



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

**Policy Name: Pupil Accommodation Review:  
School Closure/Consolidation**

**Policy Code: BA-1.2**

**Section: Business and Administrative Services**

Established: January 20, 2000

Revised or

Reviewed: November 23, 2000, June 23, 2005, March 29, 2007, January 28, 2010,  
November 29, 2012, September 24, 2015, October 27, 2020,  
February 25, 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. POLICY STATEMENT

The Kawartha Pine Ridge District School Board aims to provide educational programs and services of the highest quality, in facilities conducive to a stimulating learning environment and designed to meet the needs of all pupils, within fiscal parameters.

In addition to facilitating the delivery of our board mission, the board will endeavour to optimize the use of its facilities. Various factors beyond the control of the board impact on this commitment. These factors include declining, increasing, and shifting populations, current funding and operational realities, new provincial legislation and policy, changing educational objectives and physical limitations of buildings.

### 2. OBJECTIVE

This policy establishes the Board's Pupil Accommodation Review procedures.

### 3. DEFINITIONS

Accommodation Review Committee (ARC)

A committee, established by the 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.

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.

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### Board of Trustees

The elected governance branch of the board.

### 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.

### MOE

Ministry of Education

### Moratorium

A temporary prohibition of an activity.

### 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.

### Pupil Accommodation Review

A process, as outlined herein, undertaken by the board to determine the future of a school or group of schools.

## **4. APPLICATION**

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

## **5. RESPONSIBILITY**

### 5.1

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.

### 5.2

The Director of Education is responsible to allocate staff and resources to support this policy and associated administrative regulations.

### 5.3

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

### 5.4

Senior Administration are responsible for the implementation of this policy and the related administrative regulation, and responsible for facilitating the work of the Accommodation Review Committee.

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### 5.5

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.

### 5.6

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

### 5.7

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 the related administrative regulation.

## **6. POLICY**

In order to maintain our commitment to provide high quality educational programs and services, it is necessary to monitor and evaluate all schools on a regular basis. Where enrolment is increasing, the board must provide adequate student accommodations through the use of non-traditional classroom space and/or portable classrooms, the redistribution of grade cohorts or programs, the establishment of overflow and holding schools, and/or by adjusting school attendance areas (i.e., boundary adjustment). Where enrolment is limited and decreasing, the consequent impact of financial resources, staff, learning resources and program creates difficulties in providing adequate educational programs for students. Under these conditions, the board will consider adjustments to school attendance areas, school consolidation, closure, alternate use of surplus space or other measures. All reviews of consolidations and/or closures will be conducted within the guidelines and expectations of the Ministry of Education.

The Kawartha Pine Ridge District School Board is aware that changes in any school's student accommodation or other status have an impact beyond the school and therefore maintains that the detailed review of any school have a district-wide perspective and include public consultation.

### **6.1 Pupil Accommodation Review Procedures**

#### 6.1.1

A pupil accommodation review may be introduced at any time during the year, however, timelines and procedures will be determined as outlined in the administrative regulation accompanying this policy.

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6.1.2

Prior to establishing a pupil accommodation review, an initial staff report will be prepared for consideration by the Board of Trustees, in accordance with the administrative regulation accompanying this policy.

6.1.3

Criteria for commencing a pupil accommodation review will be established in the administrative regulation accompanying this policy.

6.1.4

An Accommodation Review Committee (ARC) will be established following the Board of Trustee's consideration of the initial staff report, but prior to the first public meeting. The ARC shall be established in accordance with the procedures established in the administrative regulation accompanying this policy.

6.1.5

The board will consult with affected single, lower and upper-tier municipalities as well as other community partners that expressed an interest prior to the pupil accommodation review, in accordance with the procedures established in the administrative regulation accompanying this policy.

6.1.6

The board will include a process of consultation with Indigenous communities prior, during and after the pupil accommodation review, starting with the Indigenous Education Advisory Committee, and including the First Nation community directly impacted by the closing of the school site.

6.1.7

The board must hold a minimum of three public meeting for broader community consultation on the initial staff report, in accordance with the procedures established in the administrative regulation accompanying this policy

6.1.8

A final staff report will be prepared for the Board of Trustee's consideration, in accordance with the procedures established in the administrative regulation accompanying this policy.

6.1.9

Where the board decides to close the identified school(s), the closure shall usually be effective as of September 1 of the next school year in which the board makes such decision, unless the board, in its sole discretion, determines otherwise.

6.1.10

Where a school has been identified for the review process pursuant to this policy and where any step remaining in the process contemplated by this policy has been prevented by reason of any extraneous circumstances or other events, such that the school cannot be closed by September 1 of the next school year in which it was

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identified for review leading to closure, the board may decide, in its sole discretion, to continue the process in the subsequent school year and, in that event, the board may decide, in its sole discretion, not to repeat any step in the process already conducted; provided that all steps contemplated by this policy shall be completed before the closure of the school.

**6.1.11**

Where the board decides to close the identified school(s), notice of the board's decisions shall be provided in accordance with the procedures outlined in the administrative regulation accompanying this policy.

**6.1.12**

Where the board decides to close the identified school(s), the board will establish a Transition Committee in accordance with the procedures outlined in the administrative regulation accompanying this policy.

**6.1.13**

Where the board decides not to close the identified school(s), the board shall determine the actions, if any, required.

