



## **Policy Type: Learning Environment**

**Policy Title: Community Planning & Partnerships**

**Policy Number: LE - 27**

### **Policy Statement**

*The Simcoe Muskoka Catholic District School Board's primary responsibility is to support the achievement, well-being and safety of all students. Therefore, it is the policy of the Board to support community partnerships in keeping with guidelines and expectations of the Ministry of Education where such partnerships benefit the Board, the students and the community with the following intent:*

*To reduce the facility operating costs of the Board;  
To improve services and supports available to all students; and,  
To strengthen relationships between the Board, community partners and the public.*

### **Parameters of Policy**

- i. This Policy applies to schools of the Board offering elementary and/or secondary programs and must be read together with the Procedure attached as Appendix A.
- ii. The application of this policy shall be consistent with the Ministry of Education's *Community, Planning and Partnerships Guideline* for community partnerships.
- iii. The Board shall support community partnerships that align with the Board's Mission and Vision related to student achievement, well-being and safety.
- iv. The Board shall have the sole discretion to identify, on an annual basis, schools suitable for



community partnerships, as well as to determine the eligibility of all potential community partners based on board-determined criteria that is aligned with the *Education Act*, other relevant legislation and Ministry directives.

- v. The Board shall develop and implement a Long Term Pupil Accommodation Plan (LTPAP) that addresses the future facility needs of students. Through the LTPAP there will be the identification of potential surplus space and / or potential school consolidations and this information will be shared as per the requirements of the Community Planning and Partnerships Guideline and this policy.
- vi. When developing criteria regarding the eligibility of community partnerships, the Board shall consider the value of the partnership to students, specifically:
  - The health and safety of students,
  - Student achievement and well-being, and,
  - The appropriateness of the partnership within the school setting.
- vii. The Board shall provide public notification, in accordance with the Ministry of Education's *Community Planning and Partnership Guideline*, related to potential community partnerships and/or co-building opportunities.
- viii. The Board shall hold **at least** one meeting per year to discuss potential community planning and partnership opportunities with the various levels of government and community agencies as defined within the procedures, an addendum to this policy.
- ix. Subsequent staff-level meetings may be held to discuss supplementary information with relevant entities subject to the criteria defined above.
- x. All eligible community partnerships shall be on a cost-recovery basis.



## xi. DEFINITIONS

### **Community Partnerships**

For the purpose of this policy includes co-built facilities, leases, licenses and joint-use agreements for partners to utilize a Board facility or property.

### **Community Planning**

A collaborative process involving multiple public agencies to review the use of public facilities in the delivery of public services.

### **Facility**

School or other Board owned premises.

### **School Boards**

For the purpose of this policy, as per Ontario Regulation 444/98, School Boards refer to the Simcoe County District School Board, the Conseil Scolaire de District Catholique Centre-Sud, and the Conseil Scolaire Viamonde.

Procedural Guidelines Follow

*Approved: Board Meeting # 11 – Wednesday, September 30, 2015*



## Procedures and Guidelines Supporting

Policy Title: Community Planning & Partnerships

Policy Number: LE - 27

These procedures, an addendum to LE-27 *Community Planning and Partnerships Policy*, 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 Planning and Partnerships Notification Requirements;
3. Partnership Eligibility Criteria;
4. Community 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

On an annual basis, staff 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.*



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

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

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**

- i. On an annual basis, the Board shall communicate to the agencies listed below of 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.
- ii. The Board shall hold an annual public meeting to present and discuss potential community partnerships and co-build opportunities.
- iii. The Notification List will include, but is not limited to, the following levels of government and community agencies:
  - Archdiocese of Toronto, Archdiocese of Peterborough
  - County of Simcoe and Districts of Muskoka and Parry Sound including:
    - Consolidated Municipal Service Manager(s)
  - Public Health Boards,
  - Children's Mental Health Centres
  - Local Municipalities within County of Simcoe and Districts of Muskoka and Parry Sound
  - Publicly funded colleges and universities
  - School Boards
  - Provincial Government



- Federal Government
- Local Health Integration Networks

### **3. Partnership Eligibility Criteria**

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

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

Each application received will be reviewed by the Controller of Plant to consider its eligibility for a Community Partnership proposal or Co-Build proposal review.



#### 4. Community Partnership and Co-Build Proposal Review Process

##### i. Community Partnership Proposal Review

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.

The Controller of Plant 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 Section 2: Community Planning and Partnership Notification Requirements.

All community partnership proposals shall be approved by the Board.

##### ii. Co-Build Proposal Review

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

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.

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



Eligibility Criteria.

## **5. Fees and Agreement Requirements**

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

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

*Approved: Board Meeting # 11 – Wednesday, September 30, 2015*