



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Administrative Procedure Section</i> <b>FACILITIES</b>	<i>Administrative Procedure Number</i> <b>109</b>
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**TITLE OF ADMINISTRATIVE PROCEDURE:**

Pupil Accommodation Review

**DATE APPROVED:**

October 27, 2015

**PROJECTED REVIEW DATE:**

September 2020

**DIRECTIONAL POLICY ALIGNMENT:**

Pupil Accommodation Review  
Student Achievement and Well-being  
Stewardship of Resources

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

Ensure our structures, processes, relationships and actions reflect our Gospel values and Catholic Social Teachings;

Implement the most effective, evidenced-based instructional and assessment practices to help all students meet the Catholic School Graduate Expectations;

Develop the intellectual, spiritual, mental, physical and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments.

**GUIDELINES:**

These procedures have been established to align with the Ministry of Education's Accommodation Review Committee Guidelines and as such focus on student well being; student achievement; and school board financial viability/sustainability. The final decision regarding the future of a school or group of schools rests solely with the Board of Trustees.

**General Overview of the Process**

- i) Administration may recommend to the Board that Pupil Accommodation Reviews be completed on those schools or a geographic area of schools where there is potential for consolidation.
- ii) Administration shall present School Viability Reports, with administrative recommendations, to trustees when appropriate or relevant conditions are met, as outlined in this Administrative Procedure.
- iii) Based on the School Viability Report and the recommendations, trustees may approve a resolution that begins the public Accommodation Review process and identifies a school(s) for potential closure, with the actual closure of the school(s) to be implemented no later than June 30 of the school year specified in the resolution.
- iv) The public accommodation review process of a particular school or schools shall involve an Accommodation Review Committee (ARC) appointed by the Board. The ARC will complete its work within the timelines as set out in this Administrative Procedure.
- v) Where specified conditions and factors are met, as outlined in the Administrative Procedure, trustees may approve a resolution for a modified accommodation review process, which would not require the establishment of an Accommodation Review Committee
- vi) Where the Board has approved a resolution to close or consolidate a site:
  - an Integration Committee shall be formed as outlined in the administrative procedure;
  - a plan for asset management shall be developed, including inventorying, asset relocation, building security, and alternative use or disposal of the facility(ies). Any disposal or alternate use will be consistent with Ministry of Education regulations.

**ACTION REQUIRED:****1. Relevant Conditions for considering an accommodation review**

As part of the overall management of the Board's facilities and in conjunction with long-range planning and the Board's long-term capital plan, administration shall prepare School Viability Reports for potential school closures where one or more of the following conditions apply:

- enrolment is declining or low and no improvement is forecast in the next five years;
- the building requires significant five year capital or maintenance expenditures;
- capital expenditures would be required to provide lacking core facilities;
- low enrolment is an impediment to school organization, instructional programming, and/or program offerings;
- the social, cultural, and recreational use of the facility by the community can be accommodated in other facilities;
- alternatives would result in school operating cost savings;
- closure of a school is in the best interests of the overall school system.

**2. Preparation of School Viability Reports**

Prior to engaging in a pupil accommodation review, an initial staff report (School Viability Report) will be presented to the Board of Trustees. The School Viability Report must contain one or more options to address the accommodation issues(s), with supporting rationale. The School Viability Report will provide details on, but is not limited to, the following aspects of schools with potential for closure:

- Summary of accommodation issues 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 school board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available; and
- 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 underutilized space

Wherever possible, accommodation reviews should focus on a group of schools within a school board's planning area rather than examine a single school. These schools would be reviewed together because they are located close enough to the other schools within a planning area to facilitate the development of viable and practical solutions for student accommodation.

The School Viability Report should include a projected summary of time lines for implementation.

### 3. Preparation of School Information Profiles

Board administration will prepare the School Information Profile(s) for the school(s) under review. The minimum data requirements and factors to be included are outlined in Appendix B.

The School Information Profile (SIP) is an orientation document to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The SIP provides an understanding of and familiarity with the facilities under review. A SIP will be completed by board/school staff for each of the schools under review. Boards and ARCs may introduce other factors that could be used to reflect local circumstances and priorities, which may help to further understand the school(s).

