

June 19, 2023

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held in the Boardroom, Building 2, 51 Ardelt Avenue, Kitchener, Ontario, on **Monday, June 19, 2023, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Farewell to Outgoing Student Trustees

Chairperson / Vice-Chair

Delegations

Carolyn Bowman - Indoor Air Quality

Feiyang Luo - Bell Times

Staff Follow Up

Addressing Financial Insecurities

S. Miller

Policy and Governance

01 Board Policy 1011 - Community Planning and Facility Partnerships

Policy Working Group

11 Board Policy 4007 - Conducting Research with WRDSB

Policy Working Group

Reports

19 2023-2024 Budget Recommendations (Continued)

N. Landry

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



Report to Committee of the Whole

June 19, 2023

Subject: Board Policy 1011 - Community Planning And Facility Partnerships

Recommendation

That the Waterloo Region District School Board approve Board Policy 1011 - Community Planning And Facility Partnerships as presented at the June 19, 2023, Committee of the Whole meeting.

Status

The policy working group is recommending approval of Board Policy 1011 - Community Planning And Facility Partnerships . A copy of the draft recommendations and the current policy are included with this report.

Recommended changes are minimal. A definitions section was added to increase clarity on the policy. This policy is the responsibility of Lauren Agar, Senior Manager of Planning.

The Policy Working Group has ensured that the following steps have occurred:

- Reviewed using the Human Rights and Equity Review Guide
- Reviewed by Leadership Council
- Reviewed for legislative updates and consistent language

Background

On March 22, 2021 the Board of Trustees approved striking a Policy Working Group.

The Policy Working Group Terms of Reference include the following mandate:

2.2 Powers and responsibilities

The committee shall review and examine policies for formatting and to review content and to develop draft policies where required and to ensure that consultation has taken place. This committee has no decision-making powers. All policies will be presented to the Board of Trustees for approval.

Financial implications

There are no known financial implications resulting from the policy revisions presented in this report.

Communications

Approved policies will be updated on the internal and external websites after ratification at the end of the month.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for the Policy Working Group in consultation with Leadership Council



COMMUNITY PLANNING AND FACILITY PARTNERSHIPS

Legal References:	<p><i>Education Act R.S.O. 1990, c. E.2, O. Reg. 444/98</i> <i>Education Act R.S.O. 1990, c. E.2, subsection 171 (1), par. 44</i> <i>Education Act R.S.O. 1990, c. E.2, subsection 171.1 (2), par. 4</i> <i>Education Act R.S.O. 1990, c. E.2, s. 183, s. 194, s. 196</i> <i>Human Rights Code, R.S.O. 1990, c. H.19</i></p>
Related References:	<p><i>Community Planning and Partnerships Guideline, Ministry of Education (March 2015)</i> <i>Policy 1007 – Education Development Charges – Alternative Accommodation</i> <i>Policy 4000 – Pupil Accommodation Review (Consolidation or Closure)</i> <i>Policy 4002 – Community Use of Schools</i> <i>Administrative Procedure 4990 – Community Planning and Facility Partnerships</i></p>
Effective Date:	July 1, 2016
Revisions:	April 18, 2016, October 21, 2019, June 19, 2023
Reviewed:	

1. Preamble

- 1.1 The Waterloo Region District School Board (WRDSB) recognizes that cooperative and collaborative relationships between school boards and community organizations are part of the foundation of a strong, vibrant and sustainable publicly funded education system.
- 1.2 Facility partnerships are successful when community planning is well-informed, well-coordinated, transparent, sustainable, and supportive of student achievement **and well-being**.
- 1.3 Facility partnerships can strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students and the wider community.
- 1.4 The WRDSB has the authority to make decisions regarding its facilities and the use of its properties that are consistent with the *Education Act*. It is the role and responsibility of the WRDSB to determine what facilities are suitable and not suitable for facility partnerships, what entities are suitable and not suitable partners, and when to enter into a partnership.
- 1.5 Collaborative community planning and facility partnerships are most effective when community partners work with and notify the WRDSB in a timely manner when looking for space or considering new construction.
- 1.6 Strong partnerships between the WRDSB and community partners can and do exist **outside of facility partnerships** ~~with and without co-location~~.

