

ADMINISTRATIVE PROCEDURE 551

Community Planning and Partnerships / Notification List



The Board will maintain a list of community partners who will be notified when key information regarding community planning or facility partnerships is changed or updated. The list will include as a minimum the entities listed in *Ontario Regulation 444/98 – Disposition of Surplus Real Property* and 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.

Child care operators or government-funded organizations will be added to the notification list upon request, in writing, to the Director of Education. Other appropriate entities to the notification list may be added at the discretion of the Director of Education in accordance with the Ministry Guideline and Board criteria in this Policy and its accompanying Administrative Procedure 551.

As per the *Community Planning and Partnerships Guideline* 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.

Municipal Government Organization

The contact for each of the following government organizations will be the Clerk's Office.

Kingston, City of	Lennox and Addington, County of
Addington Highlands, Township of	Loyalist, Township of
Central Frontenac, Township of	North Frontenac, Township of
Frontenac, County of	South Frontenac, Township of
Frontenac Islands, Township of	Stone Mills, Township of
Greater Napanee, Town of	

Coterminous School Boards and Post Secondary Institutions

Algonquin & Lakeshore Catholic District School Board	
Conseil des écoles publiques de l'Est de l'Ontario	
Conseil scolaire de district catholique de l'Est Ontarien	
Queens University	Royal Military College
St. Lawrence College	

Applicable District Social Services Administration Boards or Consolidated Municipal Service Managers

Childcare Programs, Community and Family Services Department
for Frontenac County, Kingston and the Frontenac Townships

Children Services, Prince Edward Lennox and Addington Social Services, for Lennox & Addington County, Greater Napanee, and Lennox and Addington Townships

Family and Children's Services of Frontenac and Lennox and Addington

North Frontenac Community Services

Ontario Ministry of Community & Social Services and Ontario Ministry of Children and Youth Services

South Frontenac Community Services

Public Health Boards, Local Health Integration Networks and Children's Mental Health Centres

KFL&A Public Health

Canadian Mental Health Association

South East LHIN

Child Development Centre

Addiction & Mental Health Services, KFL&A

Pathways For Children and Youth

Child Care Agencies

Kingston Day Care

Identification of Underutilized Space

Planning and Facility Services Staff, under the direction of the Superintendent of Business Services, will annually review the Board's facility space and identify underutilized space that meets the criteria outlined in Policy 20: Community Planning and Partnerships. As well, the Staff will identify for recommendation to the Director, any other criteria that should be considered for one or more of the identified underutilized space.

The identified underutilized space as well as the identified surplus space will be noted in the annual update of the Long Range Accommodation Plan.

Annual CPP Meeting

Staff, on behalf of the Board, will hold at least one public information sharing meeting per year, usually in April/May. The Annual CPP Meeting is intended as an opportunity for two-way communication of information. The Board of Trustees will be represented at each meeting by one or more Trustees. The meeting is open to the public as observers.

Given the geography of the Board more than one public meeting may be held and/or groups may be invited to join the meeting via electronic communication connections.

Groups listed on the Notification List will receive a written invitation to the Annual CPP Meeting. The invitation will 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.

During the annual CPP meeting, Staff will present:

- the Board's Long Term Accommodation Plan (as described in Section 1 of the *Community Planning and Partnership Guideline*.);
- details of any available space deemed eligible for partnerships and
- any supplementary CPP information.

The information shared during the public meeting will be posted on the Board's website. The invitation list, the entities in attendance at the annual CPP meeting and any information exchanged will be formally documented by the school board.