



4. Positive Alternative to School Suspension (PASS) pilot project

G. **TRUSTEES' REMARKS**

\*Chair

H. **FUTURE MEETINGS**

October 13, 2015  
November 10, 2015  
December 1, 2015  
January 12, 2016  
February 9, 2016  
March 8, 2016  
April 12, 2016  
May 10, 2016  
June 7, 2016

I. **ADJOURNMENT**

\*Chair

Motion:

That the meeting be adjourned (                    ).

RAINBOW DISTRICT SCHOOL BOARD  
**Minutes of the**  
**STRATEGIC PLANNING COMMITTEE MEETING**  
on Tuesday, June 9, 2015 at 5:45 pm.

Present: Trustees: T. Campbell (acting as chair), B. Clement, D. Dewar, G. Fox, J. Hunda, L. Killens, J. Kosmerly, G. Santala, L. Brunton  
Absent: D. Morrison  
Officials: N. Blaseg – Director of Education  
B. Bourget – Superintendent  
L. Dye - Superintendent  
K. Wachnuk – Senior Administrator  
Staff: N. Charette, H. Thirkill, S. Ackroyd, D. Bazinet, K. Kozman, R. MacLeod, N. Mousseau

A. **APPROVAL OF AGENDA**

Motion: B.Clement/D.Dewar

That the agenda for the Strategic Planning Committee meeting for June 9, 2015 be approved. - **Carried**

B. **PRELIMINARY DECLARATIONS OF PECUNIARY INTEREST** – NIL

C. **REPORT FROM THE IN-CAMERA STRATEGIC PLANNING** – NIL

D. **OLD BUSINESS**

1. **Minutes**

Motion: G.Santala/J.Kosmerly

That the minutes of the Strategic Planning Committee meeting held on May 12, 2015 be approved. – **Carried**

2. **2015/16 Budget**

Superintendent Cayen-Arnold spoke briefly about the \$182,532,000 2015/16 budget.

Trustees were given the opportunity to ask questions.

Motion: B.Clement/J.Hunda

That the Rainbow District School Board 2015/16 budget be recommended to the Board for approval. – **Carried**

Trustees thanked Superintendent Cayen-Arnold and her staff for the excellent work done to ensure a balanced budget.

3. Construction Update - Espanola

Superintendent Cayen-Arnold explained that the Ministry has taken another look at the plans for the revitalization of A.B. Ellis Public School and Espanola High School. 12,000 square feet, originally scheduled for demolition, will remain. Nathalie Mousseau, Manager of Facilities Maintenance and Operations, presented the new site plan layout to trustees as well as the construction schedule. Superintendent Cayen-Arnold provided information about the budget for this project.

Trustees asked questions and provided comments throughout the presentation.

E. **NEW BUSINESS**

1. **Special Education Plan 2015-2016**

\*Director

Senior Administrator Kathy Wachnuk walked Trustees through a PowerPoint presentation highlighting special education staffing, section 23 programs and distribution of special education staff for the 2015-16 school year.

Motion: D.Dewar/J.Kosmerly

That the Special Education Plan be recommended to the Board for approval.

– **Carried**

2. **Summer Programs 2015**

Senior Administrator Kathy Wachnuk provided information about summer programs available for elementary special education students. Kathy Wachnuk will be the principal for this summer program.

Superintendent Dye provided information about the summer programs available to support primary students who are currently achieving below the provincial standard. Programs will be running at Little Current Public School, Lansdowne Public School and Little Current Public School. 220 students are registered in one of five literacy classes, three numeracy classes and two First Nations, Métis and Inuit classes. The principal for this program is Cori Pitre.

Superintendent Dye spoke about secondary initiatives that will be available this summer. Dave St. Amour will be the principal of the secondary program.

F. **FUTURE ITEMS**

1. Board of Trustees Procedure: *Student Trustee*

2. Role of School Councils and Parent Involvement Committee (PIC)

3. Early Learning support

4. Positive Alternative to School Suspension (PASS) pilot project

G. **TRUSTEES' REMARKS**

Trustee Killens made reference to two very successful events he had recently attended: the Entrepreneur Fair held at R.L. Beattie Public School on June 4 and the Pow Wow held at Princess Anne Public School on June 5, 2015.

Trustee Fox commended Principal Colleen McDonald and Ramona Shawana on the excellent Pow Wow held on Friday, June 5, 2015 at Princess Anne Public School.

Trustee Fox also spoke about Toronto District School Board considering a kindergarten to Grade 12 First Nations School. She advised that a process has been established by the Union of Ontario Indians to develop a First Nation Education Act. There are suggestions that schools will create their own policies to customize for aboriginal students. Trustee Fox will forward an article in the Toronto Star to Trustees.

Trustee Kosmerly advised that the updated *Greater Sudbury's Vital Signs* report is now available.

