



May 13, 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 Wednesday, May 13, 2026, at 6:00 p.m.

### AGENDA

#### Call to Order

#### Territorial Acknowledgement and O Canada

#### Approval of Agenda

#### Announcements

#### Declarations of Pecuniary Interest

#### Delegations

#### Reports

01 Board Policy 1002 - Occupational Health and Safety

06 Board Policy 1004 - Harassment

13 Board Policy 1009 - Violence in the Workplace

19 Board Policy 3005 - Expressions of Sympathy

22 Board Policy 3008 - Use of Board Resources During the Election Campaign

29 Board Policy 3009 - Parental Leave - Trustees

34 Board Policy 4000 - Pupil Accommodation Review

#### Board Reports

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

#### Rise & Reconvene to Working Meeting

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 Policy & Governance Standing Committee

May 13, 2026

## Subject: Board Policy 1002 - Occupational Health and Safety

### Recommendation

That the Policy & Governance Standing Committee recommend approval of Board Policy 1002 - Occupational Health and Safety as presented at the May 13, 2026 Policy & Governance Standing Committee meeting.

### Status

Recommended changes include:

- Housekeeping changes for consistent policy formatting & language

The following steps have occurred:

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

### Background

The content of this policy is highly legislative. The policy was reviewed through the Policy Review Process.

### Financial implications

There are no known financial implications of the policy changes.

### 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.



## OCCUPATIONAL HEALTH AND SAFETY

Legal References:	<i>Ontario Occupational Health and Safety Act and Regulations</i>
Related References:	<i>Board Policy 1004 - Harassment Board Policy 1009 - Violence in the Workplace Administrative Procedure 3140 – Reporting and Investigation of Employee Incidents, Accidents and Safety Concerns</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>June 10, 2024, June 9, 2025</i>
Reviewed:	<i>March 20, 2023, May 13, 2026</i>

### 1. Purpose

The Waterloo Region District School Board (WRDSB) will ensure that staff adhere to the responsibilities and requirements placed upon it through the *Occupational Health and Safety Act* and Regulations.

### 2. Application

2.1. WRDSB staff will:

- 2.1.1. report unsafe conditions and comply with all other applicable legislated health and safety requirements.;
- 2.1.2. take every reasonable precaution to prevent personal injury and to take appropriate measures to provide and maintain a safe, healthy work environment for all staff;
- 2.1.3. ensure that appropriate consideration is given to staff health and safety in all of the ~~Board's~~ WRDSB's organizational activities;
- 2.1.4. ensure that ~~staff employees~~—are aware that the roles and responsibilities for “worker” and “supervisors”, outlined in the *Occupational Health and Safety Act* and its Regulations, are required duties in their roles with the WRDSB;
- 2.1.5. implement health and safety training programs as appropriate and ensure their effectiveness through evaluation;
- 2.1.6. provide a respectful, safe and secure working environment for its staff free of violence, threats of violence, harassment (including sexual harassment), intimidation, bullying and other disruptive behaviour;

- 2.1.7. ensure staff utilize and comply with all Personal Protective Equipment (PPE) requirements as established by the WRDSB at all times.
- 2.2. This policy will be reviewed on an annual basis by the Director of Education, or designate, as well as the Board of Trustees, and posted in conspicuous locations in all WRDSB workplace locations.

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## OCCUPATIONAL HEALTH AND SAFETY

Legal References:	<i>Ontario Occupational Health and Safety Act and Regulations</i>
Related References:	<i>Board Policy 1004 - Harassment Board Policy 1009 - Violence in the Workplace Administrative Procedure 3140 – Reporting and Investigation of Employee Incidents, Accidents and Safety Concerns</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>June 10, 2024, June 9, 2025</i>
Reviewed:	<i>March 20, 2023</i>

### 1. Purpose

The Waterloo Region District School Board (WRDSB) will ensure that staff adhere to the responsibilities and requirements placed upon it through the *Occupational Health and Safety Act* and Regulations.

### 2. Application

WRDSB staff will:

- 2.1. report unsafe conditions and comply with all other applicable legislated health and safety requirements;
- 2.2. take every reasonable precaution to prevent personal injury and to take appropriate measures to provide and maintain a safe, healthy work environment for all staff;
- 2.3. ensure that appropriate consideration is given to staff health and safety in all of the Board's organizational activities;
- 2.4. ensure that employees are aware that the roles and responsibilities for "worker" and "supervisors", outlined in the *Occupational Health and Safety Act* and its Regulations, are required duties in their roles with the WRDSB;
- 2.5. implement health and safety training programs as appropriate and ensure their effectiveness through evaluation;
- 2.6. provide a respectful, safe and secure working environment for its staff free of violence, threats of violence, harassment (including sexual harassment), intimidation, bullying and other disruptive behaviour;
- 2.7. ensure staff utilize and comply with all Personal Protective Equipment (PPE) requirements as established by the WRDSB at all times.

3. This policy will be reviewed on an annual basis by the Director of Education, or designate, as well as the Board of Trustees, and posted in conspicuous locations in all WRDSB workplace locations.



# Report to Policy & Governance Standing Committee

May 13, 2026

## Subject: Board Policy 1004 - Harassment

### Recommendation

That the Policy & Governance Standing Committee recommend approval of Board Policy 1004 - Harassment as presented at the May 13, 2026 Policy & Governance Standing Committee meeting.

### Status

Recommended changes include:

- Housekeeping changes for consistent policy formatting & language
- Update to 2.2 to ensure all necessary roles are included

The following steps have occurred:

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

### Background

The content of this policy is highly legislative. The policy was reviewed through the Policy Review Process.

### Financial implications

There are no known financial implications of the policy changes.

### 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.



## Board Policy 1004 HARASSMENT

<b>Legal References:</b>	<i>Occupational Health and Safety Act Ontario Human Rights Code Education Act</i>
<b>Related References:</b>	<i>Board Policy 1002 - Occupational Health and Safety Policy Board Policy 1008 - Equity and Inclusion Board Policy 1009 - Violence in the Workplace Board Policy 1017 – Human Rights Board Policy 6000 - Safe Schools Board Policy 6001 - Code of Conduct Board Policy 6009 - Student Bullying Prevention and Intervention Policy Administrative Procedure 1200 – Student Bullying and/or Harassment Administrative Procedure 3740 - Prevention and Resolution of Workplace Harassment</i>
<b>Effective Date:</b>	<i>February 23, 1998</i>
<b>Revisions:</b>	<i>June 10, 2024</i>
<b>Reviewed:</b>	<i>March 20, 2023, June 9, 2025, <b>May 13, 2026</b></i>

### 1. Purpose

The Waterloo Region District School Board (WRDSB) is committed to providing a safe working and learning environment where all individuals are treated with dignity and respect, free from sexual, racial, ethno-cultural, or other identity-based harassing or discriminatory behaviour. The WRDSB will not tolerate harassment of any kind from any person in the workplace.

This policy is intended to provide a greater awareness of the value of establishing and maintaining respectful working and learning environments and of the response to the damaging effects of harassment in the workplace.

This policy applies to all work activities that occur while on WRDSB premises, and while engaging in workplace activities off WRDSB premises, including workplace social events and extra-curricular activities.

### 2. Definitions

#### 2.1. Harassment

The *Ontario Human Rights Code* defines 'harassment' as:

*"Engaging in a course of vexatious comment or conduct that is known or ought to be known to be unwelcome."*

The *Ontario Occupational Health and Safety Act* defines 'workplace harassment' as:

- a) *"Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome,*
- or*
- b) *Workplace sexual harassment."*

## Workplace Sexual Harassment

The *Ontario Occupational Health and Safety Act* defines ‘workplace sexual harassment’ as:

- a) “Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) Making a sexual solicitation or advance where the person making it is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.”

### 2.2. What Workplace Harassment is Not

Reasonable action or conduct by **someone in a supervisory role** ~~a Superintendent, Administrator, Manager, Officer, or Supervisor~~ that is part of their normal work function would not normally be considered workplace harassment. This is the case even if there are sometimes unpleasant consequences for a worker.

For example, workplace harassment does not include:

- requesting medical documents or other appropriate documentation to support of an absence from work;
- measures to correct performance deficiencies, such as placing someone on a performance improvement plan or criticism of an employee’s conduct or performance;
- transfers to other departments or shifts;
- changes in work assignments;
- time studies;
- job assessment or observations;
- enforcement of WRDSB rules and procedures; and
- administering disciplinary action for workplace infractions.

Also, differences in opinion or minor disagreements between co-workers would not generally be considered workplace harassment.

In addition, this policy is not meant to inhibit the free speech of our employees nor is it intended to interfere with the normal social relations that are part of working within this organization.

## 3. Application

3.1. This policy applies to all WRDSB staff, trustees and other users such as members of consultative committees, clients of the WRDSB, **caregivers/families/parents** ~~families/caregivers~~, volunteers, permit holders, contractors, and staff of other organizations not related to the WRDSB but who nevertheless work on or are invited onto WRDSB premises. This policy also covers all forms of harassment, including online harassment, by such persons which is proven to have repercussions that adversely affect the WRDSB’s learning and working environment.

