



COMMITTEE OF THE WHOLE (PUBLIC)
Report No. 18-009

16 January 2018

Disposition of Surplus Property

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PURPOSE:

1. To provide information to support the discussion regarding the disposition process for surplus OCDSB properties.

CONTEXT:

2. The OCDSB is a significant owner of public lands in the city of Ottawa. To meet our fiscal obligations in the management of these properties, from time to time our property inventory must be examined to determine what are core or strategic holdings and which properties may have become surplus to our needs as an organization.

There is always a balance to be maintained; continuing to own properties affords the OCDSB flexibility to respond to the changing needs and demographics of our organization; however, this flexibility comes at the cost of maintaining these sites. Additionally, there are public expectations that must be taken into account in managing the property portfolio. In particular, when it comes to recently closed schools, if the Board has determined that the local students are best served by consolidating them at nearby sites, there is an expectation that that the site itself may be surplus to our needs unless we have articulated alternative uses.

KEY CONSIDERATIONS:

3. **Disposition Process**
The disposition of any district property is governed by Regulation 444/98 under *the Education Act*. In addition to this regulation, the OCDSB has its own policy and procedure that governs property disposition; namely, Policy P.095.PLG Declaring, Decommissioning and Disposal of Surplus Board Property (Appendix A) and Procedure P.613.PLG, Declaration and Disposal of Surplus Board Property (Appendix B).

4. **Regulation 444/98**

Regulation 444/98 was recently amended. In the past, school boards wishing to enter into long term leases, or selling properties that had been declared surplus to the organization's needs were required to circulate to other public organizations (other public school boards, colleges, universities, municipal partners) for a period of 90 days. If interest was expressed, the District was expected to negotiate the acquisition of the property by the other public organization at fair market value. If there was no interest expressed in that window of opportunity by groups in the first offering, the property could be sold to any interested buyer on the open market. Accordingly, it could take the better part of a year to dispose of a site if there is no public interest expressed in the acquisition of a property.

The changes to Regulation 444/98 double the circulation period to 180 days and increase the number of public and quasi-public agencies which may express interest in the property in the initial circulation period. The property is also to be posted on the Infrastructure Ontario website (Formerly Ontario Realty Board).

Only after this period of circulation to public organizations has expired, with no interest expressed, can the District sell the property on the open market.

In concert with the changes to Regulation 444/98, the Ministry of Education also introduced the Community Planning and Partnership Guidelines (CPPG) (attached as Appendix C). The purpose of the guidelines is to ensure that vacant District-owned space is inventoried and that information is shared with potential partners to ensure that there are no partnership opportunities. Annually, the OCDSB, along with the other three publically funded school boards in the City of Ottawa, hold a well-advertised public forum to discuss, not only current opportunities, but also potential future opportunities.

Both the amended Regulation 444/98 and the CPPG Guidelines have been introduced by the Ministry in an effort to keep public lands in public possession as much as is reasonably possible.

The proceeds from any the sale of surplus properties are enveloped to be spent on facility renewal of existing buildings. The money cannot be directed to the creation of new pupil places.

5. **OCDSB Policy**

Policy P.095.PLG Declaring, Decommissioning and Disposal of Surplus Board Property and related Procedure P.613.PLG, Declaration and Disposal of Surplus Board Property direct that the OCDSB provide public notice of the intent to consider declaration of a property surplus to its needs. (That is, before the properties are circulated under 444/98). To declare a property as surplus, the OCDSB will place signage on each property under consideration for a period not less than 30 days. The District will also post information on the website, and circulate to each school council and registered community association within the ward the intent that the identified property is being considered for disposition.

The only noted exception to this policy is the disposition of vacant lands. Vacant lands may be disposed of in accordance with Regulation 444/98 and are not regulated under OCDSB Policy P.095.PLG.

6. **OCDSB Properties**

There are three categories of surplus property to be discussed in this report:

1. Property no longer used as a school;
2. Vacant land; and
3. Property readjustments

Property No Longer Used As A School

A full listing of OCDSB properties that are not being used as schools is attached as Appendix D. The schools are listed as former elementary schools and former secondary schools. Included in this listing are other sites that were formerly schools but now have functional usage for other purposes.

Vacant Land

A full listing of vacant OCDSB land holdings is listed on page 3 of Appendix D and maps for each property location are provided as Appendix E. This listing includes land that has been identified for future school settings or was acquired with that intent and has since been deemed surplus to needs.

Property Readjustments

There are other properties that come to light from time to time: errors on title, road widenings, small lot line adjustments which may not have been registered correctly. Staff considers the management of these properties to be minor and administrative in nature. In no circumstance would the disposition of these types of properties result in different uses as far as the public would be impacted.

The following is a listing of OCDSB properties that are not being used as schools or are random property holdings that are not intended to be used as schools or administrative sites: (A more descriptive listing is attached as Appendix D)

7. **Former Elementary Sites**

- Century Public School;
- D.A. Moodie Intermediate School;
- Grant Alternative School;
- Greenbank Middle School;
- Leslie Park Public School;
- McGregor Easson Public School;
- Merivale Public School;
- Munster Elementary School;and
- Parkwood Hills Public School.

Former Secondary Sites

- Confederation Education Centre;
- Rideau High School; and
- 440 Albert Street.

Vacant Land (Appendix E)

- Innovation Drive;
- Village of Vernon;
- Uplands Drive/Country Club; and
- River Ridge.

8. Criteria for Disposition

In looking at a plan for the disposition of surplus property, a number of considerations need to be examined.

- Is the property currently fulfilling a functional need that cannot be met elsewhere?
- Will the school/site be needed to meet future, long term accommodation needs?
- Has there been expressed interest in the development of a community hub that is sustainable?
- What is the optimal time to sell the property vis-à-vis market conditions?
- Is there a reason to repurpose the facility because of its unique physical properties or location? Would the facility be required as a future 'holding school' in order to carry out a major renovation or addition to another school?
- Is there a possibility that programming or administrative realignment would create a need for this property? and
- Is there a pressing need for the investment dollars that would result of the sale from the sale of a property?

When considering the above criteria and then re-examining the list of potentially surplus properties as outlined on Appendix D, there are a number of sites that Staff suggest be removed from consideration of being surplus at this time.

Greenbank Middle School (MS)

This school is attached to Knoxdale Public School (PS) with no reasonable way to extricate the facility for disposition. Furthermore, the enrolment at Knoxdale PS is growing and can easily expand into this space and eliminate the portables on-site. An application has been made for the creation of childcare spaces.

Merivale Public School

This school site has two buildings on one lot in an industrial area of the former City of Nepean. The configuration of one of the building's loading bays has facilitated the use of this space to move and organize chattels and supplies that support any significant changes to school enrolments (i.e., accommodation reviews). As these reviews are expected to continue, and as we would have to lease similar space at cost to the OCDSB, it is suggested that this site be retained at least in the short term. Additionally, we have been able to license the remainder of the site to our community police partners.

Munster Elementary School (ES)

Although the site ceased to function as a school in 2015 with the redirection of a small number of students, the site has not formally been closed. Additionally there is an agreement with the City of Ottawa for the provision of recreational/community space at the facility which has been honoured since the redirection of students. This arrangement is not something that can be maintained indefinitely, but it will require further considerations before any changes are made.

