

**WATERLOO REGION DISTRICT SCHOOL BOARD**

**NOTICE AND AGENDA**

A Committee of the Whole meeting of the Waterloo Region District School Board will be held in the Board Room, Building 2, 1<sup>st</sup> Floor, 51 Ardelt Avenue, Kitchener, Ontario, on **Monday, December 12, 2016, at 7:00 p.m.**

**AGENDA**

**Call to Order**

**O Canada**

**Approval of Agenda**

**Declarations of Pecuniary Interest**

**Celebrating Board Activities/Announcements**

Seasonal Performance by the students from Howard Robertson Public School in the Artrium

**Delegations**

**Policy and Governance (30 minutes)**

- 1 Review of Board Policy 1014 – Freedom of Information and Records Management
- 3 Review of Board Policy 2009 – Board Advocacy
- 5 Review of Board Policy 3000 – Trustee Honoraria
- 7 Review of Board Policy 5008 – Staff Dress Code

**Reports (Business Services and Student Achievement and Well-Being Services Focus)**

	Presentation to Outgoing Chairperson K. Woodcock	Chairperson
	Internet Content Filtering Status Update	M. Schinkel
9	Major Capital Projects Quarterly Update	M. Gerard
12	Development Area School Boundary Assignments	M. Gerard
15	Long Term Fiscal Sustainability and Stability Task Force Quarterly Update	M. Gerard
17	Motion: Trustee N. Waddell re Establishment of an Ad-Hoc Policy Review Committee	
21	2017 Board Committee Membership Report	Chairperson

**Staff and Board Reports**

**Question Period (10 minutes)**

**Future Agenda Items (Notices of Motion to be referred to Agenda Development Committee)**

**Adjournment**

Questions relating to this agenda should be directed to  
Jayne Herring, Manager of Corporate Services  
519-570-0003, ext. 4336, or [Jayne.Herring@wrdsb.on.ca](mailto:Jayne.Herring@wrdsb.on.ca)





## FREEDOM OF INFORMATION AND RECORDS MANAGEMENT

Legal References:	<i>Evidence Act, R.S.O. 1990, Chapter E.23</i> <i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, Chapter M.56</i>
Related References:	<i>Administrative Procedure 1100 – MFIPPA</i> <i>Administrative Procedure 1110 – Records Management</i>
Effective Date:	March 2013
Revisions:	
Reviewed:	January 11, 2016

### 1. Preamble

- 1.1 The Waterloo Region District School Board is required to comply with privacy legislation and must be able to fulfill requests for information from individuals or organizations in an efficient, thorough and timely manner. In order to accomplish these goals, a solid records management program must be in place.
- 1.2 Records management refers to the creation, maintenance, use and disposal of the records of an organization throughout their entire life cycle and in making the information they contain available in support of the business of the organization.

### 2. Records as Resources

- 2.1 Records of the business of the organization can be in many formats, including: paper, video, audio, microfilm, electronic (e.g. e-mail, digital media, websites, electronic document management systems).
- 2.2 Information is a corporate asset, and the records of the Waterloo Region District School Board are important sources of administrative, fiscal, legal, evidential and historical information. They are vital to the organization in its current and future operations, for the purposes of accountability and for an awareness and understanding of its history. They are the corporate memory of the organization.
- 2.3 Systematic records management is fundamental to organizational efficiency. It ensures that the right information is:
  - captured, stored, retrieved and destroyed or preserved according to need
  - fully exploited to meet current and future needs, and to support change
  - accessible to those who need to make use of it.
- 2.4 The Waterloo Region District School Board will create, use, manage and destroy or preserve its records in accordance with statutory and organizational requirements, in order to maintain an authentic and reliable record of its actions, transactions and decisions.
- 2.5 Board information and records are the property of The Waterloo Region District School Board. Employees do not retain a personal or proprietary interest in them.



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## BOARD ADVOCACY

Legal References:	<i>Ministry of Education Memorandum 2006:B15 – Reporting of School Board Expenditure Guidelines</i>
Related References:	<i>Board Policy 2001 - Communications Board Policy 2006 - Consultation</i>
Effective Date:	<i>October 2007</i>
Revisions:	
Reviewed:	<i>November 10, 2014, January 11, 2016</i>

### 1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board, as required by the Ministry of Education Memorandum 2006:B15, to support school board communication with the Ontario government as an important activity to identify, discuss and find solutions to policy and financial issues.

