



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

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# Terms of Reference (T.O.R.)

Centretown, Glebe & Old Ottawa South  
Accommodation Study

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## Accommodation Study -- Terms of Reference (TOR) Centretown, Glebe, & Old Ottawa South

### 1. Scope of this School Accommodation Study and Outcomes:

The Accommodation Study will include the following schools:

Cambridge Street Community Public School  
Glashan Public School  
Centennial Public School  
Hopewell Avenue Public School  
Elgin Street Public School  
Mutchmor Public School  
First Avenue Public School

The schools list participating in the study is not exhaustive. There may be situations wherein a school has been identified as a participant because of a feeding pattern (in this case Cambridge Street Community Public School is identified as a participant largely because it feeds to Glashan Public School). Such schools at the periphery of a study may opt not to attend, or follow the work of the Committee by following the OCDSB website for minutes/updates. These schools however, can find themselves involved as part of a long term solution in the study.

Similarly, as the Working Committee examines options and delves deeper into solutions, it may become apparent that another school not appearing on the original participant list should become involved; The Chair of the Committee may ask that these schools be brought into the process as work continues.

To that end, the voting privileges of a school new to the study are outlined in the appropriate section below, however, it is strongly encouraged that the Committee brings these schools to the discussion at the earliest opportunity and that decisions made prior to the new school's participation recognize the importance of their participation.

Outcomes:

This Study is *not* currently structured as an Accommodation Review Committee as contemplated under Provincial Guidelines and OCDSB Policy P.118.PG.

Accordingly, the Working Committee shall have the ability to recommend solutions that will reflect circumstances wherein:

- a) Where a replacement school is to be rebuilt by a Board on the existing site, or rebuilt or acquired within the existing school attendance boundary as identified through the Board's existing policies;

- b) When a lease is terminated;
- c) When a Board is planning the relocation in any school year or over a number of school years of a grade or grades or a program, where the enrolment 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 school years;
- d) When a Board is repairing or renovating a school and the school community must be temporarily relocated to ensure the safety of students during the renovations;
- e) Where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair.

If, through the ongoing discussions of the Working Committee it becomes clear that, for example, a school should be closed or that more than 50% of a school's population will be moved as a result of recommendations, one of the following choices may be made:

- a) The recommendations of the Working Committee may reflect the desire to consider, at some point in the future, the desire to see a school closed or more than 50% of a school population relocated subject to the review of a formal Accommodation Review Committee (ARC) appointed under Provincial Guidelines and in accordance with Policy P.118.PLG; or,
- b) The Chair of the Working Committee may request that the Board of Trustees consider appointing an ARC immediately to carry on the work that the Committee started. It is anticipated that the Board may opt to reappoint members of the working Committee as members of an ARC.

## **2. Study Mandate**

This accommodation study will endeavor to develop recommendations to the Board which support the goal of improving student achievement through the provision of strong educational programming in safe, healthy, secure, and accessible learning environments. In doing so, the Working Committee should have regard for alternatives which, where possible, provide long-term accommodation stability to students and the larger community, make effective use of District facilities, and improve student access to viable programming and appropriate instructional resources.

In addition to the foregoing, the Working Committee will have regard to the implementation of Full Day Kindergarten Programming.

### 3. Working Committee

The Working Committee is to include membership drawn from the study area community. It is recommended that the committee include parents/guardians, educators, District officials and community members. Wherever possible representation is to include:

- two representatives for each school in the study area; ideally these members will be representatives from Parent Council or parent/guardian representatives from the school. In some cases, however, it is recognized that the only voice a school may have is that of the principal who would otherwise act as a valued resource. In the case wherein the only school representative is that of the principal, the principal shall be recognized as a member of the Committee and the voting structure shall be amended as per Section 5.
- up to six additional members of the community at large (representation on the Working Committee should provide equitable support for each school community)

In the event that an issue regarding equitable representation on the Working Committee is raised, the Chair of the Working Committee has the authority to address the issue and recommend a solution.

