



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, October 16, 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 – September 18, 2019
(Attachment)

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3. PUBLIC QUESTION/COMMENT PERIOD

4. COMMITTEE MEMBERS QUERIES/COMMENTS

5. DISCUSSION/ACTION ITEMS

5.1 Annual Integrated Pest Management Report
(Attachment)

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STAFF RECOMMENDATION:

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

THAT: The Board of Education accept the Annual Integrated Pest Management Report as the Annual Report required in Policy 620 – Integrated Pest Management (IPM), as attached to the Agenda and presented at the October 16, 2019 Planning and Facilities Committee Public Meeting.

6. DISCUSSION/INFORMATION ITEMS

6.1 Agricultural Land Commission Decision on Land Exclusion Report
(Attachment)

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6.2 Statistics Update - Transportation
(Attachment)

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7. COMMITTEE CORRESPONDENCE

8. ITEMS REQUIRING SPECIAL MENTION

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

10. ITEMS FOR FUTURE PLANNING AND FACILITIES COMMITTEE MEETINGS

– *School Bus Safety Including: Seat Belts*

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

11. FUTURE PLANNING AND FACILITIES COMMITTEE MEETINGS

November 20, 2019 at 6:00 pm

12. MEDIA QUESTIONS

13. ADJOURNMENT

CENTRAL OKANAGAN PUBLIC SCHOOLS – BOARD COMMITTEE REPORT

COMMITTEE: Planning and Facilities Committee Meeting DATE: September 18, 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

In Attendance:

Staff:

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

Absent:

S. Kamstra, Assistant Director of Operations

Partner Group Representation:

COPAC Cherylee Morrison, Co-President (*arrived at 6:09 pm*)
COPVPA Ryan Ward, Middle School Representative
COTA Susan Bauhart, President
CUPE David Tether, President
DSC No Representative

Agenda - Additions/Amendments/Deletions

September 18, 2019 Committee Agenda – approved as presented.

Reports/Matters Arising

August 21, 2019 Committee Report – received as distributed.

Public Queries/Comment Period

Marie Howell – Rutland Middle School PAC President: Ms. Howell requested an update on Rutland Middle School's Capital Funding request and queried the possibility of using the Okanagan Mission Secondary (OKM) School Annex in the future to eliminate the number of portables. Ms. Howell also queried who controls the spending for Capital Projects.

The Director of Operations advised that the District is waiting for an announcement from the Ministry of Education regarding approved Capital Projects.

The Secretary-Treasurer stated that the District will be going through a consultation process regarding a Long-Term Facility Plan and will determine any future movement of the OKM Annex during this process.

6:09 pm: The COPAC Co-President joined the meeting.

In terms of how spending is controlled for Capital Projects, the Director of Operations stated that the District provides specifications to the General Contractor and they determine where to source materials/products at a fair, economical value.

The Superintendent of Schools/CEO stated that he will provide the District's Procurement Process to the Committee members as well as Ms. Howell.

Susan Bauhart – COTA President: Ms. Bauhart queried the recent information that the Board Chair provided in a recent radio interview that stated that the District has more portables per capita than other school districts in the province.

The Board Chair stated that she referred to the fact that the District has more portables per capita than the Surrey School District.

Discussion/Action Items

1. Property Bylaw No. 149 - BC Hydro/Telus Statutory Right-of-Way on the Sports Fields for George Elliot Secondary and H.S. Grenda Middle Schools

The Director of Operations stated that BC Hydro and Telus currently have transformers on the property of George Elliot Secondary and H.S. Grenda Middle Schools. The request for a Statutory Right-of-Way is to maintain the current equipment. If the District chooses not to grant the Statutory Right-of-Way, the District would assume ownership and responsibility to maintain the transformers themselves.

Outcomes

The Committee recommended the following to the Board of Education:

THAT: The Board of Education give first, second and third readings to School District No. 23 (Central Okanagan) Property Bylaw No. 149 (registration of a Statutory Right-of-Way), for registration of a Statutory Right-of-Way in favour of BC Hydro/Telus on Lot 2, Section 10 Township 20 Osoyoos Division Yale District Plan 4073 except Plan 26148 and Plan EPP17253.

THAT: School District No. 23 (Central Okanagan) Property Bylaw No. 149 (registration of a Statutory Right-of-Way) be read a first, second and third time and finally adopted;

AND 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 BC Hydro/Telus on Lot 2, Section 10 Township 20 Osoyoos Division Yale District Plan 4073 except Plan 26148 and Plan EPP17253.

