



Finance and Administration Committee Agenda

Date: Thursday, May 2, 2024

Location: Blended – MEC and Google

Time: 9:00 a.m. – 10:30 a.m.

1 Call to Order

2 Declaration of Possible Conflict of Interest

3 Approval of Agenda

3.1 Recommendation

That the Finance and Administration Committee agenda dated May 2, 2024 be approved.

4 Minutes of Previous Meeting – February 7, 2024

4.1 Recommendation

That the minutes of the February 7, 2024, Finance and Administration Committee meeting be adopted.

5 General Administration

5.1 Presentation by Jack Ammendolia – Watson and Associates Re: Enrolment Projections

5.2 Long Term Accommodation Plan (LTAP) Update

5.3 Verbal Update Re: Boundary Review Progress

5.4 Property Report

5.5 Verbal Update GSN Announcement 2024/25

6 Finance Department

6.1 Verbal Overview of the 2024/25 Budget

6.2 Quarterly Report – Q2 2023/24

That the Finance and Administration Committee approves the 2023-2025 second quarter (Q2) report as presented.

7 Facilities Department

7.1 Verbal Update Scott Young Public School

7.2 LED Lighting and Ceiling Replacement Contract Award

8 Transportation Department

8.1 Transportation Exception Review

8.2 Planning for Procedure Update in 2024/25

9 Future Meeting Dates

9.1 Special Finance and Committee Meeting – June 5, 2024 at MEC/Google

- 10:30 a.m. to 12 noon- Budgeting 101

- 1:00 p.m. to 2:30 p.m. – Consideration of the 2024/25 Budget

9.2 Committee Dates for 2024/2025

Wednesday, September 18, 2024 at 1:00 p.m. at MEC/Google

Tuesday, November 12, 2024 at 1:00 p.m at LEC/Google

Wednesday February 12, 2025 at 1:00 p.m. at MEC/Google

Tuesday, May 13, 2025 at 1:00 p.m. at LEC/Google

10 Adjournment

10.1 Recommendation

That the May 2, 2024 Finance and Administration Committee meeting adjourn at _____ p.m.

and the next meeting be held on Wednesday, June 5, 2024 at 10:30 a.m.

If you require this information in an accessible format, please contact Communications Services at info@tlds.on.ca.



Finance and Administration Committee Minutes

Date: Wednesday, February 7, 2024
Location: Blended – MEC and Google Meet
Time: 1:00 p.m. – 2:30 p.m.

1 Call to Order

The meeting was called to order at 1:06 p.m. All committee members were present and a quorum was confirmed.

2 Declaration of Possible Conflict of Interest

None

3 Approval of Agenda

3.1 Recommendation

Moved by B. Reain – Seconded by J. Saunders

That the Finance and Administration Committee agenda dated February 7, 2024 be approved.

Carried

4 Minutes of Previous Meetings – November 14, 2023

4.1 Recommendation

Moved by D. McInerney – Seconded by J. Saunders

That the minutes of the November 14, 2023 Finance and Administration Committee meeting be adopted.

Carried

5 General Administration

5.1 Financial Accountability Office of Ontario Statistics

The Superintendent of Business reviewed the report for the Committee and answered questions related to restricted reserves, deficit compliance ranges and ministry requirements for deficits.

5.2 Verbal Property Report

A verbal report was provided to the Committee on the Scott Young Public School project, skating rinks and a municipal land matter.

6 Finance Department

6.1 Verbal Overview of the 2024/25 Budget Process

There were no questions or comments.

6.2 Quarterly Report – Q1 2022/23

The Superintendent of Business reviewed the first quarter report for the 2023/24 school year and answered questions regarding trustee association fees and facility maintenance costs.

Moved by J. Saunders – Seconded by B. Reain

That the Finance and Administration Committee approves the 2023-3034 first quarter (Q1) report as presented.

Carried

7 Facilities Department

7.1 Summer Renewal Plan

The Superintendent of Business reviewed the summer renewal plan and answered questions related to LED lighting projects.

7.2 Portables

There were no question or comments.

7.3 Daycares in Facilities

There were no questions or comments.

7.4 Facility Use Update

There were no questions or comments.

8 Transportation Department

8.1 None

9 Next Meeting Date

9.1 Wednesday May 7, 2024 at 1:00 p.m. – MEC/Google

10 Adjournment

10.1 Recommendation

Moved by B. Reain – Seconded by J. Saunders

That the February 7, 2024 Finance and Administration Committee meeting adjourn at 2:25 p.m. and the next meeting be held on Wednesday, May 7, 2024 at 1:00 p.m. or at the call of the chair.

Carried

If you require this information in an accessible format, please contact Communications Services at info@tlds.on.ca.

Trillium Lakelands District School Board

Administrative Report

Date: May 2, 2024
To: Finance and Administration Committee
Origin: Superintendent of Business Services
Subject: Long Term Accommodation Plan (LTAP) Update

Purpose:

This report provides an update to the Board's Long Term Accommodation Plan (LTAP).

Context:

In 2022, an LTAP was created for the Board for the years 2022 through 2028. With the explosion of development, primarily in the City of Kawartha Lakes, an update was recently carried out by the Board consultants who provide data and enrolment projections.

Content:

The LTAP has been developed to ensure the Board can support high-quality educational programming, student achievement and well-being.

The plan helps the Board set out objectives for the acquisition and disposition of land, planning new capital construction, and consideration of major program or boundary changes. It can be used as a supporting document when the Ministry calls for Pupil Accommodation Reviews of our school facilities. This helps ensure the Board is optimizing its spaces while being mindful of the Board's costs associated with delivering quality learning in safe and healthy environments.

The LTAP is structured to provide stakeholders clarity on what is happening at the Board's Review Areas and at the school level. The individual school profiles allow communities insight into their local schools on an enrolment, programming and service level. The plan aims to be consistent with the Ministry of Education initiatives, policies and guidelines while taking into consideration the Board's own' vision, mission, policies and procedures. This plan can be found on the Board's Website.

