

MARCH 17, 2025

**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, March 17, 2025, at 7:00 p.m.**

AGENDA

Call to Order

Territorial Acknowledgement and O Canada

Approval of Agenda

Celebrating Board Activities/Announcements

Announce Next Year's Student Trustees

Chairperson

Declarations of Pecuniary Interest

Delegations

Staff Follow Up

Policy and Governance

01 Board Policy 3010 - Political Candidate Visits During an Election Period

Policy Working Group

Reports

Elizabeth Ziegler Public School Update

S. Miller

07 Interim Financial Report and Forecast

N. Landry

17 Major Capital Projects Quarterly

C. Sagar

Board Reports

20 Motion: Consultation

Trustee C. Johnson

22 Motion: Town Hall

Trustee C. Watson

24 Motion: Bylaw Review on Committee of the Whole Meetings

Trustee J. Weston

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

March 17, 2025

Subject: Board Policy 3010 - Political Candidate Visits During Federal, Provincial and Municipal Elections

Recommendation

That the Waterloo Region District School Board approve Board Policy 3010 - Political Candidate Visits During Federal, Provincial and Municipal Elections as presented at the March 17, 2025, Committee of the Whole meeting.

Status

Updates to the policy include definitions of election campaign periods as outlined in related legislation, suggestions to simplify the language and ensuring accessibility needs are met.

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 by Leadership Council
- Reviewed for legislative updates, consistent language and AODA considerations

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



POLITICAL CANDIDATE VISITS DURING FEDERAL, PROVINCIAL AND MUNICIPAL ELECTIONS

Legal References: [Election Act, R.S.O. 1990, c. E.6](#)
[Canada Elections Act](#)
[Municipal Elections Act, 1996](#)

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

Effective Date: *November 9, 2020*

Revisions: *March 17, 2025*

Reviewed:

1. Purpose

It is the responsibility of the Waterloo Region District School Board (WRDSB) to ~~To~~ ensure consistent and appropriate management of ~~possible~~ requests from candidates during municipal, provincial or federal elections, including all by-elections.

2. Definition

2.1 For a provincial or federal election, an election campaign period is defined as the period beginning with the issue of the writ and ending on polling day unless defined otherwise in current legislation.

2.2 For a municipal election, an election campaign period is defined as a period beginning on the day on which the clerk receives the individual's nomination for the office under section 33 of the Municipal Election Act and ends on December 31 unless defined otherwise in current legislation.

3. Application

3.1 School Visits by Candidates

3.1.1 Individual candidates will not be permitted to visit a school during an election campaign. ~~Requests by individual candidates to visit a school will not be permitted during an election campaign. This restriction includes informal visits to classrooms and meetings with school administrators.~~

3.1.2 Requests for invitations to visit schools during an election or by-election campaign ~~this period~~ must be declined, and previously scheduled events must be rescheduled. ~~This includes during by-elections.~~

3.1.3 Current trustees standing for re-election may continue to be involved in school events and activities that would normally have the local trustee in attendance in accordance with Board Policy 3008 – Use of Board

Resources During the Election Campaign, e.g. school openings, award ceremonies, boundary studies, family math nights.

- 3.1.4 If invited by a school, incumbent school board and provincial or federal elected representatives may visit schools in their own zone or constituency at any time in the course of their regular constituency duties. They shall not campaign or conduct themselves in any way that may be perceived as campaigning, **which includes being accompanied by the media.** ~~During the campaign period, any individual candidates who are authorized to visit a school shall not be accompanied by media and shall not use the visit to promote their candidacy.~~

3.2 Invitations to All Candidates All-candidate Meeting

The WRDSB allows all-candidate meetings and other learning activities that are part of the classroom program. The format of the meetings must allow all candidates an equal opportunity to address their issues.

- 3.2.1 These ~~meetings~~ may be organized by classes during the regular school day or by community organizations or school councils after school hours, at the discretion of the principal or site manager. Sufficient notice (i.e. at least two weeks in advance) must be given to all candidates. If candidates are unable to attend, they may have a designate attend on their behalf. Written confirmation of attendance (includes e-mail) or regrets must be received from the candidates at least one week in advance of the meeting. This **requirement** also applies to requests made of school councils.
- 3.2.2 **Interactions must consider accessibility needs and provide accommodations as necessary for candidates or attendees.**
- 3.2.3 If two or more candidates can attend the meeting, then it may proceed. This will afford students the opportunity to see a debate between at least two varying points of view. If only one candidate can attend, the event must be rescheduled or cancelled.
- 3.2.4 Access to Board facilities and resources for an **all candidates All Candidates** ~~meeting~~, or an event held outside of **the regular school day business hours**, would be subject to Board Policy 4002 Community Use of Schools and Board Policy 3008 Use of School Board Resources During Election Campaign.



