TAB 2
ACCOMMODATION REVIEW COMMITTEE
REPORT AND RECOMMENDATION TO THE
RCCDSB BOARD OF TRUSTEES

ACCOMMODATION REVIEW GUIDELINES
Ministry of Education Pupil Accommodation Review Guideline
(Revised June 2009)
RCCDSB ARC Policy
RCCDSB ARC Procedure
RCCDSB ARC Terms of Reference
MINISTRY OF EDUCATION
PUPIL ACCOMMODATION REVIEW GUIDELINE
(Revised June 2009)

PURPOSE

The purpose of the Pupil Accommodation Review Guideline (previously referred to as school closure guidelines) is to provide direction to school boards regarding public accommodation reviews undertaken to determine the future of a school or group of schools.

The Guideline ensures that where a decision is taken by a school board regarding the future of a school, that decision is made with the full involvement of an informed local community and it is based on a broad range of criteria regarding the quality of the learning experience for students.

In recognition of the important role schools play in strengthening rural and urban communities and the importance of healthy communities for student success, it is also expected that decisions consider the value of the school to the community, taking into account other government initiatives aimed at strengthening communities.

School boards in Ontario are responsible for providing schools and facilities for their students and for operating and maintaining their schools as effectively and efficiently as possible to support student achievement.

Under paragraph 26, subsection 8 (1) of the Education Act, the Minister of Education may issue guidelines with respect to school boards' school closure policies. The Guideline is effective upon release.

SCHOOL BOARD ACCOMMODATION REVIEW POLICIES

School boards are responsible for establishing and following their own accommodation review policies. At a minimum, boards’ accommodation review policies are to reflect the requirements of the Pupil Accommodation Review Guideline set out below.

A copy of the school board’s accommodation review policy, the government’s Pupil Accommodation Review Guideline and the Administrative Review of Accommodation Review Process documents are to be available at the school board’s office and posted on the school board’s website.
School boards are expected to undertake long-term enrolment and capital planning that will provide the context for accommodation review processes and decisions. This planning should take into account opportunities for partnerships with other school boards and appropriate public organizations that are financially sustainable, safe for students, and protect the core values and objectives of the school board.

The Guideline recognizes that, 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.

ACCOMMODATION REVIEW TERMS OF REFERENCE

The review of a particular school or schools is to be led by an Accommodation Review Committee (ARC) appointed by the board. The ARC assumes an advisory role and will provide recommendations that will inform the final decision made by the Board of Trustees.

Each ARC must include membership drawn from the community. It is recommended that the committee include parents, educators, board officials, and community members. Trustees are not required to serve on ARCs.

School boards will provide the ARC with a Terms of Reference that describes the ARC’s mandate. The mandate will refer to the board’s educational and accommodation objectives in undertaking the ARC and reflect the board’s strategy for supporting student achievement. The Terms of Reference will contain Reference Criteria that frame the parameters of ARC discussion. The Reference Criteria include the educational and accommodation criteria for examining schools under review and accommodation options. Examples may include grade configuration, school utilization, and program offerings.

The Terms of Reference will identify ARC membership and the role of voting and non-voting members, including board and school administration. The Terms of Reference will also describe the procedures for the ARC, including meetings; material, support, and analysis to be provided by board administration; and the material to be produced by the ARC.

School boards will inform the ARC at the beginning of the process about partnership opportunities, or lack thereof, as identified as part of boards’ long-term planning process.

SCHOOL INFORMATION PROFILE

School boards are required to develop a School Information Profile to help the ARC and the community understand how well school(s) meet the objectives and the Reference Criteria outlined in the Terms of Reference. The School
Information Profile includes data for each of the following four considerations about the school(s):

- Value to the student
- Value to the school board
- Value to the community
- Value to the local economy

It is recognized that the school’s value to the student takes priority over other considerations about the school. A School Information Profile will be completed by board administration for each of the schools under review. If multiple schools within the same planning area are being reviewed together, the same Profile must be used for each school. The completed School Information Profile(s) will be provided to the ARC to discuss, consult on, modify based on new or improved information, and finalize.

The following are examples of factors that may be considered under each of the four considerations. 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).

**Value to the Student**

- the learning environment at the school;
- student outcomes at the school;
- course and program offerings;
- extracurricular activities and extent of student participation;
- the ability of the school’s physical space to support student learning;
- the ability of the school’s grounds to support healthy physical activity and extracurricular activities;
- accessibility of the school for students with disabilities;
- safety of the school;
- proximity of the school to students/length of bus ride to school.