With the newest data being provided to the Committee in May 2024, and the most recent boundary reviews taking place within the Board, staff will update the Long Term Accommodation Plan in the summer of 2024.

Trillium Lakelands District School Board

Administrative Report

Date: May 2, 2024
To: Finance and Administration Committee
Origin: Superintendent of Business Services
Subject: Property Report

Purpose:

To provide the Committee with an update on current property matters at the Board.

Content:

Business Department Staff are currently working on the following property projects:

- Continued work on the board owned land inventory project
- Long term lease agreements for new daycare and EarlyON spaces at schools
- Working with the District of Muskoka to create opportunities for new childcare spaces
- Review of the lease between Sir Sandford Fleming College and TLDSB for the lands on the north side of the Haliburton Highlands Secondary School campus
- Work with area municipalities for future ice rink agreements, shared land spaces for 'community hub' campuses and to help create opportunities for affordable housing ventures
- Continued discussions with theatre groups about shared theatre spaces

Staff will bring forward an update on the current third party property agreements and a list of properties with active projects.

Trillium Lakelands District School Board

Administrative Report

Date: May 2, 2024
To: Finance and Administration Committee
Origin: Superintendent of Business Services
Subject: Second Quarter Report 2023/24 (Q2)

Purpose:

To provide an overview of the Board's financial performance up to February 2024.

Context:

The report provides an overview of the Board's second quarter financial performance for the 2023-2024 school year.

Content:

The Board approved an operating budget of \$245 million dollars for the 2023-2024 school year. February 29, 2024 marks the end of the second quarter of the Board's fiscal year. This is the halfway point of the school year.

The Board's expenses at the end of the second quarter were expected to be \$128.5 million with actuals amounting to \$130.1 million. This represents 52.2% of the approved budget. In contrast, the Board's expenditures last year at this time were \$130.4 million – approximately 51.5% of that year's budget. The 2023/2024 budget is tracking as anticipated.

At this time, the Board is looking at a \$1.5 million deficit for the 2023/24 school year. More than half of this deficit relates to the Asset Requirement Obligations set out by the Ministry which is not variable.

Other cost pressures include supply staff coverage, use of retired staff to fill vacancies, information technology expenditures and facilities.

Teaching supply staff estimated expenditures have dropped by approximately \$646,000. As well, the projected supply staff at the end of the second quarter is expected to be lower by \$370,000.

Textbook and supplies, which includes technology, are expected to continue to be on the increase by \$718,000. To help mitigate pressures, staff has limited the use of retired staff (principal and vice principals); has active

return to work plans for staff who are off; adopted lower service level standards and longer replacement standards in the maintenance department; limited maintenance work to emergency only and adjust heating and cooling utility costs in the coming months.

To note, Q3 and Q4 expenditures in technology services are planned to be much lower than the first half of the year since most hardware and licenses are purchased at the start of the school year.

Action:

That the 2023-2024 second quarter (Q2) report be approved as presented.

Inclusions:

Appendix A – Board Enrolment Summary

Appendix B – Revenues

Appendix C – Expenses

Appendix D – Financial Summary

For an accessible version of Appendix A, B, C and D, please contact Communication Services at:
info@tlds.on.ca

Board Enrolment Summary

	2023-24			2022-23
	Revised Estimates	Enrolment used for Budget	Variance	Final Enrolment
Elementary				
JK / SK	2,262	2,104	158	2,268
Grades 1 to 3	3,589	3,385	204	3,601
Grades 4 to 8	5,925	5,713	212	5,901
Other Pupils	23	20	3	25
Total Elementary	11,799	11,222	577	11,795
Secondary				
Day school 9 to 12	4,864	4,773	91	4,811
Independent Study	497	449	48	465
Other Pupils	41	17	24	40
Total Secondary	5,402	5,239	163	5,316
Total K to 12 Enrolment	17,201	16,461	740	17,111
Adult Ed, Con-ed, High Credits	212	186	26	241

Revenue Summary	Revised Estimates 2023/24	Estimates used for 2023/24 Budget	Variance Revised Estimates to Estimates	2022/23 Financial Statements	% Change from Prior Year Actuals
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Operating Allocations

Pupil Foundation	101,411,623	98,735,189	2,676,434	98,263,369	3.20%
School Foundation	14,945,769	14,640,607	305,162	14,556,543	2.67%
Special Education *	32,110,496	29,603,041	2,507,455	31,275,953	2.67%
Language	2,694,087	2,691,613	2,474	2,716,707	-0.83%
Supported School	1,190,823	1,137,289	53,534	1,145,707	3.94%
Remote and Rural	1,395,805	1,362,072	33,733	1,359,540	2.67%
Rural and Northern Education	1,333,352	1,333,352	-	1,269,588	5.02%
Learning Opportunities *	3,923,468	3,817,655	105,813	3,298,720	18.94%
Continuing Education	989,749	896,714	93,035	1,093,786	-9.51%
Cost Adj & Q and E (Teachers)	17,032,294	19,823,541	(2,791,247)	17,694,159	-3.74%
New Teacher Induction Program	134,549	138,092	(3,543)	120,715	11.46%
Cost Adj & Q and E (DECE)	1,019,721	1,079,534	(59,813)	1,027,472	-0.75%
Restraint Savings	(81,962)	(81,962)	-	(81,962)	0.00%
Transportation	18,021,890	17,983,109	38,781	18,173,623	-0.83%
Administration and Governance *	6,093,025	6,006,919	86,106	5,910,513	3.09%
School Operations	21,546,846	21,290,684	256,162	20,973,257	2.73%
Community Use of Schools	269,678	269,678	-	270,358	-0.25%
Renewal - Operating*	-	-	-	-	0.00%
Declining Enrolment	-	480,764	(480,764)	-	0.00%
Indigenous Education *	980,987	974,624	6,363	981,458	-0.05%
Mental health & well-being (safe & accep	1,335,546	1,316,172	19,374	1,287,037	3.77%
Supports for students	2,012,629	2,012,629	-	2,006,526	0.30%
Program Leadership	1,004,963	1,008,213	(3,250)	1,002,180	0.28%
Perm. Financing of NPF	586,743	586,743	-	586,743	0.00%
COVID-19 Learning Recovery Fund	-	-	-	2,598,878	-100.00%
Total Allocation for Operating Purposes	229,952,081	227,106,272	2,845,809	227,530,870	1.01%

