

SCHEDULE C

Pupil Accommodation Review Timeline

**Note that the timeline is measured in business days from the date of the Trustees' decision to start the Process of a Pupil Accommodation Review ("PAR").*

Item	Additional Information	Timeline
Initial Staff Review and SIPs presented to Trustees	PAR approved	0
Written notice to municipality through Clerks' Departments (or equivalent) and to community partners who expressed an interest prior to the PAR	Include invitation to meeting to discuss and comment on options in Initial Staff Report	Within 5 business days of PAR approval
Written notice to Director of Education of co-terminous school boards		Within 5 business days of PAR approval
Written notice to Ministry of Education	Send to the office of the Assistant Deputy Minister of the Financial Policy and Business Decision	Within 5 business days of PAR approval
Form PARC	Boards may opt to do this within 5 business days of the PAR being approved. The PARC should be formed in time to permit the PARC orientation session to occur in advance of the First Public Meeting.	
Arrange meeting with municipalities and with community partner(s)	Log attempts to meet	Before First Public Meeting
Announce and advertise First Public Meeting through range of media		
First Public Meeting		At least 30 business days after PAR approval
Provide notice to municipalities and community partners of Final Public Meeting		
Announce and advertise Final Public Meeting through range of media		
Receive response from municipalities and community partners		Before First Public Meeting
Final Public Meeting		At least 40 business days after First Public Meeting

Item	Additional Information	Timeline
Final Staff Report to the Trustees	Must be available and accessible to the public	At least 10 business days after Final Public Meeting
Provide notice of date of public delegations		After Final Staff Report is available to the public, and at least 10 business days before the public delegations
Public delegations to Trustees		
Compile feedback from public delegations		
Present Final Staff Report with Public Delegations Addendum to Trustees		
Trustees to make final decision	Not to occur in the summer	At least 10 business days after public delegations
Constitute committee to address staff and student transitions		

SCHEDULE D

Modified Pupil Accommodation Review Timeline

**Note that the timeline is measured in business days from the date of the Trustees' decision to start the Process of a Modified Pupil Accommodation Review ("MPAR").*

Item	Additional Information	Timeline
Initial Staff Report and SIPs presented to Trustees	MPAR approved	0
Initial Staff Report and SIPs to be posted on the School Board's website and made publicly available		
Written notice to municipality through Clerks' Departments (or equivalent) and to community partners who expressed an interest prior to the MPAR	Include invitation to meeting to discuss and comment on options in Initial Staff Report	Within 5 business days of MPAR approval
Written notice to Director of Education of co-terminous school boards		Within 5 business days of MPAR approval
Written notice to Ministry of Education	Send to the office of the Assistant Deputy Minister of the Financial Policy and Business Decision	Within 5 business days of MPAR approval
Announce and advertise Public Meeting through range of media		
Arrange meeting with municipalities and with community partner(s)	Log attempts to meet	Before Public Meeting
Receive response from municipalities and community partner(s), if any		Before Public Meeting
Public Meeting		At least 30 business days after MPAR approval
Final Staff Report to the Trustees	Must be available and accessible to the public	At least 10 business days after Public Meeting (or final Public Meeting if more than one is held)
Provide notice of date of public delegations		After Final Staff Report has been made available to the public, and at least 10 business days before the public delegations

Item	Additional Information	Timeline
Public delegation to the Trustees		
Compile feedback from public delegations		
Present Final Staff Report with Public Delegations Addendum to Trustees		
Trustees to make final decision	Not to occur in the summer	At least 10 business days after the public delegations
Put transition plan in place		

Time is measured in business days from the date the PAR is approved. "Business day" is defined as a calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.