

## WARD BOUNDARY REVIEW

### PROCESS OUTLINE AND ESTIMATED HOURS

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1. Preliminary meeting with Superintendent (2-3 hours)  
Upon invitation to conduct a ward boundary review the ASBA consultant meets with the Superintendent and Secretary-Treasurer to discuss the Board's request and discuss the protocols and the scope and sequence of the request, cost estimates and to establish timelines. Relevant legislation and guidelines are also discussed. Copies of applicable School Act/Education Act legislation, regulations, policy advisories and Ministry guidance are discussed.
2. Preparation for the first meeting with the Board of Trustees (4-8 hours)  
The consultant will prepare a Work Plan outlining the scope, sequence and timeline of the review for Board approval. Furthermore, the consultant will need to establish clear Terms of Reference with the Board.  
  
Prior to the meeting, the consultant will undertake a historical document review, current population data and ward population distribution analysis. At this meeting the Board will provide instructions to the consultant regarding using collaborative measures in working with municipal governments, school councils and the general public. A Communications/ Consultation Plan will be discussed and approved by the Board.
3. External research and consultation (8-16 hours)  
Upon Board approval of the Work Plan, the consultant will meet with the appropriate levels of government to verify all population data.
4. Internal consultation with senior staff (32 hours); briefing and progress meetings with the Board (16 hours)  
The consultant will work collaboratively with the Board's Senior Administration throughout the entire review process. The consultant also meets with the Board on a regular basis.
5. Research, consultation document and PowerPoint preparation (16 hours)
6. Public meetings (4-6 hours each)  
The review process will require public meetings, usually more than one. Meeting prep, documentation, record keeping and post meeting analysis are ongoing elements of a public meeting as is working closely with the Board's communications director.
7. Advertising, communication, and billing  
Advertising is a requirement of the review process and is approved and paid for by the Board. Boards will not be charged for consultant mileage, accommodation or meals as these are covered as one of the benefits of membership in ASBA.
8. Variances  
The time allocated to each individual ward boundary review will vary with degree of complexity of the division's request. A collaborative, open process requires time to meet with stakeholders, keep the Board fully informed and time to consult and inform senior administration. Public meetings are an essential part of the review process and thus require preparation, presentation, dialogue and post-event analysis. Past experience informs us that a ward boundary review can take six to eight months.