

**WATERLOO REGION DISTRICT SCHOOL BOARD**

**NOTICE OF MEETING**

The regular monthly **Board Meeting** of the Waterloo Region District School Board will be held in the Boardroom, Building 2, 1<sup>st</sup> Floor, 51 Ardel Avenue, Kitchener, Ontario, on **Monday, March 27, 2023, at 7:00 p.m.**

**AGENDA**

**Call to Order**

**Territorial Acknowledgement and O Canada**

**Approval of Agenda**

**Consent Agenda\*\***

**Receipt/Approval of Minutes:**

Approve Minutes - Special Education Advisory Committee Meeting of February 8, 2023

Receive Minutes - Special Committee of the Whole Meeting of March 6, 2023

Receive Minutes - Board Meeting of March 6, 2022

Approve Minutes - Committee of the Whole Meeting of March 20, 2023

**Receipt/Approval of Monthly Reports:**

- |    |  |           |
|----|--|-----------|
| 30 | Staffing Information – Retirements and Resignations    | G. Shantz |
| 33 | Staffing Information – Appointments                    | G. Shantz |
| 35 | Student Suspension and Expulsion Report, January 2023  | B. Lemon  |
| 37 | Student Suspension and Expulsion Report, February 2023 | B. Lemon  |

**Declarations of Pecuniary Interest**

**Announcements/Celebrating Board Activities**

Student Trustee Election Results Chairperson / Vice-Chair

**Communications Good News Update**

E. Dougan-Mckenzie

**Delegations**

**Staff Follow Up**

- |    |   |                     |
|----|---|---------------------|
| 39 | Development Areas Annual Report 2022-2023 -Update | G. Shantz / L. Agar |
|----|---|---------------------|

**Reports**

- |    |  |                          |
|----|--|--------------------------|
| 52 | Student Transportation Services of Waterloo Region Annual Report | N. Landry / B. Bourgault |
|----|--|--------------------------|

**Board Reports**

Special Education Advisory Committee Update Trustees F. Meissner / M. Synder

**Board Communications**

- |    |  |
|----|--|
| 71 | Simcoe County District School Board to Minister of Education |
|----|--|

\*\*All matters listed under the Consent Agenda are considered not to require debate by the Board of Trustees and should be approved in one motion in accordance with the recommendation contained in each report.

**Other Business**

**Question Period** (10 minutes)

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

**Adjournment**



# Report to Board of Trustees

March 27, 2023

**Subject:      Staffing Information –  
                    Retirements and Resignations**

## **Recommendation**

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

## **Status**

The employees listed in Appendix A of this report have received acknowledgement of their retirement or resignation.

## **Background**

The board's practice is to receive information regarding staff retirements and resignations at regular monthly board meetings.

## **Financial implications**

Expenses are within the existing approved budget.

## **Communications**

Employees listed in this report have communicated through Human Resource Services.

Prepared by:      Graham Shantz, Associate Director, in consultation with Leadership Council.

**Staffing Statistics – Retirements**  
**Current at March 27, 2023**

<b>Retirements: Elementary Teaching Staff</b>				
<b>First</b>	<b>Last</b>	<b>Position/Location</b>	<b>Retirement Date</b>	<b>Years of Service</b>
Mark	Burbidge	Teacher, Chalmers Street PS	June 30, 2023	28
Kathryn	Costigan	Teacher, Janet Metcalfe PS	June 30, 2023	34
Agnes	Gadbois	Teacher, MacGregor PS	June 30, 2023	32
Shari	Moritz	Teacher, Forest Hill PS	June 30, 2023	7
Kimberley	Viveiros	Teacher, Cedarbrae PS	June 30, 2023	31

<b>Retirements: Secondary Teaching Staff</b>				
<b>First</b>	<b>Last</b>	<b>Position/Location</b>	<b>Retirement Date</b>	<b>Years of Service</b>
Robert	Grant	English Department Head, Laurel Heights SS	June 30, 2023	33
Kimberley	Jones	Teacher, Preston HS	March 31, 2023	31
Jonathan	Ohrling	Teacher, Forest Heights CI	June 30, 2023	30
Douglas	Peterman	Teacher, Waterloo CI	June 30, 2023	15

<b>Retirements: Administrative &amp; Support Staff</b>				
<b>First</b>	<b>Last</b>	<b>Position/Location</b>	<b>Retirement Date</b>	<b>Years of Service</b>
Eric	Aplin	Educational Assistant, Courtland Avenue PS	April 30, 2023	29
Ana	Lopez	Custodian, Jean Steckle PS	December 31, 2023	23
Kathy	Mason	Supervisor of Client Support, ITS	March 31, 2023	28

**Staffing Statistics – Resignations**  
**Current at March 27, 2023**

<b>Permanent Staff Resignations</b>			
<b>First</b>	<b>Last</b>	<b>Position/Location</b>	<b>Resignation Date</b>
Kade	Chapman	Library Clerk, Sandhills PS	March 14, 2023
Vanessa	Clarke	Secretary, Linwood PS	March 10, 2023
Haily	Eggleston	Early Childhood Educator, JF Carmichael PS	March 13, 2023
Shannon	Lafrance	Educational Assistant, JF Carmichael PS	April 30, 2023
Amy	Laing	Elementary Teacher, Cedarbrae PS	March 14, 2023
Marjorie	Ryles	Educational Assistant, Ryerson PS	March 24, 2023
Brandi	Selig	Educational Assistant, Central PS	March 17, 2023



# Report to Board of Trustees

March 27, 2023

## **Subject: Staffing Information – Appointments**

### **Recommendation**

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

### **Status**

The staff appointments as noted on Appendix A of this report are effective the dates indicated.

### **Background**

The board's practice has been to have appointments presented for information at regular monthly board meetings.

### **Financial implications**

Expenses are within the existing approved budget.

### **Communications**

Employees listed in this report have been advised of the appointments.

Prepared by: Graham Shantz, Associate Director, in consultation with Leadership Council.

**Staffing Information – New Appointments**  
**Current at March 27, 2023**

<b>New Appointments: Elementary Teaching Staff</b>			
<b>First</b>	<b>Last</b>	<b>Location</b>	<b>Effective Date</b>
Jacob	Christie	Linwood Public School	February 21, 2023
Rikki	Ciminsky	Elgin Street Public School	February 23, 2023
Kyle	Garland	Glencairn Public School	March 6, 2023
Jessica	La Vigna	Avenue Road Public School	March 20, 2023

<b>New Appointments: Administrative and Support Staff</b>			
<b>First</b>	<b>Last</b>	<b>Position / Location</b>	<b>Effective Date</b>
Arman	Badwal	Infrastructure Analyst, ITS	March 6, 2023
Mykaela	Barker	Secretary, Mary Johnston PS	January 30, 2023
Derrick	Courtens	Custodian, Northlake Woods PS	March 21, 2023
Brandon	Coveney	Senior Planner, Planning	March 1, 2023
Yoanand	Etwaru	In-School Technician, Huron Heights SS	February 13, 2023
Amanda	Holden	Secretary, Jean Steckle PS	February 28, 2023
Meena	Kumari	Library Clerk, Ryerson PS	February 21, 2023
Davenna	Stephenson	Secretary, Waterloo CI	December 22, 2022
Dan	Tillich	Tradesperson, Maintenance	February 27, 2023
Teneile	Warren	Equity & Inclusion Officer, Equity & Inclusion Office	March 13, 2023

*New Hires - due to retirements, resignations or leaves and are to replace full or part time vacancies.*

*Human Resources & Equity Services*



# Report to Board of Trustees

March 27, 2023

## **Subject: Student Suspension/Expulsion Report January, 2023**

### **Recommendation**

*This report is provided for the Waterloo Region District School Board with information regarding monthly and year-to-date suspension/expulsion data.*

### **Status**

Comparing the year to date from January 2022 and January 2023, elementary suspensions have decreased by 81 and secondary suspensions have increased by 148.

Comparing year to date from January 2022 and January 2023 school expulsions have remained the same at 1 and board expulsions have decreased by 2.

The most recent month's suspension and expulsion data is included below. The data is accurate up to, and including, the date of collection.

Data from 2021/2022 were collected during a school year where students were engaged in learning in three modes: in-person, adaptive hybrid and remote learning.

