



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, January 23, 2019
TIME: 6:30 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 – November 21, 2018
(Attachment)

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3. PUBLIC QUESTION/COMMENT PERIOD

4. COMMITTEE MEMBERS QUERIES/COMMENTS

5. DISCUSSION/ACTION ITEMS

5.1 Proposed Work Plan for Long-Term Facility Plan Update
(Attachment)

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STAFF RECOMMENDATIONS:

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

THAT: The Board of Education grant approval for staff to move forward with the review of the Long-Term Facility Plan as attached to the Agenda, and as presented at the January 23, 2019 Public Planning and Facilities Committee meeting;

AND THAT: The Board of Education appoint a Board member to participate on the Steering Committee.

5.2 Annual Review of Committee's Mandate, Purpose and Function – Policy 155
(Attachment)

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STAFF RECOMMENDATION:

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

THAT: The Board of Education affirm Policy 155 – Planning and Facilities Committee, as attached to the Agenda, and as presented at the January 23, 2019 Public Planning and Facilities Committee Meeting.

6. DISCUSSION/INFORMATION ITEMS

6.1 Renewable and Low Carbon Fuel Requirement Regulation
(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

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	- Capital Project Bylaw for AFG
May	June	August
- Transportation Update - Capital Plan Submission	- Energy & Sustainability Presentation	- To be determined

11. FUTURE PLANNING AND FACILITIES COMMITTEE MEETINGS

February 20, 2019 at 6:00 pm	June 19, 2019 at 6:00 pm	October 16, 2019 at 6:00 pm
April 17, 2019 at 6:00 pm	August 21, 2019 at 4:00 pm (TBC)	November 20, 2019 at 6:00 pm
May 15, 2019 at 6:00 pm	September 18, 2019 at 6:00 pm	

12. MEDIA QUESTIONS

13. ADJOURNMENT

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Planning and Facilities Committee Meeting DATE: November 21, 2018
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
Trustee A. Geistlinger

In Attendance:

Staff:

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*)

Absent:

K. Kaardal, Superintendent of Schools/CEO

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 Representative, Rutland Secondary School

Agenda - Additions/Amendments/Deletions

Add: New staff recommendation and attachment for item 6.4 Proposed Catchment Boundary for Black Mountain Elementary and Ellison Elementary Schools.

November 21, 2018 Committee Agenda – approved as amended.

Reports/Matters Arising

October 17, 2018 Committee Report – received as distributed.

Delegations:

1. Naming of the New Middle School in Lake Country: H.S. Grenda Middle School

In Attendance:

Dan Vicaretti, Teacher at George Elliot Secondary
Rick Davidson, Retired Teacher at George Elliot Secondary and Lake Country Community Member
Mr. Vicaretti and Mr. Davidson outlined Hank Grenda's history as an educator, including teaching in Central Okanagan Public Schools, and his involvement in the community. Mr. Grenda positively affected those he taught, coached, and mentored. Mr. Vicaretti and Mr. Davidson asked the Committee to consider naming the new Lake Country Middle School H.S. Grenda Middle School.

Trustee Fraser thanked the presenters for their heart-felt presentation. The Board of Education will decide on the name of the new Lake Country Middle School at the December 12, 2018 Public Board Meeting.

2. Proposal for "Multi-Use Facility" at Aspen Grove Golf Course

In Attendance:

Richard Issler, Lake Country Resident
Mr. Issler presented a proposal for a 'multi-use facility' at the Aspen Grove Golf Course. The multi-use facility would continue to provide community use of this property and could potentially provide additional values to the students of Central Okanagan Public Schools. Mr. Issler, on behalf of concerned Lake Country residents,

respectfully requested that the Planning and Facilities Committee consider a 'multi-use facility' at the Aspen Grove Golf Course site.

Trustee Fraser thanked Mr. Issler for his presentation.

Public Questions/Comment Period

Marie Howell – Ms. Howell, on behalf of Rutland parents, expressed concerns about the physical well-being of Rutland Middle School (RMS) and the lack of progress and plans for the future of the school. Ms. Howell asked the trustees to consider collaborating with RMS students, staff, and parents on how to improve the school and continue to advocate for a replacement building that meets today's building codes and 21st century learning needs.