H. **FUTURE MEETINGS**

September 15, 2015

I. **ADJOURNMENT**

Motion: J.Hunda/ D.Dewar/

That the meeting be adjourned (7:00 pm). - **Carried**



ADMINISTRATIVE PROCEDURE BOARD ADMINISTRATION	
Effective:	Date x, 2015
Last Revised:	

Effective:	Date x, 2015
Last Revised:	

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## Community Planning and Facilities Partnerships

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### 1. RATIONALE

Rainbow District School Board is committed to exploring opportunities to share facilities with its community partners when building new schools, undertaking significant additions and/or renovations, considering the use of underutilized space in schools, and considering properties associated with schools that may close and sites that may be considered for future disposition.

### 2. DEFINITIONS

Board: Rainbow District School Board

Community Partners: Community non-profit or profit entities expressing interest in participating in facility use partnership agreements that are deemed eligible by the board

Facilities: Buildings and properties owned by Rainbow District School Board

Facility Partnerships: A mutually beneficial and supportive arrangement supported by a formal Facilities Partnership Agreement with the board

Unused space: Space that is unoccupied in a facility that has not been declared surplus to the needs of the board

### 3. APPLICATION

The intent of facilities partnerships is to reduce facility operating costs, strengthen the relationships between the board, community partners and the public, maximize the use of public infrastructure, provide a foundation for improved service delivery for communities, and ultimately improve services, programs and supports available to students.

### 4. PROCEDURES

#### 4.1 Facilities Partnership Opportunities

Each year, a long-term capital and accommodation plan of all facilities will be conducted and reported to the Board.

The board will identify facilities deemed eligible for facilities partnerships.

## 4.2 Criteria for Facilities Partnerships

The board will consider the value of the facilities partnerships to its students, when applying the following criteria:

- The health and safety of students must be protected
- Partnerships must be appropriate for the school setting
- Partnerships must not compromise the student achievement strategy
- Entities that offer competing education services such as tutoring services, K-12 private schools or private colleges, and credit offering entities that are not government funded, are not eligible partners

## 4.3 Co-building Opportunities

The construction of new schools, additions and major renovations may provide co-building opportunities with entities that offer services and programs for children, their families and the community. The board will endeavor to notify its potential facilities partners well in advance of the anticipated construction start date (typically 1 to 3 years).

The board does not need to have an identified source of funding or Ministry approval when notifying potential partners of co-building opportunities, however, formal partnership agreements cannot be finalized until both the board and the partners have an approved source of funding.

The board encourages community partners to provide notification of proposals or plans to build new facilities.

## 4.4 Suitability of Unused Space

Facilities deemed eligible for facilities partnerships will be identified as part of the long-term capital and accommodation plan.

The following factors will be considered when determining the suitability of unused space for facility partnerships:

- the space is not required by the board for programming in the foreseeable future
- suitable parking exists
- the ability to create a distinct and contiguous space within the facility, separate from the students, if necessary
- zoning and site use restrictions
- the condition of the facility
- other criteria as determined by the board

## 4.5 Notification Process

Following the annual report to the Board of the long-term capital and accommodation plan, information related to potential new schools, major renovations and additions, and available space for facility partnerships will be updated on the board's website and circulated to entities including, but not limited to, those listed in Ontario Regulation 444/98.

The Manager of Facilities will be listed on the website as the contact for inquiries regarding facilities partnerships.

The board will hold a public meeting once a year to review potential facility partnership opportunities. The notice for this public meeting will be posted on the board's website.

In addition to the annual public meeting, the board will continue discussions with affected municipalities and other community organizations to explore options to address underutilized space in schools within specific areas of the board. These discussions will inform proposals that school board staff may present to the Board, including recommendations to undertake a student accommodation review process.

The board will request technical information from the local municipality or municipalities where a planned student accommodation review will occur. This technical information will include, but not be limited to, population and future development projections in the area.

#### **4.6 Selection of Facilities Partnership Proposals**

The board shall have full discretion when evaluating and selecting partners. Partnerships will be evaluated based on how well the proposal meets the criteria described in Section 4.2 above.

Prior to being approved, potential partners must:

- be willing to enter into a lease or joint-use/partnership agreement
- agree to operate in accordance with Board policies and procedures
- provide financial statements showing financial viability of their organization
- present proof of criminal background checks for staff and/or volunteers working within the schools

#### **4.7 Partnership Agreements**

The board will provide clear instructions to potential partners regarding their rights and responsibilities as tenants, including maintenance standards and the applicability of Board policies and procedures.

The fees charged to partners for the occupied space will include operations and capital costs, administrative costs, property taxes (if applicable) and any other fees deemed appropriate by the board.

In co-building, partners will be required to pay for and finance their share of construction, including a proportional share of joint-use or shared space.