**6.2 School Closure in Extreme Circumstances**

Despite any other provision in this policy or any policy of the board, in unusual and extreme circumstances such as problems with safe use of a facility, the board may close a school and forthwith advise the public of its decision and the reasons therefore.

**6.3 Miscellaneous****6.3.1**

Where the time limited by this policy for doing anything expires or falls on a school holiday within the meaning of Regulation 304 of the Revised Regulations of Ontario, 1990, the time so limited extends to the next day following that is not a school holiday. When calculating the timeframe for the review process, the December break, spring break and summer holidays shall not be included in the calculations.

**6.3.2**

The board may decide to extend any time period prescribed by this policy on such terms as it deems appropriate, by formal motion.

**6.3.3**

Secondary schools identified for closure may need to remain open for a year in addition to the above due to the schedules for the completion of option sheets and collective agreement staffing data.

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### 6.3.4

A copy of this policy shall be posted on the board's website along with the Ministry of Education Pupil Accommodation Review Guidelines and Administrative Review of Accommodation Review Process.

### 6.3.5

It would be expected, in normal circumstances, that once a school was reviewed, it would not be reviewed again for five years.

## **6.4 Modified Accommodation Review Process**

### 6.4.1

A modified accommodation review process may be held if condition 6.4.1.1 and two or more of the remaining conditions are satisfied:

#### 6.4.1.1

exclusion of any RNEF-eligible school in the pupil accommodation review,

#### 6.4.1.2

the average daily enrolment of the school is less than 125 students,

#### 6.4.1.3

the school is less than 20 km from the nearest school of the same panel, or

#### 6.4.1.4

the utilization rate of the school is less than 60%,

#### 6.4.1.5

where the school is to remain open but more than 50% of the students are to be relocated (in any school year or over a number of school years) as a result of the relocation of a program.

### 6.4.2

In the case of a modified accommodation review, the initial staff report will explain the rationale for exempting the school(s) from the standard pupil accommodation review process. The initial staff report and School Information Profile(s) will be made available to the public and posted on the board website.

### 6.4.3

Public consultation will be completed in accordance with the procedures established in the administrative regulation accompanying this policy.

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## 6.4.4

A final staff report will be prepared for the Board of Trustee's consideration, in accordance with the procedures established in the administrative regulation accompanying this policy.

## 6.4.5

Public delegations following board policy will be received in accordance with the procedures established in the administrative regulation accompanying this policy

**6.5 Exemptions**

The Ministry of Education Accommodation Review Guidelines and board policy regarding Accommodation Reviews do not apply in the following circumstances:

## 6.5.1

Where a replacement school is to be built by the board on the existing site or located within the existing school attendance boundary, as identified through the board's policies;

## 6.5.2

Where a replacement school is to be built by the board on the existing site or located within the existing school attendance boundary, and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified through the board's policies;

## 6.5.3

When a lease for a school is terminated;

## 6.5.4

When the board is considering the relocation (in any school year or over a number of years) of a grade or grades, or a program, where the enrolment in the grade or grades, or program, 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 years;

## 6.5.5

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;

## 6.5.6

Where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or under construction or repair;

## 6.5.7

Where there are no students enrolled at the school at any time throughout the school year; or

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## 6.5.8

When the board is planning the relocation of grades or programs, in which the enrolment constitutes greater than 50% of the school's enrolment, including through the consolidation of schools into a new school due to identified health and safety reasons, where the following conditions are met:

## 6.5.8.1

the school is located on a controlled-access King's Highway with a posted speed limit of at least 90 km/h and a single road access point, and

## 6.5.8.2

a third-party report identifies road safety issues, and

## 6.5.8.3

pupil accommodation pressures exist in schools within the school attendance boundary.

In the above circumstances the board will inform school communities of the proposed accommodation plans for students prior to a decision being made by the Board of Trustees.

The board will also provide written notice to each affected single, lower and upper-tier municipalities through the Clerks Department (or equivalent), as well as any other community partners that expressed an interest prior to the exemption, and the coterminous school board in the area of the affected school(s) through the Director of Education, and to the Ministry of Education through the Assistant Deputy of the Capital and Business Support Division no fewer than 5 business days after the decision to proceed with the exemption.

A transition plan, in accordance with the procedures in this policy's associated administrative regulation, will be put into place following the decision by the Board of Trustees.

**6.6 Administrative Review**

If during the course of the pupil accommodation review process, an individual or individuals become concerned that the board is not following this policy, they can advise the Accommodation Review Committee of their concerns.

If at the end of the process, an individual or individuals believe that the board did not follow this policy, they can request an Administrative Review from the Ministry of Education.

The Ministry of Education will complete the Administrative Review in accordance with the Ministry of Education Pupil Accommodation Review Gridline, December 2024, and the administrative regulation accompanying this Policy.



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

Administrative Regulation:

[BA-1.2.1, Pupil Accommodation Review: School Closure/Consolidation](#)

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

[BA-1.2.1B, Appendix B Terms of Reference for the Accommodation Review Committee](#)

**8. REFERENCE DOCUMENTS**

Legislation:

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

Other Documents:

[Kawartha Pine Ridge District School Board Long Term Accommodation Plan](#)

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

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

[United Nations Declaration on the Rights of Indigenous People](#)

[Truth and Reconciliation Commission of Canada: Calls to Action](#)