



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATION

**Regulation Name: Pupil Accommodation Review: School Closure/Consolidation**      **Regulation Code: BA-1.2.1**  
**Section: Business and Administrative Services**      **Policy Code Reference: BA-1.2**

Established: October 2, 2007

Revised or

Reviewed: January 28, 2010, September 24, 2015, October 27, 2020,  
January 27, 2025

Note: Ontario's moratorium on school closures was announced in June 2017 by the Minister of Education. The moratorium remains in place, thus preventing the board from undertaking any new Pupil Accommodation Reviews for the purpose of school closures and consolidations.

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### 1. OBJECTIVE

The objective of this administrative regulation is to establish when a Pupil Accommodation Review needs to be initiated, and the process to complete it.

### 2. DEFINITIONS

#### Accommodation Review

A process, as outlined in policy, undertaken by the 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.

#### 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.

#### Board

The corporate board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

#### Board of Trustees

The elected governance branch of the board.

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### 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' winter, 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 replacement value for each facility.

### MOE

Ministry of Education

### Moratorium

A temporary prohibition of an activity.

### On-The-Ground Capacity (OTG)

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. This figure does not include portables or stand alone portapaks.

### Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

### Public Delegation

A regular meeting of the Board of Trustees where presentations by groups or individuals can have their concerns heard directly by the school board trustees.

### Public Meeting

An open meeting held by the board to solicit broader community feedback on a pupil accommodation review.

### Pupil Accommodation Review

A Pupil Accommodation Review (PAR) is a community consultation process required by the Ministry of Education where a school closure and/or consolidation is being considered to address changing demographics, enrolment, programming, and facility condition challenges facing a school or schools in a particular area under review.

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School Information Profile

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 instructional areas to be included within a new school, and the size of the required operational and circulation areas within that school.

**3. APPLICATION**

This policy applies to all employees involved in the planning and provision of student accommodation.

**4. RESPONSIBILITY**

4.1

The Board of Trustees is responsible for establishing and approving board policies. The Board of Trustees is responsible for reviewing reports brought forward by senior administration and to identify the school(s) to be reviewed for closure or consolidation.

4.2

The Director of Education is responsible to allocate staff and resources to support this administrative regulation.

4.3

Superintendent, Business and Corporate Services, or designate, is responsible for the annual reporting of upcoming accommodation needs and provisions.

4.4

Senior Administration are responsible for the implementation of Policy BA-1.2 and the related administrative regulation, and responsible for facilitating the work of the Accommodation Review Committee.

4.5

The Accommodation Review Committee is responsible to act as the conduit of information shared between the school board and school committees and to provide input to board staff in the preparation of the final staff report.

4.6

School principals are responsible for understanding this policy and the related administrative regulations. School principals will also be required to be part of the ARC.

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4.7

Manager, Planning Services is responsible for supporting the Superintendent, Business and Corporate Services, Senior Administration and the Accommodation Review Committee with the implementation of this policy and related the administrative regulation.

**5. PROCEDURE**

**5.1 Annual Pupil Accommodation Report**

Annually, staff responsible for accommodations, in consultation with the Superintendent of Business and Corporate Services, shall prepare a report for Board consideration addressing upcoming accommodation needs and provisions. This report will be presented to the Board prior to October 31 of each school year and is available to the public on the board website.

**5.2 Criteria for Identifying an Accommodation Review**

5.2.1

Administration shall bring to the attention of the Board, through its annual long-term capital and accommodation planning, those schools that fall under one or more of the following categories:

5.2.1.1 Program Viability

Any school, or group of schools, which is deemed not able to offer a viable program in terms of enrolment, class sizes and/or grade configurations. This includes schools that under the normal staffing allocation would require the assignment of more than two grades to one class in elementary schools and multigrade/level/subjects to one class in secondary schools. Schools that are unable to provide an equitable range of learning opportunities for students will also be identified.

5.2.1.2 Overcrowded

Any school, or group of schools whose Average Daily Enrolment (ADE) exceeds, or is projected to exceed its pupil places as designated by the On-The-Ground Capacity allocation by 15% or more shall be identified.

5.2.1.3 Operating/Maintenance Costs

Any school, or group of schools, which is/are deemed to have extraordinary operating and maintenance costs which affect efficiency within the grants provided by the Ministry to the board. Any school that is experiencing higher building maintenance expense than the average for the system and/or is in need of major capital improvements shall be identified.

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### 5.2.1.4 Underutilized

Any school, or group of schools whose Average Daily Enrolment (ADE) falls or is projected to fall below 85% of the pupil places as designated by the On-The-Ground Capacity allocation.

