



**BOARD OF EDUCATION  
PUBLIC MEETING  
AGENDA**

**Wednesday, September 11, 2019, 6:00 pm  
School Board Office  
1040 Hollywood Road S  
Kelowna, BC**

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

A copy of the Agenda and attachments are available on the School District website:  
<http://www.sd23.bc.ca/Board/boardmeetinginfo/meetingagendaattachments/Pages/default.aspx>  
Alternatively, copies are available on request at the District Administration Office.

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|                                                          | <b>Pages</b> |
|----------------------------------------------------------|--------------|
| <b>1. CALL TO ORDER</b>                                  |              |
| <b>2. AGENDA</b>                                         |              |
| Additions/Amendments/Deletions                           |              |
| <b>3. MINUTES</b>                                        |              |
| <b>3.1 <u>Public Board Meeting - June 26, 2019</u></b>   | <b>8</b>     |
| <i>(Attachment)</i>                                      |              |
| <b>4. CENTRAL OKANAGAN PUBLIC SCHOOLS – "INSIDE 23"</b>  |              |
| <b>4.1 <u>Student Perspectives</u></b>                   |              |
| <b>5. INTRODUCTION</b>                                   |              |
| <b>5.1 <u>Ryan Stierman, Secretary-Treasurer/CFO</u></b> |              |

## 6. PUBLIC QUESTION/COMMENT PERIOD

The purpose of this public question/comment period is to provide an opportunity to members of the gallery to ask a question or comment on any items on the agenda. The total time for this period shall normally be 15 minutes. A person wishing to speak is requested by the Chairperson of the Board to state his/her name and provide, if possible, a written copy of the comments.

## 7. STAFF PRESENTATIONS

### 7.1 Superintendent of Schools/CEO: 2019 School Opening Report - Part 1

*(Materials to be provided)*

## 8. TRUSTEES QUERIES/COMMENTS

## 9. ACTION ITEMS

### 9.1 Formation of the Canyon Falls Middle School Parent Advisory Council (PAC)

16

*(Recommendation from the Coordinating Committee - September 3, 2019)*

*(Attachment)*

#### **RECOMMENDATION:**

**THAT:** The Board of Education approve the application from the Canyon Falls Middle School parents for the establishment of the Canyon Falls Middle School Parent Advisory Council in accordance with Section 8 of the *BC School Act*.

### 9.2 Portable Annex at George Elliot Secondary School

18

*(Recommendation from the Planning and Facilities Committee - August 21, 2019)*

*(Attachment)*

#### **RECOMMENDATION:**

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

### 9.3 City of West Kelowna Cannabis Store Approval

38

*(Recommendation from the Planning and Facilities Committee - August 21, 2019)*

*(Attachment)*

## RECOMMENDATIONS:

*COORDINATING COMMITTEE RECOMMENDATION – SEPTEMBER 3, 2019:*

**THAT:** The Board of Education refer the August 21, 2019 Planning and Facilities Committee recommendations regarding Cannabis Outlets to the Safe Schools Committee;

**AND THAT:** The Safe Schools Committee review the status of Drug Free Zones around schools.

*PLANNING AND FACILITIES COMMITTEE RECOMMENDATIONS – AUGUST 21, 2019:*

**THAT:** The Board of Education submit to West Kelowna Mayor and Council a letter of concern regarding the Non-Medical Cannabis Retail Store rezoning application for a Government Operated Cannabis Retail Outlet located at 2475 Dobbin Road, and that the Board reiterates its request for all cannabis stores to be a minimum separation distance of 500 meters from Central Okanagan Public Schools;

**AND THAT:** The Board of Education request that its concern become part of the West Kelowna public consultation process regarding the rezoning application.

## 10. PUBLIC QUESTION/COMMENT PERIOD

This public question/comment period is to provide an opportunity to members of the gallery to ask a question or comment on any matter pertaining to public education.

## 11. INFORMATION ITEMS

### 11.1 Superintendent's Emergent Issues

### 11.2 Level 4 and 5 Field Study Summary – 2019/2020

48

*(Attachment)*

### 11.3 General Statement – June 26, 2019

54

*(Attachment)*

### 11.4 General Statement - July 3, 2019

55

*(Attachment)*

|      |                                                                                                       |    |
|------|-------------------------------------------------------------------------------------------------------|----|
| 11.5 | <b><u>Transportation Services Department Update</u></b>                                               | 56 |
|      | <i>(Referred from the Planning and Facilities Committee - August 21, 2019)</i><br><i>(Attachment)</i> |    |
| 11.6 | <b><u>Transportation Update - Communication and Status</u></b>                                        | 60 |
|      | <i>(Attachment)</i>                                                                                   |    |
| 11.7 | <b><u>Trustee Attendance at COPAC Meetings - September 2019 to June 2020</u></b>                      | 70 |
|      | <i>(Attachment)</i>                                                                                   |    |
| 11.8 | <b><u>City of Kelowna Request for Letter of Support Re Parks and Recreation Cost Charge</u></b>       | 71 |
|      | <i>(Attachment)</i>                                                                                   |    |

12. **BOARD/DISTRICT COMMITTEE QUERIES/COMMENTS AND REPORTS**



### 13. BOARD CORRESPONDENCE

**Sent:**

Honourable R. Fleming, June 28, 2019, Re Mental Health Resources

RMS PAC President, July 5, 2019, Re Supportive Housing at McCurdy and Rutland Road

C. Bocskei, July 29, 2019, Re 130 McCurdy Rd. Wet Facility

R. Jackson, August 24, 2019, Re Provincial Government Marijuana in West Kelowna

Letter to Ministries, August 30, 2019, Re Room for Improvement Recommendations

**Received:**

R. Ovelson, June 25, 2019, Copy of Response to Peter Greer Elementary PAC President Re Lake Country French Immersion

B.C. Teachers' Federation, June 28, 2019, Brief to the Select Standing Committee on Finance and Government Services

District of Lake Country, July 3, 2019, Support for Expression of Interest for GESS Annex Building

Ministry of Children and Family Development, July 5, 2019, Re Central Okanagan Family Hub

RMS PAC President, July 5, 2019, Re Supportive Housing at McCurdy and Rutland Road

