



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, August 21, 2019
TIME: 4:00 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 – June 19, 2019
(Attachment)

3. PUBLIC QUESTION/COMMENT PERIOD

4. COMMITTEE MEMBERS QUERIES/COMMENTS

5. DISCUSSION/ACTION ITEMS

5.1 Portable Annex at George Elliot Secondary School
(Attachment)

STAFF RECOMMENDATION:

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

**THAT: The Board of Education direct staff to invite the YMCA to have
further discussions with staff regarding the future use of the portable annex
at George Elliot Secondary School.**

6. DISCUSSION/INFORMATION ITEMS

6.1 Transportation Services Department Update
(Attachment)

7. ITEMS REQUIRING SPECIAL MENTION

**8. RECOMMENDATIONS/REFERRALS TO
THE BOARD/COORDINATING COMMITTEE/OTHER COMMITTEES**

9. 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 (Info Item)

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

10. FUTURE PLANNING AND FACILITIES COMMITTEE MEETINGS

September 18, 2019 at 6:00 pm October 16, 2019 at 6:00 pm November 20, 2019 at 6:00 pm

11. MEDIA QUESTIONS

12. ADJOURNMENT

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Planning and Facilities Committee Meeting DATE: June 19, 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
M. DesRochers, Executive Assistant (*Recorder*)

Absent:

T. Beaudry, Deputy Superintendent
D. Widdis, Planning Manager

Partner Group Representation:

COPAC Sarah Shakespeare, President
COPVPA Ryan Ward, Middle/Secondary School Representative
COTA Susan Bauhart, President
CUPE David Tether, President
DSC No Representative

Agenda - Additions/Amendments/Deletions

June 19, 2019 Committee Agenda – approved as presented.

Reports/Matters Arising

May 15, 2019 Committee Report – received as distributed.

Recognition/Presentations/Delegations

1. Updated Sustainability Initiatives 2019

Harold Schock, Energy and Sustainability Manager, provided an update on the Sustainability Initiatives for 2019. These include government requirements (Bill 44 – Greenhouse Gas Reduction Target Act), SMARTTool (reporting of greenhouse gas emissions), District utilities, and the Energy Management Pilot Program. District utility initiatives include new buildings, LED lighting in classrooms, boiler upgrades in schools, heat-pump geo-exchange, and Compressed Natural Gas (CNG) buses. Future reductions consist of boiler replacements, parking lot lighting upgrades, classroom LED lighting upgrades, and new school buses.

The Director of Operations stated that the District is recognized as a leader in reducing greenhouse gas emissions and energy consumption.

The Chairperson thanked Mr. Schock for his presentation.

Discussion/Action Items

1. Enhancement Agreement – Peachland Elementary School Playground

The Director of Operations stated that this is a housekeeping item. Peachland Elementary School received a \$105,000 playground grant to assist with the purchase and installation of a new playground. This grant was included in the Capital Bylaw No. 2018/2019-CPSD23-01. As per Board Policy, the Peachland Elementary School PAC is formally wishing to enter into an Enhancement Agreement with the Board of Education and has requested to borrow \$46,280 from the District for the purchase and installation of the new playground equipment.

Outcomes

The Committee recommended that the Board of Education enter into an Enhancement Agreement with the Peachland Elementary School PAC for the purchase and installation of a new playground, as attached to the Agenda, and as presented at the June 19, 2019 Planning and Facilities Committee Meeting.

The Committee also recommended that the Board of Education approve a \$46,280.00 loan be provided to the Peachland Elementary School PAC to assist with the purchase and installation of a new playground, as attached to the Agenda, and as presented at the June 19, 2019 Planning and Facilities Committee Meeting.

2. Enhancement Agreement – École Casorso Elementary Memorial Plaque

The Director of Operations stated that as per Policy 625 – *Site, Facility and Equipment Enhancements*, École Casorso Elementary School is seeking approval for the installation of a Memorial Plaque for Rebecca Webb, a long serving teacher (1989-2013), who unfortunately passed on December 1, 2018 after a courageous battle with cancer.

The Committee discussed the requirements and parameters for memorial items and requested that a review of Policy 625 – *Site, Facility and Equipment Enhancements* be conducted to evaluate the criteria and ongoing commitment for memorial items at schools.

Outcome

The Committee recommended that the Board of Education enter into an Enhancement Agreement with École Casorso Elementary School and the École Casorso Elementary School Parent Advisory Council for the installation of a memorial plaque for Rebecca Webb, as attached to the Agenda, and as presented at the June 19, 2019 Planning and Facilities Committee meeting.

Discussion/Information Items

1. School District Portable Information

The Director of Operations outlined the following portables to be moved/purchased and their new placements:

Number of Portables to Move:	From:	To:
1	Anne McClymont Primary	Black Mountain Elementary
1	Anne McClymont Elementary	Rutland Middle
2	Okanagan Mission Secondary	Springvalley Middle
1	Okanagan Mission Secondary	Constable Neil Bruce Middle

Number of New Portables	To:
2	Mount Boucherie Secondary
2	Dr. Knox Middle
1	Constable Neil Bruce Middle

The Committee discussed concerns with the number of portables at both Mount Boucherie Secondary School and Constable Neil Bruce Middle School and the lack of washrooms for the growing student enrolment. The number of portables and washroom needs will be reviewed as part of the Long-Term Facility Plan Review.

