



PUPIL ACCOMMODATION REVIEW (Consolidation or Closure)

Responsibility:	<i>Coordinating Superintendent, Business Services & Treasurer of the Board</i>
Legal References:	<i>Education Act, s.8 (1), paragraph 26</i>
Related References:	<i>Pupil Accommodation Review Guideline, Ministry of Education (March 2015)</i> <i>Community Planning and Partnerships Guideline, Ministry of Education (March 2015)</i> <i>Administrative Review of Accommodation Review Process, Ministry of Education</i> <i>Board Policy 4000 – Pupil Accommodation Review</i>
Revisions:	<i>February 2019</i>
Reviewed:	<i>June 2016</i>

1. Preamble

- 1.1. The procedures that follow provide a framework and expectations conducting pupil accommodation reviews as approved by the Waterloo Region District School Board's (WRDSB) Board of Trustees.
- 1.2. This procedure is consistent with Board Policy and the *Ministry of Education Pupil Accommodation Review Guideline*, March 2015.

2. Definitions

Accommodation option - The proposed reorganization of a school or schools under review which may result in program changes, grade configuration changes, boundary changes, closure of a school or schools, the repurposing of schools or any combination of the above.

Accommodation review - A process, as defined in a school board pupil accommodation review policy, undertaken by a school board to determine the future of a school or group of schools.

Accommodation Review Committee (ARC) - A committee, established by a school board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the school board and the affected school communities.

ARC meeting - A meeting of ARC members to discuss a pupil accommodation review including a meeting held by the ARC to solicit feedback from the affected school communities of a pupil accommodation review.

Business Day - A calendar day that is not a weekend and statutory holiday. It also does not include calendar days that fall within school boards' winter, 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.

Consultation - The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

Facility Condition Index (FCI) - A building condition as determined by the Ministry of Education by calculating the five-year renewal needs and the replacement value for each facility.

Modified Accommodation Review - Where the potential pupil accommodation options available are considered by the WRDSB to be less complex, the WRDSB will undertake a modified pupil accommodation review process which will be shorter in duration.

On-the-ground (OTG) capacity - The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Public delegation - A regular meeting of the Board of Trustees (Committee of the Whole or Board Meeting) where presentations by groups or individuals can have their concerns heard directly by the Board of Trustees.

Public Meeting - An open meeting held by the WRDSB to solicit broader community feedback on a pupil accommodation review.

School Information Profile (SIP) - An orientation document with point-in-time data for each of the school(s) under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include specific school(s) in a pupil accommodation review.

Space template - A Ministry of Education template used by a school board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within a proposed school.

Transition planning - Following the decision to consolidate and/or close a school, the school board is expected to establish a separate committee to ensure the transition of students and staff. The transition of students and staff should be carried out in consultation with parents/guardians and staff.

3. **School Information Profile (SIP)**

Staff will develop School Information Profiles (SIPs) as orientation documents to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The SIP provides an understanding of and familiarity with the facilities under review.

3.1. A SIP will be completed by school board staff for each of the schools under consideration of review prior to the commencement of a review. Each school under review will have a SIP completed at the same point-in-time for comparison purposes

3.2. The minimum data requirements and factors that will be included in the SIP are:

3.2.1. Facility Profile

- School name and address;
- Site plan and floor plan(s) or space template of the school with the date of school construction and any subsequent additions;
- School attendance area (boundary) map;
- Context map (or air photo) of the school indicating the existing land uses surrounding the school;
- Planning map of the school with zoning, Official Plan or secondary plan land use designations;
- Size of the school site (acres or hectares);
- Building area (square feet or square metres);
- Number of portable classrooms (includes all temporary instructional spaces);
- Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g., science lab, tech shop, gymnasium, etc.);

- 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.);
- Ten-year history of major facility improvements (item and cost);
- Projected five-year facility renewal needs of school (item and cost);
- Current Facility Condition Index (FCI) with a definition of what the index represents;
- A measure of proximity of the students to their existing school, and the average distance to the school for students;
- 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);
- School utility costs (totals, per square foot, and per student);
- Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress;
- 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); and
- On-the-ground (OTG) capacity and surplus/shortage of pupil places.

3.2.2. Instructional Profile

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

3.2.3. Other School Use Profile:

- 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;
- Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery;
- 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;
- 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;
- Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery; and
- Description of the school's suitability for facility partnerships.

