

**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 Ardelet Avenue, Kitchener, Ontario, on **Monday, September 21, 2015, at 7:00 p.m.**

**AGENDA**

**Call to Order**

**O Canada**

**Approval of Agenda**

**Declarations of Pecuniary Interest**

**Celebrating Board Activities**

**Announcements**

**Delegations**

Raine Okum re French Immersion Transportation

**Policy and Governance (30 minutes)**

Review of Board Policy 1000 – Display of Flags

Review of Board Policy 4005 – Procurement

Review of Board Policy 4008 – Segregation of Duties and Cheque Signing Authority

Review of Board Policy 5001 – Appointment of Principals and Vice-Principals Elementary/Secondary

**Reports (Business Services Focus)**

Major Capital Projects - Quarterly Update

M. Gerard

New South Kitchener (Groh Drive) Elementary School Opening Date

M. Gerard

Capital Priorities – Revised Approvals

M. Gerard

Bank Borrowing Resolution

M. Gerard

Community Hubs Framework Discussion

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**



## DISPLAY OF FLAGS

Legal References: *Education Act: Ontario Regulation 298 – Operation of Schools, General*

Related References:

Effective Date: *February 23, 1998*

Revisions:

Reviewed: October 21, 2013

### 1. Preamble

It is the policy of the Waterloo Region District School Board, in compliance with the legislative requirements contained in Ontario Regulation 298 (Operation of Schools--General), under the Education Act, to:

- 1.1 require that flags be treated with dignity and respect;
- 1.2 require that every school fly both the National Flag of Canada and the Provincial Flag of Ontario on such occasions as the board directs;
- 1.3 require that every school display in the school the National Flag of Canada and the Provincial Flag of Ontario;
- 1.4 require that, when directed by the Board or at the discretion of the Director of Education, or designate, the flag be flown at half mast as a sign of mourning.



## DISPLAY OF FLAGS

Legal References: *Education Act: Ontario Regulation 298 – Operation of Schools, General*

Related References:

Effective Date: *February 23, 1998*

Revisions:

Reviewed: **September 21, 2015**

### 1. Preamble

It is the policy of the Waterloo Region District School Board, in compliance with the legislative requirements contained in Ontario Regulation 298 (Operation of Schools--General), under the Education Act, to:

- 1.1 require that flags be treated with dignity and respect;
- 1.2 require that every school fly both the National Flag of Canada and the Provincial Flag of Ontario on such occasions as the board directs;
- 1.3 require that every school display in the school the National Flag of Canada and the Provincial Flag of Ontario;
- 1.4 require that, when directed by the Board or at the discretion of the Director of Education, or designate, the flag be flown at half mast as a sign of mourning.

Legal References:	<i>Public Sector Accountability Act (2010)</i>
Related References	<i>Broader Public Sector (BPS) Procurement Directive, Ministry of Finance, Board Policy 4008 - Signing Authority and Segregation of Duties, Administrative Procedure 4360 - Principals of Business Conduct For Board Employees, Administrative Procedure 4015 - Ethical Purchasing of Apparel, Administrative Procedure 4570 - Procurement; Administrative Procedure 4680 - Vendor Qualification</i>
Effective Date:	<i>March 30, 1998</i>
Revision:	<i>November 29, 2010 October 21, 2013</i>
Reviewed:	

## 1. Policy Statement

1.1. It is the policy of the Waterloo Region District School Board (WRDSB) to provide a purchasing service that meets the needs of learners, educators, and staff, recognizing that:

- 1.1.1. Sound and ethical business practices shall be followed by all persons who acquire products and/or services on behalf of the Board, including all departments, schools, school funds, school councils and any other related organizations. These practices include:
  - Adherence to the WRDSB Supply Chain Code of Ethics as outlined in Appendix 1; and
  - Adherence to the Broader Public Sector (BPS) Procurement Directive as issued by the Ministry of Finance and outlined in the WRDSB Board Administrative Procedures to ensure fair and equal treatment of all qualified suppliers resulting in the best value being realized by the Board.
- 1.1.2. The Board will purchase products and services which take into account environmental, health and safety factors, and will not knowingly purchase goods and/or services from manufacturers who operate in contravention of local and international labour law and standards.
- 1.1.3. The Manager of Purchasing, Distribution and Risk Services is empowered to act as the Agent for all purchases of goods and services, and disposition/disposal of surplus supplies, furniture and equipment, in accordance with established guidelines for the WRDSB and is appointed as the signing authority by the Board for purchasing commitments.

