



TEMPORARY STUDENT ACCOMMODATION FOR DEVELOPMENT AREAS

Responsibility:	<i>Coordinating Superintendent, Business Services & Treasurer of the Board</i>
Legal References:	<i>Education Act (S. 171)</i>
Related References:	<i>Board Policy 4000 - Pupil Accommodation Review (Consolidation or Closure)</i> <i>Board Policy 4012 - School Attendance Areas</i> <i>Administrative Procedure 1030 - Student Out of Boundary Transfer Requests</i> <i>- Secondary Schools (Grade 9-12)</i> <i>Administrative Procedure 1040 - Out of Boundary Requests - Elementary Schools</i> <i>Administrative Procedure 4991 - Boundary Studies</i>
Revisions:	
Reviewed:	<i>October 2016, May 2017, November 2017</i>

1. Preamble

- 1.1 This procedure provides guidelines and expectations to facilitate the management of students from rapidly growing areas of new development and the accommodation of these students in facilities with available space. It applies when the school(s) planned to serve a new development has yet to be constructed and space is available in other schools to accommodate students from the new development.

2. General

- 2.1 The Waterloo Region District School Board's (Board) capital planning process will address the future needs of students by identifying where new schools or additions may be needed and which facilities may have available space to temporarily accommodate students in Development Areas.
- 2.2 The capital planning process will consider enrolment projections, school capacity, renewal needs, and the construction of new schools or additions, including significant renovations, which shall assist in the identification of facilities that may be suitable for temporary student accommodation.
- 2.3 Development Areas are established when growth is expected to be maintained for extended periods of time and schools in the immediate areas surrounding the development are overcrowded or future funding/timing of construction for new school(s)/additions is uncertain.
- 2.4 As plans for new development are reviewed by the Planning and Facilities Services Departments, available accommodation is examined and Development Areas may be established. Students from approved Development Areas may be assigned to schools with available space.
- 2.5 Boundary Study conducted under Administrative Procedure 4991 - Boundary Studies, or an Accommodation Review conducted under Board Policy 4000 - Pupil Accommodation Review (Consolidation or Closure) may consider the establishment of Development Areas in accommodation solutions.

3. Development Areas

- 3.1 A Development Area is a geographically defined area, usually a new residential area that is designated by the Board and thereby removed from all permanent school attendance areas by Board motion. By definition, Development Areas do not have a home school and are temporarily assigned to Holding Schools, pending their assignment to a home school (once constructed).
- 3.2 Development Area Holding School assignments are reviewed by the Planning and Facilities Services Departments on an annual basis to determine if they are still appropriate.
- 3.3 Development Areas may continue to be assigned temporary accommodation until:
 - 3.3.1 A new school or school addition is built in the community; or
 - 3.3.2 All or a portion of a Development Area can be incorporated into a new or existing school's attendance area.
- 3.4 Until either 3.3.1 or 3.3.2 is realized, every attempt will be made to maintain a consistent Holding School assignment to a Development Area for as long as possible.

4. Holding School

- 4.1 A Holding School is a facility that is assigned to students from Development Areas to attend on a temporary basis. A Holding School is not intended to permanently accommodate students in Development Areas.
- 4.2 To be considered a Holding School, the facility may be evaluated using the following criteria:
 - 4.2.1 Available/surplus space (classrooms) for projected enrolment;
 - 4.2.2 Adequately sized ancillary spaces (library, gymnasium, etc.);
 - 4.2.3 Servicing and capacity (electrical, sanitary, etc.) to accommodate potential enrolment increases and temporary accommodation (portable classrooms);
 - 4.2.4 Appropriately sized school bus loading zone (if the Development Area will be bused to the facility);
 - 4.2.5 Proximity allows for time-on-the-bus criteria of no longer than one hour each way to be met;
 - 4.2.6 Minimal capital expenditure required to temporarily accommodate increased enrolment at the facility; and
 - 4.2.7 School size provides a learning environment that allows students to meet curriculum and developmental needs.
- 4.3 If a Holding School becomes overcrowded or can no longer accommodate growth, existing Development Areas (entire areas or portions thereof) may be reassigned temporarily to alternative Holding School(s) by Board motion without the requirement of a boundary study, until a permanent solution can be implemented.
- 4.4 Existing students may only be moved from a Holding School at the commencement of a new school year (September). No students will be moved mid-year.

5. Communication of Development Areas

- 5.1 Where required, the Board will request as part of the Subdivision Agreement (established through municipal subdivision approval process), that developers/home builders will:
 - 5.1.1 Include an advisory/warning clause in all Agreements of Purchase and Sale informing buyers in identified Development Areas of the temporary nature of school accommodation in the area; Schedule A.