- *Trustee Fraser thanked Ms. Howell for her comments and stated that the Rutland Middle School Project will be discussed during agenda item 7.2.*

Discussion/Action Items

1. Urban Aboriginal Head Start Preschool

The Deputy Superintendent of Schools shared that the Métis Society went through a consultation with PACs at both Springvalley Elementary and South Rutland Elementary schools regarding a potential Urban Aboriginal Head Start Preschool at their respective schools. Staff based their recommendation on accessibility, site readiness, and Aboriginal population in the area.

Outcome:

The Committee recommended that the Board of Education grant approval to the Métis Society to build an Urban Aboriginal Head Start Preschool at South Rutland Elementary School.

2. Establishment of Canyon Falls Middle Catchment Boundary

The Planning Manager reviewed the proposed catchment boundary for the new Canyon Falls Middle School.

Outcome:

The Committee recommended that the Board of Education approve the establishment of a middle school catchment boundary for Canyon Falls Middle School as presented at the Planning and Facilities Committee on November 21, 2018.

3. Proposed Catchment Boundary Amendment – Bankhead Elementary and Watson Road Elementary Schools

The Planning Manager reviewed the proposed catchment boundary amendment for Bankhead Elementary and Watson Road Elementary.

Outcome:

The Committee recommended that the Board of Education approve Option #1 elementary catchment boundary amendments for Bankhead Elementary School (include Highpointe Drive) and Watson Road Elementary School as presented at the Planning and Facilities Committee on November 21, 2018.

4. Proposed Catchment Boundary for Black Mountain Elementary and Ellison Elementary Schools

The Planning Manager reviewed the proposed catchment boundary for Black Mountain Elementary and Ellison Elementary schools. The catchment boundary process includes a review of demographics, enrolments, and projections as well as background and a frequently asked question sheet, draft preliminary options, PAC meetings, review of other options and revisions. In the Ellison Elementary area there weren't any additional comments received; however, in the Black Mountain Elementary area parents did provide comments regarding the Toovey Heights and Charleswood Drive areas.

The Committee discussed the need for a review of all catchment boundaries in the Rutland area in relation to the Long-Term Facility Plan.

Outcomes:

The Committee recommended that the Board of Education approve Option #3 (include Toovey Heights and Charleswood Drive area) for Black Mountain Elementary School catchment boundary as presented at the Planning and Facilities Committee on November 21, 2018.

The Committee further recommended that the Board of Education approve Option #1 for Ellison Elementary School catchment boundary as presented at the Planning and Facilities Committee on November 21, 2018.

Discussion/Information Items

1. School District Portable Information

The Secretary-Treasurer/CFO outlined the current portable inventory. Planning for portables is an ongoing process and a number of factors may change the initial placement plan. Movement and installment traditionally occurs between May and August in order for portable to be ready in September. The District saved an estimated \$1.663M through the Westside Reconfiguration process and was able to have three additional portables remain on Westside Elementary sites to deal with potential enrolment growth or composition issues.

The Committee recessed at 7:56 pm.

The Committee reconvened at 7:58 pm.

2. Rutland Middle School Project Update

The Secretary-Treasurer/CFO stated that the replacement of Rutland Middle School has been a long standing project in the School District's Capital Plan. Since 2009, eight Project Identification Reports (PIR) and one Project Development Report (PDR) were conducted. Rutland Middle School is the District's first priority in the 'Replacement' category of the District's Five Year Capital Plan. The District has a recent consultant report that indicates all maintenance items that need to be addressed over the next three to five years. Although the school is slated for replacement, the District continues to maintain and provide all necessary maintenance to ensure it remains a safe school.

The Committee stated their frustrations with this project and discussed potential actions the Board of Education should consider.

Outcome:

The Committee recommended that the Board of Education request a meeting with the Minister of Education to discuss the progress of the approval of the Rutland Middle School replacement project.

The Committee further recommended that the Board of Education write a letter to the Ministry of Education regarding the progress of the approval of the Rutland Middle School replacement project.

