



Responsibility:	<i>Superintendent, Business Services & Treasurer of the Board</i>
Legal References:	<i>Education Act, subsections 33(1), 33(6), 35(1), 36(1) 39, and 40 Education Act, subsection 171 (1) par. 7 Planning Act</i>
Related References:	<i>Board Policy 4022 - School Size and Configuration Board Policy 4000 - Pupil Accommodation Review Board Policy 4012 - School Attendance Areas Administrative Procedure 1030 – Student Out of Boundary Requests – Secondary Schools (Grades 9-12) Administrative Procedure 1040 – Out of Boundary Requests – Elementary Schools Administrative Procedure 4260 - Student Transportation Administrative Procedure 4860 - Pupil Accommodation Review Administrative Procedure 4992 - Temporary Student Accommodation for Development Areas Ministry of Education Pupil Accommodation Review Guideline - April 2018</i>
Revisions:	<i>March 2019, January, 2023</i>
Reviewed:	<i>June 2016, November 2017</i>

1. Preamble

This Procedure outlines the typical Boundary Review process and provides guidelines for conducting school boundary reviews within the Waterloo Region District School Board (WRDSB). This Procedure also provides the option for a Modified Boundary Review process and offers criteria for conducting this alternative school boundary review process. A Modified Boundary Review process may be implemented where the proposed scope of the Boundary Review meets established criteria and is deemed advisable by WRDSB Administration.

This Procedure is applicable in reviewing school boundaries where no school closure or consolidation is proposed. School closures and consolidations are subject to the Pupil Accommodation Review Process (Administrative Procedure 4860).

2. Standard Boundary Review Process

2.1 Step 1: Technical Background Report Preparation and Presentation

WRDSB Administration will prepare a Technical Background Report for consideration by the Board of Trustees (Board). The guidelines for the technical review are provided in Schedule 'A'.

This Report will:

- Outline the review area and schools identified for inclusion in the proposed Boundary Review;
- Provide the rationale for the proposed Boundary Review based on technical and data-driven analysis of student accommodation challenges;
- Include enrolment projections, utilization of school facilities and references to the Long-Term Accommodation Plan and WRDSB capital plans, where applicable; and
- May present initial accommodation options or scenarios.

The Board will provide direction to WRDSB Administration. The Board may direct that the Boundary Review does not proceed, and no further action would be required. The Board may otherwise approve the commencement of the Boundary Review.

2.2 Step 2: Public Information Session

WRDSB Administration will facilitate a Public Information Session with the school and neighbourhood communities included within the Boundary Review. The purpose of the Public Information Session will be to provide context for the Boundary Review process, share the Technical Background Report, and invite participation on the Boundary Review Committee. The Public Information Session may be held in-person, virtually or in a hybrid model. Information presented at the Public Information Session will be posted on a dedicated Boundary Review website.

2.3 Step 3: Boundary Review Committee and Committee Meetings

At the commencement of a Boundary Review, a Boundary Review Committee (BRC) will be formed. The purpose of the BRC will be to contribute functional analysis to the Boundary Review process based on local knowledge, school and area familiarity and experiences. The BRC will collect and communicate school and neighbourhood considerations and concerns to WRDSB Administration. The BRC will be responsible for providing a written summary of findings and recommendations to the WRDSB Administration for consideration and inclusion in the Final Report to the Board.

A sample Terms of Reference for the BRC are provided in Schedule 'B' to this Procedure. The number of meetings required will be established by the BRC depending on the needs and complexity of each Boundary Review.

2.4 Step 4: Public Consultation on Draft Final Report

The Draft Final Report, including technical and functional analyses, the BRC's summary of findings and recommendations, and the WRDSB Administration's recommendation for a preferred solution, will be made publicly available at least 21 days before the presentation of the Final Report to the Board of Trustees.

Comments and questions from the public will be collected, reviewed, and responded to until 7 days before the Board or Committee of the Whole Meeting. At the discretion of the WRDSB Administration, additional community meetings or engagement tools may be used to collect feedback on the Draft Final Report.

