

Highlands of Millbrook
Neighbourhood School
Attendance Area Review

Background Study

November 2025

1. Introduction

1.1 Background

The Highlands of Millbrook (formerly Towerhill North) neighbourhood school was approved as part of the Ministry of Education's (MOE) 2024-2025 Capital Priorities Program. The MOE approved a new 481-pupil-place elementary school along with a four-room child care centre (1 infant, 1 toddler, 2 preschool) at this site. The anticipated opening of the new school is September 2027.

The primary purpose of this review is to establish the student population/cohort and school boundary for the new Highlands of Millbrook (formerly Towerhill North) neighbourhood school.

1.2 Accommodation Planning Review Process

1.2.1. Relevant Policies and Regulations

The accommodation planning review will follow Policy BA-7.1, Student Accommodation Planning and its associated Administrative Regulation, BA-7.1.2, School Attendance Areas. Specifically, Sections 5.2, School Attendance Areas and 5.3, School Attendance Area Reviews will guide this process.

1.2.2. Initial Staff Report

As per Section 5.3.1.2 of Administrative Regulation, BA-7.1.2, this report shall serve as the Initial Staff Report to guide the boundary review process. This report provides relevant background information, including the current situation at Millbrook/South Cavan PS and North Cavan PS.

1.2.3. Steering Committee

As per Section 5.3.2 of Administrative Regulation, BA-7.1.2, a Steering Committee has been established, and is composed of the following staff positions:

- Superintendent of Education: Student Achievement, Kenner Collegiate Vocational Institute Family of Schools
- Superintendent of Education: Student Achievement, Crestwood Secondary School Family of Schools
- Superintendent, Business and Corporate Services
- Manager, Planning Services
- Manager of Operations, Student Transportation Services of Central Ontario
- Planning GIS Technician, Planning Services

Other staff members will be consulted on an ad hoc basis:

- Executive Officer, Communications and Corporate Affairs
- Senior Manager, Communications and Community Outreach
- Senior Administration
- Principal(s) of the affected schools

The role of the Steering Committee is to:

- Guide the review process
- Prepare and present reports/materials to senior administration, Board of Trustees, and other staff as required
- Facilitate community consultation
- Review community input/feedback
- Present a final recommendation for the Board of Trustee's consideration

1.2.4. Community Engagement

Section 5.3.3 of Administrative Regulation BA-7.1.2 outlines the Community Engagement process. The proposed concepts will be presented to the community and Trustees for feedback. Feedback will be collected through in-person and online engagement opportunities. Staff will review and summarize community feedback, and the concepts will be refined considering the feedback received.. A second community engagement meeting will be conducted as accommodation planning concepts are refined.

1.2.5. Recommendation and Approval

Following community engagement, a final staff report will be brought to the Resource Committee for consideration. The report will summarize the community engagement process, including the feedback received and provide staff recommendations. The final staff report will be available to the public. The Board of Trustees will make the final decision.

1.2.6. Timelines

The school attendance area review will commence in November 2025.

The first community engagement meeting has been scheduled for:

Date: November 20, 2025

Time: 6:00 pm

Location: Millbrook/South Cavan Public School (PS)

Feedback will be collected from the community engagement session and summarized. A report will be presented to the Resource Committee in February 2026 which will provide a summary of the feedback received, together with refined concepts. A second community engagement meeting will be held in February 2026.

The final (recommendation) report will be presented by June 2026.

2. School Attendance Area Analysis

Existing school boundaries are presented in Appendix A.1. Millbrook/South Cavan PS and North Cavan PS have employed different growth management strategies (i.e., use of portable classrooms, boundary and grade cohort changes, holding schools) over the past several years to manage accommodation pressures.

Millbrook/South Cavan PS is a JK to Grade 6 elementary school that feeds into Kenner Intermediate School for Grades 7 to 8. Presently there are eight portable classrooms on site, which have been able to manage the recent fluctuation in enrolment. However,

continued reliance on portable classrooms to manage enrolment can have adverse impacts on school infrastructure (i.e., parking, playground area, learning commons, gymnasiums, washroom facilities) over the long term. Holding areas have been established within this school boundary, with the students being generated from new development attending Keith Wightman PS for Grades JK to Grade 6. Currently, there are no students in the holding school. The Highlands of Millbrook neighbourhood school site is situated in the northern part of this school attendance area.

North Cavan PS is a JK to Grade 6 elementary school that feeds into Crestwood Intermediate School for Grades 7 to 8. There are five portable classrooms on site. The placement of additional portable classrooms would require significant infrastructure upgrades to the electrical and septic systems. Presently, the existing portable classrooms are managing current enrolment levels, however, there are concerns with the long-term sustainability of the school's infrastructure (i.e., septic system) and the staff and student experiences if the school continues to operate at the current enrolment levels. Holding areas have been established within this school boundary, with the students being generated from new development attending James Strath PS. Currently, there are no students in the holding school.