Other Operating Grants / Revenues

Trustee Association Fee	58,745	58,745	-	40,733	44.22%
Deferred Operating Grants from Prior Ye	-	-	-	2,966,279	-100.00%
PPF/EPO Grants	3,443,553	2,943,825	499,728	4,497,691	-23.44%
MGCS - In-Kind Grant - PPE	-	-	-	219,029	-100.00%
Federal Grants & Fees	629,460	506,192	123,268	492,000	27.94%
Transportation Recovery	1,440,000	1,440,000	-	1,789,258	-19.52%
Short Term investments	-	-	-	282,049	-100.00%
Secondments & Releases	812,807	854,678	(41,871)	908,874	-10.57%
Minor Tangible Capital Assets	-	-	-	(1,165,738)	-100.00%
Other Revenue	933,410	933,410	-	1,900,459	-50.89%
	7,317,975	6,736,850	581,125	11,930,634	-38.66%

Amortization of Deferred Capital Contributions	11,357,156	10,966,156	391,000	10,882,846	4.36%
Grant for Debt Interest	823,845	809,641	14,204	894,428	-7.89%
Deferred Revenue	-	-	-	(5,349,953)	-100.00%
Strike Saving	-	-	-	-	0.00%
Sub-total	249,451,057	245,618,919	-	245,888,825	1.45%

Accumulated Surplus	-	-	-	-	0.00%
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Total Budget	249,451,057	245,618,919	3,832,138	245,888,825	1.45%
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* Restrictions on Funding usage

Quarterly Expense Report

Expense Category	23/24 Budget	% Expended of Budget				Projected Year End	% Expended of Budget			
		Committed	Expended	Total	%		22/23 Budget	22/23 Second Quarter	%	Year to Year change
Instructional										
Classroom Teachers										
Elementary	76,229,379		37,523,061	37,523,061	49.2%	75,648,411	75,968,351	36,139,095	47.6%	(1,383,965)
Secondary	38,976,020		19,794,274	19,794,274	50.8%	38,133,981	38,619,342	18,926,335	49.0%	(867,939)
Classroom Teachers Supply Staff	5,681,466		2,829,097	2,829,097	49.8%	5,690,981	5,461,459	2,828,727	51.8%	(370)
Teacher Assistants	13,430,326		8,066,133	8,066,133	60.1%	13,467,165	12,207,343	6,801,639	55.7%	(1,264,493)
Teacher Assistants Supply Staff	1,548,057		1,136,695	1,136,695	73.4%	1,885,249	1,596,334	1,040,455	65.2%	(96,240)
Early Childhood Educator	4,301,489		2,622,730	2,622,730	61.0%	4,394,499	4,302,710	2,435,409	56.6%	(187,322)
Early Childhood Educator Supply Staff	204,892		298,881	298,881	145.9%	497,319	193,958	143,093	73.8%	(155,789)
School Based Technology	1,338,558	227,026	368,184	595,210	27.5%	1,338,558	2,215,901	830,329	37.5%	462,145
Textbooks, Materials, Supplies & Equipment										
Elementary	4,870,382	173,735	2,093,179	2,266,915	43.0%	4,586,359	3,159,393	1,736,401	55.0%	(356,779)
Secondary	3,529,853	146,562	1,420,314	1,566,876	40.2%	2,940,628	2,238,317	1,353,635	60.5%	(66,679)
Professionals, Paraprofessionals & Tech	6,870,661	556,576	3,779,957	4,336,533	55.0%	6,505,923	7,793,496	3,346,273	42.9%	(433,684)
Library & Guidance	3,201,661		1,706,622	1,706,622	53.3%	3,185,018	3,275,300	1,798,968	54.9%	92,346
Staff Development	593,414	9,276	831,206	840,483	140.1%	1,385,344	669,068	551,624	82.4%	(279,582)
Department Heads	271,940		140,553	140,553	51.7%	261,027	265,999	137,378	51.6%	(3,175)
Coordinators & Consultants	5,057,364		1,869,245	1,869,245	37.0%	3,748,192	3,548,094	1,532,800	43.2%	(336,445)
Principals and Vice-Principals	10,135,014	61,512	5,207,342	5,268,854	51.4%	10,700,971	9,766,571	4,634,021	47.4%	(573,321)
School Office - Admin & Supplies	5,329,586	7,950	3,094,842	3,102,793	58.1%	5,207,521	4,974,492	2,669,367	53.7%	(425,475)
Continuing Education	1,264,046	32,367	342,690	375,057	27.1%	1,295,823	1,092,754	512,386	46.9%	169,696
Total Instructional	182,834,108	1,215,006	93,125,005	94,340,011	50.9%	180,872,970	177,348,882	87,417,933	49.3%	(5,707,072)
Non- Instructional										
Transportation	19,439,102		11,282,457	11,282,457	58.0%	18,807,727	17,490,871	10,414,161	59.5%	(868,296)
Amortization	11,748,510		6,010,459	6,010,459	51.2%	12,092,046	9,711,938	5,098,111	52.5%	(912,348)
TCA	11,117,400		5,718,653	5,718,653	51.4%	11,508,400	9,711,938	5,098,111	52.5%	(620,542)
ARO	631,110		291,806	291,806	46.2%	583,646			0.0%	(291,806)
Secondments & Releases	981,563		491,459	491,459	50.1%	982,919	760,249	476,593	0.0%	(14,866)
Long Term Debt Interest	1,396,384		384,720	384,720	27.6%	1,396,384	1,421,782	408,754	28.7%	24,034
IT	1,011,920	15,943	540,273	556,216	53.4%	1,112,432	1,019,144	621,406	61.0%	81,133
Admin & Governance	5,534,276	208,078	3,309,785	3,517,864	59.8%	5,402,425	5,225,884	3,409,088	65.2%	99,303
Tuition Commissions	32,767		-	-	0.0%	55,612	-	-	0.0%	-
PPE - In-Kind Expense	-		-	-	0.0%	-	-	-	0.0%	-
ETFO Remedy	-		1,299	1,299	0.0%	1,299	-	-	0.0%	(1,299)
Provision for Contingencies	1,130,994		-	-	0.0%	3,039,155	-	-	0.0%	-
Facilities										
Compensation	13,960,473		7,143,637	7,143,637	51.2%	14,440,258	12,002,479	6,628,093	55.2%	(515,545)
Utilities	5,095,500		2,615,051	2,615,051	51.3%	5,889,754	5,075,000	2,547,177	50.2%	(67,874)
Maintenance	1,203,000	132,742	1,846,104	1,978,845	153.5%	3,665,284	1,745,036	1,478,741	84.7%	(367,363)
Supplies / Equip / Veh	1,530,500	3,565	1,347,488	1,351,053	88.0%	2,636,456	1,916,500	1,518,253	79.2%	170,765
Other	488,000	5,779	473,947	479,726	97.1%	558,242	367,000	448,035	122.1%	(25,913)
Total Facilities	22,277,473	142,086	13,426,227	13,568,313	60.3%	27,189,994	21,106,015	12,620,297	59.8%	(805,929)
Total Non-Instructional	63,552,989	366,108	35,446,680	35,812,788	55.8%	70,079,991	56,735,883	33,048,411	58.2%	(1,529,973)
Total	246,387,097	1,581,113	128,571,685	130,152,798	52.2%	250,952,961	234,084,765	120,466,345	51.5%	(7,237,044)