### 2. Advocacy Guidelines

- 2.1 The Board will ensure that:
- 2.1.2 there will be ongoing communication between school boards, education partners and governments through established mechanisms and channels;
  - 2.1.3 available resources will be maximized for student success and achievement;
  - 2.1.4 there will be suitable advocacy related expenditures which would include membership dues and fees to appropriate organizations;
  - 2.1.5 students will not be used as vehicles for board advocacy to the public, education partners or governments;
  - 2.1.6 Board funds will not be used to attend events for specific political parties.



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## TRUSTEE HONORARIA

Legal References: *Ontario Regulation 357/06*

Related References: *Education Act, Section 191*

Effective Date: *October 30, 2006*

Revisions: *September 27, 2010*

Reviewed: *January 11, 2016*

### 1. Preamble

1.1 It is the policy of the Waterloo Region District School Board, in compliance with the legislative requirements contained in the Education Act, to pay an allowance to trustees, beginning a term of office on or after December 1, 2010, as follows:

1.1.1 a base amount of \$5,900.00 adjusted at the beginning of each new term of office by the percentage increase in the Ontario Consumer Price Index as published by Statistics Canada;

1.1.2 an amount calculated annually as the Board's day school average enrolment (as determined for the purposes of this regulation made under Section 234 of the Education Act) multiplied by \$1.75 and divided by the number of trustees.

1.2 In addition to the base amount:

1.2.1 the Chair of the Board shall receive an additional base amount annual honoraria of \$5,000;

1.2.2 the Vice-Chair of the Board shall receive an additional base amount annual honoraria of \$2,500.



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## STAFF DRESS CODE

Legal References:

Related References:

Effective Date: *June 25, 2001*

Revisions: *September 2002*

Reviewed: *January 11, 2016*

### 1. Preamble

- 1.1 It is the expectation of the Waterloo Region District School Board that staff will dress in a manner consistent with their roles and responsibilities with the Board. The specific standard will be established by the supervisor in consultation with the staff.



## STAFF DRESS CODE

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Related References:

Effective Date: *June 25, 2001*

Revisions: *September 2002*

Reviewed: ***December 12, 2016***

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**Report to Committee of the Whole  
December 12, 2016**



**Waterloo Region  
District School Board**

*Inspired Learners – Tomorrow's Leaders*

**SUBJECT: Major Capital Projects – Quarterly Update Report**

**ORIGINATOR:** This report was prepared by Matthew Gerard, Superintendent, Business Services & Treasurer of the Board; Ian Gaudet, Controller, Facility Services; Ron Dallan, Manager of Capital Projects; Dennis Cuomo, Manager of Planning, in consultation with Coordinating Council.

**PURPOSE/STRATEGIC PLAN:**

To provide up-to-date information to the Waterloo Region District School Board (Board) with regard to major capital projects.

The three strategic priorities that are used to guide the work of the Board are:

- Our Students are First – Each and Every One
- Our Staff, Families and Caregivers are Partners in Every Student's Learning Journey
- Our Culture of Innovation Builds Students' Confidence and Success as They Face the Future

Our Students are First – Each and Every One

We strive to create healthy, safe, and caring environments for all students.

Our Staff, Families and Caregivers are Partners in Every Student's Learning Journey

The strategic plan is supported by building new schools, harnessing the latest technologies, providing an excellent learning environment which promotes forward thinking and champions quality public education.

Our Culture of Innovation Builds Students' Confidence and Success as They Face the Future

We work together with stakeholders to create innovative solutions and new approaches to support our students.

**BACKGROUND:**

The major capital projects listed on Appendix A have been approved by the Board.

**STATUS:**

Current capital projects with budgets greater than \$2.5M are outlined in Appendix A and are presented with dashboard symbols to indicate the status of the project relative to the schedule, budget and scope. Significant milestones, along with basic project statistics, are also presented. All projects are proceeding as planned through the design and construction stages with the following updates.

For Chicopee Hills Public School, full building permit was finally issued on September 30th and construction is now progressing well. The site servicing including sewers and road work is also progressing well. Although we are encouraged that this school will be ready for student and staff in time for September 5, 2017, we are leaving a caution on the project due to the later start and the uncertainty of the weather during the coming winter months.

In addition, on November 21, 2016 the Board received written approval for four capital priorities that were submitted on July, 15 2016.

