

**GOVERNANCE CULTURE**  
**GC-3E(2): Closure of Schools Procedure****Monitoring Method: Board Self-assessment**  
**Monitoring Frequency: Annual**THAT pursuant to the *Education Act*.

## 1. In this Governance Procedure

“Board” means the Calgary Board of Education Board of Trustees.

“Division” means the Calgary Board of Education.

“Minister” means, for the purposes of this procedure, the Minister of Education.

“school closure” means closing, for a period exceeding 12 consecutive months, a school or school building used for the purposes of providing education programming to students.

For greater clarity, this procedure does not apply to the following decisions:

- a. Transfer of students from one building to another including transfers arising from the movement of an alternative program, unique program or specialized classroom/setting from one school building to another provided that the school in which the program or classroom was located continues to be used for education programming.
  - b. The closure of a school due to emergency or health and safety reasons.
  - c. Designation or re-designation of students to a school pursuant to section 10 of the Education Act and Administrative Regulation 1090.
2. The Board delegates to the Chief Superintendent all decisions regarding transfer of students from one school to another school building that do not result in a closure of a school or a school building pursuant to the Board’s delegation of authority – Board/Chief Superintendent Relationship – 4E and this procedure.

**Renovations, Modernizations and Major Maintenance**

3. The closure of a school for renovations, modernizations or major maintenance shall not be deemed a permanent school closure if the Division intends to reopen the building upon completion of repairs, renovations or major maintenance.

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4. The Board of Trustees may close a school or school building permanently pursuant to section 62 of the Education Act, and upon notice to the Minister. A decision to permanently close a school or school building must be made by resolution at a public meeting of the Board.
5. The Board will consider and make a decision on a proposed school closure over two public meetings of the Board. At the first meeting the Board shall consider a resolution to commence public input into the proposed closure process (“public input process”) as set out in this procedure.
6. A final decision to permanently close a school or school building shall not be made until after the Board has provided an opportunity for public input and has given fair consideration to the public’s input. Fair consideration includes the concept that the Board is open to either voting for or against the closure of the school.
7. The Board shall provide a minimum of 60 calendar days for public input before making a final decision. The period for public input commences the day after the first public Board meeting at which a motion is passed in support to consider the proposed school closure.
8. The Board may shorten the period for public input, including timelines for written input, if the Board is satisfied that there is a pressing need for a shorter time-period and prior engagements have provided the community and affected persons with adequate notice and an opportunity for input, such that the Board has a full understanding of the impacts of the proposed closure.
9. A decision to shorten the 60-day period must be made by motion at a public meeting of the Board.

**Commencement of the Public Input Process**

10. A decision by the Board to commence the public input into the proposed closure process shall be made, by motion, at a public meeting of the Board.
11. If the Board passes a motion to commence the public input process, and before a final decision on the proposed closure is made, the Board shall provide the opportunity for public input on the proposed school closure as set out in this procedure.

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12. If the motion to commence the closure process is defeated, and notwithstanding the Board Meeting Procedures or any other Board policy, the Board may reconsider the proposed school closure at a future public meeting of the Board if the following conditions are met:
  - a. a minimum of 12 months has passed between the initial consideration to commence the public input process and the recommendation to commence the public input process on the proposed closure coming before the Board again; and
  - b. the pertinent facts and information about the proposed school closure, including changes if any, between the initial consideration to close the school and the proposed closure coming before the Board again.

**Notice of Proposed School Closure and Public Input Process**

13. Parents of every student enrolled in the school are entitled to be notified of the proposed closure in writing. Those parents shall be notified in writing of the proposed school closure including:
  - a. the date and time of the public meeting set for the purposes of allowing public input into the decision;
  - b. where parents can access information about the proposed school closure;
  - c. process, method and timelines, for parents and other interested persons to provide written responses into the proposed decision;
  - d. the date and time of the meeting of the Board of Trustees where the matter will be deliberated; and
  - e. any other information that the Board believes is relevant in the circumstances.
14. The Board may notify in writing any other persons, municipality, or community organizations who, in the opinion of the Board, may be significantly affected by the decision.

**Access to Information on the Proposed School Closure**

15. The Board shall ensure that the rationale, pertinent facts, and information about the proposed closure is available on the CBE public website and school website, which may include, where applicable:
  - a. the number of students who could be affected by the decision, at the school proposed for closure and the schools of receiving schools and surrounding schools;

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- b. future growth or decline in student enrolment;
- c. use of and availability of space at receiving schools;
- d. proximity of the receiving schools and the need for busing;
- e. educational and program impacts for the affected students;
- f. financial considerations including cost savings and future disposition;
- g. consideration of possible alternative educational or community uses for all or part the school building; and
- h. impact, if any, on the CBE's long-term capital plans.

**Public Input Meeting**

16. The Board will organize at least one (1) public meeting, along with the opportunity to provide written submissions, as part of the public input process.
17. The Board will convene a meeting to provide parents, community members, community organizations and other members of the public, with an opportunity to provide input into the proposed closure decision.
18. The date, time and place of the public input meeting will be advertised through a variety of methods. This will include sharing information with neighbouring schools, school councils, if any, employee groups, and by posting information on the CBE's public website and school websites, and by any other reasonable means that are likely to bring the matter to the attention of affected persons or groups.
19. Parents of students in the affected school will be notified of the date, time and location of the meeting as set out in section 15 above.
20. The public meeting will include:
  - a. a presentation setting out the rationale for the proposed closure, including the pertinent facts and information, set out in the report prepared in support of the proposed closure; and
  - b. sharing information on the timing of the proposed closure, the accommodation plan for students affected by the closure, and information about possible future uses of the school building; and
  - c. a means for the attendees to offer comment and questions.
21. The Board shall prepare draft minutes of the public meeting and ensure that the draft minutes are posted on the CBE's public website.

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22. The Board shall provide an opportunity for affected persons to provide their input on the proposed school closure in writing.
23. The Board will provide directions and information on how to submit written input including timelines for submissions.
24. All written input must be received at least seven (7) calendar days prior to the date and time that the Board will deliberate and debate its decision to permanently close a school or school building.

**Decision on Proposed Closure**

25. After the public meeting has been convened and the time for written submission is concluded, the Board shall deliberate and decide on the proposed closure at a public meeting of the Board of Trustees.
26. The Board will publish, on CBE's public website, the date and time of the Board meeting when the final decision on the proposed school closure will be deliberated.
27. Public comment at the public Board meeting will be conducted in accordance with the Board Meeting Procedures.
28. Following a decision to close a school the Board shall provide, without delay, written notification to the Minister of the decision setting out the name of the school and the effective date of the closure.
29. The Board will notify parents of students in the school of the decision, the effective date of the decision, and any other information it deems relevant to support implementation of the decision.
30. The Board will communicate its final decision and the effective date of the decision to any other person, municipality, or community organization, where in the opinion of the Board that person, municipality or community organization will be significantly affected by the decision.

**Amendment to the Closure Process**

31. The Board may amend this procedure by motion at a public meeting of the Board.

Approved: November 5, 2019