



Policy Manual – SCHOOLS

S.09 Pupil Accommodation Review – PROCEDURES

PURPOSE

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

INITIATION OF A SCHOOL ACCOMMODATION REVIEW

Prior to a pupil accommodation review and in conjunction with Board Policy *B.F.01: Community Planning & Facility Partnership*, the Board will undertake long-term capital and accommodation planning, which takes into consideration long-term enrolment projections, partnerships with the local municipality and community partners as well as planning opportunities for the effective use of excess space in all area schools.

The Board will proceed to establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s), as well as documenting efforts to obtain information from the local municipal government and other community partners that expressed an interest.

The pupil accommodation review process consists of the following:

1. Preparation and submission of an Initial Staff Report and School Information Profile(s);
2. Approval by the Board of Trustees to undertake a pupil accommodation review process
3. Establishment of the Accommodation Review Committee (including its Terms of Reference);
4. Consultation with Local Municipal Governments/Community Partners;
5. Accommodation Review Public Meetings;
6. Preparation and submission of an Interim Staff Report, including a Community Consultation section;
7. Public Delegations to the Board of Trustees;
8. Preparation and submission of a Final Staff Report;
9. Decision by the Board of Trustees; and,
10. Establishment of a Transition Committee.

APPLICATION AND SCOPE

This administrative procedure has been designed to align with the guiding principles as set out in the Board Policy *S-09: Pupil Accommodation Review*. This administrative procedure applies to pupil accommodation reviews in respect of schools of the Board offering elementary and/or secondary programs.

A copy of the Board Policy *S-09: Pupil Accommodation Review* 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 the School Information Profile

Schedule B—Template Terms of Reference for the Accommodation Review Committee

Schedule C—The Pupil Accommodation Review Timeline

This administrative procedure and any schedules may be amended from time to time, so long as such amendments are made in accordance with Board Policy *S-09: Pupil Accommodation Review*.

DEFINITIONS

Accommodation Review: A process, as defined in the Board pupil accommodation review policy, undertaken by the Board to determine the future of a school or group of schools.

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

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

Business day: A calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break.

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 factor 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.

School Utilization: The number of students in a school divided by the school on-the-ground (OTG) capacity number, expressed as a percentage. For example, if a school's enrolment is 200 students and its school capacity is 400, therefore the school's utilization is 50%.

Public delegation: A regular meeting of the Board of Trustees where presentations by groups or individuals can have their concerns heard directly by the school board trustees.

Public meeting: An open meeting held by the school board to solicit broader community feedback on a pupil accommodation review.

School Information Profile (SIP): An orientation document with point-in-time data for each of the schools under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.

Space template: A Ministry of Education template used by a school 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.

REQUIREMENTS

1.0 The Pupil Accommodation 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 (SIP)

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.

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.

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

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. Members of the ARC will include:

1. at least one parent/ guardian of each Catholic school council/ school community under review;
2. for accommodation reviews involving secondary schools, at least one student representative from each school under review;

3. parish representative.

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

Resource Members of the ARC may include:

1. The Trustee(s) of each school(s) under review;
2. Senior Superintendent of Business & Treasurer;
3. affected Family of Schools Superintendent(s);
4. affected school Principals;
5. Senior Manager, Facility Management Services;
6. Planning and Assessment staff;
7. Hamilton- Wentworth Student Transportation Services (HWSTS) representative.

Recognizing the value of the ARC's contribution to the Board's ability to provide quality educational opportunities for its students, ARC members must be prepared to make a commitment to attend all, or nearly all of the working meetings and public meetings.

The Board will provide the ARC with the 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 as well as the Initial Staff Report and SIPs prior to the ARC's first working meeting.

1.4 Consultation with Local Municipality/ Community Partners

Within five (5) business days of the Board of Trustees' decision to conduct a pupil accommodation review, Board staff will invite (through written notice) the affected local municipality, as well as other community partners that expressed an interest prior to the pupil accommodation review to a meeting to discuss and comment on the recommended option(s) from the Initial Staff Report. The written notice and invitation for the meeting will be directed through the Clerks' Departments (or equivalent) for the affected local municipality.

The affected local municipality, 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 local 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 Co-Terminus 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 to solicit broader community feedback on the recommended option(s) contained in the initial staff report.

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.

1.7 Interim Staff Report

The Interim Staff Report, prepared by Board staff, must be posted to the Board website and presented to the Board of Trustees no fewer than ten (10) business days after the final public meeting.

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. Accommodation Review Committee (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.

From the posting of the Interim Staff Report, there must be no fewer than ten (10) business days prior to a meeting of the Board of Trustees to receive public delegations.