At Grand River Collegiate Institute, \$3,647,588 was granted for a 138 pupil place addition. At Ryerson Public School, \$4,406,749 was granted for a 199 pupil place addition. At Cedar Creek Public School, \$7,983,558 was granted for 190 pupil place addition together with a childcare and a three room child and family centre. Finally, the funding for a new 519 pupil place school in South East Cambridge (Greengate) including a childcare was \$13,503,269. These have now been updated in Appendix A.

**COMMUNICATIONS:**

Facility Services staff have consulted with the Ministry of Education, administration, contractors, architects, Financial Services, municipalities, various internal committees and the Board in regard to the stages of approval, design, construction and budget approvals.

**FINANCIAL IMPLICATIONS:**








The updated projects are listed on Appendix A.

**RECOMMENDATION:**

No recommendation. For information only.




 **Director of Education**

**Major Capital Projects**  
**Quarterly Update Report**  
**1-Dec-2016**

Project	Stage		Scope	Board Approval	Ministry Approval	Site Acquisition Complete	Site Encumbrances	Architect	Site Plan Approval	Bldg Permit	Tender Awarded	Project Budget	Classes Begin
<b>Chicopee Hills P.S.</b> (new)	Construction		New School	19-Sep-11	07-Jul-11	Yes	No	BJC	Yes	Yes	Yes	\$12,951,869	September 2017
<b>Groh P.S.</b> (new)	Construction		New School	18-Mar-13	24-Jan-13	Yes	No	CS&P	Yes	Yes	Yes	\$12,859,506	September 2017
<b>P.S. in South West Kitchener (Rosenberg III)</b> (new)	Design		New School	11-May-15	30-Oct-15	Yes	No	WFP	No	No	No	\$15,543,455	September 2018
<b>P.S. in South East Cambridge (Greengate)</b> (new)	Pre-Design		New School	09-May-16	21-Nov-16	No	No	TBA	No	No	No	\$13,503,269	TBA
<b>Grand River C.I.</b> (addition)	Pre-Design		Addition	09-May-16	21-Nov-16	Yes	No	TBA	No	No	No	\$3,647,588	September 2019
<b>Ryerson P.S.</b> (addition)	Pre-Design		Addition	09-May-16	21-Nov-16	Yes	No	TBA	No	No	No	\$4,406,749	September 2019
<b>Cedar Creek P.S.</b> (addition)	Pre-Design		Addition	09-May-16	21-Nov-16	Yes	No	TBA	No	No	No	\$7,983,558	September 2019

Major Capital Projects are those greater than \$2.5M total project cost

**Dashboard Definitions**

On schedule, on budget, within scope	
Schedule, budget or scope concerns	
Schedule delays, budget creep, or quality concerns	

**Report to Committee of the Whole  
December 12, 2016**



**Waterloo Region  
District School Board**

*Inspired Learners – Tomorrow's Leaders*

**SUBJECT:**           **Development Area School Boundary Assignments**

**ORIGINATOR:**    This report was prepared by Matthew Gerard, Superintendent, Business Services & Treasurer of the Board; Dennis Cuomo, Manager of Planning; Nathan Hercanuck, Senior Planner and in consultation with Coordinating Council.

**PURPOSE/STRATEGIC PLAN:**

The purpose of this report is to provide information regarding the school assignments for plans of subdivision that have registered or will soon register within previously established development areas.

The three strategic priorities that are used to guide the work of the Board are:

- Our Students are First – Each and Every One
- Our Staff, Families and Caregivers are Partners in Every Student's Learning Journey
- Our Culture of Innovation Builds Students' Confidence and Success as they Face the Future

Our Students are First – Each and Every One

By assigning recently developed or soon to be developed areas to specific schools the Waterloo Region District School Board (Board) is ensuring that all students are provided with a caring learning environment that addresses their well-being.

**BACKGROUND:**

Throughout each school year, the Planning Department reviews proposed and approved residential plans to evaluate the available accommodation at nearby schools for students anticipated to be generated by new housing. Where space is deemed to be insufficient Board Policy 4012 – School Attendance Areas and Administrative Procedure 4992 – Temporary Student Accommodation for Development Areas, provide guidelines and expectations for creating and assigning Development Areas (DAs) temporarily to holding schools until new accommodation is available - a new school, addition or boundary changes.

