



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Board and Community

- Community Use of Facilities/
Partnerships

Regulation Code: B-8.3.1
Policy Code Reference: B-8.3

Regulation: FACILITY PARTNERSHIPS

Page 1

This administrative regulation is written in accordance with the guiding principles in Board Policy No. [B-8.3, Facility Partnerships](#), and the Ministry of Education's Community Planning and Partnerships Guideline.

Kawartha Pine Ridge District School Board is committed to working with community partners, in a consistent and transparent manner, in order to share facilities to the benefit of the Board, students and the community, and to optimize the use of public assets owned by the Board.

1. Partner Selection

Organizations, agencies and businesses interested in facility partnerships with the Board will be subject to an application process, submitted to the Community Use of Schools Supervisor.

1.1 Approved Partners List

As a starting point, the Approved Partners List will include the following partners:

- 1.1.1 entities identified under Ontario Regulation 444/98, Disposition of Surplus Real Property,
- 1.1.2 existing childcare partners in good standing with the Board,
- 1.1.3 existing facility partners in good standing with the Board,
- 1.1.4 potential partners who have submitted a facility partnership application that meets the criteria and principles outlined below.

1.2 In addition to the principles outlined in Board Policy No. [B-8.3](#), partners must:

- 1.2.1 provide financial statements showing financial viability,
- 1.2.2 be willing to enter into a lease, license or joint-use/partnership agreement,
- 1.2.3 agree to operate in accordance with Board policies,
- 1.2.4 agree that all staff working on Board property must obtain an annual police record check that meets the standards deemed acceptable by the Board.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Board and Community

- Community Use of Facilities/
Partnerships

Regulation Code: B-8.3.1
Policy Code Reference: B-8.3

Regulation: FACILITY PARTNERSHIPS – continued

Page 2

2. Opportunities for Partnership

The Board will prepare an annual school status report, in collaboration with Administrative Council, that identifies facilities that may be suitable for facility partnership.

2.1 The annual school status report will include information pertaining to:

- 2.1.1 where new schools, additions or significant renovations are proposed,
- 2.1.2 which schools have underutilized space for the long term,
- 2.1.3 which schools are well utilized by Board programming,
- 2.1.4 which schools may be candidates for consolidation or involved in an accommodation review.

2.2 New Facility Space

New schools, additions and significant renovations may be considered as opportunities for partnerships. Site size, topography and other restrictions may limit partnership opportunities. Construction projects will be evaluated on a case-by-case basis to determine if a facility partnership would be advantageous and appropriate to the Board.

When the Board is ready to proceed with a construction project deemed suitable for a co-building partnership, all partners on the Approved Partners List will be notified as outlined below.

2.3 Underutilized Space

The following facility criteria will be considered in determining the suitability of sites for potential partnerships:

- 2.3.1 existing/projected utilization within five years,
- 2.3.2 number of rooms available,
- 2.3.3 space not required for Board programming,
- 2.3.4 configuration of space facilitates segregation from active Board space,
- 2.3.5 exterior accessibility and parking considerations,
- 2.3.6 site use, municipality and zoning restrictions.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Board and Community

- Community Use of Facilities/
Partnerships

Regulation Code: B-8.3.1
Policy Code Reference: B-8.3

Regulation: FACILITY PARTNERSHIPS – continued

Page 3

When schools/facilities are subject to an accommodation review within five years, their suitability for facility partnership will be considered as part of the accommodation review process and with senior administration, and will be permitted only if the terms of partnership do not limit the scope of actions under consideration.

If a property is declared surplus to the needs of the Board, then the process outlined in Ontario Regulation 444/98 of the Education Act must be followed. If none of the agencies listed under Ontario Regulation 444/98 express interest in the facility, then the property may be leased or sold according to Board Policy No. [BA-6.5, Surplus Board Real Estate – Disposal/Rental](#). Where the Board has suitable space for partnerships and does not wish to declare space as surplus, then the notification process outlined below will be followed.

3. Notification Process

Where funding has been approved by the Ministry of Education for new construction or major renovation, and/or where significant underutilized space is identified by the Board, the following steps will be followed for notification:

- 3.1 Publication through the Board's main internet domain.
- 3.2 At minimum, once per year, the Board will notify by email the list of potential partners as determined under these administrative regulations (Item 1.1).
- 3.3 Public Meetings

In accordance with the Ministry of Education's Community Planning and Partnerships Guideline, at least one meeting will be held each year to inform the public and community organizations about potential planning and partnership opportunities as a result of either under-utilized spaces or capital projects. The meeting may be a stand-alone meeting, or part of a regularly-scheduled Board or committee meeting.

4. Partnership Evaluation and Approval Process

- 4.1 Potential partners are invited to submit expressions of interest for the use of space in existing facilities or for co-building projects. Proposals will include the following information:
 - 4.1.1 description of the type of facility use proposed,
 - 4.1.2 benefits to the school/Board, if any,

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Board and Community

- Community Use of Facilities/
Partnerships

Regulation Code: B-8.3.1
Policy Code Reference: B-8.3

Regulation: FACILITY PARTNERSHIPS – continued

Page 4

- 4.1.3 past experience with similar proposals,
- 4.1.4 space and timing requirements,
- 4.1.5 source of funding and/or financial statements,
- 4.1.6 any known capital improvement requirements.

Potential partners that are not on the Approved Partners List are able to submit proposals. Along with their proposal, they would also be required to submit an application to become an eligible partner as outlined in the Partner Selection section of this administrative regulation.

- 4.2 The Board recognizes that not every partner on the Approved Partners List will be suitable for every school, site or type of space. Due diligence will be an element of the partnership evaluation and approval process. Administrative Council will ensure appropriate central departments and stakeholders are consulted as part of the partnership approval process before moving forward to formalize the partnership. The Board will have full discretion when evaluating partners and their compatibility/suitability for each facility.
- 4.3 The Minister of Education’s approval may be required depending on the provision under the Education Act authorizing the transaction.

5. Agreements and Cost Recovery

- 5.1 If Administrative Council agrees the partnership suits the needs of the Board, the system leader will develop the Partnership Agreement. Partnership Agreements will be signed in accordance with Board Policy No. [B-1.4, Signing Officers of the Board](#).
- 5.2 Regular review of partnership agreements can lead to stronger partnerships. Annual partnership agreements will be reviewed prior to automatic renewal, or for partnership agreements of a longer duration, at a minimum of every two years.
- 5.3 The Board will provide clear instructions to facility partners regarding their rights and responsibilities as tenants, including maintenance standards and the applicability, or the lack thereof, of Board policies, including but not limited to accessibility and inclusiveness policies. All legal agreements will respect the Education Act.
- 5.4 Fees will be charged to partners to cover operation and capital costs, legal and municipal charges, administrative costs and property taxes (if applicable) for the space occupied by the partner, plus any additional costs to make the space suitable

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: **Board and Community**

- **Community Use of Facilities/
Partnerships**

Regulation Code: B-8.3.1
Policy Code Reference: B-8.3

Regulation: **FACILITY PARTNERSHIPS – continued**

Page 5

for use by facility partners. This will be done on a cost-recovery basis as determined by the Board.

In co-building, partners will be required to pay for and finance their share of construction, including the proportional share of joint-use or shared space.

Any waiver of costs is at the sole discretion of the Board, for the purpose of encouraging partnerships that directly support the Board's strategic plans.