District staff will provide resource support to the Working Committee:

Project Leader, the Superintendent of Facilities or a designate, will provide project oversight while representing the interests of the Board and District

Administrative support for meeting note taking

Dedicated resource staff to provide:

information relevant to the mandate of the Working Committee as requested by the Working Committee

information relevant to the mandate of the Working Committee to support community questions or requests

If the Project Leader sees a need for additional expertise or if additional expertise is requested by the Working Committee, guest Working Committee Resource Staff may be invited to attend specified meetings.

#### 4. Working Committee Procedures

The Working Committee shall convene a number of working meetings to understand the range of outcomes and to discuss options. It is suggested that these meetings be held on an "as needed" basis" but typically shall be held approximately once per month with the possible exception of school breaks.

Upon narrowing a range of possible outcomes the Working Committee shall consult with the community through a minimum of one public meeting. More public meetings may be deemed necessary at the discretion of the Committee.

Other means of communication amongst the Committee/Committee Resource are encouraged on an ongoing basis and may take the form of e-mails, feedback forms, voice mail, faxes, web-based notification, etc.

The Working Committee is expected to schedule working meetings and all meetings will be conducted in an open, transparent and professional manner. This means that the meetings will be open to the public, but public questions or input may or may not be considered at these meetings at the discretion of the Working Committee Chair. In order that the Working Committee be able to carry out its task in an efficient fashion, public input may be encouraged by other means; similar to the Committee communication outlined above.

At the first working meeting of the Working Committee, it is expected that a Chair of the Working Committee be appointed from amongst the group membership. The Chair is responsible for:

- Managing the delivery of the project according to the Study mandate.
- Coordination of the activities of the Working Committee, requesting support, resources, and information relevant to the Working Committee's mandate from District staff.
- Ensuring completion of the Working Committee's recommendations to the Board.

Recognizing the value of the Working Committee's contribution to the District's ability to provide quality educational opportunities for its students, Working Committee members must be prepared to make a commitment to attend the majority of working meetings and public meetings.

In the event that a Working Committee member is unable to commit to attending all or the majority of meetings, the Chair of the Working Committee has the authority to address the attendance issue and recommend a solution.

It is suggested that the timeline attached hereto be followed in order to have the Board consider options in a timely fashion for possible implementation in September 2012.

## **5. Voting Structure of the Working Committee**

All sitting members of the Working Committee, excluding Working Committee resource support, are voting members of the Working Committee; except in the case of inequitable school representation outlined below. (Resource Support including the Project Leader are non-voting members who have the ability to contribute to the Working Committee discussion as a means of informing the Committee).

For clarity, there are cases wherein a school may not have representation on the Working Committee other than a principal; although it is encouraged to have parent council or parent/guardian representation on the Committee and have the school principal act only as a resource. In cases where the schools are underrepresented on the Working Committee, each school and each Community Organization shall have one vote; in these cases the voting member may be the school principal.

In the case of schools that have been brought into the process at a later date as a result of ongoing discussion and investigation of possible outcomes, the school shall enjoy the same voting privileges on the Committee as other schools. However, the ability of the school to vote shall be confined to the date of their participation onward; previous decisions shall not be revisited.

The Working Committee is encouraged to work on a consensus basis. Where a consensus cannot be reached, a simple majority of those voting members in attendance will rule (50 percent plus 1).

## **6. Reference Criteria**

The Working Committee is to examine the school or group of schools under review from the perspective of the following criteria as the criteria relates to the existing situation – both physical and pedagogical at the school or group of schools to better understand the rationale for the accommodation review.

The Working Committee is also to examine the school or group of schools under review from the perspective of the following criteria as it considers the impact of accommodation options that would improve the school experience for the students in the school or group of schools under review.

- the presence of low school enrolments (which may limit a student's educational and social opportunity);
- the presence of low program enrolments (which may impact the delivery and provision of a fulsome educational program);
- issues of student accessibility to programs (which may require the creation of a new program, the relocation of an existing program or the revision of an existing attendance area);

- significant changes to Board and/or Ministerial policy related to student program delivery (eg: Full Day Kindergarten Program);

the absence of sufficient instructional space within a school or a group of schools (which may impact a student's access to programming and physical resources e.g., gym/library allocation);

- the presence of a significantly large amount of surplus instructional space within a school or a group of schools (which impacts the District's use of limited financial resources);

- issues related to the physical condition of a school or a group of schools (which may impact the provision of a safe and healthy learning student environment and may unduly impact the equitable distribution of District resources).