### Suspensions

- Total elementary school suspensions in January 2022 - 30, year to date - 492
- Total elementary school suspensions in January 2023 - 70, year to date - 411
- Total secondary school suspensions in January 2022 - 37, year to date - 692
- Total secondary school suspensions in January 2023- 137, year to date - 840

### Expulsions

- Total school expulsions in January 2022 - 0, Year to Date 1
- Total school expulsions in January 2023 - 0, Year to Date 1
- Total board expulsions in January 2022 - 6, Year to Date 11
- Total board expulsions in January 2023 - 3, Year to Date 9

### Violent Incidents

The term violent incident is defined as the occurrence of any of the following or the occurrence of a combination of any of the following; possessing a weapon, including possessing a firearm, physical assault causing bodily harm requiring medical attention, sexual assault, robbery, using a weapon to cause or to threaten bodily harm to another person, extortion, hate and/or bias-motivated occurrences.

- Total elementary/secondary violent incidents in January 2022 - 0, year to date 27



- Total elementary/secondary violent incidents in January 2023 - 13, year to date 42

### **Background**

As requested by the Board, suspension/expulsion data will be presented at the Board meeting each month.

### **Financial implications**

There are no financial implications.

### **Communications**

Upon request, suspension/expulsion data is communicated to the Ministry of Education for statistical purposes.

Prepared by: Bill Lemon, Superintendent, Student Achievement & Well-Being, Joe Bell, System Administrator, Learning Support Services, and in consultation with Leadership Council



# Report to Board of Trustees

March 27, 2023

## **Subject: Student Suspension/Expulsion Report February, 2023**

### **Recommendation**

*This report is provided for the Waterloo Region District School Board with information regarding monthly and year-to-date suspension/expulsion data.*

### **Status**

Comparing year to date from February 2022 and February 2023, elementary suspensions have decreased by 43 and secondary suspensions have increased by 165.

Comparing year to date from February 2022 and February 2023 school expulsions are the same at 1 and board expulsions have increased by 4.

The most recent month's suspension and expulsion data is included below. The data is accurate up to, and including, the date of collection.

Data from 2020/2021 were collected during a school year where students were engaged in learning in three modes: in-person, adaptive hybrid and remote learning.

### Suspensions

- Total elementary school suspensions in February 2022 - 93, year to date - 585
- Total elementary school suspensions in February 2023 - 108, year to date - 542
- Total secondary school suspensions in February 2022 - 106, year to date - 798
- Total secondary school suspensions in February 2023- 119, year to date - 963

### Expulsions

- Total school expulsions in February 2022 - 0, Year to Date 1
- Total school expulsions in February 2023 - 0, Year to Date 1
- Total board expulsions in February 2022 - 1, Year to Date 12
- Total board expulsions in February 2023- 5, Year to Date 16

### Violent Incidents

The term violent incident is defined as the occurrence of any of the following or the occurrence of a combination of any of the following; possessing a weapon, including possessing a firearm, physical assault causing bodily harm requiring medical attention, sexual assault, robbery, using a weapon to cause or to threaten bodily harm to another person, extortion, hate and/or bias-motivated occurrences.

- Total elementary/secondary violent incidents in February 2022 - 3, year to date 30

- Total elementary/secondary violent incidents in February 2023- 6, year to date 48

### **Background**

As requested by the Board, suspension/expulsion data will be presented at the Board meeting each month.

### **Financial implications**

There are no financial implications.

### **Communications**

Upon request, suspension/expulsion data is communicated to the Ministry of Education for statistical purposes.

Prepared by: Bill Lemon, Superintendent, Student Achievement & Well-Being, Joe Bell, System Administrator, Learning Support Services, and in consultation with Leadership Council



# Report to Board of Trustees

March 27, 2023

## **Subject: Development Areas Annual Report 2022-2023 - Update**

### **Recommendation**

*That the Waterloo Region District School Board approve the new Development Areas, attached as Appendix A to the report titled "Development Areas Annual Report 2022-2023," presented at the February 13, 2023 Committee of the Whole meeting, effective March 1, 2023; and*

*That the Waterloo Region District School Board approve the amendments to existing Development Areas, attached as Appendix B to the report titled "Development Areas Annual Report 2022-2023," presented at the February 13, 2023 Committee of the Whole meeting, effective for the 2023-2024 school year; and*

*That those students residing in the Hunt Club (River Mill North) Development Area as of March 27, 2023, and registered at Hillcrest Public School, may remain at Hillcrest Public School until the end of Grade 6; and*

*That transportation be provided to Hillcrest Public School for those students in the Hunt Club (River Mill North) Development Area, in accordance with Section 12 (Grandparenting Provision) of Administrative Procedure 4260 - Student Transportation, for a period not to exceed June 30, 2030.*

### **Status**

On February 13, 2023, the Board approved (in principle) the Development Area Annual Report for 2022-2023 (Appendix A-1), which included the creation of new Development Areas (DAs), the dissolution of DAs, and the redirection of certain DAs. Ratification of that decision has not yet occurred. Of the ten (10) DA amendments and nine (9) new DAs recommended, only one DA, the Hunt Club (River Mill North) DA, proposes to change holding schools for an existing community.

At the Board meeting on March 6, 2023, Trustees heard from three delegations whose families would be impacted by the Hunt Club (River Mill North) DA amendment. As a result, the following motion was passed:

*That the motion be referred back to staff to gather information on the number of families requiring grandfathering for possible reconsideration; and*

*That staff take the delegations of the March 6, 2023, Board meeting into consideration.*

In response to the motion that was approved on March 6, 2023, staff have sought additional input from families residing within the Hunt Club (River Mill North) Development Area through a variety of means:

- Distribution of the survey to Hunt Club (River Mill North) DA families (March 9, 2023).
- Public Information Session (Tuesday, March 21, 2023).

These opportunities to provide input on the proposed changes were in addition to efforts taken by staff to inform families of the recommended changes and provide input before March 6, 2023.

- School-directed communication to potentially impacted families (email);
- School website and Planning News webpage update on the recommendation (February 24, 2023);
- Direct correspondence with concerned families (email/phone); and
- Public delegation opportunity (March 6, 2023, Board Meeting).

### **Summary of Input Received**

#### The Hunt Club (River Mill North) Development Area Survey

The Hunt Club (River Mill North) Development Area Family Survey was distributed to all existing families within the Hunt Club (River Mill North) DA. The objective of the survey was to gain additional information on the number of unregistered siblings living in the Hunt Club (River Mill North) DA.

Additionally, the survey asked families of existing students to indicate if they intended to transfer to Woodland Park Public School before Grade 7, if the February 13 decision was ratified.

The survey was sent to 80 students and resulted in 27 responses; a response rate of 34%. Of the responses received:

- 7 indicated unregistered siblings were born in 2019 or later;
- 20 responses indicated a desire for current students to remain at Hillcrest Public School for the upcoming school year; and
- 5 responses indicated uncertainty or a plan to leave Hillcrest Public School for the upcoming school year.

In summary, the survey results are not representative of all families within the Hunt Club (River Mill North) community (34% response rate). The complete results of the survey can be found in Appendix C.

For additional context, the following table provides the current and historic October 31st enrolment from the Hunt Club River Mill North DA at Hillcrest Public School:

### Enrolment from the Hunt Club (River Mill North) DA at Hillcrest Public School

Year	JK	SK	1	2	3	4	5	6	Total
2022	16	10	14	3	10	8	8	6	75
2021	11	14	5	10	10	11	7	12	80
2020	14	4	8	9	8	5	9	8	65
2019	4	8	6	7	4	9	9	9	56
2018	6	2	6	2	9	4	5	1	35

### Public Information Session

In addition to the survey referenced above, a Public Information Session was held at Jacob Hespeler Secondary School on Tuesday, March 21, 2023, from 5 PM to 6 PM. This open house style meeting provided an opportunity for the Hunt Club (River Mill North) DA families to engage in conversations with staff about;

- Additional context/background for why Hillcrest Public School was originally chosen;
- Why the re-assignment to Woodland Park Public School is needed now;
- How proposed transitions would be facilitated by the school and board staff to ensure success;
- Background information on the capital funding process for new schools; and
- Anticipated impacts that will go along with the opening of the proposed new Hunt Club elementary school once approved by the Ministry of Education.

Staff interpretation of the meeting turn-out (2 parents), email inquiry volume and survey response rate is that overall, there is low opposition to the recommendations as written.

