



## PROCEDURE

Title: **ATTENDANCE AREA REVIEW**

Procedure No.: **4015C**

Effective Date: **2016 March 16**

Department: Organizational Support Services

Reference(s): Policy – Pupil Accommodation (4015)  
Procedure – Pupil Accommodation and Facility Organization (4015a)  
Procedure – Community Planning and Facility Collaboration Opportunities (4015b)  
Procedure – Holding Zones and Holding Schools (4015d)

### 1.0 INTRODUCTION

1.1 Thames Valley District School Board has an ongoing long-term accommodation planning process for its Schools and other facilities, which assesses:

1.1.1 student programs;

1.1.2 current enrolment and accommodation;

1.1.3 enrolment projects (which includes an analysis of historical enrolment, current and proposed residential development, and community trends);

1.1.4 renewal needs and facility condition; and

1.1.5 Ministry initiatives pertaining to facilities and accommodation.

1.2 It is through its accommodation planning processes that Thames Valley District School Board, among other matters, considers and addresses potential adjustments to existing Attendance Areas.

1.3 In this Procedure, references to: “**TVDSB**” mean the district school board formed under the *Education Act* (Ontario) and known as Thames Valley District School Board; “**the Trustees**” means the Board of Trustees of TVDSB as electric from time to time; “Trustee” means one of the Trustees; and, references to “**TVDSB Senior Administration**” and “**TVDSB Administration**” refer to the respective levels of administrative personnel of TVDSB.

1.4 This Procedure has been developed to provide the framework for TVDSB’s

Administered By: **Organizational Support Services**

Amendment Date(s):

Attendance Area Review Process in circumstances when TVDSB's Senior Administration recommends adjustments to existing Attendance Area(s). Although the body of this Procedure describes the Attendance Area Review Process, attached as Schedule A to this Procedure, is a flow chart which provides a summary of the sequencing of the process.

## 2.0 DEFINITIONS

2.1 For purposes of this Procedure the following definitions will apply:

2.1.1 **Attendance Area Review Committee (AARC):** a committee established by TVDSB pursuant to section 5.0 of this Procedure.

2.1.2 **AARC Meeting:** has the meaning given in section 6.1 of this Procedure.

2.1.3 **Attendance Area Review Process:** the process described in this Procedure surrounding possible adjustments to Attendance Areas. The Attendance Area Review Process begins with the submission by TVDSB Senior Administration to the Trustees of an Initial Attendance Area Review Report containing one or more options to adjust and/or create new Attendance Areas. Assuming the Trustees approve continuing with an Attendance Area Review Process, the process ends when the Trustees make a final decision with respect to the Attendance Areas in question.

2.1.4 **Attendance Area:** an area defined by a geographic boundary which determines, in part, students' designation to a particular School or program (e.g. French Immersion and Emphasis Technology), based on primary residence within that area.

2.1.5 **Business Days:** means a day other than a Saturday, Sunday, or statutory holiday in Ontario.

2.1.6 **Chair's Committee:** a committee of the Trustees formed in accordance with TVDSB's By-laws.

2.1.7 **Community Organizations:** means the person or entities in a Region where any of the Schools which are subject to an accommodation review are located, as identified in Schedule A to TVDSB's Community Planning and Facility Collaboration Opportunities Procedure (as amended or replaced), and/or who are otherwise listed as being entitled to receive Notices (as defined in TVDSB's Community Planning and Facility

Collaboration Opportunities Procedure, as amended or replaced), from time to time.

- 2.1.8 **Final Attendance Area Review Report:** has the meaning given in section 9.1.1 of this Procedure.
- 2.1.9 **Holding School:** is a School designated by the Trustees to accommodate students from one (1) or more Holding Zones.
- 2.1.10 **Holding Zone:** an area defined by a geographic boundary, within an Attendance Area (usually with high concentrations of new or imminent development), for which the Trustees have approved that students residing in it are to attend a specified School based on available capacity, until such time as long-term accommodation and related revised Attendance Areas can be established.
- 2.1.11 **Initial Attendance Area Review Report:** has the meaning given in section 4.1 of this Procedure.
- 2.1.12 **Ministry:** means the Ontario Ministry of Education.
- 2.1.13 **Public Delegation Meeting:** has the meaning given in section 9.3.1 of this Procedure.
- 2.1.14 **Region:** means the County of Elgin, including the City of St. Thomas, or the City of London, or the County of Middlesex, or the County of Oxford, depending upon where a School or group of Schools which are subject to an Attendance Area review are located.
- 2.1.15 **School:** a body of elementary school pupils or secondary school pupils organized by TVDSB as a unit for educational purposes.
- 2.1.16 **School AARC Subcommittee:** has the meaning given in section 7.1 of this Procedure.
- 2.1.17 **School Community:** means, with reference to a particular School, the students on the roll of that School, those students' parents and/or guardians, and the School Council and the Home and School Association for that School.
- 2.1.18 **School Day:** a day other than a Saturday, Sunday, statutory holiday in Ontario, or School Holiday.

