

Boundary Review Procedure

RATIONALE:

School boards in Ontario are responsible for providing schools and facilities for their students and for operating and maintaining their schools as effectively and efficiently as possible to support student achievement.

It may be necessary from time to time to make adjustments to school boundaries to balance enrolments between schools to optimize the use of existing “brick and mortar” facilities and decrease the dependence on temporary accommodations.

The boundary review procedure provides the method through which boundary review consultations will be conducted by Hamilton-Wentworth District School Board staff.

TERMINOLOGY:

Long-Term Facilities Master Plan: A comprehensive planning document illustrating the condition and utilization of current facilities, and possible accommodation solutions designed to enhance student achievement.

Boundary Review Report: Initial report to the Board of Trustees outlining the rationale and scope of a potential boundary review.

PROCEDURES:

1.0 Board Approval and Initiation of a Boundary Change Review (Boundary Review Report)

- 1.1 The need for boundary reviews will be identified in the Long-Term Facilities Master Plan, however, there may be, from time to time, the need to bring forth a boundary review recommendation outside of the Long-Term Facilities Master Plan planning cycle.
- 1.2 In the event that a School Council suggests the need for a boundary review, the Principal of the school will approach the Superintendent of Student Achievement with the inquiry.
- 1.3 The Planning & Accommodation Division of the Facilities Management Department and the Superintendent of Student Achievement for the schools identified brings forth a Boundary Review Report with a recommendation to the Board for approval for a boundary review consultation.

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- 1.4 The Board of Trustees approves the initiation of a boundary review as a result of an accommodation review decision.

2.0 Boundary Review Advisory Panel

- 2.1 Boundary Review Advisory Panel may include the following membership:
 - a) Co-Chair: Cluster Superintendent of Student Achievement
 - b) Co-Chair: Planning and Accommodation staff member
 - c) Trustee(s) of schools affected
 - d) Principals of schools affected
 - e) Up to two School Council representatives from each school affected
 - f) Up to two Home and School Association representatives (where they may exist), from each school affected.
- 2.2 The Boundary Review Advisory Panel will meet a minimum of once and will review the following:
 - a) Rationale for change
 - b) Preferred option(s)
 - c) Enrolment & facility utilization impacts
 - d) Financial impacts
 - e) Transportation impacts
 - f) Community consultation.
 - g) Implementation considerations including phasing in of a boundary change, timelines, temporary and permanent status of the boundary change.
- 2.3 The mandate of the Boundary Review Advisory Panel is to develop a recommendation after reviewing the guiding principles within the policy and receiving community input while providing local expertise. The Panel may suggest new options for considerations.
- 2.4 The Superintendent of Student Achievement and Planning and Accommodation shall present at least one recommendation for community consultation.

3.0 Community Consultation

- 3.1 The Superintendent of Student Achievement and Planning & Accommodation will hold a public meeting to allow the community an opportunity to provide input regarding the recommendation(s).

The Ward Trustee will be made aware of the meeting date(s) and be invited to attend.

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4.0 Community Consultation Review

- 4.1 The Superintendent of Student Achievement and Planning & Accommodation will review community feedback and make a final recommendation(s) at a Standing Committee or Regular Board meeting.

5.0 Board Approval

- 5.1 The Superintendent of Student Achievement and Planning & Accommodation will present their recommendation, through the Director of Education, as well as the results of community consultation to the Board for their approval.