- 1.7 ~~This Policy applies to arrangements for regular and consistent use of WRDSB facilities where such uses are operating **operate** during the normal school day (i.e., Monday to Friday 6 AM to 6 PM) or 24 hours a day, 7 days per week. For all other uses of WRDSB facilities, refer to *Board Policy 4002 – Community Use of Schools*.~~
- 1.8 Facility sharing between publicly funded school boards through co-ownership, lease, or other arrangement is a priority for the Ministry of Education and the WRDSB.
- 1.9 The WRDSB has committed to developing a policy and procedure to facilitate community **planning** and facility partnerships, as required by the *Community Planning and Partnership Guideline* issued by the Ministry of Education, dated March 2015.

2. Definitions

- 2.1 **Community Planning** - A process that expands the existing long-term accommodation planning approach to consider the broader municipal context and, in ideal cases, enables school boards, municipalities and community partners to work collaboratively on infrastructure development to serve community needs that might be outside the traditional scope of school board facility planning.
- 2.2 **Facility Partnership** - A collaborative arrangement between eligible partners and the WRDSB to jointly utilize or manage a facility or property. It involves working together to achieve common objectives for the operation, maintenance, or construction of a facility. Examples of Facility Partnerships include, but are not limited to, a community centre joined to a school, or a partner licensing space (e.g., unused classroom) within a school building.

3. Guiding Principles

- 3.1 Within the context of supporting student achievement and well-being, **human rights and equity**, the WRDSB ~~is committed~~ **commits** to:
- ~~● reducing facility operating costs;~~
 - improving services and supports available to students;
 - strengthening relationships between school boards, **municipalities**, community partners and the public;
 - optimizing the use of public infrastructure through increased flexibility and utilization; and
 - ~~● providing a foundation for improved service delivery for communities within the Board's jurisdiction~~
 - **reducing facility operating costs.**
- 3.2 The WRDSB will consider opportunities to share facilities with community partners when building new schools, undertaking significant renovations, when considering the use of unoccupied space in schools, and when considering schools that may close and the future disposition of sites.
- 3.3 ~~The WRDSB will identify which schools are suitable for facility partnerships based on the criteria outlined in this Policy.~~
- 3.4 There are circumstances where the WRDSB may not consider unused space to be surplus. This may be related, but not limited to, enrolment fluctuations, program changes, and/or **space size** ~~the size of space~~. In such cases, the WRDSB may choose to enter into license or joint use agreements for the ~~space that is unused~~ **space**.
- 3.5 **The WRDSB will identify which schools are suitable for facility partnerships based on the criteria outlined in Section 6.**

- 3.6 To establish facility partnerships and support effective planning with regional/local municipal governments and other community partners regarding ~~land-use~~ **land use** and green space/park planning, the WRDSB will share planning information with these partners on a regular basis. Similar information will be shared with regional/local municipal governments and other community partners prior to commencing a pupil accommodation review.

4. Identifying Suitable Space for Partnership Opportunities

- 4.1 The WRDSB shall have the sole discretion to identify, ~~at minimum on an annual basis~~ **at least once a year**, school buildings and sites suitable and available for community partnerships, and which future capital projects present an opportunity for co-building with community partners.
- 4.2 Unless otherwise stated by the WRDSB, schools or sites already declared surplus in accordance with *O. Reg. 444/98* are no longer candidates for ~~planning and~~ partnership opportunities.
- 4.3 The WRDSB's long-term ~~capital and~~ accommodation plan will address future facility needs for students, and will be presented to approved and potential partners in the discussion of partnership opportunities.

5. Public Notification Process

- 5.1 The WRDSB shall develop a list of entities to notify when key information regarding community planning or facility partnerships is changed or updated. At a minimum, the notification list will include those in *O. Reg. 444/98 – Disposition of Surplus Real Property*, non-profit child care operators, District Social Services Administration Boards, Consolidated Municipal Service Managers, public health boards, Local Health Integration Networks, and children's mental health centres.
- 5.2 The WRDSB shall hold at least one meeting per year to discuss potential community planning and facility partnership opportunities with the various levels of government, the public, and community agencies as defined within *Administrative Procedure 4990 – Community Planning and Facility Partnerships*.
- 5.3 The annual community planning and facility partnerships meeting may be a stand-alone meeting or may be held as part of a scheduled Committee of the Whole or Board Meeting.
- 5.4 The WRDSB shall notify the entities on the notification list and the general public about the annual community planning and facility partnerships meeting, in accordance with the Ministry of Education's *Community Planning and Partnership Guideline*.
- 5.5 In addition to the annual community planning and facility partnerships meeting, the Board will hold additional staff-level meetings to discuss additional information with relevant entities.
- 5.6 The WRDSB will inform stakeholders of potential community planning and facility partnership opportunities at minimum on its public website.

