



PLANNING AND FACILITIES COMMITTEE PUBLIC MEETING AGENDA

The Central Okanagan Board of Education acknowledges that this meeting is being held on the Traditional Territory of the Okanagan People.

DATE: Wednesday, May 15, 2019
TIME: 6:00 pm
LOCATION: School Board Office
1040 Hollywood Road S.
Kelowna, BC

1. AGENDA

Additions/Amendments/Deletions

2. REPORTS/MATTERS ARISING

2.1 Planning and Facilities Committee Public Meeting Report – April 17, 2019
(Attachment)

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3. PUBLIC QUESTION/COMMENT PERIOD

4. COMMITTEE MEMBERS QUERIES/COMMENTS

5. DISCUSSION/ACTION ITEMS

5.1 2020-2021 Five Year Capital Plan Submission
(Attachment)

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STAFF RECOMMENDATION:

THAT: The Planning and Facilities Committee recommends to the Board:

THAT: The Board of Education approve the Capital Plan Resolution for the 2020/2021 Capital Plan as outlined on the attached summary, as attached to the Agenda, and presented at the May 15, 2019 Planning and Facilities Committee Meeting.

5.2 Enhancement Agreement – Rutland Elementary School Playground
(Attachment)

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STAFF RECOMMENDATIONS:

THAT: The Planning and Facilities Committee recommends to the Board:

THAT: The Board of Education enter into an Enhancement Agreement with the Rutland Elementary School PAC for the purchase and installation of a new playground, as attached to the Agenda, and as presented at the May 15, 2019 Planning and Facilities Committee meeting.

THAT: The Board of Education approve a \$40,000 loan be provided to the Rutland Elementary School PAC to assist with the purchase and installation of a new playground, as attached to the Agenda, and as presented at the May 15, 2019 Planning and Facilities Committee meeting.

5.3 Enhancement Agreement – Shannon Lake Elementary School
(Attachment)

STAFF RECOMMENDATIONS:

THAT: The Planning and Facilities Committee recommends to the Board of Education:

THAT: The Board of Education enter into an Enhancement Agreement with the Shannon Lake Elementary School PAC for the purchase and installation of a new playground, as attached to the Agenda, and as presented at the May 15, 2019 Planning and Facilities Committee meeting.

THAT: The Board of Education approve a \$50,000 loan be provided to the Shannon Elementary School PAC to assist with the purchase and installation of a new playground, as attached to the Agenda, and as presented at the May 15, 2019 Planning and Facilities Committee meeting.

6. DISCUSSION/INFORMATION ITEMS

6.1 Revisions to Regulation 470R – Transportation Services Management (Regulations) Guiding Principles for Transportation in School District No. 23 (Central Okanagan)
(Attachment)

6.2 Letter from the Ministry – Revisions to the Guidelines for Long-Term Facility Plans
(Attachment)

7. COMMITTEE CORRESPONDENCE

8. ITEMS REQUIRING SPECIAL MENTION

9. RECOMMENDATIONS/REFERRALS TO THE BOARD/COORDINATING COMMITTEE/OTHER COMMITTEES

10. ITEMS FOR FUTURE PLANNING AND FACILITIES COMMITTEE MEETINGS
 – *School Bus Safety Including: Seat Belts*

September	October	November
- Summer Projects Update	- Annual Integrated Pest Management Report - Review of the Long-Term Facility Plan <i>(Info Item)</i>	
January	February	April
- Annual review of Committee's Mandate, Purpose and Function	- Annual Facility Grant (AFG) Plan	
May	June	August
- Transportation Update - Capital Plan Submission	- Energy & Sustainability Presentation	- To be determined

11. FUTURE PLANNING AND FACILITIES COMMITTEE MEETINGS

June 19, 2019 at 6:00 pm August 21, 2019 at 4:00 pm (TBC) October 16, 2019 at 6:00 pm
 September 18, 2019 at 6:00 pm November 20, 2019 at 6:00 pm

12. MEDIA QUESTIONS

13. ADJOURNMENT

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Planning and Facilities Committee Meeting DATE: April 17, 2019

CHAIRPERSON: Trustee Julia Fraser STAFF CONTACT: Mitch Van Aller, Director of Operations

The Committee Chairperson acknowledged that the meeting was being held on the Traditional Territory of the Okanagan People.

In Attendance:

Board Attendees:

Trustee J. Fraser, Chairperson
Trustee R. Cacchioni, Committee Member
Trustee C. Desrosiers, Committee Member
Trustee M. Baxter
Trustee N. Bowman

In Attendance:

Staff:

K. Kaardal, Superintendent of Schools/CEO
E. Sadlowski, Secretary-Treasurer
M. Van Aller, Director of Operations
S. Kamstra, Assistant Director of Operations
D. Widdis, Planning Manager
T. Beaudry, Deputy Superintendent
M. DesRochers, Executive Assistant (*Recorder*)

Partner Group Representation:

COPAC Sarah Shakespeare, President
COPVPA Ryan Ward, Members Liaison: Middle/Secondary
COTA Susan Bauhart, President
CUPE David Tether, President
DSC Theresa Schwab, Grade 12, Rutland Senior Secondary School

Agenda - Additions/Amendments/Deletions

Add: Materials for Discussion/Action Item 6.1 – Transportation Task Force Phase I: Steering Committee Recommendations April 2019.

April 17, 2019 Committee Agenda – approved as amended.

Reports/Matters Arising

February 20, 2019 Committee Report – received as distributed.

Public Questions/Comments

Marie Howell: Ms. Howell stated that several parents from Rutland Middle School (RMS) have concerns about the recent article in the Daily Courier headlined '*School Board may have to settle for addition to aging RMS*'. On behalf of the RMS Parent Advisory Council, Ms. Howell requested that the Board keep RMS on the list for replacement versus expansion.

Tara Walters: Ms. Walters advocated for busing from École George Pringle Elementary School to Glenrosa Middle School for French Immersion students.

Terry Lum: Mr. Lum requested that the Board provide a shuttle bus from both École George Pringle Elementary School and Hudson Road Elementary School to Glenrosa Middle School for French Immersion students.

Andrea Van Niekerk: On behalf of the École Dorothea Walker Elementary Parent Advisory Council, Ms. Niekerk expressed their disappointment with the recommendations to discontinue rerouting Route 320 past École Dorothea Walker Elementary.

Discussion/Action Items

1. Transportation Task Force Phase I: Steering Committee Recommendations April 2019

The Secretary-Treasurer/CFO stated that a Transportation Task Force was established to review transportation services and procedures. Phase I of the Transportation Task Force was to provide recommendations to address routes for the Fall of 2019-2020, procedures regarding redirected students due to school enrolment capping, transportation for schools/programs of choice, and the definition of eligible versus courtesy riders. A comprehensive review of the Transportation Department will occur in Phase II.

The Secretary-Treasurer/CFO outlined the Transportation Task Force's recommendations and responded to questions.

Outcome

The Committee recommended that the Board of Education approve the following recommendations, subject to a full transportation review in the Spring of 2020:

- **maintain the status quo and continue to operate the 6 buses in the Canyon Falls Catchment;**
- **maintain the practice of not providing transportation to a school or program of choice, except if it is the students catchment area school and they are eligible;**
- **accommodate French Immersion students travelling from École George Pringle Elementary to Glenrosa Middle as eligible riders on a bus route; and,**
- **revise the eligibility limits under Regulations 470R to:**
 - **At least 4.0 km for Elementary Schools**
 - **At least 4.8 km for Middle and Secondary Schools.**

The Committee deferred the recommendation to discontinue rerouting Route 320 past École Dorothea Walker Elementary until further information could be provided for discussion at the April 24, 2019 Public Board Meeting.