2. Transportation Task Force Phase II Proposed Timelines

The Secretary-Treasurer/CFO outlined the proposed timelines for Phase II of the Transportation Task Force. Community engagement is essential in order to make recommendations to the Board of Education for the 2020/2021 school year regarding the following:

- Impact of 2020/2021 Government funding changes
- Registration and routing timelines
- Bell times and early dismissals
- Parental responsibility distance limits
- Transportation service levels
- Transit service
- Fee structure

The following outlines the items for action during Phase II of the Transportation Task Force. The Transportation Task Force Steering Committee will set dates for each action item:

Action
Committee Meeting: <ul style="list-style-type: none"> • Debrief from 2018-2019 • Review proposed timelines • Review survey questions and community communications
Survey and link to information website sent out to the community
Survey Closes

Committee Meeting: <ul style="list-style-type: none"> • Review survey results • Review potential solutions • Review community meeting story boards
<ul style="list-style-type: none"> • Story Boards on potential solutions and survey results posted on information website • Survey on potential solutions posted
World Café style community meetings in Kelowna, West Kelowna and Lake Country
Survey on potential solutions posted closes
Committee Meeting: <ul style="list-style-type: none"> • Review survey results • Develop potential policy changes
Policy Committee Meeting <ul style="list-style-type: none"> • Review policy changes and recommend changes to Board
Funding model released by provincial government
Board meeting: <ul style="list-style-type: none"> • Policy Amendments for Information
Board meeting: <ul style="list-style-type: none"> • Policy Amendments for Action • Set Transportation Fees

Outcome

The Committee directed the Transportation Task Force Steering Committee to adopt the proposed consultation process for Phase II of the Transportation Review.

Discussion/Information Items

1. Operations Summer Projects Update

The Director of Operations provided an update on the completed summer 2019 projects. The list of projects were extensive and many were complex in design. All staff provided outstanding leadership and workmanship in achieving the completion of all the major projects within the District.

The Superintendent of Schools/CEO commended the incredible work performed by staff to complete the 2019 summer projects.

On behalf of the COTA, the COTA President extended her appreciation for all the work completed over the summer.

2. Lake Country Sports Fields

The Director of Operations shared that during the design development stage of the H.S. Grenda Middle School, the District needed to build two sports fields on the former Aspen Grove Golf Course over the spring and summer to have the new sports fields ready for September 2019. The site of the sports fields are within the Agricultural Land Reserve (ALR) and the District received approval from the Agricultural Land Commission (ALC) to place and operate 3 or 4 sport fields on site in 2013. During the recent final design phase for two sports field, a shale material running track was included. However, the original 2013 ALC proposal did not include a running track. Therefore, the District had to submit a new application to the ALC to permit a shale material running track and add fill to the site. The application process is lengthy for the ALC to render a decision and a decision is not expected until 2020.

In order to ensure the schools would have sports fields for September, the District amended the sport fields plan to replace the shale material running track with a grass running track. The District awaits the decision from the ALC prior to adding shale material to the grass running track.

The Director of Operations also stated that the District will engage in conversations with the District of Lake Country regarding future options for the sports fields.

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

Future Public Board Meetings

- *Property Bylaw No. 149 - BC Hydro/Telus Statutory Right-of-Way on the Sports Fields for George Elliot Secondary and H.S. Grenda Middle Schools (Action Item)*

Transportation Task Force Steering Committee

- *Transportation Task Force Phase II Proposed Timelines (Action Item)*

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

Meeting Schedule

October 16, 2019 at 6:00 pm

November 20, 2019 at 6:00 pm

Questions - Please Contact:

Julia Fraser, Chairperson

Phone: 250-681-0269

email: Julia.Fraser@sd23.bc.ca

Mitch Van Aller, Director of Operations

Phone: 250-870-5150

email: Mitch.Vanaller@sd23.bc.ca

Julia Fraser, Chairperson



Memorandum

Date: October 11, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations

Action Item: Annual Integrated Pest Management Report

1.0 ISSUE STATEMENT:

The Board authorizes the use of all suitable techniques in an organized program to suppress pest populations in effective, economical and environmentally safe ways.

2.0 RELEVANT BOARD MOTION/DIRECTION:

Policy 620 – Integrated Pest Management (IPM): *“Each year a report shall be provided to the Board on the effectiveness of the pesticide management program, with appropriate recommendations for possible enhancements.”*

3.0 BACKGROUND:

School District policy ensures that no chemical pesticides are used on district grounds. This requires alternative measures to control pest populations.

4.0 POINTS FOR CONSIDERATION:

None.

5.0 OPTIONS FOR ACTION:

Continue the program as currently funded and advised by our District Horticulturists and external expert consultants.

6.0 FOLLOW-UP/REVIEW:

Yearly report required as per Policy 620 – Integrated Pest Management (IPM).

7.0 DIRECTOR’S COMMENTS:

The District will continue supporting a proactive and preventative approach to managing noxious weeds, invasive plants, vegetation and pests on all of our sites, (landscape or structural). Integrated Pest Management is a long-term program that reduces the reliance on pesticides and can lead to a reduction in their use. 15 summer students were hired to assist the Grounds Department in managing weeding and mowing at all sites from the beginning of July to the end of August.

