

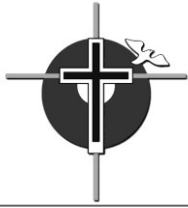
## **Purpose**

The Catholic District School Board of Eastern Ontario is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of elementary and secondary programs. Decisions are made by the school board Trustees in the context of carrying out their primary responsibility of fostering student achievement and well-being, and ensuring effective stewardship of school board resources. In some cases, to address changing student populations, this requires school boards to consider undertaking pupil accommodation reviews that may lead to school consolidations and closures.

## **1.0 Administrative Procedures**

### **1.1 Initiation of a School Accommodation Review**

- 1.1.1** Under the Director of Education, staff shall prepare an Initial Staff Report for consideration by the Board of Trustees identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, and in respect of which there may be a need to consider the possible consolidation, closure or program relocation in respect of one or more schools.
- 1.1.2** A school or group of schools may be considered for study if one or more of the following conditions apply:
- Enrolment is declining or low and no improvement is forecast in the next five years;
  - The school or group of schools is unable to provide a suitable and equitable range of learning opportunities for students;
  - The school or group of schools has experienced an adverse impact on learning opportunities for students due to declining enrolment;
  - Reorganization involving the school or group of schools could enhance program and learning opportunities for students;
  - Teaching/learning spaces are not suitable to provide the programs needed to serve the community and retrofitting may be cost prohibitive;
  - The building requires significant five year capital or maintenance expenditures;
  - One or more of the schools is operating in a leased facility;
  - In respect of one or more of the schools, there are safety and/or environmental concerns related to the building, the school site or its locality;



- The consolidation of schools is in the best interests of the overall school system.

## 1.2 Initial Staff Report

**1.2.1** Prior to establishing a pupil accommodation review, an Initial Staff Report will be presented to the Board of Trustees. The Initial Staff Report must contain one or more options to address the accommodation issue(s), with supporting rationale. The Report will provide details on, but is not limited to, the following aspects of schools with potential closure:

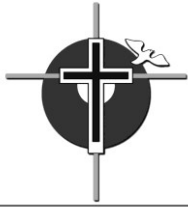
- Summary of accommodation issues for the school(s) under review;
- Where students would be accommodated;
- If proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
- Identify any program changes as a result of the proposed option;
- How student transportation would be affected if changes take place;
- If new capital investment is required as a result of the pupil accommodation review, how the school board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available; and
- Any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.

1.2.2 Wherever possible, accommodation reviews should focus on a group of schools within a school board's planning area rather than examine a single school. These schools would be reviewed together because they are located close enough to the other schools within a planning area to facilitate the development of viable and practical solutions for student accommodation.

1.2.3 Each recommended option in the Initial Staff Report should include a timeline for implementation.

## 1.3 Establishing an Accommodation Review Committee (ARC)

**1.3.1** After considering the Initial Staff Report, the Board may approve the establishment of an ARC for a group of schools or for a single school. To be consistent with Trustees' corporate decision-making responsibility, Trustees will



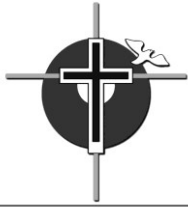
not sit on ARCs, but may attend meetings to observe. The members of the Accommodation Review Committee (ARC) shall be appointed by the Board. Parents/guardians, staff and Catholic school council members of the affected schools may be informed through their respective schools, of the Board's decision to form an ARC, and the decision shall be posted on the Board's website.

### 1.3.2 ARC Terms of Reference (Appendix A)

- 1.3.2.1 School boards will provide the ARC with Terms of Reference that describe the ARC's mandate. The mandate will refer to the school board's educational and accommodation objectives in undertaking the ARC and reflect the school board's strategy for supporting student achievement and well-being. The Terms of Reference will also clearly outline the school board's expectations of the roles and responsibilities of the ARC and describe the procedures of the ARC. At a minimum, the ARC will provide feedback on the Initial Staff Report option(s). The Terms of Reference will outline the minimum number of working meetings of the ARC.
- 1.3.2.2 The ARC shall represent the school(s) under review and act as official conduit for information shared between the school board and the school communities. The ARC may comment on the Initial Staff Report and may, throughout the pupil accommodation review process, seek clarification of the Initial Staff Report. The ARC may provide other accommodation options than those in the Initial Staff Report, with supporting rationale for any such option. The ARC members do not need to obtain consensus regarding the information provided to the Board of Trustees.

