

**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, October 15, 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**

<b>01</b>	Review of Board Policy 1000 - Display of Flags	J. Bryant
<b>07</b>	Review of Board Policy 1010 - Accessibility for Ontarians with Disabilities	S. Miller
<b>09</b>	Review of Board Policy 3000 - Trustee Honoraria	M. Gerard
<b>11</b>	Review of Board Policy 4004 - Emergency Needs-Expenditures	M. Gerard
<b>13</b>	Review of Board Policy 4010 - Video Surveillance in Schools	M. Weinert

**Reports**

<b>16</b>	Identification Placement and Review Committee Membership	S. Miller
<b>28</b>	Doon South Development Areas	M. Gerard
<b>33</b>	Major Capital Projects Quarterly Update Report	M. Gerard/ I. Gaudet
<b>38</b>	Motion: Naloxone Kits	Trustee C. Watson
<b>40</b>	Motion: Parental Leave for Trustees	Trustee T. Martin
<b>41</b>	Motion: Student Voice in Ministry of Education Consultations	Trustee C. Millar

**Board Reports**

Bylaw Review Ad Hoc Committee Progress Update	Committee
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**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](mailto:Stephanie.Reidel@wrdsb.ca)





Legal References:	<i>The Education Act and Ontario Regulation 298 • Department of Canadian Heritage's National Flag of Canada Etiquette • Ontario Human Rights Code.</i>
Related References:	<i>Safe Schools Policy 6000, Equity and Indigenous Action Plan</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>November 14, 2016, <b>October 15, 2018</b></i>
Reviewed:	

## **1. Preamble**

It is the policy of the Waterloo Region District School Board to display flags with dignity and respect.

## **2. General**

These procedures address the displaying of flags at schools and board-owned sites, including half-masting for mourning. All flags secondary to the National Flag of Canada and Provincial Flag of Ontario shall support and align with WRDSB policies in promoting a safe and inclusive learning and working environment for all students, staff and community members.

## **3. Definitions**

Half-mast: Historically, half-mast was reserved for nautical use; half-staff for flags flown on land. The Education Act and the Government of Canada in their Rules for flying the National Flag of Canada use the term half-mast.

For consistency, the WRDSB will also apply the term half-mast when distinguishing the position and manner of display of a flag on a flagpole as a sign of mourning.

## **4. Dignity of the National Flag of Canada**

The National Flag of Canada will take a position of prominence at all times when displayed with other flags. The manner in which the National Flag of Canada is displayed in Canada is not governed by any legislation. The rules applied by the federal government are not mandatory for individuals or organizations; they serve as guidelines only.

4.1 No flag shall be larger than the National Flag of Canada.

4.2 No flag shall fly higher than the National Flag of Canada.

4.3 Where there are multiple flags displayed together, the National Flag of Canada shall always be displayed in a position of prominence:

4.3.1 in the centre of three flags where the flags are displayed on separate flag poles

4.3.2 when facing the front of a building, the National Flag of Canada shall be to the left of an observer facing the flags when there are two flags, with the secondary flag to the right

4.3.3 above any other flag when sharing the same flagpole.

## 5. Exterior Flags

5.1 Every operating school shall fly the National Flag of Canada on an outside flagpole.

5.2 Other board-owned sites may fly the National Flag of Canada.

5.3 At the discretion of the Principal and with approval from the appropriate Superintendent, a school may also fly the flag of the local municipality or apply to fly another flag which is not connected in any way with a political party or religious group, for a specified period of time. Schools are to apply using the Flag Display Request Form in Appendix A.

5.3.1 Where a school has only one flagpole, the school may fly one additional flag below the National Flag of Canada, on the same flagpole, for an approved period of time.

5.3.2 Where a school has more than one flagpole, the National Flag of Canada shall fly alone on its own flagpole. The school may fly up to two flags on each additional flagpole for a specified period of time.

5.3.3 The Director's Office and the Chief Communications Officer shall be notified in advance when other flags are to be displayed, the reason for the flag raising, and the duration as per the Flag Display Request Form in Appendix A.

5.3.4 Principals will be responsible for informing their school community about any additional flags that will be displayed prominently, either outside or inside the school. When displayed in a prominent location, such communications must include an explanation of the flag's display, including the duration, on the school website.

5.4 The Director of Education may also order the flying of a flag in support of community awareness initiatives which align with the Board's values, supports the principles and expectations of the Board's Safe Schools Policy, Equity and Indigenous Action Plan, and are consistent with the Ontario Human Rights Code.

## 6. Half-masting for mourning

When half-masting flags at sites, where it is possible, the masting period shall include the day of death notification until sunset on the day of the memorial service or the next operational day after the memorial service.

6.1 Exterior flags shall be lowered to half-mast throughout the system on the death of:

- the Sovereign or a member of the Royal Family related in the first degree to the sovereign (husband, wife, son, daughter, mother, father, brother, sister)
- the Governor General of Canada or a former Governor General
- the Prime Minister of Canada or a former Prime Minister
- the Lieutenant-Governor of Ontario or a former Lieutenant Governor
- the Premier of Ontario or a former Premier of Ontario
- the Member of the Federal or Provincial Electoral Riding
- the Chair or a member of the Board
- the Director of Education.

6.2 To observe the following occasions, the National Flag of Canada shall be flown at half-mast on an annual basis at all WRDSB schools and board-owned sites that fly the flag on an exterior flagpole:

- National Day of Mourning for Persons Killed or Injured in the Workplace
- National Day of Remembrance for Victims of Terrorism
- National Police & Peace Officers Memorial
- National Fallen Firefighters Memorial Day
- National Day of Remembrance for Victims of Terrorism
- Remembrance Day
- National Day of Remembrance and Action on Violence Against Women

When the above dates fall on a day when schools and other board-owned sites are not in operation, the National Flag of Canada shall be lowered at the end of the last operational day before the date being observed and raised again on the next operational day.

6.2.1 The Director of Education may also order the lowering of flags to half-mast on the death of a person held in special regard in the system.

6.2.2 The Director of Education may also order the lowering of flags to half-mast upon the guidance of the Ministry of Education.

6.3 In consultation with their Superintendent, school administrators may decide to lower flags to half-mast as a sign of mourning commemorating the death of:

- a current student
- a current staff member
- a person held in special regard in the school community.

The school administrator shall notify the Director's Office and nearby WRDSB schools when flags are lowered for these reasons.

## 7. Interior Flags

7.1 A flag is to be displayed using a wall mounting, a flag stand, or it may be hung flat against a wall either horizontally or vertically.

7.2 Every operating school shall display inside the school the National Flag of Canada and the Provincial Flag of Ontario.

7.3 At the discretion of the Principal and with approval from the appropriate Superintendent, a school may also display inside the school the flag of the local municipality or other flag which is not connected in any way with a political party or religious group, for a specified period of time. Schools are to apply using the Flag Display Request Form in Appendix A.

An exception to this provision may include the display of other flags in a classroom when such flags are in support of a classroom project with specific curriculum objectives.

## 8. Flags, Flagpoles and Flag Hardware

8.1 Principals and site managers will be responsible for ensuring the maintenance of all flags, flag standards, flagpoles and related equipment in good condition.

8.2 Flags shall be regularly inspected for signs of wear and damage, and shall be replaced when tattered, noticeably faded or otherwise no longer suitable for use.

8.2.1 Any National Flag of Canada that is to be discarded shall be sent to the board's Communications department for destruction in a dignified manner. No National Flag of Canada shall be placed in the garbage for disposal.

8.3 All WRDSB schools and other board-owned sites are responsible for purchasing any replacement flags, including the National Flag of Canada, the Provincial Flag of Ontario, and any other flags that have been approved for display. No other flag purchased for display shall be larger than the National Flag of Canada.

8.4 Administrators of all WRDSB schools and other board-owned sites interested in purchasing an additional flagpole for their site must consult with their Superintendent.

8.4.1 All schools and other board-owned sites are responsible for funding any additional flagpoles, and associated hardware and installations that have been approved for their location.

DRAFT



Waterloo Region  
District School Board

**Appendix A**  
(For flags displayed inside  
and outside the school)

# FLAG DISPLAY REQUEST

**Note:** Requests must be received by the school Superintendent at least two weeks prior to the flag display start date.

