

Responsibilities of Parent Representation on a Boundary Review Committee

Thank you for considering volunteering as a parent representative on the Boundary Review Committee (BRC). The Boundary Review Steering Committee (BRSC) acknowledges that being a parent representative is a significant time commitment and would like to outline your responsibilities as an active member of the BRC. This will clarify expectations and help you to plan accordingly to your schedule.

Purpose of the Boundary Review Committee (BRC):

In alignment with the [HDSB School Boundary Review Administrative Procedure](#), a BRC is established when a Boundary Review Process is initiated. A BRC will include up to two parent representatives from each impacted school community. Each boundary review produces multiple options that can affect students and school communities. Parent representatives are a valuable resource by offering unique perspectives into their school communities and on study scenarios. *The BRC will examine data and scenarios, discuss, and ultimately make a recommendation(s) to the Boundary Review Steering Committee (BRSC), comprised of trustees and staff.* With the BRC recommendation, the BRSC will make a recommendation to the Director of Education who will develop a final recommendation to present to the Board of Trustees to make the final decision.

Responsibilities of a Parent Representative on the BRC:

- Attend Boundary Review Committee meetings:* Typically in a boundary review process, there are five to six meetings including a Public Information Meeting (PIM). These meetings, a blend of virtual and in-person, are two hours in length and are held on weeknights.
 - Meeting #1: Learn Planning Concepts and review introductory scenarios
 - Meeting #2: Deep dive into scenarios and request additional data and scenarios
 - Meeting #3-4: Review new scenarios and select scenarios to present for a Public Information Meeting
 - Meeting #5: Public Information Meeting (virtual)
 - Meeting #6: Review community feedback and make a recommendation to a staff committee*Additional meetings may be requested in this process.*
- Be Prepared and Participate in Boundary Review Meetings:* Staff encourage you to review material in advance of the meetings, to form an opinion and to be prepared to express this opinion to the

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committee. Staff are available as a resource and will answer any questions that you may have. Additional information and scenarios can be requested at any time in this process.

3. *Be a School Representative:* You are a representative of your school community. Your participation is on *behalf of all students*, in all programs, for all areas of the current school catchment. We are looking for representatives who will use our [2020-2024 Multi-Year Strategic Plan](#) to guide their options. Duties may include being a conduit of information to the parent council of your school.
4. *Parent representatives will be requested to speak at the Public Information Meeting (PIM):* For the PIM, one or more parent representatives will be asked to participate in the meeting to give their perspective on the boundary review and to explain their role and experience on the BRC.
5. *Prepare to work towards a consensus on recommending options:* This will be based on community feedback from the Public Information Meeting for the staff steering committee.