

School Accommodation Review – Consolidation/Closure	
Adopted: May 31, 2004	Last Reviewed/Revised: November 30, 2015
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: I-09 School Accommodation Review – Consolidation/Closure I-15 School Name Selection I-37 Community Planning and Facility Partnerships VI-78 Community Planning and Facility Partnerships V-18 Community Engagement and Public Consultation Policy	

Purpose

The Halton Catholic District School Board (referred to as “the **Board**” herein) may consolidate/close schools in accordance with policies established by the Board and the Pupil Accommodation Review Guidelines (the “PARG”) issued by the Minister of Education.

Application and Scope

This Administrative Procedure has been designed to align with the guiding principles as set out in *Operating Policy I-09: School Accommodation Review – Consolidation/Closure*. This Administrative Procedure applies to pupil accommodation reviews in respect of schools of the Board offering elementary and/or secondary programs.

A copy of *Operating Policy I-09: School Accommodation Review – Consolidation/Closure* and this Administrative Procedure, together with the PARG and Administrative Review of Accommodation Review Process issued by the Minister of Education are available to the public on the Board’s website or made available upon request.

This Administrative Procedure incorporates the following Schedules:

- Schedule A - Required Components of School Information Profile
- Schedule B - Template Terms of Reference for Accommodation Review Committee
- Schedule C - Pupil Accommodation Review Timeline and Checklist (Regular)
- Schedule D - Pupil Accommodation Review Timeline and Checklist (Modified)

This Administrative Procedure and any Schedules may be amended from time to time, so long as such amendments are made in accordance with *Operating Policy I09: School Accommodation Review – Consolidation/Closure*.

Definitions

Accommodation review: A process, described in the Board Policy and this Procedure undertaken by the Board to determine the future of a school or group of schools.

Accommodation Review Committee (ARC): An advisory committee established by the Board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the Board and the affected school communities.

Accommodation Review Public meeting: An open meeting held by Board staff to gather broader community feedback on a pupil accommodation review.

ARC working meeting: A meeting of ARC members to discuss a pupil accommodation review, including the gathering of feedback from the affected school communities of a pupil accommodation review.

Business day: A calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within the Board's Christmas, March, and summer break.

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.

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 for each facility.

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.

Public delegation: A group of individuals making a presentation to the Board of Trustees at a Regular Meeting of the Board in accordance with Board policies.

Initial Staff Report (Report 1): A report drafted by Board staff containing option(s) and identifying a preferred option with a recommendation to Trustees with respect to a school or schools that should be subject to a pupil accommodation review process or a modified pupil accommodation review process.

Interim Staff Report (Report 2): A report drafted by Board staff to the Board of Trustees with respect to a pupil accommodation review process or a modified pupil accommodation review process that also incorporates information obtained during community consultations. The Interim Staff Report may, or may not, include the same option(s) as contained in the Initial Staff Report related to a pupil accommodation review process.

Final Staff Report with Public Delegation Addendum (Report 3): The Final Staff Report drafted by Board staff that also incorporates information obtained from public delegations (and any staff response to such information) as an addendum.

School Information Profile (SIP): An orientation document with point-in-time data for each of the schools under a pupil accommodation review.

Requirements

1.0 The Pupil Accommodation Review Process

1.1 Initial Staff Report

Board staff will prepare and submit to the Board of Trustees an Initial Staff Report and a School Information Profile (SIP) for each school that may be subject to review.

The Initial Staff Report will identify accommodation issue(s) and will contain:

1. one or more options to address the accommodation issue(s) with supporting rationale;
2. a recommended option if more than one option is presented;
3. proposed timelines for implementation of each option; and,
4. information about actions taken by Board staff prior to recommending a pupil accommodation review process and supporting rationale as to any actions taken or not taken.

The option(s) included in the Initial Staff Report must address the following:

1. summary of accommodation issue(s) for the school(s) under review;
2. where students would be accommodated;
3. if proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
4. identify any program changes as a result of the proposed option;
5. how student transportation would be affected if changes take place;
6. if new capital investment is required as a result of the pupil accommodation review, how the Board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available;
7. 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; and
8. a timeline for implementation.