1.8 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 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.

1.9 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 prepare and 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 an alternate solution.

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

1.10 Transition Planning

The transition planning 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 Transition Planning Committee to address the transition for students and staff that will work in consultation with parents/guardians and staff.

2.0 The Modified Accommodation Review Process **(MOVED FROM ORIGINAL POLICY TO PROCEDURE. NO CHANGES OTHERWISE.)**

In certain circumstances, where the potential pupil accommodation options available are deemed by the Board to be less complex, the Board may find it appropriate to undertake a modified pupil accommodation review process. A modified pupil accommodation review process may be initiated by the Board of Trustees where two (2) or more of the following factors are present:

A modified pupil accommodation review process may be initiated by the Board of Trustees where two (2) or more of the following factors are present:

1. distance to the nearest available accommodation is within 5 kilometers;
2. utilization rate of the facility is equal or below 60%;
3. number of students enrolled at the school is 150 or fewer for elementary schools and 750 for secondary schools;
4. when the Board is planning the relocation (in any school year or over a number of school years) 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);
5. there are no more than three (3) schools subject to the pupil accommodation review process; or
6. the entire student population of a school that is subject to a pupil accommodation review process can be accommodated in another school without a modifying the boundary.

The modified pupil accommodation review process consists of the following steps:

1. Preparation and submission of an Initial Staff Report and School Information Profile(s);
2. Approval by the Board of Trustees to undertake a modified pupil accommodation review process;
3. Consultation with Local Municipal Governments/Community Partners;
4. An Accommodation Review Public Meeting;
5. Preparation and submission of an Interim Staff Report, including a Community Consultation Section;
6. Public Delegations to the Board of Trustees;
7. Preparation and submission of a Final Staff Report;
8. Decision by the Board of Trustees; and,
9. Establishment of a Transition Committee.

2.1 Initial Staff Report and School Information Profile (SIP)

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 on the Board's website or made available upon request within five (5) business days of the Board of Trustees' decision to conduct a modified pupil accommodation review, Board staff will invite (through written notice) affected the local municipality, as well as other community partners that expressed an interest prior to the modified pupil accommodation review to a meeting to discuss and comment on the recommended option(s) from the Initial Staff Report. The written notice and invitation for the meeting will be directed through the Clerks' Departments (or equivalent) for the affected local municipality.

Within five (5) business days of the Board of Trustees' decision to conduct a modified 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.

The municipality and community partners who were provided with notice of the modified accommodation review 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 Modified Accommodation Review Public Meeting).

2.4 Accommodation Review Public Meetings

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

Board staff will facilitate the Accommodation Review Public Meetings to solicit broader community feedback on the recommended option(s) contained in the initial staff report.

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

2.5 Interim Staff Report

The Interim Staff Report, prepared by Board staff, must be posted to the Board website and presented to the Board of Trustees no fewer than ten (10) business days after the Accommodation Review Public Meeting, or, if more than one (1) Accommodation Review Public Meeting is held, after the Final Accommodation Review Public Meeting final public meeting.

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 the municipality 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 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.

2.7 Final Staff Report and Decision by the Board of Trustees

At the conclusion of the modified pupil accommodation review process, and no fewer than ten (10) business days from the public delegations, Board staff will prepare and 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 an alternate solution.

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

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 school board on the existing site, or built or acquired within the existing school attendance boundary, as identified through the school board's policy;
2. where a replacement school is to be built by the school 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 school board's policy;
3. when a lease for the school is terminated.
4. when a school 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 a school 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.
8. No school will normally be part of an accommodation review more than once in a five (5) year period, unless there are exceptional circumstances. 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 the above circumstances, 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. the affected local municipality 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.

SCHEDULE A—Required Components of the School Information Profile

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

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 meters).
- 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 Hamilton-Wentworth Catholic District School Board is responsible for providing schools and facilities for its students and for operating and maintaining its schools as effectively and efficiently as possible to support student achievement. 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 To ensure that the Board of Trustee decision and the information to support staff’s option, regarding an accommodation review, are with the involvement of an informed local community and is based on a broad range of criteria regarding the quality of the learning experience.
- 1.2 The ARC is empowered to provide input, through the process of discussions and inquires on HWCDSB staff options and information provided to them in the Initial Staff Report.
- 1.3 The ARC is sanctioned to act as the official conduit for information shared between the Board and the school communities with respect to the following school(s):

[Insert List of School(s)]

2.0 Membership of the ARC

- 2.1 Members of the ARC will include:
 - 2.1.1 at least one parent/ guardian of each Catholic school council/ school community under review;
 - 2.1.2 for accommodation reviews involving secondary schools, at least one student representative from each school under review; 2.1.3 parish representative;
 - and,
 - 2.1.4 one (1) of the affected Family of School Superintendents, which shall be appointed as the Chair of the committee by the Director of Education.

