



Agenda

Policy Development Committee

Tuesday, November 2, 2021

6:30 – 8:30 p.m.

Catholic Education Centre – Large Boardroom

[CLICK HERE TO JOIN VIA GOOGLE MEET](#)

Chairperson: Emmanuel Pinto

Trustees who are unable to attend are asked to please notify
Andrea Bradley, Administrative Assistant at
abradley@pvnccdsb.on.ca

A. Call to Order:

1. Opening Prayer, Braden Leal.
2. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishnaabeg.
3. Approval of the Agenda.
4. Declarations of Conflicts of Interest.
5. Approval of the draft Minutes of the Policy Development Committee Meeting held on Tuesday, October 5, 2021. Page 3
6. Business Arising from the Minutes.

B. Presentations / Recommended Actions:

1. R.A.: Draft Administrative Procedure – New #913, Old #819
Teachers in Charge
Jonathan Di Ianni, Superintendent of Learning / Student Success
2. R.A.: Draft Administrative Procedure – New #210, Old #713 (#1106) Page 10
Naming of Schools / Board Facilities
Galen Eagle, Communications Manager
Joan Carragher, Director of Education

3. R.A.: Draft Administrative Procedure – New #604, Old #107 (#604) and #108 (#605) Page 17

School Site Selection

Isabel Grace, Superintendent of Business and Finance

4. R.A.: Draft Administrative Procedure – New #1303, Old #1003 Page 24

Route Operation

Isabel Grace, Superintendent of Business and Finance

C. Information Items:

D. Next Meeting:

1. Tuesday, February 1, 2022.
6:30 p.m.

E. Conclusion:

1. Closing Prayer, Emmanuel Pinto.
2. Adjournment.



Minutes

The Minutes of the Policy Development Committee Meeting held on Tuesday, October 5, 2021 at 6:30 p.m.

Present

Trustees: Linda Ainsworth, David Bernier, Braden Leal, Kevin MacKenzie, Siobhan Marie (Junior Student Trustee) (via video conference), Helen McCarthy (via video conference), Eli McColl (Senior Student Trustee) (via video conference), Emmanuel Pinto (Committee Chairperson).

Administration: Jeannie Armstrong, Joan Carragher, Laurie Corrigan, Jonathan Di Ianni, Isabel Grace, Stephen O'Sullivan, Sheila Piggott.

Guests: Galen Eagle, Communications Manager (via video conference), Darren Kahler, Human Resource Services Manager.

Regrets:

Recorder: Andrea Bradley.

A. Call to Order:

Emmanuel Pinto, Committee Chairperson, called the meeting to order.

1. Opening Prayer.

Emmanuel Pinto, Committee Chairperson, called the meeting to order at 6:31 p.m. and asked Kevin MacKenzie to lead the Opening Prayer.

2. Emmanuel Pinto, Committee Chairperson, acknowledged that the Policy Development Committee Meeting was taking place on the traditional territory of the Mississauga Anishinaabeg.

3. Approval of Open Meeting Agenda.

Motion: Moved by David Bernier, seconded by Braden Leal, that the Policy Development Committee Agenda be accepted.

Carried.

4. Declarations of Conflicts of Interest.

There were no conflicts of interest.

5. Approval of the Draft Minutes of the Policy Development Committee Meeting held on May 12, 2021.

MOTION: Moved by Braden Leal, seconded by Kevin MacKenzie, that the Minutes of the Policy Development Committee Meeting held on May 12, 2021, be approved.

Carried.

6. Business Arising from the Minutes.

There was no business arising from the minutes.

B. Recommended Actions / Presentations:

1. R.A.: Draft Administrative Procedure – New #101, Old #1109

Policy Development and Review

Joan Carragher, Director of Education, presented the new draft Administrative Procedure, ***Policy Development and Review***, to the Policy Development Committee and answered questions from Trustees.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal that the Policy Development Committee recommend to the Board that Board Policy – **#1109 – *Policy Development and Review***, be deleted and the revised, newly formatted, Administrative Procedure – **#101 – *Policy Development and Review***, be received and posted as amended under Directional Policy – **#100 – *Governance, Vision and Strategic Priorities***.

Carried

2. R.A.: Draft Administrative Procedure – New #1001, Old #705 and #705-001

Addressing Parental and Public Concerns

Galen Eagle, Communications Manager, presented the new draft Administrative Procedure, ***Addressing Parental and Public Concerns***, to the Policy Development Committee and answered questions from Trustees. Galen will be making some minor changes under the *Role of the Trustee in addressing parental and public concerns* prior to posting.

