

POLICIES AND PROCEDURES

POLICY: Pupil Accommodation Review

Date Approved: December 15, 2015

Last Reviewed:

Dates of Amendment:

Cross Reference: [Community Planning and Facilities Partnership](#); [Disposal of Surplus Properties and/or Buildings](#); [Lease / License of Surplus Space](#); [Alternative Arrangements for School Facilities – Education Development Charges](#)

POLICY:

1. The Board shall determine the number and kind of schools to be established and maintained and the attendance area for each school in accordance with policies established by the Board from guidelines issued by the Minister of Education. The Board's Pupil Accommodation Review policy shall align with the Ministry of Education's most recent [Pupil Accommodation Review Guideline](#) (Appendix E) and focus on student well-being, academic achievement, and School Board financial viability/sustainability. Final decisions regarding the future of a school or group of schools rests solely with the Board of Trustees.
2. As part of its multi-year capital planning process, the Board shall undertake long-term enrolment and capital planning as outlined in the Capital Plan Priorities policy. In addition to determining the need for new facilities, additions and significant renovations, the Board will also consider and identify areas that may contain potential opportunities for school consolidations.
3. As per the Board's Community Planning and Facility Partnership Policy, the Board shall consult with prescribed Community Partners on an annual basis regarding capital planning, unused space in existing schools, co-building opportunities, and potential areas for school consolidation. Community Partners shall provide similar planning information to the Board and shall provide expressions of interest in a timely manner. The Board shall review relevant information obtained from the City of Ottawa and other Community Partners.
4. The Pupil Accommodation Review (PAR) process shall be open to community input and

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consultation. A copy of the Board's Pupil Accommodation Review policy, the Ministry of Education's most recent Pupil Accommodation Review Guideline and the [Administrative Review of Accommodation Review Process](#) (Appendix F), in addition to all information relevant to the review, shall be available at the Board's administrative office and posted on the Board's website.

5. Where school reorganization and consolidation may be considered to be educationally and/or operationally advisable, administration shall submit an initial report to the Board of Trustees recommending that a Pupil Accommodation Review be established. The initial administration report shall identify the school or group of schools to be reviewed and shall contain one or more options to address the identified accommodation issue(s). Each option shall have a supporting rationale and the report shall identify a recommended option.
6. The option(s) included in the initial administration report must address the following: a summary of accommodation issue(s) for the school(s) under review, where students would be accommodated, any proposed changes to existing facilities that would be required as a result of the Pupil Accommodation Review, any program changes, impact to transportation, funding sources and alternatives if funding is not available, any relevant information regarding actions taken by School Board staff prior to establishing a pupil accommodation review including information obtained through the Community Planning and Facility Partnerships policy annual meeting, and the planning process timelines for implementation of a recommended consolidation.
7. Board approval to start a Pupil Accommodation Review shall include the establishment of an Accommodation Review Committee (ARC). The ARC shall act as the official conduit for information shared between the School Board and the school communities. At a minimum, the ARC shall comment on the initial administration report, seek clarification where required, and may provide other accommodation option(s) other than those in the initial administration report. Alternate ARC options must include a supporting rationale.
8. When initiating a Pupil Accommodation Review, the Board shall approve the Terms of Reference for the review. The Terms of Reference will describe the ARC's mandate and the Board's objectives and strategy for supporting student achievement and well being. The Terms of Reference will also identify the school(s) to be considered in a Review Area, as well as the scope and objectives of the review. Generally, a Pupil Accommodation Review

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will focus on a single school or a group of schools within a distinct Review Area.