### 4. Establishment of Accommodation Review Committee (ARC)

After reviewing the School Viability Report and recommendations, the Board may direct the formation of an Accommodation Review Committee for a group of schools or for a single school. The members of the Accommodation Review Committee (ARC) shall be appointed by the Board.

To be consistent with trustees' corporate decision-making responsibility, trustees will not sit on ARCs, but may attend meetings to observe.

#### **ARC Terms of Reference**

School boards will provide the ARC with a Terms of Reference that describes the ARC's mandate. The mandate will refer to the board's educational and accommodation objectives in undertaking the ARC and reflect the board's strategy for supporting student achievement and well-being. The Terms of Reference will also outline the school board's expectations of the roles and responsibilities of the ARC and describe the procedures of the ARC. The Terms of Reference will outline the minimum number of working meetings of the ARC.

- (a) The ARC will, at a minimum, consist of the following persons:
- (i) the appropriate school superintendent;
  - (ii) from each affected school:
    - A. the school principal or designate;
    - B. one teacher;
    - C. one non-teaching staff member;
    - D. one parish priest as appointed by the Diocese
    - E. one student representative from each affected secondary school as selected by the student council
    - F. a parent/guardian representative chosen by the respective school community

- (b) Once the ARC has been constituted, it will invite a representative from the broader school community.
- (c) Unless the Board decides otherwise, where any person appointed to the Committee is unable or unwilling to participate in the work of the Committee, the Committee shall continue to act and perform its duties under this Policy despite the absence of the member(s), and no act or duty performed by the Committee shall be deemed invalid by reason only of the absence of that member(s).
- (d) The Board will appoint the Chair of the ARC. The Chair will convene and chair meetings and will, in cooperation with the superintendent, ensure that the ARC successfully carries out its obligations under this Policy. The superintendent will function as secretary and resource person. Other resource personnel can be called to provide information to the ARC including third party private and public bodies such as municipalities, post-secondary institutions, and coterminous school boards.

#### **5. Accommodation Review Committee Responsibilities**

The ARC shall represent the school(s) under review and act as the official conduit for information shared between the school board and the school communities. At a minimum, the ARC will provide feedback on the initial School Viability Report. The ARC may comment on the initial staff report (School Viability Report) and may, throughout the pupil accommodation review process, seek clarification of the initial staff report. The ARC may provide other accommodation options than those in the initial staff report, with supporting rationale for any such option. The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.

ARCs must review the School Information Profile for each school reviewed and seek clarification, where appropriate. Information developed and/or provided during the process must be considered objectively and fairly.

ARCs must share the School Information Profile in plain language with the community at a public meeting.

The school board's staff resources assigned to the ARC are required to compile feedback from the ARC as well as the broader community to be presented to the Board of Trustees.

Trustees will consider the findings and feedback from the ARC along with the recommendations from administration and make the final decision regarding the future of the school(s)

### Public Information and Access

ARCs are to ensure that all information relevant to the accommodation review is to be made public by posting it in a prominent location on the School Board's website or making it available in print upon request. Where relevant information is technical; it is to be explained in plain language.

### Community Consultation and Public Meetings

The ARC must ensure that a wide range of school and community groups are afforded the opportunity to provide input or feedback. These groups may include the school(s) councils, parents/ guardians, students, teachers, parish community, the local community, and other interested parties.

Public meetings must be well publicized, in advance, through a range of methods and held at the school(s) under review, if possible, or in a nearby facility if physical accessibility cannot be provided at the school(s). Public meetings are to be structured to encourage an open and informed exchange of views. All relevant information developed to support the discussions at the consultation is to be made available in advance.

Minutes reflecting the full range of opinions expressed at the meetings are to be kept and made publicly available. ARCs are to ensure that there is a process in place to respond to questions raised at meetings that cannot be answered directly at the public meetings. For example, responses could be appended to the minutes of the meeting and made available on the Board's website.

## 6. Timelines

Following the date of the Board of Trustees' approval to conduct a pupil accommodation review, the school board will provide written notice of the Board of Trustees' decision within 5 business days to each of the affected single and upper-tier municipalities through the Clerks department (or equivalent), other community partners that expressed an interest prior to the a pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the school board's initial staff report (School Viability Report). School 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.

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 on the recommended option(s) in the school board's School Viability Report before the final public meeting.