C. Bocskei, July 18, 2019, Re 130 McCurdy Rd. Wet Facility

Honourable Rob Fleming, July 29, 2019, Response to Board's Letter Re Mental Health Resources

Invitation to Board Chair, August 19, 2019, Premier's Awards for Excellence in Education

R. Jackson, August 23, 2019, Provincial Government Marijuana in West Kelowna

**RECOMMENDATION:**

**THAT: At the September 11, 2019 Public Board Meeting, the Board receive the correspondence listed above.**

### 14. ITEMS REQUIRING SPECIAL MENTION

**15. BC PUBLIC SCHOOL EMPLOYERS' ASSOCIATION**

**15.1 BCPSEA Symposium**

November 4-5, 2019, Vancouver, BC

**16. BC SCHOOL TRUSTEES ASSOCIATION**

**16.1 Thompson Okanagan Branch BCSTA Meeting**

October 4-5, 2019, Summerland Waterfront Resort & Spa

**16.2 BCSTA - Meeting of Board Chairs**

October 17, 2019, Richmond, BC

**16.3 BCSTA and Ministry of Education - Joint Liaison Meeting**

October 18, 2019, Richmond, BC

**16.4 BCSTA Provincial Council Meeting**

October 25-26, 2019, Vancouver, BC

**16.5 BCSTA - Trustee Academy 2019**

November 28-30, 2019, Vancouver, BC

**17. FUTURE MEETINGS**

**17.1 Regularly Scheduled Board Meetings**

Regular Public Board Meeting

Wednesday, September 25, 2019 at 6:00 pm, Board Room Main at 1040  
Hollywood Road South

Regular Public Board Meeting

Wednesday, October 9, 2019 at 6:00 pm, Board Room Main at 1040  
Hollywood Road South

**17.2     Board Standing Committee Meetings**

Finance and Audit Committee

Wednesday, September 18, 2019 at 4:00 pm, Board Room Main at 1040  
Hollywood Road South

Planning and Facilities Committee

Wednesday, September 18, 2019 at 6:00 pm, Board Room Main at 1040  
Hollywood Road South

**18.     NOTICES OF MOTION**

**19.     ITEMS FOR A FUTURE AGENDA**

**20.     MEDIA QUESTIONS**

**21.     ADJOURNMENT**



Central Okanagan  
Public Schools  
Together We Learn

# BOARD OF EDUCATION PUBLIC MEETING MINUTES

*(Second and fourth Wednesday of every month, except July and August, and the third Wednesday in March and the second Wednesday in December, at the School Board Office, at 6:00 PM.)*

**The Central Okanagan Board of Education acknowledged that this meeting was being held on the Traditional Territory of the Okanagan People.**

**DATE:** Wednesday, June 26, 2019  
**TIME:** 6:00 pm  
**LOCATION:** School Board Office  
1040 Hollywood Road S.  
Kelowna, BC

**In attendance:**

**Board of Education:**

Trustee M. Baxter, Chairperson  
Trustee N. Bowman *(arrived at 7:29 pm)*  
Trustee R. Cacchioni  
Trustee C. Desrosiers  
Trustee J. Fraser  
Trustee A. Geistlinger  
Trustee L. Tiede

**In attendance:**

**Staff:**

K. Kaardal, Superintendent of Schools/CEO  
E. Sadlowski, Secretary-Treasurer/CFO  
M. DesRochers, Executive Assistant *(Recorder)*

**Absent:**

T. Beaudry, Deputy Superintendent

**Partner Group Representatives Attending:**

COPAC Sarah Shakespeare, President *(left at 6:46 pm)*  
COPVPA Jill Voros, Social Representative  
COTA Susan Bauhart, President  
CUPE Margaret Varga, Vice-President  
DSC Keneisha Charles, Co-President, Grade 12 at Rutland Senior Secondary  
DSC Logan Braun, Co-President, Grade 12 at George Elliot Secondary  
DSC Summer Sharma, Grade 12 at Okanagan Mission Secondary

**ORDER**

The meeting was called to order at 6:07 pm.

**AGENDA**

*Main*

19P-104 MOVED by Trustee Tiede, SECONDED by Trustee Desrosiers,  
**THAT: The Agenda for the June 26, 2019 Public Board Meeting be adopted as presented.**  
**CARRIED**

**MINUTES**

**Public Board Meeting – June 12, 2019**

*Main*

19P-105 MOVED by Trustee Fraser, SECONDED by Trustee Geistlinger,  
**THAT: The Minutes of the Public Board Meeting of June 12, 2019 be adopted as presented.**  
**CARRIED**

## CENTRAL OKANAGAN PUBLIC SCHOOLS – "INSIDE 23"

### **French Cultural Festivals – Faisons un Boeuf and J'aime ca**

In attendance:

École KLO Middle School  
Ashley Ragoonaden, Principal  
Tonia MacGregor, Teacher

Students:

Mu Lan Zeng  
Jocelynn Landry  
Janae Fierbach

École Dr. Knox Middle School  
Trent Dolgopol, Principal  
Raelyn Larmet, Vice-Principal  
Leeann Yapps, Vice-Principal  
Janine Chabot, Teacher

École Peter Greer Elementary School  
James Minkus, Principal  
Nathen Elliott, Vice-Principal

Students:

Katie Misfeldt  
Hayden Forgie  
Jakaya Rohatensky

École George Pringle Elementary School  
Joe Lajoie, Teacher

To celebrate French Immersion in the Central Okanagan Public Schools, two fun-filled cultural events were organized for French Immersion students. Faisons un Boeuf was held for students in grades 7 through 9 to promote Francophone music and culture in an energetic and fun way. J'aime ca took place for all of the District's grade 4 to 6 French Immersion students who participated in celebrating being members of our District-wide French speaking community. Joe Lajoie and Ashley Ragoonaden performed a song "Nos Histoires" which was taught to all the French Immersion students and debuted at the cultural events.

## RECOGNITION

### **2019 Canadian Sport School Hockey League (CSSHL) Female Humanitarian of the Year – Meadow Carman, Grade 12 at George Elliot Secondary**

*Meadow Carman was unable to attend the Public Board Meeting due to a previous commitment.* The Board of Education congratulated Meadow Carman, Grade 12 student at George Elliot Secondary, for receiving the 2019 Canadian Sport School Hockey League (CSSHL) Female Humanitarian of the Year Award.

