



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, April 17, 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 – February 20, 2019
(Attachment)

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3. RECOGNITION/PRESENTATIONS/DELEGATIONS

4. PUBLIC QUESTION/COMMENT PERIOD

5. COMMITTEE MEMBERS QUERIES/COMMENTS

6. DISCUSSION/ACTION ITEMS

6.1 Transportation Task Force Phase I: Steering Committee Recommendations April 2019
(Inserted after page 8)

6.2 Portable Annex at George Elliot Secondary School
(Attachment)

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STAFF RECOMMENDATION:

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

**THAT: The Board of Education direct staff to initiate an Expression of
Interest process to consider future options for the portable annex.**

6.3 Neighbourhoods of Learning Space - H.S. Grenda Middle School
(Attachment)

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STAFF RECOMMENDATION:

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

**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.**

6.4 Right-of-Way for a Bus Shelter on Rutland Secondary School Site
(Attachment)

STAFF RECOMMENDATIONS:

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

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.

6.5 H.S. Grenda Middle School Property Disposal for Road Upgrade
(Attachment)

STAFF RECOMMENDATIONS:

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

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.

6.6 Right-of-Way for a Watermain at Peachland Elementary School Site
(Attachment)

STAFF RECOMMENDATIONS:

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

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.

6.7 Enhancement Agreement – Dr. Knox Middle School GaGa Ball Court
(Attachment)

STAFF RECOMMENDATIONS:

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

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.

6.8 Enhancement Agreement – Oyama Traditional School GaGa Ball Court
(Attachment)

STAFF RECOMMENDATIONS:

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

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.

6.9 Annual Capital Plan Submission – Capital Bylaw No. 2019/20-CPSD23-01
(Attachment)

STAFF RECOMMENDATIONS:

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

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.

7. DISCUSSION/INFORMATION ITEMS

7.1 2020-2021 Capital Plan - Draft
(Attachment)

8. COMMITTEE CORRESPONDENCE

9. ITEMS REQUIRING SPECIAL MENTION

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

11. 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

12. FUTURE PLANNING AND FACILITIES COMMITTEE MEETINGS

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

13. MEDIA QUESTIONS

14. ADJOURNMENT

SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Planning and Facilities Committee Meeting DATE: February 20, 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 (*arrived at 6:12 pm*)
CUPE David Tether, President
DSC Theresa Schwab, Grade 12, Rutland Senior Secondary School

Agenda - Additions/Amendments/Deletions

Add: 8.1 - Committee Correspondence Received.

February 20, 2019 Committee Agenda – approved as amended.

Reports/Matters Arising

January 23, 2019 Committee Report – received as distributed.

Presentation

1. École Dorothea Walker Elementary Parent Advisory Council – Transportation Concerns

Simon Adams, Vice-President of the École Dorothea Walker Elementary Parent Advisory Council, presented parent concerns regarding transportation, specifically the potential elimination of existing bus services. He outlined four main reasons for continuing existing bus routes. These reasons include the following key points for consideration:

- The increasing safety concerns;
- The provincial government's public school policy that mandates districts to maintain, strengthen, and promote an established French Immersion Program;
- The students enrolled in the French Immersion Program take pressure off the other elementary schools in the area that are full; and,
- The District's and provincial government's mandates to reduce fewer Greenhouse Gas emissions.

On behalf of the École Dorothea Walker Elementary PAC, Mr. Adams' requested that the Planning and Facilities Committee maintain existing bus services and accommodate students living along existing bus routes.

6:12 pm: The COTA President joined the meeting.

The Committee Chair thanked Mr. Adams for his presentation.

Public Questions/Comments

The following individuals spoke about their transportation concerns:

- Martha Sirdevan
- Phil Bischoff
- Kendra Dixon
- Lindsay Pendray
- Vera Goudie
- Amy Habicht
- Jared Huber
- Laura Bowers
- Kendall Pew
- Darlene Atkinson

Cheryl Browne: Ms. Browne invited Trustees and District Staff to attend a meeting that the Kettle Valley Neighbourhood Association is hosting at Chute Lake Elementary School on Tuesday, April 2nd at 7:00 pm. The subject of the meeting is to discuss morning traffic concerns along the lakeshore road area. Mayor Colin Basran and the City of Kelowna's Transportation Manager have also been invited to attend.

Trustee Desrosiers stated that all bus riders pay, not just courtesy riders.

Discussion/Action Items

1. Annual Facility Grant (AFG) Plan for 2019/2020 through 2023/2024

The Director of Operations outlined the proposed Annual Facility Grant (AFG) Plan for 2019/2020 through 2023/2024. A broad consultation process was undertaken to ensure that the funds are utilized in a way that maximizes the long-term benefit to Central Okanagan Public Schools. The five year AFG Plan is prepared yearly and provided to the Board of Education for approval. Upon Board of Education approval, the Operations Department will assign staff to projects pending a future announcement of an Annual Facility Grant from the Ministry of Education.

The Committee recommended that the Rutland Middle School washroom renovation and re-roofing projects be moved up to priority one and two, respectively on the listing of projects. The Director of Operations agreed to this recommendation.

The Superintendent of Schools/CEO reminded the Committee that the Board of Education accepted the Planning and Facilities Committee's previous recommendation that the Board give priority to Rutland Middle School Minor Capital Projects for washroom additions, roofing improvements and mechanical upgrades when developing the 2019-2020 Annual Facilities Grant Submission.

Outcomes

The Committee recommended that the Board of Education approve the Annual Facility Grant Plan for 2019/2020 through 2023/2024 as amended at the February 20, 2019 Planning and Facilities Committee Meeting.

The Committee also recommended that the Board of Education request, from the Ministry of Education, an expansion to Rutland Middle School in the next capital plan, in order to eliminate the portables on site and to plan for future growth.

Trustee Baxter and the Superintendent of Schools/CEO discussed whether or not staff should explore if the Quigley Plan is still a viable option, whether the rebuild on the current site was possible and to clarify what the Minister meant by 'expansion' of the school in his February 15, 2019 letter.

The Director of Operations and the Superintendent of Schools/CEO stated that further discussion with the Ministry of Education is required to clarify what Minister Fleming meant by an expansion project for Rutland Middle School, in his letter dated February 15, 2019. The Superintendent of Schools/CEO recommended that this topic be referred to the Coordinating Committee to provide direction.

Outcome

The Committee recommended that the Coordinating Committee provide direction on next steps for Rutland Middle School.

7:05 pm: The Superintendent of Schools/CEO left the meeting.

Discussion/Information Items

1. Transportation Department – Overview of Services Provided

Trustee Baxter stated that the Board has made several difficult decisions over the years regarding transportation and has a history of accommodating as many students as possible. In some school districts, they have decided to cut their entire bus service. Central Okanagan Public Schools needs to discuss a number of transportation concerns, including busing French Immersion students. The costs associated with adding a bus route also need to be understood in order to assist in the decision making process.

The Secretary-Treasurer/CFO advised that it costs \$65,000 to run a bus route, \$130,000 to buy a bus and if the District was seeking to recover all costs to run bus transportation, it would cost each rider approximately \$1,000 per year. She also stated that busing French Immersion students is only one issue among various challenges the District is facing for the upcoming school year.

7:14 pm: Trustee Baxter left the meeting.

The Transportation Manager presented an overview of services that the Transportation Department provides. Central Okanagan Public Schools transports approximately 5,000 students each day, has the largest bus fleet in the province, and is the only District with buses fueled by natural gas. The Transportation Department is continually reviewing bus routes, which may result in either adding or removing routes and/or services. Most bus routes do an elementary, middle, and secondary school run. The Transportation Manager outlined the number of students transported by catchment area, the eligibility requirements, and the school bus registration process. She also shared that a new 'School Bus Stop' initiative is being developed to provide parents/students with updates on their bus routes; the expected launch date is March 1, 2019.

The Secretary-Treasurer/CFO explained how transportation funding has changed over the years. Currently, transportation is funded primarily through the operating grant with less than a third of funding coming from a transportation grant and fees collected.

The Transportation Manager stated that planning for the 2019/2020 school has started and the District is facing the following significant challenges:

- The opening of Canyon Falls Middle School
- The Expansion of French Immersion programs to Hudson Road Elementary School and Glenrosa Middle School
- The fact that most bus routes are at full capacity
- The increased demand from courtesy riders
- The transportation of students who were directed from a capped school

The Transportation Manager requested that an ad hoc committee be formed to review the bus routes in the District.

Outcome

The Committee recommended that the Board of Education strike a Transportation Task Force, to include out of district representation, to review the District's transportation service and bring back recommendations for implementation in the 2019-2020 school year.

Committee Correspondence

The Committee received the following correspondence:

R. Fleming, February 15, 2019, Re Rutland Middle School Replacement Project

M. McQuaig, February 17, 2019, Re Busing for Dorothea Walker Elementary French Immersion Students

Recommendations to the Board

February 27, 2019 Public Board Meeting

- *Transportation Task Force (Action Item)*

Future Public Board Meetings

- *Annual Facility Grant (AFG) Plan for 2019/2020 through 2023/2024 (Action Item)*

Recommendations to the Coordinating Committee

- *Next Steps for Rutland Middle School*

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 (<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

April 17, 2019 at 6:00 pm
May 15, 2019 at 6:00 pm
June 19, 2019 at 6:00 pm

August 21, 2019 at 4:00 pm (TBC)
September 18, 2019 at 6:00 pm

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

Questions - Please Contact:

Julia Fraser, Chairperson

Mitch Van Aller, Director of Operations

Phone: 250-681-0269

Phone: 250-870-5150

email: Julia.Fraser@sd23.bc.ca

email: Mitch.Vanaller@sd23.bc.ca

Julia Fraser, Chairperson



Memorandum

Date: April 15, 2019
To: Planning and Facilities Committee
From: Eileen Sadlowski, Secretary-Treasurer/CFO
Action Item: **Transportation Task Force Phase I: Steering Committee Recommendations April 2019**

1.0 ISSUE STATEMENT

A Transportation Task Force was established to review transportation options for the Fall of 2019 and make recommendations.

2.0 RELEVANT BOARD MOTION/DIRECTION

19P-043 (Public Board Meeting – March 13, 2019)

THAT: The Board of Education approve the Transportation Task Force Terms of Reference, as attached to the Agenda, and as presented at the March 13, 2019 Public Board Meeting.

19P-031 as amended by amendment 19P-034 (Public Board Meeting – February 27, 2019)

THAT: The Board of Education strike a Transportation Task Force to review the District's transportation service and bring back recommendations by April 30, 2019 for implementation in the 2019-2020 school year;

AND THAT: The Transportation Task Force bring back all other recommendations by January 31, 2020 for implementation in the 2020-2021 school year.

3.0 BACKGROUND

Central Okanagan Public Schools establishes bus routes annually using Policies and Regulations outlined in Board Policies 470 and 475

4.0 POINTS FOR CONSIDERATION

1. Decisions must be made regarding route design for the 2019/2020 School Year.
2. The opening of Canyon Falls Middle School and the expansion of the French Immersion program in West Kelowna have prompted a re-evaluation of existing routes.

5.0 OPTIONS FOR ACTION

1. Approve the recommendations from the Task Force as presented.
2. Make adjustments to the Task Force Recommendations.
3. Request Additional Information.

6.0 FOLLOW-UP/REVIEW

Bus routes will be developed as per the recommendations of the Board of Education.

7.0 TRANSPORTATION TASK FORCE RECOMMENDATIONS

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

THAT: The Board of Education approve the recommendations included in the Transportation Task Force Phase I: Steering Committee Preliminary Recommendations dated April 2019 as detailed below:

- maintain the status quo and continue to operate the 6 buses in the Canyon Falls Catchment with a review in the Spring 2020;
- maintain the practice of not providing transportation to a school or program of choice;
- accommodate French Immersion students travelling from École George Pringle Elementary to Glenrosa Middle as courtesy riders on the existing bus route, based on available seats;
- discontinue rerouting Route 320 past École Dorothea Walker Elementary; 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.

8.0 APPENDIX

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



**Central Okanagan
Public Schools**

Together We Learn

Transportation Task Force
Phase I: Steering Committee Preliminary
Recommendations
April 2019

Overview

Central Okanagan Public Schools currently spends \$4,300,000 transporting students to school. Dedicated funding for transportation includes a grant of \$600,000 as well as Transportation Fees charged to riders totaling \$800,000. The balance of \$2,900,000 is funded through general operating funding that has been allocated to support the program. The Transportation Program currently transports a total of 6,081 riders; 3,252 are considered eligible (living beyond the established eligibility distance) and 2,820 are courtesy riders.

