CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
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BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

1107 Pupil Accommodation Review

DIRECTIONAL POLICY

1100 Nurturing & Protecting Resources

Title of Administrative Procedure:

Pupil Accommodation Review

Date Approved:

September 2026

Projected Review Date:

September 2031

Directional Policy Alignment:

This Administrative Procedure aligns with the Nurturing and Protecting Resources Directional Policy by supporting responsible stewardship of Board facilities and resources through effective pupil accommodation planning.

Alignment with Multi-Year Strategic Plan:

The Pupil Accommodation Review Administrative Procedure supports the Board's Multi-Year Strategic Plan by ensuring that pupil accommodation decisions promote safe, healthy, and welcoming learning environments while supporting the effective and sustainable stewardship of Board facilities and resources.

CDSBEO Strategic Plan

Purpose

The Catholic District School Board of Eastern Ontario is committed to providing quality learning environments that support student achievement and well-being. Changes in enrolment, demographics, program needs, facility condition, funding, and other factors may require the Board to consider pupil accommodation changes. This Administrative Procedure establishes a fair, transparent, and consultative process for reviewing pupil accommodation and supporting informed decisions regarding the future of a school or group of schools.

Action Required

The Chief Executive Officer/Chief Education Officer (CEO) and Board administration shall implement this Administrative Procedure when conducting pupil accommodation reviews. The Board of Trustees retains responsibility for decisions regarding school consolidations, closures, and program relocations.

Guiding Principles

Prior to an accommodation review CDSBEO is committed to:

a. Reviewing attendance boundaries and programs to balance enrolment between over and underutilized schools;
b. Pursue community facility partners who meet CDSBEO's partnership criteria requirements; and
c. Pursue creative initiatives to generate operating dollars or reduce operating costs.

The key criteria of accommodation reviews include, but are not limited to:

a. Student achievement
b. School board financial viability/sustainability
c. Student well-being

Guidelines

1. Administration may recommend to the Board that pupil accommodation reviews be completed, on schools or a geographic area of schools, where there is potential for consolidation.

2. Administration shall present an Initial Staff Report, with administrative recommendations, to Trustees when appropriate or relevant conditions are met, as outlined in the Pupil Accommodation Administrative Procedure. The reports will present alternative accommodation plans for the students of the school(s) and will address where students would be accommodated, changes to existing facilities that may be required, programs that would be available to students and transportation.

3. Based on the Initial Staff Report and administrative recommendations trustees may approve a resolution that begins the public Accommodation Review process on school(s) that have been identified for potential closure. The actual closure of the school(s) would be implemented no later than June 30 of the school year specified in the resolution.

4. The public Accommodation Review process, of a particular school or schools, shall involve an Accommodation Review Committee (ARC) appointed by the Board. The ARC shall act as an official conduit for information shared between the Board and the school communities. Board staff assigned to the ARC are required to compile feedback from the ARC as well as the broader community, which will be presented to the Board of Trustees. The ARC members do not need to obtain consensus regarding the information provided to the Board of Trustees. The ARC will complete its work within the timelines noted in the Pupil Accommodation Review Policy and Administrative Procedure.

5. Where specified conditions and factors are met, as outlined in the Pupil Accommodation Review Administrative Procedure, Trustees may approve a resolution for a modified accommodation review process, which would not require the establishment of an Accommodation Review Committee (ARC).

6. Where the Board has approved a resolution to close or consolidate a site:
    a. A Transition Committee shall be formed, as outlined in the Administrative Procedure, to address the transition of staff and students;
    b. A plan for asset management shall be developed, including inventorying, asset relocation, building security and alternative use or disposal of the facility(ies). Any disposal or alternate use will be consistent with Ministry of Education regulations.

Application of Pupil Accommodation Review Policy

7. The Pupil Accommodation Review Policy and the related Administrative Procedure applies to schools offering elementary and secondary regular day school programs. In certain circumstances, where the potential pupil accommodation options available are deemed by the school board to be less complex, school boards may undertake a modified pupil accommodation process.

8. In addition, there are specific circumstance where school boards are not obligated (i.e. exempt) to undertake an accommodation review in accordance with this Policy. In these circumstances the Board shall inform school communities about proposed accommodation plans for students before a decision is made by the Board of Trustees:
    a. Two schools share the same attendance boundary and different grade ranges and both schools can be accommodated in one of the existing schools with or without an addition, (i.e. JK to grade 3 school and a grade 4 to 8 school);
    b. A replacement school is to be rebuilt by the Board on an existing site, or rebuilt or acquired within the existing school attendance boundary as identified in the Board's existing policies, i.e. replacement of a rural school within its existing rural community;
    c. A replacement school is to be built by the Board 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;

d. A lease is terminated;
e. The Board is planning 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 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);
f. The Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
g. A facility has been serving as a holding school for the community whose permanent school is over capacity and/or is under construction or repair;
h. There are no students enrolled at the school, at any time, throughout the year.

