



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

Community Planning and Partnerships (Policy Statement: Community Planning and Partnerships)

Purpose

The following procedures are to be read in conjunction with the Board's *Community Planning and Partnerships Policy Statement* and the Ministry of Education's *Community Planning and Partnerships Guideline* (March 2015).

References

1. *MEMORANDUM 2015:B09: Release of New Pupil Accommodation Review Guideline and Community Planning and Partnerships Guideline – (Gabriel F. Sékaly ADM to Directors of Education)*
 - 1.1 *Ministry of Education Pupil Accommodation Review Guideline, March 2015*
 - 1.2 *Ministry of Education Community Planning and Partnerships Guideline, March 2015*
2. *ALCDSB POLICY A-2016-09-2 Pupil Accommodation Review*
 - 2.1 *ADMINISTRATIVE PROCEDURES: Pupil Accommodation Review*
3. *ALCDSB POLICY B-2010-05-02: Sharing Agreements – Facilities and Services*
 - 3.1 *ADMINISTRATIVE PROCEDURES: Sharing Agreements – Facilities and Service*

Definitions

Community Partnerships, for the purposes of these procedures, include co-build facilities, leases, licenses and joint use agreements for partners to utilize Board facilities or properties.

Community Planning is a collaborative process involving multiple public agencies reviewing the use of public facilities in the delivery of public services.

Operating Procedures

1. Identification of Locations for Potential Community Partnerships and/or Co-Build Opportunities

Schools may not be eligible for partnership if demographic projections predict increased enrollment or the school is being considered for additional Board programs/uses. On an annual basis, staff will provide a list of eligible facilities and properties subject to the following criteria:

- Over a two (2) year period, the school has operated at less than 60% capacity, and
- Over a two (2) year period, the school has an excess of 200 available student spaces.

2. Notification Requirements

On an annual basis the Board will invite the public to a meeting that discusses the list of potential community partnership sites. On an annual basis the Board will provide a list of eligible sites to the following community and government agencies operating within the geographic and jurisdictional boundaries of the Board:

- Roman Catholic Archdioceses,
- Upper and Lower Tier Municipalities,
- Consolidated Municipal Service Managers,
- Local Health Integration Networks,
- Public Health Boards,
- Children's Mental Health Centres,
- Publically funded post-secondary institutions,
- Catholic and Public District School Boards, and
- Provincial and Federal government real estate agencies/departments.
- Indigenous Organizations

3. Eligibility Criteria

Eligible community partners must respect the Guiding Principles listed in the Policy document. Potential community partners will be invited to submit a proposal that will include, but is not limited to, the following:

- Organization's history and background, mission statement, and governance structure,
- Demonstration of historic and long-term financial viability,
- Location(s) requested for consideration,
- Intended use of space, and
- Demonstration of how intended use of space will support:
 - The health and safety of students,
 - Student achievement and well-being, and,
 - The appropriateness of the partnership within the school setting.

4. Review Process

The Controller of Plant and Planning Services will review community partnership proposals and make recommendations to the Board. Full cost recovery will be part of partnership evaluations. Multiple eligible proposals for the same site will be given priority based on the Guiding Principles listed in the Policy Statement.

- a. Community Partnership proposals shall specify the following:
 - i. Minimum square footage required,
 - ii. Type of space required (i.e. number of rooms, washrooms, etc.),
 - iii. External access requirements,
 - iv. Parking requirements,
 - v. Hours of operation,
 - vi. Number of employees, and
 - vii. Estimated number of clients by calendar month.

b. Co-build Proposal

Capital projects for new schools and major renovations may be considered for co-build partnerships. These projects will be identified during the Notification process listed above. Co-build proposals will be subject to the Eligibility Criteria listed above and must submit proposals in accordance with section 4a above.

5. Agreement Requirements

- Costs of the partnership associated with occupancy, including any zoning issues, leasehold improvements and legal advice fees, are the responsibility of the community partner, and
- Partnerships will be subject to legal agreements specifying, at minimum, definitions of the core functions and governance, terms, conflict resolution and termination.

Appendices

Appendix 1: MEMORANDUM 2015:B09: Release of New Pupil Accommodation Review Guideline and Community Planning and Partnerships Guideline

Appendix 2: Ministry of Education Pupil Accommodation Review Guideline, March 2015

Appendix 3: Ministry of Education Community Planning and Partnerships Guideline, March 2015

Approved: September 13, 2016