The COTA President commended the Transportation Task Force for reviewing and providing recommendations in a short time frame.

2. Portable Annex at George Elliot Secondary School

The Director of Operations requested approval for initiating an expression of interest process to consider future options for the portable annex at George Elliot Secondary School.

Outcome

The Committee recommended that the Board of Education direct staff to initiate an Expression of Interest process to consider future options for the portable annex.

3. Neighbourhoods of Learning Space – H.S. Grenda Middle School

The Director of Operations stated that there is space in the new H.S. Grenda Middle School for a daycare and requested approval to initiate an Expression of Interest and bring back recommendations to a future Planning and Facilities Committee Meeting.

Outcome

The Committee recommended that the Board of Education direct staff to initiate an Expression of Interest process for a Child Care Centre in the H.S. Grenda Middle School.

4. Right-of-Way for a Bus Shelter on Rutland Secondary School Site

The Director of Operations stated that a bus shelter on the Rutland Secondary School site would be no cost to the District and would encourage transportation to and from both Rutland Middle and Rutland Secondary schools.

Outcomes

The Committee recommended that the Board of Education give first, second and third readings to School District No. 23 (Central Okanagan) Property Bylaw No. 146 (as attached);

AND THAT: School District No. 23 (Central Okanagan) Property Bylaw No. 146 (registration of a Statutory-Right-of-Way) be read a first, second, and third time and finally adopted:

AND FURTHER THAT: The Board of Education of School District No. 23 (Central Okanagan), hereinafter called "the Board", grant approval for the registration of a Statutory-Right-of-Way in favour of the City of Kelowna on Lot A, Sec 26, Twp 26, PL 21251, ODYD.

5. H.S. Grenda Middle School Property Disposal for Road Upgrade

The Director of Operations outlined the request for a property disposal for a road upgrade to accommodate the new H.S. Grenda Middle School.

Outcomes

The Committee recommended that the Board of Education give first, second and third readings to School District No. 23 (Central Okanagan) Property Bylaw No. 147 (as attached);

AND THAT: School District No. 23 (Central Okanagan) Property Bylaw No. 147 (Land Dedication) be read a first, second, and third time and finally adopted:

AND FURTHER THAT: The Board of Education of School District No. 23 (Central Okanagan), hereinafter called "the Board", grant approval for the Land Dedication to the District of Lake Country on Lot A, Plan KAP48997, District Lot 118, ODYD.

6. Right-of-Way for a Watermain at Peachland Elementary School Site

The Director of Operations outlined the right-of-way for a new watermain pipe on the Peachland Elementary School site. The Statutory Right-of-Way will allow for construction, access to and maintenance of the waterline.

Outcomes

The Committee recommended that the Board of Education give first, second, and third readings to School District No. 23 (Central Okanagan) Property Bylaw No. 148 (as attached);

AND THAT: School District No. 23 (Central Okanagan) Property Bylaw No. 148 (registration of a Statutory Right-of-Way) be read a first, second and third time and finally adopted;

AND FURTHER THAT: The Board of Education of School District No. 23 (Central Okanagan), hereinafter called "the Board", grant approval for registration of a Statutory Right-of-Way in favour of the District of Peachland on Lot 1, DL 220, PL 19728, ODYD.

7. Enhancement Agreement – Dr. Knox Middle School GaGa Ball Court

The Director of Operations stated that all schedules are in place for an Enhancement Agreement for a GaGa Ball Court at Dr. Knox Middle School.

Outcome

The Committee recommended that the Board of Education enter into an Enhancement Agreement with the Dr. Knox Middle School for the creation of a GaGa Ball Court, as attached to the Agenda, and as presented at the April 17, 2019 Planning and Facilities Committee Meeting.

8. Enhancement Agreement – Oyama Traditional School GaGa Ball Court

The Director of Operations stated that all schedules are in place for an Enhancement Agreement for a GaGa Ball Court at Oyama Traditional School.

Outcome

The Committee recommended that the Board of Education enter into an Enhancement Agreement with the Oyama Traditional School for the creation of a GaGa Ball Court, as attached to the Agenda, and as presented at the April 17, 2019 Planning and Facilities Committee Meeting.

9. Annual Capital Plan Submission – Capital Bylaw No. 2019/20-CPSD23-01

The Director of Operations stated the Capital Bylaw for the Annual Capital Plan Submission is part of usual business practice outlined in the Capital Plan Submission Guidelines and is required to access the funding outlined in the Ministry's letter.

Outcomes

The Committee recommended that the Board of Education give first, second, and third readings to Capital Plan Bylaw No. 2019/20-CPSD23-01 and that Capital Bylaw No. 2019/20-CPSD23-01 – Capital Plan 2019/20 be read a first, second and third time, passed and adopted.

Discussion/Information Items

1. 2020-2021 Capital Plan - Draft

The Director of Operations stated that staff prepared the Capital Plan for 2020-21 based on changes outlined in the Capital Plan instructions. An overview of the projects by category was provided. Since the Ministry of Education, Capital Branch, has stated that they will not support a replacement school for Rutland Middle School (RMS), staff recommend moving the project to the school additions category. The 2020-2021 Capital Plan Submission will be brought forward to the May 15, 2019 Planning and Facilities Committee Public Meeting as an action item.

The Committee discussed the complexities involved with the Rutland Middle School project.

Committee Correspondence

Trustee Baxter requested that the letter from the Ministry of Education regarding revisions to the guidelines for Long-Term Facility Plans be added to the May 15, 2019 Planning and Facilities Committee Public Meeting.

The Superintendent of Schools/CEO stated that the Long-Term Facility Plan Task Force should also review the above-mentioned letter.

Recommendations to the Board

April 24, 2019 Public Board Meeting

- *Transportation Task Force Phase I: Steering Committee Recommendations April 2019 (Action Item)*
- *Right-of-Way for a Bus Shelter on Rutland Secondary School Site (Action Item)*
- *Right-of-Way for a Watermain at Peachland Elementary School Site (Action Item)*

Future Public Board Meetings

- *Portable Annex at George Elliot Secondary School (Action Item)*
- *Neighbourhoods of Learning Space - H.S. Grenda Middle School (Action Item)*
- *H.S. Grenda Middle School Property Disposal for Road Upgrade (Action Item)*
- *Enhancement Agreement – Dr. Knox Middle School GaGa Ball Court (Action Item)*
- *Enhancement Agreement – Oyama Traditional School GaGa Ball Court (Action Item)*
- *Annual Capital Plan Submission – Capital Bylaw No. 2019/20-CPSD23-01 (Action Item)*

Items for Future Planning and Facilities Committee Meetings

- *School Bus Safety Including: Seat Belts*
- *Letter from the Ministry – Revisions to the Guidelines for Long-Term Facility Plans (May 15, 2019)*

September	October	November
- Summer Projects Update	- Annual Integrated Pest Management Report - Final recommendations for naming of Lake Country Middle School - Review of the Long-Term Facility Plan (<i>Info Item</i>)	
January	February	April
- Annual review of Committee's Mandate, Purpose and Function	- Annual Facility Grant (AFG) Plan	
May	June	August
- Transportation Update - Capital Plan Submission	- Energy & Sustainability Presentation	- To be determined

Meeting Schedule

May 15, 2019 at 6:00 pm August 21, 2019 at 4:00 pm (TBC) October 16, 2019 at 6:00 pm
 June 19, 2019 at 6:00 pm September 18, 2019 at 6:00 pm November 20, 2019 at 6:00 pm

Questions - Please Contact:

Julia Fraser, Chairperson Phone: 250-681-0269 email: Julia.Fraser@sd23.bc.ca
 Mitch Van Aller, Director of Operations Phone: 250-870-5150 email: Mitch.Vanaller@sd23.bc.ca

Julia Fraser, Chairperson



Memorandum

Date: May 10, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations
Prepared by: David Widdis, Planning Manager

Action Item: **2020/2021 Five Year Capital Plan Submission**

1.0 ISSUE STATEMENT

Boards of Education are required to submit a Capital Plan to the BC Ministry of Education by June 30, 2019. Eligible capital projects include the provision of new and replacement buses, new school sites, new educational space required for enrolment growth, and the replacement or rehabilitation of existing school facilities that have reached the end of their economic and functional life.

