



Durham Catholic District School Board

"The Board"

Administrative Procedure

Title:	Community Planning and Partnerships	Procedure #:	AP435-1
Administrative Area:	Operations		
Policy Reference:	Community Planning and Partnerships (PO435)		
Date Approved:	November 22, 2010		
Dates of Amendment:	February 10, 2014; November 23, 2015		

1.0 **Purpose**

The purpose of this Administrative Procedure is to support the Community and Planning Partnership Policy by providing a framework for Board staff to reach out to community organizations to share planning and partnership information, and is intended to assist Board staff when establishing facility partnerships with community partners.

2.0 **Definitions**

Community Partnerships – Partnerships between the Durham Catholic District School Board and community partners to share facilities to benefit the Board, students and the community, and to optimize the use of public assets owned by the school board. Partnerships may involve co-build facilities, lease, license and joint use agreements and memoranda of understanding to utilize part of a school or administrative facility specifically during school hours, in new and existing school facilities. Any such agreement must comply with the requirements of the Education Act and any applicable regulations.

Partners: All levels of municipal government, Consolidated Municipal Service Managers (CMSMs), Public Health Boards, Local Health Integration Networks (LHINs), and Children's Mental Health Centres, those entities selected by the Board as per Ontario Regulation 444/98 (see Appendix 1) and other entities (non-profit or for profit) who meet the Board's Partnership Eligibility Criteria and whose missions enhance and respect the autonomy and denominational rights of the Catholic School system.

Community Planning and Partnership Agreement: A legal contractual agreement outlining expectations, roles and responsibilities of the Durham Catholic District School Board and a partner.

Entities: Those businesses, associations, private and public sector organizations, and institutions expressing interest in becoming eligible partners.

2.0 **Definitions** (Cont'd)

Facility: An open and operating school or administration building.

Unused Space: Space within a Board facility that has not been declared surplus to the Board's needs and may be available for partnership opportunities.

Competing Interests: Entities that provide competing education services such as tutoring services, private schools or private colleges, and credit offering entities that are not government-funded, are not eligible partners.

3.0 **Procedures**

3.1 **Identification of Unused Space in Existing Schools**

- 3.1.1 On an annual basis the Director of Education or designate shall undertake an analysis of all schools to determine whether there are factors that indicate that a school is suitable for a partnership opportunity. The following criteria will be considered when evaluating Board facilities to identify suitable sites for potential partnership opportunities:
 - 3.1.1.1 long term enrolment projections which allow for a portion of the building to remain unused or underutilized;
 - 3.1.1.2 all schools with a projection of 200 or more excess pupil places or 60% or less utilization for at least two (2) years from the start of the partnership;
 - 3.1.1.3 other schools where a portion of the building remains unused or underutilized;
 - 3.1.1.4 space is not required for Board programming or other uses;
 - 3.1.1.5 ability to identify and create a distinct and contiguous space within the facility;
 - 3.1.1.6 facility is not located within an area identified for a possible accommodation review within three (3) years from the time the space is identified as available;
 - 3.1.1.7 appropriate access to the space;
 - 3.1.1.8 parking availability;
 - 3.1.1.9 facility condition;
 - 3.1.1.10 zoning restrictions;
 - 3.1.1.11 other criteria as appropriate.
- 3.1.2 By June of each year the Facilities Services Department will determine a final list of schools that have suitable space available for partnership opportunities and make a recommendation to the Director of Education.
- 3.1.3 The Director of Education will present a report to the Board identifying the recommended list of schools for partnership opportunities and thereafter share the information in the report in accordance with this Administrative Procedure.

3.0 **Procedures** (Cont'd)

3.2 **Surplus Space vs. Underutilized Space**

- 3.2.1 In order for space to be considered surplus, it must be declared as surplus to the needs of the Board by an approved Board resolution. This declaration indicates that the space is no longer required for Board purposes, in which case the process outlined in Ontario Regulation 444/98 of the Education Act must be followed.
- 3.2.2 Where the Board has identified underutilized space in an existing facility that may be suitable for partnerships and does not want to declare the space as surplus, then the notification process outlined in section 3.5 supported by Board resolution will be followed to solicit partnerships.