**Value to the School Board**

- student outcomes at the school;
- course and program offerings;
- availability of specialized teaching spaces;
- condition and location of school;
- value of the school if it is the only school within the community;
- fiscal and operational factors (e.g., enrolment vs. available space, cost to operate the school, cost of transportation, availability of surplus space in adjacent schools, cost to upgrade the facility so that it can meet student learning objectives).

**Value to the Community**

- facility for community use;
• program offerings at the school that serve both students and community members (e.g., adult ESL);
• school grounds as green space and/or available for recreational use;
• school as a partner in other government initiatives in the community;
• value of the school if it is the only school within the community.

Value to the Local Economy

• school as a local employer;
• availability of cooperative education;
• availability of training opportunities or partnerships with business;
• attracts or retains families in the community;
• value of the school if it is the only school within the community.

ACCOMMODATION REVIEW PROCESS

As indicated above, the public review of each school or group of schools is to be led by a local Accommodation Review Committee appointed by the board.

School boards must present to the ARC at least one alternative accommodation option that addresses the objectives and Reference Criteria outlined in the Terms of Reference. The option(s) will address where students would be accommodated; what changes to existing facilities may be required; what programs would be available to students; and transportation. If the option(s) require new capital investment, board administration will advise on the availability of funding, and where no funding exists, will propose how students would be accommodated if funding does not become available.

The Ministry recommends that, wherever possible, schools should only be subject to an accommodation review once in a five-year period, unless there are exceptional circumstances.

School Information Profile

The ARC will discuss and consult about the School Information Profile(s) prepared by board administration for the school(s) under review and modify the Profile(s) where appropriate. This discussion is intended to familiarize the ARC members and the community with the school(s) in light of the objectives and Reference Criteria outlined in the Terms of Reference. The final School Information Profile(s) and the Terms of Reference will provide the foundation for discussion and analysis of accommodation options.

Public Information and Access

School boards and ARCs are to ensure that all information relevant to the accommodation review, as defined by the ARC, is made public by posting it in a prominent location on the school board’s website or making it available in print upon request. Where relevant information is technical in nature, it is to be explained in plain language.
**Accommodation Options**

The ARC may also create alternative accommodation options, which should be consistent with the objectives and Reference Criteria outlined in the Terms of Reference. Board administration will provide necessary data to enable the ARC to examine options. This analysis will assist the ARC in finalizing the Accommodation Report to the board.

ARCs may recommend accommodation options that include new capital investment. In such a case, board administration will advise on the availability of funding. Where no funding exists, the ARC with the support of board administration will propose how students would be accommodated if funding does not become available.

As the ARC considers the accommodation options, the needs of all students in schools of the ARC are to be considered objectively and fairly, based on the School Information Profile and the objectives and Reference Criteria outlined in the Terms of Reference.

**Community Consultation and Public Meetings**

Once an accommodation review has been initiated, the ARC must ensure that a wide range of school and community groups is invited to participate in the consultation. These groups may include the school(s)' councils, parents, guardians, students, school staff, the local community, and other interested parties.

As indicated above, the ARC will consult about the customized School Information Profile prepared by board administration and may make changes as a result of the consultation. The ARC will also seek input and feedback about the accommodation options and the ARC’s Accommodation Report to the board. Discussions will be based on the School Information Profile(s) and the ARC’s Terms of Reference.

Public meetings must be well publicized, in advance, through a range of methods and held at the school(s) under review, if possible, or in a nearby facility if physical accessibility cannot be provided at the school(s). 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.

At a minimum, ARCs are required to hold four public meetings to consult about the School Information Profile, the accommodation options, and the ARC Accommodation Report.

Minutes reflecting the full range of opinions expressed at the meetings are to be kept, and made publicly available. ARCs and board administration are to respond to questions they consider relevant to the ARC and its analysis, at
meetings or in writing appended to the minutes of the meeting and made available on the board's website.

**ARC Accommodation Report to the Board**

The ARC will produce an Accommodation Report that will make accommodation recommendation(s) consistent with the objectives and Reference Criteria outlined in the Terms of Reference. It will deliver its Accommodation Report to the board's Director of Education, who will have the Accommodation Report posted on the board's website. The ARC will present its Accommodation Report to the Board of Trustees. Board administration will examine the ARC Accommodation Report and present the administration analysis and recommendations to the Board of Trustees. The Board of Trustees will make the final decision regarding the future of the school(s). If the Board of Trustees votes to close a school or schools, the board must outline clear timelines around when the school(s) will close.

