

## The 2017-18 Annual UCDSB Community Planning and Partnerships (CPP) Meeting

**Attendees: EAST** – June 6, 2018 1:00 p.m. TR Leger Site, Cornwall ON

<b>Name</b>	<b>Location</b>	<b>Position</b>
Dominique-Ann Boisvert	United Counties of Prescott and Russell	Coordinator child care quality assurance
Bryan Brown	Township of South Glengarry	CAO
Brian Caddell	North Glengarry Township	Councillor. Education Committee Member
Evone Delegarde	Municipality of South Dundas	Mayor
Shannon Geraghty	Municipality of South Dundas	CAO/Treasurer
Stephanie Jaworski	WPS School Council	PIC rep
Debi LucasSwitzer	Township of South Stormont	CAO
Jamie MacDonald	Township of North Glengarry	Deputy Mayor
Jeff Manley	Township of North Glengarry	Councillor
Sally Phypers	Williamstown Public school, Parent Council Chair	School Council Chair
Tim Simpson	United Counties of Stormont, Dundas and Glengarry	Chief Administrative Officer
Carma Williams	Township of North Glengarry	Councillor
Peter Young	Township of South Stormont	Director of Planning/EDO
Ian McLeod	SDG	
Tammy Hart	South Stormont	
Phil Blancher	The Morrisburg Leader	Press
Jeff MacMillan	UCDSB	Chair of the Board
Caroll Carkner	UCDSB	Vice Chair of the Board
Stephen Sliwa	UCDSB	Director of Education
Phil Dawes	UCDSB	Superintendent, District Alignment
Jeremy Hobbs	UCDSB	Superintendent, Facilities, HR, IT
Peter Bosch	UCDSB	Manager, Construction
Judi Kaiser	UCDSB	Community Use Outreach Coordinator
Sarah Crawford	UCDSB	Manager, Planning
Suzanne Flaro	UCDSB	Planner

**Attendees: WEST** – June 8, 2018 10:00 a.m. North Grenville Community Complex, Kemptville, ON

<b>Name</b>	<b>Location</b>	<b>Position</b>
Ken Becking P. Eng.	Mississippi Mills	CAO
Shannon Brown	United Counties of Leeds and Grenville	Manager, Children's Services
Chelsey Coe	Lanark County-Children's Services	Early Years Specialist
Larry Donaldson	Tay Valley Township	CAO
Sue Dunfield	Township of Rideau Lakes	Manager of Community and Leisure Services
Kim Goodman	Township of Leeds and the Thousand Islands	Manager of Recreation and Community Partnerships
David Gordon	Municipality of North Grenville	Mayor
Claire Gunnewiek	Township of Rideau Lakes	Councillor
Tammy Hurlbert	Municipality of North Grenville	Recreation Coordinator
Dominique Leger	United Counties of Prescott and Russell Early Years Services	Quality Coordinator
Doug Malanka	Augusta Township	Mayor
Andrew McGinnis	City of Brockville	Planner
Debra McKinstry	Township of Edwardsburgh Cardinal	CAO/Clerk
Raymond Morrison	Augusta Township	CAO/Treasurer
David Nanton	United Counties of Leeds and Grenville	Junior Planner
David Nash	Merrickville-Wolford	Mayor
Amanda Noel	Township of Lanark Highlands	Deputy Clerk/Planning
Bonnie Norton	Catholic DSB of Eastern Ontario	Associate Director of Education
Holly Nyenkamp	Municipality of North Grenville	Economic Development Coordinator
Crystal Scott	Elgin and District Cooperative Nursery School	Administrator
Diane Smithson	Town of Carleton Place	Chief Administrative Officer
Brian Stewart	Township of Lanark Highlands	Mayor
Jane Torrance	Town of Mississippi Mills	Councillor
Allison Vereyken	Township of Lanark Highlands	Clerk Administrator
Jasmin Ralph	Township of Montague	Clerk Administrator
Ruth Shay	MTJB Child Care	Program Director
Julie Jordan	MTJB Child Care	
Laurie Arsenault	MTJB Child Care	
Gerry Morrell	Edwardsburg Cardinal	Councillor
Pat Sayeau	Township of Edwardsburg Cardinal	Mayor
Don Cram	UCDSB	Trustee

John McAllister	UCDSB	Trustee
Phil Dawes	UCDSB	Superintendent, District Alignment
Jeremy Hobbs	UCDSB	Superintendent, Facilities, HR, IT
Peter Bosch	UCDSB	Manager, Construction
Judi Kaiser	UCDSB	Community Use Outreach Coordinator
Sarah Crawford	UCDSB	Manager, Planning