## **REFERENCE DOCUMENTS**

### **Legal:**

Education Act

Ontario Regulation 444/98

Ministry of Education Community Planning and Partnerships Guideline March 2015

Accessibility for Ontarians with Disabilities Act (2005)

### **Board References:**

Board Policy GOV-02 Strategic Directions for Rainbow Schools

Board Policy GOV-11 Learning and Working Environment: Equity and Inclusion

Board Policy GOV-12 Learning and Working Environment: Safe Schools

Board Policy GOV-15 Student Accommodation

Board Capital and Accommodation Plan



## RAINBOW DISTRICT SCHOOL BOARD

<b>OPERATIONAL PROCEDURES MANUAL</b>		<b>OP.4.14</b>
UPDATED: August 30, 2010	BOARD MOTION: 10-R174	<b>PROPERTY</b>

### **OPERATIONAL PROCEDURES**

#### **OP.4.14 FACILITIES PARTNERSHIP**

##### Introduction

Successful partnerships are based on mutual benefit and the fair sharing of costs. They do not compromise student safety, student achievement or pupil accommodation strategies. They are designed to reduce costs, improve services for students, strengthen the relationships with community partners and maximize the use of community infrastructure.

##### Eligibility of Partnerships

1. Partnerships must be appropriate for the school setting.
2. Zoning and site use restrictions.
3. Facility condition.
4. Space configuration.
5. Ability to separate the space used by partners from the space used by students if necessary.
6. Partners may include, but are not limited to, other boards and schools, provincial and federal government ministries and agencies, community groups, non-governmental organizations, parents and families, businesses, and unions.
7. Entities that provide competing education services such as for-profit tutoring services, JK-12 private schools or private colleges, or credit offering entities that are not government-funded, are not eligible partners.

##### Expressions of Interest

Expression of interest is to be made to the principal of the school or to the Community Outreach Co-ordinator who will then forward the information to the Superintendent of Business and the Manager of Plant. The Community Outreach Co-ordinator will provide clear instructions to potential partners regarding their rights and responsibilities including maintenance standards and other Board policies, such as accessibility and inclusiveness policies.

##### Costs

Partnership agreements may include reciprocal joint use agreements, lease arrangements, rentals and co-construction. For a partnership to be viable and sustainable, all partners should benefit while fairly sharing costs and services, including incremental capital maintenance costs such as administration costs. The cost of renovations will be borne by potential partners unless otherwise determined by the Superintendent of Business.

##### Notification of Available Space

A Notification List will be established and updated annually by the Community Outreach

Coordinator.

The Board will hold a public meeting once a year to review potential facility partnership opportunities.

The Board will:

- post the name of the Community Outreach Co-ordinator as the contact person who will respond to questions regarding facility partnerships throughout the year.
- post information regarding available unused space, such as location, size, facility amenities, and required renovations.
- post the Board's 5 Year Capital Plan.
- update information as needed in the case of co-building opportunities.
- notify entities on the notification list when building a new school or undertaking a significant addition or renovation.

Related Documents:

Education Act

Ontario Regulation 444/98

Ministry of Education Facility Planning Guideline

Policy 4.10 Use of Schools By Outside Organizations



BOARD POLICY No. GOV 15	
Adopted	March 25, 2014
Last Revised	
Review Date	
Board Motion	14-R37

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## STUDENT ACCOMMODATION

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### 1. RATIONALE

Rainbow District School Board is committed to providing an appropriate and equitable range of learning opportunities for students in Rainbow schools. This commitment requires the Board to consider the curriculum, program needs, **well-being and student achievement** of all students, while also ensuring fiscal responsibility **and sustainability**.

Board decisions may require consolidation, closure, or relocation of a program or school due to changes in program demands, student enrolment, community demographics, capital needs of the school, and other factors. Decisions under this governance policy will be made in the context of the Board's Capital and Accommodation Plan, and in accordance with the Ministry of Education's Pupil Accommodation Review Guideline (2009) **and Community Planning and Partnerships Guideline (March 2015)**

An essential component of the Board's consideration will be an analysis of the value of a school or group of schools to students, the school system, the community, and local economy.

### 2. DEFINITIONS

**Student Accommodation review:** A process, as defined in the Student Accommodation Policy (GOV-15), undertaken to determine the future of a school or group of schools.

**Accommodation Review Committee (ARC):** ~~The Accommodation Review Committee is an advisory committee which must include membership drawn from the community. The Accommodation Review Committee is appointed by the Board to provide accommodation recommendations that will inform the final decision made by the Board.~~ **The ARC, established by the Board, represents the school(s) under review and acts as the official conduit for information shared between the school board and the affected school communities.**

**ARC working meeting:** A meeting of ARC members to discuss a student accommodation review, and includes a meeting held by the ARC to solicit feedback from the affected school communities of a student accommodation review.

