

COMMITTEE OF THE WHOLE
Report No. 19-003

15 January 2019

New Fernbank Elementary School Study – Consultation Plan Approval

**Key Contact: Michael Carson, Chief Financial Officer, 613-596-8211
ext. 8881**

PURPOSE:

1. To obtain Board approval of a consultation process and timeline to establish the opening grade structure, program offering, and attendance boundary for a future elementary school to be opened in the Fernbank area of Stittsville.

CONTEXT:

2. Fernbank is a growing new development area located within Stittsville. At full buildout, there is expected to be an estimated 11,000 new homes in the community. By the end of 2017 approximately 1,600 of these had been built and occupied. Building permits for an additional 600 new residential units have been issued so far in 2018.

A future requirement for four elementary schools and one secondary school within the Fernbank Community Design Plan (CDP) area was first identified and submitted to the City of Ottawa in 2008. The District is currently in the process of seeking acquisition of the first of the four elementary sites.

Most elementary school students residing within the Fernbank development area are directed to John Young Elementary School (ES) for the kindergarten to grade 6 English Program with Core French (ENG) and Early French Immersion (EFI). The school is located in the southern part of Kanata. It should be noted that there is an underdeveloped area located west of Robert Grant Drive in the Fernbank area where students are currently directed to Westwind Public School (PS) for the kindergarten to grade 6 English Program with Core French and EFI.

Significant accommodation pressures exist at John Young ES. The school's preliminary 31 October 2018 enrolment was 735 students against a school capacity of 547, resulting in a utilization rate of 134%. The school currently requires the use of 11 portables on site for instruction. Enrolment at John Young ES is expected to increase to 800 students for the 2019-2020 school year.

In May of 2018 the Board approved a list of updated capital priorities which ranked the planned opening of a new elementary school in Fernbank for 2020 as its highest priority. A business case for the project will be submitted to the province for consideration once the next Ministry call for capital funding requests is received.

The purpose of this study is to gain approval for the opening grade structure, program offering, and attendance boundary of the new Fernbank elementary school in order to be shovel-ready once capital funding is secured from the province.

KEY CONSIDERATIONS:

3. A general location map for the study area showing future OCDSB school sites situated within Fernbank area, and also including John Young ES, is attached as Appendix A.

John Young ES is located on Morton Drive in the Glen Cairn area of Kanata South. In addition to serving students residing in Fernbank, the school's attendance area also includes the area bounded by Terry Fox Drive to the west, Hazeldean Road to the north, and Eagleson Road to the east (as outlined in Appendix B).

Appendix A provides the general location of all four of the District's future elementary school sites that have been identified in the Fernbank area. Fernbank elementary school site #1 is located at the southwest corner of the extensions of Cope Drive and Rouncey Road. The parcel is 2.84 hectares (approximately 7 acres) in size and is located directly adjacent to a municipal park. This block is the only OCDSB elementary school site in Fernbank which is currently development-ready (serviced and accessible).

In March 2018 capital funding for the construction of a grade 7 to 12 secondary school in Stittsville was approved by the Ministry of Education. The designated site which will accommodate the new school is located within the Fernbank development area. It is expected that a study will commence in the fall of 2019 which will determine the attendance boundary, program offering and opening grade structure of the new secondary school. Future students attending the new Fernbank elementary school would feed to the new secondary school upon its opening.

This study does not qualify as a Pupil Accommodation Review (PAR) under Policy P.118.PLG Pupil Accommodation Review, and will include a different consultative process.

Policy P.118.PLG states that a PAR is not required when the Board is planning the relocation of grades or programs in which the enrolment constitutes less than 50% of the school's total enrolment. Staff does not foresee an attendance boundary for the new Fernbank elementary school which would result in the movement of more than 50% of a school's enrolment.

Although funding for the project has not yet been received from the province, the completion of this study and the setting of a program and attendance boundary for the new Fernbank elementary school will assist the District with being able to open the facility in a timely fashion once that takes place.

