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FACILITY PARTNERSHIPS

1. PURPOSE

Cooperative and collaborative partnerships are part of the foundation of a strong, vibrant and sustainable public education system. Partnerships can strengthen the role of the schools in communities, provide a place for programs and facilitate the coordination of, and improved access to, services for students and the broader community.

The following procedure provides board expectations and guidelines for establishing facility partnerships with community partners specifically in new and existing facilities where students are taught.

2.0 DEFINITIONS

Facility: school or administration building owned and operated by the board.

Partner: Entities expressing interest in participating in a facility use partnership agreement deemed eligible by the Board.

Partnership: co-operative relationship and joint venture in which partners share values, objectives and facility resources.

Entity: businesses, associations, private or public sector organization or institution expressing interest in becoming an eligible partner.

Facility Partnership Agreement: legal, contractual agreement outlining expectations between the board and the community entity.

Non-profit: entities which do not generate profit, or by the nature of their business functions on a cost recovery basis

For-profit: organizations or commercial entities which by nature of their business generate a profit for an individual, groups of individuals, or a corporation.

Co-building: cost sharing/ shared investment of capital building projects in a new school, an addition or a major renovation project to provide services and programs for children, families and the broader community.

Surplus space: space or facility no longer required at present or in the long-term for board purposes that may be leased, sold or otherwise disposed of as further defined in *Ontario Regulation 444/98*.

Unused space: unoccupied and/or underutilized space in an operating facility that has not been declared surplus to the board.

3. GUIDING PRINCIPLES

- 3.1 The board is committed to working with community partners in order to share facilities to the benefit of the board, students and the community, and to optimize the use of schools and facilities owned by the board.
- 3.2 The board's primary responsibility is to support student achievement and ensure that the health and safety of students is protected.
- 3.3 Partnerships will be transparent, sustainable and align with the board's system plan.
- 3.4 Consideration will be given to partnerships that:
- maximize the use of space in board schools and facilities and reduce facility operating costs;
 - improve services and supports available for students;
 - strengthen relationships between the board, community partners and the public; and
 - provide a foundation for improved service delivery for communities.
- 3.5 No additional costs will be incurred by the board through facility partnerships.
- 3.6 Unused space being offered to partners by the board will follow the circulation process and order of priority as outlined in *Ontario Regulation 444/98*.
- 3.7 Surplus space being offered for sale or lease by the board will continue to follow the circulation process as outlined in *Ontario Regulation 444/98*.

4.0 OPPORTUNITIES FOR PARTNERSHIP

- 4.1 The board will identify through its capital planning process and review of school utilization, possible facility partnerships considering the use of unoccupied space in schools, co-building opportunities and significant renovation projects.
- 4.2 New schools, additions and significant renovations may be considered as co-building opportunities for partnerships.
- 4.3 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. In turn, community partners are encouraged to provide notification to the board when they have plans or proposal to build their own facilities.
- 4.4 Factors that will be considered to determine which schools are suitable for a facility partnership opportunity include, but are not limited to the following:
- facility has not been designated as surplus space as per *Ontario Regulation 444/98*;
 - facility is not located in an area identified for an accommodation review within the next three years;
 - facilities with 60 percent utilization or less and/or have more than 200 unused pupil places for the past two years;
 - facilities that are projected to be 60% utilized or less and/or projected 200 unused pupils places for the next five years;
 - facilities that have space available for self contained, exclusive and secure use of the partners separate from the schools day to day operations;
 - facilities that have space that is not required for board programming;
 - future co-building opportunities known at the time;
 - zoning and by-law restrictions; and
 - other criteria as deemed appropriate.

5. NOTIFICATION PROCESS

- 5.1 Information regarding the intention to build new schools and to undertake significant renovations and information regarding unused space in open and operating schools/ administrative buildings suitable for facility partnerships will be posted on the board website.
- 5.2 The following entities will be included on a Notification List:
- those listed in *Ontario Regulation 444/98*;
 - childcare and other partners with existing agreements with the board; and
 - other entities as requested.

Other entities interested in being added to the Notification List must contact the Director of Education or designate.

- 5.3 A public meeting will be held annually or at other times determined by the Board, to discuss potential facility partnership opportunities with the community. The public meeting may be held as part of a regular Board Meeting.
- 5.4 Following the public meeting, an invitation to submit offers will be distributed to entities included on the Notification List, advertised in the local media and posted on the board website.

6. SELECTION CRITERIA

- 6.1 The following criteria will be used to evaluate the suitability of partners and their proposals as they relate to specific sites. The partnership must:
- not compromise the student achievement strategy of the board;
 - not be a competing education interest to the board;
 - protect the health and safety of students and staff;
 - be appropriate for the school / board setting;
 - not interfere with the school / board operation and activities;
 - provide services for children, families and the broader community; and
 - exist on a cost recovery basis to the board.
- 6.2 Partners must be willing to enter into a lease, shared-used or partnership agreement with the board and agree to comply with board policies, procedures and protocol. Partners may be asked to provide financial statements showing financial viability of their organization.
- 6.3 Partnership offers will be prioritized in the order listed on *Ontario Regulation 444/98*.

7. AGREEMENTS

- 7.1 Successful partners will enter into a contractual agreement, lease or contract with the board. The agreement will contain clauses regarding, but not limited to, the following:
- space allocated/use of premises;
 - cost sharing;
 - hours of operation;
 - maintenance;
 - improvements/alternations to the building;
 - compliance with legislation;
 - insurance/liability;
 - environmental matters;
 - term of the agreement or lease;
 - circumstances in which the lease may be terminated by either party; and
 - other clauses deemed applicable.

- 7.2 Fees will be charged on a cost recovery basis and include operations, maintenance, administration, property taxes, minor renovations and start up costs. Additional costs to protect student safety, provide appropriate washroom facilities and otherwise to make the space suitable for use by the partner will be considered by the board with costs borne by the partner.

Legal References:

- *Education Act:*
 - Subsection 171 (1), paragraph 44*
 - Subsection 171 (1, paragraph 48 and 49*
 - Subsection 171.1 (2, paragraph 4*
 - Section 183, 194 and 196*
- *Ontario Regulation 444/98 Disposition of Surplus Real Property*
- *Ministry of Education, Facility Partnership Guideline*

District References:

- Policy 1 – Board Mission and Goals
- Policy 15 – Student Enrolment/School Capacity
- Administrative Procedure 540 – Community Use of Schools
- Administrative Procedure 550 – Building and Property Improvements and Major Capital Projects
- Administrative Procedure 555 – Maximizing Use of School Space
- Administrative Procedure 575 – Child Care Programs in Schools
- Administrative Procedure 580 – Disposal of Real Property