



SPECIAL COMMITTEE OF THE WHOLE PUBLIC AGENDA

Tuesday, February 2, 2021, 8:30 pm
Zoom Meeting

Pages

1. Call to Order - Vice-Chair of the Board
2. Approval of Agenda
3. Matters for Action:
 - 3.1. Report 21-008, Purchase of New Portables (M. Carson) 2
4. Matters for Discussion:
 - 4.1. Report 21-016, Electoral Zone Boundary Review (M. Giroux) 10
5. Adjournment



SPECIAL COMMITTEE OF THE WHOLE

Report No. 21-008

2 February 2021

Purchase of New Portable Classrooms

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

PURPOSE:

1. To obtain approval to purchase ten new modular portable classrooms in order to provide the District with sufficient flexibility to accommodate student enrolment.

CONTEXT:

2. Report No.20-040, Purchase of New Portable Classrooms, was presented to the Board on 28 April 2020, requesting the approval of 10 new portable classrooms. Board approval was received. These portables were required in order to ensure that the District would have a sufficient number of surplus units available to meet anticipated needs for the 2020-2021 school year. Acquisition of the newly constructed portables was subsequently approved by the Ministry and construction is complete.

KEY CONSIDERATIONS:

3. Enrolment at both the elementary and secondary panels is expected to increase for the 2021-2022 school year (a total of over 500 students).

While there is some uncertainty as to the impact of the COVID-19 pandemic on the enrolment forecast, there remain areas within the District that are experiencing accommodation pressures, where portables are required. In addition, there are portable requirements to accommodate students in schools that are experiencing facility issues and/or renovations.

The annual portable allocation process for the coming school year will commence in April 2021, with principals submitting their requests. Staff estimates that the District will likely require the use of all available surplus portables in order to meet needs. Please note that this count includes the 10 new portable classrooms that were approved for purchase in 2020, which have been fabricated and are ready for movement once locations are determined.

The increases in enrolment which the District has been experiencing in recent years are forecasted to continue beyond the upcoming school year and into the

foreseeable future. This trend will generate a continuing need for additional temporary classroom accommodation.

Recent updates to the energy efficiency requirements in the Ontario building code have enhanced the overall performance of newly constructed portable classroom structures by upgrading the building envelope through increased insulation volume and continuity. In addition to the building envelope performance upgrades, mechanical systems for portables are now required to incorporate energy recovery. Portable classrooms operate entirely from electricity, which reduces their carbon footprint by not consuming natural gas. Please find attached Appendix A which provides a thorough description of the sustainable design implemented for the new portable classroom construction.

In addition to the features outlined above, staff are undertaking a review of possible options for alternative portable classroom structures by entering into discussions with various research and development organizations (National Research Council (NRC), universities etc.). Staff is continually monitoring developments in the field and will provide information with respect to longer term costs and benefits.

Inquiries to the three coterminous school boards have confirmed that none have surplus portable classrooms available for purchase at this time. All of the boards responded that they are in a similar position to the OCDSB, either requiring all available portable classrooms or seeking the acquisition of additional new units.

Considering the information above, it is prudent for the District to begin moving forward with the acquisition of additional portable classrooms for the 2021-2022 school year and beyond. In order to ensure that accommodation needs are met in a timely fashion, staff is recommending the purchase of the additional 10 new portable classroom units at this time.

Separate funding for temporary accommodation is provided by the Ministry, based on average costs incurred over the three preceding years. Under the funding model, staff is projecting that the District will receive approximately \$1,912,329 for 2020-2021, all of which would be used for portable classroom moves.

The staff recommendation is to fund their acquisition from reserves, subject to Ministry approval.

RESOURCE IMPLICATIONS:

4. New modular portable classrooms include air conditioning and are estimated to cost \$155,460 per unit. This estimate excludes HST and any costs to prepare the site, provide service connections, and receive the portables. Additional administrative and permit fee costs, estimated at a total of \$20,000, can also be expected. The purchase of 10 new portable units is estimated at a total cost of \$1,574,600 (plus HST), to be funded from reserves.

The updated figures reflect the most recent actual cost experience under the administered standing agreement.

COMMUNICATION/CONSULTATION ISSUES:

5. There are no communication or consultation issues associated with the recommendations contained in this report.

STRATEGIC LINKS:

6. The purchase of new portable classrooms will ensure that students are provided with learning opportunities and resources to support well-being. This is consistent with the culture of caring objectives in the 2019-2023 Strategic Plan.

RECOMMENDATION:

THAT the purchase of ten new modular portable classrooms, at a budgeted total cost of \$1,574,600 (excluding HST), be approved and funded from reserves, subject to Ministry approval.

Michael Carson
Chief Financial Officer

Camille Williams-Taylor
Director of Education and
Secretary of the Board

APPENDICES

Appendix A Details of portable construction

The Sovereign Building
71 Bank St., 7th Floor
Ottawa ON, Canada
K1P 5N2

t. 613-224-0095
f. 613-224-9811
info@n45.ca
N45.CA



N45 ARCHITECTURE INC.

January 20, 2021

Mr. David Lacelle
Ottawa Carleton District School Board
Supervisor, Design and Construction
Ottawa Carleton District School Board
1224 Stittsville Main Street
Ottawa, Ontario
K2S 0E2

Re: OCDSB Portable Classrooms Construction

Dear Mr. Lacelle,

The environmental quality and sustainability of the Portable Classrooms that are being constructed for the OCDSB is at the forefront of the design and construction of today's standards. As you are aware, we are the Architects on the Standing Offer that provide services for construction and placement of Portable Classrooms for several years. In the past we were also involved with four (4) other School Boards in the Eastern Ontario region in providing them with similar services. Being able to see what other Boards are providing, the OCDSB portables are amongst the highest standard and quality.

In addressing the quality of Portable Classrooms, I would like to outline multiple characteristics that affect the construction and relocation of the same:

PARTNERS:

ROBERT MATTHEWS
B.Arch., OAA
AAPEI, FRAIC

VLADIMIR POPOVIC
OAA, AAPEI, FRAIC
LEED ap bd+c

NATHALIE ROUTHIER
OAA, OAAQ, AAPEI,
MRAIC, LEED ap bd+c

GARY WENTZELL
MAATO

SENIOR ASSOCIATES:

GERRY MALLETT
Dipl. Architectural Technology

KEITH DICKIE
B. Arch, OAA, MRAIC

.1 Sustainability

Wood Construction: Wood is considered to be a renewable resource. By using wood, the consumption of non-renewable materials can be reduced and/or completely avoided. This is particularly significant in construction, where the quantities of material used are great and the replacement of other materials with wood is comparatively easy. Wood is a great Canadian resource and available regionally. Therefore, shipping and handling is vastly reduced and so is the environmental footprint of this activity.

SB-10 Compliance: This is Provincial standard which is part of the Ontario Building Code. Supplementary Standard SB-10 ("SB-10") helps stakeholders meet energy efficiency requirements in the Building Code and came into force on January 1, 2017. Compliance path for the design and construction of OCDSB portable classrooms follows ANSI/ASHRAE/IES Standard 90.1-2013, "Energy Standard for Buildings



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Except Low-Rise Residential Buildings”, and additional requirements introduced through Chapter 2 of SB-10. Some of the characteristics of this compliance are high insulation values, continuation of vapour barriers, no cold bridges, windows, and doors with high thermal value, etc.

Heating and Cooling: Heating and cooling for the portables is 100% electric and is a zero-carbon source of energy. Both heating elements and A/C is in compliance with SB-10 and ASHRAE standard including fresh air rates), providing healthy environment for students.

Storm Water Management (SWM): Portable classrooms are built on wooden crib foundations. This approach allows us to avoid water run-off (area under portables is permeable and free for unobstructed water flow and absorption) and allow portable structure to move freely with thaw and freeze cycles without being damaged.

.2 Accessibility:

The interior of each portable classroom is designed to comply with accessibility requirements of the OBC and AODA (Accessibility for Ontarians with Disabilities Act). Each classroom receives custom stairs when they are placed on site. However, depending on the needs of the particular school (Site) an accessible ramp is constructed as well.

.3 Maintenance:

Construction of Portable Classrooms is pragmatic and simple. This was one of the major objectives when we initially designed them. Because of their simplicity, OCDSB is able to maintain them without any special tools or specialized knowledge. This means that most repairs and maintenance can be done in-house.