3.2. The rights of students to a respectful working and learning environment, free from harassment and discrimination, are dealt with under other appropriate legislation, regulations, and Board policy and procedures including but not limited to: the [Education Act \(Section XIII\)](#), [\(1017\) Human Rights](#), [Safe School Policy \(6000\)](#), [Code of Conduct \(6001\)](#), [Student Bullying Prevention](#)

[and Intervention Policy \(6009\)](#), and [Administrative Procedure 1200 - Student Bullying and/or Harassment](#).

### **Guidelines**

- 3.3. The WRDSB is committed to maintaining a procedure to implement this policy with respect to harassment, and to meet the requirements of the *Occupational Health and Safety Act* and *Ontario Human Rights Code*.
- 3.4. This policy prohibits reprisals against individuals, acting in good faith, who report incidents of harassment or act as witnesses. The WRDSB shall take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further harassment.
- 3.5. This policy will be reviewed on an annual basis by the Director of Education, or designate, as well as the Board of Trustees, and posted in conspicuous locations in the workplace.

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## Board Policy 1004 HARASSMENT

<b>Legal References:</b>	<i>Occupational Health and Safety Act Ontario Human Rights Code Education Act</i>
<b>Related References:</b>	<i>Board Policy 1002 - Occupational Health and Safety Policy Board Policy 1008 - Equity and Inclusion Board Policy 1009 - Violence in the Workplace Board Policy 1017 – Human Rights Board Policy 6000 - Safe Schools Board Policy 6001 - Code of Conduct Administrative Procedure 1200 – Student Bullying and/or Harassment Administrative Procedure 3740 - Prevention and Resolution of Workplace Harassment</i>
<b>Effective Date:</b>	<i>February 23, 1998</i>
<b>Revisions:</b>	<i>June 10, 2024</i>
<b>Reviewed:</b>	<i>March 20, 2023, June 9, 2025</i>

### 1. Purpose

The Waterloo Region District School Board (WRDSB) is committed to providing a safe working and learning environment where all individuals are treated with dignity and respect, free from sexual, racial, ethno-cultural, or other identity-based harassing or discriminatory behaviour. The WRDSB will not tolerate harassment of any kind from any person in the workplace.

This policy is intended to provide a greater awareness of the value of establishing and maintaining respectful working and learning environments and of the response to the damaging effects of harassment in the workplace.

This policy applies to all work activities that occur while on WRDSB premises, and while engaging in workplace activities off WRDSB premises, including workplace social events and extra-curricular activities.

### 2. Definitions

#### 2.1. Harassment

The *Ontario Human Rights Code* defines 'harassment' as:

*"Engaging in a course of vexatious comment or conduct that is known or ought to be known to be unwelcome."*

The *Ontario Occupational Health and Safety Act* defines 'workplace harassment' as:

- a) *"Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome,*
- or*
- b) *Workplace sexual harassment."*

## Workplace Sexual Harassment

The *Ontario Occupational Health and Safety Act* defines ‘workplace sexual harassment’ as:

- a) *“Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or*
- b) *Making a sexual solicitation or advance where the person making it is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.”*

### 2.2. What Workplace Harassment is Not

Reasonable action or conduct by a Superintendent, Administrator, Manager, Officer, or Supervisor that is part of their normal work function would not normally be considered workplace harassment. This is the case even if there are sometimes unpleasant consequences for a worker.

For example, workplace harassment does not include:

- requesting medical documents or other appropriate documentation to support of an absence from work;
- measures to correct performance deficiencies, such as placing someone on a performance improvement plan or criticism of an employee’s conduct or performance;
- transfers to other departments or shifts;
- changes in work assignments;
- time studies;
- job assessment or observations;
- enforcement of WRDSB rules and procedures; and
- administering disciplinary action for workplace infractions.

Also, differences in opinion or minor disagreements between co-workers would not generally be considered workplace harassment.

In addition, this policy is not meant to inhibit the free speech of our employees nor is it intended to interfere with the normal social relations that are part of working within this organization.

## 3. Application

3.1. This policy applies to all WRDSB staff, trustees and other users such as members of consultative committees, clients of the WRDSB, families/caregivers, volunteers, permit holders, contractors, and staff of other organizations not related to the WRDSB but who nevertheless work on or are invited onto WRDSB premises. This policy also covers all forms of harassment, including online harassment, by such persons which is proven to have repercussions that adversely affect the WRDSB’s learning and working environment.

3.2. The rights of students to a respectful working and learning environment, free from harassment and discrimination, are dealt with under other appropriate legislation, regulations, and Board policy and procedures including but not limited to: the *Education Act* (Section XIII), (1017) Human Rights, Safe School Policy (6000), Code of Conduct (6001), Student Bullying Prevention

and Intervention Policy (6009), and Administrative Procedure 1200 - Student Bullying and/or Harassment.

#### 4. Guidelines

- 4.1. The WRDSB is committed to maintaining a procedure to implement this policy with respect to harassment, and to meet the requirements of the *Occupational Health and Safety Act* and *Ontario Human Rights Code*.
- 4.2. This policy prohibits reprisals against individuals, acting in good faith, who report incidents of harassment or act as witnesses. The WRDSB shall take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further harassment.
- 4.3. This policy will be reviewed on an annual basis by the Director of Education, or designate, as well as the Board of Trustees, and posted in conspicuous locations in the workplace.



# Report to Policy & Governance Standing Committee

May 13, 2026

## Subject: Board Policy 1009 - Violence in the Workplace

### Recommendation

That the Policy & Governance Standing Committee recommend approval of Board Policy 1009 - Violence in the Workplace as presented at the May 13, 2026 Policy & Governance Standing Committee meeting.

### Status

Recommended changes include:

- Housekeeping changes for consistent policy formatting
- Update to 3.4 to reflect that the necessary procedures are developed

The following steps have occurred:

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

### Background

The content of this policy is highly legislative. The policy was reviewed through the Policy Review Process.

### Financial implications

There are no known financial implications of the policy changes.

### 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.



## VIOLENCE IN THE WORKPLACE

<b>Legal References:</b>	<i>Ontario Occupational Health and Safety Act Education Act Safe Schools Act</i>
<b>Related References:</b>	<i>Board Policy 1002 - Occupational Health and Safety Policy Board Policy 1004 - Harassment Policy Board Policy 1008 - Equity &amp; Inclusion Policy Board Policy 1017 – Human Rights Board Policy 6000 - Safe Schools Board Policy 6001 - Code of Conduct Administrative Procedure 2330 - Management Process for Students Causing a Risk-of-Injury Administrative Procedure 3780 - Violence in the Workplace</i>
<b>Effective Date:</b>	<i>May, 2007</i>
<b>Revisions:</b>	<i>June 9, 2025</i>
<b>Reviewed:</b>	<i>March 20, 2023, June 10, 2024, <b>May 13, 2026</b></i>

### 1. Purpose

The Waterloo Region District School Board (WRDSB) is committed to providing a working and learning environment free from workplace violence, including domestic violence that may pose a risk in the workplace, where all individuals are treated with dignity and respect.

- 1.1. This policy is intended to provide a greater awareness of the value of establishing and maintaining respectful working and learning environments. Any act of violence in the workplace is unacceptable conduct and for this reason, the WRDSB will not tolerate any incidents of this kind against or by any staff or any other person.
- 1.2. This policy applies to all work activities that occur while on WRDSB premises, and while engaging in workplace activities off WRDSB premises, including workplace social events and extra-curricular activities.

### 2. Definitions:

#### 2.1. Workplace Violence

As defined by the *Occupational Health and Safety Act*, workplace violence is:

- a) *the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,*
- b) *an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker,*
- c) *a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.*

### 3. Application

- 3.1. This policy applies to all WRDSB staff, trustees and other users such as members of consultative committees, clients of the WRDSB, families/caregivers, volunteers, permit holders, contractors, and staff of other organizations not related to the WRDSB, but who nevertheless work on or are invited onto WRDSB premises. This policy also covers workplace violence by such persons which is proven to have repercussions that adversely affect the WRDSB's learning and working environment.
- 3.2. The rights of students to a respectful working and learning environment, free from violence, are dealt with under other appropriate legislation, regulations and WRDSB policy and procedure including but not limited to the [Education Act \(Section XIII\)](#), [Safe School Policy \(6000\)](#), [Code of Conduct \(6001\)](#), [Equity and Inclusion Policy \(1008\)](#), and [Administrative Procedure 2330 - Management Process for Student Behaviours Causing a Risk of Injury](#).

