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## **Procedure: Accommodation Review Committee (ARC) Process**

### **I. Overview / Procedure Description**

To set out the procedures for the Accommodation Review Committee (ARC) to follow and to comply with the Ministry of Education guidelines.

### **II. Areas of Responsibility**

Members of the Accommodation Review Committee (ARC) and Board staff involved in the Accommodation Review Committee (ARC) process.

### **III. Procedure Steps / Checklist**

#### **1. Accommodation Review Committee (ARC):**

##### *a) Appointment of ARC:*

The Board shall appoint an Accommodation Review Committee (ARC) in each planning area where it has determined that school consolidation and closure is a possibility. Membership of the ARC, wherever possible, will include:

- i) one Superintendent of Education or designate, who will act as Chair of the committee;
- ii) one Superintendent of Business or designate, who will act as Secretary of the committee;
- iii) depending on the number of schools under review either one Principal or designate, or two Principals or designates;
- iv) one teacher representative,
- v) one non-teaching representative,
- vi) a parent representative from each school under consideration;
- vii) one community representative from the area under review; and
- viii) such other Board staff as are necessary as resource.

The Chair of ARC will work with the Principal of each school under review to appoint ARC members.

##### *b) Responsibilities of ARC:*

In accordance with the Ministry of Education guidelines the ARC:

- i) shall discuss and consult about the School Information Profile for the schools under review and may modify the Profile where appropriate;
- ii) may create alternative accommodation options;
- iii) will seek input and feedback about the accommodation options and the ARC Accommodation Report from school councils, students, parents, guardians, staff and the local community of the school(s) under review, and hold no fewer than four public meetings to seek input from a wide range of school and community groups;
- iv) will produce an Accommodation Report that will make accommodation recommendations consistent with the objectives and reference criteria outlined in the Terms of Reference; and
- v) will deliver the Accommodation Report to the Director of Education and present it to the Board of Trustees.



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- c) *Terms of Reference for the ARC:*  
In accordance with the Ministry of Education guidelines the Board shall provide the ARC with Accommodation Review Terms of Reference.

## 2. Information for ARC:

- a) *School Information Profile:*  
The Board will provide a School Information Profile (using the factors set out in Appendix A) for each school under review which shall include data for each of the following four considerations. (It is recognized that value to the student shall take priority over other considerations about the school.)
- value to the student;
  - value to the school board;
  - value to the community; and
  - value to the local economy.
- b) *Additional Board Information:*  
The Board will provide:
- the most recent Long Term Capital Plan of the Board to provide a context for the accommodation review;
  - background information regarding the schools located within the area of the accommodation review;
  - alternate accommodation plans for the students in the schools located within the area of the accommodation review including suggestions as to where the students could be accommodated, what changes to existing facilities might be required, what programs could be available to the students, and associated transportation requirements; and
  - any information on partnership opportunities for the schools under review.
- Board Staff will respond to reasonable requests for additional information from the ARC, if the requests are approved by the ARC.

## 3. ARC Community Consultation & Public Meetings

- a) *Notice:*
- i) Parents/guardians, staff and school council members of the affected schools will be informed, in writing, through their respective schools, of the Board's decision to form an ARC.
- ii) Notice of the public meetings will be provided through school newsletters, letters to the school community, the Board's website and advertisements in local community newspapers, and will include date, time, location, purpose, contact name and number.
- iii) Notice of the first public meeting will be provided no less than thirty (30) days in advance of the meeting, excluding from the calculation school holidays such as summer vacation, Christmas break and Spring break and their adjacent weekends. A minimum of two weeks notice will be provided in respect of the other public meetings.
- iv) Beginning with the first public meeting the public consultation period must be no less than 120 calendar days, excluding from the calculation school holidays such as summer vacation, Christmas break and Spring break and their adjacent weekends. In the event of extenuating circumstances (i.e. unsafe weather conditions cancelling meetings,) Board Administration will go back to Trustees to inform them of the extension of the process.
- b) *Consultation:*  
The ARC will consult with school councils and a wide range of school and community groups, about the School Information Profile, the accommodation options and the ARC Accommodation Report.



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- c) *Meetings:*
  - i) The ARC will hold no fewer than four public meetings, located where possible at the school(s) under review, with well publicized notice and with relevant information provided in advance.
  - ii) At least three meetings are held for the purposes of seeking input prior to drafting the ARC Accommodation Report. The final meeting is to present the Report with accommodation recommendations.
  - iii) Meetings are to be structured to encourage an open and informed exchange of views and minutes reflecting the full range of views expressed at the meeting are to be kept and made publicly available.
  - iv) There must be a process in place to respond to questions raised at the meetings that cannot be answered at the meetings.

**4. ARC Accommodation Report and Recommendations:**

- a) The ARC will produce an Accommodation Report that will make accommodation recommendations consistent with the objectives and reference criteria outlined in the Terms of Reference;
- b) The ARC will share the Report with the community at a public meeting and may incorporate feedback from the meeting into the final Report.
- c) Within 10 days of approving the final ARC report, the ARC Chair will submit the final version of its Report to the Director of Education, at which time it will be made accessible to trustees and the public.
- d) The ARC Chair will present the Report to the Board of Trustees at a regularly scheduled Board meeting.
- e) Board administrative staff will examine the Report and will present the administration analysis and recommendations to the Board of Trustees at the same meeting referenced in section 4 (d) above.
- f) There will be notice of the meeting date at which the Board will make its final determination. There must be no less than 60 days, excluding summer vacation, Christmas break, Spring break and their adjacent weekends, between the submission of the ARC Report and the Board meeting at which the Trustees make the final decision.

**IV. Related Information**

*Related Board Policies*

POLICY: Pupil Accommodation Review  
Appendix A Factors for School Information Profile.

*Ministry of Education*

Ministry of Education. (Jun—09). Pupil Accommodation Review Guideline.  
Ministry of Education. (Jun—09). Administrative Review of Accommodation Review Process