

November 9, 2020

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held via video conference, on **Monday, November 9, 2020, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

Peter Woolstencroft - Political Visits

Policy and Governance

- | | | |
|----|--|--------------------------|
| 01 | New Board Policy - School Size and Configuration (previously Board Policies
3002 Elementary School Size and Configuration & 4013 Secondary Schools) | M. Gerard |
| 07 | New Board Policy - Political Visits | A. Russell / Chairperson |

Reports

- | | | |
|----|--|---------------------|
| | Business and Learning Continuity during a Pandemic: Region of Waterloo
Public Health Presentation | J. Bryant / L. Read |
| 11 | Community Planning and Facility Partnership Opportunities | M. Gerard |
| 16 | Accommodation Planning 2020-2021 | M. Gerard |

Board Reports

Question Period (*10 minutes*)

Future Agenda Items (*Notices of Motion to be referred to Agenda Development Committee*)

Adjournment

Questions relating to this agenda should be directed to
Stephanie Reidel, Manager of Corporate Services
519-570-0003, ext. 4336, or Stephanie_Reidel@wrdsb.ca



SCHOOL SIZE AND CONFIGURATION

Legal References:	<i>Education Act, R.S.O, 1990, c.E.2, O. Reg. 20/98: EDUCATION DEVELOPMENT CHARGES - GENERAL</i>
Related References:	<i>Board Policy 1011 – Community Planning and Facility Partnerships Board Policy 4000 – Pupil Accommodation Review (Consolidation or Closure) Administrative Procedure 4991 – Boundary Studies Administrative Procedure 4860 - Pupil Accommodation Review (Consolidation or Closure) Administrative Procedure 4992 – Temporary Student Accommodation for Development Areas Board Policy 4009 - Student Transportation Board Policy 4012 - School Attendance Areas</i>
Effective Date:	<i>November 2020</i>
Revisions:	

1. Preamble

- 1.1 The Waterloo Region District School Board (the “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) contributes to achieving these outcomes.
- 1.2 The WRDSB believes that school attendance areas are the most significant influence on the size and configuration of schools.

2. Definitions

2.1 On-the-Ground (OTG) capacity

In determining capacity, the Ministry of Education’s identifies categories of elementary and secondary instructional spaces. Each category has a capacity associated with class sizes. The sum of a school’s room capacity ratings is the on-the-ground (OTG) capacity. The OTG capacity of a school changes if class sizes change or alterations are made to the building. This number does not include temporary accommodation facilities (i.e., portables or portapaks).

2.2 Optimal utilization

Optimal utilization rates of school facilities is in the range of 85 to 110 per cent, calculated as total enrolment divided by OTG, multiplied by 100 per cent.

2.3 Over-utilization

School facilities are considered over-utilized if the utilization rate is over 130 per cent (calculated as total enrolment divided by OTG, multiplied by 100 per cent), or there are more than 12 classrooms in temporary accommodation.

2.4 Under-utilization

School facilities are considered under-utilized if they are operating at 60 percent capacity or less (calculated as total enrolment divided by OTG, multiplied by 100 per cent), or more than 200 unused pupil places.

2.5 Natural boundary

The natural boundary around a school is understood to encompass those areas that maximize active and safe routes to school. Where this does not apply, the natural boundary will be understood to reflect a balance between WRDSB accommodation needs and the local neighbourhoods that identify with that school.

2.6 Development Area

A Development Area is a geographically defined area, usually a new residential area that is designated by the WRDSB and thereby removed from all permanent school attendance areas by Board motion. By definition, Development Areas do not have a home school and are temporarily assigned to Holding Schools, pending their assignment to a home school (once constructed).

3. Policy

3.1 School size and configuration, pupil accommodation reviews and boundary studies shall be subject to the board of trustees' approval.

3.1.1 Planning for and changes to school configurations will consider minimizing the transition of students between schools and cohorts where practical.

3.1.2 All school configurations will have high academic and behavioural expectations.

3.1.3 School attendance areas should reflect a natural boundary around the facility.

3.2 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. Decisions regarding school size and configuration are informed by the following planning studies, which are reviewed and approved by the Board.

- Education Development Charges By-Law and Background Study;
- Long-term Accommodation Plan; and
- Capital Priorities

3.2.1 The OTG capacity of schools will reflect the projected long-term optimal utilization of the facility. Temporary accommodation (e.g, portable classrooms and development area assignments) will be used to address short- to medium-term over-utilization. Boundary studies, accommodation reviews and facility partnerships will be used to address under-utilization.