4. Relocation and Flexibility:

The design of the portables is such that portables can be oriented in any direction. This is very important because they must fit a wide variety of sites. They can be placed on sloped sites, and the location of the “front entrance” is interchangeable from back to front of the portable. Access stairs and/or ramps are manufactured separately and are site specific. The construction of the portable classrooms is such that they can be transported by road without special permit. This is very important for last minute decisions on which sites to place portables (once the full enrolment figures are known for the site).

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The construction of portables is also robust. This is important since during their useful life they will be relocated multiple times. Therefore, their construction must withstand the handling without damage.

Enrolment pressures are unpredictable and are constantly changing. The Board can project preliminary numbers in May and Finalized in June when full enrollment is known. This only gives us a short period of time to apply for building permit, place the portable and connect it to school's infrastructure (electricity, PA, Fire Alarm). Given the tight schedule these portable classrooms must be flexible and relocatable.

I hope this letter is to your satisfaction. Please let me know if you have any questions or comments.

Regards,

Vladimir Popovic, FRAIC, OAA
partner

PARTNERS:

ROBERT MATTHEWS

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AAPEI, FRAIC

VLADIMIR POPOVIC

OAA, AAPEI, FRAIC
LEED ap bd+c

NATHALIE ROUTHIER

OAA, OAQ, AAPEI,
MRAIC, LEED ap bd+c

GARY WENTZELL

MAATO

SENIOR ASSOCIATES:

GERRY MALLETTE

Dipl. Architectural Technology

KEITH DICKIE

B. Arch, OAA, MRAIC



Special Committee of the Whole Report No. 21-016

2 February 2021

Electoral Zone Boundary Review

Key Contact: Michele Giroux, Executive Officer, 613-596-8211 ext. 8310

PURPOSE:

1. To present the plan for the comprehensive review of electoral zone boundaries to align with the City of Ottawa's revised ward boundaries.

SUPPORTING OUR STRATEGIC PLAN:

2. Conducting an electoral zone boundary review is consistent with the Culture of Social Responsibility objective of the 2019-2023 Strategic Plan by modelling responsible and ethical leadership and accountability. Decisions related to the composition and area of jurisdiction are a part of the Board's legislative requirements. Through analysis and revision to the zone structure, the Board will support effective governance practices and decision making by ensuring effective representation for its school populations and communities.

CONTEXT:

3. City of Ottawa Ward Boundary Review
In 2020 the City of Ottawa conducted a comprehensive ward boundary review. The purpose of the review was to enable the City to establish boundaries for at least three future municipal elections (2022, 2026 and 2030). The last major review of Ottawa's ward boundaries occurred in 2004-2005.

The City of Ottawa's population has grown significantly since the last ward boundary review – particularly in Barrhaven (Ward 3/Zone 3), where the City has permitted the expansion of residential communities. The population in Gloucester-South Nepean (Ward 22/Zone 7) and Cumberland (Ward 19/Zone 8) has also increased, with numbers expected to grow in the coming years.

In December of 2020, the City of Ottawa voted to increase the number of electoral wards from 23 to 24 wards. A copy of the [recommended boundaries final report](#) is available on the public engagement section of the City of Ottawa's website.

4. The Education Act

Under the *Education Act*, Regulation 412/00, the following must occur in an election year:

- The Municipal Property Assessment Corporation (MPAC) must forward the population of electoral groupings report (PEG) to school boards by 15 February 2022 (Section 2);
- School boards must complete the determination and distribution members of the board (Section 9); and
- Not later than 31 March 2022 in each election year, every board shall determine the number of members to be elected to the Board (Section 3).

While this process is mandated during an election year, the six-week timeline between the February 15 receipt of the PEG Report and the March 31 deadline for submitting the Trustee Distribution Report to the Minister of Education does not allow for reviewing zone boundaries following a comprehensive ward boundary review.

5. OCDSB Electoral Zone Boundary Review

The last comprehensive electoral zone boundary review for the Ottawa-Carleton District School Board was conducted in 2006. The Board has continued to delay a comprehensive review to focus on other matters of importance, but in advance of the 2018 elections, approved a partial study of the boundaries of electoral zones 7 and 11, which resulted in changes to those zones to rebalance the electoral quotient.

There is no requirement for a change in the number of trustees on the Board due to the ward boundary review. Ontario Regulation 412/00 establishes the maximum number of trustees for the Ottawa-Carleton District School Board at 12. The Board may, at its discretion, reduce this number. Such a reduction must be made by way of Board resolution. It is important to note that trustees are elected by public school supporters only. Therefore, trustee zone boundary reviews focus on electors and not the general population when determining voter parity.

It will be necessary to review the existing electoral zone boundaries to ensure that they align with the City's new ward boundaries and that the electoral zones continue to respect the general principles of electoral representation including:

- a) Protect communities of interest;
- b) Recognize present and future population trends;
- c) Recognize physical/geographic features as natural boundaries; and
- d) Respect the principle of representation by population.

KEY CONSIDERATIONS:

6. Trustee Distribution

The PEG report establishes the population of the board's electoral group by municipal ward, effective January 1 of the election year and is used to calculate the elector quotient for each ward and zone. Ideally, the electoral quotient should be 1.0 with a variance of not more than +/- 25 percent.

The 2018-2022 Trustee Determination and Distribution (Appendix A) indicates the electoral quotient by zone for the 2018 municipal election. A review of the population projections in the City's report suggests the electoral quotient will be impacted by growth.

7. Zone Boundary Reviews

A zone boundary review is a significant undertaking. It touches on the very foundation of democracy and is naturally a sensitive and complex subject. An effective review requires research and legislative analysis, population analysis and projections, the development of a series of models/options, cartographic support, and public consultation and related implementation. Given the complexity involved in undertaking a zone boundary review, there needs to be a common understanding within the Board that a review would only be initiated if there was a clear and collective will to make changes to the electoral structure.

Municipal ward boundaries establish the framework for determining electoral zone boundaries for school boards. The District must adapt to the City's change and adjust the zone boundaries to match the twelve trustee members to the City's 24 wards. The even number may provide a unique opportunity to reconsider the zone map with the understanding that trustee zones can be comprised of one or more municipal wards, but the combined wards must be contiguous (zones can combine adjacent wards but cannot sever or intersect municipal ward boundaries). A review of electoral zones is generally undertaken in a period of stability with municipal ward boundaries. With the City having just revised their ward boundaries to anticipate future growth, the timing is appropriate for the District to evaluate and make changes to its electoral zones.

8. The Impact of the Revised City Ward Boundaries on the District

To better understand the impact of the City's recent ward boundary changes on the current electoral zone structure, planning staff has created a composite map of the trustee zones across the District with the approved City ward changes superimposed on top (Appendix B).

