

York Catholic District School Board



PROCEDURE: COMMUNITY PLANNING AND PARTNERSHIPS

Addendum to Policy 704: Community Planning and Partnerships

Effective: October 28, 2015

POLICY TITLE: COMMUNITY PLANNING AND PARTNERSHIPS

PURPOSE

The York Catholic District School Board recognizes and encourages opportunities to work with community partners in order to share facilities that support the Board's Mission, Vision and Strategic Commitments, and are consistent with the legal framework outlined in the *Education Act* regarding the use of surplus and non-surplus property or the joint use of School or Board owned premises.

RATIONALE

These procedures, an addendum to Policy 704: *Community Planning and Partnerships*, provide direction to staff when considering community partnerships and support the application of the Ministry of Education's revised *Community Planning and Partnerships Guideline* in the following areas:

1. Identification of location(s) for potential community partnerships and/or co-build opportunities;
2. Community Partnership and Planning Notification Requirements;
3. Partnership Eligibility Criteria;
4. Partnership and Co-Build Proposal Review Process; and,
5. Fees and Agreement Requirements.

OPERATING PROCEDURES AND PROCESSES

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

1.1 On an annual basis, Administration will provide a list of potential locations available for community partnerships subject to the following **minimum** criteria:

- The school is operating at less than 60% capacity over a 2 year period.

OR

- The school has an excess of 200 available student places over a 2 year period.

1.2 On an annual basis, Administration will provide a list of potential locations available for co-build opportunities.

1.3 A location may be excluded from the potential list if it hosts a specialty program, is identified as or is under consideration for other Board programs or Board uses (i.e., administrative uses, training, etc.).

1.4 All locations identified as being suitable for a community partnership or co-build opportunity are subject to Board approval.

2. Community Planning and Partnership Notification Requirements

- 2.1 On an annual basis, the Board shall communicate to the agencies listed in 2.3 the Board's locations for potential community partnerships and/or co-build opportunities and the date of the public meeting via email and posted on the Board's website.
- 2.2 The Board shall hold an annual public meeting to present and discuss potential community partnerships and co-build opportunities.
- 2.3 The Notification List will include, but is not limited to, the following levels of government and community agencies:
 - Existing Child Care Operators
 - Archdiocese of Toronto
 - Regional Municipality of York including:
 - Consolidated Municipal Service Manager(s)
 - Public Health Boards,
 - Children's Mental Health Centres
 - Local Municipalities within York Region
 - Publically funded colleges and universities
 - School Boards
 - Provincial Government
 - Federal Government
 - Local Health Integration Networks

3. Partnership Eligibility Criteria

- 3.1 Potential community partners will be invited to submit an application form that outlines the following:
 - Organization/Company background and history
 - Organization/Company Mission Statement
 - Location requested
 - Intended use of space
 - Documentation demonstrating financial viability
 - Description of how the proposed use will be a benefit to the students and school community
- 3.2 All eligible community partners must:
 - Be respectful of the tenets of our Catholic faith
 - Support the Board's Mission, Vision and Strategic Commitments
 - Observe and uphold all Board policies and procedures
 - Ensure the safety of students
 - Not be a competing interest
- 3.3 Each application received will be reviewed by the Senior Manager of Administrative Services to consider its eligibility for a Community Partnership proposal or Co-Build proposal review.

4. Community Partnership and Co-Build Proposal Review Process

4.1 Community Partnership Proposal Review

4.1.1 Applicants recommended for a Community Partnership Proposal Review shall be required to submit a detailed project proposal along with a 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.

4.1.2 The Senior Manager of Administrative Services will review the community partnership proposal and make a recommendation to the Board. Should more than one proposal be received, they will be given priority in the same order as listed in 2.3.

4.1.3 All community partnership proposals shall be approved by the Board.

4.2 Co-Build Proposal Review

4.2.1 New schools, additions and significant renovations may be considered for community co-build partnership opportunities.

4.2.2 Projects available for co-building will be identified as part of the annual notification procedure outlined in Section 2: Community Planning and Partnership Notification Requirements.

4.2.3 Appropriate co-building partners will be evaluated using the procedure outlined in Section 3: Partnership Eligibility Criteria.

5. Fees and Agreement Requirements

5.1 Community partnerships and co-build opportunities will be cost neutral to the Board.

5.2 All community partners shall be required to enter into an appropriate agreement with the Board prior to taking possession of the space.