- 5.1.2 Provide signs at the entrances to new subdivisions advising of the potential for students to be accommodated in temporary facilities and/or bused to a school outside the immediate area, and may in future have to be transferred to another school. The wording and specifications of these subdivision advisory signs will be provided by the Board; Schedules B and C.
- 5.2 Where a change to a Development Area assignment will move existing students, a public meeting will be held, with notification to the parents of the affected students.
- 5.3 A report will be provided to the Board of Trustees for Board approval to:
 - 5.3.1 Update on the status of existing Development Areas;
 - 5.3.2 Create new Development Areas;
 - 5.3.3 Dissolve existing Development Areas; and
 - 5.3.4 Change Development Area Holding School assignments which will move existing students or impact the current or new Holding School.
- 5.4 Developers/home builders will be notified of Development Area accommodations and will be asked to assist in communicating the school accommodation situation to prospective buyers.
- 5.5 Maps of Development Areas will be sent to Holding Schools and posted on the Board's website.

6. Creation of Development Areas and Holding School Assignments

- 6.1 The creation of new Development Areas and the dissolution of existing Development Areas will be approved by Board motion;
- 6.2 Changes to Development Area Holding School assignments that move existing students will be approved by Board motion;
- 6.3 Holding School Assignments for new Development Areas will be made by Planning Staff, in consultation with Coordinating Council, based on the criteria listed in 4.2;
- 6.4 The splitting of existing approved Development Areas, in order to distribute enrolment growth to Holding Schools with available capacity, will be approved by the Planning Department, in consultation with Coordinating Council (for example, sending different phases of a single development to different Holding Schools).
- 6.5 Recommendations to create a Development Area can result from a Boundary Study conducted under Procedure 4991 - Boundary Studies, or an Accommodation Review conducted under Board Policy 4000 - Pupil Accommodation Review.

Conditions of Draft Plan Approval

1. The developer and the Waterloo Region District School Board reach an agreement regarding the supply, erection and maintenance of a sign (at the developer's expense and according to the Board's specifications) affixed to the permanent development sign advising prospective residents that students may be directed to schools outside the neighbourhood;
2. The developer agrees in the Subdivision Agreement to advise all purchasers of residential units and/or renters of same, by inserting the following clauses in all offers of Purchase and Sale/Lease, until such time as a permanent school is assigned:

“Purchasers are advised that notwithstanding the designation of an elementary school site, unless the provincial funding model provides sufficient funds to construct new schools, there can be no assurance as to the timing of new school construction nor a guarantee that elementary school accommodation will be provided within the subject plan.”

“Purchasers of lots or units are advised that schools on sites designated for the Waterloo Region District School Board in the community are not guaranteed. Attendance at schools in the area yet to be constructed is also not guaranteed. Pupils may be accommodated in temporary facilities and/or directed to public schools outside the area.



Waterloo Region District School Board

**THE WATERLOO REGION DISTRICT SCHOOL BOARD
ADVISES POTENTIAL PURCHASERS THAT ATTENDANCE
AT SCHOOLS ON DESIGNATED SITES IS NOT
GUARANTEED. PUPILS MAY BE ACCOMMODATED IN
TEMPORARY FACILITIES AND/OR DIRECTED TO PUBLIC
SCHOOLS OUTSIDE OF THIS COMMUNITY.**

**FOR INFORMATION REGARDING THE LOCATION
OF SCHOOLS SERVING THIS AREA,
CONTACT THE PLANNING DEPARTMENT AT THE
WATERLOO REGION DISTRICT SCHOOL BOARD
AT (519) 570-0003 ext. 4419**



**Waterloo Region
District School Board**



**Waterloo Region District School Board
Specifications for Subdivision Advisory Signs
(General)**

1.0 NUMBER OF SIGNS REQUIRED

One advisory sign is required for each entrance of the subdivision.

2.0 SIGN AREA/FORMAT

2.1 Development Signs may be free standing or incorporated with development signage required by area municipality.

2.2 Minimum: .91m x .91m (3' x 3')

2.3 Maximum: 1.22m x 1.22m (4' x 4')

3.0 SIGN FACE

3.1 Colour: Advisory Sign shall have black lettering on white background.

3.2 Format:

3.2.1 Heading: The Advisory Sign shall include the Waterloo Region District School Board "Logo" (see attached) and the words "WATERLOO REGION DISTRICT SCHOOL BOARD", as a heading.

3.2.2 Body: The following wording shall be prominently placed on each sign:

"The Waterloo Region District School Board advises potential purchasers that attendance at schools on designated sites is not guaranteed. Pupils may be accommodated in temporary facilities and/or directed to public schools outside of this community."

The bottom of the Sign shall include the wording:

"For information regarding the location of schools serving this area, contact the Planning Department at the Waterloo Region District School Board at (519)570-0003 ext. 4419."

3.2.3 Example: Schedule "A" is an example layout for the sign with acceptable wording and text placement.

Schedule "B" is an example of our Board's Logo.

4.0 HEIGHT

The Advisory Sign shall conform to local municipal requirements regarding height above grade and setback from property lines and intersections.

5.0 FINANCIAL RESPONSIBILITY

Sign as specified above shall be provided at the expense of the developer.

6.0 SIGN MAINTENANCE

The developer is responsible to maintain the Advisory Sign in a satisfactory condition and ensure that it remains visible to prospective residents of the subdivision until alternate arrangements are made with Board's Planning Department.

7.0 CLEARANCE OF CONDITIONS OF DRAFT PLAN APPROVAL

The developer shall provide a photograph of the sign on site in order to fulfill the Board's sign condition.