The Ministry is seeking submissions for consideration for the following capital programs:

1. Major Capital Funding
 - Seismic Mitigation Program (SMP)
 - School Expansion Program (EXP)
 - School Replacement Program (REP)
 - Rural Districts Program (RDP)

2. Minor Capital Funding
 - Building Envelope Program (BEP)
 - School Enhancement Program (SEP)
 - Carbon Neutral Capital Program (CNCP)
 - Playground Equipment (PEP)
 - Bus Replacement Program (BUS)

Each capital request within the programs are analyzed and assigned a priority ranking by the School District and by the BC Ministry of Education. Based on detailed analysis of all provincial district submissions, the government establishes an overall provincial capital budget for schools. Resources are allocated to the highest-priority projects, and school boards are advised which projects will be funded and may proceed.

2.0 RELEVANT BOARD MOTION/DIRECTION

None.

3.0 BACKGROUND

District Staff have prepared the 2020/2021 Capital Plan in accordance with:

- a) The BC Ministry of Education Capital Asset Management Project Procurement and Procedures Guidelines;
- b) The BC Ministry of Education Design and Area Standards;
- c) The BC Ministry of Education 2020/21 Capital Plan Instructions; and,
- d) Central Okanagan Public Schools Long-Term Facilities Plan.

Staff brought forward the draft Capital Plan to the Planning and Facilities Committee meeting on April 17th for discussion. The 2020/2021 Project List is based on the district's facility needs. The priority list in Appendix A identifies the staff's recommendation for submission to the Ministry.

4.0 POINTS FOR CONSIDERATION

1. The Ministry of Education deadline to submit the District's Capital Plan is June 30, 2019.

5.0 OPTIONS FOR ACTION

1. Recommend that the Board of Education approve the 2020/2021 Five-Year Capital Plan.
2. Provide alternate direction to staff to amend the 2020/2021 Five-Year Capital Plan.
3. Do not approve the 2020/2021 Five-Year Capital Plan and provide further direction to staff.

6.0 FOLLOW-UP/REVIEW

Staff have finalized the 2020/2021 Capital Plan estimates and background documentation based on the attached project list. If approved, the final plan will be submitted to the Ministry of Education by June 30, 2019.

7.0 DIRECTOR'S COMMENTS

The 2020/2021 Capital Plan is based on the draft plan presented to the Planning and Facilities Committee meeting on April 17, 2019 and outlines the District's immediate and future capital priorities.

8.0 STAFF RECOMMENDATION

THAT: The Planning and Facilities Committee recommends to the Board:

THAT: The Board of Education approve the Capital Plan Resolution for the 2020/2021 Capital Plan as outlined on the attached summary, as attached to the Agenda, and presented at the May 15, 2019 Planning and Facilities Committee Meeting.

9.0 APPENDICES

- A. Five-Year Capital Plan Summary – 2020/2021 to 2024/2025 – Sorted by Priority and Program.
- B. Central Okanagan Public Schools Board of Education Capital Plan Resolution.

Appendix A

Major Capital Funding			
New Schools			
1	NEW	Westside Secondary School	Construct new Westside Secondary School
2	NEW	Glenmore Secondary School	Construct new Glenmore Secondary School
3	NEW	Wilden Area Elementary	Construct new K- Gr 5 Wilden Area Neighbourhood
4	NEW	University Area Elementary	Construct new K- Gr 5 University Area
School Additions			
1	ADD	Rutland Middle	Construct an addition to increase building capacity from 425 to 700 (replace 11 portables on site)
2	ADD	Springvalley Middle	Construct an addition to increase building capacity from 525 to 650 (replace 5 portables on site)
3	ADD	Dr. Knox Middle	Construct an addition to increase building capacity from 800 to 975 (replace 7 portables on site)
4	ADD	Constable Neil Bruce	Construct an addition to increase building capacity from 750 to 825 (replace 3 portables on site)
5	ADD	KLO Middle	Construct an addition to increase building capacity from 700 to 875 (replace 7 portables on site)
6	ADD	North Glenmore Elementary	Construct an addition to increase building capacity from 80K/425 to 100K/475 (replace 3 portables on site)
7	ADD	Black Mountain Elementary	Construct an addition to increase building capacity from 40K/350 to 60K/400 (replace 2 portables on site)
8	ADD	Casorso Elementary	Construct an addition to increase building capacity from 60K/400 to 80K/475 (replace 4 portables on site)
9	ADD	Dorothea Walker Elementary	Construct an addition to increase building capacity from 60K/325 to 80K/400 (replace 4 portables on site)
Site Acquisitions			
1	NEW	Wilden Area Elementary	Site Acquisition (land size 2.5ha) for a Future Elementary School (Wilden Area)
2	NEW	University Area Elementary	Site Acquisition (land size 3.2ha) for a Future Elementary School (Academy Way)
3	NEW	South West Winfield Elementary	Site Acquisition (land size 2.3ha) for a Future Elementary School (Tyndall Road Area)
4	NEW	South West Mission	Site Acquisition (land size 2.5ha) for a Future Elementary School (Thompson Flats Residential Neighbourhood)
School Replacement Program			
1	REPL	Glenmore Elementary	Replace Glenmore Elementary with new 120K/530 capacity elementary school - PIR submitted
2	REPL	George Pringle Elementary	Replace George Pringle Elementary with new 80K/475 capacity elementary school
3	REPL	Raymer Elementary	Upgrade or replace with new 40K/250 Raymer Elementary
Minor Capital Funding			
Building Envelop Program			
1	BEP	Shannon Lake Elementary	Building Envelope Remediation as per Consultant Report
2	BEP	Chief Tomat Elementary	Building Envelope Remediation as per Consultant Report
3	BEP	Casorso Elementary	Building Envelope Remediation as per Consultant Report
4	BEP	Okanagan Mission Secondary	Building Envelope Remediation as per Consultant Report
School Enhancement Program			
1	SEP	Rutland Middle	Roofing Replacement - Sections A-Q
2	SEP	District Facilities	Phase one - Replace obsolete air handling units with new energy efficient units - 130 units
3	SEP	District Facilities	Phase two - Replace obsolete air handling units with new energy efficient units - 130 units
4	SEP	Mount Boucherie	Phase three - Washroom Upgrade
5	SEP	KLO Middle	Phase one - Mechanical System and HVAC Upgrade
7	SEP	KLO Middle	Phase two - Classroom Mechanical Upgrade
8	SEP	Glenrosa Middle	Phase one - Mechanical System Upgrade
9	SEP	Anne McClymont Elementary	Phase one - Mechanical System Upgrade
10	SEP	Peachland Elementary	Phase one - Mechanical System Upgrade
11	SEP	Rutland Elementary	Central Heatpump upgrade to include free cooling, missed in the original design.
12	SEP	Peter Greer Elementary	Mechanical System and HVAC Upgrade
13	SEP	Watson Road Elementary	Phase two - Mechanical System and HVAC Upgrade
14	SEP	Glenrosa Middle	Phase two - Mechanical System and HVAC Upgrade
15	SEP	Anne McClymont Elementary	Phase two - Mechanical System and HVAC Upgrade
16	SEP	Glenrosa Elementary	Air Source RTU heatpumps
17	SEP	Okanagan Mission Secondary	Phase two - Mechanical System and HVAC Upgrade
18	SEP	Davidson Road	Phase one Condensing Boiler
19	SEP	Ellison Elementary	Condensing Boiler
20	SEP	Peachland Elementary	Air Source RTU heatpumps
21	SEP	Chief Tomat Elementary	Mechanical System Upgrade
22	SEP	Davidson Road	Phase two - Mechanical System Upgrade
19	SEP	Glenrosa Elementary	Phase two - Mechanical System Upgrade
20	SEP	Kelowna Secondary	Boilers, VFD Htg/Clg Pumps, Valves, & HVAC V3.40 DDC Controls Upgrade
21	SEP	Mount Boucherie Secondary	VFD HVAC Pumps, Valves, HVAC V3.40 DDC Controls Upgrade
22	SEP	Rutland Secondary	Boilers, VFD HVAC Pumps, Valves & HVAC V3.40 DDC Controls Upgrade
Carbon Neutral Capital Program			
1	CNCP	Davidson Road	Replace existing atmospheric boilers with new condensing units, and reconfigure terminal equipment for low temperature hot water
2	CNCP	AS Matheson	Replace existing modulating gas rooftop units with new roof top air source heat pumps. Provide new outdoor air units to temper fresh air and prevent temperature swings in the space.
3	CNCP	Mount Boucherie Secondary	Remove the old and hazardous 347 volt lighting system and controls. Replace with current technology and improve energy savings.
Bus Replacement Program			
1	BUS	Replacement Bus	Replace Bus Units #22310, #7234A, #7235A, #7236A, #7237A, #7238A, #7239A, #8235, #5233, #5234
2	BUS	Replacement Bus	Replace Bus Units #8232, #8233, #A9230
3	BUS	Replacement Bus	Replace Bus Units #A0230, #A0232, #A0233, #A0234
4	BUS	Replacement Bus	Replace Bus Units #A0235, #A0236, #A0237, #A0238, #A0239
Playground Equipment			
1	PEP	Chief Tomat Elementary	Playground Equipment Replacement and Handicapped Accessible
2	PEP	North Glenmore Elementary	Playground Equipment Replacement and Handicapped Accessible
3	PEP	South Kelowna Elementary	Playground Equipment Replacement and Handicapped Accessible

