

Policy Title	Accommodation Review - School Program and Facility Efficiency		
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Review Date	September 1, 2020	Originator	Board of Trustees
References			
The Education Act; Section 194, 195, 196; Ontario Regulation 444/98; BP 6212-D Boundaries, School Attendance Area; BP 6501-D Transportation; Ministry of Education Memo 2015:B09; Ministry of Education Pupil Accommodation Review Guidelines, March 2015; BP 6303-D "Equity and Inclusive Education"; Accessibility for Ontarians with Disabilities Act; BP/AP 2360-D "Community Planning and Partnerships"; AP 3302-D "School Openings, Amalgamations and Closures"; Bluewater District School Board Procedural By-Laws			

Policy: _____

1.0 RATIONALE

- 1.1 Bluewater District School Board Policies will support and provide direction necessary to achieve the Board's Vision, Mission and Strategic Plan priorities.
- 1.2 Bluewater District School Board recognizes the need to undertake periodic accommodation reviews to ensure efficient use of student spaces throughout the board, to positively impact on the board's ability to provide effective programming that promotes board-wide student achievement and well-being.

2.0 POLICY

- 2.1 Bluewater District School Board commits to undertaking the periodic review of student accommodation within the school district in relation to school program and facility efficiency. The selection of a school or group of schools for an accommodation review will be considered if one or more of the following conditions apply:
 - i. There is an excess (or an insufficient) number of pupil spaces in the school within the catchment area;
 - ii. There are safety and/or environmental concerns related to the building(s), school site(s) or location(s);
 - iii. One or more of the schools is operating in a leased facility;
 - iv. The school or group of schools is unable to provide a suitable and equitable selection of learning opportunities for students;
 - v. Declining enrolment has created a negative impact on learning opportunities for students at the school or group of schools;
 - vi. Program and learning opportunities could be enhanced by reorganization involving the school or group of schools;
 - vii. Teaching/learning spaces are not suitable to provide the programs needed to serve the students and the community, and retrofitting may be cost prohibitive;
 - viii. One or more of the schools involved is experiencing increased building maintenance expenses and/or requires major capital improvements;
 - ix. The consolidation of schools meets the goals and objectives of the capital plan.
- 2.2 Bluewater District School Board will undertake long-term enrolment and capital planning that will provide the context for the accommodation review process and decisions. This planning will take into account opportunities for partnerships with other school boards (if viable) and appropriate public organizations that are financially sustainable, safe for students and support the board's Vision, Mission and Strategic Plan priorities. Board policy and administrative procedure BP and AP 2360-D "Community Planning and Partnerships" will help to inform this process.

- 2.3 Based on the review process, including the consideration of the board's long-term enrolment and capital plan, the board of trustees will:
- a. accept the recommendation from board staff;
 - b. reject the recommendation from board staff; or
 - c. modify the recommendation from board staff.

3.0 DEFINITIONS

**Please note - for modified accommodation review process details refer to section 9.0.*

- i) **Accommodation Review Committee (ARC)**
The ARC is a committee that represents the affected school(s) of an accommodation review and which acts as the official conduit for information shared between the school board and the affected school communities. Membership is defined in Section 5.3 of this policy.
- ii) **Board of Trustees**
Board of Trustees of Bluewater District School Board.
- iii) **Board Staff**
Refers to Director of Education, superintendents, and/or their designates.
- iv) **Consolidation**
The reorganization of students into one or more neighbouring schools and/or into a new school.
- v) **Consultation**
The sharing of relevant information as well as providing the opportunity for affected lower and upper tier municipalities and other community partners, the public and affected school communities to be heard.
- vi) **Facility Condition Index (FCI)**
The number arrived at by dividing the estimated cost of repairs (over five years) required in a building by the benchmark cost of a replacement facility, expressed as a percentage. For example, if the five year estimate of repairs is \$5 million and the replacement facility cost is \$10 million, the facility condition index is 50%.
- vii) **Final Staff Report**
As per section 8.4, the Final Staff Report will consist of the Preliminary Final Staff Report and the compiled feedback from the Accommodation Review Delegation Special Board Meeting.
- viii) **Five Year Enrolment Forecast**
The enrolment projection of full time equivalent students attending board schools over a five year period.
- ix) **Full Time Equivalent (FTE) Students**
Full time equivalent (FTE) students represent all full-time and part-time enrolments, converted to represent the number of students carrying a full-time course load. For example, a student taking a full-time course load in one year would be a 1.0 FTE student. A student taking one-half of the full-time program course load in one year would be a 0.5 FTE student.
- x) **Group of Schools**
When multiple schools are being considered during an accommodation review they are referred to as a group of schools.

- xi) Initial Staff Report**
As per section 5.2 (i), the Initial Staff Report will identify a school or group of schools that satisfies the qualifying criteria from section 5.1. This report will be presented, along with board staff recommendations for initiating accommodation review(s), to the Board of Trustees for consideration.
- xii) Number of Days**
All days related to time in this policy are business days and do not include weekends or statutory holidays. It also does not include calendar days that fall within school boards' Christmas, spring and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.
- xiii) Pre-Public Consultation Period**
Begins after the notice of intent to commence the accommodation review has been given and will last no fewer than 30 days prior to the public consultation period. During this period the board will:
- host a consultation meeting with affected lower and upper tier municipalities as well as other community partners that expressed an interest prior to the accommodation review;
 - establish the ARC (as per section 5.3); and
 - hold a pre-public consultation orientation meeting for the ARC.
- xiv) Preliminary Final Staff Report**
As per section 8.2, the Preliminary Final Staff Report will be prepared by board staff and presented to the Board of Trustees no fewer than 10 days after the final Public Meeting. The Preliminary Final Staff Report will include recommended option(s) with proposed accommodation plan(s), timelines for implementation, along with a Community Consultation section that contains feedback from the ARC (non-modified process only) and any public consultations, as well as any relevant information obtained from affected lower and upper tier municipalities and community partners prior to and during the accommodation review.
- xv) Public Consultation Period**
Begins with the first public meeting and will last no fewer than 40 days. During this period board staff will hold a minimum of two (2) public meetings. Working committee meetings may also be held during this period.
- xvi) Public Meeting**
An open meeting that is held by the school board to solicit broader community feedback on an accommodation review.
- xvii) Reasonably Accessible**
With respect to student bus transportation - In determining the pick-up time for students, the routes shall be organized so that the travel time between pick-up and drop-off for any one student is not, where practical, more than 90 minutes.
- xviii) Resource Members**
When referring to Accommodation Review Committee composition (section 5.3), a board staff member or trustee member who will provide support or information when requested by the committee. These individuals will sit on the committee to act as information resources during the process.
- xix) School Capacity (OTG)**
The school *on the ground* capacity is the total number of instructional pupil spaces in the facility based on the inventory of categories of instructional rooms and the loading assigned to each instruction room as identified by Ministry of Education formula.
- xx) School Information Profile (SIP)**
An orientation document with point-in-time data for each of the schools under an accommodation review to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in an accommodation review.