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.



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.



POLITICAL CANDIDATE VISITS DURING FEDERAL, PROVINCIAL AND MUNICIPAL ELECTIONS

Legal References:

Related References: *WRDSB Guidelines for Schools During Federal, Provincial & Municipal Elections*
Board Policy 3008 – Use of Board Resources During the Election Campaign

Effective Date: *November 9, 2020*

Revisions:

Reviewed:

1. Purpose

To ensure consistent and appropriate management of possible requests from candidates during municipal, provincial or federal elections, including all by-elections.

2. School Visits by Candidates

- 2.1 Requests by individual candidates to visit a school will **not be permitted** during an election campaign. This restriction includes informal visits to classrooms and meetings with school administrators.
- 2.2 Requests for invitations to visit schools during this period must be declined, and previously scheduled events must be rescheduled. This includes during by-elections.
- 2.3 Current trustees standing for re-election may continue to be involved in school events and activities that would normally have the local trustee in attendance in accordance with Board Policy 3008 – Use of Board Resources During the Election Campaign, e.g. school openings, award ceremonies, boundary studies, family math nights.
- 2.4 **If invited by a school, incumbent school board and provincial or federal elected representatives may visit schools in their own zone or constituency at any time in the course of their regular constituency duties. They shall not campaign or conduct themselves in any way that may be perceived as campaigning. During the campaign period, any individual candidates who are authorized to visit a school shall not be accompanied by media and shall not use the visit to promote their candidacy.**

3. Invitations to All Candidates

3.1 All-candidate Meeting

- 3.1.1 The WRDSB allows all-candidate meetings and other learning activities that are part of the classroom program. The format of the meetings must allow all candidates an equal opportunity to address their issues.
- 3.1.2 These meetings may be organized by classes during the regular school day or by community organizations or school councils after school hours, at the discretion of the principal or site manager. Sufficient notice (i.e. at least two weeks in advance) must be given to all candidates. If candidates are unable to attend, they may have a designate attend on their behalf. Written confirmation of attendance (includes e-mail) or regrets must be received from the candidates at least one week in advance of the meeting. This also applies to requests made of school councils.
- 3.1.3 If two or more candidates can attend the meeting, then it may proceed. This will afford students the opportunity to see a debate between at least two varying points of view. If only one candidate can attend, the event must be rescheduled or cancelled.
- 3.1.4 Access to Board facilities and resources for an All Candidates meeting, or an event held outside of regular business hours, would be subject to [Board Policy 4002 Community Use of Schools](#) and [Board Policy 3008 Use of School Board Resources During Election Campaign](#).



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DRAFT



Report to Committee of the Whole

November 9, 2020

Subject: Community Planning and Facility Partnership Opportunities, Report and Annual Meeting

Recommendation

This report is for the information of the Board.

Status

To satisfy the requirements of [Board Policy 1011 – Community Planning and Facility Partnerships](#) this report presents the annual identification of

- school buildings and sites suitable and available for community partnership; and
- future capital projects with potential co-building partnership opportunities (see Section 3.1 of the Board Policy 1011).

In 2019 the Waterloo Region District School Board (WRDSB) submitted nine projects for consideration through the 2019-20 Capital Priorities Program (see Committee of the Whole Report “2019 Capital Priorities Program Submission” presented September 16, 2019 and Ministry of Education (Ministry) Memorandum 2019:B17). Of these nine projects, priority project number four, Doon South II (Ormston) Public School - a new Junior Kindergarten to Grade 8 elementary school and childcare - was approved for Southwest Kitchener. Recently, priority project number one, an addition at Laurelwood Public School, was also approved.

For the purposes of this annual public meeting, proposed new schools are the prime candidates for partnership opportunities given the unfunded status and lack of the major additions currently identified.

Given the current context of COVID-19 and its impact on school utilization, we are unable to generate a list of schools with available space for 2020-2021. Available space is required for Distance Learning staff and other pandemic response uses. However, the Long-term Accommodation Plan (LTAP) identifies a number of Review Areas where the criteria may be met over time and additional information will be provided on this in coming years. To see the complete list of criteria for sharing unused space in existing schools see Section 8.1 of [Administrative Procedure 4990 – Community Planning and Facility Partnerships](#).

Appendix A provides a detailed list of the WRDSB’s short and medium-term needs for additional capacity (new schools and major additions).