The Initial Staff Report and School Information Profiles (SIPs) will be available to the public at the schools, subject to the pupil accommodation review and on the Board's website (or made available upon request) following the decision to proceed with a pupil accommodation review by the Board of Trustees.

1.2 School Information Profile

Board staff are required to develop SIPs as orientation documents to help the Accommodation Review Committee (ARC) and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.

Board staff will complete a SIP, at the same point-in-time, for each of the schools under review.

A template for the SIP, which includes the minimum data requirements and required criteria to be considered, is attached as Schedule A.

The Board may introduce additional items that reflect local circumstances and priorities which may help to further understand the school(s) under review.

1.3 Accommodation Review Committee

Following consideration of the Initial Staff Report and approval to proceed but prior to the first Accommodation Review Public Meeting, the Board will establish an Accommodation Review Committee (ARC) that represents the school(s) under review. The ARC provides feedback to the Board on behalf of the affected school communities and acts as an official conduit for information shared between the Board and the school communities.

Core Members of the ARC, which are expected to attend every working meeting regardless of topic, will include:

1. at least one parent/guardian representative from each school under review and one alternate parent/guardian, chosen by the school community;
2. for accommodation reviews involving secondary schools, at least one student representative from each school under review and one alternate, chosen by the Family of School Superintendent;
3. Affected Family of Schools Superintendents; and,
4. Such other persons as appointed by the Director of Education.

The Director of Education will appoint one (1) of the affected Family of School Superintendents as the Chair of the ARC.

Core Resource Members of the ARC, which comprise of staff that shall attend every working meeting of the ARC regardless of topic, will include:

1. Superintendent of Facility Services Management or designate;
2. Administrator of Planning Services or designate;

Staff Resource Members of the ARC, which comprise of staff called upon to attend as required, may include:

1. Superintendent of Business Services or designate;
2. Executive Officer, Human Resources or designate;
3. Affected School Principals or Vice-Principals; and,

4. Halton Student Transportation Services (HSTS) representative.

Optional Members of the ARC, which comprise of individuals invited to participate as required, may include:

1. Parish representative;
2. Child Care Providers;
3. Community representatives (i.e. not-for-profit organizations); and,
4. Municipal Planning staff from the applicable municipality.

The Board will provide the ARC with Terms of Reference that describe the following:

1. Mandate of the ARC;
2. Role and Responsibilities of the ARC; and
3. Meetings of the ARC.

A template for the Terms of Reference is set out as Schedule B.

The Board 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.

1.4 Consultation with Local Municipal Governments/Community Partners

Within five (5) business days of the Board of Trustees' decision to conduct a pupil accommodation review, Board staff will provide written notice of the pupil accommodation review to affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, and will invite them to a meeting to discuss and comment on the recommended option(s) in the Initial Staff Report.

The written notice and invitation for the meeting will be directed through the Clerks' Departments (or equivalent) for the affected single and upper-tier municipalities. Board staff shall arrange a meeting with the affected single and upper-tier municipalities and community partners, to be held before the Final Accommodation Review Public Meeting.

The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their response (if any) on the recommended option(s) in the Initial Staff Report before the Final Accommodation Review Public Meeting.

Board staff will document their efforts to meet with the affected single and upper-tier municipalities, as well as the community partners, as described above.

The Board will provide advance notice of when the Final Accommodation Review Public Meeting is scheduled to take place.

1.5 Notice to Coterminous School Board(s) and the Ministry of Education

Within five (5) business days of the Board of Trustees' decision to conduct a pupil accommodation review, Board staff will provide written notice of the decision to the following:

1. the Directors of Education for the coterminous boards; and
2. the Ministry of Education, Office of the Assistant Deputy Minister of Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.

1.6 Accommodation Review Public Meetings

The Board will hold two (2) Accommodation Review Public Meetings to gather broader community feedback on the Initial Staff Report. The Board may, at its discretion, hold additional Accommodation Review Public Meetings. Board staff will facilitate the Accommodation Review Public Meetings.

