



PROCEDURE

FA-008

BOUNDARY REVIEWS	
Superintendent Responsible: Superintendent of Business & Treasurer	Initial Effective Date: 2014/10/20
Last Updated: 2022/06/27	Next Review Date: 2024/04/15

Purpose:

To outline the procedures for conducting accommodation reviews. The Grand Erie District School Board (Grand Erie) determines the type and quantity of schools to be established and maintained as well as the boundary for each school. Changes in student enrolment, program demands, new school construction and other factors may result in the need for changes to school boundaries

Guiding Principles:

- 1.0 On an annual basis, or more frequently as necessary, the Planning Department will review enrolment and student accommodations to identify areas that may warrant a boundary review. The Planning Department may recommend to Senior Administration that a boundary review take place. Should it be determined that a boundary review process is required, a recommendation will be brought to the Grand Erie's Finance Committee. Schools requesting that a boundary review be considered will forward the request to Senior Administration through their Family of Schools Superintendent.

- 2.0 A background report with options for consideration and an administrative recommendation will be presented to the Board of Trustees for review and comment. The Board of Trustees will consider a recommended action to refer the boundary study and recommendations of administration to a special ad hoc committee for stakeholder feedback and input.

- 3.0 A Special Ad Hoc Committee will be established under the leadership of the Superintendent of Business and Treasurer or Education.
 - 3.1 The Special Ad Hoc Committee will include:
 - Superintendent of Education responsible for identified schools (chair)
 - Superintendent of Business and Treasurer
 - Planning Department Supervisor and Representative(s)
 - Administrator(s) of the identified schools
 - School Council Representatives of the identified schools
 - Manager of Facilities Services and Manager of Transportation Services will act as a resource to the special ad hoc committee.
 - Additional resource personnel as required by the Superintendent of Business and Treasurer or Education or Director of Education and Secretary of the Board.

- 4.0 Prior to a public meeting of the special ad hoc committee, the Superintendent of Business and Treasurer or Education shall convene an orientation meeting for all special ad hoc committee members. The purpose of the orientation meeting is to prepare special ad hoc committee members for the public meeting and include:
 - A synopsis of the Boundary Review Policy and Procedure (FA-08, FA-008)
 - A review of the mandate, role and responsibilities of the Special Ad Hoc Committee

- 5.0 A public meeting of the special ad hoc committee will be advertised on all appropriate and relevant communication channels such as the Grand Erie and school websites, social media, school newsletter(s) or School Messenger(s).
- 6.0 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 welcome the input of members of the school communities and provide a mechanism for the public to ask and submit questions and for the special ad hoc committee to provide answers where appropriate.
- 7.0 Following the public meeting, the special ad hoc committee will review the information, questioned posed and feedback received and report back to Senior Administration with recommendations for boundary considerations.
- 8.0 All minutes and data presented at the public meeting, as well as questions asked by the public and the responses, will be posted on the Grand Erie website.
- 9.0 Senior Administration will review the recommendations of the special ad hoc committee and prepare a final recommendation for boundary revision as well as a transition plan for Board of Trustees consideration.
- 10.0 The Board of Trustees will receive the report and all feedback on proposed boundary revision and, if appropriate, refer the report for final consideration at a Regular Meeting of the Board to be held no less than 30 days from the date the report is presented.
- 11.0 Following final Board of Trustees approval, all school boundary changes will be effective at the start of the next school year provided the final decision of the Board of Trustees is made on or before the February Regular Meeting of the Board. Should the Board of Trustees approval be made later than February 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.
- 12.0 In the event that there are exceptional circumstances that would require a compression of the notification period, Senior Administration may recommend a different timeline for when the boundary change is effective.
- 13.0 The final decision will be communicated to the school community through all appropriate and relevant communication channels such as the Grand Erie and school websites, through social media, or through the school newsletter, School Messenger or direct email/letter.

Reference(s):

- Boundary Review Policy (FA-08)
- [Education Act 171\(1\), s.7](#)