As shown, three new elementary schools are currently funded, with the year of funding approval shown in brackets; Southeast Cambridge (Joint Use Campus) (2016), Huron

South (80 Tartan Ave, Kitchener) (2018), Doon South II (Ormston) (2019). Additionally, Laurelwood PS has recently received approval for a 184 pupil place addition (2020).

The projects submitted but not approved for capital funding in 2019 or 2020 are marked with an asterisk. The other projects have yet to be prioritized and submitted for Ministry funding approval.

As detailed in the procedure, a Board resolution is required to confirm the suitability of any school for a partnership opportunity. At such time as the Board declares a school to have sufficient space for partnership opportunities, it would be communicated to the list of potential partners. Further, the WRDSB's purchasing procedures require that the surplus space be circulated to potential partners through the use of a Request for Proposals (RFP).

Eligible partners are encouraged to begin preliminary discussions with WRDSB staff at any time; however presenting the partnership opportunity at the annual meeting remains a requirement. Where available space has been identified for partnership or co-building opportunities, the Community Partner Selection Criteria (Section 3 of [Administrative Procedure 4990 – Community Planning and Facility Partnerships](#)) will be used to evaluate the suitability of partners and their proposals as they relate to specific sites.

Background

[Board Policy 1011 – Community Planning and Facility Partnerships](#) came into effect July 1, 2016. The policy provides direction regarding opportunities to share facilities with community partners when building new schools or undertaking significant renovations, and when considering the use of unoccupied space. The policy is consistent with the Ministry's 2015 [Community Planning and Partnerships Guideline](#).

It should be noted that many relationships with municipal and other partner organizations continue to exist in schools where surplus capacity may never have been identified. These agreements tend to include licences for longer term uses and rentals under the WRDSB's Community Use of Schools program and may include daytime and after school uses.

Financial implications

No financial implications.

Communications

A notice of intention to hold this public meeting was posted on the WRDSB's website. Additional information regarding the WRDSB's facility partnership opportunities has also been posted on the Partnerships section of the website and is also detailed within the LTAP.

In addition, eligible partners on the notification list identified in [Administrative Procedure 4990 – Community Planning and Facility Partnerships](#) have been notified of the potential partnership opportunities outlined in this report and of this public meeting.

Community partners are invited to provide notification to the Board of proposals or plans to build their own new facilities.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer of the Board
Lauren Agar, Manager of Planning
Ian Gaudet, Controller, Facility Services
Sarah Galliher, Senior Planner
in consultation with Coordinating Council

**POTENTIAL PARTNERSHIP OPPORTUNITIES IN THE LONG-TERM
ACCOMMODATION PLAN (ALL UNFUNDED UNLESS OTHERWISE NOTED)**

SHORT-TERM ACTIONS	REVIEW AREA	SCHOOL / PROJECT
New schools and Rebuilds	Review Area E02*	Proposed North Cambridge (Hunt Club/River Mill Estates/Equestrian Way)
	Review Area E06	Planned Southeast Cambridge (Joint Use Campus/Wesley Blvd) (Funding approved)
	Review Area E07	Planned Huron South (80 Tartan Ave) (Funding approved)
	Review Area E08*	Planned Doon South II (670 Thomas Slee Dr/Ormston) (Funding approved)
	Review Area E20*	Proposed Breslau-Hopewell Creek (Loxleigh Lane)
	Review Area E09*	Proposed Sunnyside Public School Rebuild
	Review Area S05*-	Proposed Waterloo Collegiate Institute Rebuild project through WCI/Northdale Feasibility Study Project
Major Additions	Review Area E03*	Parkway Public School
	Review Area E10	Country Hills Public School
	Review Area E16	Lackner Woods Public School
	Review Area E19*	John Mahood Public School
	Review Area E22*	Laurelwood Public School (Funding Approved)
	Review Area E23	Keatsway, Centennial Public Schools
	Review Area S04*	Waterloo-Oxford District Secondary School

*Project was submitted for funding approval through 2019 Capital Priorities. Prioritization for future funding opportunities is to-be-determined.