### **Background**

The recommendations brought forward to the Board on February 13, 2023, are intended to mitigate a significant ongoing safety issue at Hillcrest Public School by supporting the redirection of the Hunt Club (River Mill North) DA to Woodland Park Public School. More specifically, the recommendation regarding the Hunt Club (River Mill North) DA achieves two primary objectives:

- It ensures no additional enrolment from the Hunt Club (River Mill North) area will be directed to Hillcrest PS;
- Over time and possibly as soon as September 2023, this will reduce and/or eliminate the number of buses at Hillcrest Public School.

If the decision from February 13 is ratified, staff will facilitate opportunities to support the transition of families from Hillcrest Public School to Woodland Park Public School in

collaboration with the Principal and staff at Woodland Park Public School; these will be planned and communicated in the spring of 2023.

Further delay or a lack of ratification will negatively impact families (uncertainty regarding the 2023 school year) and have a negative impact on planning processes that are beginning for the 2023-24 school year (transportation planning and staffing processes).

### **Financial implications**

A 'grandparenting' exemption for unregistered siblings of existing DA students contravenes *Administrative Procedure 4260 - Student Transportation*, Section 12. In addition to the safety and financial implications of granting such an exemption at Hillcrest Public School, there would be unintended long-term transportation (financial, safety) impacts and administrative challenges for staff at STSWR and schools across the Region.

### **Communications**

Planning staff acknowledge room for improvement within the Development Area communication strategy. In 2021, *Administrative Procedure 4992 - Temporary Student Accommodation for Development Areas* was revised to consolidate the DA reporting and notification processes. WRDSB Planning staff have standardized development responses to include conditions in purchase and sale agreements and signage at the site of new developments.

Additional communications regarding Development Area establishment and Holding School assignments are sent to local realtor boards in an effort to inform potential homebuyers before purchase. Further work is being undertaken to advance awareness around the temporary nature of Development Areas and Holding Schools.

One example of a planned improvement is implementing an intake process with new registrants residing within Development Areas.

Regarding the questions/concerns around the timing of the proposed new Hunt Club school opening, staff can include a link to any future capital funding news on our website. Additionally, Hunt Club DA residents can be reminded to subscribe to the [Planning News](#) web page.

Prepared by: Lauren Agar, Senior Manager of Planning  
Sarah Galliher, Senior Planner  
Brandon Coveney, Senior Planner  
Nick Landry, Superintendent of Business Services and Treasurer of the Board,  
in consultation with Leadership Council



# Report to Committee of the Whole

February 13, 2023

## Subject: Development Areas Annual Report 2022-2023

### Recommendation

*That the Waterloo Region District School Board approve the new Development Areas, attached as Appendix A to the report titled "Development Areas Annual Report 2022-2023," presented at the February 13, 2023 Committee of the Whole meeting, effective March 1, 2023; and*

*That the Waterloo Region District School Board approve the amendments to existing Development Areas, attached as Appendix B to the report titled "Development Areas Annual Report 2022-2023," presented at the February 13, 2023 Committee of the Whole meeting, effective for the 2023-2024 school year; and*

*That those students residing in the Hunt Club (River Mill North) Development Area as of February 13, 2023, and registered at Hillcrest Public School, may remain at Hillcrest Public School until the end of Grade 6; and*

*That transportation be provided to Hillcrest Public School for those students in the Hunt Club (River Mill North) Development Area, in accordance with Section 12 (Grandparenting Provision) of Administrative Procedure 4260 - Student Transportation, for a period not to exceed June 30, 2030.*

### Status

*Administrative Procedure 4992 - Temporary Student Accommodation for Development Areas (AP 4992) provides direction for establishing, assigning, reassigning and dissolving Development Areas within the Waterloo Region District School Board (WRDSB). A Development Area (DA) is a geographically defined area, typically inclusive of future or proposed growth and development, removed from an existing school boundary and assigned to a holding school as an interim measure for student accommodation. The WRDSB uses this process where enrolment pressures currently exist or may be exacerbated as a result of an increased student enrolment within a specific school boundary.*

The Annual Development Areas Report summarizes recommendations for consideration and decision by the Board of Trustees. The 2022-2023 Annual Development Areas Report recommends the following:

- The establishment of new DAs, effective immediately (Appendix A); and
- The reassignment of existing Development Areas, effective for the 2023-2024 school year (Appendix B).

New DA assignments intend to capture mid to long-range future growth and development plans. In contrast, DA re-assignments reflect a more immediate or urgent need to re-evaluate holding schools due to growth patterns, student yields, or facility and/ or site considerations.



## Background

The WRDSB receives development applications and pre-submissions from municipalities across the Region of Waterloo. WRDSB Planning Staff review, offer comments and may request conditions of approval on certain *Planning Act* applications. Information contained within these circulations is recorded and modelled to analyze and forecast potential student yields, school-level enrolment implications, and accommodation needs.

Development Areas are a tool used in student accommodation planning to assist with enrolment management at the school level in areas where growth and development are occurring or imminent or where a future school is planned. DAs are temporary accommodation measures intended to provide interim student accommodation until permanent accommodation solutions can be implemented.

The following Board Policy and Administrative Procedure outline the process and life cycle of a DA:

- [Board Policy 4012 – School Attendance Areas](#), and
- [Administrative Procedure 4992 – Temporary Student Accommodation for Development Areas](#).

Development Area assignments are staff-driven in consultation with school administrators and Student Transportation Services of Waterloo Region (STSWR). Schedule B of *Administrative Procedure 4992 – Temporary Student Accommodation for Development Areas* outlines considerations in identifying holding schools.

## Financial Implications

Student transportation and temporary accommodation costs and/or savings are captured within the respective operating budgets.

## Communications

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

Further, the “School Finder” application on the WRDSB’s website is updated regularly to display the school assignments and transportation eligibility based on up-to-date municipal addressing.

Letters are sent to the local real estate boards and new home sales centres, where possible, to advise them of the Development Area holding school assignments. An [interactive map](#) is accessible from the WRDSB’s website for the public to view.

The WRDSB requests conditions of approval imposed on new developments that meet the DA criteria. These conditions require the developer to post signage and include clauses in Agreements of Purchase and Sale indicating that students from the development may need to be accommodated at schools outside the area. Home pre-sales have become increasingly popular and have resulted in challenges to the notification process (e.g., there might not be a development sign or formal agreement of purchase and sale available when the buyer is making their decision). Planning staff

liaise with developers, realtors, and municipal planning staff to identify additional opportunities to communicate directly with new home buyers.

Before assigning development areas to Holding Schools, school administrators, Superintendents of Student Achievement & Well-Being, Facilities Services and Student Transportation Services of Waterloo Region are consulted.

Prepared by: Lauren Agar, Manager of Planning  
Sarah Galliher, Senior Planner  
Brandon Coveney, Senior Planner  
Christie Kent, Senior Planner  
in consultation with Leadership Council

### Proposed New 2023-2024 Development Areas and Assignments

Planning Staff are proposing nine new Development Areas (DAs) effective March 1, 2023. An [interactive map](#) illustrating the geographic extent of the proposed DAs and recommended assigned holding school(s) is accessible on the WRDSB's website.

Development Area (Panel)	Municipality	Home School(s)	Proposed Assignment(s)
Baden I (Elem)	Wilmot	JK-8: Sir Adam Beck PS	JK-8: Baden PS
Baden II (Elem)	Wilmot	JK-8: Sir Adam Beck PS	JK-8: Baden PS
Doon South III Extension (Elem + Sec)	Kitchener	JK-8: Groh PS 9-12: Huron Heights SS	JK-6: Pioneer Park PS 7-8: Doon PS 9-12: Southwood SS
Doon South VI* (Elem + Sec)	Kitchener	JK-8: Groh PS 9-12: Huron Heights SS	JK-6: J.W. Gerth PS 7-8: Doon PS 9-12: Southwood SS
Doon South VII* (Elem + Sec)	Kitchener	JK-8: Groh PS 9-12: Huron Heights SS	JK-6: Brigadoon PS 7-8: Doon PS 9-12: Southwood SS
Laurentian West I (Elem)	Kitchener	JK-6: Alpine PS / New Dundee PS 7-8: Laurentian PS / Sir Adam Beck PS 9-12: Forest Heights CI	JK-6: Trillium PS  7-8: Laurentian PS 9-12: N/A
SE Cambridge (Main & Franklin)	Cambridge	JK-6: Chalmers Street PS 7-8: Moffat Creek PS 9-12: Glenview Park SS	JK-6: Chalmers Street PS 7-8: Moffat Creek PS 9-12: Glenview Park SS
SE Cambridge (Upper Greengate Village)	Cambridge	JK-6: Chalmers Street PS 7-8: Moffat Creek PS 9-12: Glenview Park SS	JK-6: Chalmers Street PS 7-8: Moffat Creek PS 9-12: Glenview Park SS
Strasburg I (Elem)	Kitchener	JK-8: Oak Creek PS 9-12: Huron Heights PS	JK-6: Brigadoon PS 7-8: Doon PS 9-12: N/A

\*It is noted that proposed new DAs generally do not impact existing students. Within the proposed Doon South VI and VII DAs, fewer than ten students currently reside on existing lots. The proposed DAs would apply to new development and new student registrations only, with the existing students being provided with a limited exception (grandparented) to the assignments of the DA.