3.3. Additional items may be introduced to the SIPS to reflect local circumstances and priorities which may help to further understand the school(s) under review.

4. **Establishing an Accommodation Review**

4.1. After undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s), the WRDSB may proceed to establish a pupil accommodation review.

4.2. Initial Staff Report

Prior to establishing a pupil accommodation review, the initial staff report to the Board of Trustees must contain one or more options to address the accommodation issue(s). Each option must have a supporting rationale. There must be a recommended option if more than one option is presented. The initial staff report must also include the information on actions taken by school board staff prior to establishing a pupil accommodation review process and supporting rationale as to any actions taken or not taken. The initial staff report will be completed with input from and consultation with Business Services, Learning Services and Human Resources staff.

4.2.1. The option(s) included in the initial staff report must address the following:

- summary of accommodation issue(s) for the school(s) under review;
- where students would be accommodated;
- if proposed changes to 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 WRDSB intends to fund this; and
- 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.

4.2.2. Each recommended option must also include a timeline for implementation.

4.2.3. Following the decision to proceed with a pupil accommodation review by the Board of Trustees, the initial staff report will be made available to the public through the WRDSB's website and the website of the school(s) affected. Hard copies will be made available upon request.

4.3. Public Consultation

The WRDSB shall ensure that individuals from the school(s) under review and the broader community are invited to participate in the pupil accommodation review consultation.

4.3.1. At a minimum, the pupil accommodation review process must consist of the following methods of consultation:

- Accommodation Review Committee (ARC) if applicable or a Modified Accommodation Review process;
- consultation with municipal governments local to the affected school(s).
- public meeting(s); and
- public delegations.

5. **The Accommodation Review Committee (ARC)**

5.1. Role

The WRDSB will establish an ARC that represents the school(s) under review and acts as the official conduit for information shared between the school board and school communities. The ARC may comment on the initial staff report and may, throughout the pupil accommodation review process, seek clarification of the initial staff report. The ARC may provide other accommodation options than those in the initial staff report; however, it must include supporting rationale for any such option.

5.1.1. The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.

5.1.2. The WRDSB's staff resources assigned to the ARC are required to compile feedback from the ARC as well as the broader community in the Community

Consultation section of the final staff report to be presented to the Board of Trustees.

5.2. Membership

- 5.2.1. In establishing an ARC, the WRDSB is inviting the participation of at minimum of:
- up to two parent/guardian representatives from the school(s) under consideration (chosen by their respective school communities);
 - up to two student representatives from each affected secondary school under consideration (chosen by the student council); and
 - up to two broader community representatives (may be, but not limited to, non-parent, business, municipal, community organization Waterloo Region Association of Public School Councils [WRAPSC], Special Education Advisory Committee [SEAC], Parent Involvement Committee [PIC])
- 5.2.2. In addition to the ARC members listed in Section 5.2.1, the following individuals will be considered resource ARC members. Resource members are expected to maintain a neutral position throughout the accommodation review process.
- the Principal(s) and/or Vice-Principal(s) from the school(s) under consideration;
 - the Superintendent(s) of Student Achievement and Well-Being for the school(s) under consideration; and
 - the Manager of Planning;
 - the members of the Senior Strategy Team (as necessary); and
 - Senior Planner(s).
- 5.2.3. Additional staff members (e.g., the General Manager of Student Transportation Services of Waterloo Region, Learning Services Consultants) may be requested to provide information to the ARC as required.
- 5.2.4. 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).

5.3. Formation

The ARC should be formed following the Board of Trustees' consideration of the initial staff report but prior to the first public meeting. The WRDSB will invite ARC members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the ARC.

5.4. Terms of Reference

The WRDSB will provide the ARC with Terms of Reference that describe the ARC's mandate, clearly outline the expectations and the roles and responsibilities of the ARC.

5.4.1. At minimum, the ARC will provide feedback on the initial staff report option(s).

5.5. Meetings of the Accommodation Review Committee

The ARC will meet to review materials presented by staff. It is recommended that the ARC hold as many meetings as is deemed necessary within the timelines established in the pupil accommodation review policy.

5.5.1. All reasonable efforts will be made to schedule ARC meetings at times where members are available to attend (a mutually agreeable time).