For greater clarity, the Accommodation Review Public Meetings are not meetings of the Board of Trustees. In addition, ARC members may attend Accommodation Review Public Meetings, however, an Accommodation Review Public Meeting will continue if ARC members do not attend.

The Accommodation Review Public Meetings will be announced and advertised publicly by the Board through a range of media.

1.6.1 First Accommodation Review Public Meeting

The First Accommodation Review Public Meeting will be held no fewer than thirty (30) business days after the Board of Trustees' decision to conduct a pupil accommodation review.

At a minimum, the First Accommodation Review Public Meeting must include the following:

1. an overview of the ARC orientation session;
2. the Initial Staff Report with recommended option(s); and
3. a presentation of the SIPs.

1.6.2 Final Accommodation Review Public Meeting

The Final Accommodation Review Public Meeting will be held at least forty (40) business days from the date of the First Accommodation Review Public Meeting.

1.8 Interim Staff Report

Board staff will post the Interim Staff Report on the Board's website (or make it available upon request) no fewer than ten (10) business days from the Final Accommodation Review Public Meeting. The Interim Staff Report will be also available to the public at the schools, subject to the pupil accommodation review. In addition, the Interim Staff Report will be submitted to the Board of Trustees.

The Interim Staff Report will include all information provided in the Initial Staff Report as well as the following:

1. modifications to proposed and preferred options, including proposed accommodation plans and implementation timelines, previously identified in the Initial Staff Report, if required;
2. ARC feedback;
3. public feedback;
4. information and feedback obtained from municipalities and other community partners; and

5. a summary of staff's efforts to meet with the affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review.

The Interim Staff Report to the Board of Trustees will be available to the public a minimum of ten (10) business days prior to a meeting of the Board of Trustees to receive public delegations.

1.9 Public Delegations to the Board of Trustees

Members of the public will be given the opportunity to provide feedback on the Interim Staff Report through public delegations to the Board of Trustees at a meeting of the Board of Trustees no fewer than ten (10) business days from the posting of the Interim Staff Report.

A meeting of the Board of Trustees to receive public delegations will be announced and advertised publicly by the Board through a range of media. Delegations will be received in accordance with the Board's policy on Public Delegations.

1.10 Final Staff Report and Decision by the Board of Trustees

At the conclusion of the pupil accommodation review process, and no fewer than ten (10) business days from the public delegations, Board staff will present the Final Staff Report, including information from the public delegations, to the Board of Trustees. 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.

The Board of Trustees will make the final decision regarding the pupil accommodation review.

1.11 Transition Planning

The transition of students will be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the Board will establish a separate committee to address the transition for students and staff that will work in consultation with parents/guardians and staff.

A Terms of Reference will be established for the Transition Planning Committee.

2.0 Modified Accommodation Review Process

In the circumstances set out in *Board Operating Policy I-9*, the Board of Trustees may decide undertake a modified pupil accommodation review process.

2.1 Initial Staff Report and SIPs

Board staff will prepare an Initial Staff Report. In addition to the components of the Initial Staff Report specified above, the Initial Staff Report will identify relevant factors considered and provide the rationale used to recommend the modified process for the identified group of school(s).

Board staff will also prepare SIPs for each of the schools that may be subject to the modified pupil accommodation review using the SIP template. Board staff will provide the Initial Staff Report and the SIPs to the Board of Trustees.

The decision to proceed with a modified pupil accommodation review will be at the sole discretion of the Board of Trustees.

2.2 Accommodation Review Committee

The formation of an ARC is not required under the modified pupil accommodation review process.

2.3 Notice Requirements

Following the decision of the Board of Trustees to proceed with a modified pupil accommodation review, the Initial Staff Report and SIPs will be made available to the on the Board's website or made available upon request.

Within five (5) business days of the decision of the Board of Trustees, Board staff will provide written notice of the decision and include an invitation for a meeting to discuss and comment on the option(s) in the Initial Staff Report to the following:

1. affected single and upper-tier municipalities through the Clerks' Departments (or equivalent); and
2. community entities identified in the approved **Partners Notification List** listed in Board Administrative Procedure VI-76: Community Planning & Facility Partnership.

