



March 9, 2026

# Policy & Governance Standing Committee

## Notice of Meeting

The Policy & Governance Standing Committee Meeting of the Waterloo Region District School Board will be held in the Boardroom, Building 2, 1<sup>st</sup> Floor, 51 Ardelet Avenue, Kitchener, Ontario, on March 9, 2026, at 6:00 p.m.

### AGENDA

**Call to Order**

**Approval of Agenda**

**Announcements**

**Declarations of Pecuniary Interest**

**Delegations**

**Staff Follow Up**

**Reports**

01 Board Policy 3007 - Membership in Ontario Public School Boards' Association

07 Trustee Determination and Distribution

S. Reidel

**Board Reports**

**Question Period for Members (5 minutes)**

**Rise & Reconvene in a Working Meeting**



# Report to Policy & Governance Standing Committee

March 9, 2026

## **Subject: Board Policy 3007 - Membership in Ontario Public School Boards' Association**

### **Recommendation**

**That the Policy & Governance Standing Committee recommend approval of Board Policy 3007 - Membership in Ontario Public School Boards' Association as presented at the March 9, 2026, Policy & Governance Standing Committee meeting; and**

**That the Waterloo Region District School Board continue with membership in the Ontario Public School Boards' Association (OPSBA) for 2026-2027.**

### **Status**

Minor updates to the policy include an update to the number of students served and removal of positions for nomination to reduce the need to make updates to the policy in the future.

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 \$125,955 (plus HST). The fee model is composed of a base amount and a percentage of each member board's Board Administration and Governance Grant. OPSBA has indicated that they are aware of both the financial constraints on boards and will be working to limit any dues increase as much as possible. The 2026-2027 Membership invoices and letters will be sent in August 2026.

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.

OPSBA bylaws indicate the following:

### **Withdrawal Of Member Boards**

4.02 Notification Period - A Member Board shall be liable for the annual fee in each year due on September 1st unless the Member Board delivers written notice to the Executive Director of its intention to withdraw from the Association. The notice must be received by the Executive Director by April 1st of that year.

### **Financial implications**

The 2026-2027 fee for OPSBA is not yet known. There is an amount incorporated into the budget annually to cover the cost of the OPSBA membership fee.

### **Communications**

Policies will be updated on the internal and external websites after approval by the Board of Trustees at the monthly Board meeting.

**Prepared by:** S. Reidel, Manager of Corporate Services on behalf of the Policy & Governance Standing Committee in consultation with Leadership Council.



# MEMBERSHIP IN ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION

Responsibility:	<del>Board of Trustees</del>
Legal References:	Education Act 191.2(3) – Other Expenses (Board Members)
Related References:	<a href="#"><u>Board Policy 3001 - Travel, Meals and Hospitality Expenditures – Trustees</u></a> <a href="#"><u>Board Policy 3003 – Trustee Professional Development Expenses</u></a> <a href="#"><u>Ontario Public School Boards' Association's Policies and Procedures</u></a>
Effective Date:	June 2000
Revisions:	June 21, 2021, May 13, 2024, <b>DATE</b>
Reviewed:	May 9, 2022, June 12, 2023, May 14, 2025,

## 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~~ **1.4** 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. **Application** ~~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 **any eligible trustees** ~~one of their members~~ for the ~~following~~ **open** 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);~~
- ~~Chair/Vice Chair – Black Trustee Caucus (any trustees who is black from member school boards or school authority is eligible for nomination)~~
- ~~Chair/Vice Chair – First Nations, Inuit and Metis Trustees Council (see note)~~
- ~~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="#"><u>Board Policy 3003 – Trustee Professional Development Expenses</u></a> <a href="#"><u>Ontario Public School Boards' Association</u></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
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  - 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 Policy & Governance Standing Committee

March 9, 2026

## Subject: 2026 Municipal Election - Trustee Determination and Distribution

### Recommendation

That the Policy & Governance Standing Committee recommend that, pursuant to Section 4(1)(b) of Ontario Regulation 412/00 of the Education Act, the Waterloo Region District School Board agrees that no areas within the Board's area of jurisdiction in the Region of Waterloo be designated as low population municipalities; and

That, pursuant to Section 58.1 (10.0.1) of the Education Act which says the number of elected trustee positions on a district school board be set at the number determined by the Board for the 2006 school board election, the Waterloo Region District School Board confirms that the number of trustees for this Board will remain at eleven (11); and

That the Waterloo Region District School Board distributes its members as follows:

- four (4) representatives for the City of Kitchener;
- three (3) representatives for the combined area of the City of Waterloo and the Township of Wilmot;
- three (3) representatives for the combined area of the City of Cambridge and the Township of North Dumfries; and
- one (1) representative for the combined area of the Township of Wellesley and the Township of Woolwich.