Appendix B



**Central Okanagan
Public Schools**

Together We Learn

CENTRAL OKANAGAN PUBLIC SCHOOLS
1040 Hollywood Road S. Kelowna, BC V1X 4N2
Tel. (250)860-8888, Fax (250)870-5056, www.sd23.bc.ca

June 12, 2019

That the Board of Education of School District No. 23 Central Okanagan Public Schools approve the Capital Plan as outlined on the attached summary.

I hereby certify this to be a true copy of the resolution for approval of the Capital Plan adopted by the Board of Education, the

_____ day of _____, 2019

Secretary-Treasurer/CFO



Memorandum

Date: May 10, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations
Prepared by: Delta Carmichael, Assistant Secretary-Treasurer

Action Item: **Enhancement Agreement – Rutland Elementary School Playground**

1.0 ISSUE STATEMENT

Rutland Elementary School has received funding from the Ministry to purchase and install a new playground. Therefore, the Rutland Elementary School Parent Advisory Council (PAC) wishes to enter into an Enhancement Agreement with the Board of Education.

2.0 RELEVANT BOARD MOTION/DIRECTION

The Board requires that an inventory of all existing exterior enhancements in the District be provided as a background for each new enhancement brought forward for Board approval.

3.0 BACKGROUND

The total estimated cost of this new playground is approximately \$150,000 (\$90,000 play equipment and \$60,000 of removal and installation costs).

The Ministry of Education has awarded Rutland Elementary School with a \$105,000 grant to assist with the purchase and installation of a new playground. This grant is included in the Capital Plan Bylaw No. 2019/20-CPSD23-01 attached as Appendix C.

Rutland Elementary School has been working with students, staff and the PAC to raise funds for a new playground. The PAC will contribute \$5,000 towards this project and asks the Board to lend an additional \$40,000 to the PAC to assist with this purchase as outlined in Appendix A. The District is in a financial position to provide this loan and has supported lending funds to both schools and PACs in the past. The PAC agrees to repay this loan over a three to five year period.

4.0 FOLLOW-UP/REVIEW

Following approval from the Board, the project will proceed.

5.0 DIRECTOR'S COMMENTS

A signed jurisdiction is included as Appendix D that relates to the removal and installation of the new playground.

6.0 STAFF RECOMMENDATIONS

THAT: The Planning and Facilities Committee recommends to the Board:

THAT: The Board of Education enter into an Enhancement Agreement with the Rutland Elementary School PAC for the purchase and installation of a new playground, as attached to the Agenda, and as presented at the May 15, 2019 Planning and Facilities Committee meeting.

THAT: The Board of Education approve a \$40,000 loan be provided to the Rutland Elementary School PAC to assist with the purchase and installation of a new playground, as attached to the Agenda, and as presented at the May 15, 2019 Planning and Facilities Committee meeting.

7.0 APPENDICES

- A. Enhancement Agreement signed by Rutland Elementary School PAC
- B. Rutland Elementary School PAC Minutes Dated May 7, 2019
- C. Capital Plan Bylaw No. 2019/20-CPSD23-01
- D. Jurisdiction/Responsibility Form Dated May 9, 2019

SCHEDULE 'B'

**SCHOOL SITE, FACILITIES OR EQUIPMENT
ENHANCEMENT PROJECT**

SCHOOL NAME: Rutland Elementary School

**PROJECT PLAN AND / OR
SCOPE OF WORK**

PROJECT NAME: Rutland Elementary Playground Enhancement Project

PROJECT SUMMARY:

The Provincial Government has awarded Rutland Elementary School a \$105,000 grant to help improve their playground and make it more accessible. The PAC would like to take a loan in the amount of \$40,000 to be repaid over the course of the next five years (maximum). In reviewing their finances, the PAC feels the repayment is easily within their means and will not place undue burden on their finances or ability to support other small ventures at the school.

SCHOOL ENHANCEMENT PROJECT FUNDING AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, 20__

BETWEEN:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT No. 23 (CENTRAL OKANAGAN), having an office at 1940 Underhill Street, Kelowna, British Columbia (hereinafter called the "School Board")

AND:

THE RUTLAND SCHOOL PAC
(hereinafter called the "Funding Agency") E.g. *THE "SCHOOL" PAC*

WHEREAS:

- A. The Funding Agency wishes to apply its independently obtained funding to assist Rutland Elementary School's PAC in achieving School Enhancement Projects described in the Schedules attached hereto (the "School Enhancement Project").
- B. The School Board agrees that each School Enhancement Project described in the Schedules is appropriate for the School and provides a significant and desirable benefit to the students of the School.
- C. The School Board has advised the Funding Agency that its budget priorities and requirements prevent the ongoing allocation by the School Board of funds for the necessary staff training, operation and / or maintenance of each School Enhancement Project during the life of the enhancement and has requested the Funding Agency to fund, on an annual basis, the training, operating costs, maintenance and repairs necessary for the use of the enhancement by the students, staff or others at the School.

NOW THEREFORE in consideration of the School Board accepting the School Enhancement Project from the Funding Agency, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

8. The School Board agrees that any breach by the Funding Agency of its obligation to fund the required costs associated with the use of a School Enhancement Project shall not be considered the personal obligation of an individual member of the Funding Agency or its executive or directors, and shall be limited to the current cash resources of the Funding Agency, notwithstanding the operation of any law to the contrary.

9. This Agreement shall only be binding upon the School Board upon the passage of a resolution by the School Board and upon the Funding Agency upon the approval by a resolution at a general meeting of the members of the Funding Agency, authorizing the executive of the Funding Agency to enter into the Agreement.