Initiation of a School Accommodation Review

9. Under the CEO, staff shall prepare an Initial Staff Report for consideration by the Board of Trustees identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, and in respect of which there may be a need to consider the possible consolidation, closure or program relocation in respect of one or more schools.

10. A school or group of schools may be considered for study if one or more of the following conditions apply:

    a. Enrolment is declining or low and no improvement is forecast in the next five years;
    b. The school or group of schools is unable to provide a suitable and equitable range of learning opportunities for students;
    c. The school or group of schools has experienced an adverse impact on learning opportunities for students due to declining enrolment;
    d. Reorganization involving the school or group of schools could enhance program and learning opportunities for students;
    e. Teaching/learning spaces are not suitable to provide the programs needed to serve the community and retrofitting may be cost prohibitive;
    f. The building requires significant five-year capital or maintenance expenditures;
    g. One or more of the schools is operating in a leased facility;
    h. In respect of one or more of the schools, there are safety and/or environmental concerns related to the building, the school site, or its locality;
    i. The consolidation of schools is in the best interests of the overall school system.

Initial Staff Report

11. Prior to establishing a pupil accommodation review, an Initial Staff Report will be presented to the Board of Trustees. The Initial Staff Report must contain one or more options to address the accommodation issue(s), with supporting rationale. The Report will provide details on, but is not limited to, the following aspects of schools with potential closure:
    a. Summary of accommodation issues for the school(s) under review;
    b. Where students would be accommodated;
    c. If proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
    d. Identify any program changes as a result of the proposed option;
    e. How student transportation would be affected if changes take place;
    f. If new capital investment is required as a result of the pupil accommodation review, how the school board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available; and
    g. 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.

12. Wherever possible, accommodation reviews should focus on a group of schools within a school board's planning area rather than examine a single school. These schools would be reviewed together because they are located close enough to the other schools within a planning area to facilitate the development of viable and practical solutions for student accommodation.

13. Each recommended option in the Initial Staff Report should include a timeline for implementation.

Establishing an Accommodation Review Committee (ARC)

14. After considering the Initial Staff Report, the Board may approve the establishment of an ARC for a group of schools or for a single school. To be consistent with Trustees' corporate decision-making responsibility, Trustees will not sit on ARCs, but may attend meetings to observe.

15. The members of the Accommodation Review Committee (ARC) shall be appointed by the Board. Parents/guardians, staff, and Catholic school council members of the affected schools may be informed through their respective schools of the Board's decision to form an ARC, and the decision shall be posted on the Board's website.

ARC Terms of Reference (Appendix A)

16. School boards will provide the ARC with Terms of Reference that describe the ARC's mandate. The mandate will refer to the school board's educational and accommodation objectives in undertaking the ARC and reflect the school board's strategy for supporting student achievement and well-being. The Terms of Reference will also clearly outline the school board's expectations of the roles and responsibilities of the ARC and describe the procedures of the ARC. At a minimum, the ARC will provide feedback on the Initial Staff Report option(s). The Terms of Reference will outline the minimum number of working meetings of the ARC.

17. The ARC shall represent the school(s) under review and act as official conduit for information shared between the school board and the 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, with supporting rationale for any such option. The ARC members do not need to obtain consensus regarding the information provided to the Board of Trustees.

Composition of the ARC

18. Each ARC is appointed by the Board and must include membership drawn from the school community and the broader community. It is recommended that the ARC include parents/guardians, educators, Board officials, and business and municipal leaders.

19. The ARC will at minimum consist of the following persons:
    a. School Superintendent(s) whose schools are in the area under study;
    b. From each school affected:
        - the school principal or designate
        - one representative from the teaching staff one representative from the non-teaching staff
        - a parent/guardian representative chosen by the respective school community
        - one student representative from each secondary school under review

20. Resource appointments to the ARC may consist of the following:
        - the Pastor(s) of the parishes in which the affected schools are located
        - the CFO/COO
        - staff from the Planning and Facilities Department
        - other administrative staff as necessary

21. Once the ARC has been constituted, it will invite a representative from the broader school community.

22. The ARC shall be operative whether all, part or none of the members identified participate in the process.

23. The Superintendent of Education, whose schools are in the area of study, will act as Chair of the ARC. The Chair will convene and chair meetings, ensure that minutes are appropriately recorded and will ensure that the ARC successfully carries out its obligations under the Pupil Accommodation Review Policy and this Administrative Procedure.