2.2 Resource members of the ARC may include:

- 2.2.1 the Trustee(s) of each school(s) under review;
- 2.2.2 Senior Superintendent of Business & Treasurer;
- 2.2.3 affected Family of Schools Superintendent(s);
- 2.2.4 affected schools principals;
- 2.2.5 Senior Manager, Facility Management Services;
- 2.2.6 Planning and Assessment Staff;
- 2.2.7 Hamilton- Wentworth Student Transportation Services (HWSTS) representative.

3.0 Roles of the ARC

- 3.1 The ARC shall review accommodation options and supporting data identified in the Initial Staff Report, communicate the information to their community, capture the community voice and relay the information back to the ARC and Board Staff, ultimately providing local content to the accommodation review process.
- 3.2 The ARC may comment on the Initial Staff Report and may, throughout the pupil accommodation review process, seek clarification of the Initial staff Report.
- 3.3 The ARC members do not need to obtain consensus regarding the information provided to the Board of Trustees.

4.0 Operation of the ARC

- 4.1 The Chair of the ARC is responsible for:
 - 4.1.1 Convening and chairing ARC meetings;
 - 4.1.2 Managing the development of the process according to the ARC mandate and the Terms of Reference; and
 - 4.1.3 Coordination of the activities of the ARC, requesting support, resources and information relevant to the ARC's mandate from the Board staff.
- 4.2 The ARC will review the School Information Profile (SIP) for each school under review.
 - 4.2.1 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.
 - 4.2.2 The ARC may request clarification with respect to information provided in the SIP.

- 4.2.3. It is not the role of the ARC to approve the SIP.
- 4.3 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.
 - 4.3.1 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).
 - 4.3.2 The Initial Staff Report is prepared 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.
 - 4.3.3 ARC members are not required to reach consensus with respect to the comments and feedback that will be provided to the Board of Trustees.
 - 4.3.4 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 (2) 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 Agendas, materials and minutes of ARC working meetings will be prepared by Board staff.
- 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

ACTION	STARDANRD	MODIFIED	TIMELINE	RESPONSIBILITY	REFERENCE
Initial Staff Report and SIPs are presented to the Board of Trustees with Accommodation Review recommendations	X	X	Discretion	Board Staff	1.1, 1.2, 2.1
Written notice to municipality through Clerks' Departments (or equivalent) and to community partners who expressed an interest prior to the PAR	X	X	Within 5 business days of PAR approval	Board Staff	1.4, 2.3
Written notice to Director of Education of co-terminous boards	X	X	Within 5 business days of PAR approval	Board Staff	1.5, 2.3
Written notice to Ministry of Education	X	X	Within 5 business days of PAR approval	Board Staff	1.5, 2.3
Formation of the Accommodation Review Committee	X		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.	Board	1.3
Consultation meetings with municipality and community partners	X	X	Before first Accommodation Review Public Meeting	Board Staff	1.4, 2.3
Notice of the first Accommodation Review Public Meeting to schools and broader community	X	X	Discretion	Board Staff	1.6, 2.4
First Accommodation Review Public Meeting	X	X	No fewer than thirty (30) business days after the Board of Trustees' decision to conduct a pupil accommodation review.	Board Staff	1.6.1, 2.4
At least two (2) ARC Working Meetings	X		To be scheduled as deemed necessary	ARC Chair	ARC Terms of Reference (Schedule B)
Notice of the final Accommodation Review Public Meeting to municipality, community partners, schools and broader community	X	X	Discretion	Board Staff	1.4, 2.3
Final Accommodation Review Public Meeting	X		No fewer than forty (40) business days after First Public Meeting	Board Staff	1.6.2
Interim Staff Report is presented to the Board of Trustees	X	X	At least 10 business days after Final Accommodation Review Public Meeting	Board Staff	1.7, 2.5

Notice of Board of Trustee Meeting to receive public delegations	X	X	Discretion	Board Staff	1.8, 2.6
Board of Trustee Meeting to receive public delegations	X	X	No fewer than ten (10) business days from the posting of the Interim Staff Report	Board Staff	1.8, 2.6
Final Staff Report is presented to the Board of Trustees, and Board of Trustee to make final Decision	X	X	No fewer than ten (10) business days from the public delegations	Board Staff Board	1.9, 2.7
Implement committee to address staff and student transitions	X	X	Following Board of Trustee decision	Board	1.10, 2.7

Pupil Accommodation Review Timeline