Recommendations to the Board

Future Public Board Meetings

- *Urban Aboriginal Head Start Preschool (Action Item)*
- *Establishment of Canyon Falls Middle Catchment Boundary (Action Item)*
- *Proposed Catchment Boundary Amendment – Bankhead Elementary and Watson Road Elementary Schools (Action Item)*
- *Proposed Catchment Boundary for Black Mountain Elementary and Ellison Elementary Schools (Action Item)*
- *School District Portable Information (Information Item)*
- *Rutland Middle School Project – Update (Action Item)*

Items for Future Planning and Facilities Committee Meetings

September	October	November
<ul style="list-style-type: none"> - Summer Projects Update 	<ul style="list-style-type: none"> - 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	- Capital Project Bylaw for AFG
May	June	August
- Transportation Update - Capital Plan Submission	- Energy & Sustainability Presentation	- To be determined

Meeting Schedule

The 2019 Planning and Facilities Committee Meetings will be determined at the November 28, 2018 Public Board Meeting.

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: January 18, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations
Prepared By: David Widdis, Planning Manager

Action Item: **Proposed Work Plan for Long-Term Facility Plan Update**

1.0 ISSUE STATEMENT

The Ministry of Education requires that school districts prepare a Long-Term Facility Plan. School District No. 23's plan (developed in 2012) is part of an overall goal that;

"Each Central Okanagan School District student (K-12) will provide evidence of being a Learner, Thinker, Innovator, Collaborator and Contributor".

The district wide Facility Plan forms the basis for all investment decisions by the Ministry. The Long-Term Facility Plan takes into account educational program requirements and trends, operating capacities, current condition of facilities, current and anticipated changes in land use, yield rates, community demographics, local community and economic development strategies and other considerations.

2.0 RELEVANT BOARD MOTION/DIRECTION

*Main THAT: The Board of Education receive and approve the Long-Term
12P – 202 Facility Plan, as amended at the November 28, 2012 Public Board Meeting.
CARRIED*

3.0 BACKGROUND

Staff presented a proposed schedule for the review of the Long Term Facility Plan (LTFP) at the October 17, 2018 Planning and Facilities Committee Meeting. The memo and discussion identified the purpose for the LTFP and the changes the District has experienced since the LTFP was approved in December 2012. The review of the LTFP will provide the opportunity to refocus the District's management of facilities and engage in discussions on facility needs as the District implements its educational programs.

The process and schedule for the LTFP was revised from the October 17, 2018 Planning and Facilities Committee Meeting to ensure the process is a coordinated approach to review the

plan. The process includes discussion and participation opportunities in order to provide feedback on issues from various interested parties.

The establishment of a Steering Committee is to occur and meet in late January or early February. The Steering Committee is needed to facilitate coordination of provincial and school district actions, policies and programs as they relate to the update of the LTFP. The Steering Committee will be responsible to guide the process and ensure the update of the LTFP will meet the needs of the District based on the information gathered and the feedback provided through the process. It is anticipated that the Steering Committee will meet approximately two to three times during each phase of the process. The Steering Committee will include: Superintendent of Schools/CEO, Deputy Superintendent of Schools, Secretary-Treasurer/CFO, Director of Operations, Planning Manager, Assistant Superintendents (Central Kelowna, Lake Country, Mission, Rutland, Westside), and a Board Member. The Board will be requested to recommend and approve a Board Member to participate on the Steering Committee.

The process is divided into three phases:

1. Background and Approach

The objectives in this phase are to review the current LTFP:

- Assess the current LTFP and its recommendations;
- Identify changes in educational programming and facilities;
- Review and update the educational programming;
- Review changes in demographics, enrolments and the facilities; and,
- Identify challenges, areas of concerns and opportunities.

2. Explore Issues and Update Direction

Building on the first phase, understanding the direction of the educational programs and needs, this phase will undertake an analysis for each of the five families of schools that include:

- The population and enrolment projections;
- Challenges and opportunities in the family and the schools;
- The current identified capital projects and facility upgrades;
- The impacts of the educational programs on the family of schools and District; and,
- The current users and partnerships in each of the schools.

