

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 Ardel Avenue, Kitchener, Ontario, on **Monday, November 19, 2018, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

Brent Hutzal – Ad Hoc Full Year Schooling Committee Report
Angelica Allen – Ad Hoc Full Year Schooling Committee Report

Policy and Governance

01	Review of Board Policy 1007 - Education Development Charges	M. Gerard
05	Review of Board Policy 1013 - First Nation, Metis and Inuit Voluntary Self-Identification	P. Rubenschuh A. Russell
09	Review of Board Policy 2006 - Consultation	M. Weinert
13	Review of Board Policy 5002 - Leave of Absence-Federal and Provincial Political Candidates	M. Weinert
15	New Board Policy – Trustee Parental Leave	M. Weinert

Reports

16	2017-2018 Trustee Expenses	M. Gerard
18	2017-18 Year-End Financial Report	M. Gerard
30	Audit Financial Statements	M. Gerard
59	Southwest Kitchener Secondary Boundary Study Update	M. Gerard
86	Online Communications Development	A. Russell

Board Reports

89	Ad Hoc Full Year Schooling Committee Report	Trustee C. Waterfall
91	Ad Hoc Bylaw Review Committee Report & Discussion	Trustees K. Woodcock & C. Waterfall

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



EDUCATION DEVELOPMENT CHARGES – ALTERNATIVE ACCOMMODATION

Legal References:	<i>Education Act, Division E. Education Act, subsection 257.60 (1) & (2) Education Act Ontario Regulation 20/98 subsection 9. (1) 6 and 9 (1) 7.</i>
Related References:	<i>Board Policy 1011 - Community Planning and Facility Partnerships Board Policy 4002 – Community Use of Schools Administrative Procedure 4990 – Facility Partnerships Community Planning and Partnerships Guideline, Ministry of Education (March 2015) 2018:B15 Temporary Cap of Education Development Charge Rates</i>
Effective Date:	<i>June 1, 2016</i>
Revisions:	<i>February 22, 2016, November 12, 2018</i>
Reviewed:	

1. Preamble

- 1.1. The **Waterloo Region District School Board (WRDSB)** has pursued cooperative projects and alternatives to proposed accommodation since the commencement of its last by-law and has found that few options are capable of accommodating new growth related students and/or reducing Education Development Charges due to one or more of the following:
 - 1.1.1. Required accommodation is in area of “greenfield” development where there are few existing alternatives in the form of renovating or leasing built accommodation;
 - 1.1.2. Proponents of new development have not been receptive, as partners, to alternatives to the **WRDSB**'s current form of school accommodation;
 - 1.1.3. Timing is such that partnerships have not been able to match financing and construction constraints;
 - 1.1.4. Possible multi-use partnerships for new student accommodation have not proven to be cost-effective for the **WRDSB** over the construction of free-standing facilities.
 - 1.1.5. Arrangements of a cooperative nature generally do not provide classroom accommodation (tend to be site facilities, change rooms, libraries, etc.)
- 1.2. Of the successful arrangements with municipal and other partners, a more efficient development of the property or improved physical facilities is generally the result. For example, several elementary schools have been constructed with childcare centres; secondary schools have accommodated transit, multi-use sports fields, and internal community rooms (including change facilities). These are typically achieved with shared use of school-park campus sites and have not resulted in a reduction in or the sharing of land purchase costs.

2. Policy Direction

- 2.1. It is the policy of the WRDSB to consider possible arrangements with municipalities, school boards, or other persons or bodies in the public or private sector, including arrangements of a long-term or cooperative nature, which would provide accommodation for the new elementary school pupils and new secondary school pupils who are resident pupils of the WRDSB, subject to the following:

- 2.1.1. The arrangement must be proven to be cost effective and advantageous for the WRDSB compared to other possible arrangements including acquisition of a school site and the construction of a free-standing structure;
 - 2.1.2. The arrangement shall comply with any guidelines issued by the Ministry of Education;
 - 2.1.3. The WRDSB shall secure appropriate covenants and/or retain sufficient governance authority over the use of the facility to ensure that it is able to deliver the appropriate educational program to its students.
- 2.2. While the WRDSB will consider possible alternative accommodation arrangements, this is not a commitment of the WRDSB to any specific project(s).

3. Expiry Date

- 3.1 This policy expires on June 1, 2021.

DRAFT



EDUCATION DEVELOPMENT CHARGES – ALTERNATIVE ACCOMMODATION

Legal References:	<i>Education Act, Division E. Education Act, subsection 257.60 (1) & (2) Education Act Ontario Regulation 20/98 subsection 9. (1) 6 and 9 (1) 7.</i>
Related References:	<i>Board Policy 1011 - Community Planning and Facility Partnerships Board Policy 1007 - Education Development Charges – Alternative Accommodation Board Policy 4002 – Community Use of Schools Administrative Procedure 4990 – Facility Partnerships Community Planning and Partnerships Guideline, Ministry of Education (March 2015)</i>
Effective Date:	<i>June 1, 2016</i>
Revisions:	<i>February 22, 2016</i>
Reviewed:	

1. Preamble

- 1.1. The Board has pursued cooperative projects and alternatives to proposed accommodation since the commencement of its last by-law and has found that few options are capable of accommodating new growth related students and/or reducing Education Development Charges due to one or more of the following:
 - 1.1.1. Required accommodation is in area of “greenfield” development where there are few existing alternatives in the form of renovating or leasing built accommodation;
 - 1.1.2. Proponents of new development have not been receptive, as partners, to alternatives to the Board’s current form of school accommodation;
 - 1.1.3. Timing is such that partnerships have not been able to match financing and construction constraints;
 - 1.1.4. Possible multi-use partnerships for new student accommodation have not proven to be cost-effective for the Board over the construction of free-standing facilities.
 - 1.1.5. Arrangements of a cooperative nature generally do not provide classroom accommodation (tend to be site facilities, change rooms, libraries, etc.)
- 1.2. Of the successful arrangements with municipal and other partners, a more efficient development of the property or improved physical facilities is generally the result. For example, several elementary schools have been constructed with childcare centres; secondary schools have accommodated transit, multi-use sports fields, and internal community rooms (including change facilities). These are typically achieved with shared use of school-park campus sites and have not resulted in a reduction in or the sharing of land purchase costs.

2. Policy Direction

- 2.1. It is the policy of the Waterloo Region District School Board to consider possible arrangements with municipalities, school boards, or other persons or bodies in the public or private sector, including arrangements of a long-term or cooperative nature, which would provide accommodation for the new elementary school pupils and new secondary school pupils who are resident pupils of the Board, subject to the following:

- 2.1.1. The arrangement must be proven to be cost effective and advantageous for the Board compared to other possible arrangements including acquisition of a school site and the construction of a free-standing structure;
 - 2.1.2. The arrangement shall comply with any guidelines issued by the Ministry of Education;
 - 2.1.3. The Board shall secure appropriate covenants and/or retain sufficient governance authority over the use of the facility to ensure that it is able to deliver the appropriate educational program to its students.
- 2.2. While the Board will consider possible alternative accommodation arrangements, this is not a commitment of the Board to any specific project(s).

3. Expiry Date

- 3.1 This policy expires on June 1, 2021.



FIRST NATION, MÉTIS AND INUIT VOLUNTARY SELF-IDENTIFICATION

<i>Legal References:</i>	<i>Education Act Constitution Act, 1982</i>
<i>Related References:</i>	<i>Ontario First Nation, Métis and Inuit Education Policy Framework, Ministry of Education, January 2007 Building Bridges to Success for First Nation, Métis and Inuit Students, Ministry of Education, 2007 Policy 1008-Equity and Inclusion Truth and Reconciliation Commission of Canada – Final Report</i>
<i>Effective Date:</i>	<i>September 2011</i>
<i>Revisions:</i>	<i>September 2011, April 20, 2015, January 11, 2016</i>
<i>Reviewed:</i>	<i>March 6, 2017, November 19, 2018</i>

1. Preamble

- 1.1 The learning aspirations and potential of all students can be realized through a responsive, transparent and accountable policy that focuses on improved programs and services and builds on strong partnerships with parents, guardians and their communities. It is essential to understand our student population and have accurate student achievement data within Waterloo Region District School Board (**WRDSB**) to improve success for all students. In accordance with the Ministry of Education's First Nation, Métis and Inuit (~~FNMI~~) Education Policy Framework, accurate student achievement data needs to be collected to assess progress towards the goals of improving First Nation, Métis and Inuit* student achievement and closing the gap in academic achievement between First Nation, Métis and Inuit and non-First Nation, Métis and Inuit students. Continued data collection and analysis will provide information for improvement planning and decision-making surrounding First Nation, Métis and Inuit student success.

2. Definitions

- 2.1 First Nation: Canada's original peoples whose history is interwoven with the creation of the 1876 Indian Act, Indian and Northern Affairs Canada (INAC) and subsequent Indian registration system. First Nation includes status and non-status Indians.
- 2.1.1 Status: people registered under the Indian Act who identify with a First Nation community/ancestral land.
- 2.1.2 Non-Status: people who identify with a First Nation community/ancestral land but are not registered with the INAC registry system.
- 2.1.3 Métis: those who trace their descent to mixed European and First Nations parentage. The Métis National Council defines Métis as a person who self-identifies as Métis, is distinct from other **Indigenous** ~~Aboriginal~~ peoples, is of historic Métis Nation ancestry, and is accepted by the Métis Nation. In 2003, the Supreme Court of Canada ruled the term "Métis", as referred to in Section 35 of the Constitution, does not encompass all individuals with mixed First Nation and European heritage. Rather, it refers to distinctive peoples who, in addition to their mixed ancestry, developed their own customs, way of life, and recognizable group identity separate from that of their First Nation or Inuit and European forbearers.

- 2.1.4 Inuit: means ‘the people’ in Inuktitut and generally refers to Canada’s original people whose homeland is the Canadian Arctic, which includes portions of the three Territories: Nunavut, Yukon and Northwest Territories in addition to Northern Quebec and Northern Labrador.

*First Nation, Métis and Inuit identification refers to the definition in the Constitution Act, 1982, Section 35(2), in that “First Nation, Métis and Inuit peoples” include “Indian, Inuit and Métis”.

3. Policy

- 3.1 It is the policy of the ~~Waterloo Region District School Board~~ **WRDSB** to provide the opportunity for all First Nation, Métis and Inuit students and their families to voluntarily self-identify. Collection of voluntary First Nation, Métis and Inuit self-identification data will assist the ~~Waterloo Region District School Board~~ **WRDSB** in achieving the ultimate goal of ensuring the success of all First Nation, Métis and Inuit students within the board.
- 3.2 The collection of voluntary First Nation, Métis and Inuit self-identification data will:
- 3.2.1 increase the capacity of the ~~Waterloo Region District School Board~~ **WRDSB** to respond to the learning and cultural needs of First Nation, Métis and Inuit students;
- 3.2.2 provide quality programs, services, and resources to help create learning opportunities for First Nation, Métis and Inuit students that support improved academic achievement and identity building;
- 3.2.2.1 information will be analysed and shared explicitly for the purpose of developing supportive programming and interventions for First Nation, Métis and Inuit students
- 3.2.2.2 individual First Nation, Métis and Inuit students may be identified by designated ~~Board~~ **WRDSB** staff for the purpose of information sharing about upcoming opportunities and programs that may be of interest and/or benefit to the identified student(s); **and**
- ~~3.2.3 facilitate the development of curriculum that is focused on learning about contemporary and traditional First Nation, Métis and Inuit cultures, histories, and perspectives among all students, and that also contributes to the education of school board staff, teachers, and elected trustees; and~~
- 3.2.3** 3.2.4 help to develop and implement strategies that facilitate increased participation by First Nation, Métis and Inuit parents, students, communities, and organizations in working to support academic success **within an existing colonial system.**
- 3.3 The data collected as a result of this policy will be assessed by school board staff on an annual basis to support both board and school improvement planning, and to develop or enhance programming that addresses the needs of First Nation, Métis and Inuit students.
- 3.4 All data will be securely stored to respect privacy and used only as a means to enhance First Nation, Métis and Inuit education programs. Data is protected and governed by the Municipal Freedom of Information and Privacy of Students Act for School Boards.



FIRST NATION, MÉTIS AND INUIT VOLUNTARY SELF-IDENTIFICATION

<i>Legal References:</i>	<i>Education Act Constitution Act, 1982</i>
<i>Related References:</i>	<i>Ontario First Nation, Métis and Inuit Education Policy Framework, Ministry of Education, January 2007 Building Bridges to Success for First Nation, Métis and Inuit Students, Ministry of Education, 2007 Policy 1008-Equity and Inclusion Truth and Reconciliation Commission of Canada – Final Report</i>
<i>Effective Date:</i>	<i>September 2011</i>
<i>Revisions:</i>	<i>September 2011, April 20, 2015, January 11, 2016</i>
<i>Reviewed:</i>	<i>March 6, 2017</i>

1. Preamble

- 1.1 The learning aspirations and potential of all students can be realized through a responsive, transparent and accountable policy that focuses on improved programs and services and builds on strong partnerships with parents, guardians and their communities. It is essential to understand our student population and have accurate student achievement data within Waterloo Region District School Board to improve success for all students. In accordance with the Ministry of Education's First Nation, Métis and Inuit (FNMI) Education Policy Framework, accurate student achievement data needs to be collected to assess progress towards the goals of improving First Nation, Métis and Inuit student achievement and closing the gap in academic achievement between First Nation, Métis and Inuit and non-First Nation, Métis and Inuit students. Continued data collection and analysis will provide information for improvement planning and decision-making surrounding First Nation, Métis and Inuit student success.

2. Definitions

- 2.1 First Nation: Canada's original peoples whose history is interwoven with the creation of the 1876 Indian Act, Indian and Northern Affairs Canada (INAC) and subsequent Indian registration system. First Nation includes status and non-status Indians.
- 2.1.1 Status: people registered under the Indian Act who identify with a First Nation community/ancestral land.
- 2.1.2 Non-Status: people who identify with a First Nation community/ancestral land but are not registered with the INAC registry system.
- 2.1.3 Métis: those who trace their descent to mixed European and First Nations parentage. The Métis National Council defines Métis as a person, who self-identifies as Métis, is distinct from other Aboriginal peoples, is of Historic Métis Nation ancestry, and is accepted by the Métis Nation. In 2003, the Supreme Court of Canada ruled the term "Métis" as referred to in Section 35 of the Constitution does not encompass all individuals with mixed First Nation and European heritage. Rather, it refers to distinctive peoples who, in addition to their mixed ancestry, developed their own customs, way of life, and recognizable group identity separate from that of their First Nation or Inuit and European forbearers.

- 2.1.4 Inuit: means ‘the people’ in Inuktitut and generally refers to Canada’s original people whose homeland is the Canadian Arctic, which includes portions of the three Territories: Nunavut, Yukon and Northwest Territories in addition to Northern Quebec and Northern Labrador.

**First Nation, Métis and Inuit identification refers to the definition in the Constitution Act, 1982, Section 35(2), in that “First Nation, Métis and Inuit peoples” include “Indian, Inuit and Métis”.

3. Policy

- 3.1 It is the policy of the Waterloo Region District School Board to provide the opportunity for all First Nation, Métis and Inuit students and their families to voluntarily self- identify. Collection of voluntary First Nation, Métis and Inuit self-identification data will assist the Waterloo Region District School Board in achieving the ultimate goal of ensuring the success of all First Nation, Métis and Inuit students within the board.
- 3.2 The collection of voluntary First Nation, Métis and Inuit self-identification data will:
- 3.2.1 increase the capacity of the Waterloo Region District School Board to respond to the learning and cultural needs of First Nation, Métis and Inuit students;
 - 3.2.2 provide quality programs, services, and resources to help create learning opportunities for First Nation, Métis and Inuit students that support improved academic achievement and identity building;
 - 3.2.2.1 information will be analysed and shared explicitly for the purpose of developing supportive programming and interventions for First Nation, Métis and Inuit students
 - 3.2.2.2 Individual First Nation, Métis and Inuit students may be identified by designated Board staff for the purpose of information sharing about upcoming opportunities and programs that may be of interest and/or benefit to the identified student(s)
 - 3.2.3 facilitate the development of curriculum that is focused on learning about contemporary and traditional First Nation, Métis and Inuit cultures, histories, and perspectives among all students, and that also contributes to the education of school board staff, teachers, and elected trustees; and
 - 3.2.4 help to develop and implement strategies that facilitate increased participation by First Nation, Métis and Inuit parents, students, communities, and organizations in working to support academic success.
- 3.3 The data collected as a result of this policy will be assessed by school board staff on an annual basis to support both board and school improvement planning, and to develop or enhance programming that addresses the needs of First Nation, Métis and Inuit students.
- 3.4 All data will be securely stored to respect privacy and used only as a means to enhance First Nation, Métis and Inuit education programs. Data is protected and governed by the Municipal Freedom of Information and Privacy of Students Act for School Boards.



CONSULTATION

Legal References:	<i>Education Act, s.302 & 303.3</i>
Related References:	<i>Board Governance Policy G300 - Policy Development and Reviews Engagement Audit, 2013</i>
Effective Date:	<i>October 30, 2006</i>
Revisions:	<i>December 8, 2014, November 16, 2015</i>
Reviewed:	February 13, 2017 November 19, 2018

1. Preamble

- 1.1 The Waterloo Region District School Board (**WRDSB**) is committed to being an engaging organization that values community consultation and provides opportunities for effective involvement in decision-making processes for the public, which encompasses the full-range of stakeholders both internal and external, who may be interested in education-related issues as they support student learning and achievement.
- 1.2 The guiding principles for effective consultation are as follows:
 - 1.2.1 The Board **WRDSB** recognizes the vital role of consultation and the importance of interactive two-way communication.
 - 1.2.2 The Board **WRDSB** is committed to providing the public with meaningful opportunities to offer input and to influence Board decision-making. The level of input will be well communicated throughout this process.
 - 1.2.3 The Board **WRDSB** will ensure that its consultation efforts are purposeful, accountable and respectful of all who participate, recognizing mutual goals and priorities.
 - 1.2.4 The Board **WRDSB** recognizes that consultation is sometimes not possible (time constraints in which a decision needs to be made) or appropriate (personnel, union, legal matters, regulations) in certain situations.
 - 1.2.5 The Board **WRDSB** will strive to create a cooperative and productive consultation environment that demonstrates respect for due process, appreciates the legitimacy of different opinions and that recognizes the value of diversity and dialogue.
 - 1.2.6 The Board **WRDSB** will use the Engagement Continuum in decision-making. (Appendix A)
- 1.3 To maximize the effectiveness of its consultation efforts, the Board **WRDSB** will engage in outreach activities using a variety of measureable consultation/engagement techniques to inform the public about key issues and promote input opportunities while respecting the contributions of all participants.

Engagement Continuum



INFORM	CONSULT	COLLABORATE
Goal: To provide the participants with balanced, objective information to assist them in understanding the project/process/issue. To provide possible opportunities and solutions to participants.	Goal: To obtain participant feedback on project/process/issue, alternatives and decisions.	Goal: To work directly with the participant throughout the process/project/issue to ensure stakeholder concerns and aspirations are consistently understood and considered where possible.
Participant Role: The participants will be kept informed and be clear on the communication strategy.	Participant Role: The participants will be listened to, kept informed and concerns will be acknowledged as appropriate. The participants' feedback will be shared and may influence the final decision. The opportunity and process for providing input (and when) will be clear.	Participant Role: The participants will have their concerns and aspirations directly reflected in the solutions where possible.
How: FAQs, open houses, roundtable meetings, Board WRDSB website, school website, school/system communications	How: Public presentations, smaller focus groups, surveys, public meetings, social media	How: Focus groups, workshops, pilot projects, participant working groups





Board Policy 2006

CONSULTATION

Legal References:	<i>Education Act, s.302 & 303.3</i>
Related References:	<i>Board Governance Policy G300 - Policy Development and Reviews Engagement Audit, 2013</i>
Effective Date:	<i>October 30, 2006</i>
Revisions:	<i>December 8, 2014, November 16, 2015</i>
Reviewed:	<i>February 13, 2017</i>

1. Preamble

- 1.1 The Waterloo Region District School Board is committed to being an engaging organization that values community consultation and provides opportunities for effective involvement in decision-making processes for the public, which encompasses the full-range of stakeholders both internal and external, who may be interested in education-related issues as they support student learning and achievement.
- 1.2 The guiding principles for effective consultation are as follows:
 - 1.2.1 The Board recognizes the vital role of consultation and the importance of interactive two-way communication.
 - 1.2.2 The Board is committed to providing the public with meaningful opportunities to offer input and to influence Board decision-making. The level of input will be well communicated throughout this process.
 - 1.2.3 The Board will ensure that its consultation efforts are purposeful, accountable and respectful of all who participate, recognizing mutual goals and priorities.
 - 1.2.4 The Board recognizes that consultation is sometimes not possible (time constraints in which a decision needs to be made) or appropriate (personnel, union, legal matters, regulations) in certain situations.
 - 1.2.5 The Board will strive to create a cooperative and productive consultation environment that demonstrates respect for due process, appreciates the legitimacy of different opinions and that recognizes the value of diversity and dialogue.
 - 1.2.6 The Board will use the Engagement Continuum in decision-making. (Appendix A)
- 1.3 To maximize the effectiveness of its consultation efforts, the Board will engage in outreach activities using a variety of measureable consultation/engagement techniques to inform the public about key issues and promote input opportunities while respecting the contributions of all participants.

Engagement Continuum



INFORM	CONSULT	COLLABORATE
Goal: To provide the participants with balanced, objective information to assist them in understanding the project/process/issue. To provide possible opportunities and solutions to participants.	Goal: To obtain participant feedback on project/process/issue, alternatives and decisions.	Goal: To work directly with the participant throughout the process/project/issue to ensure stakeholder concerns and aspirations are consistently understood and considered where possible.
Participant Role: The participants will be kept informed and be clear on the communication strategy.	Participant Role: The participants will be listened to, kept informed and concerns will be acknowledged as appropriate. The participants' feedback will be shared and may influence the final decision. The opportunity and process for providing input (and when) will be clear.	Participant Role: The participants will have their concerns and aspirations directly reflected in the solutions where possible.
How: FAQs, open houses, roundtable meetings, Board website, school website, school/system communications	How: Public presentations, smaller focus groups, surveys, public meetings, social media	How: Focus groups, workshops, pilot projects, participant working groups





LEAVE-OF-ABSENCE: EMPLOYEES SEEKING OR HOLDING ELECTED OFFICE

Legal References:	<i>Canada Elections Act</i> <i>Election Act, R.S.O, 1990</i> <i>Municipal Elections Act</i>
Related References:	2014 Candidates' Guide for Ontario Municipal and School Board Elections <i>Request for Leave of Absence HR-01-500</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>November 10, 2014, March 7, 2016, June 12, 2017</i>
Reviewed:	November 19, 2018

1. The Waterloo Region District School Board recognizes that it is the right of employees to fulfill their roles as citizens of the community, including running for public office and encourages employees to participate in public service.
2. It is the policy of the Waterloo Region District School Board, that an employee who is a candidate in a Federal or Provincial Election will take leave-of-absence without pay from the time the candidate's nomination is filed and ending on voting day. If elected to office, they shall be considered as being on leave of absence without pay from the date of their election to the date of the next Federal or Provincial election so long as they remain in office.
3. A leave of absence will be considered, at the discretion of the Director of Education, for any staff member who seeks election as or is elected to the office of municipal councilor, municipal mayor or school board trustee in compliance with all relevant legislation.



LEAVE-OF-ABSENCE: EMPLOYEES SEEKING OR HOLDING ELECTED OFFICE

Legal References:	<i>Canada Elections Act</i> <i>Election Act, R.S.O, 1990</i> <i>Municipal Elections Act</i>
Related References:	2014 Candidates' Guide for Ontario Municipal and School Board Elections <i>Request for Leave of Absence HR-01-500</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>November 10, 2014</i>
Reviewed:	March 7, 2016, June 12, 2017

1. Preamble

- 1.1 The Waterloo Region District School Board recognizes that it is the right of employees to fulfill their roles as citizens of the community, including running for public office and encourages employees to participate in public service.
- 1.2 It is the policy of the Waterloo Region District School Board, that an employee who is a candidate in a Federal or Provincial Election will take leave-of-absence without pay from the time the candidate's nomination is filed and ending on voting day. If elected to office, they shall be considered as being on leave of absence without pay from the date of their election to the date of the next Federal or Provincial election so long as they remain in office.
- 1.3 A leave of absence will be considered, at the discretion of the Director of Education, for any staff member who seeks election as or is elected to the office of municipal councilor, municipal mayor or school board trustee in compliance with all relevant legislation.



NEW Board Policy

PARENTAL LEAVE: WRDSB TRUSTEES

Legal References: *Employment Standards Act*

Related References: *Education Act*

Effective Date: *November 19, 2018*

Revisions:

Reviewed:

1. **Notwithstanding the Education Act, section 228(1), 229(1) and 229(2), an office is not vacated by a Trustee who is absent for 20 consecutive weeks or less if the absence is as a result of the Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child by the Trustee in accordance with Subsection 259(1.1) of the Municipal Act, 2001 as amended by Bill 68.**
2. **The Trustee shall provide the Chairperson and Director of Education with written notice of an absence of 20 consecutive weeks or less as a result of the Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child by the Trustee. The Trustee will continue to receive all board and committee meeting reports, notices and minutes.**
3. **When such notice is provided, the following plans shall be discussed with the Board Chairperson and the result brought forward to the Board for information:**
 - a) **A plan of how the Trustee chooses to remain engaged in the business of the Board. This includes the forwarding of all Board and committee materials but may also include participation in all, some, or no Committee and Board meetings by phone or other mediums;**
 - b) **A plan of how the work of any Committee commitments will be completed;**
 - c) **A plan of how parent and constituent communication will be handled during the Trustee leave.**



Report to Committee of the Whole

November 19, 2018

Subject: 2017-18 Trustee Expenses

Recommendation

This report is for the information of the Board.

Status

The Schedule of Trustee Expenses attached (Appendix A) is for the period September 1, 2017 to August 31, 2018. Trustee expenses have been reviewed by our external auditors, PricewaterhouseCoopers LLP; the scope of their review was to:

- Ensure all trustee reports listed were approved by the Chairperson of the Board and the Chairperson's reports were approved by the Vice-Chairperson as required by Board policy.
- Review conference fees for individual trustees paid directly by the Waterloo Region District School Board (WRDSB) to ensure that the conference fees were reasonable.
- Ensure that all trustee mileage and travel expenses were clearly documented with receipts attached.
- Agree the total expenses for conference fees and Trustees mileage and travel expenses on the Schedule of Trustee Expenses to the amount recorded in the WRDSB's records.

Background

[Board Policy 3001 Travel, Meals, Hospitality – Trustees](#) directs staff to present, annually, a public report regarding Trustee expenses that were reimbursed during the previous fiscal year. Staff are required to present the report in November as part of our year-end financial reporting process.

Financial Implications

No financial implications.

Communications

Staff will continue to present annual updates to Board and make available, through our corporate website, the annual report on Trustee Expenses.

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

Waterloo Region District School Board
Trustee Expenses - September 1, 2017 to August 31, 2018

	Travel	Professional Development	Total Expenses
	\$	\$	\$
Colin Harrington	-	-	-
John Hendry	333.72	2,644.03	2,977.75
Ted Martin	626.97	1,688.74	2,315.71
Scott McMillan	985.70	740.66	1,726.36
Carol Millar	1,191.23	1,413.92	2,605.15
Courtney Waterfall	1,713.97	1,219.11	2,933.08
Mike Ramsay	-	1,435.28	1,435.28
Kathi Smith	623.21	4,081.21	4,704.42
Natalie Waddell	-	2,477.67	2,477.67
Cindy Watson	642.49	-	642.49
Kathleen Woodcock	918.23	7,554.06	8,472.29
Student Trustees	573.01	-	573.01
Grand Total			30,863.21



Report to Committee of the Whole

November 19, 2018

Subject: 2017-18 Year-End Financial Report

Recommendation

This report is for the information of the Board.

Status

The Board of Trustees (Board) approved the 2017-18 operating budget on June 26, 2017, and at that time the Board approved a balanced budget.

The development of the Waterloo Region District School Board's (WRDSB's) operating budget includes many underlying assumptions which, over the course of a school year, can change significantly. On a quarterly basis throughout the year, staff have provided updates to the Board regarding our tracking of key assumptions, the identification of key risks and outlined mitigation strategies we have put in place. The quarterly updates referenced above were provided to the Board on the following dates:

- [January 22, 2018](#)
- [April 16, 2018](#)
- [June 11, 2018](#)

The 2017-18 year-end financial position is an in-year surplus of \$6.8M. This represents approximately 0.98% of the WRDSB's operating allocation. The 2017-2018 Final Financial Report, comparing the budget to the actual year-end position is attached as Appendix A. In terms of key assumptions and risk areas, the following represent material changes from the budget forecast, which help to explain the year-end results; it should be noted that these items are consistent with information presented to the Board throughout the year.

Revenues

- Student Enrolment
 - In-year change: Total enrolment was higher than the budget forecast by 442 students, or 0.7% of total enrolment; most of this increase (85%) occurred in the elementary panel.
 - Impact: Student enrolment is the primary driver of funding through the Grants for Student Needs (GSN). As a result of the increase in enrolment, our funding through the Pupil Foundation Grant increased by \$2.2M compared to the budget forecast.
 - 2018-19 Outlook: We amended our multi-year forecast to reflect the increase in migration from the GTA region, which was a primary driver of enrolment growth in 2017-18. Our 2018-19 budget forecast reflects continued, positive, growth in both the elementary and secondary panel.

- English as a Second Language/English Literacy Development (ESL/ELD) Allocation
 - In-year change: The number of students that qualified for ESL/ELD funding increased by 418 in 2017-18; an increase of 15.6% compared to the 2017-18 budget forecast, and an increase of 24.4% over 2016-17 actual results. Consequently, funding to support ESL/ELD learners increased by approximately \$1.7M; a 20.2% increase over the budget forecast.
 - Impact: The cultural and linguistic diversity of the WRDSB's student population means that many students require additional supports to develop proficiency in their language of instruction. Over the past two years, the WRDSB has welcomed over 700 new students that qualify for this funding, as well as many more students who need ESL/ELD supports but do not qualify for the additional funding.
 - 2018-19 Outlook: Additional supports that were added in previous years to support ESL/ELD students continue to be in place. In addition, the 2018-19 Budget included an increase of 4.5 Educational Assistants to support our ESL/ELD learners. We will continue, through the staffing process, to monitor needs within the system.
- Other Grants
 - In-year change: Revenue from other grants (Education Programs Other-EPO) were \$2.9M, or 85% higher than the budget forecast. This increase is the result of funding [announced](#) by the Ministry in April 2017, but the details of how much WRDSB would receive were not confirmed until after submission of the WRDSB's 2017-18 budget.
 - Impact: EPO grants are used to support targeted Ministry initiatives, such as the Renewed Math Strategy, and can change from year-to-year based on Ministry priorities and the availability of financial resources.
 - 2018-19 Outlook: The 2018-19 Budget included \$3.7M in revenues from EPO grants that were announced prior to the Budget being approved. To date, the WRDSB has received \$1.7M in provincial transfers related to these specific grants, resulting in a shortfall of \$2.0M. The Ministry has not provided any information on the status of unfunded EPO grants identified in the budget, and staff are waiting further direction and confirmation from the Ministry of Education on EPO funding for the 2018-19 school year.
 - The WRDSB has received \$1.7M in grants for initiatives not reflected in the 2018-19 Budget because they were announced after approval.

Expenditures

- Supply Staff (Teachers, Educational Assistants, Designated Early Childhood Educators)

- In-year change: Total expenditures on supply staff in 2017-18 were \$2.1M higher than the budget forecast, or 11.2%. This increase can be subdivided into costs related to short-term illness (\$1.5M) and long-term absences (\$630 thousand).
- Impact: Short-term supply costs continue to be a significant cost pressure for the WRDSB, and were identified by the Auditor General's Office in its [2017 Annual Report](#) as a challenge across the Province. The year-end position is consistent with information presented to the Board during the course of the 2017-18 school year as part of our interim reports.
- 2018-19 Outlook: In addition to efforts being taken to support staff well-being, which is one of the WRDSB's operational goals, the 2018-19 budget included an increase of \$2.5M, or 13.3%, to cover increases in short term supply costs. Staff have also implemented measures, such as guaranteed deployment positions, to alleviate the pressure schools face in dealing with fail-to-fill scenarios. Staff will continue to monitor in-year expenditures and report back to the Board as part of our interim financial reporting for 2018-19.
- School Renewal
 - In-year change: Expenditures were \$1.0M higher than the budget forecast, an increase of 10.9%.
 - Impact: This increase is entirely attributable to planned expenditures which utilized unspent funds from the 2016-17 school year. These investments in our schools' help support and maintain the WRDSB's expanding footprint as we accommodate our growing student enrolment.
 - 2018-19 Outlook: The 2018-19 budget included total renewal funding of \$9.9M; both operating and capital. These funds will help continue to improve the learning and working environment for our students and staff respectively. Facility Services staff plan to undertake approximately 65 major projects during the course of the 2018-19 school year to utilize these funds.
- Student Transportation
 - In-year change: Total expenditures for student transportation were \$338 thousand higher than the budget forecast, an increase of 2.0%.
 - Impact: The primary driver of the increase noted above has been enhanced funding which was provided to school bus operators to enable them to increase the base salary paid to drivers from \$16.50 an hour to \$17.50 an hour (effective February 1, 2018). On January 1, 2018, changes to the [Employment Standards Act](#) increased the general minimum wage in Ontario to \$14.00 per hour; this represented an increase of roughly 20.6% and there was a material risk that this would strain the ability of school bus operators to attract and retain qualified school bus drivers to provide service for our students.