RESOURCE IMPLICATIONS:

4. The cost of conducting the study will be managed within existing departmental budgets.

COMMUNICATION/CONSULTATION ISSUES:

5. It is proposed that a working group be formed in early 2019 and that it be comprised of District staff and two representatives from each study school.

In addition to impacting John Young ES, the opening of a new elementary school in the Fernbank development area may affect enrolment at Bridlewood Community ES, the school that is currently designated the Middle French Immersion (MFI) program site for students residing in that part of the Fernbank area.

As indicated earlier, students residing west of Robert Grant Avenue in Fernbank are directed to Westwind PS (kindergarten to grade 6) for the English Program with Core French and Early French Immersion. A. Lorne Cassidy ES is the designated MFI program site for that area.

It is recommended that the working group include representatives from each of the four above-mentioned schools: John Young ES; Bridlewood Community ES; Westwind PS; and A. Lorne Cassidy ES.

Appendix C provides a snapshot of current enrolment and accommodation data for those four schools which are expected to be included in the study process.

Local community associations will also be invited to provide a representative on the working group. Area trustees will be notified and invited to attend all working group meetings.

According to the recommended consultation plan, a study working group will meet on several occasions over the course of the winter and spring of 2019. Meetings have been preliminarily scheduled for the months of February, March, and April 2019. Additional meetings of the working group may be convened should they be necessary.

A public consultation meeting is tentatively scheduled to be held within the local community in May 2019. Final decisions regarding the study are scheduled to be made by Board in June 2019.

A detailed study consultation plan and timeline for the study is attached as Appendix D of this report.

STRATEGIC LINKS:

6. The opening of a new elementary school within the developing Fernbank community will serve to provide students with improved access to learning environments and optimize the use of District resources. This is consistent with stewardship objectives of the 2015-2019 Strategic Plan.

RECOMMENDATION:

THAT the New Fernbank Elementary School Study Consultation Plan and Timeline, attached as Appendix D to Report No. 19-003, be approved.

Michael Carson
Chief Financial Officer
(ext. 8881)