6. Partnership Selection & Proposals

- 6.1 The WRDSB will consider, and at its sole discretion, determine the eligibility of applicants for partnership. *Administrative Procedure 4990 – Community Planning and Facility Partnerships* outlines the process for selecting new partners.
- 6.2 Entities that provide competing education services, such as tutoring services, Junior Kindergarten to Grade 12 private schools or private colleges, credit-offering entities that are not government-funded, and political organizations are not eligible partners.

- 6.3 ~~When sharing unused space or co-building new facilities, t~~The following minimum criteria will be used to determine the eligibility of a partnership:
- protects the health and safety of students;
 - is appropriate for the school setting;
 - does not compromise the WRDSB's student achievement and well-being strategy;
 - **supports equity and inclusion;**
 - complies with local policies and bylaws (e.g., zoning and site use restrictions, Official Plans, etc.);
 - enables the WRDSB to recover all costs for the operation and maintenance of the space;
 - the facility condition is appropriate;
 - the building can be configured such that the space used by partners is separated from or well integrated with the space used by students; and
 - does not compromise the WRDSB's pupil accommodation strategies (i.e., prevent the WRDSB from building, renovating, and/or closing schools or from disposing of surplus assets when required).
- 6.4 In addition to the criteria outlined in Section 5.3, the partner must:
- agree to operate in accordance with Board Policies;
 - be willing to enter into a lease, license, or joint-use/facility partnership agreement and cover the costs of preparing such an agreement; ~~and~~
 - be able to bear all costs of minor renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by the partner- ;**and**
 - **demonstrate compliance with Indigenous, Equity and Human Rights legislation.**
- 6.5 Expressions of interest from community partners will be reviewed and evaluated for compatibility with this Policy before ~~the Coordinating Superintendent, Business Services & Treasurer of the Board~~ **staff** makes a recommendation to the Board of Trustees regarding a facility partnership.

7. Cost Recovery & Partnership Agreements

- 7.1 In every instance, the entire professional, capital, maintenance, operating cost and applicable taxes associated with developing, constructing and operating the space to be occupied by the partner, will be borne by the partner. This includes a proportional amount for joint-use or shared space, as well as property taxes (if applicable), capital renewal, land, legal and administrative costs incurred by the ~~Board~~**WRDSB** .
- 7.2 Joint use or facility partnership agreements may be reviewed **annually** ~~on an annual basis,~~ subject to the needs of the school(s) and the ~~Board~~**WRDSB**.

8. Policy, Procedure, & Guideline Integration and Alignment

- 8.1 *Administrative Procedure 4990 – Community Planning and Facility Partnerships* has been developed in accordance with this policy. Any community partnership process that the **WRDSB Board** undertakes must have due regard to *Board Policies, Administrative Procedures*, and ~~to~~ the Ministry's *Community Planning & Partnership Guideline (CPPG)*.



COMMUNITY PLANNING AND FACILITY PARTNERSHIPS

Legal References:	<i>Education Act R.S.O. 1990, c. E.2, O. Reg. 444/98</i> <i>Education Act R.S.O. 1990, c. E.2, subsection 171 (1), par. 44</i> <i>Education Act R.S.O. 1990, c. E.2, subsection 171.1 (2), par. 4</i> <i>Education Act R.S.O. 1990, c. E.2, s. 183, s. 194, s. 196</i>
Related References:	<i>Community Planning and Partnerships Guideline, Ministry of Education (March 2015)</i> <i>Policy 1007 - Education Development Charges – Alternative Accommodation</i> <i>Policy 4000 - Pupil Accommodation Review (Consolidation or Closure)</i> <i>Policy 4002 - Community Use of Schools</i> <i>Administrative Procedure 4990 - Community Planning and Facility Partnerships</i>
Effective Date:	<i>July 1, 2016</i>
Revisions:	<i>April 18, 2016, October 21, 2019</i>
Reviewed:	