**STATUS:**

On February 10, 2014 the Board approved the following motion with respect to the Doon South Elementary Schools Boundary Study:

**That the Waterloo Region District School Board approve Scenario 16 as outlined in Appendix A of this report titled "Recommendation Resulting from the Doon South Boundary Study", dated January 20, 2014, to be implemented when the new South Kitchener (Groh Drive) school opens.**

One of the recommendations outlined in Appendix A of the report was the establishment of 'Development Areas' within the Doon South Community. Most of the development areas around Groh Public School (opening September 2017) were assigned to Pioneer Park Public School.

Since the approval of the Boundary Study recommendations residential development in Southwest Kitchener has proceeded at a rapid pace, and a number of the plans of subdivision within the 'Development Areas' have registered. Given that it is anticipated there will be space available at Groh Public School and most of the students living in this area would be within walking distance to the school, students from these registered plans (See Appendix A) will be accommodated at Groh Public School beginning September 2017. The remainder of the developments yet to register will remain assigned to Pioneer Park Public School and their school assignment re-evaluated upon registration.

**COMMUNICATIONS:**

Letters will be sent to the KW Real Estate Board and new home sales centres, where possible, to advise them of the holding schools for these developments. Maps indicating school assignments will be posted on the Board's website for the public to view.

Further, the "School Finder" application on the Board's website will be updated to display the school assignments and transportation eligibility once municipal addressing has been assigned.

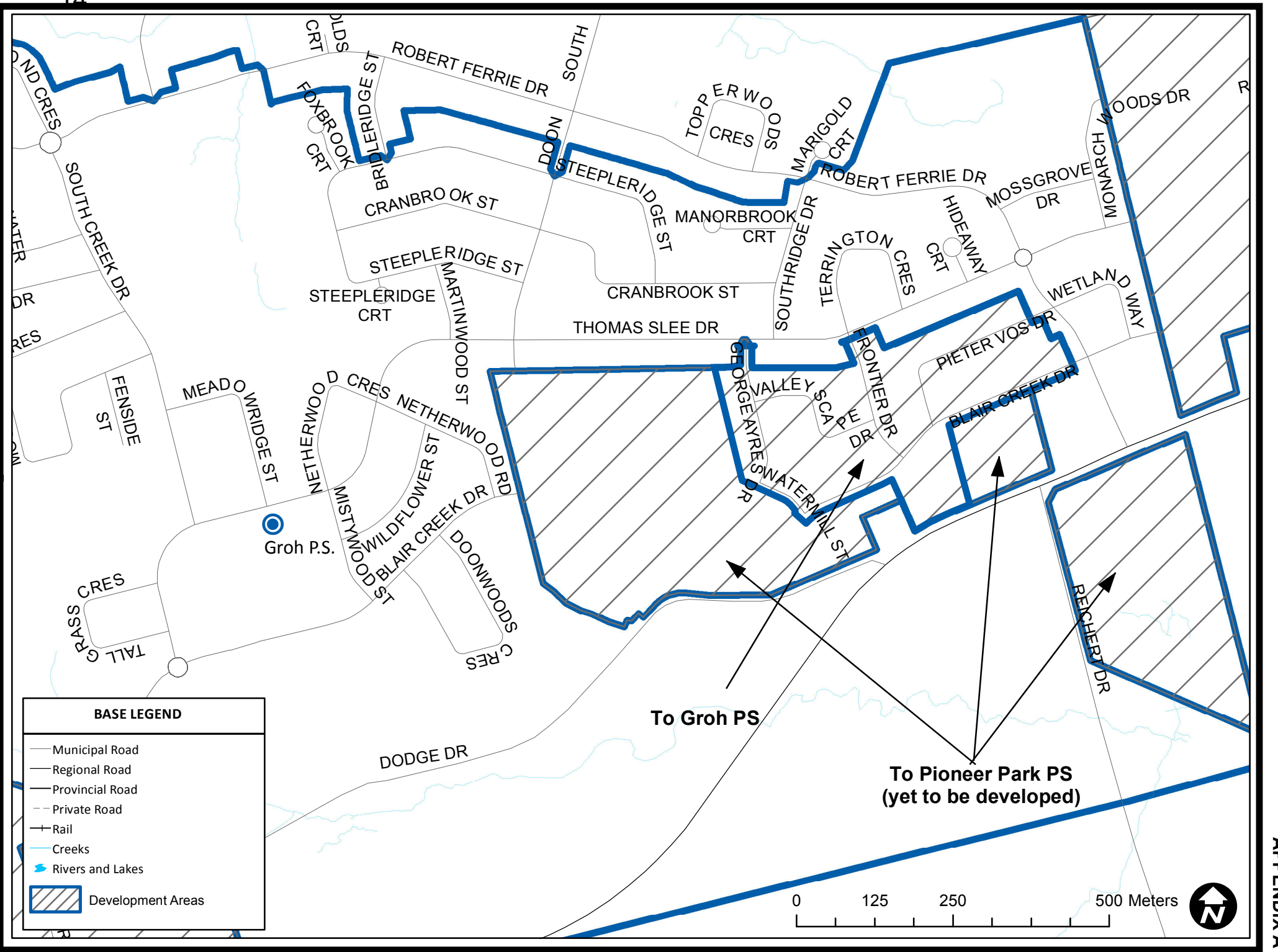
Prior to assigning development areas to holding schools, school administrators, Superintendents of Student Achievement & Well-Being, Facilities Services and Student Transportation Services of Waterloo Region were consulted.

