

SEPTEMBER 17, 2018

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, 1st Floor, 51 Ardelet Avenue, Kitchener, Ontario, on **Monday, September 17, 2018, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

Policy and Governance

01 Review of Board Policy 2003 – Early Learning and Child Care

M. Gerard

Reports

03 Bank Borrowing Resolution Report

M. Gerard

Integrated Drug Strategy Verbal Update

P. Rubenschuh

Discussion - Director Performance Appraisal Process

Chairperson

06 Motion – Trustee Professional Development

Trustee C. Watson

09 Motion – Supervised Injection Sites / Supervised Consumption Sites

Trustee C. Watson

Board Reports

Ad Hoc Code of Conduct Committee Update

Committee

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
Stephanie Reidel, Manager of Corporate Services
519-570-0003, ext. 4336, or Stephanie_Reidel@wrdsb.ca



EARLY LEARNING AND CHILD CARE

Legal References:	<i>Education Act, section 258</i> <i>Ministry of Education Memorandum 2010:B1 Encouraging Facility Partnerships</i> <i>Ministry of Education Ontario's Renewed Early Years and Child Care Policy Framework (2017)</i> <i>Child Care and Early Years Act (2014)</i>
Related References:	<i>Board Policy 1011 – Facility Partnerships</i> <i>Board Policy 3085 – Safe Welcome</i> <i>Administrative Procedure 4990 – Facility Partnerships</i>
Effective Date:	<i>May 30, 2005</i>
Revisions:	<i>May 12, 2014, September 17, 2018</i>
Reviewed:	<i>February 8, 2016, March 6, 2017</i>

1. Preamble

- 1.1 The Waterloo Region District School Board (WRDSB) is committed to making it easier for families to access high-quality, inclusive early years programs in schools across Waterloo Region to support an affordable, accessible, integrated early learning and child care system. The WRDSB is committed to the inclusion of not-for-profit early learning and child care programs on the site of, adjacent to, or in each of the schools within its jurisdiction at no additional cost to the WRDSB, where possible.

2. Child Care Programs

WRDSB develops strong partnerships with child care and early years providers to expand the delivery of child care programs co-located in schools for infants, toddlers and preschoolers recognizing that;

- 2.1 Early learning opportunities in child care make a positive contribution to school readiness and long-term educational success for many children;
- 2.2 Child care in the school setting provides a supportive and secure environment and promotes a continuum of care and learning between child care and school programs;
- 2.3 Child care in schools provides an essential support for parents/guardians and caregivers.

3. Before and After School Programs for School Aged Children (Including Extended Day)

Expanding before- and after-school programming for school-age children provides a seamless day for children and supports parents/ guardians and caregivers. In an effort to ensure the availability of before- and after- school programs in schools the WRDSB will;

- 3.1 Build strong partnerships between school board programs and community programs to support program coordination that will benefit students, families and communities;
- 3.2 Utilize school board facilities to accommodate programs and provide exclusive and shared-use space that meets the standards for high-quality.



EARLY LEARNING AND CHILD CARE

Legal References:	<i>Education Act, section 258</i>
Related References:	<i>Board Policy 1011 – Facility Partnerships Administrative Procedure 4990 – Facility Partnerships Ministry of Education Memorandum 2010:B1 Encouraging Facility Partnerships</i>
Effective Date:	<i>May 30, 2005</i>
Revisions:	<i>May 12, 2014</i>
Reviewed:	<i>February 8, 2016, March 6, 2017</i>

1. Preamble

It is the policy of the Waterloo Region District School Board to support and encourage the inclusion of not-for-profit early learning and child care programs on the site of, adjacent to, or in each of the schools within its jurisdiction at no additional cost to the Board. This policy will be implemented in accordance with Administrative Procedure 4990 – Facility Partnerships regarding the establishment of facility partnerships.



Report to Committee of the Whole

September 17, 2018

Subject: Bank Borrowing Resolution

Recommendation

That the Waterloo Region District School Board (Board) adopt the Resolution, as outlined in Appendix A of this report, authorizing the borrowing of money to meet current expenditures of the Waterloo Region District School Board for the fiscal year 2019.

Status

In the normal course of business, the Board borrows money to meet its operating expenditures. This is necessary because of timing differences between our collection of revenues from municipalities and the province, and our 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 2018 was set at \$50M.

Background

With the growth in the Board's overall budget over the last number of years, due to increases in enrolment and the extensive capital and maintenance program being undertaken by the Board, the borrowing limit was increased to \$50M effective September 2012. Since then, 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.

Financial implications

The annual budget includes an amount to provide for the anticipated interest costs; for the 2018-19 school year, that amount has been budgeted at \$36,269.

Communications

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

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer of the Board
 Nick Landry, Controller, Financial Services
 Sharon Uttley, Manager of Accounting Services
 in consultation with Coordinating Council

Resolution

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE 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 2019.
- 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.

BE IT 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 17th day of September, 2018.