xxi) School Loading Utilization/Efficiency

The number of full-time equivalent (FTE) students divided by the school capacity number, expressed as a percentage. For example, if a school's enrolment is 200 FTE students and its school capacity is 400, then the school loading is 50%.

xxii) School Operations Grant

Is the grant to provide resources for Plant Operations and Maintenance and is based on enrolment.

xxiii) Working Committee Meetings

A working committee meeting is a meeting of the ARC to review information provided by board staff as part of an accommodation review, and includes a meeting held by the ARC to solicit feedback from the affected school communities through their committee representative(s), during which no presentations or other interactions with the public occur. Working committee meetings shall be open to the public and normal minute taking, etc., is to be completed.

4.0 SYSTEM EXPECTATIONS

- 4.1 This policy will be implemented in accordance with the Ministry of Education's Pupil Accommodation Review Guidelines in effect at the time of the announced decision to initiate an accommodation review.
- 4.2 The Director of Education will serve public notice of intent that accommodation review(s) will be conducted provided that any of the conditions noted in Section 5.1 exist.
- 4.3 This policy applies only to schools offering elementary or secondary regular day school programs.
- 4.4 Where possible, accommodation reviews will include a group of schools within a specific Bluewater District School Board planning area. There may be circumstances, however, in which a single school will be reviewed.
- 4.5 Whenever possible, schools should be subjected to an accommodation review only once in a five year period, unless any of the conditions noted in Section 5.1 exist. This section does not apply if the school is to be closed due to unusual circumstances or unsafe conditions.
- 4.6 A School Information Profile will be prepared for each school involved in an accommodation review, which will incorporate point-in-time data for each of the following considerations, as well as additional information as described in section 8.1:
- a. value of the school to the student; and
 - b. value of the school to the school board;
- 4.7 Accommodation reviews will address excess student spaces.
- 4.8 Accommodation reviews will strive to maintain or improve both programming opportunities and excellence for all Bluewater District School Board students.
- 4.9 Accommodation reviews will address any school renewal backlogs and predicted maintenance.
- 4.10 Accommodation review planning will take into consideration support for and compliance with all legislated requirements, e.g. Equity and Inclusive Education, Accessibility for Ontarians with Disabilities Act.
- 4.11 The specific timelines for an accommodation review will be as follows (please also refer to the flow chart in Appendix D):
- i) Within five(5) days of the Board of Trustees' approval to conduct an accommodation review, the board will provide notice of intent to commence the accommodation review. This notice will initiate the Pre-Public Consultation Period, which will last no fewer than 30 days prior to the Public Consultation Period.
 - ii) Along with this notice of intent, the school board will also extend an invitation to affected lower and upper tier municipalities as well as other interested community partners to discuss and

- comment on the recommended option(s) in the school board's Initial Staff Report. (refer to sections 5.2 (v) and 7.1 (i))
- iii) The Public Consultation Period must be no fewer than 40 days, beginning with the first public meeting and ending with the final public meeting.
 - iv) No fewer than 10 days after the end of the Public Consultation Period, the Preliminary Final Staff Report will be prepared by the Superintendent of Business Services (in consultation with the Administrative Council) and submitted to the Board of Trustees.
 - v) After the submission of the Preliminary Final Staff Report there will be no fewer than 20 days prior to the meeting where the board of trustees will make their final decision (Notice Period).
 - vi) During the minimum 20 day notice period noted above, an Accommodation Review Delegation Special Board Meeting will be scheduled no fewer than 10 days from the date of the board meeting where the Preliminary Final Staff Report was received in order to receive delegations specific to the accommodation review.
 - vii) There must be no fewer than 10 days between the Accommodation Review Delegation Special Board Meeting and the final decision of the Board of Trustees.
- 4.12 In certain circumstances, the board may decide that a modified accommodation review process will take place (refer to section 9.0). The specific timelines for a modified accommodation review process will be as follows (please also refer to the flow chart in Appendix E):
- i) Within five (5) days of the Board of Trustees' approval to conduct a modified accommodation review, the board will provide notice of intent to commence the accommodation review. Along with this notice of intent, the school board will also extend an invitation to affected lower and upper-tier municipalities as well as other interested community partners to discuss and comment on the recommended option(s) in the school board's Initial Staff Report.
 - ii) The school board will hold one public meeting. Beginning with date of the Board of Trustee's approval to commence, there must be no fewer than 30 days before this public meeting is held.
 - iii) The Preliminary Final Staff Report must be publicly posted no fewer than 10 days after the public meeting.
 - iv) From the posting of the Preliminary Final Staff Report, there must be no fewer than 10 days before the Accommodation Review Delegation Special Board Meeting.
 - v) There will be no fewer than 10 days between the Accommodation Review Delegation Special Board Meeting and the final decision by the Board of Trustees.
- 4.13 As described in BP/AP 2360-D "Community Planning and Partnerships", Bluewater District School Board will undertake ongoing long-term capital and accommodation planning, which will be informed by relevant information obtained from affected lower and upper tier municipalities and other community partners. This planning will take into consideration long-term enrolment projections and planning opportunities for the effective use of excess space in schools. Board efforts to obtain information from affected lower and upper tier municipalities/community partners will be documented and relevant information provided as part of the Initial Staff Report.