Within five (5) business days of the decision of the Board of Trustees, Board staff will provide written notice of the decision to:

1. the Directors of Education for the coterminous boards; and
2. the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.

Municipalities and community partners who were provided with notice must provide their responses, if any, before the Accommodation Review Public Meeting (or, if more than one Accommodation Review Public Meeting is convened, prior to the Final Accommodation Review Public Meeting).

2.4 Accommodation Review Public Meetings

Board staff will convene and facilitate an Accommodation Review Public Meeting no fewer than thirty (30) business days from the date on which the Board of Trustees decide to hold a modified pupil accommodation review. Board staff, at their discretion, may convene more than one Accommodation Review Public Meeting.

For greater clarity, the Accommodation Review Public Meeting is not a meeting of the Board of Trustees.

An Accommodation Review Public Meeting will be announced and advertised through a range of media.

Board staff will record feedback from the community at the Accommodation Review Public Meeting.

2.5 Interim Staff Report

No fewer than ten (10) business days after the Accommodation Review Public Meeting, or, if more than one Accommodation Review Public Meeting is held, after the Final Accommodation Review Public

Meeting, Board staff will submit the Interim Staff Report to the Board of Trustees and will post the Interim Staff Report on the Board's website, or made available upon request.

The Interim Staff Report will include all information provided in the Initial Staff Report as well as the following:

1. modifications to the proposed and preferred options, including the proposed accommodation plans and implementation timelines in the Initial Staff Report, if required;
2. feedback from any public consultations;
3. any relevant information obtained from municipalities and other community partners prior to and during the modified pupil accommodation review.

2.6 Public Delegations

Members of the public will be given the opportunity to provide feedback on the Interim Staff Report through public delegations to the Board of Trustees at a meeting of the Board of Trustees no fewer than ten (10) business days after the Interim Staff Report is publicly posted.

A meeting of the Board of Trustees to receive public delegations will be announced and advertised publicly by the Board through a range of media. Delegations will be received in accordance with the Board's policy on public delegations. After the public delegations, Board staff will compile feedback from the public delegations.

2.7 Final Staff Report and Decision by the Board of Trustees

Board staff will present the Final Staff Report, which will include the compiled feedback from the public delegations to the Board of Trustees and any staff response to such feedback, no fewer than ten (10) business days from the public delegations.

The final decision regarding the modified pupil accommodation review shall be made by the Board of Trustees. The Board of Trustees has the discretion to approve the recommendations in the Final Staff Report as presented, modify the recommendations, or approve a different outcome.

A transition committee will be established following the Board of Trustees' decision to consolidate and/or close a school.

3.0 Exemptions

The Board is not obligated to undertake a pupil accommodation review in any of the following circumstances:

1. where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary, as identified by the Board, including in its relevant policies;
2. where 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, as identified by the Board, including in its relevant policies;
3. when a lease for the school is terminated;

4. when 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);
5. when 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;
6. where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair; or
7. where there are no students enrolled at the school at any time throughout the school year.

Board staff will ensure that school communities are informed about proposed accommodation plans for students before a decision is made by the Board of Trustees to consolidate, close or move a school or students in accordance with an exemption to the pupil accommodation review process.

Board staff will prepare a report to the Board of Trustees setting out the circumstances supporting the exemption to the accommodation review process in respect of the school or schools under consideration for such exemption.

In circumstances where the above exemptions would result in a school closure, as appropriate, Board staff will no fewer than five (5) business days after the Board of Trustees makes a decision that such exemption applies, provide written notice to the following:

1. each of the affected single and upper-tier municipalities through the Clerks' Departments (or equivalent);
2. other community partners that expressed an interest prior to the exemption (as defined above);
3. the coterminous school boards in the areas of the affected school(s) through the Director of Education; and
4. the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board

Schedule A:

Required Components of School Information Profile

The SIP will include the following minimum data requirements and consideration of the following factors:

1.0 Facility Profile:

- 1.1 School name and address.
- 1.2 Site plan and floor plan(s) (or space template) of the school with the date of school construction and any subsequent additions.
- 1.3 School attendance area (boundary) map.
- 1.4 Context map (or air photo) of the school indicating the existing land uses surrounding the school.
- 1.5 Planning map of the school with zoning, Official Plan or secondary plan land use designations.
- 1.6 Size of the school site (acres or hectares).
- 1.7 Building area (square feet or square metres).
- 1.8 Number of portable classrooms.
- 1.9 Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g., science lab, tech shop, gymnasium, etc.).
- 1.10 Area of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (e.g., tracks, courts for basketball, tennis, etc.).
- 1.11 Ten-year history of major facility improvements (item and cost).
- 1.12 Projected five-year facility renewal needs of school (item and cost).
- 1.13 Current Facility Condition Index (FCI) with a definition of what the index represents.
- 1.14 A measure of proximity of the students to their existing school, and the average distance to the school for students.
- 1.15 Percentage of students that are and are not eligible for transportation under the school board policy, and the length of bus ride to the school (longest, shortest, and average length of bus ride times).
- 1.16 School utility costs (totals, per square foot, and per student).
- 1.17 Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress.
- 1.18 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).
- 1.19 On-the-ground (OTG) capacity, and surplus/shortage of pupil places.

2.0 Instructional Profile:

- 2.1 Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff, and administrative staff at the school.
- 2.2 Describe the course and program offerings at the school.
- 2.3 Describe the specialized service offerings at the school (e.g., cooperative placements, guidance counseling, etc.).
- 2.4 Current grade configuration of the school (e.g., junior kindergarten to Grade 6, junior kindergarten to Grade 12, etc.).
- 2.5 Current grade organization of the school (e.g., number of combined grades, etc.).
- 2.6 Number of cross-boundary or out of region students.
- 2.7 Utilization factor/classroom usage.
- 2.8 Summary of five previous years' enrolment and 10-year enrolment projection by grade and program.
- 2.9 Current extracurricular activities.

3.0 Other School Use Profile:

- 3.1 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.
- 3.2 Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.
- 3.3 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.
- 3.4 Availability of before and after school programs or services (e.g., child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery.
- 3.5 Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
- 3.6 Description of the school's suitability for facility partnerships.

The Board may introduce additional items that reflect local circumstances and priorities which may help to further understand the school(s) under review.

Schedule B:

Template Terms of Reference for Accommodation Review Committee

Background

The Board is responsible for fostering student achievement and well-being and ensuring effective stewardship of the Board's resources. In this regard, the Board is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of elementary and secondary programs. The Board may from time to time be required to consider school consolidations and school closures by undertaking an accommodation review process that is consistent with the Board's Pupil Accommodation Review Policy and Procedure. These are the terms of reference applicable to the Accommodation Review Committee (ARC) established for the [identify accommodation review].

1.0 Mandate

- 1.1 The ARC is an advisory committee established by the Board that represents the school(s) affected by a pupil accommodation review and which acts as the official conduit for information shared between the Board and the affected communities.
- 1.2 The ARC provides feedback with respect to Staff Report(s) and the options set out therein and may also present alternative accommodation option(s), including rationale for the option(s), recognizing the principles outlined in the Background section. The overall goal of the ARC is to provide the local perspective of stakeholders impacted by the decision of the Board of Trustees, and to provide constructive feedback on behalf of the community to the Director of Education regarding the Initial Staff Report, SIP, options, and preferred option.
- 1.3 The final decision regarding the future of a school or a group of schools rests solely with the Board of Trustees.
- 1.4 This ARC is formed with respect to the following school(s):

[Insert List of Schools]

2.0 Membership of the ARC

- 2.1 Core Members of the ARC, which are expected to attend every working meeting regardless of topic, will include:
 - 2.1.1 at least one parent/guardian representative from each school under review and one alternate parent/guardian, chosen by the school community;
 - 2.1.2 for accommodation reviews involving secondary schools, at least one student representative from each school under review and one alternate, chosen by the Family of School Superintendent;
 - 2.1.3 Affected Family of Schools Superintendents, one (1) of which shall be appointed as the Chair of the committee by the Director of Education; and,
 - 2.1.4 Such other persons as appointed by the Director of Education.