## **7. Accommodation Options**

The Working Committee may consider Resource Staff-developed alternative accommodation options consistent with the study mandate, list of schools, and Reference Criteria contained in the Board approved Terms of Reference. The Committee may then build on, alter or disregard these options in the course of their deliberations.

Working Committee Resource Staff will provide the necessary data to enable the Working Committee to examine the options proposed. This is necessary in order to assist the Working Committee in finalizing the Accommodation Study Report to the Board.

Where the Working Committee wishes to recommend accommodation options that include new capital investment, the Working Committee Project Leader or Designate will advise the Working Committee on the availability of funding. Where no capital funding exists, the Working Committee will propose how students would be accommodated if funding does not become available.

## **8. Accommodation Study Report**

The Accommodation Study Report which is a mandatory outcome of the Working Committee's work is to be submitted to the Board by the Chair of the Working Committee

The Accommodation Study Report is to contain accommodation recommendation(s) consistent with the study mandate and the reference criteria in the TOR.

**9. Meetings**

The goal of the working meetings is to ensure that information is prepared for presentation to the Public Meeting to be held that will summarize the work of, and options considered by the Working Committee.

The materials prepared will be relevant to the study mandate and the reference criteria of this TOR. The materials prepared will support the Working Committee's development of its Accommodation Study Report.

The Working Committee Project Leader and Working Committee Resource staff will work with the Working Committee to prepare all working meeting and Public Meeting agenda and materials. Meeting agenda and materials are to be available by e-mail to the Working Committee members in advance of scheduled meetings and will be posted on the District's website.

Resource staff will ensure that accurate meeting notes are kept. These notes are high level reflections of the discussions that take place and decisions that are made at working meetings and at the Public Meeting. Working Committee meeting notes will be posted to the District's website.

All information provided to the Working Committee is to be posted on the District's website and made available in hard copy if requested.

The Timelines followed are to be in accordance with Schedule A, attached hereto.



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

## TIMELINES

### Centretown, Glebe & Old Ottawa South - Accommodation Study

Activity	Date
<p><b>NOTICE OF INTENTION TO COMMENCE STUDY</b></p> <p>Board Approval of Timelines and Commencement of Study</p>	<p>22 March 2011</p>
<p><b>CONSULTATIVE STAGE</b></p> <ul style="list-style-type: none"> <li>➤ Formation of the Working Committee <ul style="list-style-type: none"> <li>➤ Working Committee Meeting*</li> <li>➤ Working Committee Meeting</li> <li>➤ Working Committee Meeting</li> <li>➤ Working Committee Meeting</li> <li>➤ Working Committee Meeting</li> <li>➤ Working Committee Meeting</li> <li>➤ Working Committee Meeting</li> </ul> </li> <li>➤ Public Meetings* <ul style="list-style-type: none"> <li>➤ Working Committee Meeting</li> <li>➤ Last day for Public Comments</li> </ul> </li> </ul>	<p>March 2011</p> <p>March 2011 April 2011 April 2011 May 2011 May 2011 June 2011 June 2011</p> <p>June &amp; Oct 2011 October 2011 October 2011</p>
<p><b>RECOMMENDATION AND DECISION MAKING STAGE</b></p> <ul style="list-style-type: none"> <li>➤ Recommendation Report Preparation</li> <li>➤ Special Committee of the Whole Meeting - Recommendation Report</li> <li>➤ Special Committee of the Whole Meeting to receive delegations</li> <li>➤ Special Committee of the Whole Meeting to debate Recommendation</li> <li>➤ Board Meeting - Final Decision</li> </ul>	<p>October 2011</p> <p>November 2011</p> <p>November 2011</p> <p>December 2011 December 2011</p>
<p><b>COMMUNICATION AND IMPLEMENTATION STAGE</b></p> <ul style="list-style-type: none"> <li>➤ Communication of Approved Motion</li> <li>➤ Implementation of Approved Motion</li> </ul>	<p>January 2012 September 2012</p>

\* Number of meetings subject to committee requirements as needed