#### Guidelines

- 3.3. The WRDSB, as the employer, will comply with all aspects of the *Occupational Health and Safety Act* that apply to the organization.
- 3.4. The WRDSB is committed to **having, maintaining and regularly reviewing** ~~developing and maintaining~~ a procedure to implement this policy with respect to workplace violence. It is recognized that when working with students, including students with special needs, the WRDSB may be required to implement proactive measures to promote a violence-free workplace.
- 3.5. The WRDSB will assess the risk of workplace violence that may arise from the nature of the workplace, type of work, or conditions of work, in accordance with the provisions of the *Occupational Health and Safety Act*.
- 3.6. This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The WRDSB shall take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence.
- 3.7. This policy will be reviewed on an annual basis by the Director of Education, or designate, as well as the Board of Trustees, and posted in conspicuous locations in the workplace.



## VIOLENCE IN THE WORKPLACE

<b>Legal References:</b>	<i>Ontario Occupational Health and Safety Act Education Act Safe Schools Act</i>
<b>Related References:</b>	<i>Board Policy 1002 - Occupational Health and Safety Policy Board Policy 1004 - Harassment Policy Board Policy 1008 - Equity &amp; Inclusion Policy Board Policy 1017 – Human Rights Board Policy 6000 - Safe Schools Board Policy 6001 - Code of Conduct Administrative Procedure 2330 - Management Process for Students Causing a Risk-of-Injury Administrative Procedure 3780 - Violence in the Workplace</i>
<b>Effective Date:</b>	<i>May, 2007</i>
<b>Revisions:</b>	<i>June 9, 2025</i>
<b>Reviewed:</b>	<i>March 20, 2023, June 10, 2024</i>

### 1. Purpose

The Waterloo Region District School Board (WRDSB) is committed to providing a working and learning environment free from workplace violence including domestic violence that may pose a risk in the workplace, where all individuals are treated with dignity and respect.

- 1.1. This policy is intended to provide a greater awareness of the value of establishing and maintaining respectful working and learning environments. Any act of violence in the workplace is unacceptable conduct and for this reason, the WRDSB will not tolerate any incidents of this kind against or by any staff or any other person.
- 1.2. This policy applies to all work activities that occur while on WRDSB premises, and while engaging in workplace activities off WRDSB premises, including workplace social events and extra-curricular activities.

### 2. Definitions:

#### 2.1. Workplace Violence

As defined by the *Occupational Health and Safety Act*, workplace violence is:

- a) *the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,*
- b) *an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker,*
- c) *a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.*

### 3. Application

- 3.1. This policy applies to all WRDSB staff, trustees and other users such as members of consultative committees, clients of the WRDSB, families/caregivers, volunteers, permit holders, contractors, and staff of other organizations not related to the WRDSB, but who nevertheless work on or are invited onto WRDSB premises. This policy also covers workplace violence by such persons which is proven to have repercussions that adversely affect the WRDSB's learning and working environment.
- 3.2. The rights of students to a respectful working and learning environment, free from violence, are dealt with under other appropriate legislation, regulations and WRDSB policy and procedure including but not limited to the *Education Act* (Section XIII), Safe School Policy (6000), Code of Conduct (6001), Equity and Inclusion Policy (1008), and Administrative Procedure 2330 - Management Process for Student Behaviours Causing a Risk of Injury.

### 4. Guidelines

- 4.1. The WRDSB, as the employer, will comply with all aspects of the *Occupational Health and Safety Act* that apply to the organization.
  - 4.2. The WRDSB is committed to developing and maintaining a procedure to implement this policy with respect to workplace violence.- It is recognized that when working with students, including students with special needs, the WRDSB may be required to implement proactive measures to promote a violence-free workplace.
  - 4.3. The WRDSB will assess the risk of workplace violence that may arise from the nature of the workplace, type of work, or conditions of work, in accordance with the provisions of the *Occupational Health and Safety Act*.
  - 4.4. This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The WRDSB shall take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence.
5. This policy will be reviewed on an annual basis by the Director of Education, or designate, as well as the Board of Trustees, and posted in conspicuous locations in the workplace.



# Report to Policy & Governance Standing Committee

May 13, 2026

## Subject: Board Policy 3005 - Expressions of Sympathy

### Recommendation

That the Policy & Governance Standing Committee recommend approval of Board Policy 3005 - Expressions of Sympathy as presented at the May 13, 2026 Policy & Governance Standing Committee meeting.

### Status

Recommended changes include:

- Housekeeping changes for consistent policy formatting

The following steps have occurred:

- Reviewed using the Human Rights and Equity Review Guide
- Made available for public feedback
- Made available for committee feedback
- Reviewed by Leadership Council
- Reviewed for legislative updates, consistent language and AODA considerations

### Background

The policy was reviewed through the Policy Review Process.

### Financial implications

There are no known financial implications of the policy changes.

### 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.



## EXPRESSIONS OF SYMPATHY

Legal References:

Related References:

Effective Date: *Feb 23, 1998*

Revisions: *May 30, 2005, May 13, 2026*

Reviewed: *November 12, 2018, November 15, 2021*

### 1. ~~Preamble~~ Purpose

- 1.1 It is the policy of the Waterloo Region District School Board (WRDSB) to offer a tangible expression of sympathy to members of the immediate family upon the death of a trustee, ~~staff employee~~, or student attending a school under the jurisdiction of the WRDSB, recognizing it has a genuine interest in and concern for the welfare of all members of its educational team, particularly in time of bereavement.

### 2. ~~Regulations~~ Application

- 2.1 On behalf of the WRDSB, a joint letter of condolence will be sent from the Chairperson and Director of Education to the immediate family upon the death of a trustee, ~~staff employee~~, or student attending a school under the WRDSB's jurisdiction.
- 2.2 The letter will indicate that as an expression of sympathy, a general planting of trees memorializing individuals covered by the WRDSB's policy will be undertaken.
- 2.3 Memorial trees will be planted at times and locations to be determined by the WRDSB's grounds keeping staff in consultation with the family.
- 2.4 On behalf of the WRDSB, a joint letter of condolence will be sent from the Chairperson and Director of Education to the immediate family upon the death of community members who have contributed significantly to the education of students in the Region of Waterloo.



## EXPRESSIONS OF SYMPATHY

Legal References:

Related References:

Effective Date: *Feb 23, 1998*

Revisions: *May 30, 2005*

Reviewed: *November 12, 2018, November 15, 2021*

### 1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board (WRDSB) to offer a tangible expression of sympathy to members of the immediate family upon the death of a trustee, employee, or student attending a school under the jurisdiction of the WRDSB, recognizing it has a genuine interest in and concern for the welfare of all members of its educational team, particularly in time of bereavement.

### 2. Regulations

- 2.1 On behalf of the WRDSB, a joint letter of condolence will be sent from the Chairperson and Director of Education to the immediate family upon the death of a trustee, employee, or student attending a school under the WRDSB's jurisdiction.
- 2.2 The letter will indicate that as an expression of sympathy, a general planting of trees memorializing individuals covered by the WRDSB's policy will be undertaken.
- 2.3 Memorial trees will be planted at times and locations to be determined by the WRDSB's grounds keeping staff in consultation with the family.
- 2.4 On behalf of the WRDSB, a joint letter of condolence will be sent from the Chairperson and Director of Education to the immediate family upon the death of community members who have contributed significantly to the education of students in the Region of Waterloo.



# Report to Policy & Governance Standing Committee

May 13, 2026

## Subject: Board Policy 3008 - Use of Board Resources During the Election Campaign

### Recommendation

That the Policy & Governance Standing Committee recommend approval of Board Policy 3008 - Use of Board Resources During the Election Campaign as presented at the May 13, 2026 Policy & Governance Standing Committee meeting.

### Status

Recommended changes include:

- Housekeeping changes for consistent policy formatting
- Removal of some background information
- Update to the definition of school board resources
- Straightforward language added to 3.10 School Visits

The following steps have occurred:

- Reviewed using the Human Rights and Equity Review Guide
- Made available for public feedback
- Made available for committee feedback
- Reviewed by Leadership Council
- Reviewed for legislative updates, consistent language and AODA considerations

### Background

The policy was reviewed through the Policy Review Process.

### Financial implications

There are no known financial implications of the policy changes.

## 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.



## USE OF SCHOOL BOARD RESOURCES DURING THE ELECTION CAMPAIGN

Legal References: [Municipal Elections Act](#)  
[Education Act](#)

Related References: [Board Policy G100 – Governance Policy - Foundations](#)  
[Board Policy G201 – Trustee Code of Conduct](#)  
[Board Policy 2009 – Board Advocacy](#)  
[Board Policy 3010 – Political Candidate Visits During Federal Provincial & Municipal Elections](#)

Effective Date: April 30, 2018

Revisions: May 25, 2018, February 8, 2021, **May 13, 2026**

Reviewed: April 11, 2022

### 1. Purpose Objective

- 1.1 To establish **rules and procedures** ~~instructions~~ for the use of school board resources by trustees and candidates during the Municipal and School Board Election campaign period. Nothing in this policy prevents current elected trustees from performing their role and duties during their term of office. It also provides guidelines for activities involving trustees and candidates during the campaign.

