

**MAY 14, 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 **Wednesday, May 14, 2025, at 7:00 p.m.**

**AGENDA**

**Call to Order**

**Territorial Acknowledgement and O Canada**

**Approval of Agenda**

**Celebrating Board Activities/Announcements**

**Declarations of Pecuniary Interest**

**Delegations**

**Staff Follow Up**

Consultation Motion Proposed Next Steps

S. Miller

**Policy and Governance**

- |    |   |  |
|----|---|--|
| 01 | Board Policy 1003 - School Councils   | Policy Working Group / M. Newlands           |
| 06 | Board Policy 3006 - Student Trustees & Student Representation within the Board  | Policy Working Group                         |
| 12 | Board Policy 3007 - Membership in the Ontario Public School Boards' Association | Policy Working Group                         |
| 18 | Board Policy 4022 - School Size and Configuration                               | Policy Working Group / L. Agar               |
| 23 | Board Policy 6005 - Alternatives in Education                                   | Policy Working Group / A. Gaymes-San Vicente |
| 27 | Board Policy 6007 - School Nutrition  | Policy Working Group / M. Newlands           |

**Reports**

- |    |  |                      |
|----|--|----------------------|
| 31 | Extended Day Program Fee for Next Year | N. Landry            |
| 38 | Kindergarten Historical Data Trends    | B. Lemon / N. Landry |

**Board Reports**

- |    |   |                   |
|----|---|-------------------|
| 49 | Motion: Supervision During Nutrition Breaks | Trustee C. Watson |
|----|---|-------------------|

**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](mailto:Stephanie_Reidel@wrdsb.ca)



# Report to Committee of the Whole

May 14, 2025

**Subject: Board Policy 1003 - School Councils**

## Recommendation

*That the Waterloo Region District School Board approve Board Policy 1003 - School Councils as presented at the May 14, 2025 Committee of the Whole meeting.*

## Status

Recommended changes include the addition of a definition as suggested through public consultation and more flexibility to the composition of school councils.

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, 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



## SCHOOL COUNCILS

Legal References:	<i>Education Act: Ontario Regulation 612/00</i> <del><i>Education Act: Ontario Regulation 613/00 – School Councils and Parent Involvement Committees</i></del>
Related References:	<i>Ministry of Education, Guide to School Councils, 2002</i> <i>Administrative Procedure 1570 – School Councils</i> <i>School Council Handbook by WRAPSC/PIC (2015)</i> <a href="#"><i>WRDSB Parent Involvement Committee</i></a> <a href="#"><i>Waterloo Region Assembly of Public School Councils</i></a> <a href="#"><i>Board Policy 2006 - Community Engagement</i></a>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>April 16, 2018, March 9, 2020, <b>May 14, 2025</b></i>
Reviewed:	

### 1. Purpose

- 1.1 ~~It is the policy of the Waterloo Region District School Board (WRDSB), in compliance with the legislative requirements contained in the Education Act, and in recognition of the valuable contributions of all the school councils of the WRDSB, the Waterloo Region Assembly of Public School Councils (WRAPSC), Parent Involvement Committee (PIC) and all participants within our diverse community.~~ **The Waterloo Region District School Board (WRDSB) recognizes the importance of partnership between school and community in the education of students. The WRDSB values the work of School Councils, the Waterloo Region Assembly of Public School Councils (WRAPSC), and all participants within our diverse community to support students.**

### 2. Definitions

- 2.1 **School council** - an advisory body composed of parents, the principal, a teacher, a staff member, a community member and, in secondary schools, a student. School councils provide an opportunity and the means for parents to advise the principal and the Board on any matter pertaining to improvement of pupil achievement and enhancing the accountability of the education system to parents/guardians.
- 2.2 **Waterloo Region Assembly of Public School Councils (WRAPSC)** - the purpose is to assist all School Councils of the WRDSB to further their support of student achievement through parent engagement.

### 3. Application

- 3.1 Through this partnership of school and community, the WRDSB ~~to~~:
- 3.1.1 ~~request~~ **requires** that each school within the district establish and maintain a School Council, ~~which will be an advisory body to the school and to the Board;~~
- 3.1.2 ~~requires that the parent members on the council form the majority of members and there is student representation on secondary school councils. ranging in size from nine to fifteen members in elementary schools, and from eleven to fifteen members in secondary schools, where possible, which will be an advisory body to the school and to the Board;~~

- 3.1.3 acknowledges that ~~the implementation of School Councils~~ **are** ~~will be a learning process~~ unique to each school and its community and **the Council should strive to reflect its community;**
- 3.1.4 **requests** that **each School Council** ~~part of this process will be~~ regular reflection and review of the Council's effectiveness according to WRDSB's policy and procedures for School Councils;
- 3.1.5 encourages School Councils to focus on strategies and activities which support equity and inclusion, ~~and~~ student learning, **and** achievement, and **mental health and well-being;**
- 3.1.6 ~~advocate that~~ **encourages collaboration between** School Councils and **Parent Involvement Committee (PIC),** WRAPSC ~~work together with parents, families/caregivers, students, staff employees, band councils, PIC, Special Education Advisory Committee (SEAC)~~ and other members of the community to bring a community perspective and support to school planning and the attainment of educational goals, and a shared responsibility and accountability for student learning, well-being and opportunities for success;
- 1.5 consults with School Councils in accordance with s.19, 20, 21 of O. Reg. 612/00.



## SCHOOL COUNCILS

Legal References:	<i>Education Act: Ontario Regulation 612/00</i> <i>Education Act: Ontario Regulation 613/00 – School Councils and Parent Involvement Committees</i>
Related References:	<i>Ministry of Education, Guide to School Councils, 2002</i> <i>Administrative Procedure 1570 – School Councils</i> <i>School Council Handbook by WRAPSC/PIC (2015)</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>April 16, 2018, March 9, 2020</i>
Reviewed:	

1. It is the policy of the Waterloo Region District School Board (WRDSB), in compliance with the legislative requirements contained in the Education Act, and in recognition of the valuable contributions of all the school councils of the *WRDSB*, the Waterloo Region Assembly of Public School Councils (WRAPSC), Parent Involvement Committee (PIC) and all participants within our diverse community through this partnership of school and community, to:
  - 1.1 request that each school within the district establish and maintain a School Council, ranging in size from nine to fifteen members in elementary schools, and from eleven to fifteen members in secondary schools, where possible, which will be an advisory body to the school and to the Board;
  - 1.2 acknowledge that the implementation of School Councils will be a learning process unique to each school and its community, and that part of this process will be regular reflection and review of the Council's effectiveness according to WRDSB's policy and procedures for School Councils;
  - 1.3 encourage School Councils to focus on strategies and activities which support *equity and inclusion* and student learning, achievement and well-being;
  - 1.4 advocate that School Councils and WRAPSC work together with parents, caregivers, students, employees, band councils, PIC, Special Education Advisory Committee and other members of the community to bring a community perspective and support to school planning and the attainment of educational goals, and a shared responsibility and accountability for student learning, well-being and opportunities for success;
  - 1.5 consult with School Councils in accordance with s.19, 20, 21 of O. Reg. 612/00.



# Report to Committee of the Whole

May 14, 2025

**Subject: Board Policy 3006 - Student Trustees and Student Representation within the Board**

## Recommendation

*That the Waterloo Region District School Board approve Board Policy 3006 - Student Trustees and Student Representation within the Board as presented at the May 14, 2025, Committee of the Whole meeting.*

## Status

Recommended changes include a reference to the importance of student voice, additional expectations of students and language updates to match processes.