### 1.3.3 Composition of the ARC

- 1.3.3.1 Each ARC is appointed by the Board and must include membership drawn from the school community and the broader community. It is recommended that the ARC include parents/guardians, educators, Board officials, and business and municipal leaders.
- 1.3.3.2 The ARC will at minimum consist of the following persons:
- i) School Superintendent(s) whose schools are in the area under study;
  - ii) From each school affected:
    - the school principal or designate
    - one representative from the teaching staff



- one representative from the non-teaching staff
- a parent/guardian representative chosen by the respective school community
- one student representative from each secondary school under review

1.3.3.3 Resource appointments to the ARC may consist of the following:

- the Pastor(s) of the parishes in which the affected schools are located
- the Superintendent of Business
- staff from the Planning and Facilities Department
- other administrative staff as necessary

1.3.3.4 Once the ARC has been constituted, it will invite a representative from the broader school community.

1.3.3.5 The ARC shall be operative whether all, part or none of the members identified participate in the process.

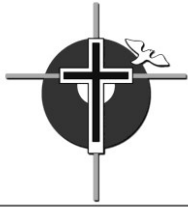
1.3.3.6 The Superintendent of School Effectiveness, whose schools are in the area of study, will act as Chair of the ARC. The Chair will convene and chair meetings, ensure that minutes are appropriately recorded and will ensure that the ARC successfully carries out its obligations under the Pupil Accommodation Review Policy and this Administrative Procedure.

### 1.3.4 ARC Responsibilities

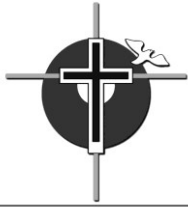
1.3.4.1 School Information Profile (Appendix B)

1.3.4.1.1 Board administration will prepare the School Information Profile (SIP) for the school(s) under review.

1.3.4.1.2 The School Information Profile (SIP) is an orientation document to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The SIP provides an understanding of and familiarity with the facilities under review. The minimum data requirements and factors to be included are outlined in Appendix B. Boards and ARCs may introduce other factors that could be used to reflect local circumstances and priorities, which may help to further understand the school(s).



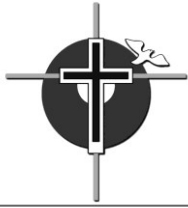
- 1.3.4.1.3 ARCs must review the School Information Profile for each school reviewed and seek clarification, where appropriate. Information developed and/or provided during the process must be considered objectively and fairly.
  - 1.3.4.1.4 ARCs must share the School Information Profile in plain language with the community at a public meeting.
  - 1.3.4.1.5 The school board's staff assigned to the ARC are required to compile feedback from the ARC as well as the broader community to be presented to the Board of Trustees.
  - 1.3.4.1.6 Trustees will consider the findings and feedback from the ARC along with the recommendations from administration and make the final decision regarding the future of the school(s).
- 1.3.4.2 Public Information and Access**
- 1.3.4.2.1 ARCs shall ensure that all information relevant to the accommodation review is made public and available in advance of public consultations by posting it on the school board website or making it available in print upon request.
  - 1.3.4.2.2 ARCs shall ensure that information that is technical in nature be provided/explained in plain language.
  - 1.3.4.2.3 Board staff will respond to requests for additional information from the ARC.
- 1.3.4.3 Community Consultation and Public Meetings**
- 1.3.4.3.1 ARCs shall ensure that a wide range of school and community groups are consulted, such as Catholic school councils, parents/guardians, school staff/administration, students of secondary schools, the local community, and other interested parties.
  - 1.3.4.3.2 ARCs shall base consultations and seek input and community feedback on the School Information Profile.



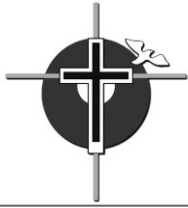
- 1.3.4.3.2 ARCs shall provide advance notice of public meetings using different methods of notification. Public meetings should be held at the schools under review, or at a nearby facility if physical accessibility cannot be provided at any of the schools under review. Public meetings are to be structured to encourage an open and informed exchange of views. All relevant information developed to support the discussions at the consultation is to be made available in advance.
- 1.3.4.3.3 ARCs shall keep detailed minutes reflecting the full range of opinions expressed at the public meetings and shall make these minutes available to the public.
- 1.3.4.3.4 ARCs shall ensure that there is a process in place to respond to questions raised at the meetings which could not be answered at the meetings.

#### **1.4 Timelines for Standard Pupil Accommodation Reviews (Appendix C)**

- 1.4.1.3.1 Following the date of the Board of Trustees' approval to conduct a pupil accommodation review, the school board will provide written notice of the Board of Trustees' decision within 5 business days to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), other community partners that expressed an interest prior to the pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the school board's Initial Staff Report. School boards must also notify the Directors(s) of Education of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.
- 1.4.1.3.2 Beginning with the date of the Board of Trustees' approval to conduct a pupil accommodation review, there must be no fewer than 30 business days' notice before the first public meeting is held.
- 1.4.1.3.3 There must be a minimum period of 40 business days between the first and final public meetings.
- 1.4.1.3.4 The Final Staff Report must be publicly posted no fewer than 10 business days after the final public meeting.



