

November 11, 2019

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held in the Board Room, Building 2, 1st Floor, 51 Ardelet Avenue, Kitchener, Ontario, on **Monday, November 11, 2019, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

P. Behnke - Vaping in Schools

Policy and Governance

01	2002 - Partnership and Sponsorships	M. Gerard
05	New Policy - School Size and Configuration (Combination of Policies 3002, 4012 and 4013)	M. Gerard
12	4018 - Fraud Management	M. Gerard
18	5003 - Recognition of Retiring Employees	M. Weinert

Reports

20	Investing in Canada Infrastructure Grant - Southeast Cambridge (Joint Use Project)	M. Gerard
23	Motion: Letter to the Minister of Health re: Advertisement of E-cigarettes	Trustee K. Meissner
25	Discussion: Trustee Bursaries	Chairperson

Board Reports

Ad Hoc Bylaw Review Committee Verbal Update Trustees K. Woodcock/N. Waddell

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



PARTNERSHIPS AND SPONSORSHIPS

Legal References:

Related References: *Conference Board of Canada – Ethical Guidelines for Business-Education Partnerships*
Board Policy 4005 – Procurement
Administrative Procedure 1570 – School Councils
Administrative Procedure 4360 – Principles of Business Conduct for Board Employees
Administrative Procedure 4490 – Waterloo Education Foundation Inc.
Administrative Procedure 4570 – Procurement
Administrative Procedure 4650 – Donations: Computers, Equipment or Other Items
Administrative Procedure 4989 – Partnerships and Sponsorships
School Council Handbook by WRAPSC/PIC (2015)

Effective Date: *February 23, 1998*

Revisions: *June 13, 2016, December 11, 2017*

Reviewed: *November 11, 2013, November 11, 2019*

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to permit, promote and encourage mutually beneficial educational partnerships and sponsorship agreements between schools or the board and the larger community, following the approval of the Director of Education, or designate, and in adherence with the Ethical Guidelines for Business-Education Partnerships developed by the Conference Board of Canada.

2. Roles and Responsibilities

- 2.1 The Director of Education, in collaboration with the Coordinating Superintendent, Business Services & Treasurer of the Board, is authorized to provide the administrative procedures necessary to implement this policy.

3. Definitions

- 3.1 Partnership – A partnership is an agreement based on mutual benefit where an ongoing relationship is sought to develop gains for both partners. The primary basis of an educational partnership is the formally acknowledged exchange of human, intellectual, or material resources to expand opportunities for pupil learning.
- 3.2 Sponsorship – A sponsorship is an agreement between the Board, school, or a School Council and a company or community based organization or foundation through which the sponsor provides money, goods or services in exchange for advertising within a school or the Board. Funds provided through sponsorships are not eligible for charitable income tax receipts in accordance with Canada Revenue Agency Regulations and Guidelines. A sponsorship is not a donation.

- 3.3 Donation – A donation is defined by Canada Revenue Agency as a voluntary transfer of cash or property to the Board that is made without expectation of any benefit of any kind accruing to the donor or any individual or organization designated by the donor. Donations may include: cash, assets and tangible property, real estate, artworks, jewellery, bequests and grants. Donations fall into the following categories: cash donations, gifts of tangible property (free from all liens), gifts of certified cultural property and gifts-in-kind. A donation is eligible for an official charitable donation receipt issued from the Waterloo Education Foundation Inc.

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Legal References:

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Waterloo Region
District School Board

Board Policy XXXX

SCHOOL SIZE AND CONFIGURATION

Legal References:

Related References:

Good Schools Standing Committee Report, May 17, 2007
Board Policy 1011 – Community Planning and Facility Partnerships
Board Policy 4000 – Pupil Accommodation Review (Consolidation or Closure)
Administrative Procedure 4991 – Boundary Studies
Board Policy 4009 - Student Transportation
Board Policy 4012 - School Attendance Areas

Effective Date:

November 11, 2019

Revisions:

Reviewed:

1. Preamble

- 1.1 The Waterloo Region District School Board (WRDSB) believes that schools should be welcoming and secure places, supporting achievement and well-being for all students and staff within an operational and organizational framework that is efficient and effective.
- 1.1.1 Every student should have the opportunity to attain an Ontario Secondary School Diploma (OSSD) through a variety of core program pathways through their designated school(s).
- 1.1.2 The WRDSB believes that school size (i.e., enrolment) and configuration (i.e., grades) contribute to achieving these outcomes.
- 1.2 The WRDSB believes that school attendance areas are the most significant influences on the size and configuration of schools.

2. Policy

- 2.1 School size and configuration, pupil accommodation reviews and boundary studies shall be subject to board of trustees' approval.
- 2.2 The WRDSB supports a variety of school configurations. The determination of school configurations is dependent on facility design, construction, condition, location, programming needs, and the best interests of students.