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, 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





## STUDENT TRUSTEES AND STUDENT REPRESENTATION WITHIN THE BOARD

Legal References: [Education Act](#); [Ontario Regulation 7/07](#)

Related References: *Board Policy 3001 Travel, Meals and Hospitality Expenditures – Trustees*; ~~*Student Senate – Terms of Reference*~~; ~~*NEW-Student Trustee Handbook*~~  
[Board Policy 1004 - Harassment](#)  
[Board Policy 1017 - Human Rights](#)

Effective Date: May 1998

Revisions: June 19, 2017; December 9, 2019, **May 14, 2025**

Reviewed:

### 1. ~~Preamble~~ **Purpose**

- 1.1 ~~It is the policy of the~~ The Waterloo Region District School Board (WRDSB), in accordance with the legislative requirements contained in the ~~Education Act~~ and related regulations, to recognize the benefits that accrue when students are involved in the planning of their education through participation in the role of Student Trustee.
- 1.2 The ~~Board~~ Board shall have at least two but not more than three student trustees. O. Reg. 7/07, s. 3.
- 1.3 **The WRDSB Multi-Year Strategic Plan emphasizes the importance of all students' voices. The WRDSB will strive to centre students and their voices in decisions about their education and ensure students are heard and have a sense of connection and belonging at school.**

### 2. **Application Eligibility, Qualifications and Disqualification**

- 2.1 Student Trustees must be enrolled as full-time (taking at least 3.0 credits per semester or 6 credits in a non-semestered program) senior division ~~(grade 11 or 12)~~ student in a **WRDSB** ~~Waterloo Region District~~ Secondary School and have secured parent **or guardian** ~~at~~ permission if they are under the age of majority or;
  - 2.1.1 Is an exceptional pupil in a special education program for whom the Board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools – General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced. O. Reg. 42/11, s. 1.
- 2.2 A Student Trustee shall resign their position in the event that:
  - The student fails to maintain the required qualifications (as outlined in 2.1 above);
  - The student fails or is unable to comply with the terms of office outlined in this policy;
  - The student is required to serve a sentence of imprisonment in a penal or correctional institution.
- 2.3 If the Student Trustee is unable to perform the duties of the role, as laid out in the Student Trustee Handbook, due to unexcused absences, a meeting will be scheduled with the

Student Trustee Mentors, Chairperson, and Director of Education to discuss plans for the remaining term of office.

- 2.4 Any vacancy created by the disqualification or resignation of a Student Trustee shall be filled by means of a by-election. O Reg 7/07, s. 7.

- 2.4.1 In consultation with the remaining Student Trustee, the Board may decide not to fill a vacated position provided that the remaining Student Trustee continues to serve the term of office.

### **Terms of Office**

- 2.5 Each Student Trustee will serve a twelve-month term from August 1 until July 31, inclusive.
- 2.6 Student Trustees shall receive an honorarium in the amount of \$2500 if that role is retained for a complete term. If less than a complete term is served, the honorarium shall be prorated according to the proportion of a term for which the Student Trustee holds office.
- 2.7 Student Trustees shall be reimbursed for expenses while on Board business in accordance with Policy 3001 (Travel, Meals and Hospitality Expenditures – Trustees).
- 2.8 Student Trustees may serve up to two terms if elected in accordance with the Selection Process regulations outlined in the Student Trustee Handbook.
- 2.9 By accepting the role of Student Trustee, students agree to:
- 2.9.1 Release to the WRDSB, its agents, and employees all rights to record and share their input and suggestions through board meeting minutes.
- 2.9.2 Acknowledge that both print and electronic forms of board meeting minutes will be made publicly available and kept as a permanent record.
- 2.9.3 Recognize that Board-related meetings or events including Student Senate may be shared on WRDSB websites and social media channels and may include photographs and video recordings taken of them.
- 2.9.4 **Collect student voice through various student trustee communication channels and routinely share findings to the Board of Trustees.**
- 2.9.5 **Share relevant information from Board meetings to students through official student trustee communication channels.**
- 2.9.6 **Attend Board and Committee of the Whole meetings.**

### **Student Senate**

- 2.10 Student Trustees will co-chair **regular Student Roundtable** monthly ~~Student Senate~~ meetings in accordance with the **Student Trustee Handbook** ~~terms of reference of that committee.~~

### **Trustee Mentor**

- 2.11 **Two** A Trustees will be appointed to serve as a ~~mentors~~ to the Student Trustees and to the Student ~~Roundtable~~ **Senate**.



## STUDENT TRUSTEES AND STUDENT REPRESENTATION WITHIN THE BOARD

Legal References: [Education Act](#); [Ontario Regulation 7/07](#)

Related References: *Board Policy 3001 Travel, Meals and Hospitality Expenditures – Trustees*; *Student Senate – Terms of Reference*; [NEW Student Trustee Handbook](#)

Effective Date: May 1998

Revisions: June 19, 2017; December 9, 2019

Reviewed:

### 1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board (WRDSB), in accordance with the legislative requirements contained in the Education Act and related regulations, to recognize the benefits that accrue when students are involved in the planning of their education through participation in the role of Student Trustee
- 1.2 The board shall have at least two but not more than three student trustees. O. Reg. 7/07, s. 3

### 2. Eligibility, Qualifications and Disqualification

- 2.1 Student Trustees must be enrolled as full-time (taking at least 3.0 credits per semester or 6 credits in a non-semestered program) senior division (grade 11 or 12) student in a Waterloo Region District Secondary School and have secured parental permission if they are under the age of majority or;
  - 2.1.1 Is an exceptional pupil in a special education program for whom the Board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools – General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced. O. Reg. 42/11, s. 1.
- 2.2 A Student Trustee shall resign their position in the event that:
  - The student fails to maintain the required qualifications (as outlined in 2.1 above);
  - The student fails or is unable to comply with the terms of office outlined in this policy;
  - The student is required to serve a sentence of imprisonment in a penal or correctional institution.
- 2.3 If the Student Trustee is unable to perform the duties of the role due to unexcused absences, a meeting will be scheduled with the Student Trustee Mentor, Chair, and Director of Education to discuss plans for the remaining term of office.
- 2.5 Any vacancy created by the disqualification or resignation of a Student Trustee shall be filled by means of a by-election. O Reg 7/07, s. 7.
  - 2.5.1 In consultation with remaining Student Trustee, the Board may decide not to fill a vacated position provided that the remaining Student Trustee continues to serve the term of office.

### **3. Terms of Office**

- 3.1 Each Student Trustee will serve a twelve-month term from August 1 until July 31, inclusive.
- 3.2 Student Trustees shall receive an honorarium in the amount of \$2500 if that role is retained for a complete term. If less than a complete term is served, the honorarium shall be prorated according to the proportion of a term for which the Student Trustee holds office.
- 3.3 Student Trustees shall be reimbursed for expenses while on Board business in accordance with Policy 3001 (Travel, Meals and Hospitality Expenditures – Trustees).
- 3.4 Student Trustees may serve up to two terms if elected in accordance with the Selection Process regulations outlined in the Student Trustee Handbook.
- 3.5 By accepting the role of Student Trustee, students agree to:
  - 3.5.1 Release to the WRDSB, its agents, and employees all rights to record and share their input and suggestions through board meeting minutes.
  - 3.5.2 Acknowledge that both print and electronic forms of board meeting minutes will be made publicly available and kept as a permanent record.
  - 3.5.3 Recognize that Board-related meetings or events including Student Senate may be shared on WRDSB websites and social media channels and may include photographs and video recordings taken of them.

### **4. Student Senate**

- 4.1 Student Trustees will co-chair monthly Student Senate meetings in accordance with the terms of reference of that committee.

### **5. Trustee Mentor**

- 5.1 A Trustee will be appointed to serve as a mentor to the Student Trustees and to the Student Senate.



# Report to Committee of the Whole

May 14, 2025

## **Subject: Ontario Public School Boards' Association – Approval of Membership Fee**

### **Recommendation**

*That the Waterloo Region District School Board approve Board Policy 3007 as presented at the May 14, 2025, Committee of the Whole meeting; and*

*That the Waterloo Region District School Board continue with membership in the Ontario Public School Boards' Association (OPSBA) for 2025-2026.*

### **Status**

To present for review, Board Policy 3007 (Appendix A) regarding membership in the Ontario Public School Boards' Association (OPSBA). Information regarding the services provided by OPSBA can be found at [www.opsba.org](http://www.opsba.org). These services include labour relations, advocacy initiatives, media relations, and professional development. The membership fee is based on a formula connected to a school board's student enrolment. Last year, the fee was \$121,324 (plus HST). The fee model is composed of a base amount and a percentage of each member board's Board Administration and Governance Grant. At the OPSBA board meeting on May 3, 2025, the Board of Directors approved an increase of 2.9% in membership fee. The 2025-2026 Membership invoices and letters will be sent in August 2025.

If trustees agree to continue their membership in the Association, then approval of a motion to retain Board Policy 3007 will be required as outlined in the recommendation.