**MEETING NOTES:**

Both meetings on June 6<sup>th</sup> and 8<sup>th</sup> followed the same agenda and content provided:

**AGENDA**

**Introduction:**

**Part One:**

Facility Collaboration (Policy 4002)

- Demographic Highlights
- Space Availability at UCDSB Schools
- Current Facility Projects
- Community Use of Schools

**Part Two:**

Partnerships, Sponsorships and/or Cooperative Ventures (Policy 423)

The following are some highlights covered for each section:

**Introduction:**

Phil Dawes, SO District Alignment lead the introduction of all meeting attendees to introduce themselves around the room. UCDSB staff in attendance were introduced.

- Superintendent Dawes began the presentation by articulating that this year is a little different from previous years. We want to take the conversation further to enhance communications between UCDSB and municipalities by adding to the previous discussion at CPP Meetings which were centered around Policy 4002 (Facility Collaboration). We would like to share a second part related to policy 423 (Partnerships).
- Shared mission statement and CREW background.

**Facility Collaboration (Policy 4002)**

Superintendent Dawes began with an overview of Policy 4002, including its purpose - to optimize the use of its land and school facilities, maintain strong working relationships with its community partners and to communicate to these partners which schools meet certain space criteria

requirements so that partnerships can be considered to lease this surplus space. The presentation continued with an update on demographic information

- Demographic Highlights
  - Pre-School and School Aged Population 2012-2016
  - Elementary and Secondary Enrolments: 2014-17 Historical and Projected 2018-2027
  - Historical Housing Starts 2006-2015 – Phil noted that Planning Department is currently reaching out to update the 2016, 2017, and YTD 2018 housing information from all municipalities this Spring/Summer.
  - Chart showing key information around enrolment, space utilization, portables, number of schools, for the UCDSB System – 2016-17 to 2018-19 projected figures.
  - Space Availability Chart comparing OTG space pre-2016-17 and projected 2018-19 OTG space (taking into account schools approved for closure), and the enrolment of our system – elementary and <21 regular day school secondary enrolment (excludes alternative education enrolment).
  
- Space Availability at UCDSB Schools:
  - Reminder of space criteria for Policy:
    - A utilization rate of less than 60% for the last 2 years, and/or
    - 200 or more unused pupil places.
  - List of 28 schools shared for both the East and West areas of the board.
  - Link to site where partners can submit an “Expression of Interest” to start the process:  
<https://www.surveymonkey.com/r/FacilitiesCollaboration201516>
  
- Current Facility Projects: Presented by Peter Bosch, Manager of Design and Construction
  - Covered New School Builds in 2017-18 and planned for the short-medium term, where funding has been approved.
  
- Community Use of Schools: Presented by Judi Kaiser, Community Outreach Coordinator
  - Judi also shared information about Child Care spaces at Before and After, Full-time and Early ON Centres.
  - Shared information about additional childcare spaces at UCDSB where approved.
  - Community Use of Schools usage, permits, approval rate, number of participants and total hours were provided from 2014-15 to current stats as of April in the 2017-18 school year.
  - Phil spoke about Community Hubs and there was some discussion on how municipalities and school boards alike are struggling with understanding the concept and the implementation process to move forward in this area.
  
- School Information Profiles – Presented by Sarah Crawford, Manager, Planning and Service Excellence
  - Shared updates in the format of school profiles to now include day cares located at schools, 2017-18 enrolment information, facilities rooms summaries, boundary maps, capacity figures, 2016 census data in a demographic profile of each school community, and many more pieces of information that provide a picture of a school community.

- Feedback from these meetings has improved the SIPs over the years.
- [http://www.ucdsb.on.ca/for\\_families/ucdsb\\_schools/school\\_information\\_profiles](http://www.ucdsb.on.ca/for_families/ucdsb_schools/school_information_profiles)