IN WITNESS WHEREOF the parties have hereunto executed this Agreement in the presence of their duly authorized signing officers on that behalf the day and year first above written.


**THE BOARD OF EDUCATION
OF SCHOOL DISTRICT No. 23,
(CENTRAL OKANAGAN)** by its
authorized signatory:

Signature: Secretary Treasurer /
Assistant Superintendent

Print Name:

The Rutland Elementary School PAC

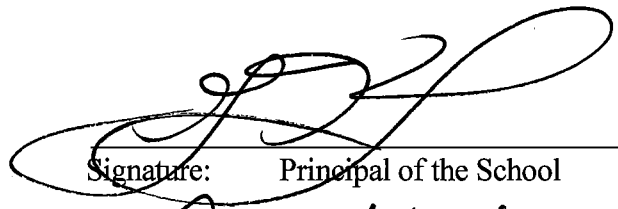
by its authorized signatory(ies):



Signature PAC President

Rebecca Ingbritson

Print Name:



Signature: Principal of the School
Gord Kirsch

Print Name:

1. The Funding Agency, from its own resources, agrees to fund the capital cost of each School Enhancement Project described in the Schedules for installation at the named School.
2. The School Board agrees to assign all personnel necessary to supervise, install and maintain the School Enhancement project at the School, in compliance with its Collective Agreement(s), and at the cost of the funding agency, as detailed herein.
3. The Funding Agency further agrees to provide annually, such funds as determined by the School Board, acting reasonably, that may be required for the staff training, operation, maintenance and repair of the School Enhancement Project to ensure that it can be utilized in a safe, efficient and continuous manner by District students, staff and others, for the life of the School Enhancement Project.
4. The School Board, through its administrative personnel shall determine the standard and schedule of maintenance and repair work, and shall inspect, maintain and repair the enhancement on a regular basis in order to limit any liability to the School Board arising out of the use of the School Enhancement Project by the staff, students, or other persons at the School.
5. Upon accepting the School Enhancement Project the School Board assumes the liability associated with the project and agrees to save harmless the Funding Agency.
6. The School Board shall provide the Funding Agency with any estimated costs of operating, monitoring, maintenance and repair for the next school year annually, on or before May 1st in each year, during the life of the Project. The Funding Agency shall pay over to the School Board, the required funds by July 1st of the same calendar year.
7. In the event that the Funding Agency is unwilling or unable to provide the necessary funds for the operation, maintenance and repair of any School Enhancement project, the School Board may, at its sole option, decommission the Project, dismantle and dispose of any remaining assets, and retain any residual value from the Project as it sees fit, upon ninety (90) days written notice to the Funding Agency.

RUTLAND ELEMENTARY PAC

PAC Meeting Minutes

May 7, 2019 (6:30 pm)

In Attendance: Christina Lendhart, Dani Rance, Jessica Ashley, Mike Ashley, Jason Elder, Jenn Elder, Lisa Taylor, Cori Nelson, Stacey Coates, Becky Ingbritson, Teija Whitehead, Lisa Vogan, Charlene Baron, Ashleigh Fry, Melissa Weins

PLAYGROUND UPDATE:

- Playground Committee Members: Cori Nelson, Becky Ingbritson and Stacey Coates provided an update on the status of meetings with school administration and 2 vendors whom have provided guideline pricing on the project to date.
- Infrastructure costs are substantial and will require a large portion of the grant.
- Discussed option of our PAC contributing financially to purchase additional equipment, as we want to optimize our opportunity to contribute to this project.
- Discussed current financial status of PAC account, current funds, and commitment of funds to other projects.
- Discussed the option of applying for a loan through SD23 in order to increase the overall available budget for the playground project.
- The purpose of this additional PAC meeting is to discuss the loan option so we can apply for the loan, and it can be considered for approval at the next SD board meeting.

MOTIONS:

1. Lisa Taylor motions to apply for a \$40,000.00 loan from the School District to add to the existing grant for the purpose of contributing to the playground project.
 - a. Jason Elder seconds the motion
 - b. Motion passed unanimously
2. Teija Whitehead motions to increase the final budget of the playground to \$ 150,000.00 total – to include \$105,000.00 grant, \$40,000.00 loan, and \$5,000.00 of PAC general account funds.
 - a. Dani Rance seconds the motion
 - b. Motion passed unanimously

Meeting adjourned at 7:25pm.



March 1, 2019

Ref: 208254

To: Secretary-Treasurer and Superintendent
School District No. 23 (Central Okanagan)

Capital Plan Bylaw No. 2019/20-CPSD23-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2019/20

This letter is in response to your School District's 2019/20 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to June 30, 2018, and provides direction for advancing supported and approved capital projects.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Please note that all school districts are required to keep project approval information confidential until after the Province has issued News Releases to the public on March 6th. Additionally, school districts receiving approval and funding specifically from the Playground Equipment Program (PEP) are required to keep that project information confidential until further written notice from the Ministry of Education.

Below you will see the major capital projects supported to proceed with Project Definition Reports (PDRs) as well as minor capital projects from the Ministry's 2019/20 annual capital programs that are approved for funding and are able to proceed to procurement.

**Ministry of
Education**

Capital Management Branch
Resource Management
Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

MAJOR CAPITAL PROJECTS (SMP, EXP)

New Projects

Project #	Project Name	Project Type	Next Steps
127794	Westside Secondary	New School	Submit draft PDR to Planning Officer by Mar. 31, 2020.
127795	Westside Secondary Site	Site Acquisition	Submit required documentation to Ministry staff so the site can be purchased as soon as possible after Apr 1, 2019.

Note: A PDR should normally be expected to be finalized within two months following the draft PDR deadlines noted above. After a draft PDR is submitted to the Ministry, follow-up meetings will be scheduled by your respective Regional Director or Planning Officer to confirm scope, schedule, and budget details and the terms of project approval for the projects listed above. Also note that Capital Project Funding Agreements (CPFA) are not issued until after PDRs and all other required supporting documentation is received, reviewed and approved for funding by the Ministry.

All projects that the Ministry expects to be under PDR development, and have not already been received, are listed above – if a project is not listed, then the Ministry is not supporting the project and is not expecting a PDR.

MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Mount Boucherie Secondary	SEP - Washroom Upgrades - Washroom Upgrades (Phase 2)	\$590,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
Shannon Lake Elementary	PEP - New - Universally Accessible Playground Equipment	\$105,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
Rutland Elementary	PEP - New - Universally Accessible Playground Equipment	\$105,000	Proceed to design, tender & construction. To be completed by March 31, 2020.

New projects for BUS

Existing Bus Fleet #	New Bus Type	Amount Funded by Ministry	Next Steps & Timing
7233A	C 76 with 0 wheelchair spaces	\$138,609	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsb.org
	C 76 with 0 wheelchair spaces	\$138,609	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsb.org
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Note: An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Routine Capital projects for the 2019/20 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw No. provided at the beginning of this document) for its approved 2019/20 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Damien Crowell at Damien.Crowell@gov.bc.ca as soon as possible. At this time the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2019/20 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2020/21 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) will be provided within the next few weeks. These plans are to be submitted to the Ministry no later than June 30, 2019.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry’s capital plan process.

