



## COMMUNITY PLANNING AND FACILITY PARTNERSHIPS

Legal References:	<i>Education Act R.S.O. 1990, c. E.2, O. Reg. 444/98</i> <i>Education Act R.S.O. 1990, c. E.2, subsection 171 (1), par. 44</i> <i>Education Act R.S.O. 1990, c. E.2, subsection 171.1 (2), par. 4</i> <i>Education Act R.S.O. 1990, c. E.2, s. 183, s. 194, s. 196</i> <i>Human Rights Code, R.S.O. 1990, c. H.19</i>
Related References:	<i>Community Planning and Partnerships Guideline, Ministry of Education (March 2015)</i> <i>Policy 4000 - Pupil Accommodation Review (Consolidation or Closure)</i> <i>Policy 4002 - Community Use of Schools</i> <i>Administrative Procedure 4990 - Community Planning and Facility Partnerships</i>
Effective Date:	<i>July 1, 2016</i>
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Reviewed:	

### 1. Preamble

- 1.1 The Waterloo Region District School Board (WRDSB) recognizes that cooperative and collaborative relationships between school boards and community organizations are part of the foundation of a strong, vibrant and sustainable publicly funded education system.
- 1.2 Facility partnerships are successful when community planning is well-informed, well-coordinated, transparent, sustainable, and supportive of student achievement and well-being.
- 1.3 Facility partnerships can strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students and the wider community.
- 1.4 The WRDSB has the authority to make decisions regarding its facilities and the use of its properties that are consistent with the *Education Act*. It is the role and responsibility of the WRDSB to determine what facilities are suitable and not suitable for facility partnerships, what entities are suitable and not suitable partners, and when to enter into a partnership.
- 1.5 Collaborative community planning and facility partnerships are most effective when community partners work with and notify the WRDSB in a timely manner when looking for space or considering new construction.
- 1.6 Strong partnerships between the WRDSB and community partners can and do exist outside of facility partnerships.
- 1.7 Facility sharing between publicly funded school boards through co-ownership, lease, or other arrangement is a priority for the Ministry of Education and the WRDSB.

- 1.8 The WRDSB has committed to developing a policy and procedure to facilitate community planning and facility partnerships, as required by the *Community Planning and Partnership Guideline* issued by the Ministry of Education, dated March 2015.

## 2. Definitions

- 2.1 **Community Planning** - A process that expands the existing long-term accommodation planning approach to consider the broader municipal context and, in ideal cases, enables school boards, municipalities and community partners to work collaboratively on infrastructure development to serve community needs that might be outside the traditional scope of school board facility planning.
- 2.2 **Facility Partnership** - A collaborative arrangement between eligible partners and the WRDSB to jointly utilize or manage a facility or property. It involves working together to achieve common objectives for the operation, maintenance, or construction of a facility. Examples of Facility Partnerships include, but are not limited to, a community centre joined to a school, or a partner licensing space (e.g., unused classroom) within a school building.

## 3. Guiding Principles

- 3.1 Within the context of supporting student achievement and well-being, human rights and equity, the WRDSB commits to:
- improving services and supports available to students;
  - strengthening relationships between school boards, municipalities, community partners and the public;
  - optimizing the use of public infrastructure through increased flexibility and utilization; and
  - reducing facility operating costs.
- 3.2 The WRDSB will consider opportunities to share facilities with community partners when building new schools, undertaking significant renovations, when considering the use of unoccupied space in schools, and when considering schools that may close and the future disposition of sites.
- 3.3 There are circumstances where the WRDSB may not consider unused space to be surplus. This may be related, but not limited to, enrolment fluctuations, program changes, and/or space size. In such cases, the WRDSB may choose to enter into license or joint use agreements for the unused space.
- 3.4 The WRDSB will identify which schools are suitable for facility partnerships based on the criteria outlined in Section 6.
- 3.5 To establish facility partnerships and support effective planning with regional/local municipal governments and other community partners regarding land use and green space/park planning, the WRDSB will share planning information with these partners on a regular basis. Similar information will be shared with regional/local municipal governments and other community partners prior to commencing a pupil accommodation review.