### **Background**

Annual review is required of Board Policy 3007 as indicated in the policy.

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 is an amount incorporated into the budget annually to cover the cost of the OPSBA membership fee.

**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, on behalf of the Policy Working Group in consultation with Leadership Council.



## MEMBERSHIP IN ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION

Responsibility:	<i>Board of Trustees</i>
Legal References:	<i>Education Act 191.2(3) – Other Expenses (Board Members)</i>
Related References:	<a href="#"><i>Board Policy 3003 – Trustee Professional Development Expenses</i></a> <a href="#"><i>Ontario Public School Boards' Association</i></a>
Effective Date:	<i>June 2000</i>
Revisions:	<i>June 21, 2021, May 13, 2024</i>
Reviewed:	<i>May 9, 2022, June 12, 2023, May 14, 2025</i>

### 1. Purpose

- 1.1 The Waterloo Region District School Board (WRDSB) recognizes the inherent values in maintaining a positive relationship with other public district school boards throughout the Province of Ontario through membership in the Ontario Public School Boards' Association (OPSBA).
- 1.2 OPSBA represents English public district school boards and public school authorities across Ontario, which together serve more than 1.3 million public elementary and secondary students. OPSBA advocates on behalf of the best interests and needs of the public school system in Ontario. OPSBA is seen as the expert voice of public education in Ontario and is routinely called on by the provincial government for input and advice on legislation and the impact of government policy directions.
- 1.3 OPSBA serves its Member Boards through its expertise and provincial work in the following areas:
  - Education Program Policy
  - Policy Development
  - Legislation and Regulation Monitoring and Analysis
  - Government Relations
  - Communications and Media Relations
  - Equity, Diversity, and Inclusion
  - Labour Relations and Human Resources
  - Education Finance
  - Networking and Facilitation
  - Conference, Meeting and Event Coordination
  - Professional Development and Issues Awareness

### 2. Membership Renewal

- 2.1 Membership in the OPSBA will be renewed annually in conjunction with the development of the WRDSB operating budget. At that time, this policy (Board Policy 3007 - (Membership in OPSBA) will also be reviewed.

### 3. Annual Appointments/Nominations

- 3.1 In accordance with OPSBA's bylaws, appointments to the following positions must be approved by the Board of Trustees annually prior to OPSBA's Annual General Meeting:
  - Voting Delegate and Alternate for the OPSBA Annual General Meeting;
  - Director on the OPSBA Board of Directors.

3.2 The Board of Trustees may also nominate one of their members for the following positions during the OPSBA Annual General Meeting or at OPSBA's request for nominations:

- Executive Officers - President, First Vice-President, Second Vice-President (any trustee from a member board is eligible for nomination);
- Regional Chair - Central West Region (any trustee from a member board in the Central West Region is eligible for nomination);
- Regional Vice-Chair - Central West Region (any trustee who is appointed by a district school board to the OPSBA Board of Directors is eligible for nomination);
- Regional Appointment to Core Issue Work Groups.

#### **4. OPSBA Expenses**

4.1 Expenses related to attendance at OPSBA events are governed by Board Policy 3003 – Trustee Professional Development Expenses.





## MEMBERSHIP IN ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION

Responsibility:	<i>Board of Trustees</i>
Legal References:	<i>Education Act 191.2(3) – Other Expenses (Board Members)</i>
Related References:	<a href="#"><i>Board Policy 3003 – Trustee Professional Development Expenses</i></a> <a href="#"><i>OPSBA Constitution and Bylaws</i></a>
Effective Date:	<i>June 2000</i>
Revisions:	<i>March 2007, June 21, 2021, May 13, 2024</i>
Reviewed:	<i>June 8, 2020, May 9, 2022, June 12, 2023</i>

### 1. Purpose

- 1.1 The Waterloo Region District School Board (WRDSB) recognizes the inherent values in maintaining a positive relationship with other public district school boards throughout the Province of Ontario through membership in the Ontario Public School Boards' Association (OPSBA).
- 1.2 OPSBA represents English public district school boards and public school authorities across Ontario, which together serve more than 1.3 million public elementary and secondary students. OPSBA advocates on behalf of the best interests and needs of the public school system in Ontario. OPSBA is seen as the expert voice of public education in Ontario and is routinely called on by the provincial government for input and advice on legislation and the impact of government policy directions.
- 1.3 OPSBA serves its Member Boards through its expertise and provincial work in the following areas:
  - Education Program Policy
  - Policy Development
  - Legislation and Regulation Monitoring and Analysis
  - Government Relations
  - Communications and Media Relations
  - Equity, Diversity, and Inclusion
  - Labour Relations and Human Resources
  - Education Finance
  - Networking and Facilitation
  - Conference, Meeting and Event Coordination
  - Professional Development and Issues Awareness

### 2. Membership Renewal

- 2.1 Membership in the OPSBA will be renewed annually in conjunction with the development of the WRDSB operating budget. At that time, this policy (Board Policy 3007 - (Membership in OPSBA) will also be reviewed.

### 3. Annual Appointments/Nominations

- 3.1 In accordance with OPSBA's bylaws, appointments to the following positions must be approved by the Board of Trustees annually prior to OPSBA's Annual General Meeting:
  - Voting Delegate and Alternate for the OPSBA Annual General Meeting;
  - Director on the OPSBA Board of Directors.

3.2 The Board of Trustees may also nominate one of their members for the following positions during the OPSBA Annual General Meeting or at OPSBA's request for nominations:

- Executive Officers - President, First Vice-President, Second Vice-President (any trustee from a member board is eligible for nomination);
- Regional Chair - Central West Region (any trustee from a member board in the Central West Region is eligible for nomination);
- Regional Vice-Chair - Central West Region (any trustee who is appointed by a district school board to the OPSBA Board of Directors is eligible for nomination);
- Regional Appointment to Core Issue Work Groups.

#### **4. OPSBA Expenses**

4.1 Expenses related to attendance at OPSBA events are governed by Board Policy 3003 – Trustee Professional Development Expenses.



# Report to Committee of the Whole

May 14, 2025

## **Subject: Board Policy 4022 - School Size And Configuration**

### **Recommendation**

*That the Waterloo Region District School Board approve Board Policy 4022 - School Size And Configuration as presented at the May 14, 2025, Committee of the Whole meeting.*

### **Status**

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

- Reviewed public consultation received
- 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



Waterloo Region  
District School Board

## Board Policy 4022 SCHOOL SIZE AND CONFIGURATION

Legal References:	<u><a href="#">Education Act, R.S.O. 1990, c.E.2, - O. Reg. 20/98: Education Development Charges</a></u>
Related References:	<u><a href="#">Board Policy 1011 – Community Planning and Facility Partnerships</a></u> <u><a href="#">Board Policy 4000 – Pupil Accommodation Review (Consolidation or Closure)</a></u> <u><a href="#">Board Policy 4009 - Student Transportation</a></u> <u><a href="#">Board Policy 4012 - School Attendance Areas</a></u> <u><a href="#">Administrative Procedure 4860 - Pupil Accommodation Review</a></u> <u><a href="#">Administrative Procedure 4991 – Boundary Reviews</a></u> <u><a href="#">Administrative Procedure 4992 – Temporary Student Accommodation for Development Areas</a></u>
Effective Date:	November 9, 2020, May 14, 2025
Revisions:	

### 1. ~~Preamble~~ Purpose

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

### 2. Definitions

#### 2.1 On-the-Ground (OTG) capacity

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

#### 2.2 Optimal utilization

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

### 2.3 Over-utilization

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

### 2.4 Under-utilization

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

### 2.5 Natural boundary

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

### 2.6 Development Area

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

## 3. Policy Application

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

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

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

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

3.2 The WRDSB supports a variety of school configurations. The determination of school configurations is dependent on facility design, construction, condition, location, programming needs, and the best interests of students. Decisions regarding school size and configuration are informed by the following planning studies, which are reviewed and approved by the Board.