Through this phase, a variety of options and/or recommendations will be created that will help facilitate discussions among the stakeholders and public on the desired outcomes for the District and family of schools. A set of consultation meetings will be set up to present the information and solicit feedback.

3. Update Long-Term Facility Plan

The process to this point will provide the framework and initial update of the LTFP. Based on the analysis and feedback from the consultation meetings, staff and the Steering Committee will develop and refine the update of the LTFP. After a draft is finalized from the Steering Committee, a set of consultation meetings will be set up to present the

information and solicit feedback. Upon completion and review of the feedback by the Steering Committee, it is anticipated a draft updated LTFP will be presented to the Board for approval.

Consultation Approach

The LTFP update will require consultation. This will include, but not be limited to, the Board, Committees, partner groups, and the public. This is not an all-inclusive list, other groups will be included that may and/or should play a role in this process.

Considering the various ways for communicating the LTFP update project to the various groups impacted, the following opportunities have been identified for consideration:

- Technology – information on School District website, email notification system, provisions for public feedback
- Media – media releases on updates, milestones, current and upcoming activities, paid advertising
- Social Media – Facebook, blogs, twitter
- Fact sheets – produced on issues basis, at end of a special study or review, etc.
- Frequently asked questions (FAQs) materials for all groups/public
- Reports – all to be released on web site and to public
- Key spokesperson – should be identified and mandated

There are various activities to provide information and updates throughout the process. This includes activities such as planned meetings with both the Steering Committee and Planning and Facilities Committee. In addition, other meetings may be set up with partner stakeholder groups, PAC's or other group's as necessary to provide specific information on issues.

4.0 POINTS FOR CONSIDERATION

1. The Ministry of Education requires the School District to have a Long-Term Facility Plan to support the facility requests in the Capital Plan and guide the district in utilizing its available capital resources.
2. The District has seen several changes that have impacted the use of the educational facilities.
3. Several recommendations in the LTFP have been completed and an updated direction is necessary to guide capital planning discussions.

5.0 OPTIONS FOR ACTION

1. Approve the staff recommendations as presented.
2. Adjust the staff recommendations to reflect a different implementation priority.
3. Provide staff with alternate direction as to how to proceed with regard to the Plan.

6.0 DIRECTOR'S COMMENTS

The Long-Term Facility Plan is important to effectively guide district facility decisions for at least the next ten years.

7.0 STAFF RECOMMENDATIONS

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

THAT: The Board of Education grant approval for staff to move forward with the review of the Long-Term Facility Plan as attached to the Agenda, and as presented at the January 23, 2019 Public Planning and Facilities Committee meeting;

AND THAT: The Board of Education appoint a Board member to participate on the Steering Committee.

8.0 APPENDIX

A. Schedule for Review of the Long-Term Facility Plan

Appendix A

Schedule for Review of the Long-Term Facility Plan

LONG-TERM FACILITY PROCESS & SCHEDULE

TIMELINE

Phase 1 – Background and Approach

Steering Committee Meetings

- Review Roles, Responsibilities, Vision, Consultation Plan
- Review current Long Term Facility Plan, Mission, Guiding Principles
- Educational Program Review
- Projections, capacities, grade configurations & capital options, define process & schedule

February - March 2019

Phase 2 – Explore Issues and Update Direction

Steering Committee Meetings

- Review Family of Schools
- Demographic and Population, Enrolments, Educational Programs, Partnerships, Facility inventory, challenges, opportunities
- Enrolments, Educational Programs, Partnerships, Facility inventory, challenges, opportunities
- Educational Programs, Partnerships, Facility inventory, challenges, opportunities
- Partnerships, Facility inventory, challenges, opportunities
- Facility inventory, challenges, opportunities
- Challenges, Opportunities

April – June 2019

Public Review and Feedback

- Open Houses – locations in the five families of schools

June 2019

Phase 3 – Develop Long Term Facility Plan

Steering Committee Meetings

- Draft Long Term Facility Plan

June - Aug 2019

Planning and Facilities Committee Meeting

Sept 2019

Public Review and Feedback

- Open Houses – locations in the five families of schools

Sept - Oct 2019

Steering Committee

- Review of Consultation and Amend Long Term Facility Plan as required

Oct 2019

Public and Board Review of Draft Long Term Facility Plan

Nov 2019

Final Adoption of Long Term Facility Plan

Dec 2019



Section One: Board of Education

“Together We Learn”

155 – PLANNING AND FACILITIES COMMITTEE

Introduction

The Planning and Facilities Committee is a standing committee of the Board of Education.

