



January 12, 2026

# Business Services Standing Committee

## Minutes

The Waterloo Region District School Board held a Business Services Standing Committee Meeting this evening at 6:00 p.m. in the Education Centre Boardroom, with the following members in attendance:

S. Piatkowski (Committee Chair), B. Cody, M. Radlein (Chair of the Board), M. Ramsay and J. Weston.

Additional Trustees in Attendance: C. Watson.

Student Trustees K. Kaur and K. Trivedi were in attendance.

The following senior administration members were in attendance: S. Miller (Director of Education and Secretary), L. Agar, M. Armellini, N. Landry, B. Lemon and C. Sagar.

Other staff in attendance: S. Reidel and S. West.

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### Call to Order

Chair S. Piatkowski called the meeting to order at 6:00 p.m.

### Approval of Agenda

1. Moved by J. Weston, seconded by B. Cody:

**That the agenda of the January 12, 2026, Business Services Standing Committee Meeting be approved.**

-Carried-

### Announcements

There were no announcements.

### Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

### Delegations

There were no delegations scheduled.

## Staff Follow Up

There was no staff follow up.

## Reports

### Branchton Abridged Boundary Study

The Branchton Abridged Boundary Study recommended moving an area (Area A) from Central Public School (JK–6) and Stewart Avenue Public School (Grades 7–8) to Moffat Creek Public School (JK–8), effective September 2026. This recommendation follows community feedback highlighting proximity and transportation concerns. Enrolment impacts are minimal, and current students may remain at their existing schools without transportation. Public engagement included an online survey, virtual information session, and written feedback. A communication plan is in place to inform families and the broader community following Board approval.

Trustees asked questions regarding the supports for students in special education, communication with families, the survey's high response rate, previous request for out of boundary enrolment and unlikely growth within the boundary.

2. Moved by M. Radlein, seconded by B. Cody:

**That the Business Services Standing Committee recommend approval of the proposed boundary change for Area A to Moffat Creek Public School (Appendix B), effective September 2026, with the provision that students residing in Area A and attending Central Public School or Stewart Avenue Public School in the 2025-2026 school year, may continue to attend their existing school, without transportation.**

-Carried-

### Interim Financial Report and Forecast

This report was provided for information.

The 2025–2026 first quarter Interim Financial Report provided an update on revenues, expenditures, and enrolment as of November 30, 2025. The report confirms that the Board approved a balanced operating budget in June 2025 and outlines current financial risks and mitigation strategies. Key highlights include a projected in-year deficit of approximately \$6.2 million, primarily due to strategic spending initiatives. Total enrolment is projected to be 513 full-time equivalent (FTE) students lower than the budget forecast, representing a decrease of approximately 0.8 percent. Adjustments to

staffing and program funding have been implemented to align with actual enrolment and operational needs. The report emphasizes ongoing monitoring of financial trends and compliance with Ministry requirements and the Education Act.

Trustees asked questions regarding the strategic spending, enrolment and capacity in schools.

## **Major Capital Projects Quarterly Update**

This report was provided for information.

The Major Capital Projects Quarterly Update outlines progress on projects exceeding \$3 million and the Elizabeth Ziegler Public School restoration. Willow River Public School achieved partial occupancy in September 2025, with full completion expected by March 2026. Construction of the South East Cambridge Joint Use Campus is on track for September 2026. The Breslau Hopewell Crossing school tender is closing shortly, with construction to follow. Elizabeth Ziegler Public School is moving toward tendering and construction commencement. Staff will continue to monitor costs and seek additional funding as needed.

Trustees asked questions regarding funding for Elizabeth Ziegler Public School which will be funded through School Renewal funds and does not qualify for capital funding as it was not prohibitive to repair. It was noted that an update would be provided to the community this week.

## **Board Reports**

There were no Board reports.

## **Question Period for Members**

Trustee M. Radlein asked about the challenges faced by the WRDSB in efficient snow removal services. She asked:

- How are vendors/contractors obtained and are we able to hold them accountable when the services requested in the contract are not provided?
- Is the WRDSB required to provide payment regardless of the quality of service?
- Does Health & Safety legislation have applications here?
- Is there the possibility of exploring other options?

Staff responded that on an annual basis, the WRDSB spends \$2.5M on snow removal and are required to do a formal procurement process. This is a detailed process and requires contractors to provide references indicating they can successfully maintain a comparable contract. There is a process to terminate a contract if it is not being fulfilled. In most cases, facilities work with snow removal companies to ensure snow removal meets the WRDSB needs. This tender was completed in the summer of 2025. The WRDSB is not legally permitted to hold payment as per terms of contract, and the

contract process for concerns must be followed. Staff shared the expectations to have snow removed by 6:00 a.m. and the measures staff take to both inspect and reduce risk if concerns arise. Contractors are required to return to correct concerns. Staff shared that the WRDSB is always open to partnerships, but that this would be a lengthy and complex process which could not occur in order to deal with the remainder of the winter season. When asked, staff provided further information on visual inspections and the expectations set forth in the contracts. In regards to risk management, staff were not in a position to speculate on liability in the case of litigation.

## Adjournment

3. Moved by J. Weston, seconded by M. Radlein:

**That the Business Services Standing Committee Meeting of January 12, 2026, be adjourned.**

-Carried-

The meeting adjourned at 7:02 p.m.