**FINANCIAL IMPLICATIONS:**

No financial implications. For information only.

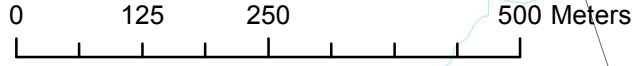
 **Director of Education**

# Topper Woods South (30T-07202); Dodge Kelly (30T-07204) Development Areas



**BASE LEGEND**

- Municipal Road
- Regional Road
- Provincial Road
- - - Private Road
- + Rail
- Creeks
- Rivers and Lakes
- Development Areas



To Groh PS

To Pioneer Park PS  
(yet to be developed)



**Report to Committee of the Whole  
December 12, 2016**



**Waterloo Region  
District School Board**

*Inspired Learners – Tomorrow's Leaders*

**SUBJECT: Long Term Fiscal Sustainability and Stability Task Force Quarterly Update**

**ORIGINATOR:** This report was prepared by Matthew Gerard, Superintendent, Business Services & Treasurer of the Board on behalf of the Long Term Fiscal Sustainability and Stability Task Force in consultation with Coordinating Council.

**PURPOSE/STRATEGIC PLAN:**

The purpose of the report is to present a quarterly update on the Long Term Sustainability and Stability Task Force (to be known as the Fiscal Task Force).

The three strategic priorities that are used to guide the work of the Board are:

- Our Students are First – Each and Every One
- Our Staff, Families and Caregivers are Partners in Every Student's Learning Journey
- Our Culture of Innovation Builds Students' Confidence and Success as they Face the Future

**BACKGROUND:**

By way of a Board motion passed on June 23, 2014, the Fiscal Task Force was formed. The Fiscal Task Force was mandated to undertake discussions and consider options and solutions to ensure the long term sustainability and stability of the Board. The Fiscal Task Force's Terms of Reference require quarterly updates to the Board of Trustees.

**STATUS:**

The Fiscal Task Force consists of the following members:

- Natalie Waddell, Trustee
- Cindy Watson, Trustee
- Greg Jespersen, WREA Rep
- Cathy Vollmer-Ashley, SSPA Rep
- Lila Read, Senior Superintendent, Student Achievement & Well-Being
- Mark Schinkel, Senior Superintendent, Student Achievement & Well-Being
- Matthew Gerard, Superintendent, Business Services & Treasurer of the Board (Chair)

In addition, regular attendees at the committee meetings are:

- Kathleen Woodcock, Chairperson of the Board
- Kathi Smith, Trustee

The members in attendance at each meeting are as follows:

**Members**

Member's Name	Sep 6/16	Oct 4/16	Nov 1/16	Dec 6/16
Natalie Waddell, Trustee	X	X	X	X
Cindy Watson, Trustee	X	X	X	X
Greg Jespersen, WREA Rep			X	
Cathy Vollmer-Ashley, SSPA Rep		X	X	X
Lila Read, Senior Superintendent, Student Achievement & Well-Being	X	X		X
Mark Schinkel, Senior Superintendent, Student Achievement & Well-Being			X	
Matthew Gerard, Superintendent, Business Services & Treasurer	X	X	X	X

X – Present

**Others in Attendance**

Name	Sept 6/16	Oct 4/16	Nov 1/16	Dec 6/16
Kathleen Woodcock, Chairperson of the Board		X	X	X
Kathi Smith, Trustee	X	X	X	
Scott McMillan, Trustee	X			
Benoit Bourgault, General Manager, STSWR		X		
Nick Landry, Manager of Review Services		X		
Michael Morgan, Senior Technology Manager			X	

X – Present

The committee has met monthly to discuss cost pressures identified in the previous school year and identify strategies to address them. Additionally, several guests have presented to the committee on topics including School Travel Planning, bell time cost efficiencies, and shared information technology infrastructure.