1. Preamble

- 1.1 The Waterloo Region District School Board (WRDSB) recognizes that cooperative and collaborative relationships between school boards and community organizations are part of the foundation of a strong, vibrant and sustainable publicly funded education system.
- 1.2 Facility partnerships are successful when community planning is well-informed, well-coordinated, transparent, sustainable, and supportive of student achievement.
- 1.3 Facility partnerships can strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students and the wider community.
- 1.4 The WRDSB has the authority to make decisions regarding its facilities and the use of its properties that are consistent with the *Education Act*. It is the role and responsibility of the WRDSB to determine what facilities are suitable and not suitable for facility partnerships, what entities are suitable and not suitable partners, and when to enter into a partnership.
- 1.5 Collaborative community planning and facility partnerships are most effective when community partners work with and notify the WRDSB in a timely manner when looking for space or considering new construction.
- 1.6 Strong partnerships between the WRDSB and community partners can and do exist with and without co-location.
- 1.7 This Policy applies to arrangements for regular and consistent use of WRDSB facilities where such uses are operating during the normal school day (i.e., Monday to Friday 6 AM to 6 PM) or 24 hours a day, 7 days per week. For all other uses of WRDSB facilities refer to *Board Policy 4002 – Community Use of Schools*.

- 1.8 Facility sharing between publicly funded school boards through co-ownership, lease, or other arrangement is a priority for the Ministry of Education and the WRDSB.
- 1.9 The WRDSB has committed to developing a policy and procedure to facilitate community and facility partnerships, as required by the *Community Planning and Partnership Guideline* issued by the Ministry of Education, dated March 2015.

2. Guiding Principles

- 2.1 Within the context of supporting student achievement and well-being, the WRDSB is committed to:
- reducing facility operating costs;
 - improving services and supports available to students;
 - strengthening relationships between school boards, community partners and the public;
 - optimizing the use of public infrastructure through increased flexibility and utilization; and
 - providing a foundation for improved service delivery for communities within the Board's jurisdiction.
- 2.2 The WRDSB will consider opportunities to share facilities with community partners when building new schools, undertaking significant renovations, when considering the use of unoccupied space in schools, and when considering schools that may close and the future disposition of sites.
- 2.3 The WRDSB will identify which schools are suitable for facility partnerships based on the criteria outlined in this Policy.
- 2.4 There are circumstances where the WRDSB may not consider unused space to be surplus. This may be related, but not limited to enrolment fluctuations, program changes, and/or the size of space. In such cases, the WRDSB may choose to enter into license or joint use agreements for the space that is unused.
- 2.5 To establish facility partnerships and support effective planning with regional/local municipal governments and other community partners regarding land-use and green space/park planning, the WRDSB will share planning information with these partners on a regular basis. Similar information will be shared with regional/local municipal governments and other community partners prior to commencing a pupil accommodation review.

3. Identifying Suitable Space for Partnership Opportunities

- 3.1 The WRDSB shall have the sole discretion to identify, at minimum on an annual basis, school buildings and sites suitable and available for community partnerships, and which future capital projects present an opportunity for co-building with community partners.
- 3.2 Unless otherwise stated by the WRDSB, schools or sites already declared surplus in accordance with O. Reg. 444/98 are no longer candidates for planning and partnership opportunities.
- 3.3 The WRDSB's long-term capital and accommodation plan will address future facility needs for students, and will be presented to approved and potential partners in the discussion of partnership opportunities.