**Waterloo Region District School Board**  
**Supply Chain Code of Ethics**

**Goal:** To ensure an ethical, professional and accountable Waterloo Region District School Board supply chain.

**I. Personal Integrity and Professionalism**

All individuals involved with purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities within and between the WRDSB, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

**II. Accountability and Transparency**

Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

**III. Compliance and Continuous Improvement**

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the laws of Canada and Ontario. All individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.<sup>1</sup>

<sup>1</sup> Sources: Broader Public Sector (BPS) Procurement Directive . Purchasing Management Association of Canada Code of Ethics, Ontario Public Buyers Association, Plexxus and Toronto District School Board.



Legal References: *Public Sector Accountability Act (2010)*

Related References *Broader Public Sector (BPS) Procurement Directive, Ministry of Finance, Board Policy 4008 - Signing Authority and Segregation of Duties, Administrative Procedure 4360 - Principals of Business Conduct For Board Employees, Administrative Procedure 4015 - Ethical Purchasing of Apparel, Administrative Procedure 4570 - Procurement; Administrative Procedure 4680 - Vendor Qualification*

Effective Date: *March 30, 1998*

Revision: *October 21, 2013, **September 21, 2015***

Reviewed:

## 1. Policy Statement

1.1. It is the policy of the Waterloo Region District School Board (WRDSB) to provide a **procurement** service that meets the needs of learners, educators, and staff, recognizing that:

1.1.1. Sound and ethical business practices shall be followed by all persons who acquire products and/or services on behalf of the Board, including all departments, schools, school funds, school councils and any other related organizations. These practices include:

- Adherence to the WRDSB Supply Chain Code of Ethics as outlined in Appendix 1; and
- Adherence to the Broader Public Sector (BPS) Procurement Directive as issued by the Ministry of Finance and outlined in the WRDSB Board Administrative Procedures to ensure fair and equal treatment of all qualified suppliers resulting in the best value being realized by the Board.

1.1.2. The Board will purchase products and services which take into account environmental, health and safety factors, and will not knowingly purchase goods and/or services from manufacturers who operate in contravention of local and international labour law and standards.

1.1.3. The Manager of **Procurement** and Risk Services is empowered to act as the Agent for all purchases of goods and services, and disposition/disposal of surplus supplies, furniture and equipment, in accordance with established guidelines for the WRDSB and is appointed as the signing authority by the Board for **procurement** commitments.

**Waterloo Region District School Board**  
**Supply Chain Code of Ethics**

**Goal:** To ensure an ethical, professional and accountable Waterloo Region District School Board supply chain.

**I. Personal Integrity and Professionalism**

All individuals involved with purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities within and between the WRDSB, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

**II. Accountability and Transparency**

Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

**III. Compliance and Continuous Improvement**

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the laws of Canada and Ontario. All individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.<sup>1</sup>

<sup>1</sup> Sources: Broader Public Sector (BPS) Procurement Directive . Purchasing Management Association of Canada Code of Ethics, Ontario Public Buyers Association, Plexxus and Toronto District School Board.



## SEGREGATION OF DUTIES AND SIGNING AUTHORITY

Legal References:	Public Sector Accountability Act (2010)
Related References:	<i>Broader Public Sector (BPS) Procurement Directive</i> , Ministry of Finance, Board Policy 4005 - Procurement; Administrative Procedure 4360 - Principles of Business Conduct For Board Employees, Administrative Procedure - 4570 Procurement
Effective Date:	November 29, 2010
Revisions:	October 21, 2013

### 1. Preamble

- 1.1 Segregation of duties and the delegation of authority are essential controls within the purchase-to-pay process. Together, they ensure integrity of the process by reducing exposure to inappropriate, unauthorized or unlawful expenditures.<sup>1</sup>