Recommendations/Referrals to the Board/Coordinating Committee/Other Committees

Future Public Board Meetings

- Enhancement Agreement – Peachland Elementary School Playground (Action Item)
- Enhancement Agreement – École Casorso Elementary Memorial Plaque (Action Item)
- School District Portable Information (Information Item)

Future Policy Committee Meeting

- Policy 625 – Site, Facility and Equipment Enhancements (for review)

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 - Final recommendations for naming of Lake Country Middle School - Review of the Long-Term Facility Plan (Info Item)	
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

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

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: August 15, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations
Prepared By: David Widdis, Planning Manager
Action Item: **Portable Annex at George Elliot Secondary School**

1.0 ISSUE STATEMENT

Staff presented several options for the future use of the portable annex at George Elliot Secondary School to the Board in April 2019. The vacant space can provide a variety of different uses for a community; however, it was unclear if there was community interest in the space. The Board of Education directed staff to initiate an Expression of Interest process to solicit the community to submit future options for the portable annex. The process enabled the District to understand if there was a demand for community space.

2.0 RELEVANT BOARD MOTION/DIRECTION

Main 19P-074 – Public Board Meeting May 8, 2019

THAT: The Board of Education direct staff to initiate an Expression of Interest process to consider future options for the portable annex, as identified in the Memorandum attached to the Agenda, or other options that may come forward.

3.0 BACKGROUND

The portable annex is on a permanent foundation and constructed as one building that includes washrooms, staff room and a common corridor. The portables that make up the annex were received from another school district and are older models that are getting close to the end of their life cycle. There was significant investment in the process to place the portable annex on its foundation and make the annex one building. The estimated costs to dismantle the portable annex will be significant due to the high labour cost needed to dismantle and potential reuse of the buildings at another location.

Prior to making any decisions regarding the portable annex, staff advertised an Expression of Interest (EOI) to solicit possible uses for the portable annex. The EOI was posted on the BC Bid website on June 4th, 2019. Any interested parties were to submit a proposal to the School District by July 15, 2019.

The School District received the following three proposals. Highlights from their submissions are provided:

1.	Lake Country Health Planning Society	• Lease Annex to provide health and social services in Lake Country • Develop community health centre
2.	YMCA	• Lease annex for community opportunities of child care, family support, health and wellness and youth programming • Existing partnership with the School District at other facilities
3.	Okanagan Regional Library	• Move current Library in Lake Country from current space in the Municipal Hall to the Annex • Annex provides the ability for the Library to grow and accommodate the needs of the community • Preferred interest is purchase the land and the annex from the School District • Second option is enter into license to occupy • Significant capital investment by the Library for its vision. Library would want a long term commitment to the annex prior to making such an investment

The EOI requested that each submission would provide a description of their intended use and identify any proposed improvements/renovations that may be necessary to accommodate their use.

The submissions are included with this memorandum in Appendix A.

4.0 POINTS FOR CONSIDERATION

1. Finding a partner for the portable annex could extend the life of the annex and provide needed community space and revenue.
2. If the School District wants to remove the portable annex, all costs associated with the removal of the annex will be the responsibility of the School District.
3. The Ministry of Education is offering to communities, public sector organizations and non-profits new funding for the creation of new childcare spaces to a maximum of \$3 million.

5.0 OPTIONS FOR ACTION

1. Direct staff to enter into discussions with the approved recommendation.
2. Invite the other parties to have further discussions with the staff regarding the future use of the portable annex.
3. Provide additional or different direction to staff

6.0 DIRECTOR'S COMMENTS

The portable annex has potential for educational opportunities and/or to provide benefits for the community. The three submissions provide opportunities for community space in Lake Country and develop educational programs or services for the School District.

7.0 STAFF RECOMMENDATION

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

THAT: The Board of Education direct staff to invite the YMCA to have further discussions with staff regarding the future use of the portable annex at George Elliot Secondary School.

8.0 APPENDICES

A. EOI Submissions for the George Elliot Portable Annex

LAKE COUNTRY HEALTH PLANNING SOCIETY



778-215-5247

July 15, 2019

**RPO Box 41146
Winfield South
Lake Country, BC
V4V 1Z7**

Lloyd Pendleton
685 Dease Road
Kelowna, B.C.
V1X 4A4

Re: Request for Expression of Intent (EOI 19-029)

We are writing this letter of intent for the Annex building located at GESS. Lake Country Health Planning Society (LCHPS), established in 1982, believes that good health is a state of physical, mental, and social well-being. Our volunteers, staff, and board actively work alongside community partners to promote, provide and advocate for accessible and quality healthcare services for the children, youth, adults and seniors of Lake Country. For the past six years, LCHPS has been focused on growing the organization to provide more comprehensive health and social services in Lake Country. We recently completed a feasibility study, which is under review by the Ministry of Health and it is in the process of developing a community health centre.

The proposal put forward to the government includes the acquisition of physical space for the proposed community health centre. The programs and services provided at the community health centre would include:

- Space for health education and life skills development courses
- Support group meeting space
- Office space for professional health and social service providers
- Direct clinical care facilities (clinic rooms, waiting room, clean supplies, dirty supply area, washroom)
- Resource and referral space for connecting citizens to current and reliable information
- Private, professional and confidential space for counselling

- Development of other health programs to benefit a wide variety of community members (e.g. youth mental health)
- Space for other service agency to provide services in Lake Country (these organizations currently are funded to serve Lake Country and located in Kelowna, which requires Lake Country residents to travel to their Kelowna to access service)
- List of Proposed improvements and renovations:
 - Creation of smaller office spaces (3-4 rooms required)
 - Creation of clinical space (3 rooms) for direct clinical care (soundproof walls)
 - Retractable wall for flexible group meetings (to accommodate several small groups or larger groups)

Thank you for your consideration of this letter of intent. We look forward to hearing from you.

Regards,

Corinne Remple
Executive Director
250 938 8544
executivedirector@lchps.com

www.lchps.com



July 11, 2019

Lloyd Pendleton
School District No. 23
685 Dease Road,
Kelowna, BC V1X 4A4

RE: Request for Expressions of Interest EOI 19-029
Future Options for the Portable Annex at George Elliott Secondary School

Dear Mr. Pendleton:

Please accept this letter and the attached Description of Intended Use to lease the Portable Annex located at George Elliot Secondary School when it becomes available in the fall of 2021. Our interest would be in leasing the entire facility on its existing site in order to contribute to meeting the needs of both the students and staff at George Elliot Secondary School, as well as members of the Lake Country community at large for early learning, family support, health and wellness and youth programming. The YMCA may be interested in negotiating purchasing the facility and leasing the land at some point in the future.

