

<p><b>Adopted:</b> November 23, 2015</p>		<p><b>Last Reviewed/Revised:</b> December 4, 2023</p>	
<p><b>Next Scheduled Review:</b> 2026-2027</p>			
<p><b>Associated Policies &amp; Procedures:</b>  <a href="#">I-37 Community Planning and Facility Partnerships</a>,  <a href="#">I-09 School Accommodation Review –</a>  <a href="#">VI-35 School Accommodation Plan and Consolidation</a>,  <a href="#">VI-35 Closure</a>,  <a href="#">II-23 Child Care Facilities</a>,  <a href="#">V-18</a></p>			

**Purpose**

The **Community Planning & Facility Partnerships (CPFP)** administrative procedure provides a process for representatives from school boards to collaborate with community partners on school board projects. This procedure is consistent with the HCDSB's Multi-Year Strategic Plan and strategic direction.

**Requirements**

This procedure has been developed in accordance with the principles defined in *Policy I-37 Community Planning & Facility Partnerships*.

HCDSB encourages community partners to provide notification to the HCDSB when facility partners have proposals or plans to build their own new facilities. Eligible partners can express interest in co-building partnerships to the HCDSB by way of a letter to the Director of Education. Co-build opportunities with eligible partners will be evaluated on a case-by-case basis.

### Under-utilized Space

The analysis will include an assessment of the following factors that indicate that a school is suitable for a partnership opportunity:

The analysis should include, but is not limited to, an assessment of short and long term enrolment projections, the latest LTCP, the current LTC (OTC) and the current facility conditions, and existing use in the facilities.

The following factors and considerations should be considered in determining the suitability of facilities for partnership opportunities:

- a) Enrolment projections for 3 consecutive years and 6 years; unused pupil places;
- b) Current use of the space;
- c) Additional uses that can be made in the space separate from the students;
- d) The structure of the space as assessed in the current LTC and the current LTC; announced subject to *Policy I-09 School Accommodation Review – Consolidation and Closure*;
- e) Space will not be required in the future for programming or other uses;
- f) Appropriate access to the space;
- g) Site use restrictions;
- h) Site use restrictions; and,
- i) Official Plan Designation and Zoning Designation.

Business Services will consult and determine whether there are other internal HCDSB uses for the under-used space. HCDSB's Long-Term Capital Plan will be considered in the analyses. The analysis will identify both internal and external partnership opportunities with the HCDSB's eligible community partners.

The Superintendent of Education will monitor the progress of the analysis and will report to the Board of Education. The analysis will be completed by the end of the fiscal year. The analysis will be used to inform the development of the Long-Term Capital Plan and the current LTC. The analysis will be used to inform the development of the Long-Term Capital Plan and the current LTC. The analysis will be used to inform the development of the Long-Term Capital Plan and the current LTC.

## Public Notification Process

The completed Long-Term Capital Plan is to be used as the basis for informing the public and identified stakeholders of opportunities identified by the HCDSB as being available for partnerships opportunities.

### Community Consultation:

HCDSB will hold at least one public meeting in order to discuss potential financing and partnership opportunities with the public and community organizations. HCDSB will verify the meeting on the

Approved Partner Notification List of the scheduled public meeting on the website of the HCDSB website: [https://www.hcdsb.ca](#)

The meeting may be held virtually or in-person.

HCDSB will be apprised of the needs or plans community partners may have. The invitation that community partners attend one of the annual meetings and use an information exchange will be from the HCDSB.

During the annual meeting, HCDSB will outline:

- all or a portion of the HCDSB's Long-Term Capital Plan
- details of any schools deemed eligible for facility partnership
- relevant information available on HCDSB's website and supplementary Community Planning and Partnership information

Those that are interested in helping the process of identifying that are interested in using the HCDSB to use existing space within a school or co-building are encouraged to contact the Director of Education directly instead of waiting for the annual public meeting to express their ideas. Contact information will be posted on HCDSB's website and provided through public notification.

For more information on the needs and interests of the community, the following pertinent HCDSB's website:

- Location and location
- Current zoning
- Size of the space (if available)
- Amenities available in space (ceiling heights, entrances/exits, washrooms etc.)
- Anticipated timing of when the space will be available
- Term of availability of space
- Anticipated timing of construction projects (co-building)
- Partnership opportunities (if available)
- only be available for short-term partnerships
- Estimated cost for the shared use of space that a partner could anticipate, if available





**Non-eligible entities include:**

Entities that include, as a primary objective, providing education or services for K-12 private schools and credit offering entities that are not government-funded.

- a) Political organizations
- b) Others as deemed not-eligible by HCDSB

**Partnership Selection & Proposals**

HCDSB will consider and at its sole discretion determine the eligibility of an applicant to become an approved partner. The criteria for selection of partners will be determined by HCDSB. Interpreted partners that meet the criteria outlined below are invited to apply for a partnership. The list of possible facilities and locations will be posted on the website.



circumstances in which the lease may be terminated by either party, and/or other clauses as deemed applicable.

Facility partnerships and agreements will be reviewed on an annual basis, subject to the needs of the school, needs of the HCDSB, and announcement of Pupil Accommodation Reviews.

### Policy, Procedure, & Guideline Integration and Alignment

*Procedure VI-76* has been developed in accordance with *Policy I-37*. Any community partnership that the HCDSB undertakes must have due regard to HCDSB policy, procedure, and Guideline (CPPG).

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_



**Schedule A:**

**Application for Interest for Community Planning and Facility Partnerships**

Applicant name:

Organization:

Address:

City:

Phone:

Fax:

Email:

Website:

**Describe your day to day operations that you are proposing for this partnership:**

**benefit to the students at the school, or to the Board?**

Name of School for Partnership:

**Minimum space requirements:**

Square feet/meters:

Number of Classrooms:

Washrooms:

Storage Space:

Parking Spaces:





<b>Who will be accessing/using the space on a day-to-day basis?</b>			
Staffing:		Clients:	
Visitors:		Other:	
<b>Are any municipal approvals required? If so, explain.</b>			
<b>What is the timeline you are proposing to begin occupying the space, and for how long?</b>			
<b>Do you expect to undertake any capital improvements? If yes, Explain...</b>			
<b>Additional comments/attachments?</b>			
<b>Other Comments/Attachments:</b>			

Date of Submission: