



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Pupil Accommodation Review

		Policy Number:	400.16
Adopted:	February 26, 2008	Former Policy Number:	n/a
Revised:	May 24, 2011; October 27, 2015	Policy Category:	Operations
Subsequent Review Dates:	TBD	Pages:	2

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (the Board) recognizes that in order for staff and students to be the best that they can be, one of the underpinnings is the provision of a safe and nurturing environment for learning and working. This Board believes that the learning and working environment must be sustainable and optimized such that quality Catholic educational programs and services can be delivered.

Policy Statement:

The Board and its Administration shall:

- Provide, in cooperation with the church and home, a Catholic education that will develop the spiritual, intellectual, physical and emotional well-being of each student.
- Recognize that it has a fundamental duty to provide educational programs, services and adequate accommodation during each school year for the pupils who have a right to attend a school under its jurisdiction.
- Assess, annually, the physical, human and financial resources of each school so that equal opportunities for learning are provided to all students and that utilization of accommodations is optimal.
- Acknowledge that the optimum use of school facilities may require, within a group of schools, the consolidation or closure of schools or major program relocation. There may, however, be circumstances in which a single school should be studied for closure or relocation.
- Endorse a process for considering the consolidation of schools that includes opportunities for community consultation and participation.
- Give recognition for the role of the school in a rural community.
- Recognize the need for a close relationship with the local parish.

The following are **not** actions to which this Policy applies:

- Where a replacement school is to be rebuilt by the Board on the existing site, or rebuilt or acquired within the existing school attendance boundary as identified through the Board's existing 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 through the Board's policy.
- When a lease is terminated.
- When the Board is planning the relocation in any school year or over a number of school years of a grade or grades, or a program, where the enrolment constitutes less than 50% of the enrolment of the school; 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.



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- 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.
- Where there are no students enrolled at the school at any time throughout the school year.

The Ministry's Pupil Accommodation Review Guideline states that, *School boards may proceed to establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s) and that this planning be informed by any relevant information obtained from local municipal governments and other community partners through the Community Planning and Partnership Guideline (March 2015).* Any decisions under this Policy should, therefore, take into account the Board's Long-Term Capital Plan (LTCP).

Glossary of Key Policy Terms: N/A

References

Brant Haldimand Norfolk Catholic District School Board Long-Term Capital Plan
Ministry of Education Pupil Accommodation Review Guidelines (PARG, March 2015)
Ministry of Education Memorandum (Release of New Pupil Accommodation Review Guideline and Community Planning and Partnerships Guideline 2015:B9)
Administrative Review of the Accommodation Review Process



**Pupil Accommodation Review
AP 400.16**

Procedure for:	All Staff	Adopted:	February 26, 2008
Submitted by:	Thomas R. Grice, Supt. of Business & Treasurer	Revised:	May 24, 2011, October 27, 2015
Category:	Operations		

Purpose

The purpose of this administrative procedure is to provide the framework for regulating the usage of school buildings to support the provision of quality, Catholic educational programs and services in optimally-utilized, quality facilities. This procedure will give clear direction on school accommodation when developed in collaboration with, and edified by, public input and participation. This procedure defines conditions, timelines, personnel involved, terms of reference and deliverables should an accommodation review be undertaken by the Brant Haldimand Norfolk Catholic District School Board (BHNCD SB).

Responsibilities

Trustees of the Board

- Receives the Board staff report (*Final Staff Report*) from the Director of Education, including compiled feedback from any public delegations.
- Makes accommodation decisions.

Director of Education

- Board staff will prepare the *Final Staff Report* for the Director of Education, which will be presented to the Board of Trustees in public session at a regularly-scheduled meeting or a special meeting.

Superintendent of Business & Treasurer or Designate

- Serves as the secretary and staff resource person during the Accommodation Review process.
- Ensures that the Accommodation Review Committee successfully carries out its obligations under this Policy and its Terms of Reference.

Superintendent of Education of School(s) Under Review

- Staff resource person during the Accommodation Review process.

Principal of School(s) Under Review

- Staff resource person during the Accommodation Review process.

Teaching Staff, as Appointed, of School(s) Under Review

- Member of the Accommodation Review Committee.

Parent/Guardian, as Appointed, of the School(s) Under Review

- Member of the Accommodation Review Committee.

Community Member, as Appointed

- Member of the Accommodation Review Committee.

Parish Representative, as Invited

- Member of the Accommodation Review Committee.

Local City / County Councillor (or designate), as Invited

- Member of the Accommodation Review Committee.



Information

The Board's elementary schools are generally organized in groups, usually linked to a secondary school. The goal of providing a suitable and equitable range of learning opportunities in a school or group of schools requires monitoring and active curriculum and programming decisions. Decisions that might require consolidation, closure or major program relocation will take into account the needs of all of the students in all of the schools in a particular group. There may, however, be circumstances in which a single school should be studied for closure or relocation. Any decisions under this policy will take into account the Board's Long-Term Capital Plan (LTCP) for the area and potential partnership opportunities.

This administrative procedure incorporates the newly-revised Pupil Accommodation Review Guideline (PARG) released by the Ministry of Education in March 2015 and the Ministry companion document entitled, *Administrative Review of the Accommodation Review Process*.

The key criteria of accommodation reviews include, but are not limited to:

- Student achievement.
- Student well-being.
- Board financial viability/sustainability.
- The Guiding Principles as defined in the BHNCDNB's Long-Term Capital Plan (LTCP).

Procedure

1.0 School Accommodation Utilization Review

The process for determining whether a school accommodation review should be initiated will begin with a review of the utilization of the Board's existing accommodations. This initial review should be undertaken by the Superintendent of Business & Treasurer or Designate in collaboration with a Superintendent of Education in accordance with the Board's most recent LTCP.

The review is to consider, at a minimum:

- The impact of the current and projected enrolment on program delivery and the operation of the school(s).
- The current physical condition of the school(s) and any repairs or upgrades required to ensure optimum operation of the building(s) and program delivery.
- The impact on the students, the BHNCDNB, the community, local municipal governments and community partners.

In the event that the School Accommodation Utilization Review indicates a school consolidation may be required, an Initial Staff Report shall be brought forward through the Director of Education to the Board of Trustees. The Initial Staff Report will include approval to launch an accommodation review, the schools under review, and the membership of the Accommodation Review Committee.

2.0 The Initial Staff Report

The Initial Staff Report must contain one or more options to address the accommodation issue(s). The option(s) must address the following:

- A summary of accommodation issue(s) for the school(s) under review.
- Where students would be accommodated.
- If proposed changes to the 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 the capital investment, 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.
- A recommended option, if more than one option is presented.
- A timeline for implementation.

The Initial Staff Report will be made available to the public, as determined in the Board's policy, and posted on the Board's website following the decision to proceed with a pupil accommodation review by the Board of Trustees.

3.0 Mandate of the Accommodation Review Committee

- 3.1 The Accommodation Review Committee's mandate is to ensure that the Board of Trustee decisions, and the information to support staff options regarding an accommodation review, are with the involvement of an informed local community and is based on a broad range of criteria regarding the quality of the learning experience for students.
- 3.2 The Accommodation Review Committee is empowered to provide input, through the process of discussions and inquiries, on BHNCD SB staff options and information provided to them in the Initial Staff Report.

4.0 Information to the Accommodation Review Committee

- 4.1 BHNCD SB shall provide the Accommodation Review Committee with a copy of this Administrative Procedure, the Pupil Accommodation Review Policy, and the Pupil Accommodation Review Terms of Reference (Appendix A), which describes its mandate.
- 4.2 Prior to the commencement of any Accommodation Review Committee, Board staff may revise the Terms of Reference, if such revisions are warranted.
- 4.3 In accordance with the Pupil Accommodation Review Guideline, a School Information Profile (SIP) will be prepared by board staff for each of the school(s) under review. The SIP(s) are orientation documents to help the Accommodation Review Committee and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The SIP will include data that addresses the following two considerations about the school(s) under review:
 - value to the student, and
 - value to the school board.
- 4.4 The completed SIP(s) will be provided to the Accommodation Review Committee prior to its first working meeting. The SIP will include the following:
 - Information profiling the school(s) located within the area of the accommodation review. The profiles address the facility, instructional and school use.
- 4.5 The Accommodation Review Committee will review the completed SIP(s) and have the opportunity to request clarification on the SIP(s), should they require it. If there are multiple schools under review, the framework of the SIP will be the same for each school under review.
- 4.6 Staff may introduce additional items to SIPs that could be used to reflect local circumstances and priorities, which may help to further understand the school(s) under review.



5.0 The Final Staff Report

- 5.1 Board staff will prepare a report (Final Staff Report) for the Director of Education, which will be presented to the Board of Trustees in public session at a regularly-scheduled meeting or a Special Meeting of the Board of Trustees, as identified in Section 8.0 – Timelines.
- 5.2 As per the Pupil Accommodation Review Guideline, the Final Staff Report must include a Community Consultation section that contains feedback from the Accommodation Review Committee 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.

6.0 Delegations to the Board of Trustees

- 6.1 In addition to the public input sought through the work of the Accommodation Review Committee, the Board of Trustees allows an opportunity for members of the public to provide feedback on the Final Staff Report through public delegations.
- 6.2 Notice of the public delegation opportunities will be provided based on BHNCD SB policy.
- 6.3 Delegations will be presented to the Board of Trustees in public session at a regularly-scheduled meeting or a Special Meeting of the Board of Trustees, as identified in Section 8.0 – Timelines.
- 6.4 Board staff will compile feedback from delegations and present them to the Board of Trustees with the final Staff Report.

7.0 Decision of the Board of Trustees

- 7.1 As per the Pupil Accommodation Review Guideline, 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.

8.0 Accommodation Review Timelines

- BHNCD SB staff will meet with the appropriate municipality prior to the creation of an Initial Staff Report.
- Trustees will approve, through the Initial Staff Report, the start of an accommodation review, the schools under review, and the membership of the Accommodation Review Committee.
- Following the date of the Board of Trustees' approval to launch a pupil accommodation review, BHNCD SB will provide written notice of the Board of Trustees' decision within five business days to each of the affected single and upper tier municipalities and other identified community partners that expressed an interest prior to the pupil accommodation review.
- The written notice will include an invitation for a meeting to discuss and comment, as well as the opportunity to provide a written response, on the recommended option(s) in the Board's Initial Staff Report before the final public meeting.
- BHNCD SB will notify the Ministry of Education, through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.
- The Initial Staff Report and School Information Profile (SIP) will be made available to the public and posted on the Board's website.



- 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 period of 40 business days, to a maximum of 60 business days, between the first and final public meetings.
- The Final Staff Report must be presented to Trustees at the earliest available Board meeting, but no fewer than ten business days after the final public meeting.
- The Final Staff Report must be posted to the Board Website.
- From when the Final Staff Report is presented at a Board meeting, there must be no fewer than ten business days before the public delegations.
- There must be no fewer than ten business days between public delegations and the final decision of the Board of Trustees.

9.0 Modified Accommodation Review

The Ministry's Pupil Accommodation Review Guideline states that, in certain circumstances, where the potential pupil accommodation options available are deemed by trustees to be less complex, BHNCDSB may undertake a Modified Pupil Accommodation Review process. See Ministry Pupil Accommodation Review Guideline, March 2015 for details.

10.0 The School Integration Process

If the Board of Trustees' decision is consolidation, closure or major program relocation, the following school year will be used to plan for and implement the Board's decision, except where the Board, in consultation with the affected community, decides that earlier action is required. The Board decision will set clear timelines regarding consolidation, closure or major program relocation. A transition plan will be communicated to all affected school communities within the Board. A separate advisory group referred to as the Integration Committee will be established immediately following the final decision to close a school to address the transition for students and staff of the affected schools. It is important that the integration of students and staff into their new school(s) is achieved in a way that is positive and supportive for the students and parents of the respective school communities.

10.1 Mandate of the Integration Committee

The Integration Committee will plan for and implement the positive integration of students and staff affected by consolidation, closure or program relocation into their new school environment.

10.2 Composition of the Integration Committee

The Integration Committee will consist of the following individuals:

- the appropriate Superintendent of Education
- one trustee, normally a trustee representing the area under study
- from each affected school:
 - the school principal
 - the school council chair or designate

The Committee has the authority to enlist additional members.



10.3 Operation of the Integration Committee

The Chair of the Board will appoint one trustee as the Chair of the Integration Committee. The Superintendent of Education will function as secretary and resource person. Other resource personnel can be enlisted to assist the Integration Committee.

10.4 Meetings of the Integration Committee

The Integration Committee will operate within the timelines in this Administrative Procedure and will meet as often as required.

10.5 School Closing Ceremony and Funding

The Integration Committee will determine whether a school closing ceremony is appropriate. If a closing ceremony is recommended, the Committee will design the format and program. The Principal will contact the Superintendent of Business & Treasurer to make the necessary financial arrangements and obtain a budget allocation. The Board will provide funds up to \$500.

11.0 Administrative Review of the Accommodation Review Process

11.1 An individual or group may seek a review of the Board's accommodation review process in accordance with the Ministry's document entitled, *Administrative Review of Accommodation Review Process*, which is appended to this Policy as Appendix B, posted on the Board's website, and available at the Catholic Education Centre upon request.

11.2 In accordance with the Administrative Review of Accommodation Review Process, an individual or group seeking a review of the Board's accommodation review process is required to demonstrate the support of a portion of the school community through the completion of a petition signed by a number of supporters equal to at least 30% of the affected school's student headcount (i.e., if the student headcount is 150, then 45 signatures would be required). Parents/Guardians of students and/or other individuals that participated in the accommodation review process are eligible to sign the petition.

12.0 Table of Timelines and Milestones

Action	By Whom	When	Provision
Presentation of the Initial Staff Report to Board	Director (or designate)	As a result of the review of Board LTCP.	1.0
Decision to Establish an Accommodation Review Committee	Board	As a result of the approval of the Initial Staff Report.	2.0
Establishment of the Membership of the Accommodation Review Committee	Board	Following the decision to approve the Initial Staff Report and commence an accommodation review.	10.2
Municipality and Community Partner Notice of Board Decision to Establish an Accommodation Review	Staff	Within five (5) business days of decision* of Trustee approval of the Initial Staff Report.	8.0
First Public Meeting	Staff	Not before a minimum of 30 business days* from the date of the approval of the Initial Staff Report.	8.0



Action	By Whom	When	Provision
First Working Group Meeting	Staff	As scheduled by BHNCD SB Senior Administration.	
Final Public Meeting	Staff	Minimum of 40 days, and maximum of 60 days, between first public meeting and final public meeting*.	8.0
Additional Working Group or Public Meeting(s) (if required)	Staff	As scheduled by BHNCD SB Senior Administration in consultation with the Accommodation Review Committee.	8.0
Delivery of Final Staff Report to Board of Trustees	Director	Earliest available Board meeting, but not before 10 business days after final public meeting.	8.0
Public Delegations	Board	Not before 10 business days after the report is presented at a Board meeting.	6.0
Notice of Decision by Trustees on School Accommodation Review	Staff	Not before 10 business days after public delegations.	7.0
Appointment of the Integration Committee	Director	Within 10 business days of Board decision.	10.0
Consolidation Occurs	Board	As determined by Board.	10.0

* Calendar days that are not a weekend or statutory holiday. It also does not include calendar days that fall within the Board's Christmas, spring and summer break.

Definitions

Accommodation Review Committee (ARC)

An advisory body established by the Board to conduct a public accommodation review of a school or group of schools, which must include membership drawn from the community.

Administrative Review of Accommodation Review Process

A Ministry document, which specifies the conditions under which the Ministry may conduct a review of a school board's accommodation review process, once the process is complete and once the Board of Trustees have made a decision.



Director of Education (Director)

The Director of Education of the Brant Haldimand Norfolk Catholic District School Board.

Final Staff Report

A staff report capturing the accommodation review process, consultations and recommendations to the Board of Trustees for their review and decision.

Initial Staff Report

A report to the Board of Trustees outlining the rationale and scope of a potential accommodation review.