2.5 Step 5: Final Report to the Board of Trustees and Public Delegation

The Final Report will summarize the technical and functional analyses undertaken by Planning Staff and the BRC, comments and considerations provided through public information sharing and community engagement and identify the preferred solution for the Boundary Review. The Final Report will be presented to the Board for information and consideration.

In advance of a decision by the Board, the Board will invite delegates to register and speak to the recommendations of the Final Report.

The Board of Trustees will make the final decision regarding recommendations from the Boundary Review process.

3. Modified Boundary Review Process

In some cases, a Modified Boundary Review process may be warranted. This simplified process may be recommended at the discretion of WRDSB Administration, considering the following criteria:

- There are limited options for student accommodation available;
- There are a limited number of schools involved in the proposed boundary review;
- The implementation of a boundary review is time-sensitive or critical; and/or,
- In other situations, deemed advisable by WRDSB Administration.

3.1 Step 1: Technical Background Report Preparation and Presentation

WRDSB Administration will prepare a Technical Background Report for consideration by the Board. The guidelines for the technical review are provided in Schedule 'A'. This Report will:

- Outline the review area and schools identified for inclusion in the proposed Modified Boundary Review;
- Provide the rationale for using a Modified Boundary Review process;
- Offer a technical and data-driven analysis of student accommodation challenges;
- Propose accommodation options or scenarios;
- Include enrolment projections, utilization of school facilities and reference to the Long-Term Accommodation Plan and WRDSB capital plans, where applicable; and
- May include recommendations.

The Board will provide direction to WRDSB Administration. The Board may direct that the Modified Boundary Review does not proceed, and no further action would be required. The Board may direct that the Modified Boundary Review proceeds in accordance with this Administrative Procedure, or that WRDSB Administration proceed with a Standard Boundary Review process.

3.2 Step 2: Public Information Session and Consultation

WRDSB Administration will facilitate a Public Information Session with the school and neighbourhood communities included within the Modified Boundary Review. The purpose of the Public Information Session will be to provide context for the Modified Boundary Review process and share the Technical Background Report. The Public Information Session may be held in-person, virtually or in a hybrid model. Information presented at the Public Information Session will be posted on a dedicated Boundary Review website.

Comments and questions from the public will be collected, reviewed, and responded to up until 7 days before the Board or Committee of the Whole Meeting. At the discretion of WRDSB Administration, additional community meetings or engagement tools may be used to collect feedback on the Modified Boundary Review.

3.3 Step 3: Final Report to the Board of Trustees and Public Delegation

The Final Report will summarize public consultation and present the recommended accommodation solution for the Modified Boundary Review. The Final Report will be presented to the Board for information and consideration.

In advance of a decision by the Board, the Board will invite delegates to register and speak to the recommendations of the Modified Boundary Review Final Report.

The Board will make the final decision regarding the Modified Boundary Review process recommendations.

4. Exemptions from Review Processes

Periodically it may be advisable for WRDSB Administration to undertake minor changes to an established school boundary outside of a Boundary Review or Modified Boundary Review process.

In the following circumstances, WRDSB Administration may proceed with undertaking minor technical and/or administrative changes outside of a Boundary Review or Modified Boundary Review process:

- When the proposed change(s) to the established school boundary is technical, including minor adjustments or corrections to better align with municipal mapping and property data. No existing students may be impacted as a result of the technical changes;
- When the proposed change(s) to the established school boundary is administrative and will affect ten (10) or fewer existing students. WRDSB Administration shall consult with the affected families and school communities in advance of undertaking an administrative boundary adjustment where current students may be impacted;
- When the proposed change(s) to the established school boundary will not affect any students enrolled at the subject school at the time of the proposed change. This provision shall not apply to Development Areas. Refer to *Administrative Procedure 4992 - Temporary Student Accommodation for Development Areas*;
- When the proposed change(s) will affect the location of an optional program or part of an optional program, including magnet or other specialized programs. WRDSB Administration shall consult with the affected families and school communities before implementing any change where existing students may be impacted. WRDSB Administration shall provide a transition plan for implementing any change(s) implemented through this provision; or,
- When the proposed change(s) will affect alternative, adult, and/or continuing education.

