

Title	HOLDING ZONES AND HOLDING SCHOOLS	Procedure No. 4015d
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 - Attendance Area Review (4015c)	Effective Date 2016 March 29

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 projections (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 In circumstances where there is an area of pending residential development within an existing Attendance Area, it may be advisable for Thames Valley District School Board to consider interim alternative pupil accommodation arrangements for that area, until such time as long-term pupil accommodation arrangements are in place. Interim pupil accommodation for areas of pending residential development, or other enrolment pressures, may be accomplished through the establishment of Holding Zones and Holding Schools. This Procedure sets out the process for the establishment of same, as well as for amendments to same.
- 1.3 Long-term accommodation solutions to interim pupil accommodation arrangements arrived at by the establishment of, or amendments to, Holding Zones and Holding Schools include:
- 1.3.1 permanent accommodation in existing Schools; or

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Amendment Date(s)	Replaces Independent Procedure #9050

- 1.3.2 construction of new School(s); or
- 1.3.3 additions or renovations to existing School(s) to add additional accommodation.
- 1.4 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 elected from time to time; “**Trustee**” means one of the Trustees; and, references to “**TVDSB Administration**” refer to the administrative personnel of TVDSB.

2.0 DEFINITIONS

- 2.1 For purposes of this Procedure the following definitions will apply:
 - 2.1.1 **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.
 - 2.1.2 **Holding School:** is a School designated by the Trustees to accommodate students from one (1) or more Holding Zones.
 - 2.1.3 **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.
 - 2.1.4 **School:** a body of elementary school pupils or secondary school pupils organized by TVDSB as a unit for educational purposes.

3.0 HOLDING ZONE REPORT

- 3.1 When TVDSB Administration identifies areas of pending residential development and it is anticipated that the influx of students from that area has the potential to exceed the program and operational capacity of the designated School for the Attendance Area in which such area of pending development is located, TVDSB Administration may consider the advisability of establishing one (1) or more Holding Zones and Holding Schools for the area of development in question. Should TVDSB Administration consider that the establishment of Holding Zone(s) and Holding School(s) is advisable, TVDSB Administration will prepare and present to the Trustees a report (a “**Holding Zone Report**”) containing recommendations for the establishment of Holding Zone(s) and Holding School(s).

- 3.2 A Holding Zone Report will address TVDSB Administration's analysis and consideration of the following:
- 3.2.1 the effect the proposed interim accommodation of students from the proposed Holding Zone will have on the effective capacity of the proposed Holding School(s) and whether any temporary accommodation measures will be required (e.g. portable classrooms);
 - 3.2.2 whether the proposed Holding School(s) have suitable program space to accommodate existing students and the projected students from the proposed Holding Zone(s);
 - 3.2.3 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 existing students and the projected students from the proposed Holding Zone(s);
 - 3.2.4 whether legislative and operational requirements will continue to be met at the proposed Holding School(s) following the addition of students from the proposed Holding Zone(s); and
 - 3.2.5 the status of TVDSB's long-term pupil accommodation planning as it relates to the proposed Holding Zone.

4.0 HOLDING ZONE AMENDMENT REPORT

- 4.1 Prior to the determination of the long-term accommodation of students in a Holding Zone, it may be advisable for TVDSB to consider amendments with respect to the interim accommodation of students whose primary residence is in that Holding Zone and/or in respect of the related Holding School(s). In such circumstances, and so long as the proposed amendments do not affect any TVDSB enrolled student whose primary residence is in that Holding Zone, TVDSB Administration will prepare and present to the Trustees a report (a "**Holding Zone Amendment Report**") containing recommendation(s) for amendment(s) to the determinations previously made in respect of such Holding Zone(s) and Holding School(s).
- 4.2 A Holding Zone Amendment Report will address TVDSB Administration's analysis and consideration of the matters enumerated under sections 3.2.1 through 3.2.5 above insofar as the proposed amendments are concerned.

5.0 TRUSTEE DECISIONS

- 5.1 The Trustees will consider Holding Zone Reports and Holding Zone Amendment Reports at a scheduled meeting of the Trustees.
- 5.2 The Trustees have the authority to: approve the recommendation(s) contained in a Holding Zone Report or Holding Zone Amendment Report; modify and approve one (1) or more of the recommendation(s) contained in a Holding Zone Report or

Holding Zone Amendment Report; defer making a decision; or, approve a different outcome or approach than that recommended.

- 5.3 In no circumstances will the Trustees make a decision regarding a Holding Zone Report or Holding Zone Amendment Report: during TVDSB's summer holiday period (typically from July 1 to the day after Labour Day); or, between September 1, and October 31, in a year in which a regular election under the *Municipal Elections Act* (Ontario) is to occur.

6.0 NOTIFICATION OF APPROVED HOLDING ZONES

- 6.1 In the event the Trustees approve the designation of an area as a Holding Zone and make determinations in respect of related Holding School(s), or approve amendments in respect of same, TVDSB will provide notice to:
- 6.1.1 the principals of any Schools affected by such decisions of the Trustees; and
 - 6.1.2 the chairs of the School Councils and the Presidents of the Home and School Associations for any Schools affected by such decisions of the Trustees; and
 - 6.1.3 the parents/guardians of any student whose primary residence is in the Holding Zone(s) in question at the time of the Trustees' decision; and
 - 6.1.4 the owner of any as yet to be developed property within the Holding Zone in question, who has submitted a plan of subdivision for residential development within that Holding Zone, so long as TVDSB has knowledge of same; and
 - 6.1.5 the respective municipality in which such Holding Zone is located.
- 6.2 Such notice: may be by mail, or e-mail; will specify the date(s) on which the consequences of the Trustees' decision(s) will come into effect; and, will either:
- 6.2.1 provide a link to the related Holding Zone Report or Holding Zone Amendment Report, as applicable, on TVDSB's website; or
 - 6.2.2 include a copy of the applicable Holding Zone Report or Holding Zone Amendment Report.

7.0 GENERAL MATTERS

- 7.1 In the event TVDSB is requested by a municipality to comment on a plan of subdivision or subdivision agreement, TVDSB will recommend to such municipality that it consider requiring a clause similar to the following to be included in the respective final plan of subdivision or subdivision agreement (with such amendments as may be appropriate given the context and wording of such plan of subdivision or subdivision agreement):

The developer agrees to include in all of its agreements of purchase and sale with purchasers of residential lots and blocks, a provision advising such purchasers that the construction of additional public school accommodation 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 a long-term accommodation solution is in place. There can be no assurance that a new elementary or secondary School may be built to accommodate students residing within the Holding Zone.

- 7.2 Despite the establishment of, or any amendments made to, any Holding Zones pursuant to this Procedure, TVDSB will have the authority to allow any student residing in a Holding Zone and enrolled in a School at the time the establishment of that Holding Zone comes into effect (or at the time an amendment to such Holding Zone is approved), 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 establishment of that Holding Zone (or at the time an amendment to such Holding Zone is approved), and until such 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 regarding the applicable Holding Zone Report or Holding Zone Amendment Report.
- 7.3 This Procedure does not apply to the use of facilities for alternate education, adult education and/or continuing education.