Waterloo Region
District School Board

Board Policy 3010

POLITICAL CANDIDATE VISITS DURING FEDERAL, PROVINCIAL AND MUNICIPAL ELECTIONS

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- 2.1 Requests by individual candidates to visit a school will not be permitted during an election campaign. This restriction includes informal visits to classrooms and meetings with school administrators.
- 2.2 Requests for invitations to visit schools during this period must be declined, and previously scheduled events must be rescheduled. This includes during by-elections.
- 2.3 Current trustees standing for re-election may continue to be involved in school events and activities that would normally have the local trustee in attendance in accordance with Board Policy 3008 – Use of Board Resources During the Election Campaign, e.g. school openings, award ceremonies, boundary studies, family math nights.
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- 3.1.3 If two or more candidates can attend the meeting, then it may proceed. This will afford students the opportunity to see a debate between at least two varying points of view. If only one candidate can attend, the event must be rescheduled or cancelled.
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Report to Committee of the Whole

March 17, 2025

Subject: 2024-2025 Interim Financial Report and Forecast

Recommendation

This report is for the information of the Board.

Status

The Board of Trustees (Board) approved a balanced 2024-25 operating budget on [June 12, 2024](#).

The development of the Waterloo Region District School Board's (WRDSB) operating budget includes many underlying assumptions which, over the course of a school year, can change. The process used in the development of the annual operating budget for the WRDSB has evolved over the years but the underlying factors that influence its development continue to be:

- Ministry funding (Core Education Funding) and Initiatives
- Compliance with the Education Act and Public Sector Accounting Board Standards (PSAB)
- The Board's underlying financial position (accumulated surplus/ deficit); and,
- The Board's [strategic plan and operational goals](#).

All budgets include inherent challenges and risks. The objective of staff is to implement measures to mitigate the risk to the WRDSB and the impact on staff and students. The following are a list of risks and challenges that staff continue to monitor throughout the year.

- Staff replacement costs (short-term sick leave)
- Student Enrolment
- Utilities
- Ministry announcements

The information in this report is based on financial results up to February 28, 2025 (Q2). The forecast for the 2024-2025 school year remains a balanced position. However, the WRDSB continues to face financial pressures including utility costs, increased expenses for supplies and services, higher costs for contractual services and pressures related to sick leave.

There are several variables that could impact our financial position over the next six months, including changes in enrolment (March 31st), utilities, staffing (vacancies), professional development and supply staff costs. Staff will continue to monitor expenditures across all areas of operations and will provide another update in June 2025.

Key Budget Risks

As noted in the presentation to Trustees on [June 12, 2024](#), the 2024-2025 budget was developed using the most current information available at that time. In terms of key assumptions and risk areas, the following represent factors which may impact the year-end results.

Revenues

As part of the [Q1 report](#), material variances were identified and discussed for the following areas: Student Enrolment and Extended Day Program. No further adjustments in these areas have been identified, so they are not addressed within this report.

No additional variances have been identified as part of the Q2 report; details regarding our forecast for revenues are outlined in [Appendix A](#).

Expenditures

As part of our [Q1 report](#) we provided information to explain expenditure changes for Classroom Teachers, School Operations and Other Non-operating expenses. No material variances have been identified subsequent to the [Q1 report](#) for these areas, so they are not specifically addressed below.

- Supply Staff
 - In-year change: Short-term sick leave utilization continues to exceed prior year actuals, prompting staff to increase the budget for supply staff expenses by \$3.1 million over the original budget. While we are not making any further adjustments to the forecast for supply staff at this time, we recognize this as a financial pressure and will continue to monitor it closely.
 - Impact: If trends persist, we will have to prepare a contingency plan for potential mid-year adjustments in other areas of operating to maintain a balanced position.
 - Strategy: Staff will continue to monitor sick-time utilization and expenditures throughout the year. Staff will track monthly utilization against historical patterns to determine if further budget adjustments will be needed. Continued monitoring will ensure that appropriate measures are in place to address any emerging financial risks.

Further details regarding our forecast for expenditures are outlined in [Appendix A](#).

Background

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

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

Under the [Education Act, R.S.O. 1990, s.230](#), school boards are required to submit a balanced budget ensuring that total expenditures are equal to, or less than, total revenue. However, there are circumstances where an in-year deficit is permissible if there were prior surpluses available (referenced as accumulated surplus).

The use of accumulated surplus is limited to ensure that this action does not place the Board at undue financial risk. The use of accumulated surplus is limited to the lessor of:

- the Board's accumulated surplus for the preceding year, and;
- one per cent of the Board's operating revenue

Overall, staff continue to identify, assess, and mitigate financial risks to help ensure the fiscal well-being of the organization.

Financial Implications

No financial implications.