The B.C. Ministry of Education through the School Act, provides guidelines to Boards of Education on what they must do. This Legislation no longer requires Boards of Education to provide student transportation services. It does provide under Section 83 for Boards to **subsidize** student transportation, if they choose. The Central Okanagan Public Schools' Board of Education does provide for subsidized transportation services by offering a school busing program subject to the Policies and Regulations outlined in Board Policies 470 and 475. It has done so with the understanding that operating funds that could be directed to the classroom are being allocated to support transportation.

The Ministry of Education is currently undergoing a Funding Formula Review with new allocations expected to be provided for the 2020/2021 school year. In the event that the Board is faced with a reduction in funding due to a provincial redistribution of dollars under the new model, the Board of Education may need to reconsider the amount of funding that is currently being used to provide for these Transportation services.

Normally, busing routes and ridership is determined by the Transportation Department and minor adjustments are made as students move in and out of catchment areas. Due to facility and program changes planned for the 2019/2020 school year there is the potential of having a more substantial impact on the delivery of transportation services. In order to fully address this, the Board established a Transportation Task Force to review the potential options available and provide recommendations to the Board prior to making the final decisions.

The Central Okanagan Transportation Task Force was established under Terms of Reference approved by the Board of Trustees on March 13, 2019. For Phase 1 of the Task Force the Steering Committee Membership included:

Chair of the Planning and Facilities Committee - Trustee Fraser
Secretary Treasurer/CFO - Eileen Sadlowski
Assistant Superintendent - Dr. Rick Oliver
Director of Operations - Mitch Van Aller
Assistant Director of Operations - Stuart Kamstra
Transportation Manager - Gail Prokopchuk

The first meeting of the Steering Committee was held on Monday, March 28, 2019. The purpose of the meeting was to review current transportation services and procedures in accordance with Board Policies 474 and 475 and provide recommendations to address:

1. Routes for the Fall of 2019-2020
2. Procedures regarding redirected students due to school enrolment capping
3. Transportation for schools/programs of choice
4. Definition of eligible vs. courtesy riders

1. Routes for the Fall of 2019-2020

Each year, the Transportation Department establishes routes based on the following criteria outlined in Regulation 470R:

- Historical eligibility limits of 4.0 kms (K - Grade 3) and 4.8 kms (Grades 4 -12) from school. This is the primary factor in determining eligibility of a route.
- Number of students that are eligible within a route. A minimum of 14 eligible riders must exist before a route will be established.

The opening of a new school requires a re-evaluation of existing and potential routes based on the new school's catchment area and grade levels. With the opening of Canyon Falls Middle and the application of existing guidelines, the majority of students in the catchment are within the prescribed eligibility limits. **See Appendix A.**

All eligible students (approximately 95 in grades 6 and 7) could be accommodated with 3 bus routes. One in the Upper Crawford area, one in the Chute Lake area and one in the Lower Mission area. **See Appendix B.** Once Grade 8 is added in 2020-2021, it is estimated that eligible riders will increase to approximately 146 students and could also be accommodated by these 3 routes.

Currently, there are 6 buses servicing the area. **See Appendix C.** They each perform an elementary run to Anne McClymont Elementary and then return to perform one or two secondary runs to Okanagan Mission Secondary. The reduction from 6 buses to 3 buses could create a potential savings of \$15,000 - \$65,000 per route depending upon whether an entire bus route is cancelled or just a bus run on an existing route. This would also reduce available ridership (all courtesy riders) by approximately 500 students. Other factors that should be considered are:

- o Drop off of 500 additional students by parents in vehicles to Canyon Falls Middle and Okanagan Mission Secondary will add further congestion to our school parking lots.
- o The opening of a new school is similar to redirecting students to a school that has not traditionally been their established school. Family decisions have been made regarding transporting their children to existing locations and opening of the new school may cause significant disruption to family routines.
- o Available routes to the school present a challenge in the area due to substantial congestion during peak times of the day.
- o Lack of available sidewalks and adequate lighting in the area for children to safely travel to and from the new school.
- o The City of Kelowna has indicated that they will consider placing an additional bus to service the lower mission up to Canyon Falls; however, it would be unlikely to be in place for the Fall of 2019.

The financial impact of maintaining the 6 routes on the current budget is the loss of the potential savings (\$15,000 - \$65,000/route). These routes are currently accommodated within the existing Transportation budget.

It is recommended that the Board maintain the status quo and continue to operate the 6 buses with a review in the Spring of 2020 when the Board will have updated information on the new Funding Formula and the City has the opportunity to potentially expand their services to these areas.

All other existing routes for the Fall of 2019 will be maintained with the exception of those that no longer meet the threshold of 14 eligible riders. Proposed routes for September will be established by the end of May 2019. Eligible riders will be notified in June 2019 and Courtesy riders will be assigned a seat beginning in July 2019.

2. Procedures Regarding Redirected Students Due to School Capacity or Enrolment Capping

When a catchment school is full, students are redirected to another school and provided transportation free of charge. If their catchment school is able to accommodate these students, at any time during their education, they are provided with the choice to continue attending the redirected school or enroll in their catchment school. If they choose to continue at the redirected school, these students are grandfathered and identified as eligible students for transportation purposes but will be charged the transportation fee.

Currently, we have three areas where this situation arises. Davidson Road Elementary students have been redirected to École Peter Greer Elementary, Chute Lake Elementary students have been redirected to Anne McClymont Elementary and students at Mar Jok Elementary and Rose Valley Elementary have been redirected to Shannon Lake Elementary.

Due to the reconfiguration of the Mission Area, a number of students that have previously been redirected from Chute Lake Elementary to Anne McClymont Elementary could now be accommodated at Chute Lake Elementary. Preliminary information indicates that there will continue to be a number of families that choose to continue at Anne McClymont Elementary. A bus route will therefore be necessary to continue to transport these students.

Review of the enrollments in the Lake Country and West Kelowna areas indicates that the rerouting of families will continue and therefore routes that transport these families will continue to be necessary.

3. Transportation for Schools/Programs of Choice

Current guidelines state that transportation will not be provided to a school elective program outside a student's catchment area (e.g. French Immersion, Academies, and locally developed courses). This would be cost prohibitive as students from anywhere in the District could potentially request transportation to any school in the District. However, French Immersion students are accommodated as courtesy riders if a seat is available on an existing route.

It is recommended that the practice of not providing transportation to a school or program of choice be maintained.

However, it has long been the Board's desire to offer an expanded French Immersion Program on the Westside. It was decided that in the Fall of 2019 a second French Immersion Program would be offered at Hudson Road Elementary and both a late entry (Grade 6) and a regular Middle Immersion Program (for students currently in an Elementary French Immersion Program) would be offered at Glenrosa Middle School. During the consultation period leading up to this decision it was suggested that the Board review the possibility of providing some transportation for French Immersion students on the Westside. This was suggested primarily for transportation to Glenrosa Middle School due to its location being at the far south end of the community and the lack of other transit options.

Currently, registration for both the Grade 4 French Immersion at Hudson Road and the Late Entry Grade 6 French Immersion at Glenrosa Middle is low and the decision has not yet been made to move

forward with these programs. It could also be costly to provide bussing to either of those sites if the point of pick-up is anywhere in the West Kelowna Area. It is not recommended that routes be added to transport students in either the Grade 4 French Immersion program at Hudson Road or the Grade 6 Late Immersion program at Glenrosa Middle.

There will be two cohorts of students currently attending École George Pringle Elementary that will be moving onto Glenrosa Middle. These students do not necessarily come from the École George Pringle Catchment and are traveling from various places throughout the Community to École George Pringle Elementary.

Currently, a bus arrives at École George Pringle Elementary and then continues on to Glenrosa Middle School. The bus is not full and may have approximately 10 seats available for courtesy riders. French Immersion students travelling up to Glenrosa Middle School could be offered seats as courtesy riders as long as they assumed responsibility for getting to École George Pringle Elementary on time. The bus would effectively operate as a shuttle for these students. This does not require an addition of a route. The financial impact of maintaining the shuttle service is nil. The routes are required and already exist within the Transportation budget. It would however only provide for a limited number of seats.

It is recommended that French Immersion students travelling from École George Pringle Elementary to Glenrosa Middle be accommodated as courtesy riders on the existing bus route.

If there are more students requesting a shuttle service, an additional route to accommodate these French Immersion students could be investigated. The additional cost to provide this could be between \$11,000 - \$54,000 depending upon whether an entire bus route needed to be added or just an additional run on an existing route. The addition of runs to accommodate a shuttle service is not available in other areas that offer French Immersion and requests may be increasing for a similar shuttle service in other areas.

Some students attending schools/programs of choice have been assigned a seat on a bus as a courtesy rider on an existing route. For a number of students (55) riding from the Upper Mission area a bus (route 320) was actually rerouted to École Dorothea Walker Elementary on its return to the bus yard. Buses will now travel down to Anne McClymont and turn up towards Okanagan Mission Secondary and Canyon Falls Middle. It will not travel past École Dorothea Walker Elementary and these courtesy riders will no longer be able to be accommodated in the 2019-2020 school year.

It is recommended that Route 320 no longer be rerouted past École Dorothea Walker Elementary.

Regulations 470R does state that parent requested routes could be accommodated and riders will be charged the actual cost of providing this route. This could cost up to \$1,000/rider /year depending on the number of riders, the distance transported and the time required to facilitate the run. If the Board wishes, staff could conduct a survey of these French Immersion parents that will be displaced due to route changes to investigate whether there is enough interest to support a user pay bus.

4. Definition of Eligible versus Courtesy Riders

Currently, under Regulations outlined in Policy 470R a student will be considered eligible for subsidized transportation if his or her home address is at least 4.0 km (Kindergarten through Grade 3) or 4.8 km (Grades 4 through Grade 12) from the school or schools designated for the catchment area (measured as actual shortest driving or walking distance). This definition, as it exists, presents challenges for families within the same school but at different grade levels. Also, through the reconfiguration process that has already occurred in Rutland and West Kelowna and will occur in the Mission in the Fall of 2019 and Lake Country in the Fall of 2021, the grade levels resident at the schools has changed.

It is recommended that, to align with the District configurations, the eligibility limits under Regulations 470R be revised to:

- **At least 4.0 km for Elementary Schools**
- **At least 4.8 km for Middle and Secondary Schools.**

A change to these eligibility limits means that students in grade 4 and 5 would have their eligibility limit reduced from 4.8 km to 4.0 kms. Based on current ridership, 122 students who are currently ineligible would become eligible. However, all of these students are currently riding as courtesy riders therefore the financial implication would be nil.

These are the preliminary recommendations of the Transportation Task Force's Steering Committee. Work will continue to determine a schedule and process to provide broader consultation and discussion for Phase 2 of the Transportation Task Force's Work. Phase 2 will provide a more thorough review of the Transportation Service System and investigate what other areas, if any, need to be adjusted. Additional points for consideration by the Board are:

- In April, a review of the District's Long Term Facilities Plan will begin. This review may also impact some catchment areas and have implications on the number of bus routes that are required. This review will coincide with Phase 2 of the Transportation Task Force.
- The Funding Formula Review that is currently being conducted by the Ministry of Education may have a significant impact on the overall District Operating Funding. If the District is faced with significant reductions, the entire Transportation Program will need to be reconsidered prompting substantial adjustments to bus routes throughout the District for the 2020-2021 school year.