9. To assist in the Pupil Accommodation Review process, School Board staff shall develop School Information Profiles (SIPs) to help the ARC and the community understand the context surrounding the Pupil Accommodation Review and provide an understanding of and a familiarity with the facilities under review.
10. The SIPs will include the general data requirements outlined in the Ministry of Education Pupil Accommodation Review Guideline as well as School Assessment Questionnaires and Option Assessment Questionnaires (Appendices A-D) that will assist in understanding the value of the school to the student and to the School Board.
11. Membership of the ARC shall be comprised of the following representatives:
 - a. a Superintendent of Education
 - b. the Principal from each school under consideration in the Review Area
 - c. two (2) Parent/Guardian representative(s) chosen by the School Council from each school under consideration in the Review Area;
 - d. one representative from the Archdiocese, if available;
 - e. other additional representation may be considered dependent upon the unique circumstances of the review.
12. The ARC shall continue to act and perform its duties under this policy despite the absence of any member(s), and no act, duty performed or recommendation made, shall be deemed invalid by reason only of the absence of that member(s).
13. The ARC shall endeavor to incorporate a range of school and community feedback regarding the administration option(s) for student accommodation. The needs of all students in the subject school(s) and the Board are to be considered objectively and fairly.
14. At a minimum the ARC shall provide feedback on the initial administration report and the recommendation contained therein prior to a final decision by the Board. The ARC members do not need to achieve consensus regarding the information provided to the Board. The Board shall make the final decision in determining the outcome of the Pupil Accommodation Review.
15. The Pupil Accommodation Review Policy applies to schools offering elementary or

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secondary regular day-school programs and, in accordance with Ministry guidelines, shall not apply to the following:

- a. Where a replacement school is to be built on the existing site, or built or acquired within an existing school attendance boundary as identified through the Board's policy;
 - b. Where a replacement school is to be built on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction;
 - c. When a lease is terminated;
 - d. When the School Board is considering the relocation in any school year or over a number of school years of grades or programs, in which the enrolment constitutes less than 50% of the enrolment of the school; this calculation is based on the enrolment at the time of the relocation or the first phase of a relocation carried over a number of school years;
 - e. When 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.
16. In those cases where the guidelines do not apply, the Board shall inform local communities about the proposed accommodation options for students in advance of any decision by the Board. The Board shall provide written notice of the proposed consolidation to the City of Ottawa Clerk's Department and coterminous school boards in the areas of the affected school and the Ministry of Education, no fewer than five (5) business days after the decision to proceed under an exemption. In addition, if any other Community Partner has previously provided an expression of interest, they shall also be informed of any decision by the Board

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no fewer than 5 business days after the decision to proceed with an exemption.

ADMINISTRATIVE PROCEDURES:

1. Prior to considering a Pupil Accommodation Review, Board staff may consider options such as attendance boundary changes; partnerships for use of underutilized space; and decommissioning or demolishing a section of a school that is not required to reduce operating costs.
2. The Director of Education may recommend that a Pupil Accommodation Review be initiated at any time. To initiate a review, the Director will submit an initial report to the Board that identifies a school or group of schools to be considered for study. This report will include commentary on any prior interest expressed by the City of Ottawa and any other Community Partners.
3. Following the date of the Board of Trustee's approval to conduct a Pupil Accommodation Review, the Board will provide written notice of the decision within five (5) business days to the City of Ottawa Clerk's Department and will request a meeting with appropriate City staff to discuss the Review. Notice and invitations to meet will also be sent to any other Community Partners that expressed a prior interest during the Community Planning and Facility Partnership process. Board staff will also notify the Directors of Education of coterminous boards and the Ministry of Education (Office of the Assistant Deputy Ministry of the Financial Policy and Business Division) of the commencement of the Pupil Accommodation Review.
4. Parents/Guardians, staff and Catholic School Council members of the impacted schools will be informed of the decision to initiate an ARC through established Board procedures for school/parent communications and the decision will also be posted on the Board's website.
5. Board staff will hold an Orientation Meeting with the ARC and provide an overview of the initial administration report; review the School Information Profiles (SIPs); explain the mandate and role of the ARC; and present the completed School Information Questionnaires and Option Assessment Questionnaires.
6. If appropriate, the ARC may request revisions to the Board's School Assessment Questionnaires. Revisions will focus on the unique attributes of each school and will not

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attempt to provide a comparative analysis of all schools under consideration in the Review Area. The ARC may also request Board staff to add factors to the School Information Questionnaires but may not subtract or alter factors.