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

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



## SCHOOL SIZE AND CONFIGURATION

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

### 1. Preamble

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

### 2. Definitions

#### 2.1 On-the-Ground (OTG) capacity

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

#### 2.2 Optimal utilization

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

### 2.3 Over-utilization

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

### 2.4 Under-utilization

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

### 2.5 Natural boundary

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

### 2.6 Development Area

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

## 3. Policy

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

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

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

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

3.2 The WRDSB supports a variety of school configurations. The determination of school configurations is dependent on facility design, construction, condition, location, programming needs, and the best interests of students. Decisions regarding school size and configuration are informed by the following planning studies, which are reviewed and approved by the Board.

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

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



# Report to Committee of the Whole

May 14, 2025

**Subject: Board Policy 6005 - Alternatives in Education**

## Recommendation

*That the Waterloo Region District School Board approve Board Policy 6005 - Alternatives in Education as presented at the May 14, 2025 Committee of the Whole meeting.*

## Status

Recommended changes include the addition of a definition and updated language to provide clarification.

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, 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.



## ALTERNATIVES IN EDUCATION

Legal References:	<i>Education Act,</i> <i>Ontario Human Rights Code</i>
Related References:	<i>Regulation 308 - Supervised Alternative Learning for Excused Pupils</i> <i>Administrative Procedure 1620 – Alternative Suspension Program</i> <i>Administrative Procedure 2320 – Supervised Alternative Learning</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>January 22, 2018, January 20, 2020, May 14, 2025</i>
Reviewed:	<i>September 18, 2017</i>

### 1. Purpose

~~It is the policy of The Waterloo Region District School Board (WRDSB) to encourage and support the development and implementation of a wide range of programs and structures responsive to the needs of individuals within the Regional Municipality of Waterloo, consistent with available financial resources available., recognizing that:~~

### 2. Definitions

- 2.1. Alternative Education includes but is not limited to Choices (For fully expelled secondary students), U-Turn (Temporary intervention for secondary at-risk youth to get back on track with their education), and Elev8 (Grade 8 who are experiencing significant emotional and social difficulties which affect regular school attendance).

### 3. Application

- 3.1. ~~The~~ WRDSB recognizes the importance of offering ~~has demonstrated its awareness of the needs for alternatives to existing curricula, processes and programs~~ organizational patterns;
- 3.2. ~~The~~ WRDSB acknowledges that the needs of some individuals may be best met if there are through alternatives choices within the system;
- 3.3. ~~The~~ WRDSB has, on many occasions, ~~has anticipated local needs and responded to such these needs on its own initiative~~ by focusing on learning environments that are inclusive, identity affirming, flexible and individualized to promote the dignity, worth and success of students;
- 3.4. ~~WRDSB has received the support of the public for many alternatives already in place;~~
- 3.5. ~~WRDSB has resources, both physical and human, which make it feasible to offer worthwhile alternative programs under its jurisdiction;~~
- 3.6. ~~The~~ WRDSB supports both formal and informal review processes to determine the effectiveness of alternative education programs.; It responds in a timely manner to community and individual needs and demonstrates responsibility in the allocation of resources to support these programs. When engaging in a review of alternative education programs, it is important to ensure we have a variety of diverse perspectives. It is essential to engage with marginalized stakeholders.



Waterloo Region  
District School Board

## Board Policy 6005

# ALTERNATIVES IN EDUCATION

Legal References:	<i>Education Act</i>
Related References:	<i>Regulation 308 - Supervised Alternative Learning for Excused Pupils</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>January 22, 2018, January 20, 2020</i>
Reviewed:	<i>September 18, 2017</i>

- 1 It is the policy of the Waterloo Region District School Board (WRDSB) to encourage and support the development and implementation of a wide range of programs and structures responsive to the needs of individuals within the Regional Municipality of Waterloo, consistent with financial resources available, recognizing that:
  - 1.1. WRDSB has demonstrated its awareness of the needs for alternatives to existing curricula, processes and organizational patterns;
  - 1.2. WRDSB acknowledges that the needs of some individuals may be best met if there are alternatives within the system;
  - 1.3. WRDSB, on many occasions, has anticipated local needs and responded to such needs on its own initiative;
  - 1.4. WRDSB has received the support of the public for many alternatives already in place;
  - 1.5. WRDSB has resources, both physical and human, which make it feasible to offer worthwhile alternative programs under its jurisdiction.
  - 1.6. WRDSB supports both formal and informal review processes to determine the effectiveness of alternative education programs, responds in a timely manner to community and individual needs and demonstrates responsibility in the allocation of resources to support these programs.



# Report to Committee of the Whole

May 14, 2025

**Subject: Board Policy 6007 - School Nutrition Programs**

## Recommendation

*That the Waterloo Region District School Board approve Board Policy 6007 - School Nutrition Programs as presented at the May 14, 2025 Committee of the Whole meeting.*

## Status

Recommended changes include the addition of promoting sustainability and waste reduction as suggested through public consultation.

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, 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



Waterloo Region  
District School Board

## Board Policy 6007

# SCHOOL NUTRITION PROGRAMS

Legal References:	<i>Education Act, Policy/Program Memorandum 150 – School Food and Beverage Policy</i>
Related References:	<i>AP1220 - Sale of Food and Beverages in Schools</i> <a href="#"><i>Canada's National School Food Program</i></a>
Effective Date:	<i>September 2009</i>
Revisions:	<i>June 15, 2015, February 10, 2020</i>
Reviewed:	<i>January 22, 2018, <b>May 14, 2025</b></i>

### 1. Preamble Purpose

- 1.1 ~~It is the policy of the~~ The Waterloo Region District School Board (WRDSB) ~~to promote~~s healthy food choices, in collaboration with ~~parents~~ **families/caregivers**, students and staff, that have a maximum nutritional value, are reasonably priced, and are sensitive to cultural needs and food allergy concerns.

### 2. Application

- 2.1 The WRDSB supports partnerships in the implementation of nutrition programs that offer food and beverages in all schools at no cost to students, allow for universal access, and are inclusive in nature to address student hunger.
- 2.2 The WRDSB recognizes the importance of effective communication and collaborative partnerships to ensure sustainability of student nutrition programs, within the financial constraints of available Board resources.
- 2.3 The WRDSB will work with their nutrition partners to promote using products with minimal packaging to reduce waste and promote sustainability.**



## SCHOOL NUTRITION PROGRAMS

Legal References:	<i>Education Act, Policy/Program Memorandum 150 – School Food and Beverage Policy</i>
Related References:	<i>AP1220 - Sale of Food and Beverages in Schools</i>
Effective Date:	<i>September 2009</i>
Revisions:	<i>June 15, 2015, February 10, 2020</i>
Reviewed:	<i>January 22, 2018</i>

### 1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board (WRDSB) to promote healthy food choices, in collaboration with parents, students and staff, that have a maximum nutritional value, are reasonably priced, and are sensitive to cultural needs and food allergy concerns.
- 1.2 The WRDSB supports partnerships in the implementation of nutrition programs that offer food and beverages in all schools at no cost to students, allow for universal access, and are inclusive in nature to address student hunger.
- 1.3 The WRDSB recognizes the importance of effective communication and collaborative partnerships to ensure sustainability of student nutrition programs, within the financial constraints of available Board resources.



# Report to Committee of the Whole

May 14, 2025

## Subject: 2025-26 Extended Day Program Fee

### Recommendation

***That the Waterloo Region District School Board approve the Extended Day Program fee of \$32.50 per day, per child, for the 2025-26 school year.***

### Status

The Extended Day Program (EDP) fee is established annually in accordance with the guidelines set out by the Ministry of Education (Ministry) in [Ontario Regulation 221/11](#). The underlying objective in establishing the fee is to ensure it bears a reasonable relationship to incremental operating costs incurred by the Waterloo Region District School Board (WRDSB), and that the program operates on a cost-recovery basis.

While there are many components that contribute to the overall rate (see Appendix A), the following represent key factors impacting the proposed rate for 2025-2026.