**Timelines:** ~~Where referred to in this policy, all time calculations are based on seven days per week including statutory holidays. Defined school holidays for the Christmas break, March break, and the summer vacation period are excluded from this calculation.~~

**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, spring, 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 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 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:** Presentations by groups or individuals at a regular meeting of the Board.

**Public meeting:** An open meeting held by the Board to solicit broader community feedback on a student accommodation review.

**School Information Profile:** The profile is a set of criteria developed by the Director of Education or designate(s), based on Ministry of Education guidelines. The profiles provide the Accommodation Review Committee with information about each school in the review area based on their value to the student, the school board, the community, and the local economy. The School Information Profile(s) will be completed by board administration and provided to the Accommodation Review Committee to discuss, consult on, modify based on new or improved information, and finalize. The criteria may be revised from time to time by administration.

**School Information Profile (SIP):** An orientation document with current data for each of the schools under review to assist the ARC and the community in understanding the context surrounding the decision to include the specific school(s) in a review.

**Space template:** A Ministry of Education template used by the board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within that school.

**Ministry of Education Pupil Accommodation Review Guidelines:** The Guidelines were established by the Ministry of Education to provide direction to school boards regarding accommodation reviews undertaken to determine the future of a school or group of schools. The Guidelines are is posted on the board's website.

**Ministry of Education Administrative Review of Accommodation Review Process:** The process established by the Ministry of Education to allow for a Ministry review of the Board's accommodation review process. Information is posted on the board website.

**Terms of Reference:** The terms of reference are objectives and criteria prepared by the Director of Education or designate(s) staff. The terms of reference describe clarify the mandate of the Accommodation Review Committee. The mandate will refer to the board's education and student accommodation objectives in establishing an ARC and reflect the board's strategy for supporting student achievement and well-being. The terms of reference will also outline the board's expectations of the roles and responsibilities of the ARC and describe the procedures of the ARC. describe the parameters and criteria that will guide the development and recommendations of accommodation options; explain the roles and responsibilities of the Accommodation Review Committee members; and provide details of the Accommodation Review Committee process.

## APPLICATION OF POLICY

### 3. Exceptions to an Accommodation Review

- 3.1 The following outlines circumstances where the Board is not obligated to undertake an accommodation review. However, the Board will make every effort to consult with local communities about proposed changes in advance of a decision.
- a) Where a replacement school is to be rebuilt by the board on the existing site, or rebuilt or acquired within the existing school attendance boundary as identified through the board's existing policies or administrative procedures.
  - b) 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 through the board's existing policies or administrative procedures.
  - c) When a lease is terminated.
  - d) When the board is considering the relocation in any school year or over a number of school years of a grade or grades, or a program, where the enrolment in the grade or grades or program constitutes less than 50% of the enrolment of the school. This calculation is based on the enrolment at the time of the relocation or the first phase of relocation carried over a number of school years.
  - e) 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.
  - f) Where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or under construction or repair.
  - g) Where there are no students enrolled at the school at any time throughout the school year.

- 3.2 In the above circumstances, the Board is expected to inform school communities about proposed accommodation plans for students before a decision is made by the Board. The Board will also provide written notice to each of the affected municipalities through the Clerks Department (or equivalent), as well as other community partners that expressed an interest prior to the exemption, and the coterminous 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.
- 3.3 A transition plan will be put in place following the Board's decision to consolidate, close or move a school or students in accordance with this section.

## POLICY

### 4. Student Accommodation

- 4.1 Rainbow District School Board provides schools and facilities for students and operates and maintains schools effectively and efficiently to support ~~successful~~ **student achievement and well-being**.
- 4.2 The Board is committed to the following guiding principles:
- All students will continue to have access to the best programming possible in quality school facilities.
  - Surplus space will be reduced.
  - ~~The Board will pursue value for capital grants.~~
  - ~~The Board will comply with the Ministry of Education Pupil Accommodation Review Guideline.~~
- 4.3 ~~The Director of Education or designate(s) shall annually present a five year capital/accommodation plan that indicates overall system plans to meet program needs.~~ **The board must undertake long term capital and accommodation planning, supported by information obtained from local municipal governments and community partners, which takes into consideration long term enrolment projections, planning opportunities for the effective use of excess space in all area schools and program needs.**
- 4.4 ~~As part of the planning process, co-terminous school boards and appropriate public organizations will be consulted to seek sustainable partnerships.~~ **The board may proceed to establish a student accommodation review after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s).**
- 4.5 Wherever possible, accommodation reviews will focus on a group of schools within the board's planning area.
- 4.6 Wherever possible, schools will only be subject to an accommodation review once in a five-year period.