Policy

1. Membership

1.1 Voting Members:

1.1.1 Three trustees, appointed by the full Board, with one trustee appointed Committee Chairperson at the Board’s inaugural or annual meeting.

1.1.2 In the absence of a Trustee committee member, or if the full Trustee committee membership has not been appointed, the Committee Chairperson may appoint temporary Trustee committee members.

1.2 Non-Voting Members:

1.2.1 a representative from each partner group for purposes of providing input

1.2.2 Director of Operations

1.2.3 the Board Chairperson

2. Scope of Functions

2.1 To provide recommendations to the Board.

2.2 As part of the Board planning function, the Committee considers and may make recommendations to the Board on a variety of issues related to facilities and property. These include such topics as building opening/closure, boundary or catchment area adjustments, design standards, traffic and pedestrian safety, creative play areas, municipal development areas, incompatible land uses and child care programs.



Section One: Board of Education

“Together We Learn”

- 2.3 To address short and long-range physical plant requirements, including planning for facilities and sites to meet district needs.
- 2.4 To consider matters of design, construction, alterations and maintenance of existing and proposed buildings and school sites.
- 2.5 To consider and provide direction on the Annual Facilities Grant, long-range capital projects and funding through the development of capital plans and submissions.
- 2.6 To review and consider the changing space requirements caused by enrolments, new programs or curriculum initiatives, and other competing demands for use of school space.
- 2.7 To address and recommend solutions for safety, security and environmental issues on or adjacent to school sites and buildings, as well as other Central Okanagan school board work places, including emergency preparedness planning.
- 2.8 To monitor and facilitate, when possible, the use of school buildings or sites for non-school users, including community, recreational and other educational activities.
- 2.9 To deal with matters relating to property management, including building and site acquisitions, sales or leases.
- 2.10 To deal with matters involving the transportation of students.
- 2.11 To review and evaluate all policies directly pertaining to the Planning and Facilities Committee function at least once every four years.

3. Meetings

- 3.1 All meetings shall be governed by Board policy and, in the absence of Policy, by *Robert’s Rules of Order*.
- 3.2 A seconder is not required for resolutions moved at the committee level.
- 3.3 Public meetings of the Committee shall be scheduled to occur on specific dates and times during the school year as determined by Board resolution at the inaugural or annual meeting.



Section One: Board of Education

“Together We Learn”

- 3.4 Items required to be Incamera will be dealt with at an Incamera meeting to be attended by trustees and senior staff and others, as needed by invitation. Incamera meetings shall usually be scheduled to occur on the specific dates determined by the Board for public meetings of this Committee.



Memorandum

Date: January 18, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations
Prepared By: Harold Schock, Energy & Sustainability Manager

Information Item: Renewable and Low Carbon Fuel Requirements Regulation

1.0 ISSUE STATEMENT

The District is considered a fuel supplier for the supply of compressed natural gas for transportation. It is The Ministry of Energy and Mines (the Ministry) understanding that fueling vehicles including School Buses with compressed natural gas (CNG) meets the definition of a Part 3 Fuel Supplier under the Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act (the Act), which is available online at www.bclaws.ca. The Board is the owner of this CNG station at 685 Dease Road. When increasing the pressure and compressing the gas for use in a vehicle, the District is considered by the Ministry to be the Part 3 fuel supplier responsible for reporting this fuel and complying with the carbon intensity requirements under the Act.