Jennifer Adams
Director of Education and
Secretary of the Board

APPENDICES

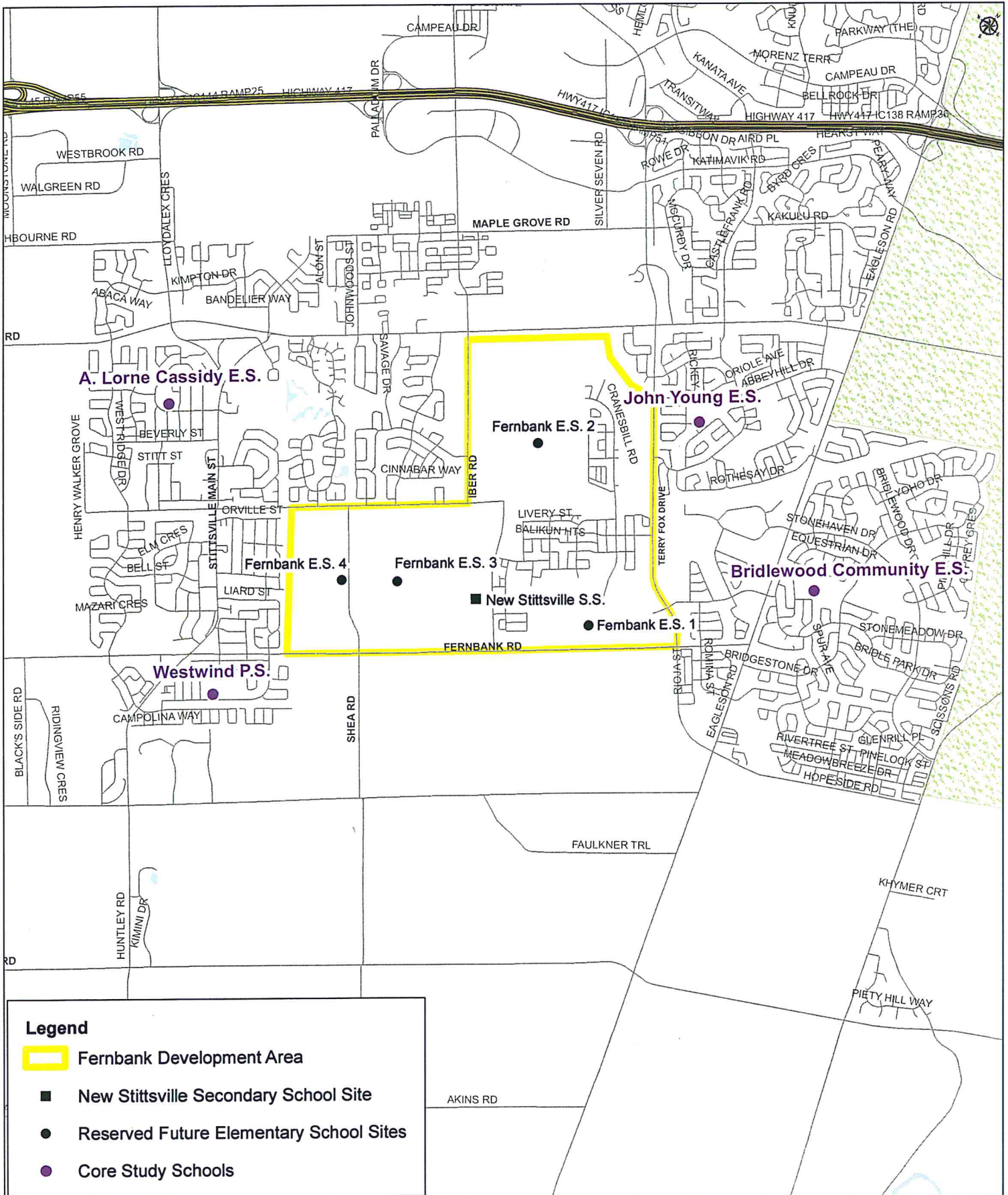
- Appendix A General Location Map – Study Area
- Appendix B School Attendance Boundary Map – John Young Elementary School
- Appendix C Current Enrolment and Accommodation Chart
- Appendix D Study Consultation Plan and Timeline