Trillium Lakelands DSB
2023-2024 First Interim Financial Report
as of the Period Ending February 29, 2024

Estimated Financial Position

(\$Thousands)	Estimates	Revised Estimates	In-Year Change	
			\$	%
Revenue				
Operating Grants	227,106	229,952	2,846	1.2%
Other Grants Revenues	6,737	7,318	581	7.9%
Other	11,776	12,181	405	3.3%
Total Revenue	245,619	249,451	3,832	1.5%
Expenditures				
Classroom Instruction				-
Teachers	115,477	114,043	(1,434)	(1.3%)
Supply Staff	7,434	8,074	639	7.9%
Educational Assistants / ECE's	17,732	17,862	130	0.7%
Classroom Computers	1,339	1,339	0	0.0%
Textbooks and Supplies	8,400	7,527	(873)	(11.6%)
Professionals and Paraprofessionals	6,871	6,506	(365)	(5.6%)
Library & Guidance	3,202	3,185	(17)	(0.5%)
Staff Development	593	1,385	792	57.2%
Continuing Education	1,264	1,296	32	2.5%
Total Classroom	162,312	161,216	(1,096)	(0.7%)
Non-Classroom				
District Principal and Consultants	5,057	3,748	(1,309)	(34.9%)
Principals and Vice-Principals	10,135	10,701	566	5.3%
School Office	5,330	5,208	(122)	(2.3%)
Total Non-Classroom	20,522	19,657	(865)	(4.4%)
Other				
Board Administration	5,534	5,402	(132)	(2.4%)
Information Technology	1,012	1,112	101	9.0%
Transportation	19,439	18,808	(631)	(3.4%)
School Operations and Maintenance	22,277	27,190	4,913	18.1%
Amortization & Debt Repayment	13,145	13,488	344	2.5%
Secondments & Releases	982	983	1	0.1%
Other Non-Operating Expenses	1,164	3,096	(1,164)	(37.6%)
Total Other	63,553	70,080	3,431	(13.6%)
Total Expenditures	246,387	250,953	1,470	0.59%
In-Year Compliance Surplus (Deficit)	(768)	(1,502)	0	0.0%
Prior Year Accumulated Surplus (Deficit)	16,980	16,980	0	0.0%
Accumulated Surplus (Deficit) for Compliance	16,212	15,478	0	0.0%

Note: Forecast based on year-to-date actuals for the month ended

Note: Numbers may not add due to rounded display

Trillium Lakelands District School Board

Administrative Report

Date: May 2, 2024
To: Finance and Administration Committee
Origin: Superintendent of Business Services
Subject: LED Lighting and Ceiling Replacement Projects

Purpose:

To provide a summary of the LED lighting and ceiling replacement projects in the summer renewal program and advise of contract tender awards.

Content:

The 2024 summer renewal projects include LED lighting in 23 elementary schools and 1 secondary school. As well, ceiling replacements are planned for some schools.

These projects were broken up into smaller components to attract more bids from local and area companies. The first award is for 5 schools with a total of over \$2 million including taxes. Two other awards are forthcoming with varying prices.

This investment will allow teachers to individually brighten or dim their classrooms and help reduce custodial workloads with bulb replacements and old lighting fixture issues. Once fully completed, LED systems will reduce electrical consumption by 15 to 20 percent. By eliminating demand charges in some larger facilities, costs may be reduced by 25 to 30 percent; all with a payback in 3 years on investment.

This is to advise the Committee that the Superintendent of Business and the Director of Education have signed this first contract award and will sign the others when they close. A summer renewal project presentation will be made to the Committee in the fall of 2024.

Trillium Lakelands District School Board

Administrative Report

Date: May 2, 2024
To: Finance and Administration Committee
Origin: Superintendent of Business Services
Subject: Transportation Exception Review

Purpose:

To provide a summary of the transportation exception review carried out in the spring of 2024.