MOTION: Moved by Helen McCarthy, seconded by Braden Leal that the Policy Development Committee recommend to the Board that Board Administrative Procedure – **#1001 – *Supporting Community Concerns*** (Old Policy #705 – Supporting Community Concerns), and Board Administrative Procedure – **#1002 – *Addressing Parental and Public Concerns*** (Old Policy Protocol #705-001), be deleted and the revised, newly formatted, Administrative Procedure – **#1001 – *Addressing Parental and Public Concerns***, be received and posted as amended under Directional Policy – **#1000 – *Parent and Community Relations***.

Carried

Draft

2021-PD-22

3. R.A.: Draft Administrative Procedure – New #823

COVID-19 Vaccination Disclosure

Darren Kahler, Human Resource Services Manager, and Stephen O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services, presented new draft Administrative Procedure, **COVID-19 Vaccination Disclosure**, to the Policy Development Committee and answered questions from Trustees. Darren will be making some minor changes to the Administrative Procedure prior to posting.

MOTION: Moved by David Bernier, seconded by Linda Ainsworth that the Policy Development Committee recommend to the Board that new Administrative Procedure – **#823 – COVID-19 Vaccination Disclosure**, be received and posted under Directional Policy – **#800 – Healthy Schools and Workplaces**.

Carried

4. R.A.: Administrative Procedure Annual Review – #817

Students Wearing Masks

Stephen O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services presented the draft Administrative Procedure, **Students Wearing Masks**, to the Policy Development Committee and answered questions and concerns from Trustees. There have been minor changes to the Administrative Procedure and Appendix A since review last year.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal that the Policy Development Committee recommend to the Board that Board Administrative Procedure – **#817 – Students Wearing Masks**, be deleted and the revised, Administrative Procedure – **#817 – Students Wearing Masks**, be received and posted as amended under Directional Policy – **#800 – Healthy Schools and Workplaces**.

Carried

5. R.A.: Draft Administrative Procedure – New #502 – Old #505

Employee Involvement in Election to Public Office

Stephen O’Sullivan, Superintendent of Learning / Leadership and Human Resource Services presented new draft Administrative Procedure, ***Employee Involvement in Election to Public Office***, to the Policy Development Committee and answered questions from Trustees. Stephen will be making some minor changes to the Administrative Procedure prior to posting.

MOTION: Moved by Helen McCarthy, seconded by Braden Leal that the Policy Development Committee recommend to the Board that Board Policy and Administrative Procedure – ***#505 – Employment Involvement in Election to Public Office***, be deleted and the revised, newly formatted, Administrative Procedure – ***#502 – Employment Involvement in Election to Public Office***, be received and posted as amended under Directional Policy – ***#500 – Employee Relations***.

Carried

6. R.A.: Draft Administrative Procedure – New #310 – Old #821

French Immersion

Sheila Piggott, Superintendent of Learning / Learning Technologies / P/J Program, presented new draft Administrative Procedure, ***French Immersion***, to the Policy Development Committee and answered questions from Trustees.

MOTION: Moved by Kevin MacKenzie, seconded by Helen McCarthy that the Policy Development Committee recommend to the Board that Board Policy and Administrative Procedure – ***#821 – French Immersion***, be deleted and the revised, newly formatted, Administrative Procedure – ***#310 – French Immersion***, be received and posted as amended under Directional Policy – ***#300 – Student Achievement and Well-being***.

Carried

Draft

2021-PD-24

C. Information Items:

There were no information items.

D. Next Meeting:

1. Tuesday, November 2, 2021.
6:30 p.m. – 8:30 p.m.

E. Conclusion:

1. Closing Prayer:

Emmanuel Pinto, Committee Chairperson, asked Linda Ainsworth to lead the Closing Prayer.

2. Adjournment:

Motion: Moved by Braden Leal, seconded by Linda Ainsworth, that the Policy Development Committee Meeting adjourn at 8:17 p.m.

Carried

Emmanuel Pinto
Committee Chairperson
/ab

Joan Carragher
Director of Education

B.1.

Recommended Action:

That the Policy Development Committee recommend to the Board that Board Policy and Administrative Procedure – **#819 – Safe Schools – Delegation of Authority**, be deleted and the revised, newly formatted, Administrative Procedure – **#913 – Teachers in Charge**, be received and posted as amended under Directional Policy – **#900 – Safe and Accepting Schools**.

Carried



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i>	<i>Administrative Procedure Number</i>
Naming of Catholic Schools/Board Facilities	210
<i>Directional Policy</i>	
200 - Catholic Education	

Title of Administrative Procedure:

Naming of Catholic Schools/Board Facilities

Date Approved:

November 2021

Projected Review Date:

November 2026

Directional Policy Alignment:

The Naming of Catholic Schools/Board Facilities Administrative Procedure aligns with Directional Policy 200 – Catholic Education by outlining the transparent community consultation process by which our Catholic schools and board facilities are named or renamed.