### 2. Segregation of Duties

- 2.1 Segregation of duties prevents any one person from controlling the entire purchasing process by segregating approvals for the key stages of the supply chain process.
- 2.2 The five procurement rules that require segregated approval listed below:

Roles	Explanation	Who
<b>Requisition</b>	Authorize the placement of an order to purchase	Customer requesting the product or service
<b>Budget</b>	Authorize that funding is available to cover the cost of the order	Departmental budget holder or Budget Services
<b>Commitment</b>	Authorize release of the order to the supplier under agreed-upon contract terms	Purchasing role within Purchasing Services
<b>Receipt</b>	Authorize that the order was physically received, correct and complete	Individual receiving the goods
<b>Payment</b>	Authorize release of payment to the supplier	Accounts Payable role within the finance team

### 3. Approvals Authority

The following charts identify the approvals required for various levels of operating and capital purchasing activity. These authority levels must be complied with for all items purchased within the WRDSB.

Approvals for all purchasing must be based on the total estimated value including any agreed upon renewals.

Note: Technology equipment or facilities related items may require additional operational (non-monetary) approvals from the appropriate department (ITS, Facility Services) prior to procurement.

<sup>1</sup> Supply Chain Guideline, Version 1, April 2009, Ministry of Finance.



**3.1. Requisition Approval Authority Schedule**

<b>Total Purchase Amount</b>	<b>Delegated Authority level</b>
Less than or equal to \$50,000	Principal/Manager (Online requisition processing may be delegated to Administrative staff)
Less than \$100,000	Superintendent/Asst. Superintendent/Sr. Manager
Greater than or equal to \$100,000	Executive Superintendent or Director
EXCEPTIONS:	
Less than or equal to \$1,000,000 Computer Hardware & Software	Chief Information Officer
Less than \$1,000,000 Facilities Maintenance & Construction Projects	Manager of Capital Projects
Greater than or equal to \$1,000,000 Facilities Maintenance & Construction Projects	Controller of Facility Services

**3.2. Budget Approval Authority Schedule**

<b>Total Purchase Amount</b>	<b>Delegated Authority level</b>
The budget is approved and authorized annually by the Board. Budget Services allocates the approved amounts to schools and departments. All employees are authorized for amounts up to their approved budget level only. If items exceed the allocated budgets in the respective areas, the following approvals are required.	
Lesser of 10% or less than \$10,000 over budget	Budget Services
Lesser of 10% or less than \$50,000 over budget	Controller of Financial Services

**3.3. Commitment Approval Authority Schedule**

<b>Total Purchase Amount</b>	<b>Delegated Authority level</b>
Less than or equal to \$1,000	Principal/Manager (May include purchases via Petty Cash, Request for Cheque or Procurement Cards)
Less than or equal to \$50,000	Purchasing Officer/Buyer/Project Coordinator
Less than \$1,000,000	Manager of Purchasing, Distribution and Risk Services
Greater than or equal to \$1,000,000	Two signatures required: Mgr of Purchasing and/or Controller of Financial Services and/or Exec. Supt. of Business

### 3.4. Receipt Approval Authority Schedule

Total Purchase Amount	Delegated Authority level
Less than \$10,000	The Board utilizes “positive receiving” for smaller value purchase orders. The Requisitioner/Budget Holder is accountable for ensuring all items ordered and charged to their budget have been received in good order. Any exceptions should be immediately reported to the Accounts Payable department.
Greater than or equal to \$10,000	Principal/Manager
EXCEPTIONS:	
Less than \$10,000 Construction Project	Facility Services Project Coordinators
Greater to or equal to \$10,000 and less than \$1,000,000 Facilities Maintenance & Construction Projects	Manager of Capital Projects
Greater than or equal to \$1,000,000 Facilities Maintenance & Construction Projects	Controller of Facility Services