4. Public Notification Process

- 4.1 The WRDSB shall develop a list of entities to notify when key information regarding community planning or facility partnerships is changed or updated. At a minimum, the notification list will include those in *O. Reg. 444/98 – Disposition of Surplus Real Property*, non-profit child care operators, District Social Services Administration Boards, Consolidated Municipal Service Managers, public health boards, Local Health Integration Networks, and children’s mental health centres.
- 4.2 The WRDSB shall hold at least one meeting per year to discuss potential community planning and facility partnership opportunities with the various levels of government, the public, and community agencies as defined within *Administrative Procedure 4990 – Community Planning and Facility Partnerships*.
- 4.3 The annual community planning and facility partnerships meeting may be a stand-alone meeting or may be held as part of a scheduled Committee of the Whole or Board Meeting.
- 4.4 The WRDSB shall notify the entities on the notification list and the general public about the annual community planning and facility partnerships meeting, in accordance with the Ministry of Education’s *Community Planning and Partnership Guideline*.
- 4.5 In addition to the annual community planning and facility partnerships meeting, the Board will hold additional staff-level meetings to discuss additional information with relevant entities.
- 4.6 The WRDSB will inform stakeholders of potential community planning and facility partnership opportunities at minimum on its public website.

5. Partnership Selection & Proposals

- 5.1 The WRDSB will consider, and at its sole discretion, determine the eligibility of applicants for partnership. *Administrative Procedure 4990 – Community Planning and Facility Partnerships* outlines the process for selecting new partners.
- 5.2 Entities that provide competing education services, such as tutoring services, Junior Kindergarten to Grade 12 private schools or private colleges, credit-offering entities that are not government-funded, and political organizations are not eligible partners.
- 5.3 When sharing unused space or co-building new facilities, the following minimum criteria will be used to determine the eligibility of a partnership:
 - protects the health and safety of students;
 - is appropriate for the school setting;
 - does not compromise the WRDSB’s student achievement and well-being strategy;
 - complies with local policies and bylaws (e.g., zoning and site use restrictions, Official Plans);
 - enables the WRDSB to recover all costs for the operation and maintenance of the space;
 - the facility condition is appropriate;
 - the building can be configured such that the space used by partners is separated from or well integrated with the space used by students; and
 - does not compromise the WRDSB’s pupil accommodation strategies (i.e., prevent the WRDSB from building, renovating, and/or closing schools or from disposing of surplus assets when required).

- 5.4 In addition to the criteria outlined in Section 5.3, the partner must:
- agree to operate in accordance with board policies;
 - be willing to enter into a lease, license, or joint-use/facility partnership agreement and cover the costs of preparing such an agreement; and
 - be able to bear all costs of minor renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by the partner.
- 5.5 Expressions of interest from community partners will be reviewed and evaluated for compatibility with this Policy before the Coordinating Superintendent, Business Services & Treasurer of the Board makes a recommendation to the Board of Trustees regarding a facility partnership.

6. Cost Recovery & Partnership Agreements

- 6.1 In every instance the entire professional, capital, maintenance, operating cost and applicable taxes associated with developing, constructing and operating the space to be occupied by the partner, will be borne by the partner. This includes a proportional amount for joint-use or shared space, as well as property taxes (if applicable), capital renewal, land, legal and administrative costs incurred by the Board.
- 6.2 Joint use or facility partnership agreements may be reviewed on an annual basis, subject to the needs of the school(s) and the Board.

7. Policy, Procedure, & Guideline Integration and Alignment

- 7.1 *Administrative Procedure 4990 – Community Planning and Facility Partnerships* has been developed in accordance with this Policy. Any community partnership process that the Board undertakes must have due regard to *Board Policies, Administrative Procedures*, and to the Ministry's *Community Planning & Partnership Guideline (CPPG)*.



Report to Committee of the Whole

June 19, 2023

Subject: Board Policy 4007 - Conducting Research with WRDSB

Recommendation

That the Waterloo Region District School Board approve Board Policy 4007 - Conducting Research with WRDSB as presented at the June 19, 2023, Committee of the Whole meeting.

Status

The policy working group is recommending approval of Board Policy 4007 - Conducting Research with WRDSB. This policy was previously known as Approval of Research Projects. A copy of the draft recommendations and the current policy are included with this report.

Recommended changes to the policy include the name change, language clarification and housekeeping updates. This policy is the responsibility of Dr. Dana Liebermann, Executive Manager, Research and Organizational Transformation.

The Policy Working Group has ensured that the following steps have occurred:

- Public Consultation
- Consultation with WRDSB Committees including but not limited to, Parent Involvement Committee, Special Education Advisory Committee and Equity and Inclusion Advisory Group
- Reviewed using the Human Rights and Equity Review Guide
- Reviewed for legislative updates and consistent language

Background

On March 22, 2021 the Board of Trustees approved striking a Policy Working Group.