Canyon Falls Middle School
Students currently designated to this school

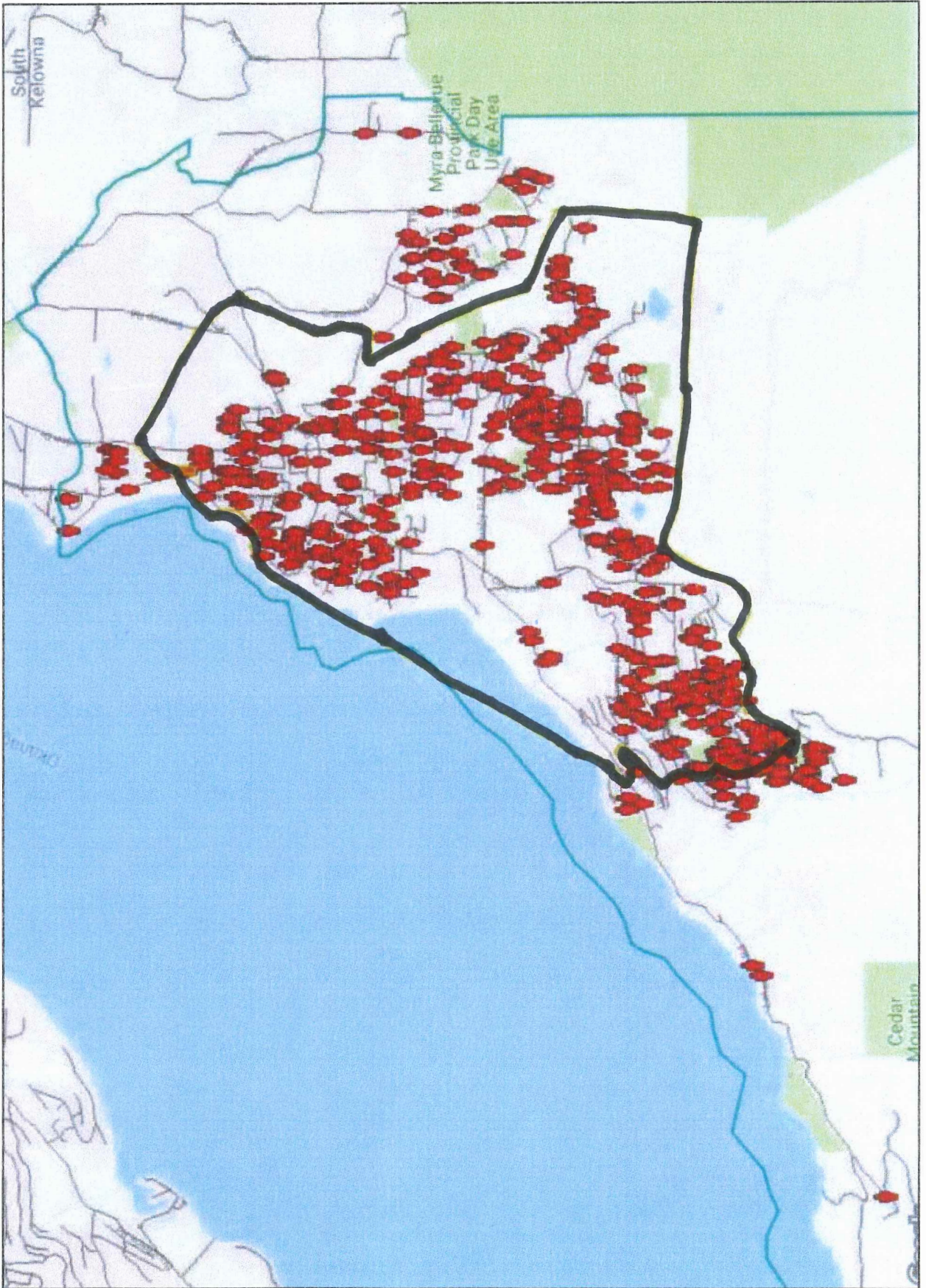
Appendix A



Students

Canyon Falls Middle School Catchment Boundary

Canyon Falls Middle School Eligibility Boundary 4.8 kms

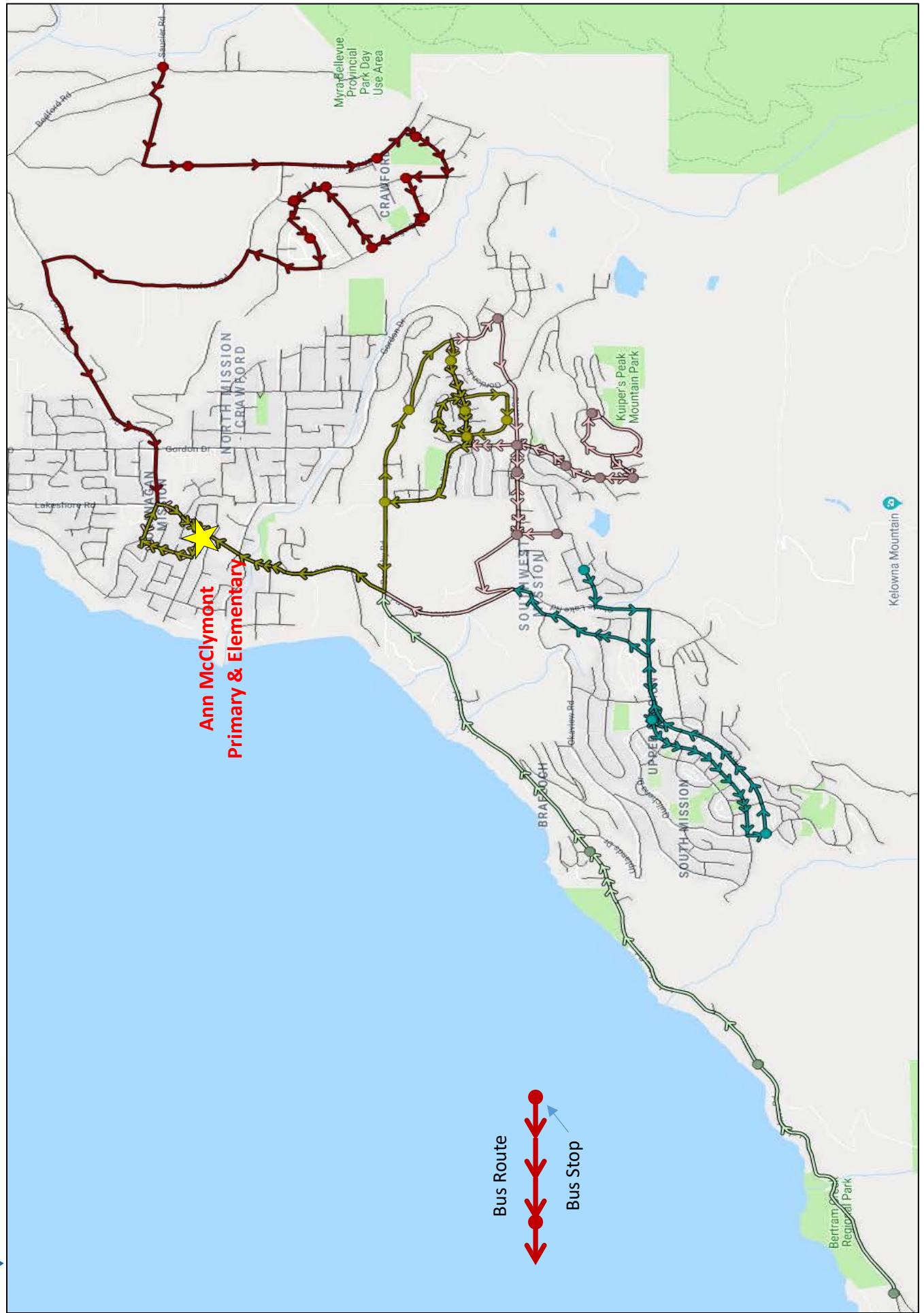


CANYON FALLS MIDDLE SCHOOL
 2019-20 SCHOOL BUS ROUTES – 3 Routes (based on eligible students)

Appendix B

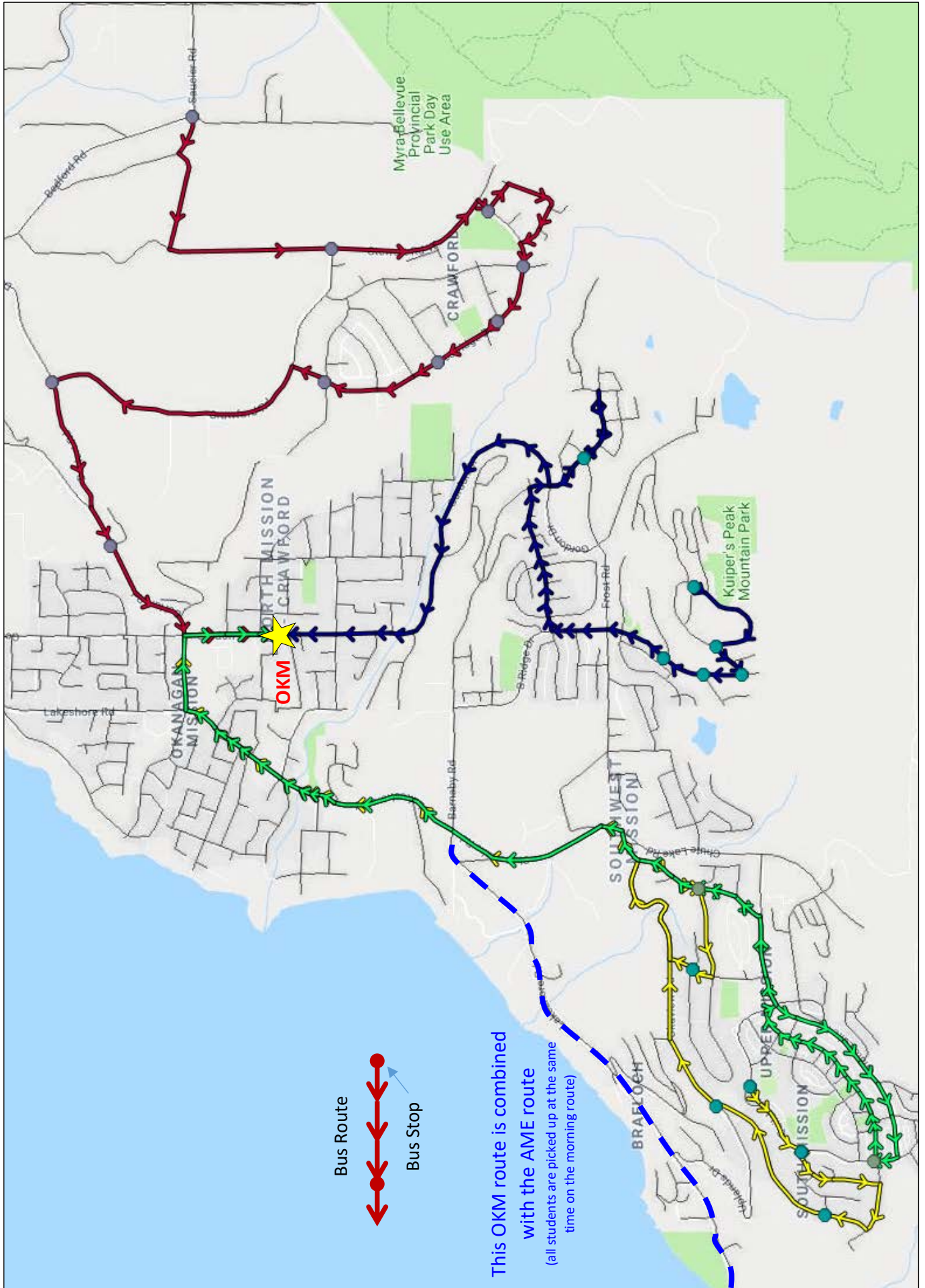


ANN McClymont ELEMENTARY & PRIMARY SCHOOLS 2018-19 SCHOOL BUS ROUTES – 5 Routes



2018-19 SCHOOL BUS ROUTE – 1 Route (capped students from CLE)

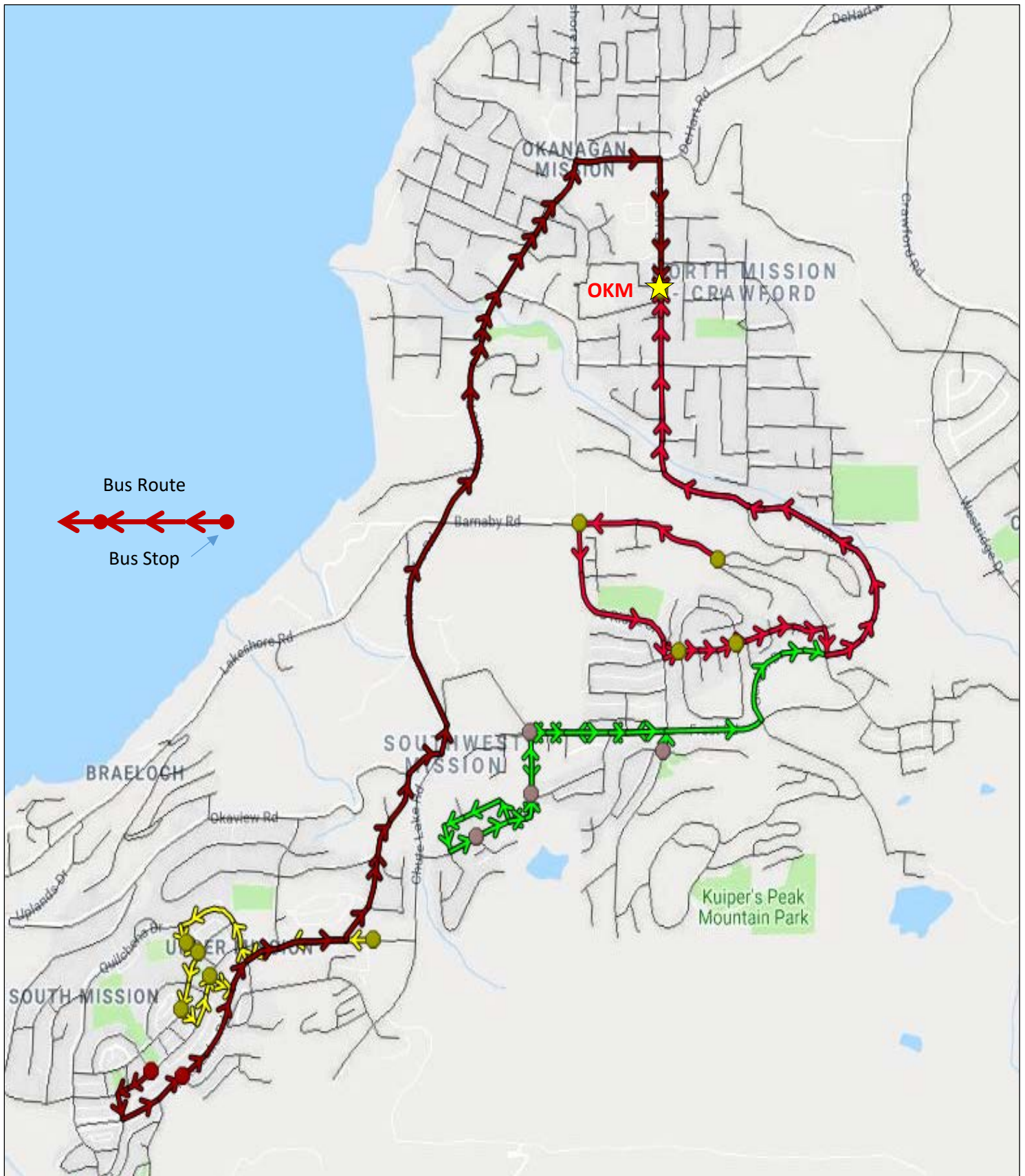






**Central Okanagan
Public Schools**
Together We Learn

OKANAGAN MISSION SENIOR SECONDARY SCHOOL
2018-19 SCHOOL BUS ROUTES – 4 Routes – **second run for OKM students**