**TIMELINES FOR AN ACCOMMODATION REVIEW PROCESS**

After the intention to conduct an accommodation review of a school or schools has been announced by the school board, there must be no less than 30 calendar days notice prior to the first of a minimum of four public meetings.

Beginning with the first public meeting, the public consultation period must be no less than 90 calendar days.

After the ARC completes its Accommodation Report it is to make the document publicly available and submit the document to the school board administration. After the submission of the Accommodation Report, there must be no less than 60 calendar days notice prior to the meeting where the Board of Trustees will vote on the recommendations.

Summer vacation, Christmas break and Spring break, including adjacent weekends, must not be considered part of the 30, 60 or 90 calendar day periods. For schools with a year-round calendar, any holiday that is nine calendar days or longer, including weekends, should not be considered part of the 30, 60 or 90 calendar day periods.

**APPLICATION OF ACCOMMODATION REVIEW GUIDELINES**

The *Guideline* applies to schools offering elementary or secondary regular day-school programs. The following outlines circumstances where school boards are not obligated to undertake an accommodation review in accordance with this *Pupil Accommodation Review Guideline*. In these circumstances, a board is expected to consult with local communities about proposed accommodation options for students in advance of any decision by the board.

- Where a replacement school is to be rebuilt by the board on the existing site, or rebuilt or acquired within the existing school attendance boundary as identified through the board's existing policies;
- When a lease is terminated;

- When a board is planning the relocation in any school year or over a number of school years of a grade or grades, or a program, where 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;

- When a board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations

- 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.
POLICY: Pupil Accommodation Review

I. Purpose of Policy

To set out the process the Board will follow in the closure or consolidation of one or more of its schools and to comply with the Ministry of Education guidelines.

II. Policy Statement

1. Guiding Principles:
   a) The Board is committed to support student achievement through providing quality education for all students under its jurisdiction and by optimizing the use of facilities and resources.
   b) In the school closure or school consolidation process the school’s value to the student takes priority over other considerations about the school including the value to the school board, the value to the community and the value to the local economy.

2. Initial Board Decision:
   a) The Board may initiate a School Accommodation Review where school reorganization and consolidation may be considered to be educationally and/or operationally advisable.
   b) 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.

3. Accommodation Review Committee (ARC) Process Required:
   a) If the Board is considering the closure or consolidation of a school or schools which offer elementary or secondary regular day-school programs, the Accommodation Review Committee (ARC) process is required and shall comply with the Ministry of Education guidelines.
   b) The (Jun-09) Ministry of Education document, Pupil Accommodation Review Guideline, as amended from time to time, is posted on the Board web page after this Policy and is available at the Board offices.

4. Accommodation Review Committee (ARC) Process Not Required:

In the following circumstances the Board is not obligated to undertake the Accommodation Review Committee process. In these circumstances, the Board is expected to consult with local communities about proposed accommodation options for students in advance of any decision by the Board.

i) Where a replacement school is to be rebuilt by the Board on the existing site, or rebuilt or acquired within the existing school attendance boundary as identified through the board’s existing policies;
ii) When a lease is terminated;
iii) When the Board is planning the relocation in any school year or over a number of school years of a grade or grades, or a program, where 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;

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iv) When 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; and
v) 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.

5. **ARC Report & Final Board Decision:**
   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 deliver its Report to the Director of Education who will post on the Board website the ARC Report, other information related to the Report and meetings of the Board at which the Report shall be considered.
   c) The ARC will present its Accommodation Report to the Board of Trustees.
   d) Board administration will examine the ARC Accommodation Report and present the administration analysis and recommendations to the Board of Trustees.
   e) The Board of Trustees will make the final decision regarding the future of the school(s). If the Board of Trustees votes to close a school or schools, the Board must outline clear timelines around when the school(s) will close.
   f) There must be no less than 60 calendar days, excluding summer vacation, Christmas break, Spring break and adjacent weekends, between the submission ARC Report to the Board and the Board meeting at which the Trustees make the final decision.

6. **Review of the School Accommodation Review Process:**
   a) A review of the Board’s school accommodation review process may be sought in accordance with the guidelines set out in the (Jun-09) Ministry of Education document, Administrative Review of Accommodation Review Process, as amended from time to time.
   b) The above document is posted on the Board web page after this Policy and is available at the Board offices.