- 2018-19 Outlook: Student Transportation Services of Waterloo Region continues to refine the transportation network to find efficiencies and provide the best service possible to our students. In addition, the Ministry has recognized that funding for student transportation is not sufficient to keep up with costs and has announced that base funding will increase by 4% for the 2018/19 school year. Lastly, the Government of Ontario has introduced [Bill 47, “The Making Ontario Open for Business Act”](#), which will eliminate or amend many of the changes to the Employment Standards Act previously introduced. Staff will continue to assess the impact of legislative changes on our ability to attract and retain qualified school bus drivers.
- Employee Future Benefits- Retirement Gratuity Liability
 - In-year change: Expenditures were \$1.4M higher than the budget forecast; an increase of 42%.
 - Impact: The WRDSB’s retirement gratuity liability represents the accumulated sick days that are paid out as a lump-sum to an employee upon retirement. This liability is now fully funded, which will provide the WRDSB additional financial flexibility as we prepare for the 2019-20 Budget.
 - 2018-19 Outlook: During the 2018-19 budget development process, it was understood by staff that the Employee Future Benefits Liability would be fully funded by the end of the 2017-18 school year; as such, no additional expenses related to this liability were included in the 2018-19 budget.

Overall, staff continue to identify ongoing risks and develop mitigation strategies that help ensure the fiscal well-being of the organization. As noted above, the 2017-18 in-year surplus is \$6.8M; this amount has been added to the WRDSB’s Accumulated Unappropriated Operating Surplus, which is now \$34.4M, or 4.95% of the WRDSB’s annual operating revenues.

The Accumulated Unappropriated Operating Surplus represents funds that are available on a one-time basis to address strategic priorities, financial pressures and respond to unforeseen circumstances.

Background

It is the sole responsibility of the Board to approve the annual operating budget and it is the responsibility of staff to oversee and monitor day-to-day spending within the budget framework. The Board play a key role in the budget process, ensuring that funding is aligned with the WRDSB’s strategic priorities and legislative requirements.

In an effort to support the Board in fulfilling their fiduciary duties, staff provide quarterly financial updates on in-year spending forecasts relative to the budget. These updates identify potential risks and opportunities that may be on the horizon, as well as the strategies staff have in place to address the identified items. These actions are intended to support the Board in making evidence based decisions and fulfilling their governance responsibilities.

Financial Implications

No financial implications.

Communications

Financial Services will work with our communications department to ensure that financial information is readily available to the public via our corporate website.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer of the Board
Nick Landry, Controller, Financial Services
Sharon Uttley, Manager, Accounting Services
Wendy Jocques, Manager, Budget Services
Connie Donnelly, Accounting Officer
Fabiana Frasher, Capital Budget Officer
Wenqi Zhou, Budget Officer
in consultation with Coordinating Council

2017-18 Final Financial Report

PSAB Revenues for the Period Ending August 31, 2018

SUMMARY OF FINANCIAL RESULTS (000s)

	Budget	Actual	In-Year Change	
			\$	%
Revenue				
Provincial Grants-GSN	687,794	694,014	6,219	0.9%
Revenue transferred from/(to) deferred revenue	479	(284)	(763)	(159.2%)
Other Grants	3,422	6,359	2,937	85.8%
Other Revenue	25,709	25,230	(478)	(1.9%)
School Generated Funds	14,000	13,902	(98)	(0.7%)
Transferred from DCC**	34,144	32,994	(1,150)	(3.4%)
Transferred to DCC**	(13,780)	(15,304)	(1,524)	11.1%
Total Revenue	751,769	756,912	5,143	0.7%
Expenses				
Instruction	582,639	581,690	(949)	(0.2%)
Administration	16,988	16,735	(253)	(1.5%)
Transportation	17,139	17,477	338	2.0%
School Operations & Maintenance	62,042	61,931	(111)	(0.2%)
Pupil Accom/Renewal/Debt/Non-operating	47,535	46,436	(1,099)	(2.3%)
School Generated Funds	14,000	13,186	(814)	(5.8%)
Total Expenses	740,343	737,455	(2,888)	(0.4%)
Surplus/(Deficit)	11,426	19,457	8,031	70.3%

DETERMINATION OF ANNUAL OPERATING SURPLUS (000s)

	Budget	Actual
PSAB Surplus/(Deficit) (from above)	11,426	19,457
LESS: Restricted Amounts		
Revenues Recognized for Land	10,106	6,817
Transfers to/(from) Internally Appropriated	362	314
Transfers to/(from) Externally Appropriated	3,423	5,551
Sub-Total: In-Year Appropriations	13,890	12,682
ANNUAL Unappropriated Operating Surplus/(Deficit)	(2,465)	6,775

Changes in Revenue

- Provincial Grants- Increase in enrolment and ESL/ELD funding
- Deferred Revenue- Changes are related to transfers for Special Education, Student Achievement Envelope and Interest on Capital
- Other Grants- Increase due to additional Educational Program Other (EPO) announcements following 2017-18 budget submission
- Other Revenue- Decrease is the net effect ; increase in extended day care fees due to increased enrolment; decrease from budget in actual EDC's collected

Change in Expenditures

- Instruction- Reflects the surplus from extended agreement expenditures which has been transferred to deferred revenue
- Pupil Accom/Renewal/Debt/Non-Operating- Net of increase in school renewal and decrease in amortization and Minor TCA expenditures.

**DCC - Deferred Capital Contributions

2017-18 Final Financial Report

SUMMARY OF CAPITAL TO BE FINANCED (000s)

	Budget	Actual	In-Year Change	
			#	%
Funding				
New Building and Additions	20,996	12,817	(8,179)	-39.0%
Community Hubs	90	1,066	976	1083.9%
Child Care Capital	4,992	2,485	(2,508)	-50.2%
Child and Family Centres	1,513	261	(1,252)	-82.7%
Greenhouse Gas (GHG) Reduction	320	2,610	2,290	715.6%
School Condition Improvement	11,817	15,362	3,545	30.0%
Full Day Kindergarten	1,765	2,191	426	24.1%
Renewal	7,679	8,775	1,096	14.3%
Education Development Charge (EDC)	13,497	1,305	(12,192)	-90.3%
Proceeds of Disposition	2,700	1,767	(933)	-34.6%
Minor Tangible Capital Assets	6,100	6,529	428	7.0%
Other	1,022	786	(236)	-23.1%
Total Capital by Funding Source	72,492	55,952	(16,540)	-22.8%
Expenditure				
Buildings (new, additions & renewal)	48,274	44,441	(3,833)	-7.9%
Land	13,997	1,305	(12,692)	-90.7%
Land Improvements	1,100	912	(188)	-17.1%
Leasehold Improvements	2,200	1,921	(279)	-12.7%
Moveable Assets	6,920	7,373	452	6.5%
Total Capital Expenditure	72,492	55,952	(16,540)	-22.8%

SUMMARY OF ENROLMENT

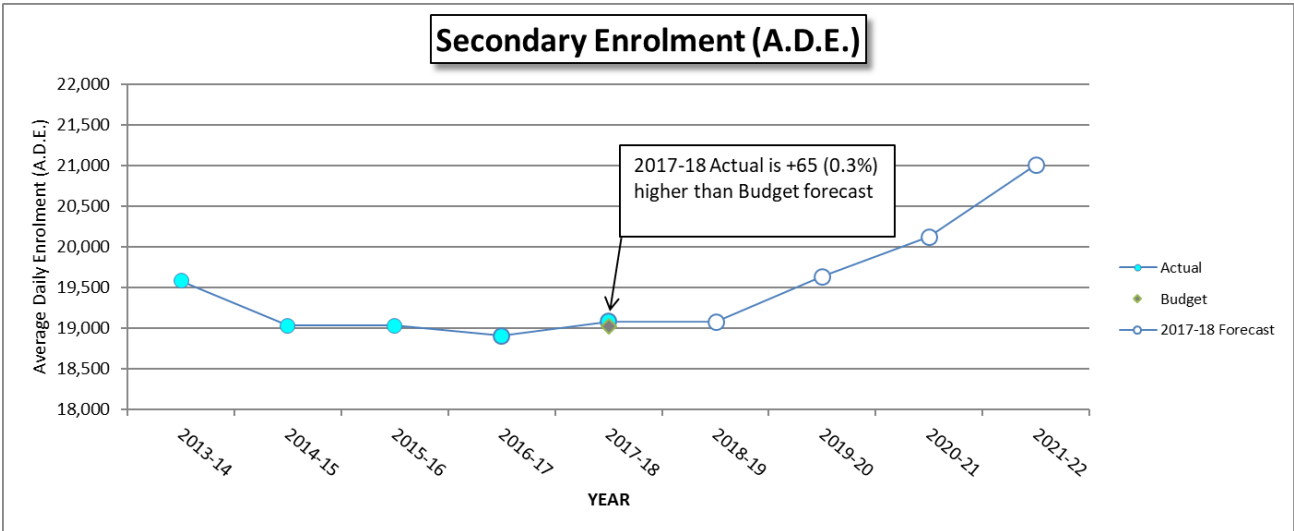
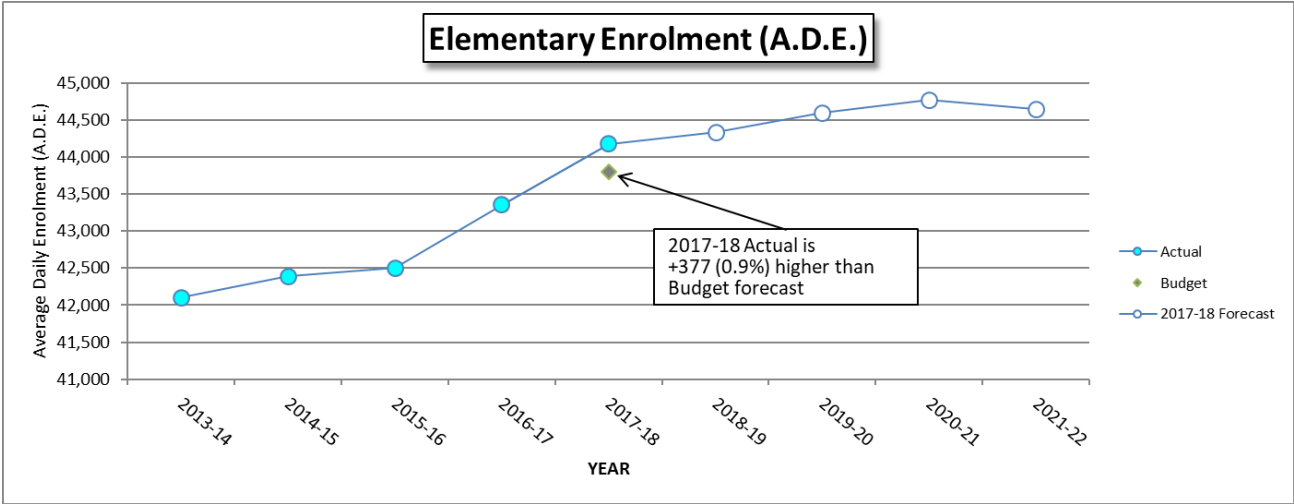
ADE	Budget	Actual	In-Year Change	
			#	%
Elementary				
JK	3,978.65	3,957.17	(21.48)	-0.5%
SK	4,342.89	4,354.35	11.46	0.3%
Grade 1-3	13,339.00	13,360.48	21.48	0.2%
Grade 4-8	22,127.00	22,490.68	363.68	1.6%
Other Pupils (International)	11.00	12.50	1.50	13.6%
Total Elementary	43,798.54	44,175.18	376.64	0.9%
Secondary				
Pupils of the Board <21	18,885.21	18,947.87	62.66	0.3%
High Credit Pupils	35.47	30.56	(4.91)	-13.8%
Pupils of the Board >21	3.13	7.75	4.62	147.6%
Other Pupils (International)	96.00	98.88	2.88	3.0%
Total Secondary	19,019.81	19,085.06	65.25	0.3%
Total	62,818.35	63,260.24	441.89	0.7%

Highlights of Changes in Enrolment:

- We attribute our growth in the elementary panel to net migration into the Region. This continues a trend identified in 2016-17 and is likely to continue as affordability of housing in the Greater Toronto area pushes people further down the 401 corridor.
- We have adjusted our multi-year forecast for both elementary and secondary schools. In previous forecasts we anticipated the secondary decline to continue into 2017-18; our adjusted forecasts indicate we "bottomed out" in 2016-17 and should expect a gradual increase moving forward. The 2018-19 budget reflects continued growth in the Region.

2017-18 Final Financial Report

Historic and Projected Enrolments with 2017-18 Budget vs Actual



SUMMARY OF STAFFING

FTE (@ October 31st 2017)	Budget	Actual	In-Year Change	
			#	%
Instruction			-	
Classroom Teachers	3,835.90	3,858.10	22.20	0.58%
Non-Classroom	1,977.50	1,973.50	(4.00)	-0.20%
Total Instruction	5,813.40	5,831.60	18.20	0.31%
Non-Instruction	801.00	761.60	(39.40)	-4.92%
Total	6,614.40	6,593.20	(21.20)	-0.32%

Highlights of Changes in Staffing:

- October 31st numbers exclude vacant permanent positions and adjustments for Special Education, ELHT (Con-Ed)

Waterloo Region District School Board
PSAB Revenues for the Period Ending August 31, 2018

	2017-18				Material Variance Note	
	Budget	% Change from Prior Year Actuals	Actual	In-Year Change		
				\$ Increase (Decrease)		% Increase (Decrease)
Provincial Grants for Student Needs						
Pupil Foundation-Elementary	233,067,207	3.3%	234,860,864	1,793,657	0.77%	1
Pupil Foundation-Secondary	111,039,936	2.0%	111,408,360	368,424	0.33%	
School Foundation	42,510,675	2.4%	42,768,065	257,390	0.61%	2
Special Education	85,524,787	3.2%	85,525,830	1,043	0.00%	
French as a Second Language	8,606,252	3.1%	8,749,013	142,761	1.66%	
English as a Second Language	8,493,318	2.6%	10,208,166	1,714,848	20.19%	
Remote and Rural Allocation			42,508	42,508	0.00%	
Learning Opportunities	7,722,662	0.4%	7,789,478	66,816	0.87%	
Continuing Education	1,571,130	11.6%	1,382,785	(188,345)	(11.99%)	
High Credit	121,236	19.5%	104,454	(16,782)	(13.84%)	
Teacher Q&E	64,042,353	10.9%	64,835,397	793,044	1.24%	
New Teacher Induction Program (NTIP)	245,254	(43.9%)	304,427	59,173	24.13%	
ECE Q&E	4,152,133	11.2%	4,303,602	151,469	3.65%	4
Transportation	16,375,031	2.9%	16,672,631	297,600	1.82%	
Admin and Governance	16,951,154	3.1%	17,191,842	240,688	1.42%	
Trustees' Association Fee	43,316	0.0%	43,316	-	0.00%	
School Operations	58,924,091	1.6%	59,297,102	373,011	0.63%	
Community Use of Schools	829,605	4.5%	829,605	-	0.00%	
Declining Enrolment	-	0.0%	-	-	0.00%	
Temporary accomodation - relocation and leasing	1,785,158	4.9%	1,785,158	-	0.00%	
Indigenous Education	944,597	(7.8%)	1,137,983	193,386	20.47%	
Safe Schools	1,286,180	2.7%	1,293,592	7,412	0.58%	
School Renewal	9,779,318	0.3%	9,826,835	47,517	0.49%	
Approved Debt	104,872	0.0%	104,872	-	0.00%	
Debt Charges-Interest Portion	7,617,902	(2.3%)	7,373,778	(244,124)	(3.20%)	
1% Lump Sum			-	-		
Capital Grant for Land			-	-		
Restraint Savings	(129,030)	0.0%	(129,030)	-	0.00%	
Labour Related Enhancements	6,185,319	0.0%	6,303,173	117,854		
Total Provincial Grants for Student Needs (GSN)	687,794,456	3.8%	694,013,806	6,101,496	0.89%	
Amortization of Deferred Capital Contributions	34,143,703	100.0%	32,993,644	(1,150,059)	(3.37%)	
Legislative Grants transferred from/(to) Deferred Revenue	479,304	(11399.0%)	(283,735)	(763,039)	(159.20%)	5
Other Grants	3,422,397	(5.1%)	6,359,154	2,936,757	85.81%	
Non Grant Revenue						6
Fees	1,838,400	16.0%	1,973,240	134,840	7.33%	
Transportation Recoveries	27,300	19.8%	30,195	2,895	10.60%	
Rental Revenue	1,689,700	3.8%	1,686,522	(3,178)	(0.19%)	
Education Development Charge	10,072,616		7,023,585	(3,049,031)	(30.27%)	
Other Revenue	12,080,581	(12.1%)	14,516,934	2,436,353	20.17%	
Non Grant Revenue	25,708,597	(2.6%)	25,230,476	(478,121)	(1.86%)	
School Generated Funds Revenue	14,000,000	4.8%	13,902,379	(97,621)	(0.70%)	
Grants Transferred to Deferred Capital Contributions	(13,779,618)	(16.9%)	(15,303,682)	(1,524,064)	11.06%	
Total PSAB Revenues	751,768,839	4.2%	756,912,042	5,143,203	0.68%	

Waterloo Region District School Board
PSAB Revenues for the Period Ending August 31, 2018

EXPLANATIONS OF MATERIAL GRANT VARIANCES

- 1 Student enrolment in the elementary panel 376.64 higher than the budget estimate
- 2 Number of students eligible for ESL/ELD funding higher than budget estimate
- 3 Reflects actual number of eligible teachers based on prior year grid
- 4 Actual number of secondary credits reported higher than forecast
- 5 Additional government grants (Education Program Other- EPO) announced after budget
- 6 Reflects lower collections than budgeted in the year due to a slow down in new construction
- 7 Extended day and interest revenues higher than forecasted

Waterloo Region District School Board
PSAB Expenses for the Period Ending August 31, 2018

	2017-18				Material Variance Note
	Budget (Estimates)	Actual	Change		
			\$ Increase (Decrease)	% Increase (Decrease)	
OPERATING					
Classroom					
Classroom Teachers	392,960,365	391,181,254	(1,779,111)	(0.5%)	1
Supply Staff	18,404,100	20,473,919	2,069,819	11.2%	2
Teacher Assistants	34,111,850	33,084,219	(1,027,631)	(3.0%)	3
Early Childhood Educator	17,338,000	17,387,723	49,723	0.3%	
Textbooks and Classroom Supplies	14,539,025	15,155,453	616,428	4.2%	
Computers	7,247,900	6,983,550	(264,350)	(3.6%)	
Professionals & Paraprofessionals	27,166,045	26,275,999	(890,046)	(3.3%)	
Library & Guidance	11,715,719	12,438,794	723,075	6.2%	1
Staff Development	4,062,782	3,830,669	(232,113)	(5.7%)	4
Department Heads	1,411,700	1,425,281	13,581	1.0%	
Principal and Vice-Principals	27,063,082	27,412,308	349,226	1.3%	
School Secretaries & Office Supplies	16,461,663	16,012,673	(448,990)	(2.7%)	
Teacher Consultants	7,902,310	7,948,095	45,785	0.6%	
Continuing Education	2,027,587	2,050,557	22,970	1.1%	
Instruction-Amortization	5,970,332	5,869,433	(100,899)	(1.7%)	
Less: GSN Funded Tangible Capital Assets	(5,743,300)	(5,839,603)	(96,303)	1.7%	
Sub-Total Instruction Expenses	582,639,160	581,690,324	(948,836)	(0.2%)	
Other Expenses					
Board Administration	16,664,495	16,814,785	150,290	0.9%	
School Operations	62,182,790	62,044,294	(138,496)	(0.2%)	
Transportation	17,137,992	17,476,159	338,167	2.0%	
Amortization	540,927	484,411	(56,516)	(10.4%)	
Less: GSN Funded Tangible Capital Assets	(357,000)	(676,542)	(319,542)	89.5%	
Sub-Total Other Expenses	96,169,204	96,143,107	293,445	0.3%	
TOTAL OPERATING EXPENSE	678,808,364	677,833,431	- 655,391	(0.1%)	
NON-OPERATING					
Pupil Accommodation/Renewal/Debt					
School Renewal	9,779,318	10,848,035	1,068,717	10.9%	
Debt Charges	7,027,474	7,041,914	14,440	0.2%	
Recoverable Costs	10,240,500	10,159,571	(80,929)	(0.8%)	
Other Non-Operating Expenses	104,872	104,872	-	0.0%	
Loss on Disposal of TCA and Assets					
Amortization of Capital Assets	28,061,794	27,056,415	(1,005,379)	(3.6%)	
Less: GSN Funded Tangible Capital Assets	(7,679,318)	(8,775,093)	(1,095,775)	14.3%	
Total Pupil Accommodation Expense	47,534,640	46,435,713	(1,098,927)	(2.3%)	
Instruction: reflects the adjustment for compensation estimates for centrally ratified	14,000,000	13,185,594	(814,406)	(5.8%)	
TOTAL EXPENSES	740,343,004	737,454,738	(2,568,724)	(0.3%)	

Waterloo Region District School Board
PSAB Expenses for the Period Ending August 31, 2018

EXPLANATIONS OF MATERIAL BUDGET VARIANCES

- 1 Budgeted expenses for extended agreement staffing based on overall teacher averages; new hires were paid as LTO's (lower average salary)
- 2 The demand for supply coverage for teachers, EA's and DECE's continues to exceed projected budget calculations
- 3 Timing delays and ability to fill vacant positions contributed to the variance. Lower average salary costs for new staff helped to offset EA supply overages.
- 4 System pause on professional development in Spring 2018



Report to Committee of the Whole

November 19, 2018

Subject: 2017-2018 Audited Financial Statements

Recommendation

That the Waterloo Region District School Board approve the Audited Financial Statements for the year ended August 31, 2018, as recommended by the Board Audit Committee.

Status

The draft 2017-2018 Waterloo Region District School Board (WRDSB) Consolidated Financial Statements are attached as Appendix A. Dale Zorgdrager, Partner in the Audit and Assurance Group of PricewaterhouseCoopers LLP, will be present during the meeting to elaborate on the audited statements.

Background

Pursuant to Regulation 361/10 of the Education Act, one of the duties of the Board Audit Committee after reviewing the Financial Statements is, "To recommend, if the Audit Committee considers it appropriate to do so, that the Board of Trustees (Board) approve the Annual Audited Financial Statements." The Board Audit Committee consists of three trustees and two external members with financial expertise.

The draft 2017-2018 Audited Financial Statements were presented at the Board Audit Committee meeting on November 13, 2018. After reviewing the statements, the Board Audit Committee passed a motion recommending that the Board approve the Audited Financial Statements.

Financial implications

No financial implications

Communications

After approval of the Financial Statements by the Board, the Financial Statements will be published as per Section 252(2) of the Education Act by posting them on the WRDSB's website.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer of the Board, on behalf of
Scott McMillan, Chairperson of the Board
Trustee Kathi Smith, Chair of the Board Audit Committee
in consultation with Coordinating Council.

**Waterloo Region District
School Board**

**Consolidated Financial Statements
August 31, 2018**

DRAFT

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

Management Report

Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the Waterloo Region District School Board are the responsibility of the Board management and have been prepared in accordance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act, as described in note 1 to the consolidated financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management (and by the Board's internal auditor).

The Audit Committee of the Board meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to the Board's approval of the consolidated financial statements.

The consolidated financial statements have been audited by PricewaterhouseCoopers LLP, independent external auditors appointed by the Board. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Board's consolidated financial statements.

John Bryant
Director of Education

Matthew Gerard
Coordinating Superintendent, Business Services
and Treasurer of the Board

November 19, 2018

November 19, 2018

Independent Auditor's Report

To the Board of Trustees of Waterloo Region District School Board

We have audited the accompanying consolidated financial statements of Waterloo Region District School Board, which comprise the consolidated statement of financial position as at August 31, 2018 and the consolidated statements of operations, changes in net debt and cash flows for the year then ended, and the related notes, which comprise a summary of significant accounting policies and other explanatory information.

Management's responsibility for the consolidated financial statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with the basis of accounting described in note 1 to the consolidated financial statements, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of Waterloo Region District School Board as at August 31, 2018 and the results of its operations, change in net debt and its cash flows for the year then ended in accordance with the basis of accounting described in note 1 to the consolidated financial statements.

Emphasis of matter or other matter

Without modifying our opinion, we draw attention to note 1 to the consolidated financial statements, which describes the basis of accounting used in the preparation of these consolidated financial statements and the significant differences between such basis of accounting and Canadian public sector accounting standards.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo Region District School Board

Consolidated Statement of Financial Position

As at August 31, 2018

	2018 \$	2017 \$
Financial assets		
Cash and short term investments	51,707,710	45,418,951
Accounts receivable - Other	35,089,715	33,672,178
Accounts receivable - Government of Ontario - Approved Capital (note 2)	165,708,372	176,654,492
Assets held for sale (note 3)	3,933,000	3,933,000
	<u>256,438,797</u>	<u>259,678,621</u>
Financial liabilities		
Accounts payable and accrued liabilities	40,510,886	37,295,346
Net debenture debt and capital loans (notes 7 and 8)	143,903,028	153,598,254
Deferred revenue (note 4)	26,140,995	19,401,358
Employee benefits payable (note 6)	34,177,169	37,677,237
Deferred capital contributions (note 5)	561,821,280	540,679,566
	<u>806,553,358</u>	<u>788,651,761</u>
Net debt	<u>(550,114,561)</u>	<u>(528,973,140)</u>
Non-financial assets		
Prepaid expenses	19,463,487	1,191,877
Tangible capital assets (note 10)	646,377,306	624,050,191
	<u>665,840,793</u>	<u>625,242,068</u>
Accumulated surplus (note 11)	<u>115,726,232</u>	<u>96,268,928</u>
Contractual obligations and contingent liabilities (note 4)		

Waterloo Region District School Board

Consolidated Statement of Operations

For the year ended August 31, 2018

	2018		2017
	Budget \$ (Unaudited - note 15)	Actual \$	Actual \$
Revenues			
Local taxation	189,401,999	191,255,609	187,989,923
Provincial grants - Grants for Student Needs	485,082,143	487,158,620	458,034,888
Provincial grants - Other	3,422,397	6,359,154	3,606,571
Other fees and revenues	25,311,289	24,187,217	25,929,434
Investment income	407,308	1,055,419	482,300
School funds	14,000,000	13,902,379	13,364,163
Amortization of deferred capital contributions	34,143,703	32,993,644	31,927,141
	<u>751,768,839</u>	<u>756,912,042</u>	<u>721,334,420</u>
Expenses (note 9)			
Instruction	582,639,160	581,690,324	553,360,582
Administration	16,988,195	16,735,180	15,463,848
Transportation	17,139,219	17,477,372	16,247,042
School operations and maintenance	61,071,290	60,954,009	57,078,835
Pupil accommodation	38,159,768	37,147,817	36,401,594
Other	10,345,372	10,264,442	9,859,122
School funded activities	14,000,000	13,185,594	13,359,602
	<u>740,343,004</u>	<u>737,454,738</u>	<u>701,770,625</u>
Annual surplus (note 11)	11,425,835	19,457,304	19,563,795
Opening accumulated surplus	96,268,928	96,268,928	76,705,133
Closing accumulated surplus	<u>107,694,763</u>	<u>115,726,232</u>	<u>96,268,928</u>

Waterloo Region District School Board

Consolidated Statement of Cash Flows

For the year ended August 31, 2018

	2018 \$	2017 \$
Sources and uses of cash		
Operating transactions		
Annual surplus	19,457,304	19,563,795
Non-cash amortization of tangible capital assets	33,410,259	32,321,896
Non-cash amortization of deferred capital contributions	(32,993,644)	(31,927,141)
Non-cash gain on sale of tangible capital assets	(4,800,131)	-
Increase in accounts receivable	(1,417,537)	(961,314)
Increase in accounts payable and accrued liabilities	3,215,540	875,785
Increase in deferred revenue	6,739,637	518,085
Decrease in employee benefits payable	(3,500,068)	(3,848,523)
(Increase) decrease in prepaid expenses	(18,271,610)	409,663
Increase in deferred capital contributions	54,135,358	56,320,046
	<u>55,975,108</u>	<u>73,272,292</u>
Capital transactions		
Proceeds on sale of tangible capital assets	5,014,500	-
Cash used to acquire tangible capital assets	(55,951,743)	(65,618,319)
	<u>(50,937,243)</u>	<u>(65,618,319)</u>
Financing transactions		
Decrease in accounts receivable - Government of Ontario - Approved Capital	10,946,120	12,909,092
Debt repayments and sinking fund contributions	(9,695,226)	(9,283,966)
	<u>1,250,894</u>	<u>3,625,126</u>
Change in cash and short-term investments	6,288,759	11,279,099
Cash and short-term investments - Beginning of year	45,418,951	34,139,852
Cash and short-term investments - End of year	<u>51,707,710</u>	<u>45,418,951</u>

Waterloo Region District School Board

Consolidated Statement of Changes in Net Debt

For the year ended August 31, 2018

	2018 \$	2017 \$
Annual surplus	19,457,304	19,563,795
Tangible capital asset activities		
Acquisition of tangible capital assets	(55,951,743)	(65,618,319)
Net proceeds on sale of tangible capital assets	5,014,500	-
Less: Gain on sale allocated to deferred revenue	(4,800,131)	-
Amortization of tangible capital assets	33,410,259	32,321,896
	<u>(22,327,115)</u>	<u>(33,296,423)</u>
Other non-financial asset activities		
Acquisition of prepaid expenses	(19,463,487)	(1,191,877)
Use of prepaid expenses	1,191,877	1,601,540
	<u>(18,271,610)</u>	409,663
Increase in net debt during the year	(21,141,421)	(13,322,965)
Net debt - Beginning of year	<u>(528,973,140)</u>	<u>(515,650,175)</u>
Net debt - End of year	<u>(550,114,561)</u>	<u>(528,973,140)</u>

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

1 Summary of significant accounting policies

The consolidated financial statements of Waterloo Region District School Board (the Board) are prepared by management in accordance with the basis of accounting described below.

Basis of accounting

These consolidated financial statements have been prepared in accordance with the Financial Administration Act supplemented by Ontario of Education memorandum 2004:B2 and Ontario Regulations 395/11 of the Financial Administration Act.

The Financial Administration Act requires that the consolidated financial statements be prepared in accordance with the accounting principles determined by the relevant Ministry of the Province of Ontario. A directive was provided by the Ontario Ministry of Education within memorandum 2004:B2 requiring schools boards to adopt Canadian public sector accounting standards commencing with the year ended August 31, 2004 and that changes may be required to the application of these standards as a result of regulation.

In 2011, the government passed Ontario Regulation 395/11 of the Financial Administration Act. The Regulation requires that contributions received or receivable for the acquisition or development of depreciable tangible capital assets and contributions of depreciable tangible capital assets for use in providing services, be recorded as deferred capital contributions and be recognized as revenue in the statement of operations over the periods during which the asset is used to provide service at the same rate that amortization is recognized in respect of the related asset. The regulation further requires that if the net book value of the depreciable tangible capital asset is reduced for any reason other than depreciation, a proportionate reduction of the deferred capital contribution along with a proportionate increase in the revenue is recognized. For Ontario school boards, these contributions include government transfers, externally restricted contributions and, historically, property tax revenue.

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian public sector accounting standards which requires that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standards PS3410;
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standards PS3100; and
- property taxation revenue be reported as revenue when received or receivable in accordance with public sector accounting standard PS3510.

As a result, revenue recognized in the statement of operations and certain related deferred revenues and deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues, and expenses of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the Board and which are controlled by the Board.

School generated funds, which include the assets, liabilities, revenues, and expenses of various organizations that exist at the school level, as well as including Waterloo Education Foundation Inc., that are controlled by the Board, are reflected in the consolidated financial statements.

The consolidated financial statements also reflect the Board's pro-rata share of assets, liabilities, revenues and expenses of the Student Transportation Services of Waterloo Region Inc. (STSWR) which is a partnership that was formed with Waterloo Catholic District School Board. Inter-departmental and inter-organizational transactions and balances between these organizations have been eliminated.

Trust funds

Trust funds and their related operations administered by the Board are not included in the consolidated financial statements as they are not controlled by the Board.

Cash and short-term investments

Cash and short-term investments comprise of cash on hand, demand deposits and short-term investments. Short-term investments are highly liquid, subject to insignificant risk of changes in value and have a short maturity term. Short-term investments are recorded at the lower of cost or market value.

Deferred revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or services performed.

Deferred capital contributions

Contributions received or receivable for the purpose of acquiring or developing a depreciable tangible capital asset for use in providing services, or any contributions in the form of depreciable tangible assets received or receivable for use in providing services, shall be recognized as deferred capital contribution as defined in Ontario Regulation 395/11 of the Financial Administration Act. These amounts are recognized as revenue at the same rate as the related tangible capital asset is amortized. The following items fall under this category:

- government transfers received or receivable for capital purpose;
- other restricted contributions received or receivable for capital purpose; and
- property taxation revenues which were historically used to fund capital assets.

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

Retirement and other employee future benefits

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, life insurance, and health care benefits, dental benefits, retirement gratuity, worker's compensation and long-term disability benefits.

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the principals and vice-principals associations, the following Employee Life and Health Trusts (ELHTs) were established in 2016-17: ETFO, OSSTF, ETFO-EW and OSSTF-EW. The ELHTs provide health, life and dental benefits to teachers (excluding daily occasional teachers), education workers (excluding casual and temporary staff), other school board staff and retired individuals up to a school board's participation date into the ELHT. These benefits are being provided through a joint governance structure between the bargaining/employee groups, school board trustees associations and the Government of Ontario. Starting November 1, 2016, the Board is no longer responsible to provide certain benefits to ETFO, OSSTF, ETFO-EW and OSSTF-EW. Beginning in the 2016-17 school year, school boards whose employee groups transitioned their health, dental and life benefits to the ELHT are required to remit a negotiated amount per full-time equivalency (FTE) on a monthly basis. Funding for the ELHTs is based on the existing benefits funding embedded within the Grants for Student Needs (GSN) and additional ministry funding in the form of a Crown Contribution and Stabilization Adjustment.