#### Background Information

- 1.2 Trustees play an important role as they are the only publicly elected official with the direct responsibility for the education of our children. The Waterloo Region District School Board (WRDSB) actively promotes and supports the role of the local democratically elected trustee.

- 1.3 ~~Municipal and School Board Elections are held every four years and the Municipal Elections Act is reviewed after every election. Legislative changes following the last review were identified in both Bill 181, Municipal Elections Modernization Act and Bill 68, Modernizing Ontario's Municipal Legislation Act. The Municipal Elections Modernization Act received Royal Assent on June 9, 2016. In accordance with that Act,~~

~~“Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.”~~

### 2. Definition of School Board Resources

- 2.1 School Board resources may include: **board or school social media accounts, cellphone, computer, email, newsletter, staff time, tablet, telephone, website, wireless internet** ~~staff time, computer, fax, telephone, cellphone, laptop, tablet, website, newsletter, email, wireless internet, board or school social media accounts~~. This list is to include any board-issued **or owned** resource ~~and any other information technology devices given to a trustee for their work use as a trustee of the board.~~

### 3. Application ~~School Board Resources~~

- 3.1 Trustees will not use their Board office or school board-issued resources for any campaign-related purposes. This includes displaying election-related materials in Board offices, board meetings, board events or school-related events.
- 3.2 Trustees will not distribute or use the WRDSB logo or WRDSB telephone number or other contact information, including **displaying** any WRDSB branding in any campaign-related material.
- 3.3 Trustees must ensure that all campaign-related material is funded by the trustee in their capacity as a candidate.
- 3.4 Trustees will not use the WRDSB's email system to distribute election-related electronic messages and will not use the WRDSB's voicemail system to record election-related messages.
- 3.5 Trustee websites and newsletters that are funded by the WRDSB, are not to include campaign-related material.
- 3.6 Trustees will use their personal information technology resources to create and use social media accounts created for campaign purposes. These are to be separate and distinct from any accounts used by the candidate in their position as a trustee.
- 3.7 Trustees will not use school board resources to distribute any election related materials (print, electronic or other method) to students, parents/guardians and/or caregivers.
- 3.8 Trustees will not use the services of WRDSB staff to assist or advise in the preparation, distribution or communication of any election-related material.

#### **Other Activities during the Campaign Period**

##### **3.9 School Visits – by Trustees**

Trustees who are seeking re-election may continue to perform their duties which may include their continued participation in local events held in schools while they serve their term of office. Trustees should not participate in activities at school events that could reasonably be perceived as campaigning.

##### **3.10 School Visits – by Candidates**

~~Requests for visits~~ **Visits** by candidates, for the purposes of campaigning, are not **permitted** ~~considered appropriate~~.

- 3.11 All Candidates Meetings are encouraged and may occur on school property. All Candidates Meetings must follow the requirements outlined in [Board Policy 3010](#). ~~Political Candidate Visits During Federal Provincial & Municipal Elections.~~

##### **3.12 School-Related Events**

Candidates are not permitted to campaign at school-related events intended for the students and **caregivers/families** ~~parents/guardians~~ of that school. Current trustees may continue to attend and participate in school-related activities but shall not campaign or conduct themselves in any way that may reasonably be perceived as campaigning.

##### **3.13 Campaign Involvement – Student**

Students are encouraged to participate in curriculum-based activities (~~Civics~~) and democratic awareness programs such as Student Vote. Secondary students may choose to earn their Community Involvement Hours by participating in an election campaign. ~~It is strongly recommended that students not volunteer for a candidate seeking election for~~

~~their local school board.~~ Any campaign or election activities must be done outside of school hours and not on school property.

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## USE OF SCHOOL BOARD RESOURCES DURING THE ELECTION CAMPAIGN

Legal References: [Municipal Elections Act](#)  
[Education Act](#)

Related References: [Board Policy G100 – Governance Policy - Foundations](#)  
[Board Policy G201 – Trustee Code of Conduct](#)  
[Board Policy 2009 – Board Advocacy](#)  
[Board Policy 3010 – Political Candidate Visits During Federal Provincial & Municipal Elections](#)

Effective Date: *April 30, 2018*

Revisions: *May 25, 2018, February 8, 2021*

Reviewed: *April 11, 2022*

### 1. Objective

- 1.1 To establish instructions for the use of school board resources by trustees and candidates during the Municipal and School Board Election campaign period. Nothing in this policy prevents current elected trustees from performing their role and duties during their term of office. It also provides guidelines for activities involving trustees and candidates during the campaign.

### 2. Background Information

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- 2.1 Trustees play an important role as they are the only publicly elected official with the direct responsibility for the education of our children. The Waterloo Region District School Board (WRDSB) actively promotes and supports the role of the local democratically elected trustee.
- 2.2 Municipal and School Board Elections are held every four years and the Municipal Elections Act is reviewed after every election. Legislative changes following the last review were identified in both Bill 181, Municipal Elections Modernization Act and Bill 68, Modernizing Ontario's Municipal Legislation Act. The Municipal Elections Modernization Act received Royal Assent on June 9, 2016. In accordance with that Act,

“Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.”

### 3. Definition of School Board Resources

- 3.1 School Board resources may include: staff time, computer, fax, telephone, cellphone, laptop, tablet, website, newsletter, email, wireless internet, board or school social media accounts. This list is to include any board-issued resource and any other information technology devices given to a trustee for their work use as a trustee of the board.

### 4. School Board Resources

- 4.1 Trustees will not use their Board office or school board-issued resources for any campaign-related purposes. This includes displaying election-related materials in Board offices, board meetings, board events or school-related events.

- 4.2 Trustees will not distribute or use the WRDSB logo or WRDSB telephone number or other contact information, including any WRDSB branding in any campaign-related material.
- 4.3 Trustees must ensure that all campaign-related material is funded by the trustee in their capacity as a candidate.
- 4.4 Trustees will not use the WRDSB's email system to distribute election-related electronic messages and will not use the WRDSB's voicemail system to record election-related messages.
- 4.5 Trustee websites and newsletters that are funded by the WRDSB, are not to include campaign-related material.
- 4.6 Trustees will use their personal information technology resources to create and use social media accounts created for campaign purposes. These are to be separate and distinct from any accounts used by the candidate in their position as a trustee.
- 4.7 Trustees will not use school board resources to distribute any election related materials (print, electronic or other method) to students, parents/guardians and/or caregivers.
- 4.8 Trustees will not use the services of WRDSB staff to assist or advise in the preparation, distribution or communication of any election-related material.

## **5. Other Activities during the Campaign Period**

### **5.1 School Visits – by Trustees**

Trustees who are seeking re-election may continue to perform their duties which may include their continued participation in local events held in schools while they serve their term of office. Trustees should not participate in activities at school events that could reasonably be perceived as campaigning.

### **5.2 School Visits – by Candidates**

Requests for visits by candidates, for the purposes of campaigning, are not considered appropriate. All Candidates Meetings are encouraged and may occur on school property. All Candidates Meetings must follow the requirements outlined in Board Policy 3010 - Political Candidate Visits During Federal Provincial & Municipal Elections.

### **5.3 School-Related Events**

Candidates are not permitted to campaign at school-related events intended for the students and parents/guardians of that school. Current trustees may continue to attend and participate in school-related activities but shall not campaign or conduct themselves in any way that may reasonably be perceived as campaigning.

### **5.4 Campaign Involvement – Student**

Students are encouraged to participate in curriculum-based activities (Civics) and democratic awareness programs such as Student Vote. Secondary students may choose to earn their Community Involvement Hours by participating in an election campaign. It is strongly recommended that students not volunteer for a candidate seeking election for their local school board. Any campaign or election activities must be done outside of school hours and not on school property.



# Report to Policy & Governance Standing Committee

May 13, 2026

## Subject: Board Policy 3009 - Parental Leave - Trustees

### Recommendation

That the Policy & Governance Standing Committee recommend approval of Board Policy 3009 - Parental Leave - Trustees as presented at the May 13, 2026 Policy & Governance Standing Committee meeting.

### Status

Recommended changes include:

- Housekeeping changes for consistent policy formatting
- Changes to language to be more straightforward
- Addition of expectations for the positions of Chair and Vice-Chair
- Addition of honorarium language to clarify the process

The following steps have occurred:

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

### Background

The content of this policy is highly legislative. The policy was reviewed through the Policy Review Process.

### Financial implications

There are no known financial implications of the policy changes.

### 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.



## PARENTAL LEAVE - TRUSTEES

Legal References:	<i>Employment Standards Act</i>
Related References:	<i>Education Act 228 (2.1)</i> <i><u>Board Policy 3000 - Trustee Honoraria</u></i>
Effective Date:	<i>November 19, 2018</i>
Revisions:	<i>May 13, 2026</i>
Reviewed:	<i>November 15, 2021</i>

### 1. Purpose

~~1.1 Notwithstanding the Education Act 228(1), 229(1) and 229(2), an office is not vacated by a Trustee who is absent for 20 consecutive weeks or less if the absence is as a result of the Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child by the Trustee in accordance with Subsection 259(1.1) of the Municipal Act, 2001 as amended by Bill 68.~~

Trustees of the Waterloo Region District School Board (WRDSB) are entitled to take a leave of absence for twenty (20) consecutive weeks or less, if the absence is the result of a Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child by the Trustee. A pregnancy or parental leave is considered a right under the Education Act, and does not require approval by the Board of Trustees to excuse the absence.