Sincerely,



Joel Palmer, Executive Director
Capital Management Branch

pc: Ryan Spillett, Director, Capital Projects Unit, Capital Management Branch
Michael Nyikes, Director, Capital Programs Unit, Capital Management Branch
Damien Crowell, Planning Officer, Capital Management Branch
Rob Drew, Regional Director, Capital Management Branch
Travis Tormala, Planning Officer, Capital Management Branch



Central Okanagan
Public Schools
Together We Learn

OPERATIONS
685 Dease Road, Kelowna, BC V1X 4A4
Phone: (250) 870-5150 Fax: (250) 870-5094
JURISDICTION/RESPONSIBILITY FORM

JURISDICTION NO. JA 14 - 19

Date: April 23, 2019

SCHOOL: Rutland Elementary School

PROJECT: Playground Installation,

ITEMS OF WORK	JURISDICTION RESPONSIBILITY	AGREEMENT
Site Prep, remove old play equipment	Contractor	Without Prejudice <input checked="" type="checkbox"/>
Installation of play equipment	Contractor	Or Precedent <input type="checkbox"/>
Rubber surfacing	Contractor	
Engineered wood fibre	Contractor	
Curbs	Contractor	Harold Schock
Clean up	Contractor	Schock
		<small>Digitally signed by Harold Schock Date: 2018.07.11 14:36:21 -07'00'</small>
		<i>CUPE 3523</i>
		<i>[Signature]</i>
		<i>Without Precedent</i>
		<i>or Precedent</i>
		<i>May 9/19</i>

Email to CUPE Office at 3523pres@telus.net

File: /H/Projects/Jurisdiction/Blank Jurisdiction Form

Rev 11-July-2018



Memorandum

Date: May 10, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations
Prepared by: Delta Carmichael, Assistant Secretary-Treasurer

Action Item: **Enhancement Agreement – Shannon Lake Elementary School Playground**

1.0 ISSUE STATEMENT

Shannon Lake Elementary School has received funding from the Ministry to purchase and install a new playground. Therefore, the Shannon Lake Elementary School Parent Advisory Council (PAC) wishes to enter into an Enhancement Agreement with the Board of Education.

2.0 RELEVANT BOARD MOTION/DIRECTION

The Board requires that an inventory of all existing exterior enhancements in the District be provided as a background for each new enhancement brought forward for Board approval.

3.0 BACKGROUND

The total estimated cost of this new playground is approximately \$255,000 (\$160,000 play equipment and \$95,000 of removal and installation costs).

The Ministry of Education has awarded Shannon Lake Elementary School with a \$105,000 grant to assist with the purchase and installation of a new playground. This grant is included in the Capital Plan Bylaw No. 2019/20-CPSD23-01 attached as Appendix C.

Shannon Lake Elementary School has been working with students, staff and the PAC for several years to raise funds for a new playground. The PAC will contribute \$100,000 towards this project and asks the Board to lend an additional \$50,000 to the PAC to assist with this purchase as outlined in Appendix A. The District is in a financial position to provide this loan and has supported lending funds to both schools and PACs in the past. The PAC agrees to repay this loan over a three to five year period.

4.0 FOLLOW-UP/REVIEW

Following approval from the Board, the project will proceed.

5.0 DIRECTOR'S COMMENTS

A signed jurisdiction is included as Appendix D that relates to the removal and installation of the new playground.

6.0 STAFF RECOMMENDATIONS

THAT: The Planning and Facilities Committee recommends to the Board:

THAT: The Board of Education enter into an Enhancement Agreement with the Shannon Lake Elementary School PAC for the purchase and installation of a new playground, as attached to the Agenda, and as presented at the May 15, 2019 Planning and Facilities Committee meeting.

THAT: The Board of Education approve a \$50,000 loan be provided to the Shannon Elementary School PAC to assist with the purchase and installation of a new playground, as attached to the Agenda, and as presented at the May 15, 2019 Planning and Facilities Committee meeting.

7.0 APPENDICES

- A. Enhancement Agreement signed by Shannon Elementary School PAC
- B. Shannon Elementary School PAC Minutes Dated April 10, 2019
- C. Capital Plan Bylaw No. 2019/20-CPSD23-01
- D. Jurisdiction/Responsibility Form Dated May 9, 2019

SCHOOL ENHANCEMENT PROJECT FUNDING AGREEMENT

THIS AGREEMENT made as of the 15 day of April, 2019

BETWEEN:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT No. 23 (CENTRAL OKANAGAN), having an office at 1940 Underhill Street, Kelowna, British Columbia (hereinafter called the "School Board")

AND:

THE Shannon Lake PAC
(hereinafter called the "Funding Agency") E.g. *THE "SCHOOL" PAC*

WHEREAS:

- A. The Funding Agency wishes to apply its independently obtained funding to assist Shannon Lake Elementary school in achieving School Enhancement Projects described in the Schedules attached hereto (the "School Enhancement Project").
- B. The School Board agrees that each School Enhancement Project described in the Schedules is appropriate for the School and provides a significant and desirable benefit to the students of the School.
- C. The School Board has advised the Funding Agency that its budget priorities and requirements prevent the ongoing allocation by the School Board of funds for the necessary staff training, operation and / or maintenance of each School Enhancement Project during the life of the enhancement and has requested the Funding Agency to fund, on an annual basis, the training, operating costs, maintenance and repairs necessary for the use of the enhancement by the students, staff or others at the School.

NOW THEREFORE in consideration of the School Board accepting the School Enhancement Project from the Funding Agency, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

SCHEDULE 'B'

**SCHOOL SITE, FACILITIES OR EQUIPMENT
ENHANCEMENT PROJECT**

SCHOOL NAME: _Shannon Lake Elementar

**PROJECT PLAN AND / OR
SCOPE OF WORK**

PROJECT NAME: Shannon Lake Playground Project
PROJECT SUMMARY: The SLE Playground project will consist of the removal of the adventure playground and the creation of a new playbox and playground.

1. The Funding Agency, from its own resources, agrees to fund the capital cost of each School Enhancement Project described in the Schedules for installation at the named School.
2. The School Board agrees to assign all personnel necessary to supervise, install and maintain the School Enhancement project at the School, in compliance with its Collective Agreement(s), and at the cost of the funding agency, as detailed herein.
3. The Funding Agency further agrees to provide annually, such funds as determined by the School Board, acting reasonably, that may be required for the staff training, operation, maintenance and repair of the School Enhancement Project to ensure that it can be utilized in a safe, efficient and continuous manner by District students, staff and others, for the life of the School Enhancement Project.
4. The School Board, through its administrative personnel shall determine the standard and schedule of maintenance and repair work, and shall inspect, maintain and repair the enhancement on a regular basis in order to limit any liability to the School Board arising out of the use of the School Enhancement Project by the staff, students, or other persons at the School.
5. Upon accepting the School Enhancement Project the School Board assumes the liability associated with the project and agrees to save harmless the Funding Agency.
6. The School Board shall provide the Funding Agency with any estimated costs of operating, monitoring, maintenance and repair for the next school year annually, on or before May 1st in each year, during the life of the Project. The Funding Agency shall pay over to the School Board, the required funds by July 1st of the same calendar year.
7. In the event that the Funding Agency is unwilling or unable to provide the necessary funds for the operation, maintenance and repair of any School Enhancement project, the School Board may, at its sole option, decommission the Project, dismantle and dispose of any remaining assets, and retain any residual value from the Project as it sees fit, upon ninety (90) days written notice to the Funding Agency.

8. The School Board agrees that any breach by the Funding Agency of its obligation to fund the required costs associated with the use of a School Enhancement Project shall not be considered the personal obligation of an individual member of the Funding Agency or its executive or directors, and shall be limited to the current cash resources of the Funding Agency, notwithstanding the operation of any law to the contrary.

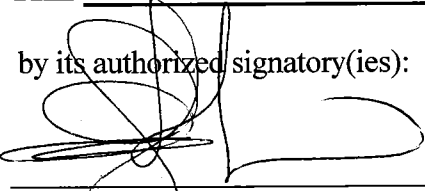
9. This Agreement shall only be binding upon the School Board upon the passage of a resolution by the School Board and upon the Funding Agency upon the approval by a resolution at a general meeting of the members of the Funding Agency, authorizing the executive of the Funding Agency to enter into the Agreement.