About the YMCA

The YMCA of Okanagan is an independent local charity with a mission to support the development of strong individuals, families, and communities. As members of the Canadian Federation of YMCAs, our YMCA is able to access over 175 years of experience in meeting community needs with high quality programs and services. Our programs and community initiatives aim to promote healthy lifestyles, help children and families thrive, and foster belonging and connection for all community members.

The YMCA brand is recognized as a place where people can belong, be respected, and feel supported as they work towards their goals. The YMCA is trusted locally, nationally and internationally for its reputation for high quality programs and services, and its significant contributions to leadership, health and community building. All YMCA programs are founded on inclusiveness, respect and growth, and offered to all, regardless of age, gender, background, ability, or financial circumstance.

Inclusion and accessibility are of paramount importance to the YMCA. We are committed to ensuring our programs and services are accessible and affordable for the communities we serve. To do this, we ensure that no one is turned away from accessing a YMCA fitness class, program or child care experience by providing financial assistance to families who otherwise could not afford the full fee. In 2018, over \$500,000 was raised by the YMCA to support access for individuals and families attending YMCA programs in the Central Okanagan.

In the Okanagan, the YMCA operates 15 YMCA program sites, serving over 45,000 people annually in the areas of health, fitness and aquatics, childcare, day camping, employment, mental health/resiliency, and child development and support programming.



A Trusted Partner

The YMCA has a long history of working in partnership with likeminded organizations who are committed to building a positive future for children, youth, adults, seniors and families, such as:

- City of Kelowna (managing/operating H2O and Kelowna Family Y health/fitness/aquatic facilities);
- Okanagan College (Little Scholars Early Learning Childcare);
- School District No. 23 (Young Parents program and childcare at KSS; operating several preschool and afterschool centres both in Kelowna and West Kelowna in school facilities; developing and building a new childcare facility under a License to Occupy agreement on School District property on Dilworth; partnering to offer dual credit opportunities for high school students in fitness and aquatic certifications; providing children falling behind their grades level in reading and numeracy with the free Beyond the Bell program at George Pringle Elementary School);
- School District No. 67 (Land agreement at Queen's Park Elementary for our new purpose-built facility offering preschool, child care, after school care and summer camps);
- UBC-O (participating in several research projects including Small Steps for Big Changes Diabetes Prevention program, Seniors Wellness; student volunteer opportunities; offering Y Mind Mental Health programming on campus);
- Interior Health (providing health programs in the areas of Pre-Natal Wellness, Healthy Hearts, Healthy Hip & Knees; Nobody's Perfect Young Parents program);
- And many others including the provincial and federal governments, community organizations such as the Foundry and Boys & Girls Club, and many social-minded organizations and businesses.

Programming Approach

The YMCA of Okanagan provides programs and services based on relevant issues and needs of the community, and endeavors to remain flexible and relevant to changing needs and interests over time. Our approach to proposed programs and activities in the George Elliott Portable Annex specifically, will be to offer a large variety of community programs for all ages, with a focus on child development and support, health promotion, career development, and community resources. We are pleased to provide a sample of the types of programs that we would intend to offer at this facility in the attached.

The YMCA of Okanagan appreciates the opportunity to submit this Expression of Interest for your consideration and we would be pleased to work with you towards a Partnership Agreement that would best meet the needs of both the School District and the District of Lake Country community. Please do not hesitate to contact me at any time for further information.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Peterson'.

Sharon Peterson, MBA
President and CEO



YMCA at George Elliot Portable Annex

Description of Intended Use

At the George Elliot Portable Annex, the YMCA will offer a diverse range of community programs for all ages, with a focus on child development and support, health promotion, career development, and community resources.

Space Requirements

The YMCA proposes to lease the entire Portable Annex. As we do with all of our program facilities, renovations to, and use of, the space would be planned to achieve programming flexibility during the day, evenings and weekend, with no one program “owning” a permanent space.

We anticipate the need to convert two of the classrooms and the large common space into one larger space to accommodate larger groups and equipment. In addition, the extended day Preschool that we plan to offer would qualify for provincial renovation funding to add appropriate sized washrooms and art sinks within the program space designated for this program. The remainder of the Portable Annex will likely only require minimal renovations and refurbishment such as adding resilient flooring and storage. Over time, an expansion or further renovations may be required to upgrade the space, however this will depend on community program needs.

The YMCA is currently responsible for planning and funding the ongoing refurbishment of facilities that we operate in partnership with others. In the case of this Portable Annex, the YMCA is prepared to commit to funding future refurbishment so that the facility is one that we would be proud to operate within, and the School District would be pleased to have on their school property.

Intended Community Outcomes

The YMCA’s desired outcomes for the use of the Portable Annex include:

- More early years children will have access to preschool and kindergarten readiness programs;
- High School students will have more opportunities to extend their learning and gain certifications giving them a head start to post- secondary and career development;
- Students, families and older adults will have a place to connect and an increased sense of belonging;
- Families will have more access to child developmental assets and the education surrounding these;
- Students and families have education and resources on developmental and mental health related concerns;
- Lake Country is a more connected community, feeling engaged and connected to each other;
- The YMCA is able to directly serve an area of Central Okanagan that we currently do not;
- Partnerships with existing community program providers are developed to enhance programs and resources for students and the community as a whole.



Proposed Programming

Early Learning and Family Support

The George Elliot Portable Annex will provide an opportunity for the YMCA to extend our current complement of early learning programs in the Okanagan.