- 1.4.1.3.5** From the posting of the Final Staff Report, there must be no fewer than 10 business days before the public delegations.
- 1.4.1.3.6** There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.
- 1.4.1.3.7** School holidays such as summer vacation, Christmas break and spring break must not be considered part of the number of business day periods.
- 1.5** Completing the Accommodation Review
- 1.5.1** At the conclusion of the pupil accommodation review process, school board staff will submit a Final Staff Report to the Board of Trustees which must be available to the public and posted on the school board's website. The Final Staff Report must include a Community Consultation section that contains feedback from the ARC and any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.
- 1.5.2** Administration's Final Staff Report and recommendations will be presented to the Board in a public session. The recommended option(s) must contain a timeline for implementation.
- 1.5.3** Delegations to the Board of Trustees
- Once school board staff submits the Final Staff Report to the Board of Trustees, the school board must allow an opportunity for members of the public to provide feedback on the Final Staff Report through public delegations to the Board of Trustees. Notice of the public delegation opportunities will be provided based on existing school board policy.
- 1.5.4** Decision of the Board of Trustees
- When making its final decision regarding the pupil accommodation review, the Board of Trustees will be provided with the Final Staff Report, which will include compiled feedback from the public delegations. The Board of Trustees has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report or to approve a different outcome.



1.5.5 Any Board decision to consolidate or close a school(s), or relocate program(s), shall be planned for and implemented the following school year.

### 1.6 Modified Accommodation Review Process

1.6.1 Where the potential accommodation options available are deemed to be less complex, the Board of Trustees may approve a modified pupil accommodation process.

1.6.2 The Board of Trustees must approve these explicitly defined factors, after community consultation, in order to adopt a modified pupil accommodation review process.

1.6.3 Conditions where a modified pupil accommodation review process could be initiated include consideration of two or more of the following factors:

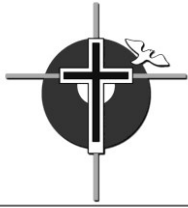
- There are no more than three schools in the accommodation review
- Distance to the nearest available accommodation is less than 5 km
- Utilization rate of one of the schools to be included in the review is less than 65% of the On-the-ground capacity and a proposed receiving school(s) has room to accommodate students with minimal capital requirements
- The Board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes more than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
- Number of students enrolled at one of the schools included in the review is less than 125 pupils.

1.6.4 The Initial Staff Report will explain the rationale for exempting the school(s) from the standard pupil accommodation review process, and it and the School Information Profile must be made available to the public and posted on the board's website.

1.6.5 A public meeting will be announced and advertised through an appropriate range of media as determined by the school board.

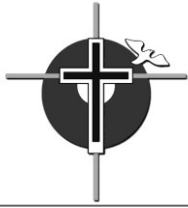
1.6.6 Following the public meeting, school board staff will submit a Final Staff Report to the Board of Trustees which must be available to the public and posted on the school board's website. Feedback from any public consultations must be included in the report, as well as any relevant information obtained from municipalities and





other community partners prior to and during the modified public accommodation review.

- 1.6.7 Once school board staff submit the Final Staff Report to the Board of Trustees, an opportunity for members of the public to provide feedback through public delegations to the Board of Trustees must be allowed.
  - 1.6.8 The Final Staff Report to the Board of Trustees will include a compilation of feedback from any public delegations (if any).
  - 1.6.9 A transition plan will be put in place following any decision to consolidate or close a school.
- 1.7 Timelines for the Modified Pupil Accommodation Review Process (Appendix D)
- 1.7.1 Following the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, the school board will provide written notice of the Board of Trustees' decision within 5 business days to each of the affected single and upper-tier municipalities through the Clerks department (or equivalent), other community partners that expressed an interest prior to the modified pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the school board's Initial Staff Report. School boards must also notify the Director(s) of Education of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.
  - 1.7.2 The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the modified pupil accommodation review, must provide their response on the recommended option(s) in the school board's Initial Staff Report before the final public meeting.
  - 1.7.3 The school board must hold at least one public meeting. Beginning with the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, there must be no fewer than 30 business days before this public meeting is held.
  - 1.7.4 The Final Staff Report must be publicly posted no fewer than 10 business days after the final public meeting.
  - 1.7.5 From the positing of the Final Staff Report, there must be no fewer than 10 business days before the public delegations.
  - 1.7.6 There must be no fewer than 10 business days between public delegations and the



final decision of the Board of Trustees.