Communications

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

Prepared by: Rob Connolly, Manager, Budget Services
Helen Han, Budget Officer
Miruna Armellini, Controller of Financial Services
Nick Landry, Superintendent of Business Services & Treasurer
in consultation with Leadership Council

APPENDIX A

2024-2025 Interim Financial Report (Second Quarter- Sept 1, 2024 to February 28, 2025)				
SUMMARY OF FINANCIAL RESULTS (000's)				
	Budget	Forecast	In-Year Change	
			\$	%
Revenue				
Provincial Grants-CEF	\$816,966	\$847,801	\$30,835	3.8%
Revenue transferred from/(to) deferred revenue	1,549	656	(893)	(57.6%)
Other Grants	6,471	6,862	391	6.0%
Other Revenue	24,866	27,299	2,433	9.8%
School Generated Funds	13,468	13,468	-	0.0%
Transferred from DCC**	44,249	44,168	(81)	(0.2%)
Transferred to DCC**	(14,290)	(14,290)	-	0.0%
Total Revenue	\$893,280	\$925,964	\$32,685	3.7%
Expenses				
Instruction	\$699,106	\$728,329	\$29,224	4.2%
Administration	19,239	20,112	873	4.5%
Transportation	23,325	23,336	11	0.0%
School Operations & Maintenance	73,952	75,657	1,705	2.3%
Pupil Accom/Renewal/Debt/Non-operating	63,340	64,313	974	1.5%
Asset Retirement Liability	7,117	7,256	139	2.0%
School Generated Funds	13,468	13,468	-	0.0%
Total Expenses	\$899,547	\$932,471	\$32,925	3.7%
Surplus/(Deficit)	(\$6,267)	(\$6,507)	(\$240)	3.8%

DETERMINATION OF ANNUAL OPERATING SURPLUS (000s)		
	Budget	Forecast
PSAB Surplus/(Deficit) (from above)	(\$6,267)	(\$6,507)
Committed Capital Projects	\$555	555
Total: Internally Appropriated	555	555
Less: Unavailable for Compliance		
PSAB Adjustments	(1,864)	(1,859)
Total Adjustments	(1,309)	(1,304)
In-year unappropriated Operating Surplus/(Deficit)	(\$7,576)	(\$7,811)
Committed capital projects annual amortization	\$555	555
Asset Retirement Obligations	7,117	7,232
Committed sinking fund interest	24	24
ANNUAL Unappropriated Operating Surplus/(Deficit)	\$120	(\$0)

SUMMARY OF CAPITAL TO BE FINANCED		(000's)	
	Budget	Forecast	
Funding			
New Building and Additions	34,455	29,084	
Child Care Capital	6,380	5,510	
School Condition Improvement	32,999	32,999	
Full Day Kindergarten	879	628	
Renewal	8,500	8,500	
Education Development Charge (EDC)	1,309	1,304	
Proceeds of Disposition	-	-	
Minor Tangible Capital Assets	5,761	5,761	
Rural and Norther Education	29	29	
COVID-19 Resilience Instrastructure Steam (CVRIS)	-	-	
Other	710	710	
Total Capital by Funding Source	91,022	84,526	
Expenditure			
Buildings (new, additions & renewal)	84,096	77,604	
Land	1,309	1,304	
Land Improvements	4,300	4,300	
Leasehold Improvements	-	-	
Moveable Assets	6,051	6,051	
Total Capital Expenditure	\$95,756	\$89,260	

SUMMARY OF ENROLMENT				
ADE	Budget	Forecast	In-Year Change	
			#	%
Elementary				
JK	3,998	3,803	(195)	-4.9%
SK	4,216	4,205	(11)	-0.3%
Grade 1-3	13,559	13,396	(163)	-1.2%
Grade 4-6	13,750	13,635	(115)	-0.8%
Grade 7-8	9,139	9,125	(14)	-0.2%
Other Pupils (International)	15	15	-	0.0%
Total Elementary	44,678	44,180	(497)	-1.1%
Secondary				
Pupils of the Board <21	20,334	20,195	(139)	-0.7%
High Credit Pupils	22	22	(0)	-0.8%
Pupils of the Board >21	6	5	(2)	-25.0%
Other Pupils (International)	59	59	-	0.0%
Total Secondary	20,421	20,281	(140)	-0.7%
Total	65,099	64,461	(638)	-1.0%
<i>Note: Forecast based on October 31st count date</i>				
Highlights of Changes in Enrolment:				
- Both Elementary and Secondary enrolment for October 31st has been confirmed through OnSIS.				
- The enrolment forecast is subject to change until March 31st OnSIS numbers have also been finalized.				

SUMMARY OF STAFFING				
FTE	Budget	Forecast	In-Year Change	
			#	%
Instruction				
Classroom Teachers	3,914.30	3,911.60	(2.70)	-0.1%
Non-Classroom	2,036.30	2,038.70	2.40	0.1%
Total Instruction	5,950.60	5,950.30	(0.30)	0.0%
Non-Instruction	855.80	876.10	20.30	2.4%
Total	6,806.40	6,826.40	20.00	0.3%
Highlights of Changes in Staffing:				
- Actual October 31st numbers exclude vacant permanent positions; as such, the variance identified for classroom teachers and non-classroom positions relates to vacant positions and not a reduction in compliment.				
- The increase in non-instruction staffing relates to an increase in the number of Educational Assistants hired to support growth in the WRDSB's extended day program. This increase remains unchanged from Q1.				