Content:

In the past 3 years, transportation exceptions have been reviewed in areas across the Board. Most recently, a review was conducted for Archie Stouffer, Stuart Baker, JD Hodgson and Haliburton Highlands Secondary School.

Since the exceptions were put in place, changes have been made to speed limit zones and the winter maintenance of sidewalks and walkways in the community. Having safer walking paths, sidewalks and removal of snow in the winter months has allowed the exceptions to be removed.

As a result of the exceptions being removed, 102 students will become walkers starting in September 2024. All students fall within the Board's policy for walking distances. A communications plan was created and provided to the schools for distribution to the affected families. The review information and change plan were shared with the area Trustee prior to the communications going out.

Trillium Lakelands District School Board

Administrative Report

Date: May 2, 2024
To: Finance and Administration Committee
Origin: Superintendent of Business Services
Subject: Planning for an update of the transportation policy and procedure in 2024/25

Purpose:

All TLDSB policies and procedures are reviewed on a 5 year cycle. In 2024/25, the Transportation Policy and Procedure (BU-3025 and BU-3026) are due for review.

Context:

The report provides a summary of areas being considered in the 2024/25 review of the documents.

Content:

As matters arise and situations are resolved related to transportation matters, notes are retained to help update the policy and procedure to ensure equity, fairness and clarity of these documents.

At this time, five main areas of change are being considered:

- Increasing the in town high school student walk-to-school distance from 3.2km to 4.0km and walk-to-bus distances from 1.6km to 2.0km
- Create more centralized consolidated stops in urban neighbourhoods
- Have an opt-in for bus services for all students for Peterborough Victoria Northumberland and Clarington Catholic District School Board students who attend a TLDSB school through mutual support agreements
- Consider opt-in or out for other student groups in the board
- Research the ability to move transportation in the urban core of Lindsay to public transit for the high school students

In 2024/25, staff will also conduct a review of urban boundaries as they relate to those boundaries set out by the area municipalities. With expanded growth and development in communities, many municipalities have expanded their urban boundary lines which may change transportation services in those areas.

Appendix A – Transportation Policy BU-3025
Appendix B – Transportation Procedure BU-3026



BU-3025 Transportation Policy

Approval Date: 2020

Review Date: 2025

Purpose

Trillium Lakelands District School Board believes in providing a transportation service in accordance with the Education Act to eligible students that reflects a partnership with the home, that is consistent and that ensures the most efficient and effective use of available resources. It is the expectation of the Board that the conduct of students on school vehicles shall conform to that expected on other school property.

The Board believes that the safety of the students is a shared responsibility with the home and considers this to be of paramount importance. The Board's responsibility for the supervision of students who are transported in a school vehicle will commence with the student's entrance to the vehicle and will terminate with the student's exit from the vehicle at the designated stop(s). The Board assumes no responsibility for students at the stop before pick-up or after drop-off. Parents/guardians are fully responsible for getting students safely to and from bus pick-up and drop-off locations, and for the safety of the students before pick-up or after drop-off. Parents assume the responsibility for their children to be at the bus stop at least five (5) minutes before their scheduled pick-up time and for their child's safety and behavior while they wait to board the bus in the morning, and when they are dropped off at their designated end of day stop.

The Board will endeavor to ensure that, when transportation service is provided, safe practices will be followed.

Each school shall have a designated walking zone within its attendance area. Students may be required to walk the following distances:

To the school:

- Grade JK-8: 1.6 km
- Grade 9-12: 3.2 km

To a designated bus pick-up point:

- Grade JK-8: 0.8 km
- Grade 9-12: 1.6 km

If you require this information in an accessible format, please contact Communications Services at info@tlds.on.ca.



BU-3026 Transportation Procedure

Approval Date: 2020

Review Date: 2025

1. Purpose

Trillium Lakelands District School Board believes in providing transportation services in accordance with the Education Act to eligible students that reflects a partnership with the home, that is consistent, and that ensures the most efficient and effective use of available resources. It is the expectation of the Board that the conduct of students on school vehicles shall conform to that expected on other school property.

The Board believes that the safety of the students is a shared responsibility with the home and considers this to be of paramount importance. The Board's responsibility for the supervision of students who are transported in a school vehicle will commence with the student's entrance to the vehicle and will terminate with the student's exit from the vehicle at the designated stop(s). The Board assumes no responsibility for students at the stop before pick-up or after drop-off. Parents/guardians are fully responsible for getting students safely to and from pick-up and drop-off locations, and for the safety of the students before pick-up and after drop-off. Parents assume the responsibility for their children to be at the bus stop at least five (5) minutes before their scheduled pick-up time and for their child's safety and behavior while they wait to board the bus in the morning and when they are dropped off at their designated end of day stop.

The Board will endeavor to ensure that, when transportation service is provided, safe practices will be followed.

Each school shall have a designated walking zone within its attendance area. Students may be required to walk the following distances:

To the school:

- Grade JK-8 1.6 km
- Grade 9-12 3.2 km

To a designated bus pick-up point:

- Grade JK-8 .8 km
- Grade 9-12 1.6 km

2. References and Related Documents

Internal

- [Accessible Customer Service Procedure BD-2086](#)
- [Authorization for Storage and Administration of Prescribed Medication Procedure OP-6601](#)
- [Response to Anaphylactic Reactions Procedure OP-6510](#)
- [Medical and Health Management in Schools OP-6603](#)

- [Student Use of Service Animals in Schools Procedure ES-5031](#)
- [Code of Conduct Procedure OP-6021](#);

External

- [Highway Traffic Act](#)
- [Bill 157 – Keeping Our Kids Safe at School Act](#)
- [Sabrina’s Law, 2005](#)
- [Accessibility for Ontarians with Disabilities Act \(2005\)](#)
- [Ryan’s Law, 2015](#)

3. Terms and Definitions

Home School – the school in the catchment area where the student resides. If the student is registered in a specific program, the home school would be the school offering that Pathway program. If the student withdraws from that particular program, their home school immediately becomes the school where the student resides and transportation is discontinued at the end of the semester to the pathway school. (If eligible for transportation to home school that can commence the next semester)

Special Education – programs and services provided for students with needs relating to an exceptionality or disability as identified by the Specialized Services department.