2.1.19 **School Holidays:** includes TVDSB's summer break, winter break, March break and Easter Monday.

2.1.20 **School-Level Meeting:** has the meaning given in section 7.1 of this Procedure.

### 3.0 **EXEMPTIONS FROM ATTENDANCE AREA REVIEW PROCESS**

3.1 The following outlines circumstances when TVDSB is not required to follow the Attendance Area Review Processes provided for in this Procedure:

3.1.1 when the Attendance Areas for the Schools in question are being addressed as part of an Accommodation Review Process which is being undertaken pursuant to TVDSB's Pupil Accommodation and Facility Organization Procedure, as amended or replaced;

3.1.2 when the proposed amendment(s) to Attendance Area(s) will affect fewer than ten (10) students enrolled in the Schools in question. In such circumstances, the Trustees will have the authority to approve, amend or not approve the recommended options without TVDSB having to undertake the steps outlined in this Procedure. In such circumstances, TVDSB will inform the parents or guardians of the affected students, as well as the respective School principal(s), the chair of the respective School Council(s) and the President of the respective Home and School Association(s) of the approved amendments to the respective Attendance Area(s);

3.1.3 to change the location of any program, or part of a program, which does not have an associated Attendance Area which has been approved by the Trustees;

3.1.4 to change the location of any optional program, or part of an optional program, in either case operating as a School or within a School, and which has an associated Attendance Area which has been approved by the Trustees, so long as TVDSB Senior Administration has consulted with the parents and/or guardians of the students enrolled in that program in a manner which has been approved by the Trustees; or

3.1.5 when the proposed amendments do not affect any students enrolled in the applicable Schools at the time of the proposed amendment(s).

3.2 This Procedure does not apply to the use of facilities for alternate education, adult education and/or continuing education.

#### 4.0 **INITIAL ATTENDANCE AREA REVIEW REPORTS**

- 4.1 The first step in an Attendance Area review occurs when TVDSB Administration provides a report (an “**Initial Attendance Area Review Report**”) to the Trustees containing one or more recommendation(s) to amend existing Attendance Area(s) for a group of Schools. The recommendations contained in an Initial Attendance Area Review Report will have supporting rationale. An Initial Attendance Area Review Report will also include:
- 4.1.1 current and proposed Attendance Area maps;
  - 4.1.2 current enrolment and accommodation;
  - 4.1.3 related enrolment projections;
  - 4.1.4 current and proposed residential development, and community trends;
  - 4.1.5 proposed timeline for implementation;
  - 4.1.6 input received from Community Organizations within the affected Region(s) in connection with the most recently occurring annual meeting held pursuant to TVDSB’s Community Planning and Facility Collaboration Opportunities Procedure (as the same may be amended or replaced) and which relates to the Attendance Areas under review; and
  - 4.1.7 the date scheduled for the respective AARC Meeting.
- 4.2 Initial Attendance Area Review Reports will be posted on TVDSB’s website prior to the date the report is to be presented to the Trustees. Should the Trustees decide to proceed with an Attendance Area review, the respective Initial Attendance Area Review Report will remain posted on TVDSB’s website until such time as the Final Attendance Area Review Report is posted on TVDSB’s website pursuant to section 9.1.1 below.

#### 5.0 **ATTENDANCE AREA REVIEW COMMITTEE ROLE AND FORMATION**

- 5.1 If the Trustees approve proceeding with an Attendance Area review, an Attendance Area Review Committee will be established on the basis described in section 5.0 of this Procedure. The role of an Attendance Area Review Committee is to be the conduit for information between TVDSB and the School Communities for the Schools which are included in a particular Attendance Area review, which role is to be fulfilled on the basis described in this Procedure. Attendance Area Review Committees will neither be asked, nor entitled, to approve Initial Attendance Area Review Reports or Final Attendance Area Review Reports.
- 5.2 The membership of an Attendance Area Review Committee established for:

- 5.2.1 Elementary Schools will be comprised of: two (2) parents and/or guardians of students enrolled as full-time students for each of the divisions (i.e. early years, primary, junior and intermediate) of the Schools which are subject to the Attendance Area review; and, the chair of the School Councils (or their designate) and the President of the Home and School Associations (or their designate) for the Schools which are subject to the Attendance Area review.
- 5.2.2 To the extent that a School which is subject to an Attendance Area review has twenty (20) or more self-identified First Nation, Métis or Inuit students enrolled as full-time students of such School, one (1) of the parents or guardians of such students will be entitled to be a member of such Attendance Area Review Committee. To the extent that a School which is subject to an Attendance Area review has twenty (20) or more students enrolled as full-time students from a Holding Zone, one (1) of the parents or guardians of such students will be entitled to be a member of such Attendance Area Review Committee. In identifying parent and/or guardian representatives on the committee, intentional consideration will be given to the equitable representation of diverse identities and lived experience as represented in the school (e.g. creed, race, ethnicity, language, family structure, socio-economic structure, gender identity, etc.).
- 5.2.3 Secondary Schools will be comprised of: two (2) parents and/or guardians of students enrolled as full-time students in each of the grades of each of the Schools which are subject to the Attendance Area review; and, the chair of the School Councils (or their designate) and the President of the Home and School Associations (or their designate) for the Schools which are subject to the Attendance Area review.
- 5.2.4 To the extent that a School which is subject to an Attendance Area review has twenty (20) or more self-identified First Nation, Métis or Inuit students enrolled as full-time students of such School, one (1) of the parents or guardians of such students will be entitled to be a member of such Attendance Area Review Committee. To the extent that a School which is subject to an Attendance Area review has twenty (20) or more students enrolled as full-time students from a Holding Zone, one (1) of the parents or guardians of such students will be entitled to be a member of such Attendance Area Review Committee. In identifying parent and/or guardian representatives on the committee, intentional consideration will be given to the equitable representation of diverse identities and lived experience as represented in the school (e.g. creed, race, ethnicity, language, family structure, socio-economic structure, gender identity, etc.).

- 5.3 No occasional, part-time or full-time TVDSB employee or Trustee may be a member of an Attendance Area Review Committee. If a member of an Attendance Area Review Committee becomes an occasional, part-time or full-time TVDSB employee or Trustee, such individual must resign from such Attendance Area Review Committee and will not be replaced.
- 5.4 The respective principal of each of the Schools which are the subject of an Initial Attendance Area Review Report will endeavour to enlist persons from the respective categories set out in section 5.2 above. As part of each of the respective principals' efforts to enlist members, they will, within two (2) School Days of the Trustees' decision to undertake an Attendance Area review:
- 5.4.1 inform the chair of the respective School Council and the President of the respective Home and School Association, via e-mail, of the membership recruitment objectives;
  - 5.4.2 post notice of the membership enlistment objectives on the website for the respective School; and
  - 5.4.3 arrange for an explanation of the membership recruitment objectives to be sent home with the students of the respective School.
- 5.5 If the number of persons wishing to be members of an Attendance Area Review Committee exceeds the number of available spaces (determined on the basis set forth in section 5.2 above), the principal for the respective School will determine the identity of the various members by "picking names from a hat" without compromising equitable representation as outlined by Section 5.2. In the event that fewer persons are interested in being a member of an Attendance Area Review Committee than there are available spaces, that Attendance Area Review Committee will be formed with such smaller number of persons as are interested from each of the respective categories. The principals of the Schools which are subject to an Attendance Area review will use reasonable efforts to determine the membership of the respective Attendance Area Review Committee within ten (10) School Days of the Trustees' decision to undertake an Attendance Area review.
- 5.6 If a member of an Attendance Area Review Committee resigns, they will not be replaced. For purposes of certainty, a member of an Attendance Review Committee will not be permitted to appoint or send a designate to represent them at any meetings. Despite the foregoing, as indicated in sections 5.2.1 and 5.2.3, the chair of a School Council and the President of a Home and School Association, in each case for a School which is subject to an Attendance Area Review, may designate an individual to serve, in their stead, on the applicable Attendance Area Review Committee. Any such appointment will, however, be for the entirety of the applicable Attendance Area Review process.

- 5.7 Depending on the number of school involved in the Attendance Area review, multiple Attendance Area Review Committees may be formed by Administration in accordance with Section 5.0 of this Procedure. Each Attendance Area Review Committee shall meet separately in accordance with Section 6.0 of this Procedure.