**Today's Date (year/month/day):**

**Principal:**

**School:**

**Description/Name of Flag:**

**Name of Event Associated with Flag:**

**Flag Dimensions:**

(Note: No flag is to be larger than the National Flag of Canada)

**Flag Display Start Date:**

**Flag Display End Date:**

Describe the purpose of the flag display, how it demonstrates an interest or relationship to the school, and how it aligns with the priorities of the board's Strategic Plan.

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	<p><b>Check the box to acknowledge policy requirements.</b> As outlined in the Display of Flags Policy BP1000, I understand that the school is responsible for communicating the purpose of this flag display with the school community. Communication must include a posting on the school website of the flag display period and the purpose as it relates to the school.</p>
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Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Reason: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## DISPLAY OF FLAGS

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

Related References:

Effective Date: *February 23, 1998*

Reviewed: November 14, 2016

Revisions:

### 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.





# ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES

Legal References:	<i>Accessibility for Ontarians with Disabilities Act, 2005 (AODA)</i> <i>Accessibility Standards for Customer Service, Ontario Regulation 429/07;</i> <i>Ontario Human Rights Code</i> <i>Integrated Accessibility Standards, Ontario Regulation 191/11</i>
Related References:	<i>Accessibility Planning Committee – Terms of Reference</i>
Effective Date:	<i>March 2013</i>
Revisions:	<del>June 2013</del> , April 20, 2015
Reviewed:	January 18, 2016, <b>October 15, 2018</b>

## 1. Preamble

It is the policy of the Waterloo Region District School Board to provide an environment that builds inclusiveness, equity, and respect for all of our students, parents/guardians, staff, trustees, and the public. The Waterloo Region District School Board is committed to meeting the accessibility needs of persons with disabilities and to achieve, ~~in a timely manner,~~ the Accessibility Standards established pursuant to the Accessibility for Ontarians with Disabilities Act., ~~which~~ **This** includes access to our sites and services, ~~and the implementation, as well as the~~ use and application of appropriate assistive technology and alternative forms of communications.



## ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES

Legal References:	<i>Accessibility for Ontarians with Disabilities Act, 2005 (AODA)</i> <i>Accessibility Standards for Customer Service, Ontario Regulation 429/07;</i> <i>Ontario Human Rights Code</i> <i>Integrated Accessibility Standards, Ontario Regulation 191/11</i>
Related References:	<i>Accessibility Planning Committee – Terms of Reference</i>
Effective Date:	<i>March 2013</i>
Revisions:	<i>June 2013, April 20, 2015</i>
Reviewed:	<i>April 10, 2017</i>

### 1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to provide an accessible environment that builds independence, dignity, inclusiveness, equity, and respect for all of our students, parents, caregivers, staff, trustees, and the public. The Waterloo Region District School Board is committed to meeting the accessibility needs of persons with disabilities and to achieve, in a timely manner, the Accessibility Standards established pursuant to *the Accessibility for Ontarians with Disabilities Act*. This includes access to our sites and services, and the implementation, use and application of appropriate assistive technology and alternative forms of communications.



## TRUSTEE HONORARIA

Legal References:	<i>Ontario Regulation 357/06 ss.6(3)</i>
Related References:	<i>Education Act, Section 191</i>
Effective Date:	<i>October 30, 2006</i>
Revisions:	<i>September 27, 2010, <b>October 15, 2018</b></i>
Reviewed:	<i>January 11, 2016</i>

- 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, **2014**, as follows:
- 1.1.1 a base amount of \$5,900.00;
  - 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.



## 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.



## EMERGENCY NEEDS – EXPENDITURES

Legal References:	<i>Education Act</i>
Related References:	<i>Waterloo Region District School Board Annual Budget</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>December 9, 2007, November 10, 2014</i>
Reviewed:	<i>February 8, 2016, <b>October 15, 2018</b></i>

- 1.0 It is the policy of the Waterloo Region District School Board, recognizing the Board may encounter situations requiring funding of emergency needs, to:
  - 1.1 empower the Director of Education, or designate, to authorize a disbursement for which no provision was made in the budget, up to the balance in the reserve fund established for the purpose of emergency needs;
  - 1.2 direct that a report describing such action be distributed to trustees within twenty-four hours of the emergency situation, or as soon thereafter as practicable, as well as at the next regular meeting of the Board;
  - 1.3 ensure that an emergency expenditure under this policy will be made only for purposes of: protecting the health or ensuring the safety of persons; preserving, repairing, providing or protecting facilities that are essential for the provision of approved services and programs; and, providing, repairing or replacing equipment or furnishings necessary to provide approved programs and services.

**EMERGENCY NEEDS – EXPENDITURES**

Legal References:	<i>Education Act</i>
Related References:	<i>Waterloo Region District School Board Annual Budget</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>December 9, 2007, November 10, 2014</i>
Reviewed:	<i>February 8, 2016</i>

**1. Preamble**

- 1.1 It is the policy of the Waterloo Region District School Board, recognizing the Board may encounter situations requiring funding of emergency needs, to:
  - 1.1.1 empower the Director of Education, or designate, to authorize a disbursement for which no provision was made in the budget, up to the balance in the reserve fund established for the purpose of emergency needs;
  - 1.1.2 direct that a report describing such action be distributed to trustees within twenty-four hours of the emergency situation, or as soon thereafter as practicable, as well as at the next regular meeting of the Board;
  - 1.1.3 ensure that an emergency expenditure under this policy will be made only for purposes of: protecting the health or ensuring the safety of persons; preserving, repairing, providing or protecting facilities that are essential for the provision of approved services and programs; and, providing, repairing or replacing equipment or furnishings necessary to provide approved programs and services.



## VIDEO SURVEILLANCE IN SCHOOLS

Legal References:	<i>Municipal Freedom of Information and Protection of Privacy Act Education Act, Section 300.0.1 and 301 (2) 5</i>
Related References:	<i>Board Policy 6000 – Safe Schools Administrative Procedure 1100 – Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Administrative Procedure 3085 – Safe Welcome Program Administrative Procedure 3100 - Video Surveillance Cameras in Schools Guidelines for Using Video Surveillance Cameras in Schools - Ontario Information and Privacy Commissioner, 2015</i>
Effective Date:	April 2004
Revisions:	April 2017, <b>October 15, 2018</b>
Reviewed:	

### 1. Preamble

*It is the policy of the Waterloo Region District School Board (WRDSB) that:*

- 1.1 the promotion of a safe and secure learning environment is in the best interest of students, staff and the general public;*
- 1.2 the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) governs the collection of personal information, including the images captured on a video surveillance system;*
- 1.3 the utilization of video surveillance systems is to complement, not to replace, other means to create a safe and secure learning environment.*
- 1.4 the video surveillance system will collect, use, retain and dispose of personal information in the course of meeting its statutory duties and responsibilities. The WRDSB is committed to the protection of privacy of individuals with respect to personal information that is in its custody and/or under its control.*
- 1.5 personal information (video images) collected by the WRDSB will have a specific purpose and will be kept in a secure manner. The WRDSB further commits that personal information will not be used or disclosed for purposes other than those for which it was collected except with the consent of the individual or as required by law and will be disposed of when it is no longer needed and in accordance with MFIPPA and the WRDSB Retention Schedule.*

### 2. Definitions

- 2.1 Covert Surveillance- the use of a concealed video without an audio track for non-routine investigative purposes.*
- 2.2 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - means the legislation that governs access to and the privacy of WRDSB records containing personal information.*