### 3.5. Payment Approval Authority Schedule

Total Purchase Amount	Delegated Authority level
<b>PAYMENTS WITH PURCHASE ORDER MATCHING</b>	
Less than or equal to \$5,000	A/P Clerk
Less than or equal to \$25,000	Accounting Officer
Less than \$50,000	Manager of Accounting Services
Greater than or equal to \$50,000	Controller of Financial Services
<b>PAYMENTS – NO PURCHASE ORDER</b>	<b>Must have Requisition Approval Signature <u>AND</u></b>
Less than or equal to \$5,000	Accounting Officer
Less than \$25,000	Manager of Accounting Services
Greater than or equal to \$25,000	Controller of Financial Services

### 3.6. Monthly Report to Board Chairperson

On a monthly basis, staff will prepare and submit a report to the Board Chairperson listing all issued payments over \$50,000.

## 4. Segregation of Approvals

In all cases, at least two of the authorization roles must be from different authorized positions.



## SEGREGATION OF DUTIES AND SIGNING AUTHORITY

Legal References: *Public Sector Accountability Act (2010)*

Related References: *Broader Public Sector (BPS) Procurement Directive, Ministry of Finance, Board Policy 4005 - Procurement; Administrative Procedure 4360 - Principles of Business Conduct For Board Employees, Administrative Procedure - 4570 Procurement*

Effective Date: *November 29, 2010*

Revisions: *October 21, 2013, **September 21, 2015***

### 1. Preamble

1.1 Segregation of duties and the delegation of authority are essential controls within the purchase-to-pay process. Together, they ensure integrity of the process by reducing exposure to inappropriate, unauthorized or unlawful expenditures.<sup>1</sup>

### 2. Segregation of Duties

2.1 Segregation of duties prevents any one person from controlling the entire purchasing process by segregating approvals for the key stages of the supply chain process.

2.2 The five procurement rules that require segregated approval listed below:

Roles	Explanation	Who
<b>Requisition</b>	Authorize the placement of an order to purchase	Customer requesting the product or service
<b>Budget</b>	Authorize that funding is available to cover the cost of the order	Departmental budget holder or Budget Services
<b>Commitment</b>	Authorize release of the order to the supplier under agreed-upon contract terms	Purchasing role within <b>Procurement</b> Services
<b>Receipt</b>	Authorize that the order was physically received, correct and complete	Individual receiving the goods
<b>Payment</b>	Authorize release of payment to the supplier	Accounts Payable role within the finance team

### 3. Approvals Authority

The following charts identify the approvals required for various levels of operating and capital **procurement** activity. These authority levels must be complied with for all items purchased within the WRDSB.

Approvals for all **procurements** must be based on the total estimated value including any agreed upon renewals.

Note: Technology equipment or facilities related items may require additional operational (non-monetary) approvals from the appropriate department (ITS, Facility Services) prior to procurement.

<sup>1</sup> Supply Chain Guideline, Version 1, April 2009, Ministry of Finance.

### 3.1. Requisition Approval Authority Schedule

Total Purchase Amount	Delegated Authority level
Less than or equal to \$50,000	Principal/Manager (Online requisition processing may be delegated to Administrative staff)
Less than \$100,000	Superintendent/Sr. Manager
Greater than or equal to \$100,000	<b>Senior Superintendent, Superintendent, Business Services</b> or Director
EXCEPTIONS:	
Less than or equal to \$1,000,000 Computer Hardware & Software	Chief Information Officer
Less than \$1,000,000 Facilities Maintenance & Construction Projects	Manager of Capital Projects
Greater than or equal to \$1,000,000 Facilities Maintenance & Construction Projects	Controller, Facility Services

### 3.2. Budget Approval Authority Schedule

Total Purchase Amount	Delegated Authority level
The budget is approved and authorized annually by the Board. Budget Services allocates the approved amounts to schools and departments. All employees are authorized for amounts up to their approved budget level only. If items exceed the allocated budgets in the respective areas, the following approvals are required.	
Lesser of 10% or less than \$10,000 over budget	Budget Services
Lesser of 10% or less than \$50,000 over budget	Controller, Financial Services