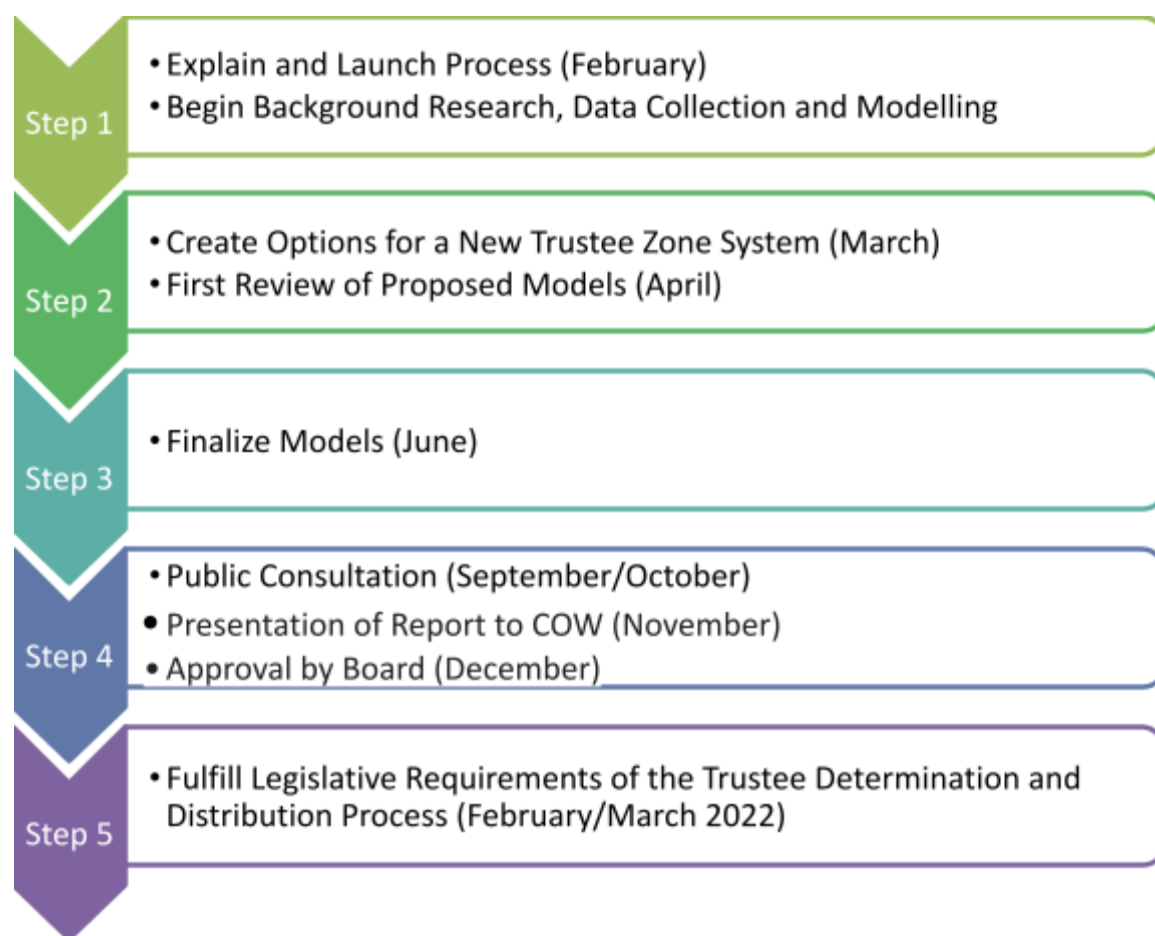
Additionally, a map of each zone has been provided, highlighting the areas of change in accordance with the approved ward changes and 'in red' the related areas of impact for that particular zone (Appendix C). Several zones have minor adjustments to the borders of the zone boundary.

Planning has identified that zones 1, 3, 4, 7, 8, 10, 11 and 12 have significant line shifts, large landmass and development areas that should be considered in any zone change options that may be suggested in the course of the review. Staff plan to generate a series of options for consideration by the trustees and the community.

The District's electoral base is the number of electors that support the public school system. MPAC provides information on the number of electors prior to each election and it is not anticipated that the material will be made available until early 2022. Planning staff will use population projections for each City ward, public school elector projections, enrollment projections, and the number of schools – current and planned, both elementary and secondary, within each City ward. The projections will enable staff to develop options for rearranging/aligning the zones.

9. Proposed Timeline

The following timeline for the comprehensive boundary review will allow time for research, consultation and deliberation.



RESOURCE IMPLICATIONS:

10. The primary costs associated with a comprehensive electoral zone boundary review include staff time, advertising, modelling, public consultation, and other related costs. Once the new boundaries are approved, there will be additional costs related to communications initiatives.

COMMUNICATION/CONSULTATION ISSUES:

11. Undertaking a comprehensive zone boundary review well in advance of the 2022 municipal election provides ample communication and consultation opportunities with stakeholder groups and the general public. Public meetings will be held to share information regarding the proposed zone boundary configuration options, the reason for the review, and to seek feedback for the Board to consider as it proceeds.

Superintendents of Instruction will also play a role in the consultation process through their conversations with principals. Principals can then ensure the item is added to school council agendas. Feedback from school councils will help inform the zone realignment options.

DISCUSSION QUESTIONS:

- Does the proposed boundary review provide a comprehensive approach to examining ward boundaries?
- Are there particular areas or issues of concern that need to be reviewed for better alignment in the review process?
- What additional strategies or considerations might enhance the review process?