### Proposed Revisions to Current Development Areas and Assignments

As Development Area (DA) geography and assignments are predictive and reliant on forecasts and projections, it may be advisable to review or amend the geographic extent or holding school assignments from time to time as new information or data becomes available.

Based on a review of current holding school assignments, development trends and updated enrolment projections, reconsideration the following DAs are recommended for the 2023/2024 school year:

<b>Development Area (Panel)</b>	<b>Municipality</b>	<b>Current Holding School Assignment(s)</b>	<b>Recommended Holding School Assignment(s)</b>	<b>Existing Students</b>
All Doon South All Huron South All Rosenberg (Sec – ESL/ELD)	Kitchener	Assignment applicable to the ESL/ELD (MLL) Magnet Program Only 9-12: Eastwood CI	Assignment applicable to ESL/ELD (MLL) Magnet Program Only 9-12: Forest Heights CI	Limited
Doon South I	Kitchener	JK-6: Pioneer Park PS 7-8: Doon PS 9-12: Southwood SS	JK-6: J.W. Gerth PS 7-8: Doon PS 9-12: Southwood SS	No
Doon South III (Elem + Sec)	Kitchener	JK-6: Pioneer Park PS 7-8: Doon PS 9-12: Forest Heights CI	JK-6: Pioneer Park PS 7-8: Doon PS 9-12: Southwood SS	No
Doon South IV (Elem + Sec)	Kitchener	JK-6: Pioneer Park PS 7-8: Doon PS 9-12: Forest Heights CI	JK-6: J.W. Gerth PS 7-8: Doon PS 9-12: Southwood SS	No
Hunt Club (River Mill North)	Cambridge	JK-6: Hillcrest PS 7-8: Woodland Park PS 9-12: Jacob Hespeler SS	JK-8: Woodland Park PS 9-12: Jacob Hespeler SS	Yes - Grandparented
North Cambridge (Arriscraft)	Cambridge	JK-6: Preston PS 7-8: William G. Davis PS 9-12: Preston PS	JK-6: Ryerson PS 7-8: William G. Davis PS 9-12: Preston PS	No
Huron South (Tartan)	Kitchener	JK-7: N/A 8: Laurentian PS 9-12: Forest Heights CI	JK-8: N/A - Dissolved 9-12: Forest Heights CI	Yes
Huron South II	Kitchener	JK-7: N/A 8: Laurentian PS 9-12: Forest Heights CI	JK-8: N/A - Dissolved 9-12: Forest Heights CI	Yes
North Cambridge (Hunt Club) I	Cambridge	JK-6: Hillcrest PS 7-8: Woodland Park PS 9-12: Jacob Hespeler SS	JK-8: Woodland Park PS 9-12: Jacob Hespeler SS	No
North Cambridge (Hunt Club) II	Cambridge	JK-6: Hillcrest PS 7-8: Woodland Park PS 9-12: Jacob Hespeler SS	JK-8: Woodland Park PS 9-12: Jacob Hespeler SS	No
Rosenberg I	Kitchener	JK-6: WT Townshend PS 7-8 Queensmount PS 9-12: Southwood SS	JK-6: Williamsburg PS 7-8 Queensmount PS 9-12: Southwood SS	No

An [interactive map](#) illustrating the geographic extent of the DAs and recommended assigned holding school(s) is accessible on the WRDSB's website.

## Hunt Club (River Mill North) Development Area Family Survey

### Hunt Club (River Mill North) Development Area Family Survey

Please fill in one survey per student in your family.

Responses are optional and will remain anonymous. Please do not provide any personal information.

This survey is for families residing in the Hunt Club (River Mill North) Development Area and have students attending Hillcrest Public School as of March 6, 2023.

More details about the Hunt Club (River Mill North) Development Area recommendations can be found here: <https://www.wrdsb.ca/planning/2023/02/24/hunt-club-river-mill-north-development-area-additional-details/>

The information gathered through this survey will be summarized and provided to the board of trustees.

Please complete this survey by Wednesday, March 22, 2023.

What grade will your student be in for the 2023/2024 school year?

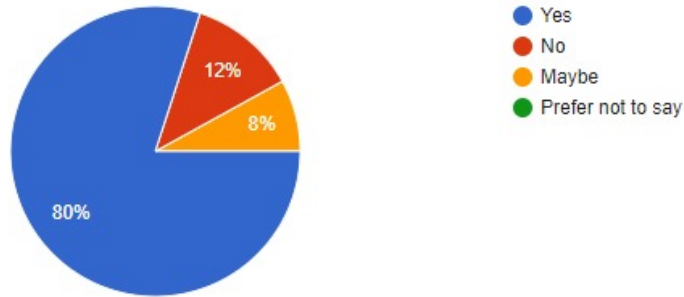
27 responses

SK	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7
8	5	5	0	2	2	3	2

### Junior Kindergarten to Grade 5 Students (2022/2023)

If the decision is ratified by Trustees (final approval), do you plan to have your student remain at Hillcrest Public School for the 2023-24 school year?

25 responses



### Departing Hillcrest Public School

Where do you plan to attend school for the 2023/2024 school year?

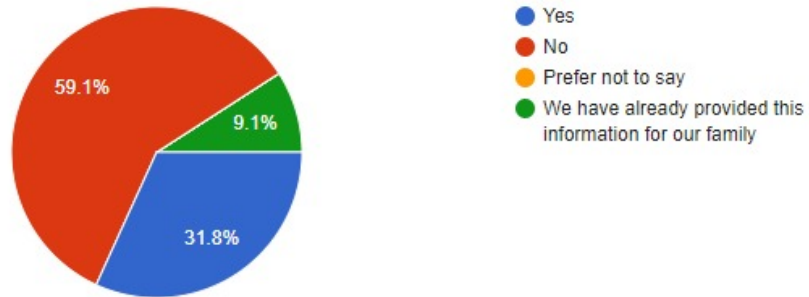
3 responses



**Unregistered Siblings**

Does your family have any unregistered siblings (e.g. born in 2019 or later)?

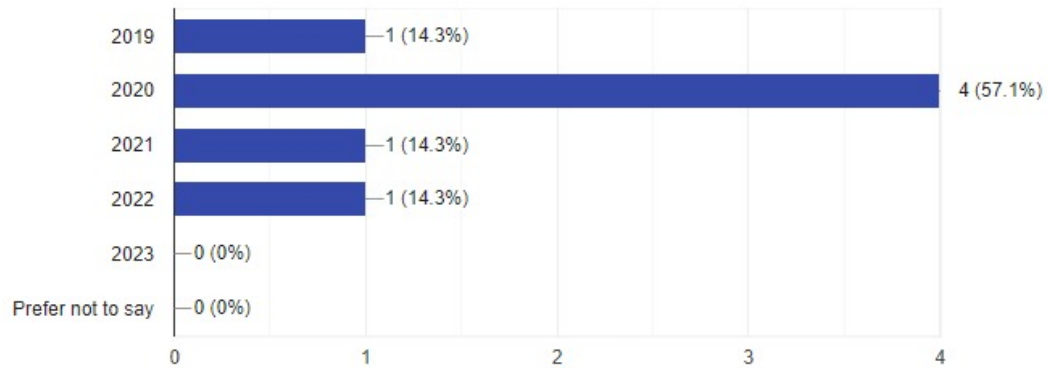
22 responses



**Sibling Information**

What year(s) were sibling(s) born? Please select all that apply.