## **Part 2: Policy 423**

- Phil presented an overview of the C.R.E.W. areas of focus, with a reference as well to the [Director's Workplan](#) , specifically Goal 4: Connect with Community Stakeholders.
- A “partnership” in Policy 423 (Partnerships, Cooperative Ventures) is defined as “a mutually beneficial, relationship of a significant duration based on similar values in which there is an exchange of human, intellectual or material resources which is formally acknowledged in writing for the purposes of promoting one or more of the Upper Canada District School Board’s goals.”
- A “sponsorship” in Policy 423 is defined as “a formal and clearly defined monetary relationship that is established to support for a specific program or purposes of the Upper Canada District School Board. A sponsorship is in writing, it is time specific and it is consistent with the values and goals of the Upper Canada District School Board.”
- All agreements under Policy 423 initiated by municipal, provincial, or federal governments or agencies must be reviewed and approved by the Board of Trustees, and such expressions of interest must be directed to the attention of the Director of Education.
- A video was shown (<https://youtu.be/RnyX72TRnsQ> ) to offer three examples of successful UCDSB partnering opportunities that have taken place with municipalities. Open discussion took place following the video.

## **Questions and Comments:**

### **Enrolment / Demographics:**

- General question re housing yields – benchmark about how many houses = how many students. Phil responded that we have completed internal reviews in the past. It is important to understand that the number of students coming into new homes is shared with all four active boards and private education options. At best, new housing has helped to mitigate the impact of enrolment decline. Overall elementary and secondary enrolments are now stabilizing.

### **Facilities/ Daycare/ School Profiles:**

- Question re the status of ministry funding for Wellington PS addition: Superintendent Hobbs replied that the Board is working through a business case with the Ministry of Education. These CPP meetings are a good opportunity to build partnerships so that stronger business cases can be made in support of community schools.
- Question re: the consultation process for school upgrade/renovation funding applications. Superintendent Hobbs replied that school board staff meets with the Ministry on an as needs basis. These are operational meetings so that board staff can understand the extent to which alignment with Ministry facility upgrade guidelines is possible. In considering upgrade/renovation applications, the Ministry takes into consideration space availability in other area schools.
- Concern expressed that rural schools are being closed to maintain urban schools.

- There is an expressed desire for improved communication regarding the rationale and decision making/approval process for daycare spaces in schools.
- Clarification was requested with respect to the availability of after-hours Community Use in schools that don't have custodians after hours. Judi Kaiser agreed to inform Jeff Green, Operations and Maintenance Manager. Generally, custodians would need to agree to work the overtime and the hours would be billed back to the organization using the space.
- Some community users require storage space in schools. Judi responded that these situations are best managed with the school principal.
- Bus cancellations can have an impact on community use of schools. Any effort by the school board to mitigate the impact of regional inclement weather decisions on local community use of schools would be appreciated.
- In response to a question about the status of the new Cornwall school, Peter Bosch replied that it is in progress of determining land location for a target completion by 2023 and involves students from the currently existing Cornwall Schools attendance boundaries.
- In response to a question about the Cornwall Family of Schools organization, Director Sliwa replied that this is an academic arrangement and does not impact school attendance boundaries. The change in superintendent school representation was organized to ensure consistency of administrative transitions.
- Clarification provided re: capital expansion funding for Williamstown PS - that the UCDSB continues to submit a business case at every opportunity.
- There is a concern that public access to the library at Lombardy PS has been limited to outside of school hours only.
- Suggestion that the number of community use hours booked vs the number of available community use hours posted to be provided on the School Information Profiles.
- Clarification provided on the hourly rates for community use. The link is provided here:  
<http://www.ucdsb.on.ca/cms/one.aspx?portalId=148427&pageId=654226>

### **Policy 423:**

- A comment that efforts to construct a skateboard park at Rideau DHS, in association with tech shop/students at the school, were terminated due to safety concerns was followed by agreement that clarification is required about the procedures to be followed to promote effective partnerships between schools and local municipalities

### **General Questions:**

- Discussion about how to improve communication between Municipal leaders, Trustees and staff
- Feedback from one municipality clarified that they have a good relationship with their Trustee but need to increase two-way communication
- Suggestion that it is the role of the trustee to act as the school board focal point for community issues and initiatives
- Clarification provided about the size of our region and associated challenges meeting needs of all 25 municipalities
- We have to work together.
- Reminder made that trustees are, in fact, connected with their communities and that incidents brought to their attention result in positive action with staff.

- Comment that a high frequency of regular collaboration between the board and municipalities has been successful.
- Need for all 4 Boards to meet on a regular basis.
- Community Hubs is a great concept, but direction from the province is required.
- Clarification that there are not any pupil accommodation reviews being planned by the Board at this time.
- Is there a way to have a net zero cost option for municipalities to access space in schools?
- Maxville will be receiving access to municipal water which is expected to increase future housing development.