

Community Planning & Facility Partnerships	
Adopted: November 30, 2015	Last Reviewed/Revised: December 4, 2023
Next Scheduled Review: 2026-2027	
Associated Policies & Procedures: <a href="#">I-37 Community Planning and Facility Partnerships</a> <a href="#">I-09 School Accommodation Review – Consolidation and Closure</a> <a href="#">VI-35 School Accommodation Review - Consolidation - Closure</a> <a href="#">II-23 Child Care Facilities</a> <a href="#">V-18 Community Engagement and Public Consultation Policy</a>	

## Purpose

The Community Planning & Facility Partnerships (CPFP) administrative procedure provides the procedural framework to identify and undertake facility partnership(s) with community partners whose operations enhance and respect the Halton Catholic District School Board's (HCDSB) own vision, mission statement, values, as well as the HCDSB's Multi-Year Strategic Plan and strategic direction.

## Requirements

This procedure has been developed in accordance with the principles defined in *Policy I-37 Community Planning & Facility Partnerships*.

### Identifying Suitable Space for Partnerships Opportunities

Through the HCDSB's Long-Term Capital Plan (LTCP), the Superintendent of Facility Management Services and Superintendent of Business Services shall undertake a review of all HCDSB assets to identify potential partnership opportunities in underutilized space and review potential co-building opportunities for future capital projects .

### Co-Building with Community Partners:

New schools, additions and significant renovations may be considered as opportunities for partnerships. Site size, topography and other restrictions may limit partnership opportunities. The HCDSB will evaluate each capital construction opportunity on a case by case basis to determine whether a partnership may be appropriate and advantageous to the HCDSB.

HCDSB encourages community partners to provide notification to the HCDSB when facility partners have proposals or plans to build their own new facilities. Eligible partners can express interest in co-building partnerships to the HCDSB, by way of a letter to the Director of Education. Co-build opportunities with eligible partners will be evaluated on a case-by-case basis.

### Under-utilized Space

The Superintendent of Facility Management Services in collaboration with the Superintendent of Business Services shall undertake a yearly analysis of all schools to determine whether there are factors that indicate that a school is suitable for a partnership opportunity.

The analysis should include, but is not limited to, an assessment of short and long term enrolment projections, the latest LTCP, on-the-ground (OTG) capacities, school facility conditions, and existing uses in the facilities.

The following factors, where applicable, should be considered in determining the suitability of facilities for partnerships opportunities:

- a) Facilities utilized at 60% or less for 2 consecutive years and/or have 200 or more unused pupil places;
- b) Facilities projected to be 60% utilized or less for the next 5 years and/or have 200 or more projected unused pupil places for at least 5 years from the start of the partnership;
- c) Ability to identify and create a separate, distinct, and contiguous space within the facility, separate from the students;
- d) Facility is not located within an area where a Pupil Accommodation Review has been announced, subject to *Policy I-09 School Accommodation Review – Consolidation and Closure*;
- e) Space will not be required in the future for programming or other uses;
- f) Appropriate access to the space;
- g) Parking Availability;
- h) Site use restrictions; and,
- i) Official Plan Designation and/or Zoning Restrictions.

The Superintendent of Facility Management Services in collaboration with the Superintendent of Business Services will consult and determine whether there are other internal HCDSB uses for the under-utilized space. HCDSB's Long-Term Capital Plan will be considered in the analyses. The analysis will identify which schools may be suitable for partnership opportunities with the HCDSB's eligible community partners.

The Superintendent of Facility Management Services will present a report to Administrative Council identifying a list of schools that have suitable spaces for partnership opportunities, and space specification in regards to (but not limited to) the size, location, available facility amenities, and required renovations or upgrades the available space will be provided that (not limited to) size, location, facility amenities and required renovations will be provided.

## Public Notification Process

The completed Long-Term Capital Plan is to be used as the basis for informing the public and identified stakeholders of space identified by the HCDSB as being available for partnerships opportunities.

### Community Consultation:

HCDSB will hold at least **one public** meeting per year to discuss potential planning and partnership opportunities with the public and community organizations. HCDSB will notify the entities on the **Approved Partner Notification List** of the scheduled public meeting by email, as well as post the information on the HCDSB website for broader public access.

The meeting may be held virtually or in-person.

HCDSB will be apprised of the needs or plans community partners may have. The invitation list, the entities in attendance at the annual meeting and any information exchanged will be formally documented by HCDSB.

During the annual meeting, HCDSB will outline:

- all or a portion of the HCDSB's Long-Term Capital Plan
- details of any schools deemed eligible for facility partnerships
- relevant information available on HCDSB's website and any supplementary Community Planning and Partnership information

Those that are interested in being on the approved notification list or interested in partnering with the HCDSB to use existing space within a school or co-building are encouraged to contact the Director of Education directly instead of waiting for the annual public meeting to express their ideas. Contact information will be posted on HCDSB's website and provided through public notification.

For space that has been deemed suitable for partnership opportunities, the following pertinent details should be listed on HCDSB's website:

- School/site name
- Municipal address
- Current zoning
- Size of the space (if available)
- Amenities available in space (ceiling heights, entrances/exits, washrooms etc.)
- Anticipated timing of when the space will become available
- Term of availability of space
- Anticipated timing of construction projects (co-building)
- Estimated duration of available space for partnerships (some space in existing schools may only be available for short-term partnerships)
- Estimated cost for the shared use of space that a partner could anticipate, if available

- Suitable partner uses, where applicable (some space may only be suited for certain types of partners)
- Any other pertinent information

**Notification to Partners:**

This notification process applies to under-utilized space, as explained above, identified through this procedure. HCDSB will post information on the website regarding:

- intention to build new schools
- major renovation projects
- specification of unused space available for community partnerships.