8.0 STAFF RECOMMENDATION:

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

THAT: The Board of Education accept the Annual Integrated Pest Management Report as the Annual Report required in Policy 620 – Integrated Pest Management (IPM), as attached to the Agenda and presented at the October 16, 2019 Planning and Facilities Committee Public Meeting.

9.0 APPENDICES

- A. District Horticulturists Bryan Spannier, Mike Daley, Craig Foley detailed 2018/2019 report
- B. Policy 620 – Integrated Pest Management (IPM)

Appendix A

Central Services IPM Report 2019

The following report covers the maintenance and project work of the Grounds Department IPM program from October 2018 to October 2019.

We continue to work towards improving the efficiency and sustainability of the IPM program by using good sound cultural practices.

1. Mowing

- Two grass crews mowed District fields from April to October. A third crew member was used as needed. Turf mowed at 2".
- A new Toro Ride-On Mower has been added to the mowing fleet to accommodate Canyon Falls Middle School and HS Grenda playing fields.
- In August and September, as many secondary/middle schools as possible were mowed twice a week. The quality and playability of these fields improved greatly.

2. Field Repair

- Seven secondary/middle schools had field repairs that included aerating, over seeding, topdressing and fertilizing.
- Trip hazards were repaired as needed.
- All elementary sites were fertilized with at least one application and the secondary/middle schools were given two applications.
- Early in the season (March), secondary/middle schools and as many elementary schools as possible were swept and aerated.
- Summer maintenance includes: aerating, over seeding, top dressing and fertilizing.
The summer months allow for the turf to rest and rejuvenate after being pounded over the school year.
Field Maintenance helps rejuvenate by getting air, water and nutrients into the turf root area. This, combined with frequent mowing and adequate irrigation, stimulates growth and healthy turf.
- Field repairs July/August 2019:
 - Okanagan Mission
 - Rutland Senior Secondary
 - Rutland Middle School
 - Kelowna Senior Secondary
 - Mt. Boucherie Secondary
 - Constable Neil Bruce Middle School
 - KLO Middle School

3. Weeding / Mulching

- Shrub beds at the front of schools were given priority for weeding and mulching.
- In August, the front beds of many sites as possible were weeded and mulched.

4. Trees / Pruning

- Any trees that were identified as hazardous were pruned to eliminate the hazard or the trees were removed.
- Continued ongoing pruning and cleaning up of shrubs and beds around the schools.
- Riparian areas were monitored for hazardous situations and dealt with appropriately.
- Most autumn leaves were mulched on site and spread over turf and shrub beds.

5. Irrigation

- The irrigation technicians kept busy making repairs and fine tuning systems.
- Fine-tuning over the past few years is starting to pay off. Most of our turf is thick and tight. This means less area for weed germinations and less wasted water.
- Plan to replace aging hydraulic irrigation systems at Springvalley Elementary and Middle Schools, AS Matheson Elementary and Glenmore Elementary.
- Install booster pumps where needed.
- Due to new portables, irrigation was rerouted at Dr. Knox, Constable Neil Bruce and Mount Boucherie.

6. Projects

- A. New portables at the following sites involved excavation in preparation for portable placement (including moving gas lines, etc.). Remediation of land around new portable sites (ie. Re-routing irrigation and re sod areas.)
 - Dr. Knox Middle School
 - Constable Neil Bruce
 - Mount Boucherie
 - South Rutland (Indigenous Modular)
- B. Playgrounds
 - All elementary school playgrounds were inspected
 - All middle school outdoor exercise equipment was inspected monthly.
 - Playground wood chips were added to: Black Mountain, George Pringle, Rose Valley, Belgo and Ellison.

For all of the above, any problems identified were resolved.
- C. Aspen Grove/HS Grenda
 - Clean up of non-playing field area and Daycare playground



“Together We Learn”

Section Six: School District Facilities

620 –INTEGRATED PEST MANAGEMENT (IPM)

Introduction

The Board of Education believes that an *Integrated Pest Management (IPM)* program, as recommended by the BC Ministry of Environment, is the most suitable method for maintaining sites in a safe, useable condition for current and future use.

Policy

1. The Board authorizes the use of all suitable techniques in an organized program to suppress pest populations in effective, economical and environmentally safe ways.
2. The essential components of the school district's integrated pest management program include:
 - 2.1 identification of the problem through an examination of the fields conducted by the office of the Director of Operations or designate;
 - 2.2 regular monitoring of the sites (to determine the most appropriate time, method and follow-up necessary);
 - 2.3 determining plant damage relative to a tolerance level acceptable to the Superintendent or designate and considering safety, financial and aesthetic implications;
 - 2.4 determining appropriate action to manage problems identified, including an appropriate combination of:
 - physical or mechanical controls;
 - cultural controls;
 - chemical controls.
3. Substituting physical or cultural controls for chemicals will be encouraged wherever possible. When not possible, pesticides will be selected based on compatibility with other treatment methods. When a pest count indicates that some chemical controls are needed, school principals will be informed of the results and the anticipated dates for treatment of the sites. Principals will then inform their parent advisory councils of the treatment plans.
4. Each year a report shall be provided to the Board on the effectiveness of the pesticide management program, with appropriate recommendations for possible enhancements.