- 2.2 Core Resource Members of the ARC, which comprise of staff that shall attend every working meeting of the ARC regardless of topic, will include:
 - 2.2.1 Superintendent of Facility Services Management or designate; and
 - 2.2.2 Administrator of Planning Services or designate.
- 2.3 Staff Resource Members of the ARC, which comprise of staff called upon to attend as required, may include:
 - 2.3.1 Superintendent of Business Services or designate;
 - 2.3.2 Executive Officer, Human Resources or designate;
 - 2.3.3 Affected School Principals or Vice-Principals; and,
 - 2.3.4 Halton Student Transportation Services (HSTS) representative.
- 2.4 Optional Members of the ARC, which comprise of individuals invited to participate as required, may include:
 - 2.4.1 Parish representative;
 - 2.4.2 Child Care Providers;
 - 2.4.3 Community representatives (i.e. not-for-profit organizations); and,
 - 2.4.4 Municipal Planning staff from the applicable municipality.

3.0 Roles and Responsibilities of the ARC

- 3.1 The Chair of the ARC, appointed by the Director of Education, will facilitate the ARC process and will ensure it is consistent with the Board's Policy and Procedure.
- 3.2 ARC members are expected to attend working meetings and participate in the process.
 - 3.2.1 ARC members are also expected to attend an orientation session. At the orientation session, ARC members will learn about the mandate, roles and responsibilities and procedures of the ARC.

4.0 Roles and Responsibilities of Resources to the ARC

- 4.1 Board Staff from various areas of responsibility will assist as required with answering questions, providing clarification and will document and compile feedback for inclusion in Staff Reports.
- 4.2 The ARC will be provided with copies of the Initial Staff Report and School Information Profiles for each school under review.
 - 4.2.1 The ARC will review the School Information Profile (SIP) for each school under review.
 - 4.2.1.1 A SIP is an orientation document with point-in-time data for each of the schools under a pupil accommodation review. The SIP is intended to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.

- 4.2.1.2 The ARC may request clarification with respect to information provided in the SIP.
 - 4.2.1.3 It is not the role of the ARC to approve the SIP.
- 4.2.2 The ARC will review the information provided and accommodation options proposed in the Initial Staff Report and will seek clarification, ask questions and provide feedback as necessary.
 - 4.2.2.1 The ARC will provide feedback with respect to the options in the Initial Staff Report prior to the first Accommodation Review Public Meeting. The ARC may request clarification with respect to information provided in the Initial Staff Report. The ARC may provide alternative option(s) to those set out in the Initial Staff Report. The ARC must provide supporting rationale for the alternative option(s).
 - 4.2.2.2 The Initial Staff Report is drafted by Board staff. It identifies accommodation issues, sets out one or more options to address accommodation issues, identifies a recommended option if more than one is proposed, and includes proposed timelines for implementation.
- 4.3 ARC members are not required to reach consensus with respect to the comments and feedback that will be provided to the Board of Trustees.
- 4.4 The comments, feedback, and any alternative option(s) will be collected and compiled by Board staff in the form of meeting notes. This information will be included in the Community Consultation Section of the Interim and Final Staff Reports presented to the Board of Trustees.
- 5.0 Meetings of the ARC**
 - 5.1 The ARC will hold at least three (3) working meetings (not including the orientation meeting) to discuss the pupil accommodation review. The ARC may choose to hold additional working meetings as deemed necessary within the timelines established by the Pupil Accommodation Review Policy and Procedure, at the discretion of the ARC Chair. The ARC will review the materials presented to it by School Board staff at the working meetings. ARC working meetings will be open to the public, however, the public may not participate in such meetings.
 - 5.2 ARC working meetings will be deemed to be properly constituted even if all members are not in attendance. There is no quorum required for an ARC working meeting.
 - 5.3 The ARC will be deemed to be properly constituted even if one or more members resign or do not attend working meetings of the ARC.
 - 5.4 Meeting notes of ARC working meetings will be prepared.
 - 5.5 ARC members may attend the Accommodation Review Public Meetings, held by Board staff.
 - 5.6 ARC working meeting dates will be established by the Chair in consultation with the ARC.