7 responses







# Report to Board of Trustees

March 27, 2023

## **Subject: Student Transportation Services of Waterloo Region 2021-22 Annual Report**

### **Recommendation**

This report is provided for information of the Board.

### **Status**

The General Manager of Student Transportation Services of Waterloo Region (STSWR), Benoit Bourgault, has prepared the 2021-2022 Annual Report and is present this evening to present the report and respond to any questions that may arise regarding the 2021-22 results (see Appendix A).

### **Background**

In 2006-2007 the government began implementing reforms for student transportation which included the mandating of consortium delivery of student transportation services. The objectives of the reforms were to build capacity to deliver safe, effective and efficient student transportation services, achieve an equitable approach to funding and reduce the administrative burden of delivering transportation. The overall objective was to allow school boards to focus on their core business of student learning and achievement and not be involved in the day to day operations of transportation.

The Waterloo Catholic District School Board (WCDSB) and the Waterloo Region District School Board (WRDSB) legally formed a consortium on September 7, 2007. In June of 2008, employees of the former boards were officially transferred to Student Transportation Services of Waterloo Region, Inc. (STSWR), a separate incorporated entity.

According to the Articles of Incorporation, STSWR is governed by a Board of Directors consisting of the Directors of Education and Business Superintendents from the Waterloo Region District School Board and the Waterloo Catholic District School Board. The role of the Board of Directors is to set the strategic directions for STSWR, review and approve annual budgets, and deal with other governance topics as they arise. The Board of Directors meets quarterly. A Consortia Management Committee (CMC) consisting of two representatives from each board meet monthly with the General Manager of the consortium. The role of the CMC is to monitor monthly budget variations, review and approve STSWR policies and procedures, monitor STSWR performance against the strategic directions set by the Board of Directors and deal with other operational issues as they may arise. The fundamental role of STSWR is to apply the policies and procedures of the partner boards; the CMC acts as an independent adjudicator of appeals brought forward through the established process to deal with the

interpretation of board policies by STSWR, not exceptions to policy.

Since its inception in 2007, STSWR has evolved into one of the leading consortiums in the province. Its ongoing focus on providing safe and efficient transportation services to Waterloo Region benefits students, staff and the community. We are pleased to present to the Board the 2021-22 annual report.

### **Financial implications**

No financial implications.

### **Communications**

The information will be posted on the STSWR website.

Prepared by:       Benoit Bourgeault, General Manager, STSWR  
                          Nick Landry, Superintendent of Business Services & Treasurer  
                          in consultation with Leadership Council



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# Student Transportation Services of Waterloo Region

2021-2022 Annual  
Report

March 2023



# 2021-2022 Annual Report

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# 2021-2022 Highlights

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## Safety Initiatives:

STSWR continues to focus on student safety and adapted the training to students and parents due to the pandemic:

- Increased number of school bus with seat belts to 27
- Extended “Drive to 5” safe parking maps to 99 schools
- First Rider program for Kindergarten students (online)
- Bus evacuation simulation for transported students
- Bi-annual bus safety training for elementary students (online)
- Bus and Standing Patrols, Trailblazers adapted with lower participation
- Some programs were canceled due to the pandemic
  - Sidewalk Smarts (pedestrian skills training)
  - Bus Driver PD day

## Contract Compliance and Performance Management:

- All bus operators and taxi operators were audited in the spring to ensure contract compliance.
- A monthly scorecard system helps us regulate operator and driver compliance for:
  - Valid drivers' licenses
  - Valid First Aid training for all drivers
  - Annual EpiPen reviews
  - Vehicle age
  - Vehicle GPS performance
- Bus routes audits continued with the GPS tracking system



# 2021-2022 Highlights

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## Pandemic impact:

- Adjusted routes to meet new bell times at secondary schools
- Added time to clean between runs.
- Improved tools for coordination of seating plans
- Reduced capacity on Taxis and Vans

## Productivity Initiatives:

- With the reduction of transported students, runs and routes were adjusted where possible
- Secondary bell times
  - Routes were adjusted to address new bell times



# Measuring Performance - Key Performance Indicators -

## Key Performance Indicators

STSWR monitors several key performance indicators to benchmark performance against industry standards and to track improvements year over year.



## STSWR Scorecard 2021-2022

Updated : full year

			Goal	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
<b>Safety</b>	Student Injuries	Injuries on bus	0	2	2	0	0	1
	Collisions	with students on board	0	30	24	37	46	58
	Collision Frequency	All collision per million km	4.4	7.2	5.8	9.7	10.2	11.2
<b>Quality</b>	Student Ride time	Average ride time one way	14	13	12	14	14	14
<b>Service</b>	Service interruption	route-day	0	315	3 (am only)	0	0	6
	Late bus > 50 minutes	runs	0	356	12	63	36 (100)	67 (158)
<b>Cost</b>	Variance to Plan	Better (Worse)	\$ -	\$(1,345,926)	\$2,423,200	\$1,555,038	\$118,528	\$(98,793)
	\$/student	Total all in	\$ 861	\$ 942	\$ 992	\$ 711	\$ 748	\$ 722

Injuries:

2 injuries from crash in Wilmot.

Collision

2/3 of collisions are preventable and caused from rushing

delays

Driver shortage and daily self assessment impacting reliability of service

Service interruption

12 related to icy road on Feb 2, 192 driver shortage

Cost variance

Shortfall caused by Fuel Escalator of \$1.8MM funded/not planned



# Measuring Performance

## - *Improving Safety* -

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### Seatbelts:

We continued with the introduction of seat belts in big buses. We added 20 new buses with seat belts. We invited families to training/practice events. Due to the pandemic, we could not visit schools to observe firsthand. We reached out to school principals for their comments and feedback.

We leveraged our training video to assist schools and parents in training the younger students.

### Stop Arm Cameras:

The Province continues to develop the framework to support the stop arm cameras while we continue to work with stakeholders to define roles and responsibilities; in the meantime, we are reviewing the routing process to reduce the number of students crossing the road.





# Measuring Performance - Improving the Experience -

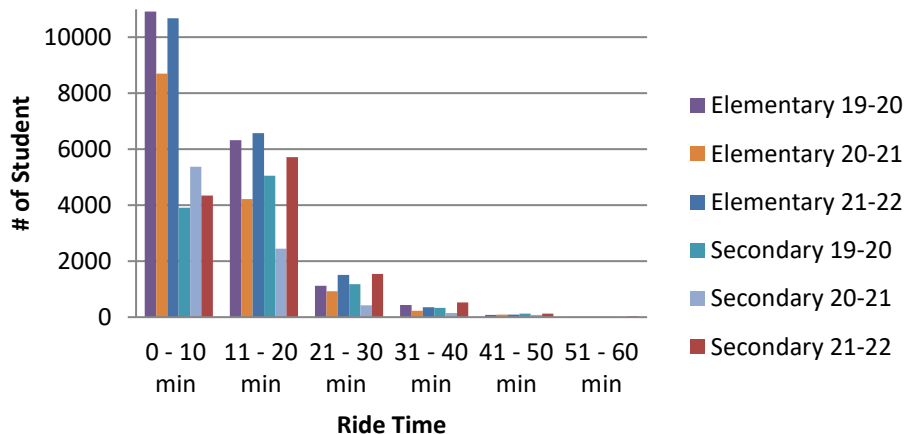
## Average Distance to Bus Stop:

Kindergarten	132 m, range from 0 m to 494 m
Elementary	141 m, range from 0 m to 928 m
Secondary	297 m, range from 0 m to 1,430 m

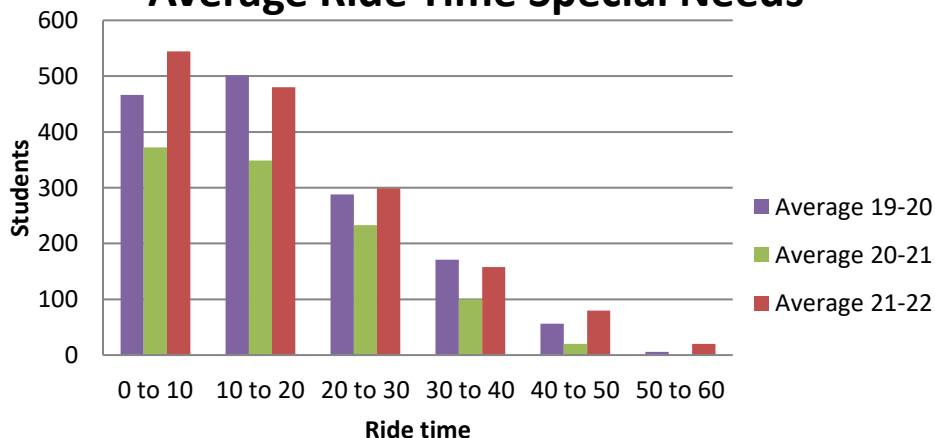
## Ride Time Distribution:

- Returning to normal routing at Secondary impacted ride time
- Increase in ridership in Spec-Ed increased ride time.