Michele Giroux
Executive Officer

Camille Williams-Taylor
Director of Education and
Secretary of the Board

APPENDICES

Appendix A: OCDSB Trustee Determination and Distribution, 2018-2022

Appendix B: Composite Map of Trustee Zones

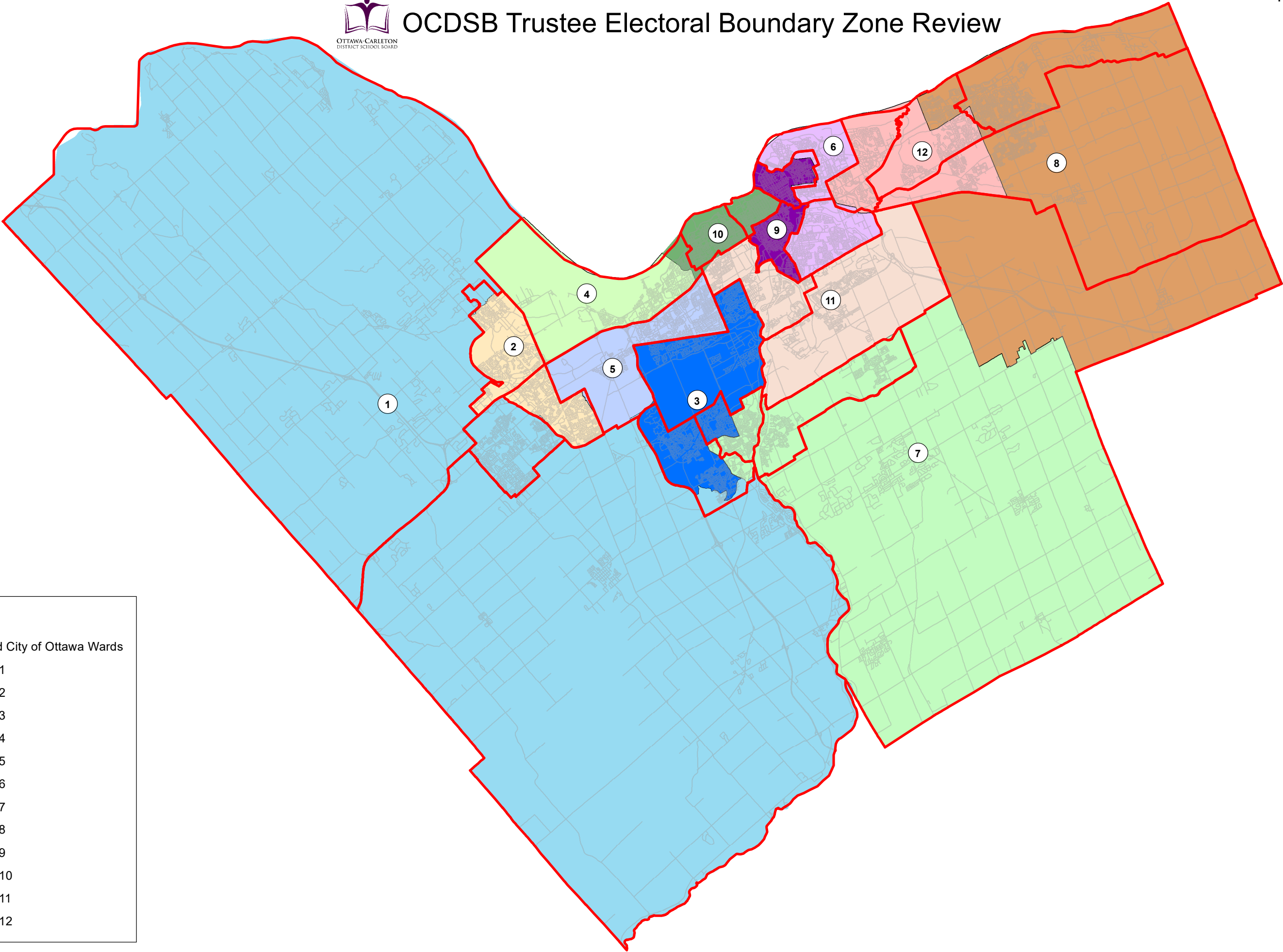
Appendix C: Individual Zone Maps

OCDSB - Trustee Determination and Distribution, 2018-2022

Zone	Ward Name	Ward Number	Electoral Group Population (Public School Supporter Population)	Electoral Quotient
Zone 1	West Carleton-March Stittsville Rideau-Goulbourn	5	16,475	1.098
		6	18,712	
		21	18,382	
			53,569	
Zone 2	Kanata North Kanata South	4	24,152	1.117
		23	30,354	
			54,506	
Zone 3	Barrhaven Knoxdale-Merivale	3	32,795	1.184
		9	24,974	
			57,769	
Zone 4	Bay	7	31,380	0.643
			31,380	
Zone 5	College	8	33,709	0.691
			33,709	
Zone 6	Rideau-Rockcliffe Alta Vista	13	22,352	1.045
		18	28,639	
			50,991	
Zone 7	Osgoode Gloucester-South Nepean	20	15,455	0.903
		22	28,600	
			44,055	
Zone 8	Orléans Cumberland	1	23,577	0.939
		19	22,226	
			45,803	
Zone 9	Rideau-Vanier Capital	12	29,997	1.158
		17	26,476	
			56,473	
Zone 10	Somerset Kitchissippi	14	32,589	1.280
		15	29,875	
			62,464	
Zone 11	River Gloucester-Southgate	16	30,378	1.164
		10	26,403	
			56,781	
Zone 12	Innes Beacon Hill-Cyrville	2	20,132	0.777
		11	17,790	
			37,922	
Grand Total:			585,422	12.000



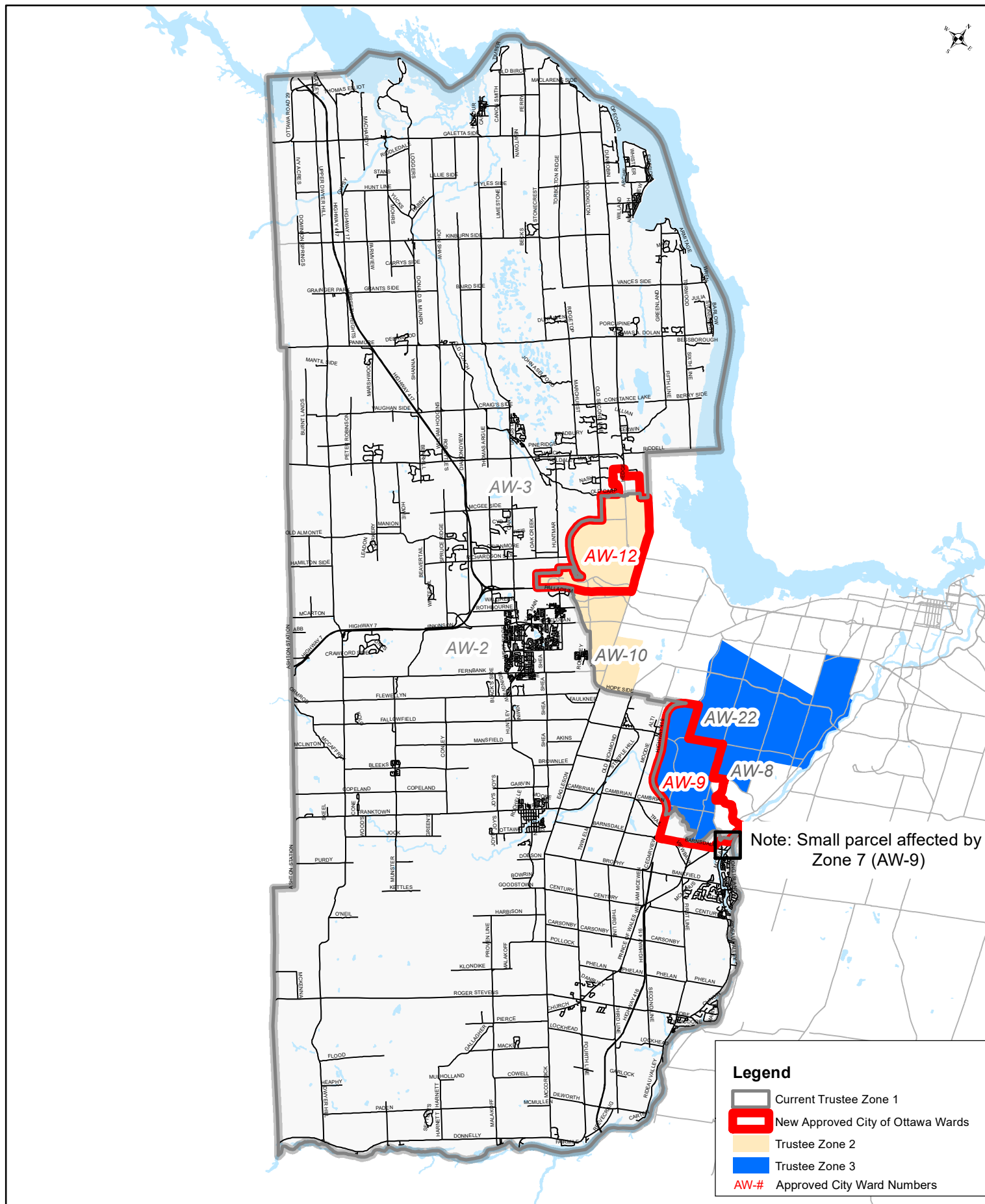
OCDSB Trustee Electoral Boundary Zone Review



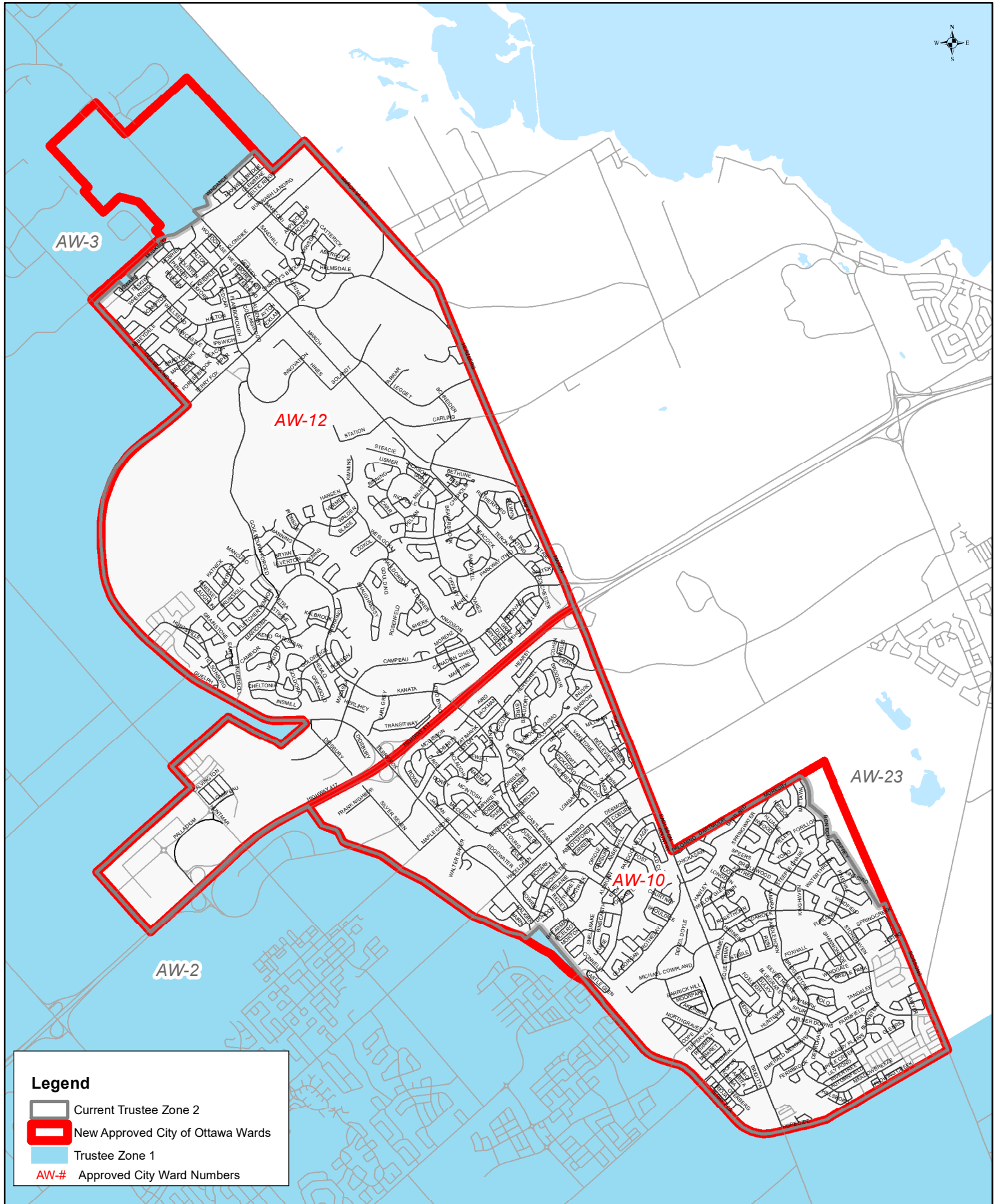
Legend

- New Approved City of Ottawa Wards
- Trustee Zone 1
- Trustee Zone 2
- Trustee Zone 3
- Trustee Zone 4
- Trustee Zone 5
- Trustee Zone 6
- Trustee Zone 7
- Trustee Zone 8
- Trustee Zone 9
- Trustee Zone 10
- Trustee Zone 11
- Trustee Zone 12