6. Consultation with local municipal governments

Following the Board of Trustees' approval to undertake a pupil accommodation review, the WRDSB shall invite affected municipalities as well as other community partners that expressed an interest prior to the pupil accommodation review to discuss and comment on the recommended option(s) in the initial staff report.

- 6.1. The invitation for this meeting will be provided through a written notice, and will be directed through the Clerks Department (or equivalent) for the affected local and regional municipalities.
- 6.2. The affected local municipalities and Regional Municipality of Waterloo, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their response on the recommended option(s) in the initial staff report before the final public meeting. The WRDSB must provide them with advance notice of when the final public meeting is scheduled to take place.
- 6.3. The WRDSB must document the efforts to meet with the affected municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review; and provide any relevant information from this meeting as part of the final staff report to the Board of Trustees.

7. Public Meetings

- 7.1. Once the Board of Trustees has received an initial staff report and has approved the initiation of a pupil accommodation review, a minimum of two public meetings will be held for broader community consultation on the initial staff report. Staff are expected to facilitate the public meetings to solicit broader community feedback on the recommended option(s) contained in the initial staff report.
- 7.2. The public meetings are to be announced and advertised publicly through social media, the WRDSB's website, school website(s) and where appropriate email and/or hard copy handouts to students of the affected school(s).
- 7.3. At a minimum, the first public meeting will include the following:
 - an overview of the ARC orientation session;
 - the initial staff report with recommended option(s); and
 - a presentation of the School Information Profile(s)

8. Completing the Accommodation Review

- 8.1. Final Staff Report
At the conclusion of the pupil accommodation review process, staff will submit a final staff report to the Board of Trustees which will be made available to the public through the WRDSB's website and the website of the school(s) affected. Hard copies will be made available upon request.
- 8.2. The 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 municipalities and other community partners prior to and during the pupil accommodation review.
- 8.3. Staff may choose to amend their proposed option(s) included in the initial staff report.
- 8.4. The recommended option(s) must include a proposed accommodation plan, prepared for the decision of the Board of Trustees, which contains a timeline for implementation.
- 8.5. Delegations to the Board of Trustees
Once the final staff report is submitted to the Board of Trustees, members of the public must be given an opportunity to provide feedback on the final staff report through public delegations to the Board of Trustees.
 - 8.5.1. The meeting(s) to hear public delegations will be set prior to the final report presentation.

- 8.5.2. Notice of initial and any additional public delegation opportunities will be posted on the WRDSB's website, the website of the school(s) affected, and social media.
- 8.6. After the public delegations, staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the final staff report.
- 8.7. Decisions of the Board of Trustees
The Board of Trustees will be provided with the final staff report.
- 8.7.1. The final staff report will include the compiled feedback from the public delegations to the Board of Trustees.
- 8.7.2. 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.
- 8.7.3. Unless there are exceptional circumstances, no final pupil accommodation review decisions will be made during the summer holiday period (typically from July 1st to the day after Labour Day).

9. Transition Planning

- 9.1. The transition of students should be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the WRDSB will establish a separate committee to address the transition for students and staff.

10. Timelines for the Accommodation Review Process

- 10.1. The pupil accommodation review process must comply with the following minimum timelines:
- 10.1.1. Within five (5) business days following the date of the Board of Trustees' approval to conduct a pupil accommodation review, the WRDSB will provide written notice, including an invitation for a meeting to discuss and comment on the recommended option(s) to:
- each of the affected local municipalities and the Regional Municipality of Waterloo, and through the Clerks Department (or equivalent); and
 - other community partners that expressed an interest prior to the pupil accommodation review.
- 10.1.2. Within five (5) business days following the date of the Board of Trustees' approval to conduct a pupil accommodation review, the WRDSB will also provide written notice to:
- the Conseil scolaire Viamonde's Director of Education
 - the Waterloo Catholic District School Board's Director of Education;
 - the Conseil scolaire de district catholique Centre-Sud's Director of Education; and
 - the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.
- 10.1.3. Each of the affected local municipalities, the Regional Municipality of Waterloo, and other community partners that expressed an interest prior to the pupil accommodation review, must provide their response on the recommended option(s) in the initial staff report before the final public meeting.
- 10.1.4. Beginning with the date of the Board of Trustees' approval to conduct a pupil accommodation review, there must be no fewer than thirty (30) business days before the first public meeting is held.
- 10.1.5. There must be a minimum period of forty (40) business days between the first and final public meetings
- 10.1.6. The final staff report must be publicly posted no fewer than ten (10) business days after the final public meeting.