### Status

In February of each election year, school boards receive PEG Reports (Population of Electoral Group Reports) which are produced by the Municipal Property Assessment Corporation (MPAC). They contain information on the number of eligible voters for each of the four types of boards (English Public, English Catholic, French Public, and French Catholic) within the municipalities of the school board's jurisdiction. The information contained in these reports is the basis for the calculations required for the Determination

and Distribution Report. The Waterloo Region District School Board received this report on February 13, 2026.

[O. Reg. 412/00](#) states that the number of elected trustee positions on a district school board has been set at the number that was determined by the Board for the 2006 school board election. As a result, the number of trustees for this Board will remain at 11. This number was to be used for the 2010 election and all subsequent regular elections.

In addition, O. Reg. 412/00 outlines how the geographic representation of a board's trustees is determined. To assist school boards in determining the number of trustees for each geographic area in their jurisdiction, a web-based calculator is provided on the Ministry website.

District school boards are also required to consider whether to designate any areas within their jurisdictions as low population areas. Under O. Reg. 412/00, boards whose area of jurisdiction includes more than one municipality must pass a resolution by March 31st in an election year either designating one or more municipalities as low population municipalities or declaring that no such designation will be made.

This report includes a recommendation confirming that no such designation will be made. This resolution must be included in the Board's report. The calculations for trustee distribution, based on information contained in the PEG Report and O. Reg. 412/00, are attached as Appendix A.

As per past practice, the City of Kitchener is designated as the lead municipality for the purpose of this election.

## Background

Under Ontario Regulation 412/00 of the Education Act (O. Reg. 412/00), school boards are responsible for confirming trustee determination and for providing trustee distribution calculations. This information must be submitted to the Ministry of Education as part of the Board's Determination and Distribution (D&D) Report.

The Education Act also states in Section 58 (10.1) Subject to subsections (10.2) and (10.3), a district school board may by resolution reduce the number of members to be elected at the next regular election.

## Financial implications

There are no known financial implications.

## Communications

In accordance with Ontario Regulation 412/00, confirmation of trustee determination and the approved calculations for trustee distribution will be sent to the Minister of Education, to the school board election clerks in all the municipalities within the Board's jurisdiction, and to the Secretary of all other school boards in the Board's jurisdiction by April 7, 2026.

**Prepared by:** S. Reidel, Manager of Corporate Services on behalf of the Policy & Governance Standing Committee in consultation with Leadership Council.

## Appendix A

**Trustee Distribution  
Waterloo Region District School Board  
2026 Election**

<b>Municipality</b>	<b>Population</b>	<b>Electoral Quotient</b>	<b>Sum of Quotient</b>	<b>Trustees for the Geographic Area</b>
<b>City of Kitchener</b>	162,759	4.739	4.739	<b>4</b>
<b>City of Waterloo</b>	81,554	2.375	2.804	<b>3</b>
<b>Township of Wilmot</b>	14,719	0.429		
<b>City of Cambridge</b>	84,634	2.464	2.681	<b>3</b>
<b>Township of North Dumfries</b>	7,466	0.217		
<b>Township of Wellesley</b>	7,674	0.223	0.776	<b>1</b>
<b>Township of Woolwich</b>	18,991	0.553		
<b>Total</b>	<b>377,797</b>	<b>11</b>	<b>11</b>	<b>11</b>

**2022 Election (for reference only)**

<b>Municipality</b>	<b>Population</b>	<b>Electoral Quotient</b>	<b>Sum of Quotient</b>	<b>Trustees for the Geographic Area</b>
<b>City of Kitchener</b>	157,762	4.687	4.687	<b>4</b>
<b>City of Waterloo</b>	81,624	2.425	2.881	<b>3</b>
<b>Township of Wilmot</b>	15,337	0.456		
<b>City of Cambridge</b>	82,285	2.444	2.651	<b>3</b>
<b>Township of North Dumfries</b>	6,960	0.207		
<b>Township of Wellesley</b>	7,796	0.232	0.782	<b>1</b>
<b>Township of Woolwich</b>	18,518	0.55		
<b>Total</b>	<b>370,282</b>	<b>11.001</b>	<b>11.001</b>	<b>11</b>