The Superintendent of Facility Management Services in collaboration with the Superintendent of Business Services will post the list of suitable facilities on HCDSB's website and will circulate a notification letter to the entities identified on the Approved Notification List via email.

**Approved Partner Notification List** entities include:

- a) Agencies listed under Ontario Regulation 444/98:
  - i. Co-terminus School Boards
  - ii. Local Municipalities within the HCDSB's jurisdiction
  - iii. Region of Halton
  - iv. Local colleges and universities
  - v. Provincial Government
  - vi. Federal Government
- b) Agencies required under the Ministry CPPG
  - i. District Social Services Administration Board(s) or Consolidated Municipal Service Manager(s)
  - ii. Public Health Boards, Local Health Integration Networks and Children's Mental Health Centres
- c) Other agencies approved by HCDSB
  - i. Diocese of Hamilton
  - ii. HCDSB's Existing Child Care Operators
  - iii. Other entities as requested and approved by HCDSB

**Non-eligible entities 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 HCDSB, and credit offering entities that are not government-funded.

- a) Political organizations
- b) Others as deemed not-eligible by HCDSB

**Partnership Selection & Proposals**

HCDSB will consider and at its sole discretion determine the eligibility of an applicant to become an approved community partner, and the value of the proposed partnership to the HCDSB. Interested partners that meet the criteria outlined below are invited to submit proposals for the use of under-utilized space in existing facilities, as per the list of suitable facilities provided by the HCDSB or for co-building projects.

Interested partners can access an application form from HCDSB's website (example attached as Schedule A).

**Selection Criteria:**

Partnerships will be evaluated based on how well the proposal meets the community partner and partnership selection criteria listed below. HCDSB will have full discretion when evaluating partners and their compatibility and suitability for each facility.

HCDSB will use the following criteria to evaluate the suitability of partners and their proposals as they relate to specific sites.

The *community partnership* is expected to:

- respect the values of the HCDSB and the Catholic faith, expressions and symbols;
- protect the health and safety of students and staff;
- not compromise the student achievement strategy of the HCDSB;
- be appropriate for the school/board setting;
- not interfere with school/board operations and activities;
- not be a competing educational interest to the HCDSB;
- exist on a cost-recovery basis to the HCDSB.

The *community partner* must:

- provide financial statements showing financial viability of their organization;
- agree to operate in accordance with HCDSB policies; and,
- be willing to enter into a lease, license, or joint-use/partnership agreement;
- agree that all staff working within the school complete a Vulnerable Sector Check.
- In the case of a municipality: provide population projections, growth plans, community needs, land-use and green space/park requirements.

The Superintendent of Facility Management Services in collaboration with the Superintendent of Business Services will prepare a report to Administrative Council summarizing partnership applications, evaluation, and recommendations for partnership to the Board of Trustees (if any). Input from affected school administrators (both Principals and Vice-Principals) and Family of Schools Superintendents will be considered in the evaluation process.

If the Board of Trustees approves a partner, then that organization will be added to the Approved Partner Notification List.

### **Cost Recovery & Partnership Agreements**

#### **Cost-recovery**

No additional costs should be incurred by the HCDSB to support facility partnerships, although the HCDSB may choose to support partnerships based on our student achievement strategy. Fees will be charged to partners 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. These fees may also cover legal expenses if deemed necessary.

In co-building, facility partners will be required to pay for and finance their share of construction, including a proportional share of joint-use or shared space.

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 will be borne by the partner.

#### **Agreements**

HCDSB will provide clear instructions to potential facility partners regarding their rights and responsibilities as tenants, including maintenance standards and the applicability, or lack thereof, of the Board's user policies, including accessibility and inclusiveness policies.

The successful partner is expected to enter into agreements for the use of space within HCDSB facilities. HCDSB will ensure that all legal agreements respect the Education Act and protect the rights of the school board. Agreements may contain clauses regarding, but not limited to the following:

- term of the lease or license agreement,
- cost sharing,
- use of the leased premises,
- hours of operation,
- maintenance,
- compliance with legislation,
- improvements or alterations to the building,
- insurance/liability,
- environmental matters,
- mediation in the event of conflict,

- circumstances in which the lease may be terminated by either party,
- and/or other clauses as deemed applicable.

Facility partnerships and agreements will be reviewed on an annual basis, subject to the needs of the school, needs of the HCDSB, and announcement of Pupil Accommodation Reviews.

**Policy, Procedure, & Guideline Integration and Alignment**

*Procedure VI-76 Community Planning & Facility Partnerships* has been developed in accordance with *Policy I-37*. Any community partnership process that the HCDSB undertakes must have due regard to HCDSB policy, procedure, and to the Ministry Community Planning & Partnership Guidelines (CPPG).

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*

### Schedule A:

#### Application for Interest for Community Planning and Facility Partnerships

Applicant name:

Organization:

Address:

City:

Postal Code:

Phone:

Fax:

Email:

Website:

Describe your day to day operations that you are proposing for this partnership:

How will a partnership between the Board and your organization provide a benefit to the students at the school, or to the Board?

Name of School for Partnership:

What are your space requirements:

Square feet/meters:

Number of Classrooms:

Washrooms:

Storage Space:

Parking Spaces:

Hours of Operation:



<b>Who will be accessing/using the space on a day-to-day basis?</b>			
Staffing:		Clients:	
Visitors:		Other:	
<b>Are any municipal approvals required? If yes, explain...</b>			
<b>What is the timeline you are proposing to begin occupying the space, and for how long?</b>			
<b>Do you expect to undertake any capital improvements? If yes, Explain...</b>			
<b>What is your source of funding for this partnership?</b>			
<b>Other Comments/Attachments:</b>			

Date of Submission: