

<b>Procedure Title</b>	<b>Community Planning and Partnerships</b>		
<b>Date of Issue</b>	May 18, 2010	<b>Related Policy</b>	BP 2360-D
<b>Revision Dates</b>	September 22, 2015; October 6, 2021	<b>Related Forms</b>	AF 2360
<b>Review Date</b>		<b>Originator</b>	Administrative Council
<b>References</b>			
Education Act; Ontario Regulation 444/98; Ministry Memorandum 2015:B09; BP 3101-D “Accommodation Review – School Program and Facility Efficiency”; Community Planning and Partnerships Guidelines, Ministry of Education, March 2015			

**1.0 RATIONALE**

- 1.1 Bluewater District School Board understands that its primary purpose is to support student achievement and well-being. It further recognizes that cooperative and collaborative partnerships with community partners are part of the foundation of a strong, vibrant, and sustainable publicly funded education system. The goal of this procedure is to reduce facility costs; improve services and supports to students; strengthen relationships between school boards, community partners and the public; maximize the use of public infrastructure through increased flexibility and utilization and provide a foundation for improved service delivery for communities.
- 1.2 Where unused space is declared surplus, boards will continue to follow the circulation process outlined in Ontario Regulation (O. Reg.) 444/98. Where unused space is open and an operating school is not surplus, but it is available for partnership, or where the partnership opportunity involves new construction, the information will be provided to potential partners using the process outlined in this procedure (Community Planning and Partnerships Guidelines, Ministry of Education, March 2015).
- 1.3 Bluewater District School Board's capital plan addresses the future needs of our students. The information contained within this capital plan will assist the board in identifying facilities that may be suitable for facility partnerships with respect to new construction and unused space in schools/administrative buildings, as well as to consider potential surplus properties in which community partners may be interested.
- 1.4 Bluewater District School Board recognizes that community planning and facility partnerships will be most effective when community partners provide timely notification regarding their need for space or new construction considerations.

**2.0 DEFINITIONS**

**2.1 Eligible Community Partners**

Bluewater District School Board will determine if a community organization is eligible for partnership by using the following criteria:

- (a) determination that the organization is a suitable partner whose goals are congruent with those of Bluewater District School Board's Multi-Year Strategic Plan (through a review of form AF 2360 “Application of Interest for Community Facility Partnership”);
- (b) determination that the organization is respectful of the board's collective agreements with staff;
- (c) capability of the organization to contribute to costs where applicable;
- (d) willingness of the organization to participate in a conflict resolution process when necessary;
- (e) determination that the partner understands that the health and safety of the students must be protected; and

(f) determination that the partnership does not compromise student achievement and well-being.

## 2.2 Non – Eligible Community Partners

Entities that provide competing education services such as tutoring, JK-12 private schools or private colleges, and credit-offering entities that are not government-funded.

## 2.3 Community Planning and Partnership Committee

The Community Planning and Partnership Committee will consist of the superintendent of business services, the manager of plant services operations, and the supervisor of plant administration/community use. The committee will be chaired by the superintendent of business services. This committee will compile the notification list, review the eligibility of potential facility partners, ensure appropriate documentation is completed, and manage the partnerships on an ongoing basis.

## 2.4 Notification List

The notification list will include a list of entities to be notified regarding the annual meeting and when community partnerships are available. This list will reflect, at a minimum, the entities listed in Ontario Regulation 444/98-Disposition of Surplus Real Property, and must specifically include: all applicable levels of municipal government, applicable district social services administration boards or consolidated municipal service manager(s), and applicable public health boards, local health integration networks and children's mental health centres. The list may also include child-care operators, government-funded agencies at their request and any other entities Bluewater District School Board may see as potential community partners.

## 2.5 Unused Space

Space that is suitable for community partnerships, and is available for the long term, but does not meet the criteria for surplus space as defined in Reg. 444/98.

## 2.6 Criteria for School Selection

Bluewater District School Board will review unused space, as well as underutilized open and operating schools and administrative facilities for their suitability for partnership. Reviews will be based on the following minimum criteria and then will extend the review to other potential suitable facilities:

- a) 60 percent utilization or less for two years; and/or 200 or more unused pupil places
- a) student health and safety;
- b) appropriateness for the school setting;
- c) student achievement and accommodation strategies;
- d) zoning and site use restrictions;
- e) facility condition;
- f) the configuration of the space, i.e. ability to separate space used by partners from the area used by students; and
- g) other factors as may be determined by the Community Planning and Partnership Committee

## 3.0 PROCEDURE

### 3.1 Planning and Notification

3.1.1 In the normal planning process of determining which schools remain well-utilized, which schools have unused space and which schools may be candidates for consolidation, Bluewater District School Board will continue to follow the circulation process outlined in Ontario Regulation 444/98 of the Education Act.