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

New Fernbank E.S. Study General Location Map

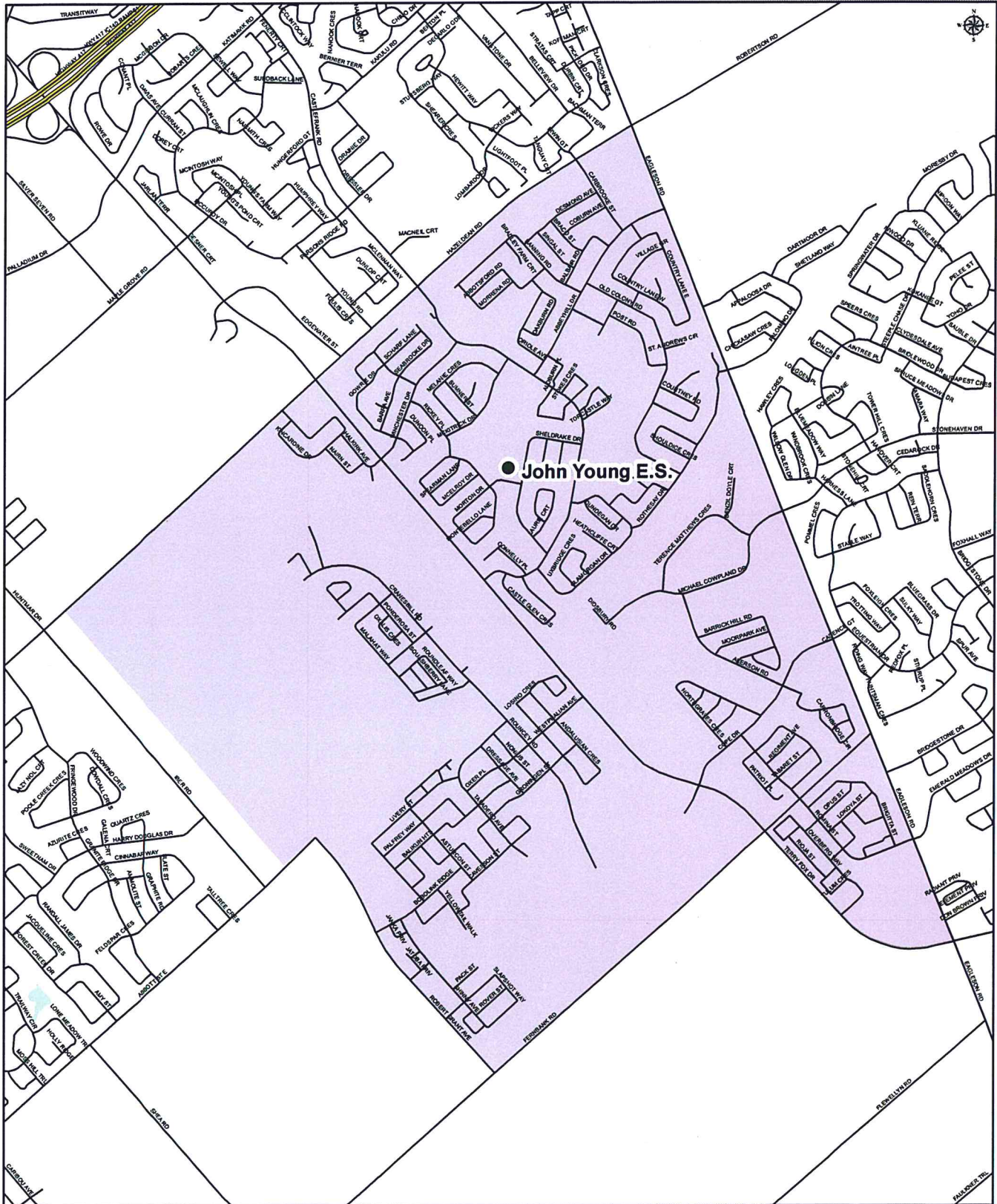
Appendix A
To Report 19-003





JOHN YOUNG ELEMENTARY SCHOOL
Junior Kindergarten to Grade 6

English Program with Core French and Early French Immersion Attendance Boundary



John Young Elementary School
5 Morton Drive
Kanata, Ontario
K2L 1W7
(613) 836-5987

Map is for illustrative purposes only.
For further information, visit www.ocdsb.ca
September 2017

New Fernbank Elementary School Study
31 October 2018 Preliminary Enrolments

School	Capacity	Portables	Program	JK	SK	1	2	3	4	5	6	7	8	SE	Total	UF(%)		
A. Lorne Cassidy ES	600	4	KGTN	44	51											95	97.5%	
			ENG			7	12	22	11	17	19	10	18					116
			EFI			44	43	40	40	43	47	33	23					313
			MFI						17	9	8	18	9					61
			Total	44	51	51	55	62	68	69	74	61	50					585
Bridlewood Community ES	455	0	KGTN	47	45											92	80.2%	
			ENG			10	14	12	14	14	9				17	90		
			EFI			27	28	24	25	15	18							137
			MFI						20	17	9							46
			Total	47	45	37	42	36	59	46	36					17		365
John Young ES	547	11	KGTN	107	103											210	134.4%	
			ENG			27	33	34	35	41	33				5	208		
			EFI			76	65	52	47	45	32							317
			Total	107	103	103	98	86	82	86	65				5	735		
Westwind PS	628	0	KGTN	41	47											88	85.2%	
			ENG			6	19	11	27	21	36					120		
			EFI			50	54	51	50	64	58					327		
			Total	41	47	56	73	62	77	85	94					535		

Utilization (UF%) = Total enrolment/capacity.
 Programs: ENG = English Program with Core French, EFI = Early French Immersion, MFI = Middle French Immersion, SE = Special Education
 Portable numbers reflect those required for instruction as of fall 2018.

