

Holding Zones and Holding Schools Procedure

Procedure Number:	4015d
Procedure Owner:	Organizational Support Services – Facility Services and Capital Planning
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EIE Review Date:	2024 December 18
Resources:	• TVDSB School Enrolment and Capacity Management Policy (4015) • TVDSB Pupil Accommodation and Facility Organization Procedure (4015a) • TVDSB Community Planning and Facility Collaboration Opportunities Procedure (4015b) • TVDSB Attendance Area Review Procedure (4015c)

1. Intent

- 1.1. The intent of this procedure is to manage enrolment effectively and ensure sustainable accommodation for all students within the Thames Valley District School Board (TVDSB).

2. Definitions

- 2.1. **Accommodation Plan:** an annual report presented to Trustees regarding student accommodation planning in Thames Valley.
- 2.2. **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.

- 2.3. **Attendance Area Review:** the process for 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. If Trustees approve continuing with an Attendance Area Review Process, the process ends when the Trustees make a final decision.
- 2.4. **Holding School:** is a School designated by the Trustees to accommodate students from one (1) or more Holding Zones.
- 2.5. **Holding Zone:** a designated area within an Attendance Area, approved by Trustees, where students attend a specific school based on available capacity until long-term accommodation and revised Attendance Areas are established.
- 2.6. **Portable:** a building installed at a school site to provide additional classroom space.
- 2.7. **School:** a body of elementary or secondary School students organized by TVDSB as a unit for educational purposes.
- 2.8. **School Community:** includes the students enrolled at the school, their parents or caregivers, and the School Council and Home and School Association.
- 2.9. **Trustees:** the Board of Trustees of the Thames Valley District School Board or the Ministry of Education-appointed Supervisor(s), if applicable.
- 2.10. **TVDSB:** the district school board formed under the Education Act (Ontario) and known as Thames Valley District School Board.
- 2.11. **TVDSB Administration:** the administrative personnel of the TVDSB.

3. Objective

- 3.1. Thames Valley District School Board has an ongoing long-term accommodation planning process for its Schools and other facilities, which assesses:
 - 3.1.1. Student programs;
 - 3.1.2. Current enrolment and accommodation;
 - 3.1.3. Enrolment projections, including an analysis of historical enrolment, current

and proposed residential development, and community trends; and

3.1.4. Ministry initiatives pertaining to facilities and accommodation.

3.2. When TVDSB Administration identifies areas of future residential development and it is anticipated that the number of students from those areas has the potential to exceed the capacity of the School for the area, TVDSB Administration may recommend that Trustees consider establishing one (1) or more temporary Holding Zones.

3.3. This Procedure sets out the process for establishing, amending and removing Holding Zones.

4. Holding Zone Recommendations

4.1. If the establishment of Holding Zone(s) is needed, TVDSB Administration will prepare recommendations to Trustees as part of the annual Accommodation Plan.

4.1.1. The recommendations shall address the following:

- 4.1.1.1. summary of consultation with the impacted School Communities, including both the home School of students in the Holding Zone and the Holding School;
- 4.1.1.2. summary of consultation with municipalities where the Holding Zone will be located;
- 4.1.1.3. rationale of why future students from the Holding Zone cannot be accommodated at the current school for the area, including information regarding any site limitations that prevent adding portables;
- 4.1.1.4. consideration of the common commuting patterns of families in the Holding Zone and access to a before and after school care program;
- 4.1.1.5. information regarding the distance of the proposed Holding School(s) from the Holding Zone and the anticipated approximate travel time for future students to the proposed Holding School(s) with the goal of minimizing travel time wherever possible;
- 4.1.1.6. the effect on the capacity of the proposed Holding School(s) and whether any Portables will be required;
- 4.1.1.7. whether the proposed Holding School(s) have adequate programming spaces to accommodate existing students and the projected students from the proposed Holding Zone;

- 4.1.1.8. whether the proposed Holding School(s) have suitable outdoor recreational areas, parking, student drop-off/pick-up areas and bus loading/unloading areas to accommodate current students and the projected students from the proposed Holding Zone;
- 4.1.1.9. whether operational requirements will continue to be met at the proposed Holding School(s) following the addition of students from the proposed Holding Zone; and
- 4.1.1.10. the permanent accommodation plan for the proposed Holding Zone.