The Board continues to provide health, dental and life insurance benefits for retired individuals that have not yet transferred into an ELHT.

In 2012, changes were made to the Board's retirement gratuity plan, sick leave plan and retiree health, life and dental plan. The Board has adopted the following policies with respect to accounting for these employee benefit:

- i) In prior years, the cost of retirement gratuities that vested or accumulated over the periods of service provided by the employee were actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement and discount rates. As a result of the plan change, the cost of retirement gratuities are actuarially determined using the employee's salary, banked sick days and years of service as at August 31, 2012 and management's best estimate of discount rates. The changes resulted in a plan curtailment and any unamortized actuarial gains or losses are recognized as at August 31, 2012. Any actuarial gains and losses arising from changes to the discount rate are amortized over the expected average remaining service life of the employee group.

For self-insured retirement and other employee future benefits that vest or accumulated over the periods of service provided by employees, such as life insurance and health care benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group. The changes to the retiree health, life and dental plans resulted in a plan curtailment and any unamortized actuarial gains and losses associated with the employees impacted by the change are recognized as at August 31, 2012.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for worker's compensation, long-term disability and life insurance and health care benefits

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

- ii) Employer contributions to multi-employer defined pension plans, such as the Ontario Municipal Employees Retirement System pensions, are expensed in the period incurred.
- iii) The cost of life insurance benefits is actuarially determined on the projected benefit method prorated on services for current employees who are eligible for this benefit upon retirement. For retirees, the liability is calculated as the present value of the expected future premium subsidy from the valuation date to the date that the retiree turns 65, or for the remaining lifetime, depending on the date of retirement.

Tangible capital assets

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset, as well as interest related to financing during construction. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Tangible capital assets, except land, are amortized on a straight line basis over their estimated useful lives as follows:

Assets	Estimated Useful Life in Year
Land improvements with finite lives	15
Building and building improvements	40
Portable structures	20
Other buildings	20
Furniture and equipment	5 -15
Computer hardware and software	5
Vehicles	5 - 10
Leasehold improvements	Over the life of the lease

Assets under construction and assets that relate to pre-acquisition and pre-construction costs are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and estimated net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Building permanently removed from service and held for resale cease to be amortized and are recorded at the lower of carrying value and estimated net realizable value. Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the consolidated statement of financial position.

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

Government transfers

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made.

Government transfers for capital that meet the definition of a liability are referred to as deferred capital contributions (DCC). Amounts are recognized into revenue as the liability is extinguished over the useful life of the related asset.

Investment income

Investment income is reported as revenue in the period earned.

When required by the funding government or related Act, investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education forms part of the respective deferred revenue balances.

Long-term debt

Long-term debt is recorded net of related sinking fund asset balances.

Budget figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees of the Board. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model. Given differences between the funding model and the basis of accounting used by the school board in preparation of the financial statements, the budget figures presented have been adjusted to conform with this basis of accounting as it is used to prepare the consolidated financial statements. The budget figures are unaudited.

Use of estimates

The preparation of consolidated financial statements in conformity with the basis of accounting described in note 1 requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

Adoption of new accounting standards

The entity has adopted the following new Canadian Public-Sector Accounting Standards, which became effective for fiscal years beginning on or after April 1, 2017. Adoption of these standards has resulted in no retrospective adjustments.

PS 2200, Related Party Disclosures

This section defines a related party and identifies disclosures for related parties and related party transactions, including key management personnel, Board members, and close family members. This new section defines a related party and establishes disclosure required for related party transactions. Disclosure of information about related party transactions and the relationship underlying them is required when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, or could have, a material financial effect on the financial statements.

PS 3420, Inter-entity Transactions

This section establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective.

PS 3210, Assets

This section provides guidance for applying the definition for assets set out in PS 1000, financial statement concepts, and establishes general disclosure standards for assets.

PS 3320, Contingent Assets

This section defines and establishes disclosure standards for contingent assets when the occurrence of a confirming future event is likely. Contingent assets are not recorded in the consolidated financial statements.

PS 3380, Contractual Rights

This section defines and establishes disclosure standards for contractual rights when rights to economic resources will result in both an asset and revenue in the future.

2 Accounts receivable - Government of Ontario

The Province of Ontario replaced variable capital funding with a one-time debt support grant in 2009-10. Waterloo Region District School Board received a one-time grant that recognizes capital debt as of August 31, 2010 that is supported by the existing capital programs. The Board receives this grant in cash over the remaining term of the existing capital debt instruments. The Board may also receive yearly capital grants to support capital programs which would be reflected in the account receivable balance.

The Board has an account receivable from the Province of Ontario of \$165,708,372 (2017 - \$176,654,492) with respect to capital grants.

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

3 Assets held for sale

As at August 31, 2018, \$3,933,000 (2017 - \$3,933,000) related to land is classified as assets held for sale.

4 Deferred revenue

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the consolidated statement of financial position.

Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2018 is comprised of:

	Balance at August 31 2017 \$	Externally restricted revenue and investment income 2018 \$	Revenue recognized in the period \$	Transfers to deferred capital contributions \$	Balance at August 31 2018 \$
Pupil accommodation	3,960,035	35,902,897	21,771,149	15,303,682	2,788,101
Education development charges	-	7,023,585	7,023,585	-	-
Proceeds of disposition - Minister Exemptions and Other	6,228,714	-	-	767,697	5,461,017
Proceeds of disposition - Regular	2,405,177	5,216,152	-	998,920	6,622,409
Special education	1,940,583	2,288,354	805,893	-	3,423,044
Restricted grants	3,029,672	93,082,158	89,835,459	488,832	5,787,539
Other	1,837,177	2,058,885	1,837,177	-	2,058,885
Total deferred revenue	19,401,358	145,572,031	121,273,263	17,559,131	26,140,995

5 Deferred capital contributions

Deferred capital contributions include grants and contributions received that are used for the acquisition of tangible capital assets in accordance with Regulation 395/11 that have been expended by year-end. The contributions are amortized into revenue over the life of the asset acquired.

	2018 \$	2017 \$
Opening balance	540,679,566	516,286,661
Additions to deferred capital contributions	54,135,358	56,320,046
Revenue recognized in the period	(32,993,644)	(31,927,141)
Closing balance	561,821,280	540,679,566

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

6 Retirement and other future benefits

					2018	2017
	Retirement gratuities \$	WSIB benefits \$	Sick leave benefits \$	Life insurance benefits \$	Total employee future benefits \$	Total employee future benefits \$
Opening balance accrued employee future benefit obligations at August 31	31,203,030	4,182,569	356,659	1,934,979	37,677,237	41,525,760
Current period benefit cost	-	871,769	358,819	-	1,230,588	1,951,834
Interest accrued	813,393	105,237	-	47,673	966,303	883,828
Less: Benefit payments	(4,642,208)	(982,989)	(361,762)	(119,247)	(6,106,206)	(7,102,654)
Amortization of actuarial loss (gain)	472,502	-	5,172	(68,427)	409,247	418,469
Employee future benefit liability at August 31	<u>27,846,717</u>	<u>4,176,586</u>	<u>358,888</u>	<u>1,794,978</u>	<u>34,177,169</u>	<u>37,677,237</u>
					2018	2017
	Retirement gratuities \$	WSIB benefits \$	Sick Leave benefits \$	Life insurance benefits \$	Total employee future benefits \$	Total employee future benefits \$
Current period benefit cost	-	871,769	358,819	-	1,230,588	1,951,834
Interest on accrued benefit obligation	813,393	105,237	-	47,673	966,303	883,828
Recognized actuarial loss (gain)	472,502	-	5,172	(68,427)	409,247	418,469
Employee future benefits expenses ¹	<u>1,285,895</u>	<u>977,006</u>	<u>363,991</u>	<u>(20,574)</u>	<u>2,606,138</u>	<u>3,254,131</u>

¹ Excluding pension contributions to the Ontario Municipal Employees Retirement System, a multi-employer pension plan, described below.

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

Plan changes

In 2012, changes were made to the Board's retirement gratuity plan, sick leave plan and retirees' health, life and dental plan. As a result employees eligible for a retirement gratuity will receive payout upon retirement based on their accumulated vested sick days under the plan, years of service and salary as of August 31, 2012. All accumulated non-vested sick days were eliminated as of September 1, 2012, and were replaced with a new short-term leave and disability plan. In 2013, further changes were made to the short-term leave and disability plan. Under the new short term leave and disability plan, 11 unused sick leave days may be carried forward into the following year only, to be used to top-up benefits received under the short-term leave and disability plan in that year. A new provision was established as of August 31, 2013 representing the expected usage of sick days that have been carried forward for benefit top-up in the following year.

Retirement life insurance and health care benefits have been grandfathered to qualifying existing retirees and employees who will retire in 2012-13. Effective September 1, 2013, all new retiree accessing Retirement Life Insurance and Health Care Benefits will pay the full premiums for such benefits and will be included in a separate experience pool that is self-funded.

Retirement benefits

i) Ontario Teacher's Pension Plan

Teachers and employees in related groups are eligible to be members of Ontario Teacher's Pension Plan. Employer contributions for these employees are provided directly by the Province of Ontario. The pension costs and obligations related to this plan are a direct responsibility of the Province. Accordingly, no costs or liabilities related to this plan are included in the Board's consolidated financial statements.

ii) Ontario Municipal Employees Retirement System

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2018, the Board contributed \$9,330,213 (2017 - \$8,898,452). As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

iii) Retirement gratuities

The Board provides retirement gratuities to certain groups of employees hired prior to specified dates. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. The amount of the gratuities payable to eligible employees at retirement is based on their salary, accumulated sick days, and years of service at August 31, 2012.

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

iv) Retirement life insurance and health care benefits

The Board provides life insurance, dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age.

The premiums are based on the Board experience and retirees' premiums may be subsidized by the Board. The benefit costs and liabilities related to the plan are provided through an unfunded defined benefit plan and are included in the Board's consolidated financial statements. Effective September 1, 2013, employees retiring on or after this date, do not qualify for board subsidized premiums or contributions.

Actuarial assumptions

The accrued benefit obligations for retirement gratuities as at August 31, 2018 are based on the most recent actuarial valuations completed for accounting purposes as at August 31, 2018. These valuations take into account the plan changes outlined above and the economic assumptions used in these valuations are the Board's best estimates of expected rates of:

	2018 %	2017 %
Inflation	1.5	1.5
Discount on accrued benefit obligations	2.90	2.55

Workplace Safety and Insurance Board (WSIB) Benefits

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. The Putting Students First Act, 2012 requires school boards to provide salary top-up for employees receiving payments from the Workplace Safety and Insurance Board, where previously negotiated collective agreement included such provision. This resulted in a one-time increase to the Board's obligation of \$487,539 as at August 31, 2012.

The Workplace Safety and Insurance Board obligations for employee future benefit plans as at August 31, 2018 are based on actuarial valuations for accounting purposes as at August 31, 2018. These actuarial valuations are based on assumptions about future events. For purposes of these calculations, the economic assumptions used in these valuations are the Board's best estimates of expected rates of:

	2018 %	2017 %
Inflation	2.0	2.0
Discount on accrued benefit obligations	2.90	2.55

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

Sick leave top-up benefits

As a result of new changes made in 2013 to the short-term sick leave and disability plan, a maximum of 11 unused sick leave days from the current year may be carried into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The benefit costs expensed in the financial statements are \$363,991 (2017- \$273,560).

The accrued benefit obligation for the sick leave top-up is based on an actuarial valuation for accounting purposes as of August 31, 2018. This actuarial valuation is based on assumptions about future events.

Life insurance benefits

The Board sponsors a separate life insurance benefits plan for certain retirees. The premiums are based on the Board experience and employees are required to pay 100% of the premium costs. The benefit costs and liabilities related to the subsidization of these retirees under this group plan are included in the Board's consolidated financial statements.

The accrued benefit obligations for life insurance benefits as at August 31, 2018 are based on actuarial valuations for accounting purposes as at August 31, 2018. These actuarial valuations are based on assumptions about future events. For purposes of these calculations, the economic assumptions used in these valuations are the Board's best estimates of expected rates of:

	2018 %	2017 %
Inflation	1.5	1.5
Discount on accrued benefit obligations	2.90	2.55

Health care and dental benefits

The Board sponsors a separate plan for retirees to provide group health care and dental benefits. The premiums are based on the experience or demographics of the group and retirees are required to pay 100% of the premium costs.

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

7 Net long-term debt

Net debenture debt, and capital loans reported on the consolidated statement of financial position is comprised of the following:

	2018 \$	2017 \$
Debenture #CDS 00-42 due on November 17, 2020. Interest payments semi-annually at 6.67%.	5,131,210	5,131,210
Debenture #CDS 02-45 due on November 21, 2022. Interest payments semi-annually at 5.642%.	11,894,000	13,908,000
Debenture #CDS 04-49 due on November 29, 2024. Interest payments semi-annually at 5.257%.	12,441,050	14,015,110
Debenture #CDS 06-53 due on October 30, 2026. Interest payments semi-annually at 4.841%.	9,832,308	10,752,000
Ontario Financing Authority Loan (OFA#1) due on November 17, 2031. Interest payments semi-annually at 4.56%.	16,679,331	17,556,801
Ontario Financing Authority Loan (OFA#2) due on March 3, 2033. Interest payments semi-annually at 4.90%.	11,417,267	11,932,701
Ontario Financing Authority Loan (OFA#3) due on November 15, 2033. Interest payments semi-annually at 5.347%.	9,751,104	10,146,929
Ontario Financing Authority Loan (OFA#4) due on March 13, 2034. Interest payments semi-annually at 5.062%.	4,351,499	4,527,495
Ontario Financing Authority Loan (OFA#5) due on November 15, 2034. Interest payments semi-annually at 5.047%.	1,264,168	1,312,338
Ontario Financing Authority Loan (OFA#6) due on April 13, 2035. Interest payments semi-annually at 5.232%.	7,267,990	7,530,297
Ontario Financing Authority Loan (OFA#7) due on April 13, 2036. Interest payments semi-annually at 4.833%.	9,884,987	10,228,469
Ontario Financing Authority Loan (OFA#8) due on November 15, 2036. Interest payments semi-annually at 3.97%.	6,180,201	6,402,978
Ontario Financing Authority Loan (OFA#9) due on March 9, 2037. Interest payments semi-annually at 3.564%.	13,566,765	14,065,778
Ontario Financing Authority Loan (OFA#10) due on March 19, 2038. Interest payments semi-annually at 3.799%.	25,513,864	26,362,891
Ontario Financing Authority Loan (OFA#11) due on November 11, 2039. Interest payments semi-annually at 4.003%.	679,707	700,308
	<hr/>	<hr/>
	145,855,451	154,573,305
Less: Sinking funds accumulated	(1,952,423)	(975,051)
	<hr/>	<hr/>
	143,903,028	153,598,254

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

Principal and interest payments relating to net long-term debt of \$199,046,623 outstanding as at August 31, 2018 are due as follows:

	Principal Payments \$	Interest \$	Total \$
2018/19	9,147,246	6,728,575	15,875,821
2019/20	9,597,789	6,278,383	15,876,172
2020/21	15,202,429	5,632,607	20,835,036
2021/22	10,567,306	4,930,649	15,497,955
2022/23	11,089,860	4,392,677	15,482,537
Thereafter	90,250,821	25,228,281	115,479,102
	<u>145,855,451</u>	<u>53,191,172</u>	<u>199,046,623</u>
Net long-term liabilities			

Interest on long-term debt amounted to \$7,164,551 (2017 - \$7,578,740).

8 Debt charges and capital loans interest

Expenditures for debt charges, capital loans and interest include principal and interest expense as follows:

	2018 \$	2017 \$
Principal payments on long-term liabilities	8,717,854	8,308,915
Sinking fund contributions	977,372	975,051
Interest expense on long-term liabilities	7,164,551	7,578,740
	<u>16,859,777</u>	<u>16,862,706</u>

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

9 Expenses by object

The following is a summary of the expenses reported on the consolidated statement of operations by object:

	<u>2018</u>	<u>2017</u>
	Budget \$ (Unaudited)	Actual \$ Actual \$
Expenses		
Salary and wages	529,326,112	529,841,287
Employee benefits	82,150,163	81,187,588
Staff development	2,094,397	2,080,866
Supplies and services	40,225,818	39,852,611
Interest charges on capital	7,027,474	7,041,914
Rental expenses	1,143,815	1,125,444
Fees and contract services	29,432,168	29,233,619
Other	370,004	495,556
Amortization of tangible capital assets	34,573,053	33,410,259
School funded activities	14,000,000	13,185,594
	<u>740,343,004</u>	<u>737,454,738</u>
		<u>701,770,625</u>

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

10 Tangible capital assets

	Cost				Accumulated amortization					
	Balance at August 31, 2017	Additions and transfers	Disposals	Balance at August 31, 2018	Balance at August 31, 2017	Amortization	Disposals, write-offs and adjustments	Balance at August 31, 2018	Net book value August 31, 2018	Net book value August 31, 2017
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land	75,487,341	742,631	(190)	76,229,782	-	-	-	-	76,229,782	75,487,341
Land improvements	9,143,613	912,137	-	10,055,750	3,483,031	743,084	-	4,226,115	5,829,635	5,660,582
Buildings	768,441,141	40,602,993	(710,318)	808,333,816	254,900,054	24,315,984	(496,139)	278,719,899	529,613,917	513,541,087
Portable structures	15,822,225	-	(3,951,697)	11,870,528	12,250,954	703,343	(3,951,697)	9,002,600	2,867,928	3,571,271
Construction in progress	1,959,934	3,838,113	-	5,798,047	-	-	-	-	5,798,047	1,959,934
Pre-acquisition and construction cost	67,909	562,618	-	630,527	-	-	-	-	630,527	67,909
Furniture and equipment	15,227,414	1,172,271	(810,010)	15,589,675	6,511,102	1,557,354	(810,010)	7,258,446	8,331,229	8,716,312
Computer hardware and software	29,844,394	6,079,682	(7,389,387)	28,534,689	15,202,116	5,837,909	(7,389,387)	13,650,638	14,884,051	14,642,278
Vehicles	1,749,936	120,555	(104,592)	1,765,899	1,347,839	156,403	(104,592)	1,399,650	366,249	402,097
Leasehold improvements	1,898,641	1,920,743	-	3,819,384	1,897,261	96,182	-	1,993,443	1,825,941	1,380
	919,642,548	55,951,743	(12,966,194)	962,628,097	295,592,357	33,410,259	(12,751,825)	316,250,791	646,377,306	624,050,191

Asset under construction

Assets under construction (which include construction in progress and pre-acquisition and construction cost) having a value of \$6,428,571 (2017 - \$2,027,843) have not been amortized. Amortization of these assets will commence when the asset is put into service.

Write-down of tangible capital assets

The write-down of tangible capital assets during the year was \$nil (2017 - \$nil).

Asset inventories for resale (assets permanently removed from service)

The Board has identified no land and no building properties that qualify as “assets permanently removed from service.”

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

11 Accumulated surplus

Accumulated surplus consists of the following:

	2018 \$	2017 \$
Accumulated surplus - unappropriated	34,366,198	27,591,247
Invested in non-depreciable tangible capital assets (land)	65,889,322	59,071,923
Amounts restricted for future use by Board motion	10,330,589	10,016,900
Employee benefits payable to be funded	-	(4,711,845)
Other	5,140,123	4,300,703
	<hr/>	<hr/>
Total accumulated surplus	115,726,232	96,268,928

The annual surplus of \$19,457,304 for 2018 (2017 - \$19,563,795) includes revenues recognized for land of \$6,817,399 (2017 - \$9,094,280), transfers to internally appropriated of \$313,689 (2017 - \$898,591), transfers to/ (from) externally appropriated of a \$5,960,512 (2017 - \$9,482,963) and recognized actuarial loss of \$409,247 (2017 - loss of \$418,469). The impact of these adjustments is summarized below:

	2018 \$	2017 \$
Annual surplus before the following items	6,774,951	506,430
Revenues recognized for land	6,817,399	9,094,280
Transfer to internally appropriated	313,689	898,591
Transfer to externally appropriated	5,960,512	9,482,963
Recognized actuarial gain	(409,247)	(418,469)
	<hr/>	<hr/>
Annual surplus	19,457,304	19,563,795

12 Trust funds

Trust funds administered by the Board amounting to \$1,864,473 (2017 - \$1,863,451) have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations.

13 Ontario School Board Insurance Exchange (OSBIE)

The Board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$20 million per occurrence.

The premiums over a five-year period are based on the reciprocal's and the Board's actual claims experience. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience. The current five year term expires January 1, 2022.

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

14 Contractual obligations and contingent liabilities

Contractual obligations

The cost to complete construction contracts in progress at August 31, 2018 is estimated to be \$28,022,583 (2017 - \$24,150,069).

Contingent liabilities

The Board has various labour related and legal issues that are outstanding. Although the outcome of these matters is not known, management has made an estimate of what it believes represents the minimum amount that will become payable and this estimate has been recorded in these financial statements. The amount of the estimate has not been disclosed, as proceedings relating to these matters are ongoing. Based on the nature of the matters and existing knowledge, it is reasonably possible that changes in future conditions in the near term could require a material change in the recognized amounts. The difference between the recognized amount and the actual amount will be recorded in the period that the settlement of this matter is reached.

Operating lease commitments

The following is a schedule of minimum lease payments under significant operating leases required in each of the following years.

	\$
Year ending August 31,	
2019	2,097,889
2020	2,162,925
2021	1,968,016
2022	1,968,016
Thereafter	1,706,030

15 Budget data

The unaudited budget data presented in these consolidated financial statements is based upon the 2018 budgets approved by the Board on June 26, 2017.

As boards only budget the statement of operations, the budget figures in the consolidated statement of change in net debt have not been provided.

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

16 Partnership in the Student Transportation Services of Waterloo Region Inc.

Transportation consortium

On September 1, 2007, the Student Transportation Services of Waterloo Region Inc. (STSWR) was incorporated. On February 27, 2008, the Board entered into an agreement with Waterloo Catholic District School Board in order to provide common administration of student transportation in the Region. This agreement was executed in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the Boards. Under the agreement created at the time STSWR was established, decisions related to the financial and operating activities of STSWR are shared. No partner is in a position to exercise unilateral control.

This entity is proportionately consolidated in the Board's consolidated financial statements whereby the Board's pro-rata share of assets, liabilities, revenues and expenses of the consortium are included in the Board's consolidated financial statements. Inter-organizational transactions and balances between these organizations have been eliminated.

The following provides condensed financial information.

	2018		2017	
	Total \$	Board portion \$	Total \$	Board portion \$
Financial position				
Financial assets	450,744	270,208	1,099,442	746,496
Liabilities	(479,376)	(283,653)	(1,103,827)	(743,963)
Non-financial assets	28,632	17,545	4,385	1,567
Accumulated deficit	-	4,100	-	4,100
Operations				
Revenues	22,252,106	14,664,137	20,669,151	15,553,748
Expenses	22,252,106	14,664,137	20,669,151	15,533,748
Annual surplus	-	-	-	-

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**

Waterloo Region District School Board

Notes to Consolidated Financial Statements

August 31, 2018

17 Repayment of the “55 School Board Trust” funding

On June 1, 2003, the Board received \$1,407,664 from the 55 School Board Trust for its capital related debt eligible for provincial funding support pursuant to a 30-year agreement it entered into with the trust. The 55 School Board Trust was created to refinance the outstanding not permanently financed (NPF) debt of participating boards who are beneficiaries of the trust. Under the terms of the agreement, The 55 School Board Trust repaid the Board’s debt in consideration for the assignment by the Board to the trust of future provincial grants payable to the Board in respect of the NPF debt.

As a result of the above agreement, the liability in respect of the NPF debt is no longer reflected in the Board’s financial position.

18 Comparative figures

Certain comparative figures have been reclassified to conform to the current year’s financial statement presentation.

**FOR DISCUSSION WITH MANAGEMENT ONLY – SUBJECT TO AMENDMENT
NOT TO BE FURTHER COMMUNICATED**



Report to Committee of the Whole

Monday, November 19, 2018

Subject: Southwest Kitchener Secondary Boundary Study Update - Public Consultation Phase

Recommendation

This report is for the information of the Board.

Status

This report seeks to share information with the Board of Trustees (Board) about the commencement of the Public Consultation Phase related to the Southwest Kitchener Boundary Study. Appendix A to this report presents detailed enrolment projections under the Status Quo (do nothing) Scenario as well as two proposed alternate Scenarios.

Appendix A also includes a proposed study timeline which could conclude as early as Spring 2019, or as late as September 2019, for implementation in September 2020. This Boundary Study will review the boundaries of; Cameron Heights Collegiate Institute, Forest Heights Collegiate Institute and Huron Heights Secondary School. Appendix B contains a list of the feeder school lists for these three secondary schools.

Enrolment pressures are ongoing at Huron Heights Secondary School as a result of the current and increasing enrolment and utilization at that school.

Background

On May 14, 2018, Trustees were presented with the Annual Accommodation Planning Report 2018-2019, and approved the following motion to undertake the Southwest Kitchener Secondary Boundary Study.

That the Waterloo Region District School Board (Board) approve the commencement of the Southwest Kitchener Secondary Schools Boundary Study, involving Huron Heights Secondary School and Forest Heights Collegiate Institute and Cameron Heights Collegiate Institute.

Information about Huron Heights' ongoing enrolment pressures has also been detailed in the Development Area (DA) Holding School reports presented to the Committee of the Whole on December 11, 2017 for the Mattamy Wildflowers DA and October 14, 2018 for the Doon South DA.

Additionally, the Long-Term Accommodation Plan (March, 2018) recommended a boundary study as an interim solution for Huron Heights Secondary School. This was identified due to a noticeable enrolment imbalance that was projected for Review Area S02: Kitchener Southwest.

Financial implications

There are no financial implications of this report. Financial implications will be considered and described in detail in the final recommendations at the conclusion of the Boundary Study. An estimate of the transportation costs are included in Appendix A “Scenario Implications”.

Communications

This report has been shared electronically with the three study area schools and their Grade 8 feeder schools. Throughout the boundary study, social media and board websites will be used to communicate updates such as the public meeting dates (a minimum of two are planned) and opportunities to provide feedback. The Grade 8 feeder schools (listed in Appendix B) will be notified in the same way as the study area schools. School administrators may make use of School Day to share information about meetings, upcoming reports and opportunities to provide input.

Planning staff has also arranged to meet with school staff at each of these three study area schools this month. A brief presentation will be offered followed by an opportunity for staff to ask questions about the process and the proposed implications described in Appendix A.

The Planning Department will maintain a webpage dedicated to sharing the same information as above, and providing the agendas and minutes of the Boundary Study Working Group. The boundaryfeedback@wrdsb.ca email address is always available and visible by Trustees. Messages related to this boundary study should state Southwest Kitchener Secondary Boundary Study in the subject line.

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

Southwest Kitchener Secondary Boundary Study
Background Report

Introduction	3
Background	3
New Kitchener Secondary School Status	3
Secondary Boundary Working Group (Senior Team)	4
Secondary Boundary Working Group (Senior Team) Membership	4
Secondary Boundary Working Group (Senior Team) - Current Focus	5
The Study Area	5
The Status Quo	6
Status Quo Implications	7
Scenario 1 - Redirection of Glencairn and Country Hills Areas	8
Scenario 1 Implications	10
Enrolment and Utilization	10
Grade 8 Feeder School Splits	10
Transportation	11
Scenario 2 - W.T. Townshend, Williamsburg, Glencairn and Country Hills Area Redirections	11
Scenario 2 Implications	13
Enrolment and Utilization	13
Grade 8 Feeder School Splits	14
Transportation	14
Boundary Study Working Group	14
Working Group Composition	14
Scenario Assessment Criteria	14
Proposed Boundary Study Timelines & Communications	15
Transition Committee	16
Conclusions	16
Next Steps	16
Appendices	
Appendix B Study Area Feeder School List	
Appendix C Study Area School Profiles	

Introduction

The purpose of this report is to commence the public consultation phase of the Southwest Kitchener Secondary Boundary Study, which was approved by Trustees in May, 2018. The three secondary schools included in the Study are;

- Cameron Heights Collegiate Institute (CHCI) - 301 Charles Street, Kitchener
- Forest Heights Collegiate Institute (FHCI) - 255 Fischer Hallman Road, Kitchener
- Huron Heights Secondary School (HHSS) - 1825 Strasburg Road, Kitchener

The intent of this report is to provide Trustees with detailed enrolment projections for the Study Area schools under the status quo (no change) scenario as well as two proposed alternatives. Additionally this report identifies some of the possible implications of the scenarios, however the list is not exhaustive and will grow through the consultation process.

The scenarios contemplated in this report will be analyzed by the Boundary Study Working Group, which is comprised of parent, student, staff and community representatives. They will also be presented at the initial public consultation meetings (see the proposed Boundary Study Timeline below).

The Working Group has the opportunity to vary these options or develop new scenarios as feedback is collected through the study process and additional implications are revealed. The final recommendation could present one of the scenarios from this report, a modified scenario or a completely new scenario as developed by the Working Group.

This report also details background information regarding the current enrolment imbalance in the Study Area, where Huron Heights Secondary School is experiencing over-utilization. In terms of the study timeline, due to the timing of course selection and staffing, changes for secondary school boundaries are approved one full school year prior to implementation. Therefore, a decision will need to be reached by June or September of 2019 for implementation of an approved boundary change in September 2020.

Background

New Kitchener Secondary School Status

The Long-Term Accommodation Plan identifies a need for at least one additional secondary school in Kitchener.

Huron Heights Secondary School was constructed as an alternative to the Board's Fischer-Hallman property at Huron Road, Kitchener. The need for this school was contemplated in the 2001 Long-Range Plan for the Accommodation of Pupils in Waterloo Region which proposed constructing a new secondary school for 1,350 students in the southwest area of Kitchener.

At that time, a strategy was in place that would see an accommodation review of Cameron Heights Collegiate Institute, Eastwood Collegiate Institute, and Kitchener-Waterloo Collegiate & Vocational School to investigate the consolidation of these three schools. The outcome would be to improve Grand River Collegiate Institute, Forest Heights Collegiate Institute, and other schools after the review was complete.

A number of decisions have affected that Plan, including: the retention of all three secondary schools, the reduced built capacity of Huron Heights Secondary School, the end of urban expansion and the surge in housing in southwest Kitchener.

The Board's 35 acre Fischer-Hallman site now resides beyond a "Protected Countryside" line and in a sensitive groundwater recharge area for the Region. This site is also transected by a natural gas pipeline.

On March 27, 2017, Trustees declared the site surplus to the needs of the board. As the sole party capable of using the property (as a major municipal sports park), the City of Kitchener offered to purchase it, but a deal was never reached.

As a result of the Board's more recent projected needs coming out of its Secondary Boundary Review - May 2010 and its last 2 Education Development Charge Background Studies, up to 2 additional secondary schools to serve the southwest of Kitchener have been recommended. City and Board staff continue to discuss opportunities to designate one or more a secondary school sites. Among the sites the City has suggested is a site in the comprehensive community planning process for the lands south of Huron Woods.

A capital request to support the funding of a new southwest Kitchener secondary school by the Ministry of Education was submitted in 2017 but was not approved. There has been no call for new capital priorities in 2018. As is consistent with the usual timelines, it will take up to ten years to open a new Secondary School in Kitchener.

Secondary Boundary Working Group (Senior Team)

The Senior Strategy Team appointed members to the Secondary Boundary Working Group on February 3, 2016. The mandate of the group was to address the recommendations put forward in the report, Secondary Boundaries Updated Review, prepared by Watson & Associates Economists Ltd. in March 2015. With an initial focus on:

- Proposed new South-West Kitchener Secondary School boundary
- Programming and boundaries for downtown core schools (CHCI, ECI, KCI)
- Revisions to policies and procedures relating to school grade configurations and programming at secondary schools.
- Collaboration with stakeholder groups including but not limited to:
 - Secondary School Principals Association
 - Secondary School Vice-Principals Association
 - Waterloo Region Elementary Association
 - Secondary BUAC

Secondary Boundary Working Group (Senior Team) Membership

1. Co-ordinating Superintendent, Business Services – Chair (1)
2. Co-ordinating Superintendent, Student Achievement and Well-Being (2)
3. Superintendent, Student Achievement and Well-Being (4)
 1. Ron DeBoer
 2. Scott Miller
 3. Peter Rubenschuh
 4. Graham Shantz
4. Controller, Facility Services (1)
5. Controller, Financial Services (1)

6. Manager, Planning (1)
7. Manager, Business Services (1)
8. Other departmental staff as required

Secondary Boundary Working Group (Senior Team) - Current Focus

In the absence of a suitable secondary school site, the Long-Term Accommodation Plan recommended interim accommodation solutions for Huron Heights Secondary School. For the 2018/2019 school year, two additional portable classrooms were placed on site. Additionally, a second lunch was added to support access to the specialty rooms; in particular, science labs, and physical education spaces. The Doon South Development Area was directed to Forest Heights Collegiate Institute to reduce the enrolment growth at Huron Heights Secondary School driven by new housing development.

Enrolment pressure at Huron Heights Secondary School cannot be fully addressed with additional operational changes. As a result, the Secondary Boundary Working Group (Senior Team) turned its focus to a boundary solution as an interim measure to reduce the pressure at Huron Heights Secondary School and to ensure students have a high quality secondary experience with access to a complete breadth of programming.

The scenarios in this report were developed collaboratively with the Secondary Boundary Working Group (Senior Team), through regular meetings including extensive discussion about implications and alternatives.

The Study Area

The Southwest Kitchener Secondary Boundary Study Area is comprised of the boundaries of Huron Heights Secondary School, Forest Heights Collegiate Institute and Cameron Heights Collegiate Institute. The Study Area includes Development Areas (DAs) currently assigned to Forest Heights Collegiate Institute, see Figure 1 (Status Quo Boundaries) below.