Alignment with Multi-Year Strategic Plan:

The Naming of Catholic Schools/Board Facilities Administrative Procedure supports the Board’s Multi-Year Strategic Plan to inspire faith, value relationships and maximize resources.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

The Board recognizes that the naming of a new Catholic school, the renaming of an existing Catholic school, or the naming of a consolidated Catholic school, is a significant step in the process of establishing a new Catholic school community and serves to express the Catholic heritage both locally and universally. The name and its symbolic significance provide a focus for the school and kindle a unique identity and spiritual bond for students, staff and community members for generations to come.

The final choice of a Catholic school/Board facility name shall be approved by Trustees during a public Board meeting. This decision shall be informed by the recommendations of an ad-hoc School/Board Facility Naming/Renaming Committee, which will bring back recommended names following the public consultation process outlined in this administrative procedure.

1. Any consideration of the name of a school/Board facility shall respect the Catholic identity.
2. When final approval of the building proposal has been received from the Ministry of Education for a new school/Board facility or for a name change to an existing building, or a consolidation of schools, the Board shall appoint an ad-hoc School/Board Facility Naming/Renaming Committee.
3. Prior to naming/renaming schools/Board facilities, the Board shall follow a consultative process to seek suggestions from parents, staff, students, clergy, and ratepayer representatives of the area within which the school/Board facility is located.
4. Schools/Board facilities shall be named in honour of the Divinity, or in honour of a person or group that has been officially recognized by the Church through beatification or canonization, or an outstanding Catholic national, or international figure. The name of a person to be honoured shall not be considered until after the first anniversary of their death.
5. The word "Catholic" shall be an integral part of the school/Board facility name.

E.g., St. John Catholic Elementary School

6. The word "Elementary" or "Secondary" shall be an integral part of a school name.

E.g., St. Stephen Catholic Secondary School

7. The duplication of names within the Board should be avoided.
8. The duplication of names within coterminous Catholic Boards should be avoided.
9. The possessive form shall not be used in the name and all schools shall follow the same naming convention.
10. Names of closed schools/Board facilities shall be considered for Chapels, wings, libraries, etc., in the receiving or consolidated school.

Process for Naming a New School/Board Facility

1. The Board will form a School/Board Facility Naming Committee as soon as final approval of the building project is received from the Ministry of Education to study and formulate recommendations for the name of the school/Board facility.
2. Members of the School/Board Facility Naming Committee will include the local trustee(s) from the area, Director of Education (or designate), Superintendent of Schools for the area, Manager of Communications, appropriate board-level staff assigned by the Director of Education and the new school principal (and/or principal(s) from a feeder school). The committee will also invite representation to join the Naming Committee from the Equity and Inclusive Education Committee, local clergy, Catholic School Council Chairpersons from the catchment area feeder schools, parents/guardians and students from the new school community and any other representation deemed necessary by the Naming Committee.
3. Local trustee(s) will serve as chairperson(s) for the School/Board Facility Naming Committee.
4. The School/Board Facility Naming Committee will review the Naming of Schools/Board Facilities Administrative Procedure at the first meeting of the Committee.
5. The School/Board Facility Naming Committee will seek input and engage in consultation on possible school names with parents, staff, students, ratepayers, and the parish community from the area in which the school is located, as deemed appropriate.
6. Communication Services will create a communications plan to support the committee's work and to promote engagement in the naming process within the community.
7. The School/Board Facility Naming Committee will review all submissions and present a maximum of three proposed names (in order of preference) and a rationale for each to the Bishop of the Diocese for review and feedback.

8. The Chairperson(s) of the School/Board Facility Naming Committee will provide a summary report to the Board of Trustees outlining the process, consultation input, feedback from the Bishop and recommendations.
9. The School/Board Facility Naming Committee will present to the Board of Trustees a maximum of three proposed names (in order of preference), a rationale for each, and a recommendation from the Committee for review and final approval.
10. If the Board of Trustees does not approve any of the name recommendations provided by the School/Board Facility Naming Committee, the processes outlined in this administrative procedure shall be repeated.
11. Upon approval of a new name, Communication Services will design and produce a suitable plaque outlining the significance of the school/Board facility name to be located in a prominent location at the school/Board facility.
12. The name of each school/Board facility will be clearly displayed at the front entrance of the school/Board facility.
13. The corporate Board logo, name, and cross will be affixed adjacent to the name of the school and displayed in a prominent location at the front of the school/Board facility.
14. Communication Services will design the official school logo with the new name.