Memorandum

Date: April 12, 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

The Ministry of Education funding received for H.S. Grenda Middle School included a contingency fund to remove the portable annex currently located at George Elliot Secondary School, if required. Any option for the removal of the annex requires Ministry of Education, Capital Branch approval. Discussions have occurred with the Ministry and the Ministry does not support the use of funds for the annex removal since the annex does not affect the construction or the use of the new middle school.

2.0 RELEVANT BOARD MOTION/DIRECTION

N/A

3.0 BACKGROUND

The new H.S. Grenda Middle School is to be located on the current George Elliot sports field. In 2014, the middle school proposal projected the school with a 500 student building capacity located adjacent to the portable annex. This location required the removal of the annex to accommodate the new middle school. However, with the population growth in Lake Country, a new school design required the building capacity to increase to 600 students and a larger land area. With the sports fields being accommodated on the former Aspen Grove Golf Course site, this provided the opportunity to move the school location to the current sports field across the creek. The portable annex does not affect the construction of the new middle school at its new location. The School District will need to decide on the future of the portable annex.

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 also be significant as there would be a high labour cost due to the time needed to dismantle and potentially reuse the buildings at another location.

Staff evaluated and presented several options for the future use of the portable annex to the Board at a previous meeting. The list of identified options are provided in Appendix A.

Staff have had inquiries regarding the future use of the annex. Since the costs are high to remove the annex and the Ministry is not providing funds to assist in this removal, it may be in the best interests to advertise an Expression of Interest to consider the possible uses for the annex. The target date for any occupancy of the portable annex is July 2021.

4.0 POINTS FOR CONSIDERATION

1. The Ministry of Education, Capital Branch does not support the use of the contingency funds for the removal of the portable annex.
2. Staff have received inquiries about the future use of the portables.
3. The costs for removing the portable annex will vary depending on the chosen option.

5.0 OPTIONS FOR ACTION

1. Recommend that the Board of Education direct staff to initiate an Expression of Interest process to consider options that may enhance educational opportunities for students or provide benefits for the community.
2. Provide additional or different direction to staff.

6.0 DIRECTOR'S COMMENTS

Since the District is unable to receive support to access the contingency funds for the portable annex removal, the annex has potential for educational opportunities and/or provide benefits for the community. Soliciting the community through an Expression of Interest process will allow the District to understand the community demand for the space.

7.0 STAFF RECOMMENDATION

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

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

8.0 APPENDIX

A. Portable Annex Options

Appendix A

Portable Annex Options

1. *Leave Portable Annex at its Current Location*

The School District can continue to operate the portable annex for school and educational program use. The District will be responsible for the costs to maintain and operate the facility.

Pros	Cons
• Provide educational space for programing for the District	• Ongoing costs for maintenance and operation

2. *Prepare an Expression of Interest to lease Portable Annex*

Staff can prepare and advertise an Expression of Interest to lease the space out to interested parties. It is unclear if there is a shortage of vacant building space in the community. An Expression of Interest will solicit the community and the School District can evaluate the submissions. A list of criteria would be develop for the Expression of Interest to evaluate how the user may benefit the School District's interests. The School District would receive any revenue from a lease and an agreement would be created to outline the operating and maintenance costs of the annex.

Pros	Cons
• May provide a need for the community • Potential revenue from lease • Lessee responsible for the costs of maintenance and operation	• N/A

3. *Expression of Interest to Sell and Remove the Portable Annex from Site*

Staff can prepare and advertise an Expression of Interest to solicit any interest to buy the portable annex and remove them from the site. The School District may receive revenue from this option and the costs for removal of the portable annex would be the responsibility of the successful applicant. There may be some value from interested parties to reuse the annex. Removing the annex will regain some grass space for the school.

Pros	Cons
• Revenue from the sale • Increase green space for the George Elliot school • No maintenance and operation costs	• Costs required for site remediation • No Community use • No future asset

4. *Dismantle Portables and Remove from Site*

Staff can prepare remove the portable annex from the site. Removing the annex will regain some grass space for the school.

Pros	Cons
• Recycle materials • Increase green space for the George Elliott school • No maintenance and operation costs	• Costs required for site remediation • No Community use • No future asset

5. *Dismantle Portables and Relocate to Other School Sites*

The School District can dismantle the portable annex and move the annex to other sites in the District. This option would assist with capacity issues at other schools; however, the cost to dismantle the annex is labour intensive that significantly increases the cost. Additionally, the portables used are over twenty years old and the District would need to update the portables to prolong their life use. The total cost would be the responsibility of the School District.

Pros	Cons
• Use portables in area that has capacity issues • Increase green space for the George Elliot school	• Need to update portables • No Community use • No future asset • SD23 will be responsible for the costs for maintenance and operation

6. *Demolish Portables and Replace with new Portables within the District*

The School District can demolish the portable annex and remove it from the site.

Pros	Cons
• Use portables in area that has capacity issues • Increase green space for the George Elliot school	• No Community use • SD23 will be responsible for the costs for maintenance and operation



Memorandum

Date: April 12, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations
Prepared By: David Widdis, Planning Manager

Action Item: Neighbourhoods of Learning Space – H.S. Grenda Middle School

1.0 ISSUE STATEMENT

The School District wishes to explore opportunities to create a partnership for a Child Care Centre in the H.S. Grenda Middle School. The creation of the new Neighbourhoods of Learning space within the Middle School provides an opportunity for a quality Child Care Centre in the Central Okanagan. The School District believes that the creation of a Child Care Centre within the middle school will benefit students, staff and the community as a whole.

2.0 RELEVANT BOARD MOTION/DIRECTION

N/A.

3.0 BACKGROUND

The Province created the establishment of the Neighbourhood Learning Centre program in 2008. This creation of additional space within school additions and new spaces are for groups and organizations of all ages to access education, community services, recreation and culture seven days a week, 12 months a year – places that promote the well-being of children, families and the entire community.

Neighbourhood Learning Centres look different in every community. They encompass a range of models including community schools, community hubs, schools with municipal recreation services and schools with community services such as health care, child care, theatres, libraries, early learning facilities, senior's centres and cultural centres.

Space for new Neighbourhood Learning Centres in the Central Okanagan have been created at Mar Jok Elementary, Okanagan Mission Secondary, and there is space in the new Canyon Falls Middle School.

The H.S. Grenda Middle School has a Neighbourhood Learning Centre in its building design. Recently, with the increased interest of the provincial government looking to increase child care spaces, the province is focusing on Neighbourhood Learning Centres to help accommodate daycares in communities. Staff are prepared to advertise an Expression of Interest for opportunities to create a partnership for a Child Care Centre in the H.S. Grenda Middle School.

4.0 POINTS FOR CONSIDERATION

1. Space is currently available in the design for a child care centre.
2. Provides an opportunity of community use.
3. Help introduce children and community to the new middle school.
4. Opportunity to create a space to provide a quality Child Care Centre within the School District.

5.0 OPTIONS FOR ACTION

1. Recommend 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.
2. Provide additional or different direction to staff.

6.0 DIRECTOR'S COMMENTS

Securing an occupant for this space, staff can develop and plan the space to meet the needs for any potential service provider.

7.0 STAFF RECOMMENDATION

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

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.

8.0 APPENDIX

None.



Memorandum

Date: April 12, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations
Prepared By: David Widdis, Planning Manager

Action Item: Right-of-Way for a Bus Shelter on Rutland Secondary School Site

1.0 ISSUE STATEMENT

The City of Kelowna is proposing to install a bus shelter along Rutland Road N, to service the public and students of both the Rutland Middle and Secondary Schools. The proposed location is on School District property and the City requires that a Statutory Right-of-Way be granted in their favour at the location. The Statutory Right-of-Way will allow for construction, access to and maintenance of the bus shelter.

2.0 RELEVANT BOARD MOTION/DIRECTION

N/A.

3.0 BACKGROUND

Appendix A shows the approximate location of the City's bus shelter and Right-of-Way location. The location of the proposed Right-of-Way does not impede any future development of this site.

4.0 POINTS FOR CONSIDERATION

None.

5.0 OPTIONS FOR ACTION

- 5.1 Recommend that the Board of Education adopt the Property Bylaw,
- 5.2 Provide alternate direction to staff.

6.0 FOLLOW-UP/REVIEW

None.

7.0 DIRECTOR'S COMMENTS

The adoption of this Property Bylaw is necessary for the City of Kelowna to install and maintain the bus shelter. A bus shelter for the bus stop at this location helps encourage alternate and safe access to transportation.

8.0 STAFF RECOMMENDATIONS

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

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

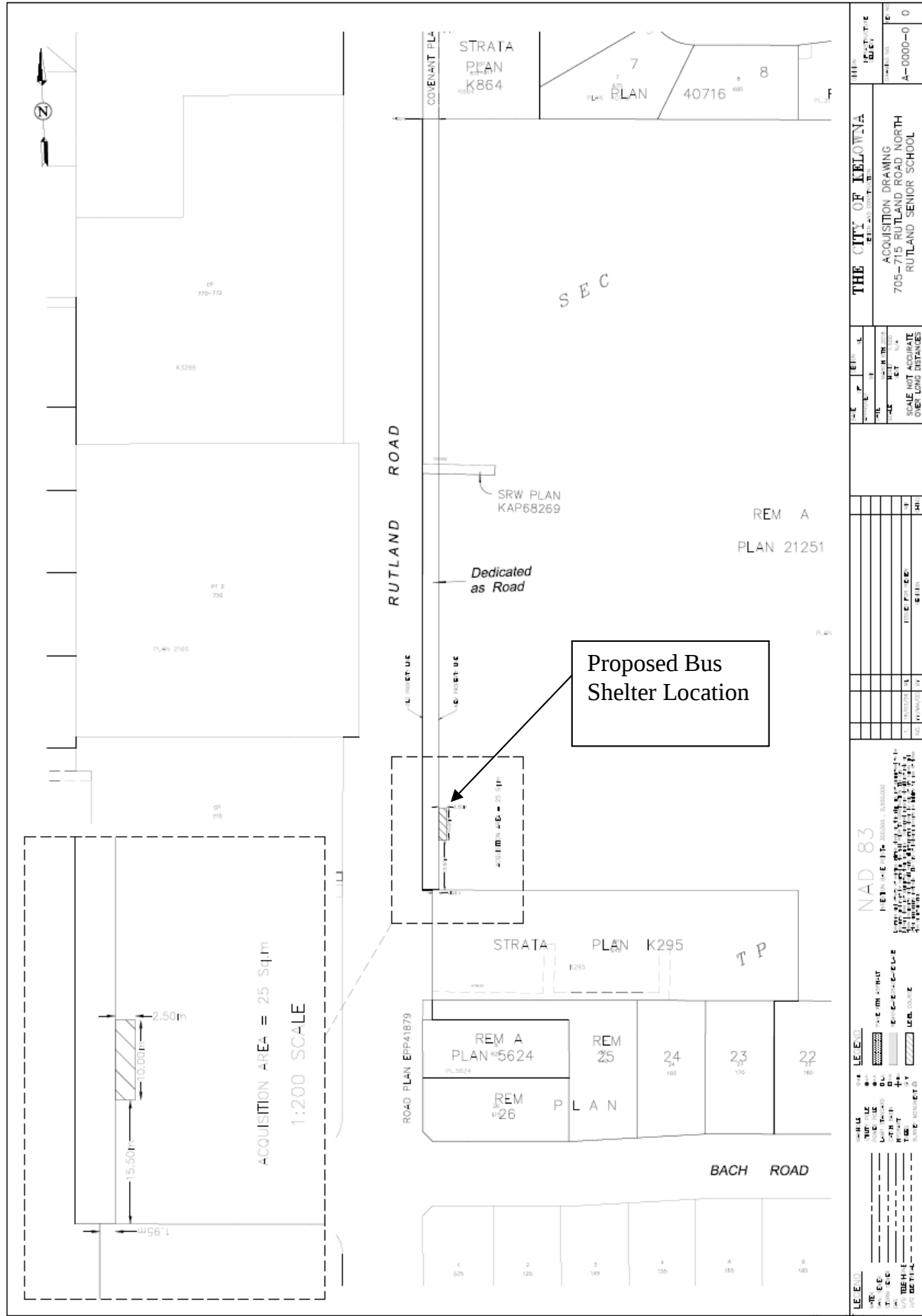
AND THAT: School District No. 23 (Central Okanagan) Property Bylaw No. 146 (registration of a Statutory Right-of-Way) be read a first, second and third time and finally adopted;

