



**Boundary Reviews**

**Board Received:** October 20, 2014

**Review Date:** November 2017

**Accountability:**

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

**Procedures:**

1. At the request of the Board or Senior Administration, a boundary review will be initiated. 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.

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.

3. A public meeting of the working group will be advertised in the local newspaper(s), on the Board’s website and through the school newsletter(s). 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 include a portion of the meeting to take questions and comments from the public in attendance. The working group will review the information and feedback received and report back to Executive Council with recommendations for boundary considerations.
4. All minutes and data presented at the public meeting will be posted on the Board’s website.
5. Executive Council will review the recommendations of the working group and prepare a final recommendation for boundary revision for Board consideration.

6. The Board will receive the report 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.
7. Following final board approval, all school boundary changes will be effective at the start of the following 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 the start of the second school year following the approval to permit time for communication to the affected school communities prior to the election of option sheets (secondary) and JK/SK registration.
8. The final decision of the Board will be communicated to the school community through the Board's Web Site and the school newsletter(s).