Process for Renaming a New School/Board Facility

1. When a school or community group wishes to rename a school/Board facility, a proposal shall be provided to the Board of Trustees, which will vote on whether to engage the renaming process.
2. If the Board approves a school/Board facility renaming, a School/Board Facility Renaming Committee will be formed.
3. Members of the School/Board Facility Renaming Committee will include the local trustee(s) from the area, Director of Education (or designate), Superintendent of Schools for the area, Manager of Communications, appropriate board-level staff assigned by the Director of Education and the school principal (and/or principal(s) from a feeder school). The committee will also invite representation to join the Naming Committee from the Equity and Inclusive Education Committee, local clergy, Catholic School Council Chairpersons, parents/guardians and students from the school community and any other representation deemed necessary by the Renaming Committee.

4. Local trustee(s) will serve as chairperson(s) for the School/Board Facility Renaming Committee.
5. The School/Board Facility Renaming Committee will review the Naming of Schools/Board Facilities Administrative Procedure at the first meeting of the Committee.
6. The School/Board Facility Renaming Committee will seek input and engage in consultation on possible new school names with parents, staff, students, ratepayers, and the parish community from the area in which the school is located, as deemed appropriate.
7. Communication Services will create a communications plan to support the committee's work and to promote engagement in the renaming process within the community.
8. The School/Board Facility Renaming Committee will review all submissions and present a maximum of three proposed names (in order of preference) and a rationale for each to the Bishop of the Diocese for review and feedback.
9. The Chairperson(s) of the School/Board Facility Renaming Committee will provide a summary report to the Board of Trustees outlining the process, consultation input, feedback from the Bishop and recommendations.
10. The School/Board Facility Renaming Committee will present to the Board of Trustees a maximum of three proposed names (in order of preference), a rationale for each, and a recommendation from the Committee for review and final approval.
11. If the Board of Trustees does not approve any of the name recommendations provided by the School/Board Facility Renaming Committee, the processes outlined in this administrative procedure shall be repeated.
12. Following final Board approval of the name change, an official renaming ceremony will be held at the local school/Board facility.
13. Upon approval of a new name, Communication Services will design and produce a suitable plaque outlining the significance of the school/Board facility name to be located in a prominent location at the school.
14. Communication Services will design the official school logo with the new name.
15. The former logo and name will be archived in the Records Retention Centre at the Catholic Education Centre.

Responsibilities:

The Board of Trustees is responsible for:

- Ensuring alignment of this administrative procedure with the Catholic Education Directional Policy
- Reviewing the Naming of Schools Administrative Procedure as part of its regular policy and procedure review cycle
- Approving the naming and renaming of Catholic schools/board facilities

Local Trustees are responsible for:

- Chairing the naming or renaming committee as outlined in this administrative procedure

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure
- Participating as a member of the naming or renaming committee or designating staff as outlined in this administrative procedure

Superintendents of Schools and System Portfolios are responsible for:

- Participating as a member of the naming or renaming committee as outlined in this administrative procedure

Principals are responsible for:

- Participating as a member of the naming or renaming committee as outlined in this administrative procedure

Manager of Communications is responsible for:

- Providing communications support to the naming or renaming committee as outlined in this administrative procedure

Progress Indicators:

- Meaningful community engagement in the naming or renaming of a school community.

B.2.

Recommended Action:

That the Policy Development Committee recommend to the Board that Board Policy and Administrative Procedure – **#713 (#1106) – Naming of Schools / Board Facilities**, be deleted and the revised, newly formatted, Administrative Procedure – **#210 – Naming of Catholic Schools / Board Facilities**, be received and posted as amended under Directional Policy – **#200 – Catholic Education**.

Carried



BOARD ADMINISTRATIVE PROCEDURE	
ADMINISTRATIVE PROCEDURE School Site Selection	ADMINISTRATIVE PROCEDURE NUMBER 604
Directional Policy 600 – Stewardship of Resources	

Title of Administrative Procedure:

School Site Selection

Date Approved:

2021

Projected Review Date:

2026

Directional Policy Alignment:

600 – Stewardship of Resources

Alignment with Multi-Year Strategic Plan:

The School Site Selection Administrative Procedure supports our Vision and Mission for achieving excellence in Catholic Education by establishing consistent and transparent processes and criteria for determining the selection of appropriate school sites for future accommodation needs.

This Vision calls the Board to these Strategic Priorities:

<https://www.pvnccdsb.on.ca/our-board/vision-mission-and-strategic-priorities/>

Action Required / Guidelines:

This Administrative Procedure supports the planning for and acquiring of school sites which meet the needs of students in a cost effective and efficient manner. It sets out circumstances under which a review of potential sites is conducted and the criteria governing such a review.

It is Administration's responsibility to monitor new residential development throughout the Board's jurisdiction and for initiating school site option reviews when necessary in order to ensure that school sites are designated and planned for in a timely manner.

The cumulative impact of residential development in the major urban centres of the Board needs to be considered in order to make timely and effective school site selections, facility closure, or consolidation and new facility construction decisions.

Site Needs

Site needs are typically set out within the Board's Education Development Charges By-laws and Background Studies where the same are prepared and enacted in order to generate funds for site purchases which are attributable to new development.

