

**RATIONALE:**

In accordance with the School Act s.75.1, a Board must establish for each school in its district, except for a Provincial resource program, a catchment area consisting of a geographical area around the school. The catchment areas are defined by the Board and are subject to periodic review. A Board may amend the catchment area established for a school.

**PROCESS:**

**Establishing School Boundaries**

- Boundaries are established to manage enrolment at schools
- Boundaries are established to optimize capacity utilization for schools
- Boundaries are established in the interest of student safety, using major (arterial) roads and natural boundaries to define catchment areas whenever possible
- Boundaries should be established prior to requesting funding for capital projects
- School communities impacted by boundary changes will have the opportunity to provide feedback and input on proposed catchments

**Reviewing school boundaries and recommending boundary adjustments**

- Boundary changes to manage enrolment at schools will be recommended only when all other enrolment management tools have been considered including but not limited to:
  - Restricting out-of-catchment registration
  - Withdrawing non-district students at the end of the school year
  - Review of district programs located at schools under boundary review

**PROCEDURES:**

**1. *Establishing and Changing Catchment Areas***

**1.1** Catchment areas may be reviewed whenever:

- 1.1.1 A school cannot currently, or is forecast to not be able to, accommodate catchment students
- 1.1.2 A school is underutilized
- 1.1.3 A school is identified for permanent closure
- 1.1.4 A new school is opened
- 1.1.5 Other extraordinary or unusual circumstances as identified by the Superintendent

**1.2** The catchment review will consider the following:

- 1.2.1 Current enrolment status
- 1.2.2 Forecast enrolment changes for 10 years
- 1.2.3 School capacity and utilization
- 1.2.4 Capital Plan Priorities

**1.3** The following District and School staff may participate in the review process as determined by the Superintendent of Schools:

- 1.3.1 Principals of schools whose catchment boundaries are being reviewed
- 1.3.2 Director (s) of Instruction
- 1.3.3 Superintendent
- 1.3.4 Secretary Treasurer
- 1.3.5 Manager of Facilities and Transportation

**1.4** The review process will include the following:

- 1.4.1 District staff inform the Finance and Facilities & Transportation Committee of proposed catchment changes or options for catchment changes. District staff will initiate a public consultation process. At least one public consultation meeting will be held to discuss the proposed changes.

The Superintendent or designate in conjunction with the Secretary-Treasurer will prepare a report with recommended changes to the Finance and Facilities & Transportation Committee. The report will be comprised of the following components:

- a) A description and graphical presentation of the recommended changes
- b) A rationale for the recommended changes
- c) Impact of the recommended changes
- d) Community feedback regarding the option(s) presented to the communities impacted by recommended changes
- e) A recommendation with respect to the sequence and timing for implementation of the boundary change
- f) A recommendation with respect to a communications plan.

The Finance and Facilities & Transportation Committee will provide its recommendation(s) to the board.

- 1.6** The Board will review the recommendations from the Finance and Facilities & Transportation Committee and determine whether or not to approve the recommendations.
- 1.7** The Secretary-Treasurer will oversee the communication and implementation of the boundary change.
- 1.8** The Director of Instruction(s) will ensure that appropriate updates are made to catchment area maps.
- 1.9** The Director of Instruction(s) will ensure that any necessary changes to enrolment procedures are implemented and tracked.
- 1.10** The school Principal will be responsible for informing the school community when changes are made to the school catchment area.