

## Accommodation Review Committee Terms of Reference

### Mandate

The School Board is requesting that the Accommodation Review Committee (ARC) make recommendations regarding possible Our Lady of the Way school (OLW) amalgamation and/or closure. The ARC will seek input, review administrative reports, consider alternatives and make recommendations to the trustees of the NCDSB.

### Process:

1. The ARC membership includes the following:
  - 1 community representative;
  - 1 representative from the school council;
  - 2 parents or of students or former students of OLW;
  - Rainy River First Nation representative;
  - A Diocese appointed representative;
  - Superintendent of Business (non-voting);
  - Director of Education (non-voting)
  - 1 staff member of OLW (non-voting);
  - OLW school Principal (non-voting);
2. The ARC will make every effort to come to consensus on recommendations. When consensus cannot be reached the voting process will be utilized. The Chair will vote only in order to break a tie vote. Board personnel will be non-voting.
3. The ARC assumes an advisory role including its recommendation to the Board.
4. Administrative staff will complete a school profile report for the school and provide it to the ARC for review. The ARC has the right to modify the Profile where it feels it is appropriate.
5. The ARC will ensure that a wide breadth of school and community groups is provided with the opportunity to participate in the review.
6. The ARC's initial meeting will provide the committee with its mandate and information relevant to the operation of the committee. At the initial meeting the ARC will appoint a Chair to preside over ARC meetings.
7. Following the initial meeting, the ARC will hold a minimum of 4 public meetings occurring over no less than 90 days.
8. Those individuals and groups wishing to make a presentation to the ARC will be required to submit notice including the topic of their presentation, prior to each of the 4 public meetings. The ARC Chair will decide who may make presentations to the ARC.
9. A secretary will record attendance and keep minutes of the ARC meetings that reflect the full range of opinions expressed. All relevant information relating to the ARC including meeting minutes, will be made available on the Board's website <http://www.tncdsb.on.ca> or will be provided on request.

10. At the conclusion of the public meetings, the ARC will complete an Accommodation Report that will make recommendation(s) regarding the future of OLW School. The report will be delivered to the Board's Director of Education. The ARC will present its report to the Board of Trustees when requested to do so.