### 2. Application

2.1 The Trustee shall provide the Chairperson and Director of Education with written notice of an absence of 20 consecutive weeks or less as a result of the Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child by the Trustee.

2.2 The Trustee ~~may~~ will continue to receive all board and committee meeting reports, notices and minutes ~~if they so choose~~.

2.3 When ~~such~~ notice is provided, the following plans shall be discussed with the Board Chairperson and the result brought forward to the Board for information:

2.3.1 Whether the Trustee intends to participate in Board or Committee meetings; and

2.3.2 Which duties, if any, will continue to be performed by the Trustee during their leave.

~~2.3.3 A plan of how the Trustee chooses to remain engaged in the business of the Board. This includes the forwarding of all Board and committee materials but may also include participation in all, some, or no Committee and Board meetings by phone or other mediums;~~

2.3.4 A plan of how the work of any Committee commitments will be ~~covered~~ completed;

~~2.3.5 A plan of how parent and constituent communication will be handled during the Trustee leave.~~

2.4 The Chair or Vice-Chair of the Board requesting a pregnancy or parental leave may request that the Board of Trustees conduct an election to appoint an interim Chair or Vice-Chair for the duration of their pregnancy or parental leave.

2.5 The leave cannot extend beyond the Trustee's term in office, unless they are re-elected.

2.6 A Trustee on pregnancy or parental leave will continue to receive their honorarium. The honoraria for the position of Board Chair or Vice-Chair will only be paid to the Trustee assuming the current role of Board Chair or Vice Chair.

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## PARENTAL LEAVE - TRUSTEES

Legal References: *Employment Standards Act*

Related References: *Education Act*

Effective Date: *November 19, 2018*

Revisions:

Reviewed: *November 15, 2021*

1. Notwithstanding the Education Act, section 228(1), 229(1) and 229(2), an office is not vacated by a Trustee who is absent for 20 consecutive weeks or less if the absence is as a result of the Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child by the Trustee in accordance with Subsection 259(1.1) of the Municipal Act, 2001 as amended by Bill 68.
2. The Trustee shall provide the Chairperson and Director of Education with written notice of an absence of 20 consecutive weeks or less as a result of the Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child by the Trustee. The Trustee will continue to receive all board and committee meeting reports, notices and minutes.
3. When such notice is provided, the following plans shall be discussed with the Board Chairperson and the result brought forward to the Board for information:
  - 3.1 A plan of how the Trustee chooses to remain engaged in the business of the Board. This includes the forwarding of all Board and committee materials but may also include participation in all, some, or no Committee and Board meetings by phone or other mediums;
  - 3.2 A plan of how the work of any Committee commitments will be completed;
  - 3.3 A plan of how parent and constituent communication will be handled during the Trustee leave.



# Report to Policy & Governance Standing Committee

May 13, 2026

## Subject: Board Policy 4000 - Pupil Accommodation Review

### Recommendation

That the Policy & Governance Standing Committee recommend approval of Board Policy 4000 - Pupil Accommodation Review as presented at the May 13, 2026 Policy & Governance Standing Committee meeting.

### Status

Recommended changes include:

- Housekeeping changes for consistent policy formatting and language
- Remove of some procedural content which is also present in the procedure

The following steps have occurred:

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

### Background

The content of this policy is highly regulated. The policy was reviewed through the Policy Review Process.

### Financial implications

There are no known financial implications of the policy changes.

### 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.



## PUPIL ACCOMMODATION REVIEW (Consolidation or Closure)

Legal References:	<i>Education Act R.S.O. 1990, c. E.2, s. 8 (1), par. 26</i> <i>Education Act R.S.O. 1990, c. E.2, O. Reg. <del>347/23</del>444/98</i>
Related References:	<i>Pupil Accommodation Review Guideline, Ministry of Education (December 2024 March 2015)</i> <i>Community Planning and Partnerships Guideline, Ministry of Education (March 2015)</i> <i>Administrative Review of Accommodation Review Process, Ministry of Education</i> <i>Administrative Procedure 4860 – Pupil Accommodation Review</i>
Effective Date:	<i>July 1, 2016</i>
Revisions:	<i>October 16, 2017, May 17, 2021, May 13, 2026</i>
Reviewed:	<i>November 8, 2021, awaiting Ministry direction regarding updated Pupil Accommodation Review Guideline before revising the policy</i>

### 1. Purpose Preamble

- 1.1. The Waterloo Region District School Board (~~WRDSB the “Board”~~) is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of elementary and secondary programs.
- 1.2. The ~~Board~~WRDSB ensures that decisions regarding school consolidations or closures are made **by involving and informing the** ~~with the involvement of an informed local community, and are based on a broad range of criteria related to: regarding the quality of the learning experience for students:~~
  - 1.2.1. **student achievement;**
  - 1.2.2. **student well-being;**
  - 1.2.3. **effective stewardship of school board resources; and**
  - 1.2.4. **impacts on the local community.**
- 1.3. These decisions are made by the Board of Trustees in **accordance with the Education Act and the Ministry of Education’s Pupil Accommodation Review Guideline.** ~~the context of carrying out their primary responsibilities of: fostering student achievement and well-being, and ensuring effective stewardship of school board resources.~~
- 1.4. ~~The Board is responsible for providing schools and facilities for students and for operating and maintaining these schools and facilities as effectively as possible to support student achievement and well-being.~~

- 1.5. ~~In some cases, to address changing student populations, the Board may consider undertaking pupil accommodation reviews that may result in school consolidations and/or closures.~~
- 1.6. ~~The Board supports a fair and transparent process for undertaking pupil accommodation reviews including meaningful community dialogue and participation among all stakeholders.~~
- 1.7. This Policy **establishes the minimum requirements** ~~outlines the process the Board~~ **WRDSB** will follow **when undertaking:** to complete
- 1.7.1. a **standard** pupil accommodation review; or
- 1.7.2. a modified pupil accommodation review ~~that is consistent with the Ministry of Education *Pupil Accommodation Review Guideline*, March 2015.~~  
**and shall be read in conjunction with Administrative Procedure 4860.**
- 1.8. This Policy applies only to schools offering elementary and/or secondary regular day school programs.

## 2. **Application**

- 2.1. ~~The WRDSB's pupil accommodation review process shall be guided by the following principles:~~
- The guiding principles of this Policy include, but are not limited to:
- 2.1.1. **support** student achievement **through equitable access to high-quality programming;**
- 2.1.2. **promote** student well-being **while minimizing disruption to students and families;** and
- 2.1.3. ~~school board~~ **ensure** financial **responsibility, stability and sustainability, and effective use of school board resources;**
- 2.1.4. **engage in transparent, inclusive, and meaningful public engagement; and**
- 2.1.5. **align accommodation decisions with the Board Improvement and Equity Plan (BIEP) and Long-term Accommodation Plan (LTAP).**
- 2.1.6. ~~Prior to commencing an accommodation review, the Board is committed to:~~
- 2.1.7. ~~Developing a long term capital and accommodation plan, informed by any relevant information obtained from local municipal governments and other community partners, which takes into consideration long term enrolment projections and planning opportunities for the effective use of excess space in all area schools.~~
- 2.2. ~~Investigating alternative accommodation strategies that support the guiding principles outlined in Section 2.6, including but not limited to:~~
- 2.2.1. ~~modifying attendance boundaries to balance enrolment between overutilized and underutilized schools (achieved through a boundary study and must be less than 50% of the school's enrolment);~~
- 2.2.2. ~~relocation/redistribution of programs to balance enrolment between over utilized and underutilized schools (must be less than 50% of the school's enrolment);~~
- 2.2.3. ~~offering to lease or licence underutilized space within a school to a coterminous school board;~~
- 2.2.4. ~~finding community partners who can pay the full cost of operating the underutilized space; and/or~~
- 2.2.5. ~~decommissioning or demolishing a section of the school that is not required for student use to reduce operating costs.~~

- ~~2.3. If none of the alternative accommodation strategies outlined in Section 2.2.2 are deemed viable, the Board may determine that a pupil accommodation review process take place which could lead to possible school consolidations and/or closures.~~
- ~~2.4. The selection of a school or group of schools for an accommodation review will be considered if one or more of the following conditions apply:~~
- ~~2.4.1. current and projected enrolment within the attendance area requires fewer classrooms than available at the school;~~
  - ~~2.4.2. current and projected enrolment within the attendance area exceeds the number of classrooms available at the school and to construct additional spaces is cost-prohibitive;~~
  - ~~2.4.3. current and projected enrolment within the attendance area exceeds the number of classrooms available at the school and more than 50% of the students are eligible for transportation;~~
  - ~~2.4.4. there are safety and/or environmental concerns related to the building(s), site(s) or location(s);~~
  - ~~2.4.5. the school is operating in a leased or licensed facility;~~
  - ~~2.4.6. the school is unable to deliver core curriculum in a fair and equitable way;~~
  - ~~2.4.7. declining enrolment has created a negative impact on learning opportunities for students at the school;~~
  - ~~2.4.8. program and learning opportunities could be enhanced by reorganization involving the school or group of schools;~~
  - ~~2.4.9. teaching and/or learning spaces are not suitable to deliver the curriculum needed to serve the students and the community and retrofitting is cost prohibitive;~~
  - ~~2.4.10. the school is experiencing increased building maintenance expenses and/or requires major capital improvements; or~~
  - ~~2.4.11. the consolidation of two or more schools meets the goals and objectives of the long-term capital and accommodation capital plan.~~
- ~~2.5. Reviews of pupil accommodation will conform with Board policy made pursuant to the *Community Planning and Partnerships Guideline* issued by the Ministry of Education.~~
- ~~2.6. Decisions regarding school consolidations and/or closures will be made within the context of supporting the Board Improvement Plan for Student Achievement (BIPSA) and making the most effective use of school buildings and education funding.~~
- ~~2.7. The Board of Trustees will make the final decision regarding any pupil accommodation review.~~
- ~~2.8. The accommodation review process as outlined in *Administrative Procedure 4860 – Pupil Accommodation Review* will allow the Board of Trustees to make an informed decision regarding the future of a family of schools through consultation with an informed local community, based on a broad range of criteria including, but not limited to:~~
- ~~2.8.1. the impact of the current and projected enrolment on program/curriculum delivery and the operation of the school(s);~~
  - ~~2.8.2. the current physical condition of the school(s) and any repairs or upgrades required to ensure optimum operation of the building(s) and program delivery; and~~
  - ~~2.8.3. the impact on the student, the Board, the community, local and regional municipalities, and community partners.~~
- ~~2.9. At the conclusion of the review process, including consideration for the Board's long term capital and accommodation plan, the Board of Trustees will:~~
- ~~2.9.1. accept the recommendation(s) in the staff report as presented;~~
  - ~~2.9.2. reject the recommendation(s) in the staff report;~~

2.9.3. ~~modify the recommendation(s) in the staff report; or~~

2.9.4. ~~approve a different outcome.~~

2.10. ~~If a pupil accommodation review results in a school closure decision, the Board will decide the appropriate course of action regarding its property holdings. The Board may decide to:~~

2.10.1. ~~declare that school as surplus, potentially leading to the future disposition of the property (all dispositions are governed by O. Reg. 444/08);~~

2.10.2. ~~decide to use a closed school for other school board purposes; or~~

2.10.3. ~~hold the property as a strategic long-term asset due to a projected future need for the facility.~~

The following parameters apply to all accommodation reviews conducted pursuant to this Policy. All decisions under this Policy will comply with the following parameters:

2.11. ~~The pupil accommodation review process shall consist of the following:~~

2.11.1. ~~The completion of School Information Profile(s) prior to the commencement of a review (details of the information to be contained in a School Information Profile is to be outlined in *Administrative Procedure 4860 – Pupil Accommodation Review*);~~

2.11.2. ~~The preparation of and submission of an initial staff report to the Board of Trustees;~~

2.11.3. ~~Board of Trustees approval to undertake an accommodation review process (for a modified accommodation review process refer to Section 4.4);~~

2.11.4. ~~The establishment of an Accommodation Review Committee, including its Terms of Reference (details regarding the role and membership of the Accommodation Review Committee is to be outlined in *Administrative Procedure 4860 – Pupil Accommodation Review*);~~

2.11.5. ~~Consultation with the Regional Municipality of Waterloo, each of the affected local municipalities, and community partners that expressed an interest prior to the pupil accommodation review (details regarding the consultation process is to be outlined in *Administrative Procedure 4860 – Pupil Accommodation Review*);~~

2.11.6. ~~A minimum of two (2) public meetings to consult with individuals from the school(s) under review and the broader community;~~

2.11.7. ~~The preparation and submission of a final staff report to the Board of Trustees, including a Community Consultation section;~~

2.11.8. ~~An opportunity for public delegations to be heard by the Board of Trustees;~~

2.11.9. ~~The presentation of the final staff report, including a compilation of feedback from public delegations (if any);~~

2.11.10. ~~A final decision by the Board of Trustees; and~~

2.11.11. ~~The establishment of a Transition Committee (details regarding the transition process is to be outlined in *Administrative Procedure 4860 – Pupil Accommodation Review*).~~

## 2.12. **Frequency of Reviews**

2.12.1. Schools should **typically** only be subject to a pupil accommodation review **no more than** once in a five-year period, unless **exceptional** circumstances **require otherwise**, including but not limited to the following, necessitate a review:

2.12.2. The school is unable to deliver core curriculum in a fair and equitable way due to a significant **and sustained enrolment** changes in enrolment;

2.12.3. There are **health**, safety and/or environmental concerns related to the building(s), site(s), or location(s);

- 2.12.4. ~~The school requires time-sensitive building maintenance expenses and/or major capital renewal requirements that are not financially viable improvements that may be cost-prohibitive;~~ and/or
- 2.12.5. ~~Special circumstances have resulted in the Board's inability to~~ preventing the effective use of the building(s), site(s), or location(s) to accommodate students.

### **Establishing a Pupil Accommodation Review**

- 2.13. Prior to initiating a pupil accommodation review, the WRDSB shall:
- 2.13.1. complete a Long-term Accommodation Plan (LTAP);
- 2.13.2. consult with local municipalities and community partners as required under the *Community Planning and Partnerships Guideline*; and
- 2.13.3. consider alternatives to consolidation or closure, including boundary changes, program relocations, partnerships, or space reduction.
- 2.14. Before approving the initiation of a pupil accommodation review, WRDSB staff shall present an Initial Staff Report to the Board of Trustees.
- 2.14.1. The Initial Staff Report shall be prepared using the Ministry-approved template and shall be made publicly available following the Board's decision to proceed with a pupil accommodation review.
- 2.15. For each school subject to a pupil accommodation review, WRDSB staff shall prepare a School Information Profile (SIP). SIPs shall be completed prior to the first public meeting and shall be posted publicly with the Initial Staff Report.
- 2.16. An Accommodation Review Committee (ARC) shall be established for each pupil accommodation review and shall act as the official conduit for information between the Board and affected school communities.

### **Public Engagement**

- 2.17. The pupil accommodation review process shall include, at a minimum:
- 2.17.1. an Accommodation Review Committee (ARC);
- 2.17.2. engagement with affected local municipalities and community partners;
- 2.17.3. a minimum of three public meetings; and
- 2.17.4. opportunity for public delegations to the Board of Trustees prior to a final decision.
- 2.18. All public meetings and delegation opportunities shall be publicly advertised and accessible.

### **Timelines**

- 2.19. The WRDSB shall comply with the minimum business-day timelines set out in Section XIII of the Ministry's *Pupil Accommodation Review Guideline*, including but not limited to:
- 2.19.1. no fewer than 40 business days between Board approval and the first public meeting;
- 2.19.2. no fewer than 60 business days between the first and final public meetings;
- 2.19.3. no fewer than 10 business days between:
- 2.19.3.1. the final public meeting and posting of the final staff report;
- 2.19.3.2. posting of the final staff report and public delegations; and
- 2.19.3.3. public delegations and the final Board decision.

### **Modified Pupil Accommodation Review**

- 2.20. A modified pupil accommodation review process may ~~be approved and~~ only be initiated by the Board where at least two (2) ~~or more~~ of the following conditions are met present:
- 2.20.1. the distance to the nearest available accommodation (WRDSB Board elementary and/or secondary school) is less than five (5) kilometres;

- 2.20.2. the utilization rate of the facility is less than or equal to 50% of the on-the-ground capacity of the school (calculated as enrolment divided by on-the-ground capacity);
- 2.20.3. the number of students enrolled at the school is less than or equal to 125 students;
- 2.20.4. the ~~Board~~-WRDSB is planning the relocation (in any school year or over a number of school years) of a program, in which the enrolment constitutes 50% or more of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of relocation carried over a number of school years);
- ~~2.20.5. there are no more than three (3) schools subject to the pupil accommodation review process; or,~~
- 2.20.6. ~~the entire student population (and boundary) of a school that is subject to a pupil accommodation review process can be accommodated in another school.~~
- 2.21. Even where the above conditions are met, the WRDSB may elect to undertake a standard pupil accommodation review.
- 2.22. The WRDSB will hold at least one public meeting.
- 2.23. Section 2.1 of this policy applies to a modified pupil accommodation review.

