



Boundary Reviews

Board Received: March 26, 2018 Review Date: April 2022

Accountability:

1. Frequency of Reports – As needed
2. Criteria for Success – Stakeholders are consulted
– Community feedback is considered

Procedures:

1. The boundary review process can be initiated by either the Board or Senior Administration. Schools requesting that a boundary review be considered will forward the request to Senior Administration through their Family of Schools Superintendent. A boundary review will be initiated to determine the most appropriate school for students from new housing developments planned for more than 350 single family units over a five-year period.
2. A background report with options for consideration and an administrative recommendation will be presented to the Board for review and comment. The Board will consider a recommended action to refer the boundary study and recommendations of administration to a working group for stakeholder feedback and input.
3. A working group will be established under the leadership of the Superintendent of Education with responsibilities for the school(s) under review.

The working group will include:

- Superintendent of Education responsible for identified schools (chair)
- Planning Officer
- Principal of the identified schools
- School Council Representatives of the identified schools
- Two Trustees
- Superintendent of Business

The Manager of Facilities Services and Manager of Transportation Services will act as a resource to the working group.

4. Prior to the public meeting of the working group, the Superintendent of Education shall convene an Orientation Meeting for all working group members. The purpose of the orientation meeting is to prepare working group members for the public meeting and include:
 - A review of the Boundary Review Process and Procedure
 - A review of the mandate, role and responsibilities of the working group
5. A public meeting of the working group will be advertised in the local newspaper(s), on the Board and school website, through social media, the school newsletter(s) and school messenger. The public meeting will include a sharing of the enrolment and accommodation data, school boundary options for consideration and administration's recommendation for boundary amendments. The public meeting shall provide a mechanism for the public to ask and submit questions.

6. Following the public meeting, the working group will review the information and feedback received and report back to Executive Council with recommendations for boundary considerations.
7. All minutes and data presented at the public meeting will be posted on the Board's website.
8. Executive Council will review the recommendations of the working group and prepare a final recommendation for boundary revision for Board consideration.
9. The Board will receive the report and all feedback on proposed boundary revision and if appropriate, refer the report for final consideration at a board meeting to be held no less than 30 days from the date the report is presented.
10. Following final board approval, all school boundary changes will be effective at the start of the next school year provided the final decision of the Board is made on or before the January board meeting. Should the Board approval be made later than January in any year, the boundary change will not take effect until after the completion of the next school year to permit time for communication to the affected school communities prior to the submission of secondary course selection sheets and Kindergarten registration.
11. In the event that there are exceptional circumstances that would require a compression of the notification period trustee may approve a different timeline for when the boundary change is effective.
12. The final decision of the Board will be communicated to the school community through the Board and school website, through social media, and the school newsletter(s).