



## ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

### ADMINISTRATIVE PROCEDURES

#### PUPIL ACCOMMODATION REVIEW (Policy Statement: Pupil Accommodation Review)

##### Purpose

These procedures are to be read in conjunction with the Board's *Pupil Accommodation Review Policy Statement A-2016-09-2* and the Ministry of Education's *Pupil Accommodation Review Guideline (PARG)*(March 2015).

A copy of Board Policy A-2016-09-2 and this Procedure, together with the *Pupil Accommodation Review Guideline* and *Administrative Review of Pupil Accommodation Review Process*, issued by the Minister of Education, are available to the public at the Board Office and on the Board's website.

This Procedure incorporates the following Schedules:

Schedule A-School Information Profile

Schedule B-Template Terms of Reference for the Pupil Accommodation Review Committee

Schedule C-Pupil Accommodation Review Timeline (Regular)

Schedule D-Pupil Accommodation Review Timeline (Modified)

This Procedure and any Schedules may be amended from time to time, so long as such amendments are made in accordance with the Ministry of Education's *Pupil Accommodation Review Guideline* and Board Policy A-2016-09-2.

##### References

1. *MEMORANDUM 2015:B09: Release of New Pupil Accommodation Review Guideline and Community Planning and Partnerships Guideline – (Gabriel F. Sékaly ADM to Directors of Education)*
  - 1.1 *Ministry of Education Pupil Accommodation Review Guideline, March 2015*
  - 1.2 *Ministry of Education Community Planning and Partnerships Guideline, March 2015*
2. *ALCDSB POLICY A-2016-09-2 Pupil Accommodation Review*

## 2.1 ADMINISTRATIVE PROCEDURES: Pupil Accommodation Review

### **Definitions**

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

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

**Pupil Accommodation Review Public meeting:** An open meeting held by Board staff to gather broader community feedback on a Pupil Accommodation Review.

**PARC working meeting:** A meeting of PARC members to discuss a Pupil Accommodation Review, including the gathering of feedback from the affected school communities of a Pupil Accommodation Review.

**Business day:** A calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within the Board's Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five (5) calendar days or longer is not a business day.

**Consultation:** The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

**Facility Condition Index (FCI):** A building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.

**On-the-ground (OTG) capacity:** The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

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

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

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

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

**School Information Profile (SIP):** An orientation document with point-in-time data for each of the schools under a Pupil Accommodation Review.

## **Procedures**

### **1. Initial Staff Report**

- 1.1 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.
- 1.2 The Initial Staff Report will identify accommodation issue(s) and will contain:
  - One or more options to address the accommodation issue(s) with supporting rationale;
  - A recommended option if more than one option is presented;
  - Proposed timelines for implementation of each option; and 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.
- 1.3 The option(s) included in the Initial Staff Report must address the following:
  - Summary of accommodation issue(s) for the school(s) under review;
  - Where students would be accommodated;
  - If proposed changes to existing facility or facilities are required as a result of the Pupil Accommodation Review;
  - Identify any program changes as a result of the proposed option;
  - How student transportation would be affected if changes take place;
  - If new capital investment is required as a result of the Pupil Accommodation Review, how the Board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available;
  - 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
  - A timeline for implementation.
- 1.4 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 following the decision to proceed with a Pupil Accommodation Review by the Board of Trustees.

## **2. School Information Profile**

- 2.1 Board staff are required to develop SIPs as orientation documents to help the Pupil Accommodation Review Committee ("PARC") and the community understand the context surrounding the decision to include the specific school(s) in a Pupil Accommodation Review.
- 2.2 Board staff will complete a SIP, at the same point-in-time, for each of the schools under review.
- 2.3 Schedule A provides an outline of the SIP including the minimum data requirements and required criteria to be considered.
- 2.4 The Board may introduce additional items that reflect local circumstances and priorities which may help to further understand the school(s) under review.

## **3. Pupil Accommodation Review Committee**

- 3.1 Following consideration of the Initial Staff Report and approval to proceed but prior to the first Pupil Accommodation Review Public Meeting, the Board will establish a Pupil Accommodation Review Committee (PARC) that represents the school(s) under review. The PARC 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.
- 3.2 The members of the PARC will be:
  - At least one parent / guardian representative from each school under review and one alternate parent/guardian, chosen by the school community; and
  - Such other persons as appointed by the Director of the Board. A Trustee(s) may participate on the Committee as ad hoc member(s).
- 3.3 The Director of Education will appoint the Chair of the PARC. The Board will provide the PARC with Terms of Reference that describe the following:
  - i. Mandate of the PARC
  - ii. Membership of the PARC
  - iii. Role and Responsibilities of the PARC
  - iv. Meetings of the PARC
- 3.4 A template for the Terms of Reference is set out as Schedule B.
- 3.5 The Board will invite PARC members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the PARC.
- 3.6 Board staff from various areas of responsibility, such as School Superintendents, School Principal(s),

Finance, Plant and Planning and Transportation staff members, may be assigned to act as resources to the PARC.