The modified pupil accommodation review process consists of the following steps:

- ~~2.24. The completion of School Information Profile(s) prior to the commencement of a review;~~
- ~~2.25. The preparation of and submission of an initial staff report to the Board of Trustees;~~
- ~~2.26. Board of Trustees approval to undertake a modified accommodation review process (for a regular accommodation review process refer to Section 4.1);~~
- ~~2.27. Consultation with the Regional Municipality of Waterloo, each of the affected local municipalities, and community partners that expressed an interest prior to the pupil accommodation review;~~
- ~~2.28. A minimum of one (1) public meeting to consult with individuals from the school(s) under review and the broader community;~~
- ~~2.29. The preparation and submission of a final staff report to the Board of Trustees, including a Community Consultation section.~~
- ~~2.30. An opportunity for public delegations to be heard by the Board of Trustees;~~
- ~~2.31. The presentation of the final staff report, including a compilation of feedback from public delegations (if any);~~
- ~~2.32. A decision by the Board of Trustees; and~~
- ~~2.33. The establishment of a Transition Committee.~~

In all cases any minimum timelines set out in the Ministry of Education's *Pupil Accommodation Review Guideline* (version in effect at the time of the announced decision to initiate an accommodation review) will be followed.

### Exemptions

- 2.34. There are specific circumstances where the ~~The WRDSB Board~~ is not obligated ~~required~~ to undertake a pupil accommodation review ~~in circumstances identified in the Ministry Guideline, Section XVI, including but not limited to. These include:~~
  - 2.34.1. where a replacement school is to be built on the existing site, or built or acquired within the existing school attendance boundary, as identified by the ~~WRDSB Board~~;
  - 2.34.2. where a replacement school is to be built on the existing site, or built or acquired within the existing school attendance boundary and the school community must

- be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified by the **WRDSB Board**;
- 2.34.3. when a lease for the school is terminated;
- 2.34.4. when the ~~Board~~**WRDSB** is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of relocation carried over a number of school years);
- 2.34.5. when a school is being repaired or renovated, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
- 2.34.6. where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair;  
or
- 2.34.7. where there are no students enrolled at the school at any time throughout the school year.
- 2.34.8. when the WRDSB is planning the relocation of grades or programs, in which the enrolment constitutes greater than 50% of the school's enrolment, including through the consolidation of schools into a new school due to identified health and safety issues, where the following conditions are met:**
- 2.34.8.1. the school is located on a controlled-access King's Highway with a posted speed limit of at least 90 km/h and a single road access point, and**
- 2.34.8.2. a third-party report identifies road safety issues, and**
- 2.34.8.3. pupil accommodation pressures exist in schools within the school attendance boundary.**
- 2.35. ~~In the case of an~~ **all exemption cases**, the ~~Board~~**WRDSB** will inform each of the **affected** school communities **and municipalities** about proposed accommodation plans for students before a decision is made by the Board of Trustees.
- ~~2.36. Board staff shall prepare a report to the Board of Trustees setting out the circumstances supporting the exemption to the accommodation review process in respect of the school or schools under consideration for such exemption.~~
- ~~2.37. Within five (5) business days following the date of the Board of Trustees' decision to proceed with an exemption, the Board will provide written notice to:~~
- ~~2.37.1. the Regional Municipality of Waterloo, and each of the affected local municipalities through the Clerk's Department (or equivalent); and~~
- ~~2.37.2. other community partners that expressed an interest prior to the pupil accommodation review.~~
- ~~2.38. Within five (5) business days following the date of the Board of Trustees' decision to proceed with an exemption, the Board will also provide written notice to:~~
- ~~2.38.1. the Conseil scolaire Viamonde's Director of Education;~~
- ~~2.38.2. the Waterloo Catholic District School Board's Director of Education;~~
- ~~2.38.3. the Conseil scolaire de district catholique Centre-Sud's Director of Education;~~  
~~and~~
- ~~2.38.4. the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.~~

### **Final Decision and Transition Planning**

- 2.39. The Board of Trustees retains sole authority to make the final decision regarding pupil accommodation.**

- 2.40. ~~Where a decision results in consolidation or closure, the WRDSB shall ensure that a transition plan is developed in consultation with affected students, families, caregivers, and staff. will be put in place following the Board of Trustees' decision to consolidate, close or move a school or students in accordance with this section.~~

#### **Administrative Review**

- 2.41. ~~Where individuals believe that the WRDSB has not followed this Policy, they may request an Administrative Review by the Ministry of Education in accordance with the *Pupil Accommodation Review Guideline*.~~

#### **Policy, Procedure, & Guideline Integration and Alignment**

- 2.42. ~~*Administrative Procedure 4860 – Pupil Accommodation Review* has been developed in accordance with this Policy. Any accommodation review process that the Board-WRDSB undertakes must have due regard to *Board Policies, Administrative Procedures*, and to the Ministry's *Pupil Accommodation Review Guideline (PARG)*.~~



## PUPIL ACCOMMODATION REVIEW (Consolidation or Closure)

Legal References:	<i>Education Act R.S.O. 1990, c. E.2, s. 8 (1), par. 26</i> <i>Education Act R.S.O. 1990, c. E.2, O. Reg. 444/98</i>
Related References:	<i>Pupil Accommodation Review Guideline, Ministry of Education (March 2015)</i> <i>Community Planning and Partnerships Guideline, Ministry of Education (March 2015)</i> <i>Administrative Review of Accommodation Review Process, Ministry of Education</i> <i>Administrative Procedure 4860 – Pupil Accommodation Review</i>
Effective Date:	<i>July 1, 2016</i>
Revisions:	<i>December 2014, April 18, 2016, October 16, 2017, May 17, 2021</i>
Reviewed:	<i>November 8, 2021, awaiting Ministry direction regarding updated Pupil Accommodation Review Guideline before revising the policy</i>

### 1. Preamble

- 1.1. The Waterloo Region District School Board (the “Board”) is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of elementary and secondary programs.
- 1.2. The Board ensures that decisions regarding school consolidations or closures are made with the involvement of an informed local community, and are based on a broad range of criteria regarding the quality of the learning experience for students.
- 1.3. These decisions are made by the Board of Trustees in the context of carrying out their primary responsibilities of fostering student achievement and well-being, and ensuring effective stewardship of school board resources.
- 1.4. The Board is responsible for providing schools and facilities for students and for operating and maintaining these schools and facilities as effectively as possible to support student achievement and well-being.
- 1.5. In some cases, to address changing student populations, the Board may consider undertaking pupil accommodation reviews that may result in school consolidations and/or closures.
- 1.6. The Board supports a fair and transparent process for undertaking pupil accommodation reviews including meaningful community dialogue and participation among all stakeholders.

- 1.7. This Policy outlines the process the Board will follow to complete a pupil accommodation review or modified pupil accommodation review that is consistent with the Ministry of Education *Pupil Accommodation Review Guideline*, March 2015.
  - 1.8. This Policy applies only to schools offering elementary and/or secondary regular day school programs.
2. The guiding principles of this Policy include, but are not limited to:
- 2.1. student achievement;
  - 2.2. student well-being; and
  - 2.3. school board financial stability and sustainability.
  - 2.4. Prior to commencing an accommodation review, the Board is committed to:
  - 2.5. Developing a long-term capital and accommodation plan, informed by any relevant information obtained from local municipal governments and other community partners, which takes into consideration long-term enrolment projections and planning opportunities for the effective use of excess space in all area schools.
  - 2.6. Investigating alternative accommodation strategies that support the guiding principles outlined in Section 2.6, including but not limited to:
    - 2.6.1. modifying attendance boundaries to balance enrolment between overutilized and underutilized schools (achieved through a boundary study and must be less than 50% of the school's enrolment);
    - 2.6.2. relocation/redistribution of programs to balance enrolment between over utilized and underutilized schools (must be less than 50% of the school's enrolment);
    - 2.6.3. offering to lease or licence underutilized space within a school to a coterminous school board;
    - 2.6.4. finding community partners who can pay the full cost of operating the underutilized space; and/or
    - 2.6.5. decommissioning or demolishing a section of the school that is not required for student use to reduce operating costs.
  - 2.7. If none of the alternative accommodation strategies outlined in Section 2.2.2 are deemed viable, the Board may determine that a pupil accommodation review process take place which could lead to possible school consolidations and/or closures.
  - 2.8. The selection of a school or group of schools for an accommodation review will be considered if one or more of the following conditions apply:
    - 2.8.1. current and projected enrolment within the attendance area requires fewer classrooms than available at the school;
    - 2.8.2. current and projected enrolment within the attendance area exceeds the number of classrooms available at the school and to construct additional spaces is cost-prohibitive;
    - 2.8.3. current and projected enrolment within the attendance area exceeds the number of classrooms available at the school and more than 50% of the students are eligible for transportation;
    - 2.8.4. there are safety and/or environmental concerns related to the building(s), site(s) or location(s);
    - 2.8.5. the school is operating in a leased or licensed facility;
    - 2.8.6. the school is unable to deliver core curriculum in a fair and equitable way;
    - 2.8.7. declining enrolment has created a negative impact on learning opportunities for students at the school;
    - 2.8.8. program and learning opportunities could be enhanced by reorganization involving the school or group of schools;