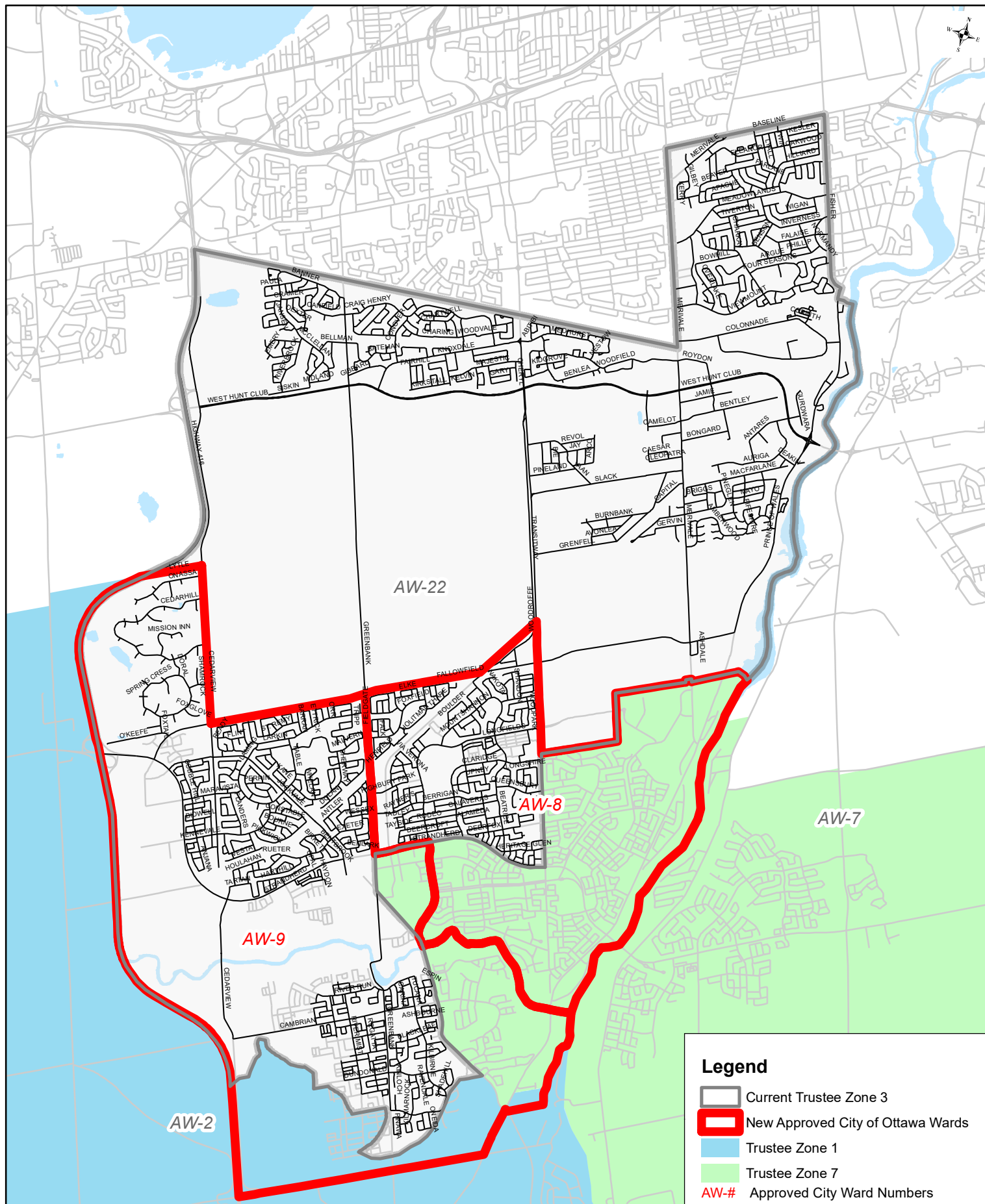
OCDSB Trustee Zone 1- Impacts per Approved Ward Boundary Amendments (West Carleton-March, Stittsville-Kanata West and Rideau Goulbourn)



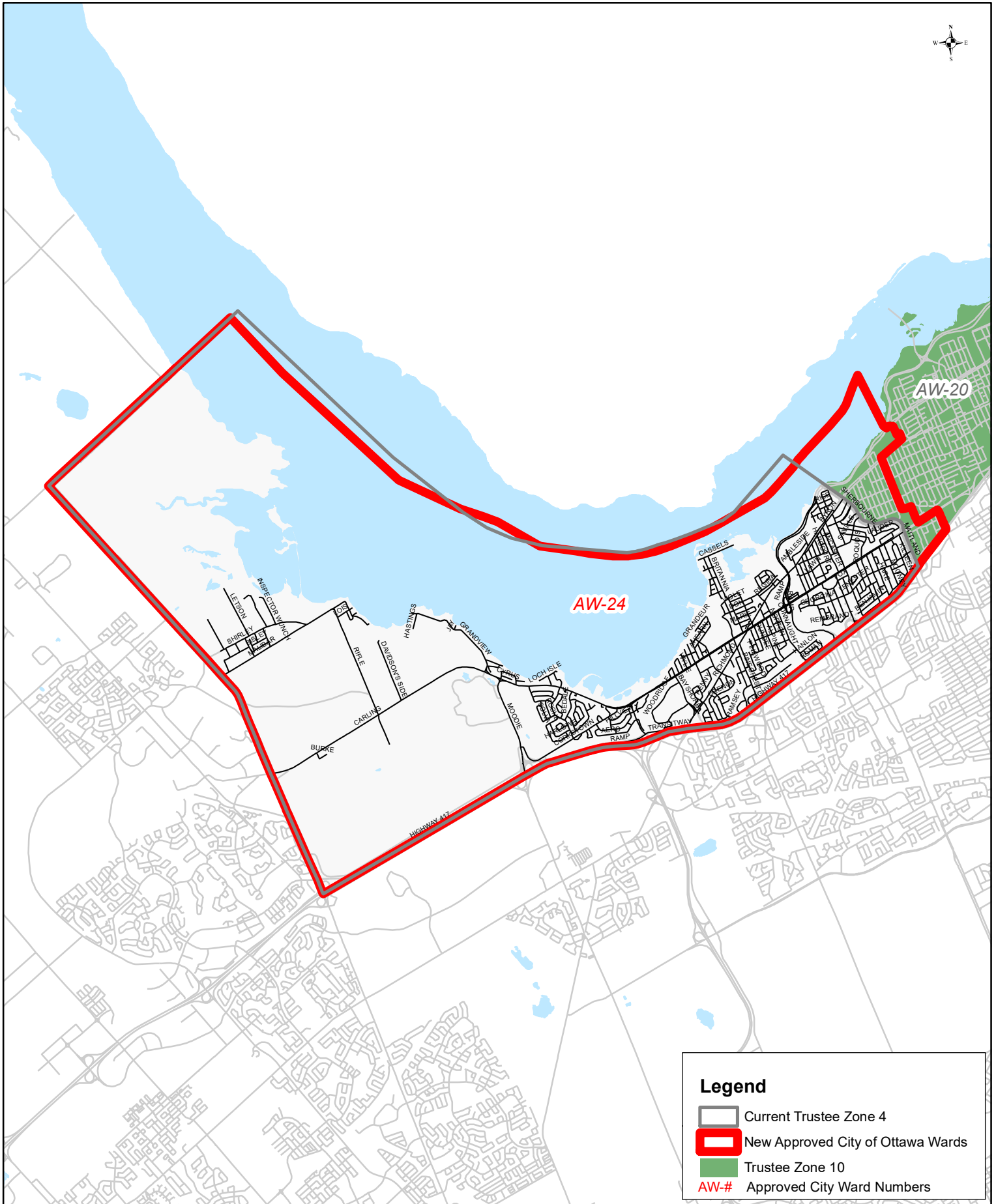
OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