System Classes - specialized programs provided to students where the needs, as identified by the Department of Specialized Services, exceed what can be accommodated in the regular class.

Catchment Area –The Board defined attendance boundary for a school.

Parent – Parents, guardians, or student if they are an adult or are 16 or 17 and have withdrawn from parental control.

Principal – Principal or designate

Eligible Passengers – An eligible passenger shall be considered to:

- an elementary or secondary student under the age of 21 within the Trillium Lakelands District School Board catchment area and for whom the Board has assumed a responsibility to provide transportation;
- an elementary or secondary student from out-of-province who is part of a board approved reciprocal exchange program. The out-of-province exchange student must be billeted with a student of the Board who is eligible for transportation and there must be available paid capacity on the existing bus route. The request for transportation, along with the details of the arrangements, must be made by the school principal to Transportation Services at least four (4) weeks prior to the date transportation is required;
- any staff member of the Board in the practice of their duties when arranged through transportation.

4. Administrative Procedure

4.1. Eligibility of Students

a) Each school shall have a designated walking zone within its attendance area. Students may be required to walk the following distances:

To the school:

- Grade JK-8 1.6 km
- Grade 9-12 3.2 km

To a designated bus pick-up point:

- Grade JK-8 .8 km
- Grade 9-12 1.6 km

It is understood that if a street or road in the designated walk zone extends beyond the distances established above, the entire street may be designated as a walk zone.

The maximum walking distance to a bus stop may exceed the above distances in exceptional circumstances where the Board determines the roadway is unsafe (or unsuitable) for a school vehicle to manoeuvre or turnaround.

- Each school shall have a defined catchment area for determining eligibility for transportation. Transportation for out of area students will be the responsibility of the parent.
- The Board will provide daily transportation to and from school, for eligible students who reside outside designated walking zones and who are attending schools within their home school attendance boundaries.
- Students who have been identified with special needs through Specialized Services may be transported to their assigned school with prior written approval being given by the Superintendent responsible for Specialized Services or designate, and the Superintendent of Business Services or designate.
- Students who move outside their existing catchment area during the school year and who have received permission to continue at their original school may receive transportation to their original school for the balance of the school year for elementary students and for the balance of the semester for secondary students, provided that an approved Transfer Between School Attendance Area form has been completed by the principal. In these circumstances the service is only for the balance of the school year for elementary students and the balance of the semester for secondary students in which the move occurred and there must be existing paid capacity on the bus. The students must access an existing bus route and bus stop that serves the school where they have requested to stay. A bus route will not be re-routed along its established course.
- Registration information for all new students must be entered into the student database system by the school registering the student. This data will be exported to the transportation database on a nightly basis. Requests for transportation for newly registered students may be made by electronically emailing the Office Index Card for the student to the Transportation Services email conference. Transportation will be effective after the arrangements appear on BusPlannerWeb for schools and operators to retrieve, unless otherwise specified.
- An alternate existing stop may be granted as a pick-up/drop-off point other than the assigned stop location if that pick-up/drop-off point is on the same bus route and a written request by the parent is approved by the principal. The principal must inform the school bus driver and Transportation Services of the requested alternate pick-up/drop-off in writing.
- An elementary student living within a designated walk zone and thereby not eligible for transportation, may be eligible for transportation to and from a caregiver living in a bussing area within the same school catchment area, if that caregiver is located outside of the walk zone.

If the location of an elementary student's day care provider is in a different school catchment area from where the student resides, and the daycare provider's location is outside the designated walk zone for that school, the student may be eligible for transportation to the school in the catchment area for the daycare provider, if an approved Transfer Between School Attendance Area form has been completed by the principal

Arrangements may be made for one alternate route on a fixed regular schedule for the purposes of accessing a caregiver.

- i) In the case of shared custody of an elementary or secondary student, arrangements may be made for one alternate route on a fixed regular schedule.
- j) Transportation may be provided for special needs students and students enrolled in special education system classes not offered in the student's home school. Discretion over which special education systems classes are deemed eligible for transportation rests with the Board. Transportation shall only be provided while the student is enrolled in the specifically approved program.
- k) Secondary students who wish to enroll in a Pathway related course which is not offered at their home school or the Virtual Learning Centre (VLC) may access an existing bus route to attend the secondary school where the specific course is offered. The determination of whether the course is available at the student's home school will be made by the principal. The access to transportation is limited to the time (usually a semester) required to complete the course, if capacity on the bus is available. This access would also apply to secondary students (under age 21) who wish to attend the Adult & Alternative Education Centres.
- l) Students who live outside the Trillium Lakelands District School Board boundaries, who have applied and received permission to register at a Trillium Lakelands District School Board school, may be provided with transportation, provided that an approved Request for Non-Resident Student to Attend a TLDSB School form has been completed by the principal and submitted to Transportation Services. Approval is contingent on an existing bus route being available and there is room on the bus. A bus route will not be re-routed along its established course.
- m) The principal or designate may, in the case of an emergency, arrange on-the-spot special one-time transportation for a student, which may necessitate a change in buses. The principal must inform the bus driver(s) involved with written confirmation, and electronically submit the Daily Discretionary Transportation Arrangements form to Transportation Services.
- n) Junior and Senior Kindergarten students who wish to attend the French Immersion Program in Grade 1 (one) and have been granted Out of Area Permission to attend the local French Immersion school may be granted transportation service. Out of Area forms need to be completed and submitted to Transportation Services prior to establishing bussing.