### 5.2.1.5 Other

Any school, group of schools or area which, in the opinion of administration should be considered due to exceptional circumstances. Such exceptional circumstances can include but are not limited to:

#### 5.2.1.5.1

the school is destroyed by fire or other catastrophe;

#### 5.2.1.5.2

the school is unusable due to environmental hazard;

#### 5.2.1.5.3

the school is unusable due to a health hazard.

Any school, or group of schools, impacted by the above criteria, may be identified for consideration in an individual or group accommodation review.

## 5.3 Establishing a Pupil Accommodation Review

### 5.3.1 Initial Staff Report

Prior to establishing a pupil accommodation review, an initial staff report will be prepared for consideration by the Board of Trustees.

The initial staff report will include the following:

#### 5.3.1.1

a recommended scenario and at least two alternative scenarios, which could include the status quo, to address the accommodation issue(s).

#### 5.3.1.2

the recommended and alternative accommodation scenarios will address the following four impacts:

- Impact of student programming;
- Impact on student well-being;
- Impact on school board resources; and
- Impact on the local community.

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5.3.1.3

if at least one school that is eligible to receive support from the Rural and Northern Education Fund (RNEF) is included in a pupil accommodation review at any tie, the initial staff report must address the following impact:

- Impact on the local economy,

5.3.1.4

Summary of accommodation issue(s) for the school(s) under review,

5.3.1.5

Where students would be accommodated,

5.3.1.6

If proposed changes to existing facility or facilities are required as a result of the pupil accommodation review,

5.3.1.7

Identify any program changes as a result of the proposed option,

5.3.1.8

How student transportation would be affected if the changes take place,

5.3.1.9

If new capital investment is required as a result of the pupil accommodation review, how the project will be funded, and how pupils will be accommodated if funding does not become available,

5.3.1.10

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.

5.3.1.11

information on actions taken by school board staff prior to establishing a pupil accommodation review process and supporting rationale as to any actions taken or not taken.

5.3.1.12

The recommended and alternative scenarios will also include a timeline for implementation.

The board must use the Ministry approved template to write the initial staff report.

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The initial staff report and School Information Profiles (SIPs) will be made available to the public in accordance with Section 5.3.3 herein and posted on the school board's website following the decision to proceed with a pupil accommodation review by the Board of Trustees.

5.3.2

Where the board identifies a school(s) for the review process, it shall also establish an Accommodation Review Committee (ARC) prior to the first public meeting, in accordance with Section 5.4 of this administrative regulation.

5.3.3

Where the board identifies a school(s) for review and establishes a committee in respect of same, the Director or designate shall release to the media and give notice to:

5.3.3.1

the principal(s), staff, students, and parents/guardians of the identified school(s);

5.3.3.2

the chairperson(s) of the school council(s) of the identified school(s);

5.3.3.3

the community, by posting a notice on the board's website, and by such other means, including print media, as the Director or designate deems appropriate;

5.3.3.4

Alderville First Nation, and/or Curve Lake First Nation, and/or Hiawatha First Nation, in the event that the First Nation is within the catchment area of the school(s) under review;

5.3.3.5

the principal, staff, students and parents/guardians of each identified school(s) not under review but that could potentially receive students from the school under review after the completion of the accommodation review process; and

5.3.3.6

any other person or body as the board may direct or the Director may determine; and shall deliver or otherwise make available a copy of Policy BA-1.2 and associated administrative regulations to the said principal(s), chairperson(s) of the school council(s) and other affected parties.

**5.4 The Accommodation Review Committee**

5.4.1

The board will establish an Accommodation Review Committee (ARC) that represents the school(s) under review and acts as the official conduit for information shared

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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 scenarios than those in the initial staff report; however, it must include supporting rationale for any such option.

The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.

The board's staff resources assigned to the ARC are required to compile feedback from the ARC as well as the broader community in the Community Consultation section of the final staff report to be presented to the Board of Trustees.

### **5.4.2**

The board will provide the ARC with a Terms of Reference that describes the ARC's mandate and procedures of the ARC. The mandate will refer to the board's education and accommodation objectives in undertaking the pupil accommodation review and reflect the board's strategy for supporting student achievement and well-being. The Terms of Reference will also clearly outline the board's expectations of the roles and responsibilities of the ARC, including the minimum number of working meetings required. The Terms of Reference is outlined in Appendix B.

### **5.4.3**

Senior staff will be responsible for facilitating the work of the ARC, including inviting the ARC members to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the ARC.