CONSULTATION PLAN

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)



	January 2019
PROJECT: (Project name, Letter of Transmittal, etc.)	New Fernbank Elementary School Study – Consultation Plan Approval
CONTACT / PROJECT LEAD (Name, telephone, email):	Michael Carson, Chief Financial Officer, (613) 596-8211 ext. 8881, Michael.Carson@ocdsb.ca
WHAT?	
<p>1. WHAT IS THE PURPOSE OF THE CONSULTATION? (Describe project scope, nature of consultation, decision to be made, and any relevant information)</p> <p><i>The consultation will serve to implement recommendations regarding the opening grade structure, program, and attendance boundary for a new elementary school to be opened in the Fernbank development area once capital funding for the project is received from the Ministry. The consultation process is expected to include four elementary schools: John Young Elementary School; Bridlewood Community Elementary School; Westwind Public School; and A. Lorne Cassidy Elementary School. Other schools may be added as required.</i></p>	
WHY?	
<p>2. WHY ARE YOU CONSULTING? (Check all that apply)</p> <p><input checked="" type="checkbox"/> To seek advice, informed opinion or input for consideration prior to decision-making? <input checked="" type="checkbox"/> To share information and/or create awareness about a subject/potential recommendations/decision yet to be made? <input type="checkbox"/> To share information and awareness about a subject/recommendation/decision that has been made? <input type="checkbox"/> Other? (Please explain)</p>	
<p>3. HOW DOES THIS CONSULTATION LINK TO THE OCDSB STRATEGIC PLAN, DISTRICT IMPROVEMENT PLAN, BUDGET, ANNUAL DISTRICT GOALS AND OBJECTIVES AND/OR RELEVANT MINISTRY / OCDSB POLICIES OR PROCEDURES (if applicable)?</p> <p><i>The consultation will seek to recommend an opening grade structure, program, and attendance boundary for a new Fernbank elementary school.</i></p> <p><i>The opening of a new elementary school within the developing Fernbank Community will serve to provide students with improved access to learning environments and optimize the use of District resources. This is consistent with the stewardship objectives of the 2015-2019 Strategic Plan.</i></p>	



CONSULTATION PLAN

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

WHO?

4. WHO WILL BE CONSULTED? (Key stakeholders) (Check all that apply)

OCDSB Community

- Students
- Parents/guardians
- School council(s)
- Ottawa Carleton Assembly of School Councils
- Advisory committees (Specify below)
- Special Education Advisory Committee, etc
- Other _____

Please describe or expand on who will be consulted and any partners in the consultation:

Internal to OCDSB

- Trustees
- Superintendents
- Principals and/or Vice-principals
- Managers
- District staff
- Federations
- Other _____

External / Other (please identify)

- Agencies/associations
- Community groups
- General Public
- Other governments
- Other _____

5. HAVE ANY OF THESE STAKEHOLDERS BEEN INVOLVED IN INFORMAL CONSULTATION AS PART OF THE DEVELOPMENT OF THIS PLAN?

In accordance with section 4.3 of Policy P.110.GOV, it is expected that informal consultation has taken place with representative stakeholders to obtain their suggestions prior to finalizing this plan. Please describe below. (If this informal consultation did not take place, explain why it was not feasible.)

Yes, the local Trustees, the Superintendent of Instruction for involved schools, and the Chief Financial Officer.

HOW?