- 2.3 *Overt Surveillance - the unconcealed use of video for monitoring purposes or to record activities for historical review.*
  - 2.4 *Personal Information- recorded information about an identifiable individual as per MFIPPA.*
  - 2.5 *Retention Schedule - is a list of all the record classifications and their corresponding retention periods. The schedule also identified which records are deemed vital, which are archival, and who is the responsible department or official record holder.*
  - 2.6 *Video Surveillance Systems -video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals in school buildings and on school property (in schools this would usually include analog video, digital and closed-circuit camera systems).*
3. *Authority*
    - 3.1 *The Coordinating Superintendent of Human Resource Services has overall responsibility for the WRDSB video surveillance program.*
    - 3.2 *The following personnel are authorized to utilize/access the video surveillance system in the discharge of their duties:*
      - 3.2.1 *Principals*
      - 3.2.2 *Vice-Principals*
4. *Application/Scope*
    - 4.1 *This policy applies to the operation of any video system installed within any WRDSB site for the purpose of surveillance.*
    - 4.2 *Overt video surveillance equipment shall be used in public areas of its schools and facilities when it is deemed necessary in order to:*
      - 4.2.1 *Enhance the safety and well-being of students, staff and the community;*
      - 4.2.2 *Protect WRDSB property and equipment against theft or vandalism;*
      - 4.2.3 *Aid in identifying intruders and of persons breaking the law;*
      - 4.2.4 *Support implementation of Ministry of Education's Safe Welcome Program.*
    - 4.3 *The WRDSB reserves the right to consider and employ lawful "covert surveillance" on a case by case basis in consultation with the appropriate Supervisory Officer. Covert video surveillance shall only be used in specific, limited circumstances as an investigative tool related to criminal or illegal activity.*
    - 4.4 *The video taping of school events such as graduation, theatrical productions or other similar events by the parents and families of students is not addressed by this policy.*
    - 4.5 *Authorized videotaping for educational, instructional and/or research purposes are not addressed by this policy.*
5. *Guidelines*
    - 5.1 *Notice signs shall be installed at all properties with video surveillance systems, in accordance with the notification requirements of MFIPPA. Signs will be prominently displayed so the public has reasonable and adequate warning that surveillance is or may be in operation before entering the area.*
    - 5.2 *The closed circuit television (CCTV) system within WRDSB facilities may operate continuously. All recorded images are the property of the WRDSB.*
    - 5.3 *Cameras will not monitor areas where students and staff have an expectation of privacy, such as change rooms and washrooms.*
    - 5.4 *Where applicable and appropriate, this policy shall be incorporated into training and orientation programs of the WRDSB.*





## VIDEO SURVEILLANCE IN SCHOOLS

Legal References:	<i>Municipal Freedom of Information and Protection of Privacy Act Education Act, Section 300.0.1 and 301 (2) 5</i>
Related References:	<i>Board Policy 6000 – Safe Schools Administrative Procedure 1100 – Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Administrative Procedure 3085 – Safe Welcome Program Administrative Procedure 3100 - Video Surveillance Cameras In Schools “Guidelines for Using Video Surveillance Cameras in Schools” (Ontario Information and Privacy Commissioner</i>
Effective Date:	<i>April 2004</i>
Revisions:	<i>May 2014, February 22, 2016</i>
Reviewed:	<i>April 10, 2017</i>

### 1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board (“WRDSB” or “the Board”) that:
  - 1.1.1 Overt video surveillance equipment shall be used in public areas of its schools and facilities when it is deemed necessary in order to:
    - enhance the safety and well-being of students, staff and the community;
    - protect Board property and equipment against theft or vandalism;
    - aid in identifying intruders and of persons breaking the law.
    - support implementation of Ministry of Education’s Safe Welcome Program.
  - 1.1.2 Covert video surveillance shall only be used in specific, limited circumstances as an investigative tool related to criminal or illegal activity.



# Committee of the Whole Meeting

October 15, 2018

## **Subject: 2018-2019 Identification, Placement and Review Committees (IPRC) - Membership**

### **Recommendation**

That the jurisdiction of each of these committees as outlined below, and as per attached Appendix A, is approved:

#### **A) School Committees:**

A school IPRC is held when a program modification to accommodate an exceptional student with Special Education Needs can be accomplished within the home school environment.

#### **B) Area Committees:**

An area IPRC is held when program modifications to accommodate an exceptional student with Special Education Needs is necessary for them to access a designated program within their current school environment or if a change in schools is required for the student to access the designated program.

#### **C) District Committees:**

A district IPRC is held when program modifications to accommodate an exceptional student with Special Education Needs requires placement in cross-district Special Education Programs (i.e., Provincial School). This occurs when school and district resources have been exhausted or when specialized equipment that is not available in a school setting is being considered.

### **Status**

Each Identification Program and Review Committee shall consist of a minimum of three members, all of which shall be appointed by the Waterloo Region District School Board. The Chair of the Committee shall be the sending School Principal or the Superintendent's designate. A member or Trustee of the Board is not eligible to be appointed as a member of this committee.

### **Background**

The Waterloo Region District School Board operates Identification, Placement and Review Committees. These committees are organized within schools, areas of schools, and the district. According to Regulation 181/98 of the Education Act, "Each board shall establish one or more committees for the identification and placement of exceptional pupils, determine the jurisdiction of each committee and establish the manner of selecting the chair of each committee."

**Financial implications**

No financial implications.

**Communications**

In accordance with Ministry of Education policy, the makeup of these committees must receive Board of Trustees approval. This information will be shared with the appropriate staff.

Prepared by: Scott Miller, Superintendent, Student Achievement & Well-Being in consultation with Coordinating Council

## Identification, Placement and Review Committee Membership

### 2018-2019

The mandate and membership for Identification, Placement and Review Committees (IPRC) are recommended as follows:

#### A. SCHOOL COMMITTEES

##### Jurisdiction

A school IPRC is held when program modification is possible to accommodate exceptional pupils within the home school programs.

##### Membership:

##### A.R. Kaufman

Pam Kaur Olivera Banda	Heidi Mannhardt Christine Klassen	Kristi Johannes	Byron Newberry
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##### Abraham Erb

Heather Schumann	Teri Easton	Danielle George-Campbell
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##### Alpine

Rita Givlin	Christena Baxter	Michael Kelly	Julie Jackson-Lawson
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##### Avenue Road

Marc Lehmann	Harpinder Singh	Jenni-Rebecca Roberge
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##### Ayr

Mike Coates	Linda Ehrenfellner	Student Classroom Teacher
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##### Baden

Chris Eaton Mary Elias	Adam Becker Jan Hansen	Tina Bodendistle	Margot McKee King
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##### Blair Road

Marc Vender	Michael Bolton	Jackie Nash-Snowton
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##### Bluevale Collegiate

Deborah Tyrrell Adam Taylor	Brian Wiechers Ryan Eagles	Liz Maloney	Riah Townsley
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##### Breslau

Michelle Schmid Wendy McLellan	Sean Finn	Thea Kennedy	Jennifer Bell
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##### Bridgeport

Murray Crewson	Annette Birch	Linda Gerber
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**Brigadoon**

Kelly Gudas	Anne Stephen	Bev Hall	Paula Reise
Pam Mustin	Christine Gruber-Kelly		

**Cameron Heights Collegiate**

Ray Teed	Sharon MacKenzie	Stephanie Rutledge	Natalie Hull
Nicole Martin			

**Cedar Creek**

Sofia Brock	Sarah Generoux	Jennifer Bockus-Brown	
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**Cedarbrae**

Julie Weber	Alisha Gee	Leah Cronin	
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**Centennial (Cambridge)**

Holly Corman	James Lawrie	Megan Saulnier	
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**Centennial (Waterloo)**

Lisa Devall-Martin	Julie George	Marcia Watson	Andrea Spoltore
Alyssa Serviss	Kevin Watt		

**Central**

Sharon Morgan	Paula Cutchull	Alicia Pearle	
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**Chalmers Street**

Jeff Johnson	Jill Strome	Carrie Hatton	Andrea Harmer
Diana Savel			

**Chicopee Hills**

Lee Anne Andriessen	Kylie Doerner	Cailin Daub	Peter Trybus
Christopher Berscht	Hilary Brisson		

**Clemens Mill**

Carolyn Graham	Elizabeth Gill	Amanpreet Dhaul	Stacey Botting
Dana Papalia			

**Conestogo**

Cathy Baer	Kendra Platt	Rachael Quickfall	
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**Coronation**

Samantha Hutton-Walker	Carolyn Kay	Ozlem Samuels	
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**Country Hills**

Rob Rebellato	Alex Coffey	Adrienne Kershaw-Geis	
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**Courtland Avenue**

Dudley Brown	Laurie Mackechnie	Terrance Gage	Andrea Wiebe
Kristen Morrison	John Howison		

**Crestview**

Pauline Shiry	Kirsten Service	Maureen Rockel	Diana Bowe
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**Doon**

Beverlie Stewart	Linnea Bates	Breanne McArthur	
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**Driftwood Park**

Julia Passmore	Farida Jamal	Ashlie Weicker	April Couzens
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**Eastwood Collegiate**

Ryan Hume	Josh Windsor	Kelly MacDonald	Rubina Chandler
Tina Jumeian			

**Edna Staebler**

Steve McCrae	Susan Black	Anne Bishop	Ed Griffith
Sanj Sathiyamoorthy			

**Elgin Street**

Allan MacKay	Melissa Stacey	Cindy Walsh	Karen Desmuelles
Matthew Hunter			

**Elizabeth Ziegler**

Susan Marchiori	Sara MacNeill	Pete Banks	Shelagh Buhler
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**Elmira District Secondary**