In municipalities where Education Development Charges By-Laws are not warranted, site need shall be considered during the Board's periodic review of its Long Term Plan for Pupil Accommodation.

Site option reviews may include consultation with the local municipality, coterminous school boards, other local agencies impacting on site approval process, and local realtors, land owners and developers.

The assistance of a professional engineer or other consultant may be enlisted to help ascertain site servicing feasibility and related issues.

Site option reviews shall consider the benefits of location proximate to existing school board sites, other community and public facilities (i.e. municipal parks or school sites designated for use by other school boards). Related benefits may include joint use of facilities and/or fields, as well as cost efficiencies associated with purchase, servicing, and operation of facility and/or site.

Site Specifications

The acquisition of school sites will be guided by the requirements of new development as determined by the Education Development Charges Background Study. School site sizes are defined by Ontario Regulation 20/98-Education Development Charges as listed below:

(a) The size of school sites are recommended as follows:

Elementary Schools		Maximum area (acres)
Number of Pupils		
1 to	400	4
401	to 500	5
501	to 600	6
601	to 700	7
701	or more	8

Secondary Schools		Maximum area (acres)
Number of Pupils		
1 to	1000	12
1001	to 1100	13
1101	to 1200	14
1201	to 1300	15
1301	to 1400	16
1401	to 1500	17
1501	or more	18

Sites will be chosen in a location which will best serve the Board over the long term. Administration, in site option reviews, will strive to meet the following criteria:

- Location is to be as central as possible to planned growth areas or areas which are under enrolment pressures and which are projected to remain so well in the future;
- The location of school sites adjacent to parkland or open space shall be encouraged so as to maximize the available activity areas for school sites;
- Where campus sites (combined elementary and secondary) are considered, the size should reflect a combination of the pupil place requirements.

The characteristics of the school sites shall be as follows:

- All the land usable and well drained. Sites containing abrupt variation in grade are to be discouraged;
- Uniform rectangular or square sites are preferred;
- Free from excessive noise such as that created by traffic on railway lines, collector roads, access thoroughfares and airports;
- Free from noxious gases and fumes;
- Free from dangers to students' safety, such as but not limited to soil and ground contaminants, retention ponds, and commercial areas.

Service and Utilities

- Sites shall be capable of being serviced by public water supply, sanitary and storm water disposal systems, utilities, garbage removal, snow clearance, fire and police;
- Services should be brought to the school site property line and capped during installation of road services. These include three phase power, storm and sanitary services, gas, water, and telephone.

Final approval for site locations shall rest with the Board of Trustees.

Responsibilities:

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Stewardship of Resources Directional Policy.
- Reviewing the School Site Selection Administrative Procedure as part of its regular policy and procedures review cycle.
- Approve purchases of school sites.

The Director of Education is responsible for:

- Overseeing implementation of the School Site Selection Administrative Procedure

Superintendent of Business and Finance is responsible for:

- Ensuring consideration for potential sites is included in subdivision reviews and discussions with municipal authorities
- Ensuring Long-Term Accommodation Plans appropriately include forecasted site needs
- Leading Education Development By-Law reviews
- Bringing forward options for future sites on a timely basis
- Pursuing funding from the Ministry of Education, or other means, where sites are not funded from Education Development Charges bylaws

Manager of Purchasing, Planning and Facilities Administration is responsible for:

- Monitoring the cumulative impact of residential growth throughout the Board's jurisdiction.
- Reviewing subdivision and residential plans provided by municipal authorities for forecasting site needs
- Provide administrative support for Education Development Charges by-law reviews.

Progress Indicators:

- School sites are designated or selected in a timely manner during reviews of plans for subdivisions.
- Options to purchase school sites are entered into in a timely manner.
- Approvals or funding to purchase sites from appropriate levels of government are received in a timely manner.

Definitions:

Site Option Review

A site option review is a review of potential school site locations culminating in a report to the Board.

Official Plan

An official plan is the guiding plan for the long term development of a municipality passed in accordance with the Ontario Planning Act and reviewed periodically by the municipality to ensure that the plan continues to meet municipal needs. In keeping with the Planning Act, municipalities must consult with public bodies such as school boards, and take their needs into account during Official Plan creation and review.

Education Development Charges By-Law

The Education Act permits school boards to apply charges to new development to help pay for new school sites which are needed in order to accommodate students emanating from new development. Once enacted by a school board, the Education Development Charges By-Law is the document which sets out types of development to which charges apply, level of charges, and provisions for collection by municipalities.

Long Term Plan for Pupil Accommodation

The Ministry of Education requires school boards to consider their pupil accommodation needs and prepare a Long Term Plan for meeting needs. Such plans consider new facility requirements, as well as consolidation or school closure needs. The Plan takes into account long term enrolment projections and provincial funding implications, while articulating evolving facility needs over the long term.