2024-2025 Interim Financial Report (Second Quarter- Sept 1, 2024 to February 28, 2025)
PUBLIC SECTOR ACCOUNTING BOARD (PSAB) REVENUES

	Budget	Forecast	\$ Increase (Decrease)	% Increase (Decrease)	Material Variance Note
Core Education Funding					
Classroom Staffing Fund	472,524,087	488,379,919	15,855,832	3.36%	1
Learning Resource Fund	116,553,146	122,966,456	6,413,310	5.50%	1
Special Education Fund	99,662,582	105,377,617	5,715,035	5.73%	1
School Facilities Fund	71,067,209	71,704,400	637,191	0.90%	
Student Transportation Fund	23,345,002	23,191,091	(153,911)	(0.66%)	
School Board Administration Fund	18,546,258	20,527,025	1,980,767	10.68%	1
School Renewal Operating	10,382,359	10,286,561	(95,798)	(0.92%)	
Debt Charges Allocation	104,872	104,872	-	0.00%	
Temporary Accomodation	1,287,806	1,287,806	-	0.00%	
Interest on Capital	3,493,056	3,975,539	482,483	13.81%	
Total Provincial Grants for Student Needs (GSN)	816,966,377	847,801,286	30,834,909	3.77%	
Amortization of Deferred Capital Contributions	44,248,821	44,167,676	(81,145)	(0.18%)	
Legislative Grants transferred from/(to) Deferred Revenue	1,549,302	656,341	(892,961)	(57.64%)	
Other Grants	6,470,705	6,861,700	390,995	6.04%	
Non Grant Revenue					
Fees	1,377,100	1,377,100	-	0.00%	
Transportation Recoveries	127,600	127,600	-	0.00%	
Rental Revenue	1,888,000	1,888,000	-	0.00%	
Education Development Charge	1,308,600	1,303,978	(4,622)	(0.35%)	
Extended Day Program	15,879,600	16,753,300	873,700		2
Interest Revenues	651,000	2,000,000	1,349,000		3
Other Revenue	3,633,900	3,848,705	214,805	5.91%	
Non Grant Revenue	24,865,800	27,298,683	2,432,883	9.78%	
School Generated Funds Revenue	13,468,334	13,468,334	-	0.00%	
Grants Transferred to Deferred Capital Contributions	(14,289,706)	(14,289,706)	-	0.00%	
Total PSAB Revenues	893,279,633	925,964,314	32,684,681	3.66%	

EXPLANATIONS OF MATERIAL GRANT VARIANCES

- 1 Increase due to updated funding benchmarks for most staffing groups based on completed collective agreements
- 2 Net impact of projected changes in other revenue streams (extended day and recoverable billing)
- 3 Increase in Interest Revenue based on current market rates

2024-2025 Interim Financial Report (Second Quarter- Sept 1, 2024 to February 28, 2025)**OTHER GRANT REVENUE- INCLUDING Response Education Program(REP)**

	Budget	Forecast	Variance
Critical Physical Security Infrastructure	261,200	261,221	21
Destreaming (Single Stream) Implementation Supports	67,300	67,259	(41)
DECE Professional Development	-	111,021	111,021
Early Reading Enhancements: Early Reading Screening Tools	410,000	409,953	(47)
Education Staff to Support Reading Interventions K-3	2,064,200	2,064,241	41
ETFO PD	-	149,730	149,730
Entrepreneurship Education Pilot Projects	30,000	30,000	-
Experiential Learning- Guidance Teacher Counsellors	78,600	78,600	-
Grade 10 Civics Travel to Legislature	-	59,760	59,760
Graduation Coach for Black Students	115,300	118,914	3,614
Health Resources, Training and Supports	32,000	32,030	30
Human Rights and Equity Advisors	170,400	170,430	30
Implementation Supports for the Revised Provincial Code of Conduct (PPM 128)	-	173,775	173,775
Learn and Work Bursary	22,000	22,000	-
Licenses and Supports for Reading Programs and Interventions	264,000	264,396	396
Math AQ Subsidy	-	65,000	65,000
Math Achievement Action Plan: Board Math Leads	166,600	166,636	36
Math Achievement Action Plan: Digital Math Tools	471,700	471,657	(43)
Math Achievement Action Plan: School Math Facilitators	729,600	729,640	40
Mental Health Strategy Supports- Emerging Needs	33,000	32,986	(14)
Parent Education and Awareness Campaign	-	34,509	34,509
Professional Assessments & Evidence-Based Reading**	-	-	-
Skilled Trades Bursary	19,000	19,000	-
Transportation and Stability Supports for Youth in Care	-	90,000	90,000
Special Education AQ Subsidy for Educators	23,400	23,447	47
Special Education Needs Transition Navigators	208,500	208,505	5
Staffing to Support De-Streaming and Transition to High School	-	-	-
Summer Learning for Students with Special Education Needs	218,100	-	(218,100)
Summer Mental Health Supports	341,300	-	(341,300)
Total PPF Grants	5,726,200	5,854,710	128,510
II. Other Grants			
Ontario Youth Apprenticeship Program (OYAP)	421,200	421,175	(25)
Literacy and Basic Skills	370,900	370,900	-
Other EDU Grants - Amounts from Deferred Revenue	213,605	215,000	1,395
Total Other Grants (including REP Grants)	6,731,905	6,861,785	129,880

2024-2025 Interim Financial Report (Second Quarter- Sept 1, 2024 to February 28, 2025)