### 3.3. Commitment Approval Authority Schedule

Total Purchase Amount	Delegated Authority level
Less than or equal to \$1,000	Principal/Manager (May include purchases via Petty Cash, Request for Cheque or Procurement Cards)
Less than or equal to \$50,000	<b>Senior Procurement Specialist/Procurement Specialist</b> /Project Coordinator
Less than \$1,000,000	Manager of <b>Procurement</b> and Risk Services
Greater than or equal to \$1,000,000	Two signatures required: Manager of <b>Procurement</b> and/or Controller, Financial Services and/or Superintendent of Business <b>Services</b>

**3.4. Receipt Approval Authority Schedule**

Total Purchase Amount	Delegated Authority level
Less than \$10,000	The Board utilizes “positive receiving” for smaller value purchase orders. The Requisitioner/Budget Holder is accountable for ensuring all items ordered and charged to their budget have been received in good order. Any exceptions should be immediately reported to the Accounts Payable department.
Greater than or equal to \$10,000	Principal/Manager
EXCEPTIONS:	
Less than \$10,000 Construction Project	Facility Services Project Coordinators
Greater to or equal to \$10,000 and less than \$1,000,000 Facilities Maintenance & Construction Projects	Manager of Capital Projects
Greater than or equal to \$1,000,000 Facilities Maintenance & Construction Projects	Controller, Facility Services

**3.5. Payment Approval Authority Schedule**

Total Purchase Amount	Delegated Authority level
<b>PAYMENTS WITH PURCHASE ORDER MATCHING</b>	
Less than or equal to \$5,000	A/P Clerk
Less than or equal to \$25,000	Accounting Officer
Less than \$50,000	Manager of Accounting Services
Greater than or equal to \$50,000	Controller, Financial Services
<b>PAYMENTS – NO PURCHASE ORDER</b>	<b>Must have Requisition Approval Signature <u>AND</u></b>
Less than or equal to \$5,000	Accounting Officer
Less than \$25,000	Manager of Accounting Services
Greater than or equal to \$25,000	Controller, Financial Services

**3.6. Monthly Report to Board Chairperson**

On a monthly basis, staff will prepare and submit a report to the Board Chairperson listing all issued payments over \$50,000.

**4. Segregation of Approvals**

In all cases, at least two of the authorization roles must be from different authorized positions.



Waterloo Region  
District School Board

## Board Policy 5001

# APPOINTMENT OF PRINCIPALS AND VICE-PRINCIPALS – ELEMENTARY AND SECONDARY

Legal References:

Related References: *Education Act; Education Quality Improvement Act (Bill 160)*

Effective Date: *February 23, 1998*

Revisions:

Reviewed:

### 1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to review and approve, if appropriate, the appointments of Elementary and Secondary School Principals and Vice-Principals based on the recommendation of the Director of Education, or designate, recognizing that Elementary and Secondary School Principals and Vice-Principals hold key positions in the education system.



## APPOINTMENT OF PRINCIPALS AND VICE-PRINCIPALS – ELEMENTARY AND SECONDARY

Legal References:

Related References: *Education Act; Education Quality Improvement Act (Bill 160)*

Effective Date: *February 23, 1998*

Revisions:

Reviewed: **September 21, 2015**

### 1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to review and approve, if appropriate, the appointments of Elementary and Secondary School Principals and Vice-Principals based on the recommendation of the Director of Education, or designate, recognizing that Elementary and Secondary School Principals and Vice-Principals hold key positions in the education system.

## Report to Committee of the Whole September 21, 2015



**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; Ian Gaudet, Controller, Facility Services; Ron Dallan, Manager of Capital Projects; and Dennis Cuomo, Manager of Planning, in consultation with Coordinating Council.

**PURPOSE/STRATEGIC PLAN:**

To provide up-to-date information to the Board with regard to major capital projects.

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.

**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 exception.

For the New South Kitchener JK-8 school (on Groh Drive), the site is now registered, however, the construction of Storm Water Management (SWM) pond by the developer and certification by the City of Kitchener is still holding up the site plan approval and building permit that we require to begin construction. The City of Kitchener will not approve the Board's site plan application and building permit until the SWM pond is in place. The SWM pond construction is now occurring at the site by the developer and will not be completed for approximately two months.