3.3 **Co-Building**

- 3.3.1 New schools, additions and significant renovations may be considered as opportunities for co-build partnerships. Site size, topography and other restrictions may limit partnership opportunities. Staff will evaluate each capital construction opportunity to determine whether a co-build partnership may be appropriate and advantageous to the Board and would serve the needs of the community.
- 3.3.2 If a capital project is deemed to be an opportunity for a possible co-build the Board will pass a resolution directing staff to seek expressions of interest in a possible co-build community partnership, which may still be subject to Ministry of Education funding approval or Board decisions that have not yet been made.
- 3.3.3 The Community Use of Schools Coordinator will notify the entities on the notification list that the Board will accept applications of interest in a possible future co-build community partnership one to three years prior to the potential construction start date.
- 3.3.4 The Board will provide potential partners as much information about the plans and the site to support the partners' ability to determine the project's suitability for their purposes.
- 3.3.5 Expressions of interest will be evaluated pursuant to the Community Planning and Partnerships Policy and this Administrative Procedure.
- 3.3.6 The Minister's approval will be sought where necessary.
- 3.3.7 Partnership agreements cannot be finally approved until both the Board and the entity have an approved source of funding.

3.0 **Procedures** (Cont'd)

3.4 **Notification List**

3.4.1 The Notification List will include, but not be limited to, the following entities:

- 3.4.1.1 those entities as listed in Ontario Regulation 444/98 (Appendix 1);
- 3.4.1.2 existing Childcare operators leasing space from the Board;
- 3.4.1.3 the Archdiocese of Toronto;
- 3.4.1.4 ShareLife;
- 3.4.1.5 Catholic Family Services of Durham;
- 3.4.1.6 applicable District Social Services Administrative Board(s) or Consolidated Municipal Services Manager(s);
- 3.4.1.7 all applicable levels of municipal government;
- 3.4.1.8 applicable Public Health Boards, Local Health Integration Networks and Children's Mental Health Centres;
- 3.4.1.9 any other entity that the Board deems appropriate as per section 3.6 of this Administrative Procedure.

3.5 **Notification Process**

3.5.1 This notification process applies to underutilized space and co-build projects identified through this Administrative Procedure.

3.5.2 Board staff will post information on the Board's website regarding the following and will circulate the information electronically to those entities identified on the Notification List:

- 3.5.2.1 the intention to build new schools;
- 3.5.2.2 the intention to undertake renovations;
- 3.5.2.3 the availability of unused space in schools and administrative buildings that is available for facility partnerships;
- 3.5.2.4 the name and contact information of a staff member who will respond to questions regarding partnerships throughout the year;

Information will be updated annually, except for co-build opportunities, which will be updated as needed.

3.5.3 Information posted and circulated pursuant to 3.5.2 may include the following examples of pertinent details:

- 3.5.3.1 school/site name;
- 3.5.3.2 location;
- 3.5.3.3 number of classrooms, size of space (if known);
- 3.5.3.4 anticipated timing of when the space will become available;
- 3.5.3.5 anticipated timing of construction projects (co-build);

3.0 **Procedures** (Cont'd)

3.5 **Notification Process** (Cont'd)

3.5.3 (Cont'd)

- 3.5.3.6 estimated duration (in years) of available space for partnerships (some space in existing schools may only be available for short-term partnerships);
- 3.5.3.7 estimated cost for the shared use of space that a partner could anticipate, if available;
- 3.5.3.8 any other pertinent information.

3.5.4 The Board will at a minimum, or as needed, hold a public meeting once a year to discuss potential planning and community partnership opportunities and to allow community partners to share ideas or proposals with the Board. Board staff will notify the entities on the notification list and the public about this public meeting electronically, via advertisements and on the Board website.

- 3.5.4.1 The Board will request that entities on the Notification List that are invited to the annual public meeting bring relevant planning information, including but not limited to population projections, growth plans, community needs, land-use and green space/park requirements, as appropriate, and be prepared to present this information to the Board for consideration.
- 3.5.4.2 The Board will provide/present all or a portion of the Board's capital plan, details of any schools deemed eligible for facility partnerships, and any supplementary Community Planning and Partnerships information. The capital plan will include information about areas of enrolment growth and decline, enrolment projections, school capacity, renewal needs, potential consolidations and the construction of new schools of additions, including renovations.
- 3.5.4.3 Board staff will take minutes at the annual public meeting, which will include the invitation list, the entities in attendance, and any information that is exchanged.
- 3.5.4.4 Boards may hold staff-level meetings with relevant entities as appropriate and may choose to share the information listed in 3.5.4.2 at staff-level meetings.
- 3.5.4.5 The Board's timelines should be made clear to potential partners.

3.5.5 The Board will also inform entities on the Notification List when key information regarding community planning or facility partnerships is changed or updated.

3.0 **Procedures** (Cont'd)

3.5 **Notification Process** (Cont'd)

- 3.5.6 Those organizations that are interested in being added to the notification list (see Expression of Interest for Community Planning Partnership Notification List – Form 2304) or interested in partnering with the Board are encouraged to contact the Board's Community Use of Schools Coordinator at any time during the year. Contact information will be posted on the Board's website and provided through advertisements.
- 3.5.7 Information obtained at the annual public meeting and/or through ongoing discussions with community partners regarding underutilized space issues in schools will be considered in respect of potential recommendations to undertake a pupil accommodation review process.