Subdivision and Residential Plan

A subdivision and residential plan is a proposed or approved plan for residential development usually containing five or more lots or units. Under the Ontario Planning Act, municipalities are required to circulate notice of proposed subdivision and residential plans to school boards.

References:

Ontario Regulation 20/98 (Education Development Charges)

Ontario Planning Act

Municipal Act

B.3.

Recommended Action:

That the Policy Development Committee recommend to the Board that Board Policy – **#107 (#604) – *Subdivision and Residential Plan Review***, and Board Policy and Administrative Procedure – **#108 (#605) – *School Site Selection***, be deleted and the revised, newly formatted, Administrative Procedure – **#604 – *School Site Selection***, be received and posted as amended under Directional Policy – **#600 – *Stewardship of Resources***.

Carried



BOARD ADMINISTRATIVE PROCEDURE	
ADMINISTRATIVE PROCEDURE Route Operation	ADMINISTRATIVE PROCEDURE NUMBER 1303
Directional Policy 1300 – Student Transportation	

Title of Administrative Procedure:

Route Operation

Date Approved:

2021

Projected Review Date:

2026

Directional Policy Alignment:

1300 – Student Transportation

Alignment with Multi-Year Strategic Plan:

The Route Operation Administrative Procedures support our Vision for achieving excellence in Catholic Education by establishing consistent, transparent and equitable processes for determining the operation of routes established for transportation services from home to school.

This Vision calls the Board to these Strategic Priorities

<https://www.pvnccdsb.on.ca/our-board/vision-mission-and-strategic-priorities/>

Action Required/Guidelines:

This administrative procedure provides guidance with respect to:

- Late Bussing
- Summer School Bussing
- Inclement Weather
- Use of Public Transportation
- Bus Pick-up/Drop Off Locations
- Hazard Zones
- Request for Review of a Bus Stop Location

General

The Board will work cooperatively with its coterminous school boards in sharing routes and vehicles between students of the coterminous Boards where it can be demonstrated that the resulting routes are safe and financially efficient.

Except in special circumstances, bus routes will be arranged so that students are not transported for a length of time greater than that set out in the parameters of the Transportation Directional Policy. As well, transportation may be provided either within or outside of the defined walking distances, as set out in the parameters of the Transportation Policy, where the Transportation Authority has determined there is a hazard zone within the defined walking distance.

Buses operating on a single route basis are intended to arrive not earlier than fifteen (15) minutes before school commencement. However, buses operating on a double route basis are timetabled to arrive not earlier than necessary.

Where feasible, the Board will utilize staggered start/finish times to facilitate transportation cost efficiencies. School communities affected by a proposed change, where the change is greater than 10 minutes, will be offered an opportunity to comment and provide feedback in advance of a proposed change. Changes to hours must be mutually approved by the Director of Education, or designate, and the Transportation Authority. In the case of shared bus runs, the Transportation Authority will serve as intermediary in coordinating staggered school hours between the Board and other boards involved.

Bus routes, including Board approved late bus runs, summer school bussing, and board approved shared bussing, are to be established by the Transportation Authority prior to the school year beginning in September, and no changes may be made by service providers without prior consultation with the Transportation Authority.

Late Bussing

Late bussing is an optional service for the Board and, where feasible, will be shared among coterminous Boards where there is shared bussing. The intent of late bussing is to provide a service, primarily to rural secondary students, to assist students that are participating in after school academic or extra-curricular activities. The parent/guardian is ultimately responsible for transporting students from school to home beyond the regularly scheduled bus route times.

Secondary school principals, with the approval of the Superintendent of Business & Finance, wishing to establish a limited number of late bus routes should submit their requests to the Transportation Authority in advance of the school year beginning. Secondary school principals will consult with the Transportation Authority to determine:

- i) When the buses will run and/or
- ii) The routes to be traveled – designed to get students as close as possible to home (generally within 7 to 10 km)
- iii) Whether there are sufficient students to warrant late bussing (a minimum of one-third of a regular school bus on a consistent basis)
- iv) The means by which the school will have a contact person available/on-call until late runs are completed in the event of a related emergency.

Summer School Bussing

Summer school bussing is an optional service provided at the discretion of the Board and, where feasible, will be shared among coterminous Boards where there is shared bussing. When it is deemed necessary, appropriate routes and a corresponding budget will be determined by the appropriate superintendent responsible for summer school and the Transportation authority.

Inclement Weather

Schools are open and operational on all instructional days, regardless of weather conditions, unless otherwise approved by the Director of Education or designate. Parent/guardians will use their discretion in addressing student attendance during inclement weather, as it is recognized that transportation services will be impacted during inclement weather. In those situations where transportation is not provided for bus students due to inclement weather, and a parent/guardian delivers their child(ren) to the school, the parent/guardian is responsible for the return transportation of the child(ren).