### Student Ride Time (minutes)



### Average Ride Time Special Needs



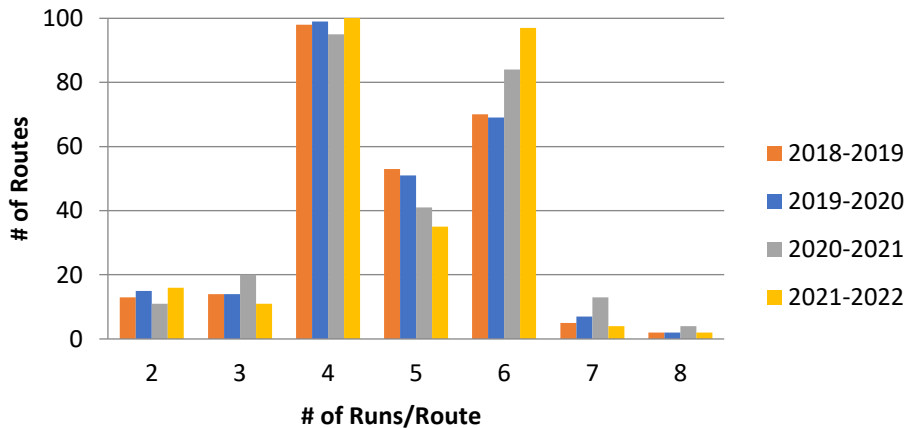


# Measuring Performance - Vehicle Capacity -

## Vehicle Capacity Utilization:

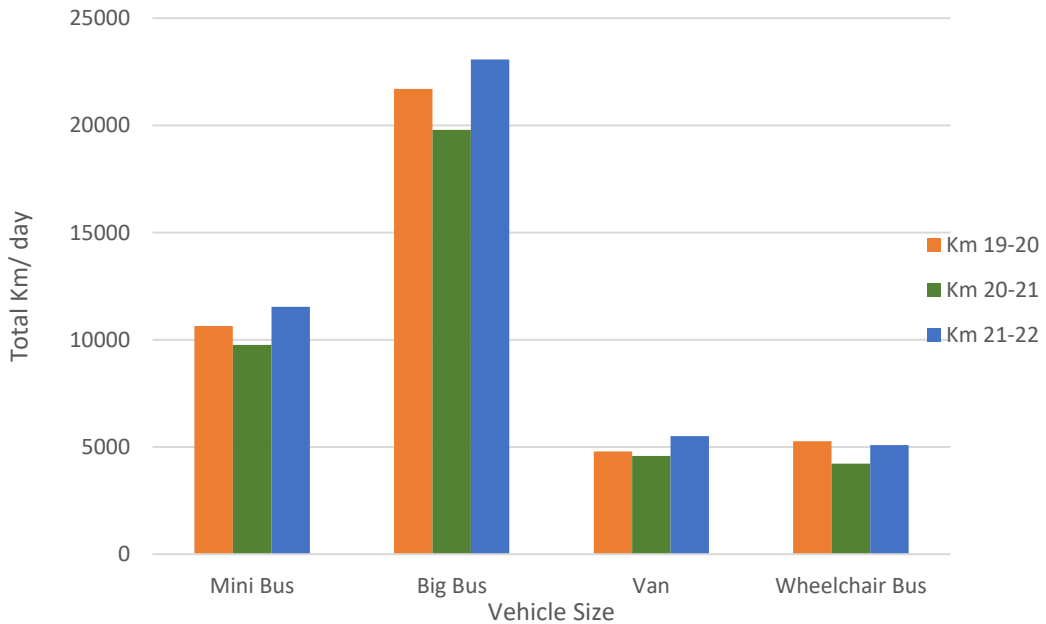
- Big buses continue to be leveraged for multiple schools

**Number of Runs/Route**



- Some loss of capacity due to Covid and routing constraints increased distance driven

**Total Km per day**





# Measuring Performance

## - *Customer Satisfaction* -

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### Customer Survey Results

We repeated our customer survey from 2019. Despite the staffing issues and cancellation challenges our overall score slightly increased.

	2022	2019
Driver professional and courteous	4.20	4.20
Transportation	3.91	4.05
STSWR staff professional	4.15	4.06
Issues resolved timely	4.15	4.06
Overall STSWR	3.94	3.94
	4.07	4.06



# Measuring Performance

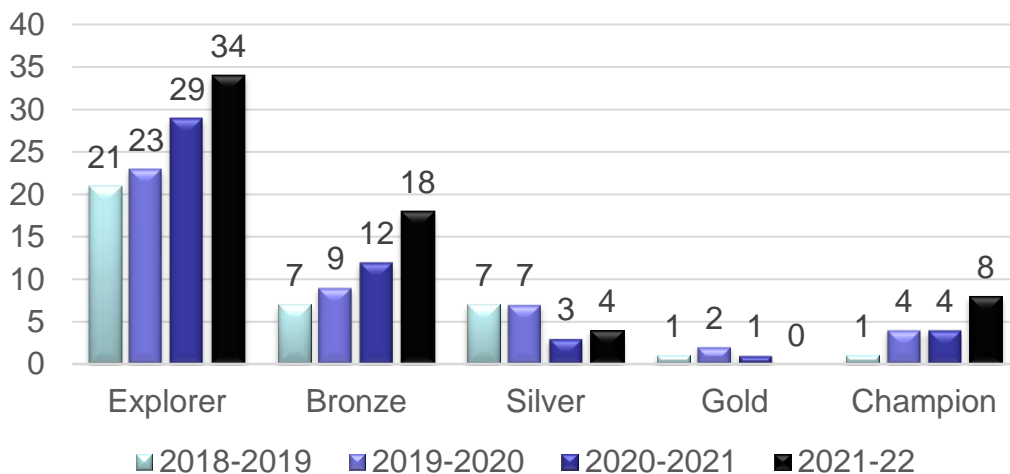
## - School Travel Planning -

### School Travel Planning Numbers

School Travel Planning offers services and programs to support active school transportation and to address traffic and parking issues.

- **64 schools** engaged in different levels of school travel planning
- **142 students trained** in Trailblazers\*
- **99 parents** engaged in STP committees\*, events, and programs
- **49 schools** participated in Winter Walk Day
- **11 students in 1 Walking School Bus**