- Wages and Benefits
  - Change: Average salary costs are forecast to increase by \$1.35 per hour for the 2025-2026 school year; with a minor increase to associated benefit costs (0.41%) on average.
  - Rationale: These changes are the result of retroactive adjustments related to Bill 124, as well as salary increases for Educational Assistants (EAs) and Designated Early Childhood Educators (DECEs) (reflective of the 2022-2026 collective agreements). Furthermore, staff continue to progress through the salary grid as they gain more experience. Information used to calculate these figures is based on 2025-2026 salary and benefit forecasts, which will be used to develop the WRDSB's 2025-2026 budget.
  - Impact: Direct staffing costs account for approximately 73.01% of total expenditures on the program; as such, any changes to salaries and benefits will have a proportionate impact on the EDP fee.
- Administrative Support
  - Change: Expenditures on administrative support are forecast to increase by 0.29% on a per student basis.
  - Rationale: Although additional administrative requirements need to be met to maintain our licensing under the [Child Care and Early Years Act 2014](#), our administrative costs as a proportion of total expenses are remaining relatively stable as we expand our programs.
  - Impact: In total, administrative costs represent 2.39% of total expenditures on the program. These expenditures are necessary to provide the appropriate level of oversight and support to our schools, ensuring that the



EDP achieves its mission of providing high-quality, affordable, care to students in our communities. Administrative support staff (e.g., manager, supervisors, clerical) also provide oversight and support for programs operated by our community partners, ensuring they are meeting the requirements of our contracts with them.

- Special Education Support
  - Change: The per pupil amount to support additional resources for students with special needs is decreasing by \$0.29 per pupil, per day.
  - Rationale: A core commitment of the EDP is that all students should have equity of access to the program and should have access to the support they need. Each year, the proportion of students participating in our program that require additional staffing, relative to the overall number of students, changes slightly. The decrease noted above is based on actual costs incurred during the past three years to support students with special needs.
  - Impact: The decrease noted above will not impact our ability to provide the resources necessary (primarily staff) to support students with special needs in our before and after school programs.
- Transaction Costs and Vacancy Rate (Bad Debt)
  - Change: Expenditures incurred to manage the collection of fees for the program are forecast to increase by 0.17% on a per student basis; our forecast for bad debt expense (uncollectable revenues) is expected to increase slightly (0.05%) for 2025-2026 on a per student basis.
  - Rationale: The WRDSB incurs fixed (staffing) and variable (merchant fees) costs in order to invoice and collect fees from families. In order to operate on a cost recovery basis, these costs need to be included in the overall fee charged for the EDP. We also include a small amount to reflect fees that cannot be collected from families (i.e., bad debt); there are several procedures in place to ensure we minimize this cost to the WRDSB.
  - Impact: To the extent that further improvements to our processes can be made to reduce costs or enhance service for families, we will pursue those as appropriate.

## Non-Instructional Days

The Extended Day Program will continue to be offered on designated non-instructional days (e.g. PD Days, Winter Break, March Break) in 2025-2026.

- Professional Development (P.D.) Days- The program will not operate on five (5) professional development days in 2025-2026. This will allow Designated Early Childhood Educators to complete mandatory training and to be released for professional development. Based on the school year calendar that was approved by the Board, the EDP will operate (or close) on the following dates:
  - September 2, 2025- Closed
  - October 10, 2025- Closed
  - November 17, 2025- Closed
  - January 16, 2026- **Open**
  - April 24, 2026- Closed
  - May 29, 2026- **Open**
  - June 26, 2026- Closed

This information will be communicated to internal and external stakeholders in order to facilitate planning.

- Winter Break- The program will continue to operate during a portion of the winter break. Our plan for winter break 2025-2026 is to offer care on the following days:
  - December 22<sup>nd</sup> and 23<sup>rd</sup>- **Open**
  - Wednesday December 24<sup>th</sup> – Friday January 2<sup>nd</sup>- Closed
- March Break- The program will continue to operate during March Break for 2025-2026.
  - March 16<sup>th</sup> – March 20<sup>th</sup>- **Open**
- The schedule noted above will ensure that our community has access to the program for a portion of the winter break, and is consistent with the language included in our childcare contracts with Community Providers. We have also confirmed that these dates align with the terms included in the agreement with our Custodial & Maintenance staff, who are needed in the school while programs are in operation.

## Care Options

Effective September 2025, the WRDSB is implementing some changes to the care options that will be available to families. Families will be able to select any of the following care options for their child:

- Monday – Friday: Before School Only, After School Only, Before & After School
- Monday, Wednesday, Friday- Before School Only, After School Only, Before & After School
- Tuesday, Thursday- Before School Only, After School Only, Before & After School

- Families can register for multiple care schedule options (For example, they could register their child for Tuesday-Thursday Before school care and Monday to Friday After school care).
  - Single day removals are not permitted.

The changes being made to part -time care options are consistent with feedback we received from the community through a survey conducted in the fall of 2024 and will allow us to support more families in Before & After care by matching two part time schedules to create a full-time schedule.

## Fee

The recommended fee of \$32.50 per pupil per day means families and caregivers will experience an increase of \$1.00 over the fee charged in 2024-25.

The changes in the fee over the last 5 years are provided below for reference:

School Year	Before School Fee*	After School Fee*	Daily Fee*
2021-22	\$12.00	\$15.50	\$27.50
2022-23	\$13.00	\$16.00	\$29.00
2023-24	\$14.00	\$14.50	\$28.50
2024-25	\$14.50	\$17.00	\$31.50
2025-26	\$15.00	\$17.50	\$32.50

\*This fee applies to students who are not eligible for a reduced fee under the Canada-Wide Early Learning and Child Care Program, which only provides funding for children under age 6.

- Since September 1, 2022, all WRDSB extended day programs have been licensed under the [Child Care and Early Years Act](#) (CCEYA). As a result, all 4- and 5-year-olds participating in our EDP are eligible for reduced rates under the [Canada-wide Early Learning and Child Care](#) (CWELCC) program. The CWELCC program outlines that Ontario families with children five years old and younger, participating in licensed childcare programs, will see their childcare fees reduced to \$10 per day by September 2026.
  - 2023-24
    - EDP Rate- \$28.50 per day; reduced rate for eligible 4-and 5-year-old students participating in WRDSB EDP \$12.59
  - 2024-25
    - EDP Rate- \$31.50 per day; reduced rate for eligible 4-and 5-year-old students participating in WRDSB EDP \$12.59
  - 2025-2026

- EDP Rate- \$32.50 per day; reduced rate for eligible 4-and 5-year-old students participating in WRDSB EDP \$12.59

## **Background**

The Full-Day Early Learning Statute Law Amendment Act was passed into legislation on April 27, 2010, and mandates that EDP be offered by district school boards to all JK/SK children attending a school with Full Day Kindergarten. Each year, a costing template issued by the Ministry of Education is used to calculate fees for a standard class of EDP students. The EDP fee regulations ([O. Reg. 221/11](#)) continue to require boards to establish fees that bear a reasonable relationship to operating costs. When functioning as the operator of the program, the WRDSB makes every effort to operate on a cost-recovery basis in delivering the EDP. Trustees are required to approve the fee at an open meeting of the WRDSB each year, and boards are required to disclose fees to coterminous boards and the Ministry of Education.

In September 2010, the Waterloo Region District School Board (WRDSB) began directly operating before and after school programs in 4 schools, offering care to 64 children. Since then, our program has expanded to 75 schools and now offers care to over 4,810 children; this is in addition to the 17 programs offered by our community partners in schools with purpose-built childcare centres.

## **Financial Implications**

Consistent with the direction provided by the Ministry of Education, the EDP fee has been developed to ensure it bears a reasonable relationship to operating costs and will allow the WRDSB to operate the EDP on a cost recovery basis.

## **Communications**

The approved rate will be posted on our corporate website and will be reflected in communication material provided to families.

