

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

## COMMUNITY PLANNING AND PARTNERSHIPS

AS 15.3  
2016 06 28

### POLICY

Cooperative and collaborative relationships with community organizations are part of the foundation of a strong, vibrant and sustainable publicly funded education system. Responsible stewardship of resources are supported by the practice of optimizing board resources through purposeful facility partnerships within the context of the board's responsibilities for student achievement, well-being of students and staff, safety, and pupil accommodation strategies. This can be supported by reaching out to community organizations on a regular basis to share planning information and to support effective planning with community partners. Offering space in schools to facility partners can reduce facility operating costs, improve services and supports available to students, strengthen relationships with community partners and the public, maximize the use of public infrastructure through increased flexibility and utilization, and provide a foundation for improved service delivery for communities.

It is the policy of the NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD that it may enter into facility partnerships when building new schools, undertaking significant renovations, and when considering the use of unused space in schools.

This Policy implements the Community Planning and Partnerships Guideline released by the Ministry of Education on March 26, 2015 (Appendix A).

### ADMINISTRATIVE PROCEDURE

#### 1. Partnership Suitability

The Board will determine which facilities are suitable for facility partnerships, which entities are suitable as partners and when to enter into a partnership.

Partner suitability considerations shall include respect for the values of the Nipissing-Parry Sound Catholic District School Board (NPSCDSB) and the Catholic faith, protection of student health and safety, the appropriateness for the school setting, non-interference with school/board operations and activities, compliance with local bylaws, and the partnership must not compromise student achievement.

Eligible facility partners include non-profit and for-profit entities. Entities that provide competing education services such as tutoring services, JK-12 private schools or private colleges, and credit offering individuals and organizations that are not government-funded are not eligible partners.

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**2. Notification Process**

Information regarding new school construction, significant renovations and unused space in operating schools that is available for facility partnerships will be posted on the Board's website. 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.

Where unused space is declared surplus, the board will follow the circulation process outlined in Ontario Regulation 444/98 – Disposition of Surplus Property.

Where unused space is available for partnerships, or where the partnership opportunity involves new construction; information will be provided to potential partners through a notification process. The facility partnership notification list will include, at a minimum the following:

- the entities listed in Ontario Regulation 444/98 – Disposition of Surplus Properties,
- all applicable levels of municipal government,
- 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.

**3. Annual Meeting**

A public meeting will be held at least once a year to discuss potential planning and partnership opportunities with the public and community organizations. The community planning and partnership (CPP) meeting may be a stand alone meeting or may be part of the Board's regular Board meeting. Advance notice of the meeting shall be provided to the entities on the notification list.

Additional staff-level meetings may be held to discuss additional information with relevant entities.

During the CPP meeting, Senior 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.

When inviting entities on the notification list to the annual meeting, Senior Administration 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, and any information exchanged will be formally documented.

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| <p><b>4. Pupil Accommodation Review</b></p> <p>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.</p> <p>Technical information may be requested, including population and future development projections, from the local municipality or municipalities where a planned pupil accommodation review will occur.</p> <p><b>5. Co-building</b></p> <p>When considering the building of new schools or significant additions and/or renovations, entities on the notification list will be notified where possible 1 to 3 years prior to the potential construction date. The notification should be supported by a board resolution.</p> <p>Once notified, entities may express their interest in co-building with the Board. The expressions of interest will be evaluated based on the Board’s criteria regarding the eligibility of partners.</p> <p>Any partnership agreement may require the Minister’s approval depending on the provision under the Education Act and cannot be finalized until the board and partner has an approved source of funding.</p> <p><b>6. Sharing Unused Space in Existing Schools</b></p> <p>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.</p> <p>When selecting schools for facility partnerships the following criteria will be considered:</p> <ul style="list-style-type: none"> <li>• Facilities that have been 60 percent utilized or less for two years and/or have 200 or more unused pupil places, will be considered for the sharing of space;</li> <li>• In certain circumstances facilities utilized greater than 60 percent and have less than 200 unused pupil places may be considered for the sharing of space;</li> <li>• Student safety and well-being;</li> <li>• The board’s student achievement and pupil accommodation strategies (including those that may result in school consolidations and closures);</li> <li>• Zoning and site use restrictions;</li> <li>• Facility condition;</li> <li>• Configuration of space and ability to separate space used by partners from the space used by student.</li> </ul> <p>If space is suitable for facility partnerships and available for the long term, declaring the space surplus and circulating it for lease through Ontario Regulation 444/98 will be considered.</p> |                               |

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If space is suitable for facility partnerships but is not surplus to board needs, the notification process will be followed.

**7. Partnership Agreements and Cost-Recovery**

Clear instructions will be provided to partners regarding their rights and responsibilities as tenants, including, but not limited to maintenance standards and the applicability of board user policies.

In co-building, partners will be required to pay for and finance their share of construction, including a proportional share of joint-use or shared space. Where the co-build partner portion is of a substantial size the preference will be that the partner own the property on which their portion of the co-build stands.

Partnerships will operate at no additional cost to the board. Fees will be charged on a cost recovery basis for operating costs, capital costs, administrative costs and property taxes (if applicable). Additional costs to obtain municipal approvals, perform minor renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by facility partners would be borne by the partner.