5. Implementation

- 5.1 Decisions regarding changes to school boundaries where existing students may be impacted should not be made after February 28th for implementation in the following school year.
- 5.2 Following the decision by the Board, an internal transition planning team will be set up to work through the transitions required for staff, students, and resources.

Schedule 'A'

TECHNICAL REVIEW GUIDELINES

The following items and Board Policies will be considered by WRDSB Administration in the preparation of the Technical Background Report:

1. School Facility Utilization

- Optimize the use of existing school facilities while ensuring that students are accommodated to the extent possible in permanent school facilities;
- Balance enrolment across a Review Area or family of schools;
- Minimize the use of portable classrooms or temporary structures whenever possible, except during the establishment phases of new communities and throughout peak enrolment phases of schools; and,
- Minimize current and future overutilization in school facilities (Refer to *Board Policy 4022 – School Size and Configuration*) based on current and projected enrolments.

2. Community schools

- Where possible, school boundaries should provide continuity to feeder schools; and
- Whenever possible, students should be assigned to the closest school with the appropriate grade offerings.

3. Transitions

- To the extent possible, provide options that prevent the need for students to change schools multiple times in a short period (by WRDSB decision); and
- Where possible, provide options that allow siblings to attend the same school.

4. Transportation

- Maximize the number of students within a school boundary who are within walking distance (refer to *Board Policy 4009 – Student Transportation*); and
- To the extent possible and in accordance with *Board Policy 4009 – Student Transportation*, optimize the cost-effective use of school transportation.

5. Program offerings

- Review accessibility, distribution, and equity of program offerings; and,
- Evaluate the cost-effectiveness and sustainability of program offerings.

Schedule 'B'

SAMPLE BOUNDARY REVIEW COMMITTEE TERMS OF REFERENCE AND MEETING PROCEDURES

1. Purpose of the Boundary Review Committee

- Collect and communicate school and neighbourhood considerations and concerns to WRDSB Administration.
- Provide functional analysis of Boundary Review options based on local knowledge, school and area familiarity and experiences.
- Identify and assess key considerations for each proposed option, including but not limited to:
 - Active transportation, neighbourhood connectivity, student accessibility;
 - Availability of before and after school programs, and community programs,
 - Perceived impacts on programming accessibility or availability;
 - Unique community characteristics or specialized needs;
 - History of recent changes to the community; and,
 - Practicality and on-the-ground limitations.

2. Membership

In establishing a Boundary Review Committee (BRC), the WRDSB will invite the participation of:

- Up to two parent/caregiver representatives from each school in the Review Area
- The Superintendent(s), Student Achievement & Well-Being responsible for the Review Area schools;
- The Principal and/or Vice-Principal(s) of the Review Area schools;
- Planning Department staff; and
- Other community or Administrative representatives, as deemed necessary.

3. Member Expectations

BRC members are expected to demonstrate a commitment to:

- Work collaboratively to achieve the BRC's purpose.
- Provide perspective on what is best for the Review Area
- Attend committee meetings and follow through in a timely manner on any commitments.
- Support the success of the project.

4. Term of the Boundary Review Committee

- Appointments to the BRC will be for the duration of the Boundary Review.
- Should a representative be unable to complete the term of the Committee, a replacement representative may be identified.

5. Roles and Responsibilities

A representative from WRDSB Administration will serve as BRC Chair(s) and in this role, will:

- Establish an individual meeting schedule;
- Provide secretarial and minute-taking support to the committee;
- Circulate agendas and minutes for approval; and,
- Post approved materials to the boundary review webpage.

6. Meetings

- Committee meetings are open to committee members only. Non-members may attend meetings on an invitational basis. Parent representatives are expected to attend each meeting. Virtual options will be available.
- Minutes will be taken at each meeting and approved at subsequent BRC meetings.

Meeting norms are subject to the consideration of the BRC and should be considered minimum expectations:

- Recognize that each individual carries their own experiences, views and beliefs;
- Prioritize inquiry over advocacy and ensure other points of view are fully comprehended and considered;
- Be positive and solution-oriented;
- Be collaborative; and,
- Ensure the sense of safety is never compromised.

7. Decision Making

The BRC will endeavor to work to consensus in decisions around the work undertaken but the Chair will call for a vote on decisions, as deemed appropriate.