

**ADMINISTRATIVE PROCEDURE  
BUSINESS ADMINISTRATION**

Effective: November 24, 2015

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## Community Planning and Facilities Partnerships

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### 1. RATIONALE

Rainbow District School Board is committed to exploring opportunities to share facilities with its community partners when building new schools, undertaking significant additions and/or renovations, considering the use of underutilized space in schools, and considering properties associated with schools that may close and sites that may be considered for future disposition.

### 2. DEFINITIONS

**Board:** Rainbow District School Board

**Community Partners:** Community non-profit or profit entities expressing interest in participating in facility use partnership agreements that are deemed eligible by the board. At Minimum all levels of municipal government, District Social Services Administration Boards (DSSABs), Consolidated Municipal Service Managers (CMSMs), public health boards, Local Health Integration Networks (LHINs), and children's mental health centres.

**Facilities:** Buildings and properties owned by Rainbow District School Board.

**Facility Partnerships:** A mutually beneficial and supportive arrangement supported by a formal Facilities Partnership Agreement with the board.

**Unused space:** Space that is unoccupied in a facility that has not been declared surplus to the needs of the board.

### 3. APPLICATION

The intent of facilities partnerships is to reduce facility operating costs, strengthen the relationships between the board, community partners and the public, maximize the use of public infrastructure, provide a foundation for improved service delivery for communities, and ultimately improve services, programs and supports available to students.

### 4. PROCEDURES

#### 4.1 Facilities Partnership Opportunities

Each year, a long-term capital and accommodation plan of all facilities will be conducted and reported to the Board.

The board will identify facilities deemed eligible for facilities partnerships.

## **4.2 Criteria for Facilities Partnerships**

The board will consider the value of the facilities partnerships to its students, when applying the following criteria:

- The health and safety of students must be protected;
- Partnerships must be appropriate for the school setting;
- Partnerships must not compromise the student achievement strategy;
- Entities that offer competing education services such as tutoring services, K-12 private schools or private colleges, and credit-offering entities that are not government funded, are not eligible partners.

## **4.3 Co-building Opportunities**

The construction of new schools, additions and major renovations may provide co-building opportunities with entities that offer services and programs for children, their families and the community. The board will endeavor to notify its potential facilities partners well in advance of the anticipated construction start date (typically 1 to 3 years).

The board does not need to have an identified source of funding or Ministry approval when notifying potential partners of co-building opportunities, however, formal partnership agreements cannot be finalized until both the board and the partners have an approved source of funding.

The board encourages community partners to provide notification of proposals or plans to build new facilities.

## **4.4 Suitability of Unused Space**

Facilities deemed eligible for facilities partnerships will be identified as part of the long-term capital and accommodation plan.

The following factors will be considered when determining the suitability of unused space for facility partnerships:

- the space is not required by the board for programming in the foreseeable future;
- suitable parking exists;
- accessibility of the space under the Accessibility for Ontarians with Disability Act (AODA);
- the ability to create a distinct and contiguous space within the facility, separate from the students, if necessary;
- zoning and site use restrictions;
- the condition of the facility;
- other criteria as determined by the board.

## **4.5 Application Process**

The Manager of Facilities will be listed on the website as the contact for inquiries regarding facilities partnerships. An application form can be accessed through the Administrative Procedures on the Rainbow District School Board website.

The board will continue discussions with affected municipalities and other community organizations to explore options to address underutilized space in schools within specific areas of the board. These discussions will inform proposals that school board staff may present to the Board.

#### 4.6 Selection of Facilities Partnership Proposals

The board shall have full discretion when evaluating and selecting partners. Partnerships will be evaluated based on how well the proposal meets the criteria described in Section 4.2 above.

Prior to being approved, potential partners must:

- be willing to enter into a lease or joint-use/partnership agreement;
- agree to operate in accordance with Board policies and procedures;
- provide financial statements showing financial viability of their organization;
- present proof of criminal background checks for staff and/or volunteers working within the schools.

#### 4.7 Partnership Agreements

The board will provide clear instructions to potential partners regarding their rights and responsibilities as tenants, including maintenance standards and the applicability of Board policies and procedures.

The fees charged to partners for the occupied space will include operations and capital costs, administrative costs, property taxes (if applicable) and any other fees deemed appropriate by the board.

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

#### REFERENCE DOCUMENTS

***Legal:***

Education Act

Ontario Regulation 374/23

Ministry of Education Community Planning and Partnerships Guideline March 2015

Accessibility for Ontarians with Disabilities Act (2005)

***Board References:***

Board Policy GOV-02 Strategic Directions for Rainbow Schools

Board Policy GOV-11 Learning and Working Environment: Equity and Inclusion

Board Policy GOV-12 Learning and Working Environment: Safe Schools

Board Policy GOV-15 Student Accommodation