5.0 ACCOMMODATION REVIEW PROCESS

5.1 Qualifying Criteria (please refer to section 9.0 for criteria specific to a modified accommodation review)

The following are specific qualifying criteria that will be reviewed when determining which school(s) may be recommended for an accommodation review (a general overview of considerations can be found in section 2.1):

- i. School loading utilization/efficiency reaches less than 80%.
- ii. Grants for Student Needs School Operations Allocation does not meet school operations expenditure requirements.

- iii. School loading utilization/efficiency is in excess of 120%.
- iv. School loading utilization/efficiency reaches less than 80% within a group of schools that are reasonably accessible to each other.
- v. School loading utilization/efficiency within a group of schools that are reasonably accessible to each other is in excess of 120%.
- vi. Programs cannot be offered because of low enrolment or inadequate inventory of purpose built classrooms.
- vii. Environmental and building non-compliance issues affect the safety and well-being of the building occupants.
- viii. The condition of the building, the age and design of the facility, the cost of building upgrades or a high Facility Condition Index result in a capital demand that is not sustainable or affects program delivery.
- ix. Five-year enrolment forecasts indicate that portable accommodation at the school site will extend beyond five years.
- x. For any other reason upon the recommendation of the Director of Education. (Examples of this include, but would not be limited to, the following: health, safety or environmental conditions affecting the immediate area of the school, unforeseen changes in provincial funding, request from the community, etc.)

5.2 Approval & Notice to Commence Accommodation Review Process

- i) The Administrative Council will prepare the Initial Staff Report, for consideration by the Board of Trustees, which identifies a school or a group of schools that satisfies qualifying criteria from section 5.1. The report must contain one or more options to address the accommodation issue(s) and will contain the following information:
 - a. a summary of accommodation issue (s) for the school(s) under review;
 - b. information regarding where students would be accommodated;
 - c. whether proposed changes to existing facility or facilities are required as a result of the accommodation review;
 - d. identification of any program changes that would be a result of the proposed option;
 - e. impact on student transportation;
 - f. whether new capital investment is required as a result of the accommodation review, how the board intends to fund this, as well as a proposal on how students will be accommodated if the proposed funding does not become available;
 - g. any relevant information obtained from affected lower and upper tier municipalities and other community partners prior to the commencement of the accommodation review, including any confirmed interest in using the underutilized space; and
 - h. an implementation timeline for each recommended option.
- ii) Prior to the presentation of the above report to the Board of Trustees, the Administrative Council will consult the trustee(s) of the affected school(s) regarding the proposed recommendations with sufficient notice to consider trustee input.
- iii) Within five days of the Board of Trustees' approval of the recommendation to commence an accommodation review, the Director of Education will give notice to the School Council(s) involved and the general public that a review process has been initiated and public meetings will commence no fewer than 30 days (not including board holidays) from the notice of intent.
- iv) Specifically, the Director of Education shall give notice to:
 - a. Principal(s) and staff of the identified school(s)
 - b. Chair(s) of the School Council(s) of the identified school(s)
 - c. The community by posting a notice on the board's web site and by such other means, as deemed appropriate.
 - d. Band Council where applicable
 - e. Home and School Association of the identified school(s) (if duly constituted at the time of the motion to commence)

- f. Any other person or body as the Board of Trustees may direct or the Director of Education may determine

and shall deliver or otherwise make available a copy of BP 3101-D "Accommodation Review – School Program and Facility Efficiency" (this policy) to the said principal(s), chairperson(s) of the school council(s) and other affected parties.

- v) Within five (5) days of the Board of Trustees' approval to undertake an accommodation review, board staff will invite (through written notice) affected lower and upper tier municipalities as well as other community partners that expressed in interest prior to the accommodation review to a meeting to discuss and comment on the recommended option(s) from the Initial Staff Report. The affected lower and upper tier municipalities/community partners must provide their feedback on the recommended option(s) before the final public meeting. The school board will document efforts to meet with affected lower and upper tier municipalities/community partners and provide relevant information from this meeting as part of the Preliminary Final Staff Report to the Board of Trustees.
- vi) The Initial Staff Report, School Information Profile(s) (SIP(s)), a copy of this policy, the government's *Pupil Accommodation Review Process* document and the *Administrative Review of Accommodation Review Process* (included as Appendix A) are to be available at the Education Centre and posted on the board's website following the Board of Trustees decision to proceed.

5.3 Establishment and Composition of the Accommodation Review Committee (ARC)

- i) Upon approval of the recommendation to commence an accommodation review, and after the release of the notice of intent to commence, the school board shall establish an Accommodation Review Committee (ARC) to act as a conduit for information shared between the board and the school communities.
- ii) The composition of the committee shall include, at a minimum, members listed below. Additional appointments beyond the minimum committee member number may be made through the ARC Chair, in consultation with the ARC, ensuring that equal and fair representation of members from each school is maintained:
- a. Three (3) parent representatives from each school (chosen from their respective school communities), ensuring that the demographics (e.g., Canadian Parents for French, First Nation, Métis and Inuit communities, Home and School Association) of the school are accurately reflected
 - b. One (1) student representative from the identified secondary school(s)

Resource Members

Please note that all resource members are expected to maintain a neutral position throughout the accommodation process. The following individuals will be considered resource committee members:

- a. The Superintendent(s) responsible for the accommodation review
 - b. The Superintendent of Business Services
 - c. One trustee – preferably the area trustee
 - d. The principal of the school(s) involved
 - e. One staff member from each of the school(s) involved
- iii) The ARC will be deemed to be properly constituted whether or not all the listed members are willing and able to participate at meetings and no act or duty performed by the ARC shall be deemed invalid by reason only of absence of any member(s).