PUBLIC SECTOR ACCOUNTING BOARD (PSAB) EXPENSES	Budget Assessment				Material Variance Note
	Budget	Forecast	In-Year Change		
			#	%	
OPERATING					
Classroom					
Classroom Teachers	\$463,162,584	\$484,432,484	\$21,269,900	4.6%	1
Supply Staff	28,239,500	31,414,600	3,175,100	11.2%	2
Teacher Assistants	42,028,500	41,510,300	(518,200)	(1.2%)	
Early Childhood Educator	21,910,800	21,906,100	(4,700)	(0.0%)	
Textbooks and Classroom Supplies	15,631,932	15,958,941	327,009	2.1%	3
Computers	5,997,100	5,997,100	-	0.0%	
Professionals & Paraprofessionals	40,577,145	40,949,345	372,200	0.9%	1
Library & Guidance	15,501,400	15,863,700	362,300	2.3%	1
Staff Development	3,149,281	3,277,664	128,383	4.1%	1
Department Heads	1,650,000	1,844,400	194,400	11.8%	1
Principal and Vice-Principals	31,464,846	34,715,746	3,250,900	10.3%	1
School Secretaries & Office Supplies	17,712,800	17,723,000	10,200	0.1%	
Teacher Consultants	9,020,397	9,652,847	632,450	7.0%	1
Continuing Education	2,662,224	2,685,924	23,700	0.9%	
Instruction-Amortization	5,835,045	5,835,045	-	0.0%	
Less: GSN Funded Tangible Capital Assets	(5,438,000)	(5,438,000)	-	0.0%	
Sub-Total Instruction Expenses	\$699,105,554	\$728,329,196	\$29,223,642	4.2%	
Other Expenses					
Board Administration	\$19,239,154	\$20,111,929	\$872,775	4.5%	1
School Operations	73,492,700	75,038,300	1,545,600	2.1%	1
Transportation	23,324,900	23,335,900	11,000	0.0%	
Amortization	782,459	782,459	-	0.0%	
Less: GSN Funded Tangible Capital Assets	(323,100)	(164,000)	159,100	(49.2%)	
Sub-Total Other Expenses	\$116,516,113	\$119,104,588	\$2,588,475	2.2%	
TOTAL OPERATING EXPENSE	\$815,621,667	\$847,433,784	\$31,812,117	3.9%	
NON-OPERATING					
Pupil Accommodation/Renewal/Debt					
School Renewal	\$10,424,600	\$10,424,600	\$0	0.0%	
Debt Charges	3,372,642	3,372,642	-	0.0%	
Other Non-Operating Expenses	18,161,972	19,216,672	1,054,700	5.8%	4
Other Pupil Accommodation	1,516,400	1,516,400	-	0.0%	
Loss on Disposal of TCA and Assets	-	-	-	0.0%	
Amortization	38,363,621	38,282,476	(81,145)	(0.2%)	
Less: GSN Funded Tangible Capital Assets	(8,499,600)	(8,499,600)	-	0.0%	
Total Pupil Accommodation Expense	\$63,339,635	\$64,313,190	\$973,555	1.5%	
School Generated Funds	\$13,468,334	\$13,468,334	\$0	0.0%	
ARO	\$7,116,980	\$7,255,852	\$138,872	2.0%	
Provision for Contingencies	\$0	\$0	\$0	0.0%	
TOTAL EXPENSES	\$899,546,616	\$932,471,160	\$32,924,544	3.7%	

EXPLANATIONS OF MATERIAL EXPENSE VARIANCES

- 1- Increase due to updated salary benchmarks for most staffing groups based on completed collective agreements
2. Increase in supply costs based on historical trending/updated salary rates
3. Increase in supplies/materials for new school
4. Increase in extended day variable costs due to increase in enrolment (offset by revenue)

2024-2025 Interim Financial Report (Second Quarter- Sept 1, 2024 to February 28, 2025)
PUBLIC SECTOR ACCOUNTING BOARD (PSAB) EXPENSES

