

 Board of Governors Policy Manual		Policy #: D-9 Approved: 2010-09-17 Revised: 2023-05-09 Motion: 34-05-23
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D – Executive Limitations

FACILITY LEASING

Background

Informed by the mission and vision of the College our guiding principles establish our core activity as learning.

A component of the strategic direction of Northern College is to increase community-based access and in doing so, to develop new programs and partnership opportunities, and increase student enrolment. This is a long-term plan and not a linear process.

While our goal is the full utilization of our campuses for learning purposes, program life cycles, new program development timeframes and changing needs and responsiveness to our communities may lead to circumstances under which any particular campus may have under-utilized capacity.

Policy

It is the policy of Northern College to achieve full utilization of the target enrolment potential¹ of each of its campuses for academic learning and learner support services, in a manner consistent with its vision, mission and strategic plan while exercising fiscal responsibility.

In pursuing this responsibility and while our interests are primarily those of providing post-secondary learning opportunities and learner support services and not in serving as a landlord for purposes of excess space capacity, the College may pursue leasing options to create viable, alternate, positive sources of revenue to help offset some of the operating costs of the campus. In doing so, it shall consider amongst other factors all relevant information such as current planning initiatives and potential adverse impacts on the community. It shall also take into consideration investments in infrastructure and specially designed areas of the College that may be impacted by a long-term lease or lost through leasehold changes.

Board approval shall be sought for long-term leases as a function of the powers of the Board under By-law No. 1.

¹ As derived from the College's Enrolment Management Plan

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Procedure

Any campus that has under-utilized space in excess of that which is assigned and required to meet its targeted enrolment potential may entertain long-term leasing to either not-for-profit or commercial interests. A principle in doing so shall be to give preference to tenant business or service pursuits that provide adjacencies that are complementary or offer synergies to provide tangible benefits to on-campus programs offered by the College.

Any campus functioning at a capacity less than its targeted enrolment potential may entertain short-term (one year or less) renewable leasing of the remaining net assignable space to other not-for-profit or commercial entities subject to College operational requirements. Leases of a longer duration may be entertained by the Board.

When a campus has achieved its targeted enrolment potential, the President shall:

- i) undertake a study to determine the need for any revision to the campus targeted enrolment potential; and
- ii) place a moratorium on any new or scheduled to be renewed leasing, subject to completion of the study.

Any leasing contract entered into by the College shall provide full disclosure to the effect that our principal interest is that of serving the needs of our students; and that circumstances may arise when in meeting those needs, a notice of intent to terminate its or any lease, may have to be served to the tenant(s). This notice shall also formally be included in lease agreements.

Monitoring

The President shall present the Board with an annual summary of revenue-generating facility leases.