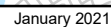


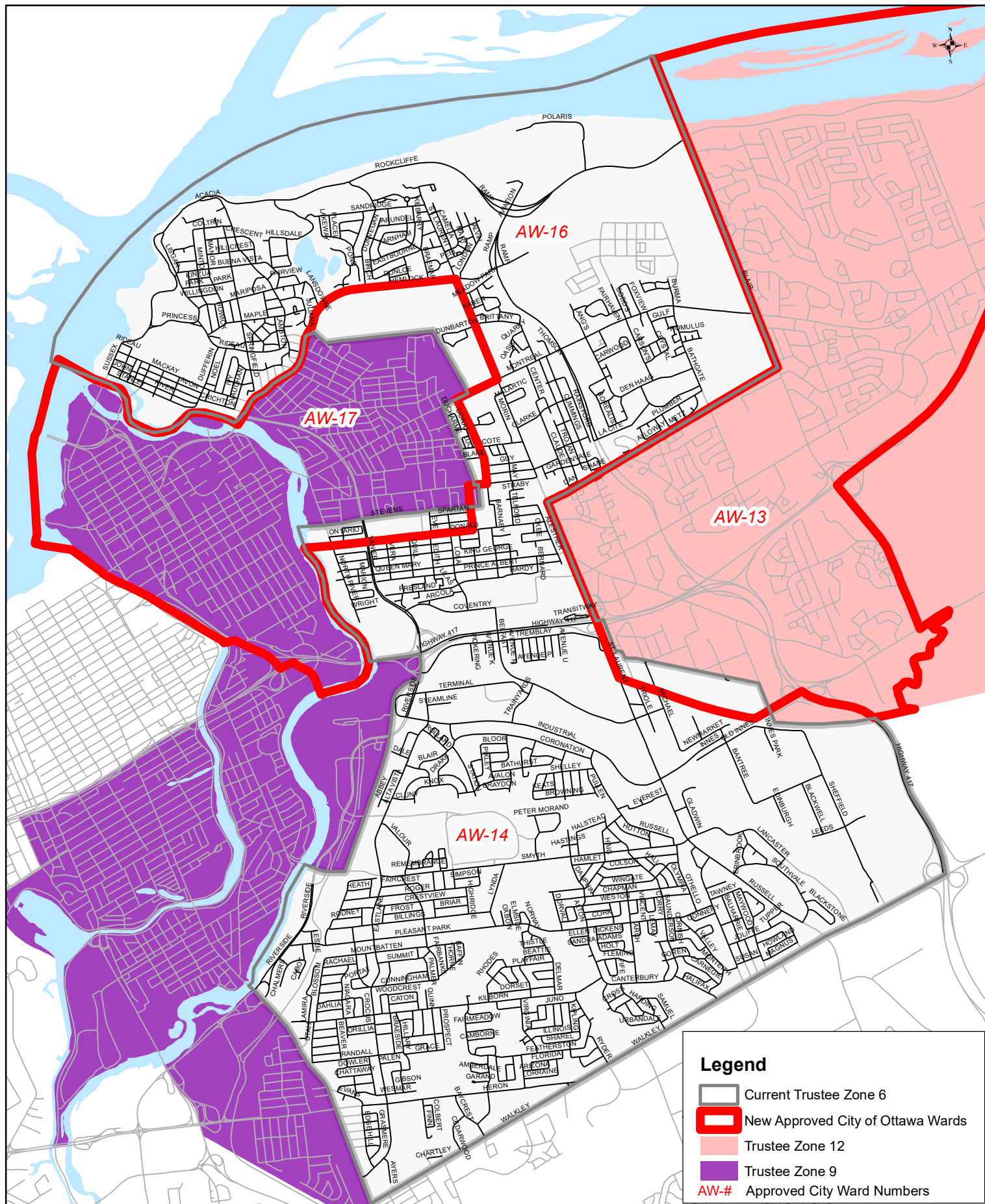
OCDSB Trustee Zone 3 - Impacts per Approved Ward Boundary Amendments (Barrhaven and Knoxdale-Merivale)



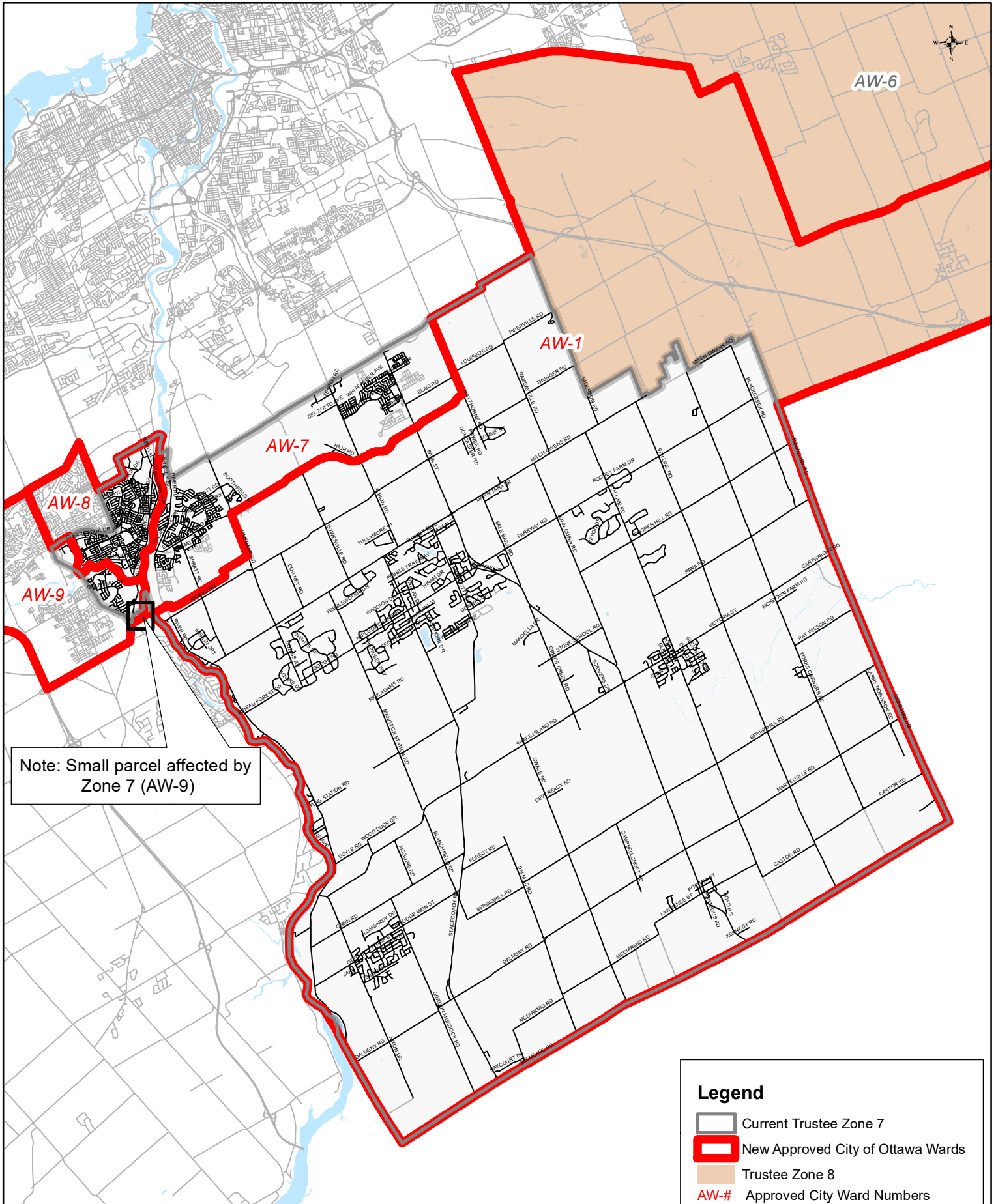
OCDSB Trustee Zone 4 - Impacts per Approved Ward Boundary Amendments (Bay)