6.0 ROLES AND RESPONSIBILITIES OF THE ACCOMMODATION REVIEW COMMITTEE**6.1 Mandate of the Accommodation Review Committee**

- i) The ARC will act as a conduit for information shared between the board and the school communities.
- ii) The ARC may comment on the Initial Staff Report and may, throughout the accommodation review process, seek clarification of the Initial Staff Report.
- iii) The ARC may choose to provide other accommodation options than those included in the Initial Staff Report; however, supporting rationale for any such option must also be included.
- iv) The ARC will meet to review materials presented by board staff and provide feedback. The ARC will hold as many working meetings as deemed necessary by the ARC Chair within the timelines established by this policy.
- v) Decisions that might require consolidation, closure, or program relocation shall take into account the needs of the students in all the schools in a particular group, as well as all students in the system.

6.2 Decision Making and Organizational Structure of the Accommodation Review Committee

- i) The ARC will be chaired by the Director of Education or designate; e.g., superintendent or external facilitator.
- ii) The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.

6.3 Terms of Reference for the Accommodation Review Committee (ARC)

- i) The school board will provide the ARC with its Terms of Reference that describes the ARC's mandate. The mandate will state the board's education and accommodation objectives for the ARC and reflect the board's strategy for supporting student achievement and well-being for all Bluewater District School Board students.
- ii) The Terms of Reference will also provide a clear outline of the board's expectations of the roles, responsibilities and procedures of the ARC.
- iii) At a minimum, the ARC will provide feedback on the Initial Staff Report option(s).
- iv) The Terms of Reference will outline the minimum number of working meetings of the ARC.
- v) The public consultation shall be based on the School Information Profile created by the board. The School Information Profile will be applied to each of the schools involved in the review process at the same point in time for comparison purposes.

7.0 SCHEDULE OF MEETINGS, INFORMATION & ACCESS**7.1 Schedule of Meetings**

Meetings intended to receive public input will be scheduled to maximize the opportunity for public consultation with school councils, parents, guardians, students, teachers, affected lower and upper tier municipalities, local community groups and other interested parties.

- i) Within five (5) days of the Board of Trustees' approval to undertake an accommodation review, the school board will invite affected lower and upper-tier municipalities as well as other community partners that expressed an interest prior to the accommodation review to discuss and comment on the recommended option(s) in the Initial Staff Report.

The invitation for this meeting will be provided through a written notice, and will be directed through the Clerk's Office (or equivalent) for the affected lower and upper-tier municipalities.

The affected lower and upper-tier municipalities, as well as other community partners that expressed an interest prior to the accommodation review, must provide their response on the recommended option(s) in the Initial Staff Report before the final public meeting. School boards must provide them with advance notice of when the final public meeting is scheduled to take place.

Board staff must document their efforts to meet with the affected lower and upper-tier municipalities, as well as other community partners that expressed an interest prior to the accommodation review; and provide any relevant information from this meeting as part of the Preliminary Final Staff Report to the Board of Trustees.

- ii) A pre-public consultation orientation meeting shall be held for the ARC members during the Pre-Public Consultation Period. At this session the chair of the ARC will provide and review this policy and discuss/review any other organizational items (examples provided in Appendix B). Formal discussion of the School Information Profile (s) will not take place until the first Public Meeting.
- iii) Public meetings of the accommodation review will be held by board staff in order to facilitate broader community feedback on the recommended options contained in the Initial Staff Report.
- iv) The first of the minimum two (2) Public Meetings will begin the 40 day Public Consultation Period and will be held no fewer than 30 days after the Notice of Intent to proceed with a review. At a minimum, the first Public Meeting must include an overview of the pre-public consultation orientation meeting, presentation of the Initial Staff Report with recommended option(s) and a formal presentation of the School Information Profile(s).
- v) Working committee meetings of the ARC will be scheduled to review/clarify information provided by board staff. Working committee meetings are to be open to the public but public participation (e.g. receiving presentations by the public) will not be allowed. The ARC may hold as many working meetings as is deemed necessary by the Chair of the ARC, within the timelines established by this policy.
- vi) The final Public Meeting marks the end of the Public Consultation Period, after which the ARC is disbanded.

7.2 Public Information and Access

- i) Where information is technical in nature, it will be presented in plain language.
- ii) All accommodation review meetings are to be open to the public. Trustees and board staff that are not part of the ARC may attend the meetings at their discretion.
- iii) Minutes of all meetings and a record of all who attended these meetings shall be kept.
- iv) Minutes and documentation presented at all meetings shall be posted to the board's website. The ARC and designated board staff will respond to questions that are relevant to the School Information Profile(s). Responses will be made available on the board's website.

7.3 Written Submissions/Presentations

- i) Any member of the public may make written submission to board staff, or advise board staff of their intention to make a presentation, no later than one week prior to the next scheduled meeting.
- ii) Board staff shall acknowledge and consider all submissions received but need not reply to any such submission, or other representations in writing, or at all.
- iii) Please refer to Appendix C "Public Submission Guidelines - 40 Day Consultation Period" for specific guidelines.

7.4 Extension to the Public Consultation Period

The ARC Chair may request of the Board of Trustees that the 40 day Public Consultation Period be extended for a defined length of time due to unforeseen extraordinary circumstances (e.g. unable to hold the required number of meetings during the allotted amount of time due to repeated inclement weather cancellations). This request must be made no later than the last regularly scheduled board meeting prior to the end of the 40 day period, and the reason for the request must be detailed. The Board of Trustees may elect to approve or deny the request.