Brad Marsh	Amanda Pileggi	Nanci Henderson	Pamela Germann
Lisa Douglas			

**Empire**

Krista Mohr Beamish	Heather Hadden	Danita Crewson	Ruth Anne Hamel
Bryan Rankine			

**Floradale**

Andy Beddoe	Chrisoula Xintavelonis	Jennifer Hanley	
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**Forest Glen**

Tamara Kaufman	Katherine Borivilos	Cheryl Brubacher-Cressman	Christopher Greenhough
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**Forest Heights Collegiate**

Tina Rowe	Tracy Cook	Biljana Vazic	Krista Tostic
Peter Pfaff	Allison Schiedel		

**Forest Hill**

Brad Hughes	Rebecca Fay	Tracey van Willigen	Karen O'Reilly
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**Franklin**

Susan Schaffner	Jennifer Wolle	Jason Paddon	Janet Swan
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**Galt Collegiate**

Beverly Wood	Leigh Evans	Alison Little	Tiffany Moser
Michelle Beaupre	Warren Dowhaniuk		

**Glencairn**

Liz Anderson	Kirsten Armstrong	Amy Quinn	Jennifer Tummillo
Michael Geraci			

**Glenview Park Secondary**

Dave Wilson	Deb Derman	Rod Hacking	Rob Dickson
Christie Wynn			

**Grand River Collegiate**

Jim Woolley	Anne Marie Fingland	Susan Kruck	Jodie Antonini
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**Grand View (Cambridge)**

Wendy Bowker	Pam Hawley	Sheila Richards	
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**Grandview (New Hamburg)**

Nick Chiarelli	Melissa Quint	Tammy Romano	Amy Shannon
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**Groh**

Helmut Tinnes	Tamara Ahlberg	Holly McPherson-Mount	
Kim Graham	Natasha Tsetsekas		

**Hespeler**

Rebecca Jutzi	Joshua Watson	Jacqueline Shoebridge	Cheryl Clark
Shanon Nancekivell			

**Highland**

Christine Hristov	Katie Brown	Michelle Fisher	Anne MacInnes
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**Hillcrest**

Vlad Kovac	Hilda Bulman	Dan Kadarian	Cory Stevens
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**Howard Robertson**

Steve Lipskie	Taryn Dowsling	Rachel Wilms	Mary Jean Flemming
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**Huron Heights Secondary**

Jeff Klinck	Diane Kewley	Cynthia Shepherd	
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**J.F. Carmichael**

Brian Burnley	Tracy Scott	Sarah McCrea	Sarah Quart
Kirsten Orchard			

**J.W. Gerth**

Marc Laurente	Sharon Srigley	Christy Coghill	
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**Jacob Hespeler Secondary**

Brenda Cathcart	Jen Shahi	Darryl Hazenberg	Deb Robinet
Ben Crane	Jane McWilliams		

**Jean Steckle**

Andrea Michelutti	Sherie Eckhardt	Stephen Coe	Tracy Asher
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**John Darling**

Holly Smith	Deanna Heer	Catherine Dufournaud	Danielle Vines
Deanne Bidinosti			

**John Mahood**

Dan Enns	Mary Janzen	Kevin Rempel	
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**K.C.I.**

Cathy Vollmer-Ashley	Karen Letwin	Kevin Broadhurst	Jon Taylor
Ainslee Bauman	Grant Hallas		

**Keatsway**

Penny Miller	Devrim Sherifali	Julie Jackson	
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**King Edward**

Brian Weigel	Catharine Marchand	Jane Ferguson	Tyandra Bulmer
Megan Chadwick			

**Lackner Woods**

Carol Williams	TJ Hall	Carolynn Daniel	
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**Laurelwood**

Peter Berndt	Lisa Daudjee	Cori Bullock	Krista Sweeney
Leslie Ingram			

**Laurentian Senior**

Greg Jespersen	Lidia Tagliabracchi	Beanna Touhey	Lana Wheeler
Sherri Davidson	Sheri Bowman		

**Lester B. Pearson**

Jill Colyer	Lynda Trudeau	Alison Rieger	Leslie Kunert
Kate Pease	Rebecca Pope		

**Lexington**

Carole Reeves	Charlotte Maloney	Sylvia Young	
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**Lincoln Heights**

Paul Schlegel	Matt Cain	Sharon Shadaan	Elysia Muise
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**Linwood**

Shawn Thompson	Chris Moore	Jeff Pfohl	Connie Priester
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**MacGregor Senior**

Erica Fleming-Gillespie	Andrew Schmitt	Dean Moyer	Kathryn Sleeman-Grant
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**Mackenzie King**

Kathy Haddock	Jennifer Bender	Andreas Richter	Jovana Abadgic
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**Manchester**

Stephanie Munro	Christine Salomon	Sheri Wunder	
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**Margaret Avenue**

Silvana Hoxha	Emma Perks Galbraith	Olivia Cummings Galbraith	David Wyllie
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**Mary Johnston**

Karin Bileski	Lee Wideman	Gina Keta	
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**Meadowlane**

Phillip Sallesky	Andrea Hill	Brandy Eberhardt	
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**Millen Woods**

Trish Starodub	Sandra McVannel	Stephanie Nellis	Dave Fitzsimmons
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**Moffat Creek**

Heather Kruis	Shaina Malcho	Steve McKay	
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**N.A. MacEachern**

Laura Griffin	Jenna Hoffman	Gemma Duley	Kate Cressman
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**New Dundee**

Laura Hagey-Nicholas	Irene Witzke	Rachelle McLean	
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**Northlake Woods**

Shawn Darby Shelley Miller	Mary Beth Reynolds	Jenn Aylsworth	Christine Martin
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**Park Manor**

Sharlene McHolm	Marnie McKenzie	Betty Bouw	
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**Parkway**

Jason Stere	Greg Matsuo	Greg Hallman	
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**Pioneer Park**

Tracy Tait	Mary Newman	Sandra Jovanovic	Jeff Bumstead
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**Preston High**

Paula Bender Linda Brennan	Dollie Butticci Ryan Gibb	Jason Garramone Phyllis MacLeod	Kylie Poole
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**Preston Public**

Mark McMath  
Michael Bennett

Karen Woroch

Susan Woosnam-Battler

**Prueter**

Jennifer Crits  
Gillian Lambert

Susan Miller

Jane Topper-Dixon

Olivia Perrin

**Queen Elizabeth**

Kathy Mathers

Leanne McCutcheon

Sheena-Kaye Hogan

Ryan Day

**Queensmount Senior**

Jon Lencz  
Paul Jasinski

Leah Pullen

Carmen McQuillin

Kevin Phillips

**Riverside**

Brent Hatcher  
Ryan McCluskey

Connie Lepp

Rosemary Koch

Jake MacTavish

**Rockway**

Bobbie Jo Lovell

Samantha Hutchison

Mike Snyder

**Rosemount**

Stephen Sherlock

Lynn Buckley

Kathleen Matthews

**Ryerson**

Leisa Kuntz  
Tim Pugh

Regan Wells

Jennifer Ruppert

Deb Bird

**Saginaw**

Erin Bell

Michelle Chessell

Alison McGauley

Christine Martin

**Sandowne**

Danielle Holden

Marilyn Promoli

Holley Qushair

**Sandhills**

Nancy Murovec  
Jeannette Bible

Shelly Porteous

Tom Ernst

Allison Robbins-Shoneker

**Sheppard**

Christina Webster

Joseph Barlen

Anna Lucas

**Silverheights**

Leslie McNabb  
Val Martin

Darren Jones

Kristen Hrbak

Justin Read

**Sir Adam Beck**

Alison Wardrop Daphne Weaver-Cole	Jan Hansen	Beth Mehring	Andrea Emrich
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**Sir John A. Macdonald**

Jennifer Shortreed David Williamson	Sarah Taylor Amie Klomp	Jennifer Bistolas	Sandy Millar
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**Smithson**

Karen Moore Laura Slemmon	Sachiko Shimazaki	Anne-Marie Smith	Julia Sauder
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**Southridge**

Geoff Suderman-Gladwell Stacey Carswell	Julie White	Irene Loupos	Helen Turner-Fisher
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**Southwood Secondary**

Stephen Gray	Patricia Pascoe	Sue Shepley	Katie Grant
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**St. Andrew's Senior**

Tatiana Stroud Amanda Matessich	Jenn Burr	Kim Bigam	Bailey Prior
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**St. Jacobs**