Once the approvals from the City of Kitchener are obtained we can tender and proceed with construction, however a late fall construction start will significantly jeopardize our ability to complete the school for a September 2016 opening.

Further to the above, project status and budget have been updated as follows:

The New Westmount Public School is now complete. Vista Hills Public School and the New Riverside Public School are in construction.

**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 project budgets are listed on Appendix A.

**RECOMMENDATION:**

No recommendation. For information only.

 **Director of Education**

Major Capital Projects  
Quarterly Update Report  
09/02/2015

Project	Stage		Scope	Board Approval	Ministry Approval	Site Acquisition Complete	Site Encumbrances	Architect	Site Plan Approval	Bldg Permit	Tender Awarded	Project Budget	Classes Begin
Westmount P.S. (new-rebuild)	Complete		New School	22-Sep-14	06-Aug-14	Not applicable	No	CS&P	Yes	Yes	Yes	\$10,401,199	September 2015
Chicopee Hills P.S. (new)	Design		New School	19-Sep-11	07-Jul-11	Yes	No	BJC	No	No	No	\$12,032,963	September 2017
P.S. on Groh Drive (new)	Ministry Approval to Proceed to Tender		New School	18-Mar-13	24-Jan-13	Yes	Yes	CS&P	No	No	No	\$12,859,506	September 2016
Vista Hills P.S. (new)	Construction		New School	21-Oct-13	25-Apr-14	Yes	No	+VG	Yes	Yes	Yes	\$12,732,439	September 2016
New Riverside P.S. (new-rebuild)	Construction		New School	21-Oct-13	25-Apr-14	Yes	No	K+	Yes	Yes	Yes	\$15,547,654	September 2016

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 September 21, 2015



**Waterloo Region  
District School Board**

*Inspired Learners – Tomorrow's Leaders*

**SUBJECT:** New South Kitchener (Groh Drive) Elementary School Opening Date

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

**PURPOSE/STRATEGIC PLAN:**

To seek approval by Trustees to reschedule the opening date for the New South Kitchener (Groh Drive) Elementary School and to inform the local community on the status of the new school. This report relates to the Waterloo Region District School Board's (Board's) strategic directions of promoting forward-thinking and engagement.

**BACKGROUND:**

Following approval by the Ministry of Education to build a new JK-8 elementary facility on January 24, 2013, Board staff have continued to update Trustees on the status of planning approvals and the subsequent delays in both acquiring the school site and in obtaining building permit approval to begin school construction. More recently, it was confirmed that delays by the developer in meeting the conditions related to the construction of a storm water management (SWM) pond has delayed the final approval of the site plan, the issuance of a building permit and tendering for the new school.

**STATUS:**

The Doon South Boundary Review, which concluded in February, 2014, established a boundary for the new school and resulted in the implementation of an interim accommodation plan which started in September 2014, in order to accommodate growth in the area until the opening of the new school – planned for September 2016.

As a result of the delays, the planned opening date of September 2016 is not achievable. At this time, it is not likely that construction can begin in time to open the school for the 2016/17 school year. It has also been determined that mid-year opening of the new school, which will accommodate students from 4 existing elementary schools, would be extremely disruptive to schools, students, staff and parents. A full year delay in the opening of the new school will be required.

**COMMUNICATIONS:**

A school community meeting is being planned for October to update parents and the broader Doon South community on the timing of construction and the opening of the school. Notification will be provided through the Board website and notices sent home to parents in the future Groh Drive school attendance area.

Representatives of the City of Kitchener and the developer, Aactiva Holdings, have been approached to attend the community meeting to explain the delays in the development and the resulting delay in construction of the school.

**FINANCIAL IMPLICATIONS:**

The approved funding for the construction of the New South Kitchener (Groh Drive) Elementary School remains available and the Ministry will be contacted, at the time of tendering, to determine whether any additional benchmark funding will be available as it is anticipated that construction costs will have increased since our original receipt of the allocation for the school. Funding for portables required to extend the interim accommodation plan for an additional year are available through the annual Ministry grants for Temporary Accommodation.