8.0 REPORTS, RECOMMENDATIONS AND SPECIAL BOARD MEETINGS

8.1 School Information Profile(s)

- i) The School Information Profile(s) (SIP(s)) will be prepared by board staff as orientation documents to help the ARC and the community understand the context surrounding the decisions to include the specific school(s) in an accommodation review. The SIP provides an understanding of and familiarity with the facilities under review.

The SIP(s) will be posted along with the Initial Staff Report following the Board of Trustees decision to proceed with an accommodation review. The SIP(s) will also be available and discussed at the first Public Meeting.

- ii) The SIP(s) will include data for each of the following two considerations about the school(s) under review:
 - a. Value to the student; and
 - b. Value to the school board

- iii) The SIP(s) will be completed by board staff (prior to the commencement of the accommodation review) for each of the schools under review at the same point in time for comparison purposes. The following are the minimum factors and data that will be included in the SIP:
 - a. Facility Profile
 1. School name and address.
 2. Site plan and floor plan(s) (or space template) of the school with the date of school construction and any subsequent additions.
 3. School attendance area (boundary) map.
 4. Context map (or air photo) of the school indicating the existing land uses surrounding the school.
 5. Planning map of the school with zoning, Official Plan or secondary plan land use designations.
 6. Size of the school site (acres or hectares).
 7. Building area (square metres).
 8. Number of portable classrooms.
 9. Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g., science lab, tech shop, gymnasium, etc.).
 10. Area of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (e.g., tracks, courts for basketball, tennis, etc.).
 11. Ten-year history of major facility improvements (item and cost) & Projected five-year facility renewal needs of school (item and cost).
 12. Current Facility Condition Index (FCI) with a definition of what the index represents.
 13. A measure of proximity of the students to their existing school, and the average distance to the school for students.
 14. Percentage of students that are and are not eligible for transportation under the school board policy, and the length of bus ride to the school (longest, shortest, and average length of bus ride times).
 15. School utility costs (totals, per square metre, and per student).
 16. Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress.

17. Measures that the school board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e., barrier-free).
18. On-the-ground (OTG) capacity, and surplus/shortage of pupil places.

b. Instructional Profile

1. Description of the number and type of teaching staff, non-teaching staff, support staff, itinerant staff, and administrative staff at the school.
2. Description of the course and program offerings at the school.
3. Description of the specialized service offerings at the school (e.g., cooperative placements, guidance counseling, etc.).
4. Current grade configuration of the school (e.g., junior kindergarten to grade 6, junior kindergarten to grade 12, etc.).
5. Current grade organization of the school (e.g., number of combined grades, etc.).
6. Number of out of area students.
7. Utilization factor/classroom usage.
8. Summary of five previous years' enrolment and 10-year enrolment projection by grade and program.
9. Current extracurricular activities.

c. Other School Use Profile

1. Current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery.
2. Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.
3. Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery.
4. Availability of before and after school programs or services (e.g., child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery.
5. Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
6. Description of the school's suitability for facility partnerships.

- iv) While the ARC may request clarification about information that has been provided in the SIP, it is not the role of the ARC to approve the SIP.

8.2 Preliminary Final Staff Report to Board

- i) The Preliminary Final Staff Report is to be prepared by the Superintendent of Business Services, in consultation with the Administrative Council, at the end of the Public Consultation Period. They may choose to amend their proposed option(s) included in the Initial Staff Report. The recommended option(s) must also include a proposed accommodation plan, prepared for the decision of the Board of Trustees, which contains a timeline for implementation.
- ii) The Preliminary Final Staff Report will include a Community Consultation section that contains feedback from the ARC and any public consultations as well as any relevant information obtained from affected lower and upper tier municipalities/community partners prior to and during the accommodation review.
- iii) The Superintendent of Business Services will be responsible for presenting the Preliminary Final Staff Report to the Board of Trustees.
- iv) Once the Preliminary Final Staff Report has been presented to the Board of Trustees it will be posted on the board website (no fewer than 10 days after the final public meeting).

8.3 Special Board Meeting for Accommodation Review Delegations

- i) Delegations pertaining to an accommodation review will not be heard at Regular Meetings of the Board or Committee of the Whole Board Meetings. Instead, an Accommodation Review Delegation Special Board Meeting will be scheduled no fewer than 10 days from the date of the board meeting where the Preliminary Final Staff Report was presented to the board of trustees.
- ii) The intent of this meeting will be to receive delegations pertaining to the accommodation review. No decisions will be made at this meeting.
- iii) Requests to be a delegation shall be submitted to the Director's Office with a copy of the presentation by 12:00 p.m., five (5) days before the meeting.
- iv) An Accommodation Review Delegation Special Board meeting will hear up to 20 delegations at one meeting.
- v) If more than 20 delegation requests are received, the Chair, Vice-Chair and Director of Education (or designate) will review the submissions and will reserve the right to minimize the duplication of topics. Those requesting to be delegations will be consulted if the need to minimize is identified. Coordination of topics through the school council(s) involved is recommended for delegations from the school community.
- vi) A second Accommodation Review Delegation Special Board Meeting may be considered if the number of delegation submissions warrants (from those submissions received in section 8.3 (iii) and after a review for duplication in section 8.3 (v)), provided that the meeting can be scheduled in the time allowed within these guidelines.
- vii) Delegation registration will be confirmed with presenters.
- viii) Each delegation will be granted up to ten (10) minutes for their presentation, inclusive of questions for clarification. No extension of this time limit will be granted.
- ix) A delegation must be comprised of no more than five (5) speakers within the ten (10) minute time allotment.
- x) Trustees may ask questions of clarification, without comment pro or con with respect to the issue in general, within the ten minutes allowed for the delegation.
- xi) Respectful behaviour is expected from all participants, in accordance with Section Six: Delegations of the Bluewater District School Board Procedural By-Laws.
- xii) Delegations made to the board will be received as information, and feedback will be compiled to be presented to the Board of Trustees as part of the Final Staff Report.