Prepared by:                      Melissa Hilton, Manager, Extended Day Program  
    Nick Landry, Superintendent of Business & Treasurer of the Board,  
    in consultation with Leadership Council

## APPENDIX A

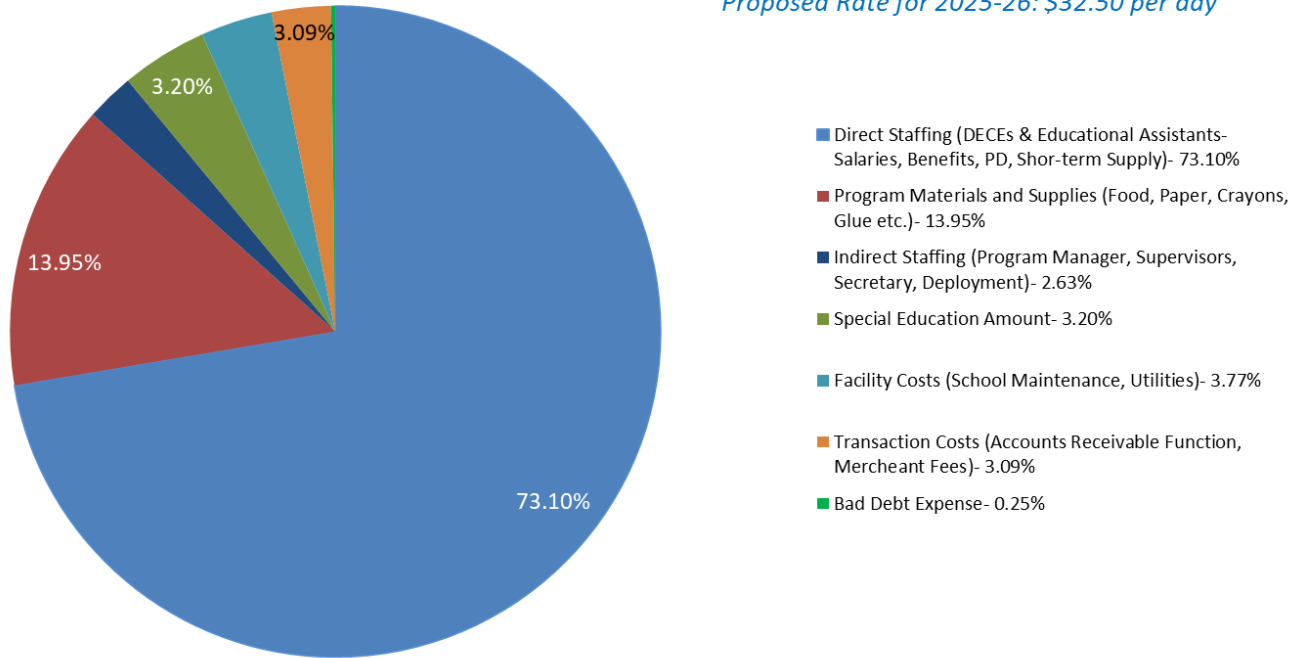
## Components of the Extended Day Program Fee

ESTIMATING DAILY BASE FEE					
		Average Board Enrolment			
Number of students in Extended day				24.15	
# of ECEs / staff				2.00	
2025-26 Extended Day Program Fee				2024-25 Amount	Change
Benchmark	Benchmark Unit	# Hours / day		5	
ECE/STAFF COSTS					
\$33.35	Hourly	(a) Wage compensation	\$62,363.82	\$32.00	\$1.35
32.29%	as % of hourly wage	(b) Benefits (including Pension contributions)	\$20,137.28	31.88%	0.41%
13.40%	as % of hourly wage + benefits	(c) Vacation + Statutory Holidays	\$11,056.85	13.40%	0.00%
2.00%	as % of hourly wage + benefits	(d) Professional Development	\$1,650.02	2.00%	0.00%
5.65%	as % of hourly wage + benefits + Vacation + Statutory holidays	(e) Supply ECEs for Extended day	\$5,379.25	5.65%	0.00%
Total ECE/Staff Costs			\$100,587.22		
3.60%	per staffing unit costs	Administrative costs	\$3,616.96	3.31%	0.29%
PER PUPIL COSTS					
\$0.23	per-pupil per hour	School Operations (up to \$0.40 per pupil)	\$5,193.46	\$0.21	\$0.02
\$0.70	per-pupil per day	Materials for Extended day	\$3,161.24	\$0.65	\$0.05
\$3.55	per-pupil per day	Food / Snacks	\$16,031.98	\$3.55	\$0.00
\$0.98	per pupil per day	Special Education	\$4,410.10	\$1.26	(\$0.29)
Total Costs (excluding vacancy)			\$133,000.96		
0.26%	as a % of Total Cost (before vacancy)	Vacancy Allowance (up to 5%)	\$348.18	0.22%	0.05%
3.19%	as a % of Total Cost (after vacancy)	Transaction Costs	\$4,253.23	3.02%	0.17%
Total Costs			\$137,602.37		
Extended Day Program Fee (includes non-instructional days during the school year (e.g., P.D. days (2), Winter Break (2) and March Break (5)))			\$ 32.50	\$31.50	\$1.00

### Waterloo Region DSB- Extended Day Program Fee Breakdown

*Current Rate: \$31.50 per day*

*Proposed Rate for 2025-26: \$32.50 per day*



-Designated Early Childhood Educators (DECE) and Educational Assistants (EA) staff the program.

May 2025



# Report to Committee of the Whole

May 14, 2025

## **Subject: Kindergarten Historical Data Trends**

### **Recommendation**

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

### **Status**

Appendix A provides historical enrolment and demographic information about Junior and Senior Kindergarten students in the Waterloo Region District School Board.

### **Background**

On January 13, 2025, the following motions were passed:

*That staff prepare a report with the historical data and trends for the last ten years (10) concerning WRDSB enrolment data for JK and SK, regional growth and immigration rates; and*

*That the report includes a summary of the modeling of available regional data to determine the extent to which local circumstances align with the provincial trend as mentioned on folio 62 of the January 13, 2025, Committee of the Whole agenda package.*

*That the data collection and analysis be presented to the Board of Trustees at a Committee of the Whole by the end of May 2025.*

### **Financial implications**

Student enrolment, measured by school boards' average daily enrolment (ADE), is the primary factor determining Core Education Funding for school boards.

### **Communications**

Enrolment figures are reported annually to the Ministry of Education and shared with the board of trustees through quarterly financial statements.

Prepared by: Lauren Agar, Senior Manager of Planning  
 Nick Landry, Superintendent, Business Services and Treasurer of the Board  
 Bill Lemon, Interim Associate Director  
 Scott Miller, Director of Education  
 in consultation with Leadership Council