As part of the committee’s work in preparing the Board’s budget for the 2017/2018 school year, the Fiscal Task Force has begun working on a survey which will be posted to the Board’s public website for the purpose of soliciting public feedback. The survey will be made available from February 2017 to March 2017 with the final dates to be confirmed at a future date. The feedback gained from the survey will be analyzed by the Fiscal Task Force and integrated into the budget process for the 2017/2018 school year as applicable.

**COMMUNICATIONS:**

The budget survey will be posted on the Board’s website in February 2017. Communications Services will assist in raising awareness of the survey.

**FINANCIAL IMPLICATIONS:**

No financial implications.

**RECOMMENDATION:**

No recommendation. For information only.

 **Director of Education**

**Report to Committee of the Whole  
December 12, 2016**



**Waterloo Region  
District School Board**

*Inspired Learners – Tomorrow's Leaders*

**SUBJECT: Motion from Trustee N. Waddell re Establishment of Ad Hoc Committee**

**ORIGINATOR:** This report was prepared by Jayne Herring, Manager of Corporate Services, on behalf of Trustee N. Waddell and in consultation with Coordinating Council.

**PURPOSE/STRATEGIC PLAN:**

The purpose of the report is to provide the wording of a motion that Trustee N. Waddell intends to introduce at the December 12, 2016, Committee of the Whole Meeting.

This motion, if approved by the Board, would relate specifically to the Waterloo Region District School Board's strategic priorities, particularly: Our Students are First – Each and Every One and Our Staff, Families and Caregivers are Partners in Every Student's Learning Journey.

**BACKGROUND:**

At the Board Meeting of October 24, 2016, Trustee N. Waddell presented a motion supported by Trustees T. Martin, M. Ramsay and C. Watson. The motion recommends that the Waterloo Region District School Board of Trustees establish an Ad Hoc Policy Review Committee to review and provide recommendations on amendments to Policy G201 – Trustee Code of Conduct.

The terms of reference for the proposed Ad Hoc Committee are attached as Appendix A.

**STATUS:**

Members of the Agenda Development Committee determined the motion would be scheduled for consideration at the December 12, 2016, Committee of the Whole Meeting.

**FINANCIAL IMPLICATIONS:**

No financial implications have been identified at this time.

**RECOMMENDATION:**

Whereas Policy G300 Policy Development and Review, Section 4.1, requires regular review of policies to ensure conformity with changing regulatory and statutory requirements, and to assess implementation effectiveness and outcomes.

It is recommended:

**That the Waterloo Region District School Board of Trustees establish an Ad-Hoc Committee to review Policy G201 – Trustee Code of Conduct; and**

**That the Committee provide a report to the Board by the end of June 2017, with the purpose of making recommendations for amendments to the existing policy and to draft defined procedures for implementation of the sections relating to enforcement of the policy.**

## **Trustee Code of Conduct Review Ad-Hoc Committee Terms of Reference**

### **1. Name: Trustee Code of Conduct Review Committee**

- 1.1. Related Legislation - Education Act; Municipal Freedom of Information and Protection of Privacy Act; Municipal Conflict of Interest Act
- 1.2. Related policies/bylaws - Board Policy G201, Trustee Code of Conduct
- 1.3. Alignment with Board Strategic Plan 2016 — This ad-hoc committee is aligned with the strategic directions of the WRDSB current strategic plan.
- 1.4. Type of committee - Board Ad-Hoc Committee

### **2. Purpose/Mandate/Goals**

- 2.1. Focus – The purpose of the ad-hoc committee is to review and make recommendations for amendments to Board Policy G201, as well as developed a defined step-by-step process for execution of Board Policy G201.
- 2.2. Powers and Responsibilities – The following responsibilities outline the work the ad-hoc committee will do:
  - Plan the process by which the ad-hoc committee will review and make recommendations for amendments to Board Policy G201, as well as draft a step-by-step process for execution of Board Policy G201, including but not limited to, the creation of a timelines and milestones for measuring progress;
  - Provide regular update/milestone reports to the Board of Trustees via the ad-hoc committee co-chairs at Committee of the Whole meetings;
  - Create meeting group norms for use by the ad-hoc committee during the project, i.e., meeting attendance, frequency, decision-making, etc.;
  - Develop a final report with recommendations and present it to the Board of Trustees at the last Committee of the Whole meeting in June 2017 for consideration.