Overall, the study area makes up the southwest corner of Kitchener, ranging from mature core areas in Cameron Heights Collegiate Institute and Forest Heights Collegiate Institute's boundaries to new subdivisions across the southern limits of the city, assigned to Huron Heights Secondary School and Forest Heights Collegiate Institute (DAs). Much of Huron Heights Secondary School's large boundary is comprised of industrial areas as well as to be developed (greenfield) subdivisions.

Forest Heights Collegiate Institute offers Extended French programming and Cameron Heights Collegiate Institute delivers the International Baccalaureate (IB) program. For additional program details including things like Specialist High Skills Majors (SHSMs) and Magnets see Appendix C - School Profiles.

The Status Quo

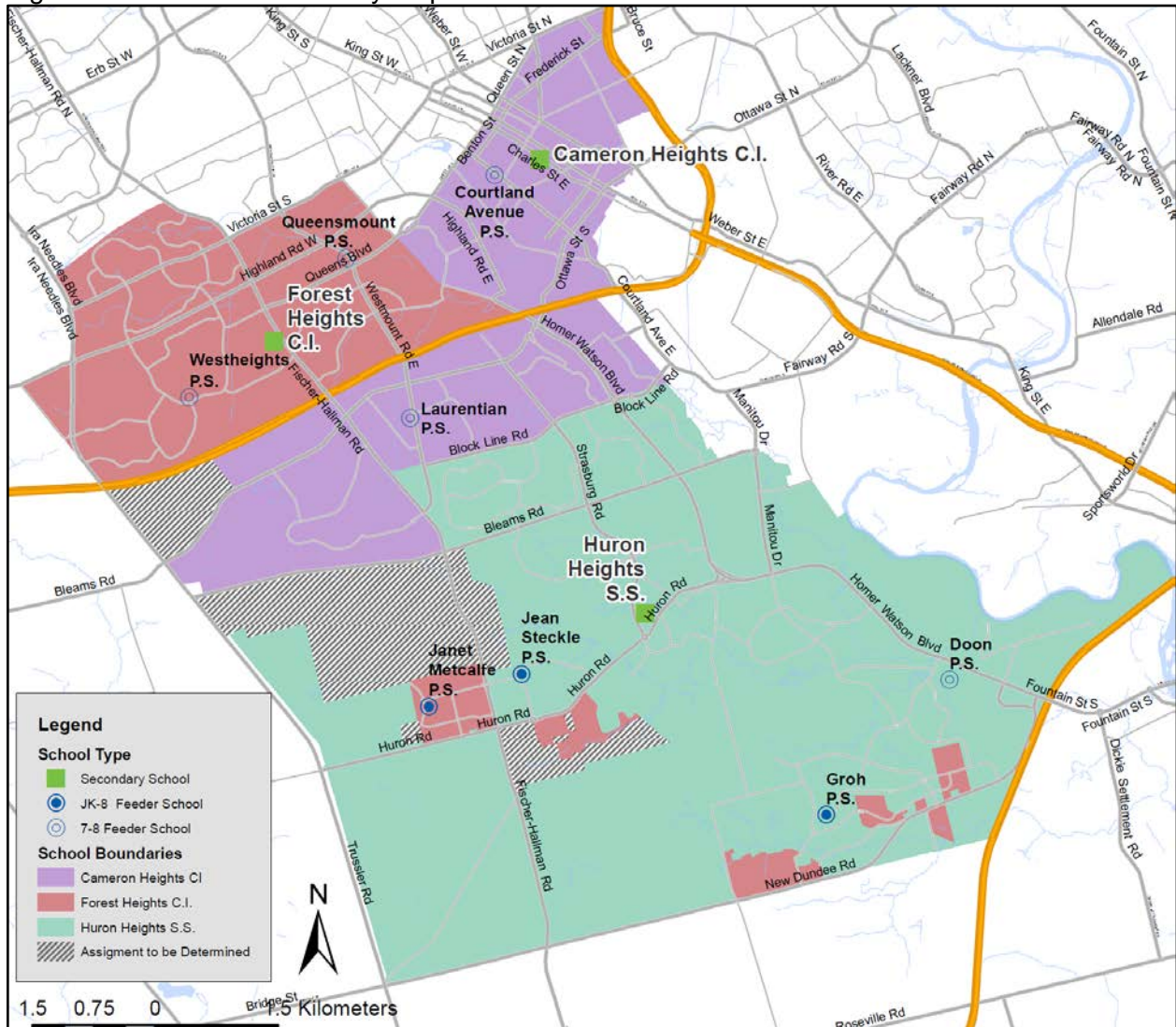
The Status Quo scenario shows enrolment projections for the three study area schools with the current boundaries. This is the 'no change' option. See projections in Table 1 below, HHSS would require nearly 7 additional portable classrooms (for a total of 19) to accommodate a projected enrolment of 1814 pupils in 2020. This site has not yet accommodated 19 portables, and placement of the portables would be subject to the City of Kitchener's site plan approval process.

Table 1: Status Quo Enrolment Projections

School	Grades	2018 Capacity		Enrolment (ADE*)/ Utilization (%)					
		OTG	Portables	2018	2020	2022	2024	2026	2028
CHCI	9-12	1596	6	1778	1760	1735	1756	1707	1672
				111%	110%	109%	110%	107%	105%
FHCI	9-12	1272	0	1046	1115	1204	1294	1288	1271
				82%	88%	95%	102%	101%	100%
HHSS	9-12	1224	12	1522	1814	1909	1957	2002	2023
				124%	148%	156%	160%	164%	165%

*ADE is Average of October and March enrolment reported as Full Time Equivalent (FTE)

Figure 1: Status Quo Boundary Map



Status Quo Implications

As has been noted, the Status Quo enrolment has prompted the steps to be taken to address the over-utilization of Huron Heights Secondary School. These steps include adding a sixth period (double lunch), reassigning the Mattamy Wildflowers, Tartan, and Doon South Development Areas to Forest Heights Collegiate Institute and adding two additional portable classrooms for a total of 12 portables.

Huron Heights Secondary School specialty classrooms, including the science labs, are fully utilized with the current ADE of 1522 pupils. Any increase in enrolment will impact student access to specialized teaching spaces. At a minimum, student access to the science labs will be negatively impacted as enrolment increases. Additionally, common areas like the cafeteria and hallways are also experiencing over-utilization.

One measure of space availability at a school is Gross Floor Area (GFA) per pupil place. Huron Heights Secondary School is the smallest facility of all the study area schools. Accordingly,

Table 2 shows Huron Heights Secondary School with the least floor area per pupil place of all three study area schools with just 11.652 meters squared per pupil place.

Table 2: Gross Floor Area per Pupil Place (OTG)

School	OTG	GFA (m2)	GFA/Pupil Place
CHCI	1596	22529.5	14.116
FHCI	1272	17893.3	14.067
HHSS	1224	14262.6	11.652

Table 3 looks at the total size of each school site. Huron Heights Secondary School has the smallest site of the three study area schools. Huron Heights has 0.016 acres per pupil place, which is in between Cameron Heights Collegiate Institute and Forest Heights Collegiate Institute. Forest Heights Collegiate Institute has largest school site and the most acres per pupil place.

Table 3: Acreage per Pupil Place (OTG)

School	OTG	Acreage (ac)	Acreage/Pupil Place
CHCI	1596	24.09*	0.015
FHCI	1272	24.93	0.020
HHSS	1224	19.71	0.016

*CHCI Acreage includes the adjacent 16.5 acre city parcel for this comparison

Continued enrolment pressure at Huron Heights Secondary School, identified in Table 1 above, shows utilization projected to reach 165%. In response to this, as well as the limited facility and site space available identified in Tables 2 and 3, Planning staff in association with the Boundary Study Working Group (Senior Team) have developed two scenarios for consideration by parents/guardians, students and community during the boundary study. The scenarios are presented in detail in the following section.

Scenario 1 - Redirection of Glencairn and Country Hills Areas

Scenario 1 redirects Grade 9 to 12 students residing in the Country Hills and Glencairn Public School JK to 6 boundaries from Huron Heights Secondary School to Forest Heights Collegiate Institute, effective September 2020. Both of these schools feed to Laurentian PS for Grade 7 and 8. Laurentian Public School is a single track English school, with no current French Immersion program. In this scenario, the Grade 8 feed to Huron Heights Secondary School is eliminated and replaced with a feed to Forest Heights Collegiate Institute.

Figure 2 outlines the proposed boundaries for Scenario 1. The Grade 9 to 12 boundary for Forest Heights Collegiate Institute is shown in pink on the map and includes the following Development Areas:

- Doon South Development Area
- Mattamy Wildflowers Development Area
- Huron South (Tartan) Development Area

The pink area with hatching is the area to be redirected from Huron Heights Secondary School to Forest Heights Collegiate Institute. Cameron Heights Collegiate Institute experiences no change to its boundary or program offerings in Scenario 1.

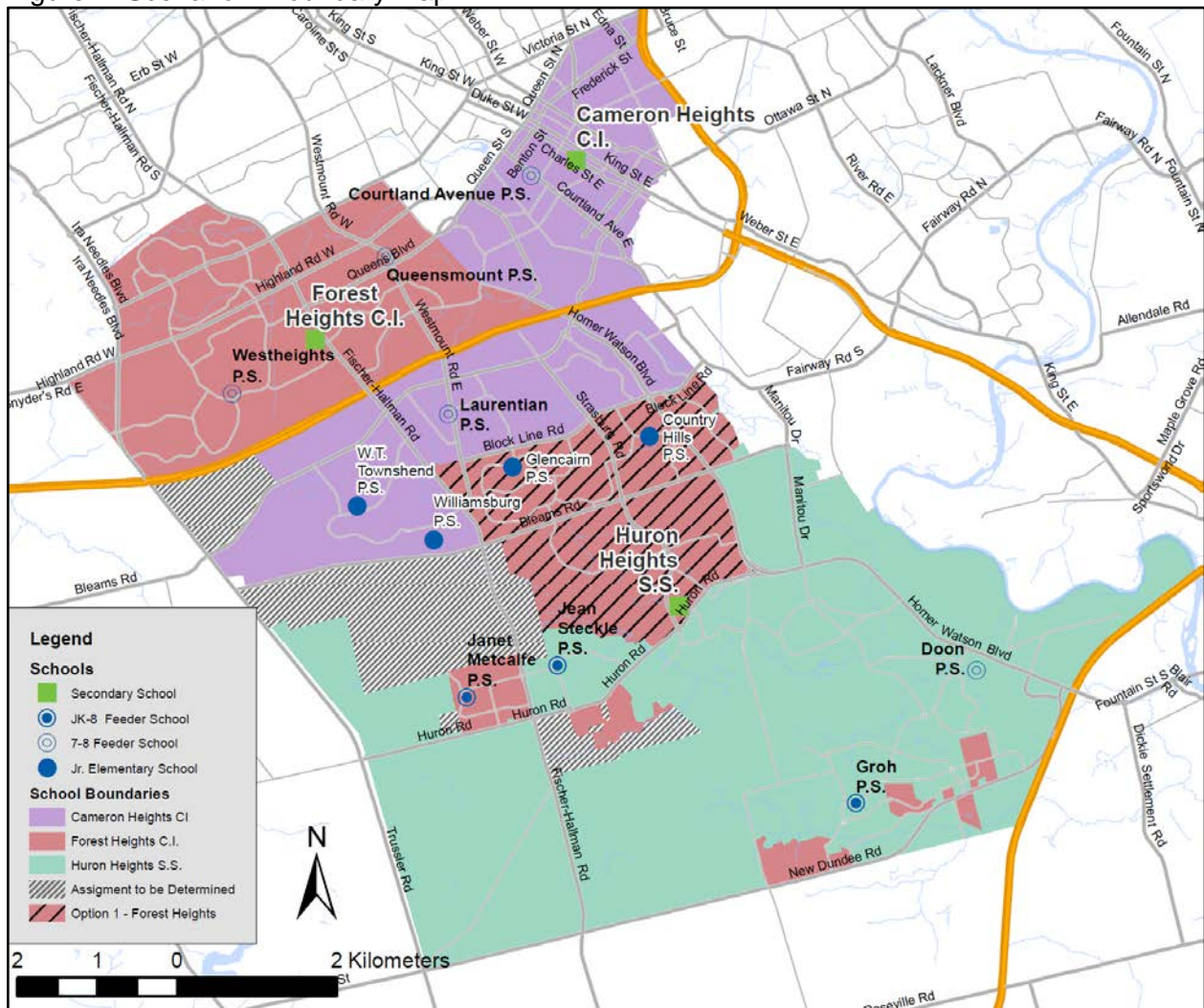
It should be noted that Development Areas identified as 'To-Be-Determined' are not assigned to any secondary schools in this scenario. These areas will require a holding school assignment prior to new home occupancies.

Table 4: Scenario 1 Enrolment Projections

School	Grades	2018 Capacity		Enrolment (ADE*)/ Utilization (%)					
		OTG	Portables	2018	2020	2022	2024	2026	2028
CHCI	9-12	1596	6	1778	1760	1735	1756	1707	1672
				111%	110%	109%	110%	107%	105%
FHCI	9-12	1272	0	1046	1450	1616	1714	1694	1675
				82%	114%	127%	135%	133%	132%
HHSS	9-12	1224	12	1522	1481	1497	1525	1584	1611
				124%	121%	122%	125%	129%	132%

*ADE is Average of October and March enrolment reported as Full Time Equivalent (FTE)

Figure 2: Scenario 1 Boundary Map



Scenario 1 Implications

Enrolment and Utilization

In terms of enrolment and utilization, this scenario increases the utilization of Forest Heights Collegiate Institute to 132% by the end of the projection period and reduces Huron Heights Secondary School utilization to the same rate, thus achieving more enrolment balance between the two schools.

Grade 8 Feeder School Splits

The Laurentian PS Grade 8 class currently includes the Huron South (Tartan) Development Area, which feeds into Forest Heights Collegiate Institute resulting in a triple split of the Grade 8 class to all three Study Area School. By incorporating the Glencairn and Country Hills PS boundaries into the Forest Heights Collegiate Institute boundary, this option will have the effect of reducing the split of the Laurentian PS Grade 8 class from three schools to two; Forest Heights Collegiate Institute and Cameron Heights Collegiate Institute. Huron Heights Secondary School would no longer feed from Laurentian Public School.

Transportation

Because the area being redirected to Forest Heights Collegiate Institute is greater than 3.2 kilometres from the school and because the area is currently within walking distance to Huron Heights Secondary School, there is expected to be a significant additional transportation cost to implement this scenario. Student Transportation Services of Waterloo Region (STSWR) provided an estimate of five additional regular size school buses to transport these students at a cost of \$210K/year.

Any French Immersion students residing in the redirected area would benefit by gaining transportation to Forest Heights Collegiate Institute for Extended French, as they are currently not eligible for transportation to attend the program.

Scenario 2 - W.T. Townshend, Williamsburg, Glencairn and Country Hills Area Redirections

Scenario 2 involves two redirections. Grade 9 to 12 students in the Glencairn and Country Hills boundaries would be redirected from Huron Heights Secondary School to Cameron Heights Collegiate Institute, and Williamsburg Public School, W.T. Townshend Public School and a portion of the Alpine Public School JK to 6 boundary would be redirected from Cameron Heights Collegiate Institute to Forest Heights Collegiate Institute, effective September 2020. These areas are within the Queensmount and Laurentian Public School boundaries for Grades 7 and 8.

Forest Heights Collegiate Institute's Grade 9 to 12 boundary is shown in pink on the map (Figure 3 below) and includes the following Development Areas:

- Doon South Development Area
- Mattamy Wildflowers Development Area
- Huron South (Tartan) Development Area

The pink hatched area is the proposed boundary to be redirected from Cameron Heights Collegiate Institute to Forest Heights Collegiate Institute and is comprised of the Williamsburg Public School, W.T. Townshend PS and a portion of the Alpine Public School junior school boundaries.

The purple hatched area is the Glencairn PS and Country Hills PS boundary that is redirected from Huron Heights Secondary School to Cameron Heights Collegiate Institute in this Scenario.

The Huron Heights Secondary School boundary is reduced by the same portion as in Scenario 1.

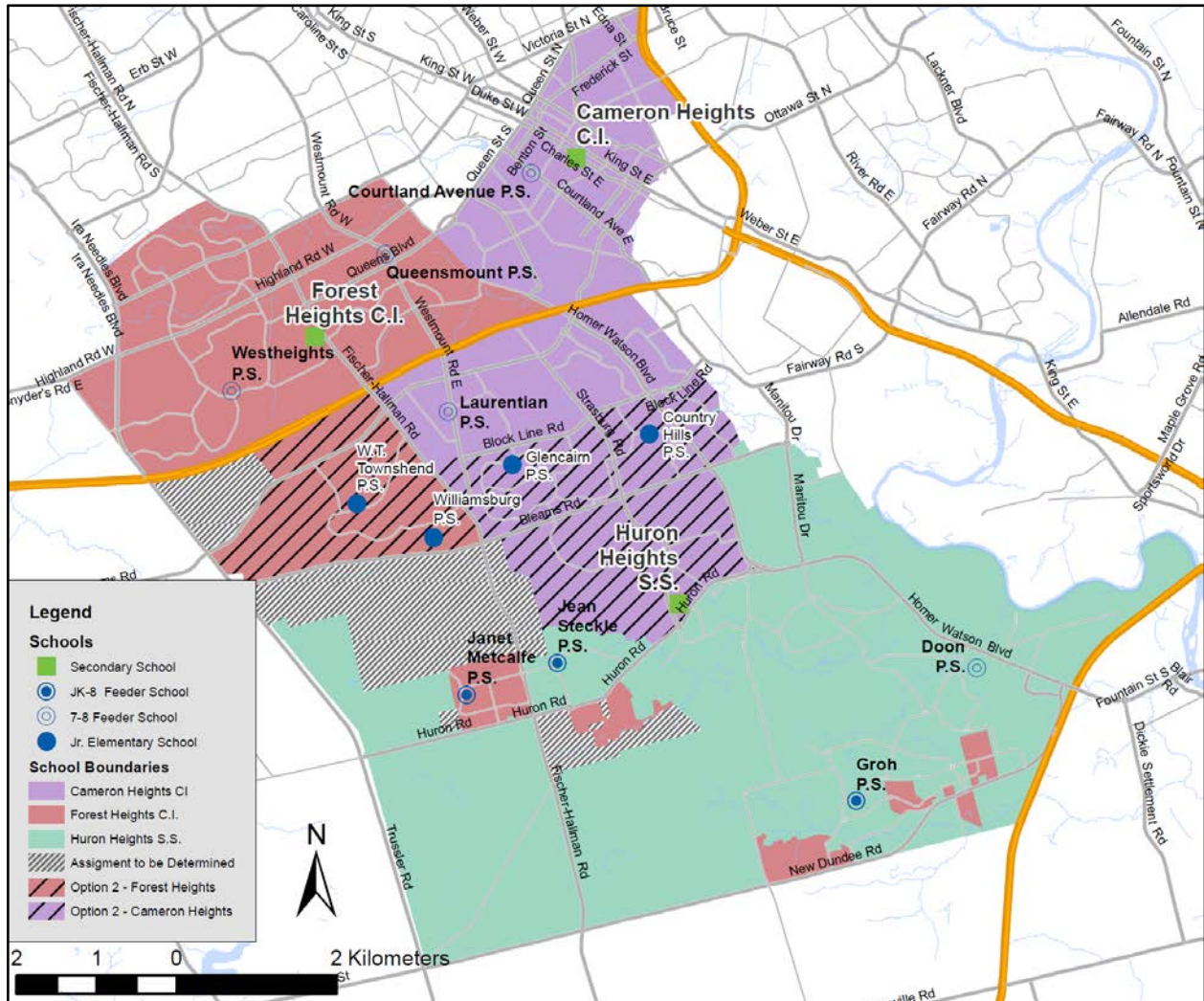
It should be noted that Development Areas identified as 'To-Be-Determined' continue to be unassigned to any schools in this scenario. These areas will require a holding school assignment prior to new home occupancies.

Table 5: Scenario 2 Enrolment Projections

School	Grades	2018 Capacity		Enrolment (ADE*)/ Utilization (%)					
		OTG	Portables	2018	2020	2022	2024	2026	2028
CHCI	9-12	1596	6	1778	1634	1688	1747	1714	1715
				111%	102%	106%	109%	107%	107%
FHCI	9-12	1272	0	1046	1574	1668	1722	1687	1631
				82%	124%	131%	135%	133%	128%
HHSS	9-12	1224	12	1522	1481	1497	1525	1584	1611
				124%	121%	122%	125%	129%	132%

*ADE is Average of October and March enrolment reported as Full Time Equivalent (FTE)

Figure 3: Scenario 2 Boundary Map



Scenario 2 Implications

Enrolment and Utilization

In terms of enrolment and utilization, this scenario increases Forest Heights Collegiate Institute's utilization to 128% by the end of the projection period and reduces Huron Heights Secondary School utilization to nearly the same rate thus achieving a more balanced study area by the end of the projection. It should be noted that Forest Heights' utilization does jump significantly in the first years of implementation, going from a current utilization of 82% up to 124% in 2020.

Cameron Heights Collegiate Institute utilization only increases about 2% over the Status Quo scenario (105% to 107%) in 2028.

Grade 8 Feeder School Splits

By incorporating the Williamsburg Public School, W.T. Townshend Public School and Alpine Public School (portion) into Forest Heights Collegiate Institute, this option eliminates the split feed from the Queensmount Public School Grade 8 class, creating a single feed to Forest Heights Collegiate Institute. By incorporating the Glencairn and Country Hills Public School boundaries into the Cameron Heights Collegiate Institute boundary, this option will have the effect of reducing the split of Laurentian Public School grade 8 class from three schools to two; Forest Heights Collegiate Institute and Cameron Heights Collegiate Institute.

Transportation

Because much of the area being redirected to Forest Heights Collegiate Institute is less than 3.2 kilometres and not transported, the reduction in transportation in this area is approximately equal to the increase in transportation for the area being redirected to Cameron Heights Collegiate Institute which is greater than 3.2 kilometres from that school. Therefore, Scenario 2 is expected to have a net-zero financial impact for transportation.

It should be noted that this scenario would result in a loss of transportation to Cameron Heights Collegiate Institute for the International Baccalaureate (IB) Program for students residing in the Williamsburg Public School, W.T. Townshend Public School and Alpine Public School, (portion). While IB itself does not qualify a student for transportation, since Cameron Heights Collegiate Institute is currently the home school for this area, students qualified for transportation based on distance. The opposite is also true, the areas being added to Cameron Heights Collegiate Institute will benefit from transportation to a school that offers the IB program in this Scenario.

Boundary Study Working Group

Boundary studies are conducted through the establishment of a Boundary Study Working Group. This group will meet on a regular basis to review Scenarios, conduct public consultation and undertake scenario development and/or refinement. Parent/guardian and student representatives on the Working Group often act as a conduit between the board staff and school communities, receiving and sharing feedback about the scenario implications.

Working Group Composition

Up to 3 parents/guardians from each of the Study Area Schools (total of 9)
 Up to 2 students from each of the Study Area Schools (total of 6)
 Coordinating Superintendent, Business Services (M. Gerard)
 Superintendents of Achievement and Well Being (R. DeBoer, B. Lemon, G. Shantz)
 School Administrators (J. Klinck (HHSS), T. Rowe (FHCI), R. Teed (CHCI))
 Planning Staff (Working Group Chairs)

Scenario Assessment Criteria

The Working Group will have the opportunity to provide input on the criteria used to assess each of the scenarios, the following provides a broad overview which could be refined by the Working Group; to establish boundaries that consider:

- efficiency of transportation (students within walking distance, bus routes)
- permanent capacity of schools and/or future construction requirements (e.g., site, program spaces, safety)
- current and future population density and demographics
- impact on feeder and surrounding schools (i.e., Grade 8 students moving to secondary school)
- the distribution and accessibility of Special Education and French Immersion programs
- minimizing the impact on students where changes are proposed (e.g., consideration for grandfathering, phased implementation)

Additionally, the Working Group will refer to relevant policies and procedures as needed.

Proposed Boundary Study Timelines & Communications

Item	Description	Timeline
First Report	Share status quo projection and two Scenarios, outline committee composition and timelines	This report (November 19, 2018)
Working Group Kick Off and second meeting	Provide an overview of the Boundary Study process, review the initial report and options, identify top criteria for assessing boundary options, plan for the first public meeting	December 2018
First Public Meeting/Open House	Present the initial report to the Study Area school communities, feeder school communities and broader public. Receive feedback on the initial options.	January 2019
Working Group third and fourth meetings	Plan for public meeting, receive and discuss feedback after first public meeting.	January 2019
Second Public Meeting/Open House	Present update from the Working Group, potentially share a recommended boundary and implementation options	February/March 2019
Final Working Group Meetings	Receive and discuss feedback from second public meeting, make any necessary revisions to the final recommendation, conclude Group work.	March 2019
Final Report to Board	A final recommendation will be presented to the Board of Trustees. Delegations may be heard. Trustees will vote on the recommendation(s). The decision will be ratified at the following Board	April 2019

	<p>meeting. Trustees may or may not approve the recommendations as presented. Trustees may request modifications to the recommended boundary or its implementation.</p>	
--	---	--

Throughout the Boundary Study, social media and board websites will be used to communicate updates such as public meeting dates and opportunities to provide feedback. The Grade 7 and 8 Feeder schools (listed in Appendix B) will be notified in the same ways as the Study Area Schools. School administrators may make use of School Day to share information about meetings, upcoming reports and opportunities to provide input.

The Planning Department will maintain a webpage dedicated to sharing the same information as above as well as provide the agendas and minutes of the Working Group. The boundaryfeedback@wrdsb.ca email address is always available and visible by Trustees, messages should state Southwest Kitchener Secondary Boundary Study in the subject line.

Feedback is critical to the process of reviewing Scenarios in a Boundary Study. Feedback is welcomed throughout the study period and additional consultation methods may be identified by the Working Group.

Transition Committee

If a recommendation to change secondary school boundaries is approved at the conclusion of the boundary study, a transition committee will be established to collaboratively work through implementation of the changes. This committee will provide supports to the school communities receiving new students to ensure the transition is warm and inviting for the students affected. Student and staff well-being will be a key consideration of the Transition Committee.

Conclusions

The purpose of this report is to commence the public consultation phase of the Southwest Kitchener Secondary Boundary Study. An ambitious timeline is being proposed, with a decision sought for spring 2019 in order to implement a change for September 2020.

Within this report two different Scenarios have been shared for consideration and to form the basis of consultation. Implications have been noted but the list will certainly grow once stakeholders have the opportunity to review the Scenario and identify impacts.

Next Steps

The Working Group kick off meeting is anticipated for November or December at which time a more formalized schedule will be established including dates for public meetings. The next report to the Committee of the Whole will be the final recommendation resulting from the work of the Boundary Study Working Group.

The final recommendation could be one of the Scenarios shown above, a variation on one of the scenarios or a totally new scenario brought forward by the Working Group. The final

recommendation should achieve better enrolment balance for the Study Area with a particular focus on reducing enrolment at Huron Heights Secondary School. Staff will continue to collaborate with the Secondary Boundary Working Group (Senior Team) to identify opportunities to support HHSS in 2019, prior to the implementation of any boundary change.

Study Area Feeder School List (Regular Track Program)

Cameron Heights Collegiate Institute (Grades 9 to 12) (offers IB)

Courtland Public School (Grade 7 and 8), Offers French Immersion

J.F. Carmicheal Public School (JK to Grade 6) Offers French Immersion
 Queen Elizabeth Public School (JK to Grade 6)
 Rockway Public School (JK to Grade 6)
 Sheppard Public School (JK to Grade 6) Offers French Immersion
 Suddaby Public School (JK to Grade 6) Offers French Immersion

Queensmount Public School (Grades 7 and 8)

Forest Hill Public School (JK to Grade 6)
 J.F. Carmichael Public School (JK to Grade 6) Offers French Immersion
 W.T. Townshend Public School (JK to Grade 6) Offers French Immersion
 Williamsburg Public School (JK to Grade 6) Offers French Immersion

Laurentian Public School (Grade 7 and 8),

Alpine Public School (JK to Grade 6)
 Forest Hill Public School (JK to Grade 6)
 Trillium Public School (JK to Grade 6)

Forest Heights Collegiate Institute (Grades 9 to 12), Offers French Immersion

Westheights Public School (Grade 7 and 8), Offers French Immersion

Driftwood Park Public School (JK to Grade 6) Offers French Immersion
 John Darling Public School (JK to Grade 6)
 Meadowlane Public School (JK to Grade 6)
 Sandhills Public School (JK to Grade 6) Offers French Immersion

Queensmount Public School (Grade 7 and 8)

Forest Hill Public School (JK to Grade 6)
 J.F. Carmichael Public School (JK to Grade 6) Offers French Immersion
 Southridge Public School (JK to Grade 6) Offers French Immersion

Development Area (DA) Holding Schools

Mattamy Wildflowers DA
 Forest Heights Collegiate Institute (Grades 9 to 12) Offers French Immersion
(Secondary DA only, Elementary students attend Janet Metcalfe)

Doon South DA

Forest Heights Collegiate Institute (Grades 9 to 12) Offers French Immersion
 Doon Public School (Grade 7 and 8) Offers French Immersion
 Pioneer Park (JK to Grade 6)

Huron Heights Secondary School (Grades 9 to 12)**Doon Public School (Grade 7 and 8) Offers French Immersion**

Brigadoon Public School (JK to Grade 6) Offers French Immersion

J.W. Gerth Public School (JK to Grade 6) Offers French Immersion

Pioneer Park Public School (JK to Grade 6)

Groh Public School (JK to Grade 8) Offers Grades 1 and 2 French Immersion**Janet Metcalfe Public School (JK to Grade 7*)**

Jean Steckle Public School (JK to Grade 6*) Offers Grades 1 to 4 French Immersion)

Laurentian Public School (Grade 7 and 8)

Country Hills Public School (JK to Grade 6)

Glencairn Public School (JK to Grade 6)

*Jean Steckle PS has Grade 8 in 2018/2019, Janet Metcalfe has JK to Grade 7 in 2018/2019 and will offer Grade 8 2019/2020)

Cameron Heights Collegiate Institute
301 Charles Street East, Kitchener

Site and Facility

Year Built	1969	Site Size (ac)	24.09ac*
Age	49	Acres per Pupil Place (including City parcel)	0.015
On-the-ground Capacity (OTG)	1596	Building Size (Gross Floor Area in m ²)	22,529.45
Facility Condition Index (FCI)/ Assessment Year	36% / 2012	Gross Floor Area per Pupil Place	14.116 m ²
Portable Classrooms / Capacity	7 / 147		

*7.56 acres (Board owned) plus 16.5 acres (City of Kitchener parcel).

Additional Site and Facility Notes

This school is listed on the Municipal Heritage Register as a non-designated property of cultural heritage value or interest

Specialized Program

International Baccalaureate Program (IB)

Specialized Room Summary

Science Labs	Gyms	Music	Drama	Art	Computer Lab	Tech/Shop	Library (Gross Floor Area m ²)	City Amenities
9	3	1	1	1	6	7	5001.8	Swimming Pool

Additional Specialized Room Notes

In addition to the three gyms, the school enjoys fitness and weight rooms in lower level. The cafeteria benefits from a stage. There are actually 8 Tech/Shops but one is used for special education purposes.

Site Restrictions/ Challenges/ Opportunities

- Overall campus is over 20 acres, but the Board owns 7.56 acres
- Majority of parking and Outdoor Facilities are on City owned land (Kaufman Park)
- 127 of the available 279 parking spaces are owned by the Board, the balance are shared with pool and park users
- Portable classrooms (7) are presently on school parking lot and City lands
- Pool within the building is owned by the City of Kitchener, and shares school infrastructure
- LRT station is within 250 metres of the front door (north and southbound trains)
- Access to additional parking off of Stirling Avenue (city owned)
- Edith MacIntosh Childcare Centre operates within the Kaufman Park campus and shares driveway access.

Transit Data from Region of Waterloo

Existing Routes	Proposed Future Routes (post-ION)
<ul style="list-style-type: none"> ● 200 iXpress ● 7 Mainline ● 11 Country Hills ● 22 Laurentian West 	<ul style="list-style-type: none"> ● ION Light Rail ● 2 Stirling ● 3 Ottawa South ● 7 King

Future routes are subject to Council Approval.

Forest Heights Collegiate Institute
255 Fischer-Hallman Road, Kitchener

Site and Facility

Year Built	1964	Site Size (ac)	24.94 ac
Age	54	Acres per Pupil Place (including City parcel)	0.020
On-the-ground Capacity (OTG)	1272	Building Size (Gross Floor Area in m ²)	17,893.3
Facility Condition Index (FCI)/ Assessment Year	22% / 2012	Gross Floor Area per Pupil Place	14.067 m ²
Portable Classrooms / Capacity	0		

Additional Site and Facility Notes

This school is listed on the Municipal Heritage Register as a non-designated property of cultural heritage value or interest. A 6-room portapak was demolished in 2015.

Specialized Program

Extended French Immersion

Specialist High Skills Majors:

Arts and Culture

Information and Communications Technology

Specialized Room Summary

Science Labs	Gyms	Music	Drama	Art	Computer Lab	Tech/ Shop	Library (Gross Floor Area m ²)	City Amenities
8	3	1	1	2	2	2	3184.7	Library and Pool

Additional Specialized Room Notes

In addition to the three gyms there is a weight room and a fitness room / dance studio in the lower level. The school enjoys teachable outdoor spaces in the three courtyards. The cafetorium benefits from a stage.