### **Prime Minister's Award for Teaching Excellence – Mike Ross, Teacher at Okanagan Mission Secondary**

In attendance:

Bruce McKay, Principal, Okanagan Mission Secondary School

The Board of Education recognized Mike Ross, a teacher at Okanagan Mission Secondary School and the District Career Programs, for receiving a Prime Minister's Award for Teaching Excellence. Mr. Ross received his Certificate of Excellence from Prime Minister Justin Trudeau, at a special awards ceremony held on May 28<sup>th</sup>.

## **PRESENTATIONS**

### **Westbank First Nation (WFN) Flags for Schools on the Westside and the School Board Office**

Councillor Fernanda Alexander of Westbank First Nation presented the Board of Education with a Westbank First Nation flag for the School Board Office. The plan is to have schools on the Westside also receive a Westbank First Nation Flag. Ms. Alexander commented on the strong relationship between the School District and Westbank First Nation.

*6:46 pm: The meeting recessed.*

*6:46 pm: The COPAC President left the meeting.*

*6:51 pm: The meeting reconvened.*

## **PUBLIC QUESTIONS/COMMENTS**

There were no public questions/comments.

## **STAFF PRESENTATIONS**

### **Central Okanagan Public Schools Framework for Enhancing Student Learning**

Presenter: Kevin Kaardal, Superintendent of Schools/CEO

The Superintendent of Schools/CEO reviewed the Continuous School Learning Improvement Planning Process which contains the following four steps:

- a. School Team Reflection on School Community Learning Plan (based on the Spirals of Inquiry Framework)
- b. Summary Report to the Board
- c. Year-End Report to School Principal
- d. Planning for the upcoming school year

### **Superintendent of Schools/CEO "Year in Review"**

Presenter: Kevin Kaardal, Superintendent of Schools/CEO

The Superintendent of Schools/CEO provided an overview of the 2018/2019 school year identifying student achievements, special events, challenges and business involving the Board of Education. A highlight is the tremendous work of our educators as the learning results for students are the best in District history. The Superintendent of Schools/CEO thanked the Board of Education, all staff members, partner groups, and the community for their efforts to support student achievement this year. The Superintendent's "Year in Review" is available on the Central Okanagan Public Schools website at [www.sd23.bc.ca](http://www.sd23.bc.ca) under Documents and Publications.

## **TRUSTEES QUERIES/COMMENTS**

There were no Trustee queries/comments.

## **ACTION ITEMS**

### **Approval of School Community Learning Plans**

Main  
19P-106

MOVED by Trustee Fraser, SECONDED by Trustee Geistlinger,

**THAT: The Board of Education approve the School Community Learning Plans, as attached to the Agenda and as presented at the June 26, 2019 Public Board Meeting.  
CARRIED**

**Amendments to Policy 335 – Occupational Health and Safety**

*(Recommendation from the Policy Committee – May 29, 2019)*

Main

19P-107

MOVED by Trustee Tiede, SECONDED by Trustee Geistlinger,

**THAT: The Board of Education approve the amendments to Policy 335 – Occupational Health and Safety, as attached to the Agenda and as presented at the June 26, 2019 Public Board Meeting.**

**CARRIED**

**Amendments to Policy 702 – Aboriginal Education Community Partnerships**

*(Recommendation from the Policy Committee – May 29, 2019)*

Main

19P-108

MOVED by Trustee Tiede, SECONDED by Trustee Desrosiers,

**THAT: The Board of Education approve the amendments to Policy 702 – Aboriginal Education Community Partnerships, as attached to the Agenda and as presented at the June 26, 2019 Public Board Meeting.**

**CARRIED**

**Letter of Support – 'Room for Improvement' Recommendations**

*(Recommendation from the Education and Student Services Committee – June 5, 2019)*

Main

19P-109

MOVED by Trustee Fraser, SECONDED by Trustee Geistlinger,

**THAT: The Board of Education write a letter to the Ministry of Education, Ministry of Children and Family Development, the Ministry of Health and the Representative for Children and Youth, expressing strong support of the six 'Room for Improvement' Recommendations, and ask for a progress update.**

**CARRIED**

**Proposal to Transfer the Grade 7 Okanagan Mission Secondary School Hockey Canada Skills Academy to Canyon Falls Middle School**

*(Recommendation from the Education and Student Services Committee – June 5, 2019)*

Main

19P-110

MOVED by Trustee Fraser, SECONDED by Trustee Geistlinger,

**THAT: The Board of Education approve the transfer of the grade 7 Okanagan Mission Secondary School Hockey Canada Skills Academy to Canyon Falls Middle School and adopt the Proposal for Substantive Change – Hockey Canada Skills Academy (Canyon Falls Middle School) for the fall of 2019, as attached to the Agenda, and as presented at the June 26, 2019 Public Board Meeting;**

**AND THAT: Once the Canyon Falls Middle School Parent Advisory Council has been established and approved by the Board of Education, the Principal of Canyon Falls Middle School seek confirmation from the Parent Advisory Council as to the Proposal for Substantive Change – Grade 7 and Grade 8 Hockey Canada Skills Academy (Canyon Falls Middle School);**

**AND FURTHER THAT: The Canyon Falls Middle School Principal bring the final Proposal for Substantive Change – Hockey Canada Skills Academy (Canyon Falls Middle School) to the Education and Student Services Committee in the fall of 2019.**

**CARRIED**

**2019/2020 Annual Budget Bylaw**

*(Recommendation from the Finance and Audit Committee – June 19, 2019)*

Main

19P-111

MOVED by Trustee Cacchioni, SECONDED by Trustee Tiede,

**THAT: The Board of Education give first, second and third readings to the School District No. 23 (Central Okanagan) Annual Budget Bylaw for the Fiscal Year 2019/2020 in the amount of \$264,765,096.**

**CARRIED**

Main

19P-112

MOVED by Trustee Cacchioni, SECONDED by Trustee Fraser,

**THAT: The School District No. 23 (Central Okanagan) Annual Budget Bylaw for the Fiscal Year 2019/2020 in the amount of \$264,765,096 be read a first, second and third time, passed and adopted on the 26th day of June 2019.**

**CARRIED**

**Enhancement Agreement – Peachland Elementary School Playground**

*(Recommendation from the Planning and Facilities Committee – June 19, 2019)*

The Secretary Treasurer explained that the approval of this Enhancement Agreement was a housekeeping item as the Peachland Playground project was the first one the District completed under the Ministry's new Playground Replacement Program that was announced last summer and the installation proceeded before the Enhancement Agreement was signed. The original loan to the PAC was in the amount of \$ 46,280.00 however the PAC has already made their first year's payment. The loan as of today's date is \$ 37,023.71.