- 2.8.9. teaching and/or learning spaces are not suitable to deliver the curriculum needed to serve the students and the community and retrofitting is cost prohibitive;
  - 2.8.10. the school is experiencing increased building maintenance expenses and/or requires major capital improvements; or
  - 2.8.11. the consolidation of two or more schools meets the goals and objectives of the long-term capital and accommodation capital plan.
- 2.9. Reviews of pupil accommodation will conform with Board policy made pursuant to the *Community Planning and Partnerships Guideline* issued by the Ministry of Education.
- 2.10. Decisions regarding school consolidations and/or closures will be made within the context of supporting the Board Improvement Plan for Student Achievement (BIPSA) and making the most effective use of school buildings and education funding.
- 2.11. The Board of Trustees will make the final decision regarding any pupil accommodation review.
- 2.12. The accommodation review process as outlined in *Administrative Procedure 4860 – Pupil Accommodation Review* will allow the Board of Trustees to make an informed decision regarding the future of a family of schools through consultation with an informed local community, based on a broad range of criteria including, but not limited to:
- 2.12.1. the impact of the current and projected enrolment on program/curriculum delivery and the operation of the school(s);
  - 2.12.2. the current physical condition of the school(s) and any repairs or upgrades required to ensure optimum operation of the building(s) and program delivery; and
  - 2.12.3. the impact on the student, the Board, the community, local and regional municipalities, and community partners.
- 2.13. At the conclusion of the review process, including consideration for the Board's long-term capital and accommodation plan, the Board of Trustees will:
- 2.13.1. accept the recommendation(s) in the staff report as presented;
  - 2.13.2. reject the recommendation(s) in the staff report;
  - 2.13.3. modify the recommendation(s) in the staff report; or
  - 2.13.4. approve a different outcome.
- 2.14. If a pupil accommodation review results in a school closure decision, the Board will decide the appropriate course of action regarding its property holdings. The Board may decide to:
- 2.14.1. declare that school as surplus, potentially leading to the future disposition of the property (all dispositions are governed by O. Reg. 444/98);
  - 2.14.2. decide to use a closed school for other school board purposes; or
  - 2.14.3. hold the property as a strategic long-term asset due to a projected future need for the facility.
- 3.** The following parameters apply to all accommodation reviews conducted pursuant to this Policy. All decisions under this Policy will comply with the following parameters:
- 3.1. The pupil accommodation review process shall consist of the following:
    - 3.1.1. The completion of School Information Profile(s) prior to the commencement of a review (details of the information to be contained in a School Information Profile is to be outlined in *Administrative Procedure 4860 – Pupil Accommodation Review*);

- 3.1.2. The preparation of and submission of an initial staff report to the Board of Trustees;
  - 3.1.3. Board of Trustees approval to undertake an accommodation review process (for a modified accommodation review process refer to Section 4.4);
  - 3.1.4. The establishment of an Accommodation Review Committee, including its Terms of Reference (details regarding the role and membership of the Accommodation Review Committee is to be outlined in *Administrative Procedure 4860 – Pupil Accommodation Review*);
  - 3.1.5. Consultation with the Regional Municipality of Waterloo, each of the affected local municipalities, and community partners that expressed an interest prior to the pupil accommodation review (details regarding the consultation process is to be outlined in *Administrative Procedure 4860 – Pupil Accommodation Review*);
  - 3.1.6. A minimum of two (2) public meetings to consult with individuals from the school(s) under review and the broader community;
  - 3.1.7. The preparation and submission of a final staff report to the Board of Trustees, including a Community Consultation section;
  - 3.1.8. An opportunity for public delegations to be heard by the Board of Trustees;
  - 3.1.9. The presentation of the final staff report, including a compilation of feedback from public delegations (if any);
  - 3.1.10. A final decision by the Board of Trustees; and
  - 3.1.11. The establishment of a Transition Committee (details regarding the transition process is to be outlined in *Administrative Procedure 4860 – Pupil Accommodation Review*).
- 3.2. Schools should only be subject to a pupil accommodation review once in a five-year period, unless circumstances including but not limited to the following necessitate a review:
- 3.2.1. The school is unable to deliver core curriculum in a fair and equitable way due to a significant change in enrolment;
  - 3.2.2. There are safety and/or environmental concerns related to the building(s), site(s), or location(s);
  - 3.2.3. The school requires time-sensitive building maintenance expenses and/or major capital improvements that may be cost-prohibitive; and/or
  - 3.2.4. Special circumstances have resulted in the Board's inability to use the building(s), site(s), or location(s) to accommodate students.
- 3.3. A modified pupil accommodation review process may be approved and initiated by the Board where two (2) or more of the following conditions are present:
- 3.3.1. the distance to the nearest available accommodation (Board elementary and/or secondary school) is less than five (5) kilometres;
  - 3.3.2. the utilization rate of the facility is less than or equal to 50% of the on-the-ground capacity of the school (calculated as enrolment divided by on-the-ground capacity);
  - 3.3.3. the number of students enrolled at the school is less than or equal to 125 students;
  - 3.3.4. the Board is planning the relocation (in any school year or over a number of school years) of a program, in which the enrolment constitutes 50% or more of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of relocation carried over a number of school years);
  - 3.3.5. there are no more than three (3) schools subject to the pupil accommodation review process; or,

- 3.3.6. the entire student population (and boundary) of a school that is subject to a pupil accommodation review process can be accommodated in another school.
4. The modified pupil accommodation review process consists of the following steps:
- 4.1. The completion of School Information Profile(s) prior to the commencement of a review;
  - 4.2. The preparation of and submission of an initial staff report to the Board of Trustees;
  - 4.3. Board of Trustees approval to undertake a modified accommodation review process (for a regular accommodation review process refer to Section 4.1);
  - 4.4. Consultation with the Regional Municipality of Waterloo, each of the affected local municipalities, and community partners that expressed an interest prior to the pupil accommodation review;
  - 4.5. A minimum of one (1) public meeting to consult with individuals from the school(s) under review and the broader community;
  - 4.6. The preparation and submission of a final staff report to the Board of Trustees, including a Community Consultation section.
  - 4.7. An opportunity for public delegations to be heard by the Board of Trustees;
  - 4.8. The presentation of the final staff report, including a compilation of feedback from public delegations (if any);
  - 4.9. A decision by the Board of Trustees; and
  - 4.10. The establishment of a Transition Committee.
5. In all cases any minimum timelines set out in the Ministry of *Education's Pupil Accommodation Review Guideline* (version in effect at the time of the announced decision to initiate an accommodation review) will be followed.
- 5.1. There are specific circumstances where the Board is not obligated to undertake a pupil accommodation review. These include:
    - 5.1.1. where a replacement school is to be built on the existing site, or built or acquired within the existing school attendance boundary, as identified by the Board;
    - 5.1.2. where a replacement school is to be built on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified by the Board;
    - 5.1.3. when a lease for the school is terminated;
    - 5.1.4. when the Board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of relocation carried over a number of school years);
    - 5.1.5. when a school is being repaired or renovated, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
    - 5.1.6. where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair; or
    - 5.1.7. where there are no students enrolled at the school at any time throughout the school year.
  - 5.2. In the case of an exemption, the Board will inform each of the school communities about proposed accommodation plans for students before a decision is made by the Board of Trustees.

- 5.3. Board staff shall prepare a report to the Board of Trustees setting out the circumstances supporting the exemption to the accommodation review process in respect of the school or schools under consideration for such exemption.
  - 5.4. Within five (5) business days following the date of the Board of Trustees' decision to proceed with an exemption, the Board will provide written notice to:
    - 5.4.1. the Regional Municipality of Waterloo, and each of the affected local municipalities through the Clerks Department (or equivalent); and
    - 5.4.2. other community partners that expressed an interest prior to the pupil accommodation review.
  - 5.5. Within five (5) business days following the date of the Board of Trustees' decision to proceed with an exemption, the Board will also provide written notice to:
    - 5.5.1. the Conseil scolaire Viamonde's Director of Education;
    - 5.5.2. the Waterloo Catholic District School Board's Director of Education;
    - 5.5.3. the Conseil scolaire de district catholique Centre-Sud's Director of Education;  
and
    - 5.5.4. the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.
  - 5.6. A transition plan will be put in place following the Board of Trustees' decision to consolidate, close or move a school or students in accordance with this section.
- 6. Policy, Procedure, & Guideline Integration and Alignment**
- 6.1. *Administrative Procedure 4860 – Pupil Accommodation Review* has been developed in accordance with this Policy. Any accommodation review process that the Board undertakes must have due regard to *Board Policies*, *Administrative Procedures*, and to the Ministry's *Pupil Accommodation Review Guideline (PARG)*.