



BOUNDARY REVIEW PROCESS

Terms of Reference

The Boundary Review Process will ensure that the public has adequate opportunity to comment on the alternative solutions, the impact on affected students has been considered and that the decisions are based on an efficient and equitable use of system resources. In most cases, the final approval of a boundary change rests with the Board of Trustees and would involve a full public consultation process.

There are, however, two exceptions to this rule which would allow senior administration to be the decision making body. These exceptions are as follows:

- Where a boundary change is being considered for an area where there are no existing students, the boundary options may be considered by senior administration and a decision reached by them without community consultation.
- Where there are relatively few students affected by a proposed boundary change, the families of those students will be consulted directly and given an opportunity to comment on the boundary options being considered. Following this consultation, senior administration may make a decision or elect to conduct a full review.

Where senior administration is the decision making body, the proposed boundary change will be communicated directly to the affected school community. In addition, the details of the boundary change will be posted on the Board's website accompanied by a written report explaining the rationale for the change. The public will have the ability to appeal the decision of senior administration to the Board of Trustees within thirty days of public notification. The Board, upon receipt of an appeal, will have the option of endorsing the decision of senior administration or ordering administration to conduct a full review. If no appeal is received within thirty days of the notification date, the decision of senior administration will be final.

a) Boundary Review Committee (BRC)

The Boundary Review Committee is an advisory committee appointed by the Board of Trustees. The purpose of the committee is to provide feedback to Board administration regarding alternative accommodation scenarios and implementation recommendations. Committee members will consider the needs of the entire school system in their deliberations and will resist advocating for any particular school or neighbourhood. The following people will be invited to sit on the boundary review committee:

- School Superintendent(s) of the affected school(s) or designate
- Two parent representatives from each school in the review
- Principal from each school included in the review
- Manager of Finance (if required)
- Community Relations Officer
- Two trustees (non-voting members)
- North East Tri-Board Student Transportation Representative (if required)

For secondary boundary reviews, one student representative from each school will be invited to sit on the BRC.

Parents of each school community will be invited to apply to become a parent representative on the BRC. Parent representatives will be selected by the principal at each school. No substitute parent reps will be allowed to attend BRC meetings in the absence of the designated parent reps.

All voting members of the BRC must attend a predetermined number of BRC meetings and public consultation sessions to be eligible to vote. This number will be set by the BRC chair at the beginning of the review. Should a parent representative be absent for a vote, that parent may submit their vote by proxy to the principal prior to the vote. If, for any reason, the committee refuses to complete, or dramatically delays, the review process then board administration may continue on their behalf.

b) Committee Meetings

Meetings of the BRC will be open to the public. The BRC will take delegations at a minimum of two committee meetings throughout the review. Delegations must register in advance if they wish to address the BRC. Members of the public attending committee meetings are expected to act with decorum and in a manner that respects the work of the committee. Individuals or groups that disrupt the work of the committee proceedings may be asked to leave.

c) Boundary Review and Analysis

The BRC will review potential boundary changes including the various factors that could be considered in making a decision. These factors may include (but not be limited to) the following:

- Existing and proposed boundaries
- Enrolment projections (5 or 10 years, as appropriate)
- Future residential growth potential
- Number of students potentially impacted by the boundary change
- Implications for program delivery
- Facility utilization
- Transportation considerations (number of walking and bussed students, bell times, efficiency)
- Financial impacts (operating costs, staff costs, transportation costs)
- Capital implications (portables, new construction, facility renewal)
- Implications for program delivery (class size, grade structure, specialized program offering)

The BRC is responsible for providing recommendations to senior administration regarding a preferred boundary configuration and implementation recommendations. Senior administration will bring the recommendations of the BRC to the Board of Trustees. Senior Administration may also bring their own recommendations forward at that time. The Board of Trustees will make the final decision.

d) Community Consultation

The purpose of the public consultation process is to keep the public informed, listen to and acknowledge concerns and to receive feedback. The BRC will report on how public input influenced the recommendations. The public consultation process must include a minimum of two public consultation sessions prior to the meeting where the preferred option and implementation recommendations are first presented to the Board of Trustees. The preferred option and draft recommendations of the committee will be presented to the public before they are presented to the Board. Additional public consultation sessions may be scheduled as necessary to ensure that there has been an appropriate opportunity for public consultation. Public consultation sessions will be publicized in advance through a range of methods. A summary of the communications will be kept and shared with the Board of Trustees and the BRC throughout the review process.

The public consultation sessions should be held at the school(s) under review, if possible, or in a nearby facility if physical accessibility cannot be provided at the school(s). Public consultation sessions will be structured to encourage an open and informed exchange of views. The sessions will contain presentation and open house components. All information presented at public consultation sessions, including the final report to the Board outlining the recommended option, will be made available on the Board website.

All data, reports, submissions, parent/ratepayer comments received during the BRC process are subject to Freedom of Information/Protection of Privacy legislation. All written public comments received by staff will be distributed to BRC members and the Board of Trustees in their entirety. Public comments received throughout the process may be shared with the public and may become part of the public record.

Trustees are encouraged to attend all public consultation sessions. The Board of Trustees will receive an update after the public consultation session where initial accommodation options are discussed.

e) Board Meetings

The recommendations of the Boundary Review Committee will be considered by the Board of Trustees as follows.

- The first meeting would involve the presentation of the BRC's recommendations and the Board will receive delegations from the public and ask questions of staff. Delegations must adhere to the NCDSB General Board Operational and Procedural By-law.
- The second meeting would be held for trustee decision-making and no delegations would be permitted.

There must be a minimum of seven calendar days between the meeting when the board received the last delegation(s) and the meeting when the Board of Trustees make a decision.

The community will be made aware of the dates and times of these Board Meetings in a similar manner to the notification provided for the other public consultation sessions.