ARC Responsibilities

24. School Information Profile (Appendix B)

25. Board administration will prepare the School Information Profile (SIP) for the school(s) under review.

26. The School Information Profile (SIP) is an orientation document 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. The minimum data requirements and factors to be included are outlined in Appendix B. Boards and ARCs may introduce other factors that could be used to reflect local circumstances and priorities, which may help to further understand the school(s).

27. ARCs must review the School Information Profile for each school reviewed and seek clarification, where appropriate. Information developed and/or provided during the process must be considered objectively and fairly.

28. ARCs must share the School Information Profile in plain language with the community at a public meeting.

29. The school board's staff assigned to the ARC are required to compile feedback from the ARC as well as the broader community to be presented to the Board of Trustees.

30. Trustees will consider the findings and feedback from the ARC along with the recommendations from administration and make the final decision regarding the future of the school(s).

Public Information and Access

31. ARCs shall ensure that all information relevant to the accommodation review is made public and available in advance of public consultations by posting it on the school board website or making it available in print upon request.

32. ARCs shall ensure that information that is technical in nature be provided/explained in plain language.

33. Board staff will respond to requests for additional information from the ARC.

Community Consultation and Public Meetings

34. ARCS shall ensure that a wide range of school and community groups are consulted, such as Catholic school councils, parents/guardians, school staff/administration, students of secondary schools, the local community, and other interested parties.

35. ARCs shall base consultations and seek input and community feedback on the School Information Profile.

36. ARCs shall provide advance notice of public meetings using different methods of notification. Public meetings should be held at the schools under review, or at a nearby facility if physical accessibility cannot be provided at any of the schools under review. Public meetings are to be structured to encourage an open and informed exchange of views. All relevant information developed to support the discussions at the consultation is to be made available in advance.

37. ARCs shall keep detailed minutes reflecting the full range of opinions expressed at the public meetings and shall make these minutes available to the public.

38. ARCs shall ensure that there is a process in place to respond to questions raised at the meetings which could not be answered at the meetings.

Timelines for Standard Pupil Accommodation Reviews (Appendix C)

39. Following the date of the Board of Trustees' approval to conduct a pupil accommodation review, the school board will provide written notice of the Board of Trustees' decision within 5 business days to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), other community partners that expressed an interest prior to the pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the school board's Initial Staff Report. School boards must also notify the CEOs of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.

40. Beginning with the date of the Board of Trustees' approval to conduct a pupil accommodation review, there must be no fewer than 30 business days' notice before the first public meeting is held.

41. There must be a minimum period of 40 business days between the first and final public meetings.

42. The Final Staff Report must be publicly posted no fewer than 10 business days after the final public meeting.

43. From the posting of the Final Staff Report, there must be no fewer than 10 business days before the public delegations.

44. There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

45. School holidays such as summer vacation, Christmas break and spring break must not be considered part of the number of business day periods.

Completing the Accommodation Review

46. At the conclusion of the pupil accommodation review process, school board staff will submit a Final Staff Report to the Board of Trustees which must be available to the public and posted on the school board's website. The Final Staff Report must 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.

47. Administration's Final Staff Report and recommendations will be presented to the Board in a public session. The recommended option(s) must contain a timeline for implementation.

48. Delegations to the Board of Trustees
    - Once school board staff submits the Final Staff Report to the Board of Trustees, the school board must allow an opportunity for members of the public to provide feedback on the Final Staff Report through public delegations to the Board of Trustees. Notice of the public delegation opportunities will be provided based on existing school board policy.

49. Decision of the Board of Trustees
    - When making its final decision regarding the pupil accommodation review, the Board of Trustees will be provided with the Final Staff Report, which will include compiled feedback from the public delegations. 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.

50. Any Board decision to consolidate or close a school(s), or relocate program(s), shall be planned for and implemented the following school year.

Modified Accommodation Review Process

51. Where the potential accommodation options available are deemed to be less complex, the Board of Trustees may approve a modified pupil accommodation process.

52. The Board of Trustees must approve these explicitly defined factors, after community consultation, in order to adopt a modified pupil accommodation review process.

53. Conditions where a modified pupil accommodation review process could be initiated include consideration of two or more of the following factors:
    - There are no more than three schools in the accommodation review
    - Distance to the nearest available accommodation is less than 5 km
    - Utilization rate of one of the schools to be included in the review is less than 65% of the On-the-ground capacity and a proposed receiving school(s) has room to accommodate students with minimal capital requirements
    - The Board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes more 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 a relocation carried over a number of school years);
    - Number of students enrolled at one of the schools included in the review is less than 125 pupils.