**POTENTIAL PARTNERSHIP OPPORTUNITIES IN THE LONG-TERM
ACCOMMODATION PLAN (ALL UNFUNDED)**

MEDIUM TO LONG-TERM ACTIONS	REVIEW AREA	SCHOOL/PROJECT
New schools	Review Area E01	Proposed Cambridge West (Bismark Dr) Elementary School
	Review Area E07 x 2	Proposed Rosenberg I (Rosenberg Way) and Rosenberg II (Gehl Pl) Elementary Schools
	Review Areas E11 & E12	Proposed Trussler North Elementary School or alternative accommodation solution
	Review Area E22	Proposed Beaver Creek Meadows Elementary School
	Review Area S02	Proposed Kitchener Secondary VII (South West Kitchener)
Major Additions	Review Area E04	Clemens Mill Public School
	Review Area E13	Empire Public School
	Review Area E19	Riverside Public School
	Review Area S04	Elmira District Secondary School

Note: Proposed schools are identified with a temporary community name, and would be subject to being formally named through Board Policy 4020: Naming and Renaming of Board Facilities



Report to Committee of the Whole

November 9, 2020

Subject: Accommodation Planning 2020-2021

Recommendation

This report is for the information of the Board.

Status

For the 2020-2021 school year, the main areas of focus for accommodation planning include:

1. Education Development Charges Background Study

Education Development Charges (EDC) are a levy on new residential and non-residential construction used for land purchases. The 2016 EDC by-law expires May 31, 2021. Watson & Associates Economists Ltd. has been retained by the Waterloo Region District School Board (WRDSB) and Waterloo Catholic District School Board (WCDSB) to undertake a background study for by-law renewal in 2021. Planning is working with the consultant to complete the work prior to May 2021.

There will be three public meetings to review and pass the proposed EDC by-law. The public meetings may be held jointly with the WCDSB or each board may hold its own meeting(s). Board meetings for policy review/background study consideration and by-law approval are targeted for April 2021 and May 17, 2021.

2. Huron South Elementary Schools Boundary Study (HSESBS)

On May 13, 2019, the Board approved the following motion:

“that the Waterloo Region District School Board approve the commencement of the Huron South Elementary Schools Boundary Study, involving Jean Steckle, Janet Metcalfe and Southridge Public Schools.”

Funding for a new Junior Kindergarten to Grade 8 elementary school at 80 Tartan Avenue, Kitchener was approved and funded by the Ministry of Education (Ministry) through the 2017 Capital Priorities grant. Construction on this facility has yet to begin and therefore an opening date has yet to be established. Once this project has been tendered and an opening date can be estimated, Planning will commence the approved HSESBS.

An online/virtual engagement strategy may be required should this boundary study commence during existing COVID-19 pandemic protocols and in-person meeting restrictions. Throughout the 2020-2021 school year, Planning will

complete the background research and necessary preparations in order to present an initial staff report to launch the public consultation portion of this boundary study.

3. Cambridge Joint Use Campus - Feasibility Study

The City of Cambridge, Idea Exchange (Cambridge Public Library), Waterloo Region District School Board (the WRDSB), and Waterloo Catholic District School Board (the WCDSB) have retained the services of a consultant, CS&P Architects, to explore opportunities for the conceptual design, with considerations for the development and operation, of a joint use facility/campus in the south end of Cambridge. This includes the WRDSB's planned new Southeast Cambridge Joint Use Campus JK-8 elementary school. The Joint Use Campus (JUC) is to include a recreation complex, public library branch, and two elementary schools.

The Feasibility Study will explore integrating the facilities to maximize community benefits. Results and recommendations from the study will be shared with City Council, and library and school boards in early 2021 to aid in decision-making.

4. Development Areas

Planning regularly monitors and comments on development applications (e.g., plans of subdivision and condominium). When necessary, Development Areas (DAs) and holding school assignments are established. In order to address infill development pressures at our core area schools and make communications about DAs more accessible, staff will be looking at making modifications to [Administrative Procedure 4992 – Temporary Student Accommodation for Development Areas](#).

Appendix A summarizes any Holding School assignments that have not previously been shared with the Board.

5. Long-Term Accommodation Plan (LTAP) Update

The Long-Term Accommodation Plan was approved by the Board on March 19, 2018. It provides an analysis of the accommodation needs in review areas throughout the district. The LTAP will be updated in 2021 to be in alignment with the updated EDC background study. Accommodation issues in a number of areas will continue to be monitored. Appendix B provides a list of the review areas that are being monitored closely over the next year.