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

9.0 APPENDICES

- A. City of Kelowna Right-of-Way location
- B. Property Bylaw No. 146

APPENDIX A





**Central Okanagan
Public Schools**

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PROPERTY BYLAW NO. 146

A Bylaw of the Board of Education of School District No. 23 (Central Okanagan), hereinafter called "the Board"; to grant approval for a Statutory Right-of-Way in favour of the City of Kelowna on Rutland Secondary School, Lot A, Sec 26, Twp 26, PL 21251 ODYD

AND FURTHER THAT: The Board certifies that the granting of this Statutory Right-of-Way shall have no adverse effect on the educational programs provided within School District No. 23.

Read a first and second time on the xxnd day of May, 2019.

Read a third time and finally adopted on the xx day of May, 2019.

Chairperson of the Board

Seal

Secretary-Treasurer

I hereby certify this to be a true original of School District No. 23 (Central Okanagan), Property Bylaw No. 146, adopted by the Board on the xxth day of (MONTH), 2019.



Memorandum

Date: April 12, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations
Prepared By: David Widdis, Planning Manager

Action Item: H.S. Grenda Middle School Property Disposal for Road Upgrade

1.0 ISSUE STATEMENT

The District of Lake Country is undertaking road improvements along Bottom Wood Lake Road to accommodate the new H.S. Grenda Middle School. The proposed road improvements require approximately 133 m² portion of School District property. The road improvements will include sidewalks and a roundabout that provides an upgrade of safety of all users along this section of Bottom Wood Lake Road.

2.0 RELEVANT BOARD MOTION/DIRECTION

N/A.

3.0 BACKGROUND

The Ministry of Education approved the design and development of H.S. Grenda Middle School. The development of the school as well as other developments in the area has moved the road improvements for Bottom Wood Lake Road for construction during 2020. The road improvements improve the safety and access to the school with new sidewalks and traffic calming measures to slow vehicles moving through the area.

Any property disposal or registered right of way of District property requires the School Board's approval. The transfer would be a portion of Lot A, Plan KAP48997, District Lot 118, ODYD known as the future H.S. Grenda Middle school property to the District of Lake Country for the widening Bottom Wood Lake Road. The land required for the road widening is approximately 133 m² as shown in Appendix B.

The District of Lake Country will be responsible for all costs incurred by the School District to complete the road dedication, subdivision, consolidation and land transfers including legal surveys and legal fees, the process for the land transaction and improvements necessary on the school property.

4.0 POINTS FOR CONSIDERATION

None.

5.0 OPTIONS FOR ACTION

- 5.1 Recommend that the Board of Education adopt the Property Bylaw.
- 5.2 Provide alternate direction to staff.

6.0 FOLLOW-UP/REVIEW

None.

7.0 DIRECTOR'S COMMENTS

The adoption of this Property Bylaw is necessary to permit the road improvements along the frontage of H.S. Grenda Middle School.

8.0 STAFF RECOMMENDATIONS

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

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", approve the approval for Land Dedication to the District of Lake Country on Lot A, Plan KAP48997, District Lot 118, ODYD.

9.0 APPENDICES

- A. Letter from District of Lake Country
- B. Proposed Property Disposal
- C. Property Bylaw No. 147

APPENDIX A



Municipal Hall
Infrastructure Services
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1
Tel: 250-766-6677
Fax: 250-766-0200
engineering@lakecountry.bc.ca

2nd April 2018

Re: Land Dedication for Roundabout at H.S. Grenda Middle School

In preparation for new H.S. Grenda Middle School opening in 2021 the District of Lake Country will be undertaking road improvements along Bottom Wood Lake Road during 2020. To ensure the safety of all users while maintaining functionality, the proposed improvements will include the construction of a roundabout at Bottom Wood Lake Road and Korschuh Road. In order to accommodate the increased footprint required by a roundabout approximately 133m² of land is required from the middle school site (see attached design drawing from WSP). Prior to construction the land will be dedicated to the District through the Land Titles Office.

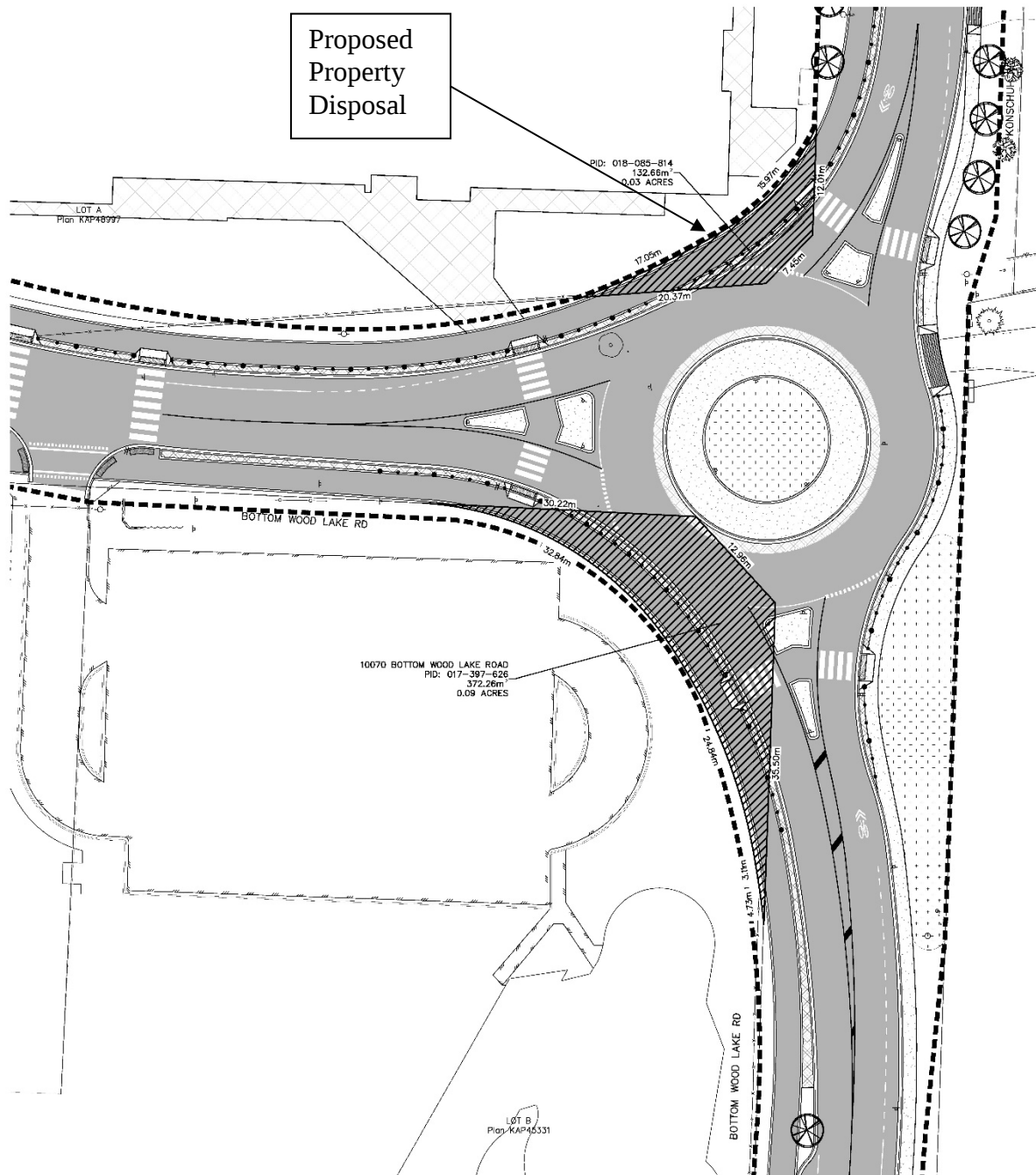
Regards

Mathew Salmon, P.Eng.
Public Works Manager
District of Lake Country

LAKE COUNTRY

S:\Engineering\5400 Streets & Roads\00 PROJECTS\2019 BWL Rd (Design Phase)\1. Admin & Project Mangement\Letter to SD23 board for Roundabout Land Dedication.docx

APPENDIX B





**Central Okanagan
Public Schools**

Together We Learn

PROPERTY BYLAW NO. 147

A Bylaw of the Board of Education of School District No. 23 (Central Okanagan), hereinafter called "the Board"; to grant approval for land dedication in favour of the District of Lake Country on Lot A, Plan KAP48997, District Lot 118, ODYD

AND FURTHER THAT: The Board certifies that the granting of this Road Dedication shall have no adverse effect on the educational programs provided within School District No. 23.

Read a first and second time on the xxnd day of May, 2019.

Read a third time and finally adopted on the xx day of May, 2019.

Chairperson of the Board

Seal

Secretary-Treasurer

I hereby certify this to be a true original of School District No. 23 (Central Okanagan), Property Bylaw No. 147, adopted by the Board on the xxth day of May, 2019.



Memorandum

Date: April 12, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations
Prepared By: David Widdis, Planning Manager

Action Item: Right-of-Way for a Watermain at Peachland Elementary School Site

1.0 ISSUE STATEMENT

The District of Peachland is proposing to install new watermain pipe where a portion of the waterline would be located along the north property line of Peachland Elementary School. The District of Peachland requires a Statutory Right-of-Way be granted in their favour at the location. The Statutory Right-of-Way will allow for construction, access to and maintenance of the waterline.

2.0 RELEVANT BOARD MOTION/DIRECTION

N/A.

3.0 BACKGROUND

Appendix A shows the approximate location of the waterline and a 10 metre Right-of-Way location. The location of the proposed Right-of-Way does not impede any future development of this site.

4.0 POINTS FOR CONSIDERATION

None.

5.0 OPTIONS FOR ACTION

- 5.1 Recommend that the Board of Education adopt the Property Bylaw.
- 5.2 Provide alternate direction to staff.

6.0 FOLLOW-UP/REVIEW

None.

7.0 DIRECTOR'S COMMENTS

The adoption of this Property Bylaw is necessary for the District of Peachland to install and maintain the waterline.

8.0 STAFF RECOMMENDATIONS

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

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

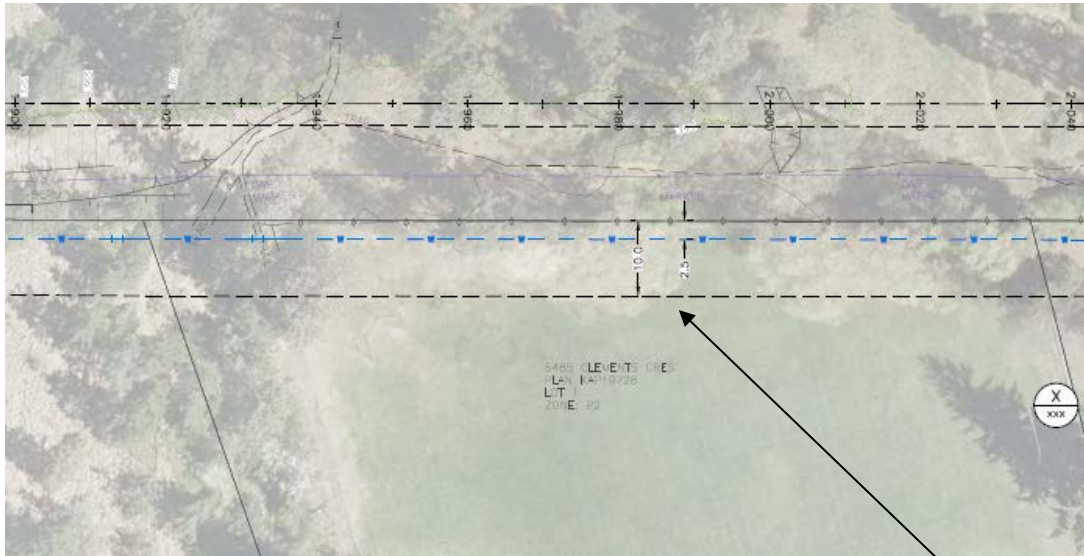
AND THAT: School District No. 23 (Central Okanagan) Property Bylaw No. 148 (registration of a Statutory Right-of-Way) be read a first, second and third time and finally adopted;

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.