Amy Humphrys	Linda Angus-Fitzpatrick	Karen Lebold
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**Stanley Park Senior**

Nancy Woodhall	Brent Johnson	Scott Dowling
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**Stewart Avenue**

Dave Glebe Jennifer Urquhart	Joel Vanco	Grace Camelia	Jean Perry-Terrell
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**Suddaby**

Wendy Daley Kortney Weichel	Meghan Reis	Lisa Lynch	Andrea Hazenberg
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**Sunnyside Senior**

Jeff Lovell Michelle Shannon	Clark Day	Charmaine deBoer
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**Tait Street**

Paul Milne Meghan Obergan	Carrie McGinnis	Karlee Holroyd	Karen Grant-O'Grady
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**Trillium**

Jeff Adam	Kerry Schirm	Jillian Moore
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**Vista Hills**

Don Oberle	Charity Frey	Jennifer Huff	Melissa Marshall
Emily Upshaw	Laura Ruetz		

**W.T. Townshend**

Lori Briscoe	Shannon Korpan	Myrian Lucas	Karen Madsen
Sandra Himann			

**Waterloo Collegiate**

Heidi Kolb	Sara Milks	Paulien Janke	Greg McKeown
Lisa Abbott			

**Waterloo-Oxford District**

Carolyn Salonen	Kathryn Jacklyn	Bonnie Wigmore	Peter Kalbfleisch
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**Wellesley**

Brian Beney	Erin Agnello	Jennifer Martin	Sandra Rath
Maria Piccin			

**Westheights**

Michael Martin	Brock Greenhalgh	Freya Hastings	Lisa Osborn
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**Westmount**

Carolyn Griffiths	Lisa Boudreau	Cassandra Ramseyer	Deb Ferguson
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**Westvale**

Jodie Hancox-Meyer	Stephen Ahlberg	Kathy Reaume	Kim Puzak
Greg Miller			

**William G. Davis**

Brian Ward	Kevin Pomfret	Chris Schlei	Matt Borghese
Christien Burrowes	Kim Stenhouse		

**Williamsburg**

Rose Noonan	Lori Peebles	Devon Yoell	Ann Stotts
Jennie Moskalik	Karen Reinhardt		

**Wilson Avenue**

Elizabeth Martz	Vince Graham	Pino Esposito	Sarah Ives
Lisa Mitani			

**Winston Churchill**

Pat Dale	Kathy Hagedorn-Hehl	Trena Summers	Devrim Sherifali
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**Woodland Park**

Jenni Guy	Krista Lundy	Sandra Field
Robin Dinney	Hera DeAngelis	Brad Martin

## **B. AREA COMMITTEES**

### **Jurisdiction**

An area IPRC is held when program modifications to accommodate an exceptional student with Special Education Needs is necessary for them to access a designated program within their current school environment or if a change in schools is required for the student to access the designated program.

### **Membership**

Standing members appointed by the Board will be selected from the following:

- Superintendent, Student Achievement & Well-Being or designate
- Special Education Teacher
- Learning Services (Special Education) Resource Staff

All standing members of the school committees are also members for their respective area committees. The chairman of each area committee will select the standing members for a specific meeting from the school committees, plus any member of the Learning Services (Special Education) Resource Staff. The chairperson of the area committee is selected by the Superintendent of Student and Achievement and Well-Being with responsibilities for Special Education.

## **C. DISTRICT COMMITTEES**

### **Jurisdiction**

A district IPRC is held when placement into cross-district Special Education Programs is being considered, when school and area resources have been exhausted.

### **Membership**

- Coordinating Superintendent, Student and Achievement & Well-Being or Designate
- Superintendent, Student Achievement & Well-Being (Special Education)
- System Administrator, Learning Services (Special Education)

All the standing members of the area committees are also standing members for the district committees. The chairperson of the district committees will select the standing members for specific meetings. The chairman of the district committees is the Coordinating Superintendent, Student Achievement & Well-Being or designate.



# Report to Committee of the Whole

October 15, 2018

**Subject: Doon South Development Area  
School Boundary Assignments – Secondary  
Panel**

## Recommendation

*This report is for the information of the Board.*

## Status

The Planning Department regularly reviews residential development plans to estimate projected enrolment growth and assess the capacity of nearby schools to accommodate anticipated growth.

Where space is insufficient, [Board Policy 4012 – School Attendance Areas](#) and [Administrative Procedure 4992 – Temporary Student Accommodation for Development Areas](#) provide a process for creating and assigning Development Areas (DAs) to holding schools until a more permanent long-term accommodation is available. A permanent and long term solution refers a new school, a classroom addition or a boundary change resulting from a boundary study.

In response to current and anticipated future enrolment pressure being experienced at Huron Heights Secondary School, the previously established 'Doon South' DAs (See Appendix A) in southwest Kitchener are being assigned to Forest Heights Collegiate Institute for grades 9 through 12.

Appendix A details the 'Doon South' DAs, Appendix B details the projected school enrolments to 2028, and Appendix C provides an updated boundary map for Forest Heights Collegiate Institute including the recently assigned DAs.

## Background

Southwest Kitchener is a rapidly growing area of the Board's jurisdiction. It represents the largest remaining area of residential greenfield development in Waterloo Region. In response, the Board has constructed and opened a number of new elementary schools to accommodate the enrolment (Jean Steckle – 2013, Groh Public School – 2016, Janet Metcalfe Public School – 2018).

Although new facilities have been opened to accommodate elementary enrolment Huron Heights Secondary School remains the only Waterloo Region District School Board secondary school within the southwest Kitchener area. The school has experienced significant enrolment growth since opening in 2006 and is anticipated to accommodate 1550 students Average Daily Enrolment, within 1245 pupil places (See Appendix B) for the 2018-2019 school year. Enrolment projections indicate that further enrolment increases are expected at Huron Heights Secondary School placing further pressure on the facility (See Appendix B).

In an effort to address the increasing enrolment pressure at Huron Heights Secondary School a number of strategies/changes have been recently implemented.

- The establishment and assignment of DAs to divert enrolment from areas of new development from Huron Heights Secondary School.
  - At the December 11, 2017 Committee of the Whole Meeting Planning Staff presented two reports:
    1. The 'Wildflowers Development Area Holding School Assignments – Secondary Panel' which changed the holding school assignment of the 'Mattamy Wildflowers' subdivision from Huron Heights Secondary School to Forest Heights Collegiate Institute and;
    2. The 'Doon South Development Area School Boundary Assignments – Secondary Panel' which established secondary school DAs around future plans of subdivision in southwest Kitchener (See Appendix A).
- At the school level for 2018-2019 Huron Heights Secondary School implemented operational changes to maximize the use of existing capacity. Namely, moving from a five period day to a six period day by implementing a double lunch period.
- At the May 14, 2018 Committee of the Whole Meeting Trustees approved the commencement of a boundary study to address enrolment pressure at HHSS. The Boundary Study includes Huron Heights Secondary School, Forest Heights Collegiate Institute and Cameron Heights Collegiate Institute. Planning staff are anticipating presenting a report to Board in late Fall 2018 to initiate the boundary study public consultation.

Planning staff have worked closely with Coordinating Council and the senior team to implement the measures above and will continue to review additional options as needed.

### **Financial implications**

There are no financial implications.

### **Communications**

Information about DA assignments is available on the [Planning Department](#) website.

