



Hastings and Prince Edward
District School Board

Possibilities
TODAY & TOMORROW

Lucille Kyle, Chair of the Board
Mandy Savery-Whiteway, Director of Education

Student Enrolment/School Capacity Committee
PUBLIC AGENDA

Monday, February 13, 2017 – 3:30 p.m.
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to Order		
	Approval of agenda		
	Approval of minutes – January 16, 2017		
	Business arising from the minutes		
B	Recommendations		
	None		
C	Information		
	Update on Accommodation Review processes	Verbal	M. Savery-Whiteway K. Horrigan
D	Correspondence		
	None		
	Adjournment		

Next meeting – Monday, March 20, 2017

Trustees: T. Biniaris, M. Brant, J. Bray (Vice-chair), J. Cobb (Chair), B. Danes, M. Hall, D. Inch,
L. Kyle, D. Patterson, J. Williams



**STUDENT ENROLMENT/SCHOOL CAPACITY COMMITTEE (SE/SCC)
PUBLIC MEETING MINUTES
January 16, 2017
DRAFT**

- Present:** M. Brant, J. Bray, J. Cobb, B. Danes, M. Hall, L. Kyle, D. Patterson, J. Williams
- Regrets:** T. Biniaris, D. Inch
- Resource:** L. Andrews, C. DeMille, K. Donnell, T. FitzGibbon, K. Horrigan, K. MacQuarrie, N. Pfeiffer, C. Portt, M. Savery-Whiteway
- Minutes:** C. Reid, Administrative Assistant

Call to order

Chair Cobb called the meeting to order at 3:30 p.m.

Approval of agenda

Moved: B. Danes
Seconded: M. Hall

That the agenda be approved.

Carried

Approval of minutes

Moved: M. Brant
Seconded: L. Kyle

That the minutes of the November 21, 2016 meeting be approved.

Carried

Business arising from the minutes

A question was raised regarding the manner in which the recorded vote was captured in the minutes and why names of trustees were not recorded with their vote identified. Director Savery-Whiteway stated that it has not been the practice of the board in the past to record votes in that manner. Trustees stated that this practice does not comply with Robert's Rules of Order and based on the concerns raised, the following recommendation was made:

Moved: B. Danes
Seconded: M. Hall

That, in the case of a recorded voted for all committee meetings and board meetings, the names of the trustees shall appear in the minutes and their vote identified.

As a point of clarification, it was noted that the motions in question at the November 21, 2016 meeting were made in committee and were passed by the Board without a recorded vote, bringing into question the relevance of a recorded vote.

Carried unanimously

Recommendations

None

Information

Update on Accommodation Review Processes

Director Savery-Whiteway stated that staff will regularly provide updates on all three Accommodation Reviews at the Student Enrolment/School Capacity Committee meetings, with a goal of bringing forward recommendations to this committee for presentation to the Board.

Manager of Planning, Kim Horrigan referred to Report No. C-1 and noted that Accommodation Reviews were approved on November 21, 2016 for Belleville, Centre Hastings and Prince Edward County. Accommodation Review Committees (ARC's) have been established for each review area. Notices were placed in local newspapers and online seeking community representatives. Seventeen applications were received in total. Two were for Centre Hastings and the remaining 15 were for Prince Edward County, of which 12 have been appointed to the Prince Edward ARC. There was no expression of interest from the City of Belleville and there is still one vacancy for Centre Hastings. Staff have and will continue to meet with municipal partners to share the information about the accommodation review process and to discuss opportunities for community partnerships. The City of Belleville, Municipality of Centre Hastings and the Township of Madoc will be offered the opportunity to appoint a representative to the appropriate ARC.

ARC meetings have been scheduled, as outlined in Report No. C-1. The first ARC orientation was held in Centre Hastings on Thursday, January 12, 2017. A copy of the orientation presentation is included as Appendix B to the report and was reviewed by Planner Horrigan.

Discussion/clarification items included:

- Whether the Belleville ARC is properly formed without community representation - even without community representation, the ARC will still be considered properly formed.
- Scheduling of additional Accommodation Reviews will not occur until the conclusion of the current reviews. The earliest the board would consider bringing additional recommendations forward would be September 2017.
- Scheduling of a third public meeting – the board has met its requirements to hold a minimum of two public meetings. The ARC working group may hold as many meetings as it wishes between public meeting #1 and public meeting #2. Each school may also hold school based working meetings. All information gathered at the public meetings will be channeled back to the ARC. For consistency purposes, two public meetings have been scheduled for each review area to allow time to complete the process within the required timelines. It has been standard practice provincially to conduct two public meetings, due to timelines that are dictated by Ministry guidelines. The Ministry prefers that Accommodation Reviews not roll into the summer months.
- Although the Prince Edward County ARC is holding a separate town hall open house to receive information, this is outside of the defined Accommodation Review process. However, the ARC is a conduit of information to the board and the public can feed information through the ARC to the board as well as submit information directly through the board's web page. As part of the process, there is also a Student Enrolment/School Capacity Committee meeting scheduled for the purpose of public delegations.
- Information shared at the ARC meetings will be summarized and captured in the notes that will be posted on the web site and provided to trustees via email.
- A quorum is not required for ARC meetings as the ARC has no decision-making responsibilities.
- Administration will prepare the final recommendation based on information received. The ARC does not have the ability to make recommendations but may present alternate scenarios with supporting rationale. When administration prepares its final report it will be posted online prior to the public SE/SCC meeting for public delegations. There will be a process posted for individuals or groups to register their delegation in advance.
- Trustee attendance at the ARC meetings is ad hoc for the purposes of monitoring the process only.

Correspondence

None

The meeting adjourned at 4:11 p.m.