8.4 Final Staff Report

The Final Staff Report will consist of the compiled feedback from the Accommodation Review Delegation Special Board Meeting(s) and the original Preliminary Final Staff Report. The Superintendent of Business Services will be responsible for compiling this information for submission to the Board of Trustees to inform their final decision.

8.5 Board of Trustees Decision

- i) Upon completion of the minimum 40 day Public Consultation Period and the minimum 20 day notice period after the receipt of the Preliminary Final Staff Report from the Superintendent of Business Services, the Board of Trustees will make final decisions considering the information received in the Final Staff Report. There must be no fewer than 10 days between the Accommodation Review Delegation Special Board Meeting and the final decision of the Board of Trustees.

- ii) 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.
- iii) When a decision is taken by the school board regarding the future of a school, that decision is based on a broad range of criteria, including the feedback obtained through this accommodation review process.
- iv) If the Board of Trustees votes to consolidate and/or close a school or school(s), the board must outline clear timelines up to and including the consolidation/closure date. The transition of students should be carried out in consultation with parents/guardians and staff and will follow the processes outlined in AP 3302-D "School Openings, Amalgamations and Closures".
- v) The School Council(s) of the school(s) involved will receive a copy of all reports and findings. The board will make available to any interested community group or individual upon request the findings of the review process including a copy of the Final Staff Report to the Board of Trustees.
- vi) The Ministry of Education encourages school boards not to make final accommodation review decisions during the summer holiday period (typically from July 1 to the day after Labour Day).
- vii) In unusual circumstances, any time limits provided for in this policy may be extended by resolution of the board provided that no prejudice to any affected group arises.

9.0 MODIFIED ACCOMMODATION REVIEW PROCESS

- 9.1 In certain circumstances, where the potential accommodation options available are deemed by the school board to be less complex, the school board may find it appropriate to undertake a modified accommodation review process. The Ministry of Education's Pupil Accommodation Review Guidelines (March 2015) permits a school board to include an optional modified accommodation review process in its accommodation review policy.
- 9.2 The conditions for conducting a modified accommodation review process need to be based on two or more of the following factors:
 - i) distance to the nearest available accommodation is less than 20 km (elementary) or less than 30 km (secondary);
 - ii) utilization rate of the facility drops below 50%;
 - iii) original school is older than 65 years;
 - iv) number of students enrolled at the school is less than 150 in elementary or less than 250 in secondary;
 - v) school operating expenses are in excess of 25% of annual school operations funding;
 - vi) facility condition index of over 80%; and/or
 - vii) when the school board is planning the relocation (in any school year or over a number of school years) 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 the relocation, or the first phase of a relocation carried over a number of school years).
- 9.3 Even when the criteria for a modified accommodation review are met, the school board may choose to follow the standard accommodation review process.
- 9.4 **Implementing the Modified Accommodation Review Process**
 - i) The Initial Staff Report will explain the rationale for exempting the school(s) from the standard accommodation review process, in accordance with this policy.
 - ii) The Initial Staff Report and School Information Profile(s) will be posted on the school board's website.

- iii) A public meeting will be announced and advertised through an appropriate range of media as determined by the school board.
- iv) Following the public meeting, board staff will submit a Preliminary Final Staff Report to the Board of Trustees. This report will be available on the board website. The Preliminary Final Staff Report will include a Community Consultation section that contains feedback from any public consultations as well as any relevant information obtained from affected lower and upper tier municipalities and other community partners prior to and during the modified accommodation review.
- v) Once the Preliminary Final Staff Report has been submitted to the Board of Trustees, an Accommodation Review Delegation Special Board Meeting will be held.
- vi) The Superintendent of Business Services will compile feedback from the public delegations and present it to the Board of Trustees as part of the Final Staff Report (which consists of the Preliminary Final Staff Report and the compiled feedback from the Accommodation Review Delegation Special Board Meeting).

9.5 **Timelines for the Modified Accommodation Review Process**

- i) The modified accommodation review process must comply with the following minimum timelines:
 - a) Following the date of the Board of Trustees' approval to conduct a modified accommodation review, the board will provide written notice of the Board of Trustees' decision within five (5) days to each of the affected lower and upper-tier municipalities (through the Clerk's Office), other community partners that expressed an interest prior to the modified accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the board's Initial Staff Report. The board will also notify the Director(s) of Education of the coterminous school board and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.
 - b) The affected lower and upper tier municipalities, as well as other community partners that expressed an interest prior to the modified accommodation review, must provide their response on the recommended option(s) in the Initial Staff Report before the public meeting.
 - c) The school board must hold a public meeting, and board staff will facilitate this meeting. Beginning with the date of the Board of Trustees' approval to conduct a modified accommodation review, there must be no fewer than 30 days before this public meeting is held.
 - d) The Preliminary Final Staff Report will be presented to trustees no fewer than 10 days after the public meeting, and then it will be posted publicly online.
 - e) From the presentation of the Preliminary Final Staff Report, there must be no fewer than 10 days before the Accommodation Review Delegations Special Board Meeting (Section 8.3).
 - f) There must be no fewer than 10 days between public delegations and the final decision of the Board of Trustees (provision of the Final Staff Report).