[Insert Public Meeting Dates]

Schedule C:

Pupil Accommodation Review Timeline and Checklist (Regular)

*Note that the timeline is measured in business days from the date of the Trustees' decision to start the Process of a Pupil Accommodation Review (PAR).

Item	Additional Information	Timeline	Status
Initial Staff Report and SIPs presented to Trustees	PAR approved	0	
Written notice to municipality through Clerks' Departments (or equivalent) and to community partners who expressed an interest prior to the PAR	Include invitation to meeting to discuss and comment on options in Initial Staff Report	Within 5 business days of PAR approval	
Written notice to Director of Education of co-terminous boards		Within 5 business days of PAR approval	
Written notice to Ministry of Education	Send to the office of the Assistant Deputy Minister of the Financial Policy and Business Decision	Within 5 business days of PAR approval	
Form ARC	Within 5 business days of the PAR being approved. The ARC should be formed in time to permit the ARC orientation session to occur well in advance of the First Accommodation Review Public Meeting .		
Arrange meeting with municipalities and with community partner(s)	Log attempts to meet	Before First Accommodation Review Public Meeting	
Announce and advertise First Accommodation Review Public Meeting through range of media			
First Accommodation Review Public Meeting		At least 30 business days after PAR approval	
Provide notice to municipalities and community partners of Final Accommodation Review Public Meeting			
Announce and advertise Final Accommodation Review Public Meeting through range of media			

Item	Additional Information	Timeline	Status
Receive response from municipalities and community partners			
Final Accommodation Review Public Meeting		At least 40 business days after First Public Meeting	
Interim Staff Report presented to the Board of Trustees	Must be accessible to the public on the Board's website and available upon request	At least 10 business days after Final Accommodation Review Public Meeting	
Provide notice of date of public delegations		After Interim Staff Report is available to the public, and at least 10 business days before the public delegations	
Public delegations to Board of Trustees			
Compile feedback from public delegations and append to Final Staff Report			
Present Final Staff Report and public delegations feedback to Board of Trustees			
Board of Trustees to make final decision	Not to occur in the summer	At least 10 business days after public delegations	
Constitute committee to address staff and student transitions			

Schedule D:

Pupil Accommodation Review Timeline and Checklist (Modified)

*Note that the timeline is measured in business days from the date of the Board of Trustees decision to start the Process of a Modified Pupil Accommodation Review (MPAR).

Item	Additional Information	Timeline	Status
Initial Staff Report and SIPs presented to the Board of Trustees	MPAR approved	0	
Initial Staff Report and SIPs to be posted on the School Board's website and made available upon request			
Written notice to municipality through Clerks' Departments (or equivalent) and to community partners who expressed an interest prior to the MPAR	Include invitation to meeting to discuss and comment on options in Initial Staff Report	Within 5 business days of MPAR approval	
Written notice to Director of Education of co-terminous boards		Within 5 business days of MPAR approval	
Written notice to Ministry of Education	Send to the office of the Assistant Deputy Minister of the Financial Policy and Business Decision	Within 5 business days of MPAR approval	
Announce and advertise Accommodation Review Public Meeting through range of media			
Arrange meeting with municipalities and with community partner(s)	Log attempts to meet	Before Public Meeting	
Receive response from municipalities and community partner(s), if any		Before Public Meeting	
Accommodation Review Public Meeting		At least 30 business days after MPAR approval	
Final Staff Report presented to the Board of Trustees	Must be accessible to the public through the Board website and made available upon request	At least 10 business days after the Accommodation Review Public Meeting (or Final Accommodation Review Public Meeting if more than one is held)	

Item	Additional Information	Timeline	Status
Provide notice of date of public delegations		After <i>Final Staff Report</i> has been made available to the public, and at least 10 business days before the public delegations	
Public delegation to the Board of Trustees			
Compile feedback from public delegations			
Present <i>Final Staff Report</i> and public delegations feedback to the Board of Trustees			
Board of Trustees to make final decision	Not to occur in the summer	At least 10 business days after the public delegations	
Put transition plan in place			