CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
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BOARD ADMINISTRATIVE PROCEDURE

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1201 Community Planning and Partnerships

DIRECTIONAL POLICY

Nurturing Community Partnerships

Title of Administrative Procedure

Community Planning and Partnerships

Date Approved

December 2, 2025

Projected Review Date

December 2030

Directional Policy Alignment

This Administrative Procedure aligns with the Nurturing and Protecting Resources Directional Policy by ensuring optimal use of school facilities which directly supports financial and operational sustainability.

Alignment with Multi-Year Strategic Plan

The Community Planning and Partnerships administrative procedure aligns with the tenet of Nurture, within the Board's Multi-Year Strategic Plan by aligning the use of capital resources by establishing safe and healthy learning environments.

CDSBEO Strategic Plan

Purpose

The purpose of this Administrative Procedure is to optimize the use of the facilities owned by the Board by collaborating with community organizations, sharing planning information on a regular basis and working with community partners to share facilities that would benefit the Board, students, and the community.

This policy has been developed in accordance with Ministry Memorandum 2015:B09, and the Community Planning and Partnerships Guideline developed by the Ministry of Education, which identifies a framework of minimum standards for school boards to meet in developing their community partnership policy.

Principles

- This administrative procedure operates in conjunction with the Education Act, Ontario Regulation 444/98 – Disposition of Surplus Real Property, and any guidelines issued by the Ministry of Education.
- This administrative procedure also operates in conjunction with Administrative Procedure C8: Pupil Accommodation Review C8:1 Pupil Accommodation Review and 1112 School Boundary Review 1112 School Boundary Review
- Potential partners requiring a small amount of space, space for intermittent use, or on a temporary or part-time basis is covered under Community Use of Schools F4:2 Community Use of Schools

Action Required

Eligible Partners

- Eligible partners include all entities listed in Ontario Regulation 444/98 – Disposition of Surplus Real Property – are considered eligible partners (e.g., municipal governments, public health, non-profits, etc.).
- Entities that provide educational services such as tutoring services, JK-12 private schools or colleges and/or credit offering entities that are not government funded are not eligible partners.
- Entities that are not listed in Ontario Regulation 444/98 but are interested in becoming an eligible partner may express their interest to the Board and will be subject to review by Board administration.
- All eligible partners will make up the school board notification list. The notification list will be reviewed and updated at least once a year.

Identification of Opportunities

- Annually, the Board's Capacity Utilization Report will be presented to the Board for consideration and approval.
- The Capacity Utilization Report will identify operating schools with space eligible for potential partnership. Specifically, facilities that have:
    - Been 60% utilized or less for the past two years.
    - 200 or more unused pupil places for at least the past two years
- Information on available partnership space will be updated annually and posted on the Board's website.
- Unused space that has been declared surplus to the Board will continue to follow the circulation process outlined in O. Reg. 444/98.

Communication & Collaboration

- Annually in the spring, CDSBEO will hold at least one meeting per year to discuss potential planning and partnership opportunities and share broader capital planning information (enrolment projections, renewal needs, etc.) with partners.
- All eligible partners, according to this administrative procedure, will be notified of the annual CPP meeting.
- CDSBEO will attempt to actively engage with municipalities, community organizations, and daycare organizations as part of its accommodation planning process.

Partnership Project Applications

- Individuals interested in the use of available partnership space may submit a Partnership Project Application Form to the Board (Appendix A). An administration fee may be applied to all applications.
- The Board will review submitted Partnership Project Application Forms to ensure the partnership would be:
    - Appropriate for the school setting.
    - Consistent with the Vision, Mission, and Values of the Catholic District School Board of Eastern Ontario.
    - Consistent with the Board's student achievement strategy.
    - Add value to the educational experience of students.
    - Provide services for children, their families, and the broader community.
    - Comply with all Board policies, procedures, and protocols.
    - Ensure student and staff safety.
    - Indicate the financial capacity for support of the partnership.

Partnership Project Proposals

- Partners who have eligible Partnership Project Application forms may be invited to submit a detailed Partnership Project Proposal to the Board. At a minimum, Partnership Project Proposals must include:
    - a description of the service(s) to be provided;
    - a description of how the service supports the Board's mandate;
    - a complete financial breakdown for the project's development and ongoing operation;
    - a concise description of space needs, including size of the space, number of rooms, washrooms, parking requirements, renovations and capital changes, zoning amendments, hours of operation, and number of users/clients/occupants.
- All costs of the development of the Partnership Project Application Form & Proposal will be entirely at the expense of the Partner including: the application process, legal costs, obtaining information on rezoning, building and/or renovations, and any other costs involved in developing the Proposal.
- Board staff will review the proposal application to determine if the proposal is complete, and appropriate for the facility and for the Board. The Board may consider issues related to

zoning and site use restrictions, facility condition, the configuration of space and the ability to separate space used by partners from the space used by students. An administration fee may be applied for reviewing a Partnership Project Proposal.

Partnership Agreements & Cost Recovery

- All co-building partnerships must have approved source funding before they can be finalized.
- No cost will be incurred by the Board through partnerships. All partnerships will be on a full cost-recovery basis.
- The partner will pay all of its operational or capital costs for the use of the space, and any additional alterations or changes to the space for the duration of the partnership agreement. In co-building, partners will be required to pay for and finance their share of construction, including a proportional share of joint-use or share space.
- Partnerships will not impede any construction schedules or requirements of the Board.
- All partners will be required to enter into a partnership agreement developed by the Board, with the costs of the development of the agreement to be paid by the partner.
- Partnership arrangements are not intended to prevent the Board from building, renovating, closing schools, or disposing of surplus assets when required.

Responsibilities

The Board of Trustees are responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Nurturing and Protecting Catholic Education Directional Policy.
- Reviewing this Administrative Procedure as part of its regular policy and procedures review cycle.
- Review and approve annually the Board Capacity Utilization Report.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

The Superintendent of Business is responsible for:

- Overseeing compliance with the Administrative Procedure.
- Hosting annual Community Planning & Partnership Meeting.
- Communicating with eligible partners.
- Review Partnership Project Applications and Partnership Project Proposals for recommendation to Board of Trustees.
- Ensure appropriate partnership agreements are in place according to the requirements of this administrative procedure.

The Superintendents of School Effectiveness are responsible for:

- Being aware of the partnerships within their family of schools.

- Providing guidance and support to principals as they manage partnership operations within their facilities.
- Providing feedback to the Superintendent of Business on the effectiveness and impact of partnerships within their family of schools.

The Principals are responsible for:

- Working directly with partnership organizations that operate within their school facility, acting as the primary liaison between the school and the partner organization for operational matters.
- Ensure that all partnership activities within the school facility comply with Board policies, procedures, and protocols.
- Monitor the use of space by the partner to ensure it aligns with the terms of the partnership agreement. Report any issues, concerns, or breaches of agreement to the Family of Schools Superintendent.

Definitions

Facility: A Facility is a school or administration building that will be open and operating for the next five years.

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

Partner: Partner entities on the Partnership List and other entities selected by the Board that meets the Board's Partner Eligibility Criteria.

Partnership: A partnership is a relationship whereby a partner has entered into a formal partnership agreement with the Board.

References

- Ministry of Education - Community Planning and Partnership Guidelines
- Education Act, Ontario Regulation 444/98 O. Reg. 444/98 DISPOSITION OF SURPLUS REAL PROPERTY AND ACQUISITION OF REAL PROPERTY | ontario.ca