

## The 2018-19 Annual Shared Community Planning and Partnerships (CPP) Meeting

Co-hosted by the Catholic District School Board of Eastern Ontario and the Upper Canada District School Board of Eastern Ontario

**List of Attendees:** June 12, 2019 1:00 p.m., North Grenville Community Complex, Kemptville, ON

<b>Name</b>	<b>Organization</b>	<b>Role</b>
Jeffrey Shaver	Augusta Township	Deputy Mayor
Tanya Henry	Augusta Township	Councillor
Doug Malanka	Augusta Township	Mayor
Diane Bennett	Children's Resources on Wheels (CROW)	Executive Assistant
Sue Cavanagh	Children's Resources on Wheels (CROW)	Executive Director
Andrew McGinnis	City of Brockville	Planner
Conal Cosgrove	City of Brockville	Director of Operations
Mallory Boileau	Canadian Mental Health Association	Manager of Mental Health Promotion, Volunteers and Peer Resource Centers
Maureen Adams	Corporation of the City of Cornwall	Chief Administrative Officer
Mark Boileau	Corporation of the City of Cornwall	GM Planning, Development & Recreation
Robyn Hurtubise	Eastern Ontario Health Unit	Program Manager
Liz Harder	Girls Inc. of Upper Canada	Program Manager
Lesley Hubbard	Girls Inc. of Upper Canada	Executive Director
Tammy Kealey-Donaldson	Lanark County Children Services	Service Manager
Chelsey Coe	Lanark County Children's Services	Early Years Specialist
Jessica Wilson	LHIN/CHEO	Manager, Home and Community Care
Niki Dwyer	Municipality of Mississippi Mills	Director of Planning
Amy Martin	Municipality of North Grenville	Senior Planner
Jordan Jackson	Municipality of North Grenville	Planner
Kirsten Gardner	Municipality of South Dundas	Deputy Mayor
Shannon Geraghty	Municipality of South Dundas	Chief Administrative Officer
Carna Williams	North Glengarry	Deputy Mayor
Rachel Brown	North Grenville Public Library	CEO
Joanne Haley	South Glengarry Township	General Manager
Diane Smithson	Town of Carleton Place	Chief Administrative Officer
Matthew Armstrong	Town of Prescott	Chief Administrative Officer and Treasurer
Katie Forrester	Town of Prescott	Recreation Coordinator
Richard Kidd	Township of Beckwith	Reeve
Kim Goodman	Township of Leeds and the Thousand Islands	Manager of Community Partnerships

Craig Calder	Township of North Stormont	CAO
Isabelle Frigon	Township of Russell	Program Coordinator
Celine Guitard	Township of Russell	Director of Parks & Recreation
Debi LucasSwitzer	Township of South Stormont	Chief Administrative Officer
Peter Young	Township of South Stormont	Director of Planning/EDO
Wendy Van Keulen	Township of Edwardsburgh Cardinal	Community Development Coordinator
Doug Robertson	Village of Merrickville-Wolford	CAO/Clerk/Director, Economic Development
Suzanne Boisclair	United Counties for Prescott and Russell	Supervisor - Early Years Services
Danika Joly	United Counties for Prescott and Russell	Supervisor - Early Years Services
Shannon Brown	United Counties of Leeds and Grenville	Manager, Children's Services Department
David Nanton	United Counties of Leeds and Grenville	Junior Planner
Shallan Bond	Where Children Grow and Young Achievers Daycare	Administration
Mary Seguin	Where Children Grow and Young Achievers Daycare	Director
Sarah Crawford	Upper Canada DSB	Manager of Planning
Phil Dawes	Upper Canada DSB	Superintendent of District Alignment
Peter Bosch	Upper Canada DSB	Manager of Design & Construction
Judi Kaiser	Upper Canada DSB	Community Outreach Coordinator
Stephen Sliwa	Upper Canada DSB	Director of Education
Suzanne Flaro	Upper Canada DSB	Planning Services
Larry Berry	Upper Canada DSB	Trustee
John Cameron	Catholic DSB of Eastern Ontario	Director of Education
Norma McDonald	Catholic DSB of Eastern Ontario	Superintendent of School Effectiveness
Natalie Cameron	Catholic DSB of Eastern Ontario	Superintendent of School Effectiveness
Brent Bovaird	Catholic DSB of Eastern Ontario	Superintendent of School Effectiveness
Stephanie Keyes	Catholic DSB of Eastern Ontario	Administrative Assistant to the Associate Director of Education
Bonnie Norton	Catholic DSB of Eastern Ontario	Associate Director of Education
Benoit Duquette	Conseil des ecoles publiques de L'Est de l'Ontario	Planner

## **SUMMARY MEETING NOTES:**

Slides and additional information related to the 2018-19 CPP Meeting are available on each board's web site:

**Catholic District School Board of Eastern Ontario:** [Community Planning and Partnerships](#)

**Upper Canada District School Board:** [http: Community Planning and Partnerships](http://Community Planning and Partnerships)