#### **4. Consultation with Local Municipal Governments/Community Partners**

- 4.1 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 and include an invitation for a meeting to discuss and comment on the option(s) in the Initial Staff Report to the following, to be held before the Final Accommodation Review Public Meeting:
- i. Affected single and upper-tier municipalities through the Clerks' Departments (or equivalent); and
  - ii. Community partners.
- 4.2 The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the Pupil Accommodation Review, must provide their response (if any) on the recommended option(s) in the Initial Staff Report before the Final Pupil Accommodation Review Public Meeting.
- 4.3 Board staff will document their efforts to meet with the affected single and upper-tier municipalities, as well as the community partners, as described above.
- 4.4 The Board will provide advance notice of when the Final Pupil Accommodation Review Public Meeting is scheduled to take place.

#### **5. Notice to Co-Terminous School Board(s) and the Ministry of Education**

- 5.1 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:
- The Directors of Education for the coterminous boards; and
  - 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.

#### **6. Pupil Accommodation Review Public Meetings**

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

- 6.2 For greater clarity, the Pupil Accommodation Review Public Meetings are not meetings of the Board of Trustees. In addition, PARC members may attend Pupil Accommodation Review Public Meetings, however, a Pupil Accommodation Review Public Meeting will continue if PARC members do not attend.
- 6.3 The Pupil Accommodation Review Public Meetings will be announced and advertised publicly by the Board through a range of media.
- i. First Pupil Accommodation Review Public Meeting
- 6.4 The First Pupil 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.
- 6.5 At a minimum, the First Pupil Accommodation Review Public Meeting must include the following:
- An overview of the PARC orientation session;
  - The Initial Staff Report with recommended option(s); and
  - A presentation of the SIPs.
- ii. Final Pupil Accommodation Review Public Meeting
- 6.6 The Final Pupil Accommodation Review Public Meeting will be held at least forty (40) business-days from the date of the First Pupil Accommodation Review Public Meeting.

## **7. Final Staff Report**

- 7.1 Board staff will post the Final Staff Report on the Board's website no fewer than ten (10) business days from the Final Pupil Accommodation Review Public Meeting. The Final Staff Report will be also available to the public at the schools subject to the Pupil Accommodation Review. In addition, the Final Staff Report will be submitted to the Board of Trustees.
- 7.2 The Final Staff Report will include all information provided in the Initial Staff Report as well as the following:
- Modifications to proposed and preferred options, including proposed accommodation plans and implementation timelines, previously identified in the Initial Staff Report, if required;
  - PARC feedback;
  - Public feedback;
  - Information and feedback obtained from municipalities and other community partners; and
  - 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.

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

## **8. Public Delegations to the Board of Trustees**

- 8.1 Members of the public will be given the opportunity to provide feedback on the Final Staff Report through public delegations to the Board of Trustees at a meeting of the Board of Trustees no fewer than ten (10) business days from the posting of the Final Staff Report.
- 8.2 A meeting of the Board of Trustees to receive public delegations will be announced and advertised publicly by the Board through a range of media. Delegations will be received in accordance with the Board's policy on Public Delegations.

## **9. Final Staff Report with Public Delegations Addendum and Decision by the Board of Trustees**

- 9.1 At the conclusion of the Pupil Accommodation Review process, and no fewer than ten (10) business days from the public delegations, Board staff will present the Final Staff Report with Public Delegation Addendum, including information from the public delegations and any staff response to such information, to the Board of Trustees.
- 9.2 The Board of Trustees has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report, or to approve a different outcome.
- 9.3 The Board of Trustees will make a decision regarding the Pupil Accommodation Review.

## **10. Transition Planning**

- 10.1. The transition of students will be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the Board will establish a separate committee to address the transition for students and staff that will work in consultation with parents/guardians and staff of affected schools.
- 10.2. A Terms of Reference will be established for the Transition Planning Committee.

## **MODIFIED PUPIL ACCOMMODATION REVIEW PROCESS**

In the circumstances set out in Board Policy A-2016-09-2, the Board of Trustees may undertake a modified Pupil Accommodation Review process.

### **11. Initial Staff Report and SIPs**

- 11.1 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, based on the factors set out in Board Policy A-2016-09-2, identify relevant factors considered and provide the rationale used to recommend the modified process to the identified group of school(s).
- 11.2 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.
- 11.3 The decision to proceed with a modified Pupil Accommodation Review will be at the sole discretion of the Board of Trustees.