Main

19P-113

MOVED by Trustee Fraser, SECONDED by Trustee Desrosiers,

**THAT: The Board of Education enter into an Enhancement Agreement with the Peachland Elementary School PAC for the purchase and installation of a new playground, as attached to the Agenda, and as presented at the June 26, 2019 Public Board Meeting Meeting;**

**AND THAT: The Board of Education approve a \$37,023.71 loan be provided to the Peachland Elementary School PAC to assist with the purchase and installation of a new playground, as attached to the Agenda, and as presented at the June 26, 2019 Public Board Meeting.**

**CARRIED**

*7:29 pm: Trustee Bowman joined the meeting.*

**Enhancement Agreement - École Casorso Elementary Memorial Plaque**

*(Recommendation from the Planning and Facilities Committee – June 19, 2019)*

Main

19P-114

MOVED by Trustee Fraser, SECONDED by Trustee Desrosiers,

**THAT: The Board of Education enter into an Enhancement Agreement with École Casorso Elementary School and the École Casorso Elementary School Parent Advisory Council for the installation of a memorial plaque for Rebecca Webb, as attached to the Agenda, and as presented at the June 26, 2019 Public Board Meeting.**

**CARRIED**

The Superintendent of Schools stated that Board Policy 625 – *Site, Facility and Equipment Enhancements* will be reviewed by the Policy Committee to evaluate the criteria for memorial items at schools.



**Support for the Etcetera Youth Group**

*(Notice of Motion by Trustee Fraser at the Public Board Meeting – June 12, 2019)*

Main

19P-115

MOVED by Trustee Fraser, NO SECONDER

**THAT: The Board of Education support the Etcetera Youth Group by donating \$500 to help our LGBT2Q+ students that is open from each of our 43 schools where they socialize, attend special events, conduct empowerment and healthy relationship discussions.**

Main

19P-116

MOVED by Trustee Fraser, SECONDED by Trustee Cacchioni,

**THAT: The Board of Education ask the Superintendent of Schools/CEO to report on the status and work of our schools' Diversity and Harmony Clubs in support of LGBT2Q+ inclusion.**

**CARRIED**

**PUBLIC QUESTIONS/COMMENTS**

**Susan and Randy Kootnekoff:** Mr. and Mrs. Kootnekoff expressed their concern with the recommitment of a portable classroom space to a third party when there is a waitlist for French Immersion students at École Casorso Elementary School.

*The Superintendent of Schools/CEO invited Mr. and Mrs. Kootnekoff to meet with him to discuss their concerns further.*

**INFORMATION ITEMS**

**Superintendent's Emergent Issues**

The Superintendent of Schools/CEO stated that there were no emergent issues.

**Level 4 and 5 Field Study Summary – 2018/2019 and 2019/2020**

The Board reviewed the information.

**General Statement – June 12, 2019**

The Board reviewed the information provided.

Trustee Bowman advised that had she been in attendance at the June 12, 2019 Board of Education Incamera meeting, she would have recused herself from the Bargaining update due to a potential conflict of interest.

**Amended Appendix 650A – Public Use of School Facilities – Schedule of Rental Fees**

The Board reviewed the information.

**Amendments to Regulation 405R – Student Placement**

*(Referred from the Policy Committee – May 29, 2019)*

The Board reviewed the information.

**Video Surveillance – Annual Report to the Board**

*(Referred from the Policy Committee – May 29, 2019)*

The Board received the Video Surveillance Annual Report to the Board.

**Board/Authority Authorized (BAA) Courses - Revised**

*(Referred from the Education and Student Services Committee – June 5, 2019)*

The Board reviewed the information provided.

### **Okanagan Regional Heritage Fair 2019 Winners**

The Board reviewed the information provided.

### **Travel Expense Rates Form – Per Diem Rates**

*(Referred from the Finance and Audit Committee – June 19, 2019)*

The Board reviewed the information provided.

### **Financial Update – International Education Program**

*(Referred from the Finance and Audit Committee – June 19, 2019)*

The Board reviewed the information provided.

### **Minister of Education Rob Fleming's Year-End Letter and Progress Report**

*(Referred from the Finance and Audit Committee – June 19, 2019)*

The Board reviewed the information provided.

### **School District Portable Information**

*(Referred from the Planning and Facilities Committee – June 19, 2019)*

The Board reviewed the information provided.

### **Updated Sustainability Initiatives 2019**

*(Referred from the Planning and Facilities Committee – June 19, 2019)*

The Board reviewed the information provided.

### **2018-19 OCSAA Sport Specific Athlete of the Year Final Report**

The Board reviewed the information provided.

| <b>Sport</b>          | <b>Male</b>              | <b>Female</b>           |
|-----------------------|--------------------------|-------------------------|
| Cross Country Running | Michael Denman – KSS     | Danielle Selby – KSS    |
| Basketball            | Parker Johnstone – KSS   | Jaeli Ibbetson – KSS    |
| Field Hockey          |                          | Lonica McKinney – KSS   |
| Football              | Chase Schumacher – RSS   |                         |
| Golf                  | Brandon Frechette – GESS | No candidates this year |
| Rugby (15's)          | Philip Michl – OKM       |                         |
| Rugby (7's)           | Simon Paul – MBSS        |                         |
| Soccer                |                          | Stefanie Young – OKM    |
| Track & Field         | Noah Russell – MBSS      | Muriel Stroda – OKM     |
| Volleyball            | Ben Magel – GESS         | Sarah Hall - KSS        |
|                       | Matt Darley - GESS       |                         |

### **The Office of the Ombudsperson Quarterly Report: January 1 to March 31, 2019**

The Board reviewed the information provided.

