

## **DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT**

**REPORT TO:** Durham District School Board

**DATE:** October 21, 2024

**SUBJECT:** Unnamed Coughlan PS Boundary Review  
(Stannardville Drive/Hurst Drive) Ajax

**PAGE:** 1 of 8

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The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to providing learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive, and free from all forms of discrimination, oppression, harassment and harm.

### **1.0 Abstract**

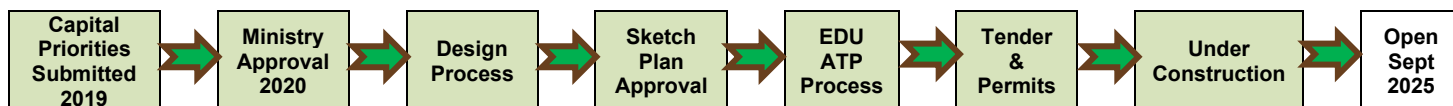
Prior to the opening of a new school, a permanent attendance boundary is established for students attending the new school through a boundary review consultation involving the local community and partner schools that have been hosting from the areas of new development. The review and establishment of school attendance boundaries takes place in accordance with the Durham District School Board's (DDSB) School Boundaries Regulation (Appendix A). To accommodate the existing and future enrolment in the Pickering Seaton and north Ajax Areas, the Unnamed Coughlan PS will open in September 2025 and the review to establish its boundary is scheduled to take place between October 22, 2024, and January 10, 2025. This report is provided for information.

### **2.0 Purpose**

The purpose of this report is to provide the Board of Trustees with information on the public consultation process that will be undertaken in the current school year to establish the permanent attendance boundary for the Unnamed Coughlan PS located at Stannardville Drive and Hurst Drive. The boundary review will take place in accordance with the Durham District School Board's (DDSB) School Boundaries Regulation.

## 1. Background

With significant population growth in Durham Region, the Durham District School Board (DDSB) is continuing to see increases in enrolment within the District. New schools are constructed to address the enrolment growth and support students within their home communities.



The Unnamed Coughlan PS received Ministry of Education (Ministry) Capital Priorities funding in 2020 and is currently under construction with a scheduled opening date of September 2025. The school has a Ministry Rated Capacity (MRC) of 536 pupils and will accommodate students from JK to Grade 8 and includes a Child Care Centre. The school site is 8.01 acres in size.

Unnamed Coughlan PS is part of a greenfield development area that is attractive to young families. The new school will provide pupil accommodation for students residing in the north Ajax and the north Pickering (Seaton) development neighbourhoods, specifically located in the block west of Salem Road, north of Rossland Road West, south of 5th Concession Road and east of Aquarius Trail. As outlined in the proposed boundary map found in Appendix B, there are four partner schools, Eagle Ridge PS, Alexander Graham Bell PS, Valley Farm PS and Valley View PS, which are accommodating students residing in this new development until the new school opens in the 2025-2026 school year.

The proposed Unnamed Coughlan PS boundary aligns with the multiple growth boundaries currently in place since development in the area began. The enrolment data, provided in section 4.0 of the report, supports the Unnamed Coughlan PS proposed boundary.

### 1. Growth Boundaries and Partner Schools

As new homes are occupied, Growth Boundaries are identified and linked to Partner Schools to accommodate enrolment growth until funding is provided by the Ministry for the construction of a new school. A permanent attendance boundary is established prior to the opening of the new school.

Partner schools are determined based on factors including available space, site size, use of portables, transportation (distance to school and space to accommodate buses), adequate parking, and washrooms to accommodate the projected number of students and staff.

Once the partner school is identified, students and their siblings attend their designated partner school. Any new families moving into an established growth boundary also attend the identified partner school until such time as the permanent boundary for the new school is established and the new school opens.

The proposed boundary of the Unnamed Coughlan PS will encompass the immediate neighbourhood in the Town of Ajax and also include part of the Seaton community in the City of Pickering. The Pickering portion of the proposed boundary is currently partnering at Valley Farm PS and Valley View PS. The north part of the Ajax portion of the proposed boundary is currently partnering at Valley View PS, while the south part is partnering at Eagle Ridge PS and Alexander Graham Bell PS.

Students residing in the proposed permanent boundary and attending the four identified partner schools, upon graduation, go to Pine Ridge SS or Pickering HS. The establishment of a permanent boundary is an opportunity to ensure students graduate with their peers and attend secondary schools within their communities. Given the location of the Unnamed Coughlan PS, Pine Ridge SS and Pickering HS have been identified as the secondary schools assigned to Unnamed Coughlan PS.