### **12. Pupil Accommodation Review Committee**

- 12.1 The formation of a PARC is not required under the modified Pupil Accommodation Review process.

### **13. Notice and Consultation Requirements**

- 13.1 Following the decision of the Board of Trustees to proceed with a modified Pupil Accommodation Review, the Initial Staff Report and SIPs will be made available to the public at the Board Office and will be posted on the Board's website.
- 13.2 Within five (5) business days of the decision of the Board of Trustees, Board staff will provide written notice of the decision and include an invitation for a meeting to discuss and comment on the option(s) in the Initial Staff Report to the following:
  - Affected single and upper-tier municipalities through the Clerks' Departments (or equivalent); and
  - Community partners.
- 13.3 Within five (5) business days of the decision of the Board of Trustees, Board staff will provide written notice of the decision to:
  - The Directors of Education for the co-terminous boards; and

- The Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division, unless the Ministry of Education has informed the Board to direct such notice to a different office.

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

#### **14. Pupil Accommodation Review Public Meetings**

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

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

14.3 A Pupil Accommodation Review Public Meeting will be announced and advertised through a range of media. Board staff will record feedback from the community at the Pupil Accommodation Review Public Meeting.

#### **15. Final Staff Report**

15.1 No fewer than ten (10) business days after the Pupil Accommodation Review Public Meeting, or, if more than one Pupil Accommodation Review Public Meeting is held, after the Final Pupil Accommodation Review Public Meeting, Board staff will submit the Final Staff Report to the Board of Trustees and will post the Final Staff Report on the Board's website, or will make it available upon request at the Board office.

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

- Modifications to the proposed and preferred options, including the proposed accommodation plans and implementation timelines in the Initial Staff Report, if required;
- Feedback from any public consultations;
- Any relevant information obtained from municipalities and other community partners prior to and during the modified Pupil Accommodation Review.

#### **16. Public Delegations**

- 16.1 Members of the public will be given the opportunity to provide feedback on the Final Staff Report through public delegations to the Board of Trustees at a meeting of the Board of Trustees no fewer than ten (10) business days after the Final Staff Report is publicly posted.
- 16.2 A meeting of the Board of Trustees to receive public delegations will be announced and advertised publicly by the Board through a range of media. Delegations will be received in accordance with the Board's policy on public delegations.

### **17. Final Staff Report with Public Delegation Addendum and Decision by the Board of Trustees**

- 17.1 Board staff will present the Final Staff Report with Public Delegation Addendum, which will include the compiled feedback from the public delegations to the Board of Trustees no fewer than ten (10) business days from the public delegations.
- 17.2 The final decision regarding the modified Pupil Accommodation Review shall be made by the Board of Trustees. The Board of Trustees has the discretion to approve the recommendations in the Final Staff Report as presented, modify the recommendations, or approve a different outcome.
- 17.3 A transition plan will be put in place following the Board of Trustees' decision to consolidate and/or close to a school.

### **18. EXEMPTIONS**

- 18.1 The Board is not obligated to undertake a Pupil Accommodation Review in any of the following circumstances:
  - Where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary, as identified by the Board, including in its relevant policies;
  - Where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified by the Board, including in its relevant policies;
  - When a lease for the school is terminated;
  - When the Board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
  - 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;
  - 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

- Where there are no students enrolled at the school at any time throughout the school year.
- Board staff will ensure that school communities are informed about proposed accommodation plans for students before a decision is made by the Board of Trustees to consolidate, close or move a school or students in accordance with an exemption to the Pupil Accommodation Review process
- Board staff will prepare a report to the Board of Trustees setting out the circumstances supporting the exemption to the Pupil Accommodation Review process in respect of the school or schools under consideration for such exemption.

18.2 Board staff will, no fewer than five (5) business days after the Board of Trustees make a decision that such exemption applies, provide written notice to the following:

- Each of the affected single and upper-tier municipalities through the Clerks' Departments (or equivalent);
- Other community partners that expressed an interest prior to the exemption (as defined above);
- The coterminous school boards in the areas of the affected school(s) through the Director of Education; and
- 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.

18.3 Board staff will put a transition plan in place following the Board of Trustees' decision to consolidate, close or move a school or students pursuant to an exemption to the Pupil Accommodation Review process.

### **Schedules**

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

### **Appendices**

Appendix 1: MEMORANDUM 2015:B09: Release of New Pupil Accommodation Review Guideline and Community Planning and Partnership Guideline  
 Appendix 2: Ministry of Education Pupil Accommodation Review Guideline, March 2015  
 Appendix 3: Ministry of Education Community Planning and Partnership Guideline, March 2015

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