2.0 RELEVANT BOARD MOTION/DIRECTION

POLICY 660 – ENVIRONMENTAL SUSTAINABILITY;

The Board recognizes the global ecological imperative that we act locally and approach our daily functioning as an educational institution in an environmentally focused and sustainable manner, while seeking continuous improvement. Supplying CNG for school buses generates compliance credits, but the fuel must be reported and the resulting credits validated by the Director at the Ministry before they can be sold. Market information regarding credits, refer to the “Credit Transfer Activity” section of the web page at <http://gov.bc.ca/lowcarbonfuels>.

3.0 BACKGROUND

The Renewable and Low Carbon Fuel Requirements Regulation (Regulation) is a market-based regulation. In each compliance period, there is a carbon intensity target (or limit) that fuel suppliers must comply with. A fuel supplier generates credits under the LCFS by supplying a fuel with a carbon intensity below the limit (e.g. compressed natural gas or CNG), and they incur debits by supplying a fuel with a carbon intensity above the limit (e.g. petroleum-derived gasoline and diesel). To remain compliant, a fuel supplier must ensure that debits incurred from supplying higher carbon fuels are offset by credits generated from supplying lower carbon alternatives. In addition, a fuel supplier can purchase credits on the open market or bank them for future compliance periods. CNG is a low carbon fuel that generates credits under the Regulation. Credits have an established market value and can be sold to other Part 3 fuel suppliers for the purpose of compliance with the Regulation.

4.0 INFORMATION STATEMENT

Upon validation, the District will be able to trade credits in accordance with the Regulation. Approved credit transfers must be reported in the relevant section of that period's Compliance Report. The District currently has 554 credits available for sale. The price of these on the market are averaging \$176 in 2018.

5.0 DIRECTOR'S COMMENTS


Supplying CNG generates compliance credits, but the fuel must be reported and the resulting credits validated by the Director at the Ministry before they can be sold.

6.0 NEXT STEPS

The market participants table lists all the Part 3 fuel suppliers currently recognized by the Ministry. This publically available list can be used to contact Part 3 fuel suppliers for the purposes of buying and selling credits.

7.0 APPENDICES

- A. Low Carbon Fuel Credits Market Report updated July 2018
- B. Low Carbon Fuel Credit Transfers

 BRITISH COLUMBIA	Ministry of Energy, Mines and Petroleum Resources	Renewable and Low Carbon Fuel Requirements Regulation
	<i>Issued: August 2017</i> <i>Revised: October 2018</i>	Low Carbon Fuel Credit Market Report Information Bulletin RLCF-017

Credit Transfer Activity ¹

Under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* (Act), Part 3 fuel suppliers may purchase validated credits in order to achieve compliance with the low carbon fuel requirements. For more information regarding credit transfers please consult *Information Bulletin RLCF-013 – Validation and Transfer of Credits* at gov.bc.ca/lowcarbonfuels. The table below provides a summary of the low carbon fuel credit market.

Time Period ²	Transfers (number)	Total Volume (credits)	Average Price (\$ per credit)	Minimum Price (\$ per credit)	Maximum Price (\$ per credit)
Q3 2018	9	149,571	\$199.96	\$55.00	\$207.00
Q2 2018	2	2,741	\$170.30	\$165.00	\$172.00
Q1 2018	7	71,092	\$159.23	\$55.00	\$176.00
CY 2017	31	240,164	\$164.30	\$60.00	\$185.00
CY 2016	15	198,705	\$170.93	\$100.00	\$190.00
CY 2015	2	14,354	\$169.95	\$20.00	\$170.00

¹ Excludes credit transfers reported with a zero or near-zero price.


² Q: quarter; CY: compliance year

Credit Market Scope

Under section 6 of the Act, Part 3 fuel suppliers generate credits by supplying a fuel with a carbon intensity below the prescribed carbon intensity limit, and incur debits when supplying a fuel with a carbon intensity above the limit (e.g. petroleum-based gasoline and diesel). In addition, Part 3 fuel suppliers may also enter into Part 3 Agreements with the Director under the Act to take actions that would have a reasonable possibility of reducing GHG emissions through the use of Part 3 fuels sooner than would occur without the agreed-upon action. The table below shows the quantity of debits incurred and credits generated each year. All values are subject to adjustment as a result of compliance and verification activities.