## 6.0 AARC MEETING

- 6.1 After the membership of an Attendance Area Review Committee has been determined, TVDSB will invite the members of the AARC to a meeting (an “**AARC Meeting**”), at which TVDSB Administration will:
- 6.1.1 review the overall Attendance Area Review Process and timelines;
  - 6.1.2 review relevant information contained in this Procedure;
  - 6.1.3 review the roles and responsibilities of the Attendance Area Review Committee members as envisioned by this Procedure;
  - 6.1.4 present the applicable Initial Attendance Area Review Report; and
  - 6.1.5 take questions of clarification on the roles and responsibilities of Attendance Area Review Committee members and on the Initial Attendance Area Review Report.
- 6.2 An invitation to the respective AARC Meeting will be sent to the respective Attendance Area Review Committee members via e-mail and notice of the AARC Meeting will be posted on TVDSB’s website, at least ten (10) Business Days prior to the date scheduled for the AARC Meeting. AARC Meetings will be open to the public.
- 6.3 The AARC Meeting will be chaired by a member of TVDSB Senior Administration (or such other person as TVDSB’s Director of Education may designate). The AARC Meeting will occur on a Monday, Tuesday, Wednesday or Thursday (which is a School Day), between the hours of 5:00 p.m. and 10:00 p.m. (local time). AARC Meetings may be held in-person or remotely in a manner that affords full participation of members and will be subject to the protocols set out in Schedule B attached.

## 7.0 SCHOOL-LEVEL MEETINGS

- 7.1 Following an AARC Meeting, the AARC members representing a particular School (“**School AARC Subcommittee**”) will hold meetings (“**School-Level Meetings**”) with the School Community for the School those AARC members represent. The purpose of School-Level Meetings is to: provide the AARC School Subcommittees with an opportunity to share and explain to their respective School Community the



- information received by the AARC members at the respective AARC Meeting; and, obtain input from their respective School Community. Each School AARC Subcommittee is required to hold at least one (1) School-Level Meeting. Each School AARC Subcommittee will otherwise determine the number of School-Level Meetings they wish to hold. School-Level Meetings will be held at the respective School (or, in the event there is insufficient space, at such other TVDSB facility as the principal of the respective School may determine). School-Level Meetings may also be held remotely in a manner that affords full participation of the school community.
- 7.2 The principal of the respective School (or such other person(s) as TVDSB's Director of Education may designate), will support the School AARC Subcommittee for that School by:
- 7.2.1 posting notice of all School-Level Meetings on that School's website, at least five (5) Business Days prior to the date scheduled for the respective School-Level Meeting;
  - 7.2.2 arranging for the availability of administrative support for purposes of note-taking for the School-Level Meetings;
  - 7.2.3 posting the agenda for each School-Level Meeting on the website for the respective School and arranging for a copy of the respective agenda to be sent home with students of the respective School, in both cases at least two (2) Business Days prior to the date scheduled for the respective School-Level Meeting;
  - 7.2.4 arranging for space to be available for the School-Level Meetings; and
  - 7.2.5 acting as a resource to the chair of the respective School AARC Subcommittee.
- 7.3 School-Level Meetings will be chaired by such member of the respective School AARC Subcommittee as is determined by a majority of the School AARC Subcommittee members prior to those meetings. School-Level Meetings will occur on a Monday, Tuesday, Wednesday or Thursday (which is a School Day), between the hours of 5:00 p.m. and 10:00 p.m. (local time). School-Level Meetings will be subject to the protocols set out in Schedule C attached.
- 7.4 The agenda for a first School-Level Meeting will typically involve:
- 7.4.1 calling the meeting to order and making introductions;

- 7.4.2 a member of the respective School AARC Subcommittee providing an explanation of the information received by the AARC at the AARC Meeting, including, the applicable Initial Attendance Area Review Report;
  - 7.4.3 a question and answer period during which attendees will be entitled to ask members of the School AARC Subcommittee questions regarding the information made available to the AARC at the AARC Meeting;
  - 7.4.4 a period devoted to obtaining feedback from the School Community on the Initial Attendance Area Review Report;
  - 7.4.5 a determination of what, if any, additional information the School AARC Subcommittee may require from TVDSB Senior Administration regarding the Initial Attendance Area Review Report;
  - 7.4.6 a discussion of the need for and timing of future School-Level Meetings for purposes of further discussion; and
  - 7.4.7 adjournment.
- 7.5 School-Level Meetings held after a first School-Level Meeting, if any, would involve further discussions regarding the applicable Initial Attendance Area Review Report, with a view to enabling the School AARC Subcommittee to understand the views of the School Community on the Initial Attendance Area Review Report; and
  - 7.6 To the extent that the majority of School AARC Subcommittee members decide they require additional information from TVDSB on anything contained in an Initial Attendance Area Review Report, they may request same via e-mail addressed to [planning@tvdsb.ca](mailto:planning@tvdsb.ca). TVDSB will use reasonable efforts to provide such information, so long as it is pertinent to the matter and is readily available to TVDSB, on an internal basis, without undue demands on TVDSB's resources. Such additional information will be provided, via e-mail, to all members of the respective AARC. All requests for additional information must be received within thirty-five (35) Business Days of the AARC Meeting.
  - 7.7 The purpose of holding the School-Level Meetings and the production of the reports of the respective School AARC Subcommittees (as contemplated in section 8.0 below), in the manner contemplated by this Procedure, is to allow each School Community involved in an Attendance Area review to have an opportunity for input on the respective Initial Attendance Area Review Report.
  - 7.8 School-Level Meetings must be completed within forty-five (45) Business Days of the respective AARC Meeting.

