

1. The Terms of Reference (TOR) document has been developed in accordance with the Ministry of Education's Pupil Accommodation Review Guideline of March 2015.

2. Scope of this Pupil Accommodation Review

2.1. Review Area

This accommodation review involves the following schools within the *Insert Name* Planning Area(s):

List Schools and Addresses

3. ARC Mandate

- 3.1 The Accommodation Review Committee is to review the Board's Initial Staff Report and provide comments on the Options, including the Recommended Option or provide options not identified in the Initial Staff Report for consideration.

The Accommodation solution is to support the Board's goal of improving student achievement and well-being through the provision of strong educational programming and opportunities in safe, healthy and accessible learning environments. The solution is to also consider the long-term benefits to the Board in the operation of its existing facilities and in its ability to provide sustainable program delivery.

4. ARC Membership and Support

- 4.1 The ARC is to include membership drawn from the community, including, parents, educators, board officials and community members. Membership is to include:

- Superintendent of Education for the school or group/family of schools under review or a designated Superintendent of Education as the Chair the ARC;
- The Supervisory Officer for Facilities Services for the Board, or a designate, as the Secretary of the ARC;
- Trustees for the affected administrative area of the Board may serve as members of the ARC; however, they are non-voting members;
- The principals from the schools under review;
- One teacher representative from each of the schools under review;
- One non-teacher representative (i.e., custodian, secretary, educational assistant) from each of the schools under review;
- Up to two parent representatives (i.e., School Community Council (SCC) Members) as selected by the principal and the SCC for each of the schools under review;
- Up to two additional members of the community.
- Where more than one member of the community sits on the ARC, there must be no more than one community member representing a specific interest or school community.

The ARC will be considered to be fully constituted even if, after issuing an invitation to participate on the ARC, the Board is unable to secure the full complement of members listed above.

- 4.2. Board staff will provide resource support to the ARC:

- Administrative support for minute taking;
- Dedicated resources to enable the ARC to understand the Board's Initial Staff Report and to provide:
 - support to ensure compliance with the Board's policy and procedure;
 - information relevant to the mandate of the ARC as requested by the ARC;

- information relevant to the mandate of the ARC to support community questions or 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.
- In the case of an ARC involving secondary schools, a representative from each of the elementary feeder schools, impacted by the accommodation review, may be invited to provide input directly to the ARC at a specified Working Meeting.

5. ARC Procedures

- 5.1. The ARC will consult with the community through a minimum of two 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 the option(s), including the recommended option(s) contained in the Board Initial Staff Report.

These groups may include the school community councils, parents, guardians, students, teachers, the local community and any other interested parties.

- 5.2. Once an ARC has been established, notice of the first Public Meeting must be provided no later than 15 business days prior to the scheduled meeting date. Notices for the remaining Public Meeting(s) are to be publicized no later than 10 business days in advance of the Public Meeting(s).
- 5.3. To prepare for the required minimum two Public Meetings, the ARC is expected to schedule Working Meetings and all meetings will be conducted in an open, transparent and professional manner. There will be a minimum of six Working Meetings and up to a maximum of 8 Working Meetings as scheduled by Board Staff.

In the event that the Board Initial Staff Report identifies a maximum of three Public Meetings, the Working Meetings schedule will include a maximum of eight scheduled Working Meetings with the option of increasing this number to 10 Working Meetings if an additional two Working Meetings are deemed necessary by the ARC. This does not; however, change the requirement as set out in Section 6.6 of the Procedure:

- The maximum time between the first Public Meeting and the final Public Meeting must be no more than 100 business days excluding the Christmas, spring and summer breaks including adjacent weekends. The total consultation period including the completion and posting on the Board's website of the Final Staff Report shall be no more than 110 business days.

- 5.4. 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 DDSB staff;
- Directing that the Public Meeting presentations may be led by any member of the ARC Resource Staff.
- Ensuring the compilation of all ARC and community input related to the Pupil Accommodation Review received as a result of consultation.