The Policy Working Group Terms of Reference include the following mandate:

2.2 Powers and responsibilities

The committee shall review and examine policies for formatting and to review content and to develop draft policies where required and to ensure that consultation

has taken place. This committee has no decision-making powers. All policies will be presented to the Board of Trustees for approval.

Financial implications

There are no known financial implications resulting from the policy revisions presented in this report.

Communications

Approved policies will be updated on the internal and external websites after ratification at the end of the month.



Board Policy 4007

CONDUCTING RESEARCH WITH WRDSB APPROVAL OF RESEARCH PROJECTS

Legal References:	<i>Education Act</i> <i>Municipal Freedom of Information and Protection of Privacy Act</i> <i>Anti-Racism Act</i> <i>Personal Information Protection and Electronic Documents Act</i>
Related References:	<i>Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2, 2018 2022)</i> <i>WRDSB Information for Researchers</i> <i>Board Policy 1014 - Privacy Protection and Access to Information</i> <i>Administrative Procedure 4340 - Approval of Research Projects</i> <i>Administrative Procedure 1100 - Privacy Protection and Access to Information</i> <i>Administrative Procedure 3770 - Criminal Reference Checks</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>November 28, 2005, December 9, 2019, June 19, 2023</i>
Reviewed:	<i>January 22, 2018</i>

1. Preamble

- 1.1 It is the policy of ~~the~~ The Waterloo Region District School Board (WRDSB) ~~allows to permit~~ authorized research personnel to use its facilities and ~~involve~~ ~~invite~~ students, staff and/or ~~families/~~caregivers from the WRDSB to take part in ~~various~~ research projects provided that:
- 1.1.1 the research has ~~been reviewed and has~~ received prior approval ~~from~~ of the WRDSB Research Review Committee;
 - 1.1.2 ~~the research follows~~ ~~adheres to~~ the guidelines outlined in this policy including ethical guidelines ~~described in~~ ~~as set out by~~ the Tri-Council Policy Statement of Ethical Conduct for Research Involving Humans TCPS 2;
 - 1.1.3 ~~there are no exceptional circumstances (e.g., guidance from the Ministry of Education, public health directives, labour disruptions) that require a pause to be placed on conducting research~~ the number of requests to conduct research in schools is of sufficient quantity to require some kind of control in order to permit schools to fulfill their main role of providing students with first class public education;
 - 1.1.4 the research ~~follows~~ ~~is being conducted in accordance with~~ federal and provincial ~~am~~legislation governing the collection, use, disclosure and retention of personal information, including consent requirements, data security and data disposal.

- 1.2 The WRDSB considers all any activities activity where external researchers are endeavoring to collect information/data from WRDSB students, staff, and/or families/caregivers as research that must be is subject to reviewed by and approval approved from by the WRDSB Research Review Committee.
- 1.3 The Board WRDSB recognizes that interest in conducting research that is related to student learning, or and education more broadly, extends well beyond traditional academic research typically conducted by college/university faculty members or students pursuing their undergraduate/graduate degrees. This can take a number of forms, includes, for example including:
- 1.3.1 academic research conducted by college/university faculty members or students who are completing a degree or diploma
 - 1.3.2 program evaluations or research conducted by community organizations or nonprofit research organizations,
 - 1.3.3 research conducted by the Ontario Ministry of Education or arms-length Ministry organizations (e.g., Education Quality and Accountability Office (EQAO), School Mental Health Ontario),
 - 1.3.4 research or inquiries conducted by WRDSB educators or school principals as part of Additional Qualification courses, Principal Qualification Program courses, and graduate degrees, and
 - 1.3.5 research conducted by for-profit companies.
- 1.4 The Board WRDSB appreciates that by allowing external researchers to conduct research related to student learning and, or education more broadly that:
- 1.4.1 students, staff employees and/or families/caregivers caregivers can may benefit in a number of many ways by taking part as a result of some of the studies in which they participate research; and
 - 1.4.2 the results of research conducted with WRDSB students, staff, and/or families/caregivers collection of data through these projects may help can support to inform decision making at WRDSB in engaging in data informed decision making.
- 1.5 Internal projects conducted by the Research & Organizational Transformation Department to support the WRDSB Strategic Plan and Board Improvement and Equity Plan Operational Goals follow the ethical guidelines as set out by described in the Tri-Council Policy Statement of Ethical Conduct for Research Involving Humans.