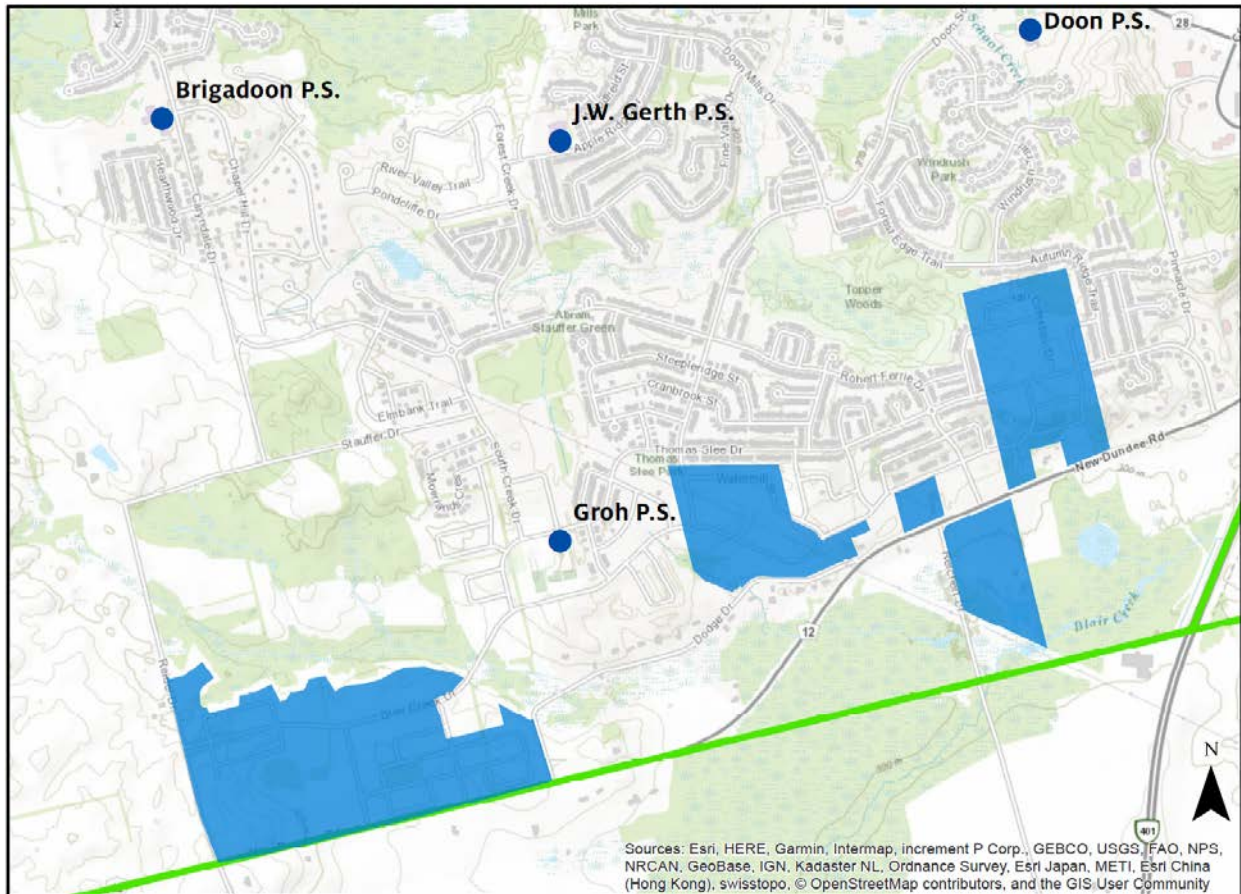
Further, the "School Finder" application on the Board's website is updated on a regular basis to display the school assignments and transportation eligibility based on up to date municipal addressing.

School administrators, Superintendents, Student Achievement & Well-Being, Facilities Services and Student Transportation Services of Waterloo Region were consulted in the assignment of the development area.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer of the Board  
 Nathan Hercanuck, Manager of Planning  
 Sarah Galliher, Senior Planner  
 in consultation with Coordinating Council

## APPENDIX A

## Doon South Development Area Map

Development Area Holding School Assignments

JK to 6 - Pioneer Park Public School

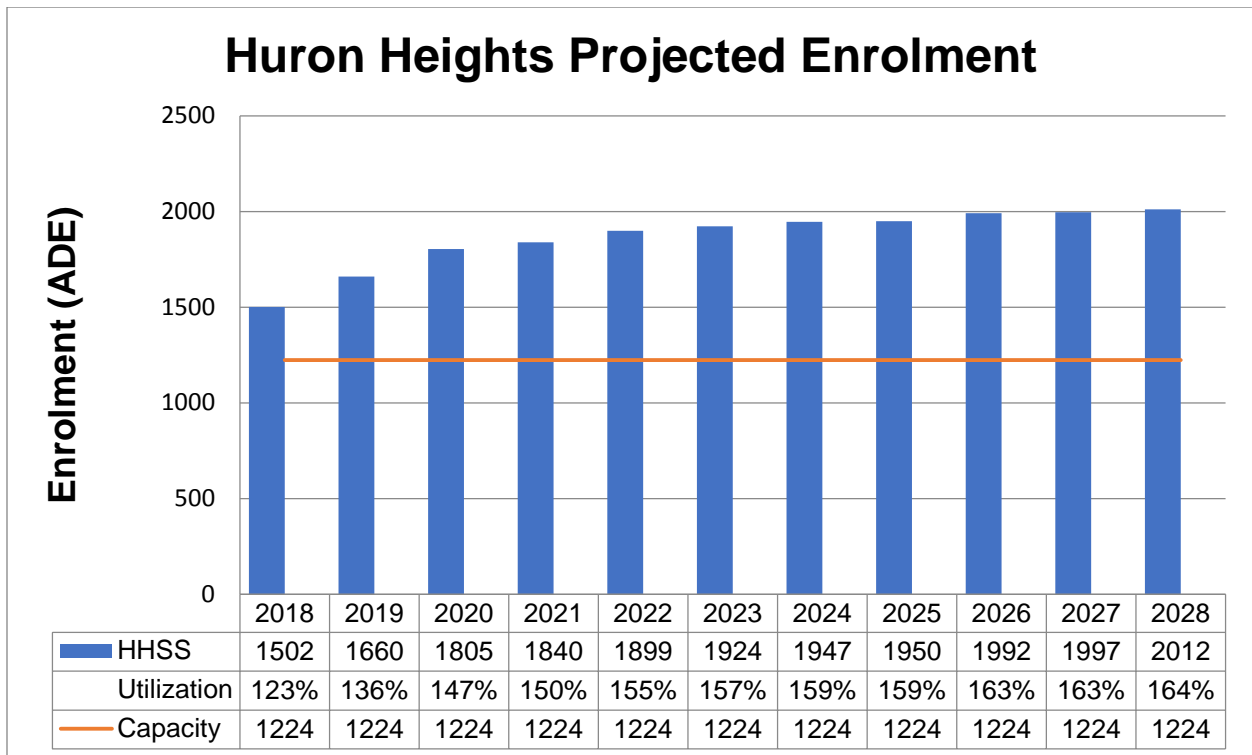
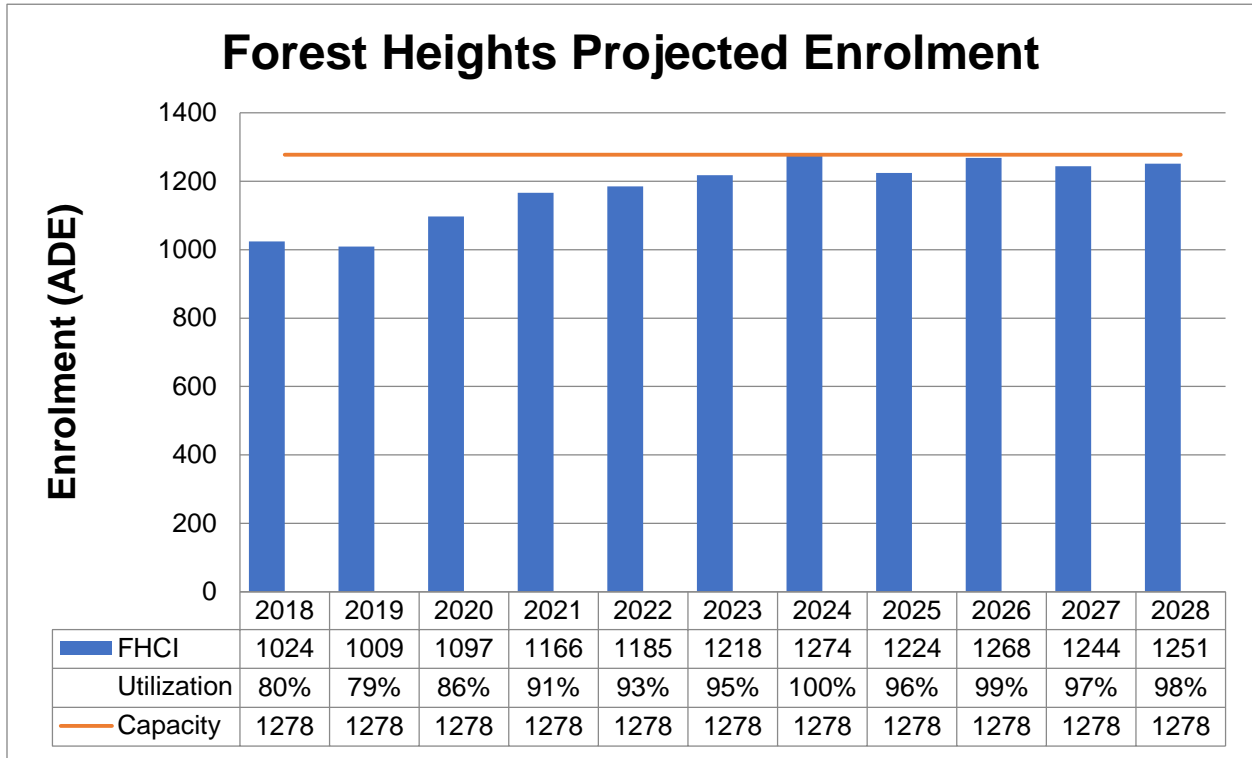
Grades 7 and 8 - Doon Public School

