

# AVON MAITLAND DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURE

### NO. 551

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#### **SUBJECT: COMMUNITY PLANNING AND PARTNERSHIPS**

Legal References: *Education Act RSO 1990 Section 171 (1), 171 (2); Education Act: Sections 193 -195, O. Reg. 444/98 Disposition of Surplus Real Property; Ministry of Education Community Planning and Partnerships Guideline 201-5*

Related References: *Board Policy 15 Pupil Accommodation Reviews; Administrative Procedure (AP) 120 External Collaboration Protocol; AP 150 Smoking and Vaping on Board Premises; AP550 Use of Facilities*

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The Avon Maitland District School Board understands cooperative and collaborative partnerships are part of the foundation of a strong, vibrant and sustainable publicly funded education system.

Sharing planning information and offering space in schools to appropriate partners allows the board and other entities to work together to the benefit of the board and its students, strengthen the role of schools in communities, provide a space for programs, facilitate the coordination of, and improve access to, services for students and the wider community. In addition, information sharing facilitates optimization of the use of public assets owned by the board.

#### **1.0 Intent**

- 1.1 The board is committed to work with community partners in order to share planning information regarding facilities to the benefit of the board, students and the community, and to optimize the use of public assets owned by the school board. The board will consider what facilities are suitable for facility partnerships, what partners are suitable and when to enter into such partnerships. All facility partnership arrangements will be consistent with student achievement and safety.
- 1.2 This procedure is not intended to disrupt agreements with existing facility partners.

#### **2.0 Objectives**

The objectives of partnerships include:

- improve services and supports available to students;
- reduce facility operating costs for the board and government;
- strengthen relationships between the Avon Maitland District School Board, community partners and the public;
- maximize the use of public infrastructure through increased flexibility and utilization;
- provide a foundation for improved service delivery for communities; and
- entertain joint use agreements for space that is unused but not surplus

#### **3.0 Partnership List**

The Partnership List is a list of eligible partners maintained by AMDSB including entities in O. Reg 444/98, all levels of municipal government, Consolidated Municipal Services Managers, South West Local Health Integration Network (LHIN), local Health Units,

Children's Aid Societies, mental health care providers, current board partners and child care operators, other government-funded agencies, other community and private organizations (profit and non-profit) requesting inclusion in the Partnership List. The AMDSB may prioritize this list and add entities as it deems appropriate.

#### **4.0 Partner Eligibility**

- 4.1 The AMDSB will assure that any facility partnership agreements will:
- complement the discussions of accommodation review committees and respect the formal board decisions made under Board Policy 15 Pupil Accommodation Reviews; and
  - ensure costs of the partnership associated with occupancy including any zoning issues, leasehold improvement and legal advice fees, are the responsibility of the partner.
- 4.2 In facilitating a determination of what entities are suitable and not suitable facility partners and when to enter into a partnership, a number of factors including but not limited to the following are considered:
- the reason for the organization's interest in partnering with the school and/or board;
  - the organization's ownership and history;
  - the nature of the product or service of the partnering organization;
  - the key contact within the partnering organization;
  - the authority of the key contact to bind said organization;
  - the organization's ability to assume proportionate financial risk; and
  - the organization's comprehension that public capital projects have imperatives that may differ from the industry sector.
- 4.3 Entities that provide competing education services such as tutoring, JK-12 private schools or private colleges, and credit-offering entities that are not government funded are not eligible.

#### **5.0 Process and Timelines/Notification**

- 5.1 The attached table (Appendix A) outlines the partnership decision process and how it dovetails with the accommodation review process, capital planning and annual review of school utilization.
- 5.2 Through its annual planning process, any surplus space/buildings will be published on the board website. The Avon Maitland District School Board will determine potential available space based on the Ministry of Education criteria outlined in the Guideline for Community Planning and Partnerships.
- 200 or more available pupil places
  - 60% or less utilization
- 5.3 Annually in May, staff will identify schools eligible for further partnership identification, including enrolment projections, school capacity, renewal needs, potential consolidations and any potential for construction of new schools and/or additions, including significant renovations.
- 5.4 Annually in June, a public meeting will be held in concert with the municipal meeting, for eligible partners and entities expressing interest in partnering with the board for two-way communication on available spaces which might be shared.

## **6.0 Evaluation and Development of Formal Partnership Agreements**

- 6.1 Upon approval of eligibility, the potential partner will be invited to submit a detailed project proposal including but not limited to the following:
  - space required (ie. number of rooms, washrooms, door access)
  - parking requirements
  - hours of operation
  - number of users/clients/occupants
  - any required renovations
  - any required zoning amendments
  
- 6.2 Board staff will review the requirements to determine if the proposed partnership opportunity is an appropriate fit for the facility.
  
- 6.3 Pending approval of the facility requirements, the facility partner will be required to enter into a formal partnership agreement which will include:
  - fee calculation which addresses operating and administrative costs and any applicable taxes;
  - maintenance responsibilities;
  - capital costs if appropriate;
  - mechanism for annual review (minimum);
  - conflict resolution mechanism; and
  - termination clauses.

**PARTNERSHIP DECISION PROCESS**

