CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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Appendix C – Timelines Standard Accommodation Review Process (Minimum Timelines – Approx. 100 business days)

Action	By Whom	When
Preparation of Initial Staff Report	Board Administration	Discretion
Presentation of Initial Staff Report	Board Administration	Discretion
Board Decision to establish Accommodation Review Committee (ARC)	Board of Trustees	Discretion – as a result of approval of the Initial Staff Report
Municipality and community partner notice of Board Decision to establish an ARC	Chief Executive Officer (CEO)	Within 5 business days of Trustees' decision to establish an ARC
Notices provided of first ARC meeting (min. 2 public meetings required)	ARC Chair	At least 30 business days prior to the first meeting, beginning with date of Board approval to establish an ARC
Remaining ARC meetings	ARC	No fewer than 40 business days between the first and final public meeting
Final Staff Report and recommendations to the Board, posted publicly	Chief Executive Officer (CEO)	No fewer than 10 business days after the final public meeting
Meeting for public delegations	Chief Executive Officer (CEO)	No fewer than 10 business days after the posting of the Final Staff Report
Board meeting to consider recommendations	Board of Trustees	No fewer than 10 business days after the public delegations are held
Decision of the Board of Trustees to become effective	Board of Trustees	June 30 of the school year recommended in reports