### **5.4.4**

The ARC will have a minimum of two working meetings to review materials presented by Board staff.

## **5.5 Timelines and Consultation Procedures for Conducting a Pupil Accommodation Review**

### **5.5.1**

Following the date of the Board of Trustees' approval to conduct the pupil accommodation review, the board will provide written notice of the decision within 5 business days to each of the affected single and upper-tier municipalities through the Clerk's department (or equivalent), and other community partners that expressed an interest prior to the pupil accommodation review. An invitation for a meeting to discuss and comment on the recommended and alternative accommodation scenarios in the initial report will be included in the notice. The Director(s) of Education of our coterminous school boards and the Ministry of Education, through the office of the Assistant Deputy Minister of the Financial Policy and Business Division, will also be notified.



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5.5.2

The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, will be allowed to provide their response on the recommended and alternative accommodation scenarios in the board's initial staff report before the final public meeting.

5.5.3

Trustees will appoint the Accommodation Review Committee members prior to the first public meeting. An overview of the ARC orientation session is to be held prior to the first public meeting.

5.5.4

The first public meeting must be held no fewer than 40 business days after the Board of Trustees' approval to conduct the pupil accommodation review. The first public meeting will include, at a minimum,

5.5.4.1

an overview of the ARC orientation session,

5.5.4.2

the initial report with the recommended and alternative scenarios,

5.5.4.3

and a presentation of the School Information Profile(s).

5.5.5

A minimum of three facilitated public meetings to solicit broader community feedback on the recommended and alternative scenarios contained in the initial staff report. The public meetings will be advertised publicly through an appropriate range of media as determined by the board. In addition to the public meetings, the board may use other methods to solicit community feedback.

5.5.6

A minimum of 60 business days will be allowed between the first and final public meetings.

5.5.7

The final staff report will be posted publicly on the board website no fewer than 10 business days after the final public meeting.

5.5.8

The 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. The public will be notified of the delegation opportunity, which will occur no fewer than 10 business days after the final staff report is made public.

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5.5.9

If a new school closure is introduced as part of any recommended or alternative accommodation scenarios in the final staff report, then an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report. If there is an additional public meeting, there must be no fewer than 10 business days before the public delegations.

5.5.10

Feedback will be compiled from the public delegations, which will be presented to the Board of Trustees with the final staff report.

5.5.11

The Board of Trustees will make a final decision no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

**5.6 School Information Profiles**

5.6.1

School Information Profiles will be established for the initial board report. The School Information Profiles will also be presented to the Accommodation Review Committee at the orientation session to help the Accommodation Review Committee better understand and become familiar with the facilities under review. The School Information Profile is expected to include data for each of the following four considerations about the school(s) under review:

5.6.1.1

Impact on student programming;

5.6.1.2

Impact on student well-being;

5.6.1.3

Impact on school board resources; and

5.6.1.4

Impact on the local community.

5.6.2

A School Information Profile will be completed for each of the schools under review. Information will be provided to the Accommodation Review Committee under the areas of Facility Profile, Instructional Profile, and Other School Use Profile. Information required for the School Information Profile is outlined in Administrative Regulation, BA-1.2.1A, Pupil Accommodation Review: School Closure/Consolidation – Appendix A – School Information Profile (SIP).

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**5.7 Final Staff Report**

**5.7.1**

The final staff report, which will be made available to the public through the board's website and will be presented to the Board of Trustees at the conclusion of the pupil accommodation review process. The final staff report will include a Community Consultation section, recommended option(s) including a proposed accommodation plan and a timeline for implementation. The final staff report may include an amended proposed option(s).

Trustees will review the final staff report which will include a Community Consultation section that contains feedback from the Accommodation Review Committee 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.

Included in the final staff report will be, a section that summarizes secondary school student feedback for pupil accommodation reviews involving one or more secondary schools. School boards will determine how best to involve secondary school students in the pupil accommodation review process, to promote their voice and ensure their well-being. Potential options could include a dedicated meeting for students or an online tool for students to submit anonymous feedback. School boards could also determine whether to include feedback from elementary students in this section.

School board staff may choose to amend their recommended and alternative accommodation scenarios included in the initial staff report. However, if a new school closure is introduced as part of any recommended or alternative scenario in the final staff report, then an additional public meeting must be held no fewer than 20 business days from the posting of the final staff report.

School board staff will compile feedback from this additional public meeting, which will be presented to the Board of Trustees as part of the final staff report.