4.2. Bus Route Design

- a) Bus routes and stops will be planned annually in accordance with the Board's BU-3025 Transportation Policy to ensure that provincial standards set out in the Highway Traffic Act are adhered to. In designing a bus route consideration will be given to Ontario Ministry of Transportation guidelines for planning safe routes. Bus routes will be integrated with partner boards to ensure maximum route efficiency.
- b) Transportation will only be provided on public roads that are maintained year round by a municipality.
- c) Where deemed impractical by staff due to distance, terrain or road maintenance, the parent of students eligible for transportation under this policy may be reimbursed by the Board to provide transportation to the nearest designated bus stop.
- d) The Board, in its sole discretion, may determine because of distance, terrain or road maintenance that it will be the responsibility of the parent to provide transportation to the nearest established bus route within the appropriate walking distance to the designated bus stop.

- e) When the Board determines bus stop location, the following criteria will be considered to ensure that the students are not placed at risk. When reviewing a stop, no one criteria will necessarily determine whether or not a stop is deemed to be safe or unsafe:
- Bus visibility by other motorists;
 - Posted speed limit;
 - Bus stop signage (warning of bus stop);
 - Number of students loading;
 - Traffic patterns;
 - Condition of roads to be travelled;
 - Amount of space the bus requires to turn (turn-around points must be safe in all weather, with firm traction and good visibility to oncoming traffic);
 - Number and size of available buses;
 - Number of and distance between stops;
 - Unless exceptional (safety) conditions exist, as determined by Transportation Services, bus stop locations shall be a minimum of 200 metres apart.
- f) Wherever possible congregated bus stops shall be established as bus pick-up/drop-off points.
- g) A bus will not enter private property, nor will it travel a roadway where there is deemed to be no suitable turnaround.
- h) Walking distances will be determined by the transportation routing software from where the student's driveway meets the year round municipally maintained road or where the municipally unmaintained road meets the year round municipally maintained road to the assigned bus stop location or first (or nearest) pedestrian access to the school property. The distance will be measured based on the shortest distance on a public road or walkway. Transportation Services staff, if required, will verify distances by vehicle odometer measuring the same way.
- i) Reasonable effort will be made to limit the time on the bus to one hour per trip to a student's home school. However, in the interest of maximizing school vehicle capacity, or if a student is attending a program, routes may be extended where necessary.
- j) Bus routes/stops may change from year to year, or during a school year, given the demographics of each school's catchment area. Further, in some instances it may be necessary to change a student's bus route and stops during the year, depending upon demographics, vehicle loading or time constraints.
- k) Establishing appropriate bell times at school locations is important to ensure the efficient use of transportation resources. Senior Administration must approve any requested changes being made to bell times by the school prior to any changes being made to bell times. Transportation Services may make recommendations to the school and Senior Administration with regard to bell times in order to maximize the use of vehicles.

4.3. Medical Certificates

- a) Transportation arrangements may be considered for students when a Request for Transportation for Medical Reason form is provided. The form must be completed by an independent medical practitioner verifying for medical, physical or emotional reasons transportation is required. This form shall be submitted on an annual basis.
- b) Transportation arrangements may be considered for students with a short-term disability. These exceptions must be approved by the Superintendent of Business Services.

- c) It is the parent's responsibility to inform the school principal regarding a student's medical condition which may require individual attention.
- d) Transportation Services shall:
 - Ensure that the bus drivers are aware, where consent exists, of any Plan(s) of Care for students on their bus routes;
 - Assist in developing procedures to minimize risk while travelling on the bus;
 - Assist in the development of plans and protocols that relate to bussing.

Bus Drivers shall:

- Carry a student route list that indicates those that have Plans of Care (with consent);
 - Receive training as applicable/required (example: use of an auto-injector, etc.);
 - Contact dispatch in an emergency situation and respond according to the Plan of Care.
- e) The Board may request the Operator to direct driver(s) to administer "epipen" medication to students as may be required. It is further understood that the driver will not be expected to carry the medication.
 - f) Regardless of medical status, an out of area student not eligible for transportation will not be granted transportation.

4.4. School Bus Service Cancellation

- a) The Board recognizes and responds to extreme variations in weather conditions across the District. The safe transportation of students to and from school shall be the guiding principle in all decisions to cancel bus transportation services. During inclement weather, or due to road conditions, bus transportation services may be cancelled.
- b) For the purposes of cancelling transportation services due to inclement weather, the Board shall be divided into three main areas: Haliburton County, the District of Muskoka and the City of Kawartha Lakes. Within the three areas, buses may be cancelled by secondary school catchment area for localized conditions.
- c) The Superintendent of Business Services, or designate, shall be responsible for school bus cancellations. The decision as to whether or not the buses will be cancelled due to inclement weather will be made by the Superintendent of Business Services, in consultation with the Transportation Supervisor, along with the appropriate local transportation operators. The decision will take into consideration existing road conditions, weather conditions as reported by Environment Canada and any other information available at the time the decision has to be made. Notwithstanding the above, transportation cancellations will be made if the ambient (DOES NOT INCLUDE WINDCHILL) air temperature for the area is minus (-) 35oC or below.
- d) In the event of school vehicle cancellation, the Superintendent of Business Services or designate, will be responsible for notifying the appropriate media outlets and posting the cancellation on the website.
- e) If, due to localized inclement weather or hazardous road conditions, a driver feels it is necessary to alter or cancel a route, the driver must immediately notify their operator. The decision to cancel will be made in consultation with the Transportation Supervisor and Operator. The operator shall be responsible for notifying the parent listed on the route manifest of any changes, and the school principal. If the localized conditions improve, the route may operate in the afternoon.
- f) The decision to either keep a student home or to send a student to school on an inclement weather day ultimately rests with the parent.

- g) There may be an emergency occasion, when it is necessary to have early dismissal in advance of the regular departure time. On such occasion, the school principal or designate will contact Transportation Services to make arrangements as per the respective school's emergency plan.

