



Community Planning & Facility Partnerships

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Memo To: All Staff
From: Director of Education

ACCESSIBILITY:

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PURPOSE:

The Ministry of Education's Community Planning and Partnership Guideline requires school boards to identify schools that are suitable for a facility partnership based on locally-determined criteria. This administrative procedure provides the criteria, process, and goals for facility partnerships.

REFERENCES:

- [Ministry of Education, Community Planning and Partnerships Guideline](#)
- [Ontario Regulation 444/98](#) – Disposition of Surplus Real Property and Acquisition of Real Property
- [Executive Limitation IV 008](#) - Financial Conditions and Activities
- [Executive Limitation IV 010](#) – Facilities / Accommodations
- [APF002](#) - Use of School Facilities

FORMS:

- N/A

REPORTS:

- N/A

APPENDICES:

- Appendix A: [Approved Partner List](#)

COMMENTS AND GUIDELINES:

This administrative procedure provides a framework to establish facility partnerships within existing and new schools to benefit the Waterloo Catholic District School Board (WCDSB), students, families, and school communities in the following ways:

- Reducing of operating costs
- Enhancing services and supports available to students
- Strengthening relationships between WCDSB, community partners, and the public
- Maximizing the use of public infrastructure through increased flexibility and utilization
- Providing opportunities for infrastructure that would better serve the school communities



New schools and schools receiving major additions or renovations will be considered for co-building partnerships where site conditions and timing allow.

Unused space within existing schools may also be considered for partnership opportunities, but not all unused space will be considered suitable.

License, lease, or joint-use agreements will be used to enter a facility partnership with another entity.

Identifying Facility Partnerships

Facility partnerships are identified in the following ways:

- The Long Term Accommodation Plan (LTAP) is used for identifying space that is suitable for facility partnerships. The LTAP includes enrolment projections, school capacities, potential consolidations (closures), and construction projects (new schools, additions, significant renovations).
- WCDSB is an active participant in municipal planning and development processes. The potential for facility partnerships at new schools may be identified through this participation. Similarly, WCDSB works with the Regional Municipality of Waterloo to identify potential locations of future childcare centres and EarlyON centres.
- Organizations and agencies are encouraged to contact the [Planning Department](#) to discuss potential opportunities for facility partnerships, co-building, and to share their long-term plans.
- On an annual basis, WCDSB will invite the Approved Partners listed in Appendix A to a public meeting to inform them of available partnership opportunities. Other interested parties are also welcome to attend this meeting.
- Upcoming partnership opportunities will be posted on the WCDSB website.
- In some instances, WCDSB may issue a request for proposal (RFP) to community partners where a specific partnership is being sought to complement the particular needs of a school community.

Criteria for Identifying Eligible Existing Spaces

Decisions on available space will be made in a way that is well-informed, well-coordinated, transparent, and consistent with the goals and priorities of WCDSB.

The following factors will be used to determine if a space is suitable for partnership.

1. Schools where there are 200 or more surplus pupil places or where the school is at or below 70% utilization and this trend is expected to continue
2. No accommodation review is expected in the next 3 years
3. Size and configuration of the available space
4. Ability to separate the partner occupied space from student areas, including entrances and washrooms
5. Adequate parking for both the school and partner
6. Site use restrictions, including municipal zoning requirements
7. The space is not required for school programs or other Board needs
8. Facility condition including the adequacy of utilities
9. Other criteria as appropriate

Partner Selection

Approved partners are agencies listed in Ontario Regulation 444/98 and the Community Planning and Partnership Guideline (as amended) or an existing partner as identified in Appendix A: Approved Partners.

The following factors will be used to determine if a partner is suitable for the WCDSB and the specific school and location:

1. Respect for Board and Catholic values
2. Appropriate for a school / board setting
3. Partner activities will not interfere with school / WCDSB operations and activities
4. Willingness to enter into a license, lease, or joint-use agreement
5. Ability to pay for the full capital costs for any required renovation work or addition in advance of occupancy
6. Ability to pay for ongoing operating costs associated with partner's use of facility
7. Protection of the health and safety of students and staff

Non-eligible partners include:

1. Political organizations
2. Other organizations as identified by WCDSB

Where multiple agencies or organizations may be interested in a partnership opportunity (i.e., childcare), the successful partner will be selected through a fair and transparent process (e.g. RFP process).

Proposal Evaluation

At a minimum, partnership proposals will be evaluated based on the following criteria.

1. The type of use proposed and its compatibility with a school setting;
2. The benefits, if any, to the school, the school community or the board;
3. Experience with similar proposals;
4. Facility requirements (dedicated space, shared space, hours of operation, parking, etc.);
5. Timing (date for commencement of the partnership, duration of the partnership);
6. Funding availability and financial statements;
7. Required capital improvements, including sources of funding;
8. The ability to ensure the safety of students and staff.

Agreements and Cost Recovery

Partnerships will operate at no additional cost to the WCDSB. The exception to this will be when WCDSB chooses to support a partnership which offers desirable benefits to a school's community.

For partnerships in existing buildings, additional costs to obtain municipal approvals, perform renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by the facility partner will be borne by the facility partner.

Partners will be required to enter into a standard form of agreement for the use of WCDSB's space.

Intermittent, Temporary or Part-Time Use

Partners requiring a small amount of space, intermittent use or temporary use may be accommodated in accordance with APF002 – Use of School Facilities.