- 7.9 School AARC Subcommittees shall assist TVDSB Administration by requesting any required additional information as soon as possible after the respective scheduled School-Level Meetings.

## 8.0 **REPORTS OF SCHOOL AARC SUBCOMMITTEE**

- 8.1 One of the primary responsibilities of each School AARC Subcommittee is to prepare a written report on the School Community input received at their respective School-Level Meetings. Such written report is to be completed and submitted via e-mail addressed to [planning@tvdsb.ca](mailto:planning@tvdsb.ca) within fifty-five (55) Business Days of the AARC Meeting. An AARC School Subcommittee need not reach consensus as to the content of their written report and, if necessary, each member can prepare their own section to form part of such written report. In the event a School AARC Subcommittee elects not to submit a written report, the respective Attendance Area Review Process will proceed without such report.

## 9.0 **COMPLETING THE ATTENDANCE AREA REVIEW**

### 9.1 Final Attendance Area Review Reports

- 9.1.1 Within one hundred and forty (140) Business Days after an AARC Meeting, TVDSB Administration will prepare, for presentation to the Trustees, a final report (a **"Final Attendance Area Review Report"**), which will: contain such amendments, if any, to the respective Initial Attendance Area Review Report as TVDSB Administration may, in their discretion, determine are justified based on the input received from the respective School AARC Subcommittees; and, copies of all of the written reports received from the respective School AARC Committees. The Final Attendance Area Review Report will be: sent, via e-mail, to all members of the respective AARC; and, posted on TVDSB's website.

9.1.1.1 In the event that there area multiple Attendance Area Review Committees, the requirements of 9.1.1 above shall be completed within one hundred and forty (140) Business Days after the last AARC Meeting.

- 9.1.2 The dates scheduled for the respective Public Delegation Meeting and the meeting at which the Trustees are anticipated to make a decision on the Final Attendance Area Review Report will be included in the Final Attendance Area Review Report. The Final Attendance Area Review Report will:

- 9.1.2.1 advise parties wishing to make presentations to the Trustees at the applicable Public Delegation Meeting, that such parties are

required to submit a presenter package in the manner described in section 2 of Schedule D attached;

9.1.2.2 include, as a schedule, the written reports submitted by the applicable School AARC Subcommittees; and

9.1.2.3 include TVDSB Senior Administration's final recommendations on the respective Attendance Areas, together with a proposed timeline for implementation.

## 9.2 Final Report Presentation Meeting

9.2.1 After an AARC Meeting (and prior to the respective Public Delegation Meeting), TVDSB Administration will present the respective Final Attendance Area Review Report to the Trustees. Such presentation will be an agenda item at a meeting of the Trustees (and for purposes of this Procedure any such meeting will be referred to as a "**Final Report Presentation Meeting**").

9.2.2 Trustees may ask TVDSB Senior Administration questions of clarification regarding a Final Attendance Area Review Report presented at a Final Report Presentation Meeting; however, there will be no debate with respect to, or vote on the respective Final Attendance Area Review Report at that time. The final decision of the Trustees on the recommendations in the Final Attendance Area Review Report will be made at a later meeting of the Trustees (see section 9.4 below).

## 9.3 Public Delegation Meeting

9.3.1 Not less than ten (10) Business Days after the applicable Final Attendance Area Review Report has been sent via e-mail to the members of the respective AARC and posted on TVDSB's website, there will be an opportunity for members of the public to provide feedback to the Trustees on the Final Attendance Area Review Report, on the basis described in Schedule D attached. The meeting of the Trustees at which such opportunity to provide feedback is to occur is referred to as the "**Public Delegation Meeting**" in this Procedure.