ELEMENTARY SCHOOL SIZE AND CONFIGURATION

Legal References:

Related References: *Good Schools Standing Committee Report, May 17, 2007*
Board Policy 1011 – Facility Partnerships
Board Policy 4000 – Pupil Accommodation Review
Administrative Procedure 4991 – Boundary Studies

Effective Date: *June, 2010*

Revisions: *January 2015*

Reviewed: *November 20, 2017*

1. Preamble

- 1.1 The Waterloo Region District School Board (the “Board”) believes that elementary schools should be welcoming and secure places, supporting all learners, and helping students to achieve success within an operation and organizational framework that is efficient and effective.
- 1.1.1 The Board believes that school size (enrolment) and elementary program configuration contribute to achieving these outcomes.
- 1.2 The Board supports all elementary school configurations (e.g., JK-5, JK-6, JK-8, 6-8, and 7-8) and this will continue where necessary.
- 1.3 The Waterloo Region District School Board prefers a JK-8 elementary school configuration to meet curriculum and development needs, but acknowledges possible alternatives necessary to address:
- geographical community connections and access;
 - existing facilities;
 - student learning opportunities;
 - community growth patterns;
 - funding, including partnership opportunities.

2. Policy

- 2.1 It is the policy of the Board to use the following guiding principles when building new elementary facilities or additions, and as considerations in Pupil Accommodation Reviews and Boundary Studies:
- 2.1.1 Planning for elementary school configurations will consider the following:
- A minimum of two (2) classes per grade in Junior Kindergarten to Grade 6 to support professional learning communities;
 - More than two (2) classes per grade in Grades 7 and 8 to support program;

- Minimize the number of schools with Full-Time Equivalent enrolments greater than 700 students wherever possible;
 - Minimize the transition of elementary students between schools where practical.
- 2.1.2 JK-8 facilities will preferably have a built capacity of between 500 and 700 students;
- 2.1.3 JK-6 facilities will preferably have a built capacity of between 350 and 525 students;
- 2.1.4 JK-6 facilities will be designed to accommodate future expansion to accommodate a JK-8 configuration where practical;
- 2.1.5 Recognition that existing senior elementary school (e.g., Grade 7 and 8) configurations are providing excellent learning opportunities and some may continue to operate for the foreseeable future.
- 2.1.6 That the needs of the early adolescent learners are met through the design and operation of new JK-8 facilities and by operating existing Grade 7 and 8 facilities through lessening the number of daily student/teacher contacts.
- 2.1.7 That each elementary school configuration has high academic and behavioural expectations.
- 2.1.8 The boundaries of higher grade schools should encompass the complete boundaries of their respective feeder schools.



SCHOOL ATTENDANCE AREAS

Legal References:	<i>Education Act, S171.1.7 Planning Act</i>
Related References:	<i>Administrative Procedure 1010 - Junior and Senior Kindergarten Registration Administrative Procedure 1030 - Boundary Requests – Secondary Schools Administrative Procedure 1040 - Boundary Requests – Elementary Schools Administrative Procedure 1035 - Grade 8 to 9 Transfer Administrative Procedure 4260 - Student Transportation Administrative Procedure 4991 - Boundary Studies Administrative Procedure 4992 - Temporary Accommodation for Dev. Areas Administrative Procedure 486 0- Pupil Accommodation Review Board Policy 4000 – Pupil Accommodation Review</i>
Effective Date:	<i>November 28, 2005</i>
Revisions:	<i>June 16, 2014</i>
Reviewed:	<i>February 22, 2016, November 20, 2017</i>

1. Preamble

- 1.1 It is the mandate of the Waterloo Region District School Board (Board) to provide school accommodation for qualifying resident pupils within its jurisdiction.
- 1.2 The Board believes that effective public education requires active co-operation between students, parents, staff, Trustees and the community and is therefore committed to providing opportunities for input into decisions regarding changes to school attendance areas.
- 1.3 The Board believes that students should attend the school in their designated attendance area, unless otherwise granted an exemption in accordance with established policies and procedures (refer to Administrative Procedures 1030, 1035 and 1040).

2. Responsibilities

It is the responsibility of the Board to:

- 2.1 Determine the number of schools in the district, as well as the grade profile and attendance area for each school in the district;
- 2.2 Organize attendance areas to make efficient and economical use of the Board's facilities, programs, resources and staff;
- 2.3 Regularly review school attendance areas to maintain a viable and efficient school system.

3. Changes to School Attendance Areas

It is the policy of the Board that:

- 3.1 Adjustments to school attendance areas may be required when the Board closes a school, alters grades within or between schools, or opens a new school. Adjustments may also be required in order to address enrolment related accommodation issues.

