



BOARD ADMINISTRATIVE PROCEDURE	
ADMINISTRATIVE PROCEDURE School Site Selection	ADMINISTRATIVE PROCEDURE NUMBER 604
Directional Policy 600 – Stewardship of Resources	

Title of Administrative Procedure:

School Site Selection

Date Approved:

2021

Projected Review Date:

2026

Directional Policy Alignment:

600 – Stewardship of Resources

Alignment with Multi-Year Strategic Plan:

The School Site Selection Administrative Procedure supports our Vision and Mission for achieving excellence in Catholic Education by establishing consistent and transparent processes and criteria for determining the selection of appropriate school sites for future accommodation needs.

This Vision calls the Board to these Strategic Priorities:

<https://www.pvnccdsb.on.ca/our-board/vision-mission-and-strategic-priorities/>

Action Required / Guidelines:

This Administrative Procedure supports the planning for and acquiring of school sites which meet the needs of students in a cost effective and efficient manner. It sets out circumstances under which a review of potential sites is conducted and the criteria governing such a review.

It is Administration's responsibility to monitor new residential development throughout the Board's jurisdiction and for initiating school site option reviews when necessary in order to ensure that school sites are designated and planned for in a timely manner.

The cumulative impact of residential development in the major urban centres of the Board needs to be considered in order to make timely and effective school site selections, facility closure, or consolidation and new facility construction decisions.

Site Needs

Site needs are typically set out within the Board's Education Development Charges By-laws and Background Studies where the same are prepared and enacted in order to generate funds for site purchases which are attributable to new development.

In municipalities where Education Development Charges By-Laws are not warranted, site need shall be considered during the Board's periodic review of its Long Term Plan for Pupil Accommodation.

Site option reviews 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.

Site option reviews shall consider the benefits of location proximate to existing school board sites, other community and public facilities (i.e. municipal parks or school sites designated for use by other school boards). Related benefits may include joint use of facilities and/or fields, as well as cost efficiencies associated with purchase, servicing, and operation of facility and/or site.

Site Specifications

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 Ontario Regulation 20/98-Education Development Charges as listed below:

(a) The size of school sites are recommended as follows:

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

Secondary Schools		Maximum area (acres)
Number of Pupils		
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 in 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.

Service 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 installation of road services. These include three phase power, storm and sanitary services, gas, water, and telephone.

Final approval for site locations shall rest with the Board of Trustees.

Responsibilities:

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Stewardship of Resources Directional Policy.
- Reviewing the School Site Selection Administrative Procedure as part of its regular policy and procedures review cycle.
- Approve purchases of school sites.

The Director of Education is responsible for:

- Overseeing implementation of the School Site Selection Administrative Procedure

Superintendent of Business and Finance is responsible for:

- Ensuring consideration for potential sites is included in subdivision reviews and discussions with municipal authorities
- Ensuring Long-Term Accommodation Plans appropriately include forecasted site needs
- Leading Education Development By-Law reviews
- Bringing forward options for future sites on a timely basis
- Pursuing funding from the Ministry of Education, or other means, where sites are not funded from Education Development Charges bylaws

Manager of Purchasing, Planning and Facilities Administration is responsible for:

- Monitoring the cumulative impact of residential growth throughout the Board's jurisdiction.
- Reviewing subdivision and residential plans provided by municipal authorities for forecasting site needs
- Provide administrative support for Education Development Charges by-law reviews.

Progress Indicators:

- School sites are designated or selected in a timely manner during reviews of plans for subdivisions.
- Options to purchase school sites are entered into in a timely manner.
- Approvals or funding to purchase sites from appropriate levels of government are received in a timely manner.

Definitions:

Site Option Review

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

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.

Education Development Charges By-Law

The Education Act permits school boards to apply charges to new development to help pay for new school sites which are needed in order to accommodate students emanating from new development. Once enacted by a school board, the Education Development Charges By-Law is the document which sets out types of development to which charges apply, level of charges, and provisions for collection by municipalities.

Long Term Plan for Pupil Accommodation

The Ministry of Education requires school boards to consider their pupil accommodation needs and prepare a Long Term Plan for meeting needs. Such plans consider new facility requirements, as well as consolidation or school closure needs. The Plan takes into account long term enrolment projections and provincial funding implications, while articulating evolving facility needs over the long term.

Subdivision and Residential Plan

A subdivision and residential plan is a proposed or approved plan for residential development usually containing five or more lots or units. Under the Ontario Planning Act, municipalities are required to circulate notice of proposed subdivision and residential plans to school boards.

References:

Ontario Regulation 20/98 (Education Development Charges)

Ontario Planning Act

Municipal Act