The recommended and alternative scenarios must also include a proposed accommodation plan, prepared for the decision of the Board of Trustees, which contains a timeline for implementation.

**5.7.2**

Public delegations will be received at the next Board meeting following the posting of the final staff report on the board's website. Input from these delegations will be compiled and presented along with the final staff report at the next Board meeting. Decisions by the Board concerning the recommendations outlined in the final staff report shall be made at that meeting of the full Board in open session.

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**5.8 Transition Planning**

A Transition Planning Committee will be established and will consist of a local trustee, local superintendent, principal(s), teachers, students of secondary schools, school council members, parents/guardians and a community member. The committee will plan and implement appropriate procedures for a smooth transition for students, staff and parent(s)/guardian(s).

**5.9 Administrative Review Process**

An individual or individuals can request an Administrative Review of the pupil accommodation review process from the Ministry of Education, within 30 calendar days of the Board of Trustees final decision. Within 60 calendar days, the Ministry will decide whether to appoint a facilitator to undertake an Administrative Review.

**5.9.1**

A review of a school board's accommodation review process may be sought if the following conditions are met. An individual or individuals must:

**5.9.1.1**

Review the board's policy governing pupil accommodation reviews and identify areas where they believe the board did not follow its policy. A copy of the board's pupil accommodation review policy must be submitted, highlighting how the pupil accommodation review process was not compliant with the school board's pupil accommodation review policy.

**5.9.1.2**

Collect signatures of people who also believe the board did not follow its policy and who support a request for an Administrative Review. Demonstrate the support of a portion of the school community through the completion of a petition signed by a number of supporters equal to at least 30% of the affected school's student headcount (e.g., if the headcount is 150, then 45 signatures would be required). An affected school is one that trustees agreed to close as part of their final decision on the pupil accommodation review. Parents/guardians of students attending the affected school and/or other individuals that formally participated in the accommodation review process are eligible to sign the petition. Eligible signatures are from:

- parents or guardians of students who attend the affected school,
- other individuals who formally participated in the accommodation review process by attending a meeting, presenting a submission in person or in writing (including by email), or as ARC members.

The petition should clearly provide a space for individuals to print and sign their name or provide an e-signature, address (street name and postal code); and to indicate whether they are a parent/guardian of a student attending the school subject to the

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accommodation review, or an individual who has formally participated in the review process.

**5.9.1.3**

Write a letter or email to the Minister of Education to accompany the petition. The letter or email must explain in detail how petitioners think the board did not follow the accommodation review policy.

Submit the petition, letter, and justification to board and the Minister of Education within thirty (30) calendar days of the board's closure resolution. The letter or email must identify one person as the contact person.

The board is then required to:

- Confirm to the Minister of Education that the names on the petition are parents/guardians of students enrolled at the affected school and/or individuals who formally participated in the review process.
- Prepare a response to the individual's or individuals' submission regarding the process and forward the board's response to the Minister of Education and the petitioner within thirty (30) calendar days of receiving the petition.

If the conditions set out above have been met, the Ministry is then required to:

- Undertake a review to determine whether the board's accommodation review process was undertaken in a manner consistent with the board's accommodation review policy within thirty (30) calendar days of receiving the school board's response and, if warranted, appoint a facilitator to undertake an Administrative Review.
- If the Ministry decides not to appoint a facilitator, the ministry will notify the petitioner and the board to explain why a facilitator was not appointed. The board may post this response on its website.
- If the ministry decides to appoint a facilitator the ministry will notify the petitioner and the board. The board may post this response on its website. The facilitator will consult with the community and the board to gather information to write the report to the ministry. The facilitator will determine the timing and manner in which the consultations will be conducted. The facilitator will use information collected to write a report that responds to the question of whether the board followed its pupil accommodation review process and submit the report to the Minister. The Minister will post the report on the ministry's website.

**6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:

[BA-1.2, Pupil Accommodation Review: School Closure/Consolidation](#)

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**7. REFERENCE DOCUMENTS**

Legislation:

[Education Act, Paragraph 26, subsection 8 \(1\)](#)

Other Documents:

[Ministry of Education Pupil Accommodation Review Guideline, December 2024](#)

[Ministry of Education Community Planning and Partnerships Guideline, March 2015](#)

**8. APPENDICES**

[Appendix A: BA-1.2.1A Pupil Accommodation Review: School Closure/Consolidation School Information Profile \(SIP\)](#)

[Appendix B: BA-1.2.1B Pupil Accommodation Review: School Closure/Consolidation Terms of Reference for the Accommodation Review Committee](#)