Beginning with the date of the Board of Trustees' approval to conduct a pupil accommodation review, there must be no fewer than 30 business days before the first public meeting is held.

There must be a minimum of 40 business days between the first and final public meetings.

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

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

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

School holidays such as summer vacation, Christmas break, and spring break must not be considered part of the minimum number of business day periods.

## **7. Completing the Accommodation Review**

At the conclusion of the pupil accommodation review process, school board staff will submit a final staff report to the Board of Trustees, which must be available to the public, and posted on the school board's website. The final staff report may include an amendment to the proposed option(s) included in the initial staff report, and must include a Community Consultation section that contains feedback from the ARC and any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.

Administration's report and recommendations will be presented to the Board in a public session. The recommended option(s) must contain a timeline for implementation.

### **Delegations to the Board of Trustees**

Once school board staff submits the final staff report to the Board of Trustees, the school board must allow an opportunity for members of the public to provide feedback on the final staff report through public delegations to the Board of Trustees. Notice of public delegation opportunities will be provided based on existing bylaws.

### **Decision of the Board of Trustees**

When making its final decision regarding the pupil accommodation review, the Board of Trustees will be provided with a final staff report, which will include compiled feedback from the public delegations. The Board of Trustees has the discretion to approve the recommendation(s) of the final staff report as presented, modify the recommendations of the final staff report or to approve a different outcome.

## 8. Modified Accommodation Review Process

Where the potential accommodation options available are deemed to be less complex, the Board of Trustees may approve a modified pupil accommodation review process.

Conditions where a modified pupil accommodation review process could be initiated include consideration of two or more of the following factors:

- Distance to the nearest available accommodation is less than 5 km
- Utilization rate of the facility is currently less than 50% and a proposed receiving school(s) has room to accommodate students with minimal capital requirements
- Number of the students enrolled at the school is less than 100 pupils, and is consistently resulting in classes of more than 2 combined grades
- 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 relocation, or the first phase of a relocation carried over a number of school years).

The initial staff report will explain the rationale for exempting the school(s) from the standard pupil accommodation review process, and it and the School Information Profile must be made available to the public and posted on the school board's website.

A public meeting will be announced and advertised through an appropriate range of media as determined by the school board. Where possible, the public meetings will be held in the community affected by the review.

Following the public meeting, school board staff will submit a final staff report to the Board of Trustees which must be available to the public and posted on the school board's website. Feedback from any public consultations must be included in the report, as well as any relevant information obtained from municipalities and other community partners prior to and during the modified public accommodation review.

Once school board staff submit the final staff report to the Board of Trustees, an opportunity for members of the public to provide feedback through public delegations to the Board of Trustees must be allowed.

A final report to the Board of Trustees will include a compilation of feedback from any public delegations (if any).

A transition plan will be put in place following any decision to consolidate or close a school.

## 9. Timelines for the Modified Accommodation Review Process

Following the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, the school board will provide written notice of the Board of Trustees' decision within 5 business days to each of the affected single and upper-tier municipalities through the Clerks department (or equivalent), other community partners that expressed an interest prior to the a pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the school board's initial staff report (School Viability Report). School 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.

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 on the recommended option(s) in the school board's School Viability Report before the final public meeting.

The school board must hold at least one public meeting. Beginning with the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, there must be no fewer than 30 business days before this public meeting is held.

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

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

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

## 10. Integration Committee

Where there is an approved resolution to close, an Integration Committee will be established.

The mandate of the Integration Committee will be to organize an action plan for the smooth transition for all concerned.

The Integration Committee will include:

- one trustee appointed by the Board
- the superintendent responsible
- the principal(s) of the school(s) involved
- one staff member from each school involved

- an equal number of parent representatives reflecting the profile of the schools involved
- at least one school council parent member
- one student council representative in the case of a secondary school.

An information report on the activities of the Integration Committee will be presented to the Board no later than June 30 of the school year in which the school(s) will be closed.

#### **DEFINITIONS:**

**Accommodation review:** A process, as defined in a school board pupil accommodation review policy, undertaken by a school 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. For schools with year-round calendar, any break that is five 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 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 Consolidation:** A school consolidation is the amalgamation of two or more school populations. In most cases, a school consolidation will result in the closure of one or more schools.

**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 schools(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.

#### **REFERENCES:**

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