### 1.8 Transition Committee

1.8.1 Where there is an approved resolution to close, a Transition Committee will be established.

1.8.2 The mandate of the Transition Committee will be to organize an action plan for the smooth transition for all concerned.

1.8.3 The Transition Committee will include:

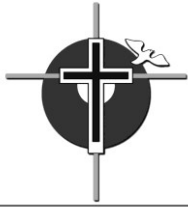
- one trustee appointed by the Board
- the superintendent responsible
- the principal(s) of the school(s) affected
- one staff member from each school involved
- an equal number of parent representatives reflecting the profile of the schools involved
- a least one Catholic school council parent volunteer
- one student council representative in the case of a secondary school

1.8.4 An Information Report on the activities of the Transition Committee will be presented to the Board no later than June 30 of the school year in which the school(s) will be closed.

### 2.0 Exemptions from an Accommodation Review Committee (ARC)

2.1 The Ministry's Pupil Accommodation Review Guideline (Appendix G) allows for specific circumstances where school boards are not obligated (i.e. exempt) to undertake a pupil accommodation review. In these circumstances the Board shall inform school communities about proposed accommodation plans for students before a decision is made by the Board of Trustees:

- Two schools share the same attendance boundary and different grade ranges and both schools can be accommodated in one of the existing schools with or without an addition, (i.e. JK to 3 school and a grade 4 to 8 school);
- A replacement school is to be built by the Board on an existing site, or rebuilt or acquired within the existing school attendance boundary as identified in the Board's existing policies, i.e. replacement of a rural school within its existing



rural community;

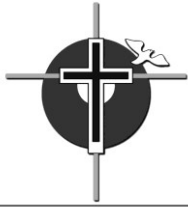
- A replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction;
- A lease is terminated;
- The Board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
- The Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
- A facility has been serving as a holding school for the community whose permanent school is over capacity and/or is under construction or repair;
- There is no students at the school, at any time, throughout the year.

2.2 In the above circumstances, the Board will inform school communities about proposed accommodation plans for students before a decision is made by the Board of Trustees. The Board will also provide written notice to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), as well as other community partners that expressed an interest prior to the exemption, and their coterminous school boards in the areas of the affected school(s) through the Director of Education, and to the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division no fewer than 5 business days after the decision to proceed with an exemption.

2.3 The process to be followed where an exemption to an Accommodation Review Committee (ARC) applies is outlined in Appendix E.

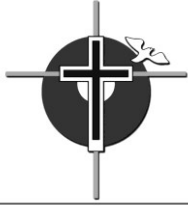
### **3.0 Ministerial Review of the School Board Accommodation Review Process (Appendix F)**

- 3.1 A ministerial review of the school board's accommodation review process may be sought if certain conditions are met as specified by the Ministry of Education guidelines. If the conditions set out have been met, the Ministry of Education will appoint a facilitator to assess whether the school board has followed its own review policy.



### 4.0 Terms and Definitions

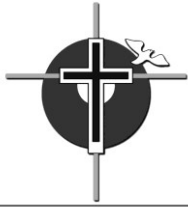
- a) **Accommodation Review:** A process, as defined in a school board pupil accommodation review policy, undertaken by a school board to determine the future of a school or group of schools.
- b) **Accommodation Review Committee (ARC):** A committee, established by a school board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the school board and the affected school communities.
- c) **Initial Staff Report:** A staff report to the Board of Trustees outlining the rationale and scope of a potential accommodation review.
- d) **Final Staff Report:** A staff report capturing the accommodation review process, consultations and recommendation to the Board of Trustees for their review and decision.
- e) **ARC working meeting:** A meeting of ARC members to discuss a pupil accommodation review, and includes a meeting held by the ARC to solicit feedback from the affected school communities of a pupil accommodation review.
- f) **Modified Accommodation Review Process:** In certain circumstances, where potential pupil accommodation options are deemed by the trustees to be less complex, Trustees may find it appropriate to undertake a modified pupil accommodation review process.
- g) **Business day:** A calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break.
- h) **Consultation:** The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.
- i) **Facility Condition Index (FCI):** A building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value of each facility.
- j) **On-the-ground (OTG) capacity:** The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.



- k) **Public delegation:** An open meeting held by the school board to solicit broader community feedback on a pupil accommodation review.
- l) **School Information Profile (SIP):** An orientation document with point-in-time data for each of the schools under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.
- m) **Space template:** A Ministry of Education template used by a school board to determine the number and type of instruction areas to be included within a new school, and the size of the required operational and circulation areas within that school.