## 2. Regulatory Requirement

The DDSB Regulation: School Boundaries outlines the parameters used for creating new and revising current school boundaries. The Regulation includes a consultation process to gather feedback from the community (see Appendix A).

The DDSB is required to establish a permanent boundary for Unnamed Coughlan PS, scheduled to open for the 2025-2026 school year.

## 3.0 **Analysis**

Based upon the proposed boundary, Table 1 below identifies the 2025-2026 enrolment projections for Unnamed Coughlan PS and the expected effect of the opening of the new school on the projected 2025-2026 enrolment for the four partner schools. This proposal includes students currently in Junior Kindergarten (JK) to Grade 7, and incoming JK's, as of September 2025. These students are currently located at the four partner schools outlined in Appendix B.

Current Grade 7 students will be given the choice to stay at their existing designated partner school or transition to Unnamed Coughlan PS for Grade 8. Transportation will be provided to students who choose to remain at their existing partner school for Grade 8. It is expected that their younger siblings, if applicable, will attend the new school upon its opening. If families reside outside of the DSTS-established walk boundary, transportation to the new school will be provided. If younger siblings choose to continue to attend the partner schools in 2025-2026, they will be considered as "out of area" and transportation will not be provided.

As evidenced in previous new school openings, a new facility attracts students from other sources including other publicly funded schools, private schools and DDSB families within the proposed boundary that decided to remain at their previous home school (rather than the DDSB-assigned partner school). The proposed Unnamed Coughlan PS community has no existing schools and therefore staff, based upon past school openings, expect that the Unnamed Coughlan PS will continue to attract new students as new homes continue to be occupied and the pace of development increases. As new homes are occupied and enrolment increases, the partner schools may continue to be used to accommodate students from identified growth boundaries.

**Table 1 – 2025-2026 Projected Enrolment:**

<b>October 2025</b>	<b>Total Enrolment</b>	<b>Utilization</b>	<b>Portables Needed</b>
Unnamed Coughlan PS	736	137%	8
Alexander Graham Bell PS	555	108%	1
Eagle Ridge PS	431	99%	0
Valley Farm PS	561	83%	0
Valley View PS	90	54%	0

The opening of Unnamed Coughlan PS for the 2025-2026 school year will result in minimal portables or the removal of all portables at the four schools currently accommodating the growth.

### 3.1 Consultation Plan

The Public Consultation Plan has been developed in accordance with the DDSB Regulation: School Boundaries. Consultation will begin October 22, 2024, and end on January 10, 2025. Staff propose as part of the consultation process that a minimum of one public meeting be held with a second public meeting tentatively being scheduled if needed. At least one of the meetings would be held in-person in early November 2024. If a second meeting is needed, it would be held in early December 2024.

Following consultation, a final recommendation report will be brought forward to the Board of Trustees for consideration and for a decision regarding the permanent attendance boundary for the new school at the February 18, 2025, Board Meeting.

### 3.2 Risks and Opportunities

With the opening of the Unnamed Coughlan PS, there is an opportunity to redirect 20 portables to address other accommodation pressures and ensure that fewer students are in alternative learning spaces.

No risks have been identified with the opening of the Unnamed Coughlan PS.

Students residing in the proposed permanent boundary and attending the four identified partner schools, upon graduation, will go to one of two identified secondary schools. The establishment of a permanent boundary is an opportunity to ensure students graduate with their peers and attend the same secondary schools.

#### **4.0 Financial Implications**

Potential for a reduction in transportation costs as a reduced number of buses would be required with the new permanent boundary.

#### **5.0 Strategic Links**

A plan for efficient utilization of DDSB's existing spaces and planned new spaces opening for September 2025 will support meaningful learning by providing high quality teaching and learning spaces; contribute to connected communities by ensuring spaces that foster opportunities to meet, learn from and inspire each other are available; and advocate well-being by ensuring our schools are safe, caring and respectful environments where people can thrive.

#### **6.0 Communication/Implementation Plan**

Establishment and review of school boundaries is a community consultation process that includes a variety of communications including reports for information and/or consideration by the Board of Trustees, presentations that will be made available on DDSB's website, school communications utilizing impacted schools and DDSB websites, as well as other forms of school notifications, i.e., School Messenger notices.

The process includes opportunities for community input through email, voicemail, and survey as well as an in-person and a virtual consultation, and School Community Council executive meetings with impacted schools. A dedicated email address and phone line will be established to gather community input.

All information resulting from the consultation process will be summarized and provided to the Board of Trustees in a recommendation report.

Key dates for consultation as noted above are as follows:

September 2024:

- Development of Boundary Review Information Report to the Board of Trustees.
  - Internal staff discussions.
  - Meeting with Pickering and Ajax Superintendents and System Leads included in the Boundary Review.
  - Meeting with Pickering and Ajax Trustees to share information regarding the Boundary Review.