- 10.1.7. From the posting of the final staff report, there must be no fewer than ten (10) business days before the public delegations.
- 10.1.8. There must be no fewer than ten (10) business days between public delegations and the final decision of the Board of Trustees.

11. Modified Accommodation Review Process

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

- 11.1. The conditions for conducting a modified pupil accommodation review process need to be based on two or more of the following factors:
 - the distance to the nearest available accommodation (elementary or secondary school) is less than three (3) kilometres;
 - the utilization rate of the facility is less than 60% of the on-the-ground capacity of the school;
 - the number of students enrolled at the school is less than 125 students; or
 - When the WRDSB is planning the relocation (in any school year or over a number of school years) of a program, in which the enrolment constitutes 50% or more 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).
- 11.2. Even when the criteria for a modified pupil accommodation review are met, the WRDSB may choose to use the standard pupil accommodation review process.
- 11.3. Implementing the Modified Accommodation Review Process
 - 11.3.1. The initial staff report will explain the rationale for exempting the school(s) from the standard pupil accommodation review process.
 - 11.3.2. The initial staff report and SIPs will be made available to the public through the WRDSB's website and the website of the school(s) affected. Hard copies will be made available upon request.
 - 11.3.3. A public meeting will be announced and advertised publicly through social media, the WRDSB's website, school websites and where appropriate email and/or hard copy handouts to students of the affected school(s). The WRDSB will hold at least one public meeting.
 - 11.3.4. Following the public meeting, staff will submit a final staff report to the Board of Trustees. The final staff report will include a Community Consultation section that contains feedback from any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the modified pupil accommodation review.
 - 11.3.5. The final staff report will be made available to the public through the WRDSB's website and the website of the school(s) affected. Hard copies will be made available upon request.
 - 11.3.6. Once the final staff report is submitted to the Board of Trustees, members of the public must be given an opportunity to provide feedback on the final staff report through public delegations to the Board of Trustees.
 - 11.3.7. The meeting(s) to hear public delegations will be set prior to the final staff report presentation.
 - 11.3.8. Notice of the public delegation opportunities will be posted on WRDSB's website, the website of the school(s) affected, and social media.
 - 11.3.9. After the public delegations, staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the final staff report. The final staff report will include the compiled feedback from the public delegations to the Board of Trustees.
 - 11.3.10. 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.

- 11.3.11. Unless under exceptional circumstances, no final pupil accommodation review decisions will be made during the summer holiday period (typically from July 1st to the day after Labour Day).
- 11.3.12. A transition plan will be put in place following the decision to consolidate and/or close a school.

11.4. Timelines for the Modified Accommodation Review Process

The modified pupil accommodation review process must comply with the following minimum timelines:

- 11.4.1. Within five (5) business days following the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, the WRDSB will provide written notice, including an invitation for a meeting to discuss and comment on the recommended option(s) to:
- each of the affected local municipalities, the Regional Municipality of Waterloo, and through the Clerks Department (or equivalent); and
 - other community partners that expressed an interest prior to the pupil accommodation review.
- 11.4.2. Within five (5) business days following the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, the WRDSB will also provide written notice to:
- the Conseil scolaire Viamonde's Director of Education;
 - the Waterloo Catholic District School Board's Director of Education;
 - the Conseil scolaire de district catholique Centre-Sud's Director of Education; and
 - the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.
- 11.4.3. Each of the affected local municipalities, the Regional Municipality of Waterloo, and other community partners that expressed an interest prior to the pupil accommodation review, must provide their response on the recommended option(s) in the initial staff report before the final public meeting.
- 11.4.4. Beginning with the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, there must be no fewer than thirty (30) business days before a public meeting is held.
- 11.4.5. The final staff report must be publicly posted no fewer than ten (10) business days after the final public meeting.
- 11.4.6. From the posting of the final staff report, there must be no fewer than ten (10) business days before the public delegations.
- 11.4.7. There must be no fewer than ten (10) business days between public delegations and the final decision of the Board of Trustees.

12. Exemptions

- 12.1. There are specific circumstances where the WRDSB is not obligated to undertake a pupil accommodation review. These are outlined in *Board Policy 4000 – Pupil Accommodation Review*.