Long-Term Capital Plan (LTCP)

The Board's flexible study identifying future school accommodation adjustments, including the condition and utilization of current facilities, that are anticipated based on current and future enrolment projections.

Ministry

Ministry of Education for the Province of Ontario.

Modified Accommodation Review Process

In certain circumstances, where potential pupil accommodation options are deemed by the Board of Trustees to be less complex, trustees may find it appropriate to undertake a modified pupil accommodation review process.

Pupil Accommodation Review Guideline (PARG)

A Ministry document that provides direction to school boards regarding public accommodation reviews undertaken to determine the future of a school or group of schools.

Pupil Accommodation Review Terms of Reference

Terms of reference, which outline the mandate, role, membership, operating procedure, reference criteria and meetings of the Accommodation Review Committee.

School Information Profile (SIP)

An orientation document with data for each of the schools under a pupil accommodation review, which is used to assist the Accommodation Review Committee and the community to understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.

References

Ministry of Education Pupil Accommodation Review Guideline (PARG), revised March 2015

Administrative Review of Accommodation Review Process

Brant Haldimand Norfolk Catholic District School Board Long-Term Capital Plan (LTCP)

Ministry of Education Memorandum (Release of New Pupil Accommodation Review Guideline and Community Planning and Partnerships Guideline 2015:B9)



Pupil Accommodation Review Terms of Reference

The Terms of Reference were developed in accordance with the Ministry's *Pupil Accommodation Review Guideline (March 2015)*.

1.0 Mandate of the Accommodation Review Committee

- 1.1 The Accommodation Review Committee's (ARC) mandate is to ensure that Board of Trustees' decisions, and the information to support staff options regarding an accommodation review, are made with the involvement of an informed local community and are based on a broad range of criteria regarding the quality of the learning experience for students.
- 1.2 The ARC is empowered to provide input, through the process of discussions and inquiries, on BHNCD SB staff options and information provided to them in the *Initial Staff Report*.

2.0 Role of the Accommodation Review Committee

- 2.1 With school valuation as its focus and the Board's strategy for supporting student achievement, the ARC's role is to act as the official conduit for information shared between the Board and the school communities with respect to a school or group of schools being reviewed for the Board of Trustees' consideration and decision.
 - 2.1.1 The ARC shall review accommodation options and supporting data identified in the Initial Staff Report, communicate the information to their community, capture the community voice and relay the information back to the ARC and BHNCD SB staff, and provide local content to the accommodation review process.
- 2.2 The ARC may comment on the Initial Staff Report and may, throughout the pupil accommodation review process, seek clarification of the Initial Staff Report.
- 2.3 The ARC may provide other accommodation options than those in the Initial Staff Report; however, it must include supporting rationale for any such option.
- 2.4 The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.
- 2.5 The ARC is charged to act as the official conduit for information shared between the Board and the school communities with reviewing information for the following schools:

[Insert List of School(s)]

3.0 Membership of the Accommodation Review Committee

- 3.1 The ARC should consist, at a minimum, of the following persons:
- one (1) parent/guardian representative from each of the schools under review, chosen by their respective Catholic School Advisory Council (CSAC);
 - one (1) teaching representative from each school under review; and
 - one (1) community member with no child/ward currently attending BHNCD SB schools.
- 3.2 The ARC may include one (1) student leader from each school under review to participate (only applicable to secondary school accommodation reviews).
- 3.3 The ARC membership will be deemed to be properly constituted whether or not all of the listed members are able to participate.
- 3.4 Written invitation (letters to Catholic School Advisory Council(s), letters sent home with students) to participate on the ARC will be issued by the Board following the Board of Trustees' consideration of the Initial Staff Report, but prior to the first public meeting. A deadline date for acceptance will be established. If no response is received by the deadline date, the invitation to participate on the ARC will be considered as non-acceptance.
- 3.5 BHNCD SB will invite ARC members from each school(s) under review to an Orientation Session, which will describe the Committee mandate, roles and responsibilities and procedures.
- 3.6 ARC membership may be adjusted so that the Committee may function effectively.
- 3.7 Recognizing the value of the ARC's contribution to the Board's ability to provide quality educational opportunities for its students, ARC members must be prepared to make a commitment to attend all, or nearly all, of the working meetings and public meetings.
- 3.8 In the event that an ARC member is unable to commit to attending all, or nearly all, of the meetings, the ARC Chair has the authority to address the attendance issue and recommend a solution.
- 3.9 The ARC will have resource support available to provide information, when requested, or to provide expertise not already within the ARC. The following people are available resources:
- the ARC Chair as appointed by Executive Council
 - the Trustee(s) of each school(s) under review
 - the Trustee(s) of associated schools
 - the Superintendent(s) of Education for each school(s) under review
 - the Superintendent of Business & Treasurer
 - the Principal from each school under review
 - administrative support
 - by way of invitation, a Parish Representative
 - by way of invitation, a local City Councilor (or designate)