- 3.2 Historical agreement areas with other school boards will be recognized when considering changes to school attendance areas.
- 3.3 Affected families in school attendance areas shall be consulted prior to any Board decision of adjustments to school attendance areas.
- 3.4 New school attendance areas or changes to existing attendance areas will consider appropriate planning criteria, as outlined in Administrative Procedure 4991 – Boundary Studies.
- 3.5 The Board of Trustees will make the final decision regarding changes to school attendance areas.

4. Exceptions

- 4.1 The creation or modification of attendance areas for specialized programs or the establishment of temporary attendance areas to accommodate development areas shall be addressed in accordance with established procedures, and may not necessarily adhere to the provisions outlined herein.



BOARD POLICY 4013 SECONDARY SCHOOLS

Legal References:

Related References: *Board Policy 4009- Student Transportation*
Administrative Procedure 4260- Student Transportation
Board Policy 4012- School Attendance Areas
Administrative Procedure 1030- Boundary Requests- Secondary Schools

Effective Date: *February 2012*

Revisions: *May 2012*

Reviewed: *November 16, 2015, November 20, 2017*

1. Preamble

- 1.1 The Waterloo Region District School Board (Board) believes that secondary schools should be welcoming and secure places, supporting all learners, and helping students succeed within an operational framework that is efficient, within the natural boundary wherever possible.

2. Secondary Schools

- 2.1 Therefore, it is the policy of the Board to use as a guideline the following principles to support its vision of secondary schools:
- 2.1.1 Secondary school boundaries should reflect a natural area around the facility that optimizes the number of students that can walk to school;
- The natural area around a school is understood to encompass those areas that are within walking distance; where this does not apply, the natural boundary will be understood to reflect a balance between Board needs and the local neighbourhoods that identify with that school
- 2.1.2 The linkages between senior elementary programs and secondary schools should be clear, and the transition to secondary school should as much as possible avoid splitting students between schools;
- 2.1.3 Every student should have the opportunity to attain an Ontario Secondary School Diploma (OSSD) through a variety of core program pathways at their home secondary school;
- Every school should offer a mandatory course list and perform a periodic review of this list;
 - There should be the provision of funding and resources required to deliver, at a minimum, the list of mandatory courses.
- 2.1.4 The placement of System Designated Specialized Programs will be considered in lieu of physical boundary changes to support a balanced demographic within the school;
- A System Designated Specialized Program is commonly referred to as a "magnet" and is intended to meet the needs of a unique group of students. Each System Designated Specialized (Magnet) Program consists of a series of interconnected courses that provide students with a particular focus based on their interests and diverse abilities.

- A System Designated Specialized (Magnet) Program is established following a system identification and designation process. This process considers many factors including a focus on long term sustainability and appropriate allocation, and effective utilization of resources, expertise and facilities.
 - A System Designated Specialized (Magnet) Program optimize learning and achievement for all students at specific school sites without detracting from the viability of programming at other sites or the educational experiences of students enrolled elsewhere throughout the system
 - Students are permitted to attend a school outside their designated home school boundary to participate in a System Designated Specialized (Magnet) Program provided they meet appropriate criteria for participation in the program.
 - The movement of a System Designated Specialized (Magnet) Programs will be considered to achieve balanced enrolment in areas that are under growth pressures from within the natural area around the school
- 2.1.5 The size of secondary schools needs to support the delivery of a core program, including a variety of pathways for students. This is typically achieved within a range of 800 to 1400 pupil places, with a target size of 1,100 students per school, but successful secondary schools can exist outside of these limits by utilizing alternative delivery methods (e.g., e-learning, Independent Learning Centre (ILC) materials);
- 2.1.6 Decisions regarding new school construction, additions, portables, upgrades and/or boundary changes should support the efficient utilization of overall accommodation capacity within the board;
- 2.1.7 When considering any of the above noted actions, public consultation should be undertaken in accordance with Board policy.



FRAUD MANAGEMENT

Legal References:	<i>Criminal Code of Canada</i>
Related References:	<i>Board Policy 6001 – Code of Conduct</i> <i>Board Policy 4016 – Business Complaint Policy</i> <i>Administrative Procedure 4315 – Fraud Management</i> <i>Administrative Procedure 4310 – Total Integrity Plan (The TIP Line)</i> <i>Administrative Procedure 4360 – Principles of Business Conduct for Board Employees</i> <i>Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures</i> <i>Administrative Procedure 3760 – Progressive Discipline</i> <i>Administrative Procedure 4070 – Responsible Use Procedure for Information Communication and Collaboration Technologies</i>
Effective Date:	<i>March 2013</i>
Revisions:	<i>May 30, 2016, November 20, 2017, November 11, 2019</i>
Reviewed:	

1. Preamble

- 1.1 The purpose of this policy is to set out the process to be followed for the identification, investigation, escalation and reporting of fraud at the Waterloo Region District School Board (Board).
- 1.2 This policy applies to trustees, employees and all organizations that do business with the Board.