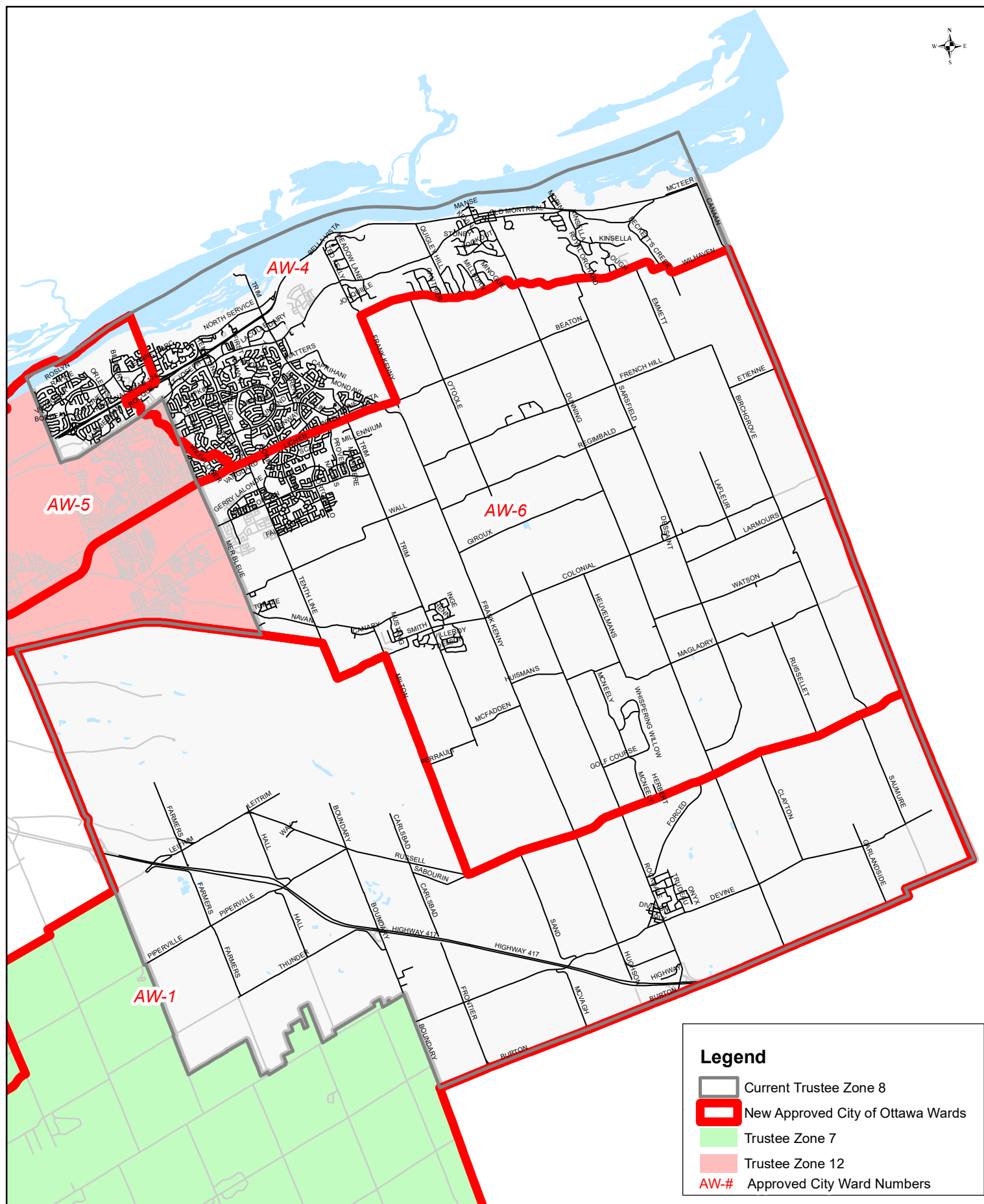




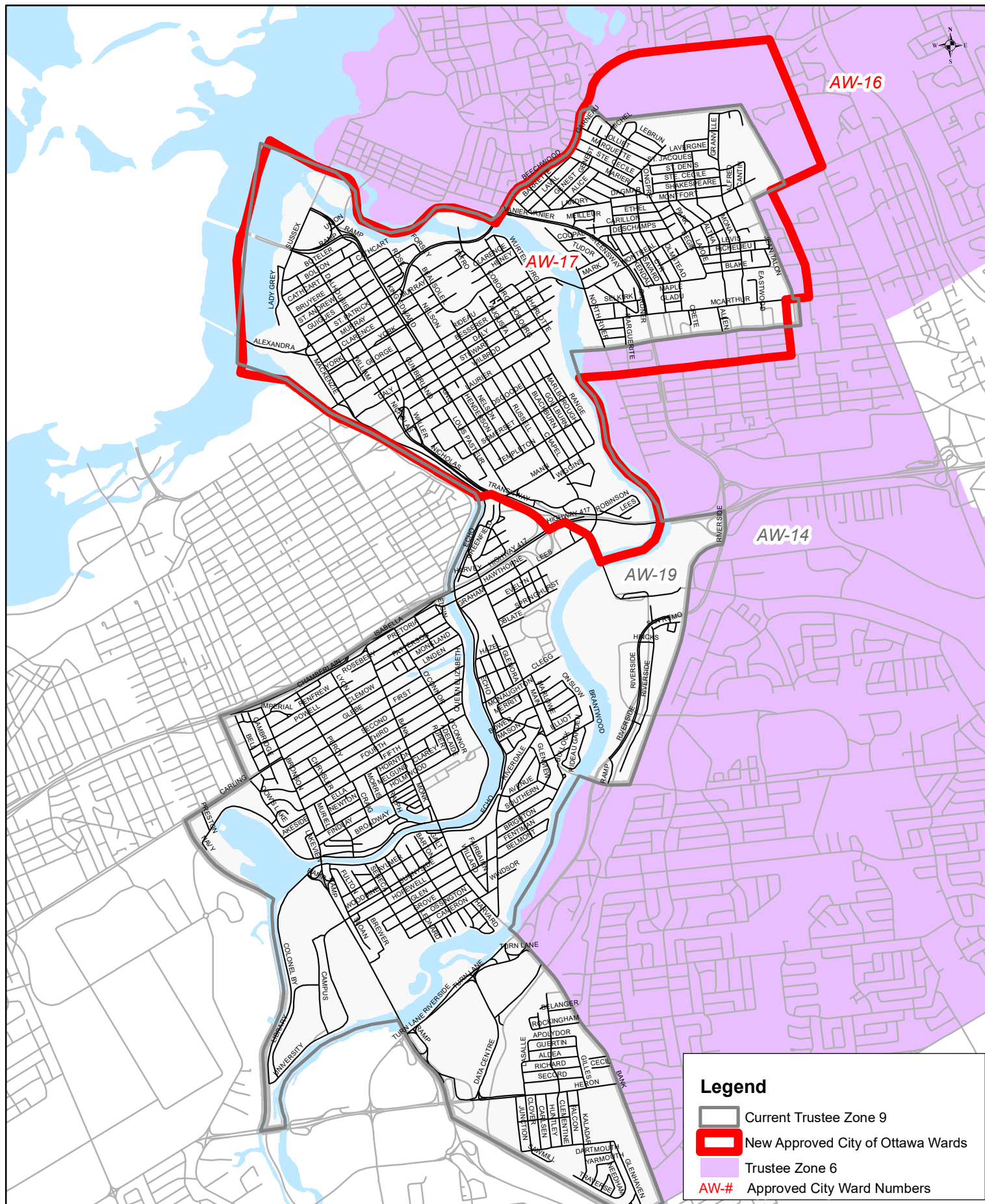


OCDSB Trustee Zone 7 -Impacts per Approved Ward Boundary Amendments (Gloucester-South Nepean/Osgoode)