Parkwood Hills Public School

Similar to Greenbank MS, while Parkwood Hills PS does not share a roof with Sir Winston Churchill PS, there are shared lot lines and shared site attributes. Examination of the complexity of separating these properties will need to take place to truly understand what part, if any of the site may be surplus to OCDSB needs.

Century Public School

We are not ready to consider disposal of the Century site at this time recognizing that the building is fairly centrally located within the District and is in good condition which may make it a useful asset in the District's inventory of space. It has the potential to be used as swing space for schools engaged in major capital projects and/or as professional development space.

Rideau High School

Community groups have expressed an interest in the creation of a community hub at the former Rideau HS. Staff has actively been involved in work with the Rideau-Rockcliffe Community Resource Centre in developing a business case for a community hub at the school. Confirmation of funding was received on 21 December 2017.

Confederation High School

Since its closure, this former secondary school has been used as the major site for the District's large group professional development activities and provides space to several departments, such as Community Use of Schools. A large portion of the building is also leased to the Ottawa School Transportation Authority (OSTA). At this time, there is not an alternate space that could be utilized for the same functionality.

440 Albert Street

The future of the 440 Albert Street site is a complex issue. The site is currently used as the home base for Continuing Education programs, as well as numerous other activities. As identified in previous reports to the Board, it will require its own property management strategy in terms of its future and a team of consultants will be retained to begin work on the development of that plan.

Potential Property Dispositions

Based on a discussion of issues to be considered regarding disposition of properties, a review of current usage of sites (not being used for school purposes) and other mitigating circumstances (complex property issues, agreements, etc.), staff believe that the first round of property disposition should begin with the following sites:

- D.A. Moodie Intermediate School (IS);
- Grant Alternative School;
- Leslie Park Public School;
- McGregor Easson Public School;
- Innovation Drive property; and
- Vernon Ontario property parcel.

9. **Next Steps**

Following Committee of the Whole discussion, those properties which may be considered to be surplus to the OCDSB's needs will be the subject of a public notice, in accordance with Procedure PR.613.PLG. Information shall be posted on the OCDSB website, signage placed at the facility itself, notice shall go to school councils and community associations in the subject zone and shall describe the facility and the dates at which Committee of the Whole and the Board will consider whether or not to declare the facility surplus. The notice must be in place at least 30 days prior to the Committee meeting at which the disposal will be considered.

RESOURCE IMPLICATIONS:

10. There is a cost to the District in maintaining surplus spaces. In addition to being an ongoing safety concern (facilities and public land that are not staffed full time), the maintenance of these properties, even at a vacant building/land standard is significant. The square footage that is currently estimated for facilities that are considered surplus is 16,165 sq metres or 174,000 sq feet. Maintenance can vary from anywhere from between \$20 to \$65 sq metre or \$2 to \$6 square foot annually. The vacant lands also require a standard of upkeep within community expectations.

COMMUNICATION/CONSULTATION ISSUES:

11. A subsequent report will be brought before the Board in the new year that will seek approval to commence the disposition process for properties.
A consultation plan will accompany the report at that time and will reflect the legislative and policy requirements with regard to the disposition of property.

STRATEGIC LINKS:

The Board is committed to providing facilities that encourage well-being and instructional success. Determining how many facilities are needed by the District and where they are located are key components to success in meeting the Board's strategic objectives and meeting its commitment to the strategic use of its resources.

GUIDING QUESTIONS

The following questions are provided to support the discussion of this item by the Committee:

- Do the criteria provide the best decision making framework for the identification of sites surplus to the District's needs?
- Are there other considerations that should be taken into account when reviewing the disposition of property at the OCDSB?

Mike Carson
Chief Financial Officer

Jennifer Adams
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APPENDICES

Appendix A Policy P.95.PLG – Declaring, Decommissioning and Disposal of Surplus Board Property

Appendix B Procedure PR.613.PLG – Declaration and Disposal of Surplus Board Property

Appendix C Ministry of Education – Community Planning and Partnerships Guideline, March 2015

Appendix D Inventory of Ottawa-Carleton District School Board Properties

Appendix E Maps



POLICY P.095.PLG**TITLE: DECLARING, DECOMMISSIONING AND DISPOSAL OF SURPLUS BOARD PROPERTY**

Date issued: 18 February 2000
Last Revised: 13 October 2010
Authorization: Board: 21 December 1999

1.0 OBJECTIVE

To provide a framework for declaring an Ottawa-Carleton District School Board (OCDSB) facility surplus and to entrench directives regarding the disposition of facilities that have been declared surplus.

2.0 DEFINITIONS

In this policy,

- 2.1 **OCDSB Facility** For the purpose of this policy, OCDSB Facility shall mean any school, former school or administrative facility and the property on which said facility is sited. A facility shall not include vacant parcels of land, nor shall it mean swaths of land that are to be disposed of for the purposes of title correction, expropriation, subject of consent for the purpose of lot line adjustment, easement, lease, license or another such technical conveyance.

3.0 SPECIFIC DIRECTIVES

- 3.1 The Board shall provide public notice of its intent to consider the declaration of an OCDSB facility surplus to its needs. This shall include notification being placed on the OCDSB Website, on-site signage at the Facility, notice to school councils and community associations within the ward of the subject site. Notice shall be in accordance with Procedure PR.613.PLG, as amended.
- 3.2 The Board shall dispose of real property within the parameters of Ministry guidelines, as set out from time to time in Ontario Regulation 444/98 as amended or revised/replaced.
- 3.3 Prior to disposing of a facility or a site, the Board shall consider a report from staff and approve the manner of disposition. The report shall include estimates of value, which will normally be based on appraisals from certified appraisers.

- 3.4 Reg. 444/98 provides that real property, in all instances, must be offered to the other local Boards and a list of designated agencies as part of the disposition process.
- 3.5 Where the facility has been assigned pupil spaces, the Board may choose to offer the property at no cost to the other local school boards and the Ontario Realty Corporation, and at fair market value to the other preferred agencies. Pupil places will be removed from the Board's inventory if one of these organizations accepts the offer, or if all decline the property.
- 3.6 The Board has the option of offering the property to other Boards at the lower of fair market value, or the value of the Grant for New Pupil Places represented by that number of pupil places. While the OCDSB will receive and retain the funds, any pupil places assigned to that facility will remain in the Board's total.
- 3.7 If no offers are received as a result of the proposed process outlined in 3.3 and 3.4 above, the Board may dispose of the property at fair market value.
- 3.8 Following offers to the preferred agencies as defined in Ministry regulation and in 3.3 and 3.4 above, all OCDSB properties slated for disposal will be marketed through a public tender process or through sale by an agent or broker.
- 3.9 Dependent on the features of each site, to ensure the Board receives maximum value from the sale, staff will recommend to the Board whether the disposition should take place by means of public tenders or by retaining a broker or agent to market the site.

4.0 REFERENCE DOCUMENTS

The Education Act, Regulation 444/98 (as amended) - Disposition of Surplus Real Property.
Ministry Memorandum, June 16 1998: *1998-99 Student Focused Funding*
Board Procedure PR.613.PLG: Declaration and Disposal of Surplus Board Property.



PROCEDURE PR.613.PLG

TITLE: DECLARATION AND DISPOSAL OF SURPLUS BOARD PROPERTY

Date issued: 18 February 2000
Last Revised: 13 October 2010
Authorization: Senior Staff: 03 November 1999

1.0 OBJECTIVE

To outline the process for the declaration and disposal of Ottawa-Carleton District School Board (OCDSB) facilities which are to be considered for closure or to be declared surplus or have been already closed and declared surplus by the Board.