## October 2024:

- October 8
  - Meeting with Principals of individual schools included in the Boundary Review.
- October 21
  - Boundary Review Information Report presented at the Board meeting to begin the community consultation process.
- October 22
  - Community Consultation begins.
  - The Boundary Review Information Report and a PowerPoint presentation, that provides an overview of the boundary review and communication timelines, including community consultation details, is available on the [DDSB website](https://www.ddsb.ca/en/about-ddsb/boundary-and-program-reviews.aspx) at <https://www.ddsb.ca/en/about-ddsb/boundary-and-program-reviews.aspx>.
  - Communications messaging is provided to individual schools included in the Boundary Review.
  - Survey open until 5:00 p.m. January 10, 2025.
  - SCC Executive Meetings for schools included in the Boundary Review will be scheduled, to accommodate the SCC Executive calendars. An overview of the report and community consultation will be provided with a focus on feedback from the SCC Executive. The SCC Executive will also be asked to share the details of the process, consultation opportunities and timelines to ensure feedback is gathered through the process.

## November 2024:

- Early November (date and time to be determined) – more information will be posted at [www.ddsb.ca](http://www.ddsb.ca) and the impacted schools' websites.
  - In person public meeting to gather community feedback to be held at:  
  
Eagle Ridge PS  
425 Delaney Drive  
Ajax, L1T 4N1

## December 2024:

- Early December (date and time to be determined) – more information will be posted at [www.ddsb.ca](http://www.ddsb.ca) and the impacted schools' websites.
  - A webinar (if needed) will be held to gather community feedback. There will be a formal presentation; however, the focus will be on community feedback.
  - At both in-person and online meetings, participants will be required to register prior to the event and details will be advertised through the schools' and DDSB's website and social media.

## January 2025:

- January 10
  - Consultation ends January 10, 2025, 5:00 p.m. DDSB staff to review all input received.

Throughout the community consultation period of October 22, 2024, to 5:00 pm, January 10, 2025, community feedback, which will be shared with local area Trustees, may be provided through:

Email: [CPSBoundaryReview@ddsb.ca](mailto:CPSBoundaryReview@ddsb.ca)

Phone: 905-666-6308

All input received via the webinar, email, phone, and survey will be summarized and included in the Final Boundary Review Recommendation Report to Trustees for their consideration and decision. Any community recommended alternative options to address the accommodation pressures will be analyzed by staff with the alternative option and analysis included in the Final Boundary Review Recommendation Report.

- January 2025 (after close of consultation):
  - Staff to prepare draft Boundary Review Report.

## February 2025:

- February 3
  - Final Report to Board of Trustees for information and feedback – Standing Committee.
- February 18
  - Final decision to establish permanent boundary by Board of Trustees – Board Meeting.

## 7.0 **Conclusion**

This report is provided to the Board of Trustees for information.

The Unnamed Coughlan PS is scheduled to open for the 2025-2026 school year. A community consultation process needs to commence in order to establish the permanent attendance boundary.

The community consultation will occur from October 22, 2024, to January 10, 2025, with a final decision by the Board of Trustees scheduled for February 2025. Such an approach provides sufficient time for families and students to prepare for the boundary changes and timing for staffing allocations effective September 2025.

## 8.0 **Appendices**

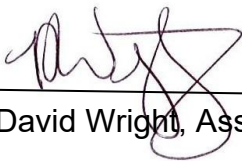
Appendix A: Regulation: School Boundaries

Appendix B: Unnamed Coughlan PS - Proposed Boundary Map and Partner Schools

Report reviewed and submitted by:

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



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David Wright, Associate Director of Corporate Services and Treasurer of the Board



### School Boundaries

To provide a uniform procedure for establishing and adjusting school boundaries.

#### 1.0 Criteria:

##### 1.1 New School Boundaries

New school boundaries are established for newly constructed or planned schools. The locations of school sites are primarily determined at the Municipal Secondary Plan stage by Planning Staff. New school boundaries are designed to reflect the neighbourhood or community which the school is intended to serve. In a period of enrolment growth, it is expected that these boundaries will be altered to address growth related issues such as, accommodation, instruction, transportation.

Where possible, new school boundaries will be based on the following criteria:

- (a) municipal, community or neighbourhood boundaries as defined within Official, Secondary or Community plans;
- (b) local restricting parameters;
  - major roads, highways,
  - rivers,
  - rail lines,
  - hydro corridors,
  - incompatible land uses;
- (c) maximizing the walking population to the school;
- (d) accommodating both a peak population and a mature population adequately on site.

