

**ALGOMA DISTRICT SCHOOL BOARD**  
**ACCOMMODATION REVIEW COMMITTEES (ARC)**  
**TERMS OF REFERENCE PROCEDURE**

**1. ARC – Roles and Responsibilities**

The review of a particular school or schools is to be led by an Accommodation Review Committee (ARC), appointed by the board. The ARC assumes an advisory role and will provide recommendations that will inform the final decision made by the Board of Trustees. The local ARC will be provided with a *School Information Profile* and the *Initial Staff Report* as developed by staff for the school(s) under review.

Public consultation is to be based on the *School Information Profile* as prepared by the board and changes may be made as a result of this consultation. The ARC will also seek input and feedback about the accommodation options.

Input is to be sought from a wide range of school and community groups. These groups may include the school(s) councils, parents, guardians, students, teachers, the local community, and other interested parties.

The ARC's mandate is to ensure the best educational opportunities available for students while considering factors particular to the community such as population shifts, changes in funding models, changing educational objectives, community aspirations, and the physical/financial limitations of aging buildings.

**2. ARC - Membership**

Each ARC must include membership drawn from the community. The committee will include the following:

- The chair(s) of the school council(s) of the school(s) under review, or another member of the school council chosen by the council;
- A community member;
- A municipal representative or council member;
- The principal of each of the school(s);
- A staff member of each of the school(s);
- The superintendent of education or a senior board official.

**3. Chairperson**

The local ARC shall elect a member of the committee to chair the meetings.

**4. Community Consultation and Public Meetings**

Meetings of the local ARC shall be conducted under normal Rules of Order, and minutes of meetings of the local ARC shall be made publicly available on the board's website. All information the local ARC deems relevant to the accommodation review shall be posted on the board's website.

The board's *Pupil/School Accommodation Review Policy* and the accompanying Ministry of Education Memorandum 2015:B9 *Revised Pupil Accommodation Review Guideline* is available on the Board Website, [www.adsb.on.ca](http://www.adsb.on.ca), for ARC's to use as they work through the process.

## **5. Public Consultation Process Including Submission of ARC's School Accommodation Report**

A minimum of thirty (30) days shall elapse between the date at which the Director of Education informs parents/guardians, staff, the school council(s), and the community(ies) of the identification and possible changes in accommodation status, and the local ARC's first public meeting. The date of this first meeting shall be established by the Board.

A minimum of two public meetings are to be held as part of the consultation. Additional public meetings may be held where deemed by the local ARC, to be necessary.

Public meetings will be publicized in advance, and held in the school(s) under review, or in a nearby facility if physical accessibility cannot be provided at the school(s). Attendance at such public meetings must be recorded by the ARC in order to track people who have taken part in the accommodation review process. Attendance must include the printed name, full address, home phone number, and signature of attendees.

The last of the public meetings held by the local ARC will be for the purpose of presenting to the school community(ies) the recommendations that the local ARC plans on making to the school board's administration. Following this meeting the ARC may provide further reports based on input received at this meeting prior to submitting it to the school board administration.

The local ARC's *School Accommodation Report* will include recommendations regarding the future of the school(s) being considered. A minimum of forty (40) business days shall elapse between the first and last public meeting of the local ARC. The date of the last public meeting shall be established by the board, in consultation with the local ARC.

In the interests of achieving a timely conclusion for the community(ies) involved, a minimum of ten (10) days shall elapse between the last of the local ARC's public meetings and the posting of the final staff report. From the posting of the final staff report, there must be no fewer than ten (10) business days before public delegations (if requested through the Public Delegation Procedure). Following the public delegation date, there must be no fewer than ten (10) business days between public delegations and the final decision of the Board of Trustees.