In this facility, we propose to offer a licensed extended day preschool which allows flexible options for families needing part-time childcare and/or those wishing a preschool experience that will help their child prepare for kindergarten. The YMCA utilizes our nationally acclaimed YMCA Playing to Learn curriculum which closely mirrors the BC Education ELF framework, and offers families options to choose traditional preschool schedules or add up to 5-days per weeks for an extended program, up to 7 hours/day.

The YMCA also plans to offer drop-in a Supported Child Development Program (MCFD funded), where children participate in preschool-type activities while parents receive education on how to help prepare their child for kindergarten. Through this program, Lake Country families will be able to access professional support in navigating early learning resources and services within the community.

Other programs that could be offered out of this facility include: Parent & Tot Play, Prenatal Wellness, and Nobody's Perfect Parenting program.

Students, Teens/Youth Programs

The George Elliot Portable Annex offers an opportunity to expand components of the Young Parents Program currently offered by the YMCA at Kelowna Secondary School, to provide family navigation and support services to young parents at George Elliott Secondary. The YMCA utilizes an individualized case management approach to help move young parents toward the achievement of their self-identified goals and continue with their high school diploma or post-secondary studies. The program is delivered through a continuous intake model and the young parents are supported up to the age of 24 as they transition to career and post-secondary education.

The YMCA also proposes to offer space within the Portable Annex for a number of Youth programs and initiatives such as:

- YMCA Teen Mindfulness, a program that supports teens ages 13-17 who are experiencing symptoms of anxiety or mind depression to learn and practice healthy coping strategies to better manage stress and anxiety (currently offered at Rutland Senior Secondary and George Elliot Secondary);
- Jumpstart Employment Essentials, a program that helps at-risk youth gain the skills they need to find and keep a job, as well as gain high school credit (currently offered at Central School);
- Youth Volunteerism, a program that helps teens discover their leadership potential while gaining school credits through volunteerism;
- Youth Leadership Development, a program that assists younger youth to develop teamwork, self-confidence, and communication skills; and



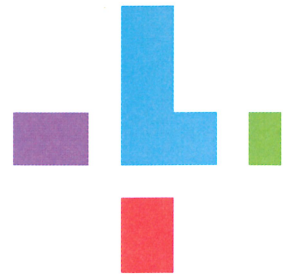
- Provide learning space and practical experience for potential Dual Credit courses such as Early Childhood Education Assistant and Fitness Leadership Certification, along with practicum placements in YMCA fitness and preschool programs in partnership with SD#23.

Other YMCA programs that could be offered out of this location include: Girls Unite, Boys in Action, Unplug and Play, and Babysitting Courses.

Health and Wellness for all ages

The YMCA is well known for extensive health and wellness programs and this facility provides an opportunity to provide low cost health promotion alternatives to the Lake Country community. The YMCA is barrier free and we are proud that we can inspire the *ready-to-be-fit* population by providing a warm and welcoming environment for all who want to be more physically active, without judgement.

While we are not proposing a “fitness center”, the Portable Annex would be able to accommodate a small amount of equipment needed to offer health promotion and management programs including: Free Seniors Health Assessment, Small Steps for Big Changes Diabetes Prevention, Health Hips and Knees, Healthy Hearts, Fit for Life, and Chair Yoga. The YMCA would also offer a range of group fitness programs for all ages and abilities.



June 13, 2019

Lloyd Pendleton
School District 23
685 Dease Road
Kelowna, BC
V1X 4A4

Dear Mr. Pendleton:

Re: Submission - EOI 19-029

In regards to the future options for a portable annex at George Elliot Secondary School, Lake Country, BC, enclosed please find the following:

1. The Okanagan Regional Library's submission for EOI 19-029;
2. CHP Architect's general concept drawing/vision for the pod library space;
3. Memory stick with our submission and drawings.

Please let me know if there is anything else you require for this submission.

Respectfully submitted,

Don Nettleton
Chief Executive Officer
Okanagan Regional Library
dnettleton@orl.bc.ca



EOI 19-029 – Future options for the Portable Annex at George Elliot Secondary School

The Okanagan Regional Library would like to submit an EOI for the above request.

About the ORL

The Okanagan Regional Library is no stranger to School District 23, as we are a partner in education to the people of the Central Okanagan. The ORL is a regional public library system which is incorporated under the Library Act which is administered by the Ministry of Education. The Library is managed by a Board composed of 24 members who are each elected municipal councillors or directors of each community (municipality or regional district and WFN) that are members of the Library system. We serve approximately 400,000 citizens in the southern interior ranging from Golden thru to Princeton. Included in our service area is the area served by School District 23.

As the public library, a major part of our role is education. While the school district focuses its efforts on the youth and future generations, the mandate of the library is much broader and includes not only young people but people from cradle to grave. The Library is one of the few services in society that removes economic and other social barriers offering programming and services to all. Libraries are increasingly the community hub. Services include not only the traditional roles of early childhood education, literacy, research but increasingly have included digital literacy (steam), connections to the internet and digital world for those that otherwise cannot afford it, and programming to all segments of the community.

This constantly evolving role of Libraries has impacted the physical facilities of Libraries. Increasingly, Libraries have moved from generally quieter spaces warehousing collections to vibrant public meeting and learning spaces allowing active programming, adaptable to various needs, bright, welcoming, and technologically connected.