2.0 DEFINITIONS

In this procedure,

- 2.1 **OCDSB Facilities:** For the purposes of this policy, OCDSB Facility shall mean any school, former school or administrative facility and the property on which said facility is sited. A facility shall not include vacant parcels of land, nor shall it mean swaths of land that are to be disposed of for the purposes of title correction, expropriation, subject of consent for the purpose of lot line adjustment, easement, lease, license or another such technical conveyance.

3.0 SPECIFIC DIRECTIVES

- 3.1 The Board shall provide public notice of its intent to consider the declaration of an OCDSB facility surplus to its needs. This shall include notification being placed on the OCDSB Website, on-site signage at the Facility, notice to school councils and notice to community associations within the ward of the subject site. Notice shall be in accordance with Policy P.095.PLG, as amended.
- 3.2 Public Notice of the intent to consider the declaration of an OCDSB facility shall be posted on the OCDSB Website. Information shall include, but is not limited to the following: name of facility, address, legal description, date, time and location of the proposed meeting where the facility will be considered.
- 3.3 The Website notice will outline the opportunity for public participation at the proposed meeting and include a method by which submissions can be made.

- 3.4 The Website notice shall be posted a minimum 30 days prior to the meeting of consideration.
- 3.5 Additionally, a minimum of one sign shall be placed on the subject property for a minimum of 30 days prior to the meeting and in accordance with the following specifications: Signage shall include the OCDSB logo, name and/or address and legal description of the property, notice of action and the date and location of the proposed meeting. It shall include direction to the Board website for further information.
- 3.6 The sign shall consist of a weather resistant corrugated medium, be approximately 40cm x 55cm (16" x 22") in size and be mounted in a readily visible area and in accordance with the provisions of the Temporary Sign By-law of the City of Ottawa.
- 3.7 Staff will prepare a notice for information purposes to school councils and community associations within the ward advising of the intent to consider a Facility surplus.
- 3.8 Staff will prepare an information package for the area Trustee. The dissemination of the package would be at the discretion of the Trustee.
- 3.9 Where a school or other facility has been closed and declared surplus, planning staff will bring forward a report recommending whether the property should be disposed of or retained in the Board's property portfolio. Included in the report will be estimates of value, which will normally be based on appraisals from certified appraisers.
- 3.10 Where staff recommends the retention of a property, the recommendation will address how long the property should be retained, and alternate uses for the property.
- 3.11 Where staff recommends the disposition of a property, the manner in which the property should be offered will be included in the recommendation. If the site has pupil places attached, staff will recommend the conditions upon which it will be offered to the other Boards in accordance with Regulation 444/98. The recommendation may also address next steps should no offers be received under the proposal process. Depending on the features of each site, to ensure the Board receives maximum value from the sale, staff will recommend to the Board whether the disposition should take place by means of public tenders or by retaining a broker or agent to market the site.
- 3.12 Negotiations will normally be the responsibility of the Superintendent of Facilities and Physical Planning and his/her designate. He/she will ensure the appropriate professional resources are used during the process.
- 3.13 Acceptance of any offer is subject to the approval of the Board.
- 3.14 Upon approval by the Board, planning staff will co-ordinate the disposal process and ensure that the Board complies with timelines established in Reg.444/98.

4.0 REFERENCE DOCUMENTS

The Education Act, Regulation 444/98 (as amended) - Disposition of Surplus Real Property. Ministry Memorandum, June 16 1998: 1998-99 Student Focused Funding

Board Policy P.095.PLG: Declaring, Decommissioning and Disposal of Surplus Board Property.



MINISTRY OF EDUCATION

**COMMUNITY PLANNING AND PARTNERSHIPS
GUIDELINE**

March 2015

Purpose

The purpose of the *Community Planning and Partnerships (CPP) Guideline* is to encourage school boards to reach out to community organizations to share planning information with community organizations on a regular basis. In particular, boards are encouraged to ensure that additional efforts are made to share this information with community organizations prior to commencing a pupil accommodation review.

This information sharing will allow school boards and other entities to work together to the benefit of boards, students and the community, and to optimize the use of public assets owned by school boards. This *Guideline* is intended to assist boards in establishing more facility partnerships, and to support effective planning with community partners regarding land-use and green space/park planning. Boards are expected to revise or develop their own policy/policies that are consistent with this *Guideline*.

This *Guideline* focuses on opportunities to share facilities with community partners when building new schools and undertaking significant renovations, when considering the use of unoccupied space in schools, and when considering properties associated with schools that may close and sites that may be considered for future disposition. The *Guideline* is consistent with the legal framework outlined in the *Education Act* regarding the disposition of both surplus and non-surplus property and the joint use of schools.

Overview

Cooperative and collaborative relationships between school boards and community organizations are part of the foundation of a strong, vibrant and sustainable publicly funded education system. Around the province, school boards have successful facility partnerships with co-terminous boards and other entities that enable boards to reduce facility costs and/or improve educational opportunities. Some boards have successfully leased or sold space to their local municipality, resulting in a re-purposed local community hub or in protected public access to green space/parks. The Ministry is encouraging boards and their community partners to build on that success by putting measures in place to increase the opportunities for expanding the number of partnerships as well as long-term planning in a way that is well-informed, well-coordinated, transparent, sustainable and supportive of student achievement.

It is the responsibility of all levels of government to make the best use of public assets. The twin challenges of local enrolment changes and making the best use of education funding to support student achievement create an incentive and opportunity to maximize the use of school board facilities and properties. Offering space in schools to partners can also strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students and the wider community.

School boards' primary responsibility is to support the achievement and safety of students. Within that context, the intent of the *Community Planning and Partnerships Guideline* is to:

- Reduce facility operating costs for school boards and government;
- Improve services and supports available to students;
- Strengthen relationships between schools boards and community partners and the public;

- Maximize the use of public infrastructure through increased flexibility and utilization; and
- Provide a foundation for improved service delivery for communities.

The *Guideline* has eight components, outlined below:

1. The identification of CPP opportunities in board planning.
2. The development or review of board CPP policies.
3. The development of a process to notify community partners.
4. Planning for an annual CPP meeting.
5. School board planning prior to a pupil accommodation review.
6. The consideration of opportunities for co-building with community partners.
7. The consideration of opportunities for sharing unused space in schools with community partners.
8. Partnership agreements and cost-recovery.

School boards have the authority to make decisions regarding their school facilities and the use of their properties that are consistent with the *Education Act*. This *Guideline* does not prevent boards from building, renovating or closing schools or from disposing of surplus assets when required. Boards will continue to identify which schools will or will not be suitable for facility partnerships based on board-determined criteria.

Boards will continue to follow Ontario Regulation 444/98 regarding the lease or sale of surplus assets, including schools or parts of schools. Boards currently have the authority to co-build schools with other entities and to enter into a variety of facility partnerships through license or joint use agreement as outlined in paragraph 44 of subsection 171 (1), paragraph 4 of subsection 171.1 (2), and sections 183, 194 and 196 of the *Education Act*, although the *Education Act* requires Minister approval in some circumstances. While boards will continue to declare facilities and unused space surplus where appropriate, the Ministry recognizes that there are circumstances in open and operating schools where a board may not consider unused space to be surplus. These circumstances may be related to enrolment fluctuations, program changes or the size of space. Boards may choose to enter into license or joint use agreements for space that is unused but not surplus.

