



Administrative Procedures Memorandum

APF012: Community Planning and Facility Partnerships

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MEMO TO: All Staff

FROM: Director of Education

PURPOSE

The purpose of this administrative procedures memorandum is to provide a framework to work with community organizations to benefit the board, students, and the community.

The board's primary responsibility is to support student achievement and safety. Within this context, the intent of this administrative procedures memorandum is to:

- Reduce operating costs for school boards and government;
- Improve services and supports available to students;
- Strengthen relationships between WCDSB and community partners and the public;
- Maximize use of public infrastructure through increased flexibility and utilization; and
- Provide a foundation for improved service delivery for communities.

This procedure applies to arrangements for regular and consistent use of board facilities where such uses are operating during the normal school day (i.e. Monday to Friday; 6 am to 6 pm). For all other use of school facilities refer to APF002 – Use of School Facilities.

REFERENCES

Education Act, Regulation 444/98 – Disposition of Property
Executive Limitation IV 008 “Financial Conditions and Activities”
Executive Limitation IV 009 “Accommodations”
Ministry of Education, Community Planning and Partnerships Guideline, March 2015

APPENDICES

Appendix A – Approved Partner List
Appendix B – Partner Application

COMMENTS AND GUIDELINES

The Ministry of Education released the “Community Planning and Partnership Guideline” in March 2015. This replaces the previous “Encouraging Facility Partnerships” directive from 2010.

The Guideline does not prevent school boards from closing schools or from disposing of surplus assets when required. Boards are still expected to use Ontario Regulation 444/98 to lease or sell surplus assets.

Boards are expected to identify which schools will or will not be suitable for a facility partnership based on board-determined criteria. License or joint-use agreements will be used to enter into a facility partnership with another entity. There are circumstances where unused space within a school will not be considered suitable for a partnership nor be considered as surplus.

This procedures document follows the eight (8) sections outlined in the Ministry Guideline

1.0 SCHOOL BOARD PLANNING AND BROADER COMMUNITY OBJECTIVES

WCDSB will use their capital plan as the basis for identifying space that is suitable for facility partnerships. The capital plan includes enrolment projections, school capacity, renewal needs, potential consolidations (closures), and construction projects (new schools, additions, significant renovations).

WCDSB will share this information with community partners by posting the document on the board’s website.

2.0 COMMUNITY PLANNING AND PARTNERSHIP (CPP) POLICIES

It is the role of the board to determine which facilities are suitable for partnerships and which entities are suitable as partners. These decisions should be made in a way that is well-informed, well-coordinated, transparent, and consistent with the goals and priorities of WCDSB’s Multi-Year Strategic Plan, WCDSB’s Catholic values and social teachings, as well as student achievement, well-being and safety.

2.1 Identification of Suitable Space

The following factors will be used to determine if space is suitable for a partnership. The factors listed below are considered a starting point and additional factors may also be considered.

- Schools where there are 200 surplus pupil places or the school is at or below 70% utilization and this trend is expected to continue
- No accommodation review is expected within the next 3 years
- The space is not required for school resources or other board programming
- Size and configuration of the available space
- Ability to separate the partner occupied space from student areas
- Availability of separate exterior entrance
- Adequate parking for both the school and partner needs
- Site use restrictions
- Facility condition including the adequacy of utilities
- Municipal zoning bylaw restrictions
- Other criteria as appropriate

2.2 Partner Selection

Potential partners will be listed on the Approved Partner List (Appendix A). Partners will be notified of upcoming capital projects and available space in existing schools/facilities. Based on the interest of potential partners, the partnership will be evaluated to determine its suitability for the board and the particular school/location.

The Approved Partner List will include, but not be limited to, the following:

- Diocese of Hamilton
- Agencies listed under Ontario Regulation 444/98 (other school boards should not be disadvantaged by WCDSB facility partnerships policies)
- Applicable District Social Services Administration Boards or Consolidated Municipal Service Managers
- Region of Waterloo Public Health
- Waterloo Wellington Local Health Integration Network
- Children's Mental Health Centres
- Childcare providers with current operations in WCDSB schools

Organizations and agencies interested in partnering with WCDSB must complete the Approved Partner Application Form (Appendix B). The application will be evaluated based on the partner selection criteria outlined below.