- resource staff to enable the ARC to understand the issues that exist and to provide:
 - support to ensure compliance with the Board's policy and procedure;
 - information relevant to the mandate of the ARC, as requested by the Committee; and
 - information relevant to the mandate of the ARC to support community questions or requests.

3.10 If the ARC Chair sees a need for additional expertise or if additional expertise is requested by the Committee, guest ARC resources may be invited to attend specified meetings (i.e., students, BHNCD SB staff, community leaders) as agreed by the ARC members.

4.0 Operation of the Accommodation Review Committee

4.1 Executive Council will be responsible for appointing the Chair of the ARC. The ARC Chair is responsible for:

- convening and chairing ARC meetings,
- managing the development of the process according to the ARC mandate and the Terms of Reference; and
- coordinating the activities of the ARC, as well as requesting support, resources and information relevant to the Committee's mandate from BHNCD SB staff.

4.2 A School Information Profile (SIP), as part of the Initial Staff Report, will be provided for each affected school prior to the ARC's first working meeting, which will assist the ARC in fulfilling its mandate.

4.3 For each affected school, the SIP will include the following information and will be made available to the public via a posting on the Board's website and in print format at the Catholic Education Centre, upon request:

- the section of the Board's most recent Long-Term Capital Plan, which deals with the area(s) under review; and
- at a minimum, facility, instructional and school use information as per the Ministry Pupil Accommodation Review Guideline (PARG) regarding the school(s) identified within the area under review – see Section VIII of the PARG.

4.4 The ARC will meet as often as required to review all pertinent data and prepare for public meetings (a minimum of two public meetings).

4.5 The ARC shall determine a schedule of the dates, times and location of meetings as per the Pupil Accommodation Review Policy and Administrative Procedure 400.16.

4.6 Working meetings of the ARC may be held; regardless of the number of Committee members present.

4.7 The ARC will complete its work within the timelines outlined in the Policy and Administrative Procedure.

4.8 In the event that a Committee member is unable to fulfill his/her duties on the ARC, the Principal of the affected school(s), working with the Chair of the ARC, may appoint another representative. If a replacement cannot be found, the ARC will continue to function.

4.9 Board staff will respond to reasonable requests for additional information that has been requested by the Committee.

4.10 Requests for information, in keeping with the ARC's mandate and in keeping with the school(s) under review, will be provided by ARC resource staff in a timely manner for the Committee's use. It may not always be possible to obtain responses to requests for information in time for the next scheduled meeting. If this occurs, ARC resource staff will provide an estimated availability time.

4.11 All ARC meetings will be structured to encourage an open and informed exchange of views.

5.0 Working Meetings

5.1 Through working group meetings, the ARC shall review accommodation options and supporting data identified in the Initial Staff Report, communicate the information to their community, capture the community voice and relay the information back to the ARC and BHCNDSB staff, and provide local content to the accommodation review process. Additionally, the ARC will assist on how the information is prepared and presented at each of the minimum two public meetings. The materials prepared will support the objectives of the Terms of Reference.

5.2 The ARC may hold as many working meetings as is deemed necessary within the timelines established in BHCNDSB's Pupil Accommodation Review Policy and Administrative Procedure.

5.3 Resource staff will work with the ARC to prepare all working meeting and public meeting agendas and materials. Meeting agendas and materials are to be made available by e-mail to Committee members and posted on the Board's website, when possible, at least 24 hours in advance of the scheduled meeting.