### **3. Authority/Jurisdiction/Responsibilities**

This ad-hoc committee is responsible to the Board of Trustees. All recommendations must be brought to the board for discussion and final approval.

- 3.1. Individual members - Must attend meetings of the ad-hoc committee prepared and with assigned tasks completed as required.
- 3.2. Co-chairs – Two co-chairs will be chosen from the ad-hoc committee to chair meetings of the ad-hoc committee and champion the project.

- 3.3. Board personnel – The ad-hoc committee will have access to assistance as reasonably required via assignment of staff by the Director of Education.

#### **4. Membership**

- 4.1. Composition/Stakeholders - The ad-hoc committee will consist of four trustees, the Manager of Corporate Services, and the Superintendent, Human Resource Services.
- 4.2. Term – The term for the ad-hoc committee is December 19, 2016 to end of June 2017.
- 4.3. Appointment process – A Call for Volunteers will be issued with the terms of reference in December 2016. The Chairperson of the Board of Trustees, in consideration of other committee duties of trustees, will appoint trustee ad-hoc committee members from the volunteers responding to the call. If there are no volunteers, the Chairperson of the Board of Trustees will appoint trustee ad-hoc committee members. The Director of Education will appoint the staff members of the ad-hoc committee.
- 4.4. Vacancies – If vacancies arise among the ad-hoc committee membership, for either a trustee or staff representative, the Chairperson of the Board of Trustees and the Director of Education will appoint/designate replacement ad-hoc committee members.

#### **5. Role of Board Personnel/Staff**

- 5.1. Restrictions of membership – Staff members appointed to the ad-hoc committee will be restricted to the Manager of Corporate Services, and the Superintendent, Human Resource Services.
- 5.2. Trustee members will be chosen from those who respond to the Call for Volunteers.
- 5.3. Personnel and services – Support for the ad-hoc committee will be appointed by the Director of Education.

#### **6. Meetings**

- 6.1. Access To Meetings - The ad-hoc committee meetings will be open and can be attended by any member of the Board of Trustees. Input by all trustees will be encouraged, however, any ad-hoc committee decisions made by way of vote will be restricted to ad-hoc member participation only.
- 6.2. Election of Co-Chairs — The ad-hoc committee members will elect two co-chairs of the ad-hoc committee at the first meeting of the group.
- 6.3. Quorum - The ad-hoc committee will operate under the same quorum as the Board of Trustees per By-law 4.6.
- 6.4. Voting - Decisions of the ad-hoc committee will be made by consensus and collaborative in nature. For this purpose, consensus is defined as a group decision-making process that seeks an acceptable solution that the whole group can support even if it is not the favourite of every individual.

- 6.5. Communications/distribution of Minutes and Agenda – Notes containing action items with assigned responsibility will be taken at meetings of the ad-hoc committee and distributed at a minimum by five business days after the meeting. Agendas for meetings will be developed by the co-chairs of the ad-hoc committee and distributed to all members at least three business days prior to the meeting.
- 6.6. In camera meetings – This is an internal ad-hoc committee formed with the express purpose of reviewing Board Policy G201 and to develop a recommended process for execution of Board Policy G201. If, due to unforeseen circumstances, in camera meetings are required, the co-chairs of the ad-hoc committee can call said meeting and report the occurrence and reasons why to the Board of Trustees.

## **7. Reporting**

- 7.1. Committee Reports to Whom - The ad-hoc committee will report to the Board of Trustees through the ad-hoc committee Chair or through an appointed committee member.
- 7.2. Format of Committee Report Back - The ad-hoc committee will provide verbal and/or written reports, including presentations and other visuals as required.
- 7.3. Time Frame of Committee Report Back - The ad-hoc committee will report progress to the Board of Trustees once a month. A final report and recommendations will be presented to the Board of Trustees at the last Committee of the Whole meeting on June 19, 2017.

## **8. Deliverables/Results**

- 8.1. Requested/required committee output - The final deliverable of the ad-hoc committee will be recommended amendments to the current Board Policy G201 and a draft outline of a step-by-step process for executing Board Policy G201.
- 8.2. Board of Trustees approval of the recommended amendments to Board Policy G201 and approval of a step-by-step process to be used for future execution of Board Policy G201.

