

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i>	<i>Policy Number</i>
Facilities	704
<i>Former Policy #</i>	<i>Page</i>
	1 of 4
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
	June 8, 2010

POLICY TITLE: FACILITY PARTNERSHIPS

SECTION A:

1. PURPOSE

The York Catholic District School Board recognizes its responsibility to work with community partners in order to share facilities and has a proud record of successful facility partnerships with the co-terminus Boards, municipalities of York Region and various community agencies. Through these initiatives the Board, its pupils and the community benefit and the use of public assets is optimized. The purpose of this policy and guidelines is to provide direction to staff and community partners when initiating/establishing facility partnerships.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to support facility partnerships in keeping with guidelines and expectations of the Ministry of Education where such partnerships benefit the Board, the pupils and the community.

3. PARAMETERS

- 3.1 The primary responsibility of the York Catholic District School Board is to support the achievement and safety of its pupils.
- 3.2 The Board retains the authority to make decisions regarding school facilities and the use of school facilities in keeping with the *Education Act* and other legal restrictions.
- 3.3 The application of this policy shall be consistent with Ministry of Education guidelines for facility partnerships.
- 3.4 The Board has the sole discretion to determine which schools are suitable for a facility partnership as well as to determine the eligibility of all potential community partners.
- 3.5 Staff shall comply with Ministry of Education guidelines and expectations with respect to the implementation of this policy.

4. RESPONSIBILITIES

- 4.1 Director of Education/Designate
 - To oversee the implementation of this policy.
- 4.2 Senior Manager: Administrative Services
 - To oversee the ongoing implementation and management of this policy.
 - To ensure compliance by facilitating required compliance initiatives.

5. DEFINITIONS

- 5.1 Facilities
 - School buildings and other Board owned premises.
- 5.2 Facility Partnerships
 - Include co-built facilities, lease, licensed and joint-use agreements for partners to utilize part of a school facility.

CROSS REFERENCES

Education Act
Ministry of Education
YCDSB Policy 703

Facility Partnerships Guideline
Community Use of Schools

Approval by Board	_____
	<i>Date</i>
Effective Date	_____
	<i>Date</i>
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	<i>Date</i>
Review Date	June 2015
	<i>Date</i>

POLICY TITLE: FACILITY PARTNERSHIPS

SECTION B:

GUIDELINES

1. Facility Eligibility Review

1.1 On an annual basis, Administration will provide a list of potential schools available for a facility partnership subject to the following **minimum** criteria:

- The school is operating at less than 60% capacity over a 3 year period.

OR

- The school has an excess of 200 available pupil places over a 3 year period.

AND

- The school has in excess of 2 empty classrooms over a 3 year period.

1.2 A school may be excluded from the potential list of facilities if it hosts a specialty program, is identified as or is under consideration for other Board programs or Board uses (for example, administrative uses, training, storage, other).

1.3 All schools identified as being suitable for a facility partnership are subject to Board approval.

2. Notification

2.1 The Board will hold an annual public meeting to receive potential facility partnership requests/opportunities.

2.2 The Board will advise agencies on the Notification List in advance of the meeting via email, as well as post information on the Board website.

2.3 The Notification list will include the following (but not limited to) agencies:

- Co-terminus School Boards
- Regional Municipality of York
- Local Municipalities within York Region
- Publically funded colleges and universities
- Provincial Government
- Federal Government
- Local Hospitals
- Archdiocese of Toronto
- Share Life
- United Way
- Existing Child Care Operators

3. Partner Eligibility Review

- 3.1 Potential facility partners will be invited to submit an application form that outlines the following:
- Organization/Company background and history
 - Organizational Mission Statement
 - Location requested
 - Intended use of space
 - Provide documentation demonstrating financial viability
 - A description of how the proposed use will be a benefit to the pupils and school community
- 3.2 All eligible partners must:
- Be respectful of Catholic faith
 - Observe and uphold all Board policies and procedures
 - Ensure the safety of pupils.
 - Not be a competing interest
- 3.3 Each application received will be reviewed by Administration to consider their eligibility for a Partner Proposal Review.

4. Partner Proposal Review

- 4.1 Applicants recommended for a Partner Proposal Review will be required to submit a detailed project proposal along with the designated application fee outlining the following:
- Space required (i.e. number of rooms, washrooms, etc)
 - Parking requirements
 - Renovations required
 - Hours of Operation
 - Number of users / clients / occupants.
- 4.2 Administration will review the partner proposal and make a recommendation to the Board.
- 4.3 All partnership proposals must be approved by the Board.

5. Co-Building Opportunities

- 5.1 New schools, additions and significant renovations may also be considered for facility partnership opportunities
- 5.2 Projects available for co-building will be identified as part of the annual notification procedure outlined in Section 2 of the Facility Partnership Guidelines.
- 5.3 Appropriate co-building partners will be evaluated using the procedure outlined in Section 3 Partner Eligibility Review.

6. Fees and Agreements

- 6.1 Facility partnerships will be cost neutral to the Board.

6.2 All facility partners will be required to enter into the appropriate agreement with the Board prior to taking possession of the space.