##### 1.2 Adjustments to Existing School Boundaries

- (a) Interim Boundary Adjustments:
  - (i) **Causes:** Interim boundary adjustments are considered for a neighbourhood, school or family of schools in response to a number of problems that can arise:
    - areas where no school boundary exists;
    - in response to enrollment pressures;
    - in response to facility problems due to site constraints, temporary closure, timing of construction, damage due to fire or other catastrophes, etc.
  - (ii) **Time:** Interim boundary adjustments are temporary and should not be considered for periods exceeding three years.

(iii) **Criteria:**

Preferred Alternative - Adjacent School

Where possible, interim school boundaries will take into consideration the nearest adjacent school that meets the following criteria:

- has available capacity or room for portable classrooms to accommodate students who are to be displaced;
- provides a similar program for students;
- is located within the same community or municipality;
- has a walking population component.

Other Alternatives:

Should the nearest adjacent school not meet the above criteria, the two other alternatives are:

**Alternative A:** a school within the same municipality which is accessible by public or Durham District School Board transportation which meets criteria 1. and 2. in section (iii).

**Alternative B:** a school within The Durham District School Board which meets criteria 1. and 2. in section (iii).

(b) Permanent Boundary Adjustments:

(i) **Causes:** Permanent boundary adjustments are primarily caused by:

**Program Adjustments**

- French Immersion or Gifted program relocation or creation;
- JK-6 to JK-8, or 7 & 8 to JK-8 school conversion;
- location of new or unique programs within the Board, etc.

**School Closure and Consolidation of School Facilities**

**Relocation of Student Population**

- where no community school will be built;
- when interim measures are extended beyond 3 years;
- in conjunction with previous two examples;
- to accommodate changes in facilities that alter school capacity, etc.

(ii) **Time:** Permanent boundary adjustments are considered for a neighbourhood, school or family of schools when an area is to be affected for a period greater than three years. Permanent boundary adjustments are major projects requiring extensive research and consultation and can have a lengthy period of implementation.

(iii) **Criteria:** Where possible, permanent boundary adjustments will be based on the following criteria:

- maintaining the educational viability of the program in question;
- school facilities must be adaptable to meet program needs and the anticipated student population;
- same criteria as listed in Section 1.1 "New School Boundaries" Sections (a) to (d).

## 2.0 Consultative Process:

2.1 Decisions regarding school boundaries ultimately rest with the Board. The consultative process is as follows:

- (a) As part of the annual meeting between Planning staff and the Area Superintendents, discussions on the need for a boundary review will occur.
- (b) The Planning Department and the appropriate Superintendent will develop a proposal in consultation with Durham Student Transportation Services. (Financial implications will be included).
- (c) The Superintendent(s) of Education/Area, Transportation Department and the Planning Department will meet with the trustee(s) to discuss the consultative process, review the analysis and plan the public consultation process.
- (d) An Open Session report to Trustees will be presented as information, regarding the commencement of a boundary review.
- (e) The Superintendent(s) of Education/Area will consult with the Principal(s) and School Community Council chair(s) or Executive(s).
- (f) The Superintendent(s) of Education/Area and the appropriate trustee(s) will initiate a public consultation process, involving a minimum of one Open House, with parents/guardians of students to be affected and involve the appropriate Principal(s), the School Community Council chair(s) or executive(s), the Planning Department and Durham Student Transportation Services. Information on the proposal will be outlined at the Open House and input from parents/guardians will be received.
- (g) Based on staff expertise and past practice, it may be determined that a subsequent Open House is required within the process to provide additional information (ie boundary revision based on community feedback, survey results) or to create a community consultation process regarding possible transition plans.
- (h) A dedicated email address and phone line will be set up to gather input, from the time the community are informed of the consultation process, to when an approval has occurred.
- (i) An administrative report will be prepared by the Superintendent(s) of Education/Area in consultation with the Planning Department and Durham Student Transportation Services and presented to Administrative Council. This report will go to the Board for final approval.
- (j) Details of the new or revised school boundaries and implementation will be communicated in writing by the Superintendent(s) of Education/Area to the school community.

2.3 Where possible, finalized details of new or adjusted boundaries will be determined and announced no later than the release of the Official Enrollment Projections proceeding the school year in which the boundaries are to be enforced or phased in. This time frame allows for sufficient advance notice to parents, students, trustees, school and administrative staff.

**Appendix:**

None

**Effective Date**

98-06-26

**Amended/Reviewed**

2006-08-02

2012-05-22

2012-10-01

2014-12-04

2019-11-08



# UNNAMED COUGHLAN PS PROPOSED BOUNDARY DURHAM DISTRICT SCHOOL BOARD APPENDIX B