4.7 It is preferable that an accommodation review begin and end within one school year.

## 5. Composition of Accommodation Review Committee (ARC)

5.1 ~~The Board shall appoint an Accommodation Review Committee comprised of the following members:~~

Employees of the Board cannot be ARC members, with the exception of the teacher representative(s).

ARC members cannot have a relative working at the school(s) under review.

The membership of the ARC will include:

- a) ~~Parents: two~~ **One** parent/guardian School Council member per school under review;
- b) ~~School Staff: one principal per school, One teacher per school under review;~~ **who does not a relative attending the school(s) under review**
- c) ~~Board Officials: one superintendent; Business Leader: one business leader from one of the areas under review where possible;~~ **One Community member who does not a relative attending the school(s) under review**
- d) ~~Municipal Representative: one municipal employee or leader from one of the areas under review where possible;~~
- e) **One** secondary School Student Representative per school under review; and
- f) **One** First Nation Representative from **a reserve, within the catchment area** ~~one~~ of the school(s) under review where possible, **who does not have a relative attending the school(s) under review.**

5.2 ~~Other board staff may be called upon to provide information to the Accommodation Review Committee.~~ **The following staff members will act as resources to the ARC:**

- a) Superintendent of Schools for the school(s) under review
- b) Superintendent of Business
- c) Principal for each school under review
- d) Other staff members as required

5.3 Trustees do not serve on the Accommodation Review Committee. Trustees consider ~~recommendations~~ **feedback** from the Accommodation Review Committee and make the final decision.

## 6 Accommodation Review Committee Mandate **Role**

6.1 The Accommodation Review Committee **acts as the official conduit for information shared between the board and the school communities.** The ARC will comment on the initial staff report and may, throughout the student accommodation review process, seek clarification of the initial staff report. The ARC may provide other accommodation options than those in the initial staff report, however, it must include **supporting rationale for any such option.** ~~assumes an advisory role and will provide recommendations to the Board which maximize student learning within the resources available to the Board~~ **The focus will be on board financial viability and sustainability in keeping with two guiding principles:**

- a) All students will continue to have access to the best programming possible in quality school facilities.
- b) Surplus space will be reduced.

6.2 The ARC members do not need to achieve consensus regarding the information provided to the Board.

6.3 The ARC may request clarification about information provided in the School Information Profile (SIP) however, it is not the role of the ARC to approve the SIP.

6.4 ~~The Director of Education or designate(s)~~ Staff will provide the Accommodation Review Committee with Terms of Reference that describe the mandate roles and responsibilities and procedures.

6.5 The ARC will hold four working meetings within the timelines established.

## BOARD EXPECTATIONS

### 7 School Information Profile (SIP)

7.1 A School Information Profile will be completed by ~~the Director of Education or designate(s)~~ staff for each of the schools under review.

7.2 The School Information Profile will be provided to assist the Accommodation Review Committee and the community to understand the context surrounding the decision to include the specific school(s) in a student accommodation review. ~~for discussion, consultation and modification based on any new information, and will be finalized.~~

7.2 The School Information Profile provides an understanding of and familiarity with the schools under review. ~~will help participants in the accommodation review process to understand the school.~~

7.3 The School Information Profile will include data for each of the following ~~four~~ two considerations about the school(s) under review:

- a) Value to the Student
  - ~~b) the learning environment at the school;~~
  - ~~c) student outcomes at the school;~~
  - ~~d) course and program offerings;~~
  - ~~e) co-instructional activities and extent of student participation;~~
  - ~~f) the ability of the school's physical space to support student learning;~~
  - ~~g) the ability of the school's grounds to support healthy physical activity and co-instructional activities;~~
  - ~~h) accessibility of the school for students with disabilities;~~
  - ~~i) safety of the school; and~~
  - ~~j) proximity of the school to students/length of bus ride to school.~~



b) Value to the School Board

- ~~a) student outcomes at the school;~~
- ~~b) course and program offerings;~~
- ~~c) availability of specialized teaching spaces;~~
- ~~d) condition and location of the school;~~
- ~~e) value of the school if it is the only school within the community; and~~
- ~~f) fiscal and operational factors.~~

~~a) Value to the Community~~

- ~~a) facility for community use;~~
- ~~b) program offerings at the school that serve both students and community members (e.g., adult English as a Second Language);~~
- ~~c) school grounds as green space and/or available for recreational use;~~
- ~~d) school as a partner in other government initiatives in the community; and~~
- ~~e) value of the school if it is the only school within the community.~~

~~b) Value to the Local Economy~~

- ~~a) school as a local employer;~~
- ~~b) availability of cooperative education;~~
- ~~c) availability of training opportunities or partnerships with business;~~
- ~~d) ability to attract or retain families in the community; and~~
- ~~e) value of the school if it is the only school within the community.~~

7.4 Value to all students will take priority over all other considerations.

7.5 **School Information Profiles are to be completed prior to the commencement of a student accommodation review.**