Where transportation services are impacted by inclement weather, the following applies:

- i) In the case of localized, individual route cancellations, the decision to cancel an individual morning bus run is the responsibility of the bus operator. The operator will inform the appropriate radio station or stations of this decision and post notice of the cancellation on the Transportation Authority webpage.
- ii) In the case of area-wide or single-school cancellation of routes, the bus operator or operators can elect to cancel all the routes. The operator will inform the appropriate radio station or stations of this decision and post notice of the cancellation on the Transportation Authority webpage.
- iii) In the case of regional cancellation of routes (i.e. county) all routes may be cancelled by the Superintendent of Business & Finance, or designate. The Transportation Authority, on behalf of the Superintendent of Business & Finance, shall ensure that radio stations are notified of such cancellations and that the cancellations are posted on the Transportation Authority's webpage.
- iv) In the case of a system-wide cancellation of buses, the Director of Education, or designate, shall approve and direct that radio stations shall be notified of these cancellations and the information be posted on the Transportation Authority webpage.

Public Transportation

Wherever feasible, practical and cost-effective to do so in place of contracted school bus providers, the Board may utilize municipal public transportation to transport students from Grade 7 to 12 that are eligible for transportation services.

Bus Pick-Up/Drop-Off Locations

Pick-up/drop-off locations are designated by the Transportation Authority at safe and appropriate locations, with consideration for the number of students assigned to a stop, and are not to be changed, added, or deleted by bus operators without authorization from the Transportation Authority. Pick-up/drop-off locations will be established within the parameters established in the Transportation Policy, and shall not normally be designed to provide door-to-door services.

Each student is to have a consistent pick-up and drop-off point, within the student's school attendance boundary. Consistent student pick-up/drop-off transportation service shall be defined as one (1) fixed location for all school days for the school year. The location for pick-up for all school days for the school year may be different from the location for drop-off for all school days for the school year, but must be on the same route. Requests for access to a second (different) bus will be denied.

For further clarification, the pick-up/drop-off must be consistent five days a week for the school year. (see Administrative Procedure 1301: Student Eligibility regarding alternate arrangements for Child Care and Joint Custody Arrangements).

The bus operator's responsibility for the supervision of students transported on contracted vehicles will commence with the students' entrance onto the school bus/vehicle and will end with the students' exit from the vehicle at the designated stop location.

Parents/guardians are responsible for:

- i) ensuring the safe conveyance of students on their way to the stop location.
- ii) ensuring the safety and security of students while waiting at the stop location until boarding the vehicle.
- iii) ensuring the safety and security of students after disembarking the vehicle at the drop-off location when returning from school.

Students will not be allowed to disembark from a school bus at a stop that is not their regular drop-off point. Exceptions to this procedure may occur where written authorization from the Transportation Authority or the school principal has been provided to the bus driver in advance.

Primary students (those being in Grades JK to 3) will not be allowed to disembark at their designated stop if a parent/guardian is not there to meet them. In rare circumstances, and with the written direction of the parent/guardian, an older sibling can take the place of the parent/guardian.

If no parent/guardian is present at the designated stop, the bus driver will contact their operator for assistance. The operator and/or, where contacted the school, will attempt to locate the parent/guardian. If there is a considerable delay, the driver shall hold the student and complete the route, (and then return to the school). The Transportation Authority is to be notified at this time. If the operator and/or the school are unable to contact the parent/guardian by the time the driver has completed all other stops, then the police shall be contacted and arrangements made for the safe transfer of the student.

Hazard Zones

It is the responsibility of the Transportation Authority to:

- i) identify hazard zones when planning for bus stops and
- ii) collaborate, when necessary, with municipal/provincial authorities when seeking input, confirmation or feedback related to hazard zone identification.

Hazard zone areas may necessitate a bus stop being placed at a location other than at or near a student address if it is deemed unsafe to stop in such close proximity to the address. The prime factor considered in assessing bus stops in relation to hazard zones is maintaining the safety of the students and the bus driver already on the bus prior to approaching a hazard zone.

Subject to the Transportation Authority's objective assessment, related stops will be placed at a safe location as close as may be reasonable to student residence locations but not in the hazard zone area itself.

Request for Review of a Bus Stop Location

The Transportation Authority is responsible for selecting bus stop locations within the service area in accordance with walk-to-stop distance parameters. Door to door service is not typically provided. Whenever possible, community collector stops are used.

Community collector stops are located in areas accessible by a number of students. Students are assigned to the closest community stop based on their primary address. The distance is calculated on the geometrics planning software between the place of residence and the bus stop based on the shortest distance on a road network and may include municipal walkways.