Site Restrictions/ Challenges/ Opportunities

- Overall 23 acre campus is shared with 7.9 acre City of Kitchener Fischer Park
- Shared parking with library and pool restricts overflow parking
- Parking lot has been designed to permit "Kiss and Ride"
- Signalized pedestrian crossing in front of school on Fischer-Hallman Blvd
- Access to additional rear /service drop off area behind school and pool from Forest Hill Drive
- Additional Frontage on Forest Hill Drive
- multiple pedestrian accesses (north, south, east and west)
- expansion potential to south towards Forest Hill Drive

Transit Data from Region of Waterloo

Existing Routes	Proposed Future Routes (post-ION)
<ul style="list-style-type: none"> ● 201 iXpress Fischer-Hallman ● 1 Queen-River ● 2 Forest Heights ● 22 Laurentian West 	<ul style="list-style-type: none"> ● 201 iXpress Fischer-Hallman ● 1 Queen-River ● 2 Forest Heights

Future routes are subject to Council Approval.

Huron Heights Secondary School
1825 Strasburg Road, Kitchener

Site and Facility

Year Built	2006	Site Size (ac)	19.70 ac
Age	12	Acres per Pupil Place (including City parcel)	0.016
On-the-ground Capacity (OTG)	1224	Building Size (Gross Floor Area in m ²)	14,262.6
Facility Condition Index (FCI)/ Assessment Year	0% /2015	Gross Floor Area per Pupil Place	11.652 m ²
Portable Classrooms / Capacity	12/ 252		

Specialized Program

Health Care Sectors Magnet Program
Specialist High Skills Majors
Arts and Culture
Environment
Health Care Fitness and Health
Sport

Specialized Room Summary

Science Labs	Gyms	Music	Drama	Art	Computer Lab	Tech/ Shop	Library (Gross Floor Area m ²)	City Amenities
6	3	2	1	2	3	3	4536.7	N/A

Site Restrictions/ Challenges/ Opportunities

- Overall 19.5 acre campus does not adjoin park, and is restricted by wetland environmental area to north
- Site is pie-shaped
- Portables consuming maximum allocated space
- Front parking lot has been designed to permit "Kiss and Ride", additional Lot to rear of school (separate access)
- Signalized pedestrian crossing in front of school on Huron Road
- Access to additional rear /service drop off area behind school and pool from Strasburg Road
- Principal Frontage on Strasburg Road, no vehicular access to Huron
- Industrial Uses to North and West
- Area to west of school reserved for additional building expansion

Transit Data from Region of Waterloo

Existing Routes	Proposed Future Routes (post-ION)
<ul style="list-style-type: none">• 16 Strasburg• 33 Huron	<ul style="list-style-type: none">• 16 Strasburg-Belmont• 33 Huron

Future routes are subject to Council Approval.



Report to Committee of the Whole

November 19, 2018

Subject: Full Year Schooling Ad Hoc Committee Report

Recommendation

That the Waterloo Region District School Board approve an expenditure of up to \$35,000 to hire a third party consultant to complete a fulsome literature review on full year elementary schooling with an emphasis on associated outcomes for students, as well as a review of Ontario school districts who who are currently offering full year elementary schooling as an option to their community or have attempted to do so in the past. The review is to be completed with a report back to the Full Year Schooling Ad Hoc Committee by April 30, 2019.

Status

The Full Year Schooling Ad Hoc Committee concluded that it is essential to conduct a comprehensive literature review and a review of existing or attempted elementary full-year schooling programs in the province of Ontario. The purpose of the review is to determine whether full year schooling enhances student achievement and well-being and if there is an evidence-based rationale that would support exploring this model further.

Oversight of this review, including the hiring and supervision of this consultant, will be directed through the Research and Evidence-Based Practice Department.

Background

The Full Year Schooling Ad Hoc Committee was formed by way of Board motion on January 15, 2018. The motion read:

That the Waterloo Region District School Board strike an Ad Hoc Committee to study the opening of full-year pilot programs; and

That the committee consult with all relevant stakeholders, including staff, parents and students; and

That the committee report back to the Board with recommendations by November 19, 2018.

The Committee is comprised of the following individuals:

- Courtney Waterfall - Trustee and Ad Hoc Committee Chair
- Kathi Smith - Trustee
- Cindy Watson - Trustee
- Scott McMillan - Chairperson of the Board
- John Bryant - Director of Education
- Lila Read - Superintendent, Student Achievement & Well-Being
- Michael Weinert - Superintendent, Human Resource Services
- Matthew Gerard - Superintendent, Business Services
- Laurie Tremble - Parent representative
- Angelica Allen - Parent representative
- Alison Pearson - Community partner
- Cyndy Jefferson - Community partner
- Jennifer Burke - Elementary teacher
- Shemira Sheriff - Elementary vice-principal
- Chris Eaton - Elementary administrator
- Silvana Hoxha - Elementary administrator
- Greg Weiler - Union partner (Elementary Teachers' Federation of Ontario)

The Committee met on the following dates:

- April 16, 2018
- May 14, 2018
- May 28, 2018
- September 19, 2018
- October 1, 2018

The Full Year Schooling Ad Hoc Committee determined that the Committee would focus on the exploration of an elementary full year schooling model.

Financial implications

The cost of conducting the review and the generating the report is expected to be up to \$35,000.

Communications

None identified at this time.

Prepared by: Courtney Waterfall, Trustee and Committee Chairperson
in consultation with the Full Year Schooling Ad Hoc Committee



Report to Committee of the Whole

November 19, 2018

Subject: Bylaw Review Ad Hoc Committee Report

Recommendation

That the Waterloo Region District School Board approve extending the work of the Ad Hoc Bylaw Review Committee until the end of June 2019; and

That one additional trustee be assigned to the committee through the annual committee selection process in December, 2018.

Status

As noted in the background portion of this report, the Ad Hoc Bylaw Review Committee has met frequently and done a lot of work. There is still a lot of work to be done. The committee is asking for the extension so that the work can be done thoughtfully and thoroughly.

This extension will provide opportunity for gathering and integrating feedback from trustees and sufficient time for detailed public consultation and consideration of all the input received.

With a change in committee membership, a new committee member will be assigned using the current committee selection process.

Upon approval of the report recommendations, future committee work will include, but is not limited to:

- Research and development of Terms of Reference for committees
- Verify references made throughout the document
- Development of a consultation process
- Additional trustee discussions
- Consideration of feedback from consultation process
- Preparation of a final draft and recommendations
- Implementation plan

The current WRDSB bylaws can be found as Appendix A and the working draft is Appendix B.

Background

The Bylaw Review Ad Hoc Committee was established by way of trustee motion at the March 19, 2018 Committee of the Whole meeting. The committee consists of the following members:

- Courtney Waterfall, Trustee (Committee Co-Chairperson)
- Kathleen Woodcock, Trustee (Committee Co-Chairperson)
- Kathi Smith, Trustee
- Natalie Waddell, Trustee
- John Bryant, Director of Education
- Stephanie Reidel, Manager of Corporate Services

The committee met on the following dates during the 2017-2018 school year:

	C. Waterfall	K. Woodcock	K. Smith	N. Waddell
April 9, 2018	✓	✓		N/A
May 7, 2018	✓	✓	✓	✓
May 22, 2018	✓	✓	✓	✓
June 18, 2018	✓	✓		✓

At these meetings the Bylaw Review Ad Hoc Committee reviewed bylaws from six comparable public school boards in Ontario. These boards are:

- District School Board of Niagara
- Durham District School Board
- Halton District School Board
- Hamilton-Wentworth District School Board
- Upper Grand District School Board
- Thames Valley District School Board

On June 25, 2018, the Bylaw Review Ad Hoc Committee facilitated a discussion with all trustees at the Board Meeting regarding key areas for review. This discussion generated a number of ideas for the committee to consider. On July 31, 2018 and August 13, 2018, the co-chairs of the committee worked to put together a working draft bylaw document.

In 2018-2019, the committee has met on the following dates to review the draft bylaws and develop a working draft copy to share with trustees for discussion:

	C. Waterfall	K. Woodcock	K. Smith	N. Waddell
September 25, 2018	✓	✓	✓	✓
September 26, 2018	✓	✓	✓	✓
October 4, 2018	✓	✓	✓	✓
October 11, 2018	✓	✓		✓
October 17, 2018	✓	✓	✓	✓
October 24, 2018		✓		✓
November 1, 2018	✓	✓	✓	✓
November 7, 2018	✓	✓		✓
November 13, 2018	✓	✓		✓

Communications

A plan for public consultation regarding the proposed bylaw changes is to be developed in the new year. The consultation will include Parent Involvement Committee, Special Education Advisory Committee, Equity and Inclusion Committee and other stakeholders.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for the Bylaw Review Ad Hoc Committee



**Waterloo Region
District School Board**

BOARD BYLAWS

Revised: June 2011
December 2011
February 2012
March 2012
May 2013
November 2013
January 2015

BOARD BYLAWS

Table Of Contents

ARTICLE 1 - NAME, OBJECTIVE, DEFINITIONS	2
1.1 Name of Organization and Objective.....	2
1.2 Definitions.....	2
1.3 Head Office.....	4
ARTICLE 2 - MEMBERS	5
2.1 Board Membership.....	5
2.2 Duties of Members.....	5
2.3 Qualification/Disqualification.....	5
2.4 Removal From Office	5
2.5 Resignation	6
2.6 Vacancies	6
ARTICLE 3 - OFFICERS	7
3.1 Officers	7
3.2 Director of Education and Secretary	7
ARTICLE 4 - MEETINGS	7
4.1 Inaugural Meeting	7
4.2 Election of Chairperson and Vice-Chairperson	7
4.3 Term and Tenure of Office - Board Chairperson and Vice-Chairperson.....	8
4.4 Ex Officio.....	8
4.5 Notice and Holding of Public Meetings.....	9
4.6 Quorum - Board and Committee of the Whole Meetings	10
4.7 Board Meetings	10
4.8 Committee of the Whole Meetings	10
4.9 Special Board Meetings	10
4.10 Opening Exercises	10
4.11 Reports from Members	10
4.12 Delegation Procedures	11
4.13 Special Delegation Meetings	11
4.14 Adjournment	12
ARTICLE 5 - COMMITTEES.....	12
5.1 General Committee Operation	12
5.2 In Camera (Closed) Meetings	14
5.3 Board Statutory Committees	15
5.4 Board Standing/Advisory Committee.....	15
5.5 Other Board Committees	15
5.6 Ad Hoc Committees.....	16
5.7 Trustee Representation on Staff Committees	16
ARTICLE 6 - PARLIAMENTARY AUTHORITY	17
6.1 Rules Of Procedure	17
6.2 Reconsideration of a Motion Previously Approved at a Board Meeting	20
6.3 Recorded Votes	20
6.4 Member Question Period/Requests for Information	20
6.5 Corporate Seal and Execution of Documents	20
6.6 Notice of Motion.....	21
6.7 Motion to Suspend the Rules	21
6.8 Calculation of Two-Thirds.....	21
ARTICLE 7 - AMENDMENTS TO BYLAWS	21
7.1 Amendment Procedures	21

1.1 Name of Organization and Objective

- 1.1.1 The following bylaws of the Waterloo Region District School Board shall be observed for the order and dispatch of its business. All former bylaws of the Waterloo Region District School Board are hereby repealed.
- 1.1.2 The bylaws of the Waterloo Region District School Board shall be subject to the provisions of any Statute of the Province of Ontario and the Dominion of Canada and, in the event of any conflict between a statutory provision and anything contained in these bylaws, the statutory provision shall have precedence.
- 1.1.3 It is the Board's objective to invite, support, and encourage public participation in the policy formulation, delivery, and quality assurance of educating our students.

1.2 Definitions

- 1.2.1 • “Board” means the Waterloo Region District School Board;
- 1.2.2 • “Member” or “Trustee” means a person elected, or acclaimed, or appointed to the office of Member or Trustee of the Board pursuant to the provisions of the Municipal Elections Act and the Education Act.
- 1.2.3 • “Chairperson” means the Chairperson of the Board;
- 1.2.4 • “Vice-Chairperson” means the Vice-Chairperson of the Board;
- 1.2.5 • “Director” means the Director of Education and Secretary who is also the Chief Executive Officer and Secretary of the Board;
- 1.2.6 • “Committee of the Whole” means the members of the Board meeting as a Committee;
- 1.2.7 • “In Camera” means a private meeting of the Board or any Committee of the Board from which the public is excluded pursuant to the Education Act, the Young Offenders’ Act or the Municipal Freedom of Information and Protection of Privacy Act;
- 1.2.8 • “Board Committee (Standing)” means a committee established by the Board of Trustees to consider matters related to its approved terms of reference that meets on a regular basis and/or submits minutes and recommendations to the Board for approval;
- 1.2.9 • “Board Committee (Ad Hoc)” means a committee established by the Board of Trustees to consider a specific assigned subject matter per its approved terms of reference, with start and end dates, and that submits a report outlining its recommendation(s) by a specific dated fixed by the Board;
- 1.2.10 • “Statutory Committee” means a committee struck as a requirement of government legislation;
- 1.2.11 • “Community Committee (Standing)” means a committee established by the Board of Trustees to consider matters related to its approved terms of reference, that has public/community representation, is not a Statutory Committee, meets on a regular basis and/or submits minutes and recommendations to the Board for approval;

- 1.2.12 “Community Committee (Ad Hoc)” means a committee established by the Board of Trustees to consider a specific assigned subject matter per its approved terms of reference, with start and end dates, that has public/community representation, is not a Statutory or Standing Committee, and that submits a report outlining its recommendation(s) by a specific date fixed by the Board;
- 1.2.13 “Trustee Appointment” means a committee established by the community and/or another entity to which trustees are appointed for a specified time frame per the committee terms of reference;
- 1.2.14 “Committee Chairperson” means a Chairperson of statutory, standing, advisory, or ad hoc committee of the Board;
- 1.2.15 • “Act” means the Education Act of Ontario, R.S.O. 1990, as amended from time to time;
- 1.2.16 • All provisions in this bylaw shall be interpreted in a manner consistent with all laws applicable to a public board of education in Ontario.

1.3 Head Office

- 1.3.1 The head office of the Waterloo Region District School Board is hereby established at the Education Centre, 51 Ardel Avenue, Kitchener, Ontario, N2C 2R5.

ARTICLE 2 - MEMBERS

2.1 Board Membership

2.1.1 The Waterloo Region District School Board is comprised of eleven elected members representing the seven municipalities within the Regional Municipality of Waterloo:

- three members - City of Cambridge/Township of North Dumfries
- four members - City of Kitchener
- three members - City of Waterloo/Township of Wilmot
- one member - Township of Wellesley/Township of Woolwich

2.1.2 The Board appoints two student representatives, as directed by legislation, in accordance with the Board's policy on student representatives and related regulations.

2.2 Duties of Members

2.2.1 The Board will operate under the ordinance of the Education Act.

2.3 Qualification/Disqualification (Education Act, Section 219)

2.3.1 A person is qualified to be elected as a member of a district school board or school authority if the person is qualified to vote for members of that district school board or that school authority and is a resident in its area of jurisdiction.

2.3.2 A person who is qualified to be elected as a member of a district school board or school authority is qualified to be elected as a member of that district school board or school authority for any geographic area in the district school board's or school authority's area of jurisdiction, regardless of which positions on that district school board or school authority the person may be qualified to vote for.

2.3.3 A member of a district school board or school authority is eligible for re-election if otherwise qualified.

2.3.4 A person is not qualified to be elected or to act as a member of a district school board or school authority if the person is,

- (a) an employee of a district school board or school authority;
- (b) the clerk or treasurer or deputy clerk or deputy treasurer of a county or municipality, including a regional municipality, all or part of which is included in the area of jurisdiction of the district school board or the school authority;
- (c) a member of the Assembly or of the Senate or House of Commons of Canada; or
- (d) otherwise ineligible or disqualified under this or any other Act.

2.4 Removal From Office (Education Act, Section 228)

A member of a board vacates his or her seat if he or she,

- (a) is convicted of an indictable offence;
- (b) absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board;
- (c) ceases to hold the qualifications required to act as a member of the board;
- (d) becomes disqualified under subsection 219 (4); or

(e) fails to meet the requirements of section 22, which reads, “a member of a board shall be physically present in the meeting room of the board for at least three regular meetings of the board in each 12-month period beginning December 1, 1997.”

2.4.2 Where a member of a board is convicted of an indictable offence, the vacancy shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat shall be deemed not to have been vacated.

2.5 Resignation

(Education Act, Section 220)

2.5.1 A member of a board, with the consent of a majority of the members present at a meeting, entered in the minutes of it, may resign as a member, but he or she shall not vote on a motion as to his or her own resignation and may not resign as a member if the resignation will reduce the number of members of the board to less than a quorum.

2.5.2 Where it is necessary for a member of a board to resign to become a candidate for some other office, the member may resign by filing his or her resignation, including a statement that the resignation is for the purpose of becoming a candidate for some other office, with the secretary of the board and the resignation shall become effective on November 30 after it is filed or on the day preceding the day on which the term of the office commences, whichever is the earlier.

2.6 Vacancies

(Education Act, Section 225 (a) & (b), Section 221)

2.6.1 Where a vacancy occurs on a board;

(a) within one month before the next election, it shall not be filled; or

(b) after the election, but before the new board is organized, it shall be filled immediately after the new board is organized in the same manner as for a vacancy that occurs after the board is organized.

2.6.2 If the office of a member of a board becomes vacant before the end of the member's term;

(a) the remaining elected members shall appoint a qualified person to fill the vacancy within 60 days after the office becomes vacant, if a majority of the elected members remain in office, and priority will be given to candidates who ran for the position of trustee in the current election; or

(b) a by-election shall be held to fill the vacancy, in the same manner as an election of the board, if a majority of the elected members do not remain in office.

2.6.3 If elections of the board are held under the Municipal Elections Act, 1996 and the vacancy occurs in a year in which no regular election is held under that Act or before April 1 in the year of a regular election, the remaining elected members may by resolution require that an election be held in accordance with the Municipal Elections Act, 1996 to fill the vacancy.

2.6.4 A member appointed or elected to fill a vacancy shall hold office for the remainder of the term of the member who vacated the office.

ARTICLE 3 - OFFICERS

3.1 Officers

3.1.1 The officers of the Waterloo Region District School Board shall be:

- The Chairperson of the Board;
- The Vice-Chairperson of the Board;
- The Director of Education and Secretary;
- The Executive Superintendent of Business and Financial Services.

3.2 Director of Education and Secretary

3.2.1 The Director of Education and Secretary is the Chief Education Officer and the Chief Executive Officer and Secretary of the Waterloo Region District School Board.

3.2.2 The Chief Executive Officer shall, within policies established by the Board, develop and maintain an effective organization and the programs required to implement such policies.

ARTICLE 4 - MEETINGS

4.1 Inaugural Meeting

(Education Act, Section 208 (4), Section 209 (1))

4.1.1 Subject to statutory requirements the Board shall, in each year of the elected members' term of office, fix a day (to be not later than the seventh day of December) for the first meeting of the Board for the ensuing year.

4.1.2 In accordance with the provisions of the Education Act, the Director of Education and Secretary shall preside until the election of the Chairperson of the Board. If the Director of Education and Secretary is absent, the members present shall designate who shall preside at the election of the Chairperson and, if a member of the Board is so designated, that member may vote at the election of the Chairperson.

4.1.3 At the Inaugural Meeting following the election of a new Board, after calling the meeting to order, the Director or designated Chairperson pro tem (temporary), shall read the return (if any) of the municipal clerks along with a statement that the Declaration of Office and Oath of Allegiance have been completed and filed, pursuant to the provisions of the Education Act.

4.1.4 Following the election of the Chairperson, the Chairperson shall preside over the meeting and shall proceed with the election of the Vice-Chairperson and other inaugural and organizational business.

4.2 Election of Chairperson and Vice-Chairperson

(Education Act, Section 208 (8))

4.2.1 Nominations for the position of Chairperson of the Board shall be made orally by any member. No seconder is required.

4.2.2 A member may make only one nomination for the office of Chairperson.

4.2.3 When nominations have been closed by a vote with a show of hands, any vote required to elect the Chairperson will be conducted by secret ballot.

4.2.4 The Board shall appoint two staff members to act as scrutineers for the election of Chairperson and Vice-Chairperson.

- 4.2.5 The candidate receiving the votes of the majority of the members present shall be declared elected.
- 4.2.6 The outcome of each ballot will be delivered by the scrutineers to the Chairperson, who will announce the results without reference to the number of votes received.
- 4.2.7 If at the conclusion of any ballot no candidate has secured a majority of the votes of members present the Board shall proceed to another ballot from which the name of the candidate receiving the least number of votes on the previous ballot has been dropped. This procedure shall be repeated until a candidate is elected as Chairperson.
- 4.2.8 In the event that no candidate secures a majority of the votes of members present and two or more candidates are tied with the least number of votes a second ballot shall be conducted with the same slate of candidates.
- 4.2.9 If the second ballot fails to break the tie among candidates having the least number of votes and if no other candidate secures the necessary majority to be elected, the name of the person to be dropped from the next ballot shall be resolved by drawing of lots with the name(s) of the candidate(s) drawn to be added to the next ballot.
- 4.2.10 When the slate of candidates has been reduced to two individuals and there is an equality of votes the candidates shall draw lots to fill the position.
- 4.2.11 The election of the Vice-Chairperson shall proceed in the same manner as that of the Chairperson.
- 4.2.12 Following completion of the balloting for the office of Chairperson and Vice-Chairperson, the Board may approve a motion authorizing the scrutineers to destroy all ballots.

4.3 Term and Tenure of Office - Board Chairperson and Vice-Chairperson

- 4.3.1 The Board Chairperson and Vice-Chairperson are elected annually.
- 4.3.2 The following table sets out the term and tenure for Board Chairperson and Vice-Chairperson as noted:

<u>Office</u>	<u>Length of Term</u>	<u>Maximum Number of Consecutive Allowable Terms</u>
Board Chairperson	1 year	2 terms
Board Vice-Chairperson	1 year	2 terms

- 4.3.3 In the case of a partial term for the position of Chairperson or Vice-Chairperson of less than one year, six months or more shall be defined as a term.
- 4.3.4 Following the completion of the maximum number of terms noted in the table above, the member officer in question shall step down for a period of one year before holding that office again, except in the case of a member making a bid for a higher office.

4.4 Ex Officio

- 4.4.1 The Chairperson of the Board shall be an ex-officio member of all Committees, shall have voice and vote, and shall have the power to delegate the Vice-Chairperson of the Board to serve on any such committee in the absence of the Chairperson in which case the Vice-Chairperson shall have voice and vote.
- 4.4.2 The Chairperson, or Vice-Chairperson, as the case may be, shall count in forming a quorum.

4.5 Notice and Holding of Public Meetings

(Reference Board Policy 3004 - Holding of Public Meetings)

- 4.5.1 The Board Chairperson shall chair all meetings of the Board and Committee of the Whole. In the Chairperson's absence, the Vice-Chairperson shall chair such meetings. In the absence of both, Board members shall elect a chair from amongst themselves.
- 4.5.2 The Director of Education and Secretary shall give notice of all meetings of the Board and of the Committee of the Whole, together with all matters so far as known, that are to be brought before the Board or the Committee at such meeting, to every member of the Board at least 48 hours in advance. Notice of meetings of the Board and its Committees shall be delivered to the last known address of each member at least 48 hours prior to the hour of each meeting.
- 4.5.3 Until members of the Board notify the Director of Education and Secretary in writing of their official addresses for the receipt of all notices or communications, all such notices or communications delivered or mailed to the members at their addresses, as set out in their nomination papers, shall be deemed to have been received by them.
- 4.5.4 Accidental omission to give notice to any member of the Board or of a committee, or the non-receipt of any notice, or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or founded thereon.
- 4.5.5 The Chairperson of the Board or the Vice-Chairperson, in the absence of the Chairperson, shall have the authority to call a special meeting of the Board during an emergency without having given the required 48 hours notice.
- 4.5.6 Formal sessions of the Board, in public, including statutory and ad hoc committees may be convened in accordance with these bylaws without Board approval. The notice of meeting and agenda will serve as a statement on the status of the session and its purpose.
- 4.5.7 Attendance of staff members at meetings will be determined by the Director of Education and Secretary.

4.6 Quorum - Board and Committee of the Whole Meetings

- 4.6.1 The presence of a majority of all the members constituting a board is necessary to form a quorum. (Education Act, Section 208 (11))
- 4.6.2 Board members unable to attend scheduled Board and Committee of the Whole meetings should notify the Chairperson's Office as early as possible, and if it should appear a quorum will be lacking, the Chairperson will instruct the Secretary to the Chairperson and Trustees to notify trustees of the postponement or cancellation of the meeting.
- 4.6.3 Should there be no quorum present at the time appointed for the meeting, the Chairperson shall seek the advice and consent of members as to what action should be taken. Should no quorum be present within thirty minutes after the appointed time for the meeting, the Manager of Corporate Services shall record the names of the members present and the time, and the meeting shall be cancelled, unless members present direct that the meeting continue, recognizing that no formal action may be taken.
- 4.6.4 In the case of the absence of both the Chairperson and Vice-Chairperson for five minutes after the hour appointed for the meeting, as soon as a quorum shall be present, the Board shall select a Chairperson from among themselves who will preside until either the Chairperson or Vice-Chairperson arrive. If neither arrive, then the selected Chairperson will preside until the completion of the meeting.

4.7 Board Meetings

- 4.7.1 The regular monthly meetings of the Board shall be held on the last Monday of each month during the school year September to June, commencing at 7:00 p.m., as well as the first Monday in July, if required, and the last Monday in August, if required, unless otherwise ordered by special motion or unless that Monday falls on a statutory holiday
- 4.7.2 Regular meetings in any month may be cancelled or rescheduled by Board resolution at a preceding regular meeting.
- 4.7.3 In unusual circumstances, at the discretion of the Chairperson and in consultation with the Vice-Chairperson and the Director, a regular meeting may be cancelled or rescheduled.

4.8 Committee of the Whole Meetings

- 4.8.1 The Committee of the Whole meetings of the Board shall be held on the second and third working Mondays of each month commencing at 7:00 p.m., unless otherwise determined by members of the Agenda Development Committee.
- 4.8.2 In unusual circumstances, at the discretion of the Chairperson and in consultation with the Vice-Chairperson and the Director, a Committee of the Whole meeting may be cancelled or rescheduled.

4.9 Special Board Meetings

(Education Act, Section 208 (13))

- 4.9.1 Special Meetings of the Board shall be held at the call of the Chairperson or at the written request of five members of the Board.
- 4.9.2 The written notice of every special meeting of the Board shall state all business to be transacted or considered within 24 hours before the meeting is to take place. No other business shall be considered unless all the members of the Board are present and agree unanimously.

4.10 Opening Exercises

- 4.10.1 National Anthem - All public Committee of the Whole and Board meetings will be opened with the singing of the national anthem, O Canada.
- 4.10.2 Invocation - Following the singing of the national anthem, O Canada, all Board meetings will be opened with the reciting of the following sentence:

In preparation for this evening's meeting, let us pause for thirty seconds of silent reflection - to commit our hearts and our heads, and help one another to make the careful and thoughtful decisions that will further the education of all our students.

4.11 Reports from Members

- 4.11.1 Presentations made under the "Reports from Members" section on the regular Board meeting agenda shall be limited to information concerning events or activities at which the member presenting the report was acting on behalf of or representing the Board.
- 4.11.2 When trustees attend a conference or workshop on behalf of the board, they are required to submit to the Board a written report of that event.

4.12 Delegation Procedures

- 4.12.1 The Waterloo Region District School Board recognizes the need to foster effective communication between the educational system and the community.
- 4.12.2 Delegations wishing to appear before the Waterloo Region District School Board at a Committee of the Whole or Board Meeting should register with the Manager of Corporate Services by noon on the Thursday prior to the meeting. Delegations not making prior arrangements by noon on the Thursday may speak at the following Monday meeting only on the approval of a majority vote of the trustees, up to a maximum of eight (8) delegates.
- 4.12.3 Delegations are asked to make submissions in writing which contain the speaker's full name, contact information (including telephone number[s] and home address), a brief summary of the issue being presented, and recommendation(s) for resolving the matter. A Delegation Submission Template can be accessed via the Board's website (<http://www.wrdsb.ca/board-meetings/delegations/delegation-form>) and can be completed online, or a copy can be printed, completed in writing and submitted to the Manager of Corporate Services.
- 4.12.4 At regular Board Meetings, delegations may speak only to matters relevant to those items listed on the agenda. All other presentations will be referred to Committee of the Whole meetings.
- 4.12.5 Delegations will be permitted to address the Board for a period of up to ten minutes. Exceptions to this rule will be permitted only by a majority vote of the Board or Committee.
- 4.12.6 Delegations will be scheduled to appear at the beginning of Board or Committee meetings up to the first hour of the meeting. A maximum of eight (8) delegates will be scheduled per meeting.
- 4.12.7 The Board will consider or act on any request from a delegation during the same meeting at which the presentation is made only if approved by a vote of two-thirds (2/3) of the members present at the meeting, or if consideration of the matter was included on the meeting agenda.
- 4.12.8 Delegates are expected to refrain from the use of abusive or derogatory language at all times and the Board Chairperson may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Applause, booing or other audible or visual demonstrations of support or opposition are discouraged because they may be intimidating for those with opposing views. Courtesy and respect for others must be displayed.
- 4.12.9 A delegate cannot register for more than one place on the agenda, and that place is not transferable to another party unless extenuating circumstances exist (e.g. illness of delegate).

4.13 Special Delegation Meetings

- 4.13.1 Special Meetings to hear delegations may be scheduled, when warranted (e.g. accommodation reviews, budget, etc.)
- 4.13.2 Delegations wishing to appear before the Waterloo Region District School Board at a Special Delegation Meeting should register with the Manager of Corporate Services by noon on the Thursday prior to the meeting.

- 4.13.3 Delegations are asked to make submissions in writing which contain the speaker's full name, contact information (including telephone number[s] and home address), a brief summary of the issue being presented. A Delegation Submission Template can be accessed via the Board's website at (<http://www.wrdsb.ca/board-meetings/delegations/delegation-form>) and can be completed online, or a copy can be printed, completed in writing and submitted to the Manager of Corporate Services.
- 4.13.4 Delegations who wish to speak for the first time on a topic will be given precedence over those who wish to speak a second time on the same topic. Delegations who wish to speak for a second time on the same topic will be placed on a waiting list. The Manager of Corporate Services will review the list of delegations on the Friday prior to the meeting and will contact the delegations on the waiting list to advise them if they will be scheduled on the agenda.
- 4.13.5 Delegates are expected to refrain from the use of abusive or derogatory language at all times and the Board Chairperson may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Applause, booing or other audible or visual (e.g. props, placards) demonstrations of support or opposition are discouraged because they may be intimidating for those with opposing views. Courtesy and respect for others must be displayed.
- 4.13.6 A delegate cannot register for more than one place on the agenda, and that place is not transferable to another party unless extenuating circumstances exist (e.g. illness of delegate).

4.14 Adjournment

- 4.14.4 All public Board and Committee of the Whole Meetings will adjourn at **9:30 p.m.** unless otherwise agreed to by trustees.
- 4.14.5 An extension of 30 minutes beyond this adjournment time requires the majority vote of trustees present at the meeting.
- 4.14.6 At **10:00 p.m.** a second extension of an additional 30 minutes requires two-thirds support of all trustees present at the meeting.
- 4.14.7 At **10:30 p.m.** a third extension of an additional 30 minutes requires unanimous support of all trustees present at the meeting.

ARTICLE 5 - COMMITTEES

5.1 General Committee Operation

- 5.1.1 The Board's Committee operation consists of the following:
- a) Committee of the Whole (In Camera and Public)
 - b) Board Committees (Statutory)
 - i) Special Education Advisory Committee
 - ii) Student Program Review/Student Alternative Learning Committee (as per Ontario Regulation 374/10 - Supervised Alternative Learning and Other Excusals from Attendance at School)
 - iii) Discipline Committee
 - iv) Audit Committee (In Camera Committee)
 - v) Parent Involvement Committee (PIC)

- c) Board Committees (Standing)
 - i) Agenda Development
 - ii) Student Trustee & Student Senate Mentor(s)
 - d) Board Committees (Ad Hoc)
 - i) As required
 - e) Community Committees (Standing)
 - i) Accessibility Committee
 - ii) Equity and Inclusion Advisory Group
 - i) School Year Calendar Committee
 - f) Community Committees (Ad Hoc)
 - i) As required
 - g) Community Committee (Appointments)
 - i) Huron Natural Area Advisory Committee
 - ii) Waterloo Education Foundation Inc.
- 5.1.2 The membership, tenure, terms of reference, powers, and duties of Statutory, Board Standing and Ad Hoc Committees and Community Standing, Ad Hoc and Appointment Committees shall be as required by law, collective agreement, or as approved by the Board and set forth in these bylaws.
- 5.1.3 Minutes will be taken at all Statutory and Board Standing Committees and must be submitted for approval at regular monthly Board Meetings.
- 5.1.4 At the first meeting of any Committee, only members of that Committee shall elect a Chairperson and Vice-Chairperson from among themselves.
- 5.1.5 The Board Chairperson shall not be eligible to be elected as the Chairperson or Vice-Chairperson of any Board Statutory, Standing or Ad Hoc Committees; and Community Standing, Ad Hoc or Appointment Committees.
- 5.1.6 Other members are not eligible to serve as Chairperson of more than one Statutory Committee at the same time. Members shall not be elected as Vice-Chairperson of more than two Statutory Committees at the same time.
- 5.1.7 Members of the Board may attend meetings of committees of which they are not members and, unless otherwise limited by law, collective agreement or Board motion, shall have voice but no vote.
- 5.1.8 A majority of the members constituting a Committee shall be a quorum. Should there be no quorum present at the time appointed for the meeting, the Committee Chairperson shall seek the advice and consent of members as to what action should be taken. Should no quorum be present within thirty minutes after the appointed time for the meeting, the Secretary shall record the names of the members present and the time, and the meeting shall be cancelled, unless members present direct that the meeting continue, recognizing that no formal action may be taken.
- 5.1.9 In the case of the absence of both the Committee Chairperson and Vice-Chairperson for five minutes after the hour appointed for the meeting, as soon as a quorum shall be present, committee members shall select a Chairperson from among themselves. The selected Committee Chairperson shall preside only until the Chairperson or Vice-Chairperson arrives and the immediate business at hand is completed.
- 5.1.10 Unless otherwise directed, all Committee recommendations shall be reported to the Board in the form of a report to a Committee of the Whole meeting, and shall be subject to the approval of the Board.