Lake Country/George Elliot site specifics

Currently, our Lake Country Library Branch operates out of space in the Municipal Hall located across the street from this pod. The municipality is growing and needs our space for their own purposes, and with the growth in the community, the Library also will be needing additional space. The timing of this

space becoming available dovetails with the timing that the Library needs to be relocating. Libraries are increasingly the hub of the community and we need a location that is in the heart of the community, adjacent to the other services people use, and with good parking and public transit access. Being adjacent to the George Elliot School in the developing commercial section of Lake Country works well for this community. Such a location allows interaction between the student populations of George Elliott and the new middle school, the shared community space within George Elliott itself, and the commercial shopping area. Being separate from the school buildings, as a stand alone building situated on Bottom Wood Lake Road and with space for its own parking would allow the adjacent synergies to increase, while minimizing issues of concern to the school such as security of students, etc.. It should be noted that the Library should meet the current zoning and OCP plans for this site, and I am confident that a proposal for a new library here would receive strong support throughout the community. It also makes a lot of sense to continue using the space for educational related purposes, which the Library certainly represents.

Vision for the Library Pod

A general concept drawing and vision for this space has been drawn up by CHP architects to provide a vision for what could be done. This exciting vision is attached to this EOI.

In broad terms, the east 5 portables and their common hallways and infrastructure would be retained with minimal structural changes (although they would have the outside cladding and appearance upgraded to fit in with the new addition). On the western side, we would remove the two portables and common hallway and replace that with an inviting open collection and programming space. This would have a modern design, contain lots of glazing and inviting space to draw people in from the outside and be open and adaptable. It would be a wonderful addition to the downtown core of Lake Country, and very complimentary to the adjacent school. The remaining 5 portables section of the new library would be utilized for Library (and after hour community) programming and teaching space, and for the support services (washrooms, staff working areas, and minor storage). The total overall size of the new facility would be approximately 10,000 sq feet. We would also anticipate that the new main entrance and parking lot would be on the north side of the building, to avoid interference with the existing parking and access area of the school.

Structure of the agreement:

The agreement could be structured in several ways.

1. The simplest and preferred method would be a straight purchase of the land and portable annex from the school district (we could incorporate a first right of refusal to the school district to repurchase this site should we ever need to dispose of this in the future at the market value at that time). This would allow the library to build what we need and operate independently of the school, protect the capital investment of the library Board, provide the school district with

- sale proceeds to use for other needed projects, and ensure our long term needs for servicing this community are realized. It would be the least complex for both parties going forward.
2. If the school district is unwilling or unable to sell this property and building, then the Library would have to have some sort of license of occupation of the site for a long term (the life of the building). We would need to have assurances that the significant capital investment that would have to be made would be protected. This could be done by some sort of contractual arrangement that would ensure that the library would be reimbursed for the value of the building should the school district end this license, and that we would have significant notice of this ending so that we could find another location. We would also have to have a clear operating partnership agreement going forward regarding maintenance, sharing of costs, etc.

Conclusion:

The ORL Library Board has reviewed the draft concept plans, have voted support for the concept to negotiate an agreement with the school district, and both they and Library staff are excited with the possibilities that this provides. It appears to satisfy existing zoning, fits well with the educational and security needs of the school district, and seems a wise use of taxpayer money. As there is just one taxpayer, ultimately, being able to reutilize this pod space and site will save significant money over starting afresh.

We also believe, based upon discussions we have had with Lake Country Staff and our Board member, that the local government and the broader local community would be delighted to see this site repurposed for a new library as envisioned.

We look forward to the school districts review and support to bring this to fruition.