Generally, school bus stops will not be located in areas such as cul-de-sacs or dead end streets. Nor do school buses enter private property and roads, such as long rural driveways, gated communities and townhouse/apartment complexes.

The Transportation Authority reserves the right to determine if the roadway is suitable for travel, given road conditions and necessary space requirements factoring in turning radius of large school vehicles.

Parents/guardians are responsible for the safe conveyance of their children to and from their designated pick-up/drop-off location. Parents/guardians may submit a written appeal regarding the pick-up/drop off location established for their child under the following circumstances:

- i) Where special needs or medical circumstances for the student interfere with the student's ability to get to, or safely remain at, a designated stop.
- ii) Where the Transportation Authority may not be aware of a hazard zone in the area of the designated stop.
- iii) Where the Transportation Authority may not be aware of a hazard along the walking route to the designated stop

When submitting a request for a review of a bus stop location to the Transportation Authority, parents/guardians must provide specific safety concerns. The request will be reviewed by the Transportation Authority, which may consult with various agencies (local police force, Ontario Provincial Police, municipal officials, etc.). A review may also include a site inspection of the bus stop location and the walking route by the Transportation Authority with the parent/guardian if available. The Transportation Authority decision is final and not subject to further review.

The timeliness of the response from the Transportation Authority will be dependant on the volume of requests that are received at any one time. During high volume periods, like September and early October, parents/guardians can expect that the review and the communication of a decision to those requesting the change may take up to 4 weeks.

Responsibilities:

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the Transportation Directional Policy
- Reviewing the Route Operation Administrative Procedure as part of its regular policy and procedures review cycle.
- Assisting parents/guardians with transportation concerns by receiving inquiries and forwarding to the Superintendent of Business and Finance or delegate for response.
- Making decisions regarding reconsiderations/appeals when a delegation comes forward after subordinate levels of the process have been completed.

The Director of Education is responsible for:

- Overseeing implementation of the Route Operation Administrative Procedure
- Making decisions regarding reconsiderations/appeals when subordinate levels of the process have been completed.

Superintendent of Business and Finance is responsible for:

- Acting as delegate of authority for Director of Education in matters of reconsideration/appeal.
- Providing support and decisions to the Transportation Authority in interpreting and resolving conflicts brought forward from parents/guardians.

Superintendents are responsible for:

- Forwarding route operation related matters to the appropriate Transportation Authority or to the Superintendent of Business and Finance.

Principals are responsible for:

- Directing inquiries regarding transportation route operations to the appropriate Transportation Authority
- Ensuring that the student information system contains up to date contact information for parents/guardians so that timely contact can be made for transportation concerns or emergencies

- Establishing a mechanism to ensure staff coverage at the school for the time equivalent to the completion of the last bus route
- Ensuring appropriate information regarding transportation is easily accessible in the event of emergencies, or inclement weather. This includes student emergency contact information, bus lists, route numbers, and operator contact information.

Parents/Guardians are responsible for:

- The safe conveyance of the student(s) to bus stop locations prior to pick-up and following drop-off
- The safe conduct of the student(s) prior to pick-up and drop-off at bus stop locations
- Updating their school administration on a timely basis if there are changes to the family status/situation that would impact provision of transportation services
- Completing appropriate documentation/communications (paper-based or electronically) where there is a review requested of a bus stop location.

Progress Indicators:

- Inquiries from parents/guardians and requests for reconsiderations are addressed in a timely manner
- Resolution of inquiries from parents/guardians are resolved by the Transportation Authority with minimal intervention by Board administration.

Definitions:

Hazard Zone

Factors assessed in considering a hazard designation include but are not limited to the following:

- Railway crossings
- Congested traffic at shopping and/or business areas
- Requirement to cross multi-lane highway
- Requirement to cross a municipal bridge that is deemed hazardous
- Expected heavy traffic conditions at various times during the day
- Presence or absence of traffic control signals

- An uncontrolled intersection and areas with no sidewalks or shoulders
- On-going construction within a new subdivision where construction traffic and the un-assumed nature of the roadways may warrant a concern.

Transportation Authority:

For the jurisdictions of the Board in Peterborough, Northumberland and Clarington, the transportation authority is Student Transportation Services of Central Ontario (STSCO), through its Chief Administrative Office. For the City of Kawartha Lakes, the transportation authority is Trillium Lakelands District School Board through its Transportation Supervisor.

References:

Administrative Procedure 1301 – Student Eligibility

B.4.

Recommended Action:

That the Policy Development Committee recommend to the Board that Board Policy and Administrative Procedure – **#1003 – *Route Operation***, be deleted and the revised, newly formatted, Administrative Procedure – **#1303 – *Route Operation***, be received and posted as amended under Directional Policy – **#1300 – *Student Transportation***.

Carried