

BUSINESS AND BOARD ADMINISTRATION	3000
LEASING OF SPACE PROCEDURES	3060

1. Policy

It is the policy of Lakehead District School Board to provide available space within its jurisdiction to community organizations through leasing arrangements in order to share facilities to the benefit of the Board, students and the community, and to optimize the use of public assets owned by the Board.

2. Definitions

2.1 Available Space - means unoccupied areas within Board owned buildings and grounds that are not required to meet the needs of the Board.

2.2 Costs - may include heat, light, power, water, custodial, maintenance, depreciation, appropriate taxes, ground expenses, and any other items related to the operation of a building.

2.3 Lease - an arrangement providing dedicated use of space for a defined cost.

3. Available Space

3.1 Available space will be determined as outlined in section 3 of 9015 Facility Partnership Procedures and will be identified through the Capital Planning process and updates to the Capital Plan as required. Consideration will be given, but not limited to:

- school needs;
- enrolment projections;
- Board accommodation strategies;
- zoning and site restrictions;
- condition of the school; and
- configuration of the school.

3.2 A review of available space or potentially available space may be initiated by the superintendent of business if a request to lease space is made by a community organization.

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4. Lease Costs

- 4.1 The lease cost for non-profit organizations will be determined after consideration of the area and nature of space required, and costs to the Board.
- 4.2 The lease cost of profit-oriented organizations will be in accordance with current rates in the community.
- 4.3 The lease cost will be calculated on a per square foot basis.
- 4.4 For the duration of the lease, the annual Consumer Price Index (all-items) will be applied to the base lease cost.
- 4.5 Costs for renovations to the space may be added to the terms of the lease.
- 4.6 Payments in services or kind will be equated to the appropriate cash value by the superintendent of business.

5. Terms of the Lease

- 5.1 Terms of the lease will be arranged by the superintendent of business with prospective tenants.
- 5.2 Clauses contained in normal landlord/tenant leases will be included, but are not limited to, the following:
 - term and possession;
 - assignment and sub-leasing;
 - use and Government requirements;
 - repair and maintenance;
 - alterations and additions;
 - insurance and liability;
 - damage to the premises;
 - acts of default and landlord remedies;
 - termination upon notice and at end of term; and
 - payment of rent.

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5.3 Clauses requesting compliance with the Board's existing policies and procedures will be included but are not limited to the following:

- rules and regulations;
- Safe Schools Code of Conduct; and
- custodial and maintenance services provided (Collective Agreement).

6. Administration of Leases

6.1 Overall administration and supervision of leases is to be the responsibility of the superintendent of business.

6.2 Authority to lease space will be the responsibility of the superintendent of business, in consultation with the principal/building manager.

6.3 Renovations, including access to space will be determined and executed or overseen by the Board's property services department in consultation with the organization.

6.4 Issues concerning the tenancy should initially be directed to the principal/building manager, then to Board staff responsible for leases or facilities, and then the superintendent of business.

7. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
9015 Facility Partnership Policy	February 25, 2014	
8011 Use of School Buildings, Facilities and Ground Policy	<u>Date Revised</u>	
8070 Safe Schools – System Expectations Policy	April 26, 2022	