Time Period	Debits Incurred From Fuel Supply	Credits Generated From Fuel Supply	Credits Awarded from Part 3 Agreements	Net Surplus Credits
2013	161,293	513,389	-	352,096
2014	322,587	1,026,778	-	704,191
2015	643,140	1,101,998	66,380	525,238
2016	918,776	1,067,105	166,618	314,947
2017	1,412,245	1,258,615	97,833	(55,874)

The credits awarded from Part 3 Agreements are for the completion of project milestones during a given compliance period. For the 2013 and 2014 time periods, the quantities of debits and credits represent 1/3 and 2/3 respectively of the 18th month compliance period ending December 31, 2014.

 BRITISH COLUMBIA	Ministry of Energy Mines and Petroleum Resources <i>Issued: August 2015 Revised: May 2018</i>	Renewable and Low Carbon Fuel Requirements Regulation Part 3 (Low Carbon Fuel) Credit and Debit Transfers Information Bulletin RLCF-013
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Background information

Under the [Greenhouse Gas Reduction \(Renewable and Low Carbon Fuel Requirements\) Act](#) (Act), a Part 3 fuel supplier's compliance with the low carbon fuel requirements of the [Renewable and Low Carbon Fuel Requirements Regulation](#) (Regulation) is calculated in terms of credits for low carbon fuels and debits for high carbon fuels as specified by section 6 of the Act. Fuel suppliers may transfer debits and validated credits in order to achieve compliance with the low carbon fuel requirements.

Credit validation

Before credits can be transferred they must be validated by the Director. Credits are most commonly validated through the submission of an annual Compliance Report that includes a net credit balance. For more information, refer to [Information Bulletin RLCF-003 – Compliance Reporting Requirements](#).

Credits that are awarded to fuel suppliers for the completion of milestones under Part 3 Agreements are valid when they are awarded.

Approval of transfers

All credit and debit transfers must be approved by the Director. Part 3 fuel suppliers may apply for the approval of transfers by submitting a [Credit Transfer Proposal form](#) signed by both parties. The transfer of credits or debits will take effect on either the date on which the transfer is approved by the Director, or a date specified in the Credit Transfer Proposal, whichever is later.

Reporting transfers in a Compliance Report

The Low Carbon Fuels Branch will be proposing amendments to the Act and Regulation that would eliminate the requirement to report credit and debit transfers in compliance reports. Until these amendments are in place, compliance reports must include the approved credit and debit transfers that took place in the compliance period for which the report applies.

However, Credit Transfer Proposals that are approved between January 1 and March 31 can be included in a fuel supplier's compliance report for the previous compliance period, and therefore can be used to offset debits accrued in the compliance period to which the compliance report relates. For more information on compliance reporting, refer to [Information Bulletin RLCF-003 – Compliance Reporting Requirements](#).

Recognized Part 3 Fuel Suppliers

The following table lists the Part 3 fuel suppliers currently recognized by the Ministry. Contact information is provided with the permission of the fuel supplier.

Company Name	Contact for Credit Transactions		
	Name	Email	Phone
4-Less Disposal Inc.	Mark Grist	mark.grist(at)brightside-solutions.ca	604-314-1990
Air Liquide Canada Inc.	Joseph Séjean	joseph.sejean(at)airliquide.com	514-846-5639
BC Hydro	Warren Bell	warren.bell(at)bchydro.com	604 623 3821 (73821)
BC Transit	Geoff Huber	geoff_huber(at)bctransit.com	250-385-2551
Burden Propane Inc.	Mark Grist	mark.grist(at)brightside-solutions.ca	604-314-1990
Cal-Gas Inc., Canwest Propane	Theresa Keysell	theresa.keysell(at)canwestpropane.com	403-776-3175