## **WRDSB Enrolment Trends - Kindergarten**

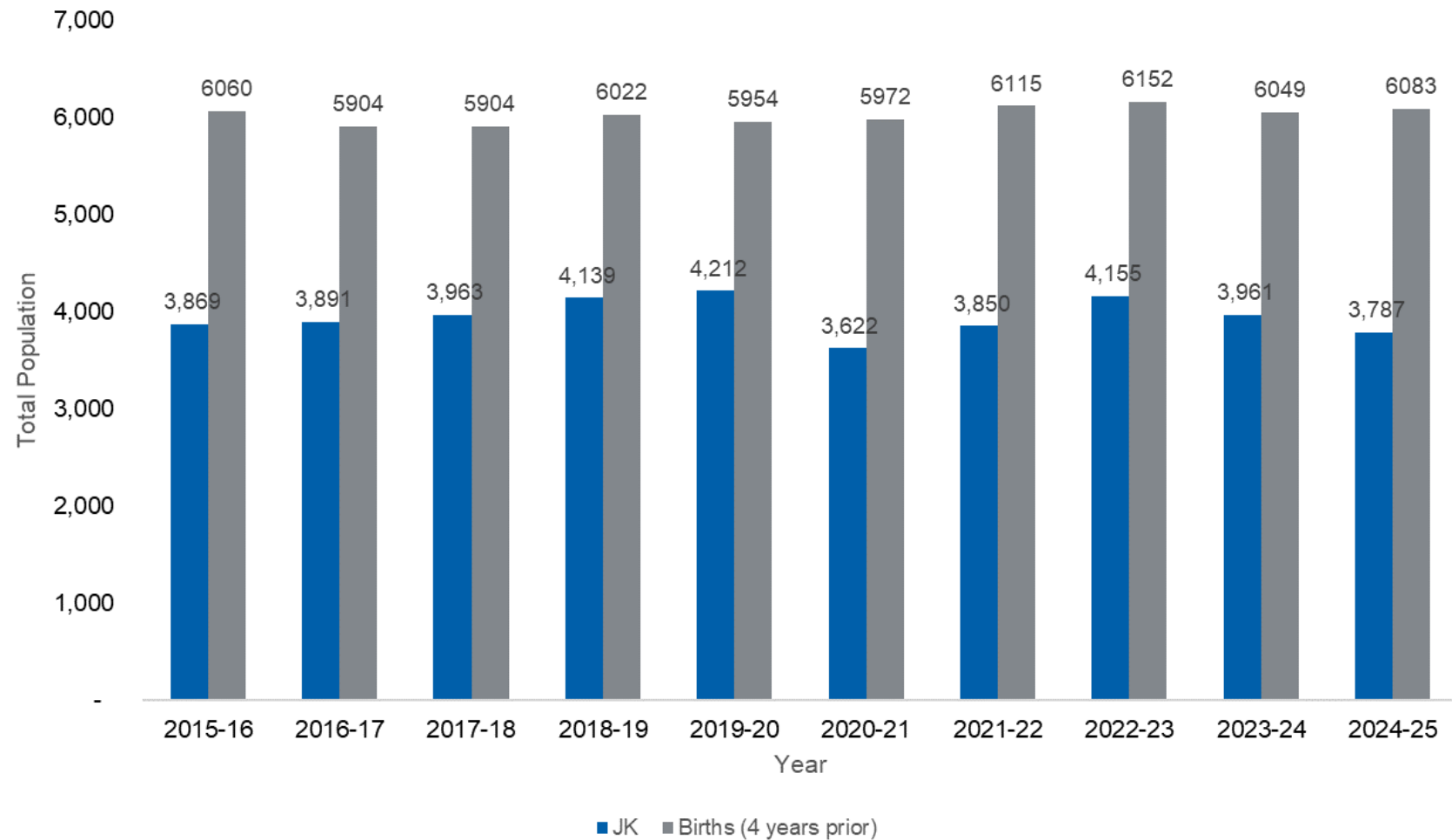
### **Introduction**

This report addresses a motion that was passed by the WRDSB Board of Trustees, which requests an analysis of historical enrolment data for Junior Kindergarten (JK) and Senior Kindergarten (SK) over the past decade. The report also examines regional growth, immigration patterns, and compares local trends with provincial data, with a particular focus on the post-pandemic decline in JK/SK enrolment.

### **Historical JK/SK Enrolment Trends**

The WRDSB has experienced fluctuations in JK/SK enrolment over the past ten years (Table 1 and Figure 1). Overall, kindergarten enrolment at the WRDSB declined by 2% from 2015 to 2024. Kindergarten enrolment is closely related to regional birth rates and migration patterns. Births within the Region of Waterloo increased by 0.4% between 2011 and 2020 (e.g. a child born in 2011 would enter JK in 2015).



**Figure 1: Historical Junior Kindergarten Enrolment at the WRDSB (Total Bodies)**

Source: As reported by schools in the Ontario School Information System (OnSIS), October submission, 2015-2016 to 2024-2025. Birth data from the Region of Waterloo, Healthy Babies, Healthy Children Live Births +.

**Table 1: Historical Kindergarten Enrolment at the WRDSB (Total Bodies)**

Year	JK	SK	Total	Change from the previous year
2015-16	3,869	4,298	8,167	
2016-17	3,891	4,215	8,106	-0.7%
2017-18	3,963	4,349	8,312	2.5%
2018-19	4,139	4,296	8,435	1.5%
2019-20	4,212	4,396	8,608	2.1%
2020-21	3,622	4,252	7,874	-8.5%
2021-22	3,850	4,212	8,062	2.4%
2022-23	4,155	4,310	8,465	5.0%
2023-24	3,961	4,473	8,434	0.4%
2024-25	3,787	4,211	7,998	-5.2%

*Source: As reported by schools in the Ontario School Information System (OnSIS), October submission, 2015-2016 to 2024-2025*

## Regional Growth and Immigration Patterns

According to the [Region of Waterloo's Year End 2023 Population and Household Estimates](#), the post-secondary student population contributes substantially to the region's total population. Most of the region's population growth in 2023 (4.4% from year-end 2022) is attributed to rising enrolment at local post-secondary institutions. This population is expected to be impacted by changes to Federal and Provincial policies on the number of study permits issued to international students.

Table 2 shows the historical population totals for children aged 4 and 5 (Kindergarten age) in the Region of Waterloo from 2015 to 2021. The participation rate is calculated as the ratio of students enrolled in Kindergarten at the WRDSB to the total population of Kindergarten-aged students in that year. Population data is not available beyond 2021.

**Table 2: Historical Region of Waterloo Population (Ages 4 and 5) with Annual WRDSB Participation Rates**

Year	Age 4	Age 5	Total Population (Ages 4 & 5)	WRDSB JK-SK Enrolment	Participation Rate at WRDSB Schools
2015	6,368	6,519	<b>12,887</b>	8,167	63.4%
2016	6,185	6,420	<b>12,605</b>	8,106	64.3%
2017	6,237	6,299	<b>12,536</b>	8,312	66.3%
2018	6,298	6,351	<b>12,648</b>	8,435	66.7%
2019	6,239	6,412	<b>12,650</b>	8,608	68.0%
2020	6,290	6,352	<b>12,642</b>	7,874	62.3%
2021	6,364	6,403	<b>12,767</b>	8,062	63.1%
2022*	6,152	6,364	<b>12,516</b>	8,465	67.6%
2023*	6,049	6,152	<b>12,201</b>	8,434	69.1%
2024*	6,083	6,049	<b>12,132</b>	7,998	65.9%

Source: Statistics Canada (2016 and 2021) and Region of Waterloo (calculated between Census periods based on birth rates and assumed migration by age); \* 2022-2024 based on Birth data only from the Region of Waterloo, Healthy Babies, Healthy Children Live Births +.

**Table 3: Region of Waterloo Population By Age (2015-2021)**

Age Cohort	2015	2016	2017	2018	2019	2020	2021	Change (2015-2021)
Ages 4-5 (JK/SK)	12,887	12,605	12,536	12,648	12,650	12,642	12,767	-0.9%
Ages 6-13 (Gr. 1-8)	51,456	52,130	53,315	54,072	54,766	55,256	55,542	7.9%
<b>Ages 4-13 (Elementary)</b>	<b>64,343</b>	<b>64,735</b>	<b>65,851</b>	<b>66,721</b>	<b>67,416</b>	<b>67,898</b>	<b>68,309</b>	<b>6.2%</b>
<b>Ages 14-17 (Secondary)</b>	<b>25,991</b>	<b>25,860</b>	<b>26,039</b>	<b>26,512</b>	<b>27,198</b>	<b>27,831</b>	<b>28,660</b>	<b>10.3%</b>
<b>Ages 18+</b>	414,764	420,460	427,860	437,085	446,115	455,355	464,381	12.0%
<b>Total All Ages</b>	<b>529,486</b>	<b>535,255</b>	<b>544,084</b>	<b>554,855</b>	<b>565,667</b>	<b>576,508</b>	<b>587,302</b>	<b>10.9%</b>

*Source: Statistics Canada (2016 and 2021) and Region of Waterloo (calculated between Census periods based on birth rates and assumed migration by age)*

Newcomers to Waterloo Region increased by 378% between 2015 and 2022, with the majority (72%) of this growth attributed to post-secondary student study permits (Table 4).

**Table 4: Waterloo Region Migration 2015-2022**

Waterloo Region (WR)	2015	2016	2017	2018	2019	2020	2021	2022
Total Permanent Resident (PR) Landings	2,535	3,655	3,270	3,980	4,590	3,050	8,875	7,780
Economic PR	1,055	825	1,300	1,575	2,025	1,515	6,055	3,840
Family PR	780	985	1,060	1,200	1,380	845	1,245	1,790
Refugee PR	640	1,810	865	1,170	1,170	650	1,445	2,030
Other PR	45	25	35	20	15	35	120	125
Net Secondary Migration to WR	786	959	978	1,042	1,118	1,150	1,473	1,753
<b>Current Study Permit Holders</b>	<b>8,860</b>	<b>13,400</b>	<b>18,500</b>	<b>26,125</b>	<b>32,695</b>	<b>29,390</b>	<b>36,625</b>	<b>47,860</b>
Current Work Permit Holders	4,155	5,655	6,985	8,890	12,165	15,640	19,725	21,395
<b>TOTAL ANNUAL NEWCOMERS</b>	<b>14,258</b>	<b>20,842</b>	<b>26,240</b>	<b>35,592</b>	<b>44,485</b>	<b>41,410</b>	<b>56,836</b>	<b>68,091</b>

Source: [Immigration in Waterloo Region Forecast 2023-2030](#)

### Provincial Trends in JK/SK Enrolment

The COVID-19 pandemic significantly impacted enrolment trends, particularly in the 2020-2021 school year, when some families chose to delay kindergarten enrolment or opt for homeschooling. However, by 2021-2022, enrolment levels began to recover as families returned to in-person schooling, and the overall impact of the pandemic on enrolment was minimal in the long term.