2. Roles and Responsibilities

- 2.1 The Director of Education, in collaboration with the **Coordinating** Superintendent, Business Services & Treasurer of the Board, is authorized to provide the administrative procedures necessary to implement this policy.

3. Principles

- 3.1 Fraud and the material misstatement of financial information can have a significant adverse effect on the Board's public image, reputation and its ability to achieve its strategic objectives.
- 3.2 The policy is intended as a means to increase awareness of key fraud indicators, the different types of fraud and fraud schemes that may exist and the roles/responsibilities of all staff in fraud prevention, deterrence and detection.
- 3.3 The Board is committed to protecting its revenue, property, proprietary information and other assets. The Board will not tolerate any misuse or misappropriation of those assets.
- 3.4 The Board will make every reasonable effort to protect itself against fraud, and will establish and maintain a system of internal control to ensure, to the fullest extent possible, the prevention and detection of fraud.

- 3.5 The Board will provide the necessary information and training to ensure that staff is familiar with the types of improprieties that might occur within the workplace and be alert for any indications of such conduct.
- 3.6 Provided there are reasonable grounds, the Board shall investigate any and all incidents of suspected or alleged acts of fraud. An objective and impartial investigation will be conducted regardless of the position, title, length of service, or relationship with the Board, of any party who becomes the subject of such an alleged incident.
- 3.7 When a fraud is substantiated by the investigation, appropriate disciplinary action shall be taken, up to and including dismissal.
- 3.8 In the event that fraud is found to have occurred, the Board shall make every reasonable effort to seek restitution and obtain recovery of any and all losses from the offender(s), or other appropriate sources, including the Board's insurers.
- 3.9 In the event of criminal misconduct, the police shall be notified, as appropriate.

4. Definitions

- 4.1 Fraud is a deliberate act of deception, manipulation or trickery, with the specific intent of gaining an unfair or dishonest personal gain or advantage. It may be perpetrated by one individual or done in collusion with others. It involves wilful misrepresentation or deliberate concealment of material facts.
- 4.2 Types of fraud may include, but are not limited to, the following:
 - 4.2.1 Theft, embezzlement or misappropriation of funds, supplies and services, resources, other assets or time.
 - 4.2.2 Forgery or alteration of cheques or other banking documents and records.
 - 4.2.3 Any irregularity in the handling or reporting of money transactions, including the falsification, unauthorized destruction or removal of corporate records, or financial statements.
 - 4.2.4 Any computer related activity involving the alteration, destruction, forgery, manipulation of data or unauthorized access for fraudulent purposes, in violation of Administrative Procedure 4070 – Responsible Use Procedure for Information, Communication and Collaboration Technologies.
 - 4.2.5 Any claim for reimbursement of business expenses that is either intentionally inflated or not a bona fide business expense of the Board.
 - 4.2.6 The unauthorized use of Board money, property, resources, or authority for personal gain or other non-Board related purposes.
 - 4.2.7 Misuse or abuse of authority in the context of purchasing goods or services.
 - 4.2.8 False claims for grants, contributions or any program/service payments, including refunds and rebates.
 - 4.2.9 Seeking or accepting anything of material value from vendors of the Board in violation of the conflict of interest provisions in Administrative Procedure 4360 – Principles of Business Conduct for Board Employees or Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures.

5. Requirements

- 5.1 Duty to Report Suspicion of Fraud
 - 5.1.1 Any act of fraud that is detected or suspected must be reported immediately and investigated in accordance with this policy, as expeditiously as possible.
 - 5.1.2 Any employee who has knowledge of an occurrence of a fraud, or has reason to suspect that a fraud has occurred, shall immediately notify his/her supervisor. If the employee has reason to believe that the employee's supervisor may be involved, the employee must notify their supervisor's superior.
 - 5.1.3 Upon notification from an employee of a suspected fraud, the supervisor shall notify Risk & Review Services immediately.
 - 5.1.4 Where the person reporting the suspicion of fraud is not satisfied that their suspicion will be investigated they must contact one of the following:

- 5.1.4.1 Risk & Review Services;
 - 5.1.4.2 Coordinating Superintendent, Business Services and Treasurer of the Board; or
 - 5.1.4.3 File a complaint using the TIP Line [see Administrative 4310 – Total Integrity Plan (The TIP Line)].
 - 5.1.5 Where an employee or other person suspects a member of Senior Staff of fraud, the employee must notify the Director of Education directly.
 - 5.1.6 Where the Director of Education is suspected of fraud, the employee must notify the Chair of the Board.
 - 5.1.7 Where a Trustee is suspected of fraud, the employee must notify the Director of Education or the Coordinating Superintendent, Business Services & Treasurer of the Board.
- 5.2 Investigation of Suspicions or Allegations of Fraud
- 5.2.1 Responsibility for ensuring all reported allegations of fraud are investigated rests with the Director of Education, through the Coordinating Superintendent, Business Services & Treasurer of the Board, or the Coordinating Superintendent, Human Resource Services, as appropriate.
 - 5.2.2 Where a suspected fraud is of a material amount the Director of Education and the Coordinating Superintendent, Business Services & Treasurer of the Board shall inform the Chair of the Audit Committee. They shall ensure that all instances of alleged or suspected fraud are appropriately investigated.
 - 5.2.3 The Director of Education and the Coordinating Superintendent, Business Services & Treasurer of the Board may, involve the services of the Manager of Risk & Review Services or the Regional Internal Audit Manager, where appropriate. Similarly, the Board may involve forensic consultants and Board legal counsel.
 - 5.2.4 Employees are expected to fully cooperate with management and any others involved in the investigation and make all reasonable efforts to be available to assist during the course of the investigation.
 - 5.2.5 All participants in a fraud investigation shall keep the details and results of the investigation confidential, and shall not discuss the matter with anyone other than those involved in the investigation.
- 5.3 Whistleblower Protection
- 5.3.1 Protection from Reprisal – This policy prohibits reprisals against individuals, acting in good faith, who report incidents of suspected fraud, or who act as witnesses in any subsequent investigation. The Board shall make every effort to ensure that an individual, who in good faith reports under this policy, is protected from harassment, retaliation or adverse employment consequence. Anyone who retaliates against someone who has reported in good faith is subject to discipline, up to and including dismissal.
 - 5.3.2 Acting in Good Faith – In making a report, an individual must be acting in good faith with reasonable grounds for believing that there is a breach of a code of conduct or questionable financial practices. An individual who makes an unsubstantiated report, which is knowingly false or made with vexatious or malicious intent, will be subject to discipline, up to and including dismissal.



FRAUD MANAGEMENT

Legal References: *Criminal Code of Canada*

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Administrative Procedure 3760 – Progressive Discipline
Administrative Procedure 4070 – Responsible Use Procedure for Information Communication and Collaboration Technologies

Effective Date: *March 2013*

Revisions: *May 30, 2016, November 20, 2017*

Reviewed:

1. Preamble

- 1.1 The purpose of this policy is to set out the process to be followed for the identification, investigation, escalation and reporting of fraud at the Waterloo Region District School Board (Board).
- 1.2 This policy applies to trustees, employees and all organizations that do business with the Board.

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3. Principles

- 3.1 Fraud and the material misstatement of financial information can have a significant adverse effect on the Board's public image, reputation and its ability to achieve its strategic objectives.
- 3.2 The policy is intended as a means to increase awareness of key fraud indicators, the different types of fraud and fraud schemes that may exist and the roles/responsibilities of all staff in fraud prevention, deterrence and detection.
- 3.3 The Board is committed to protecting its revenue, property, proprietary information and other assets. The Board will not tolerate any misuse or misappropriation of those assets.
- 3.4 The Board will make every reasonable effort to protect itself against fraud, and will establish and maintain a system of internal control to ensure, to the fullest extent possible, the prevention and detection of fraud.

- 3.5 The Board will provide the necessary information and training to ensure that staff is familiar with the types of improprieties that might occur within the workplace and be alert for any indications of such conduct.
- 3.6 Provided there are reasonable grounds, the Board shall investigate any and all incidents of suspected or alleged acts of fraud. An objective and impartial investigation will be conducted regardless of the position, title, length of service, or relationship with the Board, of any party who becomes the subject of such an alleged incident.
- 3.7 When a fraud is substantiated by the investigation, appropriate disciplinary action shall be taken, up to and including dismissal.
- 3.8 In the event that fraud is found to have occurred, the Board shall make every reasonable effort to seek restitution and obtain recovery of any and all losses from the offender(s), or other appropriate sources, including the Board's insurers.
- 3.9 In the event of criminal misconduct, the police shall be notified, as appropriate.

4. Definitions

- 4.1 Fraud is a deliberate act of deception, manipulation or trickery, with the specific intent of gaining an unfair or dishonest personal gain or advantage. It may be perpetrated by one individual or done in collusion with others. It involves wilful misrepresentation or deliberate concealment of material facts.
- 4.2 Types of fraud may include, but are not limited to, the following:
 - 4.2.1 Theft, embezzlement or misappropriation of funds, supplies and services, resources, other assets or time.
 - 4.2.2 Forgery or alteration of cheques or other banking documents and records.
 - 4.2.3 Any irregularity in the handling or reporting of money transactions, including the falsification, unauthorized destruction or removal of corporate records, or financial statements.
 - 4.2.4 Any computer related activity involving the alteration, destruction, forgery, manipulation of data or unauthorized access for fraudulent purposes, in violation of Administrative Procedure 4070 – Responsible Use Procedure for Information, Communication and Collaboration Technologies.
 - 4.2.5 Any claim for reimbursement of business expenses that is either intentionally inflated or not a bona fide business expense of the Board.
 - 4.2.6 The unauthorized use of Board money, property, resources, or authority for personal gain or other non-Board related purposes.
 - 4.2.7 Misuse or abuse of authority in the context of purchasing goods or services.
 - 4.2.8 False claims for grants, contributions or any program/service payments, including refunds and rebates.
 - 4.2.9 Seeking or accepting anything of material value from vendors of the Board in violation of the conflict of interest provisions in Administrative Procedure 4360 – Principles of Business Conduct for Board Employees or Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures.