7. **Procedure(s):**
   Board administrative staff will develop any necessary procedure(s) to implement this Policy and to comply with the Ministry of Education guidelines. Procedures shall be approved by the relevant Supervisory Officer and posted on the Board web page.

### III. Related Information

*Procedures / Appendices for this Policy*
   Procedure: Accommodation Review Committee (ARC) Process
   Appendix A: Factors for School Information Profile

*Ministry of Education*
   Ministry of Education. (Jun—09). Administrative Review of Accommodation Review Process
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.
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.
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). Administrative Review of Accommodation Review Process
TERMS OF REFERENCE

I. The terms of reference (TOR) document has been developed in accordance with the Ministry of Education’s Pupil Accommodation Review Guideline of June 2009.

II. SCOPE OF THIS PUPIL ACCOMMODATION REVIEW

a. Review Area

This accommodation review involves the following schools within the Planning area(s):

<table>
<thead>
<tr>
<th>SCHOOL NAME</th>
<th>ADDRESS</th>
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</thead>
<tbody>
<tr>
<td>St. John Bosco Catholic School</td>
<td>99 Peter Street, Barry’s Bay, ON, K0J 1B0</td>
</tr>
<tr>
<td>George Vanier Catholic School</td>
<td>2782 Dafoe Road, Combermere, ON, K0J 1L0</td>
</tr>
<tr>
<td>St. Andrew’s Catholic School</td>
<td>131 Queen Street, Killaloe, ON, K0J 2A0</td>
</tr>
<tr>
<td>St. Casimir’s Catholic School</td>
<td>2725 Round Lake Road, Round Lake Centre, ON, K0J 2L0</td>
</tr>
<tr>
<td>St. Mary’s Catholic School</td>
<td>17399 Highway 60, Wilno, ON, K0J 2N0</td>
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III. ACCOMMODATION REVIEW COMMITTEE (ARC) MANDATE

a. The Accommodation Review Committee (ARC) is to review and make recommendations for a preferred accommodation solution (closure, consolidation, construction, etc.) for the students associated with the schools listed above. The

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Accommodation solution is to support the Board’s goal of improving student achievement through the provision of strong educational programming and opportunities in safe, healthy and accessible learning environments. In doing so, the ARC should evaluate as many scenarios or opportunities within the identified planning area to determine if any of these scenarios or opportunities offer long-term accommodation stability to students while effectively utilizing Board facilities.

IV. ARC MEMBERSHIP AND SUPPORT

a. The ARC is to include membership drawn from the community, including, parents, educators, Board Official(s) and a community member. Wherever possible, representation is to include:

- One Superintendent of Education or designate, who will act as chair of the Committee;
- Superintendent of Business or designate, who will act as Secretary of the Committee;
- Depending on the number of schools under review either on Principal or designate, or two Principals or designates;
- One teacher representative;
- One non-teaching representative;
- A parent representative from each school under consideration;
- One community representative from the planning area.

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

b. Board staff will provide resource support to the ARC:

- Administrative support for minute taking;
- Dedicated resources to enable the ARC to understand the issues that exist and to provide:
1. Support to ensure compliance with the Board’s policy and procedure;

2. Information relevant to the mandate of the ARC as requested by the ARC;

3. Information relevant to the mandate of the ARC to support community questions and requests.

   • If the ARC Chair sees a need for additional expertise or if additional expertise is requested by the Arc, Arc resource guests may be invited to attend specified meetings.

V. ARC PROCEDURES

a. The ARC will consult with the community through a minimum of four (4) Public Meetings. Other forms of communication are encouraged and may take the form of e-mails, feedback forms, voicemail, school community council updates, newsletters, etc.

   During the consultation period, the ARC must ensure that a wide range of school and community groups are consulted to seek input and community feedback on options for accommodating students who would be affected by a school closure. These groups may include the school community councils, parents, guardians, students, teachers, the local community and any other interested parties.

b. Once an ARC has been established, there must be a minimum of thirty (30) calendar days public notice provided prior to the first Public Meeting. Notices for the remaining three Public Meetings are to be publicized no later than two weeks in advance of each of the Public Meetings.

c. Consultation will take place regarding the customized School Information Profile (SIP) completed by the Board and revised as necessary by the ARC. The SIP may be further revised based on input received from the consultation and then deemed to be finalized.

