

<b>ADMINISTRATIVE PROCEDURES</b>	
Administrative Procedure Section <b>FACILITIES</b>	Policy Number <b>108</b>
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## **ADMINISTRATIVE PROCEDURE TITLE**

School Site Selection

### **1.0 ADMINISTRATIVE PROCEDURE**

- 1.1 Administration will be responsible for initiating site option reviews when necessary in order to ensure that school sites are designated and planned for in a timely manner.

### **2.0 SITE OPTION REVIEW PROCESS**

- 2.1 When necessary, administration will present a recommendation to the Board to authorize a site option review. Upon being directed to do so, administration will initiate and lead the review. Such review may include consultation with the local municipality, coterminous school boards, other local agencies impacting on site approval process, and local realtors, land owners, and developers. The assistance of a professional engineer or other consultant may be enlisted to help ascertain site servicing feasibility and related issues. During the review, Board staff will be consulted and administration, through the school principal, will keep affected school communities apprised of the review progress.
- 2.2 Site option review findings, together with a final recommendation, will be provided to the Board in order that a decision can be made on which site(s) should be designated for Board use. Subject to such designation, the Board will direct administration to pursue site purchase in a timely manner to meet projected need. Final purchase decisions will rest with the Board.

### **3.0 SITE SPECIFICATIONS**

- 3.1 The acquisition of school sites will be guided by the requirements of new development as determined by the Education Development Charges Background Study. School site sizes are defined by the Ontario Regulation 20/98 - Education Development Charges as listed below:

(a) the size of school sites shall be as follows:

Elementary Schools		
<i>Number of pupils</i>		<i>Maximum area (acres)</i>
1	to 400	4
401	to 500	5
501	to 600	6
601	to 700	7
701	or more	8

Secondary Schools		
<i>Number of pupils</i>		<i>Maximum area (acres)</i>
1	to 1000	12
1001	to 1100	13
1101	to 1200	14
1201	to 1300	15
1301	to 1400	16
1401	to 1500	17
1501	or more	18

Sites will be chosen in a location which will best serve the Board over the long term. Administration, in site option reviews, will strive to meet the following criteria:

- location is to be as central as possible to planned growth areas or areas which are under enrolment pressures and which are projected to remain so well into the future;
- the location of school sites adjacent to parkland or open space shall be encouraged so as to maximize the available activity areas for school sites;
- where campus sites (combined elementary and secondary) are considered, the size should reflect a combination of the pupil place requirements.

The characteristics of the school sites shall be as follows:

- all the land usable and well drained. Sites containing abrupt variation in grade are to be discouraged;
- uniform rectangular or square sites are preferred;
- free from excessive noise such as that created by traffic on railway lines, collector roads, access thoroughfares and airports;
- free from noxious gases and fumes;  
free from dangers to students' safety, such as but not limited to soil and ground contaminants, retention ponds, and commercial areas.

### Services and Utilities

- sites shall be capable of being serviced by public water supply, sanitary and storm water disposal systems, utilities, garbage removal, snow clearance, fire and police;
- services should be brought to the school site property line and capped during the installation of road services. These include three phase power, storm and sanitary services, gas, water and telephone.

## **4.0 TERMS AND DEFINITIONS**

### **4.1 SITE OPTION REVIEW**

A site option review is a review of potential school site locations culminating in a report to the Board.

### **4.2 OFFICIAL PLAN**

An official plan is the guiding plan for the long term development of a municipality passed in accordance with the Ontario Planning Act and reviewed periodically by the municipality to ensure that the plan continues to meet municipal needs. In keeping with the Planning Act, municipalities must consult with public bodies, such as school boards, and take their needs into account during Official Plan creation and review.

## **5.0 REFERENCES/RELATED DOCUMENTS**

Ontario Regulation 20/98 (Education Development Charges)  
Ontario Regulation 446/98 (Reserve Funds)  
Municipal Act, Section 210.1

## **6.0 RELATED ADMINISTRATIVE PROCEDURES**

AP-FAC-107, Subdivision and Residential Plan Review  
AP-FAC-108, School Site Selection (Common Sites)

## **7.0 RELATED FORMS**

**8.0 ADMINISTRATIVE PROCEDURE REVIEW DATE**

September 2014

**9.0 APPROVED BY BOARD**

September 22, 2009

**10.0 EFFECTIVE DATE**

September 22, 2009

**11.0 REVIEW BY**

Business and Finance Services

**12.0 LAST REVISION DATE**