



March 29, 2017

Fr. Peter Seabrooke
Chancellor of Temporal Affairs
Office of the Diocese of Peterborough
350 Hunter Street West – Box 175
Peterborough, ON, K9J 6Y8

Dear Fr. Seabrooke:

On Tuesday, March 29, 2017 the Peterborough Victoria Northumberland and Clarington Catholic District School Board - Board of Trustees approved a recommendation by school board staff to initiate a school accommodation review process involving three Catholic elementary schools in the Town of Cobourg; St. Michael, Notre Dame and St. Joseph schools.

Board Policy 109 Administrative Procedure 109 requires specific membership on the Accommodation Review Committee (ARC) including, where possible, one Parish Priest as appointed by the Diocese.

As such, I am writing to formally request parish membership on the committee. I have attached the ARC meeting schedule for your consideration. As our first working committee meeting is scheduled for MAY 15, 2017. I am requesting that I hear back from you by Friday April 28, 2017 confirming the parish priest ARC member.

Please confirm at the following email address, CobourgARC@pvnccdsb.on.ca

Your participation on this committee is greatly appreciated as we continue to plan for our Catholic students, family and communities.

God bless,

Tim Robins
Chair, Cobourg Catholic Elementary Schools ARC

Cc: Fr. Gerardus Hauwert, Pastor, St. Michael the Archangel Parish

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ARC Meeting Schedule – Attached.

**COBOURG CATHOLIC ELEMENTARY SCHOOLS ACCOMMODATION REVIEW COMMITTEE:
TIMELINES**

The following table outlines the dates of ARC meetings, public meetings, purpose and the required timelines stipulated in the Ministry Guideline and Policy 109 for an Accommodation Review.

Date	Meeting	Purpose	Required Timeline
Tuesday, March 28, 2017	Board Meeting	Initial staff report received. Board decision to initiate a school closure review.	
Monday, May 15, 2017 6-8 PM	ARC Working Meeting #1 St. Michael CES	Discuss ARC's mandate, roles and responsibilities, and the procedures of the ARC	
Wednesday, May 31, 2017 6-8 PM	ARC Working Meeting #2 St. Joseph CES	Review initial staff report and accommodation options.	
Monday, June 5, 2017 4-7 PM	Public Meeting #1 Notre Dame CES	Overview of ARC orientation session (1 st ARC working meeting). Present initial staff report Present SIP's	No fewer than 30 business days after review is initiated
Wednesday, October 11, 2017 6-8 PM	ARC Working Meeting #3 Notre Dame CES	Review feedback from public meeting relating to initial staff report and related options.	
Tuesday, November 7, 2017 6-8 PM	ARC Working Meeting #4 St. Joseph CES	Consider adjustments to initial staff report options and consider additional accommodation options and related rationale.	
Monday, November 20, 2017 4-7 PM	Public Meeting #2 St. Michael CES	Present preferred option(s) and implementation recommendations	Minimum of 40 business days after Public Meeting #1
Monday, December 18, 2017 6-8 PM	ARC Working Meeting #5 Notre Dame CES	Review staff's draft recommendations	
Tuesday, January 23, 2018	Board meeting	Presentation of Final Staff Report	Final staff report made public no fewer than 10 business days before public delegations
Wednesday, February 7, 2018	Special Board Meeting	Delegations	
Tuesday, February 27, 2018	Board Meeting	Decision	No fewer than 10 business days between delegations and final decision