5. Requirements

- 5.1 Duty to Report Suspicion of Fraud
 - 5.1.1 Any act of fraud that is detected or suspected must be reported immediately and investigated in accordance with this policy, as expeditiously as possible.
 - 5.1.2 Any employee who has knowledge of an occurrence of a fraud, or has reason to suspect that a fraud has occurred, shall immediately notify his/her supervisor. If the employee has reason to believe that the employee's supervisor may be involved, the employee must notify their supervisor's superior.
 - 5.1.3 Upon notification from an employee of a suspected fraud, the supervisor shall notify Review Services immediately.
 - 5.1.4 Where the person reporting the suspicion of fraud is not satisfied that their suspicion will be investigated they must contact one of the following:

- 5.1.4.1 Review Services;
 - 5.1.4.2 **Coordinating** Superintendent, Business Services and Treasurer of the Board; or
 - 5.1.4.3 File a complaint using the TIP Line [see Administrative 4310 – Total Integrity Plan (The TIP Line)].
 - 5.1.5 Where an employee or other person suspects a member of Senior Staff of fraud, the employee must notify the Director of Education directly.
 - 5.1.6 Where the Director of Education is suspected of fraud, the employee must notify the Chair of the Board.
 - 5.1.7 Where a Trustee is suspected of fraud, the employee must notify the Director of Education or the **Coordinating** Superintendent, Business Services & Treasurer of the Board.
- 5.2 Investigation of Suspicions or Allegations of Fraud
- 5.2.1 Responsibility for ensuring all reported allegations of fraud are investigated rests with the Director of Education, through the **Coordinating** Superintendent, Business Services & Treasurer of the Board, or the **Coordinating** Superintendent, Human Resource Services, as appropriate.
 - 5.2.2 Where a suspected fraud is of a material amount the Director of Education and the **Coordinating** Superintendent, Business Services & Treasurer of the Board shall inform the Chair of the Audit Committee. They shall ensure that all instances of alleged or suspected fraud are appropriately investigated.
 - 5.2.3 The Director of Education and the **Coordinating** Superintendent, Business Services & Treasurer of the Board may, involve the services of the Manager of Review Services or the Regional Internal Audit Manager, where appropriate. Similarly, the Board may involve forensic consultants and Board legal counsel.
 - 5.2.4 Employees are expected to fully cooperate with management and any others involved in the investigation and make all reasonable efforts to be available to assist during the course of the investigation.
 - 5.2.5 All participants in a fraud investigation shall keep the details and results of the investigation confidential, and shall not discuss the matter with anyone other than those involved in the investigation.
- 5.3 Whistleblower Protection
- 5.3.1 Protection from Reprisal – This policy prohibits reprisals against individuals, acting in good faith, who report incidents of suspected fraud, or who act as witnesses in any subsequent investigation. The Board shall make every effort to ensure that an individual, who in good faith reports under this policy, is protected from harassment, retaliation or adverse employment consequence. Anyone who retaliates against someone who has reported in good faith is subject to discipline, up to and including dismissal.
 - 5.3.2 Acting in Good Faith – In making a report, an individual must be acting in good faith with reasonable grounds for believing that there is a breach of a code of conduct or questionable financial practices. An individual who makes an unsubstantiated report, which is knowingly false or made with vexatious or malicious intent, will be subject to discipline, up to and including dismissal.



RECOGNITION OF RETIRING EMPLOYEES

Legal References:

Related References:

Effective Date: *February 23, 1998*

Revisions:

Reviewed: *November 5, 2019*

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board (WRDSB) to hold a dinner for retiring employees in the Spring of each year and to present a gift to each retiring employee as a memento of the occasion, recognizing that:
- 1.1.1 employees retiring from the WRDSB each year have given a number of years of valuable and faithful service to this Board or its predecessors;
 - 1.1.2 the WRDSB desires to recognize these employees on their retirement.