3.6 **Partner Eligibility Review**

- 3.6.1 Organizations and agencies interested in partnering with the Durham Catholic District School Board will be subject to a Partner Eligibility Review. Potential community partners will be invited to submit correspondence to the Director of Education or designate that outlines the following:
- 3.6.1.1 company/organization background/history;
 - 3.6.1.2 organization mission statement;
 - 3.6.1.3 location requested;
 - 3.6.1.4 intended use of available space;
 - 3.6.1.5 proposed timelines, license agreement start/end date;
 - 3.6.1.6 potential benefits to the School Board/school community;
 - 3.6.1.7 provide documentation demonstrating financial viability;
 - 3.6.1.8 willingness to enter into a lease, license or joint use partnership agreement;
 - 3.6.1.9 agreement to operate in accordance with the Board Mission Statement, policies and procedures;
 - 3.6.1.10 agree that all staff working within the school complete a criminal background check;
 - 3.6.1.11 proof of independent liability insurance with Durham Catholic District School Board added as additional insured.
- 3.6.2 The Facilities Services Department will evaluate the submission to consider its eligibility for a Partner Proposal Review and make a recommendation to the Director.

3.7 **Partner Proposal Review**

- 3.7.1 Applicants recommended for a Partner Proposal Review will be required to submit a detailed project proposal outlining the following:
- 3.7.1.1 detailed description of proposed use of space/day to day operations;

3.0 **Procedures** (Cont'd)

3.7 **Partner Proposal Review** (Cont'd)

3.7.1 (Cont'd)

- 3.7.1.2 space required (i.e., number of rooms, washrooms, etc.);
- 3.7.1.3 parking requirements (staff, visitors, clients);
- 3.7.1.4 renovations required (if any);
- 3.7.1.5 required zoning amendments (if any);
- 3.7.1.6 hours of operation;
- 3.7.1.7 number of staff/users/clients/occupants expected in course of a day;
- 3.7.1.8 source of funding for the project.

3.7.2 Board staff will use the following to evaluate the suitability of partner proposals as they relate to specific sites. The partner proposal must:

- 3.7.2.1 be respectful of the Catholic faith;
- 3.7.2.2 support the Board's Mission, Vision and Strategic Commitments;
- 3.7.2.3 observe and uphold all Board policies and procedures;
- 3.7.2.4 demonstrate a benefit to the students and school community;
- 3.7.2.5 address the health and safety of students and staff;
- 3.7.2.6 not be a Competing Interest;
- 3.7.2.7 be appropriate for the school/Board setting;
- 3.7.2.8 not interfere with school/Board operations and activities;
- 3.7.2.9 not compromise the student achievement strategy of the Board;
- 3.7.2.10 exist on a cost recovery basis to the Board.

3.7.3 If the partner proposal involves co-building (New or Addition), Board staff will consider the merits of the co-build proposal in relation to the requirements outlined in Section 3.7.2 to determine if the proposed co-build partnership opportunity fits with the overall scope of the Board's capital project and make a recommendation to the Director.

3.7.4 The Director will report to the Board with recommendation concerning the suitability of all partner proposals.

3.7.5 All community partner proposals are subject to approval of the Board.

3.8 **Implementation**

3.8.1 Upon the adoption of a Board motion approving a specific community partnership, the partner will be required to:

- 3.8.1.1 sign a memorandum of understanding, lease, license agreement, joint use agreement and/or other form of Community Planning and Partnership Agreement;
- 3.8.1.2 follow the Board's procurement directives;

3.0 **Procedures** (Cont'd)

3.8 **Implementation** (Cont'd)

3.8.1 (Cont'd)

- 3.8.1.3 begin paying rent or license fees and other associated costs as outlined in the agreement;
- 3.8.1.4 be responsible for all costs associated with renovations, where applicable, including:
 - 3.8.1.4.1 the planning approvals;
 - 3.8.1.4.2 permits;
 - 3.8.1.4.3 construction;
 - 3.8.1.4.4 utilities;
 - 3.8.1.4.5 furniture and equipment;
 - 3.8.1.4.6 any other cost as outlined by the Board.

3.8.2 In co-building projects the partner will be required to:

- 3.8.2.1 sign a license/shared use agreement and/or other Community Planning and Partnership Agreement;
- 3.8.2.2 make a financial commitment as outlined in the agreement;
- 3.8.2.3 be involved in design and construction of the project; and
- 3.8.2.4 have an approved source of funding.