The *Guideline* is not intended to disrupt agreements with existing facility partners. The *Guideline* focuses on facility partnerships, and does not address the service or program exchanges between boards and community organizations or other entities. Strong partnerships between boards and service providers can and do exist without co-location. At the same time, experience demonstrates that the sharing of facilities may create opportunities for coordination and collaboration in service and program delivery, so boards are encouraged to build relationships with their facility partners.

The Ministry recognizes that encouraging community planning and facility partnerships will be most effective when community partners work with school boards and notify them in a timely manner when they are looking for space or considering new construction.

1. School Board Planning and Broader Community Objectives

School boards are expected to have capital plans that address the future needs of their students. Areas of enrolment growth and decline should be presented. Plans should include

enrolment projections, school capacity, renewal needs, potential consolidations and the construction of new schools or additions, including significant renovations.

Through this planning process, boards forecast where new schools or additions may be needed; which schools will remain well-utilized; which open and operating schools may have unused space; and which schools may be candidates for consolidation or closure. This information will assist boards in identifying facilities that may be suitable for facility partnerships with respect to new construction and unused space in schools and in administrative buildings. It also provides an opportunity to consider potential surplus properties in which community partners may be interested.

School boards are expected to share this planning information with community partners so that external entities may have sufficient time to respond to presented opportunities. These opportunities may include participation in a facility partnership or contribution to land-use or green space/park plans. Boards are expected to include information related to their CPP policy and discussions with community organizations in school information profiles when undertaking the accommodation review process.

Where unused space is declared surplus, boards will continue to follow the circulation process outlined in O. Reg. 444/98. Where the unused space in open and operating schools is not surplus, but is available for partnership, or where the partnership opportunity involves new construction, the information will be provided to potential partners through the notification process outlined in Section 3 below.

2. Community Planning and Partnership (CPP) Policies

It is the role and responsibility of school boards to determine what facilities are suitable and not suitable for facility partnerships, what entities are suitable and not suitable partners, and when to enter into a partnership. The intent of the *Community Planning and Partnerships Guideline* is to ensure that these decisions are made in a way that is well-informed, well-coordinated, transparent and consistent with student achievement and safety.

Boards are expected to develop CPP policies that identify:

- Principles and criteria regarding the eligibility of partners;
- How available space in schools will be selected;
- What entities will be selected for the notification list;
- How potential partners will be notified of available space and construction plans;
- How entities will be selected for partnerships, including prioritization, if applicable.

When developing criteria regarding the eligibility of partners, boards are expected to consider the value of the partnership to students. Boards, in compliance with local bylaws, may consider both for-profit and non-profit entities, as they see fit. Boards will also incorporate the following requirements:

- Health and safety of students must be protected.
- Partnership must be appropriate for the school setting.
- Partnership must not compromise the student achievement strategy.

- 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.

At a minimum, board CPP policy or policies are expected to reflect the requirements of the Ministry *Guideline*. Where a board has more than one policy related to facility partnerships, the board is encouraged to ensure all relevant policies are accessible to and understandable by the public.

Facility sharing between publicly funded school boards through co-ownership, lease or other agreements remains a priority for the Ministry and school boards. Board facility partnerships policies should not disadvantage co-terminous boards that have priority status under O. Reg 444/98.

3. CPP Notification Process

For surplus space being offered for sale or lease, boards will continue to follow the circulation process outlined in O. Reg. 444/98. For non-surplus space, boards will follow a new notification process similar to the circulation process in O. Reg. 444/98.

For the notification process, boards are to post information on their website regarding their intention to build new schools and to undertake significant renovations and information regarding unused space in open and operating schools and administrative buildings that is available for facility partnerships. This information should be updated at least once a year in the case of space in existing schools, and as needed in the case of co-building opportunities. Boards are also expected to post on their website the name and contact information of the staff member at the board who will respond to questions regarding facility partnerships throughout the year.

Boards are also expected to inform entities on their notification list when key information regarding community planning or facility partnerships is changed or updated. To create the notification list, boards will address the following requirements:

- List will reflect at a minimum the entities listed in Ontario Regulation 444/98 – Disposition of Surplus Real Property, and must specifically include:
 - All applicable levels of municipal government (single, upper, lower tiers)
 - Applicable District Social Services Administration Board(s) or Consolidated Municipal Service Manager(s)
 - Applicable Public Health Boards, Local Health Integration Networks and Children’s Mental Health Centres
- Boards may prioritize their notification list as they see fit.
- If child care operators or government-funded organizations request it, they will be added to the notification list.
- Boards may add any other entity to their notification list based on their CPP policy.

4. Annual CPP Meeting

Boards are to hold **at least** one meeting per year to discuss potential planning and partnership opportunities with the public and community organizations. Additional staff-level meetings may be held to discuss additional information with relevant entities. Boards are

expected to notify both the entities on their notification list and the general public about the annual meeting.

During the annual CPP meeting, the school board will provide/present all or a portion of the board's capital plan (as described in Section 1.), details of any schools deemed eligible for facility partnerships, relevant information available on their website and any supplementary CPP information. This information should be shared either during the public meeting or during the optional staff-level meeting, as appropriate.

When inviting entities on the notification list to the annual meeting, school boards must clearly request that organizations prepare to bring relevant planning information, including but not limited to, population projections, growth plans, community needs, land-use and green space/park requirements. The school board is to listen to what needs or plans community partners may have. The invitation list, the entities in attendance at the annual CPP meeting and any information exchanged should be formally documented by the school board.

The CPP meeting may be a stand-alone meeting or may be held as part of a scheduled board meeting. Boards that cover a large geography may want to consider holding meetings in more than one community over time.

5. School Board Planning Prior to a Pupil Accommodation Review

In addition to the annual CPP meeting, school boards should continue discussions with affected municipalities and other community organizations as they explore options to address underutilized space issues in schools within specific areas of their board. These discussions will inform proposals that school board staff may present to the Board of Trustees, including recommendations to undertake a pupil accommodation review process.

As part of these discussions with community organizations, school boards should obtain a clear indication of any community planning and partnership opportunities in areas where a pupil accommodation review may take place. Additionally, school boards are to request technical information from the local municipality or municipalities where a planned pupil accommodation review will occur. This technical information is to be specified by the school board and can include, but is not limited to, population and future development projections in the area.

The *Pupil Accommodation Review Guideline* provides a full description of the pupil accommodation review process that school boards are required to undertake prior to making a pupil accommodation decision.

6. Co-building with Community Partners

The construction of new schools, additions and renovations represents a significant public investment in a long-term asset. It is also an opportunity to leverage other infrastructure investments by co-building with entities that provide services and programs for children, their families and the broader community. For example, a municipality may seek to build an adjoining community centre or child care centre.

The Ministry's objective is to give potential partners enough time to evaluate their own need

for a new facility and to identify funding sources. As part of the planning process, when considering building a new school or undertaking a significant addition or renovation, boards are expected to notify the entities on their notification list 1 to 3 years prior to the potential construction start date. Boards should provide as much information as possible about their plans and the site to support potential partners in determining the project's suitability for their purposes.

The notification should be supported by a board resolution. Boards do not need to have an identified source of funding or Ministry approval when they notify their partners of their plan or intention to build. Similarly, plans to build may be contingent on board decisions that have not yet been made.