## **8 Public Information and Access**

~~School boards and Accommodation Review Committees will ensure that All information relevant to the accommodation review, as defined by the Accommodation Review Committee, is made public by posting it and will make it be available in print upon request.~~ **will be posted**

## ~~9 Community Consultation and Public Meetings~~ **Public Consultation**

9.1 **The Board shall ensure that individuals from the school(s) under review and the broader community are invited to participate in the student accommodation review consultation.**

9.1 **The student accommodation review process must consist of the following methods of consultation:**

- a) Accommodation Review Committee (ARC) if applicable or a Modified Accommodation Review Process**

- b) Consultation with municipal governments and other community partners, local to the affected school(s)
- c) Public meetings
- d) Public delegations to the Board

## 10. Consultation with Local Municipal Governments

- 10.1 Following the Board's approval to undertake a student accommodation review, the board shall invite the affected municipality(ies) as well as community partners that expressed interest prior to the student accommodation review to provide feedback on the recommended option(s) in the board's initial staff report.
- 10.2 The invitation for this meeting will be provided through a written notice, and be directed through the Clerks Department (or equivalent) for the affected municipality(ies).
- 10.3 The affected municipality(ies), as well as other community partners that expressed interest prior to the student accommodation review, must provide their response on the recommended option(s) in the school board's initial staff report before the final public meeting. The board must provide them with advance notice of when the final public meeting is scheduled to take place.
- 10.4 The board shall document efforts to meet with the affected municipality(ies), as well as other community partners that expressed an interest prior to the student accommodation review and include information from this meeting in the final staff report to the Board.

## 11 ~~Accommodation Options~~ Initial Staff Report

- 11.1 Prior to establishing a student accommodation review, the initial staff report to the Board must contain one or more options to address the accommodation consideration(s). Each option must have a supporting rationale. There must be a recommended option if more than one option is presented. The initial staff report must also include information on actions taken by staff prior to establishing a student 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:

- a) Summary of accommodation issue(s) for the school(s) under review.
- b) The proposed timelines for implementation.
- c) Where students will be accommodated
- d) If proposed changes to existing facility or facilities are required as a result of the student accommodation review.
- e) Identify any program changes as a result of the proposed option.
- f) How student transportation will be affected if changes take place.
- g) If new capital investment is required as a result of the student accommodation review, how the board intends to fund this, as well as a proposal on how students will be accommodated if funding does not become available.

- h) Information obtained from the municipality(ies) and community partners prior to the commencement of the student accommodation review, including any confirmed interest in using the underutilized space.
- ~~a. The Director of Education or designate(s) must present to the Accommodation Review Committee at least one alternative option to the existing accommodation that addresses where students could be accommodated; what changes to the existing facilities may be required; what programs would be available to students; and the effect on transportation.~~
- ~~b. If the option(s) require(s) new capital investment, the Director of Education or designate(s) will advise on the availability of funding, and where no funding exists, will propose how students would be accommodated if funding does not become available.~~
- ~~c. The Accommodation Review Committee may create alternatives to the accommodation option(s) presented by the Director of Education or designate(s), consistent with the objectives in the Terms of Reference.~~
- ~~d. The Director of Education or designate(s) will provide necessary data to enable the Accommodation Review Committee to establish and examine options.~~

## 12 Public Meetings

12.1 Once the board has received the initial staff report and has approved the initiation of a student accommodation review, the board must arrange to hold a minimum of two public meetings over a minimum five month period, for broader community consultation on the initial staff report. Staff or designate(s) are expected to facilitate the public meetings to solicit broader community feedback on the recommended option(s) contained in the initial staff report.

~~9.2 Accommodation Review Committees will hold a minimum of four public meetings to consult about the School Information Profile, the accommodation options, and to develop the Accommodation Review Committee Accommodation Report for the Board and Director of Education.~~

~~9.3 The Accommodation Review Committee will ensure that a wide range of school and community groups is invited to participate in the consultation.~~

12.2 Notice of public meetings of the Accommodation Review Committee will be widely distributed through various forms of public communication and held at the school(s) under review, if possible, or in a nearby facility if physical accessibility cannot be provided at the school. All relevant information developed to support the discussions at the consultation will be made available in advance whenever possible.

12.3 The first public meeting must include an overview of the ARC orientation session, the initial staff report with recommended option(s) and a presentation of the School Information Profiles.