Date: June 12, 2019



Authorized Signature: _____

Don Nettleton, CEO



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Appendix A

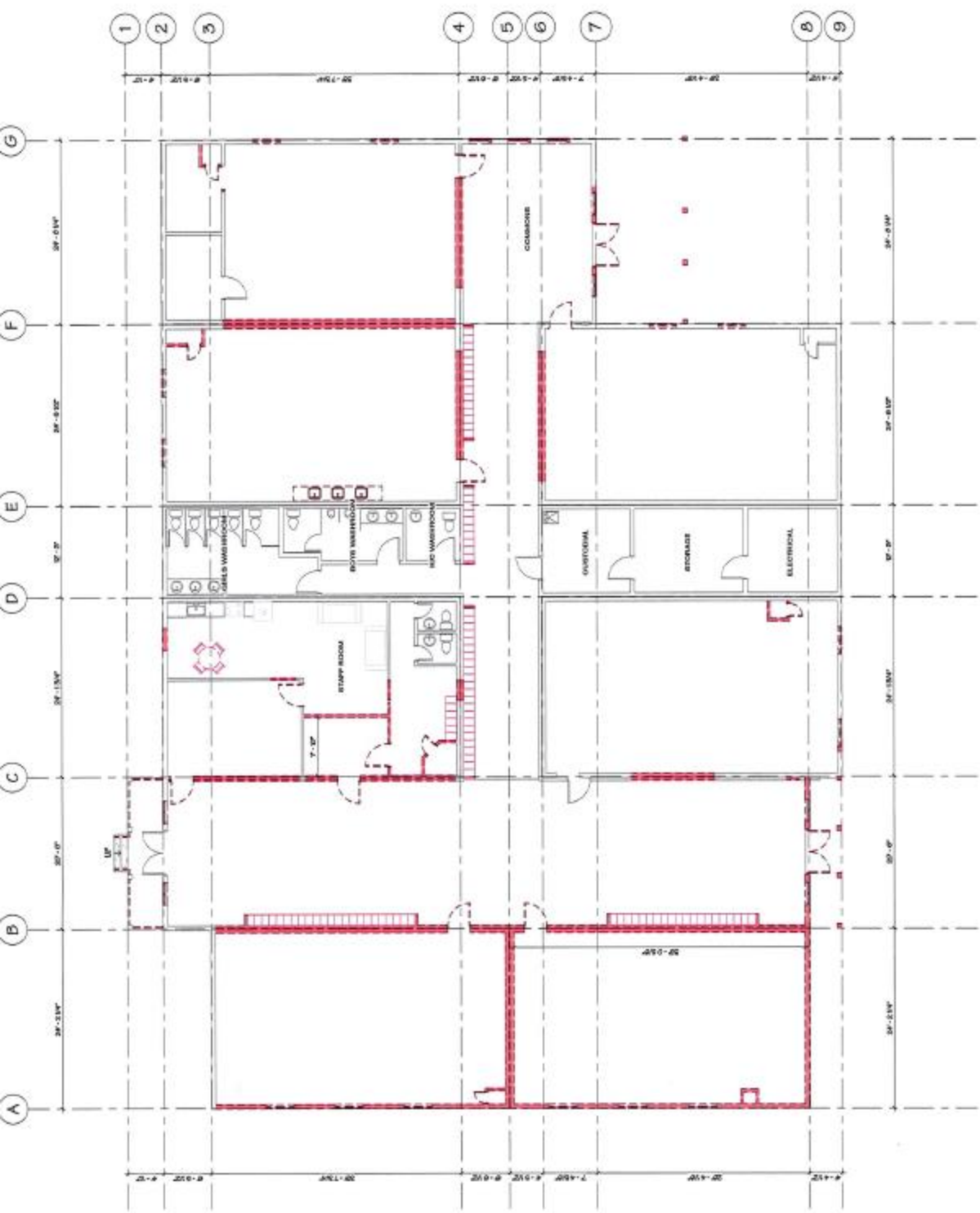


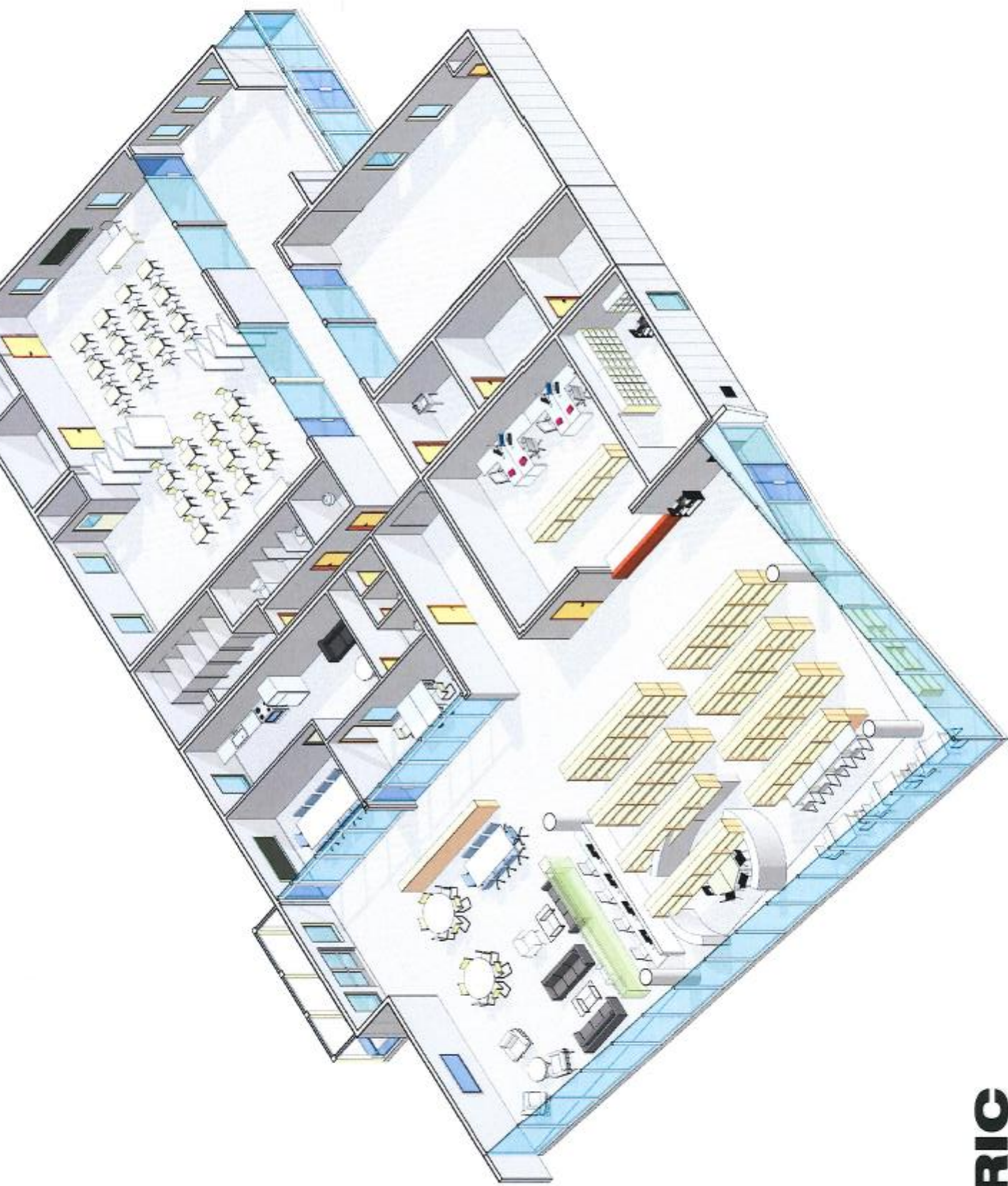
EXISTING PHOTOGRAPHS

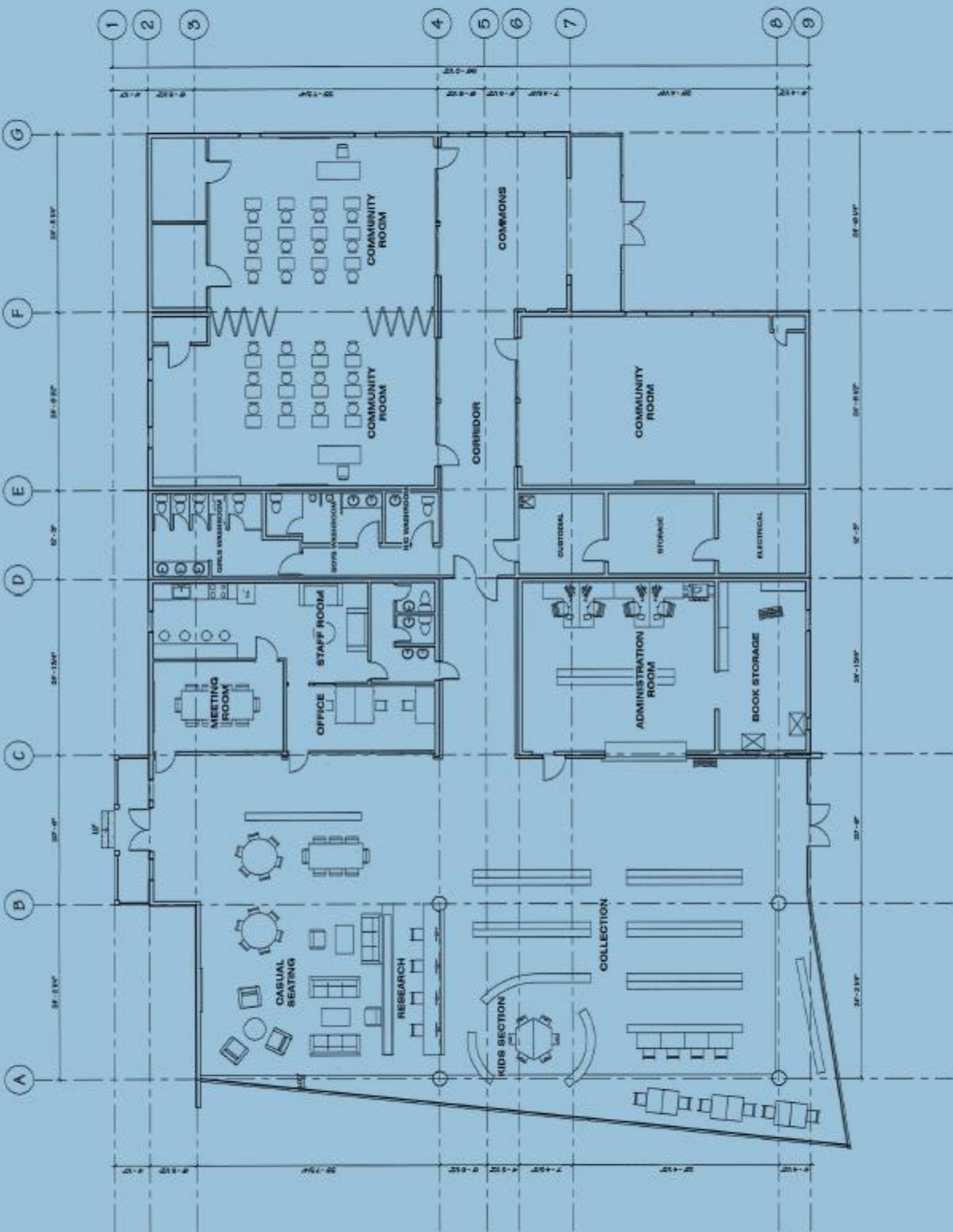
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PROPOSED MAIN FLOOR PLAN



Memorandum

Date: August 15, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations
Prepared By: Gail Prokopchuk, Transportation Manager

Information Item: **Transportation Services Department Update**

1.0 RELEVANT BOARD MOTION/DIRECTION

None.

2.0 BACKGROUND

The Central Okanagan Public Schools Transportation Department transports approximately 5,000 students every day throughout the District. The Central Okanagan Public Schools has the largest bus fleet in the Province and the Transportation Department maintains the fleet with a full-service mechanic shop that inspects, repairs, and provides regular maintenance to District school buses, white fleet, trailers and equipment.

Although the provision of transportation services is not a requirement under the School Act, Central Okanagan Public Schools has historically and continues to be committed to providing a safe, efficient service to students while maintaining a service level that will be sustainable to the District's future growth and changing demographics.

There were a number of items mentioned in the last report regarding current service levels, bus route design and route planning for the 2019-2020 school year. As a result, the Board of Education requested a Transportation Committee be formed to review and discuss transportation service levels and areas of concern or attention. Since February, the "Transportation Steering Committee" was formed and have met on two separate occasions and are planning to meet again in August 2019.