5. Holding Zone Amendment Recommendations

5.1. Prior to the determination of the permanent accommodation plan for students in a Holding Zone, it may be advisable for TVDSB to consider changing the Holding School as a result of space constraints. TVDSB Administration will prepare recommendations to Trustees for amendment(s) to the Holding Zone as part of the annual Accommodation Plan.

5.1.1. In addition to the items listed in section 4.1.1 above, the recommendations shall address whether the amendment would apply to:

5.1.1.1. Only future students moving into the Holding Zone; or

5.1.1.2. Future and current students in the Holding Zone or a portion of the Holding Zone.

5.1.2. Current students will only be moved to a new school at the start of a new School year.

6. Approval Process

6.1.1. Trustees will consider Holding Zone Recommendations and Holding Zone Amendment Recommendations at public meetings of Trustees.

6.1.2. Trustees will not make a decision regarding Holding Zone Recommendations or Holding Zone Amendment Recommendations at the meeting where the recommendations are first presented but will have an opportunity to ask questions of TVDSB Administration. A decision will be made at a subsequent meeting of the Board.

6.1.3. The Trustees have the authority to:

6.1.3.1. approve the recommendation(s);

- 6.1.3.2. modify and approve one (1) or more of the recommendation(s);
- 6.1.3.3. defer making a decision; or
- 6.1.3.4. approve a different outcome or approach than that recommended.
- 6.1.4. Trustees will consider seeking public input regarding the Holding Zone Recommendations or Holding Zone Amendment Recommendations within 30 days of the presentation of the report.
- 6.1.5. Trustees will make a decision not earlier than 30 days following the presentation of the Holding Zone Recommendations or Holding Zone Amendment Recommendations.
- 6.1.6. Trustees will not make a decision in July or August.
- 6.1.7. If Trustees approve a Holding Zone and Holding School(s), or approve amendments, TVDSB will provide notice to:
 - 6.1.7.1. the Principals of any Schools impacted;
 - 6.1.7.2. the chairs of the School Councils and the Presidents of the Home and School Associations for any Schools impacted;
 - 6.1.7.3. the parents and caregivers of any students whose primary residence is in the Holding Zone, including students who attend Schools outside of the Attendance Area where the Holding Zone is located;
 - 6.1.7.4. Student Transportation Services;
 - 6.1.7.5. municipalities where the Holding Zone is located; and
 - 6.1.7.6. developers with active *Planning Act* applications in the Holding Zone.
- 6.1.8. Online school registration and Find My Local School tools will be updated following approval of a Holding Zone and/or Holding School(s).
- 6.1.9. In case of an amendment to a Holding Zone that only impacts future students, siblings of registered students at a Holding School are permitted to attend the same school.

7. Monitoring of Holding Zones

- 7.1. Holding Zones will be monitored by TVDSB Administration and reported on each year through the Accommodation Plan.

7.2. An existing Holding Zone may continue to be assigned to a Holding School until:

7.2.1. a new school or an addition and/or renovation to a school is constructed to accommodate students; or

7.2.2. the Holding Zone students can be accommodated at another school through an Attendance Area Review.

8. Exemptions

8.1. This Procedure does not apply to Special Education classes or the use of facilities for alternative education, adult education, and/or continuing education.

8.2. TVDSB will have the authority to allow any student residing in a Holding Zone and enrolled in a School at the time the Holding Zone is established or a Holding Zone Amendment is made to continue to attend the School for as long as that student continues to reside at the same address.

8.2.1. In this situation, the provision of student transportation will be determined by Trustees at the time they make a decision regarding the applicable Holding Zone.

9. *Planning Act* Applications

9.1. In the event TVDSB is requested by a municipality to comment on a *Planning Act* application or development agreement in a Holding Zone, TVDSB will recommend that the following (or similar wording having the same effect) be included as a condition:

9.1.1. "The developer agrees to include in all agreements of purchase and sale and rental agreements a provision advising that the construction of additional school accommodations is dependent upon funding approval from the Ontario Ministry of Education and, as a result, the property may be designated as part of a Holding Zone by Thames Valley District School Board and that any students residing in such Holding Zone may be designated to attend a Holding School until permanent school accommodations are in place. There can be no assurance that a new elementary or secondary school will be built to accommodate students residing in the Holding Zone."

9.1.2. If the above comments are provided as part of a *Planning Act* application that

has been submitted to a county, the Clerk of the local municipality will also be included on this correspondence.