2. Application of Core Principles

- 2.1 This policy is guided by the following three Core Principles of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (Chapter 1, Section B. Article 1.1, TCPS 2, 2018): Respect for Persons, Concern for Welfare, and Justice.
- The practical application of these three Core Principles is are reflected in, but not limited to, the following requirements of research conducted with WRDSB students, staff, and/or families/caregivers:
- 2.1.1 the participation of WRDSB students, staff, and/or families/caregivers caregivers in research is voluntary, and must be communicated as such characterized as, voluntary,
 - 2.1.2 researchers must obtain active, informed consent from WRDSB students, staff, and/or families/caregivers. participants and For students younger than 18 years of age and younger, researchers must obtain consent from the student's family parents/guardian/caregivers, and
 - 2.1.3 the decision to participate in research must be fully informed.

- 2.2 For participants (*i.e., students, staff, and/or families/caregivers*) to make an fully informed decision about **taking part** participating in research, researchers must provide the following information ~~must be provided~~ in plain language that is free of jargon **and technical language**:
- 2.2.1 the purpose of the research,
 - 2.2.2 **a description of what** taking part participating in the research **involves entails**, including the amount of time required **to take part** for participation,
 - 2.2.3 the **potential foreseeable** risks to **taking part in the research** participating and the steps researchers will take to **reduce** mitigate these risks,
 - 2.2.4 the potential benefits of **taking part in the research** participating,
 - 2.2.5 the steps that researchers will take to **protect** safeguard the confidentiality and security of the information participants provide, including the length of time the information will be **kept** retained **by the researchers**,
 - 2.2.6 the name and contact information of the **researcher** individual **so** that prospective participants may ask **any** contact to have any of their questions **they have** about the research **and have their questions** answered.
- 2.3 **Students, staff, and/or families/caregivers** Participants are free **not** to decline to participate **take part** in research and may **stop taking part in research at any time** withdraw their consent to participate without penalty. This includes assurances that a participant's decision to **not take part** decline participation or stop taking part **withdrawing their consent to participate in research** will not have an impact **on** their relationship or standing with their school, department, the board, the researcher or the researcher's institution/organization.



Board Policy 4007

APPROVAL OF RESEARCH PROJECTS

Legal References:	<i>Education Act</i> <i>Municipal Freedom of Information and Protection of Privacy Act</i> <i>Anti-Racism Act</i> <i>Personal Information Protection and Electronic Documents Act</i>
Related References:	<i>Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2, 2018)</i> <i>WRDSB Information for Researchers</i> <i>Board Policy 1014 - Privacy Protection and Access to Information</i> <i>Administrative Procedure 4340 - Approval of Research Projects</i> <i>Administrative Procedure 1100 - Privacy Protection and Access to Information</i> <i>Administrative Procedure 3770 - Criminal Reference Checks</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>November 28, 2005, December 9, 2019</i>
Reviewed:	<i>January 22, 2018</i>

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board (WRDSB) to permit authorized research personnel to use its facilities and involve students, employees and/or caregivers from the WRDSB in various research projects provided that:
 - 1.1.1 the research has received prior approval of the Research Review Committee;
 - 1.1.2 adheres to the guidelines outlined in this policy including ethical guidelines as set out by the Tri-Council Policy Statement of Ethical Conduct for Research Involving Humans TCPS 2;
 - 1.1.3 the number of requests to conduct research in schools is of sufficient quantity to require some kind of control in order to permit schools to fulfill their main role of providing students with first class public education;
 - 1.1.4 the research is being conducted in accordance with federal and provincial legislation governing the collection, use, disclosure and retention of personal information, including consent requirements, data security and data disposal.
- 1.2 The WRDSB considers all activities where external researchers are endeavouring to collect information/data from WRDSB students, staff, and/or families as research that is subject to review by and approval from the WRDSB Research Review Committee.
- 1.3 The Board recognizes that interest in conducting research related to student learning, or education more broadly, extends well beyond traditional academic research typically

conducted by college/university faculty members or students pursuing their undergraduate/graduate degrees. This includes, for example:

- 1.3.1 program evaluations or research conducted by community organizations or nonprofit research organizations,
 - 1.3.2 research conducted by the Ontario Ministry of Education or arms-length Ministry organizations (e.g., Education Quality and Accountability Office (EQAO), School Mental Health Ontario),
 - 1.3.3 research or inquiries conducted by WRDSB educators or school principals as part of Additional Qualification courses, Principal Qualification Program courses, and graduate degrees, and
 - 1.3.4 research conducted by for-profit companies.
- 1.4 The Board appreciates that by allowing external researchers to conduct research related to student learning, or education more broadly that:
- 1.4.1 students, employees and caregivers can benefit in many ways as a result of some of the studies in which they participate; and
 - 1.4.2 the collection of data through these projects can support WRDSB in engaging in data informed decision making.
- 1.5 Internal projects conducted by the Research Department to support the Strategic Plan and Operational Goals follow the ethical guidelines as set out by the Tri-Council Policy Statement of Ethical Conduct for Research Involving Humans

2. Application of Core Principles

- 2.1 This policy is guided by the following three *Core Principles* (Chapter 1, Section B. Article 1.1, TCPS 2, 2018): Respect for Persons, Concern for Welfare, and Justice.
- The practical application of these three Core Principles is reflected in, but not limited to, the following requirements of research conducted with WRDSB:
- 2.1.1 the participation of WRDSB students, staff, and/or caregivers in research is, and must be characterized as, voluntary,
 - 2.1.2 researchers must obtain active, informed consent from WRDSB participants, and for students 18 years of age and younger, must obtain consent from students' parents/guardians, and
 - 2.1.3 the decision to participate in research must be fully informed.
- 2.2 For participants to make a fully informed decision about participating in research, the following information must be provided in plain language that is free of jargon:
- 2.2.1 the purpose of the research,
 - 2.2.2 what participating in the research entails, including the amount of time required for participation,
 - 2.2.3 the foreseeable risks to participating and the steps researchers will take to mitigate these risks,
 - 2.2.4 the potential benefits of participating,
 - 2.2.5 the steps that researchers will take to safeguard the confidentiality and security of the information participants provide, including the length of time the information will be retained,
 - 2.2.6 the name and contact information of the individual that prospective participants may contact to have any of their questions about the research answered.
- 2.3 Participants are free to decline to participate in research and may withdraw their consent to participate without penalty. This includes assurances that a participant's decision to decline participation or withdrawing their consent to participate will not impact their

relationship or standing with their school, department, the board, the researcher or the researcher's institution/organization.



Report to Committee of the Whole

June 19, 2023

Subject: 2023-24 Budget Recommendations (continued)

Recommendation

That the Waterloo Region District School Board (Board) approve the budget as presented in this report – with revenues of \$855,718,565 and expenses of \$848,363,645 with the difference of \$7,354,920 attributed as follows:

Excess of Revenues over Expenditures \$7,354,920

LESS:

As required by Ministry of Education (Ministry) budget compliance regulations, this budget includes the following appropriations from accumulated surplus:

Increase/ (Decrease) in Unavailable for Compliance - Accumulated Surplus

- PSAB Adjustment for Interest Accrual* \$111,481
- Sinking Fund Interest Earned* (\$24,045)
- Unsupported Capital Projects Adjustment* (\$322,939)
- Revenues Recognized for Land* \$17,475,000
- Asset Retirement Obligation (ARO)* (\$3,111,258)

In-Year Adjustment to Revenues (\$14,128,239)

SUB-TOTAL – (Deficit) for Compliance before additional appropriations (\$6,773,319)

PLUS:

Transfer from Unappropriated to Internally Appropriated Accumulated Surplus

- In-Year Committed Capital Projects* \$326,913

TOTAL – Deficit for Compliance (\$6,446,406)

- In-Year draw from Unappropriated Accumulated Surplus* \$6,446,406

Difference \$0

Status

Consideration of this motion was postponed at the June 14, 2023, Special Budget Meeting.

[The full 2023-2024 Budget Recommendations report from the June 14, 2023, Special Budget Meeting is linked here.](#)

Prepared by: Stephanie Reidel, Manager of Corporate Services, on behalf of
Chairperson J. Weston.