Memorandum

Date: October 11, 2019
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations
Prepared by: David Widdis, Planning Manager

Information Item: **Agricultural Land Commission Decision on Land Exclusion Report**

1.0 RELEVANT BOARD MOTION/DIRECTION

None.

2.0 BACKGROUND

The School District submitted an application in June 2018 to exclude three properties on the Westside from the Agricultural Land Reserve (ALR). The three School District properties located in the ALR are Hudson Road Elementary, Shannon Lake Elementary and Webber Road Elementary (Leased to West Kelowna). The Agricultural Land Commission (ALC) in the early 1970's approved the construction of elementary schools on the three properties to accommodate the growth in the community.

The purpose of the application was to exclude the three properties to allow the School District the flexibility and ability to respond to growing needs of the schools without requiring an additional application process to the ALC.

The sites are currently operating as elementary schools and a community centre within residential neighbourhoods. Based on the City's projected population growth, the capacity of these three sites will need to be increased in the future. The following rationale for exclusion was presented to the ALC:

1. The parcels are currently being operated as schools and recreation facilities as approved by the ALC.
2. The parcels are in growing residential neighbourhoods, with no adjacent farmland.
3. Population growth in West Kelowna is expected to put additional pressure on the capacity of the existing facilities.
4. Exclusion of these sites from the ALR will avoid additional non-farm use applications to the ALC and thereby reduce the administrative and bureaucratic burden as the facilities expand.
5. During discussions regarding further development of the school site, ALC staff have recommended an exclusion application versus additional non-farm use applications

3.0 INFORMATION STATEMENT

The School District received the decision from the ALC on October 7, 2019 that the three properties are to remain within the ALR.

The decision does approve the addition of portables and upgrade or improve the site amenities (playgrounds, parking, landscaping, sports fields) at Hudson Road Elementary and Shannon Lake Elementary for the 2019/20 school year subject to a submission of a report to the ALC. However, this decision will require the School District to apply in the subsequent years for any additional portables or site upgrades.

The decision also does allow the School District to convert the Webber Road site to an elementary school or secondary school provided the existing footprint of the building does not increase in size. This would not allow the District to construct a new secondary school on the site.

Based on the decision by the ALC, any future building or site improvements on the three site will require approval from the ALC as non-farm use.

4.0 DIRECTOR'S COMMENTS

Staff are reviewing the ALC decision and plan on having further discussions with the ALC on the next steps.

5.0 APPENDIX

A. ALC Decision dated October 7, 2019



Agricultural Land Commission
201 – 4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000
Fax: 604 660-7033
www.alc.gov.bc.ca

October 7, 2019

ALC File: 57814

Shannon Tartaglia
DELIVERED ELECTRONICALLY

Dear Shannon Tartaglia:

Re: [Application 57814 to exclude land from the Agricultural Land Reserve](#)

Please find attached the Reasons for Decision of the Executive Committee for the above noted application (Resolution #348/2019). As agent, it is your responsibility to notify the applicant(s) accordingly.

[Request for Reconsideration of a Decision](#)

Under section 33(1) of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. The request must be received within one (1) year from the date of this decision's release. For more information, refer to *ALC Policy P-08: Request for Reconsideration* available on the Commission website.

Please direct further correspondence with respect to this application to Celeste Barlow at ALC.Okanagan@gov.bc.ca.

Yours truly,

A handwritten signature in black ink that reads 'Celeste' in a cursive, flowing script.

Celeste Barlow, Land Use Planner

Enclosures: Reasons for Decision (Resolution #348/2019)
Schedule A: Context Map
Schedule B: School Site Amenities

cc: City of West Kelowna (File: A 18-05)



AGRICULTURAL LAND COMMISSION FILE 57814

**REASONS FOR DECISION OF THE EXECUTIVE
COMMITTEE**

Exclusion Application Submitted Under s. 30(1) of the *Agricultural Land Commission Act*

Applicant: The Board of School Trustees of School District
No. 23

Agent: Shannon Tartaglia, Planning Consultant

Properties:

Property 1:

Parcel Identifier: 010-346-961

**Legal Description: Lot 45, District Lot 506,
Osoyoos Division Yale District, Plan 5381**

Civic: 1221 Hudson Road, West Kelowna, BC

Area: 7.9 ha (5.8 ha ALR)

Property 2:

Parcel Identifier: 007-928-190

**Legal Description: Lot 96, District Lot 3481,
Osoyoos Division Yale District, Plan 20022**

Civic: 2829 Inverness Road, West Kelowna, BC

Area: 5.7 ha

Property 3:

Parcel Identifier: 004-771-133



Legal Description: Lot 111, District Lot 2599,
Osoyoos Division Yale District, Plan 27602, Except
Plan 32367

Civic: 3044 Sandstone Drive, West Kelowna, BC

Area: 2.9 ha

Executive Committee:

Jennifer Dyson, Chair

Linda Michaluk, Island Vice-Chair

David Zehnder, Kootenay Vice-Chair

Janice Tapp, North Vice-Chair

Ione Smith, South Coast Vice-Chair

Richard Mumford, Interior Vice-Chair

Gerry Zimmermann, Okanagan Vice-Chair

OVERVIEW

- [1] The Properties are located partially within the Agricultural Land Reserve (ALR) as defined in s. 1 of the *Agricultural Land Commission Act (ALCA)*.
- [2] The Properties have been used for institutional uses for 20 to 50 years. Property 1 contains Hudson Road Elementary School. Hudson Road Elementary School was built in 1974 and has been operating continuously as an elementary school since that date. Property 2 contains Webber Road Community Centre: Okanagan Boys and Girls Club (the “community centre”) which was originally built as an elementary school in 1975 and converted to a community centre in 1983. Property 3 contains Shannon Lake Elementary School which was approved by the Commission and built in 1993, and has been operating continuously as an elementary school since that date.
- [3] The Application submits that the Properties are surrounded by growing residential subdivisions which are not within the ALR. Based on the growing residential neighbourhoods in West Kelowna, the Applicant expects the projected population growth to place additional pressure on the capacity of the educational facilities and community centre located on the Properties within School District No. 23. The Applicant submits that both temporary and permanent additions to the elementary schools will be necessary to meet the needs of a growing population. The Application also submits that due to the increase in the number of students within the school catchment area, the community centre may need to be converted back into an elementary school in the future.
- [4] Pursuant to s. 30(1) of the ALCA, the Applicant is applying to the Agricultural Land Commission (the “Commission”) to exclude the Properties (14.4 ha) from the ALR for the purpose of expanding and modifying existing institutional uses (the “Proposal”). The purpose of the Proposal is to enable the Applicant to respond more efficient and timely way to the growing number of students in the area, and to allow for the immediate expansion or modification of the existing schools and community centre without requiring further application to the Commission.

- [5] The first issue the Executive Committee considered is whether the Properties are appropriately designated as ALR based on agricultural capability and suitability.
- [6] The second issue the Executive Committee considered is whether the Properties should be excluded from the ALR to accommodate the expansion and modification of existing institutional uses.
- [7] The Proposal was considered in the context of the purposes of the Commission set out in s. 6 of the ALCA. These purposes are:
- (a) to preserve the agricultural land reserve;
 - (b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest; and,
 - (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of land within the agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.

EVIDENTIARY RECORD

- [8] The Proposal along with related documentation from the Applicant, Agent, local government, and Commission is collectively referred to as the “Application”. All documentation in the Application was disclosed to the Agent in advance of this decision.
- [9] On March 6, 2019, the Executive Committee conducted a meeting with David Widdis, the Planning Manager for Central Okanagan Public Schools at the Commission Office in Burnaby, BC (the “Applicant Meeting”). An applicant meeting report was prepared and was certified as accurately reflecting the observations and discussions of the Applicant Meeting by David Widdis on April 8, 2019 (the “Applicant Meeting Report”).
- [10] Members of the Executive Committee conducted a walk-around site visit on April 11, 2019 in accordance with the *ALC Policy Regarding Site Visits in Applications*, (the “Site Visit”). A site visit report was prepared in accordance with the *Policy Regarding Site Visits in*



Applications. The site visit report was certified as accurately reflecting the observations and discussions of the Site Visit by the Agent on May 28, 2019 (the “Site



Visit Report”).

EVIDENCE AND FINDINGS

Issue 1: Whether the Property is appropriately designated as ALR based on agricultural capability and suitability.

[11] To assess agricultural capability on the Properties, the Executive Committee referred to agricultural capability ratings. The ratings are identified using the BC Land Inventory (BCLI), ‘Land Capability Classification for Agriculture in B.C.’ system. The improved agricultural capability ratings applicable to the ALR portion of the Properties are:

Property	Agricultural Capability Rating
Property 1	90% (*1) 10% (4:3A – 4:1 – 2:*3A)
Property 2	70% (7:*3PA – 3:*3PT) 20% (6:*3AP – 4:3A) 10% (unclassified)
Property 3	60% (8:*3AP – 2:3A) 25% (4:*3TA – 4:6TR – 2:7R) 15% (*3AP)

Class 1 - land is capable of producing the very widest range of crops. Soil and climate conditions are optimum, resulting in easy management.

