Section 6B: Operations - Workplace

Policy 6.34: Facility Partnerships

Supporting Policies:

6.17 Community Use of Schools

Supporting Procedures:

Supporting Protocols and Guidelines:

Ministry of Education Community Planning and Partnership Guideline

Supporting Templates and Forms:

Application of Interest in Facility Partnership Form

Other Resources:

Education Act Regulation 444/98 – Disposition of Real Surplus Property

Approved by Board Resolution # 009-2013 01 29
Approved by Board Resolution # 041-2016 04 05
Approved by Board Resolution # 047-2020 05 26
Reviewed by Board Resolution # 055-2025 06 24

1 Rationale

As the Algoma District School Board is committed to providing quality education to students in facilities that are safe, secure and used in an efficient manner, it will consider facility partnerships with eligible partners that meet the Board's partnership criteria. The intent of partnerships is to improve services available to students, to strengthen relationships between the Board and the public, to maximize the use of public infrastructure, and to provide a foundation for improved service delivery for communities.

2 Policy Statement

Partnerships, including co-building opportunities with eligible partners when undertaking major capital projects, and the leasing of space within existing schools and administrative buildings, shall be considered.

3 The Ministry of Education & Facility Partnerships Guideline

The Ministry of Education Community Planning & Facility Partnerships Guideline establishes the philosophy and processes for partnership with the intent to:

- Reduce facility operating costs for school boards and Government;
- Improve services and supports available to students;
- Maximize the use of public infrastructure and utilization.

4 Eligible Partners

The following entities are examples of eligible partners within the Policy:

- co-terminus School Boards;
- local municipalities within the Algoma District School Board;
- local Colleges and Universities;
- First Nation Tuition Partners
- Provincial Government;
- Federal Government;
- childcare operators approved by the Board;
- applicable Public Health Boards;
- 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.

5 Process

The board will have a Capital Plan to address the future needs of students that will include areas of enrolment growth and decline. Plans may include enrolment projections, school capacity, renewal needs, and construction of new schools and additions. This information is to be shared with community partners when updated.

6 Partnership Criteria

Partnerships between the Board and eligible partners will be subject to the following considerations:

- the health and safety of students and staff is protected;
- are appropriate for a school setting;
- partnerships must not compromise the student achievement strategy;
- entities are not providing competing education services;
- other criteria as determined by the Board.

7 Co-Building Opportunities

New schools, additions and significant renovations may be considered as opportunities for partnerships. The Board will notify potential partners of opportunities to partner well in advance of the potential construction start date. The Board does not need to have a funding source to solicit partners for co-building opportunities, but partnership agreements will not be finalized until both the Board and the partners have an approved source of funding.

8 Underutilized Space Versus Surplus Space

In order for space to be considered surplus, it must be declared as surplus to the needs of the Board by the Board of Trustees. This space may be leased, sold or otherwise disposed of, subject to Ontario Regulation 444/98 of the Education Act.

Space in existing facilities that is not declared surplus can be analyzed to determine if it is suitable for partnership opportunities. The analysis may include, but is not limited to, short and long-term enrolment, projections, school capacities, school facility conditions and existing uses of the facilities.

9 Existing Space in Schools and Administration Buildings not declared surplus

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 that is in an accommodation review;
- the space is not required for other Board programming;
- separate access is available or can be created where appropriate;
- 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/considerations as determined by the Board given the value of the partnership to complement Board and/or Ministry objectives.

10 Notification Process

Space available for facility partnership consideration will be identified in the Board's long-term facilities capital plan. The plan will be available on the Board's public website.

A list of eligible potential partners will be established and will include but may not be limited to those identified according to Ontario Regulation 444/98.

The board will discuss planning and partnership opportunities with the public and community organizations through its capital plan which is presented to the board annually. A letter will be sent to the list of potential partners informing them of the date of this presentation to the Board.

11 Partnership Proposals

Entities who are interested in submitting proposals for the use of underutilized space in existing facilities can access an application form from the Board website or contact the Board's Designated Superintendent.

12 Selection of Partnership Proposals

Partnerships will be evaluated based on how well the proposal meets the Criteria for Facility Partnerships. The Board will have full discretion when evaluating and selecting partners. Before being approved potential partners must:

- provide financial statements showing financial viability of their organization;
- agree to operate in accordance with Board policy;
- be willing to enter into a lease or joint-use/partnership agreement;
- present proof of criminal background checks for staff working at a site in which there ae students.

13 Costs

School boards are not expected to incur any additional costs to support facility partnerships. On a cost recovery basis, the fees charged to partners will cover all operational and capital costs. It is the responsibility of the facility partner to bear the costs of any renovations to make the space suitable for the partnership. 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.

The Board may use its discretion with respect to cost in supporting partnerships based on its student achievement strategy.

14 Agreements

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

The successful partner is expected to enter into agreements for the use of space within the ADSB facilities. The Board will ensure that all legal agreements respect the Education Act and protect the rights of the school board.