- Respect the values of the WCDSB and the Catholic faith
- Health and safety of students and staff must be protected
- The partner is appropriate for a school / board setting
- The student achievement strategy will not be compromised (partnerships that support student achievement will be given priority)
- Partner activities will not interfere with school / board operations and activities
- The use must comply with local by-laws
- Willingness to enter into a license, or joint-use / partnership agreement
- Ability to pay full costs related to capital improvements and operations

Non-eligible partners include:

- 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 WCDSB, and credit offering entities that are not government-funded
- Political organizations
- Other organizations as identified by the WCDSB

3.0 NOTIFICATION PROCESS

For surplus space being offered for sale or lease, the board will continue to follow the circulation process outlined in Ontario Regulation 444/98. For all other space, the procedures outlined in this document will apply.

Information regarding new school construction, including major renovations, and unused space in open and operating schools and administrative buildings that is available for partnerships will be posted on the board website. This information will be updated on an annual basis or as needed. Entities on the Approved Partner List will be notified when the information on the board website has been updated.

A contact name and number will be available on the website to respond to facility partnerships inquiries.

4.0 ANNUAL CPP MEETING

WCDSB will hold at least one meeting per year to discuss potential planning and partnership opportunities with the public and community organizations. This meeting may be held as part of a regular board meeting.

The meeting will be advertised to the general public as well as entities on the Approved Partner List. The invitation to approved partners should include a request for any pertinent planning information related to the process.

During the meeting, WCDSB staff will share relevant information from the capital plan, details of the schools identified for partnerships, and other pertinent information.

The invitation list, attendees, as well as the information exchanged should be formally documented by WCDSB.

5.0 PLANNING PRIOR TO AN ACCOMMODATION REVIEW

WCDSB should obtain a clear indication of any community planning and partnership opportunities in areas where an accommodation review may take place. Technical information (e.g. population projections, development information, etc.) may be requested from municipalities for these areas.

6.0 CO-BUILDING WITH COMMUNITY PARTNERS

Proposed new schools, additions, and significant renovations are identified in the board's Capital Plan. Where possible, WCDSB will notify approved partners one (1) to three (3) years in advance of the potential construction start date. An approved funding source for WCDSB's portion of a construction project is not required prior to partner notification.

Notification should be supported by a board motion.

Community partners are encouraged to provide notification to the board when they have proposals or plans to build their own facilities. This information can be provided directly to the contact person listed on the website or during the annual CPP meeting held by the board.

6.1 Interested Partners

After receiving notification of co-build opportunities, interested partners may submit a proposal and initiate discussions with the board to determine whether the proposed partnership would be a suitable fit. Interested partners must be on the Approved Partner List. If they are not, then they must submit an Approved Partner Application Form.

In some instances, the board may issue a request for expressions of interest to community partners where a specific partnership is being sought to complement the particular needs of a school community.

6.2 Evaluation

Proposed partnerships will be evaluated to determine compatibility with school operations. Consultation with the school community may be required prior to implementation.

Should the board receive multiple proposals, each proposal will be evaluated and a determination will be made regarding its suitability. There may be cases where more than one partnership is feasible at one site.

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

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

7.0 SHARING UNUSED SPACE IN EXISTING SCHOOLS

Board facilities will be assessed on an annual basis through the board's capital planning process to determine whether there are unused spaces available in schools that may be appropriate for partnerships.

The Approved Partner List will be notified of available space. This notification should include information about the size, location, facility amenities and required renovations, if needed.

This notification should be supported by a board motion.

From time to time, there may be a small amount of vacant space within board facilities that would not normally be considered as unused or surplus and therefore would not be listed as available space for partners. The board recognizes that there may be certain partnership programs, requiring minimal space that could operate within a school setting and would provide a valuable service to students. These spaces would be considered for partnership on a case by case basis.

The process outlined under sections 6.1 and 6.2 will be followed to receive proposals from interested partners and to evaluate the merits of those proposals.

8.0 PARTNERSHIP AGREEMENTS AND COST RECOVERY

Partnerships will operate at no additional cost to the board. The exception to this would be when the board chooses to support the partnership based on the board's student achievement strategy.

In co-building situations, 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.

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.

The WCDSB will provide clear instructions to partners whose partnership proposal has been accepted and are entering into either a formal agreement (joint use, joint venture, license or lease) or a letter of intent, about their rights and responsibilities as tenants, including, but not limited to maintenance standards and the applicability or the lack thereof, of board user policies, including accessibility and inclusiveness policies.