



## **Policy Manual – Buildings**

### **B.F.01- Community Planning and Facility Partnerships**

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#### **Policy Statement**

The Hamilton-Wentworth Catholic District School Board recognizes that facility partnerships can strengthen relationships with community partners, improve services and supports available to students and the community, maximize the use public infrastructure and reduce operating costs.

#### **Policy Supports**

##### **Community Planning and Facility Partnerships 2019 - PROCEDURES**

#### **Purpose**

The Community Planning and Facility Partnerships policy, along with the administrative procedure, have been developed in accordance with the Ministry of Education's *Community Planning and Partnership Guidelines, 2015*. The Community Planning and Facility Partnerships policy provides a framework to support the development of facility partnership opportunities with community partners during the school day. The operations of community partners should enhance and respect the Board's Vision, Mission Statement, values, as well as the Board's Multi-Year Strategic Plan and strategic directions.

#### **Principles**

Where available space or co-build partnerships have been identified, the following principles will be the primary considerations when reviewing suitable facility partnerships:

- Respect the mission of the Hamilton-Wentworth Catholic District School Board and the values of Catholic faith;
- Protect the academic achievement and health and safety of students and staff;
- Must be appropriate for the school setting and not interfere with school/ Board operations and activities;
- Maximize the use of excess school space;
- Improve services, programs and supports available to students;
- Reduce facility operating costs for the Board;
- Maintain and operate the space on a cost recovery basis;
- Will not prevent the Board from building, renovating, and/ or closing schools or from disposing of surplus assets when required.

## Requirements

### 1. **Identifying Suitable Space for Partnership opportunities**

- a) The Board shall have the sole discretion to identify, through the Annual Pupil Accommodation Report, school buildings and sites suitable and available for community partnerships, as well as future capital projects that may present an opportunity for co-building with community partners.
- b) Schools or sites already declared surplus in accordance with Ontario Regulation 444/98 are no longer candidates for planning and partnership opportunities.
- c) The Board's Annual Pupil Accommodation Report will address future facility needs for students, and will be presented to approved and potential partners in the discussion of partnership opportunities.
- d) Prior to the announcement of a new Accommodation Review Process (as defined in Board Policy S-09: *Pupil Accommodation Review*) the community will be consulted on potential community partnership opportunities.

### 2. **Public Notification Process and Annual Meeting**

- a) The Board shall provide public notification, in accordance with the Board's *Community Planning and Facility Partnership Procedure*, related to potential community partnerships.
- b) The Board will inform stakeholders of potential opportunities for facility partnerships on its public website.
- c) The Board shall hold at least one (1) meeting per year to discuss potential community planning and partnership opportunities with the various levels of government and community agencies as defined within the Board procedure.

### 3. **Partnership Selection and Proposals**

- a) The Board will consider, and at its sole discretion determine the eligibility of applicants to become potential partners. The "Approved Partner Notification List" can be found in the Board's *Community Planning and Facility Partnerships Procedure*.
- b) The Board will use the following criteria to evaluate the suitability of partners and their proposals as they relate to specific sites.
  - i) The community partnership is expected to follow the suitability principles outlined above for primary consideration.
  - ii) The community partner must:
    - provide financial statements showing financial viability of their organization;
    - provide proof of liability insurance (minimum of \$5,000,000.00;
    - agree to operate in accordance with Board Policies and Procedures;
    - be willing to enter into a lease, license, or joint-use/ partnership agreement;

- agree that all staff from the partnership entity working on school property complete a criminal background check and vulnerable sector screening; and,
  - be able to bear the costs of minor renovations to protect student safety, provide appropriate washrooms and otherwise make the space suitable for use by the partner.
- c) Entities that provide competing education services such as tutoring services, JK-12 private schools or private colleges, and credit offering entities that are not government-funded, are not eligible partners.
- d) Expressions of interest from Community Partners involving Community Planning and Facility Partnerships will be made in writing to the Director of Education. Expressions of interest from community partners will be reviewed and evaluated for compatibility with this policy before Board staff make a recommendation to the Board regarding a partnership.

#### **4. Partnership Agreements and Cost Recovery**

- a) Facility partnership agreements will be facilitated with the partner and reviewed on an annual basis, subject to the needs of the school and the needs of the Board.
- b) Partners will be provided with clear instructions of their rights and responsibilities as tenants, including maintenance standards and the applicability or lack thereof, of Board user policies.
- c) On a cost-recovery basis, the fees charged to partners should cover the operations and capital cost, including administrative costs and property taxes (if applicable), to the space occupied by the partner.
- d) In co-building, partners will be required to pay for and finance their share of construction, including a proportional share of joint-use or share space.

#### **Regulations**

Ministry of Education, Community Planning and Partnership Guideline (March 2015)  
*Education Act*, Regulation 444/98- Disposition of Surplus Real Property

#### **Related Policies**

**S.09 Pupil Accommodation Review**

#### **Related Board Committee**

Committee of the Whole

#### **Policy Review Date**

BM Original Policy Approved 04 June 2012

**Revisions:** 01 March 2016, 27 August 2019

To be reviewed every Three Years