Once notified, entities may express their interest in co-building with the board. The board will then evaluate the expressions of interest to select partner(s) based on its CPP policy. The Minister's approval may be required depending on the provision under the *Education Act* authorizing the transaction. Partnership agreements cannot be finalized until both the board and the partner/s have an approved source of funding. Requests for Ministry funding and requests for transfer from reserve approvals are expected to reflect that boards have already solicited interest from partners. The Ministry prefers that boards and facility partners have ownership of their respective portions of the facility, where the portions are sizeable.

Boards should encourage community partners to provide notification to the board when community partners have proposals or plans to build their own new facilities. Boards should enable community partners to provide this information directly or during the facility partnership-related public meetings held by the board. When building or renovating schools, school boards and the Ministry often have deadlines related to student accommodation needs or funding parameters. School boards are expected to make their timelines clear to potential partners and may establish policies to ensure that timelines are maintained.

7. Sharing Unused Space in Existing Schools with Community Partners

The Ministry expects that boards will review underutilized open and operating schools and administrative facilities for their suitability for partnership, based on criteria outlined by the board. As a starting point, boards should review facilities that have been 60 percent utilized or less for two years and/or have 200 or more unused pupil places, and then should extend their review to other potentially suitable facilities. Boards must consider the space needs of existing educational programming and initiatives.

The Ministry recognizes that available space is not the only criteria for selecting schools for partnerships. Boards will also consider issues related to student safety, the board's student achievement and pupil accommodation strategies (including those that may result in school consolidations and closures), zoning and site use restrictions, facility condition, the configuration of space and the ability to separate the space used by partners from the space used by students, among other factors. These factors should be outlined in the board's CPP policy.

If the space is both suitable for facility partnerships and is available for the long-term, boards are expected to consider declaring the space surplus and circulating it for lease through O. Reg. 444/98. If the space is suitable for facility partnerships but is not surplus to board needs, boards are expected to follow the notification process outlined in the *Guideline*. This notification should be supported by a board resolution. Boards are expected to provide

information about the available space, including but not limited to size, location, facility amenities, and required renovations, if needed.

Entities may then express their interest in using the space. Boards will evaluate the expressions of interest to select partner(s) based on their CPP policy. Boards then may enter into a license or joint use agreement. The Minister's approval may be required depending on the provision under the *Education Act* allowing the transaction.

8. Partnership Agreements and Cost-Recovery

Boards are responsible for providing clear instructions to potential partners regarding their rights and responsibilities as tenants, including maintenance standards and the applicability, or the lack thereof, of board user policies, including accessibility and inclusiveness policies. Boards are responsible for ensuring proper legal agreements that respect the *Education Act* and protect their rights.

Boards are not expected to take on additional costs to support facility partnerships, although boards will continue to use their discretion in supporting partnerships based on their student achievement strategy. On a cost-recovery basis, the fees charged to partners should cover the operations and capital cost, including administrative costs and property taxes (if applicable), to the board of the space occupied by the partner. Additional costs to perform minor renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by facility partners should be borne by the partners. Financial expectations should be made clear to potential partners in the board's policy.

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. Boards will continue to be expected to build within Ministry space and funding benchmarks for the board portion of the facility.

Appendix D to Report 18-009

Inventory of Ottawa-Carleton District School Board Properties

Elementary Schools:

Century Public School

The site is a 2 story 20 classroom building constructed in 1967 located on Redpine Drive in Nepean. Century closed at the end of the 2016-17 school year.

D.A. Moodie Intermediate School

This site is a 2 story 30 classroom building built in 1970 located on Moodie Drive in Bells Corners. D.A. Moodie closed at the end of the 2016-17 school year. The Board holds a lease agreement with the National Capital Commission (NCC) for the land that DA Moodie is on. The Board owns the building and NCC owns the land. Staff is currently investigating options on the future use of the property. A law enforcement agency has expressed an interest in leasing the site. The Board has 15 years remaining on an agreement for solar panels that were installed on the site that will need to be considered when investigating options.

Grant Alternative School (AS)

This site is a 12 classroom building constructed in 1970 located on Draper Avenue in Nepean. Grant AS closed at the end of the 2016-17 school year.

Greenbank Middle School (MS)

This site is a 2 story 32 classroom building built in 1967 that is located on Greenbank MS in Nepean. Greenbank MS closed as a school at the end of 2016-17 school year. The building is directly attached to Knoxdale Elementary School(ES). Knoxdale ES will use some of the classrooms in the former Greenbank MS side of the building. Some central staff has been moved from Sir Robert Borden High School (HS) to the former Greenbank (MS). Staff has also put in a proposal to the Ministry to acquire funds to retrofit areas of the site to allow for a pre-school child care program.

Leslie Park Public School (PS)

This site is a 14 classroom building constructed in 1966 located on Harrison Street in Nepean. Leslie Park PS closed at the end of the 2016-2017 school year.

McGregor Easson Public School

Built in 1964, this site is an 11 classroom building located on Dynes Road in Nepean. McGregor Easson PS has been closed as a school since 2010. Staff is negotiating a short term lease with the Boys and Girls Club of Ottawa (BGCO) to lease the site while renovations are underway at a local clubhouse. It is anticipated that the site will be vacant in March of 2018.

Merivale Public School

The former Merivale PS is located on Slack Road in Nepean. The site comprises of two buildings. Merivale PS #1 built in 1953 has 10 classrooms. Merivale PS #2 built in 1959 has 12 classrooms. The school was closed in 2004. The buildings have been used for various purposes over the years. The site was originally used to house students while Adrienne Clarkson ES was being built. There were various leases with the Canadian Border Guards Services Agency, Royal Canadian Mounted Police (RCMP) and Ottawa Police Services (OPS) at the location. Staff is currently in negotiations with OPS for a lease for Merivale PS #1 that will be for a period of the next two school years. Merivale PS #2 is being used as a storage/staging site for surplus District assets.

Munster Elementary School

This is a 12 classroom facility located in the Hamlet of Munster. It was built in 1977 and was closed as a school in 2015. The District and the City of Ottawa have an existing agreement for the facility. The Municipality invested funds to increase the size of the gymnasium. The agreement has no termination clauses and we are obligated to keep the site open for community use. District staff continues to work with our City of Ottawa partners to investigate future plans for the site. In 2015, the Board passed a motion to keep the site open for community Use.

Parkwood Hills Public School

This 23 classroom facility was constructed in 1960 and is located on Tiverton Drive in Nepean. It was closed as a school in 2010. The school is directly adjacent to Sir Winston Churchill PS. Parkwood Hills was utilized as a holding space for new schools under construction and schools that had extensive renovations. Most of the green space utilized by Sir Winston PS students is on the Parkwood Hills PS parcel of land.

Secondary Schools

Confederation Education Centre

The former Confederation HS is located on Woodroffe Avenue adjacent to the Nepean Sportsplex. This building currently houses a LINC program, the Community Use of Schools Department, overflow from Curriculum and BLT as well as a significant area of the building leased to the Ottawa Student Transportation Authority (OSTA) It is the only non-operating school where there is space to gather as a system for monthly meetings, and the gym is used for swing space and tournaments.

Rideau High School

Rideau is a large two story facility constructed in 1957 located in the eastern boundary of Vanier. It was closed as a school at the end of the 2016-2017 school year. Staff is currently in consultation with our City and community partners to develop a community hub at Rideau HS.

