



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### ADMINISTRATIVE REGULATION APPENDIX B

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

Established: January 27, 2025  
Revised or  
Reviewed:

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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#### **Terms of Reference for the Accommodation Review Committee**

##### **1. Role**

The role of the Accommodation Review Committee (ARC) is to act as the official conduit for information shared 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 scenario. The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.

##### **2. Mandate**

###### **2.1**

The ARC shall review the board's educational and accommodation expectations as outlined in the introduction of this policy and use them as the guiding principles for discussions.

The ARC shall consider the report and recommendation(s) prepared by administration and provide input to staff in preparing the final staff report.

###### **2.2**

All meetings of the ARC shall be open to the public. The ARC will consult with school and community groups including school councils, parents, guardians, students, teachers, local community and other interested parties.

###### **2.3**

Any member of the public may make written submissions to the committee one week prior to a scheduled meeting or advise of their intention to make a presentation. Public delegations will be permitted during a minimum of two and maximum of three

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

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Accommodation Review Committee meetings held for that purpose but will not be permitted during Accommodation Review Committee working meetings. The meeting framework is further outlined in section 5. The committee shall acknowledge and consider all submissions received but need not reply to any such submissions or other representations in writing or at all.

2.4

The committee shall use the School Information Profile(s), and the information received during the public meetings as well as any other information it deems pertinent to provide input to the final staff report.

2.5

The committee is dissolved by Board motion.

**3. Membership**

The composition of the committee shall be determined by the Board and shall include, at least:

3.1

two senior staff, one being the appropriate supervisory officer for the identified school(s), one being the Superintendent, Business and Corporate Services, and one, or both, of whom will act as chairperson(s) of the committee;

3.2

Manager, Planning Services;

3.3

two parent/guardian representatives from each school under review selected by their respective school communities.

3.4

two secondary students, when the review involves secondary schools, as selected by the principal in consultation with the student leadership group in the identified school and staff; ideally, these students would be identified through a selection process and be representative of a cross-section of the student population for each school identified for the review process;

3.5

the principal(s) of the identified school(s) and one staff member from each school;

3.6

wherever possible, a community member and one each of business and municipal leaders; and

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

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3.7

a representative from Alderville First Nation, and/or Curve Lake First Nation, and/or Hiawatha First Nation where students of the First Nation reside in the catchment area of the school(s) under review.

(The local trustee(s) and one other trustee shall act as ex officio members of the Accommodation Review Committee to monitor the progress of the committee.)

3.8

Additional committee members may be determined at the sole discretion of the Board and may include:

3.8.1

one or two school council representatives selected by the school council of each identified area school(s) not under review but that could potentially receive students from the school under review after the completion of the accommodation review process;

3.8.2

a principal and staff member from each school(s) not under review but that could potentially receive students from the school under review after the completion of the accommodation review process;

3.8.3

one or two secondary students, when the review involves secondary schools, from each school(s) not under review but that could potentially receive students from the school under review after the completion of the accommodation review process. The students will be selected by the principal in consultation with the student leadership group in the school and staff; ideally, these students would be identified through a selection process and be representative of a cross-section of the student population for each school identified for the review process.

3.9

When a school that has no identifiable school community is to be identified for review, an Accommodation Review Committee will be formed consisting of:

3.9.1

two senior staff, one being the appropriate superintendent; and

3.9.2

an attempt will be made to include members of the former school community as well as business and municipal leaders.

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

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**4. Roles and Responsibilities**

4.1

The ARC will:

4.1.1

act as the official conduit for information shared between the board and the affected school communities;

4.1.2

review the Pupil Accommodation Review Policy and Procedure, the School Information Profiles for the affected schools and the Initial Staff Report;

4.1.3

provide comments on the Initial Staff Report and may, throughout the pupil accommodation review process, seek clarification of the Initial Staff Report;

4.1.4

consider developing other accommodation options in addition to those presented in the Initial Staff Report. The development of additional options must include a supporting rationale for each;

4.1.5

understand that members do not need to achieve consensus regarding the information provided to the Board of Trustees;

4.1.6

understand that board 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.

4.1.7

understand that while it can request clarification about information provided in the SIP, it is not the role of the ARC to approve the SIP.

4.2

Senior staff will be responsible for facilitating the work of the Accommodation Review Committee, including providing Terms of Reference that describe the Accommodation Review Committee's mandate. The mandate will refer to the school board's education and accommodation objectives in undertaking the Accommodation Review Committee and reflect the school board's strategy for supporting student achievement and well-being. The Terms of Reference will also clearly outline the school board's expectations of the roles and responsibilities of the Accommodation Review Committee; and describe the procedures of the Accommodation Review Committee. School Information Profiles will be

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

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provided to the Accommodation Review Committee members already populated with data prior to the first Accommodation Review Committee meeting.

4.3

The board will ensure there is support provided to the committee to take minutes. Committee minutes will be provided on the board's website.

4.4

Emerging questions that arise before, during and after the Accommodation Review Committee process will be addressed in the following manner:

4.4.1

A section of the board website will be created for emerging/frequently asked questions from the Accommodation Review Committee.

4.4.2

Questions that arise during Accommodation Review Committee meetings from Accommodation Review Committee members and the public will be recorded and answered in a timely manner utilizing the board website. The responses to the questions will also be provided to all Accommodation Review Committee members individually.

4.5

Unless the board decides otherwise, where any person appointed to the committee is unable or unwilling to participate in the work of the committee, or where the school council of the identified school is unable or unwilling to appoint one or more of its representatives in accordance with sections above, the committee shall continue to act and perform its duties under this policy despite the absence of that member(s), and no act or duty performed by the committee shall be deemed invalid by reason only of the absence of that member(s).

4.6

Administration will meet with representatives of the affected federations and unions and issue a statement before the process begins, clarifying the roles of staff during the accommodation review and after the Board has made its decision.

**5. Meeting Framework**

5.1

The Accommodation Review Committee shall meet on a minimum of two, maximum of three occasions for the purpose of seeking input and community feedback to consider options for accommodating students who may be affected by a school closure or consolidation. Working meetings of the Accommodation Review Committee may also be held. These working meetings of the committee will not entertain delegations but will

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

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be public. (\*A maximum of one working meeting is permissible following the last meeting at which public delegations to the committee are received.)

5.2

A pre-Accommodation Review Committee orientation session will be scheduled prior to the first Accommodation Review Committee meeting. This session will be led by the chairperson(s) of the committee. The meeting will address board policy, any preliminary questions about the mandate of the Accommodation Review Committee, the rules of engagement during the Accommodation Review Committee's deliberations and the general content, format and timetable of the process. Other background information will be provided including the expectations of applicable provincial guidelines.

5.3

Where appropriate space allows, meetings of the committee will be held in the school(s) affected by the review.

5.4

A minimum of 14 calendar days' notice of the date and location of all committee meetings shall be given to the community. The secretary of the committee shall ensure that notification of the committee meetings is posted on the board's website and may determine if further notice should be given.

**6. Meeting Agenda and Protocols**

The Accommodation Review Committee will use the procedures outlined in the administrative regulations supporting this policy for meetings.