEEN THE BOARD AND YOUR ORGANIZATION PROVIDE A BENEFIT TO THE STUDENTS AT THE SCHOOL, OR TO THE BOARD?

NAME OF SCHOOL FOR PARTNERSHIP:

WHAT ARE YOUR SPACE REQUIREMENTS:

NUMBER OF CLASSROOMS:		SQUARE FEET/ METERS	
WASHROOMS:		STORAGE SPACE:	
PARKING SPACES:		HOURS OF OPERATION:	

WHO WILL BE ACCESSING/USING THE SPACE ON A DAY TO DAY BASIS?			
STAFFING:		CLIENTS:	
VISITORS:		OTHER:	
ARE ANY MUNICIPAL APPROVALS REQUIRED? IF YES, EXPLAIN...			
WHAT IS THE TIMELINE YOU ARE PROPOSING TO BEGIN OCCUPYING THE SPACE AND FOR HOW LONG?			
DO YOU EXPECT TO UNDERTAKE ANY CAPITAL IMPROVEMENTS? IF YES, EXPLAIN...			
WHAT IS YOUR SOURCE OF FUNDING FOR THIS PARTNERSHIP?			
OTHER COMMENTS/ATTACHMENTS:			

DATE OF SUBMISSION:

Revised: March 1, 2016