7. The ARC will elect a Chairperson from its membership and develop a schedule, identify timelines and target dates for all significant actions related to the PAR. The ARC may meet as often as deemed necessary within the approved timelines and schedules approved by the Board. Adequate notice must be provided if staff resources are required at ARC meetings.
8. The following Board staff members may provide resources to the ARC:
 - a. The Superintendent of Planning and Facilities
 - b. The Manager of Planning and Construction
 - c. Planning Officers
 - d. Additional Board staff and Administration may be requested to provide information to the ARC as required
9. The timelines for the Board to make a final decision regarding a proposal to consolidate schools will reflect those prescribed by the Ministry of Education's most recent Pupil Accommodation Review Guidelines and may be extended by the Board where warranted. Where a milestone date expires or falls on a school holiday, the time so limited extends to the next day that is not a school holiday. When calculating the timeframe for the review process, Christmas, March Breaks and summer holidays (including adjacent weekends) will not be included in the calculations.
10. At a minimum, the School Board will hold two (2) Public Consultation Meetings on the initial administration report presented to the Board of Trustees. The public meetings will solicit feedback on the recommended option(s) contained in the initial administration report. At a minimum the first public meeting must include a synopsis of the initial administration report with the recommended option(s), a review the School Information Profiles (SIPs), present the completed School Assessment Questionnaires and the Option Assessment Questionnaires and provide an overview of the ARC Orientation session.
11. The public meetings will be announced and advertised publicly by the School Board through an appropriate range of media to be determined by School Board staff.
12. The City of Ottawa and any other Community Partners that expressed an interest prior to the

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Pupil Accommodation Review will provide their response on the recommended option(s) in the School Board's initial administration report before the final public meeting.

13. Beginning with the date of the Board of Trustees's approval to conduct a Review, there must be no fewer than thirty (30) business days before the first public meeting is held.
14. There must be a minimum period of forty (40) business days between the first public meeting and the final public meeting.
15. At the conclusion of the Pupil Accommodation Review process, Board staff will submit a final report to the Board of Trustees. The final report must be available to the public as per the Board's normal notification procedures and posted to the School Board's website.
16. The final administration report must be publicly posted no fewer than ten (10) business days after the final public meeting.
17. The final administration 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 the City of Ottawa and any other Community Partners that was received prior to and during the pupil accommodation review process. Based on information received, School Board staff may choose to amend the recommended option(s) presented in the initial administration report.
18. The final administration report will include all completed individual School Information Questionnaires and completed Alternative School Accommodation Questionnaires. The report will conclude with specific recommendations for a proposed accommodation plan and implementation timelines for consideration by the Board.
19. From the Board's receipt and posting of the final administration report, there must be no fewer than ten (10) business days before the public delegations.
20. Upon the Board's receipt of the final administration report, members of the public will have an opportunity to provide feedback through public delegations to the Board. Notice of the delegation opportunities will be provided based on School Board practice.
21. Upon completion of the public delegation process, administration will compile all feedback received and present the information in conjunction with the final administration report for a

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final Board decision.

22. There must be no fewer than ten (10) business days between public delegations and the final decisions of the Board of Trustees.
23. The Board's resolution to close a school will include timelines for when the school(s) will close and an accommodation plan for the affected students.
24. At the conclusion of the review process, the decision of the Board will be communicated to stakeholders and the communities involved.
25. The Superintendent of Schools of the receiving and sending schools will develop a Transition Plan in consultation with Administration, student representative(s) and the Catholic School Councils of the facilities impacted by the Board decision.
26. An individual or individuals may seek a review of the Board's Pupil accommodation review process by the Ministry of Education subject to the conditions outlined in the Administrative Review of Accommodation Review Process, Appendix F.