9.3.2 Notice of a Public Delegation Meeting will be included in the respective Final Attendance Area Review Report and posted on TVDSB's website, at least ten (10) Business Days prior to the date scheduled for the respective Public Delegation Meeting.

9.3.3 Public Delegation Meetings will be subject to the rules and protocols set forth in Schedule D attached.

9.4 Trustees' Decision

9.4.1 At a meeting of the Trustees following the applicable Public Delegation Meeting, the Trustees will reach a decision on the Final Attendance Area Review Report.

9.4.2 The Trustees have the authority to: approve the recommendation(s) contained in the Final Attendance Area Review Report; modify and approve one (1) or more of the recommendation(s) contained in the Final Attendance Area Review Report; defer making a decision; or, approve a different outcome or approach than that recommended.

9.4.3 The Trustees will endeavor, so long as circumstances permit, not to make their final decision regarding an Attendance Area review during TVDSB's summer holiday period (typically from July 1 to the day after Labour Day). In no circumstances will the Trustees make a final decision regarding an Attendance Area review between September 1, and October 31, in a year in which a regular election under the *Municipal Elections Act* (Ontario) is to occur.

9.5 General Matters

9.5.1 If TVDSB amends any Attendance Area(s) in the circumstances described in section 3.1 above or pursuant to the Attendance Area Review Process outlined in this Procedure, TVDSB will have the authority to allow any student enrolled in a School at the time of the proposed amendment to an Attendance Area comes into effect to continue to attend such School, for so long as that student continues to reside at the address they did at the time of the amendment and until that student graduates from that School or otherwise ceases attending that School for their own reasons. In the event such an allowance is made, the provision of student transportation to any student(s) who are the subject of such an allowance, if applicable, will be determined by the Trustees at the time they make a decision on the applicable Attendance Area Report.

## 10.0 IMPLEMENTATION

10.1 In the event that the Trustees approve amendments to the Attendance Areas for one (1) or more Schools, TVDSB will communicate the following information to the students and the parents/guardians of the students enrolled at the affected Schools:

10.1.1 timelines for implementation of the proposed amendments to the subject Attendance Areas, together with particulars on the amendments in question;

10.1.2 availability of School programs at the Schools in question and for which Attendance Areas have been adjusted; and

10.1.3 related transportation information.

10.2 TVDSB may also enlist parents/guardians from the affected Schools by establishing transition working groups to provide feedback, if applicable, on:

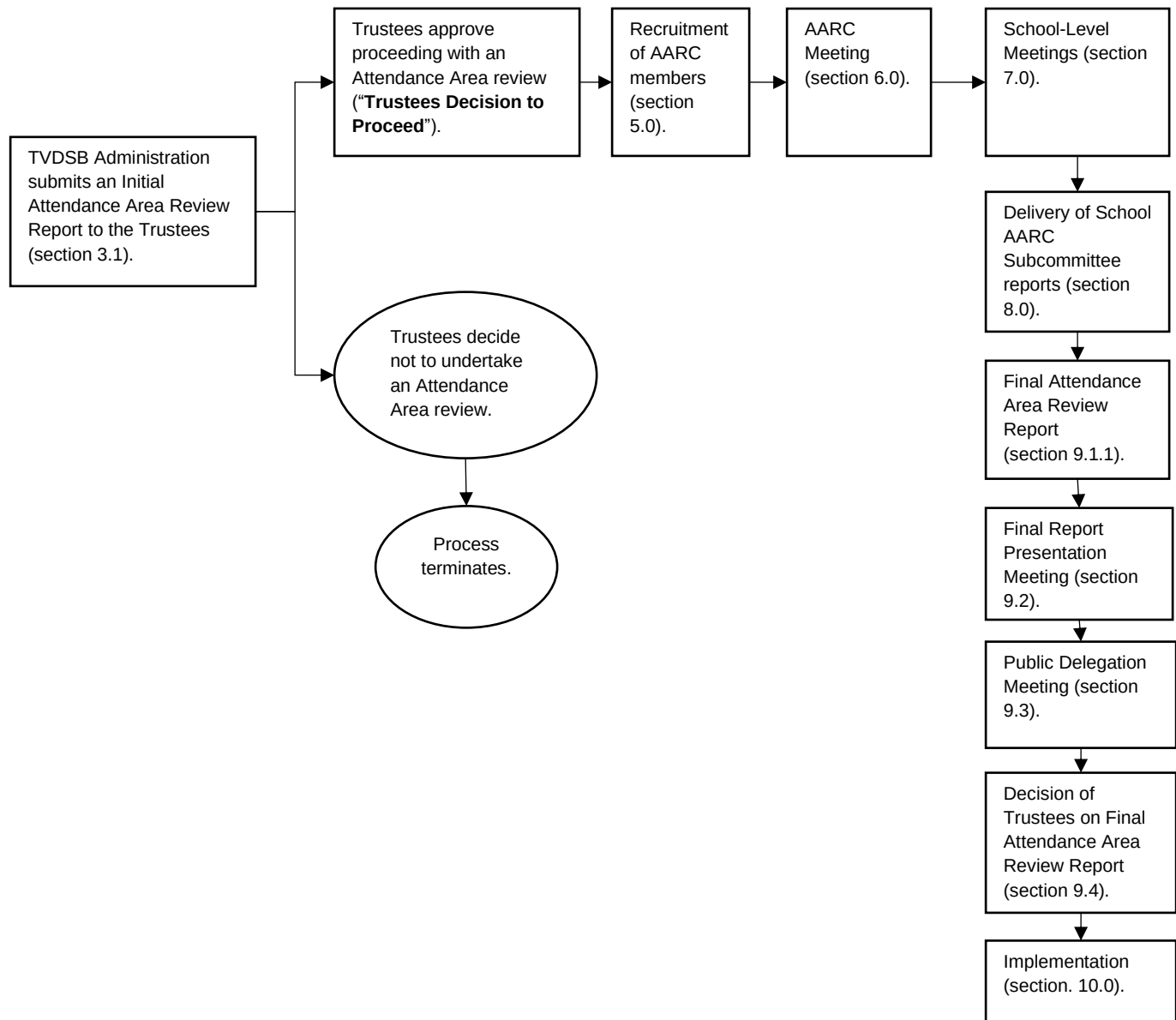
10.2.1 orientation events for students and staff;

