



SECTION:	Facilities Development	APPROVAL DATE:
SUBSECTION:	Facilities Management	May 2, 2011
POLICY NAME:	Facility Partnerships	LAST REVISED:
POLICY NUMBER:	R.FD.G.1	May 2, 2011

REGULATION

This regulation identifies eligible property and eligible partners for Facility Partnerships. The Board has the authority to make decisions regarding its school facilities and the use of its facilities that is consistent with the Education Act.

1. The challenges of enrolment changes and making the best use of education funding to support student achievement, create an incentive and opportunity to maximize the use of Board facilities.
2. Offering space in schools to appropriate partners can strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students and the wider community.
3. The Board will identify which schools will or will not be suitable for Facility Partnerships based on Board-determined criteria.
4. Unused space that has been declared surplus to the Board will continue to follow the circulation process outlined in O. Reg. 444/98.

OBJECTIVES

The objectives of this policy are to:

- a. improve services and supports available to students;
- b. reduce facility operating costs;
- c. strengthen relationships between the Board, community partners and the public;
- d. maximize the use of public infrastructure through increased flexibility and utilization, and
- e. provide a foundation for improved service delivery for communities.

DEFINITIONS

Facility

A facility is a school or administration building that will be open and operating for the next five years.

Unused Space

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

Partnership Space

Partnership space is unused space identified as appropriate for Partnerships.

Partner

Partner entities on the Partnership List and other entities selected by the Board that meets the Board's Partner Eligibility Criteria.

Partnership List

Partnership List is a list of eligible partners maintained by the Board, including entities in O. Reg 444/98, current Board partners, and child care operators and other government-funded agencies requesting inclusion on the Partnership List. The Board may prioritize this list and add entities to it as it deems appropriate.

Partnership Report

A Partnership Report is developed annually by staff for the Board's consideration which identifies space available for partnerships.

Partnership

A Partnership is a relationship whereby a Partner has entered into a formal Partnership agreement with the Board.

Co-building Opportunities

Co-building Opportunities occur when a capital building project in a new school, an addition or a major renovation project in an existing facility, is approved by the Board for the potential of a Partnership.

PROCESSES AND TIMELINES

- Annually in May, the Board's Identified Schools Report will identify operating schools with space eligible for further Partnership investigation.
- Annually, a Partnership Report which identifies Partnership Space will be presented to the Board for consideration.
- The Board will approve Partnership Space.
- After approval by the Board, entities on the Partnership List will be notified of available Partnership Space.
- Information on available Partnership Space will be posted on the Board's website, and updated annually.
- A public meeting will be held annually to provide information to the public on available Partnership Space.
- When a Co-building Opportunity is identified and approved by the Board, entities on the Partnership List will be notified and information will be posted on the Board's website.

IDENTIFICATION OF AVAILABLE FACILITY PARTNERSHIP SPACE

The following criteria will be used to identify facilities with potential partnership space:

From the Identified Schools Report:

- Facilities that have been 60% utilized or less for the past two years, and facilities that have had 150 or more unused pupil places for at least the past two years;

From the Partnership Report:

- Facilities that are projected to be 60% utilized or less for the next five years;
- Facilities that have not been designated as surplus space as per O.Reg 444/98;
- Facilities that have space available for the self contained, exclusive and secure use of the partners separate from the school's day to day operations;
- Facilities that have space that is not required for Board programming, and
- Future Co-building Opportunities known at the time of the presentation of the Partnership Report.

PARTNER ELIGIBILITY

- All entities on the Partnership List will be considered eligible partners.
- Entities that express interest in becoming a partner will be subject to review by the Corporate Services Committee.
- Entities that provide educational services such as tutoring services, JK-12 private schools or colleges and/or credit offering entities that are not government funded are not eligible partners.

PARTNERSHIP PROJECT APPLICATION

A partner or a potential partner must submit a formal Partnership Project Proposal to the Board expressing interest in the use of available Partnership Space.

The Partnership Proposal will include the name of the Partner/proposed partner, the available space of interest, a brief outline of the considered use of the space, contact information, and any other information or details required by the Board.

Partnership Project Eligibility Criteria will be applied to the application by the Board's Corporate Services Committee.

An administration fee will be applied to all applications.

PARTNERSHIP PROJECT ELIGIBILITY CRITERIA

Partnerships must:

1. be appropriate for the school setting;
2. not compromise the student achievement strategy;

3. add value to the student's school life;
4. provide services for children, their families and the broader community;
5. comply with all Board Policies, Procedures, Protocols and Mission
6. offer programming during regular school hours and if they choose, after school hours, and
7. must indicate financial capacity for support of the partnership.

PARTNERSHIP PROJECT PROPOSAL

Partners who have eligible Partnership Applications may be invited to submit a detailed Partnership Project Proposal to the Board.

The necessary requirements of a Partnership Project Proposal will be developed by the Board, and reviewed and revised as required.

At a minimum, Partnership Project Proposals must include:

1. description of the service(s) to be provided;
2. description of how the service supports the Board's mandate;
3. complete financial break down for the Project's development and ongoing operation;
4. concise description of space needs, including size of the space, number of rooms, washrooms, parking required, renovations and capital changes, zoning amendments, hours of operation, and number of users/clients/occupants.
5. An administration fee will be applied for reviewing a Partnership Project Proposal.
6. Board staff will review the Proposal application to determine if the Proposal is complete, and appropriate for the facility and for the Board.

Note: All costs of the development of the Partnership Partner Proposal will be entirely at the expense of the Partner including: the application process, legal costs, obtaining information on rezoning, building and/or renovations, and any other costs involved in developing the Proposal.

CO-BUILDING PROJECTS

1. The Board will attempt to give at least 1-3 years notice prior to the construction or renovation of, or addition to, a Board facility.
2. The Board does not need to have secured funding and/or Ministry of Education approval when informing facility partners of its intention to build and/or renovate facilities and any opportunities for Co-building.
3. The Board will supply all available information about the project in order to allow potential partners to evaluate the possibility of a Co-building partnership.
4. Co-building Partnership Project construction will not impede the construction schedule and requirements of the Board.

5. All Co-building Partnerships must have approved source funding before they can be finalized.
6. Site size, topography and other restrictions may limit Co-building Partnership opportunities.
7. All Co-building Partnership Proposals will be assessed on a case-by-case basis to determine suitability.
8. The Wellington Catholic District School Board encourages community partners to provide notification to the Board when it has proposals or plans to build new facilities.

INTERMITTENT, TEMPORARY OR PART-TIME USE

Potential partners requiring a small amount of space, space for intermittent use, or on a temporary or part-time basis is covered under Community Use of Schools Policy P.FD.E.5 and Regulation R.FD.E.5

AGREEMENTS AND COST RECOVERY

1. No cost will be incurred by the Board through Partnerships. All Partnerships will be on a full cost-recovery basis.
2. All costs involved in applying for Partnership Space, and developing and submitting a Partnership Project Proposal must be borne by the Partner.
3. The Partner will pay all of its operational costs for the use of the space, and any additional alterations or changes to the space for the duration of the Partnership Agreement.
4. All Partners will be required to enter into a Partnership Agreement developed by the Board, with the costs of the development of the Agreement to be paid by the Partner.
5. All Partnership agreements will contain an acknowledgement by the partner that the organization accepts all risk associated with the occupancy of the agreed to space.