**RECOMMENDATION:**

It is recommended:

**That the Waterloo Region District School Board reschedule the opening date for the new South Kitchener (Groh Drive) Elementary School to September 2017.**

**That the Waterloo Region District School Board hold a school community meeting to update parents and the broader Doon South Community on the timing of construction and the opening of the new South Kitchener (Groh Drive) Elementary School, and that representatives of the City of Kitchener and Avida Holdings Inc., be invited to assist in explaining the conditions related to the development of the subdivision and the resulting delays in site plan approval, issuance of a building permit and the construction of the planned new school.**

 **Director of Education**

**Report to Committee of the Whole  
September 21, 2015**



**Waterloo Region  
District School Board**

*Inspired Learners – Tomorrow's Leaders*

**SUBJECT:** Capital Priorities – Revised Approvals

**ORIGINATOR:** This report was prepared by Matthew Gerard, Superintendent, Business Services & Treasurer; Karen Newland, Controller, Financial Services; Ian Gaudet, Controller, Facility Services; Ron Dallan, Manager of Capital Projects; Wendy Jocques, Manager of Budget and Fabiana Frasheri, Budget Officer, in consultation with Coordinating Council.

**PURPOSE/STRATEGIC PLAN:**

The purpose of this report is to seek revised Board approval of expenditures for capital projects.

This report relates to the Waterloo Region District School Board's strategic directions, particularly in the area of championing quality public education.

**BACKGROUND:**

Each year staff reviews capital projects to ensure that all board approvals align with Ministry funding approvals and are consistent with other recommendations.

**STATUS:**

In a report titled, "Ministry Approved Funding for Capital Projects," to Committee of the Whole on September 19, 2011, the following recommendation was approved:

*That the Waterloo Region District School Board approve the demolition of a six classroom porta-pack and construction of fourteen classrooms, a second full-sized gymnasium and site work at Silverheights Public School to be funded with \$3,767,631 from the Capital Priorities Grant and \$1,397,841 from Full-Day Kindergarten Capital Funding Program for a total estimated project cost of \$5,165,472, to tentatively be completed for September 2013;*

On October 29, 2012 the Ministry of Education approved an additional \$149,224 of EDCs eligible funding to support costs related to site servicing for the project at Silverheights Public School.

In a report titled "Updates to Approvals for Boundaries, Capital and Financing", presented to Committee of the Whole on March 18, 2013, the following recommendation was approved:

*That the Waterloo Region District School Board approve the transfer of capital priorities funding from the Jean Steckle Public School project to the Silverheights Public School project in the amount of \$1,301,068 to align with Ministry approvals;*

In addition, on July 27, 2015 the board requested to apply \$160,405 of the board's available EDCs funding to support increased eligible costs associated with land preparation (municipal service lines and earthwork grading). The Ministry of Education approved this request on September 4, 2015.

The total project cost for Silverheights Public School Project, is now \$6,776,169. The chart below highlights the original and revised project budget along with the various funding sources.

	Original	Revised	Change
	Project Budget	Project Budget	Project Budget
Capital Priorities	\$ 5,068,699	\$ 5,068,699	\$ -
Full-Day Kindergarten (FDK) Capital Program	\$ 1,397,841	\$ 1,397,841	\$ -
Education Development Charges (EDCs)	\$ -	\$ 309,629	\$ 309,629
	\$ -	\$ -	\$ -
	<u>\$ 6,466,540</u>	<u>\$ 6,776,169</u>	<u>\$ 309,629</u>

**COMMUNICATIONS:**

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

**FINANCIAL IMPLICATIONS:**

The recommendation presented in this report aligns with the Ministry of Education approval for funding from Capital Priorities, FDK Capital Program and Education Development Charges (EDCs) for the addition at Silverheights Public School. The use of these funds and available EDCs has leveraged available resources to maximize enhancements to the learning environment at Silverheights Public School.