5.1.11 If a Board Statutory or Board Standing Committees makes a recommendation that requires immediate consideration by the Board, the process noted below is to be followed:

- a) The Agenda Development Committee must be advised that the Board Statutory or Board Standing Committee has a report they wish to have scheduled on a Committee of the Whole agenda.
- b) This report shall be submitted in the regular Board Report format, providing the background information necessary for trustees to make an informed decision on the recommendation.
- c) The report will normally be scheduled for the first Committee of the Whole meeting following the Agenda Development Committee meeting where the report is considered. If the recommendation is time-sensitive, any alternative action will be at the discretion of the Board Chairperson.
- d) The minutes of the Board Statutory or Board Standing Committee meeting (containing the recommendation requiring immediate consideration) will continue to appear on the Board meeting agenda in accordance with the procedures currently in place; i.e., the minutes of the committee meeting are presented at the next committee meeting for approval before they are included on a Board meeting agenda.

5.1.12 Meetings of Committees shall be held in accordance with committee approved schedules subject to any terms and conditions contained in the Board's bylaws. Committee Chairpersons, in consultation with the Committee Vice-Chairperson, may convene additional meetings as may be deemed necessary, or may cancel a scheduled meeting where there is insufficient agenda material to warrant the holding of a meeting.

5.2 In Camera (Closed) Meetings

5.2.1 A meeting of a committee of a Board including a Committee of the Whole meeting may be closed to the public when the subject matter under consideration involves (Education Act, Section 207(2)):

- (a) the security of the property of the board;
- (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) litigation affecting the board.

5.2.2 Every in camera recommendation from Committee of the Whole, Audit Committee, or other committees shall be given formal approval during an in camera Board meeting before being reported to the Board in public session.

5.2.3 As part of its in camera procedures, the Waterloo Region District School Board allows any member to rise on a point of order dealing with the appropriateness of agenda items to be considered during an in camera meeting, and the decision to consider an agenda item which might be called into question will be based on the willingness of a majority of members present at the meeting to consider the item as an in camera matter.

5.2.4 Only members of the Board and Senior Administration may be present at in camera meetings. Other staff members may attend at the request of the Director of Education and Secretary.

5.2.5 Delegations may be received at in camera meetings if they relate to matters involving Board employees, or, in the case of matters involving students, if the delegation is the parent/guardian of student, or the student (if he/she is 18 years of age or older). The procedures for delegations, as set out in Article 4.12, will apply.

5.3 Board Committees (Statutory)

5.3.1 Special Education Advisory Committee - The Special Education Advisory Committee shall function in accordance with the terms of the Education Act and the regulations made thereunder. (Education Act, Section 206; Ontario Regulation 464/97)

5.3.2 Student Program Review/Student Alternative Learning Committee – The Student Program Review/Student Alternative Learning Committee shall function in accordance with the Education Act and the regulations made thereunder (Ontario Regulation 374/10 – Supervised Alternative Learning and Other Excusals from Attendance at School).

5.3.3 Discipline Committee - In accordance with Section 23 (6) of the Education Act, R.S.O. 1990, the Waterloo Region District School Board directed its powers and duties with respect to the hearing of appeals to suspensions/expulsions to a Committee comprised of the three or more trustees appointed annually by the Board.

5.3.4 Audit Committee – The Audit Committee shall function in accordance with the terms of the Education Act and the regulations made thereunder. (Education Act, Section 253.1; Ontario Regulation 361/10 – Audit Committees)

5.3.5 Parent Involvement Committee – The Parent Involvement Committee shall function in accordance with Regulation 612/00 from Bill 177 (The Student Achievement and School Board Governance Act).

5.4 Board Committee (Standing/Advisory)

5.4.1 Board Committee (Standing) means a committee established by the Board of Trustees to consider matters related to its approved terms of reference that meets on a regular basis and/or submits minutes and recommendations to the Board for approval. Membership on Board Committees (Standing) would need to be determined.

5.5 Other Board Committees

5.5.1 Agenda Development Committee - shall be struck each year for the following purposes:

- a) to set meeting agendas;
- b) to ensure the flow of business to be brought before the Board or any of its Committees, including timed, regular reports;
- c) to track to completion all business brought before the Board by motion, and provide to all trustees on a monthly basis a current schedule of meetings and pending agenda items.

5.5.1.1 The Committee shall be comprised of the following people: Board Chairperson; Board Vice-Chairperson, Past Chairperson (if applicable), one trustee appointed for the period January to May, one trustee appointed for the period June to December, Director of Education and Secretary, and Manager of Corporate Services.

5.5.1.2 The Committee may be chaired by the Board Chairperson or the Board Vice-Chairperson, in the absence of the Chairperson, or by another member designated by the Board

Chairperson and will report directly to the Board. The committee will serve in an advisory capacity only, having no power to act.

5.5.1.3 The Agenda Development Committee will meet on the first working Monday of each month, as well as at the call of the Committee Chairperson.

5.5.2.1 The committee membership term in the year prior to a municipal election will be January to November to coincide with the trustee term of office.

5.5.2.2 The Board of Trustees will review the minutes of Board Standing/Advisory Committees and the annual reports of the other Board Committees to determine if those committees should continue to operate or be dissolved. Their recommendations will be reported to the Board at the December Board Meeting for consideration and approval.

5.5.3 Parent Involvement Committee - works collaboratively with the school board to ensure linkages between parents, the Director of Education and trustees:

- to develop strategies for enhancing parental engagement and outreach;
- to hold district-wide meetings and to engage in inter-school communications;
- establish a forum for the exchange of ideas, concerns and topics that matter to parents for school councils to share with the Director of Education and trustees.

5.5.3.1 A minimum of one trustee is appointed annually by the Board under the terms of the regulations.

5.5.3.2 The committee meets approximately four or five times per year.

5.6 Board Committee (Ad Hoc)

5.6.1 No Board Committee (Ad Hoc) shall be struck without Board approval.

5.6.2 Any motion establishing an Ad Hoc Committee shall contain a date by which the Committee must present its report to the Board.

5.6.3 An Ad Hoc Committee shall be permitted to request the Board for an extension of its reporting timeline, if required.

5.6.4 The membership of all Ad Hoc Committees established under this bylaw shall be approved by the Board.

5.6.5 Any motion establishing a Board Committee (Ad Hoc) shall have a completed terms of reference included with the motion.

5.6.6 A formal Board motion should be presented to dissolve a Board Committee (Ad Hoc) once the final report has been presented to the Board.

5.7 Trustee Representation on Staff Committees

5.7.1 Trustee representatives may be required to serve on staff (administrative) committees which are chaired by a senior administrator or designate. Staff Committee Chairs are to submit any requests for trustee representation to the Board Chairperson who will seek trustee volunteers and determine appointments in consultation with the Board Vice-Chairperson and the Director of Education and Secretary. If necessary, actions taken by staff committees will be reported to the Board as information as determined by the Staff Committee Chair.

ARTICLE 6 - PARLIAMENTARY AUTHORITY

6.1 Rules Of Procedure

- 6.1.1 The rules of order to be observed at meetings shall be in accordance with the provisions of this section. In all cases not provided for by these rules, the rules and practice of Robert's Rules of Order shall govern as applicable.
- 6.1.2 A member, in speaking to any question or motion, shall address the Chair, confining remarks to the question in debate and avoiding all discourteous language and personalities.
- 6.1.3 When two or more members, at the same time, signify their desire to speak, the Chairperson shall name the member who is to speak first.
- 6.1.4 At the mover's request, the mover of a motion may be the initial and/or the final speaker.
- 6.1.5 No member while speaking shall be interrupted except on a point of order or privilege, in which case that member shall desist from speaking and await the decision of the Chairperson on the point of order or privilege raised. The original speaker regains the floor after the interruption has been dealt with.
- 6.1.6 A Point of Order is a question about process, or content of a motion, or an objection of process and a suggestion of an alternative process. It may include a request for the Board Chair to rule on process. A Point of Order should not be used as a means to obtain the floor for any other reason. Members misusing a Point of Order will not be acknowledged. A Point of Order has priority over all other motions with the exception of a Point of Personal Privilege.
- 6.1.7 A Point of Personal Privilege relates to the comfort of the members (e.g. room temperature), or a direct response to a comment defaming a member's character. The Board Chair shall recognize the member raising the matter of privilege and the member shall, as briefly as possible, state the Point of Personal Privilege. A Point of Personal Privilege has priority over all other motions.
- 6.1.8 Any member may put a motion to challenge the ruling of the Board Chair, and shall state the reason(s) for the challenge. Such a motion requires a seconder and is not debatable. The Chair shall have the opportunity to explain his/her ruling before the vote is taken. The Chair will call for a vote on the upholding of the Chair's ruling. A majority vote of members is required to overturn the ruling.
- 6.1.7 No member shall speak longer than five minutes on the same question, without permission from the Board, by simple majority. Each member has a right to speak a maximum of twice on the same question but cannot make a second speech on the same question as long as any member who has not spoken on the same question desires the floor. Further discussion beyond two speeches by a trustee will be permitted only at the discretion of the Board Chairperson if new information is being offered.
- 6.1.8 No motion shall be debated or put without a second, unless it is a motion of nomination. Members shall have the privilege of writing their own motions or on request, the Manager of Corporate Services, or designate, shall record and read the motion before the vote is taken.
- 6.1.9 Any member may require the motion under discussion to be read for clarification and information at any time in the course of debate, provided that the request does not interrupt the member speaking to the question.
- 6.1.10 When the motion under consideration contains two or more distinct issues, upon the request of any member, those issues may be considered and voted upon separately.

- 6.1.11 After a motion has been moved and seconded and the mover wishes to withdraw or modify it or substitute a different one in its place, if no one objects, the Chairperson may grant that permission. If an objection is made to the withdrawal, it will be necessary to put a motion for that purpose.
- 6.1.12 The ordinary motions rank as follows, the lowest in rank being at the bottom and the highest at the top of the list. When any one of them is immediately pending, the motions above it in the list are in order, and those below are out of order. Those marked (2/3) require a 2/3 vote for their adoption; the others require only a majority.

Undebatable

Fix the Time to which to Adjourn (when privileged). [Notes 1 & 2 apply]

Adjourn (when privileged). [Note 2 applies]

Take a Recess (when privileged). [Notes 1 & 2 apply]

Raise a Question of Privilege

Call for the Orders of the Day

Lay on the Table

Previous Question (2/3).

Limit or Extend Limits of Debate (2/3). [Note 1 applies]

Debatable

Postpone to a Certain Time. [Note 1 applies]

Commit or Refer. [Note 1 applies]

Amend. [Note 1 applies]

Postpone Indefinitely.

A Main Motion. [Note 1 applies]

[Note 1. Can be amended: the others cannot be amended.]

Note 2. The first three motions are not always privileged. To *Fix the Time to which to Adjourn* is privileged only when made while another question is pending, and in an assembly that has made no provision for another meeting on the same or the next day. To *Adjourn* loses its privileged character and is a main motion if in any way qualified, or if its effect, if adopted, is to dissolve the assembly without any provision for its meeting again. To *Take a Recess* is privileged only when made while other business is pending.]

- 6.1.13 A motion to adjourn shall be put without debate. A motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some other business has intervened.
- 6.1.14 A motion to adjourn or to table shall be put without debate. A motion to refer, until it is decided, shall preclude all amendments of the main question.
- 6.1.15 A motion to delay consideration of any item may be moved at any time when a motion is before the Chair, provided that it is put in one of the following statements:
- a) “That the motion be postponed (to a specific time)”.
If the motion to postpone is to a “specific time”, the motion may be:
 - i) amended as to the specific time;
 - ii) debated as to the advisability of the postponed motion.
 If the motion to postpone to a specific time is carried, the matter cannot be reconsidered until the time specified, unless otherwise agreed to by a vote of two-thirds of the members present.

- b) “That the motion be postponed indefinitely”.
If the motion to postpone is for an “indefinite time”, it is not meant to postpone, but to reject the main motion without incurring the risk of a direct vote on it, and it is made only by members opposing the main motion when they are in doubt as to their being in the majority. the motion may be:
- i) amended as to the specific time;
 - ii) debated as to the advisability of the postponed motion.
- c) “That the motion be tabled”.
If the motion is to “table”, the motion is undebatable. If the motion to table is carried, the matter is laid aside until it is removed from the table by a majority vote. A motion to remove from the table is undebatable.
- 6.1.15 A motion to amend another motion takes precedence over the motion to be amended. The motion to amend can also be amended; however, only one amendment shall be allowed to each amendment. An amendment must be directly relevant to the main motion and propose some change in form or substance of the main motion. An amendment to an amendment must be directly relevant to the main motion and amendment, and propose some change in the form or substance of the amendment. A separate vote will be taken, in this order:
- an amendment to an amendment;
 - an amendment;
 - the main motion.
- 6.1.16 After a motion has been moved and seconded and before the question has been put by the Chair, any member may informally suggest one or more modifications (a friendly amendment) to the motion about which there is unlikely to be a difference of opinion. The mover of the motion may accept or reject the suggested modification.
- 6.1.17 A motion to “Call the Question” (or “move previous question”) may be moved at any time when a motion, with or without amendment or amendments, is before the Board, provided always that no member while speaking is interrupted for this purpose. A motion to call the question is undebatable and shall be put in the following words, “I move that we call the question”. If carried by two-thirds of those present, the Chairperson shall then call for the vote on the pending motion and amendments (if more than one is before the Board at the time the question is called), in the appropriate order as required by these rules, and these items shall be voted upon and disposed of without further debate, and no other motion or amendment shall be entertained until the motion and amendment(s) are disposed of. If the vote on the amendment is negative, further amendments may then be moved, and the motion and all amendments shall continue to be debated in the same manner as if the previous question had not been moved.
- 6.1.18 If the Chairperson has not exercised the right to vote on a motion, and a tie vote occurs, the Chairperson may exercise the right of the chair to cast a deciding vote.
- 6.1.19 Should the Chairperson elect to vacate the Chair to take part in any debate or discussion or for any other reason, the Vice-Chairperson will be called upon or, in the Vice-Chairperson’s absence, one of the members to fill the Chair for that period of time. The Vice-Chairperson or other member occupying the Chair shall discharge all the duties and enjoy all the rights of the Chair. If a motion is on the floor at the time the Chairperson returns to the meeting, the Vice-Chairperson, or designate, shall remain in the chair until the vote on the motion is taken.
- 6.1.20 When the Chairperson is called upon to decide a point of order or practice the Chairperson shall, before deciding, state the rule applicable to the case, without comment. The ruling of the Chairperson shall be final, subject only to an appeal to the Board by a member, without debate.

- 6.1.21 When a motion is presented by a trustee that is not in relation to a written report, the Board Chairperson may call upon the Director of Education, or designate, to offer information from staff once the motion has been moved and seconded, as well as immediately prior to the vote being taken on the motion on the floor.

6.2 Reconsideration of a Motion Previously Approved at a Board Meeting

- 6.2.1 Once a motion has been decided upon by the Board at a regular or special Board meeting, and confirmed by a resolution of the Board recorded in its minutes, it shall not be reconsidered during the ensuing twelve-month period unless:
- a) at least 72 hours written notice has been given to all members of the Board; and
 - b) the motion to reconsider is made by a member who voted with the prevailing side (whether it was for or against);* and
 - c) the affirmative vote of two-thirds of all members of the Board present at the meeting is received to reopen the matter.**

Notes: * The prevailing side means that if the majority of members voted in favour of a motion, the member presenting the motion of reconsideration must be someone who previously voted in favour of it. If the majority of members voted against the motion, the members presenting the reconsideration motion must be someone who previously voted against it. However, in the year following election of a new board, newly elected trustees (not including re-elected incumbents), will be deemed to have voted on the prevailing side of any motion proposed for reconsideration that received formal approval by the previous board.

** No formal action may be taken unless a quorum is present (half of total membership plus one).

6.3 Recorded Votes

- 6.3.1 The yeas, nays and abstentions shall be recorded on any question if a member of the Board requests that action. The recording secretary shall call the roll, and each member will respond with either a yes or no. The recording secretary will then read out the names of those who answered in the affirmative, followed by those names answering in the negative, so that errors may be corrected, and any abstentions verified. An entry shall be made in the minutes of the names of all members voting in the affirmative, the negative, and those abstaining.

6.4 Member Question Period/Requests for Information

- 6.4.1 A ten-minute question period is scheduled just prior to the adjournment of each Regular Board and Committee of the Whole meeting. Members are advised to contact the appropriate administrative official(s) regarding the item on which they intend to speak so that staff are prepared to respond appropriately.
- 6.4.2 Member requests for research and preparation of information of a detailed nature by staff shall be referred to the Agenda Development Committee or the Director of Education and Secretary for review. If, in the opinion of the Agenda Development Committee members the amount of staff time involved to fulfill the request is excessive, the member seeking the information will be required to secure Board approval before any work is undertaken.

6.5 Corporate Seal and Execution of Documents

- 6.5.1 Documents required to be executed under the Corporate Seal of the Board shall be signed by the Director of Education and Secretary or designate, as deemed appropriate.

6.6 Notice of Motion

- 6.6.1 Trustees may orally serve notice of a motion that they intend to present at a future meeting during a Committee of the Whole or Board Meeting under the “Future Agenda Items” portion of the meeting. Trustees require the signed support of at least two additional trustees before the notice of motion would be accepted and scheduled for consideration by the Board. The wording of the motion must be provided to the Manager of Corporate Services for scheduling on the next Agenda Development Committee agenda, no later than noon on the Friday prior to the Agenda Development Committee meeting.

6.7 Motion to Suspend the Rules

- 6.7.1 Any member may make a motion to suspend the rules in order to do something, which cannot ordinarily be done without violating these rules. Such a motion is not debatable and requires a two-thirds vote of members present at the meeting to pass.

6.8 Calculation of Two-Thirds

- 6.8.1 A vote of two-thirds of trustees present at a meeting is calculated by multiplying the number of trustees present by .66 and rounding up to the nearest whole number (e.g. 11 x .66 = 7.26 and would be rounded up to 8).

ARTICLE 7 - AMENDMENTS TO BYLAWS

7.1 Amendment Procedures

- 7.1.1 No amendment, alteration, or addition to the bylaws shall be made unless written notice outlining the proposal is presented at the meeting previous to the meeting during which the item will be considered. A majority vote of trustees present is required to support the scheduling of the proposal at the next meeting.
- 7.1.2 To adopt an amendment, alteration or addition to the bylaws requires the support of two-thirds of all members of the Board present at the meeting during which the proposal is considered.

WORKING DRAFT Board Bylaws, Table of Contents

Proposed Table of Contents
Article 1.0 – OVERVIEW
1.1 Statutory Provision
1.2 Board Commitments
1.3 Definitions
1.4 Amendments and Additions to Existing Bylaws
1.5 Corporate Seal and Execution of Documents
1.6 Electronic Meetings
Article 2.0 – TRUSTEE DETERMINATION AND DISTRIBUTION
Article 3.0 – STUDENT TRUSTEES
Article 4.0 – TRUSTEE RESPONSIBILITY
4.2 Principles of Policy Governance
4.3 Expectations of Trustees
4.4 Trustee Vacancies on the Board
4.5 Leave of Absence of Members
Article 5.0 – WATERLOO REGION DISTRICT SCHOOL BOARD RESPONSIBILITIES
5.1 Accountability for Student Achievement and Well Being in the Region
5.2 Accountability to the Provincial Government
5.3 Accountability to the Community
5.4 Policy Development, Implementation and Review
5.5 Director/Board Relations
5.6 Board Development
5.7 Strategic Planning
5.8 Fiscal Responsibility
5.9 Political Advocacy
5.10 Recognition
Article 6.0 – ELECTION OF CHAIR, VICE-CHAIR, PPAC CHAIR AND PSSAC CHAIR
6.5 Election Process
Article 7.0 – INAUGURAL MEETING OF THE BOARD
Article 8.0 – INAUGURAL MEETING OF THE CHAIR
Article 9.0 – DUTIES OF THE CHAIR
Article 10.0 – DUTIES OF THE VICE-CHAIR
Article 11.0 – NOTICE AND HOLDING OF PUBLIC MEETINGS
Article 12.0 – QUORUM
Article 13.0 – BOARD AND STANDING BOARD MEETINGS
Article 14.0 – DELEGATION PROCEDURES
Article 15.0 – PUBLIC QUESTION PERIOD
Article 16.0 – COMMITTEES
Article 17.0 – COMMITTEE OF THE WHOLE IN CAMERA MEETINGS
Article 18.0 – STATUTORY COMMITTEES
18.2 Audit Committee
18.3 Discipline Committee

18.4 Parent Involvement Committee (PIC)
18.5 Special Education Advisory Committee (SEAC)
18.6 Student Program Review/Student Alternative Learning Committee (SAL)
Article 19.0 – STANDING BOARD COMMITTEES
19.1 Planning and Priorities Advisory Committee (PPAC)
19.2 Program and School Services Advisory Committee (PSSAC)
Article 20.0 – BOARD COMMITTEES
20.1 Agenda Development
20.2 Director Performance Appraisal
20.3 Policy Working Group
20.4 Student Trustee & Student Senate Mentor
20.5 Waterloo Education Foundation Inc.
ARTICLE 21.0 – COMMUNITY COMMITTEES
21.1 Accessibility
21.2 Early Years Advisory Group
21.3 Equity & Inclusion Advisory Group
21.4 Huron Natural Area
21.5 Nutrition
Article 22.0 – AD HOC COMMITTEES
Article 23.0 – TRUSTEE REPRESENTATION ON STAFF COMMITTEES
Article 24.0 – RULES OF ORDER
24.1 Notice of Motion
24.2 Motions
24.3 Motions Considered at Board and Standing Board Meetings
24.4 Motion to Suspend the Rules
24.5 Reconsideration of a Motion Previously Approved at a Board Meeting
24.6 Voting
24.7 Member Question Period/Requests for Information
24.8 Reports from Members

WORKING DRAFT BOARD BYLAWS

November 2018

ARTICLE 1.0 – OVERVIEW

1.1 Statutory Provision

1.1.1 The following bylaws of the Waterloo Region District School Board shall be observed for the order and dispatch of its business. All former bylaws of the Waterloo Region District School Board are hereby repealed.

1.1.2 The bylaws of the Waterloo Region District School Board shall be subject to the provisions of any Statute of the Province of Ontario and the Dominion of Canada and, in the event of any conflict between a statutory provision and anything contained in these bylaws, the statutory provision shall have precedence.

1.1.3 All provisions in this bylaw shall be interpreted in a manner consistent with all laws applicable to a public board of education in Ontario.

1.2 Board Commitments

1.2.1 Trustees, as individuals who serve public education in Waterloo Region, are committed to:

- **Collaboration** through reaching out and listening to stakeholders. Trustees build collaborative relationships to achieve common goals and resolve differences.
- **Innovation** in a culture where new ideas are welcomed and considered. Trustees build their capacity to think critically and problem-solve creatively.
- **Integrity** by matching actions to our words. Trustees conduct themselves in an open and transparent manner that inspires trust.
- **Respect** by honouring all stakeholders. Trustees create an environment where people feel included, valued and treated with dignity.
- **Service** by embracing an attitude of care and support. Trustees seek to understand and meet the needs of those they serve.

1.3 Definitions

1.3.1 For the purpose of these bylaws:

- “Act” means the *Education Act of Ontario*, R.S.O. 1990, as amended from time to time;
- “Ad Hoc Committee” means a committee established for a specific time frame and purpose;
- “Board” means the Board of Trustees of the Waterloo Region District School Board;
- “Board Committee” means an ongoing committee established by the Board;
- “Board meeting” means an official, regularly-scheduled or special Board meeting as defined in the *Education Act*;
- “Chair” means the Chair of the Board;
- “Committee Chair” means a Chair of statutory, standing board, board, community or ad hoc committee of the Board;
- “Committee of the Whole In Camera” means an in camera, closed meeting of the Board or any committee of the Board from which the public is excluded pursuant to the *Education Act*, the *Young Offenders’ Act* or the *Municipal Freedom of Information and Protection of Privacy Act*;
- “Community Committee” refers to a committee(s) established to address operational/system needs, initiatives and community partnerships;

WORKING DRAFT BOARD BYLAWS

November 2018

- “Director” means the Director of Education and Secretary who is also the Chief Executive Officer and Secretary of the Board;
- “Member” means a voting member of the Board and/or a Board committee;
- “PPAC” means Planning and Priorities Advisory Committee;
- “PSSAC” means Program and School Services Advisory Committee;
- “Past Chair” means the Past Chair currently elected to the Board;
- “Standing Board Committees” refer to the Planning and Priorities Advisory Committee (PPAC) and to the Program and School Services Advisory Committee (PSAAC);
- “Statutory Committee” means a committee struck as a requirement of government legislation;
- “Treasurer” means the Treasurer of the Board;
- “Trustee” means a person elected, or acclaimed, or appointed to the office of Trustee on the Board pursuant to the provisions of the *Municipal Elections Act* and the *Education Act*;
- “Two-thirds majority” means a vote of two-thirds of trustees present at a meeting. It is calculated by multiplying the number of trustees present by .66 and rounding up to the nearest whole number e.g., $11 \times .66 = 7.26$ and would be rounded up to 8;
- “Vice-Chair” means the Vice-Chair of the Board.
- “Working day” means any regular day of business of the WRDSB Education Centre.

1.4 Amendments and Additions to Existing Bylaws

- 1.4.1 No amendment, alteration, or addition to the bylaws shall be made unless written notice outlining the proposal is presented at the meeting previous to the meeting during which the item will be considered. A majority vote of trustees present is required to support the scheduling of the proposal at the next meeting.
- 1.4.2 To adopt an amendment, alteration or addition to the bylaws requires the support of two-thirds of all members of the Board present at the meeting during which the proposal is considered.

1.5 Corporate Seal and Execution of Documents

- 1.5.1 Documents required to be executed under the Corporate Seal of the Board shall be signed by the Director of Education or designate, as deemed appropriate.
- a) The Corporate Seal of the Board is located in Corporate Services.
- 1.5.2 The corporate seal of the Board shall be in the form impressed on the original copy of bylaws located in the Administrative Offices of the Waterloo Region District School Board.
- 1.5.3 The Chair or the Vice-Chair of the Board and the Treasurer shall be authorized to sign cheques and orders for payment of money on behalf of, and in the name of, the Board.
- 1.5.4 The Treasurer shall be authorized to endorse bills of exchange, cheques, drafts, and orders for payment of money, for deposit to the credit of the Board, and to receive all paid cheques and vouchers, and any documents the bank may have from time to time, belonging to the Board, and to sign the bank’s form of settlement and release.
- 1.5.5 The Treasurer shall be authorized to sign cheques by means of a cheque signing machine and a facsimile of the signatures of the Chair of the Board and the Treasurer.

WORKING DRAFT BOARD BYLAWS

November 2018

1.5.6 The Chair of the Board and the Treasurer shall be authorized to sign all necessary bank forms or documents required by the bank in respect to parts 1.5.3, 1.5.4, and 1.5.5 of this resolution.

1.5.7 The Treasurer shall be authorized to have printed all the necessary forms required for the banking business of the Board.

1.6 Electronic Meetings

The Waterloo Region District School Board shall provide for the use of electronic means for the holding of meetings of the Board and meetings of a Committee of the Board. Committee of the Whole In Camera meetings cannot be attended electronically.

1.6.1 At every meeting of the Board, the following persons shall be physically present in the meeting room of the Board:

- The Chair of the Board or Standing Board or their designate
- At least five additional members of the Board
- The Director of the Board or their designate
- The Manager of Corporate Services or their designate.

1.6.2 At the request of any Board member or student trustee, the Board shall provide the member or representative with electronic means of participating in one or more meetings of the Board or Standing Board Committee except where to do so would not comply with section 1.6.1.

1.6.3 A member of the Board or student trustee who participates in a meeting through electronic means shall be deemed to be present at the meeting but not counted towards quorum.

1.6.4 A member of the Board shall be physically present in the meeting of the Board for at least three regular Board meetings in each twelve month period beginning December 1 (*Education Act 1998 s.229(1)*).

1.6.5 For the period beginning when a member of a Board is elected or appointed to fill a vacancy and ending on the following November 30, the member shall be physically present in the meeting room of the Board for at least one regular Board meeting for each period of four full calendar months that occurs during the period beginning with the election or appointment and ending the following November 30 (*Education Act 1998 S.229(2)*).

1.6.6 The electronic means shall permit the member or student trustee to hear and be heard by all other participants in the meeting.

ARTICLE 2.0 – TRUSTEE DETERMINATION AND DISTRIBUTION

2.1 The number of trustees on a district school board is determined under the *Education Act* (Section 58).

2.2 The distribution of trustees is governed by Ontario Regulation 412/00 (Election to and Representation on District School Boards). A report is provided to the Board by staff in advance of each municipal election, outlining the distribution of trustees.

2.3 The Waterloo Region District School Board is a public corporate entity composed of eleven trustees, elected by public school ratepayers for a four year term representing the seven municipalities within the Regional Municipality of Waterloo:

- three members - City of Cambridge/Township of North Dumfries
- four members - City of Kitchener
- three members - City of Waterloo/Township of Wilmot
- one member - Township of Wellesley/Township of Woolwich

WORKING DRAFT BOARD BYLAWS

November 2018

2.4 The Board of trustees, as mandated by the current *Education Act* 1998, has a collective regional responsibility of governance and policy making for public education in accordance with the provisions of the *Act*, its regulations and other relevant legislation.

ARTICLE 3.0 – STUDENT TRUSTEES

3.1 The Board appoints two student representatives, as directed by legislation, in accordance with the Board’s policy 3006 – Student Trustees on student representatives and related regulations.

ARTICLE 4.0 – TRUSTEE RESPONSIBILITY

4.1 The Board will operate under the ordinance of the *Education Act*.

4.2 Principles of Policy Governance

- The Board of trustees as a body has the responsibility to serve the general public rather than groups of the population or professionals whom the Board employs.
- The Board of trustees exists to govern the school system, not manage it.
- The Board of trustees has multiple and varied responsibilities, but involvement in the details of these concerns should never displace students as the central focus of the system.

Areas of Responsibility

- Articulate the Board’s vision for education
- Establish and monitor Board policy based on vision and provincial policy
- Approve a budget and monitor its implementation
- To advocate for a strong and vigorous public education system that benefits the learners and communities served within the District
- To recruit, evaluate and terminate a Director of Education
- To undertake directly and/or facilitate linkages with the communities and public served and represented by the Board.
- To establish the strategic directions, priorities and outcomes of the Board, and regularly monitor their achievement.

4.3 Expectations of Trustees

4.3.1 In addition to the responsibilities set down in the *Education Act* and incorporated in the bylaws and procedures of the Board, an individual trustee shall be expected to:

- (a) Attend regular Board meetings;
- (b) Serve on statutory, standing board, board, community and ad hoc committees of the Board as required;
- (c) Notify the Chair of the Committee when unable to attend a meeting;
- (d) Safeguard and keep confidential, materials and information discussed or placed in confidence with trustees.
- (e) Be prepared for, and actively participate in, discussion and decision-making;
- (f) Ensure, when making public statements, that it is clear whether they speak on behalf of the Board or as an individual trustee;
- (g) Exercise their power to govern only as a trust of the corporate body, not as an individual;
- (h) Be aware that they can be held personally liable if they are guilty of bad faith, neglect or willful or malicious use of power.

WORKING DRAFT BOARD BYLAWS

November 2018

4.3.2 Trustees as full participating members of the Board may be expected to:

- (i) Act as a representative of the Board at official functions;
- (j) Be involved in provincial trustee organizations and committees;
- (k) Consult and communicate with stakeholders regarding Board activities;
- (l) Attend conference, workshops, etc., in order to be kept informed of current educational issues;
- (m) Reflect community attitudes while also providing leadership in decision-making;

4.3.3 Trustees shall be expected to model ethical practices which include:

- (o) making decisions in a manner which is open, accessible and equitable;
- (p) Approaching all Board issues with an open mind, and being prepared to make the best decisions for stakeholders as a whole;
- (q) Respecting different points of view;
- (r) Conducting Board business through appropriate channels;
- (s) Ensuring that public office is not used for personal gain;
- (t) Protecting the integrity of the Board.

4.4 Trustee Vacancies on the Board

Background

4.4.1 The *Education Act*, 1998, allows a Board to fill a trustee vacancy by either of two means:

- (i) require the municipality to hold a by-election, or
- (ii) appoint a qualified person to the position.

4.4.2 A by-election may not be held after March 31 in an election year (i.e., within approximately 8 months of a regularly scheduled municipal election). All costs for a by-election are borne by the Board (subsection 7(3) *Municipal Elections Act*, 1996).

4.4.3 The method of appointment is not specified in the *Act* (Section 221 (1) (a)).

4.4.4 The following steps/decisions need to be considered:

By-Election or Appointment:

(a) If by-election, the matter is virtually out of the hands of the Board and is the responsibility of the municipality. The process for filling a vacancy in this manner takes approximately 2-1/2 months. Information regarding the implications of holding a by-election, including previous election results and estimated costs, will be provided to the Board.

(b) If appointment, the *Education Act* requires the vacancy to be filled within ninety days after the office becomes vacant.