9.0 APPENDICES

- A. District of Peachland Right-of-Way location
- B. Property Bylaw No. 148

APPENDIX A



Proposed
Right of Way



**Central Okanagan
Public Schools**
Together We Learn

PROPERTY BYLAW NO. 148

A Bylaw of the Board of Education of School District No. 23 (Central Okanagan), hereinafter called "the Board"; to grant approval for a Statutory Right-of-Way in favour of the District of Peachland on Peachland Elementary School, Lot 1, DL 220, PL 19728 ODYD

AND FURTHER THAT: The Board certifies that the granting of this Statutory Right-of-Way shall have no adverse effect on the educational programs provided within School District No. 23.

Read a first and second time on the xxnd day of May, 2019.

Read a third time and finally adopted on the xx day of May, 2019.

Chairperson of the Board

Seal

Secretary-Treasurer

I hereby certify this to be a true original of School District No. 23 (Central Okanagan), Property Bylaw No. 148, adopted by the Board on the xxth day of (MONTH), 2019.



Memorandum

Date: April 12, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations

Action Item: Enhancement Agreement – Dr. Knox Middle School GaGa Ball Court

1.0 ISSUE STATEMENT

Dr. Knox Middle School wishes to install a GaGa Ball Court and 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

Dr. Knox Middle School has been working with students, staff and the Parent Advisory Council (PAC) for a year to plan and develop playground enhancements. PAC has raised funds for the supply and installation of the GaGa Ball Court. The PAC has budgeted \$750, the balance will be paid by the school (Appendix F).

4.0 POINTS FOR CONSIDERATION

1. Maintenance will be minimal.
2. School will maintain the equipment.

5.0 OPTIONS FOR ACTION

1. Approve the Enhancement Agreement
2. Do not approve the Enhancement Agreement

6.0 FOLLOW-UP/REVIEW

Following approval from the Board, and all funding secured by Dr. Knox Middle School, the project would proceed.

7.0 DIRECTOR'S COMMENTS

No Jurisdiction is required as the work will be carried out by the maintenance staff.

8.0 STAFF RECOMMENDATION

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

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.

9.0 APPENDIX

- A. Schedule A, Summary of Estimated Costs
- B. Schedule B, Enhancement Agreement
- C. Schedule C, Sketch of GaGa Ball Court Location
- D. Schedule D, Copy of January 16, 2019 PAC Meeting Minutes
- E. Schedule E, Jurisdiction
- F. Copy of April 12, 2019 Dr. Knox Middle Principal's email

SCHEDULE A

Coach Cliff's Gaga Ball Pits LLC
 PO Box 704
 Libertyville, IL 60048
 847 573 2377
 info@gagaballpits.com



ESTIMATE

ADDRESS

Ecole Dr. Knox Middle School
 Leeann Farkas
 121 Drysdale Blvd
 Kelowna, BC V1V 2X9
 Canada
 Leanne.Farkas@sd23.bc.ca

SHIP TO

Ecole Dr. Knox Middle School
 Leeann Farkas
 121 Drysdale Blvd
 Kelowna, BC V1V 2X9
 Canada
 250.870.5130 ext 7000

ESTIMATE # 10383

DATE 02/13/2019

SHIP VIA
 UPS

P.O. NUMBER
 Leeann F

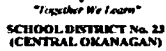
SALES REP
 lam

QTY	SKU	DESCRIPTION	UNIT PRICE	AMOUNT
1	00830-BRN	OCTAGON 30H - BROWN Gaga Ball Pit Bracket System: 8-Oct 30H brackets, Template, Assembly Instructions, Fastener Pack and Cut-Out templates and instructions	520.00	520.00T
1	03070	Metal Game Rules Sign, 11"x17" includes mounting screws	49.00	49.00T
1	03060	Laminated Gaga Ball Game Rules - 8 1/2" x 11" sheet signed by Coach Cliff	5.00	5.00T
15	03050	Gaga Ball - 7"-10" lightweight, inflatable, vinyl ball	3.50	52.50T
1		Estimated ship cost may vary +/- and will be finalized once order is placed.	195.00	195.00T
1	0000	NOTE: - All amounts are shown and payable in U.S. \$ - Taxes and Duty are the responsibility of the recipient and due upon delivery unless broker information is provided.	0.00	0.00T

SUBTOTAL	821.50
TAX (0%)	0.00
TOTAL	\$821.50

Accepted By

Accepted Date



CONSULTANT _____
ESTIMATOR HAS _____
DATE Apr-19 _____

[illegible]

SCHEDULE B

SCHOOL SITE, FACILITIES OR EQUIPMENT ENHANCEMENT PROJECT

SCHOOL NAME: École Dr. Knox Middle School

PROJECT PLAN AND / OR SCOPE OF WORK

PROJECT NAME: Gagaball Pit
PROJECT SUMMARY: We have placed a work order for the removal of the remaining Fitness Equipment from the playground area on the south side of the building between the school and existing basketball courts. We would like to purchase and install a Gagaball Pit in this area once the remaining fitness equipment has been removed. We have estimated the cost of the project to be approximately \$1500 which will be cost shared between the Dr. Knox PAC and the school.

SCHOOL ENHANCEMENT PROJECT FUNDING AGREEMENT

THIS AGREEMENT made as of the 20 day of February, 2019

BETWEEN:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT No. 23 (CENTRAL OKANAGAN), having an office at 1040 Hollywood Road S., Kelowna, British Columbia (hereinafter called the "School Board")

AND:

THE École Dr. Knox Middle 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 École Dr. Knox Middle School 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:

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.

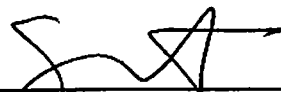
**THE BOARD OF EDUCATION
OF SCHOOL DISTRICT No. 23,
(CENTRAL OKANAGAN) by its
authorized signatory:**

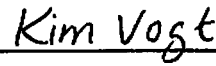
Signature: Secretary Treasurer /
Assistant Superintendent

Print Name:

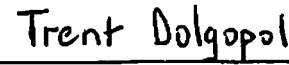
THE École Dr. Knox Middle School PAC

by its authorized signatory(ies):

Signature: 
PAC President

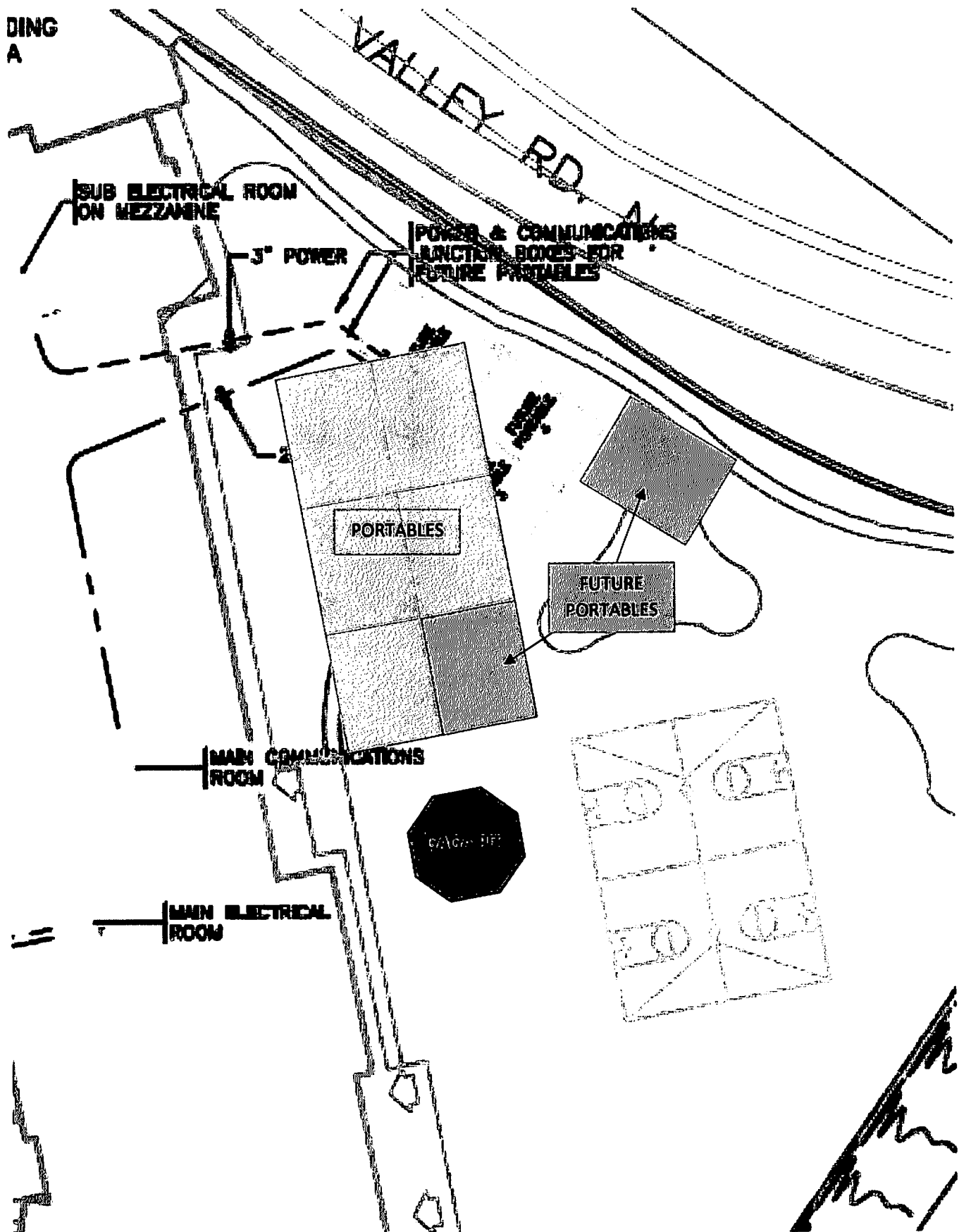
Signature: 
Print Name: Kim Vogt

Signature: 
Principal of the School

Signature: 
Print Name: Trent Dolgopel

SCHEDULE C

DING
A



SCHEDULE D

Knox PAC Advisory Council

General Meeting Minutes

January 16, 2019

Welcome.

Meeting started at 6:45 PM.

In attendance: Tanya Rutherford, Susan Medynski, Leslie Atwell, Jody Bekhuys, Kim Vogt, Craig Catton, Trent Dolgopol, LeeAnn Yapps, Clara Tonn

Approval of the agenda made by Tanya Rutherford/Susan Medynski.

Approval of November's Meeting Minutes made by Clara Tonn/Tanya Rutherford.

Admin Report

Parent Learning Session in November was well attended. Movie night had about 100 people. Band concerts, Cultural assembly, report cards home, scanned about half of our students asked them what brings you joy at Dr. Knox, what can the school do to bring you joy, what's your spark right now and what are some strategies that you use to deal with problems. We would like to scan our staff along with parents. Christmas Hamper drive happened, Grade 9 students are visiting KSS. UBCO is surveying our grade 7 students about their health and well being, time use outside of school, etc. School conferences happening on Jan. 23 and 24. School wide celebrations are happening on Feb. 1. Grade 9's are going to Silver Star Feb. 6. Grade 7's are going to Big White Feb. 7. Course selection for Grade 7 and 8. Grade 9 Immunization Feb. 15. Grade 6's coming to Knox Feb. 25. Grade 6 parent night Feb. 28.

Knox is changing how they do the grade 6 articulation so that there can be better communication with parents. Meeting with staff and parent sessions at the elementary schools. Wrapping up winter sports teams, spring teams will start soon. Drama production is happening in April. Lots of students are involved with acting along with the production pieces like sound, etc.

Host assemblies for each grade to pick courses for next year. The school tries to pick different electives each year. Grade 8's are allowed to choose more electives for grade 9. Grade 9's have 5 required courses. 3 electives.

Projections are 860 students for next year. We will likely have to add at least 2 more portables, will need more French immersion teachers, likely to hire at least 2 -3 more teachers. We have 8 teachers on temp right now. Most of them will be returning. Please let Trent Dolgopol or LeeAnn Yapps know if you have any issues with school planning for next year. Questions about scheduling for school calendar.

