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| Title: Community Planning and Partnerships | Policy #: PO435 |
| Policy Area: Operations | |
| Source: Superintendent of Facilities Services | |
| Date Approved: November 22, 2010 | |
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1.0 Introduction

The Durham Catholic District School Board has a responsibility to provide quality educational learning opportunities for students, within a safe and secure environment. Developing cooperative and collaborative community partnerships may enable the Board to reduce facility costs and/or improve educational opportunities as well as demonstrate a willingness to collaborate with designated 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 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 Partnerships Agreement – A legal contractual agreement outlining expectations, roles and responsibilities of the Durham Catholic District School Board and a community entity.

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

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.

3.0 **Purpose**

- 3.1 The purpose of this Policy is to provide a framework for the Board to reach out to community organizations to share planning and partnership information. Additionally, this policy is intended to assist the Board to establish more facility partnerships, and to support effective planning with community partners regarding land use and green space/park planning, the sharing of facilities, when building new schools and undertaking significant renovations, when considering the use of unoccupied space in schools and when considering properties associated with schools that may close and sites that may be considered for future dispositions.

4.0 **Application/Scope**

- 4.1 This Policy applies to sharing space in open and operating school buildings and administrative facilities owned by the Durham Catholic District School Board as well as any future co-build projects with approved community partners. This Policy supports the Community Planning and Partnerships Guideline released by the Ministry of Education in March 2015. This Policy will support the increase in opportunities for expanding the number of partnerships, as well as long term planning that is well informed, well coordinated, transparent, sustainable and supportive of student achievement and safety.
- 4.2 Partnerships developed in accordance with this Policy will benefit the Board, students and the community and will optimize the use of public assets owned by the Durham Catholic District School Board.
- 4.3 This Policy does not apply:
- 4.3.1 where the Board has declared space surplus in accordance with Ontario Regulation 444/98, which grants priority treatment to coterminous boards and other public entities when disposing of surplus property through sale or leases;
 - 4.3.2 under the Community Use of Schools program which encourages community partners to use school facilities outside of school hours.

5.0 **Principles**

- 5.1 The Board recognizes that its primary responsibility is to support the health and safety of students and staff, as well as the spiritual and intellectual development of students.
- 5.2 The Board recognizes that it is the responsibility of all levels of government to make the best use of public assets.
- 5.3 The Board recognizes that cooperative and collaborative partnerships are part of the foundation of a strong, vibrant and sustainable publicly funded education system and that effective partnerships must respect the core values of each partner.

5.0 **Principles** (Cont'd)

- 5.4 The Board recognizes that the development of community partnerships with other entities may serve to strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of services for students and the wider community.
- 5.5 Where a partnership is appropriate for the school setting and where it enhances student achievement, the Board is receptive to sharing facilities when building new schools and undertaking major renovations, and when considering the use of unoccupied space in existing schools and administration facilities.
- 5.6 The Community Planning and Partnerships Policy will not prevent the Durham Catholic District School Board from building, renovating or closing schools or from disposing of surplus assets when required.

6.0 **Requirements**

- 6.1 The Board will develop Administrative Procedures that identify the following:
 - 6.1.1 Principles and criteria regarding the eligibility of partners.
 - 6.1.2 How available space in schools will be selected.
 - 6.1.3 What entities will be selected for the notification list.
 - 6.1.4 How potential partners will be notified of available space and construction plans.
 - 6.1.5 How entities will be selected for partnership, including prioritization, if applicable.
- 6.2 **Identifying Suitable Space for Partnerships**
 - 6.2.1 The Board has the authority to make decisions regarding its school facilities and the use of its facilities that are consistent with the Education Act, municipal zoning and other legal restrictions.
 - 6.2.2 The Board, in its sole discretion, shall identify on an annual basis which of its open and operating schools will or will not have available unused space that is suitable for community partnerships; and which future capital projects may present an opportunity for co-building with community partners.
 - 6.2.3 Available space is not the only criteria for selecting schools for partnerships. The Board will also consider, among other factors:
 - 6.2.3.1 the health and safety of students and staff
 - 6.2.3.2 the configuration of space
 - 6.2.3.3 the ability to separate the space used by partners from the space used by students
 - 6.2.3.4 facility conditions
 - 6.2.3.5 student achievement and pupil accommodation strategies (including those that may result in school consolidations and/or closures)
 - 6.2.3.6 zoning and site use restrictions

6.0 **Requirements** (Cont'd)

6.3 **Co-Building with Community Partners**

6.3.1 When considering building a new school or undertaking a significant addition or renovation, the Board will notify the entities on the notification list one (1) to three (3) years prior to the potential construction start date in accordance with accompanying Administrative Procedure AP435-1.

6.4 **Notification Process**

6.4.1 The Board will post information on its website regarding opportunities for community partnerships.

6.4.2 The Board will at a minimum, or as needed hold a public meeting once a year to exchange information with interested community partners and the public regarding available spaces and or potential co-build projects.

6.5 **Partner Selection**

6.5.1 In developing criteria regarding the eligibility of applicants to become potential partners, the Board will consider the value of the partnership to students, the school and the local Catholic community. Among other factors, the Board will also incorporate the following requirements:

6.5.1.1 Partnership must respect the values of the Durham Catholic District School Board and the Catholic faith.

6.5.1.2 Health and safety of students and staff must be protected.

6.5.1.3 Partnerships must be appropriate for the school setting.

6.5.1.4 Partnership must not compromise the student achievement strategy.

6.5.1.5 Partnership must not provide competing education services.

6.5.2 The Board in its sole discretion shall determine what entities are acceptable as community partners in existing or planned facilities. The Board may consider for-profit and non-profit entities which comply with the requirements set out in the applicable Administrative Procedure.

6.6 **Fees and Partnership Agreements**

6.6.1 The cost associated with all community planning partnerships will be at a minimum cost recovery basis for space and services provided or as negotiated to support a student achievement strategy of the Board.

6.6.2 All community planning partnership projects and related facility partnership agreements shall be subject to approval of the Board of Trustees.

6.6.3 Every community partner must enter into a community planning and partnership agreement with the Durham Catholic District School Board for the use of space. The agreement must respect the Education Act and protect the rights of the Board.

7.0 **Sources**

- Education Act of Ontario
- Ministry of Education, Community Planning and Partnerships Guideline, March 2015
- Ontario Regulation 444/98 – Disposition of Surplus Properties

8.0 **Related Policy and Administrative Procedure**

- Community Use of Schools Policy (PO412)
- Community Use of Schools Administrative Procedure (AP412-1)
- Community Planning and Partnerships Administrative Procedure (AP435-1)
- Pupil Accommodation Review Policy (PO430)
- Pupil Accommodation Review Administrative Procedure (AP430-1)