

15 May 2023

Town of Shelburne  
203 Main St E  
ON L9V 3K7

To: Jennifer Willoughby - Clerk

Re: 2023 Long Term Accommodation Plan (LTAP) Comprehensive Report

We are writing to advise that on May 9, 2023, the Upper Grand District School Board Trustees approved the 2023 Long Term Accommodation Plan (LTAP) Draft Report.

## Background

The Long-Term Accommodation Plan (LTAP) is a planning document to help guide Capital Investment, Program and Facility decisions that support the Upper Grand District School Board's Vision and Multi-Year Plan. The LTAP, is a strategic review of the Board's facilities, population projections, and enrolment forecast.

The LTAP is an important step in ensuring that the Board's school facilities reflect the needs of the Board and the communities it serves. The LTAP aligns with the vision of the UGDSB Multi-Year Plan (MYP) to be recognized as leaders in creating unparalleled, agile, and inclusive learning experiences for all.

The LTAP is a resource document used for student accommodation and considers the following factors:

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### Upper Grand District School Board

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| • Katherine Hauser; Vice Chair | • Robin Ross  | • Luke Weiler     | • Laurie Whyte   | • Lynn Topping    |

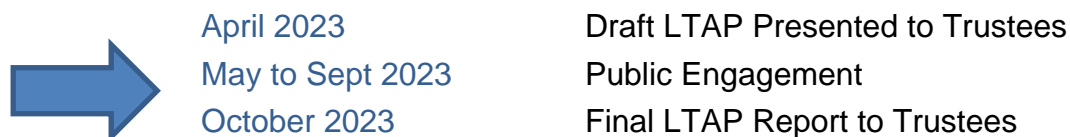
- Demographic changes
- Actual and projected enrollment
- School utilizations

The goal of this LTAP is to produce a list of priority areas for the Board to concentrate on in the short and long term. However, the LTAP is a living document and should be viewed as containing the most accurate information and data at the time when the plan was prepared.

## Process and Timeline

This year, Planning Department staff are preparing a Comprehensive LTAP which provides a guideline for the next four to eight years. The last Comprehensive LTAP was completed in 2018. A draft and then a final LTAP Report are presented at the Board Meetings to Trustees, who approve the document.

The following outlines the timeline for this process:



## Contents

The LTAP is divided into 8 sections:

- Section 1** Purpose of a LTAP, process and the communication strategy.
- Section 2** Overview of the LTAP guiding principles, and key information on Provincial and Board Policies and Guidelines impacting the Board's accommodation strategy.
- Section 3** Description of Accommodation Tools school boards can use to address overcrowding or underutilization in schools or when opening new schools or making changes to programs.
- Section 4** Overview of Board's jurisdiction, the municipalities in its boundaries, population, and housing trends including factors and methodology involved in enrolment projections, and school capacities as well as an overview of accommodations.
- Section 5** Description of various programs occupying school board space and their impact on accommodation planning in terms of enrolment and space requirements.

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- Section 6** Explanation of enrolment trends, school projections, capacity analysis, Development Areas (holding schools) and Planning Review Areas.
- Section 7** Outline of workplan priorities for the Board based on enrolment projections, school utilizations and space needs.
- Section 8** Glossary of terms used in the LTAP.

Please visit the UGDSB [webpage](#) to view/download a copy of the report. We invite you to share this information with other members of your organization who may be interested in the Board's accommodation planning.

Sincerely,



Ruchika Angrish  
Manager of Planning

PLN: 041

File Code: R14

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