54. The Initial Staff Report will explain the rationale for exempting the school(s) from the standard pupil accommodation review process, and it and the School Information Profile must be made available to the public and posted on the board's website.

55. A public meeting will be announced and advertised through an appropriate range of media as determined by the school board.

56. Following the public meeting, school board staff will submit a Final Staff Report to the Board of Trustees which must be available to the public and posted on the school board's website. Feedback from any public consultations must be included in the report, as well as any relevant information obtained from municipalities and other community partners prior to and during the modified public accommodation review**.**

57. Once school board staff submit the Final Staff Report to the Board of Trustees, an opportunity for members of the public to provide feedback through public delegations to the Board of Trustees must be allowed.

58. The Final Staff Report to the Board of Trustees will include a compilation of feedback from any public delegations (if any).

59. A transition plan will be put in place following any decision to consolidate or close a school.

Timelines for the Modified Pupil Accommodation Review Process (Appendix D)

60. Following the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, the school board will provide written notice of the Board of Trustees' decision within 5 business days to each of the affected single and upper-tier municipalities through the Clerks department (or equivalent), other community partners that expressed an interest prior to the modified pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the school board's Initial Staff Report. School boards must also notify the CEOs of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.

61. The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the modified pupil accommodation review, must provide their response on the recommended option(s) in the school board's Initial Staff Report before the final public meeting.

62. The school board must hold at least one public meeting. Beginning with the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, there must be no fewer than 30 business days before this public meeting is held.

63. The Final Staff Report must be publicly posted no fewer than 10 business days after the final public meeting.

64. From the positing of the Final Staff Report, there must be no fewer than 10 business days before the public delegations.

65. There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

Transition Committee

66. Where there is an approved resolution to close, a Transition Committee will be established.

67. The mandate of the Transition Committee will be to organize an action plan for the smooth transition for all concerned.

68. The Transition Committee will include:
    - one trustee appointed by the Board
    - the superintendent responsible

- the principal(s) of the school(s) affected
- one staff member from each school involved
- an equal number of parent representatives reflecting the profile of the schools involved
- at least one Catholic school council parent volunteer
- one student council representative in the case of a secondary school

69. An Information Report on the activities of the Transition Committee will be presented to the Board no later than June 30 of the school year in which the school(s) will be closed.

Exemptions from an Accommodation Review Committee (ARC)

70. The Ministry's Pupil Accommodation Review Guideline (Appendix G) allows for specific circumstances where school boards are not obligated (i.e. exempt) to undertake a pupil accommodation review. In these circumstances the Board shall inform school communities about proposed accommodation plans for students before a decision is made by the Board of Trustees:
    - Two schools share the same attendance boundary and different grade ranges and both schools can be accommodated in one of the existing schools with or without an addition, (i.e. JK to 3 school and a grade 4 to 8 school);
    - A replacement school is to be built by the Board on an existing site, or rebuilt or acquired within the existing school attendance boundary as identified in the Board's existing policies, i.e. replacement of a rural school within its existing rural community;
    - A replacement school is to be built by the Board 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;
    - A lease is terminated;
    - The Board is planning 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 school's enrolment (this calculation is based on the enrolment at the time of **t**he relocation, or the first phase of a relocation carried over a number of school years);
    - The Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
    - A facility has been serving as a holding school for the community whose permanent school is over capacity and/or is under construction or repair;
    - There is no students at the school, at any time, throughout the year.

71. In the above circumstances, the Board will inform school communities about proposed accommodation plans for students before a decision is made by the Board of Trustees. The Board will also provide written notice to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), as well as other community partners that expressed an interest prior to the exemption, and their coterminous school boards in the areas of the affected school(s) through the CEO, and to the Ministry of Education

through the Assistant Deputy Minister of the Financial Policy and Business Division no fewer than 5 business days after the decision to proceed with an exemption.

72. The process to be followed where an exemption to an Accommodation Review Committee (ARC) applies is outlined in Appendix E.

Ministerial Review of the School Board Accommodation Review Process (Appendix F)

73. A ministerial review of the school board's accommodation review process may be sought if certain conditions are met as specified by the Ministry of Education guidelines. If the conditions set out have been met, the Ministry of Education will appoint a facilitator to assess whether the school board has followed its own review policy.