Grades 9 to 12 - Forest Heights Secondary School



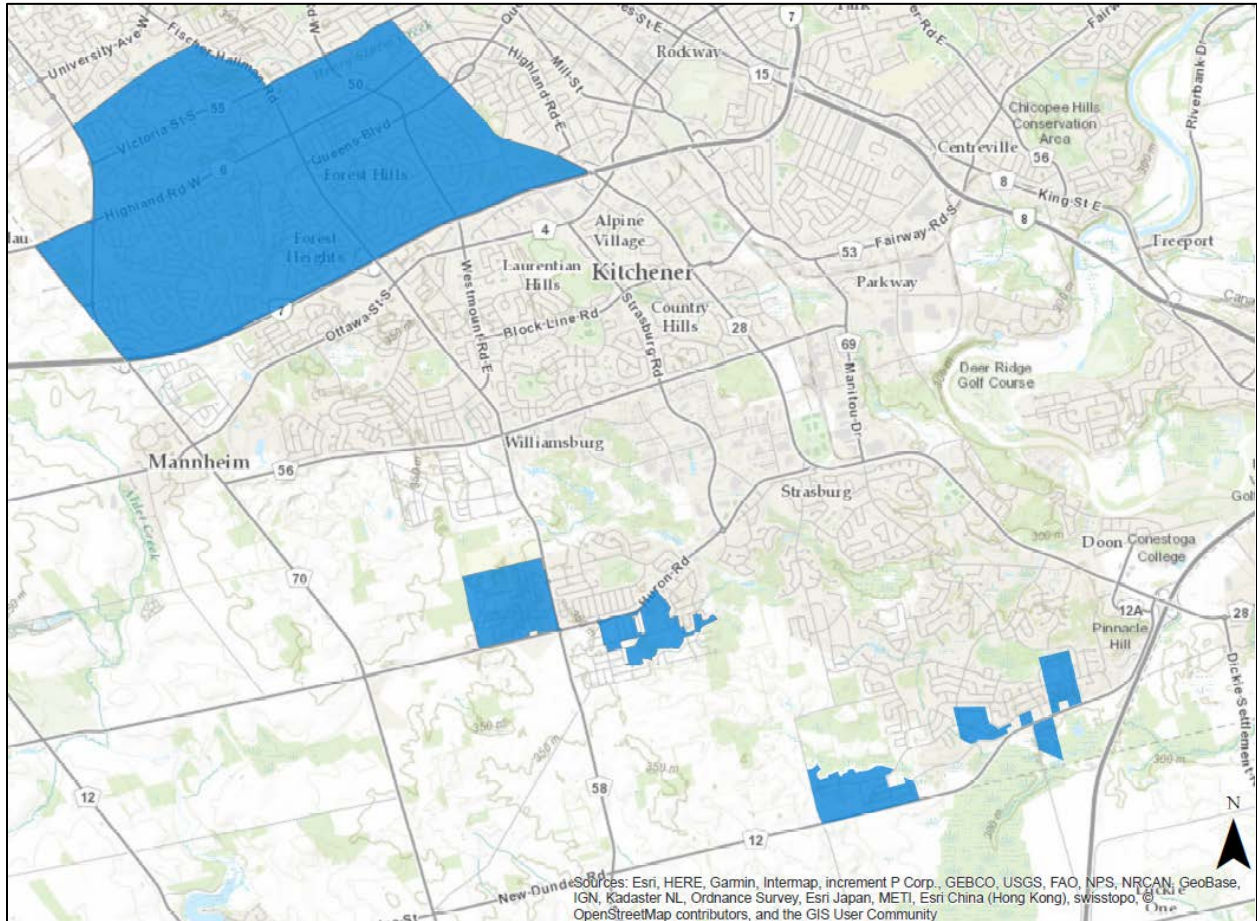
**APPENDIX B**

**Enrolment Projections**



### Forest Heights CI Boundary Map

Including Mattamy Wildflowers (Janet Metcalfe) DA, Huron South (Tartan) DA and Doon South DA





# Report to Committee of the Whole

October 15, 2018

## **Subject: Major Capital Projects Quarterly Update Report**

### **Recommendation**

*This report is provided for information of 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.

Janet Metcalfe Public School has achieved occupancy and the General Contractor is in the process of finalizing the interior finishes in the gymnasium, library, science/technology room and music room in the coming weeks. This work will be completed in a manner as to not disrupt the school activities during the day. There are some budget pressures with this project as we work to finalize the school, mainly due to some changes associated with creating a purpose built area for our medically fragile students from Glencairn Public School. These important changes were enacted after the tender had been awarded. We look to provide a final financial update in our December quarterly report. Any overages to our original budget will be brought to the Board of Trustees in our annual Omnibus report requesting to use funds to cover these overages from Built Capacity surplus.

At Queensmount Public School, construction is substantially complete with all accessible upgrades in place. Some minor deficiencies will need to be completed in the coming weeks.

These changes have been updated in Appendix A.

### **Background**

The major capital projects listed on Appendix A have been funded by the Ministry of Education and approved by the Board of Trustees (Board).

### **Financial implications**

The updated projects are listed on 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.




Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services  
& Treasurer of the Board  
Ian Gaudet, Controller, Facility Services  
Ron Dallan, Manager of Capital Projects  
in consultation with Coordinating Council

**Major Capital Projects**  
**Quarterly Update Report**  
**18-Sep-2018**

Project	Stage		Scope	Board Approval	Ministry Approval	Site Acquisition Complete	Site Encumbrances	Architect	Site Plan Approval	Bldg Permit	Tender Awarded	Project Budget	Classes Begin
Janet Metcalfe P.S. (new)	Occupancy Granted		New School	11-May-15	30-Oct-15	Yes	No	WalterFedy	Yes	Yes	Yes	\$15,543,455	September 2018
P.S. in South East Cambridge (Greengate) (new)	Pre-Design		New School	09-May-16	21-Nov-16	No	No	TBA	No	No	No	\$13,503,269	TBA
Grand River C.I. (addition and renovation)	Construction		Addition/Renovation	09-May-16	21-Nov-16	NA	No	Kingsland + Architects Inc.	No	No	Yes	\$10,855,705	September 2019
Ryerson P.S. (addition and renovation)	Construction		Addition	09-May-16	21-Nov-16	NA	No	WalterFedy	Yes	Yes	Yes	\$4,706,749	September 2019
Cedar Creek P.S. (addition and renovation)	Construction		Addition	09-May-16	21-Nov-16	NA	No	BJC Architects Inc.	Yes	Yes	Yes	\$8,845,721	September 2019
P.S. in Kitchener Huron South (Tartan Ave) (new)	Pre-Design		New School	15-May-17	15-Jan-18	No	No	TBA	No	No	No	\$16,361,437	TBA
Queensmount P.S (renovation)	Occupancy Granted		Renovation	09-May-16	NA	NA	No	CS&P Architects Inc.	Yes	Yes	Yes	\$3,561,000	September 2018
Lackner Woods P.S (childcare addition)	Pre-Design		Addition	TBD	03-May-18	NA	No	CS&P Architects Inc.	No	No	No	\$2,520,852	TBA
Saginaw P.S. (childcare addition)	Pre-Design		Addition	TBD	03-May-18	NA	No	Martin Simmons	No	No	No	\$2,520,852	TBA

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

October 15, 2018

## **Subject: Capital Renewal Update**

### **Recommendation**

*This report is for the information of the Board.*

### **Status**

Referencing the May 14, 2018 Committee of the Whole package, the allocation for the Annual Pupil Accommodation Grant – School Renewal, and Annual School Condition Improvement (SCI) Grant – School Renewal, were \$9.933M and \$14.421M respectively. In addition to the SCI amount, Greenhouse Gas Reduction Fund (GGRF) was reported in the SCI Grant – School Renewal report and indicated \$1.602M was provided through the Cap and Trade program.