6. Other Areas of Focus

a) *Secondary school accommodation in South West Kitchener*

Planning staff continue to work with our municipal partners to acquire a site suitable for secondary school construction in South West Kitchener. There is an opportunity within the Dundee North Secondary Planning process to identify a site but still 10+ years out. In the meantime, staff are exploring alternative options that could be realized sooner and best suit the WRDSB's accommodation needs.

b) *Grade 1 French Immersion registration*

The WRDSB's Grade 1 French Immersion registration process now falls within the Planning Department's portfolio. Planning staff are responsible for the administration of this registration process. Furthermore, staff will continue to support the Ad Hoc French Immersion Review Committee.

c) *Agreements*

Planning staff continue to create, negotiate and manage a number of agreements for facility partnership or accommodation including:

- Joint Use
- Development
- Parking lots
- Licenses
- Leases

Background

On March 26, 2018, the Board approved a Long-Term Accommodation Plan (LTAP). The LTAP identifies review areas where enrolment numbers are impacting programs, facilities, and/or sites over the short and medium to long-term (2017-2027). This report sets a work plan to address the immediate needs identified in the LTAP through boundary studies and/or pupil accommodation reviews.

A boundary study is a public consultation process undertaken to change attendance areas, grades, and/or programs at a school or group of schools. Implementing boundary study recommendations may result in the need for construction and/or renovations. [Administrative Procedure 4991 - Boundary Studies](#) provides the guidelines and expectations for reviewing school attendance areas.

A pupil accommodation review (PAR) is also a public consultation process that is undertaken to review a school or program closure. This process is mandated by the Ministry and must occur prior to a decision to close or consolidate a school. On April 27, 2018, the Ministry released a revised Pupil Accommodation Review Guideline (PARG). The WRDSB may not initiate any new PARs until the Ministry releases standardized templates to support the PARG. There has been no communication from the Ministry regarding a release date for the templates. Additionally, [Board Policy 4000 - Pupil](#)

[Accommodation Review](#) must be revised to align with the PARG and approved. Board approval is sought before initiating a boundary study or PAR, and the Board makes the final decision on any changes proposed.

Attached to this report is a table summarizing boundary studies and PARs completed since 2012 as well as areas where there may be a need for a study/review in the future (see Appendix C). On May 13, 2019, the Board approved the following motion:

“That the Waterloo Region District School Board approve the commencement of public consultation regarding the redirection of the Eldale Road community from Floradale Public School to Riverside Public School”

After consultation with school administrators, and the Region of Waterloo regarding sidewalks, it was determined that no further action would be taken on this boundary change. The Region has no plans to construct sidewalks along Church Street West, therefore there is no safe walking route for students from Eldale Road to Riverside Public School. There is sufficient accommodation available at Floradale Road Public School for this community.

Throughout each school year, the Planning Department reviews proposed and approved residential plans to evaluate available accommodation at nearby schools. Where space for students anticipated to be generated by new housing is deemed to be insufficient [Board Policy 4012 – School Attendance Areas](#) and [Administrative Procedure 4992 – Temporary Student Accommodation for Development Areas](#) provide guidelines and expectations for creating and assigning DAs temporarily to holding schools until alternative accommodation is available (a new school, addition or boundary change).

The WRDSB is a commenting authority on development applications. Planning staff may be required to attend the Local Planning Appeals Tribunal (or LPAT), formerly known as the Ontario Municipal Board (OMB) if there are concerns about the provision of student accommodation which have not been met through negotiations with the land owner or local municipality.

Further, Planning staff are circulated on information about many other regional and municipal capital projects (e.g., road construction and widening, environmental assessments, traffic calming, etc.). Organizations will often hold public consultation meetings to share project information with the general public. Appendix D is shared for information purposes. It provides a frame of reference for how Planning staff effectively contribute to these types of consultations outside of attending public meetings.