4.4.5 Qualifications:

(a) The *Education Act*, 1998, Section 219 (1) specifies the qualifications necessary to be elected as a member of a Board (and, presumably, to be appointed):

WORKING DRAFT BOARD BYLAWS

November 2018

- qualified to vote for members of the Board
- a resident in the area of jurisdiction of the Board
- disqualifications are outlined in the *Education Act, 1998 Section 291 (4) (5) (67)*.

4.4.6 The board may choose to appoint one of the unsuccessful trustee candidates from the last municipal election in the vacated electoral area providing the candidate remains a qualified person. **IF** the Board chooses to offer the position to a broader range of electors, the following actions will occur:

(a) Advertising

- The vacancy shall be advertised through the WRDSB Communications Department.

(b) Applications

- Individuals interested in the position shall be required to submit in writing an application for the position, to be received by the Manager of Corporate Services.
- The Board shall establish a deadline for the appointment process.

(c) Information Required

- Applicants shall be asked to provide the following information:
 - (i) Confirmation of eligibility as per Section 4.4.5 (a);
 - (ii) Why they are interested in the position;
 - (iii) Background, interests, experience, concerns;
 - (iv) Other information they think is pertinent.

(d) Information Provided

- Upon written or verbal indication from an individual that they intends to apply for the position, a package of information shall be made available for pick-up from the Administrative Assistant to the Chairperson and Trustees, as follows:
 - (i) Waterloo Region District School Board Trustee Handbook (*Note: Handbook to be developed*);
 - (ii) Bylaw 4.2 – Board and Trustee Areas of Responsibilities and Policy G201, Code of Conduct;
 - (iii) Schedule of Board and Committee meetings;
 - (iv) Committee membership list.

(e) Presentations

- The board will establish the number of applicants to schedule for presentations:
 - (i) The Board shall establish the presentation date and the schedule of presentations.
 - (ii) Only candidates who have submitted written applications by the deadline date shall be contacted.
Presentations shall be conducted in the Board room.
 - (iii) Each candidate shall be requested to address the Board for up to five minutes.
 - (iv) Presentations shall be conducted at a Board or Special Board meeting

WORKING DRAFT BOARD BYLAWS

November 2018

- (v) The Chair of the Board or designate shall preside over the presentations and be responsible for adhering to the timelines.
- (vi) The presentation process shall be open to the public. Candidates shall be advised of their right to attend any or all presentations.

(f) Voting on Presentations:

- (i) A vote by secret ballot shall be conducted with each Member present able to cast one vote.
- (ii) The candidate receiving a majority of the votes cast shall be declared appointed, but the count shall not be declared.
- (iii) Should no candidate receive a majority of the votes cast, the Chair, shall announce the names of the candidates remaining on the ballot with the name of the candidates receiving the fewest number of votes being dropped from the list.
- (iv) Should there be a tie vote between candidates with the least number of votes, there will be a vote including only the candidates with the tie votes to eliminate the candidate with the fewest votes.
- (v) In the event there is a tie vote after the candidate with the least number has been withdrawn, the Chair will call for the drawing of lots. The candidate whose name is drawn will be declared the appointed trustee the remaining term.
- (vi) A candidate may voluntarily withdraw their name between votes.
- (vii) Following the swearing in of the successful candidate, by motion of the Board, all ballots shall be destroyed.
- (viii) The Board of Trustees shall appoint Scrutineers to count the ballots;

4.5 Leave of Absence of Members

4.5.1 To meet the provisions of Section 229 (1) of the *Education Act*, the request from a Board member for leave of absence shall be made directly to the Board convened in regular open session. If the member is unable to attend the meeting, the Chair may make the request on the member's behalf.

4.5.2 Any action on a request for leave of absence must be recorded as a motion of the Board.

ARTICLE 5.0 – WATERLOO REGION DISTRICT SCHOOL BOARD RESPONSIBILITIES

The *Education Act* provides for the establishment of locally elected school boards responsible for operating publicly-funded schools within their jurisdiction and for the delivery and quality of educational programs and services. Legal accountability for board decisions applies to the board as a corporate entity rather than to individual trustees.

WORKING DRAFT BOARD BYLAWS

November 2018

5.1 Accountability for Student Achievement and Well Being in the Region

- Nurture a culture that supports student academic success and provides an environment that promotes well-being
- Provide a safe environment to promote student learning
- Promote effective educational programming for each and every student in the region
- Make decisions that reflect the belief that each and every student can learn
- Use student achievement data to make informed decisions
- Foster a professional climate that puts educators in the role of champions of their students

5.2 Accountability to the Provincial Government

- Act in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policies
- Perform Waterloo Region District School Board functions required by provincial legislation and board policy
- Provide advice and input to the Ministry of Education regarding relevant issues

5.3 Accountability to the Community

- Promote community consultation and outreach that seeks and provides communities at large with opportunities for input and the exchange of ideas
- Recognize the role of individual trustees as advocates and as liaisons for their communities
- Annually review the communication plan to ensure that the WRDSB is fulfilling its commitment to communicate with the community at large
- Provide two way communications between WRDSB, Board and Community Committees
- Support the growth and development of Parent Involvement Committee, Waterloo Region Assembly of Public School Councils and school councils.
- Provide reports outlining WRDSB results in accordance with provincial policy
- The Audit Committee is accountable to the Board of Trustees

5.4 Policy Development, Implementation and Review

- Develop policies that outline how the Board will successfully function
- Ensure the processes for policy development, implementation and review comply with the Board Policy G300, Governance Policy – Policy Development and Reviews

5.5 Director/Board Relations

- Select the Director of Education
- Provide the Director with a clear job description and corporate direction
- Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the *Education Act* and Regulations
- Evaluate the Director in the first year of service and annually thereafter. Use the Director's job description and WRDSB Strategic Plan as basis for the evaluation

WORKING DRAFT BOARD BYLAWS

November 2018

- At the Director's request provide the Director with the opportunity to meet alone with the Board in closed session
- To establish and review the contract of the Director in consultation with the Director and senior staff.

5.6 Board Development

- Conduct an annual Board self-assessment
- Develop and support an annual development plan for trustees with the ability to utilize professional resources where applicable

5.7 Strategic Planning

- Establish and/or confirm overall direction for the WRDSB by establishing the strategic priorities
- Annually set priorities and develop a process for communicating this with the system
- Annually use the established priorities to drive the budget process

5.8 Fiscal Responsibility

- Ensure a budget review process is in place to help determine annual resource allocations (use the system priorities and other provincial and local directions)
- Annually approve the budget to ensure that the financial resources are allocated to achieve the system priorities and comply with provincial requirements
- Approve as per legislation all capital plans and other planning documents that will drive budget decision.
- To ensure compliance with the provincial regulations.
- Ratify applicable Memoranda of Agreements with all bargaining units
- To monitor significant financial expenditures and fiscal variances

5.9 Political Advocacy

- Articulate the role of trustees as advocates for public education
- Develop and maintain partnerships to strengthen the advocacy role
- Meet on an ongoing basis with elected municipal, provincial and federal officials

5.10 Recognition

- Ensure that WRDSB recognizes all students and student achievements
- Ensure that the contributions of all staff are recognized and appreciated.
- Ensure that WRDSB recognizes community members and volunteers

The Board also has the following responsibilities:

- Approval of school year calendars
- Naming of educational facilities

WORKING DRAFT BOARD BYLAWS

November 2018

- Approval of tender selection for major building construction and modernization
- Approval of disposition of land and buildings
- Approval of educational development charges
- Approval for the issuance of debentures
- Involvement in Superintendent interviews at the invitation of the Director of Education.

ARTICLE 6.0 – ELECTION OF CHAIR, VICE-CHAIR, PPAC CHAIR AND PSSAC CHAIR

6.1 The Chair, Vice-Chair, PPAC Chair and PSSAC Chair for the ensuing year, effective December 1, shall be elected at the annual inaugural meeting.

6.2 The Director shall preside over the election of the Chair.

6.3 With the Director presiding, or if absent, the Director's designate, the Board shall proceed to elect a Chair for the ensuing year.

6.4 The Director, or if absent, the designate, shall name two scrutineers appointed for the election of Chair, Vice-Chair, PPAC Chair and PSSAC Chair.

6.5 Election Process

6.5.1 The Director or designate shall call for oral nominations for the office of Chair. No seconder is required.

6.5.2 After a suitable length of time, and after a motion to close nominations has been supported by a majority vote, the Director or designate shall declare nominations closed.

6.5.3 After all nominees have been identified in random order, they will be asked to declare whether they accept the nomination.

6.5.4 An individual who is absent may be considered a candidate if the individual has previously indicated in writing to the Director a desire to stand for election if nominated.

6.5.5 The nominees shall be offered the opportunity to speak to their nomination in random order.

6.5.6 A vote by secret ballot shall then be conducted with each member present able to cast one vote.

6.5.7 The member receiving a majority of the votes cast shall be declared elected, but the count shall not be declared.

6.5.8 Should no member receive a majority of the votes cast, the Director or designate, shall announce the names of the members remaining on the ballot with the name of the member receiving the fewest number of votes being dropped from the list.

6.5.9 Should there be a tie vote between candidates with the least number of votes, there will be a vote including only the candidates with the tie votes to eliminate the candidate with the fewest votes.

In the event there is a tie vote after the candidate with the least number has been withdrawn, the Director or designate will call for the drawing of lots. The candidate whose name is drawn will be declared the Chair of the Board for the ensuing year.

6.5.10 A member may voluntarily withdraw their name between votes.

WORKING DRAFT BOARD BYLAWS

November 2018

6.5.11 By motion, the ballots shall be destroyed.

6.6 Following the election, the newly-elected Chair shall at once take the chair and preside over the election of the Vice-Chair, PPAC Chair and PSSAC Chair.

6.7 Members shall then elect a Vice-Chair of the Board according to the same procedure followed for the election of the Chair.

6.8 Members shall then elect a PPAC Chair according to the same procedure followed for the election of the Chair.

6.9 Members shall then elect a PSSAC Chair according to the same procedure followed for the election of the Chair.

6.10 In the event the office of the Chair, Vice-Chair, PPAC Chair or PSSAC Chair becomes vacant for any reason, a new Chair, Vice-Chair, PPAC Chair or PSSAC Chair as is required, shall be elected at a special Board meeting called for this purpose (See 6.5 above).

6.11 The Officers of the Waterloo Region District School Board shall be:

- The Chairperson of the Board;
- The Vice-Chairperson of the Board;
- The Director of Education and Secretary;
- The Executive Superintendent of Business and Financial Services.

6.12 In order for the Chair or Vice-chair to be considered beyond two consecutive one-year terms, a two-thirds majority vote is required prior to the secret ballot commencing.

6.13 In the case of a partial term for the position of Chair, Vice-chair, PPAC Chair or PSSAC Chair of less than one year, six months or more shall be defined as a term (See 6.12 above).

ARTICLE 7.0 – INAUGURAL MEETING OF THE BOARD

7.1 Following a municipal election, the Board's inaugural meeting shall be held on the 1st working Monday in December in the Board room of the Waterloo Region District School Board Education Centre at 7:00 p.m. at a Special Board meeting.

7.2 In accordance with the provisions of the *Education Act*, the Director shall preside until the election of the Chair of the Board. If the Director is absent, the members present shall designate who shall preside at the election of the Chair and, if a member of the Board is so designated, that member may vote at the election of the Chair.

7.3 At the inaugural meeting following the election of a new Board, after calling the meeting to order, the Director or designated Chair pro tem (temporary), shall read the return (if any) of the municipal clerks along with a statement that the Declaration of Office and Oath of Allegiance have been completed and filed, pursuant to the provisions of the *Education Act*.

7.4 Following the election of the Chair, the Chair shall preside over the meeting and shall proceed with the election of the Vice-Chair, the Planning and Priorities Advisory Committee (PPAC) Chair, the Program and School Services Advisory Committee (PSSAC) Chair and other inaugural and organizational business.

WORKING DRAFT BOARD BYLAWS

November 2018

ARTICLE 8.0 – INAUGURAL MEETING OF THE CHAIR

8.1 On the years that do not follow a municipal election, the Chair's inaugural meeting shall be held in the Board room of the Waterloo Region District School Board Education Centre at 7:00 pm at a Special Board meeting to be held either on the first working Monday in December.

8.2 The newly-elected Chair shall deliver an inaugural address.

ARTICLE 9.0 – DUTIES OF THE CHAIR

9.1 The Chair of the Board shall be the official spokesperson unless otherwise determined.

9.2 The Chair, in consultation with the Director and the Agenda Development Committee, with opportunity for input from other members of the Board, shall set the agendas for the regularly-scheduled Board meetings and ensure that members have sufficient information for informed discussion. The Chair shall move proceedings through the approved agenda for the meeting.

9.3 The Chair of the Board shall preside at all Board meetings. In the Chair's absence, the Vice-Chair shall chair such meetings. In the absence of both, the PPAC Chair or the PSSAC Chair shall chair such meetings. In the absence of all, Board members shall elect a chair from amongst the Members present at the meeting.

9.4 The Chair shall call the meeting to order at the hour appointed, shall preserve order and decorum and decide upon all questions of order subject to an appeal to the Board.

9.5 The Chair, when called upon to decide a point of order or practice, shall, before stating a decision, give reasons for such decision.

9.6 The ruling of the Chair shall be final, subject only to a member challenging the ruling of the Chair.

9.7 When a member challenges the decision of the Chair, the member shall state the reasons for the challenge and the Chair shall have the opportunity to provide the rationale in support of the decision. Such challenge shall be decided without debate. The Director shall ask "Shall the decision of the Chair be sustained?" The Chair may not vote on such a challenge and in the event that there is a tie vote, the decision of the Chair shall be deemed to be sustained.

9.8 The Chair shall not take part in any debate without leaving the Chair.

9.9 The Chair shall have voting rights on all matters, except when a member challenges the Chair for a ruling (See 9.7). The Chair shall vote on all matters that Members vote on, thus providing consistency in voting. *(Note: Further information to be collected from Robert's Rules.)*

9.10 The Chair shall ensure that any Trustee wishing to speak shall so indicate by upraised hand, and upon recognition by the Chair, who shall call the member by name (Trustee _____), the Trustee shall then address the Chair.

9.11 When two or more Trustees attempt to speak at the same time, the Chair shall name the Trustee who is to speak.

9.12 The Chair shall ensure every Trustee speaks only to the matter under discussion. A Trustee may request one supplementary question. No Trustee shall speak longer than five minutes on the same question without leave of the Chair.

WORKING DRAFT BOARD BYLAWS

November 2018

9.13 The Chair shall also ensure that Trustees direct all comments through the Chair and avoid all personal remarks and discourteous language.

9.14 No Trustee shall be interrupted while speaking except to be called to order by a Member for transgression of the rules of the Board, in which case the Trustee shall remain silent until the point of order has been decided by the Chair. A Member so interrupting shall speak to the point of order or in explanation only.

9.15 A Trustee called to order by the Chair shall at once remain silent but after the point of order has been decided, may explain and appeal to the Board, which, if appealed to, shall decide the point of order without debate. The decision of the Chair on the point of order shall be overruled only by a majority vote of the Members present in favour thereof. If there is no appeal, the decision of the Chair shall be final.

9.16 Trustees who resist the rules of the Board, disobey the decision of the Chair or of the Board on points of order, or make any disorderly noise or disturbance may, unless they make an apology, be ordered by the Chair to leave their seats for the remainder of the meeting, and, in case of refusal to do so, may, on the order of the Chair, be removed from the Board room and the Education Centre.

9.17 The Chair of the meeting is responsible for maintaining order and seeing that appropriate decorum of the Board meeting is maintained. Heckling will not be permitted.

9.18 The Chair of the Board shall be an ex-officio member of all Committees, shall have voice and vote, and shall have the power to delegate the Vice-Chair of the Board to serve on any such committee in the absence of the Chair in which case the Vice-Chair shall have voice and vote.

ARTICLE 10.0 – DUTIES OF THE VICE-CHAIR

10.1 The Vice-Chair of the Board shall chair all Committee of the Whole In Camera meetings. In the Vice-Chair's absence, the Chair shall chair such meetings. In the absence of both, the PPAC Chair or the PSSAC Chair shall chair such meetings. In the absence of all, Board members shall elect a chair from amongst the Members present at the meeting.

10.2 The Vice-Chair will chair the Policy Working Group meetings. In the absence of the Vice-Chair, the committee members shall elect a chair from amongst the committee members present at the meeting.

10.3 In the absence of the Chair from any Board meeting, the Vice-Chair shall preside at the meeting. During the continued absence of the Chair from duty, or upon written request of the Chair, the Vice-Chair shall perform all the duties of the Chair.

ARTICLE 11.0 – NOTICE AND HOLDING OF PUBLIC MEETINGS

11.1 The Director shall give notice of all meetings of the Board and of the Committee of the Whole In-Camera, together with all matters so far as known, that are to be brought before the Board or the Committee at such meeting, to every member of the Board at least 48 hours in advance. Notice of meetings of the Board and its Committees shall be delivered to the WRDSB designated e-mail address of each member at least 48 hours prior to the hour of each meeting.

11.2 Until members of the Board notify the Director in writing of their official addresses for the receipt of all notices or communications, all such notices or communications delivered or mailed to the members at their addresses, as set out in their nomination papers, shall be deemed to have been received by them.

WORKING DRAFT BOARD BYLAWS

November 2018

11.3 Accidental omission to give notice to any member of the Board or of a committee, or the non-receipt of any notice, or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or founded thereon.

11.4 The Chair of the Board or the Vice-Chair, in the absence of the Chair, shall have the authority to call a special meeting of the Board during an emergency without having given the required 48 hours' notice.

11.5 Formal sessions of the Board, in public, including committees may be convened in accordance with these bylaws without Board approval. The notice of meeting and agenda will serve as a statement on the status of the session and its purpose.

11.6 Attendance of staff members at meetings will be determined by the Director.

ARTICLE 12.0 – QUORUM

12.1 A quorum of the Board shall consist of a simple majority of the Board members elected or appointed to the Board under the statutes of Ontario.

12.2 Board members unable to attend scheduled Board and Standing Board Committee meetings should notify the Manager of Corporate Services as early as possible, and if it should appear a quorum will be lacking, the Chair will instruct the Manager of Corporate Services to notify trustees of the postponement or cancellation of the meeting.

12.3 Should there be no quorum present at the time appointed for the meeting, the Chair shall seek the advice and consent of members as to what action should be taken. Should no quorum be present within thirty minutes after the appointed time for the meeting, the Manager of Corporate Services shall record the names of the members present and the time, and the meeting shall be cancelled, unless members present direct that the meeting continue, recognizing that no formal action may be taken.

12.4 The Chair, or Vice-Chair, as the case may be, shall count in forming a quorum.

12.5 Trustees who attend through electronic means shall not be included in the quorum count.

ARTICLE 13.0 – BOARD AND STANDING BOARD MEETINGS

13.1 The Chair of the Board shall chair all Board meetings. In the Chair's absence, the Vice-Chair shall chair such meetings. In the absence of both, the PPAC Chair or the PSSAC Chair shall chair such meetings. In the absence of all, Board members shall elect a chair from amongst the Members present at the meeting.

13.2 The regular monthly meetings of the Board shall be held in public session on the last working Monday of each month during the school year September to June, commencing at 7:00 p.m. Board meetings will be held in the Board Room of the Waterloo Region District School Board Education Centre. Additionally, Board meetings shall be held the first working Monday in July, if required, and the last working Monday in August, if required, unless otherwise ordered by special motion.

13.3 Regular meetings in any month may be cancelled or rescheduled by Board resolution at a preceding regular meeting.

13.4 In unusual circumstances, at the discretion of the Chair and in consultation with the Vice-Chair and the Director, a regular meeting may be cancelled or rescheduled.

WORKING DRAFT BOARD BYLAWS

November 2018

13.5 Notice of all Board meetings, except as provided for in by-law #11 shall be made available by the Manager of Corporate Services to each Trustee on the Friday prior to the Board meeting.

Trustees not able to access the notice and the Board agenda by the Friday at 1:00 p.m. prior to the Board meeting will be responsible for notifying the Corporate Services Department of such. Trustees will also advise the Manager of Corporate Services if they are unable to attend the meeting. *(Note: Further investigation into current procedures and timing required.)*

13.6 Copies of reports to be presented to a Board meeting shall be made available with the notice of such meeting. New items of business arising at the meeting may, by decision of two-thirds of those present, be considered at that meeting.

13.7 A quorum is necessary to hold a Board meeting. A majority of all the Trustees constituting the Board is required to form a quorum. A quorum is such a number as must be present in order that business can be legally transacted. The Chair will not call the meeting to order until a quorum is present. The only business that may be transacted in the absence of a quorum is to take measures to obtain a quorum or decide to cancel the meeting.

13.8 In case of the absence of both the Chair and Vice-Chair for five minutes after the hour appointed, as soon as a quorum is present, the Past Chair shall preside. In the event the Past Chair is not present, the Chair of either Standing Board Committee (PPAC/PSSAC) shall preside over the meeting until such time as the Chair or the Vice-Chair arrives.

13.9 When a quorum is no longer in attendance, the meeting is ended and no business may be legally transacted. It shall be the responsibility of the presiding Chair and the Director of Education to note the lack of a quorum and to have the fact recorded in the minutes.

13.10 All Board meetings will begin with the singing of the national anthem, O Canada followed by a territorial acknowledgement.

13.11 Out of respect for Indigenous students, staff and community, every effort will be made to schedule a smudging ceremony at a Board meeting once a year.

13.12 An opportunity for the public to present as a delegation to the Board regarding issues of concern/interest will be included on the agenda of the Board meeting.

13.13 Minutes will be taken at all Board meetings and must be submitted for approval at the next regularly-scheduled Board meeting.

13.14 The agenda for every Board and Standing Board meeting will include an open question period for the public.

13.15 The Manager of Corporate Services shall record the names of the Trustees present and absent. The times of arrival and departure of Trustees not attending the entire meeting shall be recorded in the minutes. Absence during any vote will be recorded.

Special Board and Special Standing Board Meetings

13.19 Within 24 hours before the meeting is to take place, Special Board and Standing Board meetings shall be held at the call of the Chair or at the written request of five members of the Board made to the Chair. The meeting may be held at a date, time and place established by decision of the Chair, or if absent, the Vice-Chair, or if absent, the Director of Education.

WORKING DRAFT BOARD BYLAWS

November 2018

13.20 The written notice of every special meeting of the Board and Standing Board Committees shall state all business to be transacted or considered. No other business shall be considered unless all the members of the Board are present and agree unanimously.

Adjournment of Meetings

13.21 All public Board and Standing Board Committee meetings will adjourn at 9:30 pm unless otherwise agreed to by trustees.

13.22 An extension of 30 minutes beyond this adjournment time requires the majority vote of trustees present at the meeting.

13.23 At 10:00 pm a second extension of an additional 30 minutes requires two-thirds support of all trustees present at the meeting.

13.24 At 10:30 pm a third extension of an additional 30 minutes requires unanimous support of all trustees present at the meeting.

ARTICLE 14 – DELEGATION PROCEDURES

14.1 The Waterloo Region District School Board recognizes the need to foster effective communication between the educational system and the community.

14.2 Delegations wishing to appear before the Waterloo Region District School Board at a Board or Standing Board Committee meeting should register with the Manager of Corporate Services by noon on the Thursday prior to the meeting. Delegations not making prior arrangements by noon on the Thursday may speak at the following Monday meeting only on the approval of a majority vote of the trustees, up to a maximum of eight (8) delegates.

14.3 Delegations are asked to make submissions in writing which contain the speaker's full name, contact information (including telephone number[s] and home address), a brief summary of the issue being presented, and recommendation(s) for resolving the matter. A Delegation Submission Template can be accessed via the Board's website (<http://www.wrdsb.ca/board-meetings/delegations/delegation-form>) and can be completed online, or a copy can be printed, completed in writing and submitted to the Manager of Corporate Services. *(Note: Delegation Submission Template will need to be updated per MFIPPA)*

14.4 At Standing Board Committee meetings, delegations may speak only to matters relevant to the Standing Board Committees Terms of Reference. All other presentations will be referred to the appropriate Board meeting or Standing Board Committee meeting.

14.5 Delegations will be permitted to address members of the Board or Standing Board Committee for a period of up to ten minutes. Exceptions to this rule will be permitted only by a majority vote of the members present.

14.6 Delegations will be scheduled to appear at the beginning of the Board or Standing Board Committee meetings. A maximum of eight (8) delegates will be scheduled per meeting.

14.7 The Standing Board Committee will consider or act on any request from a delegation during the same meeting at which the delegation is made only if approved by a vote of two-thirds (2/3) of the members present at the meeting, or if consideration of the matter was included on the meeting agenda.

WORKING DRAFT BOARD BYLAWS

November 2018

14.8 At Board meetings, the Board, if approved by a vote of two-thirds (2/3) of the members present at the meeting, may refer the topic to Agenda Development Committee for scheduling at the appropriate Standing Board Committee for discussion.

14.9 Delegates are expected to refrain from the use of abusive or derogatory language at all times and the Board Chair may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Applause, booing or other audible or visual demonstrations of support or opposition are discouraged because they may be intimidating for those with opposing views. Courtesy and respect for others must be displayed.

14.10 A delegate cannot register for more than one place on the agenda, and that place is not transferable to another party unless extenuating circumstances exist (e.g. illness of delegate).

14.11 Delegations may be received at Committee of the Whole in camera meetings as per the Education Act. The procedures for delegations, as set out in Article 14 will apply. *(Note: Further investigation to follow).*

Special Delegation Meetings

14.12 Special Meetings to hear delegations may be scheduled, when warranted (e.g. accommodation reviews, budget, etc.)

14.13 Delegations wishing to appear before the Waterloo Region District School Board at a Special Delegation Meeting must register with the Manager of Corporate Services two working days prior to the meeting.

14.14 Delegations are asked to make submissions in writing which contain the speaker's full name, contact information (including telephone number[s] and home address), a brief summary of the issue being presented. A Delegation Submission Template can be accessed via the Board's website at (<http://www.wrdsb.ca/board-meetings/delegations/delegation-form>) and can be completed online, or a copy can be printed, completed in writing and submitted to the Manager of Corporate Services.

14.15 Delegations who have submitted their delegation submission two working days prior to the meeting who wish to speak for the first time on a topic will be given precedence over those who wish to speak a second time on the same topic and have submitted their delegation submission by two working days prior to the meeting. Delegations who wish to speak for a second time on the same topic, or those who have not submitted their delegation submission two working days prior to the meeting, will be placed on a waiting list. The Manager of Corporate Services will review the list of delegations two working days prior to the meeting and will contact the delegations on the waiting list to advise them if they will be scheduled on the agenda. *(Note: Further revision to be developed)*

14.16 Delegates are expected to refrain from the use of abusive or derogatory language at all times and the Board Chair may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Applause, booing or other audible or visual (e.g. props, placards) demonstrations of support or opposition are discouraged because they may be intimidating for those with opposing views. Courtesy and respect for others must be displayed.

14.17 A delegate cannot register for more than one place on the agenda, and that place is not transferable to another party unless extenuating circumstances exist (e.g. illness of delegate).

ARTICLE 15.0 PUBLIC QUESTION PERIOD *(Note: Implementation requires further development)*

WORKING DRAFT BOARD BYLAWS

November 2018

In keeping with Waterloo Region District School Board Policy 2006 Consultation, the Waterloo Region District School Board welcomes opportunities for the public to engage with Members of the Board.

15.1 Members of the public are invited to pose questions of a general nature or regarding Board processes to the Board at all regular meetings of the Board.

15.2 The Board encourages questions on a wide variety of topics, while making sure that adequate time is available for regular business. The Chair shall establish time limitations as necessary to achieve these objectives and may group together questions of a similar nature.

15.3 At the discretion of the Chair, questions shall not be entertained if they relate to a matter which is under consideration by the Board and for which another public input and questioning process is available (e.g., school boundaries, accommodation reviews, school naming).

15.4 The following procedure applies to public question period:

- Each person shall be allowed to ask one question and one supplementary question;
- Before the beginning of the Board meeting, the questioner shall submit the question in writing to the Chief Communication Officer;
- The questioner or, if the questioner prefers, the Chair, shall read the question;
- The question shall be addressed by the Chair who may direct staff to answer;
- The questioner may ask a supplementary question for clarification;
- Questions to individual trustees will not be addressed at public question period.

15.5 Members of the public are expected to refrain from the use of abusive or derogatory language at all times and the Board Chair may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Applause, booing or other audible or visual demonstrations of support or opposition are discouraged because they may be intimidating for those with opposing views. Courtesy and respect for others must be displayed.

ARTICLE 16.0 – COMMITTEES

16.1 The Board's Committee structure and operation consists of the following:

- a) **Statutory Committees** are established as requested per the *Education Act* or other legislation/regulation.
 - i. Audit Committee
 - ii. Discipline Committee
 - iii. Parent Involvement Committee (PIC)
 - iv. Special Education Advisory Committee (SEAC)
 - v. Student Program Review/Student Alternative Learning Committee (SAL)
- b) **Standing Board Committees** exist to address ongoing matters specific to their individual mandates and include the whole Board.
 - i. Planning and Priorities Advisory Committee (PPAC)
 - ii. Program and School Services Advisory Committee (PSSAC)
- c) **Committee of the Whole In-Camera** exists to address ongoing confidential matters per the *Education Act* and includes the full membership of the Board.
- d) **Board Committees** means an ongoing committee established by the Board;
 - i. Agenda Development Committee

WORKING DRAFT BOARD BYLAWS

November 2018

- ii. Director Performance Appraisal Committee
- iii. Policy Working Group
- iv. Student Trustee & Student Senate Mentor
- v. Waterloo Education Foundation Inc.

e) **Community Committees** are established to address operational/system needs, initiatives and community partnerships.

- i. Accessibility
- ii. Early Years Advisory Group
- iii. Equity and Inclusion
- iv. Huron Natural Area
- v. Nutrition

f) **Ad Hoc Committee** means a committee established to respond to specific issues. They have a defined task and time line for completion.

16.2 The membership, tenure, terms of reference, powers, and duties of Statutory, Standing Board, Standing, Committee of the Whole In-Camera, Board, Community and Ad Hoc Committees shall be as required by law, collective agreement, or as approved by the Board and set forth in these bylaws.

16.3 Minutes will be taken at all Audit Committee, PIC, SEAC, PPAC, and PSSAC meetings and must be submitted for approval at regular monthly Board meetings.

16.4 For Statutory, Board, Community and Ad Hoc committees, only members of that committee shall elect a Chair and Vice-Chair from among themselves.

16.5 The Board Chair shall not be eligible to be elected as the Chair or Vice-Chair of any Statutory, Standing Board, Board, or Community committee.

16.6 Other Members are not eligible to serve as Chair of more than one Statutory Committee at the same time. Members shall not be elected as Vice-Chair of more than two Statutory Committees at the same time, unless otherwise approved by the Board of Trustees.

16.7 A majority of the members constituting a committee shall be a quorum unless otherwise indicated in a committee terms of reference. Should there be no quorum present at the time appointed for the meeting, the Committee Chair shall seek the advice and consent of members as to what action should be taken. Should no quorum be present within thirty minutes after the appointed time for the meeting, the Secretary shall record the names of the members present and the time, and the meeting shall be cancelled, unless members present direct that the meeting continue, recognizing that no formal action may be taken unless otherwise stated in the terms of reference.

16.8 The Chair or Vice-Chair of the committee, as the case may be, shall count in forming a quorum.

16.9 Members of the Board may attend meetings of committees of which they are not members and, unless otherwise limited by law, collective agreement or Board motion, shall have voice but no vote.

16.10 Unless otherwise directed, all Committee recommendations shall be reported to the Board in the form of a report to a Standing Board Committee meeting, and shall be subject to the approval of the Board.

16.11 **Special Meetings:** If a Statutory, Standing Board, Board or Community Committee makes a recommendation that requires immediate consideration by the Board, the process noted below is to be followed:

WORKING DRAFT BOARD BYLAWS

November 2018

- a) The Agenda Development Committee must be advised that the Statutory, Standing Board, Board or Community Committee has a report they wish to have scheduled on a Board, PPAC or PSSAC meeting agenda.
- b) This report shall be submitted, providing the background information necessary for trustees to make an informed decision on the recommendation.
- c) The report will normally be scheduled for the first Board, PPAC or PSSAC meeting following the Agenda Development Committee meeting where the report is considered. If the recommendation is time-sensitive, any alternative action will be at the discretion of the Board Chair.
- d) The minutes of the Statutory, Board and Community Committee meetings (containing the recommendation requiring immediate consideration) will appear on the Board meeting agenda.

16.12 Meetings of Committees shall be held in accordance with committee approved schedules subject to any terms and conditions contained in the Board's bylaws. Committee Chairs, in consultation with the Committee Vice-Chair, may convene additional meetings as may be deemed necessary, or may cancel a scheduled meeting where there is insufficient agenda material to warrant the holding of a meeting.

16.13 By November 30, trustees will express interest in Statutory, Board and Community Committee membership (as applicable) to the Manager of Corporate Services using the template provided. In an election year, the form will also be distributed to trustee elects.

16.14 On the second working Monday in December at a combined PPAC and PSSAC meeting, trustees will elect Vice-Chairs for the PPAC and PSSAC following the election procedures outlined in 6.5.

16.15 At the Board meeting on the third working Monday in December, trustees will vote on trustee committee membership for Statutory, Board and Community Committees. *(Note: Process development is required.)*

ARTICLE 17.0 – COMMITTEE OF THE WHOLE IN CAMERA MEETINGS

17.1 The Board may move into Committee of the Whole In Camera upon any confidential matter brought for its consideration when the subject matter under consideration involves (*Education Act, Section 207(2)*):

- (a) the security of the property of the board;
- (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) litigation affecting the board.

17.2 The committee is comprised of the full membership of the Board.

17.3 The Committee of the Whole in camera meeting will meet as required before a Standing Board Committee meeting or a Board meeting.