10.0 ADDITIONAL ROLES AND RESPONSIBILITIES

10.1 Duties of the Superintendent of Business Services

- i) At the end of the Public Consultation Period, prepare the Preliminary Final Staff Report, in consultation with the Administrative Council
- ii) Present the Preliminary Final Staff Report to Board of Trustees
- iii) Generate the Final Staff Report, which will include the compiled feedback from the Accommodation Review Delegations Special Board Meeting appended to the original Preliminary Final Staff Report, and present to the Board of Trustees for final decision

10.2 Duties of Area Superintendent Responsible for the Accommodation Review

- i) Oversee/co-ordinate the appointments to the ARC
- ii) Co-ordinate public meetings
- iii) Provide support to the facilitator (if appointed), as required
- iv) Arrange for required support services to the accommodation review committee including external facilitator, resource personnel, minute taking, publication of notices, research and option analysis as required.
- v) Interpret and ensure compliance to board policy
- vi) Ensure meeting records are kept and legible attendance registers are filed for all meetings
- vii) Ensure the executive assistant in charge of the accommodation review records has all pertinent documentation, notifications and related reports and recommendations

10.3 Duties of the Principal(s) (of the School(s) under review)

- i) Co-ordinate the appointment of parent representative(s) to the ARC, ensuring that the demographics of the school are accurately reflected in the ARC membership (e.g., Canadian Parents for French, First Nation, Métis and Inuit communities, Home and School Association)
- ii) In conjunction with a secondary school review, the principal will appoint a student representative
- iii) Ensure required notices are posted in all school communications and web sites
- iv) In conjunction with the executive assistant in charge of the accommodation review records, ensure that space for meetings is available
- v) Co-ordinate day to day questions and answers through the appropriate channels: superintendent responsible for the accommodation review, executive assistant in charge of the accommodation review records
- vi) Arrange and co-ordinate school staff input
- vii) Direct communication to the ARC and the School Council
- viii) Provide required school and community data

10.4 Duties of the Executive Assistant in Charge of the Student Accommodation Review Records

- i) Publish notification of all meetings
- ii) Co-ordinate the collection of all meeting minutes, documents, reports and post all information including reports and recommendations and meeting minutes to the board's web site
- iii) Maintain file records of all documents including meeting attendance registers
- iv) Direct questions received in the general mailbox regarding the student accommodation review to the appropriate superintendent responsible for the accommodation review
- v) Co-ordinate budget allotments, expenditure recording and payments with the Superintendent of Business Services
- vi) Receive public input from sources other than meetings, direct to ARC through superintendent responsible for the accommodation review and publish accordingly

10.5 Duties of the School Councils involved in the Accommodation Review

- i) If requested by their principal, assist with the assignment of parent representatives to the ARC (see 10.3 (i))
- ii) Promptly distribute to their respective school communities, according to established process, any information that they receive in relation to the accommodation review
- iii) If required, assist with the coordination of delegation topics for the Special Board Meeting for Accommodation Review Delegations (section 8.3 (v))

11.0 EXEMPTIONS TO THE ACCOMMODATION REVIEW PROCESS

- i) The following outlines circumstances where the board is not obligated to undertake an accommodation review in accordance with the Ministry of Education Accommodation Review Guidelines and Board Policy:
 - a. Where a replacement school is to be built by the board on the existing site or located within the existing school attendance boundary as identified through the board's existing policies, e.g., replacement of rural school within its existing rural community;
 - b. Where a replacement school is to be built by the board on an 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 student and staff during the reconstruction;
 - c. When a lease for a school is terminated;
 - d. When a board is considering the relocation (in any school year or over a number of school years) of a grade or grades, or a program, where the enrolment in the grade or grades, or program, constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of relocation carried over a number of school years);
 - e. When a board is repairing or renovating a school and the school community must be temporarily relocated to ensure the safety of students during the renovations;
 - f. 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;
 - g. Where there are no students enrolled at the school at any time throughout the school year;
- ii) In circumstances where the school board is not obligated to undertake a full accommodation review, the school board will provide appropriate notice of decisions to be considered that would affect the accommodation of students. Written notice will also be provided to affected lower and upper tier municipalities, community partners, coterminous school boards in the areas of the affected school(s) and to the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division no fewer than five days after the decision to proceed with the exemption.

12.0 ADMINISTRATIVE REVIEW OF ACCOMMODATION REVIEW PROCESS

- i) If a review of the board's accommodation review process is requested, the board shall follow the requirements of the Ministry of Education's Administrative Review of Accommodation Review. (please refer to Appendix A)

APPENDIX A

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:

- i. 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.
- ii. 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
 - o 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.
- iii. 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:

- i. 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.
- ii. 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:

- i. 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*.

APPENDIX B

Sample Organizational Tasks for ARC During Pre-Public Consultation Period

The following are organizational tasks that could take place at a meeting during the pre-public consultation period that may assist the Accommodation Review Committee (ARC) establishing norms and responsibilities.

- i. Review the policy governing the ARC
- ii. Explain the aims, objectives and mandate of the ARC
- iii. Outline Bluewater District School Board's education and accommodation objectives in undertaking an accommodation review
- iv. Outline the school board's strategy for supporting student achievement and well-being
- v. Provide background and rationale specific to this accommodation review
- vi. Explain the process, timelines and expectations of the student accommodation process in general
- vii. Explain the role of the members of the ARC and possible time expectations of members
- viii. Review information that will be posted on the website
- ix. Explain the communication protocol
- x. Explain the purpose of Working Committee Meetings vs. other Public Meetings
- xi. Discuss organizational items for future meetings i.e. seating arrangements, use of cell phones during meetings
- xii. Set meetings dates for the minimum of two (2) public meetings, the first of which must be no earlier than 30 days after the Notice of Intent if given and no later than 40 days subsequent to the first Public Meeting of the ARC.
- xiii. Identify the number of working meetings

APPENDIX C

Public Submission Guidelines - 40 Day Consultation Period

please note that in the event of a modified accommodation review the dates within this Public Submission Guideline will be revised to reflect the modified timelines

As per BP 3101-D “Accommodation Review - School Program and Facility Efficiency”, Bluewater District School Board has embarked upon a process to review the accommodation of schools in the _____ area.

Complete reports, providing information related to each of the schools under review, can be obtained on the board’s website (www.bwdsb.on.ca).

