



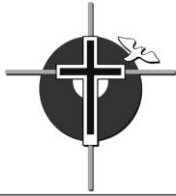
1. Objectives

The board's primary responsibility is to support the achievement and safety of students. Within that context, the objectives of this administrative procedure are to:

- a) Improve services and supports available to students;
- b) Reduce facility operating costs;
- c) Strengthen relationships between the Board, community partners and the public;
- d) Maximize the use of public infrastructure through increased flexibility and utilization;
and
- e) Provide a foundation for improved service delivery for communities.

2. Definitions

- a) Facility
A Facility is a school or administration building that will be open and operating for the next five years.
- b) Unused Space
Unused space is an unoccupied space in a facility that has not been declared surplus to the needs of the Board.
- c) Partnership Space
Partnership space is unused space identified as appropriate for partnerships.
- d) Partner
Partner entities on the Partnership List and other entities selected by the Board that meets the Board's Partner Eligibility Criteria.
- e) Partnership List
A partnership list is a list of eligible partners maintained by the Board, including entities in the O. Reg 444/98, all applicable levels of municipal government, applicable District Social Services Administration Board(s) or Consolidated Municipal Service Manager(s), applicable Public Health Boards, Local Health Integration Networks, Children's Mental Health Centres, current Board partners, and child care operators and other government-funded agencies requesting inclusion on the partnership list. The Board may prioritize this list and add entities to it as it deems appropriate.



- f) Partnership Report
A partnership report is developed annually by Board staff for the Board's consideration which identifies space available for partnerships.
- g) Partnership
A partnership is a relationship whereby a partner has entered into a formal partnership agreement with the Board.
- h) Co-building Opportunities
Co-building Opportunities occur when a capital building project in a new school, an addition or a major renovation project in an existing facility, is approved by the Board for the potential of a partnership.

3. Procedure

A. PROCESSES AND TIMELINES

1. It is the responsibility of the appropriate Superintendent to administer and implement this administrative procedure.
2. Annually in April, the Board's Capacity Utilization Report will identify operating schools with space eligible for further partnership investigation.
3. Annually, a Partnership Report, which identifies partnership space, will be presented to the Board for consideration.
4. The Board will approve partnership space.
5. The Board will create and maintain a Partnership List of entities to inform regarding key information changes to community planning or facility partnerships.
6. Information on available partnership space will be updated annually, shared with entities on the Board's Partnership List and be posted on the Board's website.
7. A public meeting will be held annually to provide information to the entities on the Partnership List and the general public on available partnership space.
8. When a co-building opportunity is identified and approved by the Board, entities on the Partnership List will be notified and information will be posted on the Board's website.



B. IDENTIFICATION OF AVAILABLE FACILITY PARTNERSHIP SPACE

The following criteria will be used to identify facilities with potential partnership space:

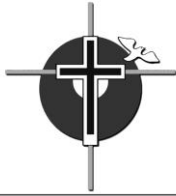
1. From the Capacity Utilization Report : Facilities that have been 60% utilized or less for the past two years, and facilities that have had 200 or more unused pupil places for at least the past two years;
2. From the Partnership Report:
 - a) Facilities that are projected to be 60% utilized or less for the next five years;
 - b) Facilities that have not been designated as surplus space as per O.Reg 444/98;
 - c) Facilities that have space available for the self contained, exclusive and secure use of the partners separate from the school's day to day operations;
 - d) Facilities that have space that is not required for Board programming, and
 - e) Future co-building opportunities known at the time of the presentation of the Partnership Report.

C. PARTNER ELIGIBILITY

1. All entities on the Partnership List will be considered eligible partners.
2. Entities that express interest in becoming a partner will be subject to review by Board administration.
3. 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.

D. PARTNERSHIP PROJECT APPLICATION

1. A partner or a potential partner may submit a Partnership Project Application Form to the Board expressing interest in the use of available partnership space.



2. The Partnership Project Application Form will include the name of the partner/proposed partner, the available space of interest, a brief outline of the considered use of the space, contact information, and any other information or details required by the Board.
3. Partnership Project Eligibility Criteria will be applied to the application by the Board administration.
4. An administration fee may be applied to all applications.

E. PARTNERSHIP PROJECT AND APPLICATION ELIGIBILITY CRITERIA

Partnerships must:

- a) Be appropriate for the school setting;
- b) Be consistent with the Vision, Mission and Values of the Catholic District School Board of Eastern Ontario;
- c) Be consistent with the Board's student achievement strategy;
- d) Add value to the educational experience of students;
- e) Provide services for children, their families and the broader community;
- f) Comply with all Board policies, procedures and protocols;
- g) Ensure student and staff safety;
- h) Offer programming during regular school hours;
- i) Indicate the financial capacity for support of the partnership;
- j) Consider issues related to pupil accommodation strategies (including those that may result in school consolidations), 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.



F. PARTNERSHIP PROJECT PROPOSAL

1. Partners who have eligible Partnership Applications may be invited to submit a detailed Partnership Project Proposal to the Board.
2. The necessary requirements of a Partnership Project Proposal will be developed by the Board, and reviewed and revised as required.
3. At a minimum, Partnership Project Proposals must include:
 - a) a description of the service(s) to be provided;
 - b) a description of how the service supports the Board's mandate;
 - c) a complete financial break down for the project's development and ongoing operation;
 - d) 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.
4. An administration fee may be applied for reviewing a Partnership Project Proposal.
5. Board staff will review the proposal application to determine if the proposal is complete, and appropriate for the facility and for the Board.

Note: All costs of the development of the Partnership 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.

G. CO-BUILDING WITH COMMUNITY PARTNERS

1. The Board will attempt to give at least 1-3 years notice prior to the construction of a new school or significant renovation of, or addition to, a Board facility.
2. The notification will be supported by a board resolution.



3. The Board does not need to have secured funding and/or Ministry of Education approval when informing facility partners of its intention to build and/or renovate facilities and any opportunities for co-building partnership.
4. The Board will supply all available information about the project in order to allow potential partners to evaluate the possibility of a co-building partnership.
5. Co-building partnership project construction will not impede the construction schedule and requirements of the Board.
6. All co-building partnerships must have approved source funding before they can be finalized.
7. 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.
8. Site size, topography and other restrictions may limit Co-building Partnership opportunities.
9. All co-building partnership proposals will be assessed on a case-by-case basis to determine suitability.
10. The Catholic District School Board of Eastern Ontario encourages community partners to provide notification to the Board when it has proposals or plans to build new facilities.

H. INTERMITTENT, TEMPORARY OR PART-TIME USE

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.

I. AGREEMENTS AND COST RECOVERY

1. No cost will be incurred by the Board through partnerships. All partnerships will be on a full cost-recovery basis.
2. All costs involved in applying for partnership space, and developing and submitting a Partnership Project Proposal must be born by the partner.



3. The partner will pay all of its operational costs for the use of the space, and any additional alterations or changes to the space for the duration of the partnership agreement.
4. 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.