



Holding Zones and Holding School Designations

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Memo To: All Stakeholders
From: Director of Education

ACCESSIBILITY:

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PURPOSE:

The purpose of this administrative procedure is to detail the process to be followed by staff when identifying and modifying Holding Zones and Holding Schools to address interim accommodation of students.

In circumstances where there is an area of future residential development within an existing school boundary, staff may consider the identification of interim pupil accommodation arrangements for that area.

This administrative procedure sets out the process for establishing Holding Zones and Holding Schools, as well as amendments to same.

This procedure does not apply to the use of facilities for alternative education, adult education and / or continuing education.

REFERENCES:

- [APF008 – Pupil Accommodation Review Process](#)
- APF017 – Boundary Review Process
- [APO012 – Transportation](#)

FORMS:

N/A

REPORTS:

N/A

APPENDICES:

N/A



COMMENTS AND GUIDELINES:

Definitions

For purposes of this Administrative Procedure the following definitions will apply:

Boundary: a defined geographic area which determines, in part, a student's eligibility to attend a particular school or program (e.g., French Immersion), based on a student's primary residence.

Holding School: a school designated to accommodate students from one (1) or more Holding Zones.

Holding Zone: a defined geographic area that does not belong to a school boundary, usually with a high concentration of new homes or imminent residential development, where students may be directed to attend a specified Holding School until such time as a new school, additional capacity or revised school boundaries are established.

School: a body of elementary school students or secondary school students organized as a unit for educational purposes.

Process

Holding Zone Decision Making

Staff will prepare a Holding Zone Report to address areas of pending residential development where it is anticipated that the volume of students from the area has the potential to exceed the operational capacity of the designated school for the boundary in which such area of pending development is located. Staff may identify one (1) or more Holding Zone(s) and Holding School(s) for the area of development in question.

A Holding Zone Report will be considered under the following circumstances:

NO AFFECTED STUDENTS

Should staff deem that the establishment of a Holding Zone(s) and Holding School(s) are advisable, a Holding Zone Report will be prepared and presented to senior administration.

Where designation of Holding Zone(s) and Holding School(s) is recommended for an area where there are no existing students, the designation may be considered by senior administration and a decision reached by them without community consultation.

AFFECTED STUDENTS

Where there are few students affected by the establishment of a Holding Zone(s) and Holding School(s), the parents / guardians of those students affected will be consulted directly.

Following consultation, senior administration may confirm the Holding Zone Report recommendations or may request that the Board of Trustees initiate a boundary review following the processes contained in APF017 – Boundary Review Process.

Where senior administration is the decision-making body, the details of the Holding Zone(s) and Holding School(s) will be reported to the Board of Trustees for information and communicated directly to the affected school community. In addition, the details of the Holding Zone(s) and Holding School(s) will be posted on the affected school(s) and Board websites.

The provision of student transportation to any student(s) will continue in accordance with eligibility as determined by [APO012 – Transportation](#).

Holding Zone Report

Staff's Holding Zone Report to senior administration will analyse and consider the following:

- the limitations of existing school facilities to accommodate existing or future development within the school's boundary (i.e., built and temporary capacity, outdoor play spaces, parking, student drop-off / pick-up facilities and bus loading / unloading areas);
- the effect on existing school facilities if no change occurs;
- the effect the proposed interim accommodation of students from the proposed Holding Zone will have on the utilization of the proposed Holding School(s) and whether temporary accommodation measures will be required and whether the proposed Holding School(s) have suitable outdoor play spaces, parking, student drop-off / pick-up facilities and bus loading / unloading areas to accommodate in-boundary students and students from the proposed Holding Zone(s);
- whether legislative and operational requirements will continue to be met at the proposed Holding School(s) following the addition of students from the proposed Holding Zone(s);
- the status of long-term pupil accommodation planning as it relates to the proposed Holding Zone; and
- any relevant grandparenting provisions.

Holding Zone Amendment Report

Should the Holding School assignment of a Holding Zone(s) designation need to change, or be dissolved based on the availability of capacity in a school or establishment of revised school boundaries that allow the Holding Zone(s) to become part of a school boundary, staff will prepare a recommendation report to senior administration including analysis and consideration of the matters evaluated in the Holding Zone Report above insofar as the proposed amendments are concerned.

The outcome of a Boundary Review conducted in accordance with APF017 – Boundary Review Process may replace the need for a Holding Zone Amendment Report.

Notification of Approved Holding Zones

Following designation of Holding School(s) and related Holding Zone(s) by senior administration, staff will provide notice to:

- the administrators of any schools affected by such decisions;
- Student Transportation Services of Waterloo Region;
- the parent / guardian of any student whose primary residence is in the Holding Zone(s) at the time of the designation;
- the owner of undeveloped property within the Holding Zone in question, who has submitted an application for future residential development within that Holding Zone (i.e. draft plan of subdivision, site plan), so long as staff has knowledge of same;
- the respective municipality in which such Holding Zone is located.

Such notice may be by mail or e-mail and will specify the date(s) on which the Holding Zone designation will come into effect.

Planning Act Applications

When requested by a municipality to comment on a residential plan of subdivision, residential plan of condominium or residential site plan, staff will request that such municipality include a clause similar to the following to be included in the respective approval of said applications (with such amendments as may be appropriate):

“That the Owner/Developer agree in the Subdivision Agreement and/or Site Plan Agreement to notify all purchasers of residential units and/or renters of same, by inserting the following clauses in all offers of Purchase and Sale/Lease:

Waterloo Catholic District School Board present and future families - please note that your new home is located in an area that has been designated as a Holding Zone as we await construction of a new school(s). Students may be accommodated temporarily in a Holding School(s) until construction is complete. Please visit www.wcdsb.ca/accommodations for additional information."