Question asked about whether students who are in portables right now would be able to be in the main school next year. Operations was asked if they would put portables back to back with a hallway and maybe lockers, but it is too expensive and they are supposed to be movable. Knox is looking at other options that would work in the winter for extra gym space.

Most middle and high schools in the district have vending machines. Knox is looking at getting at least 1. Vending machines would be there for after school practices. They are there for extra food when the

school store isn't open. Half snacks and half beverages. 1 year contract on a trial basis. Funds would be directed to student activities. PAC is in support of this initiative.

Treasurer's Report

Paypal fundraiser raised \$1830 minus \$66 for paypal fees. \$289.00 added for movie night. Reptile presentation has occurred. Gaming account is \$15,630 and General \$2787.00.

Christel Stone has requested some money for an interactive field trip to Vancouver Aquarium for all the grade 8's. Motion made to spend \$750.00 made by Tanya Rutherford/Susan Medynski. Motion made to remove the old fitness equipment outside Craig Catton/Kim Vogt. Motion passed. Motion to spend \$1000 for the Gagaball pit made by Tanya Rutherford/Clara Tonn. Motion carried. We have \$2700.00 left that isn't already budgeted for.

Discussion about recent news events and keeping our money safe. Right now only Tanya Rutherford and Clara Tonn can sign cheques. Motion to put Craig Catton and Kim Vogt on to signing authority made by Leslie Atwell/Susan Medynski. Tanya Rutherford will contact the bank to add them to the account.

Fundraising Committee Update

March 14 is the next date for another movie night. Students have requested Fri. night. This is the Thurs. before spring break. It's very difficult to find a night that our gym is free due to various sports activities. A request made for a shorter movie, the leadership team is going to choose the movie. Marni Adams is looking at doing some kind of amazing race in June for families.

Meeting adjourned 8:03.



SCHOOL DISTRICT No. 23
(CENTRAL OKANAGAN)

SCHEDULE E

OPERATIONS

685 Dease Road, Kelowna, BC V1X 4A4

Phone: (250) 870-5150 Fax: (250) 870-5094

JURISDICTION/RESPONSIBILITY FORM

JURISDICTION NO.

Date:

SCHOOL:

PROJECT:

Dr KNOX

Ga Ga Court

ITEMS OF WORK	JURISDICTION RESPONSIBILITY	AGREEMENT
Install GaGa Court	own Forces	☒
Remove equipment to make room.	own Forces	☒
Jurisdictional not Required		

all work to be CUPE

Email to CUPE Office

File: /H/Forms/Jurisdiction - No divisions

Appendix F

From: Trent Dolgopol
Sent: Friday, April 12, 2019 9:39 AM
To: Yvonne Brown <Yvonne.Brown@sd23.bc.ca>
Subject: Dr. Knox - Gagaball Pit/Enhancement Agreement

Hi Yvonne,

As discussed, we are cost sharing the Gagaball Pit project with our school PAC. Our PAC has budgeted to contribute \$750 towards the project and the balance of costs associated will be covered through school-based funding.

Please let me know if you have further questions or concerns.

Regards,
Trent

Mr. Trent Dolgopol, Principal
École Dr. Knox Middle School
250-870-5130
Trent.Dolgopol@sd23.bc.ca



Memorandum

Date: April 12, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations

Action Item: Enhancement Agreement – Oyama Traditional School GaGa Ball Court

1.0 ISSUE STATEMENT

Oyama Traditional School wishes to install a GaGa Ball Court and 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

Oyama Traditional School has been working with students, staff and the Parent Advisory Council (PAC) for a year to plan and develop playground enhancements. PAC has raised funds for the supply and installation of the GaGa Ball Court. The PAC has committed \$4,000 for the GaGa Ball Court, any overruns will be paid by the school (Appendix F).

4.0 POINTS FOR CONSIDERATION

1. Maintenance will be minimal.
2. School will maintain the equipment.

5.0 OPTIONS FOR ACTION

1. Approve the Enhancement Agreement.
2. Do not approve the Enhancement Agreement.
3. Require additional information.

6.0 FOLLOW-UP/REVIEW

Following approval from the Board, and all funding secured by Oyama Traditional School, the project would proceed.

7.0 DIRECTOR'S COMMENTS

No Jurisdiction is required as the work will be carried out by the maintenance staff.

8.0 STAFF RECOMMENDATION

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

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.

9.0 APPENDIX

- A. Schedule A, Summary of Estimated Costs
- B. Schedule B, Enhancement Agreement
- C. Schedule C, Sketch of GaGa Ball Court Location
- D. Schedule D, Copy of June 11, 2018 PAC Meeting Minutes
- E. Schedule E, Jurisdiction
- F. Copy of April 11, 2019 Oyama Traditional Principal's email

SCHEDULE B

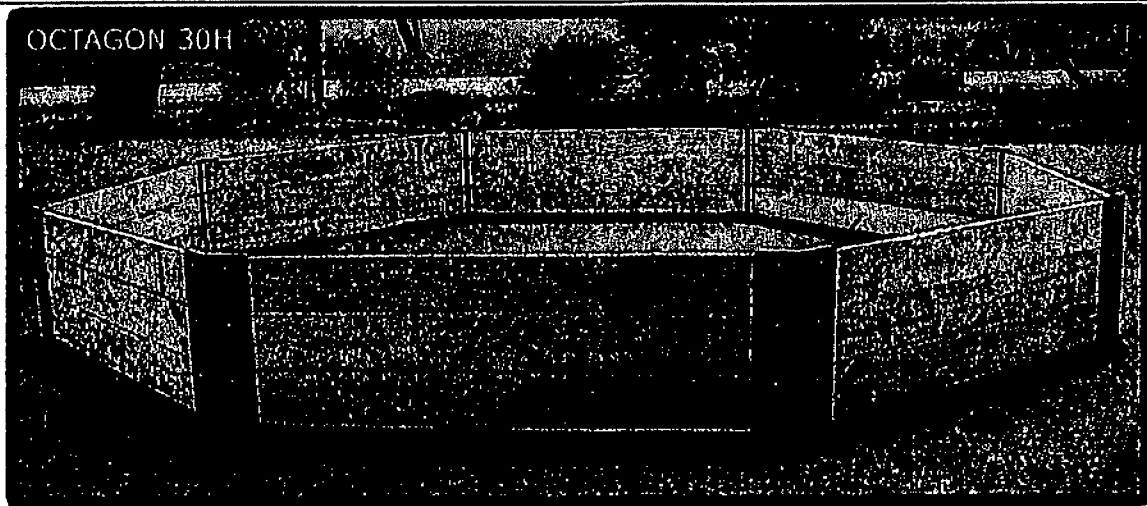
SCHOOL SITE, FACILITIES OR EQUIPMENT ENHANCEMENT PROJECT

SCHOOL NAME: Oyama Elementary School

PROJECT PLAN AND / OR SCOPE OF WORK

PROJECT NAME: GaGa Ball Court

PROJECT RATIONAL: GaGa Ball is believed to have originated in Israel, and slowly spread across the U.S. over several decades. Ga means "hit" or "touch" in Hebrew. In the rules of GaGa ball, the ball must touch the ground two times before it is considered in play, hence the name. GaGa Ball consists of a lightweight bouncy or foam ball and an octagon enclosure known as the "GaGa Ball Pit." The object of the game is to hit the ball at or below opponents' knees to eliminate them from the court.



EDUCATIONAL VALUE:

Physical fitness and literacy. Game + fair play. Alternate activities and sports.

SCHOOL ENHANCEMENT PROJECT FUNDING AGREEMENT

THIS AGREEMENT made as of the _____ day of _____ ,

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

WHEREAS:

- A. Oyama 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:

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

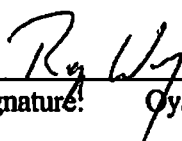
**OF SCHOOL DISTRICT No. 23,
(CENTRAL OKANAGAN) by its
authorized signatory:**

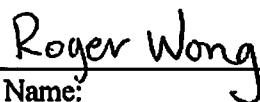
Signature: Secretary Treasurer /
Assistant Superintendent

Print Name:

THE OYAMA PAC

by its authorized signatory(ies):

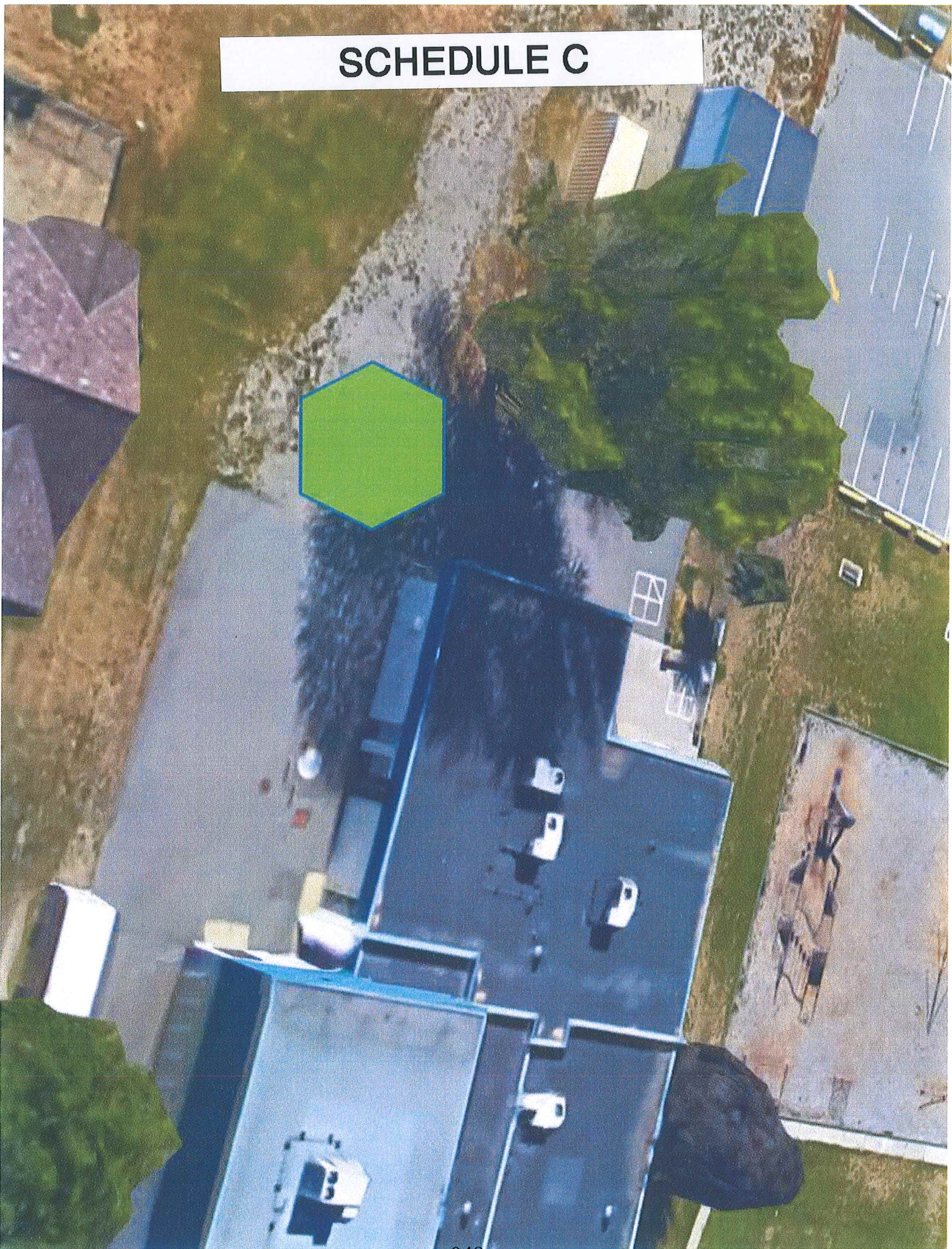
Signature:  Oyama PAC President

Signature: 
Print Name: Roger Wong

Signature: 
Principal of the Oyama

Signature: 
Print Name: Luke Campbell

SCHEDULE C



SCHEDULE D

OTS PAC MEETING MINUTES JUNE 11, 2018

In attendance: Roger Wong, Rebecca Leboe, Heidi Starr, Erica Nisbet, Tara Levere, Luke Campbell, Virginia Holland, Marisa Andrews.

1. Welcome: acceptance of agenda – first: Virginia Holland Second: Rebecca Leboe

2. Reports from Officers:

- Roger: Discussed raffle and the WestJet pass that was to be auctioned off. There was a conflict with Oyama Fun days as they didn't want the crossover/split of attention on the two draws. However, the WJ tickets draw date has been extended. Hurray ☺
- Virginia: See typed Report. (WestJet raffle tickets – other organizations have done \$10/ticket and sold approx. 650 tickets total)
 - Left over \$1000 in gaming account will go towards busing.