## **BOARD CORRESPONDENCE**

### **Sent:**

**Received:** R. Ovelson, June 17, 2019, Copy of Response to Davidson Road Elementary PAC Re  
H.S. Grenda Middle School  
PGE PAC President, June 21, 2019, Lake Country French Immersion

Main  
19P-117

MOVED by Trustee Geistlinger, SECONDED by Trustee Fraser,  
**THAT: At the June 26, 2019 Public Board Meeting, the Board receive the correspondence listed above.**  
**CARRIED**

## ITEMS REQUIRING SPECIAL MENTION

Trustees and the Superintendent of Schools/CEO reported on the following:

- Trustees spoke of their attendance at many year-end events throughout the District.
- The **Graduation Ceremonies** have now all been completed for the five high schools and Central Schools and Programs, and also for all the students transitioning to Middle and Secondary Schools.
- **National Indigenous Peoples Day** was on June 21st and many events were celebrated in schools and throughout the community including the unveiling of the statue of Chief Swkncut at the Kelowna Visitor's Center.
- The top six teams from Central Okanagan Public Schools competed in the **2019 iGen Challenge** held at the Okanagan Innovation Centre. Congratulations to the winning team of Mission Roots, a student volunteer-run eco-friendly coffee shop/social enterprise at Okanagan Mission Secondary School, that is 100% non-profit and has already raised over \$6,000 for various charities.
- The Central Okanagan Public Schools **Retirement Celebration** was held recently to honour the service of retirees. A total of 88 staff members retired during the 2018/2019 school year with 55 in attendance at the retirement celebration.
- The Board of Education and senior staff participated in the **Kelowna Pride Festival and Parade** held on June 22nd to share information about our LGBTQ+ inclusivity.
- The District Student Council held their last meeting of the 2018/2019 school year when all graduating members were acknowledged. The District Student Council for 2019/2020 was elected and congratulations to Co-Presidents, James Ropotar of Okanagan Mission Secondary School and McKinley Kemp of Mount Boucherie Secondary School.
- The achievements of students in the KSS Auto Service Technician Program were recently acknowledged at a celebration barbeque held in their honour at Kelowna Secondary School.

## FUTURE MEETINGS

### REGULARLY SCHEDULED BOARD MEETINGS

Regular Public Board Meeting

Wednesday, September 11 at 6:00 p.m., School Board Office

Regular Public Board Meeting

Wednesday, September 25 at 6:00 p.m., School Board Office

### BOARD STANDING COMMITTEE MEETINGS

Planning and Facilities Committee

Wednesday, August 21, 2019 at 4:00 pm (TBC)

Finance and Audit Committee

Wednesday, September 18, 2019 at 4:00 pm

Planning and Facilities Committee

Wednesday, September 18, 2019 at 6:00 pm

## NOTICES OF MOTION

There were no notices of motion.

## MEDIA QUESTIONS

There were no media questions.

**ADJOURNMENT: The Chairperson adjourned the meeting at 8:05 pm.**

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Chairperson

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Secretary-Treasurer/CFO

# CANYON FALLS MIDDLE SCHOOL

1211 FROST ROAD KELOWNA BC V1W 5M1  
TELEPHONE: (250) 870-5123 FAX: (250) 870-5028

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9 September 2019

Central Okanagan Public Schools  
1040 Hollywood Road South  
Kelowna, British Columbia  
Canada, V1X 4N2

**ATTENTION: Moyra Baxter, Board of Education Chairperson, Central Okanagan Public Schools**

Dear Board of Education,

**Re: Approval for formation of a Parent Advisory Council**

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On behalf of the parents in the community, we are formally requesting the approval of the School Board for parents to proceed with the formation of an elected Parent Advisory Council for Canyon Falls Middle School.

We have met with Jim Laird with regard to the formation of the Canyon Falls Middle School Parent Advisory Council and he is in full support.


In accordance with Section 8 of the British Columbia School Act, it is our understanding that once we have received your approval and authorization, the parents can proceed to hold an election for executive members and vote in our new constitution and bylaws.

Thank you for your consideration of this request.



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Miranda Webb, Canyon Falls Middle School Parent



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Tanya Cunanan, Canyon Falls Middle School Parent

Cc Kevin Kaardal, Superintendent of Schools/CEO

Mona Essler, Executive Assistant to Kevin Kaardal, Superintendent of Schools/CEO

Ryan Stierman, Secretary Treasurer/CFO

Michelle DesRochers, Executive Assistant to Ryan Stierman, Secretary Treasurer/CFO

Rhonda Ovelson, Assistant Superintendent (Mission Family of Schools)

Jim Laird, Principal of Canyon Falls Middle School



# Memorandum

**Date:** August 15, 2019  
**To:** Board of Education  
**From:** Planning and Facilities Committee  
**Prepared By:** David Widdis, Planning Manager

**Action Item:** **Portable Annex at George Elliot Secondary School**

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## 1.0 ISSUE STATEMENT

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

## 2.0 RELEVANT BOARD MOTION/DIRECTION

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

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

## 3.0 BACKGROUND

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

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

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

|    |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Lake Country Health Planning Society | <ul style="list-style-type: none"> <li>• Lease Annex to provide health and social services in Lake Country</li> <li>• Develop community health centre</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2. | YMCA                                 | <ul style="list-style-type: none"> <li>• Lease annex for community opportunities of child care, family support, health and wellness and youth programming</li> <li>• Existing partnership with the School District at other facilities</li> </ul>                                                                                                                                                                                                                                                                                                                             |
| 3. | Okanagan Regional Library            | <ul style="list-style-type: none"> <li>• Move current Library in Lake Country from current space in the Municipal Hall to the Annex</li> <li>• Annex provides the ability for the Library to grow and accommodate the needs of the community</li> <li>• Preferred interest is purchase the land and the annex from the School District</li> <li>• Second option is enter into license to occupy</li> <li>• Significant capital investment by the Library for its vision. Library would want a long term commitment to the annex prior to making such an investment</li> </ul> |

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

The submissions are included with this memorandum in Appendix A.