This information will also include information provided by the affected municipality, the Region of Durham and any community groups that expressed an interest in the Pupil Accommodation Review prior to the Board of Trustees having approved the implementation of the Pupil Accommodation Review;

5.4.1. Recognizing the value of the ARC's contribution to the Board's ability to provide quality educational opportunities for 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 issue and recommend a solution.
- In the event that an ARC Member leaves the ARC, the ARC Chair will determine, based on the number of days of consultation that has already taken place, whether or not a replacement ARC Member will be required.
- If another ARC representative is required, the ARC Chair and the Principal of the affiliated school would select another representative. In the case of a parent representative being required, the ARC Chair and the Principal of the affiliated school would work with the SCC to select another parent representative.

6. Voting Structure of the ARC

6.1. All sitting Members of the ARC, excluding the ARC Chair, the ARC Secretary and Trustees for the Administrative Area of the Board, are voting Members of the ARC. ARC Resource Staff are not Members of the ARC.

6.2. ARC Working Meetings may only proceed if there is a quorum. Quorum will constitute 50 percent of the voting Members (that percentage being rounded up if necessary) plus 1 additional voting Member of the ARC for the purposes of conducting a Working Meeting.

If after the ARC is fully constituted, the number of voting Members decreases, the ARC will continue to function with quorum being recalculated as set out above.

6.2.1. If a Working Meeting is cancelled because a quorum of voting Members is not in place, the work necessary to prepare for a scheduled Public Meeting will be addressed in the remaining scheduled meetings prior to the scheduled Public Meeting.

In the event that this is not possible, the community consultation at the scheduled Public Meeting will center on the ARC's progress and the Recommended Option in the Initial Staff Report.

6.2.2. A Quorum of the ARC Members is not required to conduct a Public Meeting.

6.3. 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 at the time of the vote (50 percent of the voting members with the percentage rounded up if necessary plus 1 voting Member) will apply.

6.3.1. A Member of the ARC may request the Committee to conduct voting by secret ballot. If it is the will of the Committee, Page 412 of Section 45 of Robert's Rules of Order, Newly Revised 11th Edition regarding "Voting by Ballot" would be utilized.

6.4. The use of the voting mechanism is a means of ensuring all voices are recognized in the determination of key points; however, consensus regarding the information provided to the Board of Trustees is not necessary.

7. Partnership Opportunities

7.1. The Board is required to explore potential partnership opportunities within the Planning Area(s) through discussions with the affected Municipality, the Region of Durham and other community partners.

7.2. The Board is to inform the ARC of the results of these discussions which may include an indication of partnership opportunities to foster Student Achievement while occupying surplus space or a lack of partnership opportunities within the Planning Area (see Section 2.4.1 of the Pupil Accommodation Review Procedure).

8. Additional Options Developed by ARC

8.1. Similar to the option(s) provided in the Initial Staff Report, any option developed by the ARC for consideration must, at a minimum, address the following:

- Accommodation issue(s) for the school(s) under review;
- Where students would be accommodated;
- If proposed changes to existing facility or facilities are required as a result of the Pupil Accommodation Review;
- Identification of any program changes as a result of the proposed option;
- Impact on student transportation if the proposed option occurred;
- Availability of funding to support the Accommodation Review solution;
- The impact or revision to the proposed option if funding is not available;
- Relevant information obtained from the affected municipality and other community partners prior to the commencement of the Pupil Accommodation Review, including any confirmed interest in using the underutilized space;
- Timeline for implementation of the recommended option;
- In the case of the ARC's Recommended Option, the timeline is to include the timing for a transition plan.

9. Working Meetings and Public Meetings

9.1. The goal of the Working Meetings is to ensure that information is prepared for presentation at each of the minimum two Public Meetings. The materials prepared will support the presentation of the SIP information and the option(s) contained in the Initial Staff Report as well as any options developed by the ARC.

9.1.1. The First Working Meeting will provide an orientation for the ARC involving the Committee's mandate, a review of the Board Initial Staff Report and the recommended option and a review of the purpose of the School Information Profile (SIP) based on a review of one of the SIPs for a school under review.

9.1.2. The second Working Meeting will be a tour of all schools under review.

9.1.3. The ARC, in the Third Working Meeting will provide comments or seek clarification on the contents of the SIPs and on the option(s) including the recommended option in the Initial Staff Report. This is in preparation for the presentation to the community during the first Public Meeting where input will be sought.