10.2.2 the distribution of memorabilia and school equipment;

10.2.3 school spirit matters; and

10.2.4 School Council assets.

## APPENDIX 1 – SCHEDULE A ATTENDANCE AREA REVIEW PROCESS



### NOTES:

1. Capitalized terms used in this Schedule A have the respective meaning given in the body of the Procedure.
2. Section number references in this Schedule A are to the respective sections of the Procedure.
3. This Schedule A is intended to provide a general overview of the sequencing of the Attendance Area Review Process and is subject to the Procedure.

### TIMELINES FOR ATTENDANCE AREA REVIEW PROCESS:

1. Reasonable efforts to determine the membership of the Attendance Area Review Committee(s) within ten (10) Business Days of the Trustees' decision to undertake an Attendance Area review.
2. School-Level Meetings to be completed within forty-five (45) Business Days of the AARC Meeting.
3. Requests made by School AARC Subcommittees under section 7.6 of the Procedure must be received within thirty-five (35) Business Days of the AARC Meeting.
4. School AARC Subcommittees are to submit their reports on School Community input to [planning@TVDSB.ca](mailto:planning@TVDSB.ca) within fifty-five (55) Business Days of the AARC Meeting.
5. Within one hundred and forty (140) Business Days after the AARC Meeting, TVDSB Administration to prepare a Final Attendance Area Review Report.
6. There must be at least ten (10) Business Days between: the time a Final Attendance Area Review Report has been sent via e-mail to the members of the respective AARC and posted on TVDSB's website; and, the date of the applicable Public Delegation Meeting.

APPENDIX 2 – SCHEDULE B  
AARC MEETING PROTOCOLS

The following will apply to AARC Meetings contemplated in the Procedure to which this Schedule is attached:

1. The chair of the meeting (in this Schedule B, the “**Chair**”), will ensure that all presentations, questions and answers are directed through the Chair and that personal remarks and discourteous language are not permitted. The Chair may refuse to permit questions from any person who is or has been discourteous or disrespectful. Clarity and brevity are encouraged. The Chair may limit or exclude questions that fall outside the purposes of the meeting, are repetitive, irrelevant or immaterial.
2. Only members of the Attendance Area Review Committee may ask questions of clarification regarding the information presented by TVDSB, following the conclusion of TVDSB’s presentation. The Chair will determine the order of questions.
3. A person wishing to make remarks or ask questions should raise their hand and wait to be recognized by the Chair.
4. The Chair may, in the Chair’s discretion, establish time limits or limit the number of questions to be asked by any person to two. The speaker would then be placed at the bottom of the speakers list should they have additional questions.
5. The Chair, in deciding a point of order or practice will, before declaring a decision, give reason for such decision. Any ruling of the Chair will be final.
6. Any person present at the meeting who does not adhere to the meeting protocols, disregards a decision of the Chair, or makes any disorderly noise or disturbance, may be ordered by the Chair to leave the meeting room for the remainder of the meeting. In the case of a refusal to do so, the Chair may order the removal of that person.
7. Media and the public may attend the meeting and sit in the public area. No media interviews or reporting will be allowed in the meeting room while the meeting is taking place. All members of the media are allowed to tape or video record meetings. Recordings should be done in a manner that does not interfere with the meeting. The Chair may make a determination that a recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations, size of the equipment and the general layout and functioning of the meeting room. If the Chair makes a determination that any recording is intrusive, the Chair may request an accommodation to avoid the