Class 3 - land is capable of producing a fairly wide range of crops under good management practices. Soil and/or climate limitations are somewhat restrictive.

Class 6 - land is important in its natural state as grazing land. These lands cannot be cultivated due to soil and/or climate limitations.



Class 7 - land has no capability for soil bound agriculture.

The limiting subclasses associated with this parcel of land are A (soil moisture deficiency), P (stoniness), R (bedrock near the surface), and T (topographic limitations).

[12] Based on the agricultural capability ratings, the Executive Committee finds that the majority of the ALR portion of the Properties have prime agricultural capability and as such are appropriately designated as ALR.

[13] The Executive Committee reviewed the Application and understands the Properties are bordered on all sides by non-ALR residential development. In addition, the Executive Committee understands that the Properties are utilized for institutional uses. Despite this, the Executive Committee finds that the three Properties are relatively large with only a portion of the Properties covered in institutional uses. Hence, the Properties could serve an agricultural purpose in the future, such as providing opportunities for smaller scale urban market gardens.

Issue 2: Whether the Properties should be excluded from the ALR to accommodate the expansion and modification of existing institutional uses.

[14] The Application submits that the Properties have been operating as schools and recreation facilities for 20 to 50 years and that these institutional uses are expected to continue into the future. In addition, the Application submits that the City of West Kelowna has zoned each of the Properties for Institutional and Assembly (P2) as part of a larger community planning exercise. Property 1 and Property 3 are designated as Institutional in the City of West Kelowna Official Community Plan (the “OCP”) No. 0100. Property 2 is designated as Agricultural in the City of West Kelowna OCP. The City of West Kelowna staff report states that if the Proposal is approved, Property 2 would require an OCP amendment to change the assigned Land Use Designation from Agriculture to Institutional.

[15] The Application submits that the purpose of the Proposal is to allow for the immediate and future expansion of the schools without requiring further application to the Commission. The Application submits that as the neighbourhoods surrounding the Properties continue to grow, pressure on the existing school buildings and amenities will increase which may require the addition of portables to accommodate the unexpected

number of children in the catchment area as well as upgrades or improvements to sports fields and playground equipment. The Executive Committee appreciates the Applicants desire to have administrative efficiency for future school expansion or conversion by applying to the Commission to exclude the Properties. While the Executive Committee is not in favour of excluding the Properties from the ALR, it would be amenable to allowing expanded non-farm use of the Properties for institutional use to aid with administrative efficiencies. Given the Properties' current and previous institutional use, the Executive Committee would be amenable to placement of portables and upgrading or improving sports fields and playground equipment as required for the 2019/2020 school year. The Executive Committee will require a report which includes the specific additions or changes for each of the Properties to be submitted to the Commission for review.

[16] According to the Application the community centre on Property 2 may need to be converted back to an elementary school or possibly converted to a secondary school to meet the growing demand for educational facilities. The Executive Committee finds that the conversion of the community centre into an educational facility would be consistent with its historic institutional use. Provided there is no expansion to the footprint of the existing building, the Executive Committee is amenable to the conversion of the community centre into an elementary or secondary school.

DECISION

[17] For the reasons given above, the Executive Committee refuses the Proposal to exclude 14.4 ha of the Properties from the ALR.

[18] The Executive Committee approves the non-farm use to add portables to accommodate the growing number of students in the neighbourhood catchment area, and upgrade or improve general elementary school site amenities as defined in Schedule B on the Properties for the 2019/2020 school year (September 2019 – June 2020), subject to the submission of a report which outlines the following:



- The number of portables required for each of the Properties with justification; and

- A list of upgrades or improvements for general elementary school site amenities as defined in Schedule A. The list should include justification for the amenity, property, location of amenity, area required for the amenity and date of installation.

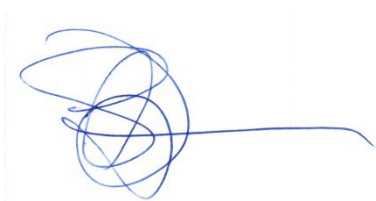
[19] The Executive Committee also approves the conversion of the community centre on Property 2 into an elementary school or a secondary school provided there is no expansion to the existing footprint of the building.

[20] This decision does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.