Presented by:

Bonnie Norton, Associate Director, CDSBEO

Phil Dawes, Superintendent District Alignment, UCDSB

Before moving into the agenda for the meeting, Bonnie welcomed all attendees to the North Grenville Community Complex and explained that this meeting represented the first co-hosted Community Planning and Partnership Meeting by the CDSBEO and the UCDSB. Some highlights included:

- 1 meeting replacing a total of 3 offered in previous years between both boards, which saves our partners some duplicate travel and time.
- 60+ RSVPs
- 44 RSVPs from 22 municipalities / counties
- RSVP's from 5 childcare partners and 9 from other community service organizations

The following agenda provided an opportunity for each board to present information regarding their specific policies and procedures related to surplus space and the Community Planning and Partnership Guidelines. In some cases, the information was shared in a consolidated way when possible.

To begin, each board shared an overview of their Strategic Plans; CDSBEO – “Making Resources Matter”, and UCDSB - “CREW” linking the importance of working with communities to pursue joint partnerships and facilitate optimal use of resources for the benefit of students.

### **AGENDA:**

1. Community Planning and Partnerships
2. Board Policies
3. Facilities that Qualify for Partnership Opportunities
4. Application Process
5. Long-term Enrolment Projections/ Utilization
6. Capital Planning, Programs and Community Use Updates
7. Questions/Information to share?

## 1. Community Planning and Partnerships

- a. Moratorium on school closures from previous Liberal Government continues, promised to be upheld by new Conservative Government until the review of the process is completed.
- b. School boards are also awaiting further direction on plans that may impact the current CPPG from 2015 (guidelines used for current meeting structure.)

## 2. Board Policies / 3. Facilities that Qualify for Partnership Opportunities / 4. Application Process

- a. Both board's policies are similar in that they identify criteria that schools must meet to be listed and shared with partners, for consideration of leasing surplus space.
- b. They are also similar in their objectives to improve services and support to students, maximize the use of infrastructure.
- c. CDSBEO – [Policy C6](#) provides further detail on school eligibility criteria, partner eligibility
  - i. 60% utilization or less for the past two years and/or have had 200+ unused spaces for at least the past 2 years, projected to be 60% or less utilized for the next 5 years, etc.
  - ii. 3 schools are listed as meeting the criteria, in Williamstown, Alexandria and Brockville – slide 11 in presentation.
  - iii. Application process is through a form available at the following link: <https://www.cdsbeo.on.ca/wp-content/uploads/2016/09/Partnership-Project-Application-Form.pdf>
- d. UCDSB – [Policy 4002](#) provides further detail on school eligibility criteria, partner eligibility
  - i. 60% utilization or less for the past two years and/or have 200+ unused spaces.
  - ii. Entities that provide competing educational services, such as tutoring services or private schools, are not eligible.
  - iii. 25 schools are listed as meeting the criteria, across the district – slide 16-18 in presentation.
  - iv. Application process is through an on-line survey to start the conversation about leasing surplus space: <https://www.surveymonkey.com/r/FacilitiesCollaboration201516>

## 5. Long-term Enrolment Projections/ Utilization

- a. Shared population trends were shared – from 64, 920 children aged 1-16 in 2007 declining to 58,580 in 2015 (approx. 5,000 fewer), with a slight rise to the current 2018 – of 59965.
- b. Another view of population broken down by pre-school age (0-3), elementary age (4-13) and secondary age (14-17). This showed small growth (92) board area-wide for pre-school, a larger increase, but across 10 grades (of 475 in one year), and a small decrease for secondary aged population (-20 in one year).
- c. As a reminder these are population figures, not enrolment. These children have access to 4 public boards, and private schools.
- d. Similarly, housing starts were shared, from data collected over time by Municipalities and Counties, shared the past ten years, from 2009-2018. Data was shared, by county.
- e. Review of the total capacity per Ministry calculated space in schools, was provided for each board, and compared to the enrolment at each board, to represent the amount of surplus space available.

- i. Capacity was adjusted to account for planned/approved renovations, closures, builds to represent the net impact over time to the system.
  - ii. The UCDSB showed a decrease in capacity from 36,197 in 2015 to 34,150 in 2024+. This will result in an expected surplus capacity of over 7,400 by 2024.
  - iii. The CDSBEO showed at decrease in capacity from 14,434 in 2015 to 14,172 in the longer term. This is expected to result in a surplus capacity of over 1,100 by 2024.
- f. Elementary and Secondary enrolment (October 31, Full Time Enrolment (FTE)), was shared on a consolidated slide to show the same scale for each board, both of which are experiencing similar trends, with UCDSB simply having a higher number of students than the CDSBEO.
- g. Each board shared a more detailed slide (2016-17 to 2019-20 projected) showing:
  - i. Number of schools
  - ii. Total OTG space
  - iii. Number of portables (portables are not included in the capacity of a school per calculations).
  - iv. Elementary and Secondary enrolment (FTE)
  - v. % utilization of space

