



# Administrative Procedure: Facility Partnership

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## Rationale

Cooperative and collaborative partnerships are part of the foundation of a strong, vibrant and sustainable publicly funded education system. Offering space in schools to 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.

## Applicability

Where unused space is declared surplus the Board will follow the circulation process outlined in Ontario Regulation 444/98.

Where the unused space in open and operating schools is not surplus, but is available for partnership, or where the partnership opportunity involves new construction, the information will be provided to potential partners through the notification process outlined in this administrative regulation.

## Guidelines

### Eligibility Criteria For Possible Partnership

- As a minimum potential partners must meet the following criteria:
- health and safety of students must be protected
- partnership must be appropriate for the school setting
- partnership must not compromise the student achievement strategy
- entities that provide competing education services such as tutoring services, JK-12 private schools or private colleges, and credit offering entities that are not government funded, are not eligible partners
- partnerships must be consistent with the Mission of the Board and the provincial Code of Conduct (Bill 13)
- additional eligibility criteria may be established by the Board on an individual case basis, as required

### Selection Criteria

Potential parties will be evaluated on the basis of:

- congruence with the eligibility criteria
- history and stability of the potential partner
- ability to pay
- impact on the site
- additional selection criteria may be established by the Board on a individual case basis, as required.

## Available Space

Space availability for potential partnerships will be identified through the Capital Plan and updates to the Capital Plan as required.

Available space will be identified through consideration of:  
school needs

- enrolment projections
- Board accommodation strategies
- zoning and site restrictions
- condition of the school
- configuration of the school
- other factors as appropriate

## Notification Process

Information on space available to partners will be posted on the Board's website and also advertised in the local paper of the school involved. The information will be updated as space becomes available.

A meeting with interested parties will be arranged once they have identified themselves and provided details related to Section 3.2. A Board decision will be based on Section 3.3.

When the Board is considering building a new school or undertaking a significant addition or renovation, the Board will provide as much information as possible about its plans and the site to support potential partners in determining the project's suitability for their purposes.

## Other

The rent and/or fees charged to partners should cover the operations and capital cost, including administrative costs and property taxes (if applicable), to the Board of the space occupied by the partner. Additional costs to perform minor renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by facility partners should be borne by the partners.

Notwithstanding the above, where suitable partners cannot be found or where the Board considers it to be in its best interest, surplus space may be sold or leased in

accordance with Ontario Regulation 444/98 as amended. Board Policy EL404/AR404 - Pupil Accommodation Review governs the study of schools for potential closure.