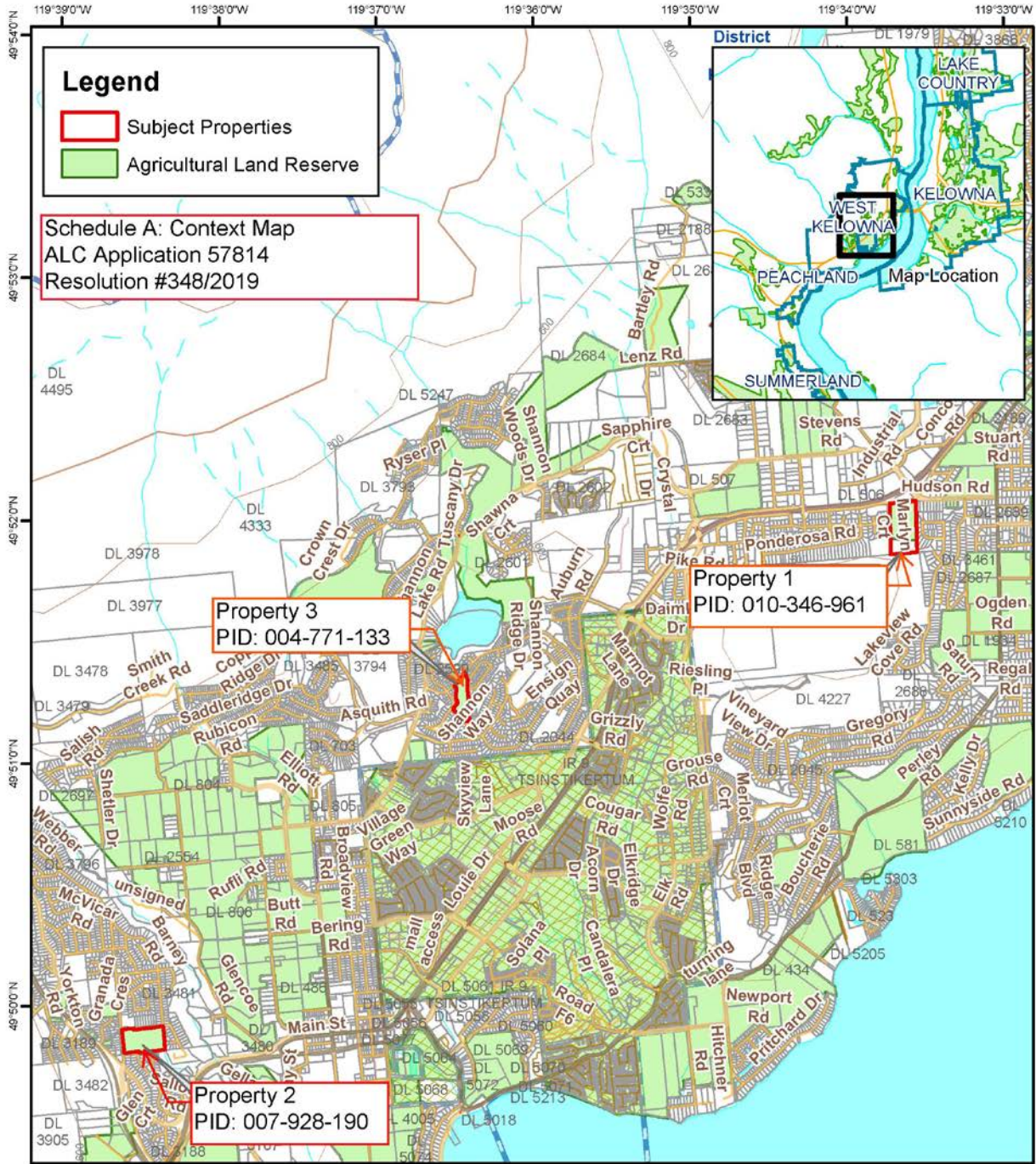
[21] These are the unanimous reasons of the Executive Committee.

[22] A decision of the Executive Committee is a decision of the Commission pursuant to s. 11.1(5) of the ALCA.

[23] Resolution #348/2019 Released on
October 7, 2019



Jennifer Dyson, Chair
On behalf of the Executive Committee



ALR Context Map

Map Scale: 1:40,000



Meters

ALC File #:	57814
Mapsheet #:	82E/13
Map Produced:	January 28, 2019
Regional District:	Central Okanagan

Schedule B: School Site Amenities
ALC Application 57814
Conditionally Approved Non-Farm Use
Resolution #348/2019

GENERAL ELEMENTARY SCHOOL SITE AMENITIES

- School facilities should be located on a 6 acre portion of land that can be subdivided in the School District's name. Any sports fields, play areas, driveways or parking lots that cross property boundaries will require a joint use agreement.
- Consider ease of maintenance and safety in all design aspects

Vehicles & Access

- Provide drop off area for school buses –including student wait area close to school entry
- Provide drop off area for parents –with clear direct pedestrian access route to school building
- Provide staff & public parking lot - to meet municipal bylaws
- Provide for emergency and service vehicle parking
- Provide for barrier free pedestrian access to school and around perimeter of school building
- Efforts should be made to separate main vehicular traffic uses from each other and from pedestrian traffic. Student exits from site should avoid crossing driveway, bus area and parking lot.
- Provide for delivery truck access
- Minimize impact of traffic flow and noise on school as much as possible
- Provide for parking lot and driveway lighting
- Layout should also facilitate ease of snow clearing
- Provide bike racks equal to 50% of student capacity
- Provide screened dumpster area