3. Principals report

See notes provided by Mr. Campbell.

- Have reached out to SD regarding an arborist to look at tree health and safety.
- Sept 19 Welcome Back BBQ
 - We have a Sysco membership now so it would be great to get food ordered etc.
 - This will be distinctly separate from the parent/teacher interview. That will be later in the month. Teachers aren't required to stay for evening events however we appreciate their attendance if they volunteer.
- Winter Concert Dec 6 – Jordan Leboe to look at sound and set up, if there is someone else who can run the event itself.
 - Gaga ball court – looking for approval from PAC so that it can be moved upon.
 - Is there an option to add extra painted games on the cement? Ie: Hopscotch and 4 square etc. Pave it a bit wider so that they can ride their bikes/bike loop
 - Roger points out that they have been fundraising for years and haven't seen any pay off.

MOTION: Commit up to \$4000 to be used towards the Gaga ball court – Motioned by Virginia and second by Erica. -Motion Carried

4. Standing Committee Reports

- WestJet raffle extended to draw Oct 15, 2018. Gaming license to be applied for during summer break.

5. Ongoing Business

Uniforms

Turner Fund – turns out it is part of PAC. No one knows the history.

Mr. Campbell reassured the PAC that OTS provides used uniforms to families in need.

6. 2018-2019 PAC Executive Elections

- Only 4 names in the Executive box – 3 nominations for members at large (Heidi Starr, Rebecca Leboe, Shannon Haraldson) and Virginia as Treasurer.
- Shannon Haraldson was not present to accept the nomination
 - Virginia Holland Accepts her nomination for treasurer
 - Heidi Starr accepts her nomination for Member at Large
 - Roger Wong accepts his nomination for President.
 - Rebecca Leboe accepts her nomination as secretary.
 - Tara Levere accepts her nomination for Member at Large

All 5 nominees are elected by acclamation.

As we do not have a sufficient number of volunteers to accept all positions on the Executive Council as required by the PAC bylaws the PAC has agreed to proceed with present members yet will welcome additional volunteers.

Upon review of the PAC Constitution and Bylaws it was found that the September 2007 (most recent) version requires a significant number of updates. Certain references (School Planning Committee for example) no longer exist. The PAC has committed to review and update the Constitution and Bylaws. To accommodate the schedules of the newly elected members the PAC has proposed the following:

MOTION: Rewrite Article 4 in the bylaws to remove “Each month” to change it to “As deemed necessary by the PAC”
Virginia Holland motions, and Heidi Starr
seconds. Motion Carried

Meeting adjourned at 7:26pm.

*****DRAFT OF MINUTES TAKEN JUNE 11, 2018 TO BE APPROVED AT THE NEXT PAC MEETING Date TBD*****

SCHEDULE E



"Together We Learn"

SCHOOL DISTRICT No. 23
(CENTRAL OKANAGAN)

OPERATIONS

685 Dease Road, Kelowna, BC V1X 4A4

Phone: (250) 870-5150 Fax: (250) 870-5094

JURISDICTION/RESPONSIBILITY FORM

JURISDICTION NO. _____

Date: _____

SCHOOL: _____

PROJECT: _____

Oyama

Gea Gea Court

ITEMS OF WORK	JURISDICTION RESPONSIBILITY	AGREEMENT
Assembly of equipment Concrete pad Anchor assembly.	own forces work	☒
Jurisdictional not required own forces work		

Email to CUPE Office

File: /H/Forms/Jurisdiction - No divisions

Mitch Vanaller

From: Luke Campbell
Sent: Thursday, April 11, 2019 1:10 PM
To: Mitch Vanaller
Subject: OTS Gaga ball court

Hi Mitch,
OTS will cover any overruns in the Gaga ball court budget
Thank you,
Luke

Luke Campbell
Principal
Oyama Traditional School



Memorandum

Date: April 12, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations
Prepared By: David Widdis, Planning Manager

Action Item: Annual Capital Plan Submission - Capital Bylaw No. 2019/20-CPSD23-01

1.0 ISSUE STATEMENT

The Ministry of Education provided their written response to the 2019/20 Capital Plan submitted in June 2018. The response identifies the next steps for supported projects and bus acquisitions/replacements.

2.0 RELEVANT BOARD MOTION/DIRECTION

Main THAT: The Board of Education approve the 2019/2020 Capital Plan,
18P-089 as attached to the Agenda and as presented at the June 27, 2018 Public
 Board Meeting.

3.0 BACKGROUND

The Board of Education is to adopt a single capital bylaw for its approved 2019/20 Capital Plan, in accordance with section 143 (1) of the School Act after the School District has received the Capital Plan Response Letter from the Ministry.

Individual capital bylaws for each supported capital project are no longer required, only a single capital bylaw is required that encompasses all capital projects included in the Ministry's Capital Plan Response Letter.

The Ministry of Education response letter to our 2019/20 Capital Plan submission of June 2018 is attached to this schedule and the Board is now required to pass a Bylaw to allow for the School District to access the funding outlined in the letter.

4.0 POINTS FOR CONSIDERATION

None.

5.0 OPTIONS FOR ACTION

- 5.1 Recommend that the Board of Education adopt the Capital Plan Bylaw,
- 5.2 Provide alternate direction to staff.

6.0 FOLLOW-UP/REVIEW

None.

7.0 DIRECTOR'S COMMENTS

This bylaw is part of usual business practice as outlined in the Capital Plan Submission Guidelines and should be processed as recommended. Failure to approve bylaw would result in loss of funding.

8.0 STAFF RECOMMENDATIONS

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

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.

9.0 APPENDIX

- A. Ministry of Education Capital Response Plan
- B. Capital Plan Bylaw No. 2019/20 – CPSD23-01



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.astsbcc.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.astsbcc.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.astsbcc.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.astsbcc.org
	C 76 with 4 wheelchair spaces	\$152,354	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.astsbcc.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.astsbcc.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.astsbcc.org

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,

A handwritten signature in black ink, appearing to read "J. Palmer", with a large, sweeping flourish above the name.

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

APPENDIX B

CAPITAL BYLAW NO. CPSD23-01
CAPITAL PLAN 2019/20

A BYLAW by the Board of Education of School District No. 23 (Central Okanagan) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to sections 143 (2) and 144 (1) of the *School Act*.

WHEREAS in accordance with provisions of the *School Act*, the Minister of Education (hereinafter called the "Minister") has approved the Capital Plan of the Board.

NOW THEREFORE the Board agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute Project Agreement(s) related to the expenditures contemplated by the Capital Plan;
- (b) Upon ministerial approval to proceed, commence the Project(s) and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the Project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board for the 2019/20 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated March 1, 2019, is hereby adopted.
2. This Bylaw may be cited as School District No. ____ (_____) Capital Bylaw No. _____.

READ A FIRST TIME THE ____ DAY OF _____, 2019;
READ A SECOND TIME THE ____ DAY OF _____, 2019;
READ A THIRD TIME, PASSED AND ADOPTED THE ____ DAY OF _____, 2019

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. ____ (_____) Capital Bylaw No. _____ adopted by the Board the ____ day of _____, 2019.

Secretary-Treasurer



Memorandum

Date: April 12, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations
Prepared By: David Widdis, Planning Manager

Information Item: 2020-2021 Capital Plan - Draft

1.0 RELEVANT BOARD MOTION/DIRECTION

None.

2.0 BACKGROUND

District Staff have prepared the draft 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.

Appendix A identifies the draft Capital Plan for the 2020/2021 submission. The Project List is based on the district's facility needs. This year's submission has some changes due to new Capital Plan Instructions. 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 Envelop Program (BEP)
 - School Enhancement Program (SEP)
 - Carbon Neutral Capital Program (CNCP)
 - Playground Equipment (PEP)
 - Bus Replacement Program (BUS)

The School Expansion Program has subcategories for New Schools, Additions and Site Acquisitions. Previously this program combined these categories and required school districts to prioritize the projects. The submission this year allows school

districts to divide the projects in the three categories and allow the Ministry to compare similar projects across the province.

District Staff have discussed with the Ministry of Education, Capital Branch staff regarding the various funding programs for the upcoming 2020/21 Capital Plan submission. The Ministry staff identified the focus of the Provincial Government for the upcoming year that includes portable reductions, additions of new spaces and accelerate the seismic mitigation program. The funding program for replacement schools is not a high priority and focus for the Provincial Government for this Capital Plan submission.

Specifically, staff discussed the Rutland Middle School Replacement Project with the Ministry of Education, Capital Branch. The Ministry does not deem Rutland Middle School (RMS) a high priority for replacement. The District recommends moving the Rutland Middle School Project to the School Addition category in the School Expansion Funding Program. Rutland Middle School has been a priority for replacement; however, the middle school has also been dealing with capacity issues. There are ten portables on the site for the current enrolment.

An addition to the Rutland Middle School is an option to accommodate the current and projected growth for the school. If supported by the Ministry, the next step in the process would be to develop a Project Definition Report (PDR) to identify the costs and location for an addition. The addition would require some renovations to the current school and a list of renovations and costs would be identified in the PDR for a Rutland Middle School addition.

The Addition category of the School Expansion Program focuses on portable reduction. The Rutland area middle schools are projected to be over capacity and the addition will help replace the current portables and accommodate growth for this family of schools.

3.0 INFORMATION 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. At the May 15, 2019 Planning and Facilities Committee Meeting, staff will bring forward the recommended 2020/21 Capital Plan submission.

4.0 APPENDIX

A. Draft 2020/21 Capital Plan



FIVE YEAR CAPITAL PLAN SUMMARY - 2020/21 - 2024/25

PROJECT PRIORITY	CAP PROJ CODE	LOCATION	PROJECT DESCRIPTION	20/21	21/22	22/23	23/24	24/25
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					
5	NEW	University Area Elementary	Construct new K-Gr 5 University Area					
School Additions								
1	ADD	Rutland Middle	Construct an addition to replace 11 portables on site					
2	ADD	Springvalley Middle	Construct an addition to replace 5 portables on site					
3	ADD	Dr. Knox Middle	Construct an addition to replace 7 portables on site					
4	ADD	Constable Neil Bruce	Construct an addition to replace 3 portables on site					
5	ADD	KLO Middle	Construct an addition to replace 7 portables on site					
6	ADD	North Glenmore Elementary	Construct an addition to replace 3 portables on site					
7	ADD	Black Mountain Elementary	Construct an addition to replace 2 portables on site					
8	ADD	Casorso Elementary	Construct an addition to replace 4 portables on site					
9	ADD	Dorothea Walker Elementary	Construct an addition to 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)					
5	NEW	South West Winfield Elementary	Site Acquisition (land size 2.3ha) for a Future Elementary School (Tyndall Road Area)					
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					



FIVE YEAR CAPITAL PLAN SUMMARY - 2020/21 - 2024/25

PROJECT PRIORITY	CAP PROJ CODE	LOCATION	PROJECT DESCRIPTION	20/21	21/22	22/23	23/24	24/25
Minor Capital Funding								
Building Envelope 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	KLO Middle	Phase one- Boiler & Geo-Thermal Field					
2	SEP	KLO Middle	Phase two - Classroom Mechanical Upgrade					
3	SEP	Glenrosa Middle	Phase one - Mechanical System Upgrade					
4	SEP	Anne McClymont Elementary	Phase one - Mechanical System Upgrade					
5	SEP	Peachland Elementary	Phase one - Mechanical System Upgrade					
7	SEP	Rutland Elementary	Central Heatpump upgrade to include free cooling, missed in the original design.					
8	SEP	Peter Greer Elementary	Geo-Thermal Ground Source Heatpump					
9	SEP	Watson Road Elementary	Phase two - Geo-Thermal Ground Source Heatpump					
10	SEP	Glenrosa Middle	Phase two Geo-Thermal Ground Source Heatpump					
11	SEP	Anne McClymont Elementary	Phase two - Geo-Thermal Ground Source Heatpump					
12	SEP	Glenrosa Elementary	Air Source RTU heatpumps					
13	SEP	OKMS	Phase two HVAC upgrade					
14	SEP	Davidson Road	Phase one Condensing Boiler					
15	SEP	Elison Elementary	Condensing Boiler					
16	SEP	Peachland Elementary	Air Source RTU heatpumps					
17	SEP	Chief Tomat Elementary	Mechanical System Upgrade					
18	SEP	Davidson Road	Phase two Mechanical System Upgrade					
19	SEP	Glenrosa Elementary	Phase two - Mechanical System Upgrade					
20	SEP	Kelowna Secondary	Boilers, VFD Htg/Cig 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	Anne McClymont	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.					
Bus Replacement Program								
1	BUS	Replacement Bus	Replace Bus Units #5233, #5234					
2	BUS	Replacement Bus	Replace Bus Units #8232, #8233					
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					
2	PEP							
3	PEP							