## 4. Identifying Suitable Space for Partnership Opportunities

- 4.1 The WRDSB shall have the sole discretion to identify, at least once a year, school buildings and sites suitable and available for community partnerships, and which future capital projects present an opportunity for co-building with community partners.
- 4.2 Unless otherwise stated by the WRDSB, schools or sites already declared surplus in accordance with *O. Reg. 444/98* are no longer candidates for partnership opportunities.

- 4.3 The WRDSB's long-term accommodation plan will address future facility needs for students, and will be presented to approved and potential partners in the discussion of partnership opportunities.

## 5. Public Notification Process

- 5.1 The WRDSB shall develop a list of entities to notify when key information regarding community planning or facility partnerships is changed or updated. At a minimum, the notification list will include those in *O. Reg. 444/98 – Disposition of Surplus Real Property*, non-profit child care operators, District Social Services Administration Boards, Consolidated Municipal Service Managers, public health boards, Local Health Integration Networks, and children's mental health centres.
- 5.2 The WRDSB shall hold at least one meeting per year to discuss potential community planning and facility partnership opportunities with the various levels of government, the public, and community agencies as defined within *Administrative Procedure 4990 – Community Planning and Facility Partnerships*.
- 5.3 The annual community planning and facility partnerships meeting may be a stand-alone meeting or may be held as part of a scheduled Committee of the Whole or Board Meeting.
- 5.4 The WRDSB shall notify the entities on the notification list and the general public about the annual community planning and facility partnerships meeting, in accordance with the Ministry of Education's *Community Planning and Partnership Guideline*.
- 5.5 In addition to the annual community planning and facility partnerships meeting, the Board will hold additional staff-level meetings to discuss additional information with relevant entities.
- 5.6 The WRDSB will inform stakeholders of potential community planning and facility partnership opportunities at minimum on its public website.

## 6. Partnership Selection & Proposals

- 6.1 The WRDSB will consider, and at its sole discretion, determine the eligibility of applicants for partnership. *Administrative Procedure 4990 – Community Planning and Facility Partnerships* outlines the process for selecting new partners.
- 6.2 Entities that provide competing education services, such as tutoring services, Junior Kindergarten to Grade 12 private schools or private colleges, credit-offering entities that are not government-funded, and political organizations are not eligible partners.
- 6.3 The following minimum criteria will be used to determine the eligibility of a partnership:
- protects the health and safety of students;
  - is appropriate for the school setting;
  - does not compromise the WRDSB's student achievement and well-being strategy;
  - supports equity and inclusion;
  - complies with local policies and bylaws (e.g., zoning and site use restrictions, Official Plans, etc.);
  - enables the WRDSB to recover all costs for the operation and maintenance of the space;
  - the facility condition is appropriate;
  - the building can be configured such that the space used by partners is separated from or well integrated with the space used by students; and
  - does not compromise the WRDSB's pupil accommodation strategies (i.e., prevent the WRDSB from building, renovating, and/or closing schools or from disposing of surplus assets when required).
- 6.4 In addition to the criteria outlined in Section 5.3, the partner must:
- agree to operate in accordance with Board Policies;

- be willing to enter into a lease, license, or joint-use/facility partnership agreement and cover the costs of preparing such an agreement;
- be able to bear all costs of minor renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by the partner; and
- demonstrates compliance with human rights legislation.

6.5 Expressions of interest from community partners will be reviewed and evaluated for compatibility with this Policy before staff makes a recommendation to the Board of Trustees regarding a facility partnership.

## **7. Cost Recovery & Partnership Agreements**

7.1 In every instance, the entire professional, capital, maintenance, operating cost and applicable taxes associated with developing, constructing and operating the space to be occupied by the partner, will be borne by the partner. This includes a proportional amount for joint-use or shared space, as well as property taxes (if applicable), capital renewal, land, legal and administrative costs incurred by the WRDSB.

7.2 Joint use or facility partnership agreements may be reviewed annually, subject to the needs of the school(s) and the WRDSB.

## **8. Policy, Procedure, & Guideline Integration and Alignment**

8.1 *Administrative Procedure 4990 – Community Planning and Facility Partnerships* has been developed in accordance with this policy. Any community partnership process that the WRDSB undertakes must have due regard to *Board Policies, Administrative Procedures*, and the Ministry's *Community Planning & Partnership Guideline (CPPG)*.