As of August 3, 2018, 97.4% of the GGRF had been spent on key funding priorities targeted under this grant. These priorities include lighting improvements, heating, ventilation, air conditioning (HVAC) and control systems, building envelope, and other projects that support energy reduction and conservation. GGRF was initiated with a different funding timeframe than a typical school fiscal calendar from September 1 through August 31. Instead GGRF funding was linked to funding from April 1 through March 31. This enabled projects to be initiated and delivered in late spring and early summer.

Funding allocation through the Pupil Accommodation Grant – School Renewal has traditionally been divided and allocated approximately 50% on Program Enhancement and 50% on Major Maintenance. For this funding, \$4.950M has been allocated to secondary renovations, elementary renovation, special education renovation, computer infrastructure, design briefs, health, safety and security enhancement, environmental upgrades, and accessibility upgrades. Much of this important work is informed by the work of the Elementary Accommodation Committee, Secondary Accommodation Committee, and the Accommodation Steering Committee.

In addition to the above, \$4.983M for the Pupil Accommodation Grant – School Renewal has been allocated to major maintenance. This funding is focused into support for building envelope, interior finishes, site improvements, mechanical and electrical upgrades, energy conservation, building and fire code upgrades, and portable repairs.

Work on these important projects is proceeding through schematic design and costing, with the intent of tendering and implementing at various times throughout the 2018/2019 school calendar year, with a particular focus on work occurring during the winter break, March break, and summer shutdown.

Similarly, Annual SCI – School Renewal has key focused areas of spending defined by the Ministry of Education. Of the \$14.421M, 70% or \$10.095M are to be directed at key building components and include plumbing, HVAC, fire prevention and notification

upgrades, electrical upgrades, substructure improvements and shell and superstructure improvements. The balance of the funding, 30%, OR \$4.32M is dedicated to locally identified needs which include interior finishes, equipment and furniture, special construction, demolition, and site work.

Similar to the Pupil Accommodation Grant – School Renewal, work on these important projects is proceeding through schematic design and costing, with the intent of tendering and constructing at various times throughout the 2018/2019 school year and summer break.

While the above provides a summary of update on capital repairs currently being addressed across our region, it does not address all needs within our system. Most recent data extracted from the Ministry's Condition Assessment Program Administrator, VFA, Inc. (VFA), Asset Management Database indicates a 5-year backlog of maintenance needs in the order of \$585M for the Waterloo Region District School Board. This backlog of needs is continually updated based on scheduled inspections of the Waterloo Region District School Board's inventory of school facilities as scheduled by the Ministry of Education.

## **Background**

As of August 3, 2018, the Waterloo Region District School Board has spent 97.4% of the 2018/19 allotment (\$1,561,525.95 of \$1,602,400). In a letter dated August 3, 2018 to the Ministry, the Waterloo Region District School Board provided details of the projects and associated costs of all contracts entered into between April 1, 2018 and July 3, 2018. We await the Ministry's response confirming that these projects will remain funded.

Based on a verbal report at a Special Committee of the Whole Meeting on August 20, 2018 regarding the wind-down of Greenhouse Gas Reduction Funding (GGRF), Trustees expressed an interest in receiving a general update on capital repairs needed at schools.

## **Financial implications**

The Waterloo Region District School Board will receive approximately \$24.354M in School Renewal funding through the Pupil Accommodation Grant and the School Condition Improvement Grant in 2018/2019 school year.

The Waterloo Region District School Board's GGRF was projected to be \$1,602,400 for the 2018/2019 school year. Additional financial implications may result from the Ministry's response to the Waterloo Region District School Board's August 3, 2018 letter.

## **Communications**

No additional communications are required at this time.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services  
& Treasurer of the Board  
Ian Gaudet, Controller, Facility Services  
in consultation with Coordinating Council





# Report to Committee of the Whole

October 15, 2018

## **Subject: Motion to Provide Naloxone Kits in Schools**

### **Recommendation**

*That the Waterloo Region District School Board provides Naloxone kits in its secondary schools and alternative programs; and*

*That the Waterloo Region District School Board postpone providing Naloxone kits in its elementary schools and rural schools until such time as the Board receives a report back from the Waterloo Region Integrated Drug Strategy.*

### **Status**

This report contains a Motion moved by Trustee M. Ramsay, seconded by Trustee C. Watson at the February 26, 2018, Board Meeting. The Board of Trustees voted in favour of postponing the motion to September 2018.

### **Background**

A report including the estimated annual cost of Naloxone kits was presented to Trustees on November 20, 2017.

This motion started as a Notice of Motion served by Trustee C. Watson at the November 27, 2017, Board Meeting and was supported by Trustees C. Waterfall and C. Harrington. The motion was brought to the Board at the February 12, 2018 Committee of the Whole Meeting.

At the February 26, 2018, Board Meeting the related motion was replaced by a new motion moved by Trustee M. Ramsay and seconded by Trustee C. Watson.

### **Financial implications**

Please see Appendix A for the estimated annual cost.

### **Communications**

None identified at this time.

Prepared by: Stephanie Reidel, Manager of Corporate Services  
for Cindy Watson & Mike Ramsay, Trustees  
in consultation with Coordinating Council



**Naloxone – Financial Analysis**

<b>Narcan (Naloxone Kits)</b>	<b>Sites</b>	<b>Units per Site</b>	<b>Cost per Unit</b>	<b>Extended Cost</b>
Elementary	105	1	\$ 145	\$ 15,225
Secondary	16	3	\$ 145	\$ 6,960
Alternative	20	2	\$ 145	<u>\$ 5,800</u>
			Sub-Total	\$ 27,985
<b>Staff Training (Release Time)</b>			<b>Staff</b>	
Elementary			4	\$ 43,050
Secondary			9	\$ 12,800
Alternative			20	<u>\$ 5,600</u>
			Sub-Total	\$ 61,450
<b>Training Materials and Staff Deployment</b>				<u>\$ 30,000</u>
			Total	<u>\$ 119,435</u>



# Report to Committee of the Whole

October 15, 2018

## **Subject: Motion - Trustee Parental Leave**

### **Recommendation**

*That the Waterloo Region District School Board develop a policy, effective December 1, 2018, that provides pregnancy/parental leave for trustees, including leaves that are the result of the trustee's pregnancy, the birth of the trustee's child, or the adoption of a child by the trustee; and*

*That the trustee is not required to seek approval for such a leave that lasts 20 consecutive weeks or less.*

### **Status**

This report contains a notice of motion served by Trustee T. Martin at the September 17, 2018 Committee of the Whole meeting. It is supported by Trustees C. Millar, C. Waterfall and K. Woodcock.

### **Background**

Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017 included various amendments made to the Education Act. Section 170 of the Act is amended to require every school board to adopt and maintain policies with respect to pregnancy leaves and parental leaves of members of the board. Section 228 of the Act currently sets out circumstances where a member of the board's seat becomes vacant. A new subsection 228 (2.1) is added to provide that a vacancy does not occur where the member is absent for 20 consecutive weeks or less if the absence is the result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

### **Financial implications**

Financial implications are not yet known.

### **Communications**

None identified at this time.

Prepared by: Stephanie Reidel, Manager of Corporate Services  
for Ted Martin, Trustee  
in consultation with Coordinating Council



# Report to Committee of the Whole

October 15, 2018

## **Subject: Motion - Student Voice**

### **Recommendation**

*That the Waterloo Region District School Board request that the Ministry of Education ensure the inclusion of students and the student voice in any consultation process related to education issues and/or curriculum change.*

### **Status**

This report contains a notice of motion served by Trustee C. Millar at the September 24, 2018 Board meeting on behalf of student trustees O. Judelson-Kelly and B. Wahl. It is supported by Trustees N. Waddell, C. Waterfall and K. Woodcock.

### **Background**

It is important for our students to have a voice in their own education. The Ministry of Education has indicated that they will be holding broad consultations with stakeholders but did not mention students at the time this notice of motion was brought forward. Such a request would follow the lead Bluewater District School Board.

### **Financial implications**

No financial implications known at this time.

### **Communications**

None identified at this time.

Prepared by: Stephanie Reidel, Manager of Corporate Services  
for Carol Millar, Trustee  
in consultation with Coordinating Council