To date, the Transportation Steering Committee has focused their attention on current service levels and a review of the transportation policies and procedures as outlined in:

- Policy 470 – Transportation Services Management
- Policy 470R – Transportation Services Management (Regulations)
- Policy 475 – Transportation: Authority and Responsibility
- Policy 475R – Transportation: Authority and Responsibility (Regulations)

There have been several items of mention relating to transportation procedures that have been addressed and are included in this report. The Transportation Manager is currently reviewing the above policies and regulations an update will be presented at a future Policy Committee meeting.

Eligibility for school bus transportation is based on the distance a student resides from their catchment school. To be eligible for school bus transportation, elementary students must be 4.0 kms or more

from their catchment school and middle/secondary school students must be 4.8 kms or more from their catchment school. These are historical walk limits originally determined by the Ministry of Education and does not represent what is believed to be the distance a student could reasonably be expected to walk to school, but rather a measure of distance that could be accommodated within the transportation system. Transportation Services uses Edulog, a routing software, to measure the shortest/most direct drive path from a student's residence to the designated school.

Although school bus registrations are received throughout the year, changing student demographics requires the Transportation Department to continually review bus routes and make adjustments where required. Adjustments can include the addition or removal of bus runs, entire routes or changes to service levels. The Department must also consider future development areas and propose a plan for any transportation requirements needed.