**Ministry of Energy
Mines and Petroleum Resources**

*Issued: August 2015
Revised: May 2018*

Renewable and Low Carbon Fuel Requirements Regulation

Part 3 (Low Carbon Fuel) Credit and Debit Transfers

Information Bulletin RLCF-013

Company Name	Contact for Credit Transactions		
	Name	Email	Phone
Canadian Linen and Uniform Supply			
Central Okanagan Public Schools	Harold Schock	harold.schock(at)sd23.bc.ca	250-860-8888
City of Nanaimo			
City of Surrey			
City of Vancouver			
City of Victoria			
Clean Energy Compression Corp.	Mark Grist	mark.grist(at)brightside-solutions.ca	604-314-1990
Clean Energy Fueling Services Corp.	Mark Grist	mark.grist(at)brightside-solutions.ca	604-314-1990
Coldstar Solutions Inc.	Mark Grist	mark.grist(at)brightside-solutions.ca	604-314-1990
Consolidated Biofuels Ltd.	Peter Booth	pbooth(at)consolidatedbiofuels.net	604-946-7626 ext. 234
Cowichan Bio-Diesel Co-operative	Brian Roberts	brian(at)cowichanenergy.org	250-597-1491
Dolphin Delivery Ltd.	Mark Grist	mark.grist(at)brightside-solutions.ca	604-314-1990
Elbow River Marketing Ltd.			
Eterra Environmental	Uday Kapure	uday.kapure(at)emterra.ca	
Euro Asia Transload Inc.	Mark Grist	mark.grist(at)brightside-solutions.ca	604-314-1990
Federated Co-Operatives Ltd.	Gurpreet Bhatia	gurpreet.bhatia(at)fcl.crs	306-719-4586
Ferus Natural Gas Fuels Inc.	Christy Dangas	regulatory(at)ferus.com	
FortisBC Energy Inc.	Mike Bains	mike.bains(at)fortisbc.com	604-592-7949
HTEC Hydrogen Technology & Energy Corporation	Colin Armstrong	carmstrong(at)htec.ca	604-904-0412
Husky Oil Ltd.	Jeffrey Rinker	jeffrey.rinker(at)huskyenergy.com	403-298-6056
Imperial Oil	Tanya Farley	tanya.c.farley(at)esso.ca	587-476-3227
Parkland Fuel Corporation			
Parkland Refining (B.C.) Ltd.	Dave Schick	david.schick(at)parkland.ca	
Powerex Corporation	Meredith Aitken	meredith.aitken(at)powerex.com	604-891-5014
Powertech Labs Inc.	Angela Das	angela.das(at)powertechlabs.com	
SF Disposal Queen Ltd.			
Shell Canada Products	John Lesperance	john.lesperance(at)shell.com	403-384-5401
Smithrite Disposal Limited	Frank Mainella	frank(at)smithrite.com	604-529-4030
South Coast British Columbia Transportation Authority (TransLink)	Sarah Buckle	sarah.buckle(at)translink.ca	778-375-6924
Suncor Energy Products Partnership	Michael Kaufman	mkaufman(at)suncor.com	905-804-5517
Superior Propane	Godfrey Van de Leur	godfrey_vandeleur(at)superiorpropane.com	
Super Save Enterprises Ltd.	Kathy Jahn	kathyjahn(at)supersave.ca	604-533-4423



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Renewable and Low Carbon Fuel Requirements Regulation

Part 3 (Low Carbon Fuel) Credit and Debit Transfers

Information Bulletin RLCF-013

Company Name	Contact for Credit Transactions		
	Name	Email	Phone
Teck Coal Limited			
Vancouver Island Propane Services	Nancy Borden	vipropane(at)shaw.ca	250-479-4227
Waste Connections of Canada Inc.	John Snelling	john.snelling(at)wasteconnections.com	604-517-2627
Waste Management of Canada	John Crabb	jcrabb(at)wm.com	604-520-7866

Need more information?

Please visit the Low Carbon Fuels website at gov.bc.ca/lowcarbonfuels or email us at lcfr@gov.bc.ca.

This information is for your convenience and guidance only, and does not replace or constitute legal advice. It is recommended that parties who may be a Part 3 Fuel Supplier review the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* and the Renewable and Low Carbon Fuel Requirements Regulation seek independent legal advice to confirm their status, legal obligations and opportunities. The *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* and the Renewable and Low Carbon Fuel Requirements Regulation can be found on the internet at: <http://www.bclaws.ca>.