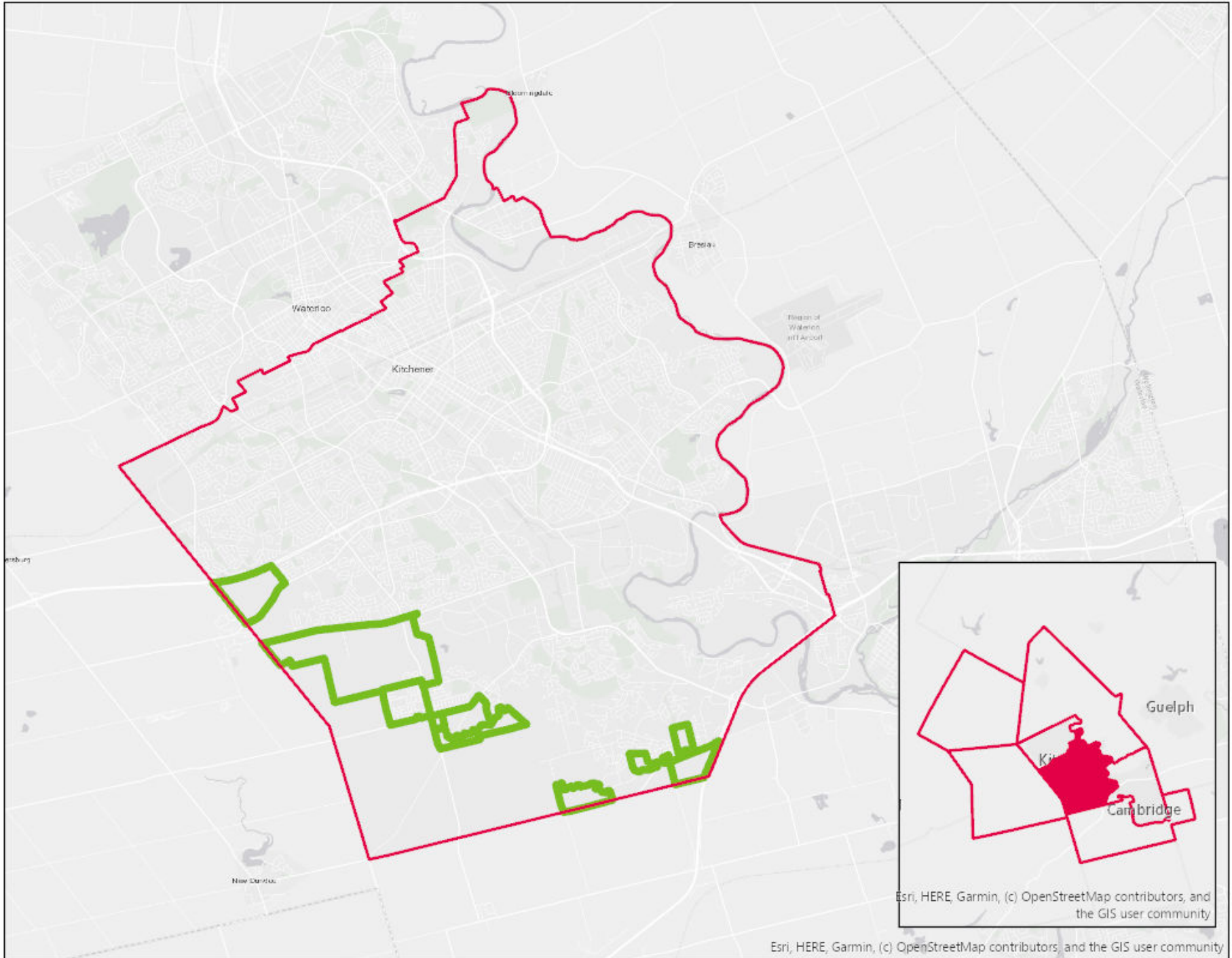
Financial implications

No financial implications.

Communications

Holding School assignments for Development Areas will be updated on the “School Finder” application on the WRDSB’s website so that families can check their addresses for school assignments and transportation eligibility.

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



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

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STATUS		Huron South (Tartan), Kitchener			LTAP REVIEW AREA E07: Kitchener Southwest (Huron-Rosenberg)
	2020/2021 ASSIGNMENT	Junior Southridge PS	Middle Laurentian PS	Secondary Forest Heights CI	
	DEVELOPMENT PLAN(S)	30T-15201, 58M-644, 30T-98201, 58M-622, 58M-619 30T-07205, 58M-631, 58M-632, 58M-633, 58M-634			
	UNIT COUNT (RANGE)	Single Detached and Multiples: 900			
	BOUNDARIES EXCISED FROM	Jean Steckle PS, Janet Metcalfe PS, Huron Heights SS			
	PROPOSED NEW SCHOOL	Yes, Site Designated (Huron South Tartan)			
	PREVIOUS REPORTS/ASSIGNMENTS	May 9, 2016, May 15, 2017			
	STATUS		Huron South II, (Tartan), Kitchener		
	2020/2021 ASSIGNMENT	Junior Southridge PS	Middle Laurentian PS	Secondary Forest Heights CI	
	DEVELOPMENT PLAN(S)	30T-07205, 30T-16021 (Not Registered)			
	UNIT COUNT (RANGE)	Single Detached: 124 Multiple: 340			
	BOUNDARIES EXCISED FROM	Jean Steckle PS, Janet Metcalfe PS, Huron Heights SS			
	PROPOSED NEW SCHOOL	Yes, Site Designated (Huron South Tartan)			
	PREVIOUS REPORTS/ASSIGNMENTS	May 15, 2017			