	Actual to Feb 28, 2025	% of Forecast Spent	Forecast vs.Prior year YTD
OPERATING			
Classroom			
Classroom Teachers	\$252,647,240	52.15%	
Supply Staff	14,843,099	47.25%	2
Teacher Assistants	23,682,823	57.05%	
Early Childhood Educator	12,200,589	55.69%	
Textbooks and Classroom Supplies	7,371,805	46.19%	1
Computers	3,331,627	55.55%	1
Professionals & Paraprofessionals	18,271,742	44.62%	
Library & Guidance	8,312,697	52.40%	
Staff Development	2,176,999	66.42%	1
Department Heads	836,472	45.35%	
Principal and Vice-Principals	16,996,942	48.96%	
School Secretaries & Office Supplies	9,276,720	52.34%	
Teacher Consultants	4,489,052	46.50%	
Continuing Education	802,394	29.87%	
Instruction-Amortization	-	0.00%	
Less: GSN Funded Tangible Capital Assets	(1,516,836)	27.89%	
Sub-Total Instruction Expenses	\$373,723,365	51.31%	
Other Expenses			
Board Administration	\$9,757,051	48.5%	
School Operations	33,497,221	44.64%	2
Transportation	14,111,332	60.47%	1
Amortization	-	0.00%	
Less: GSN Funded Tangible Capital Assets	(23,226)	14.2%	
Sub-Total Other Expenses	\$57,342,378	48.14%	
TOTAL OPERATING EXPENSE	\$431,065,743	50.87%	
NON-OPERATING			
Pupil Accommodation/Renewal/Debt			
School Renewal	\$3,714,849	35.6%	1
Debt Charges	739,031	21.91%	1
Other Non-Operating Expenses	10,300,476	53.60%	1
School Board 55 Trust	848,784	55.97%	1
Loss on Disposal of TCA and Assets	-	0.00%	
Amortization	-	0.00%	
Less: GSN Funded Tangible Capital Assets	(3,025,645)	35.6%	1
Total Pupil Accommodation Expense	\$12,577,495	19.56%	
School Generated Funds	\$0	0.00%	
ARO	-	0.00%	
Provision for Contingencies	(1,592,521)	0.00%	
TOTAL EXPENSES	\$442,050,717	47.41%	

EXPLANATIONS OF SPENDING RISK ASSESSMENT

- 1- Variations between the year-to-date spending this year and the % spent at this time last year is due to the timing of expenditures only. A budget pressure in these areas is not anticipated.
- 2- The variance between year-to-date spending as a % of forecast versus spending for the same period last year indicates cost pressure



Report to Committee of the Whole

March 17, 2025

Subject: Major Capital Projects Quarterly Update Report

Recommendation

This report is for the information of the Board.

Status

Current capital priority projects with budgets greater than \$2.5M are outlined in Appendix A and are presented with dashboard symbols to indicate the project status relative to the schedule, budget, and scope. Significant milestones, along with basic project statistics, are also presented. All projects are proceeding through their stages with the following comments. Appendix A now reflects these changes.

South Kitchener

For the new school in South Kitchener, February weather conditions have affected construction progress. Our staff and the general contractor are working strategically to have all necessary school spaces occupiable for September for the forecasted enrollment.

South East Cambridge JUC.

For the new Joint Use Campus with the Waterloo Catholic District School Board construction continues through the winter months.

Breslau Hopewell Crossing

For the new Breslau Hopewell Crossing school we continue to wait for Ministry approval to proceed to tender. This includes a request for an additional ~\$15M.

Background

The major capital projects listed in Appendix A have been funded by the Ministry and approved by the Board of Trustees.

Financial implications

The major capital projects listed in Appendix A have all received Ministry funding approval. As we progress through the design and construction phases of each project, additional funding may be required due to price escalations for both supplies and services; staff will continue to submit requests to the Ministry for additional funding as required.

Communications

Facility Services staff have consulted with the Ministry of Education, administration, contractors, architects, Financial Services, municipalities, various internal committees and the Board of Trustees regarding the stages of approval, design, construction and budget approvals.




Prepared by: Bill Lemon, Interim Associate Director of Business Services
Chris Sagar, Superintendent Facility Services
Ron Dallan, Senior Manager of Capital Projects
in consultation with Leadership Council

Major Capital Projects
Quarterly Update Report
March 17 2025

Project	Stage		Scope	Board Approval	Ministry Approval	Site Acquisition Complete	Site Encumbrances	Architect	Site Plan Approval	Bldg Permit	Tender Awarded	Project Budget	Classes Begin
P.S. Breslau-Hopewell Crossing (new)	ATP Submitted		New School	16-Sep-19	23-Nov-21	Yes	No	K+ Architects	No	No	No	\$16,552,917	TBA
P.S. in South Kitchener (new)	In Construction		New School	16-Sep-19	31-Mar-20	Yes	No	Walter Fedy Partnership	Yes	Yes	Yes	\$25,092,850	September 2025
P.S. in South East Cambridge (new)	In Construction		New School	9-May-16	21-Nov-16	Yes	No	JP Thomson Architects	Yes	Yes	Yes	\$25,697,487	TBA

Major Capital Projects are those greater than \$2.5M total project cost.

Dashboard Definitions

On schedule, on budget, within scope.	
Schedule, budget or scope concerns.	
Schedule delays, budget creep, or quality concerns.	



Report to Committee of the Whole

March 17, 2025

Subject: Motion: Consultation

Recommendation

(a) That the Waterloo Region District School Board consult with the broader community to get input regarding the educational needs of our students; and

(b) That we use multiple forms of communication to connect with as many members in our larger community as possible:

(i) That we reach out to all students, families, parents, legal guardians and caregivers using a variety of engagements such as town hall meetings, virtual and asynchronous methods.

(ii) That we reach out to all staff in every school and at the Education Centre.

(iii) That we reach out to the many community organizations who work both directly and indirectly with the WRDSB; and

(c) That staff lead the consultation process with Trustee involvement.

(d) That this process begins in the Spring of 2025.

Status

This Notice of Motion was served at the January 10, 2025, Committee of the Whole meeting by Trustee C. Johnson with support from Trustee S. Estoesta.