APPENDIX 2 – SCHEDULE B  
AARC MEETING PROTOCOLS

interference with the meeting and if not complied with may request the individual to leave the meeting room.

8. All members of the media and any other person wishing to record the meeting, or any part of it, must advise the Chair or the secretary of the meeting of such individual's presence and intention to record the meeting, or any part of it, prior to the commencement of the meeting. In such circumstances, the Chair will advise that the meeting is being recorded.

APPENDIX 3 – SCHEDULE C  
SCHOOL-LEVEL MEETINGS PROTOCOL

The following will apply to the School-Level Meetings contemplated in the Procedure to which this Schedule is attached:

1. The chair of the meeting (in this Schedule C, the “**Chair**”), will ensure that presentations, remarks, questions and answers are directed through the Chair and that personal remarks and discourteous language are not permitted. The Chair may refuse to permit remarks or questions from any person who is or has been discourteous or disrespectful. Clarity and brevity are encouraged. The Chair may limit or exclude remarks or questions that fall outside the purposes of the meeting, are repetitive, irrelevant or immaterial.
2. Members of the School Community or public wishing to make remarks or ask questions, should raise their hand and wait to be recognized by the Chair.
3. The Chair may, in the Chair’s discretion, establish time limits or limit the number of questions by any person to two. The speaker would then be placed at the bottom of the speakers list should they have additional questions.
4. The Chair, in deciding a point of order or practice will, before declaring a decision, give reason for such decision. Any ruling of the Chair will be final.
5. Any person present at the meeting who does not adhere to the meeting protocols, disregards a decision of the Chair, or makes any disorderly noise or disturbance, may be ordered by the Chair to leave the meeting room for the remainder of the meeting. In the case of a refusal to do so, the Chair may order the removal of that person.
6. Media and the public may attend the meeting and sit in the public area. No media interviews or reporting will be allowed in the meeting room while the meeting is taking place. All members of the media and public are allowed to tape or video record meetings. Recordings should be done in a manner that does not interfere with the meeting. The Chair may make a determination that a recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations, size of the equipment and the general layout and functioning of the meeting room. If the Chair makes a determination that any recording is intrusive, the Chair may request an accommodation to avoid the interference with the meeting and if not complied with may request the individual to leave the meeting room.

APPENDIX 3 – SCHEDULE C  
SCHOOL-LEVEL MEETINGS PROTOCOL

7. All members of the media and any other person wishing to record the meeting, or any part of it, must advise the Chair or the secretary of the meeting of such individual's presence and intention to record the meeting, or any part of it, prior to the commencement of the meeting. In such circumstances, the Chair will advise that the meeting is being recorded.

APPENDIX 4 – SCHEDULE D  
PUBLIC DELEGATION MEETING PROTOCOLS

1. Individuals and groups will be limited to one presentation to the Trustees regarding a Final Attendance Area Review Report.
2. To appear before the Trustees, a presenter package, in the form available on TVDSB's website must be submitted in accordance with the instructions appearing on TVDSB's website prior to Public Delegation Meeting.
3. The Chair's Committee will review the presenters' packages received to ensure that the proposed presentations are germane to the applicable Attendance Area review and will determine the order and number of presentations. The Chair's Committee will have the authority to disallow any presentation if they determine that the presentation is not germane to the applicable Attendance Area review or offends TVDSB values.
4. The Trustees will be advised of all presentation requests through the report of the Chair's Committee.
5. Oral presentations will be a maximum of ten (10) minutes for an approved delegation representing a School Council, or a Home and School Association, in good standing and five (5) minutes for individuals or representatives of an organization/group.
6. Presentations should address the concerns identified in the respective presenters' package. If the materials presented differ substantially from the written submission, the Chair has the right to rule the presentation out of order.
7. At the conclusion of each public presentation, the Trustees may ask questions of clarification of the presenters.
8. Public Delegation Meetings will otherwise be conducted in accordance with the applicable provisions of TVDSB's By-laws.