The process of accommodation review involves soliciting public feedback. The 40 day consultation process began on _____ and extends until _____. It is intended to allow the Accommodation Review Committee, individuals and interested groups time to review the School Information Profile(s), clarify information and offer feedback.

To ensure that the process remains “open” and “transparent”, Bluewater District School Board will post on the website all submissions received, subject to the following terms and conditions outlined below:

Public Submission Criteria: Any member of the public may make written submission to board staff, or advise board staff of their intention to make a presentation, no later than one week prior to the next scheduled public meeting. Board staff shall acknowledge and consider all submissions received but need not reply to any such submission, or other representations in writing, or at all. Please note that all submissions must bear the following:

- Name of Author (to be posted)
- Name of Interested Party (if applicable – to be posted)
- Address and telephone contact number of author (not posted)
- Name of school or schools to which the submission applies
- Informed written parental consent required to post student name and letter on website

The proposals are to be based on the following values:

- Value of school to the student
- Value of school to the school board

Questions for clarification by board staff are welcome. Presenters are encouraged to focus their presentation on information not already received to avoid the duplication of topics.

All offensive or objectionable material shall be edited from the original submission. Upon receipt of submissions meeting the above criteria, Bluewater District School Board will post documents to the website.

All presentations will be limited to 5 minutes. The number allowed shall be limited to the time allotted for the meeting. Any presentations that would exceed that time frame will be deferred (in chronological order) to the following public meeting, if any. If no further public meetings will be held presenters will be permitted to provide their feedback to the committee in written form.

Written submissions should be directed to:

_____,
Area Superintendent in charge of the Accommodation Review
c/o Bluewater District School Board
PO Box 190, 1st Avenue N
Chesley, Ontario
N0G 1L0

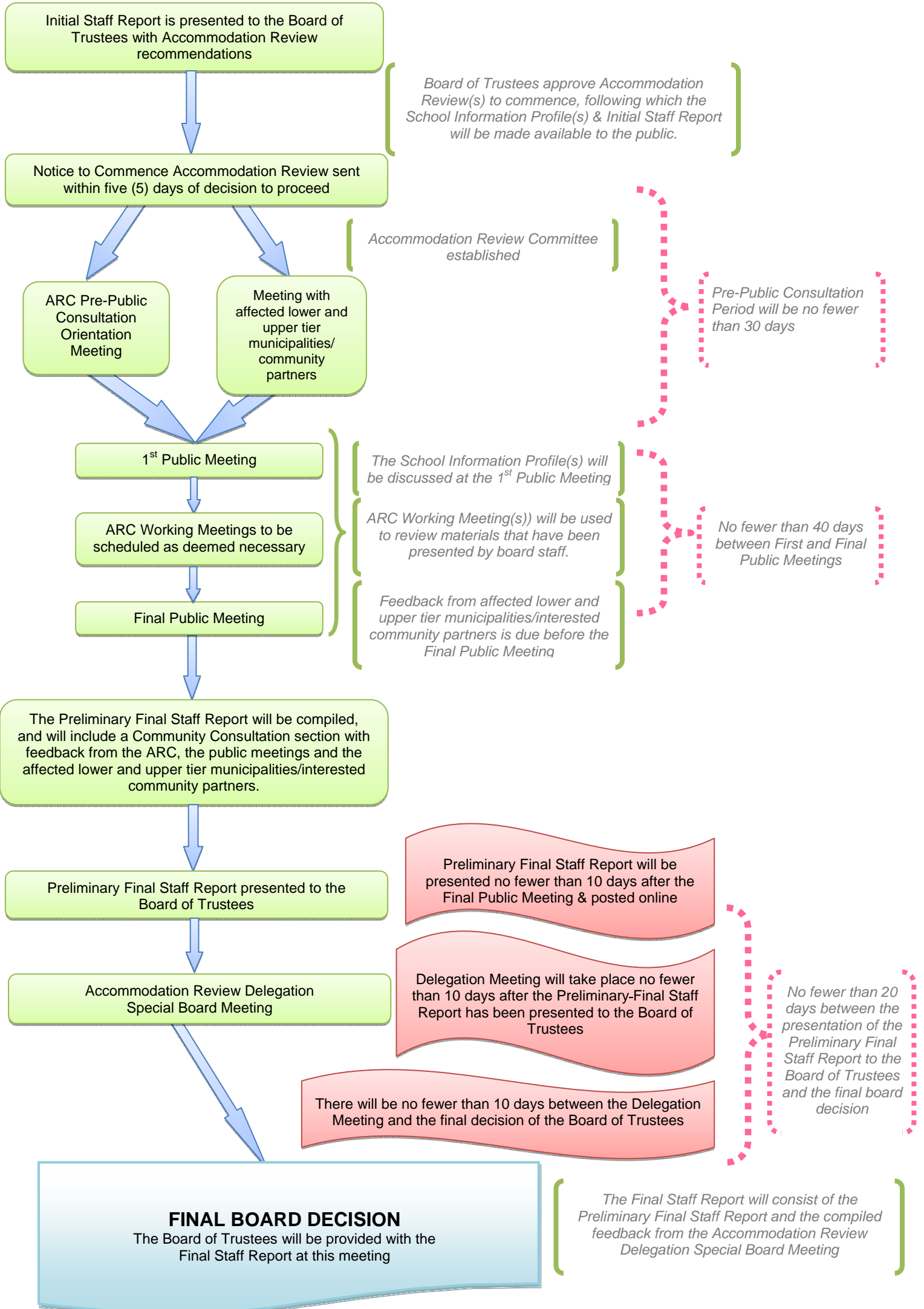
Electronic submissions should be directed to the following email address:

_____@_____

**Please note that these guidelines will be posted on the Bluewater District School Board website for each specific Accommodation Review (blank information will be filled in appropriately).

APPENDIX D- Timelines for the Accommodation Review Process

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APPENDIX E- Timelines for a Modified Accommodation Review Process
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