3.9 **Fees**

- 3.9.1 No additional costs will be incurred by the Board through facility partnerships. Payments will be structured to cover operating costs, capital costs, administrative costs and property taxes (if applicable) for the space occupied by the partner. This will be done on a cost-recovery basis. A fee may also be charged to cover legal expenses incurred by the Board. Additional costs to obtain municipal approvals, perform renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by facility partners shall be borne by each partner.
- 3.9.2 In co-building projects the partner will be required to pay for and finance their share of construction, including a proportional share of joint use of shared space.
- 3.9.3 Board staff shall be responsible for ensuring information is provided as required under the Policy and related Administrative Procedure and for addressing community partnership inquiries received from the Ministry of Education and/or the community.

3.10 **Agreements**

- 3.10.1 The Director of Education or designate will direct the formalizing of all facilities partnership agreements.

3.0 **Procedures** (Cont'd)

3.10 **Agreements** (Cont'd)

- 3.10.2 Board staff will provide clear instructions to all partners regarding their rights and responsibilities as tenants, including maintenance standards and the applicability of Board user policies, including accessibility and inclusiveness policies.
- 3.10.3 Partners must enter into community planning and partnership agreements for the use of the space within the Durham Catholic District School Board facility. The Board will ensure that all legal agreements respect the Education Act and protect the rights of the School Board. Agreements may contain clauses regarding the term of the lease/license, cost sharing, use of the leased/licensed premises, maintenance, compliance with legislation, improvements or alterations to the building, insurance/liability, environmental matters, mediation in the event of conflict, circumstances in which the agreement may be terminated by either party, and/or other clauses as deemed applicable.
- 3.10.4 When the terms of the agreement have been finalized the Director of Education will report to the Board with accompanying recommendation.
- 3.10.5 The community partner shall not occupy the space until the Board has approved the agreement, and all parties have executed the agreement.

4.0 **Related Forms and Appendices**

- Appendix 1 - Durham Catholic District School Board Partners (as noted in Ontario Regulation 444/98)
- Expression of Interest for Community Planning and Partnership Notification List (Form 2304)
- Community Planning and Partnerships Application of Interest for Partnerships (Existing Unused Space and/or Co-Building) (Form 2305)

Appendix 1

Durham Catholic District School Board Partners (as noted in Ontario Regulation 444/98)

- Conseil scolaire de district catholique Centre-Sud
- Collège Boréal
- Durham District School Board
- University of Ontario Institute of Technology
- Region of Durham
- Durham College
- City of Pickering
- Conseil scolaire Viamonde
- City of Oshawa
- Infrastructure Ontario Public Works
- Government Services Canada
- Town of Whitby
- Town of Ajax
- Town of Uxbridge
- Township of Brock
- Township of Scugog

Note: the location of the property will determine which of the above entities are entitled to notification.



Durham Catholic District School Board

Expression of Interest for Community Planning and Partnership Notification List

I would like to express my interest in receiving information about the Durham Catholic District School Board's intention to:

- build new schools
- undertake significant renovations
- unused space in Board facilities

Name:	
Organization:	
Title:	
Address:	
Telephone #:	
Fax #:	
E-mail Address:	
Website:	
Reason for Interest:	

Please send the completed Expression of Interest form to:

Planning Department
Durham Catholic District School Board
652 Rossland Road West, Oshawa, Ontario L1J 8M7
Tel: (905) 576-6150 Ext 2207; Fax Number: (905) 571-9702
planning@dcdsb.ca
Board Web Site: www.dcdsb.ca



Community Planning and Partnerships Application of Interest for Partnerships (Existing Unused Space and/or Co-Building)

Organization Profile:

Name:	
Title:	
Organization:	
Mission Statement:	
Address:	
Telephone #:	
Fax #:	
E-mail Address:	
Website:	

Proposed Partnership:

<p>Describe the day to day operations that you are proposing for this partnership.</p> <hr/> <hr/> <hr/>
<p>How will a partnership between the Board and your organization provide a benefit to the students at the school, or the Board?</p> <hr/> <hr/> <hr/>
<p>Which location/school are you interested in?</p> <hr/> <hr/>

Proposed Partnership: (Cont'd)

What are your space requirements? Square footage; Number of Classrooms?

How many parking spaces would you require to operate?

What would your hours of operation be?

How many staff/visitors/clients would you estimate to access your operations in a day?

Are any municipal approvals required?

What is the timeline you are proposing to begin occupying the space, and for how long?

Do you expect to undertake any capital improvements?

What is your source of funding for this partnership?

Please send the completed Application form to:

Planning Department
Durham Catholic District School Board
652 Rossland Road West, Oshawa, Ontario L1J 8M7
Tel: (905) 576-6150 Ext 2207; Fax Number: (905) 571-9702
planning@dcdsb.ca
Board Web Site: www.dcdsb.ca