



## YORK REGION DISTRICT SCHOOL BOARD

### ***Policy and Procedure #422.0, Facility Partnerships***

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The Facility Partnerships policy and procedure outlines the process by which the York Region District School Board endorses and encourages facility partnerships with eligible partners that meet the Board's partnership criteria, in both new and existing schools.

#### **Who has responsibilities?**

- Trustees
- Director of Education
- Associate Directors
- Coordinating Superintendents
- Plant Services
- Planning Services
- Finance Services
- Child Care Services

#### **How is this policy and/or procedure related to Board priorities?**

The Facility Partnerships policy and procedure reinforces the Board's commitment to the stewardship of Board resources and student achievement and well-being by ensuring innovative physical environments and demonstrating professionalism and accountability for high standards of practice in all Board operations.

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# Board Policy #422.0 Facility Partnerships

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## **Policy Statement**

The York Region District School Board endorses and encourages facility partnerships with eligible partners that meet the Board's partnership criteria, in both new and existing schools, with the intent of improving services available to students, strengthening the relationships between the Board and the public, maximizing the use of public infrastructure, and providing a foundation for improved service delivery for communities through stronger links among programs and services. York Region District School Board partners will at all times retain responsibility for the programs and services they deliver, notwithstanding their use of York Region District School Board facilities.

## **Application**

This policy applies to co-building opportunities with eligible partners when undertaking major capital projects, and the leasing of space within existing schools, administrative buildings, and outdoor space owned by the Board.

## **Responsibilities**

*The Board of Trustees is responsible for:*

- approving the Facility Partnerships policy;
- approving co-building partnerships;
- reviewing the Facility Partnerships policy in accordance with the priorities in the Trustees' Multi-Year Plan and the approved policy review cycle; and
- understanding and communicating with members of the community about the Facility Partnerships policy, as required.

*The Director is responsible for:*

- implementing and operationalizing the *Facility Partnerships* policy.

*The Associate Director(s) and Coordinating Superintendent(s) with the assistance of Plant Services, Planning Services and Finance Services are responsible for:*

- identifying the location of all potential co-building opportunities, and the availability of appropriate vacant spaces within elementary and secondary schools;
- notifying eligible partners regarding co-building opportunities for new school projects, major additions and renovations approved through the Capital Strategy; and which schools have available unused space suitable for partnership;
- scheduling a public meeting to discuss partnership opportunities with the public and community organizations;
- leasing appropriate vacant spaces at elementary, secondary schools, and administration buildings with eligible partners; and
- developing and implementing co-building partnerships for schools where there is new construction, major additions or renovations.

## **Legislative Context**

[Education Act](#)

## **Definitions**

### *Eligible Partners*

The following entities will be considered as eligible partners within the Policy:

- co-terminus school boards;
- local municipalities within York Region;
- the Region of York;
- local colleges and universities;
- Provincial Government;
- Federal Government;
- child care operators approved by the Board;
- agencies providing COMPASS programs;
- the Children's Treatment Network of Simcoe York;
- Giant Steps Toronto;
- agencies providing Section 23 programs;
- local health integration networks;
- members of Children's Mental Health Ontario; and
- other entities as determined by the Board.

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.

### *Partnership Criteria*

Partnerships between the Board and eligible partners will be considered if they meet the following criteria:

- protect the health and safety of students;
- are of value to students and/or the community;
- are appropriate for a school setting;
- are compliant with local bylaws;
- do not compromise student achievement; and
- other criteria as determined by the Board.

### *Eligible Spaces – Co-Building Opportunities*

Eligible partners will be notified of proposals to construct a new school or significant addition or renovation of a school under the following conditions:

- there is a minimum of three years prior to the anticipated school opening for a new elementary school and four years for a new secondary school;
- there is sufficient area on the site to accommodate the needs of the co-building partner without compromising the school program;
- the Board will be saved harmless with respect to the design and construction costs, and the partnership will not compromise the scheduled opening date of the school; and
- other conditions as determined by the Board.

### *Eligible Spaces - Existing Schools and Administration Buildings*

The leasing of space within existing buildings will be considered under the following circumstances:

- there are excess pupil places available for at least a five year period;
- the facility is not located within an area identified for a school accommodation review during the five years from the time the space is identified as available;
- the space is not required for other Board programming;
- separate access is available or can be created where appropriate;
- the ability to separate space used by community partners from the space used by students;
- suitable parking and access exists;
- the lease provides for the recovery of capital costs to create the facility where appropriate;
- the lease provides for the recovery of operating and renewal costs incurred by the Board, including major renewal costs, for both the discrete space and proportionate common area, administrative costs, and any costs borne by the Board to front-end lease hold improvements required to create such discrete space; and
- other conditions as determined by the Board.

### **Related Policies**

[Policy #409, Licensed Child Care in Schools](#)

[Policy #412, Community Use of Schools](#)

[Policy #462, Student Accommodation – Sites and Facilities](#)

[Policy #470, Education Development Charges: Alternative Arrangements for School Facilities](#)

[Policy #540.0, Health and Safety – Employees](#)

[Policy #668.0, Caring and Safe Schools](#)

### **Departments**

Education and Community Services

Finance Services

Plant Services

Planning Services

### **Policy History**

Approved 2011

Working Document June 2015

Revised March 2016

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# Board Procedure #422.0 Facility Partnerships

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This procedure outlines the responsibilities of the Board of Trustees, Director of Education, and staff with respect to the implementation of the Board policy regarding Facility Partnerships.

## **Responsibilities**

*The Director of Education shall:*

- report to the Board on an annual basis regarding;
  - proposed additions and deletions to the eligible partners list,
  - proposed changes to the partnership criteria,
  - proposed changes to the eligible space criteria,
  - proposed changes to the leasing terms and conditions, and
  - leases entered into with eligible partners; and
- approve all lease agreements with eligible partners.

*The Associate Director(s) and Coordinating Superintendent(s) with the assistance of Plant Services, Planning Services, Finance Services, and the Coordinator of Child Care and Community Services shall:*

- with respect to co-building opportunities;
  - identify all potential co-building opportunities based on the Board criteria, and the Board's approved Capital Strategy,
  - circulate all potential co-building opportunities to the eligible partners within 30 days of the approval of the Board's Capital Strategy,
  - request that eligible partners provide an expression of interest within 90 days of the circulation, and a commitment to enter into a co-building partnership within 180 days of the circulation. This commitment will include a letter of understanding which speaks to confirmation of space requirements, compliance with the new school schedule requirements, and financial and operational arrangements, and
  - review all potential co-building opportunities received and make recommendations to Property Management Committee with respect to such opportunities; and
- with respect to leasing space;
  - identify on an annual basis, all spaces eligible for leasing based on the Board criteria,
  - circulate on an annual basis, all spaces eligible for leasing to the eligible partners,
  - review all submissions from eligible partners and make recommendations to the Director. Such submissions to include financial statements where requested, an undertaking of the partners to conduct public/community meetings advising the community of the use of the facility, and acknowledgement of the requirement for criminal reference checks for all users/groups if approved, and
  - develop and administer all lease agreements with the eligible partners based on the approved terms and conditions.

## **Related Procedures**

[Procedure #409, Licensed Child Care in Schools](#)

[Procedure #412, Community Use of Schools](#)

[Procedure #462, Student Accommodation – Sites and Facilities](#)

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