OTTAWA CATHOLIC SCHOOL BOARD

POLICIES AND PROCEDURES

POLICY: Community Planning and Facilities Partnerships

Date Approved: December 15, 2015	**Last Reviewed:** 2021-2022
Dates of Amendment:	
Cross Reference: Pupil Accommodation Review; Disposal of Surplus Properties and/or Buildings; Lease / License of Surplus Space; Alternative Arrangements for School Facilities – Education Development Charges	

POLICY:

1. The Board's primary responsibility is to support the health and safety, spiritual, and intellectual achievement of students and staff. In that context the Board shall consider opportunities to cooperate with community partners to explore sharing school facilities and land use planning to the benefit of the Board, student and the community. Where a partnership is appropriate for the school setting and where it enhances student achievement and the Board's objectives for students and staff, the Board is receptive to sharing facilities/land when building new schools/additions, undertaking significant renovations, and when considering the use of unoccupied space in existing schools and retained schools that are surplus to Board requirements.
2. All partnerships shall be consistent with and support the Board's guiding principles and system goals including Faith, Community, Partnership, Persons, Excellence, Justice and Stewardship. All partnerships shall respect and support the denominational rights of the Catholic school system. The Board's policy shall align with the current Ministry of Education's Community Planning and Partnerships Guideline.
3. The Board, in its sole discretion, shall identify which schools and school sites may and may not be suitable and available for facility partnerships and those entities that are acceptable as community partners in existing or planned facilities.
4. Entities that provide competing education services, private schools or colleges and credit

offering entities that are not government funded are not eligible partners.

5. The Board shall create a notification list of Community Partners that will include at a minimum the entities listed in Ontario Regulation 444/98; District Social Services Administration Board(s) or Consolidated Municipal Service Manager(s); Public Health Boards; Local Health Integration Networks; and Children's Mental Health Centres and will inform these entities when opportunities arise for potential partnerships.

6. On an annual basis the Board shall identify existing schools that have unused space available for sharing with potential Community Partners and shall post this information to the Board's website and shall notify the Community Partners.

7. The Board shall post on its website the current iteration of the approved Capital Plan in order for potential partners to identify the location, size and timing of planned requests to the Ministry of Education for new schools, additions and significant renovations. Community Partners shall review these plans and express their interest in any potential facility partnerships to the Board in a timely manner.

8. The approved Capital Plan that will be posted on the Board's website will also include information on Review Areas that may contain potential school consolidation opportunities.

9. The Board will hold at least one advertised public meeting per year to exchange information with interested Community Partners and the public to discuss potential planning and partnership opportunities including available space in existing facilities and co-building/consolidation opportunities. Community Partners should also be prepared to share similar planning information and building project schedules with the Board at this meeting. Interested Community Partners will also provide the Board with approved funding sources for associated capital and operating costs.

10. Expressions of interest from Community Partners will be reviewed and evaluated for compatibility with this policy by Planning and Facilities, Executive Council, and in the case of unused space, the Catholic School Council, before senior administration makes a recommendation to the Board for the sharing of school space or a co-build facility partnership. In an instance where there is competing partnership opportunities the entity recommended will be the one which, on balance, is determined by the Director of Education to be the best overall fit for the school involved.

11. The Board is the sole authority to approve all facility partnerships.

ADMINISTRATIVE PROCEDURES:

1. In addition to the prescribed Community Partners, nonprofit entities, whose activities are consistent with municipal zoning and by-law, may make application to the Director of Education for consideration as a Community Partner showing how they are compatible with this policy and how their partnership is of value to students, staff and the Board. This includes but is not limited to childcare operators and government funded agencies. The Director of Education will determine the eligibility of all applicants.

Unused Space in Existing Schools

1. On an annual basis, using October 31 enrolment, Planning and Facilities will identify schools that for two years or more have been operating at less than 60% and/or have more than 200 unused pupil places of the Ministry Rated Capacity that is projected to be available for a minimum of five years, and will submit this information to Executive Council.
2. Superintendents of Schools will report at Executive Council on the opportunity for facility partnerships taking into account the nature of the school and its operational characteristics to confirm that the identified space is in fact available.
3. Where Executive Council confirms space availability, the Catholic School Council will be consulted to provide school comments that they wish to have considered before any report is brought to the Board regarding the availability of space.
4. After approval by the Board, the identified schools will be posted to the website and circulated to Community Partners to solicit their interest in developing a partnership. Pertinent information concerning the location and type of school and space available will be provided.
5. If the space is available for the long term, the Board may consider declaring the space surplus and circulating it for lease through Ontario Regulation 444/98.

POLICY: Community Planning and Facilities Partnerships

Pupil Accommodation Review (PAR)

1. Where possible, the Board's Capital Plan will identify Review Areas that have schools that may be candidates for potential consolidation. Potential partners that have an interest in schools in these Review Areas should provide expressions of interest in writing to the Director of Education. The expressions of interest from potential partners will provide a clear indication of their desire for future community planning and partnerships opportunities in these Review Areas. Expressions of interest that are received will be included in any related Pupil Accommodation Reviews.

Co-Building Opportunities

1. The Board's Capital Plan will identify the location, size and timing of the Board's planned requests to the Ministry of Education for new schools, additions and significant renovations. In developing the Board Capital Plan and upon approval by the Ministry of Education of funding of a new school / major additions / renovations, Planning and Facilities will consult with Community Partners to provide them an opportunity to identify any interests in a Facility Partnership.

2. Community Partners will provide expressions of interest for potential co-building partnerships in a timely manner that meets the planning and construction timelines of the Board and will include information on how their capital and operating costs will be funded.

Expressions of Interest

1. Expressions of interest for any partnerships will be made in writing to the Director of Education.

2. The Board will evaluate expressions of interest to select suitable partners. Agreements will not be finalized until both the Board and the partners have an approved source of funding. The Board, at its sole discretion, will decide whether a partnership is desired or not.

3. In addition to criteria set out in this policy, any partnerships will result in benefits to students and staff and financial benefit and improvement in the operating efficiency of the Board.

4. Any partnerships will respect the need for a clearly identifiable Catholic identity for the school component of such ventures, preferably in a campus model.

5. The Board reserves the right to proceed as quickly as possible with or without a cooperative or joint initiative to meet the accommodation needs of students and staff.

Partnership Agreements

1. In every instance the entire professional, capital, maintenance, operating cost and applicable taxes associated with developing, constructing and operating the space to be occupied by the partner, including a proportional share of joint-use or shared space will be borne by the partner. This includes capital renewal, land costs and any administrative costs incurred by the Board.