

## **GENERIC TERMS OF REFERENCE Accommodation/Boundary Review Committee**

### **1.0 Mandate**

The Board of Trustees has asked that an Accommodation Review Committee be formed as part of a pupil accommodation review of \_\_\_\_\_ (review area). The ARC, as a consultation body and official conduit for information shared between the school board and the school communities, will review and comment on staff's initial report, review school information profiles and other relevant data, and suggest alternative accommodation scenarios with supporting rationale.

### **2.0 Education and Accommodation Objectives**

#### **2.1 Board Parameters**

- All elementary schools are JK-8.
- All secondary schools are Grade 9-12.
- Facilities should not limit students from fully experiencing the curriculum.
- Physical accessibility in new and existing facilities should be maximized.
- All capital projects (i.e. new schools, additions) require Ministry and Board approval.

#### **2.2 Board-wide Accommodation Review Goals**

- Provide the highest quality learning environment possible.
  - Consider program environments and how they support student achievement.
- Ensure an efficient use of system resources by balancing enrolment and facilities.
  - Maximize the use of Board-owned facilities over the long term.
  - Minimize the use of non-permanent accommodation (portables) as a long-term strategy while recognizing that it may be a good short-term solution.
- Provide a long-term (5 years +) accommodation solution.
- Create boundaries that maximize the number of students that can walk to school.
  - Consider the Board's existing transportation policy and how it may be impacted by or limit accommodation scenarios.
- Provide logical attendance boundaries.
  - Follow logical divides such as major roads, physical barriers, etc.
  - Recognize existing neighbourhoods wherever possible.
- Reduce operating costs (e.g. maintenance, operations, transportation, etc.)
- Develop accommodation options with consideration for Ministry of Education capital funding formulas and the Board's long term capital plan.

#### **2.3 Review Goals**

*[This section will be customized to the individual review prior to distributing the terms of reference to the review committee. The review goals are those created to address issues or concerns specific to the individual review area.]*

### **3.0 Roles and Responsibilities**

An ARC has been appointed by the Board, in accordance with Board policy, to act as the official

conduit for information shared between the school board and the school communities throughout this accommodation review process. ARC members can expect approximately \_\_\_\_\_ ARC meetings over a \_\_\_\_\_ month period. A minimum of \_\_\_\_\_ public meetings will also be held. Throughout the process the committee, as a consultation body, will be required to review and comment on various data, options, and reports provided by board staff. The outline below illustrates the relative division of responsibilities between the committee and staff. The role of the ARC terminates once the Final Report and recommendations have been submitted to the Board of Trustees.

	<b>ROLE OF THE ARC</b>	<b>ROLE OF BOARD STAFF</b>
<b><i>Agendas &amp; Minutes</i></b>	<ul style="list-style-type: none"> <li>• Approve minutes of each ARC meeting.</li> <li>• Ensure the accuracy of meeting minutes.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare meeting agendas.</li> <li>• Record minutes.</li> <li>• Post minutes on the Board website.</li> </ul>
<b><i>Materials, Support and Analysis</i></b>	<ul style="list-style-type: none"> <li>• Review information prepared by staff</li> <li>• Seek clarification as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare a timeline outlining tasks, milestones and deadlines according to APF008.</li> <li>• Organize school tours for the ARC.</li> <li>• Prepare, distribute and present information to the ARC and public.</li> <li>• Provide any additional information requested by the ARC, if appropriate.</li> </ul>
<b><i>Staff's Initial Staff Report</i></b>	<ul style="list-style-type: none"> <li>• Review initial staff report prepared by staff</li> <li>• Seek clarification as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare initial staff report for the Board of Trustees, which includes:               <ul style="list-style-type: none"> <li>○ Summary of issues;</li> <li>○ Proposed option(s); and,</li> <li>○ Recommended option, if various options are presented.</li> </ul> </li> </ul>
<b><i>School Information Profile (SIP)</i></b>	<ul style="list-style-type: none"> <li>• Review the School Information Profiles.</li> <li>• Seek clarification as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare a School Information Profile for each school in the review.</li> </ul>
<b><i>Alternative Accommodation Scenarios/Options</i></b>	<ul style="list-style-type: none"> <li>• Suggest additional accommodation options with supporting rationale.</li> <li>• Analyze and evaluate accommodation options for consistency with the Education and Accommodation Objectives.</li> <li>• Consider the needs of all students at all of the schools objectively and fairly.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare accommodation options.</li> <li>• Prepare data to support the evaluation of options.</li> <li>• Advise the ARC on legislative requirements, Board policy and budget implications.</li> </ul>

<p><b><i>Community Consultation</i></b></p>	<ul style="list-style-type: none"> <li>• Ensure that respective school communities are aware of public meetings.</li> <li>• Ensure that all relevant information is made available to the public.</li> <li>• Attend public meetings and review public comments.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a minimum of _____ public meetings.</li> <li>• Advertise meetings in accordance with Board policy.</li> <li>• Prepare presentation materials.</li> <li>• Post all relevant information on the Board’s website.</li> <li>• Ensure that the ARC and Board of Trustees receive all written public comments.</li> <li>• Respond to public inquiries regarding the review.</li> </ul>
<p><b><i>Recommendations &amp; Final Report</i></b></p>	<ul style="list-style-type: none"> <li>• Provide input, where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine a recommended option (may differ from initial report).</li> <li>• Prepare the Final Report to the Board of Trustees, outlining recommendations and public consultation summary.</li> <li>• Present the final report to the Board of Trustees.</li> <li>• Post the Final Report on the Board’s website.</li> </ul>
<p><b><i>Meeting Conduct</i></b></p>	<ul style="list-style-type: none"> <li>• The chair shall guide the meeting according to the agenda.</li> <li>• ARC members are expected to treat each other and board staff with respect.</li> <li>• The goal is to work toward consensus on key issues.</li> <li>• ARC members are expected to attend every ARC meeting where feasible. At least one parent representative from each school should be in attendance at every meeting.</li> <li>• ARC members are expected to attend public consultation sessions.</li> </ul>	