RECOGNITION OF RETIRING EMPLOYEES

Legal References:

Related References:

Effective Date: *February 23, 1998*

Revisions: *May 30, 2016*

Reviewed: *December 11, 2017*

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board (the Board) to hold a dinner for retiring employees in the Spring of each year and to present a gift to each retiring employee as a memento of the occasion, recognizing that:
 - 1.1.1 employees retiring from the Board each year have given a number of years of valuable and faithful service to this Board or its predecessors;
 - 1.1.2 the Board desires to recognize these employees on their retirement.



Report to Committee of the Whole

November 11, 2019

Subject: Investing in Canada Infrastructure Grant – Southeast Cambridge (Joint Use Project)

Recommendation

This report is for the information of the Board.

Status

At the request of the City of Cambridge (City), the Waterloo Region District School Board (WRDSB) is providing a letter in support of the City's application for the Investing in Canada Infrastructure Grant for Community, Culture and Recreation projects (attached as Appendix A). The City will be putting in an application for its recreation complex construction project. This project is tied to the WRDSB's new Southeast Cambridge (Joint Use Project) elementary school. The application intake for the grant closes on November 12, 2019. Based on the information in the application guideline, it appears that joint applications may be given a higher level of priority for funding.

This letter is one of support for the joint use opportunities that exist in this project. It does not bind the WRDSB to anything it has not already committed to, and has not financial implications.

Background

The WRDSB has previously endorsed the purchase of land from the City on the City's Southeast Galt lands (June 11, 2007) to construct a new elementary school. This project was also included in the medium-term recommendations of its 2017-2027 Long-Term Accommodation Plan approved by Board on March 3, 2017 and the WRDSB's Education Development Charges Background Study from March 30, 2016.

Financial implications

No financial implications.

Communications

The letter will be sent to the City of Cambridge for inclusion in their grant application.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer of the Board
Lauren Agar, Manager of Planning
in consultation with Coordinating Council

David Calder, City Manager
 City of Cambridge
 50 Dickson Street
 PO Box 669
 Cambridge, ON, N1R 5W8

November 12, 2019

Re: Investing in Canada Infrastructure Grant application

Dear Mr. Calder,

As a vested partner on the City of Cambridge (City) Southeast Galt lands, the Waterloo Region District School Board (WRDSB) supports the City's application for the Investing in Canada Infrastructure Grant for Community, Culture and Recreation projects.

This tri-party project which includes a proposal to construct a City of Cambridge recreation complex, twin pad arena, future library branch, and two elementary schools has many potential community benefits, including:

- opportunities to maximize public investment through the construction and operation of joint facilities;
- intergenerational programming opportunities to meet the needs of a diverse community through a community hub approach; and
- opportunities for residents, students, employees and visitors to connect, engage, and participate, creating an exceptional quality of living experience for all.

The WRDSB included this joint use project in the medium-term recommendations of its 2017-2027 Long-Term Accommodation Plan. However, to recognize the importance of this partnership opportunity, on October 21, 2019, the WRDSB announced its plans to transfer full funding for a new 519 pupil place elementary school and 5 child care rooms from a site in southeast Cambridge to the City's Southeast Galt lands. The WRDSB is eager to start the design and construction phase of this joint use project. This renewed timing and site selection allows the WRDSB to work through the design development phase in tandem with the City, to ensure that all opportunities to create design innovations and maximize shared investment is realized, ultimately benefiting Cambridge and surrounding community.

The WRDSB will develop shared use agreements with the City and the Waterloo Catholic District School Board (WCDSB) for indoor and outdoor amenity and common area facilities (e.g., parking, sports fields, play equipment, gymnasias, library, meeting rooms, etc.). Service agreements that promote a family-first approach (e.g., child care) create further opportunities.

This project aligns well with the Ontario Provincial Policy Statement, 2014 that "...public service facilities shall be provided in a coordinated, efficient and cost-effective manner that considers impacts from climate change while accommodating projected needs." Further, policy 3.2.8 of A Place to Grow – Growth Plan



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for the Greater Golden Horseshoe (2019) states “planning for public service facilities, land use planning and investment in public service facilities will be co-ordinated...” and “...should be co-located in community hubs and integrated to promote cost-effectiveness...”

Although the timing is not aligning for the construction of all intended uses (i.e., WCDSB and library facilities to be future partners), the City’s recreational complex and the WRDSB’s elementary school can be constructed in a way that allows for future joint use opportunities creating a true community hub through multi-purpose design features and integrated service delivery. The initial construction phase will be a landmark beginning to this hub that ultimately meets a lot of community needs.

We trust this letter provides you with enough assurances of our commitment to partner in this project. Should any further information be required, please contact the WRDSB’s Manager of Planning, Lauren Agar (lauren_agar@wrdsb.ca).

Sincerely,

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

cc: Lauren Agar, Manager of Planning





Report to Committee of the Whole

November 11, 2019

Subject: Motion Re: Letter to the Minister of Health Re: Advertisement of E-cigarettes

Recommendation

That the Waterloo Region District School Board of Trustees direct the Chairperson to write a letter to the Minister of Health on our behalf, with a copy to the Premier, OPSBA, all Board Chairs and The Region of Waterloo Public Health.