   The ARC will also seek input and feedback from the community about the accommodation options and the ARC’s Accommodation Report to the Director of Education. Discussions will be based on the SIP and the ARC’s TOR

d. To prepare for the required minimum four Public Meetings, the ARC is expected to schedule Working Meetings and all meetings will be conducted in an open, transparent and professional manner.

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e. The ARC chair is responsible for:

- Managing the development of the process according to the ARC mandate, the Terms of Reference and the supporting School Information Profile.
- Coordination of the activities of the ARC, requesting support, resources, and information relevant to the ARC’s mandate from the RCCDSB staff.
- Ensuring completion of the ARC Report to the Board.

Recognizing the value of the ARC’s contribution to the Board’s ability to provide quality educational opportunities of its students, ARC Members must be prepared to make a commitment as it is expected that they attend all of the Working Meetings and the Public Meetings.

In the event that an ARC member will be absent from more than one meeting, the Chair of the ARC has the authority to address the attendance issued and recommend a solution.

VI. VOTING STRUCTURE OF THE ARC

a. All sitting members of the ARC, excluding the ARC Chair and the ARC Secretary, are voting members of the ARC. Arc Resource Staff are not members of the ARC.

b. ARC Working Meetings may only proceed if there is a quorum. A Quorum will constitute six voting or non-voting members of the ARC for the purposes of conducting a Working Meeting.

c. The ARC is encouraged to work on a consensus basis. Where a consensus cannot be reached, a simple majority of those voting members in attendance (fifty percent plus one) will apply.

d. In the event that a member is unable to fulfill his/her duties on the ARC, the Principal of the affiliated school working with the Chair of the ARC may choose another representative. If a replacement cannot be found, the ARC will continue to function with quorum being recalculated.
VII. PARTNERSHIP OPPORTUNITIES

a. The Board is to outline its capital planning objectives for the area under review in order to provide the ARC with context for the accommodation review processes and decisions.

b. The Board is to provide five-year enrolment projections, by grade for each school included in the review. In addition, if requested by the ARC, longer-term enrolment projections and/or school age population data for the subject review area will be provided in order to support effective decision making by the ARC.

c. These capital planning objectives should take into account opportunities for partnerships with other appropriate public organizations that are financially sustainable, safe for students, and protect the core values and objectives of the school board.

d. The Board is to inform the ARC of such partnership opportunities, or lack thereof, at the beginning of the ARC process – first or second Working Meeting.

VIII. REFERENCE CRITERIA

a. The ARC is to examine the school or group of schools under review from the perspective of the following criteria as the criteria relates to the existing situation and the projected situation – both physical and educational at the school or group of schools to better understand the rationale for the accommodation review.

The ARC is also to examine the school or group of schools under review from the perspective of the following criteria as it assesses the impact of recommending accommodation options that would improve the school experience for the students in the school or group of schools under review.

- Declining school or program enrolments which currently impact or may limit a student’s education and social opportunity;

- The physical condition of a school or a group of schools which may impact the quality of the learning environment and/or limited financial resources of the Board.

- The presence of surplus instructional space within a school or a group of schools;
• The absence of sufficient instructional space within a school or a group of schools (which may impact a student’s access to programming and physical resources, e.g., gym, library).

IX. ACCOMMODATION OPTIONS

a. The Board must present at least one alternative staff-developed accommodation option addressing the objectives and the reference criteria of the TOR for the ARC’s consideration.

b. Where the Board’s proposed alternative staff-developed accommodation option(s) include new capital investment, the Board staff will advise the ARC on the availability of funding. Where no funding exists, Board staff will propose how students would be accommodated if funding does not become available.

c. The ARC may create alternative accommodation options, consistent with the objectives and reference criteria outlined above.

d. ARC resource staff will provide the necessary data to enable the ARC to examine the options proposed. This analysis is necessary to assist the ARC in finalizing the Accommodation Report to the Director of Education.

e. Where the ARC recommends accommodation options that include new capital investment, the ARC Chair will advise the ARC on the availability of funding. Where no funding exists, the ARC will propose how students would be accommodated if funding does not become available. ARC resource staff will provide analysis support for this process.

f. All accommodation options developed by the Board staff or by the ARC are to address, at a minimum: where students would be accommodated; changes that may be required to existing facilities; program availability and transportation.

g. Accommodation options developed by the Board staff or by the ARC may result in recommendations in the ARC Report to close a school or schools, consolidate two or more schools, move programs or adjust attendance boundaries for the schools under review.
X. MEETINGS

a. The goal of the Working Meetings is to ensure that information is prepared for presentation at each of the minimum four Public Meetings. The materials prepared will support the objectives and the reference criteria of this TOR and will help the ARC in its development of the Accommodation Report.