### 5.0 Appendices

- 5.1 Appendix A - Pupil Accommodation Review Committee (ARC) Terms of Reference
- 5.2 Appendix B - School Information Profile (SIP)
- 5.3 Appendix C - Timelines – Standard Accommodation Review Process
- 5.4 Appendix D - Timelines – Modified Accommodation Review Process
- 5.5 Appendix E – Timelines – Exemption from an Accommodation Review Process
- 5.5 Appendix F - Ministerial Review of the School Board Pupil Accommodation Review Process
- 5.6 Appendix G – Ministry of Education – Pupil Accommodation Review Guideline
- 5.7 Appendix H – Guide to Pupil Accommodation Reviews - Including how school boards involve parents and the community in the review process



**Appendix A**  
**Pupil Accommodation Review Committee (ARC)**  
**Terms of Reference**

The Terms of Reference were developed in accordance with the Ministry's *Pupil Accommodation Review Guidelines (March 2015)*.

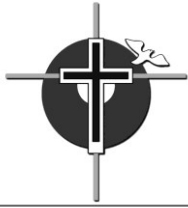
1.0 Mandate of the Pupil Accommodation Review Committee (ARC)

- 1.1 The Pupil Accommodation Review Committee's mandate is to ensure that the Board of Trustee decisions, and the information to support staff options, regarding an accommodation review are with the involvement of an informed local community and is based on a broad range of criteria regarding the quality of the learning experience for students.
- 1.2 The ARC is empowered to provide input, through the process of discussions and inquires on CDSBEO staff options and information provided to them in the Initial Staff Report.

1.0 Role of the ARC

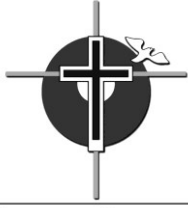
- 1.1 The ARC's role is to act "as the official conduit for information shared between the school board and the school communities" with respect to a school or group of schools being reviewed for the Board of Trustees' consideration and decision.
- 1.2 The ARC shall review accommodation options and supporting data identified in the Initial Staff Report, communicate the information to their community, capture the community voice and relay the information back to the ARC and CDSBEO staff, and provide local content to the accommodation review process.
- 1.3 The ARC "may comment on the Initial Staff Report and may, throughout the pupil accommodation review process, seek clarification of the Initial Staff Report."
- 1.4 The ARC "members do not need to obtain consensus regarding the information provided to the Board of Trustees."
- 1.5 The ARC is charged to act as the official conduit for information shared between the school board and the school communities with reviewing information for the following schools:

[Insert List of School(s)]



### 2.0 Membership of the ARC

- 2.1 The ARC should consist, at minimum, of the following persons:
  - School superintendent(s) whose schools are in the area under review;
  - The school principal(s) or designate(s) of the school(s) under review;
  - One (1) representative from the teaching staff of the school(s) under review;
  - One (1) representative from the non-teaching staff of the school(s) under review;
  - One (1) parent/guardian from the school(s) under review, chosen by the respective Catholic School Council.
- 2.2 The ARC may include one (1) student leader from each secondary school under review to participate.
- 2.3 Resource appointments to the ARC may consist of the following:
  - The Pastor(s) of the parishes in which the affected schools are located;
  - Staff from the Planning and Facilities Department ;
  - Other administrative staff as necessary.
- 2.4 The ARC membership will be deemed to be properly constituted whether or not all of the listed members are able to participate.
- 2.5 Written invitation (letters to Catholic School Council, letters sent home with students) to participate on the ARC will be issued following the Board of Trustees' consideration of the Initial Staff Report but prior to the first public meeting. There will be a deadline date for acceptance. No response by that date will be considered non-acceptance.
- 2.6 CDSBEO will invite ARC members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the ARC.
- 2.7 ARC membership may be adjusted so that the Committee may function effectively.
- 2.8 Recognizing the value of the ARC's contribution to the Board's ability to provide quality educational opportunities for its students, ARC members must be prepared to make a commitment to attend all, or nearly all of the working meetings and public meetings.
- 2.9 In the event than an ARC member is unable to commit to attending all, or nearly all the meetings, the ARC Chair has the authority to address the attendance issue and recommend a solution.
- 2.10 If the ARC Chair sees a need for additional expertise or if additional expertise is requested by the ARC, guest ARC resources may be invited to attend specified meetings (i.e. students, CDSBEO staff, community leaders) as agreed by the ARC.



### 3.0 Operation of the Advisory Committee

#### 3.1 The Board will appoint the Chair of the ARC.

The ARC Chair is responsible for:

- Convening and chairing ARC meetings;
- Managing the development of the process according to the ARC mandate and the Terms of Reference; and
- Coordination of the activities of the ARC, requesting support, resources and information relevant to the ARC's mandate from the CDSBEO staff.