440 Albert Street (Former Ottawa Technical High School)

Home to Continuing Education and a number of smaller uses, this site has been subject of OCDSB Board Professional Development sessions. This is a property that is valuable both strategically and financially, with great public access.

Vacant Land

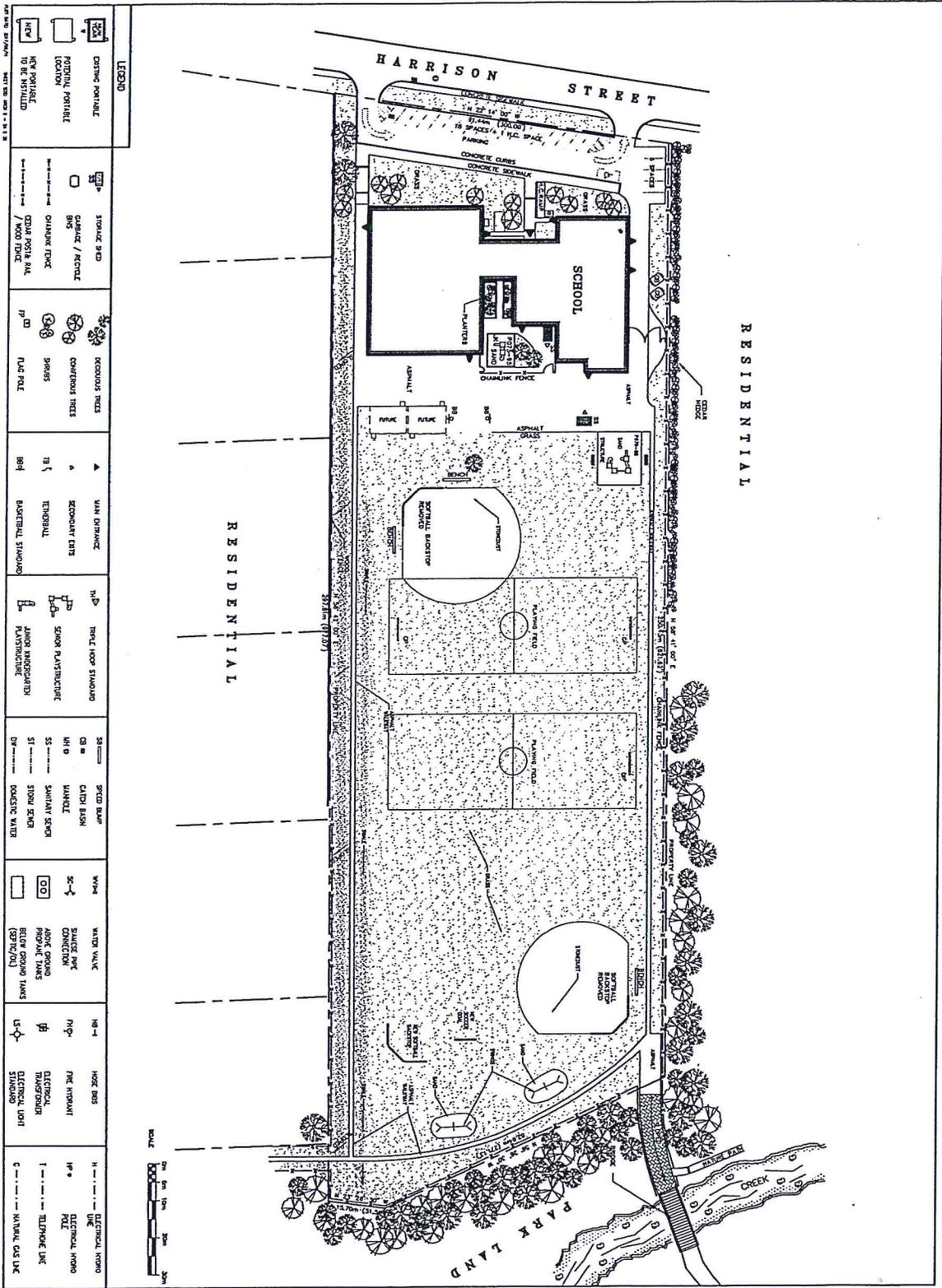
Innovation Drive

The Board currently owns 8.3 acres of property on Innovation Drive located in the northern area of Kanata. The property was purchased in 2013 as a potential elementary or secondary site. Issues arose regarding the site that did not allow for development on the site for the Board's use. Consequently the property has remained vacant. Disposal of this site would have to adhere to the circulation process set out in Ontario Regulation 444/98.

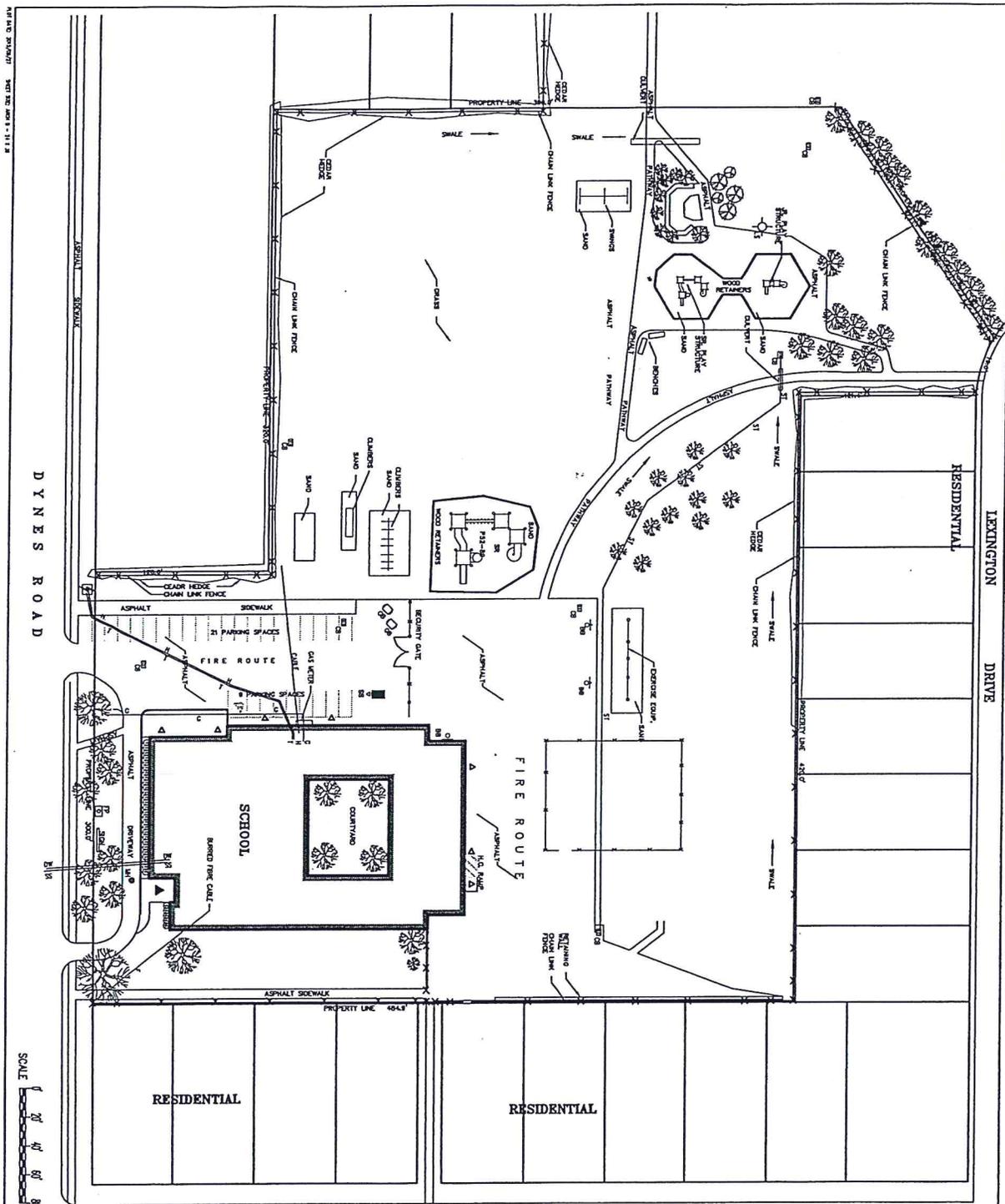
Vernon This property is at 7800 St. Lawrence Street in Vernon. The property formerly housed a school which became surplus to the Board's need. Most of the property was sold to the former Township of Osgoode in 1978. One parcel of the property remains in the Board's inventory (in error). It comprised about one residential lot's worth of property before changes to private servicing regulations: current value may be minimal in the form of a lot line adjustment.