Responsibilities

The Board of Trustees is responsible for:

- Ensuring alignment with Board policies and strategic goals.
- Reviewing Initial Staff Reports and determining whether a Pupil Accommodation Review should proceed.
- Approving the establishment of an Accommodation Review Committee (ARC), where applicable.
- Approving the use of a Modified Pupil Accommodation Review Process, where permitted.
- Appointing members of the ARC.
- Considering feedback received through the accommodation review process, including ARC feedback, public consultation, and public delegations.
- Making final decisions regarding school consolidations, closures, program relocations, and other pupil accommodation matters.
- Appointing a trustee representative to any Transition Committee established following an approved closure or consolidation

The Chief Executive Officer/Chief Education Officer is responsible for:

- Providing overall leadership and oversight of the Pupil Accommodation Review process.
- Ensuring that Initial Staff Reports and Final Staff Reports are prepared and presented to the Board of Trustees.
- Ensuring compliance with Ministry of Education requirements, timelines, and notification obligations.
- Providing recommendations to the Board of Trustees regarding pupil accommodation options and implementation plans

The Chief Financial Officer/Chief Operating Officer are responsible for:

- Supporting the preparation and evaluation of pupil accommodation options.
- Providing financial, facility, capital planning, transportation, and operational information required to support accommodation reviews.
- Participating as a resource member of the ARC when required.
- Supporting the development of transition and asset management plans following accommodation decisions.

Superintendents are responsible for:

- Participating in accommodation reviews affecting schools within their area of responsibility.
- Providing leadership and support throughout the review process.
- Serving as members of the ARC and supporting consultation activities.
- Chairing the ARC, where designated.
- Participating in Transition Committees following approved school closures or consolidations.

The Principals and Vice-Principals are responsible for:

- Participating in the accommodation review process and serving as representatives on the ARC when their school is under review.
- Supporting communication and engagement with students, families, Catholic School Councils, staff, and community members.
- Assisting with the collection and sharing of school-specific information required for the School Information Profile (SIP).
- Participating in Transition Committees when their school is affected by a closure or consolidation.

The Accommodation Review Committee (ARC) is responsible for:

- Acting as the official conduit for information between the Board and affected school communities.
- Reviewing and providing feedback on the Initial Staff Report and proposed accommodation options.
- Reviewing the School Information Profile and seeking clarification where appropriate.
- Facilitating community engagement and consultation throughout the review process.
- Ensuring information is publicly available, understandable, and communicated in plain language.
- Providing feedback and recommendations to support the Board's decision-making process.

Board Administration is responsible for:

- Preparing Initial Staff Reports, Final Staff Reports, and School Information Profiles.
- Supporting the ARC and responding to requests for information.
- Compiling community, municipality, and ARC feedback for consideration by the Board of Trustees.

- Providing required notices and communications to municipalities, community partners, coterminous boards, and the Ministry of Education.
- Coordinating public consultation meetings and accommodation review timelines.

Definitions

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.

School Consolidation: A school consolidation is the amalgamation of two or more school populations. In most cases, a school consolidation will result in the closure of one or more schools.

Initial Staff Report: A staff report to the Board of Trustees outlining the rationale and scope of a potential accommodation review.

Final Staff Report: A staff report capturing the accommodation review process, consultations and recommendation to the Board of Trustees for their review and decision.

ARC working meeting: A meeting of ARC members to discuss a pupil accommodation review, and includes a meeting held by the ARC to solicit feedback from the affected school communities of a pupil accommodation review.

Modified Accommodation Review Process: In certain circumstances, where potential pupil accommodation options are deemed by the trustees to be less complex, Trustees may find it appropriate to undertake a modified pupil accommodation review process.

Business day: A calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break.

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 ratio between the five-year renewal needs and the replacement value of each facility.

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: An open meeting held by the school board 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 schools under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include the 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 instruction areas to be included within a new school, and the size of the required operational and circulation areas within that school.

Appendices

Appendix A - Pupil Accommodation Review Committee (ARC) Terms of Reference
Appendix B - School Information Profile (SIP)
Appendix C - Timelines – Standard Accommodation Review Process
Appendix D - Timelines – Modified Accommodation Review Process
Appendix E – Timelines – Exemption from an Accommodation Review Process
Appendix F - Ministerial Review of the School Board Pupil Accommodation Review Process

References

- Education Act, Section 171(1), Paragraph 7.
  Education Act, R.S.O. 1990, c. E.2 | ontario.ca

- Ministry of Education Pupil Accommodation Review Guideline
  Pupil Accommodation Review Guideline

- Ministry of Education Community Planning and Partnerships Guideline
  Community Planning and Partnerships Guideline

- Administrative Procedure 1201: Community Planning and Partnerships
  1201 Community Planning and Partnerships