IN WITNESS WHEREOF the parties have hereunto executed this Agreement in the presence of their duly authorized signing officers on that behalf the day and year first above written.

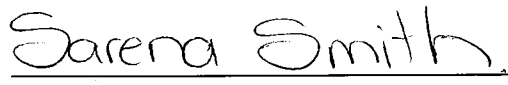
**THE BOARD OF EDUCATION
OF SCHOOL DISTRICT No. 23,
(CENTRAL OKANAGAN)** by its
authorized signatory:

Signature: Secretary Treasurer /
Assistant Superintendent

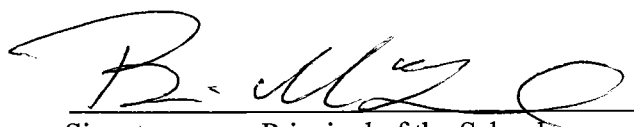
Print Name:

THE _____
by its authorized signatory(ies):


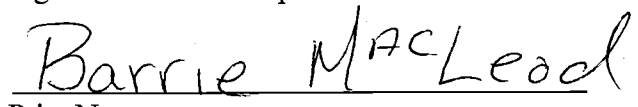
Signature: PAC President



Print Name:



Signature: Principal of the School



Print Name:

Appendix B

From: [Barrie Macleod](#)
To: [Delta Carmichael](#)
Subject: FW: SLE Playground
Date: Thursday, May 9, 2019 10:18:32 AM

From: Barrie Macleod
Sent: Thursday, April 11, 2019 1:57 PM
To: Harold Schock <Harold.Schock@sd23.bc.ca>; Eileen Sadlowski <Eileen.Sadlowski@sd23.bc.ca>
Subject: SLE Playground

Hi,

Two motions were passed at our PAC meeting.

1. The SLE PAC will enhance the grant by adding 100,000 to the project
2. The SLE PAC would like to borrow 50,000 from SD23 to put towards the project.

Both were passed unanimously.

Let me know what else you need on my end.

Thanks,

Barrie

SLE Pac Meeting Notes (April 10, 2019)

6:34 pm

- Barrie spoke about the playground and things upcoming for the rest of the year
- Sarina spoke of the budget and then provided the treasurers report
- Motion to spend 100,000 and place it towards the playground
- Motion moved by Sarina to move 100,000 Christina seconded. (passed unanimously)
- Borrow up to 50,000 from the school district moved by Sarina seconded by Janelle (unanimous)
- Garden worker bee session Sunday the 28th
- School will pay for the garden and apply for the BC Hydro grant (Carrie H)
- Earth Week will be coordinated through Carrie
- Sarina motion Jody seconded that up to 65.00 be spent per child for year-end trip
- Sarina and Janelle pass 438.26 for ribbons
- Barrie spoke about the value of Mr. Sader
- Fun Fair is great and well planned but we need help, Sarina begs for help and we currently don't have a leader to take this on. Are there any takers? We have two people step forward.
- Staff appreciation and this year Kristina is going to take this on and it will cost 500.00
- Motion by Sarina and seconded Janelle passed
- Janelle, Shoe bank fundraiser, .40 per bag in 25 pairs and they pay 10.00 per bag Jody will help with that.
- Order hot lunch it is our biggest fundraiser, Thanks to the hot lunch helpers! We need to renew our hot lunch website, cost is 315. Motion Janelle seconded by Christina, passed.
- Constitution update discussion, resolution passed
- We need more people out and we need people to take on executive roles. Sarina gives another nice speech.

End 7:44 pm



March 1, 2019

Ref: 208254

To: Secretary-Treasurer and Superintendent
School District No. 23 (Central Okanagan)

Capital Plan Bylaw No. 2019/20-CPSD23-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2019/20

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**Ministry of
Education**

Capital Management Branch
Resource Management
Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

MAJOR CAPITAL PROJECTS (SMP, EXP)

New Projects

Project #	Project Name	Project Type	Next Steps
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MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

New projects for SEP, CNCP, BEP, PEP

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New projects for BUS

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7233A	C 76 with 0 wheelchair spaces	\$138,609	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsb.org
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			website at http://www.astsbcc.org
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Note: An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Routine Capital projects for the 2019/20 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw No. provided at the beginning of this document) for its approved 2019/20 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Damien Crowell at Damien.Crowell@gov.bc.ca as soon as possible. At this time the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2019/20 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2020/21 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) will be provided within the next few weeks. These plans are to be submitted to the Ministry no later than June 30, 2019.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry’s capital plan process.

Sincerely,



Joel Palmer, Executive Director
Capital Management Branch

pc: Ryan Spillett, Director, Capital Projects Unit, Capital Management Branch
Michael Nyikes, Director, Capital Programs Unit, Capital Management Branch
Damien Crowell, Planning Officer, Capital Management Branch
Rob Drew, Regional Director, Capital Management Branch
Travis Tormala, Planning Officer, Capital Management Branch



**Central Okanagan
Public Schools**
Together We Learn

OPERATIONS
685 Dease Road, Kelowna, BC V1X 4A4
Phone: (250) 870-5150 Fax: (250) 870-5094
JURISDICTION/RESPONSIBILITY FORM

JURISDICTION NO. JA 13 - 19

Date: April 23, 2019

SCHOOL: Shannon Lake Elementary School

PROJECT: Playground Installation,

ITEMS OF WORK	JURISDICTION RESPONSIBILITY	AGREEMENT
Site Prep, remove old play equipment	Contractor	Without Prejudice <input checked="" type="checkbox"/>
Installation of play equipment	Contractor	Or Precedent <input type="checkbox"/>
Rubber surfacing	Contractor	
Engineered wood fibre	Contractor	
Curbs	Contractor	Harold Schock <small>Digitally signed by Harold Schock Date: 2018.07.11 14:36:21 -07'00'</small>
Clean up	Contractor	Schock
		<i>Cupe 3523</i>
		<i>[Signature]</i>
		<i>May 9/19.</i>

Email to CUPE Office at 3523pres@telus.net

File: /H/Projects/Jurisdiction/Blank Jurisdiction Form



Section Four: Students

“Together We Learn”

**470R – TRANSPORTATION SERVICES MANAGEMENT
(REGULATIONS)**

**GUIDING PRINCIPLES for TRANSPORTATION
in ~~School District 23 (Central Okanagan)~~
Central Okanagan Public Schools**

Rider Eligibility

- 1) A student must be registered as an eligible or courtesy rider in order to ride the school bus. Registration will be available online year round.
- 2) A student will be considered eligible for subsidized transportation if his or her home address is at least 4.0 km (~~Kindergarten through Gr. 3~~) (Elementary) or at least 4.8 km (~~Gr. 4 through Gr. 12~~) (Middle/Secondary) from the school or schools designated for the catchment area (measured as actual shortest driving or walking distance).
- 3) If a student meets the criterion for home-school distance after being placed by the District at a school other than his or her catchment area school(s), the student will be given the same consideration as other eligible students. These students will only be designated as “capped” students by the appropriate Assistant Superintendent.
- 4) Seats that are not required for eligible students on school bus routes will be made available to courtesy riders based on the criterion of furthest home to school distance. Courtesy ridership is subject to cancellation at any time, with a one-week notice, based on the receipt of an application for the transportation for a newly identified eligible student living within the catchment area.
- 5) In the case of a student residing with parents or caregivers in more than one home, one address will be accepted for eligibility purposes. However, where possible, consideration will be given to an alternate stop on the same route or a courtesy seat on another route within the same catchment if a parent submits an application.
- 6) In situations in which a student in Kindergarten through Gr. 3 qualifies as an eligible or courtesy rider and an older sibling travelling to the same school does not, the older sibling will be given courtesy riding privileges on the same bus if space permits.
- 7) In the event that students with courtesy riding privileges have to be displaced due to the registration of eligible students living further from the school, the first criterion for priority will be distance from the school and the second criterion will be the accommodation of an older sibling travelling with a younger student. Ties will be broken in favour of the youngest student.
- 8) Transportation will not be provided to a school elective program outside a student’s catchment area (e.g. French Immersion or locally developed courses).