Waterloo Region District School Board

Per: _____

The Chairperson or Vice-Chair

Treasurer



Report to Committee of the Whole

September 17, 2018

Subject: Motion Re: Trustee Professional Development

Recommendation

That the Waterloo Region District School Board change Board Policy 3003 - Trustee Professional Development as follows:

Section 1.1 also include the hiring of consultants by the Board of Trustees for professional development; and

Section 2.1 also include formal approval of the Board when hiring consultants or ongoing use of consultants, including Board Retreats, with costs; and

Section 2 include a cut off period for professional development prior to an upcoming municipal election; and

That the annual Trustee Expense Reports include categories for Board Retreats and Consultants hired by the Board of Trustees with costs.

Status

This report contains a Notice of Motion served by Trustee C. Watson at the April 23, 2018, Committee of the Whole Meeting and was supported by Trustees C. Harrington, M. Ramsay and N. Waddell.

Background

Board Policy 3003 - Trustee Professional Development was last reviewed on November 20, 2017 and can be found as Appendix A.

Financial implications

No financial implications.

Communications

None identified at this time.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for Trustee C. Watson
in consultation with Coordinating Council



TRUSTEE PROFESSIONAL DEVELOPMENT

Legal References:	<i>Education Act, Section 171(1)17: Powers of Boards – Membership Fees and Travelling Expenses</i> <i>Ministry Memo 2006:B15 – School Board Expenditure Guidelines;</i> <i>Ministry Memo 2009:B8 – Trustee Expense Guideline</i>
Related References:	<i>Board Policy 3001 – Travel, Meals and Hospitality Expenditures – Trustees</i> <i>Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures</i> <i>FS-17-AS5 – Request for Expense Reimbursement</i> <i>HR-99-300 - Request for Staff Development Funds</i>
Effective Date:	<i>January 25, 2010</i>
Revisions:	<i>June 13, 2016, November 20, 2017</i>

1. Trustee Professional Development

- 1.1 It is the policy of the Waterloo Region District School Board (Board) to support and encourage the attendance of trustees at conferences, conventions, seminars and courses of an educational nature, in accordance with the regulations governing this policy, subject to budget limitations established by the Board, in recognition of the benefits of providing opportunities for Board members to gain greater depth of knowledge and experience relative to their responsibilities.

2. Guidelines

- 2.1 A trustee professional development budget shall be established annually by the Board.
- 2.2 Trustees may not attend more than one out-of-province professional development activity per year.
- 2.3 No more than three trustees may attend the same out-of-province professional development activity.
- 2.4 In the event that more than three trustees apply to attend the same out-of-province professional development activity, a special committee consisting of the Chairperson and two trustees to be appointed by the Board would make the determination in accordance with the regulations. The Committee will give consideration to Board or Committee members having a special interest in the topic(s) being covered during the professional development activity and to the order in which applications were received.
- 2.5 The Board will pay expenses in connection with the attendance by a trustee at an approved professional development activity in accordance with Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures.
- 2.6 A “Request for Staff Development Funds” form (HR-99-300) must be completed and submitted to the Chairperson for approval prior to attending the professional development activity.
- 2.7 Supporting vouchers and receipts for expenses incurred under these regulations must be submitted to the Chairperson's Office on a Request for Reimbursement of Expenses Form (FS-17-AS5).

APPENDIX A

- 2.8 Trustees whose expenses are being paid by another sponsoring organization will not be reimbursed under the policy and regulations.
- 2.9 Trustees attending a professional development activity under this policy and its regulations must complete a written report attached to the Request for Reimbursement of Expenses Form. The conference report will be posted on the Board website quarterly providing information about the experience and how it contributed to their position as Trustee, as well as to education in the Board while supporting the strategic plan.



Report to Committee of the Whole

September 17, 2018

Subject: Motion Re: Supervised Injection Sites / Supervised Consumption Sites

Recommendation

That the Waterloo Region District School Board write a letter of concern to the Premier of Ontario as well as the newly elected premier and the Minister of Education about recent recommendations that would place Supervised Injection Sites (SIS) and Supervised Consumption Sites (SCS) within a short distance from Public Schools; and

That the Waterloo Region District School Board develop safety training and protocols for students and staff as well as information sessions for parents around safety protocols and processes for students around SIS and SCS sites.

Status

This report contains a Notice of Motion served by Trustee C. Watson at the June 18, 2018, Committee of the Whole Meeting and was supported by Trustees C. Harrington and M. Ramsay.

Background

In June 2018, the Region of Waterloo released the results of the Waterloo Region Supervised Consumption Services Phase 2a study. This report contained four candidate locations for supervised consumption sites:

- 115 Water Street North, Kitchener
- TBD, Kitchener (Central)
- 150 Main Street, Cambridge
- 149 Ainslie Street North, Cambridge

Financial implications

Financial implications have yet to be determined.

Communications

None identified at this time.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for Trustee C. Watson
in consultation with Coordinating Council