### STP School Certifications



\* Program delivered online to a reduced number of participant



# Measuring Performance

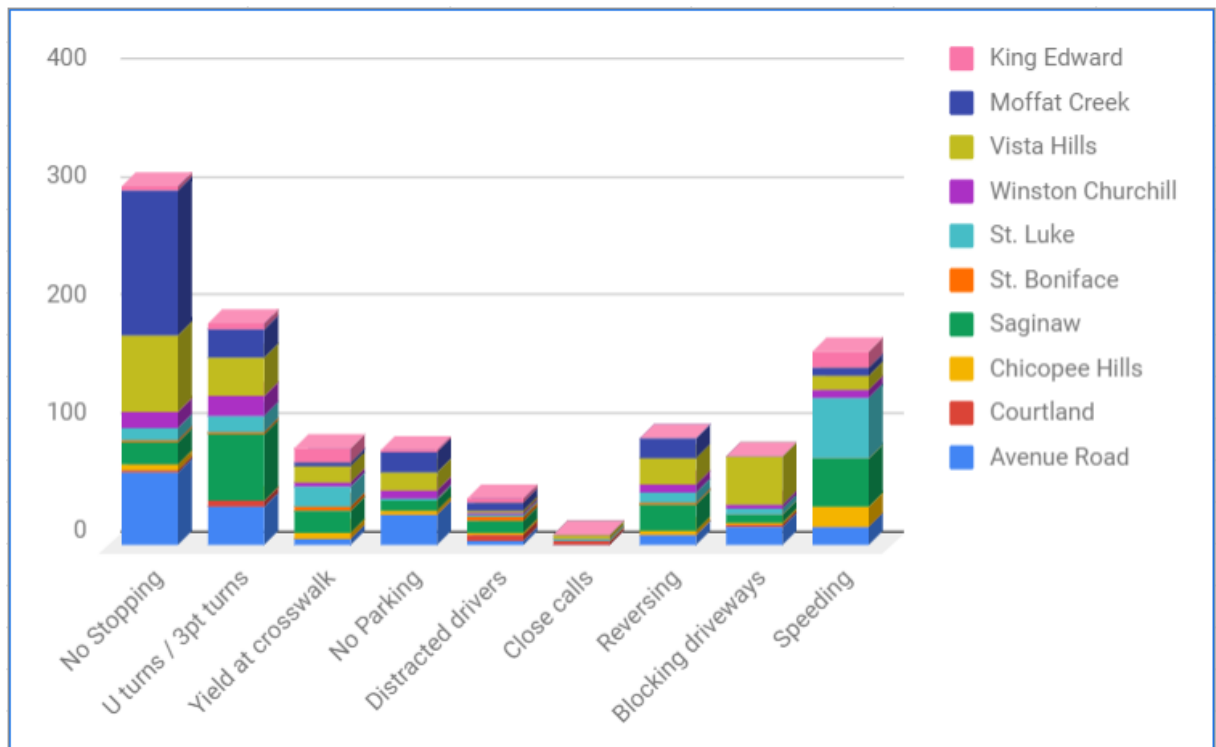
## - Traffic -

### Traffic issues

- Incidents still indicate a high number of dangerous maneuvers
- This data helped schools develop new drop off procedures, and helped the Cities implement more Enhanced School Zones and reduce speeds on roads near schools

We support safe approaches

- Review plans and work with schools on communications to parents
- Support tactical urbanism projects to temporarily test interventions, confirming interventions before making them permanent



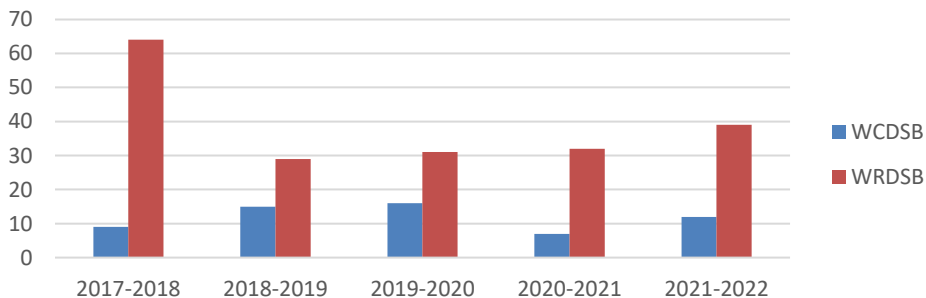


# Summary of Appeals

## Appeals:

- Number of appeal increased slightly to 51 in total.
- At both School Boards walking distance continues to be the main point of contention.
- The following graph and table illustrate the number of appeals, the reason for the appeal, and the outcome.

Appeals over the years



	2021-2022 School Year					
	Elementary	Secondary	Total	Granted by GM	Elevated to CMC	Granted by CMC
WRDSB						
Distance	4	9	13	1	2	
Safety	3	3	6		2	
Out of Bound/District	1	5	6		1	
Loss of transportation	4		4		2	
referred to special request	3	1	4			
Sibling eligibility	3		3			
Stop location	2		2		1	
French Immersion	1		1		1	
Total	21	11	39	1	9	0



# 2021-2022 Overview

## 2021-22 Summary:

Transportation continues to be very safe for students. Overall, STSWR had a very successful year. The pandemic caused significant challenges and required changes to our programs and processes

### Safety

- ✓ Sustainable process to ensure safe kindergarten drop off.
- ✓ Public awareness messaging continued with two radio campaigns.
- ✓ Bi-annual school bus safety training to elementary schools was modified to be online.
- ✓ Expanded the seat belt pilot to 27 big buses.
- ✓ Adapted the Bus and Standing Patrol training.

### Customer Service

- ✓ Repeated our Customer Survey with good results
- ✓ Maintain high participation in delay and cancellation notifications with over 38000 registered users.
- ✓ 7400 Twitter followers (@STSWR).

### Active Transportation

- ✓ Worked with 64 schools.
- ✓ Expanded the Drive to 5 maps.
- ✓ Great participation in Winter Walk Day and first ever Bike to School Week
- ✓ Programs continue to mature

### Driver Shortage

- ✓ The pandemic affected the availability of drivers and constrained the recruitment and training process.

### Covid Plan

- ✓ Vehicle capacity and schedule change impacted the efficiency of the network
- ✓ Improved seating plans tool



# Financial Overview

## - 2021-2022 Expenditure -

STSWR 2021-2022	Total
Overhead	\$ 1,615,040
WCDSB Transportation	\$ 6,727,067
WRDSB Transportation	\$ 19,664,005
School Travel Planning	\$ 95,791
<b>Total</b>	<b>\$ 28,101,903</b>
WCDSB Details	Total
Regular School Bus	\$ 4,609,224
Spec-Ed Bus	\$ 1,205,692
Taxi	\$ 307,204
GRT	\$ 8,280
Fuel Escalator	\$ 412,352
Other	\$ 184,316
<b>Total</b>	<b>\$ 6,727,067</b>
WRDSB Details	Total
Regular School Bus	\$ 8,891,027
Spec-Ed Bus	\$ 7,740,434
Taxi	\$ 1,295,130
GRT	\$ 81,720
Fuel Escalator	\$ 1,188,170
Other	\$ 467,525
<b>Total</b>	<b>\$ 19,664,005</b>





# 2022-2023 Outlook

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## 2022-2023 Objectives:

Building upon our successes and challenges from 2021-2022, there are a number of key areas that STSWR will focus on during the 2022-2023 school year. These include:

### Safety

- Continue with simple message to be safe.
- Return to in person Bus Driver PD day
- Return to in person Bus, Standing Patrols and Trail Blazers
- Continue discussion with the Region to pursue the stop arm camera.
- Expand the seatbelt pilot project to 33 big buses and 1 mini
- Pilot Extended Stop Arm

### Driver Recruitment and Retention

- Support the bus operators in recruitment and retention of bus drivers in an ever changing environment.

### Customer Service

- Continuously working with all stakeholders to ensure every interaction is a positive one.

### School Travel Planning

- Support more schools to move forward in the certification process
- Improve amount and quality of data to support interventions
- Further mature programs for more refined implementation

### Technology

- Working with technology vendors to provide better tools to support communication and delivery of services.