NEW HOLDING SCHOOL ASSIGNMENT



HOLDING SCHOOL ASSIGNED



HOLDING SCHOOL TO-BE-DETERMINED



DEVELOPMENT AREA DISSOLVED OR REPLACED

REVIEW AREA	DESCRIPTION
<p>Review Area E24 - Waterloo Central North (Lakeshore-Lincoln)</p> <p>Cedarbrae PS Elizabeth Ziegler PS Lincoln Heights PS MacGregor PS N.A. MacEachern PS Northlake Woods PS Winston Churchill PS</p>	<p>There is an imbalance of utilization at facilities in this review area. Boundary studies, program changes and partnerships may address some of these issues. We will continue to monitor enrolment at these facilities and may consider initiating a boundary study to balance enrolment and programs.</p>
<p>Review Area E25 - Waterloo East (Eastbridge-Colonial Acres-Lexington)</p> <p>Bridgeport PS Lester B Pearson PS Lexington PS Millen Woods PS Sandowne PS</p>	<p>There is an imbalance of utilization at facilities in this review area. Boundary studies, program changes and partnerships may address some of these issues. We continue to monitor enrolment at these and may consider initiating a boundary study in the 2020-2021 school year.</p>

OUTSTANDING BOUNDARY STUDIES AND PUPIL ACCOMMODATION REVIEWS (PAR)

BOUNDARY STUDY/PAR	DESCRIPTION
<p>Southwest Kitchener Secondary Schools Boundary Study (Kitchener)</p> <p>Cameron Heights CI Doon South DA Forest Heights CI Huron South DA Huron Heights SS Rosenberg III DA</p>	<p>To reduce enrolment at Huron Heights Secondary School. The study area will include Forest Heights Collegiate Institute, Cameron Heights Collegiate Institute and Huron Heights Secondary School boundaries, including Doon South, Huron South and Rosenberg III Development Areas.</p> <p>Study is ongoing (public consultation commenced November 2018)</p>
<p>Huron South Boundary Study (South West Kitchener)</p> <p>Huron South DA Janet Metcalfe PS Jean Steckle PS Laurentian PS Southridge PS</p>	<p>To establish a boundary for a new South West Kitchener Public School identified as Tartan Ave. The majority of this area is currently identified as a DA assigned to Southridge and Laurentian Public Schools.</p> <p>Funding approved through 2017 Capital Priorities.</p>
<p>Doon South II Boundary Study (Kitchener)</p> <p>Doon PS Doon South DA Groh PS Pioneer Park PS</p>	<p>To establish a boundary for the new South Kitchener (Ormston – 670 Thomas Slee Dr) Public School. Doon South Development Area currently assigned to Pioneer Park and Doon Public Schools.</p> <p>Funding approved through 20109 Capital Priorities.</p>
<p>Southeast Cambridge (Joint Use Campus) Boundary Study</p> <p>Central PS Chalmers Street PS Moffat Creek PS Stewart Avenue PS Southeast Cambridge DA</p>	<p>To establish a boundary for the new Southeast Cambridge (Joint Use Campus – Wesley Blvd) Public School. Development Area holding school assignment 'To-Be-Determined'.</p> <p>Funding approved through 2016 Capital Priorities.</p>

OUTSTANDING BOUNDARY STUDIES AND PUPIL ACCOMMODATION REVIEWS (PAR)

BOUNDARY STUDY/PAR	DESCRIPTION
<p>Hunt Club Boundary Study (Cambridge)</p> <p>Hillcrest PS Hunt Club/Arriscraft DA Woodland Park PS Silverheights PS Preston PS William G. Davis PS</p>	<p>To establish a boundary for a new North Cambridge Public School identified as North Cambridge (Equestrian Way). Hunt Club/Arriscraft Development Area is currently assigned to Preston, Hillcrest, Woodland Park, and William G. Davis Public Schools.</p>
<p>Breslau Boundary Study (Woolwich Township)</p> <p>Breslau PS Crestview PS Mackenzie King PS Stanley Park PS Riverland Area 2 DA Thomasfield DA</p>	<p>To establish a boundary for a new Breslau Public School identified as Breslau-Hopewell Creek (95 Loxleigh Lane). Thomasfield Development Area assigned to Mackenzie King, Stanley Park Public Schools. Riverland Area 2 DA assigned to Crestview and Stanley Park Public Schools.</p>
<p>Central Kitchener/Waterloo Senior School PAR</p> <p>Courtland Avenue PS Margaret Avenue PS MacGregor PS</p>	<p>Review senior elementary facilities to address declining enrolment, program delivery, inconsistent senior elementary school feeds and the possibility of JK-8 facilities.</p> <p>On hold pending PAR policy changes.</p>
<p>Central Waterloo/Lakeshore PAR</p> <p>Cedarbrae PS N.A. MacEachern PS Northlake Woods PS Winston Churchill PS</p>	<p>Small school organizations, excess capacity and facility issues.</p> <p>On hold pending PAR policy changes.</p>