4.5. Transporting Articles or Equipment

- a) No article/equipment will be transported on the bus unless:
- it can be safely secured on a bus, and
 - it is properly protected and contained so as not to cause injury; and not become a projectile, and;
 - it can be safely stored beneath the seat or on the lap of the student.
- b) No eligible student shall be refused transportation in the morning because an article/equipment is not to be transported under this regulation. However, the article will be left at the school and the principal shall ask the parent to pick it up.
- c) The bus driver will exercise the right to refuse to transport unsafe or unauthorized articles when leaving the school.
- d) No animals are to be allowed on a school bus, with the exception of a Service Dog as defined by the Student Use of Service Animals in Schools Procedure ES- 5031, or in exceptional circumstances approved by the Director of Education The Specialized Services Department will provide the appropriate documentation to Transportation Services prior to the animal being transported for the first pick-up time.
- e) For excursions, it is the responsibility of the supervising teacher under the authority of the principal or designate to ensure that alternate arrangements are made to transport articles/equipment.

4.6. School Bus Accidents

- a) All accidents involving a bus and/or student on the bus, no matter how minor, must be verbally reported immediately by the Operator to the Transportation Supervisor or designate and the principal(s) of the school(s) affected by the operator.
- b) In the event of an accident, the bus driver's first responsibility is to the passengers, using the following guidelines:
- remain with the bus and students;
 - immediately report the accident by radio to their dispatcher and, if necessary, ask for assistance;
 - call emergency services to assess students;
 - if emergency services are present at the scene no student shall be removed from the scene until the officials at the scene of the accident agree to release them.
 - provide pertinent details of the accident to their Operator or Dispatcher immediately to be shared with Transportation Services and emergency responders, as necessary.
- c) In the event of an accident, the notification responsibilities are as follows:
- the Operator will immediately notify Transportation Services and the appropriate school(s), providing complete details;
 - a reasonable attempt to contact the parent shall be carried out as follows:
- | | |
|------------------------|----------------------|
| up to 8:00 a.m. | Operator responsible |
| 8:00 a.m. to 4:30 p.m. | School staff |
| 4:30 p.m. and later | Operator responsible |

- Transportation Services will immediately notify the Superintendent of Business Services and the Communication Department of the accident;
 - Where a media release is necessary, a statement will be issued from the Director's office.
 - Where EMS has been dispatched, Principals shall follow up with families to ensure they are aware of the circumstances.
- d) In the event of an accident, the operator shall make the necessary arrangements to complete the affected bus route.
- e) Within 48 hours after the accident, the bus driver will file a report with the Operator using the accident report form supplied by the Board. The Operator will be responsible for providing Transportation Services with a copy of the accident report form within 48 hours of the accident. In serious accidents, as determined by the Transportation Supervisor, a written report shall be submitted immediately.

4.7. School Bus Conduct and Discipline

The school vehicle is considered to be an extension of the classroom and, as such, student conduct detrimental to the safe operation of the school vehicle or to the safety of others riding the school vehicle, will not be permitted. Every student is responsible to the principal or designate of the school that the student attends for his/her conduct while on the school vehicle. Where deemed necessary by the Superintendent of Business Services, or designate, video camera surveillance systems may be placed on school vehicles under contract to the Board.

- a) Each school vehicle under contract to the Board will display the Conduct of Students on School Buses sign in a visible place.
- b) The behaviour expectations for students on school vehicles and the disciplinary process are on the Trillium Lakelands DSB website each academic year.
- c) During an excursion, the code for student conduct applies.
- d) The school vehicle driver will notify the principal of students who have violated the conduct code by using the Student Misconduct Form. The student will provide the driver with the Operator copy before being allowed back on the school vehicle. The school will send the pink copies weekly to Transportation Services.
- e) The following guidelines, at the discretion of the student's principal, shall be considered when dealing with student misconduct. In the procedures listed below serious misconduct is deemed to be any offence that could impact on the safe operation of the school vehicle including the use of abusive and foul language directed at the driver. Depending on the seriousness of the infraction, the principal will apply any of the disciplinary provisions.
- 1st Infraction: The school vehicle driver warns the student and notifies the principal or designate on the appropriate form and the appropriate discipline is initiated by the principal.
 - 2nd Infraction: The principal is notified by the school vehicle driver and appropriate discipline is undertaken by the principal. Notification to parent by telephone or in writing.
 - 3rd Infraction: A suspension of school vehicle riding service will be determined by the principal. Notification will be made in writing to the parent, school vehicle driver and Transportation Services. A parent has the right to appeal the suspension to the appropriate area Superintendent. Any further offenses may result in the removal of transportation service.
- f) If a serious misconduct occurs during the afternoon run, the vehicle driver may request a suspension of the student's transportation service the following morning. In this event, the Operator must contact the

Transportation Supervisor or designate, appropriate school principal or designate to request the suspension of the student.

- g) All elementary and secondary student suspensions (school and school vehicle) must be reported immediately by the principal or designate to the Transportation Services email address prior to the start of the suspension. Students who are suspended from school may not ride the school vehicle during the suspension period.
- h) If a student wilfully damages a bus or any vehicle licensed to transport students, as documented by the driver and determined by the school principal, they may be required to pay for the damages. In addition, disciplinary consequences will be determined by the school principal.

i) VAPING

Trillium Lakelands DSB Code of Conduct Procedure OP-6021 states that all students must not smoke or hold any lighted medical cannabis or lighted tobacco product, including e-cigarettes or vaporizers, on school property, school buses, or at school activities or events.

4.8. School Bus Evacuation Drill and Emergency Procedures

- a) Transportation Services will advise the principal annually of the bus operator(s) assigned to each elementary school to be responsible for delivering the safety programs to the eligible students.
- b) Transportation Services will provide the elementary school principal with the contact information for the Operator assigned to each school and the principal shall establish appropriate dates for the assigned bus operator to conduct bus evacuation drills for transported students prior to December 15.
- c) All outside drills must be conducted prior to December 15th of the current school year.

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