#### 3.2 A School Information Profile (SIP), as part of the Initial Staff Report, for each affected school necessary to permit the ARC to carry out its mandate will be provided to the ARC's first working meeting.

#### 3.3 For each affected school, the SIP will include the information contained in Appendix B of the Pupil Accommodation Review Administrative Procedure.

#### 3.4 The ARC will meet as often as required to review all pertinent data and prepare for public meetings – minimum of two (2) public meetings.

#### 3.5 The ARC shall determine a schedule of dates, times and location of meetings as per the C8: Pupil Accommodation Review Policy and the Administrative Procedure.

#### 3.6 Working meetings of the ARC may be held regardless of all members being present.

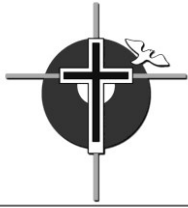
#### 3.7 The ARC will complete its work within the timelines outlined in the Pupil Accommodation Review Administrative Procedure.

#### 3.8 Board staff will respond to reasonable requests for additional information that has been requested by the ARC.

#### 3.9 Requests for information, in keeping with the ARC's mandate for the school(s) under review will be provided by ARC resource staff in a timely manner for the ARC's use. It may not always be possible to obtain responses to requests for information in time for the next scheduled meeting. If this occurs, ARC resource staff will provide an estimated availability time.

#### 3.10 All ARC meetings will be structured to encourage an open and informed exchange of views.





## 4.0 Working Meetings

- 4.1 Through working group meetings, the ARC shall review accommodation options and supporting data identified in the Initial Staff Report, communicate the information to their community, capture the community voice and relay the information back to the ARC and CDSBEO staff, and provide local content to the accommodation review process. Additionally, the ARC will assist on how the information is prepared and presented at each of the minimum of two (2) public meetings. The materials prepared will support the objectives of this Terms of Reference.
- 4.2 The ARC may hold as many working meetings as is deemed necessary within the timelines established in CDSBEO's Pupil Accommodation Review Administrative Procedure.
- 4.3 Resource staff will work with the ARC to prepare all working meeting and public meeting agendas and materials. Meeting agendas and materials are to be made available by e-mail to the ARC members and posted on the Board's website when possible at least 24 hours in advance of the scheduled meeting.
- 4.4 Resource staff will ensure that accurate minutes are recorded. These minutes are to reflect the discussions that take place at working meetings and at public meetings. ARC meeting minutes will be posted to the Board's website after the minutes have been reviewed by the ARC. Both working and public meeting minutes will be included in the Final Staff Report to the Board of Trustees.
- 4.5 All information provided to the ARC is to be posted on the Board's website and made available in hard copy if requested.

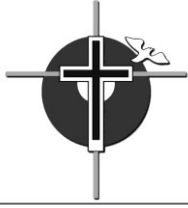
## 5.0 Public Meetings

- 5.1 In addition to ARC working meetings, CDSBEO resource staff will facilitate a minimum of two (2) public meetings. Public meetings will occur in one of the schools under review, provided the school is in an accessible facility, or at an alternate facility within the local community. These meetings will be organized as follows:

At the first public meeting, resource staff will, at a minimum, present:

- An overview of the ARC's orientation session – the ARC's role; outline how the ARC will operate; the data they received; and how they receive community input;
- The Initial Staff Report with recommended option(s); and
- The School Information Profile(s) (SIPs)

At the second and/or final public meeting, resource staff will present to the public, a draft of the Final Staff Report with its interim accommodation recommendation(s) and receive



community input. Resource staff may make changes to the report based upon feedback at this meeting.

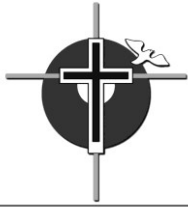
5.2 Senior administration will call the first public meeting no earlier than thirty (30) business days after the date of approval to launch a pupil accommodation review (by the Board of Trustees) and as established in CDSBEO's Pupil Accommodation Review Administrative Procedure.

5.3 Notice of the public meetings will be announced and advertised publicly by CDSBEO staff through an appropriate range of media.

### 6.0 Facility Partnership Opportunities

6.1 Facility planning objectives will take into account opportunities for partnerships in accordance with the Community Planning and Partnership Guideline (March 2015). Planning information and imminent accommodation review proposals will be shared with community partners and the municipalities as appropriate and in accordance with the Board's Community Planning and Facility Partnership Policy and Administrative Procedure.

6.2 The Board is to inform the ARC of such known or reasonably anticipated partnership opportunities, or lack thereof, at the beginning of the ARC process and captured in the Initial Staff Report.