- 12.4 ~~Minutes of the public meetings as well as responses to unanswered questions from the public meetings will be stored at the Board office and posted on the Board website.~~
- 12.5 ~~At the public meetings, the accommodation review process, data, and options will be shared. The Accommodation Review Committee will consider community feedback on the options considered for accommodating students in a school or group of schools.~~
- 12.6 ~~The Accommodation Review Committee may hold working meetings to prepare for the public meetings and to develop the recommendations to the Board.~~
- ~~a. As the Accommodation Review Committee considers the accommodation options, the needs of all students in schools of the Accommodation Review Committee will be considered objectively and fairly, based on the School Information Profile, overriding principles, and the Terms of Reference.~~

### **13 Recommendations and Board Decision**

#### Final Staff Report

- 13.1 ~~At the conclusion of the student accommodation review process, staff will submit a final staff report to the Board, which will be made available on the board's website.~~
- 13.2 ~~The final staff report must include a Community Consultation section that contains feedback from the ARC and any public consultations as well as information obtained from the municipality(ies) and community partners prior to and during the student accommodation review.~~
- 13.3 ~~Staff may choose to amend their proposed option(s) included in the initial staff report. The recommended option(s) must also include a proposed accommodation plan and a timeline for implementation.~~

#### Public Delegations

- 13.4 ~~Once staff submits the final staff report to the Board, the board must allow an opportunity for members of the public to provide feedback on the final staff report through public delegation(s) to the Board.~~
- 13.5 ~~After the public delegation(s), staff will compile feedback from the public delegation(s), which will be presented to the Board with the final staff report.~~
- ~~a. The Accommodation Review Committee will deliver to the Director of Education an Accommodation Report which includes the preferred option(s) and any other recommendations to the Board. The director will ensure that the Accommodation Report is posted on the Board's website. The School Information Profile(s) will also be posted on the Board website.~~

- ~~b. The Director of Education and designates will examine the Accommodation Review Committee Accommodation Report and establish recommendations from administration.~~
- ~~c. The Accommodation Review Committee will present its analysis and recommendations to the Board of trustees.~~
- ~~d. The Director of Education or designate(s) will present the administration analysis and recommendations to the Board of trustees.~~

#### Board Decision

- 13.6 The Board will make the final decision regarding the future of the school(s).

#### Transition Planning

- 13.7 Following the decision to consolidate and/or close a school, the board will establish a committee to address the transition. The transition of students will be carried out in consultation with parents/guardians and staff.

### **14 Timelines for an Accommodation Review Process**

- 14.1 Following the date of the Board's approval to conduct a student accommodation review, the board will provide written notice of the Board's decision within 5 business days to the affected municipality(ies) through the Clerks Department (or equivalent), community partners that expressed interest prior to the student accommodation review and include an invitation for a meeting to discuss and comment on the recommended option(s) in the board's initial staff report. 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.
- 14.2 The affected municipality(ies), as well as the community partners that expressed an interest prior to the student accommodation review, must provide their response on the recommended option(s) in the board's initial staff report before the final public meeting.
- 14.3 Beginning with the date of the Board's approval to conduct a student accommodation review, there must be no fewer than 30 business days before the first public meeting is held.
- 14.4 There must be a minimum period of 40 business days between the first and final public meeting.
- 14.5 The final staff report presented at a Board meeting must be publicly posted no fewer than 10 business days after the final public meeting.
- 14.6 From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations.

14.7 There must be no fewer than 10 business days between public delegations and the final decision of the Board.

- ~~e. After the intention to conduct an accommodation review of a school(s) is announced, there will be no less than 30 calendar days notice prior to the first of a minimum of four public meetings.~~
- ~~f. Beginning with the first public meeting, the public consultation period will be no less than 90 calendar days.~~
- ~~g. There will be no less than 60 calendar days from the release of the Final Accommodation Review Report to the public meeting where the trustees will vote on the recommendations of administration.~~
- ~~h. Board resolutions to close a school must include a clear timeline.~~
- ~~i. School holidays such as summer vacation, Christmas break, and Spring break, including adjacent weekends will not be considered part of the 30, 60, or 90 calendar day periods.~~

## 15 Modified Accommodation Review Process

15.1 Where the potential student accommodation options available are deemed by the board to be less complex, a modified student accommodation review process may be initiated. The conditions for conducting a modified student accommodation review process will be based on two or more of factors a) to d).

- a) There is one school under review.
- b) The distance between elementary and/or secondary schools of the board, within the review is less than 10 kilometres.
- c) The utilization rate of one of the schools in the review is 60% or less of the on-the-ground capacity of the school.
- d) The number of students enrolled at one of the schools is less than 150.  
OR
- e) The board is planning the relocation of a program, in which the enrolment constitutes more than or equal to 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)

15.2 Even when the criteria for a modified student accommodation review are met, the board may choose to use the standard accommodation review process.

### Implementation

15.3 The initial staff report will explain the rationale for exempting the school(s) from the standard student accommodation review process.

15.4 A notice of a public meeting will be widely distributed through various forms of public communication and held at the school(s) under review, if possible, or in a nearby facility if physical accessibility cannot be provided at the school.