COMPLETED BOUNDARY STUDIES AND PUPIL ACCOMMODATION REVIEWS (PAR)

BOUNDARY STUDY/PAR	DESCRIPTION	RECOMMENDATIONS
<p>Eldale Road Boundary Study (Elmira) 2020</p> <p>Floradale PS Riverside PS</p>	<p>Consultation with school administrators revealed that there is no knowledge of families requesting to be moved from Floradale Public School to Riverside Public School. Further consultation with the Region of Waterloo revealed there are no plans to install sidewalks along Church Street West, therefore students from Eldale Road require transportation.</p>	<p>No action taken. Transfer requests can be facilitated at the school level.</p>
<p>West Waterloo Boundary Study (Waterloo) 2014-2015</p> <p>Abraham Erb PS Cedarbrae PS Centennial PS Edna Staebler PS Mary Johnston PS Laurelwood PS Vista Hills PS</p>	<p>Established a boundary for the new Vista Hills Public School.</p>	<p>Established a JK-8 boundary for Vista Hills Public School. Boundary changes for Cedarbrae, Centennial, Edna Staebler and Laurelwood Public Schools (completed).</p>
<p>Fischer-Hallman Elementary Schools Boundary Study (South West Kitchener) 2017-2018</p> <p>Jean Steckle PS Southridge PS Queen Elizabeth PS Laurentian PS Janet Metcalfe PS</p>	<p>Established a boundary for the new Janet Metcalfe Public School formerly known as Rosenberg III. This area was previously a Development Area assigned to Southridge, Queen Elizabeth, and Laurentian Public Schools.</p>	<p>Established a JK-8 boundary for Janet Metcalfe Public School Boundary change for Jean Steckle Public School (completed).</p>

COMPLETED BOUNDARY STUDIES AND PUPIL ACCOMMODATION REVIEWS (PAR)

BOUNDARY STUDY/PAR	DESCRIPTION	RECOMMENDATIONS
<p>West Waterloo Elementary Boundary Study Phase 2 2018-2019</p> <p>Abraham Erb PS Edna Staebler PS Laurelwood PS Vista Hills PS</p>	<p>To achieve better balance of enrolment among the three review area schools by revisiting the grade 7-8 feed from Abraham Erb Public School.</p>	<p>Grade 7 & 8 boundary for Abraham Erb Public School community modified. Students graduating from Abraham Erb Public School to attend Laurelwood Public School for Grades 7 and 8. Students were formerly directed to Vista Hills Public School.</p>

Staff Attendance at Municipal Public Consultation Meetings

From time to time staff are asked to attend public consultation centres (PCCs) regarding municipal projects (e.g., road construction and widenings, environmental assessments, traffic calming, zone changes, subdivisions, etc.). Staff do not typically attend these public meetings. This is a practice that is common with boundary studies and pupil accommodation reviews where municipal staff do not attend our public meetings.

The following list highlights ways that Planning staff effectively provide feedback outside of public meetings and the rationale behind not attending public meetings.

- The WRDSB has commenting authority on these projects and therefore has opportunities to provide input at several stages of the consultation process
- Generally the information presented at the PCCs has already been circulated to the WRDSB for comment
- Attending PCCs and being identified as WRDSB staff may "hijack" the meeting
- If the discussion is political, it is best that front-line staff are not taking on this argument in a public venue. Staff can brief Trustees on the staff-level conversations taking place if they wish to attend and politicize the issue
- Occasionally staff have not yet formulated an opinion or have information that it would not yet be prepared to share publicly
- Staff preference is to be involved at the technical committee level where ideas may be exchanged amongst similar agencies, and where confidential issues may be more discreetly discussed
- Staff do not want the WRDSB perceived as representing public opinion
- Staff should be deemed apolitical and objective, often supplying facts that are used for the development of options at the PCC

The following may be reasons Planning would attend a PCC:

- We have been asked by the organization to provide information on behalf of the WRDSB that would be valuable to the general public attending the PCC
- To more fully understand public opinion and technical details surrounding an application or proposal that have not been clarified by any other means