Play & Sports Areas

- Provide hard surface play court area (basketball, game lines etc etc)
- Provide full size youth regulation size soccer field
- If possible, provide 2nd ½ size primary or practice field (if site permits)
- Provide standard playground equipment area (swings, seesaws, climbing bars)
- Provide Adventure playground area
- Provide small jump pit area
- Provide barriers to sports fields -& gated access for service/maintenance vehicles
- Provide backstop for youth ball diamond

Landscaping

- Provide fencing around site for safety & security
- Meet local municipal landscape requirements.
- Provide sustainable plantings; hardy, durable and low water requirements
- Provide xeriscaping plantings where appropriate
- Provide for good surface drainage
- Provide area for 2 flagpoles

Note: After hours the site will be used by people of all ages for structured community athletics as well as visits by individuals, families and other groups looking for parks & recreation facilities, and should be planned appropriately.



Memorandum

Date: October 11, 2019
To: Planning and Facilities Committee
From: Ryan Stierman, Secretary-Treasurer/CFO

Information: **Statistics Update – Transportation**

1.0 BACKGROUND

With the consultation process on Transportation commencing in October 2019, Administration is seeking to provide the Committee with relevant data on the District's Transportation system.

2.0 RELEVANT BOARD MOTION/DIRECTION

None.

3.0 INFORMATION STATEMENT

Central Okanagan Public Schools operates the largest busing system in the Province of British Columbia. In the 2019-20 school year, the District will be operating 74 buses and is anticipating to serve over 5,500 students once it had added on the six routes to serve the late eligible applicants.

Student Statistics

(As of October 9, 2019)

Riders per Community and Grade Level

	Elementary	Middle	Secondary	Total riders	% of riders
Rutland	93	208	268	569	10.9%
Central	236	469	688	1,393	26.8%
Lake Country	381	-	295	676	13.0%
Westside	388	665	748	1,801	34.6%
Mission	296	194	273	763	14.7%
Total Riders	1,394	1,536	2,272	5,202	
% of riders	26.8%	29.5%	43.7%		

As shown in the table above, 43.7% of riders on District buses attend secondary schools and with 26.8% and 29.5% at elementary and middle schools respectively. As secondary students can only be placed 2 per seat, this represents 59.8% of total capacity that is used for secondary students.

% of students that ride a bus vs total population per Community and Grade Level

	Elementary	Middle	Secondary	Total
Rutland	4.0%	19.5%	18.2%	11.7%
Central	6.8%	27.4%	37.4%	19.8%
Lake Country	34.2%		31.1%	32.8%
Westside	14.7%	43.5%	47.4%	31.4%
Mission	21.5%	42.7%	21.3%	24.5%
Total	12.8%	32.3%	31.9%	22.8%

As shown in the table above, 22.8% of the District's students use a District bus to get to school. The largest proportion of students who use the bus are located on the Westside and Lake Country areas.

Financial Statistics

	2015/16	2016/17	2017/18	2018/19	2019/20 Estimate
Administration	311,671	290,711	277,731	320,041	441,621
Drivers	2,607,767	2,572,199	2,677,544	2,873,245	2,870,863
Field Trip Charge Out	(541,821)	(525,221)	(520,497)	(541,178)	(540,000)
Mechanical	373,036	422,800	427,165	455,227	443,946
Insurance	58,096	122,101	120,646	138,311	140,000
Fuel	484,493	541,205	658,489	701,878	705,000
Parts	394,516	390,821	404,810	408,849	430,000
Other	98,804	74,162	102,707	167,595	192,999
Total	3,786,563	3,888,777	4,148,595	4,523,968	4,684,429

As shown in the breakdown, transportation costs have increased by 24% over the past 5 years due to higher driver, maintenance, insurance and fuel costs. These increased costs have been funded using the sources indicated below.

	2015/16	2016/17	2017/18	2018/19	2019/20 Estimate
Fees Collected	888,566	493,970	501,970	841,547	900,000
Transportation Funding			600,000	600,000	600,000
Operating Funding	2,897,997	3,394,807	3,046,625	3,082,421	3,184,429
Total Funding	3,786,563	3,888,777	4,148,595	4,523,968	4,684,429

4.0 SECRETARY-TREASURER/CFO COMMENTS

The Transportation Department continues to provide safe transportation to over 5,000 students throughout the District. Currently, the District allocates \$3.1 million in operating funding to Transportation that it could allocate to other priorities, such as educational supports. The upcoming community consultation process will be used to inform decisions as the Board sets Transportation service levels and determines its budget priorities for future school years.