Uplands Drive/Country Club This vacant site is 7 acres in the Ottawa Hunt Club area. This property has remained in the Board's inventory as there was some concern that there might be a long-term need for an elementary site in the area.

River Ridge This site is 20.4 acres in Riverside South and has been ear-marked as a secondary school site.



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| <p>NOTE</p> <p>KNOWN UNDERGROUND AND SURFACE UTILITY QUANTITIES IS ONLY OF COMPETENCE OR ACCOUNT, CONTRACTOR RESPONSIBLE FOR ALL UTILITIES LOCATED ON SITE.</p> | |
| <p>LEGAL DESCRIPTION</p> | |
| <p>PLANNING SUMMARY</p> <p>PLANNING SUMMARY</p> <p>DATE: 2018-07-27</p> | |
| <p>LEGEND</p> <p>LEGEND</p> <p>DATE: 2018-07-27</p> | |
| <p>DATE: 2018-07-27</p> <p>DATE: 2018-07-27</p> | |
| <p>DATE: 2018-07-27</p> <p>DATE: 2018-07-27</p> | |



LEGEND

| | |
|--|-----------------------------------|
| | EXISTING PORTLAND LOCATION |
| | POTENTIAL PORTLAND LOCATION |
| | NEW PORTLAND TO BE INSTALLED |
| | STORAGE SHED |
| | GARAGE / RECYCLE BINS |
| | DECIDUOUS TREES |
| | CONIFEROUS TREES |
| | SHRUBS |
| | SINGLE PLANT STRUCTURE |
| | LARGE UNDERGROUND PLANT STRUCTURE |
| | TENNIS BALL COURT |
| | BASKETBALL COURT |
| | TRIPLE HOOP STANDARD |
| | FLAG POLE |
| | DRIVEWAY FENCE |
| | GOAL POST & BALL / WOOD FENCE |
| | MAIN ENTRANCE |
| | SECONDARY EXITS |
| | SPEED BUMP |
| | CATCH BASIN |
| | HANDICAP |
| | SANITARY SEWER |
| | STORM SEWER |
| | DOMESTIC WATER |
| | WATER VALVE |
| | SLAKER PIPE CONNECTION |
| | ABOVE GROUND PROPANE TANKS |
| | BELOW GROUND TANKS |
| | HOSE BIBS |
| | FIRE HYDRANT |
| | ELECTRICAL TRANSFORMER |
| | ELECTRICAL LIGHT STANDARD |
| | ELECTRICAL METER |
| | TELEPHONE LINE |
| | NATURAL GAS LINE |

NOTE
KNOWN UNDERGROUND AND SURFACE UTILITY LINES ARE INDICATED ON DRAWINGS. NO ASSURANCE IS MADE AS TO THE ACCURACY OF ANY INFORMATION ON ALL UTILITY LOCATIONS PRIOR TO CONSTRUCTION.

