

Toronto District School Board

Operational Procedure PR713

Title: **COMMUNITY PLANNING AND PARTNERSHIPS**

Adopted: May 17, 2016

Effectuated: May 17, 2016

Revised:

Reviewed:

Authorization: Executive Council

1.0 RATIONALE

This procedure supports the implementation of Policy P076, Community Planning and Partnerships and is intended to adhere to the Ministry of Education's Community Planning and Partnerships Guideline.

2.0 OBJECTIVE

To provide specific details regarding the implementation of the Ministry of Education's Community Planning and Partnerships Guideline

3.0 DEFINITIONS

Facility Partnership is an agreement between the Board and a community organization to occupy space that is not utilized in an operating school during the school day or to co-build space where a community organization may be housed on a cost-recovery basis.

Long-Term Program and Accommodation Strategy is a roadmap for the future that provides an approach to program and accommodation planning with a ten-year timeframe that allows for responsiveness and flexibility in a changing environment by including an annual cycle of review.

Operating School is a school that is open to pupils for regular day school instruction.

Surplus School Space is identified by the Board under the authority of the Education Act 194(1) as real property no longer required for the long term accommodation needs of students. Under section 194(3) of the Education Act, this space could be sold or leased to other entities for their use. Disposition of surplus space is described under Ontario Regulation 444/98 of the Education Act.

Unused School Space is space in a school (or portion of a school) that is not required for school programs in the short term or medium term, and that the Board has not declared surplus.

4.0 RESPONSIBILITY

Associate Director, Finance and Operations

5.0 APPLICATION AND SCOPE

This procedure applies to staff engaged in facility partnerships.

6.0 PROCEDURES

6.1. Identification of Community Planning and Partnership Opportunities in Board Planning

- a) Following the annual process to develop the Long-Term Program and Accommodation Strategy and the Capital Budget, TDSB staff shall determine areas of projected enrolment growth and areas of decline, utilization rates of operating schools both in the short term and the long term, renewal needs, potential closures and new school construction or additions.
- b) This will assist staff in identifying operating schools with unused space (classrooms) that could potentially accommodate facility partnerships; those that could be declared surplus to the needs of the Board; and those that may require new construction or additions.

6.2. Notification Process

- a) When it has been determined that classrooms are not required in the short and medium term and could be available for potential partnership or if there is an opportunity for partnership as part of new construction, potential partners shall be notified through the process outlined in this procedure.
- b) Staff shall post information on TDSB's website regarding our plans to undertake significant renovations to operating schools, unused space in operating schools and administrative buildings, and plans to build new schools. The information shall be updated annually or as required. The contact information of the staff person responsible for facility partnerships shall be posted on the website.
- c) Staff shall contact external organizations on the notification list found in Appendix A. This is a minimum list and could be expanded as required.
- d) When it has been determined that unused school space will not be required in the long-term and should be declared surplus to the needs of the Board, the Board shall continue to follow the process outlined in Ontario Regulation 444/98 of the Education Act when contacting external organizations.

6.3. Annual Meeting

- a) TDSB shall hold at least one meeting each year to share details of any schools deemed eligible for facility partnerships and any relevant information in the Long-Term Program and Accommodation Strategy or the Capital Budget. The organizations listed in Appendix A shall be contacted about the meeting and the general public shall be notified through the TDSB website. The annual meeting shall be part of a regularly-scheduled Board meeting or a separate meeting.
- b) The Board shall request that organizations attending the meeting bring relevant planning information such as population projections, growth plans, community needs, land-use and greenspace or park requirements.

6.4. Planning Prior to a Pupil Accommodation Review

In addition to the Annual Meeting regarding potential community planning and partnerships, the Board shall continue to interact with municipalities and community organizations when addressing underutilized schools to inform staff and the Board when considering Pupil Accommodation Reviews.

6.5. Opportunities to Share Unused Space in Schools with Community Partners

- a) As directed by the Ministry of Education, the Board shall review facilities that have had a utilization rate of 60% or less for two years and or have 200 or more unused pupil places.
- b) The Board shall review potential partnerships based on the criteria established by the Board in policy P076.
- c) If the space is both suitable for facility partnerships and is available for the long term, the Board is expected to consider declaring it surplus and circulating it for lease through Ontario Regulation 444/98 of the Education Act. If the space is suitable for facility partnerships but is not surplus to the needs of the Board, the Board is expected to follow the notification process outlined in section 6.2 of this procedure.

6.6. Opportunities for Co-Building with Community Partners

- a) The Board shall evaluate capital projects such as the construction of a new school, a major addition or renovation on a case by case basis to determine whether partnerships may be appropriate or beneficial.
- b) The Board shall contact the organizations on its notification list one to three years prior to the potential construction start date to give the organizations ample time to determine if the project is suitable for their needs.
- c) The notification should be supported by a Board decision.

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- d) Once notified, the community organizations may express an interest in co-building with the Board. The Board shall evaluate the suitability of the potential facility partnership.
 - e) Approved funding sources by all parties must be identified before facility partnership agreements are finalized. The Ministry of Education prefers that school boards and facility partners have ownership of their respective portion of the facility, where the portions are sizeable.
 - f) The Board shall ensure that potential partners are aware of their timelines and ensure that they are achieved.

6.7. Partnership Agreements and Cost-Recovery

- a) The Board shall have full discretion when evaluating a potential facility partner through the Community Planning and Partnerships policy P076 to ensure alignment with the Board's mission and values.
- b) All partners shall comply with the Board's policies and procedures including but not limited to accessibility, equity and health and safety.
- c) All employees and volunteers of partners who are working at school sites shall complete criminal background checks in accordance with the Board's clearance requirements including but not limited to Vulnerable Sector Screening clearance from the local police authorities and Ontario Regulation 521/01 of the Education Act.
- d) If more than one organization expresses an interest in a facility partnership, the Board shall choose the one that is most compatible and best meets its selection criteria.
- e) Partnership agreements shall take the form of lease agreements and shall include clear information regarding the roles, rights and responsibilities of the partners and the Board. They are legal agreements that must comply with the Education Act and TDSB's policies and procedures and shall be approved by the Board.
- f) All partnerships shall be on a cost-recovery basis and will include costs such as but not limited to operating and capital expenses, administrative fees and property taxes (if applicable). Additional costs to adapt the space for the needs of the partner, to ensure student safety and to provide appropriate washrooms will be the responsibility of the partner.
- g) In co-building projects, partners shall pay for their share of construction cost, including a proportional share of joint-use or shared space.
- h) Partners shall provide financial statements demonstrating their financial viability as well as proof of liability insurance (minimum of \$5,000,000).

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- i) As per the Ministry guideline, Ministry approval may be required for a partnership depending on the circumstances.

7.0 EVALUATION

This procedure shall be reviewed every four (4) years after the effective date or sooner if revisions to the guideline associated with the Community Planning and Partnerships policy are instituted by the Ministry of Education.

8.0 APPENDIX

Appendix A: Types of External Organizations on Notification List

9.0 REFERENCE DOCUMENTS

Community Planning and Partnerships Policy (P076)

Ministry of Education's Community Planning and Partnerships Guideline (2015:B09)

Ontario Regulation 444/98: Disposition of Surplus Real Property

Types of External Organizations on Notification List

Children's Mental Health Agencies

Children's Services

Community Colleges

Co-terminus School Boards

Indigenous and Metis Organizations

Local Health Integration Networks (LHIN)

Municipality

Province – appropriate Ministries

Public Health Board

Section 23 Organizations

Universities