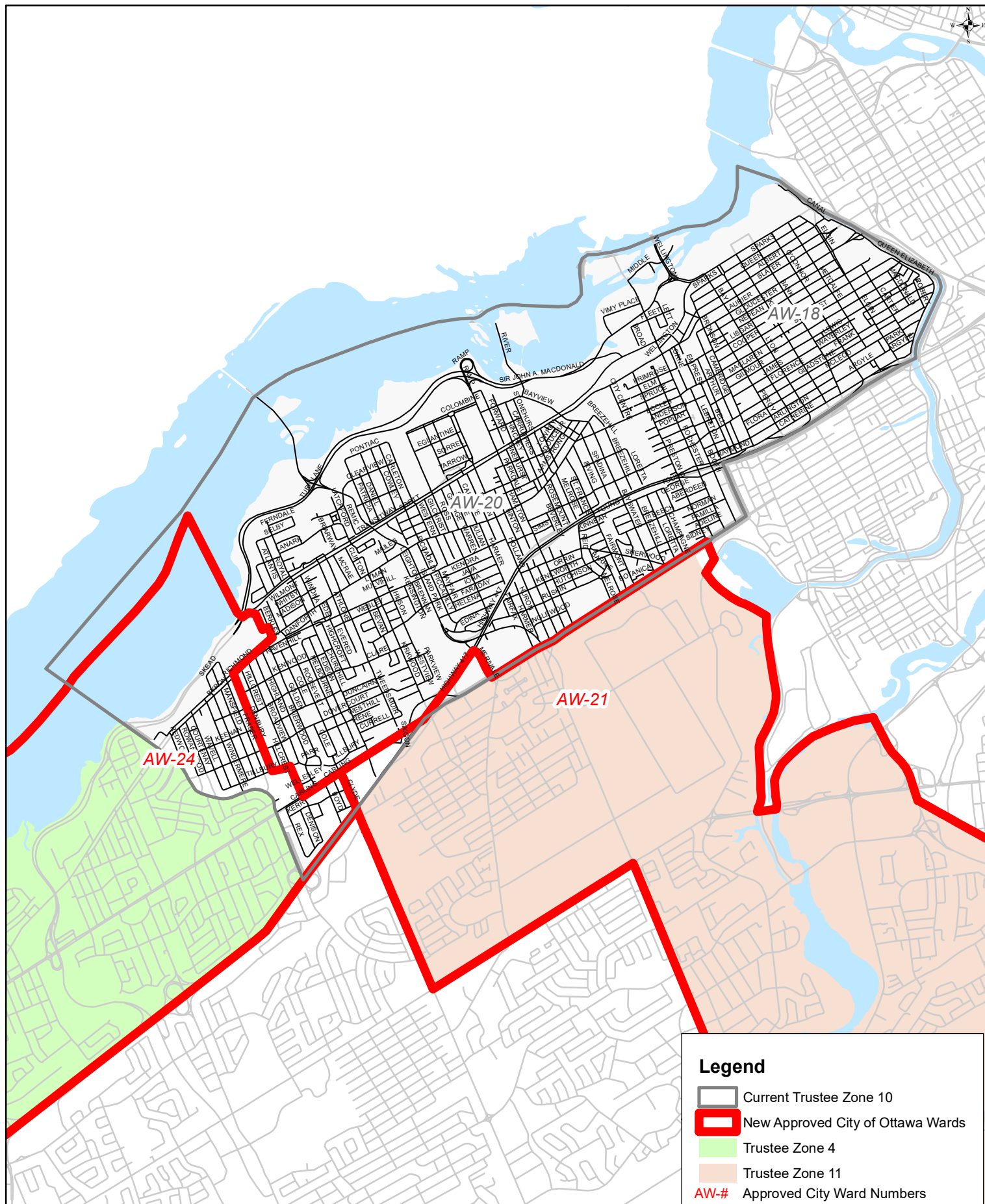




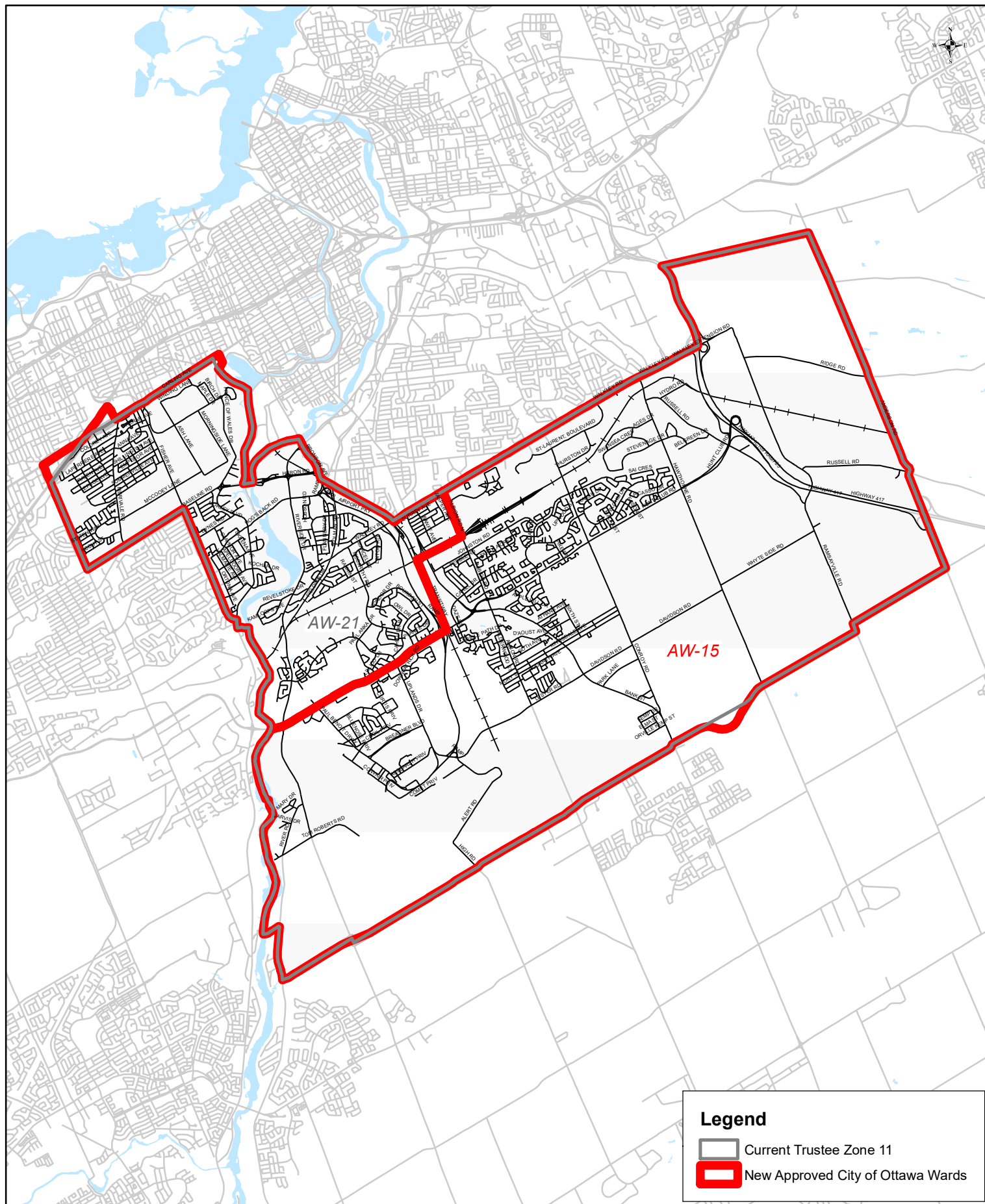
OCDSB Trustee Zone 9 - Impacts per Approved Ward Boundary Amendments (Rideau-Vanier and Capital)



OCDSB Trustee Zone 10 - Impacts per Approved Ward Boundary Amendments (Somerset and Kitchissippi)



OCDSB Trustee Zone 11 - Impacts per Approved Ward Boundary Amendments (River/Gloucester-Southgate)



OCDSB Trustee Zone 12 - Impacts per Approved Ward Boundary Amendments (Innes and Beacon Hill-Cyrville)