15.5 Following the public meeting, staff will submit a final staff report to the Board. The final staff report will include a Community Consultation section that contains feedback from public consultations as well as information obtained from the municipality(ies) and community partners prior to and during the modified pupil accommodation review.

15.6 The board must allow an opportunity for members of the public to provide feedback through public delegations to the Board.

15.7 Staff will compile feedback from the public delegation(s), which will be presented to Board in the final report

15.8 The Board will make the final decision regarding the future of the school(s).

15.9 A transition plan will be put in place following the decision to consolidate and/or close a school.

#### Timelines for the Modified Accommodation Review Process

15.10 Following the date of the Board's approval to conduct a student accommodation review, the board will provide written notice of the Board's decision within 5 business days to the affected municipality(ies) through the Clerks Department (or equivalent), community partners that expressed interest prior to the student accommodation review and include an invitation for a meeting to discuss and comment on the recommended option(s) in the board's initial staff report. 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.

15.11 The affected municipality(ies), as well the community partners that expressed an interest prior to the student accommodation review, must provide their response on the recommended option(s) in the board's initial staff report before the final public meeting.

15.12 The board must hold at least one public meeting over a minimum three month period. Beginning with the date of the Board's approval to conduct a modified student accommodation review, there must be no fewer than 30 business days before this meeting is held.

15.13 The final staff report must be publicly posted no fewer than 10 business days after the final public meeting.

15.14 From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations.

15.15 There must be no fewer than 10 business days between public delegations and the final decision of the Board.

## **16 Appeal**

- ~~a. The Board's decision can be appealed to the Ministry of Education on the grounds of process as per the Ministry of Education's Administrative Review of Accommodation Review Process.~~

### **REFERENCE DOCUMENTS**

#### **Legal:**

*Education Act, paragraph 8 (1) 26 School Closings*

*Education Act, paragraph 171 (1) 7 Schools and Attendance Areas*

*Education Act, sections 194-196 Disposal or Purchase of a School Site*

Ministry of Education. Pupil Accommodation Review Guideline (revised March 2015)

Ministry of Education, Community Planning and Partnerships Guideline March 2015

Ministry of Education. Administrative Review of Accommodation Review Process

Ontario Regulation 444/98 Disposition of Surplus Real Property

Ministry Guidelines: Loading Capacity

~~Ministry Memorandum 2009: B-7 Revised Pupil Accommodation Guideline~~

Ministry Memorandum 2015: B09 Release of New Pupil Accommodation Review Guideline and Community Planning and Partnerships Guideline

#### **Board References:**

Board Policy No. GOV-01 Vision, Mission, and Values

Board Policy No. GOV-02 Strategic Directions for Rainbow Schools

Board Policy No. GOV-03 Role of the Corporate Board

Board Policy No. GOV-06 Role of the Director of Education

Board Policy No. GOV-09 Delegation of Authority

Board Capital and Accommodation Plan

Administrative Procedure Community Planning and Facilities Partnerships



## Timelines for an Accommodation Review

Item	Action	Business Days
Initial Staff Report	Presented and approved at a Board Meeting	
Notice to Municipalities, Community Partners, Coterminous boards, Ministry of Education	Maximum five (5) business days from the Board meeting to approve an accommodation review	5
Orientation of ARC (First Working Meeting)	Prior to the first Public Meeting	
Meeting with municipalities to review the initial staff report	Prior to the first Public Meeting	
ARC second working meeting	Following the orientation session	
First Public Meeting	Minimum thirty (30) business days from the Board motion approval of accommodation review(s)	30
ARC third working meeting	Following the First Public Meeting	
ARC fourth working meeting, if needed	Following the third working meeting	
Second Public Meeting	Minimum of forty (40) business days from the first Public Meeting	70
Final Staff Report	Presented at a Board meeting and posted a minimum of ten (10) business days after the second public meeting	80
Board meeting to receive delegations	Minimum of ten (10) business days following the posting of the Final Staff Report	90
Board meeting to decide Accommodation Review outcome	Minimum of ten (10) business days following the Public delegations to the Board	100

## Timelines for a Modified Accommodation Review

<b>Item</b>	<b>Action</b>	<b>Business Days</b>
Initial Staff Report	Received and approved at a Board Meeting	
Notice to Municipalities, Community Partners, Coterminous boards, Ministry of Education	Maximum five (5) business days from the Board meeting to approve an accommodation review	5
Public Meeting	Minimum thirty (30) business days from the Board motion approval of the accommodation review(s)	30
Final Staff Report	Presented at a Board meeting and posted a minimum of ten (10) business days after the public meeting	40
Board meeting to receive delegations	Minimum of ten (10) business days following the posting of the Final Staff Report	50
Board meeting to decide Accommodation Review outcome	Minimum of ten (10) business days following the Public delegations to the Board	60