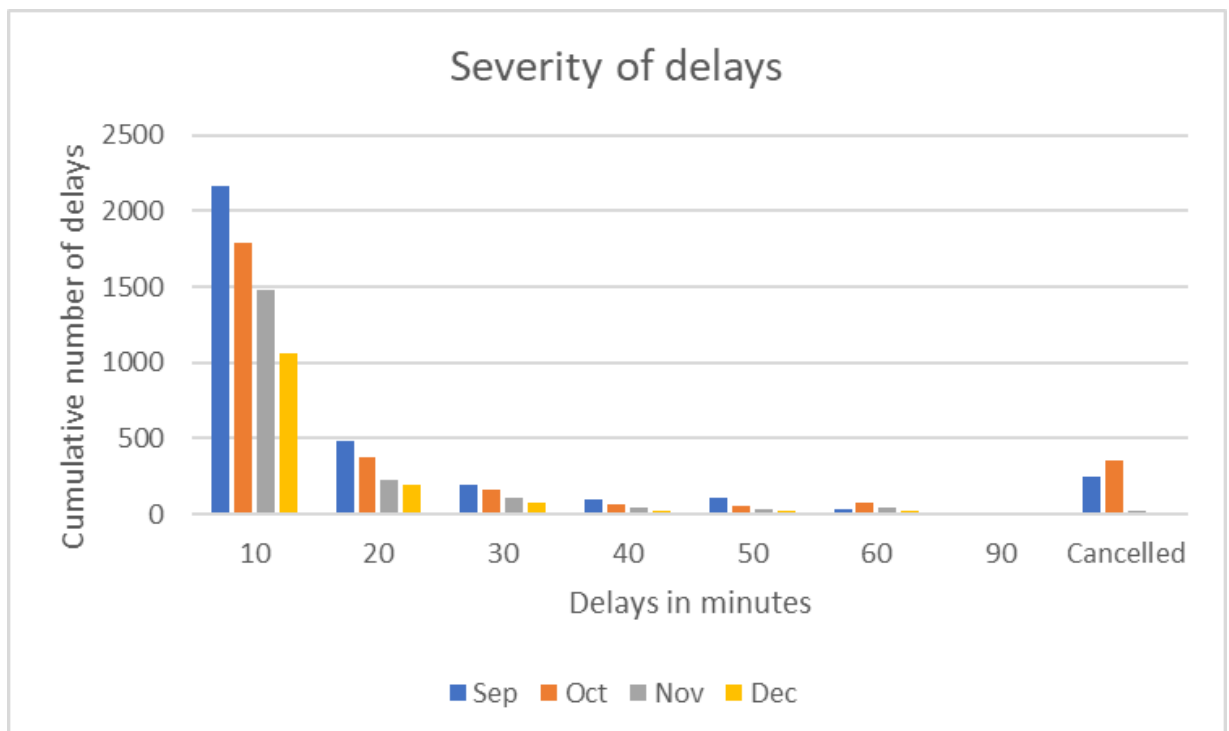


# Follow-up on Delays and Cancellations

The transportation network operates 2,212 runs per day

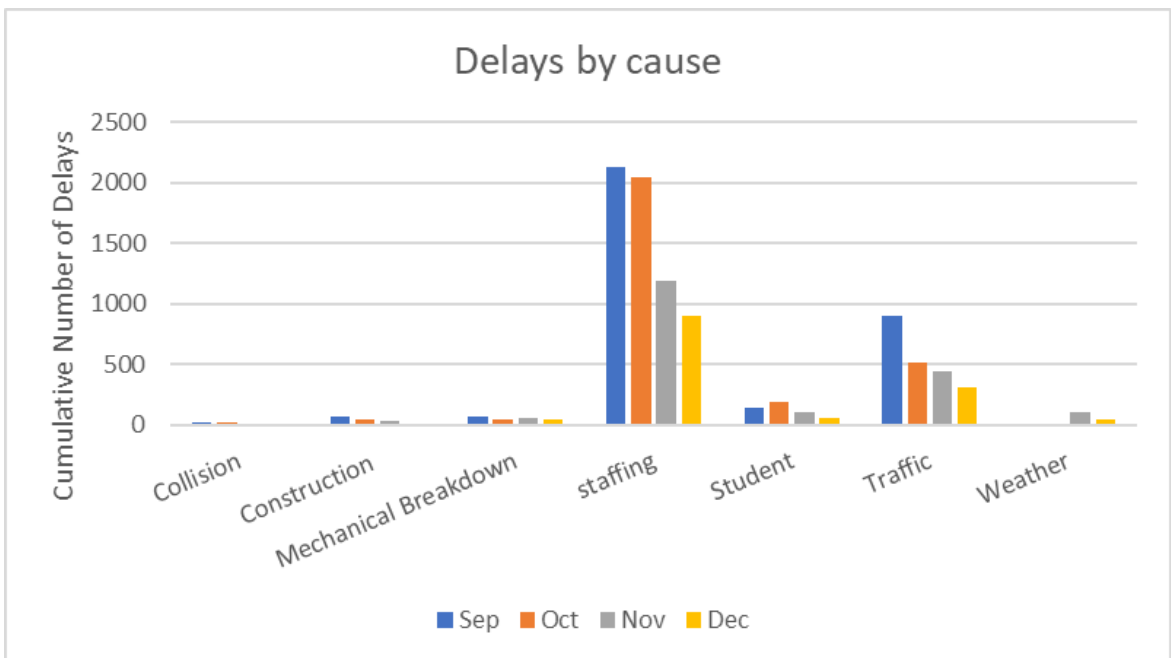
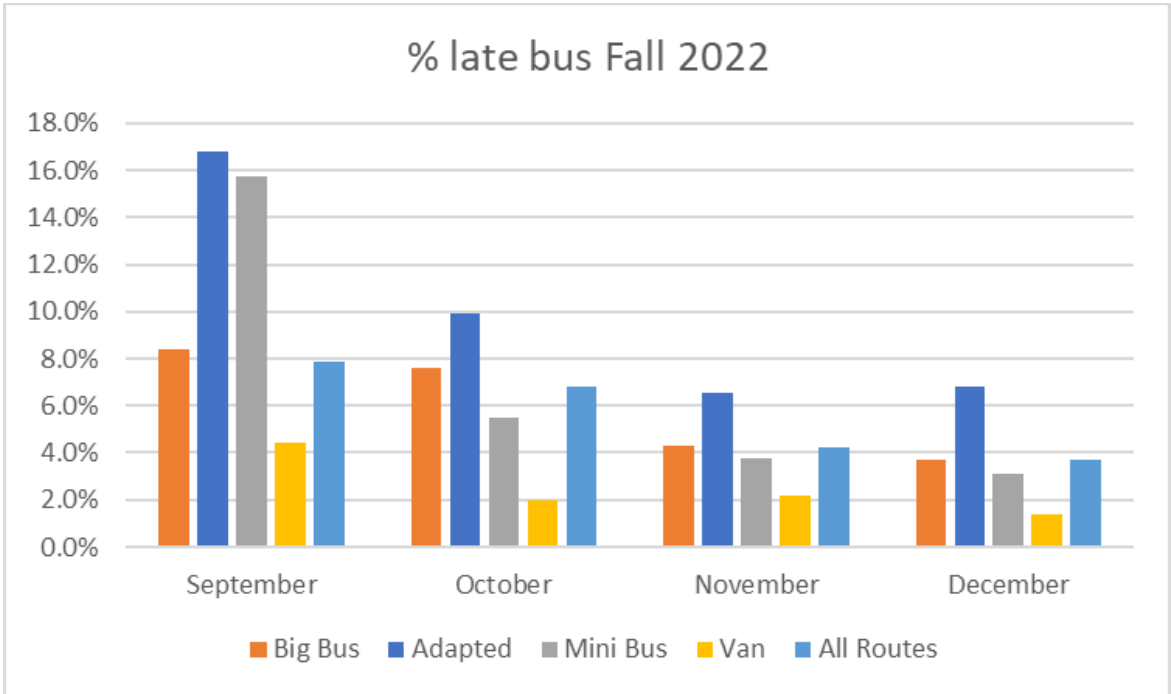
Vehicle type	Number of runs		
	AM	PM	Total
Van	117	121	238
WC	118	124	242
Mini	211	219	430
Big	650	652	1302
Total Runs	1,096	1,116	2,212

The vast majority of delays are 10 to 20 minutes





# Staffing remains challenging and impacts the service






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March 21, 2023

The Honourable Stephen Lecce  
 Minister of Education  
 5th Floor, 438 University Ave.  
 Toronto, ON M5G 2K8  
 minister.edu@ontario.ca

Dear Minister Lecce,

**Amending the *Education Act* for Student Trustees to Move and Second Motions**

At the Board meeting on February 22, 2023, the Board of Trustees approved the following motion to request an amendment to the *Education Act* that would allow student trustees to independently move and second motions:

“That the Chair of the Board send a letter to the Minister of Education, with copies to local MPPs and all other school boards, requesting that the *Education Act* be amended to give student trustees the right to independently move and second motions.”

Currently, Section 55(4) of the *Education Act* states that student trustees are not entitled to move a motion but may only suggest a motion. These suggested motions need to be moved and seconded by members of the Board to be debated.

Through the suggested amendment to the *Education Act*, student trustees will be able to bring forward student issues directly to the Board of Trustees allowing for greater student participation and student voice in matters that concern them directly.

This request in no way seeks to grant student trustees the right to exercise a binding vote, but only that they be permitted to move and second motions, which then allow the Board members to debate and vote on the matter.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Lloyd".

Jodi Lloyd  
 Chairperson  
 Simcoe County District School Board

c: Hon. Doug Downey, MPP, Barrie, Springwater, Oro-Medonte  
 Hon. Jill Dunlop, MPP, Simcoe North  
 Andrea Khanjin, MPP, Barrie, Innisfil  
 Brian Saunderson, MPP, Simcoe-Grey  
 Hon. Caroline Mulroney, MPP, York-Simcoe  
 Ontario Public School Boards' Association  
 School Board Chairs