3.1.2 Where the unused space in open and operating schools is not surplus, but is available for partnership, or where the partnership involves new construction, the information will be provided to potential partners through the following notification process. A resolution of the board will support this process.

- a) Post information on Bluewater District School Board's website regarding new builds, significant renovations and any space that is available for partnerships. This information is to be updated annually in the case of space in existing schools and as needed in the case of co-building opportunities.

- b) Inform the entities on Bluewater District School Board's notification list when information about facility partnership opportunities is posted. The entities list will follow Ontario Regulation 444/98 Disposition of Surplus Real Property and any other potential entities by request.

### **3.2 Annual Meeting**

- 3.2.1 Bluewater District School Board will hold public meetings at least once a year to discuss potential facility partnership opportunities with the community and to exchange ideas/needs with their community partners. The meeting will be arranged under the direction of the superintendent of business services and notification of the meetings will be sent to the entities on the notification list and the general public.
- 3.2.2 Additional staff-level meetings may be held to discuss additional information with relevant entities.

### **3.3 School Board Planning Prior to an Accommodation Review**

- 3.3.1 In addition to the annual community planning and partnership meeting, Bluewater District School Board will continue discussions with affected municipalities and community organizations as options to address underutilized space issues in schools within specific areas of the board are explored. These discussions will help to inform proposals that board staff may present to the Board of Trustees, including recommendation to begin the accommodation review.
- 3.3.2 As part of the above noted discussions the board should be able to obtain an indication of any available community planning and partnership opportunities in areas where an accommodation review may take place.
- 3.3.3 The board will specify and request technical information from the local municipality or municipalities when an accommodation review will occur. This technical information can include, but is not limited to, population and future development projections for the impacted area(s).
- 3.3.4 Board policy BP 3101-D "Accommodation Review - School Program and Facility Efficiency" provides a detailed description of the accommodation review process.

### **3.4 Co-Building with Community Partners**

- 3.4.1 The construction of new schools, additions and renovations represents a significant public investment in a long-term asset. It is also an opportunity to leverage other infrastructure investments by co-building with entities that provide services and programs for children, their families and the broader community. In order to allow potential partners time to evaluate their own needs and to identify funding sources, Bluewater District School Board will:
  - a) Notify the entities on the notification list one to three (1 to 3) years prior to the potential construction start date of the opportunity for partnership.
  - b) Support the notification by a resolution of the board. The board does not require an identified source of funding or ministry approval when they provide notification to partners regarding their plan/intention to build.
- 3.4.2 Bluewater District School Board will encourage community partners to notify the board when planning to build new facilities. In addition, opportunities for community organizations to share their plans will be made available during public meetings held for this purpose.

### **3.5 Application**

Potential facility partners can indicate their interest by completing form AF 2360 “Application of Interest for Community Facility Partnership”. Deadlines for submission will be communicated on the website and during the public meetings and will be strictly adhered to.

**3.6 Selection**

- 3.6.1 Applications for facility partnerships will be reviewed by the supervisor of plant administration/ community use for accuracy and completeness.
- 3.6.2 The Community Planning and Partnership Committee from Bluewater District School Board will then review the applications and select the appropriate partner(s) based on their eligibility and suitability for each specific project.
- 3.6.3 Where the project involves the co-building of a new facility or major renovations, partnership agreements will not be finalized until both Bluewater District School Board and the partner(s) have an approved source of funding.

**3.7 Partnership Agreements and Cost-Recovery**

- 3.7.1 Bluewater District School Board is responsible for providing clear instructions to potential partners regarding their rights and responsibilities as tenants, including maintenance standards and the applicability, or the lack thereof, of board user policies, including accessibility and inclusiveness policies. Legal agreements must respect the Education Act and protect the rights of the board.
- 3.7.2 Community planning and partnerships will be based on a cost-recovery basis, at a minimum. Fees charged to partners will cover the operations and capital cost, administrative costs, and property taxes.
- 3.7.3 Additional costs to perform minor renovations to protect student safety, provide appropriate washrooms and otherwise make the space suitable for use by community partners, will be borne solely by the partners and not by Bluewater District School Board.
- 3.7.4 With respect to co-building, partners will be required to pay for and finance their share of construction costs, including a proportional share of joint-use or shared space. Bluewater District School Board will continue to be expected to build within Ministry of Education benchmarks (space and funding) for the board portion of the facility.
- 3.7.5 Community partners will sign an agreement with Bluewater District School Board.