



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

SHARING AGREEMENTS – FACILITIES AND SERVICES (Policy Statement: Sharing Agreements – Facilities and Services)

Purpose

Algonquin and Lakeshore Catholic District School Board supports and encourages cooperative and collaborative partnerships for Facility Sharing as part of the foundation of a strong, vibrant and sustainable publicly funded education system. This policy is governed by the *Education Act*, *Ontario Regulation 444/98* and the *Facility Partnerships Guideline* released on February 11, 2010.

References

1. *MEMORANDUM 2010:B1: Encouraging Facility Partnerships – (Karen Maxwell A/ADM to Directors of Education)*
- 1.1 *Ministry of Education Facility Partnership Guideline*
- 1.2 *Ministry of Education Facility Partnership Guideline: Appendix A*
2. *ONTARIO REGULATION 444/98 (Education Act): Disposition of Surplus Real Property*
3. *PLANNING AND POSSIBILITIES MARCH 2009: The Report of the Declining Enrolment Working Group.*
4. *ALCDSB POLICY 2002-10-01: Sharing Agreements – Facilities and Services*
- 4.1 *POLICY MANAGEMENT PRACTICES: Sharing Agreements – Facilities and Service*
5. *ALCDSB POLICY B-2007-09-2: Alternative Arrangements for School Facilities*
- 5.1 *ADMINISTRATIVE PROCEDURES: Alternative Arrangements for School Facilities*
6. *ALCDSB POLICY 2000-06-4: Community Use of School Facilities and Properties*
- 6.1 *POLICY MANAGEMENT PRACTICES: Community Use of School Facilities and Properties*
- 6.2 *PROCEDURAL MANUAL FOR COMMUNITY USE OF SCHOOL FACILITIES AND PROPERTIES*
7. *ALCDSB POLICY: Use of Schools – Emergency Situations*
- 7.1 *POLICY MANAGEMENT PRACTICES: Use of Schools – Emergency Situations*

Procedures

1. General

- 1.1 Sharing Agreements may include but are not limited to; the use of facility space, exchange of services, sharing of resources, sharing of technologies, and shared program development;
- 1.2 Sharing Agreements may have monetary terms, and also may not;

2. Compatibility and Partner Eligibility

- 2.1 All Sharing Agreements shall be subject to the following criteria:
 - 2.1.1 Compatible with the mission, values and policies of the Board;
 - 2.1.2 Recognize and preserve the autonomy of each of the partners;
 - 2.1.3 Recognize the Board's accountability to the public.
- 2.2 In addition to the principles contained in the Facility Partnerships Guideline, the Board will ensure that Sharing Agreements:
 - 2.2.1 Complement the discussions of Accommodation Review Committees and will respect Board decisions that have been made under *A-2007-04-1 Public Accommodation Review – Administrative Procedures*;
 - 2.2.2 Costs of the partnership associated with occupancy, including any zoning issues, leasehold improvements and legal advice fees, are the responsibility of the partner.

3. Underutilized (surplus) Space

- 3.1 Through its annual planning process the Board will publish any surplus space / buildings on its web site. The Board will determine potential available space based on Ministry of Education criteria as outlined in the Guideline for Facility Partnerships:
 - 3.1.1 200 or more available pupil places;
 - 3.1.2 60% or less utilization.

4. Notification

- 4.1 Publication through the Board's main internet domain;
- 4.2 At minimum, once per year, the Board will notify by email the entities found in Ontario Regulation 444/98 (attached);
- 4.3 In addition to entities identified above, the Board will notify by email the following organizations of agencies:
 - 4.3.1 At their request, local not-for-profit agencies regulated under the Day Nurseries Act;
 - 4.3.2 Local Community Futures Development Corporations;
 - 4.3.3 Local Economic Development offices; and

4.3.4 Local branches of the United Way.

4.4 An annual public meeting on Facility Partnership opportunities will be held in conjunction with regular June Board of Trustees meeting.

5. New Construction and Major Renovations

5.1 In the event that the Board is planning any new construction or major renovations, all partners will receive notification through the Board web site. Potential partners will be responsible for all costs associated with their portion of the building.

6. Screening of Partners

6.1 Before entering into a partnership there is a need for the school, the department and/or the Board to determine what the expectations are of the partnering organization and that the partnering organizations meet the community standard for a suitable association with the school and/or Board. This will include but may not be limited to:

6.1.1 The reason for the organization's interest in partnering with the school and/or the Board;

6.1.2 The organization's ownership and history;

6.1.3 The nature of product or service of the partnering organization;

6.1.4 The key contact within the partnering organization;

6.1.5 The authority of the key contact to bind that organization;

6.1.6 The organization's ability to assume proportionate financial risk; and

6.1.7 The organization's comprehension that public capital projects have imperatives that may differ from their industry sector.

7. Approval of Partnerships

7.1 The Administrative Council of the Board will ensure liabilities are minimized and appropriate central departments and stakeholders are consulted. The system leader pursuing the partnership must obtain approval with Administrative Council of the Board before moving forward to formalize the partnership. All partnerships must be:

7.1.1 Consistent with the Board's capital plan, Accommodation Review Committee recommendations and/or the Board's policy and procedures;

7.1.2 Consider the impact on staff, student or parental time, the school community and existing partnerships;

- 7.1.3 Coordinated, to develop a plan to fulfill partnership obligations that identifies the required commitment of resources including staff time, performance measures, and an evaluation plan;
- 7.1.4 At the system level, partnerships will be signed by the appropriate member of Administrative Council of the Board and the Director of Education. If the Administrative Council of the Board agrees the partnership fulfills the requirements stated above, the system leader will develop the Sharing Agreement with the partner.

8. Evaluation of partnerships

- 8.1 Each partnership will be evaluated against the goals and objectives set out in a Sharing Agreement. Evaluation will include feedback from stakeholders - teaching, administrative and operational staff, the parental community and students when appropriate.
- 8.2 The process and time frame for evaluating a partnership will be included in the written Sharing Agreement. At a minimum, partnerships of long duration will be evaluated every second year.

9. Conflict Resolution

- 9.1 Sharing Agreements will contain a process and time frame for resolution of conflicts that arise in the course of the working relationship. The conflict resolution process must identify potential areas of conflict such as, but not limited to, a change in resource requirements and project timelines.

10. Terminating Sharing Agreements

- 10.1 Sharing Agreements can be terminated by any of the partnering organizations with appropriate notice of termination. Specifics related to the termination of partnerships must be detailed in the partnership agreement. Termination will be entertained only once the conflict resolution process has been exhausted.
- 10.2 The process and time frame for termination of a partnership will be included in the written Sharing Agreement.

11. Key Measures of Success

- 11.1 A report on partnerships will be submitted to the Board of Trustees on an annual basis. The report will include number and type of new, existing and terminated partnerships and estimated total value provided to students.

Appendices

Appendix 1: Memorandum 2010: B1 – Encouraging Facility Partnerships

Appendix 2: Ministry of Education Facility Partnerships Guideline

Appendix 3: Highlights of the Education Act – Sections relevant to facility partnerships

Approved: May 25, 2010