Background

“Whereas” statements are based on the reasoning and judgement of facts of the mover of this motion. The following recitals were included as background:

Whereas we last consulted our broader community about our Strategic Plan in March 2022,

Whereas Board Policy G400 says we should do a review of our Strategic Plan every 3 to 5 years,

Whereas we have received informal feedback about our Strategic Directions from staff and the community,

Whereas we want to ensure the many educational needs of our students are addressed,

Whereas we want to reach out to our broader community in multiple ways to ensure all members in our community have an opportunity to have their voices heard and a chance to have input on whether our strategic directions should be revised.

Financial implication

The financial implications are not known at this time.

Communications

There is no communication plan at this time.

Prepared by: Stephanie Reidel, Manager of Corporate Services for Trustee C. Johnson.



Report to Committee of the Whole

March 17, 2025

Subject: Motion: Town Hall

Recommendation

That that the WRDSB Trustees direct that a Town Hall Meeting be scheduled in a central location to answer questions and concerns of students, parents/guardians, staff and community members; and

That the Town Hall meeting be scheduled no later than the end of February 2025.

Status

This Notice of Motion was served at the January 10, 2025, Committee of the Whole meeting by Trustee C. Watson with support from Trustee M. Ramsay.

Background

“Whereas” statements are based on the reasoning and judgement of facts of the mover of this motion. The following recitals were included as background:

Whereas many parents/guardians, staff and community members have legitimate serious questions and concerns about the learning agenda at WRDSB schools,

Whereas many parents/guardians, staff and community members seek transparency and accountability from the WRDSB Trustees,

Whereas WRDSB board meeting bylaws restrict two way conversations at the WRDSB public board meetings,

Whereas the WRDSB consultation policy states “The guiding principles for effective consultation are as follows:

1.2.1 The WRDSB recognizes the vital role of consultation and the importance of interactive two-way communication.

1.2.2 The WRDSB is committed to providing the public with meaningful opportunities to offer input and to influence Board decision-making.

Financial implication

The financial implications are not known at this time.

Communications

There is no communication plan at this time.



Report to Committee of the Whole

March 17, 2025

Subject: Motion: Bylaw Review of Committee of the Whole Meetings

Recommendation

That the WRDSB form an Ad Hoc Committee to review the Board's current committee structure and recommend a committee structure that would align with the new legislation and allow the board to fulfill their legislative responsibilities by means other than a Committee of the Whole; and

That the Ad Hoc Committee review and consider the committee structures of other comparative boards; and

That the Ad Hoc Committee recommend changes to Sections 16 and 17 of the WRDSB Bylaws (July 2024) as well as any other sections which reference Committees of the Whole to align the bylaws with the recommended committee structure; and

That the Ad Hoc Committee reports back to the board in May 2025.

Status

This Notice of Motion was served at the February 24, 2025, Committee of the Whole meeting by Trustee J. Weston with support from Trustee S. Estoesta.

Background

"Whereas" statements are based on the reasoning and judgement of facts of the mover of this motion. The following recitals were included as background:

Whereas [Ontario Regulation 463/97: Electronic Meetings and Meeting Attendance](#) together with s.228(1)(e) of the Education Act, states that if a trustee fails to be physically present or fails to participate by electronic means at a public or in camera Committee of the Whole (COTW) meeting, that trustee would vacate their seat;

Whereas the board has no authority to approve an absence by a trustee from a regular COTW meeting;

Whereas while WRDSB Trustees strive to attend all meetings, the new regulation does not provide flexibility for a Trustee to miss even one COTW meeting for any reason, including illness, traffic, accident, etc.;

Whereas other Boards have committee structures that use COTW only for matters that fall outside the purview of other committees;

Whereas WRDSB Bylaw section 16 and 17 outlines the current WRDSB committee structure, including COTW meetings;

Whereas the new legislation comes into effect on September 1, 2025.

Financial implication

The financial implications are not known at this time.

Communications

There is no communication plan at this time.

Prepared by: Stephanie Reidel, Manager of Corporate Services for Trustee J. Weston.

WRDSB Board Committee Structure Ad Hoc Committee Terms of Reference

1. Name: WRDSB Board Committee Structure Ad Hoc Committee

- 1.1. Related legislation – Education Act and [Ontario Regulation 463/97: Electronic Meetings and Meeting Attendance](#)
- 1.2. Related policies/bylaws – Policies and procedures of the Waterloo Region District School Board
- 1.3. Alignment with Board Strategic Plan – This ad hoc committee is aligned with the strategic priorities of the WRDSB Strategic Plan.
- 1.4. Type of committee (statutory, board (standing/ad hoc) community (standing/ad hoc/appointment)) – Board Ad Hoc Committee

2. Purpose/Mandate/Goals

- 2.1. Focus - The purpose of the ad hoc committee is to review the Board's committee structure and recommend a committee structure that would align with the new legislation, provide some flexibility to trustees to be absent from meetings, within reason and per legislation, and allow the board to fulfill their legislative responsibilities.
- 2.2. Powers and responsibilities - The following responsibilities outline the work the ad hoc committee, including but not limited to:
 - 2.2.1. Plan the process by which the ad hoc committee will review the Board's committee structure, and make recommendations for updates/revisions to the Board committee structure and By-laws to align with the recommended committee structure changes, as well as create timelines and milestones for measuring progress;
 - 2.2.2. Review best practices at comparator boards;
 - 2.2.3. Provide regular update/milestone reports to the Board of Trustees via the ad hoc committee co-chair at Committee of the Whole meetings;
 - 2.2.4. Create meeting group norms for use by the ad hoc committee during the project i.e., co-chair role, meeting attendance, frequency, decision-making, etc.;
 - 2.2.5. Develop a final report with recommendations for updates/revisions and present it to the Board of Trustees on or before the end of May 2025 for consideration.