WORKING DRAFT BOARD BYLAWS

November 2018

17.4 Meetings of the Committee of the Whole in camera shall be closed to all but Board members, the Student Trustees (with the exception of items that involve the disclosure of intimate, personal and/or confidential information), Supervisory/Executive Officers, and the Manager of Corporate Services. Others may be asked to attend as appropriate or to speak to specific agenda items.

17.5 The Committee of the Whole in camera will meet at 6:00 pm or 6:30 pm prior to a Standing Board Committee meeting or Board meeting, unless otherwise determined by members of the Agenda Development Committee, in the Board Room of the Waterloo Region District School Board Education Centre.

17.6 In unusual circumstances, at the discretion of the Chair and in consultation with the Vice-Chair and the Director, a Committee of the Whole in camera meeting may be cancelled or rescheduled.

17.7 With at least 48 hours' notice, a Special Committee of the Whole in camera meeting, to be immediately followed by a Special Meeting of the Board, may be held on the call of the Chair, or on the written request of the majority of members of the Board made to the Chair, or if absent, the Vice-Chair, or if absent, the Director. The meeting may be held at a date, time and place established by decision of the Chair, or if absent, the Vice-Chair, or if absent, the Director.

17.8 Committee of the Whole In Camera meetings normally will adjourn by 7:00 pm or recess and reconvene prior to the adjournment of the Board or Standing Board Committee meeting as necessary.

17.9 The Vice-Chair of the Board or if absent, the Chair of the Board shall chair all Committee of the Whole In Camera sessions.

In the case of absence of both the Vice-Chair and the Chair for five minutes after the hour appointed, as soon as a quorum be present, the Past Chair of the Board shall preside. In the event the Past Chair is not present, the Chair of either Standing Board Committee shall preside over the meeting.

17.10 The Committee of the Whole in camera shall report at the next regularly-scheduled Board meeting, or Standing Board Committee meeting or at the Special Board meeting called specifically for this purpose.

17.11 Trustees will ensure that all in-camera material not collected by staff, (paper and electronic) is stored in a secure, confidential location or shredded/deleted following the meeting.

17.12 As part of its in camera procedures, the Waterloo Region District School Board allows any member to rise on a point of order dealing with the appropriateness of agenda items to be considered during an in camera meeting, and the decision to consider an agenda item which might be called into question will be based on the willingness of a majority of members present at the meeting to consider the item as an in camera matter.

ARTICLE 18.0 - STATUTORY COMMITTEES

18.1 Statutory committees will operate in accordance with the legislation or regulation by which they were established. In all cases where these Bylaws conflict with the legislative or regulatory provisions governing statutory committees, the legislative or regulatory provisions shall prevail.

18.2 **Audit Committee** – The Audit Committee shall function in accordance with the terms of the Education Act and the regulations made thereunder. (Education Act, Section 253.1; Ontario Regulation 361/10 – Audit Committees)

WORKING DRAFT BOARD BYLAWS

November 2018

18.3 Discipline Committee - In accordance with Section 23 (6) of the Education Act, R.S.O. 1990, the Waterloo Region District School Board directed its powers and duties with respect to the hearing of appeals to suspensions/expulsions to a Committee comprised of the three or more trustees appointed annually by the Board.

18.4 Parent Involvement Committee (PIC) – The Parent Involvement Committee shall function in accordance with Regulation 612/00 from Bill 177 (The Student Achievement and School Board Governance Act).

18.5 Special Education Advisory Committee (SEAC) - The Special Education Advisory Committee shall function in accordance with the terms of the Education Act and the regulations made thereunder. (Education Act, Section 206; Ontario Regulation 464/97)

18.6 Student Program Review/Student Alternative Learning Committee (SAL)– The Student Program Review/Student Alternative Learning Committee shall function in accordance with the Education Act and the regulations made thereunder (Ontario Regulation 374/10 – Supervised Alternative Learning and Other Excusals from Attendance at School).

Article 19.0 - STANDING BOARD COMMITTEES

19.1 Planning and Priorities Advisory Committee (PPAC)

19.1.1 The committee is comprised of the full membership of the Board.

19.1.2 The Chair of the Committee is elected as per Board bylaws, (See Article 5.0, Election of Chair, Vice-Chair, PPAC Chair and PSSAC Chair). The Vice-Chair of the committee shall be elected at the first meeting of the committee.

19.1.3 The PPAC Chair shall chair all Planning and Priorities Advisory Committee meetings. In the PPAC Chair's absence, the PSSAC Chair shall chair such meetings. In the absence of both, the Chair or the Vice-Chair shall chair such meetings. In the absence of all, Board members shall elect a chair from amongst the Members present at the meeting.

19.1.4 The role of the Planning and Priorities Advisory Committee is to assist the Board in fulfilling its duties related to governance and oversight with a system wide focus by providing advice on system issues related to Organizational Support Services and other such matters related to Business, Finance, or Facilities/Capital Planning.

19.1.5 The committee will maintain an ongoing strategic dialogue with and through the Director to ensure matters related to business and finance; capital planning and facilities; student transportation; and human resources are in alignment with the Board's strategic mission, vision and commitments. The Committee deals with such matters as may be referred to the Committee by the Board and receives reports as requested or as appropriate.

19.1.6 The PPAC shall meet monthly on the second working Monday between September and June.

19.1.7 In a month when there are only three working Mondays, the Standing Board (PPAC and PSSAC) meetings will occur consecutively on the second working Monday.

19.1.8 Delegations may appear as related to the Committee's Terms of Reference topics.

WORKING DRAFT BOARD BYLAWS

November 2018

19.2 Program and School Services Advisory Committee (PSSAC)

- 19.2.1 The committee is comprised of the full membership of the Board.
- 19.2.2 The Chair of the Committee is elected as per the Board Bylaw 5.0, Election of Chair, Vice-Chair, PPAC Chair and PSSAC Chair, Bylaw. The Vice-Chair of the committee shall be elected at the first meeting of the committee.
- 19.2.3 The PSSAC Chair shall chair all Program and School Services Advisory Committee meetings. In the PSSAC Chair's absence, the PPAC Chair shall chair such meetings. In the absence of both, the Chair or the Vice-Chair shall chair such meetings. In the absence of all, Board members shall elect a chair from amongst the Members present at the meeting.
- 19.2.4 The role of the Program and School Services Advisory Committee is to assist the Board of Trustees in fulfilling its duties related to governance and oversight with a system-wide focus by providing advice on system issues related to programming and school services.
- 19.2.5 The committee will maintain an ongoing strategic dialogue with and through the Director of Education to ensure school programs and school services are in alignment with the Board's strategic mission, vision and commitments. The Committee deals with such matters as may be referred to the committee by the Board.
- 19.2.6 Delegations may appear as related to the agenda.
- 19.2.7 The PSSAC will meet monthly on the 3rd working Monday between September and June.
- 19.2.8 In a month when there are only three working Mondays, the Standing Board (PPAC and PSSAC) meetings will occur consecutively on the second working Monday.
- 19.2.9 The Chair of PSSAC will sit on the School Year Calendar Committee.

ARTICLE 20.0 BOARD COMMITTEES

20.1 Agenda Development - shall be struck each year for the following purposes:

- a) to set meeting agendas;
- b) to ensure the flow of business to be brought before the Board or any of its Committees, including timed, regular reports;
- c) to track to completion all business brought before the Board by motion, and provide to all trustees on a monthly basis a current schedule of meetings and pending agenda items.

20.1.1 The Committee shall be comprised of the following people: Board Chair; Board Vice-Chair, PPAC Chair, PSSAC Chair, one trustee assigned on an alphabetical rotation, Director of Education and Secretary, and Manager of Corporate Services.

20.1.2 The Committee may be chaired by the Board Chair or the Board Vice-Chair, in the absence of the Chair, or by another member designated by the Board Chair and will report directly to the Board. The committee will serve in an advisory capacity only, having no power to act.

WORKING DRAFT BOARD BYLAWS

November 2018

20.1.3 The Agenda Development Committee will meet on the first working Monday of each month, as well as at the call of the Committee Chair.

20.1.4 The committee membership term in the year prior to a municipal election will be January to November to coincide with the trustee term of office.

20.2 Director Performance Appraisal

(NOTE: Requires further development)

20.3 Policy Working Group *(NOTE: Requires further development)*

20.3.1 This committee consists of the Vice-Chair and three trustees, appointed annually by Board motion at the Board meeting held in December. Additionally, one trustee is assigned on an alphabetical rotation.

20.3.2 The Policy Working Committee initiates and/or considers draft policies and reviews existing policies as required by Board Policy G300 – Policy Development and Review and Bylaw Article 5.4 related to the Board's Strategic Plan and makes recommendations for approval to the Board.

20.3.3 This Board Committee ensures that community input and input from PIC/WRAPSC and SEAC, is sought on all policies prior to being referred to the Board for approval. It is responsible for directing the maintenance of accurate and current records of all Board policies and may conduct a review of policies every three years or when referred to the Committee for review.

20.3.4 It normally meets the first working Monday of each month between September and June.

20.3.5 The Vice-Chair of the Board is the chair of the committee.

20.3.6 The committee reports to the Board of trustees.

20.4 Student Trustee & Student Senate Mentor

(NOTE: Requires further development)

20.5 Waterloo Education Foundation Inc.

(NOTE: Requires further development)

ARTICLE 21.0 BOARD COMMITTEES

21.1 Accessibility Committee *(Note: requires further development.)*

21.1.1 This committee meets to share ideas, resources and programs related to providing supports to ensure accessibility of facilities and programs for individuals with disabilities.

21.1.2 Members of the committee have the opportunity to provide input into the WRDSB Accessibility Plan and related board policies.

21.2 Early Years Advisory Group

(NOTE: Requires further development)

21.3 Equity and Inclusion

WORKING DRAFT BOARD BYLAWS

November 2018

(NOTE: Requires further development)

21.4 Huron Natural Area

(NOTE: Requires further development)

21.5 Nutrition

(NOTE: Requires further development)

ARTICLE 22.0 - AD HOC COMMITTEES

22.1 No Ad Hoc Committee shall be struck without Board approval.

22.2 Ad hoc committees of the Board may be established by Board motion. The motion/recommendation shall include a mandate, time frame for reporting to the Board and committee membership.

22.3 An Ad Hoc Committee shall be permitted to request the Board for an extension of its reporting timeline, if required.

22.4 Any motion establishing an Ad Hoc Committee shall have a completed terms of reference, with membership, included with the motion. See Ad Hoc Committee Terms of Reference template.

22.5 A formal Board motion should be presented to dissolve an Ad Hoc Committee once the final report has been presented to the Board.

ARTICLE 23.0 – TRUSTEE REPRESENTATION ON STAFF COMMITTEES

23.1 Trustee representatives may be required to serve on staff (administrative) committees which are chaired by a senior administrator or designate.

23.2 Staff Committee Chairs are to submit any requests for trustee representation to the Chair of the Board who will seek trustee volunteers and determine appointments in consultation with the Vice-Chair of the Board and the Director.

23.3 If necessary, actions taken by staff committees will be reported to the Board as information as determined by the Staff Committee Chair.

ARTICLE 24.0 – RULES OF ORDER

The rules and regulations contained within these bylaws and procedures shall be the rules and regulations for the order and dispatch of business of the Waterloo Region District School Board. In any case for which provision is not made herein, the procedure to be followed shall be, as near as may be, that followed according to *Robert's Rules of Order*.

24.1 Notice of Motion

24.1.1 A Member may provide a written notice of motion at the appropriate agenda item of a Board meeting to be heard at the next regular Board meeting.

24.1.2 The notice of motion need only indicate the purpose but such a statement must be accurate and complete since it will determine what amendments are in order when the motion is considered, e.g. "To raise the annual fee to \$20.00". The notice of motion will become invalid if the motion is amended beyond the scope of the notice.

WORKING DRAFT BOARD BYLAWS

November 2018

24.1.3 Trustees may orally serve notice of a motion that they intend to present at a future meeting during a Board or Standing Committee Meeting under the "Future Agenda Items" portion of the meeting.

24.1.4 Trustees require the signed support of at least one additional trustee before the notice of motion would be accepted and scheduled for consideration by the Board.

24.1.5 The wording of the motion must be provided to the Manager of Corporate Services for scheduling on the next Agenda Development Committee agenda, no later than noon on the Friday prior to the Agenda Development Committee meeting.

24.2 Motions

24.2.1 No motion or amendment shall be debated or put to a vote unless seconded and read before the vote is taken, except that the reading may be omitted before the vote if the motion is based on a written recommendation in the agenda or is a motion to refer, to postpone, to rise and report, to table, or to adjourn. Upon the request of any Member, the Chair shall direct the mover to put the motion in writing.

24.2.2 A motion directly concerning the privilege of the Board and thereby affecting the rights and immunities of the Board collectively, or the position and conduct of Trustees in their respective capacities, shall take precedence over all other business and may be moved without notice.

24.2.3 When a question is under debate, the only motions in order shall be:

- (a) adjourn or take a recess;
- (b) raise a question under point of order, privilege or question;
- (c) lay on the table;
- (d) call for the previous question;
- (e) postpone to a certain time;
- (f) refer;
- (g) amend;
- (h) postpone indefinitely;
- (i) main motion.

Each motion shall have precedence in the order listed; and (a), (b), (c) and (d) shall be decided without debate except as provided under point of order, privilege or question by majority vote other than Motion (d) which shall require a two-thirds vote of those present to adopt.

24.2.4 The motion for the previous question shall preclude all further amendment and debate, and shall be submitted by the Chair in this form: "Are you ready for the main question?" If adopted, the Chair shall at once proceed to put the main question, first putting any amendments pending, to the vote of the Board.

WORKING DRAFT BOARD BYLAWS

November 2018

24.2.5 A motion to lay on the table, done only in the case of an emergency, is not debatable; but a motion to lay on the table with any other condition involved is subject to debate and amendment with a majority vote. Generally, a motion to defer or postpone discussion to a future date will be put forward.

24.2.6 When a question has been laid on the table, it shall not be taken up again at the same meeting except by a vote in favour of reconsideration by two-thirds of the Members present.

24.2.7 A question having been postponed indefinitely shall not be taken up again at the same meeting.

24.2.8 After a motion is made and seconded, a motion to amend may be made, and a motion to amend the amendment; but no further motion to amend shall be made until those have been decided.

24.2.9 An amendment modifying the subject of a motion shall be in order, but an amendment relating to a different subject or completely changing the intent of a motion shall not be considered.

24.2.10 All amendments shall be put in the reverse order to which they are moved.

24.2.11 Every amendment submitted shall be decided upon or withdrawn before the main question is put to a vote; and if the vote on an amendment is decided in the affirmative the main question as amended shall be put to a vote.

24.2.12 A motion to adjourn shall be in order except when a Trustee is speaking, or a vote is being taken, or when the previous question has been called. A motion to adjourn only shall not be open to amendment or debate; but a motion to adjourn to a particular time may be amended or debated.

24.2.13 No second motion to adjourn shall be made until some business has been transacted after the first motion to adjourn has failed.

24.2.14 Requests by individual Trustees for information, which will require a significant time commitment by Administration, must be formulated into a motion and receive Board approval prior to the task being undertaken. A request approved by "will of the Board" is acceptable when the request does not require significant time commitment by staff as determined in consultation with the Director of Education.

24.2.15 Student Trustees may not move a motion but may suggest a motion on any matter at a meeting of the Board or of one of its committees on which the student Trustee sits. If no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

24.3 Motions Considered at Board and Standing Board Meetings

24.3.1 Motions shall be related to an agenda item.

24.3.2 Every motion shall be seconded and shall be disposed of only by a vote of the Board unless the mover and seconder, by permission of the Chair, withdraw the motion.

24.3.3 Any Member may request the motion under discussion be read for information at any time in the course of the debate, provided that no such request is made so as to interrupt a member speaking to the question.

24.3.4 The mover and seconder shall be recorded in the official minutes of all Board and Standing Board meetings.

24.3.5 After a motion is moved and seconded, it shall be deemed to be in possession of the Board.

WORKING DRAFT BOARD BYLAWS

November 2018

24.3.6 A Member may introduce a motion and before it is seconded, speak to it for clarification or direction on wording only. No other Member may speak to the motion before it has been seconded. Once seconded, the mover will be asked to speak to the motion and be the final speaker to the motion.

24.4 Motion to Suspend the Rules

24.4.1 Any member may make a motion to suspend the rules in order to do something, which cannot ordinarily be done without violating these rules. Such a motion is not debatable and requires a two-thirds vote of members present at the meeting to pass.

24.5 Reconsideration of a Motion Previously Approved by the Board

24.5.1 Once a motion has been decided upon by the Board at a regular or special Board meeting, and confirmed by a resolution of the Board recorded in its minutes, it shall not be reconsidered during the ensuing twelve-month period unless:

- a) at least 72 hours written notice has been given to all members of the Board; and
- b) the motion to reconsider is made by a member who voted with the prevailing side (whether it was for or against);* and
- c) the affirmative vote of two-thirds of all members of the Board present at the meeting is received to reopen the matter.**

Notes: *The prevailing side means that if the majority of members voted in favour of a motion, the member presenting the motion of reconsideration must be someone who previously voted in favour of it. If the majority of members voted against the motion, the members presenting the reconsideration motion must be someone who previously voted against it. However, in the year following election of a new board, newly elected trustees (not including re-elected incumbents), will be deemed to have voted on the prevailing side of any motion proposed for reconsideration that received formal approval by the previous board.

**No formal action may be taken unless a quorum is present (half of total membership plus one).

24.5.2 When a Member has properly moved for reconsideration of any question which has been decided, no discussion of the main question shall be allowed until the motion for reconsideration has been decided in the affirmative.

24.6 Voting

24.6.1 No member shall have more than one vote, as Chair or otherwise, either at Board meetings, or on any committee.

24.6.2 Any member may abstain from voting. An abstention maintains a quorum. The number of yea and nay votes will determine the approval or defeat of a motion under consideration. In all cases where there is an equality of votes, the question is defeated.

24.6.3 As ruled by the Chair, every Member of the Board or a committee as the case may be, may vote on a question put in a telephone poll or e-mail submission conducted by the Manager of Corporate Services or designate. In all cases where there is an equality of votes, the question is defeated. See Electronic Voting Guidelines.

24.6.4 After the Chair has put a question to vote, there shall be no further debate. The decision of the Chair as to whether the question has been finally put shall be conclusive.

WORKING DRAFT BOARD BYLAWS

November 2018

24.6.5 The yeas, nays and abstentions shall be recorded on any question when requested by at least one member at a Board or Standing Board Committee meeting. Such a request for a recorded vote must be made before the Chair calls upon the Members to vote on the question.

24.6.6 The request for a recorded vote shall require all members including the Chair to participate in the vote indicating a nay, yea or abstention. The resulting number of yeas, nays and abstentions shall be declared by the Manager of Corporate Services.

24.6.7 Unless a recorded vote is requested, all votes at meetings shall be taken by a show of hands. The resulting number of yeas, nays, and abstentions shall be declared by the Chair. If this declaration is questioned, the Members voting shall rise and stand until they have been counted.

24.6.8 Voting by proxy will not be allowed in any meeting under the jurisdiction of the Board in that proxy voting is incompatible with the essential characteristics of the Board in which membership is individual, personal and non-transferable.

24.6.9 Where a Member attends a Board meeting via electronic means, the Member may vote via teleconference or electronically or by a pre-arranged secret ballot in the case of Board elections given to the Manager of Corporate Services in a sealed envelope.

24.6.10 In accordance with the Education Act, Section 55 (3), the student Trustees are not entitled to exercise a binding vote on any matter before the board or any of its committees. They may request to have their non-binding vote recorded in the Board minutes and may request that a matter before the Board, or any of its committees, be put to a vote.

24.7 Other Business/Requests for Information

24.7.1 A period of time is scheduled just prior to the adjournment of each Regular Board and Standing Board meeting for other business from members. Members are advised to contact the appropriate administrative official(s) regarding the item on which they intend to speak so that staff are prepared to respond appropriately, if possible.

24.7.2 Requests by individual Trustees for information, which will require a significant time commitment by Administration, must be formulated into a motion and receive Board approval prior to the task being undertaken. A request approved by "will of the Board is acceptable when the request does not require significant time commitment by staff as determined in consultation with the Director of Education.

24.8 Reports from Members

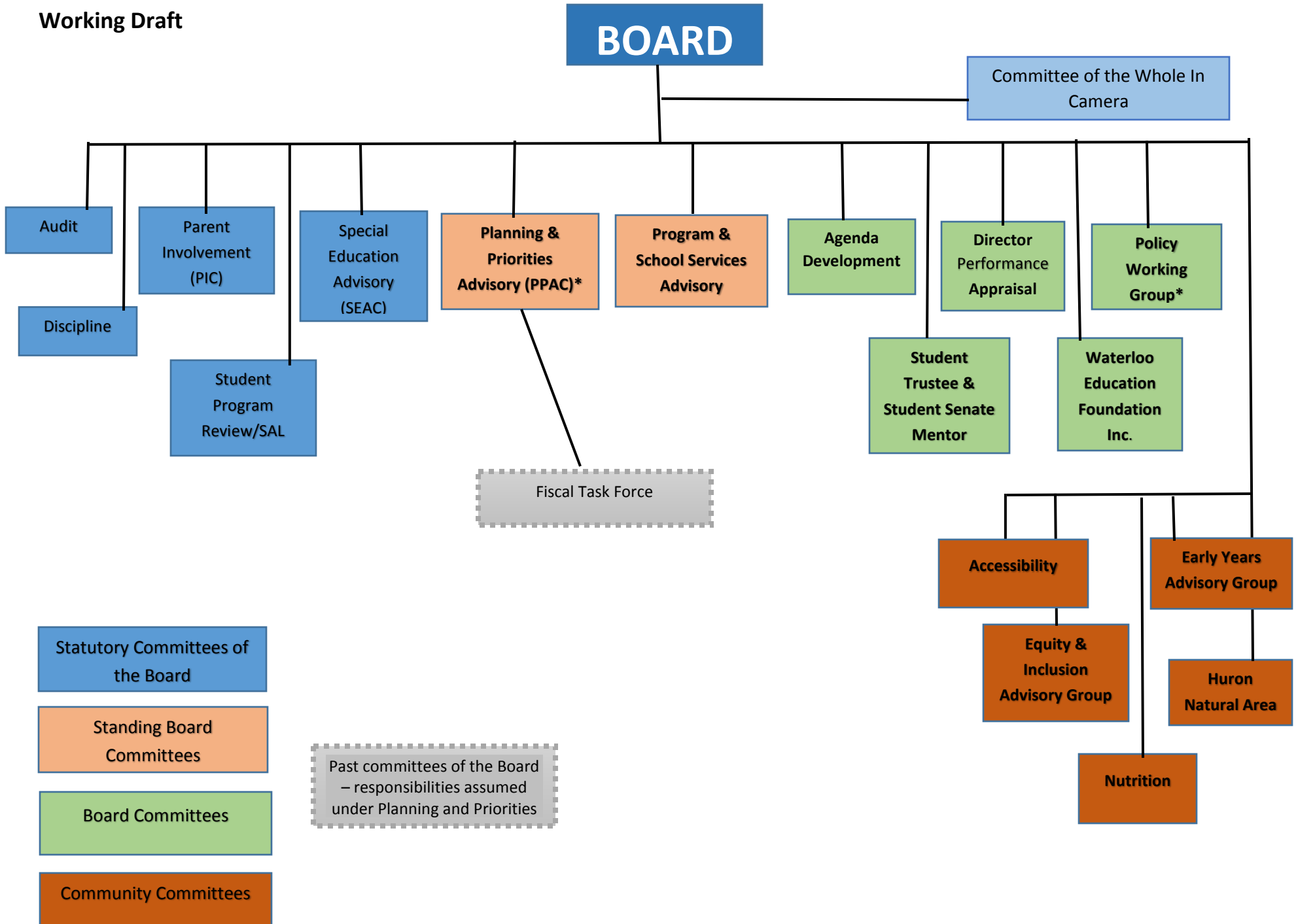
24.8.1 Presentations made under the "Reports from Members" section on the regular Board meeting agenda shall be limited to information concerning events or activities at which the member presenting the report was acting on behalf of or representing the Board.

24.8.2 When trustees attend a conference or workshop on behalf of the board, they are required to submit a written report of that event to the Chair of the Board for public consumption.



Working Draft Bylaws Proposed List of Appendices

1. Board Meeting Agenda Template
2. Committee Structure Flow Chart (**included**)
3. *Draft* Planning and Priorities Advisory Committee Roles & Responsibilities (**included**)
4. *Draft* Program & School Services Advisory Committee Roles & Responsibilities (**included**)
5. Accessibility Committee - Terms of Reference
6. Early Years Advisory Committee - Terms of Reference
7. Equity & Inclusion Advisory Committee - Terms of Reference
8. Huron Natural Area Committee - Terms of Reference
9. Nutrition Committee - Terms of Reference
10. Policy Working Group - Terms of Reference
11. *Draft* Electronic Voting Guidelines (**included**)



Planning and Priorities Advisory Committee

The role of the **Planning and Priorities Advisory Committee** is to assist the **Board of Trustees** in fulfilling its duties related to **governance** and **oversight** with a system wide focus by **providing advice** on system issues related to Organizational Support Services and other such matters related to Business, Finance, or Facilities/Capital Planning.

Mandate and Function

The committee will maintain an ongoing strategic dialogue with and through the Director of Education to ensure matters related to business and finance; capital planning and facilities; student transportation; and human resources are in alignment with the Board's strategic mission, vision and commitments.

The Committee deals with such matters as may be referred to the Committee by the Board and receives reports as requested or as appropriate.

The Chair of the Committee is elected as per the Board Bylaws. **The Vice Chair of the Committee shall be elected at the first meeting of the Committee.**

Business and Finance:

The Committee ensures the board is being fiscally responsible and responsive to the need of the Board and its community. The committee:

- **Reviews and make recommendations relating to the applicable Approval Authority Schedules (as per the Purchasing Policy and Procedure).**
- Receives financial updates three times annually, including both Board Estimates (Budget) and Expenditures.
- Reviews and receives updates regarding community collaborations that require financial resources or capital to enhance student achievement, and facilitates the Board's long-term operational planning through the sharing of resources.
- Reviews and make recommendations to the Board on borrowing and investing of funds according to government regulation, where applicable.
- **Approves trustee professional development surplus funding after April 1 of each calendar year based on anticipated benefit to the Board and interest of individual trustees.**
- Reviews annually the fees for Community Use of Schools.
- Reviews annually the Expense Reimbursements Rates, as part of the Budget process.
- Receives information on the rates of tuition for First Nations, Métis, and Inuit students; and International Education Students.

Budget

The Committee is responsible for the review and recommendation of the annual budget to the Board. It is the responsibility of the Board to establish a budget that is compliant with the requirements of the Education Act and aligns resources to support the Board strategic plan.

The committee assists in the development of the annual budget of the Waterloo Region District School Board by:

- Providing information and advice.
- Providing recommendations on budget assumptions for each fiscal year.
- Identifying budget priorities in alignment with the Board's strategic plan.
- Participating in the development and implementation of a communications plan to provide budget information to the community and receive input from parents, students, staff and other stakeholders on budget issues (priorities).
- Monitoring provincial budget issues and considers the impact of provincial issues on the Waterloo Region District School Board.
- Considering the impact of other budgetary pressures that may be unique to WRDSB.
- Considering budget recommendations from the staff, other board committees and the community, as appropriate.
- Providing direction related to budget allocations when significant adjustments are required.
- Providing advice on budgetary matters and on-budget expenses that occur and report recommendations to the Board of Trustees.

Facility Services and Capital Planning

The Committee shall ensure the Board has the most effective and efficient educational facilities to enhance the learning environment in all of our schools, while ensuring fiscal responsibility, by reviewing, providing advice and making recommendations to the Board of Trustees related to: Long-Term Student Accommodation Plans, Capital Funding Strategies, and Facility Services initiatives.

The Committee will:

- Receive information regarding facility matters and make recommendations to the Board about Facility Services initiatives and capital planning.
- Monitor provincial initiatives and consider their potential impact on the WRDSB.
- Make recommendations on facility and property matters, including property dispositions and major capital projects.
- Review planning reports concerning **Community Planning and Facility Collaboration Opportunities, Pupil Accommodation and Facility Organization, Attendance Area Review and School Holding zones.**

- Review and make recommendations on temporary accommodation and long- term capital plans.
- Review the Board's capital funding.
- Receive annual update on school renewal projects.

Student Transportation

The Board is an equal member, along with Waterloo Region Catholic School Board, of the **Southwestern Ontario Student Transportation Services (STS).**

The Committee will:

- Receive information from STS, including current service levels and an Annual Report on services to WRDSB.
- Provide recommendations to STS through **advisement to the WRDSB representative on the STS Board.**
- Receive Administrative presentations from STS Staff
- Receive reports **of the STS Board of Directors meetings.**
- Review and make recommendations regarding the **annual STS Service Agreement.**

Human Resources

The Committee will receive updates and reports regarding human resources. This may include, for example:

- The staffing process.
- Employee terminations.
- Class size compliancy.
- Human Resource metrics.
- **Negotiations and collective bargaining agreements.**

Program and School Services Advisory Committee (PSSAC)

The role of the **Program and School Services Advisory Committee** is to assist the **Board of Trustees** in fulfilling its duties related to **governance** and **oversight** with a system-wide focus by **providing advice** on system issues related to programming and school services.

Mandate and Function

The committee will maintain an ongoing strategic dialogue with and through the Director of Education to ensure school programs and school services are in alignment with the Board's strategic mission, vision and commitments. The Committee deals with such matters as may be referred to the committee by the Board.

The Chair of the Committee is elected as per the Board Bylaws. **The Vice Chair of the Committee shall be elected at the first meeting of the Committee.**

The Committee:

- Advises the Board on matters of education including school programs, student activities and student well-being.
- Reviews new initiatives.
- Reviews any substantive shifts in strategy for existing initiatives.
- Monitors the implementation and evaluation of education programs offered across the district.
- Monitors student achievement through the use of qualitative and quantitative measures with a focus on improvement.
- Provides advice on the development and implementation of the **Board Improvement Plan for Student Achievement (BIPSA).**
- Provides advice on staffing and/or other human resource matters as necessary to deliver programs.
- **Reviews school year calendar requiring Board and Ministry approval.**
- Reviews and receives updates on community partnerships that do not require financial resources or capital to enhance student achievement and well-being.
- Receives reports and updates from Trustee representatives **on Administrative and Community committees.**
- Receives reports related to:
 - International Education
 - Community Collaborations
 - First Nations, Métis, and Inuit Programs and Initiatives
 - Adult and Continuing Education
 - Alternative Education
 - Facility Enhancements
 - Safe Schools
 - Education Quality and Accountability Office (EQAO) provincial testing
 - Environmental Education
 - Other reports as requested or as appropriate

ELECTRONIC VOTING GUIDELINES

1.0 An electronic vote (e-vote) of the Board may be used to deliberate a question requiring a decision before the next meeting of the Board and generally is used when debate is not anticipated. Bylaw 4.12 provides a means by which the Board may meet to deliberate a question of significance and/or allow debate. Despite the above, any member may call for the debate of a question put forward electronically (See Calling for Debate) or may request additional information (See Request for Additional Information).

1.1 The call for an e-vote is sent to all voting Trustees via e-mail by the Manager of Corporate Services (or designate).

1.1.1 The Chair, or their designate, shall develop the time frame for the e-vote.

1.1.2 Each motion must be made in a separate email. The subject line must include the word "Motion".

1.1.3 Notice includes:

- the name of the mover and seconder of the motion;
- the motion;
- any supporting documentation for the e-vote; and
- the time frame for the e-vote

1.2 Votes of 'yea', 'nay', or 'abstain' are returned to and recorded by the Manager of Corporate Services.

1.2.1 Trustees not responding to the call for an e-vote are recorded as "no response".

1.2.2 Where the number of "no responses" precludes the ability to make a decision on the vote, the Chair may extend the time frame for the vote. A second call for an e-vote is sent.

1.2.3 Similarly, the Manager of Corporate Services may send out a reminder e-mail or may telephone Trustees.

1.3 The motion is passed by majority vote of the membership (7 votes).

1.4 The result of the e-vote is communicated to all Trustees by the Manager of Corporate Services, including the number of e-votes cast for and against the motion.

1.5 The Manager of Corporate Services shall prepare a report to be entered into the minutes of the next regular meeting (whether in public or in camera as appropriate) under Chairs' Announcements.

Calling for Debate

1.6 A Trustee may call for a debate on the question by using the "Reply All" to the e-mail and asking for an opportunity to debate the question. The call for debate must be within the time frame stipulated for the e-vote.

1.7 Once a call for a debate has been received, all e-voting is suspended.

1.8 In consultation with the Chair (or designate), the Manager of Corporate Services will schedule a teleconference for a set time.

1.8.1 A record of the teleconference shall be taken by the Manager of Corporate Services (or designate).

1.8.2 The Chair (or designate) will call for a vote on the question once debate has concluded.

1.8.3 Trustees not participating in the teleconference will be e-mailed the summary record of the teleconference and the vote count of those participating. Sections 1.1 to 1.5 apply.

1.9 In consideration of the debate:

1.9.1 Any Trustee may withdraw a vote if made previous to the teleconference. The withdrawal and revised vote must be within the time frame stipulated for the e-vote.

Requests for Additional Information

2.0 A Trustee may request additional information on the question by using the "Reply All" to the email and stating their query.

The request for additional information must be within the time frame stipulated for the e-vote.

2.1 The Chair (or their designate) shall respond to the request for additional information.

2.1.1 Depending on the query, the Chair may call for a teleconference. Section 1.8 applies.

2.2 In consideration of the additional information:

2.2.1 Any Trustee may withdraw a vote if made previous to the receipt of the additional information. The withdrawal and revised vote must be within the time frame stipulated for the e-vote.

2.2.2 Any Trustee may call for a debate on the question. Sections 1.6 to 1.9 apply