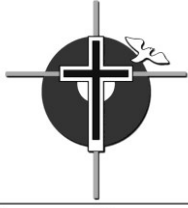


## Appendix B School Information Profile (SIP)

The following school-specific factors are to be provided for each individual school in the group of schools being reviewed in order to provide information on a consistent basis. The minimum data requirements and factors that are to be included in the School Information Profile (if available and relevant) are as follows:

### Facility Profile

- School name and address
- Name of the parish that is associated with the school
- Site plan and floor plan(s) of the school with the date of school construction and any subsequent additions
- School attendance boundary map
- Context map (or air photo) of the school indicating the existing land uses surrounding the school
- Planning map of the school with zoning. Official plan or secondary plan land use designations
- Size of school site (acres and hectares)
- Building area (square feet and square meters)
- Number of portable classrooms
- Number and type of instructional rooms as well as specialized classroom teaching spaces (i.e. science lab, tech shop, gymnasium, etc.)
- Areas of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (i.e. tracks, courts for basketball, tennis, etc.)
- Ten year history of major facility improvements (item and cost)
- Projected five-year facility renewal needs of the school (item and cost)
- Current facility condition index (FCI) with a definition of what the index represents
- A measure of the proximity of the students to their existing school, and the average distance to the school for students
- Percentage of students that are and are not eligible for transportation under the school board policy, and the length of bus ride time to the school (longest, shortest, and average distance to the school for students)
- School utility costs (total, per square foot, and per student)
- Number of parking spaces on site at the school, and an assessment of the adequacy of parking, and bus/car access and egress
- Measures that the school board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e. barrier-free)
- On-the-ground (OTG) capacity, and surplus/shortage of pupil places



### Instructional Profile

- Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff, and administrative staff at the school
- Describe the course and program offerings at the school
- Describe the specialized service offering at the school (i.e. cooperative placements, guidance counselling, etc.)
- Current grade configuration of the school (i.e. JK to Grade 6 or 8, etc.)
- Current grade organization of the school (i.e. number of combined grades, etc.)
- Number of out-of-area students
- Utilization factor/classroom usage
- Summary of five previous years enrolment and 10-year enrolment projection by grade and by program
- Current extracurricular activities

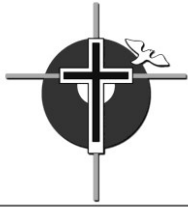
### Other School Use Profile

- Current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery
- Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery
- Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery
- Availability of before and after school programs or services (i.e. child care) as well as any revenue from the before and after school programs and whether or not it is a full cost recovery
- Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery
- Description of the school's suitability for facility partnerships

Additional items may be introduced to reflect local circumstances and priorities to further understand the school(s) under review.

Each school under review will have a School Information Profile (SIP) completed at the same point-in-time for comparison purposes. SIPs are to be prepared prior to the commencement of a pupil accommodation review.

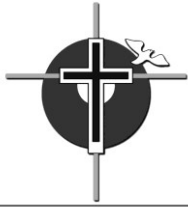
While the ARC may request clarification about information in the SIP, it is not the role of the ARC to approve the SIP.



**Appendix C**  
**Table of Timelines**

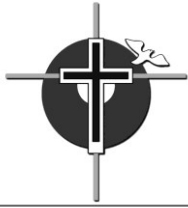
**Standard Accommodation Review Process**  
**(Minimum Timelines – approx. 100 business days)**

<b>Action</b>	<b>By Whom</b>	<b>When</b>
<b>Preparation of Initial Staff Report</b>	Board Administration	Discretion
<b>Presentation of Initial Staff Report</b>	Board Administration	Discretion
<b>Board Decision to establish Accommodation Review Committee (ARC)</b>	Board of Trustees	Discretion – as a result of approval of the Initial Staff Report
<b>Municipality and community partner notice of Board Decision to establish an ARC</b>	Director	Within 5 business days of Trustees' decision to establish an ARC
<b>Notices provided of first ARC meeting (min. 2 public meetings required)</b>	ARC Chair	At least 30 business days prior to the first meeting, beginning with date of Board approval to establish an ARC
<b>Remaining ARC meetings</b>	ARC	No fewer than 40 business days between the first and final public meeting
<b>Final Staff Report and recommendations to the Board, posted publicly</b>	Director	No fewer than 10 business days after the final public meeting
<b>Meeting for public delegations</b>	Director	No fewer than 10 business days after the posting of the Final Staff Report
<b>Board meeting to consider recommendations</b>	Board of Trustees	No fewer than 10 business days after the public delegations are held
<b>Decision of the Board of Trustees to become effective</b>	Board of Trustees	June 30 of the school year recommended in reports