In the case on an Accommodation Review involving secondary schools of the Board, the third Working Meeting will include an opportunity for representatives of the Grade 7 and 8 component of the elementary feeder schools to provide their views to the ARC.

The Chair of the ARC will work with the Principals of the secondary schools under review and the Principals of the affected feeder schools to ensure that each feeder school has an opportunity to present to the ARC at the third Working Meeting.

9.1.4. All other working meetings will focus on the option(s) including the recommended option contained in the Board's Initial Staff Report, as well as any community input received regarding the schools identified as part of the Pupil Accommodation Review. The ARC may seek clarification from Board Staff or provide suggested revisions or develop alternative option(s) not considered in the Board Staff Initial Report.

Alternative option(s) developed by the ARC must consider the criteria set out in Section 8.1 of this Terms of Reference Appendix.

9.1.5. The development of the presentation for the first Public Meeting will highlight the SIP data and all option(s) including the recommended option contained in the Board Staff Initial Report, as well as any options that may have been developed by the ARC for consideration and input. As well, this presentation will provide information on the ARC's initial Working Meeting.

The development of the presentation for the Second Public Meeting will continue the dialogue from the first Public Meeting regarding the option(s) under consideration.

9.1.6. The purpose of the minimum of two ARC Public Meetings and up to a maximum of three ARC Public Meetings is to provide information on the ARC orientation Working Meeting and to seek input and feedback from the community on:

- The option(s), and in particular the recommended option, contained in the Board's Initial Staff Report; and
- Community input or ARC input may result in revisions to the option(s) or the development of a new option(s) to be included in the Board's Final Staff Report for the Board of Trustees' consideration.
- The SIPs as additional information for the Community at the first Public Meeting.

9.1.7. The Public Meeting format for the minimum two Public Meetings up to the maximum of three Public Meetings involving an Accommodation Review Committee will include a formal presentation of information and a question and answer session; however, the ARC Chair may decide to open any or all Public Meetings with a formal presentation immediately followed by an "Open House" format whereby community members have an opportunity for more informal discussions with Board Staff and ARC Resource Staff in smaller groupings. ARC Members would be assigned specific small groups to observe and consider the comments expressed.

Where Public Meetings are held in an "Open House" format, minutes for these meetings will reflect the formal presentation of the information provided by the ARC Chair and/or Secretary and will include all comments received in writing from those in attendance. Responses to these comments will be provided through the regular communications format utilized by the ARC.

9.2. Community input on any aspect of the ARC's work is not limited to input at the minimum of two 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.

9.3. The minimum of two 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).

9.4. The ARC Resource staff will:

- Prepare a timeline outlining the work to be accomplished at each ARC Working and ARC Public Meeting.
- 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 posted on the Board's website and available in hard copy upon request.
 - Working Meeting agendas are to be available by e-mail to the ARC Members and posted on the Board's website at least 24 hours in advance of the scheduled meeting.
- 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.

- Where any or all Public Meetings are held in an “Open House” format, minutes for these meetings will reflect the formal presentation of the information provided by the ARC Chair and Secretary and will include all comments received in writing from those in attendance. Responses to these comments will be provided through the regular communications format utilized by the ARC.
 - Respond to requests for information in keeping with the ARC’s mandate and in keeping with the schools under review in a timely manner for the ARC’s use and if the information is requested from an external party, for the ARC’s approval.
 - Prepare all written notices regarding the Public Meetings for distribution to the parents of the students and the staff of the affected schools, the Clerk of the area municipality and the Clerk of the Region of Durham.
 - Notice of the Public Meetings shall be advertised in the local newspaper(s) and posted on the Board’s website.
- 9.5. The ARC acknowledges that it may not always be possible to obtain responses to requests for information in time for the next scheduled Working Meeting. If this occurs, ARC Resource staff will provide an estimated availability time.
- 9.6. All final documents provided to the ARC are to be posted on the Board’s website and made available in hard copy if requested.
- 9.7. ARC Members and community members attending ARC Working and/or ARC Public Meetings are required to sign in.
- 9.8. The Chair of the ARC may utilize the provisions of Robert’s Rules of Order, Newly Revised 11th Edition, Page 648, Section 61, to facilitate Working and Public Meetings, by enacting the steps to avoid disruption in a meeting