Provincial data indicates a general decline in Kindergarten enrolment post-pandemic. This trend is attributed to several factors, including demographic shifts, changes in birth rates, and parental decisions regarding in-person schooling during the pandemic. While specific data for Waterloo Region is not detailed in provincial reports, the regional trends suggest a

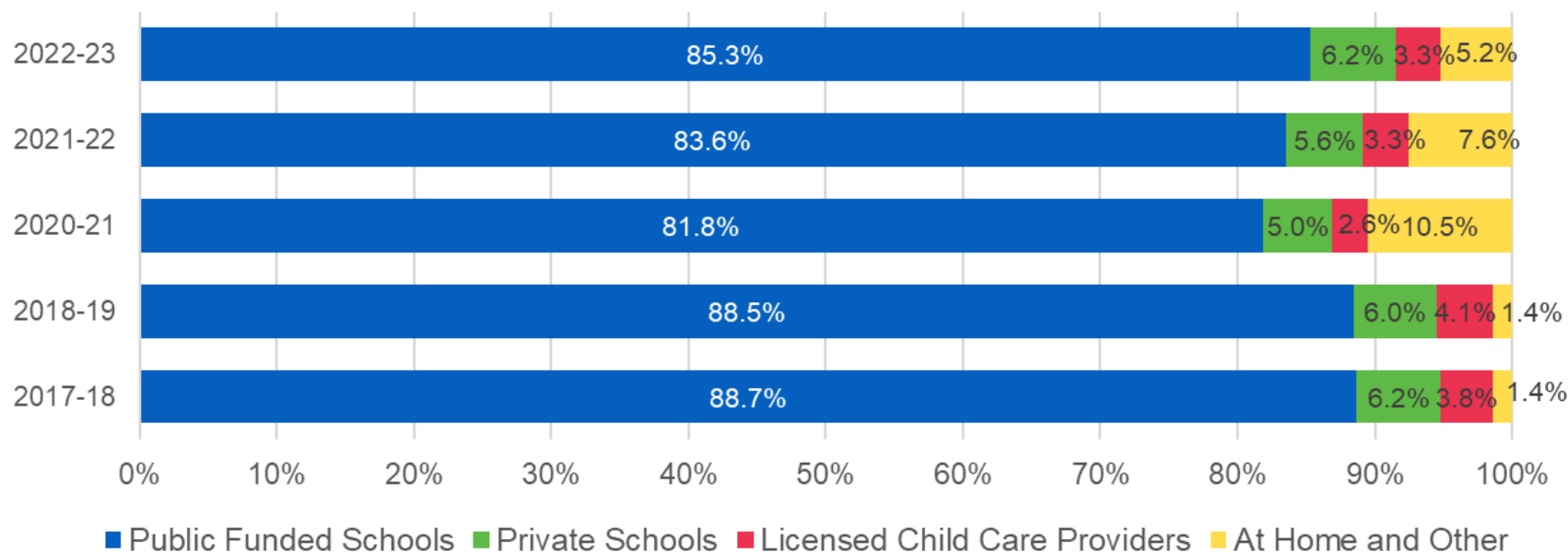
similar pattern. Neither licensed child care nor private schools are the reasons for the slow recovery in kindergarten participation (Figure 2). The Province is projecting that kindergarten will be the only panel to remain below pre-pandemic levels in 2024-2025 (Table 5).

**Table 5: Provincial Enrolment by Elementary Division**

School Year	2019-20	2023-24		2024-25	
	Actuals	Revised Estimate	Change from 19-20	Projection	Change from 19-20
JK/SK	266,789	256,966	(3.7%)	255,968	(4.1%)
Gr 1 to 3	424,883	424,652	(0.1%)	425,441	0.1%
Gr 4 to 8	730,895	736,802	0.8%	742,738	1.6%
<b>Total Elementary</b>	<b>1,422,566</b>	<b>1,418,419</b>	<b>(0.3%)</b>	<b>1,424,147</b>	<b>0.1%</b>

Source: Ministry of Education, October 2024

*Note: Enrolment forecast in the charts is from the 2024-25 Core Ed enrolment forecast as of January 2024, used for the publicly available projections document released in the spring.*

**Figure 2: Provincial Kindergarten Enrolment by Provider Type**

Source: Ministry of Education, October 2024

Notes: 1. Enrolment data is based on headcounts and in school year, except that licensed child care data is in fiscal year before 2021-22 and in calendar year after. 2. Data is not available for 2019-20 due to the pandemic. 3. Private schools (which only care for children ages four years and older) are exempted from childcare license requirements under the Child Care and Early Years Act. Thus, there might be double counting of JK/SK enrolment in private school and in child care; however, it is considered immaterial.

## Modelling Local Circumstances Against Provincial Trends

A comparative analysis is necessary to assess the alignment between local and provincial trends. This involves examining region-wide enrolment data alongside provincial statistics, considering factors such as immigration rates, birth rates, and parental preferences. It is challenging to compare trends locally as publicly available data for private schools, French-language boards and at home enrolment is not available for the Region of Waterloo only (i.e, it is aggregated to include a larger geographic area than serviced by the WRDSB).

Table 6 shows private school enrolment within the West Region of Ontario compared to publicly funded school board enrolments. The West Region captures the geographic area served by 21 publicly funded school boards, including the WRDSB. Private school enrollment increased by 40% between 2017 and 2022, while publicly funded enrolment increased by 5%. This represents a 1.4% increase in the proportion of students attending private schools versus public schools in the West Region, whereas there was no change provincially.

**Table 6: Private School Enrolment By District (West Region)**

Year	Private School Enrolment			Publicly Funded School Board Enrolment			Private School Share
	JK	SK	Total	JK	SK	Total	
2017-18	1,294	1,883	<b>3,177</b>	33,882	35,988	<b>68,870</b>	4.3%
2018-19	1,451	1,918	<b>3,369</b>	35,049	36,000	<b>71,049</b>	4.5%
2019-20	1,390	1,958	<b>3,348</b>	35,566	37,145	<b>72,711</b>	4.4%
2020-21	1,387	2,220	<b>3,607</b>	31,399	35,626	<b>67,025</b>	5.1%
2021-22	1,612	2,431	<b>4,043</b>	33,592	36,607	<b>70,199</b>	5.4%
2022-23	1,836	2,608	<b>4,444</b>	35,526	37,515	<b>73,041</b>	5.7%

Source: As reported by schools in the Ontario School Information System (OnSIS) and EFIS, October submission, 2017-2018 to 2022-2023



**Conclusion**

Like many school boards across the province, the WRDSB has experienced enrolment fluctuations over the past decade, influenced by factors such as the COVID-19 pandemic, regional demographic changes and lower participation rates of Kindergarten-aged students post-pandemic. Staff continue to monitor and assess student enrolment data, alongside other demographic data points, to ensure we can continue to meet the accommodation needs of our student population over the short, medium and long term.



# Report to Committee of the Whole

May 14, 2025

## **Subject: Motion: Supervision During Nutrition Breaks**

### **Recommendation**

*That the Waterloo Region District School Board trustees request a written report about the current challenges around supervision during nutrition breaks; and*

*That staff also explore supervision standards of comparative boards and that the report also contain potential solutions around supervision within the elementary panel; and*

*That the report also include the supervision protocol of students with food allergies, and students in portables; and*

*That this report be presented to the board of Trustees no later than the first Committee of the Whole in June 2025.*

### **Status**

This Notice of Motion was served by Trustee C. Watson with support from Trustee B. Cody at the March 17, 2025, Committee of the Whole meeting.

### **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 parents are concerned that their elementary children do not have continuous supervision during nutrition breaks,

Whereas some students have had physical altercations during nutrition breaks without supervision in the room,

Whereas "some teachers are supervising more than one classroom, lunchroom or portable at a time by roaming the halls or space between rooms,"(OPC)

### **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. Watson