#### **4.0 POINTS FOR CONSIDERATION**

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

#### **5.0 OPTIONS FOR ACTION**

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

## **6.0 DIRECTOR'S COMMENTS**

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

## **7.0 RECOMMENDATION**

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

## **8.0 APPENDIX**

A. EOI Submissions for the George Elliot Portable Annex



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**LAKE COUNTRY HEALTH PLANNING SOCIETY**



**778-215-5247**

July 15, 2019

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

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

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

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

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

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

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

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

Regards,

Corinne Remple  
Executive Director  
250 938 8544  
[executivedirector@lchps.com](mailto:executivedirector@lchps.com)

[www.lchps.com](http://www.lchps.com)



July 11, 2019

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

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

Dear Mr. Pendleton:

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

#### **About the YMCA**

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

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

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

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



### A Trusted Partner

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

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

### Programming Approach

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

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

Sincerely,

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

Sharon Peterson, MBA  
President and CEO



## YMCA at George Elliot Portable Annex

### Description of Intended Use

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

### Space Requirements

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

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

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

### Intended Community Outcomes

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

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



## Proposed Programming

### Early Learning and Family Support

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

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

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

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

### Students, Teens/Youth Programs

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

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

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



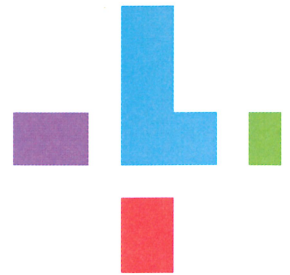
- Provide learning space and practical experience for potential Dual Credit courses such as Early Childhood Education Assistant and Fitness Leadership Certification, along with practicum placements in YMCA fitness and preschool programs in partnership with SD#23.

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

### **Health and Wellness for all ages**

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

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



June 13, 2019

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

Dear Mr. Pendleton:

**Re: Submission - EOI 19-029**

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

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

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

Respectfully submitted,

**Don Nettleton**  
**Chief Executive Officer**  
**Okanagan Regional Library**  
[dnettleton@orl.bc.ca](mailto:dnettleton@orl.bc.ca)





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

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

### **About the ORL**

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

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

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

### **Lake Country/George Elliot site specifics**

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

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

### **Vision for the Library Pod**

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

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

### **Structure of the agreement:**

The agreement could be structured in several ways.

