



BOARD POLICY No. GOV 15	
Adopted	March 25, 2014
Last Revised	November 24, 2015
Review Date	September 15, 2015
Board Motion	15-R141

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STUDENT ACCOMMODATION

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 and Community Planning and Partnerships Guideline (March 2015).

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 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.

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 (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 Guideline: The Guideline 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 Guideline 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: Prepared by staff, the terms of reference outline the mandate, procedures, roles and responsibilities of the ARC. The mandate will reflect the Board's education and accommodation objectives in support of student achievement and well-being.

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.
- a) 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 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 student achievement and well-being.
- 4.2 The Board is committed to the following 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.
- 4.3 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 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 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) One parent/guardian School Council member per school under review;
- b) One teacher per school under review, who does not have a relative attending the school(s) under review;
- c) One Community member who does not have a relative attending the school(s) under review;
- d) One secondary School Student Representative per secondary school under review; and
- e) One First Nation Representative from a reserve, within the catchment area of the school(s) under review where possible, who does not have a relative attending the school(s) under review.

- 5.2 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 feedback from the Accommodation Review Committee and make the final decision.

6. **Accommodation Review Committee 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. 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 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 a maximum of four working meetings within the timelines established.

BOARD EXPECTATIONS

7. School Information Profile (SIP)

- 7.1 A School Information Profile will be completed by 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.
- 7.2 The School Information Profile provides an understanding of and familiarity with the schools under review.
- 7.3 The School Information Profile will include data for each of the following two considerations about the school(s) under review:
- a) Value to the Student
 - b) Value to the School Board
- 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

- 8.1 All information relevant to the accommodation review, will be posted in a prominent location on the school board's website.

9. 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.

- 9.2 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. 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.

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.
- 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.
- 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.

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.

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.

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

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.

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 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

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
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