

School Boundary Review Process	
Adopted: June 18, 2002	Last Reviewed/Revised: June 20, 2017
Next Scheduled Review: 2019-2020	
Associated Policies & Procedures: VI-88 School Boundary Review Process II-51 Optional French Programming (Early French Immersion and Extended French) VI-53 Optional French Programming V-18 Community Engagement and Public Consultation Policy	

Purpose

To provide direction in the establishment of School Boundaries for schools within the jurisdiction of the Halton Catholic District School Board (“the Board”).

Application and Scope

This policy applies to the review process for the creation and/or alteration of school boundaries for the schools under the jurisdiction of the Board.

This Policy applies to schools of the Board offering elementary and/or secondary programs. Wherever possible, schools should be subject to a School Boundary Review process that has the effect of re-directing student enrolment only once in a five-year period, unless high rates of growth in developing areas or other circumstances that necessitate a review, as determined by the Board.

References

[Education Act Section 171 \(1\), s.7](#)

Definitions

Boundary Review Committee (BRC): The Boundary Review Committee is an advisory committee established by the Director of Education, or designate, that represents the affected school(s) of a boundary review. The Committee will act as the official conduit for information shared between the Board and the affected school communities.

School Boundary/Attendance Boundary: A delineated geographical area/boundary that represents the official attendance boundary for a particular school and/or program identifying where students are to receive their educational instruction based on their home address.

Principles

- The Halton Catholic District School Board (the Board):
 - Has the authority under Section 171 (1), s.7 of the Education Act to determine the number and type of schools to accommodate its student enrolment and to delineate the attendance boundary (“school boundaries”) for each school, as well as those boundaries specific to academic programs offered by the Board.
 - The Board of Trustees is responsible for making the final decision regarding the establishment and modification of school boundaries. In making their decision, the Board of Trustees is tasked in:
 - Deciding the most appropriate pupil accommodation arrangements for the delivery of elementary and secondary programs.
 - Uphold their primary responsibility of fostering student academic achievement and well-being, and ensuring effective stewardship of Board resources and the Board’s financial viability and sustainability.
 - Have regard to the principles and option development criteria set out herein.
 - Is responsible for undertaking School Boundary Reviews where appropriate, to optimize utilization of schools in circumstances of increased enrolment pressures and/or declines.
 - Endorses and welcomes the input of members of the Catholic school communities into the School Boundary Review Process.
 - Will share relevant information pertaining to the school boundary review process with those affected by the process.
- The Boundary Review Committee (BRC) is tasked and committed to actively and equitably review boundary review options with an objective lens, which seeks to benefit Catholic school communities as a whole, and not the individual.
- In developing and/or amending school boundaries, the Boundary Review Committee (BRC) and Board Staff shall develop school boundary options and/or changes that meet the following criteria:
 - Optimizing the use of existing school facilities, while ensuring that pupils are accommodated to the extent possible, in permanent school facilities that are within their enrolment capacities;
 - Minimizing the use of portable classrooms whenever possible, except during the establishment phases of new communities and throughout the peak enrolment phases of schools;

- To the extent possible, minimizing school boundary adjustments, thereby ensuring that said boundaries remain stable, over the long-term;
- Optimize the cost-effective use of school transportation in accordance with Board policy, and have consideration for maximizing the number of students that can walk-to schools where feasible;
- Ensure that the boundary creates classroom organizations that are sustainably sized according to Ministry loading requirements, and appropriately sized to foster an ideal environment for academic achievement, social diversity, and overall student well-being; and,
- To the extent possible, give due consideration to the concept of a community of associated schools and where feasible, give consideration to a Catholic School Community in which school boundaries will substantially match Catholic Parish boundaries.

Requirements

- An annual update of enrolment and review of accommodations is to be conducted for every school
- On the basis of the annual review, the Board is presented with a list, for approval, of those schools needing to undertake the appropriate boundary review process.
- School communities on the approved Board list are informed and are provided with details with respect to the Board's process for boundary reviews.
- Chairs of affected Catholic School Council(s) in collaboration with the affected school Principal(s) will appoint two (2) representatives to join the Boundary Review Committee.
- Appropriate HCDSB Senior Staff, and Board Staff are non-voting members of the committee
- Public consultation meeting(s) are to be held, allowing for community participation wherein all scenarios are posted and discussed.
- At the Public Consultation Meeting, the communities are invited to provide input to the School Boundary Review Committee via written comments and other electronic means of communication, as appropriate.
- Criteria for decision making on boundary changes is as per Board policy.
- The interim Staff Report, which includes the Boundary Review Committee's final recommendation, shall be posted on the Board's public website, in accordance with Board By-laws.
- The affected school communities will be provided the following information:
 - A link to the Interim Staff Report which includes the Boundary Review Committee's final recommendations;
 - The date at which such recommendations will be presented to the Board;
 - Information around the Delegation Process;

- The scheduled date the Board of Trustees will render its final decision
- Board Staff will inform the affected communities of the final Board approved recommendation(s).

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board