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

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

**Conclusion:**

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

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

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

Date: June 12, 2019



Authorized Signature: \_\_\_\_\_

Don Nettleton, CEO





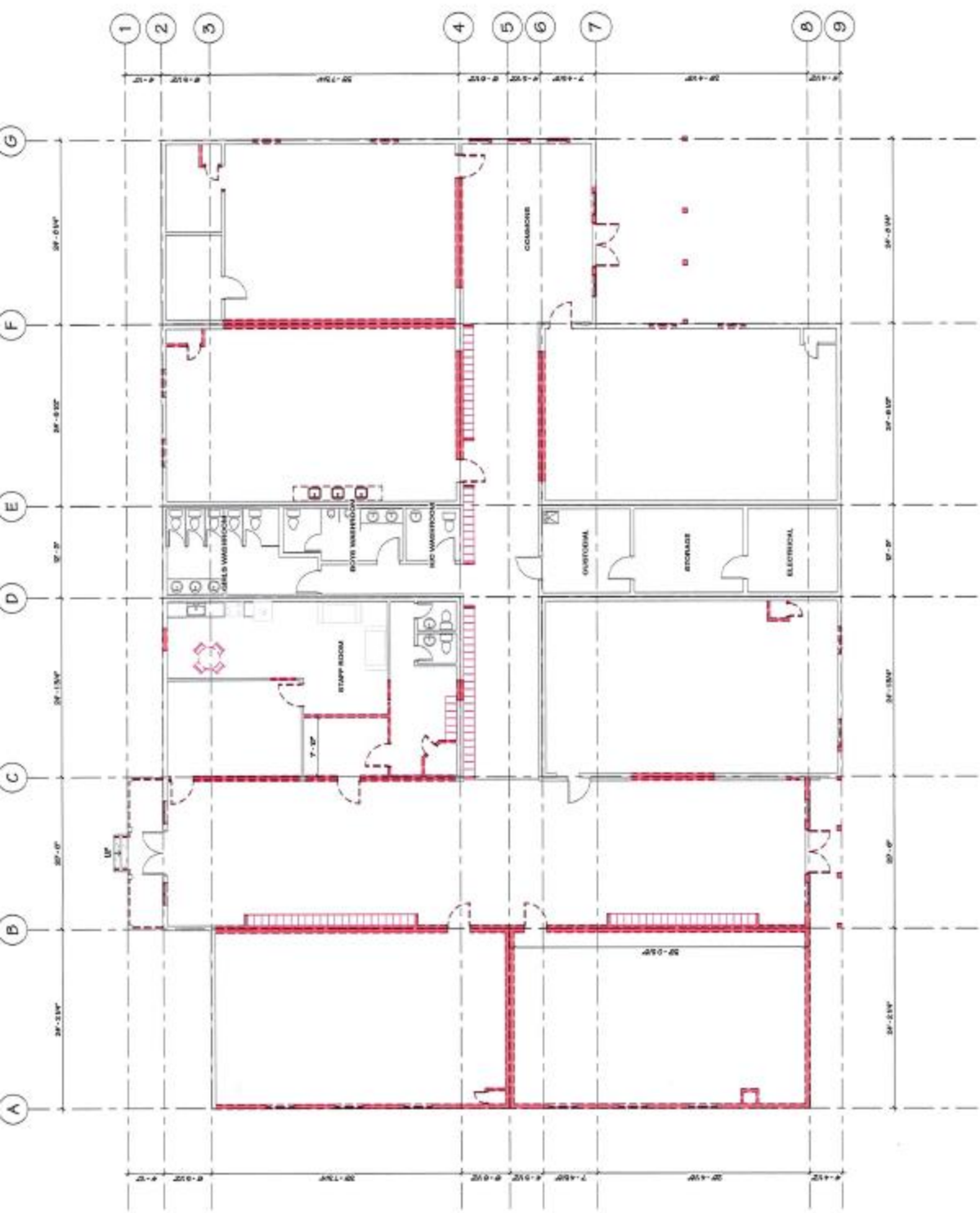
# EXISTING PHOTOGRAPHS

Appendix A

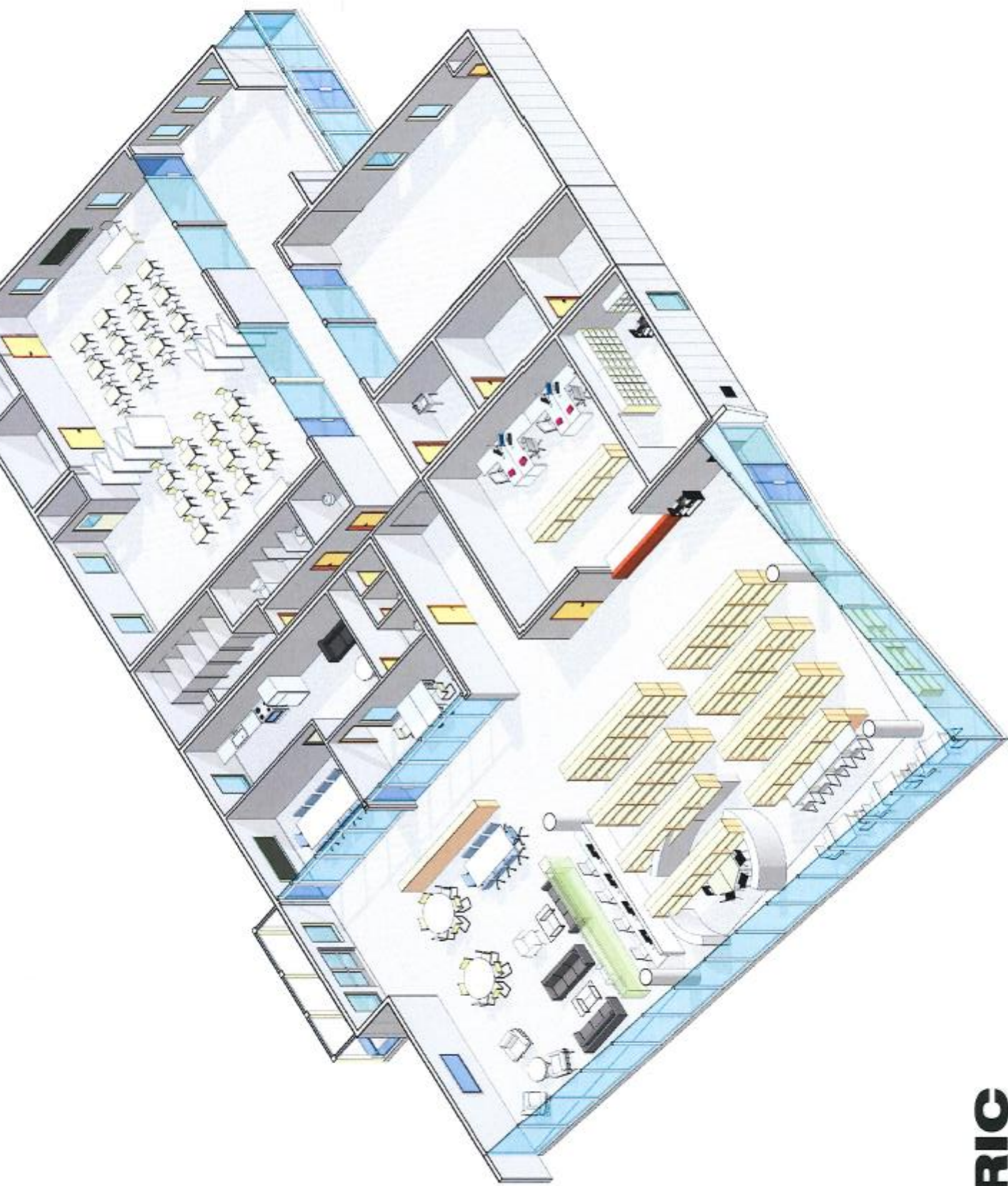




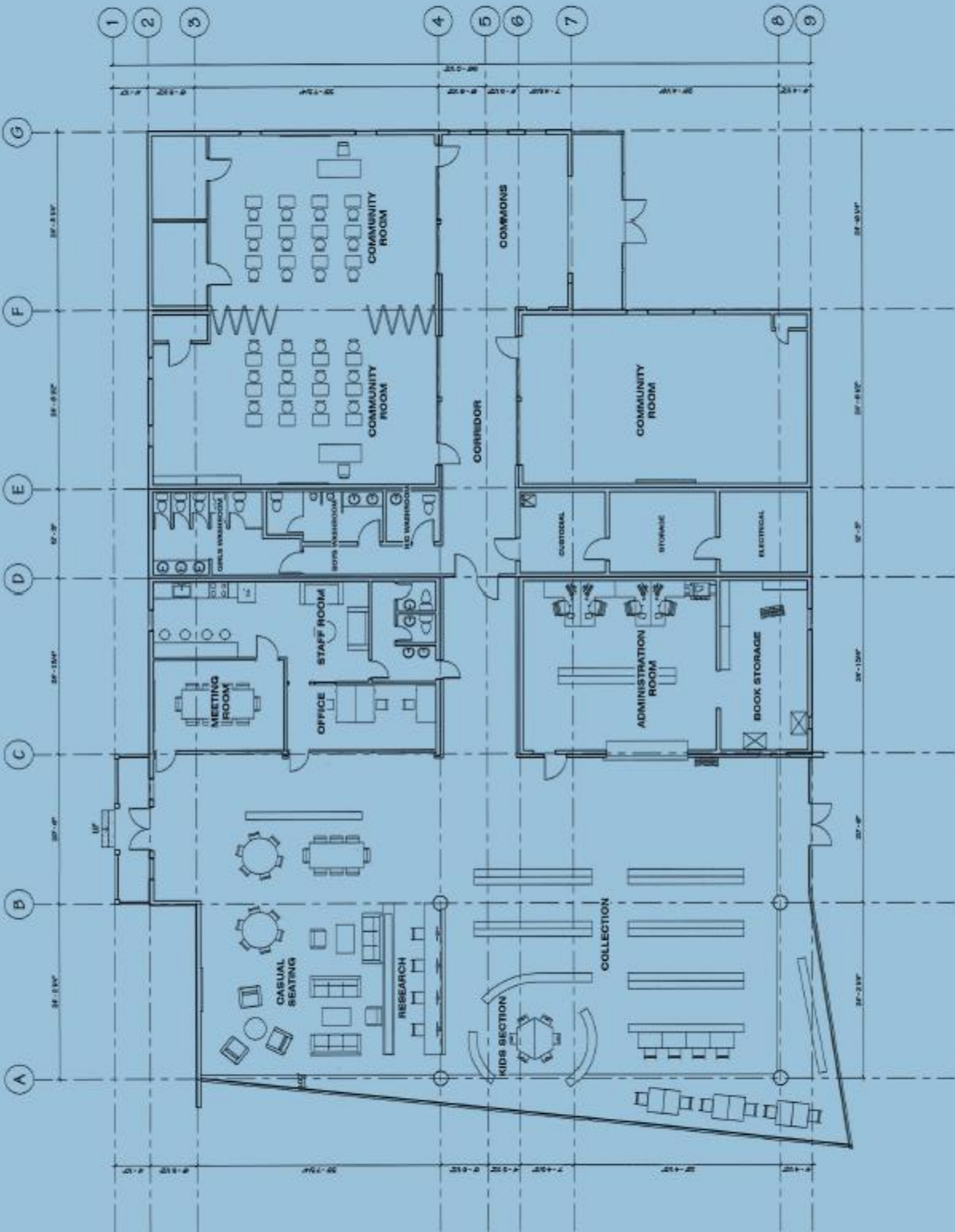












# PROPOSED MAIN FLOOR PLAN



# Memorandum

**Date:** September 6, 2019  
**To:** Board of Education  
**From:** Planning and Facilities Committee

**Action Item:** City of West Kelowna Cannabis Store Approval

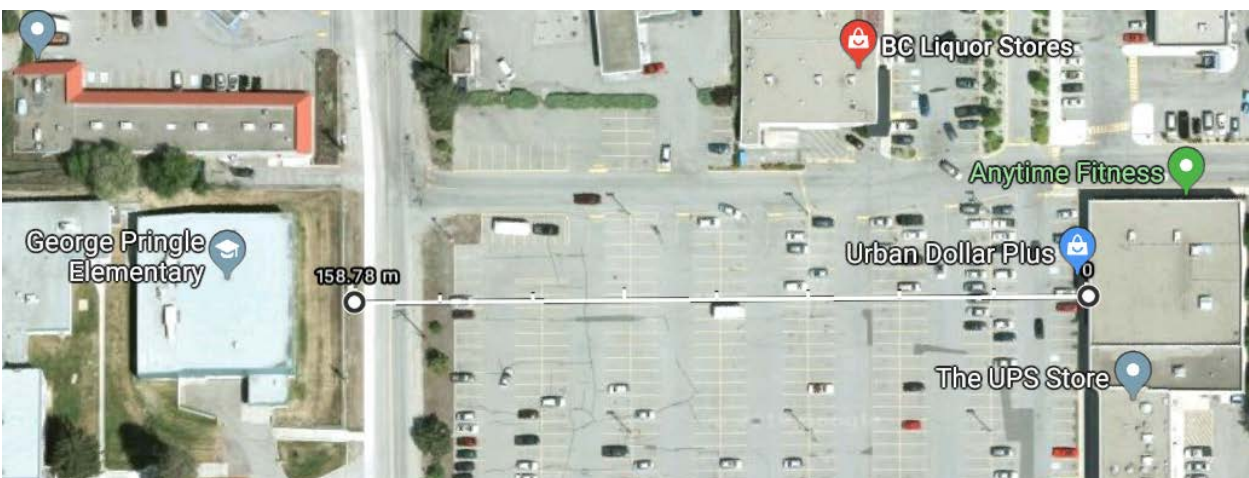
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## 1.0 ISSUE STATEMENT

On August 13, 2019, the Mayor of West Kelowna initiated a reconsideration vote on the application for a cannabis store across from École George Pringle Elementary School. The initial motion had been defeated by a 3-3 vote on July 23, 2019. The following motion was passed by a 4-3 vote:

**THAT: Council direct staff to accept a Non-Medical Cannabis Retail Store Rezoning application for a Government Operated Cannabis Retail Outlet located at 2475 Dobbin Road.**

The approved site, as shown on the map in Appendix A, is approximately 160 meters from École George Pringle Elementary School, which is significantly under the 500-meter distance requested in a letter written to the City by the Board of Education on October 1, 2018.



In its response letter to the Board of Education, the City indicated that its policies "include a minimum separation distance of 100 m (328 ft) from elementary schools, middle schools, youth centres and alternate schools, and 250 m (820 ft) from high schools."

## **2.0 RELEVANT BOARD MOTION/DIRECTION**

### ***September 26, 2018 Public Board Meeting***

The Board will send a letter to municipalities urging they update their bylaws to read "at least 500 meters away from all K-12 schools".