## **6. Capital Planning, Programs and Community Use Updates**

- a. Each board shared updates regarding new construction, renovations, child care additions, as well as the hours of community use reported from 2014-15 to the current time (2018-19 so far)
- b. CDSBEO - Bonnie spoke about the opportunity to apply to the Ministry is once/year rather than 2-3 times per year as in the past. No builds in progress at CDSBEO.
  - i. Child Care addition – St. Joseph in Gananoque – childcare with an EarlyON Centre funded by the UCLG – recent approval from CMSM to move forward – June 2019. Board to seek Ministry approval to proceed to tender stage.
  - ii. Reviewed information provided in the slides – Holy Name of Mary School in Almonte – 6 class addition including a Daycare.
  - iii. New school in Smiths Falls opened September 2018 – St. Francis de Sales Catholic School included EarlyON Centre and a Daycare.
- c. UCDSB – Phil spoke about the highlights of major construction planned: Brockville K-6 School including an EarlyON Center, Cornwall 7-12 Schools (\$39.06 M), North Grenville DHS Addition (in Ministry Approval to Proceed process), Roxmore PS Addition (Recived Ministry approval to proceed to tender on June 5, 2019).
  - i. Child Care Additions – Kemptville PS (In Ministry Approval to Proceed and Joint Confirmation process); Roxmore PS – (Received Ministry approval to proceed to tender on June 5, 2019); Rockland PS – Renovation in summer of 2019; Winchester PS, Cambridge PS (In Ministry Approval to Proceed and Joint Confirmation process).
  - ii. Reviewed information shared on Community Use participants, hours, permits, etc.
- d. Each board shared that partnerships are important to school operations to best serve our communities. Request to “please provide some thought about how your organization can support the use of space in schools and reach out to boards through our websites so we can work together.”

- e. UCDSB: Phil spoke about Policy 423 – that goes beyond just using schools for more than simple space use – that would support the goals and education of students. [UCDSB Policy 423: Partnerships, Sponsorships and/or Cooperative Ventures](#).

## 7. Questions/Information to share?

Questions were answered throughout the presentation but are summarized here:

### 1. What examples are there for partnerships?

A. BN explained that boards are looking for municipal input in terms of what those leasing opportunities might be. Some examples could be child care, or municipal operations where space is leased somewhere else.

### 2. Comment – that is a large amount of surplus space showing (ref. slide 24).

A. PD explained the reason why the OTG is projected to be reduced in the graph for UCDSB – implementation of new school builds planned, and already approved.

### 3. How can Municipalities work closer with Boards to discuss ideas on how to use space?

A. PD shared some examples from the (UCDSB) Director’s workplan. Additionally, in the presentation, BN had asked participants to “please provide some thought about how your organization can support the use of space in schools and reach out to boards through our websites so we can work together.”

### 4. Are preexisting partners accounted for in the surplus space for each school?

A. It will depend on the use of the partner (ie. Before and after programs would still have the classrooms accounted for while others that are purpose-built rooms would be loaded in the calculation at “0”)

### 5. Slide about the community use hours – for UCDSB, observed the hours dropped by 80,000. Why is that?

A. JK, UCDSB made note that some schools were closed, hours may have been reduced in some cases, policies for use were more fully developed following the 2014-15 reporting year. Discussion followed with a few participants, about the importance of partners having schools available to them. Board representatives shared the concern and provided some challenges that are faced, like finding custodial time to support the community use request.

### 6. Play structures – Can we make the school facilities more available to municipalities?

A. PD, This is a good example of good use of public space and infrastructure and those situations should be worked through on a case by case basis.

### 7. Are the hours of community use – “tilted” towards more urban centres – can we provide the % of use by school? There are some implications to have occasional custodians to be available when community use is requested.

A. JK, UCDSB, this data could be analyzed this way.

### 8. Comment about impact on Community Use or partnership activities due to bus cancellations. Impact on delivery of recreational programs. Is there a way to reducing the impact of snow days, by allowing that accessibility to schools – so staff are not called in and can’t

**accommodate. STEO has had conversations about “regional” bus cancellations.**

A. BN, CDSBEO and through involvement on STEO board, overlapping bus routes make it very difficult to offer cancellations this way.

9. **Availability of schools for community use during the Summer months limited in hours (i.e. 7 a.m.-3 p.m. Monday –Thursday). Can consideration be made to offer school availability for a full week (i.e. Fridays)?**

A. BN, Boards may have specific language in their Collective Agreements around summer work hours for custodial staff.

10. **Comment about reviewing the job requirements for certain jobs with the objective to have more staff available to support community use requests.**

A. BN, CDSBEO is exploring this option. We are working with our OYAP Coordinator/Student Success Superintendent to see if there is interest in Secondary students working for the Board in the role of custodian.