**RECOMMENDATION:**

It is recommended:

**That the Waterloo Region District School Board approves the revised additional expenditures of \$309,629 from the Board's Education Development Charges (EDCs) at Silverheights Public School project (revised total \$6,776,169).**

 **Director of Education**

**Report to Committee of the Whole**  
**September 21, 2015**



**Waterloo Region  
District School Board**

*Inspired Learners – Tomorrow's Leaders*

**SUBJECT:**           **Bank Borrowing Resolution**

**ORIGINATOR:**   This report was prepared by Matthew Gerard, Superintendent, Business Services & Treasurer; Karen Newland, Controller, Financial Services; and Tracy Williams, Accounting Officer, in conjunction with Coordinating Council.

**PURPOSE/STRATEGIC PLAN:**

To obtain Board approval for a borrowing resolution according to Section 243 of the Education Act.

This report relates to three of the Waterloo Region District School Board's (Board's) strategic directions: engaging students, families, staff and communities, championing quality public education and promoting forward thinking.

**BACKGROUND:**

In the normal course of business, the Board borrows money to meet its current operating expenditures. This is necessary because of differences in cash flow. The timing of the collection of revenue from the municipalities and province does not coincide with payment schedules for the expenditures of the Board. The Education Act allows borrowing up to the uncollected amount of revenues of the Board. The borrowing limit for 2015 was set at \$50M.

**STATUS:**

Administration works with the Board's banker, CIBC, to negotiate arrangements which will accommodate the borrowing requirements of the Board, both on a current and a long-term basis. The day-to-day banking needs are also reviewed. Banking terms minimize service costs to the Board and ensure that borrowing rates are the best available in the industry to afford the Board the lowest overall banking and financing costs.

With the growth in the Board's overall budget over the last number of years due to full day kindergarten implementation and the extensive capital and maintenance program being undertaken by the Board, the borrowing limit was increased to \$50M effective September 2012. For the last two fiscal years, the \$50M borrowing limit has been sufficient to meet the Board's cash flow needs. There is no evidence to support a further increase to the borrowing limit.

The attached Borrowing Resolution is required by the bank pursuant to the relevant sections of the Education Act to cover the Board's borrowing for operating expenditure purposes.

**COMMUNICATIONS:**

A certified copy of the Board Resolution will be forwarded to CIBC.

**FINANCIAL IMPLICATIONS:**

The Board provides for the anticipated interest costs in its annual budget estimates.

**RECOMMENDATION:**

It is recommended that:

**That the Waterloo Region District School Board adopt the Resolution, as outlined in Appendix A of the report titled Bank Borrowing Resolution, dated September 21, 2015 authorizing the borrowing of money to meet current expenditures of the Waterloo Region District School Board for the fiscal year 2016.**

 **Director of Education**

**RESOLUTION****A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF WATERLOO REGION DISTRICT SCHOOL BOARD (the “Board”)**

A. In accordance with subsection 243(1) of Education Quality Improvement Act (the “Act”), the Board considers it necessary to borrow the amount of up to \$50,000,000.00 to meet, until current revenue has been received, the current expenditures of the Board for their fiscal year 2016.

B. Pursuant to subsection 243(3) of the Act, the total amount borrowed pursuant to this resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the fiscal year.

C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.

D. The amount borrowed for current expenditures is within the Board’s Debt to Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

**RESOLVED THAT:**

1. The Chairman or Vice-Chairman and the Treasurer are authorized on behalf of the Board to borrow from time to time from Canadian Imperial Bank of Commerce (“CIBC”) a sum or sums not exceeding in the aggregate of \$50,000,000.00 to meet, until current revenue is collected, the current expenditures of the Board for the year (including the amounts required for the purposes mentioned in subsection 243 (1) and 243 (2) of the Act) plus interest at a rate to be agreed upon from time to time with CIBC.

2. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received in respect of the current revenues of the Board.

3. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year, less any current revenue already collected.

We hereby certify that the foregoing is a true and complete copy of a Resolution of the Board in the Province of Ontario, duly passed at a meeting of the Board and that this Resolution is in full force and effect.

**Dated** this 21<sup>st</sup> day of September, 2015.

**Waterloo Region District School Board**

Per: \_\_\_\_\_  
The Chairperson or Vice-Chair

\_\_\_\_\_  
Treasurer