Section Four: Students

“Together We Learn”

Conduct

- 9) Students must abide by their school’s Code of Conduct expected of all riders.

Routes

- 10) School bus routes are established on the basis of safety and efficiency of service for students who meet the criteria for eligibility.
- 11) Route changes must be approved by the Director of Operations or delegate.
- 12) A minimum of fourteen (14) eligible students is required for the establishment of a bus route.
- 13) Where possible, routes will be designed to minimize the time students spend on a bus with an upper limit of 40 minutes as a guideline.
- 14) Where reasonable, a bus driver will be assigned to the morning and afternoon routes for a given run.
- 15) Where reasonable, bus stops at sites other than school sites will have 15 or fewer students.
- 16) Where reasonable, routes will be planned so that students are able to travel without having to transfer from one bus to another in a single direction.

Fees and Payments

- 17) Eligible riders and courtesy riders registered on bus routes must pay the student transportation charge; however, Board Policy 425 – Student Fees and 425R – Student Fees (Regulations) is in place for those families who are experiencing financial hardship and are unable to pay the transportation charge.
- 18) Special Education students identified by the Student Support Services Department as requiring a specially equipped bus will be considered as eligible students.
- 19) Families with more than two children assigned to a bus will receive a 50% subsidy of the Student Transportation Charge for the third and fourth child assigned to a bus and a 100% subsidy of the Student Transportation Charge for the fifth and any additional children that are assigned on a bus.
- 20) Once the Board has established a student transportation charge for a year of service, a minimum 50% of the charge must be paid by June 30th of the year prior to the year of service, and the charge must be fully paid by October 15th of the year of service.
- 21) If there are less than fourteen (14) eligible students for a bus route, the individual providing transportation of the student(s) to the catchment school may be eligible for transportation assistance payment based on mileage from the home address to the school.



Section Four: Students

“Together We Learn”

- 22) Transportation assistance payments described in the above guideline are calculated at the rate of 60% of the rate paid to staff for personal use of vehicles for Board business to a maximum of 100 kilometres per day, based in one round trip per day, for the days on which the student(s) attend(s) school. ~~To a maximum of \$561.00 per year, per family.~~ To a maximum of \$625 per year, per family. This annual maximum transportation assistance rate will be adjusted as the five (5) year average cost/student changes.
- 23) If a family has more than one student attending a given school, only one transportation assistance payment will be made.
- 24) If transportation or a transportation assistance payment is provided on behalf of a student on the wait list for his or her catchment area school and the invitation to return mid-year is declined in favour of a September entry, school bus transportation or the transportation assistance payment will be continued for the balance of the current school year. However, if the student remains at this school in the following year the student transportation charge will apply or transportation assistance payments will be discontinued.
- 25) Students must be registered and assigned to a route by the Transportation Department before the student transportation charge will be accepted.
- 26) The student transportation charge is to be paid before the bus pass will be issued.
- 27) Students added to a route midyear will be required to pay for the current and remaining months before the pass will be issued.
- 28) A current identified eligible student who does not register by the established new year registration date and has not submitted the student transportation charge by the cut-off date will not be eligible to ‘bump’ a courtesy rider. Upon registration such a student will be placed at the top of the waiting list for the next available seat.
- 29) If a courtesy rider is ‘bumped’ by a newly identified eligible rider, the courtesy rider will receive a refund pro-rated from the last day of service.
- 30) If an eligible rider or courtesy rider discontinues using the transportation service prior to March 31 of any year, a prorated refund will be issued upon request and once the bus pass is surrendered to the School District. The refund will only cover the months after the month in which the pass is surrendered. No refunds will be issued after March 31.
- 31) The student transportation charge and lost and damaged bus pass charge will be communicated each year in accordance with Policy 425 – Student Fees
- 32) Students will not ride the bus unless they have been registered, have paid the student transportation charge and have received a valid bus pass.
- 33) Additional Service Routes - parent requested routes will be charged the minimum of the student transportation charge or actual cost if higher than the student transportation charge.

Date Agreed: November 12, 2008

Date Amended: May 27, 2009, May 12, 2010, November 13, 2013;

October 14, 2015; February 22, 2017

Related Documents:

470R – Transportation Services Management

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April 12, 2019

Ref: 209332

All Boards of Education

All:

I am pleased to bring your attention to the Ministry of Education's new approach to long-term capital planning for boards of education. The Ministry's guidelines for the development of Long-Range Facilities Plans (LRFP) for school districts have undergone a significant revision from the initial version that was produced in March 2017 under the previous administration.

Government is focused on building and expanding schools, with record levels of operating and capital funding. In contrast, the previous government used the LRFP to overemphasize "capacity utilization" as a means to force mass school closures. We are changing the guidelines for drafting LRFPs to speed up the planning process, so we can focus on investing in students and schools. We have already removed the old government's 95% utilization requirement, and now I'm pleased to announce we are making even more changes to give school boards more flexibility and autonomy.

Going forward, the Ministry will no longer need to approve a school district's LRFP. We will no longer expect LRFPs to be evidentiary documents that are needed to justify individual project funding requests. The new guidelines no longer use terms like "requirements" or "mandatory". Instead, we encourage you to use the LRFP as a broad visioning document, much like a Local Area Plan or Official Community Plan (OCP). The purpose of an LRFP is to help guide local decisions and I encourage you to have a much broader focus than a typical capital submission. I appreciate there are several districts with draft LRFPs well underway. While I certainly don't expect those districts to begin the process anew, I would encourage those districts to consider the guidelines for future LRFP drafts.

The changes to the LRFP guidelines are meant to give boards the flexibility and space to lay out a wide-ranging vision for their districts, rather than a rigid and prescriptive process. To help you manage your existing facilities and allow school facilities to play a larger role in the community, LRFPs should have a much broader focus than just enrolment and capacity utilization. LRFPs should emphasize potential changes to programming to support the natural movement of students, analyzing changing demographics to neighbourhoods, and account for other important facility uses such as childcare, before-and-after school care, and community uses of school buildings. Local boards can create their own LRFPs and use those plans to guide their submissions to the Ministry

Like an OCP, LRFPs are developed by local officials to guide medium and long-term planning. Locally elected boards of education are in the best position to consider needs of the current population, and how their communities may grow and change in the years ahead. Like an OCP, an LRFP should serve as a

guide to outline how a board of education intends to manage existing schools while planning new facilities that will meet the anticipated needs of their communities.

Robust community consultation is vital to a successful LRFP. Consultation with the community, especially local Indigenous communities, is a key requirement and will help boards develop plans that reflect the needs and aspirations of their communities.

The revised Long-Range Facilities Plan Guidelines are included as an appendix to the Capital Plan Instructions for 2020/21, which were recently published by the Ministry in March 2019. Superintendents will be notified in the Deputy Minister's Bulletin published on April 12, 2019 about the issuance of the latest LRFP Guidelines. This document may be accessed on the Ministry's Capital Planning webpage at: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning>

I hope you will find these changes to the planning process helpful as you continue to deliver on positive outcomes for students. With an improved LRFP, I believe we will be able to deliver even more of our record capital investments; building, expanding, upgrading, and keeping schools open for students and communities throughout B.C.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Fleming". The signature is fluid and cursive, with the first name "Rob" being more prominent than the last name "Fleming".

Rob Fleming
Minister