3. Authority/Jurisdiction/Responsibilities

- 3.1. This ad hoc committee is responsible to the Board of Trustees. All recommendations must be brought to the Board for discussion and final approval.
 - 3.1.1. Individual members – Expected to attend meetings of the ad hoc committee prepared with assigned tasks completed, in advance of the meeting when possible. Expected to review and comment on documents between meetings to facilitate meeting discussions.
 - 3.1.2. Co-chair – Committee co-chairs will be chosen by committee members to lead the work of the ad hoc committee and champion the project. The co-chairs will be chosen from among trustee committee members.
 - 3.1.3. Board personnel – The ad hoc committee will have access to assistance as reasonably required via assignment of staff by the Director of Education.

4. Membership

- 4.1. Composition/stakeholders – The committee will consist of up to five (5) trustees, the Manager of Corporate Services and staff as designated by the Director of Education.
- 4.2. Term - The term of the ad hoc committee is until June 2025. The term may be extended if required by motion of the Board of Trustees.
- 4.3. Appointment Process – A call for trustee volunteers will be issued with the terms of reference in March 2025. The Chairperson of the Board of Trustees, in consideration of other committee duties of trustees, will appoint trustee ad hoc committee members from the volunteers responding to the call. If there are no volunteers, the Chairperson of the Board of Trustees will appoint trustee ad hoc committee members. The Director of Education will appoint the staff members of the ad hoc committee.
- 4.4. Vacancies – If vacancies arise among the ad hoc committee membership, for either a trustee or staff representative, the Chairperson of the Board of Trustees and the Director of Education will appoint/designate replacement ad hoc committee member(s).

5. Role of Board Personnel/Staff

- 5.1. Restrictions of membership – Staff members appointed to the ad hoc committee will be restricted to staff designated by the Director.
- 5.2. Trustee members will be chosen from those who respond to the Call for Volunteers.
- 5.3. Personnel and services – Support for the ad hoc committee will be appointed by the Director of Education.

6. Meetings

- 6.1. Access to meetings – The ad hoc committee meetings will be open and can be attended by any member of the Board of Trustees. Input by all trustees will be encouraged, however, any ad hoc committee decisions made by way of vote will be restricted to ad hoc member participation only.
- 6.2. Election of Co-chairs – The ad hoc committee members will elect co-chairs of the ad hoc committee at the first meeting of the group.
- 6.3. Quorum – The ad hoc committee will operate under the same quorum as the Board of Trustees per current By-law 13.
- 6.4. Voting – Decisions of the ad hoc committee will be made by consensus and collaborative in nature. For this purpose, consensus is defined as a group decision-making process that seeks an acceptable solution that the whole group can support even if it is not the favourite of every individual. Should a vote be required because consensus cannot be reached, the vote will be restricted to ad hoc committee members only.
- 6.5. Communications/distribution of Minutes and Agenda – Notes containing action items with assigned responsibility and time lines will be taken at meetings of the ad hoc committee and distributed to committee members a minimum by five business days after the meeting. Agendas for meetings will be developed by the co-chairs of the ad hoc committee and distributed to all members at least three business days prior to the meeting.
- 6.6. In camera Meetings – This is an internal ad hoc committee formed with the express purpose of reviewing the Board's current committee structure and to develop recommendations for revision. If, due to unforeseen circumstances, in camera meetings are required, the co-chairs of the ad hoc committee can call said meeting and report the occurrence and reasons why to the Board of Trustees.
- 6.7. Meeting schedule - When a meeting date cannot be found to accommodate all members, meetings will be scheduled when the majority of members are available.

7. Reporting

- 7.1. Committee Reports to Whom – The ad hoc committee reports to the Board of Trustees through the ad hoc committee co-chairs or through an appointed committee member.
- 7.2. Format of Committee Report Back – The ad hoc committee will provide verbal and/or written reports, including presentations and other visuals as required.
- 7.3. Time Frame of Committee Report Back – The ad hoc committee will report progress to the Board of Trustees once a month. A final report and recommendations will be presented to the Board of Trustees before or by May 12, 2025.

8. Deliverables/Results

- 8.1. Requested/required Committee Output – The final deliverable of the ad hoc committee will be a recommended committee structure to replace the current COTW and corresponding bylaw changes.
- 8.2. Board of Trustees approval of the recommended revisions to the committee structure and Board By-laws (as at July 2024).