CURRENT – IN PROGRESS

Each year, the Transportation Department opens up registration for the school year and parents are required to register their child for the school bus before a designated deadline. Bus routes for the school year are developed over the summer months and are designed based on the registration of eligible students. Once the registration deadline has passed, courtesy wait registrations are processed and assigned a seat on a bus route, provided:

- there is seat space available on the school bus;
- the student meets the bus at an existing stop along the route; and,
- the fee for transportation service has been paid

Planning school bus routes has its challenges as there are multiple changing factors throughout the school year. These include growth, late registrations, and family movement around the District, courtesy waitlists, educational programing, geographic accessibility, road upgrades, and the occasional capping of schools.

To promote consistent timelines for route planning, Transportation Services has established the following "school bus registration deadline dates".

- February – School bus registration for the next school year will be open in February each year.
- July 31 – Eligible rider registration deadline for the upcoming school year.
- August 5 – Begin assigning courtesy riders on routes with seat space available.
- August 31 – Any students requesting transportation for the upcoming school year must be registered by this date as seat space is not guaranteed after this date. Registrations after this date will continue to be processed and students will be placed on a route if or when seat space becomes available.

Some of the significant changes and challenges for the upcoming year that were identified at the February meeting include:

- **Opening of Canyon Falls Middle School** – There have been no additional routes added to this area as the existing school bus routes were reviewed and realigned to accommodate transportation of eligible riders to Canyon Falls Middle School.
- **Expansion of French Immersion Programs to Hudson Road Elementary School and Glenrosa Middle School** – Transportation will be provided for students who wish to attend the French Immersion Program at Glenrosa Middle School. A transfer location for the French Immersion students has been organized at École George Pringle Elementary School. Students can meet the 'Glenrosa' bus here or they may transfer from their regular route.

- **Some bus routes are at full capacity** – Bus routes are designed to service multiple schools (Elementary–Middle–Secondary school runs). Hence the need for 2 or 3 "runs" on a single bus route. Bus runs that are already at full capacity with eligible riders are the middle and secondary school runs as there are less of these schools so distance to the catchment school for these students tends to be further. Most bus routes have an elementary run assigned but have very few eligible riders assigned as there are more elementary schools so most students reside within the 4 km area.
- **Increased demand for courtesy riders** – In previous years, additional "runs or shuttles" have been added to routes to accommodate the high number of registrations for courtesy riders. Transportation Services must be mindful when adding additional runs or stops on a bus route as this may result in higher costs, additional time added to the bus route, increase ride times for eligible riders and may increase school supervision time needed before and/or after school.
- **Transportation of students who were moved from a capped school** – The Transportation Department currently tracks "capped" students who are eligible for transportation and will grandfather the students' transportation needs until they graduate to the next school, move to another catchment area or out of the district.

Throughout the school year and during the route review process conducted each summer, Transportation Services has flagged areas of concern. As we continue to build routes for the 2019-2020 school year, the Board of Education should be aware that transportation guidelines and policies are being applied as written, which may result in an increase of concerns reported from parents, in particular, students who are attending a school of choice.

- There are currently 474 students who have registered for school bus transportation to a school of choice. Historically, if these students could be accommodated on a route, they were permitted to ride as a courtesy rider. In some cases "shuttles" were initiated to transport students from their catchment school, to the school of choice. As there are no provisions in policy or procedure for transportation to a school of choice, these school bus transportation applications will be denied transportation per the guidance from the Transportation Steering Committee.
- A number of families in the Chute Lake – Crawford area have chosen to attend École Dorothea Walker Elementary School (55 students as of June 2019) to access the French Immersion Program and have historically been provided transportation as courtesy riders to that school of choice. Transportation services has identified these students and will, for the interim, continue to transport them to École Dorothea Walker Elementary School. We would not typically provide transportation to École Dorothea Walker Elementary School so any new registrations received are denied transportation. No new students have been added to the École Dorothea Walker Elementary School bus run since September 2018.
- Transportation Services has also identified 22 students who reside in the South Kelowna catchment area that have historically been transported to École Casorso or Raymer Elementary schools. The Transportation Steering Committee recommended that the Transportation Manager prepare written notice to these parents, indicating that 2019-2020 will be the last year that school bus transportation is provided to these schools.
- One other area of concern is Lake Country where we have seen an increase in the number of requests for transportation from the Davidson Road Elementary School catchment, to École Peter Greer Elementary School. Transportation is currently compiling historical information to determine which of these students were impacted due to the school catchment reconfiguration several years ago and those who are attending École Peter Greer Elementary School as a school of choice. New registrations received from students who wish to attend École Peter Greer Elementary School as a school of choice have been denied school bus transportation.

- The District has historically been transporting students from the Big White and Idabel Lake area. These areas are not included in Central Okanagan Public Schools district boundary but we will continue to transport these students until the Transportation Steering Committee can review and provide recommendations to the Board of Education.

3.0 INFORMATION STATEMENT

Central Okanagan Public Schools encompasses a large geographical area that includes the District of Lake Country, City of West Kelowna, City of Kelowna, District of Peachland and the Regional District of Central Okanagan that includes the Westside Road to Vernon.

Services include bus transportation to schools, field trips and travel for sports teams. School bus routes are designed to service eligible students who have registered for the school bus. In establishing bus routes, considerations will be student safety, costs, distances, road conditions, and the number of students involved. The many field trips for schools and sports team transportation places additional challenges on the Department to continue to provide the high level of service.

4.0 DIRECTOR'S COMMENTS

Transportation services within the District is complex and evolves daily. Staff have been using the guidance from the first phase of the Transportation Steering Committee to manage the bus routing and rider eligibility. These changes have ensured more consistent and equitable treatment of students throughout the district.

In the second phase of the Transportation Steering Committee, further recommendations to change existing practices to better align to policies or for the Board of Education to make policy changes will be brought forward with the goal to further improve equity and to ensure the financial stability of the district.