6. HOW WILL STAKEHOLDERS BE MADE AWARE OF THIS CONSULTATION PROCESS? (Check all that apply)

- Media advertisement (print and/or radio)
- Letter distribution
- School council(s)
- Ottawa Carleton Assembly of School Councils
- School newsletter
- Website (schools and/or OCDSB sites)
- Other _____

Please describe how stakeholders will be made aware of the consultation process and any special requirements for consultation (translation, alternate formats, etc)?

7. HOW WILL THE CONSULTATION BE CARRIED OUT? (Check all that apply)

- Focus groups
- Interviews
- Mail-out or email circulation
- Open houses / workshops / cafes
- School council(s)
- Ottawa Carleton Assembly of School Councils
- Public meetings
- Survey / questionnaire
- Web-based notice / Web-based comments
- Other _____

Please describe:



CONSULTATION PLAN

(REFERENCES: POLICY P.110.GOV AND PROCEDURE PR.644.GOV)

WHEN?

8. PROJECT PLAN FOR CONSULTATION (KEY ACTIVITIES AND COMMUNICATIONS)¹:

i.e. Identify plan approval dates; Timelines for awareness of consultation; Specific consultation initiatives; Timelines for analysis; Date for Committee/Board deliberation; Evaluation of consultation

TARGETTED DATE FOR FINAL DECISION:	January 2019	NOTES**
PROJECTED DATE(S)	ACTIVITY/MILESTONE	
January 2019	Board Approval of Consultation Plan and Timeline	
Late January 2019	Formation of Working Group	
February 2019	Working Group Meeting #1	
March 2019	Working Group Meeting #2	
April 2019	Working Group Meeting #3	
May 2019	Public Consultation Meeting	
June 2019	Regular Committee of the Whole Meeting – Presentation, Debate, and Recommendations	
June 2019	Regular Board Meeting – Final Decisions	

**In filling out this chart, please note:

- the materials, reports or resources that will be distributed to stakeholders, either in advance or at the session;
- any constraints such as necessary deadlines, availability of stakeholders; and
- the timelines for communicating the outcome/related decisions reached to those consulted.

¹ Outline provides information on the minimal number of activities proposed, which may be amended to intensify the process if required. Further information on the overall project/initiative and the specific consultation plan and process can be provided in the Letter of Transmittal to Board.

9. HOW WILL THE RESULTS OF THE CONSULTATION AND THE RATIONALE OF THE FINAL DECISION BE COMMUNICATED TO ALL CONTRIBUTORS TO THE PROCESS? (Check all that apply)

- Email circulation
- Letter distribution
- Letter of Transmittal to committee/Board
- School / principal communications / newsletter
- Website (schools and/or OCDSB sites)
- Media reports
- Other

Please describe:

OTHER

10. ESTIMATED COSTS FOR THE CONSULTATION* (i.e. advertising, facilities, translation, materials):

Consultation costs will be managed within existing departmental budgets.

** Note that the consulting body bears responsibility for the costs of the consultation.*

11. EVALUATION:

Please specify the method(s) you plan to use to assess the effectiveness and success of this consultation process. (e.g., outcomes/results, satisfaction of participants, debriefs, questionnaires/evaluation sheet collected from participants, peer review, school council meeting discussion with date, etc.)

**NEW FERNBANK ELEMENTARY SCHOOL
STUDY TIMELINE**

Activity	Date
Notice of Intention to Commence Study	
➤ Board Approval of Study Consultation Plan and Timeline	January 2019
Consultative Stage	
➤ Formation of Working Group	Late January 2019
➤ Working Group Meeting #1	February 2019
➤ Working Group Meeting #2	March 2019
➤ Working Group Meeting #3	April 2019
➤ Public Consultation Meeting	May 2019
Recommendation and Decision Making Stage	
➤ Regular Committee of the Whole Meeting – Presentation of Staff Recommendation Report	June 2019
➤ Regular Board Meeting – Final Study Decisions	June 2019
Communication and Implementation Stage	
➤ Communication of Board Approved Decision	June & September 2019
➤ Implementation of Board Approved Decision – School Opening	TBD