**Appendix D**  
**Table of Timelines**  
**Modified Accommodation Review Process**  
**(Minimum Timelines – approx. 60 business days)**

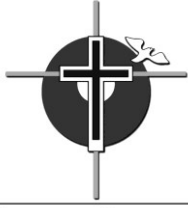
<b>Action</b>	<b>By Whom</b>	<b>When</b>
<b>Preparation of Initial Staff Report</b>	Board Administration	Discretion
<b>Presentation of Initial Staff Report</b>	Board Administration	Discretion
<b>Board Decision to conduct a Modified Accommodation Review Process</b>	Board of Trustees	Discretion – as a result of approval of the Initial Staff Report
<b>Municipality and community partner notice of Board Decision to conduct a Modified Accommodation Review Process</b>	Director	Within 5 business days of Trustees' decision to conduct a Modified Accommodation Process
<b>Notices provided of first public meeting (at least 1 public meeting required)</b>	Director	At least 30 business days prior to the first meeting, beginning with date of Board approval to conduct a Modified Accommodation Review
<b>Final Staff Report and recommendations to the Board, posted publicly</b>	Director	No fewer than 10 business days after the final public meeting
<b>Meeting for public delegations</b>	Director	No fewer than 10 business days after the posting of the Final Staff Report
<b>Board meeting to consider recommendations</b>	Board of Trustees	No fewer than 10 business days after the public delegations are held
<b>Decision of the Board of Trustees to become effective</b>	Board of Trustees	June 30 of the school year recommended in reports



**Appendix E**  
**Table of Timelines**

**Exemption from an Accommodation Review Process**

Action	By Whom	When
<b>Inform school communities of Administration's proposal to bring forward a proposed consolidation/closure to the Board of Trustees that will require Board approval for an exemption from an ARC, date of the proposed board approval for exemption to be included in the notice</b>	Board Administration	Discretion
<b>Presentation to the Board of Trustees of proposed consolidation/closure plan exempt from an ARC</b>	Board Administration	Discretion
<b>Board Decision to proceed with an exemption from an ARC for school consolidation/closure</b>	Board of Trustees	Following the notification to the community of Administration's proposed plan and their presentation at a Board Meeting
<b>Notices to school communities, municipalities, community partners, coterminous boards and the Ministry of Education about the Board decision to proceed with an exemption to an ARC for school consolidation/closure. May include an opportunity to attend a public meeting (not necessarily required), prior to the Trustee final approval to proceed with consolidation/closure. Date of meeting for final Trustee board approval of consolidation/closure to be included in the notice</b>	Director	Following the Board decision to proceed with an exemption to an ARC and no fewer than 5 business days of Board decision to proceed with an exemption to an ARC
<b>Public Community Meeting (not necessarily required)</b>	Board Administration	Discretion
<b>Board meeting to consider recommendations to consolidate/close school exempt from an ARC</b>	Board of Trustees	Following the public community meeting (if required), or Discretion
<b>Decision of the Board of Trustees to consolidate/close school exempt from an ARC to become effective</b>	Board of Trustees	June 30 of the school year recommended



## Appendix F Ministerial Review of the School Board Accommodation Review Process

A ministerial review of a school board's accommodation review process may be sought if the following conditions are met.

An individual or individuals must:

- Submit a copy of the Board's accommodation review policy highlighting how the accommodation review process was not compliant with the school board's accommodation review policy
- Demonstrate the support of a portion of the school community through the completion of a petition signed by a number of supporters equal to at least 30% of the affected school's student headcount (i.e. if the headcount is 150, then 45 signatures would be required). Parents/guardians of students and/or other individuals who participated in the accommodation review process are eligible to sign the petition (Information contained in the petition is subject to the *Freedom of Information and Protection of Privacy Act, 1990.*);
- The petition should clearly provide a space for individuals to print and sign their name, address (street name and postal code), and to indicate whether they are a parent/guardian of a student attending the school subject to the accommodation review, or an individual who has participated in the review process.
- Submit the petition and justification to the school board and the Minister of Education within 30 days of the Board's closure decision.

The school board would be required to:

- Confirm to the Minister of Education that the names on the petition are parents/guardians of students enrolled at the affected school and/or individuals who participated in the review process;
- Prepare a response to the individual's or individuals' submission regarding the process and forward the Board's response to the Minister of Education within 30 days of receiving the petition.

If the conditions set out above have been met, the Minister would be required to:

- Undertake a review by appointing a facilitator to determine whether the school board accommodation review process was undertaken in a manner consistent with the board's accommodation review policy within 30 days of receiving the school board's response.