That the letter support additional regulations on e-cigarette (vaping) product advertising; That e-cigarette advertising and displays have similar regulation to that of tobacco products; and to take additional steps to combat the growing e-cigarette epidemic amongst youth.

Status

This report contains a Notice of Motion served by Trustee K. Meissner at the September 23, 2019, Committee of the Whole meeting and was supported by Trustees C. Millar and C. Whetham.

Background

The following “whereas statements” were included as part of the notice of motion to provide additional information:

Whereas a recent [study](#) led by Professor David Hammond of the University of Waterloo, found that among those 16-19 years old, vaping increased by 74% from 2017 to 2018; And among grade 10-12 students 14.6% reported vaping in the past 30 days in 2016-17.;

Whereas The [Canadian Cancer Society is calling for immediate government action](#) to address a significant and troubling increase in youth vaping in Canada;

Whereas “Most e-cigarettes contain nicotine; and nicotine is highly addictive and can harm adolescent brain development”; and “Young people who use e-cigarettes may be more likely to smoke cigarettes in the future” [[Centre for Disease Control, 2019](#)];

Whereas the Federal Tobacco and Vaping Act (containing guidelines related to promotion and advertising to young persons) isn’t sufficient in preventing vaping among youth. [[Tobacco and Vaping Act 30.1, 30.42,6, 30.45](#)];

Whereas the Ontario government has not moved forward with planned restrictions on advertising and promotion of vaping products;

Financial implications

Financial implications are not known at this time.

Communications

A copy of the letter will be included in an upcoming Board Communications on a Board Meeting agenda.



Report to Committee of the Whole

November 11, 2019

Subject: Discussion - Trustee Bursaries

Recommendation

This report is for information to assist Trustees in their discussion.

Status

The Board of Trustees currently administer two (2) bursaries from the Trustee Expense Budget, the Linda Fabi Bursary and the Tim Walker Memorial Award for Environmental Stewardship.

The purpose of this discussion is to review the two bursaries and determine if trustees are still interested in providing them in the 2020-2021 school year and beyond.

Background

Linda Fabi Bursary

In 2013, the Linda Fabi Bursary was established by the Board of Trustees in celebration and recognition of the many contributions and achievements of Linda Fabi during her tenure as Director of Education for the Waterloo Region District School Board. The Linda Fabi Bursary provides funding for students who are pursuing a trade, through college or apprenticeship, and who are not likely to receive an award at the graduation ceremony. This bursary has been awarded in each of the last four years.

The total amount of the Bursary is \$2,000, which is to be presented annually to students of the Waterloo Region District School Board. Depending on the number of applicants, this award can be divided so that a number of eligible applicants can be recognized. In 2018-2019 all ten applicants were successful, each being awarded \$200.

The following criteria are taken into consideration:

1. The student's key characteristics
2. An example of how the student has demonstrated perseverance or has overcome obstacles or made a remarkable comeback during his/her high school career

3. A staff member's recommendation

The bursary was announced at the June 24, 2013 Board Meeting and approved through the consent agenda process, but no specific motion can be located.

Tim Walker Memorial Award for Environmental Stewardship

In May 2006, the Board passed a motion to administer the Tim Walker Memorial Award for Environmental Stewardship annually to honour the life of secondary school teacher Tim Walker and his contribution to education and environmental initiatives. The annual award is \$2,000, which is to be equally distributed among two elementary and two secondary schools (i.e., \$500 per school).

The following criteria are taken into consideration:

1. Staff and student involvement (current and future) and environmental stewardship.
2. Impact on student learning/fostering learning and engaging students.
3. Environmental benefits – shading, greening, waste reduction, recycling – organized action/school environmental club or committee.

The motion from the May 7, 2006 Committee of the Whole meeting read as follows:

That the Waterloo Region District School Board budget \$2,000 annually from the trustee expense budget, starting with the 2006-2007 school year, for the purpose of environmental award(s),

and that the award(s) be administered by the Environmental Advisory Standing Committee so that it can make internal award(s) to students, staff, volunteers or schools to further the development of environmental projects, or to promote or reward further studies in the field of the environment,

and that the award(s) be designated The Tim Walker Award(s).

Financial implications

Both the Linda Fabi Bursary and the Tim Walker Memorial Award for Environmental Stewardship cost \$2,000 each annually.

The 2019/2020 Budget included an allocation to the Trustees' Budget of \$4,000 for the Linda Fabi Bursary and the Tim Walker Memorial Award for Environmental Stewardship. The allocation is split equally between the two bursaries.

Communications

If needed, any decisions will be communicated with the necessary individuals.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for Chairperson J. Herring in consultation with Coordinating Council