Northeastern Catholic District School Board

COMMUNITY PLANNING AND PARTNERSHIPS

Administrative Procedure Number: APF005

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to collaborating with community organizations to optimize the use of public assets owned by the Board in order to improve services and support for students and local communities. It is the intention of the NCDSB to establish facility partnerships and to engage community organizations in the review of available spaces on a regular basis, so that facilities are maximized to the fullest potential and operating costs are reduced both for the board and the government. The NCDSB strives to increase the opportunities for expanding the number of partnerships as well as long-term planning in a way that is well-informed, well-coordinated, transparent, sustainable, and supportive of student achievement.

REFERENCES

Education Act
Ontario Regulation 374/23 Acquisition and Disposition of Real Property
Ministry of Education Community Planning and Partnerships Guideline - March 2015
Early Years Accommodations in Schools Reference Guide – Spring 2018
NCDSB Policy
- F-3 Pupil Accommodation Review
- F-5 Community Planning and Partnerships

NCDSB Administrative Procedure
- APF003 Pupil Accommodation Review

DEFINITIONS

Board
Northeastern Catholic District School Board.

Community Partners
Community non-profit or profit entities expressing interest in participating in facility use partnership agreements that are deemed eligible by the Board.

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

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

Facilities
Buildings and properties owned by Northeastern Catholic District School Board.

Facility Partnerships
A mutually beneficial and supportive arrangement supported by a formal Facilities Partnership Agreement with the Board.

Unused Space
Space that is unoccupied in a facility that has not been declared surplus to the needs of the Board.

PROCEDURES

1.0 SCOPE

1.1 The intent of facility partnerships is to reduce facility operating costs, strengthen the relationships between the Board, community partners and the public, maximize the use of public infrastructure, provide a foundation for improved service delivery for communities, and ultimately improve services, programs and supports available to students.

1.2 The *Community Planning and Partnerships Guideline – March 2015* and the provisions therein, will be referenced and used as part of these procedures.

1.3 The *Early Years Accommodations in Schools Reference Guide – Spring 2018* and the provisions therein, will be referenced and used as part of these procedures.

2.0 PRINCIPLES AND CRITERIA REGARDING THE ELIGIBILITY OF PARTNERS

2.1 In considering eligible partners, the NCDSB is expected to consider the value of the partnership to students and Catholic education. As well, the following requirements must also be considered:

i) The partnership must be appropriate for a Catholic school setting;
ii) The health and safety of students and staff must be protected;
iii) The partnership must not compromise student achievement;
iv) All costs associated with the partner's use are to be recovered through fees and rental;
v) Entities that provide competing education services are not eligible partners.

3.0 FACILITY PLANNING, INFORMATION SHARING, AND COMMUNICATION STRATEGIES

3.1 A facilities capital plan will be reviewed annually, to include enrolment projections, school capacity, renewal needs, potential consolidations and the construction of new schools or additions, including significant renovations.

3.2 A long-term capital and accommodation plan of all facilities will be conducted and reported to the Board, at least one time annually.

3.3 Information will be posted on the NCDSB website to ensure that community partners have sufficient time to respond to available opportunities.

3.4 The NCDSB will post on its website the name and contact information of the staff member who will respond to questions regarding facility partnerships.

3.5 Where unused spaced is declared surplus, the NCDSB will continue to follow the circulation process outlined in Ontario Regulation 374/23. Where the unused space in open and operating schools is not surplus, but is available for partnership, or where the partnership opportunity involves new construction, the information will be provided to potential partners through the notification process outlined in section 4 below.

3.6 The NCDSB will determine what facilities and/or are suitable and not suitable for facility partnerships.

4.0 ENTITIES AND NOTIFICATION PROCESS

4.1 The NCDSB will inform entities on their notification list when key information regarding community planning or facility partnerships is changed or updated. The create the notification list, the Board will address the following requirements:

i) All applicable levels of municipal government;
ii) Applicable District Social Services Administration Board (s) or Consolidated Municipal Service Manager(s);
iii) Applicable Public Health Boards, Local Health Integration Networks and Children's Mental Health Centres.

4.2 The NCDSB may prioritize its notification list as it sees fit.

4.3 If child care operators or government-funded organizations request it, they will be added to the notification list.

4.4 The NCDSB may add any other entity to its notification list.

5.0 FACILITY AGREEMENTS

5.1 Agreements will be signed detailing the terms of occupancy, fee calculation, and related board policies and procedures.

5.2 The NCDSB is not expected to take on additional costs to support facility partnerships.

5.3 On cost-recovery basis, the fees charged to partners should cover the operations and capital costs, including administrative costs and property taxes (if applicable).

6.0 RELATED FORMS AND DOCUMENTS

Nil.

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: October 2024