- ARC resource staff will prepare a timeline outlining the work to be accomplished at each ARC working and ARC Public Meeting.

b. The ARC resource staff will work with the ARC to prepare all Working Meeting and Public Meeting agendas and materials. Meeting agendas and materials are to be reviewed and approved by the ARC prior to being made publicly available. All approved materials are to be e-mailed to the ARC Members and posted on the Board’s website.

Meeting agendas are to be available by e-mail to the ARC Members and posted on the Board’s Website at least twenty four hours in advance of the scheduled meeting.

c. ARC resource staff will ensure that accurate minutes (not verbatim) are recorded. These minutes are to reflect the key points of the discussions that take place and decisions that are made at Working Meetings and at Public Meetings. ARC meeting minutes will be posted to the Board’s website after the minutes have been approved by the ARC.

d. Requests for information in keeping with the ARC’s mandate and in keeping with the schools under review will be provided in a timely manner by ARC resource staff for the ARC’s use, and if the information is requested from an external party, for the ARC’s approval.

e. The ARC acknowledges that is may not always be possible to obtain responses to requests for information in time for the next scheduled meeting. If this occurs, the ARC resource staff will provide an estimated availability time.

f. All information provided to the ARC is to be posted on the Board’s website and made available in hard copy if requested.

g. The ARC report which is a mandatory outcome of the ARC’s work is to be submitted to the Director of Education by the Chair of the ARC. The report is to be drafted in plain language.

h. The purpose of the minimum four ARC Public Meetings is to seek input and feedback from the community on:

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<table>
<thead>
<tr>
<th><strong>Customized School Information Profile</strong></th>
<th>Presentation of the customized SIP is intended to help the community understand the current situation at the school or schools under review and the potential situation should action to improve the situation not be taken; Community input may result in revisions to the customized SIP and its subsequent finalization.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accommodation options developed or supported by the ARC that address the needs of the students in the schools under review.</strong></td>
<td>Community input may result in revisions to the Accommodation Options.</td>
</tr>
<tr>
<td><strong>The ARC’s report to the Director of Education</strong></td>
<td>Report will contain the ARC’s accommodation recommendations consistent with the objectives and reference criteria outlined in the TOR</td>
</tr>
</tbody>
</table>

i. Community input on any aspect of the ARC’s work is not limited to input at the minimum of four ARC Public Meetings. ARC members may receive community information via e-mail, voicemail, school community councils, conversations with individual community members, etc. The ARC members are responsible for ensuring that all input is shared with the chair of the ARC for the chair to disseminate to all ARC members.

j. The minimum of four ARC Public Meetings are to be held in the school or schools under review or in a nearby facility if physical accessibility cannot be provided at the school(s)

k. ARC members and community members attending ARC working and/or ARC Public Meetings are required to sign in.
XI. ARC WORKING MEETING REQUIREMENTS TO SUPPORT ARC PUBLIC MEETINGS

a. Prior to the First Public Meeting
   
   - The ARC’s Working Meetings will focus on finalizing a Draft School Information Profile for each school under review for the community’s input.
   
   - Tours of the schools under review will be made available to the ARC members. Specific tour dates will be scheduled by ARC resource staff.

b. Prior to the Second Public Meeting
   
   The ARC’s Working Meetings will focus on developing alternative accommodation options that reflect practical educational solutions for the schools under review for the community’s input.

c. Prior to the Third Public Meeting
   
   The ARC’s Working Meetings will focus on refining its preferred accommodation options based on community and ARC members’ input and the drafting of the ARC’s Report for Community’s input.

d. Prior to the Fourth Public Meeting
   
   The ARC’s Working Meetings will focus on finalizing its ARC Report containing its recommendations to the Board for the Community’s input.

e. After the Fourth Public Meeting
   
   The ARC Working Meetings will focus on completing its mandate and submitting the ARC Report to the Director of Education.

f. Written notice of the Public Meetings shall be provided to the parents of the students and the staff of the affected school, the Clerk of the area municipality and all trustees. Notice of the Public Meetings shall be advertised in the local newspaper(s) and posted on the Board’s website.

g. Beginning with the first Public Meeting, the public consultation must be no less than one hundred and twenty (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...

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condition cancelling meetings). Board Administration will go back to Trustees to inform them of the extension of the process.

h. With ten (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.