5.4 Resource staff will ensure that accurate minutes are recorded. The minutes are to reflect the discussions held at working meetings and at public meetings. ARC meeting minutes will be posted to the Board's website after the minutes have been reviewed by the Committee. Both working and public meeting minutes will be included in the Final Staff Report to the Board of Trustees.

5.5 All information provided to the ARC is to be posted on the Board's website and made available in hard copy, if requested.

5.6 Working meetings of the ARC shall be open to observation by the public.

6.0 Public Meetings

6.1 In addition to ARC working meetings, BHCNDSB resource staff will facilitate a minimum of two public meetings. Public meetings will occur in one of the schools under review, provided the school is an accessible facility, at the Catholic Education Centre, or other suitable location. These meetings will be organized as follows:

- At the first public meeting, resource staff will, at a minimum, present:
 - an overview of the ARC Orientation Session – the ARC's role; outline how the ARC will operate; the data the Committee received; and how they receive community input;
 - the Initial Staff Report with recommended option(s); and
 - the School Information Profiles.
- At the second and/or final public meeting, resource staff will present to the public, a draft of the Final Staff Report; with its interim accommodation recommendation(s), and receive community input. Resource staff may make changes to the Final Staff Report based upon feedback at this meeting.

- 6.2 Senior administration will call the first public meeting no earlier than thirty (30) business days after the date of approval by the Board of Trustees to launch a pupil accommodation review and as established in BHNCDSEB's Pupil Accommodation Review Policy and Administrative Procedure.
- 6.3 Notification of all public meetings will be announced and advertised publicly by BHNCDSEB staff through an appropriate range of media.

7.0 Capital Planning Objectives and Facilities Partnership Opportunities

- 7.1 BHNCDSEB staff will outline its capital planning objectives for the area under review in order to provide the ARC with context for the accommodation review processes.
 - Capital planning objectives and information will be captured through the Long-Term Capital Plan (LTCP). The LTCP addresses the future needs of BHNCDSEB students. The Initial Staff Report will also address planning objectives and reflect BHNCDSEB's strategy for supporting student achievement and well-being.
 - Capital planning objectives will take into account opportunities for partnerships in accordance with the Community Planning and Partnerships Guideline (March 2015). Planning information and imminent accommodation review proposals will be shared with community partners and the relevant municipality staff prior to approval to commence with accommodation reviews.
 - The Board is to inform the ARC of such known or reasonably-anticipated partnership opportunities, or lack thereof, at the beginning of the ARC process and as captured in the Initial Staff Report.



MINISTRY OF EDUCATION ADMINISTRATIVE REVIEW OF ACCOMMODATION REVIEW PROCESS

A review of a school board's accommodation review process may be sought if the following conditions are met.

An individual or individuals must:

- Submit a copy of the board's accommodation review policy highlighting how the accommodation review process was not compliant with the school board's accommodation review policy.
- Demonstrate the support of a portion of the school community through the completion of a petition signed by a number of supporters equal to at least 30% of the affected school's student headcount (e.g., if the headcount is 150, then 45 signatures would be required). Parents/guardians of students and/or other individuals that participated in the accommodation review process are eligible to sign the petition¹
 - The petition should clearly provide a space for individuals to print and sign their name; address (street name and postal code); and to indicate whether they are a parent/guardian of a student attending the school subject to the accommodation review, or an individual who has participated in the review process.
- Submit the petition and justification to the school board and the Minister of Education within thirty (30) days of the board's closure resolution.

The school board would be required to:

- Confirm to the Minister of Education that the names on the petition are parents/guardians of students enrolled at the affected school and/or individuals who participated in the review process.
- Prepare a response to the individual's or individuals' submission regarding the process and forward the board's response to the Minister of Education within thirty (30) days of receiving the petition.

If the conditions set out above have been met, the Ministry would be required to:

- Undertake a review by appointing a facilitator to determine whether the school board accommodation review process was undertaken in a manner consistent with the board's accommodation review policy within thirty (30) days of receiving the school board's response.

¹ Information contained in the petition is subject to the *Freedom of Information and Protection of Privacy Act, 1990*.