LEGAL DESCRIPTION

PARKING SUMMARY
PARKING SPACES: 1
WALKWAY SPACES: 1
TOTAL SPACES: 2

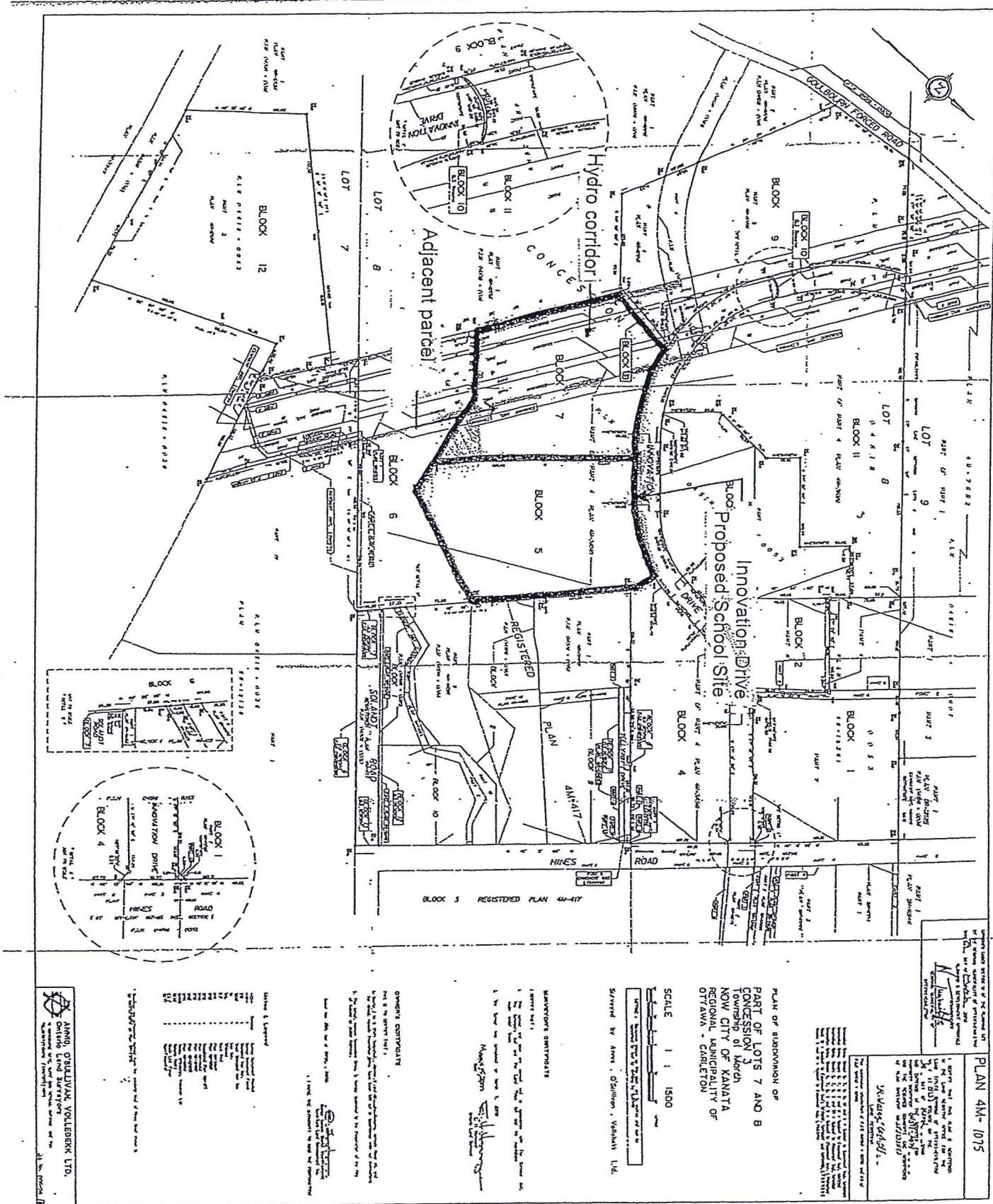
LEGEND
 SNOW STORAGE
 SNOW STORAGE
 SNOW STORAGE

| NO. | PORTLAND (C-B) | PORTLAND (O) | PORTLAND (U) | SEE SERVICES | DATE |
|-----|----------------|--------------|--------------|--------------|---------|
| 1 | PORTLAND (C-B) | | | | 04/2023 |
| 2 | PORTLAND (O) | | | | 04/2023 |
| 3 | PORTLAND (U) | | | | 04/2023 |
| 4 | SEE SERVICES | | | | 04/2023 |
| 5 | COULUM UNIT | | | | 04/2023 |
| 6 | REVISION | | | | DATE |

SITE PLAN

SCALE: 1" = 20'

DATE: 03/21/24
DRAWN BY: A. SHERWOOD
CHECKED BY: A. SHERWOOD
DATE: 03/21/24



PLAN 4M-1075

1. I certify that the plan of subdivision shown on this plan is a true and correct copy of the original plan as shown to me by the applicant and that I am a duly qualified Professional Engineer in the Province of Ontario.

ANNIE O'SULLIVAN
Professional Engineer
No. 12345

PLAN OF SUBDIVISION OF
PART OF LOTS 7 AND 8
CONCESSION 10
TOWNSHIP OF MERCH
COUNTY OF KANATA
REGIONAL MUNICIPALITY OF
OTTAWA - GANFLETION

SCALE 1 : 1500

Drawn by ANNIE O'SULLIVAN, VANHOUS LTD.

MANIPULATOR CERTIFICATE

I, *ANNIE O'SULLIVAN*, being duly sworn, depose and say that the above is a true and correct copy of the original plan as shown to me by the applicant and that I am a duly qualified Professional Engineer in the Province of Ontario.

ANNIE O'SULLIVAN
Professional Engineer
No. 12345

OWNER'S CERTIFICATE

Not to be drawn out!

I, the undersigned, being duly sworn, depose and say that the above is a true and correct copy of the original plan as shown to me by the applicant and that I am a duly qualified Professional Engineer in the Province of Ontario.

ANNIE O'SULLIVAN
Professional Engineer
No. 12345

ANNIE O'SULLIVAN, VANHOUS LTD.

1. I certify that the plan of subdivision shown on this plan is a true and correct copy of the original plan as shown to me by the applicant and that I am a duly qualified Professional Engineer in the Province of Ontario.

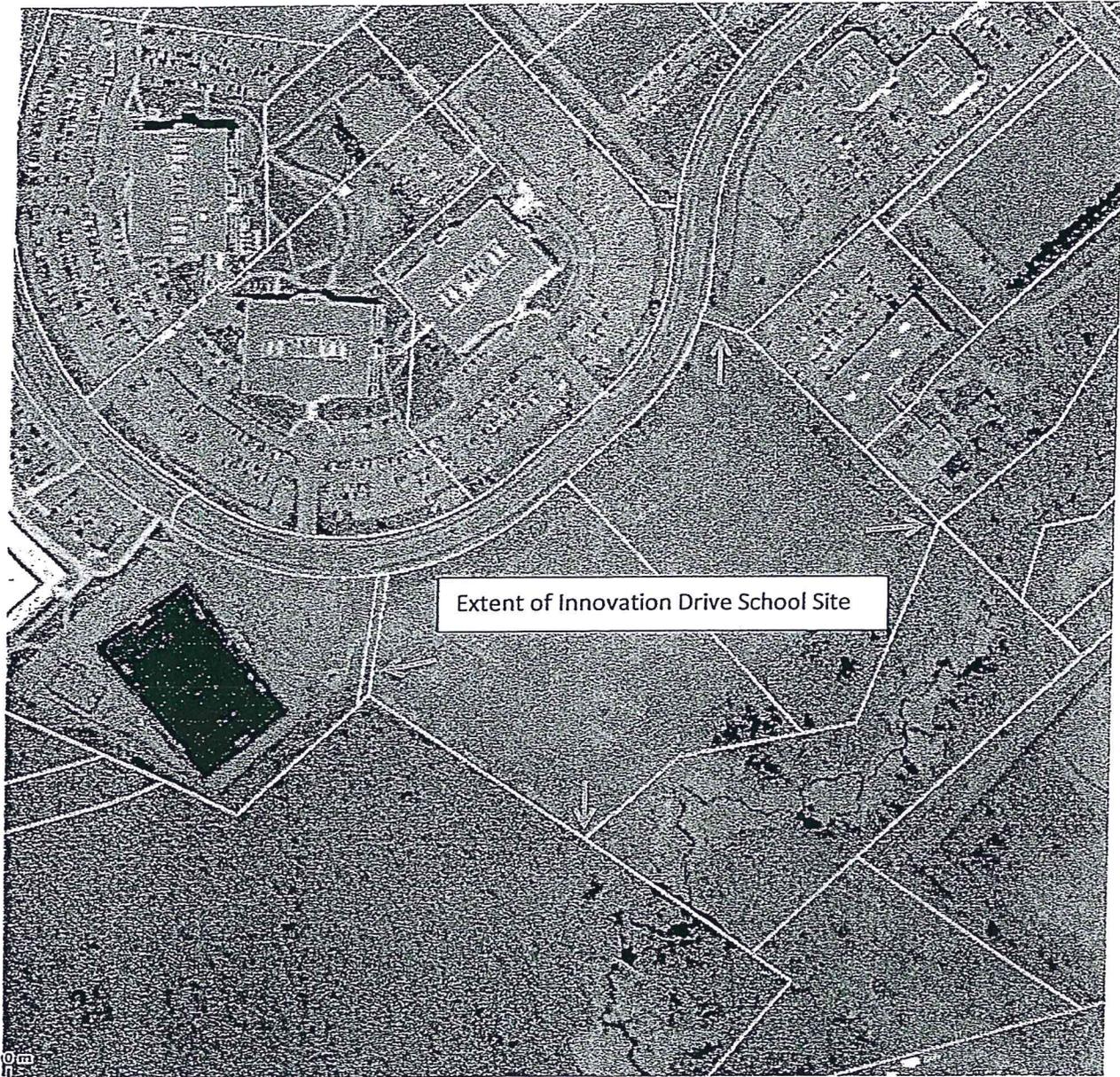
ANNIE O'SULLIVAN
Professional Engineer
No. 12345

ANNIE O'SULLIVAN, VANHOUS LTD.

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ANNIE O'SULLIVAN
Professional Engineer
No. 12345

Innovation Drive School Site/Kanata North (2101 & 3101 Innovation Drive)
Blocks 5 & 7 on Reg. Plan 4M-1075



Innovation Drive Key Plan