**Report to Committee of the Whole  
December 12, 2016**



**Waterloo Region  
District School Board**

*Inspired Learners – Tomorrow's Leaders*

**SUBJECT:** 2017 Board Committee Memberships

**ORIGINATOR:** This report was prepared by Manager of Corporate Services Jayne Herring on behalf of Chairperson Scott McMillan.

**PURPOSE/STRATEGIC PLAN:**

To present the proposed 2017 Board Committee Membership structure to trustees for consideration and approval.

**BACKGROUND:**

On November 18, 2016, trustees received a copy of the 2017 Trustee Committee Membership Preference Survey and were asked to submit their committee preferences to the Manager of Corporate Services by November 28, 2016.

**STATUS:**

On December 9, 2016, the Chairperson, Vice-Chairperson and Past Chairperson, along with the Manager of Corporate Services, met to review the responses and provide the recommendations as attached. (Appendix A)

**COMMUNICATIONS:**

The new committee membership structure will be communicated to staff responsible for these committees through the Office of the Chairperson.

**FINANCIAL IMPLICATIONS:**

No financial implications.

**RECOMMENDATION:**

It is recommended:

**That the Waterloo Region District School Board approve the 2017 Board Committee Membership Structure as outlined in Appendix A of the report titled “2017 Board Committee Memberships,” dated December 12, 2016.**

 **Director of Education**

**WATERLOO REGION DISTRICT SCHOOL BOARD  
2017 - BOARD COMMITTEE MEMBERSHIP**

**SPECIAL EDUCATION ADVISORY  
COMMITTEE**

*Appointed for four years  
two trustees, two alternates  
(generally meets second  
Wednesday of each month)*

J. Hendry  
C. Watson  
T. Martin (Alternate)  
M. Ramsay (Alternate)

**STUDENT PROGRAM REVIEW  
COMMITTEE**

*At least four trustees – appointed  
annually (meets as required)*  
\*Supervised Alternative Learning

C. Harrington  
T. Martin  
C. Millar  
K. Smith  
N. Waddell  
C. Watson  
K. Woodcock

**DISCIPLINE COMMITTEE**  
*Board Chairperson or Designate,  
and Six Trustees – appointed  
annually*

*(meets as required)*

C. Harrington (T)  
T. Martin (M)  
C. Millar (M&T)  
M. Ramsay (M&T)  
K. Smith (M&T)  
C. Watson (M)  
K. Woodcock (M&T)

**BOARD AUDIT COMMITTEE**

*Appointed for four years – three  
trustees (generally meets three or so  
times per year)*

K. Smith (Chair)  
C. Harrington  
K. Woodcock\*

**PARENT INVOLVEMENT  
COMMITTEE**

*One trustee - appointed annually  
(meets as required)*

K. Smith  
C. Watson (Alternate)

**AGENDA DEVELOPMENT  
COMMITTEE**

*Board Chair, Vice-Chair, Past  
Chair, (meets first Monday of the  
month)*

*And other trustees as listed*

S. McMillan (Chair)  
T. Martin (Vice-Chair)  
K. Woodcock (Past Chair)  
C. Watson (January to May)  
N. Waddell (June to December)  
**PLUS:** One trustee rotating  
alphabetically

**STUDENT TRUSTEE & STUDENT  
SENATE MENTOR**

*One trustee appointed annually  
(meets as required)*

C. Watson

**EQUITY AND INCLUSION ADVISORY  
GROUP**

*Two trustees - appointed annually  
(meets as required)*

C. Millar  
K. Smith (Alternate)

**SCHOOL YEAR CALENDAR  
COMMITTEE**

*One trustee - appointed  
annually (meets as required)*

K. Woodcock

**ACCESSIBILITY COMMITTEE**

*Two trustees - appointed annually  
(meets as required)*

J. Hendry  
K. Smith

**AD HOC NUTRITION COMMITTEE**

*Two trustees - (meets as required)*

C. Millar  
K. Smith

**FISCAL TASK FORCE**

*Two Trustees - (meets as required)*

N. Waddell  
K. Smith



**APPOINTMENTS:**

**HURON NATURAL AREA ADVISORY  
COMMITTEE**

*Previously was Vice-Chairperson  
(meets as required)*

T. Martin

**WATERLOO EDUCATION  
FOUNDATION INC.**

*Two trustees - appointed for four  
years (meets as required)*

S. McMillan  
T. Martin

**EARLY YEARS  
ADVISORY GROUP**

*One trustee –  
(meets as required)*

N. Waddell