## **3.0 BACKGROUND**

The following table outlines the current cannabis regulations from the four municipalities as it relates to the location to schools:

|                          |                                                                                                                                                                                                                                                |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City of Kelowna          | <ul style="list-style-type: none"><li>• Minimum 150 meters set back from elementary schools</li><li>• Minimum 500 meters set back from middle/secondary schools</li></ul>                                                                      |
| City of West Kelowna     | <ul style="list-style-type: none"><li>• Minimum separation distance of 100 meters from elementary schools, middle schools, youth centres and alternate schools</li><li>• Minimum separation distance of 250 meters from high schools</li></ul> |
| District of Peachland    | <ul style="list-style-type: none"><li>• Prohibits the sale of cannabis in Peachland</li></ul>                                                                                                                                                  |
| District of Lake Country | <ul style="list-style-type: none"><li>• Minimum 400 meters from any existing daycare or school</li></ul>                                                                                                                                       |

## **4.0 POINTS FOR CONSIDERATION**

1. The site is approximately 160 meters from École George Pringle Elementary School.
2. There is an existing BC Liquor Store in the same shopping complex.
3. According to documentation submitted to City Council and the letter to the Board dated October 9, 2018, this approval does not violate their Non-Medical Cannabis Retail Store Rezoning Policy, municipal bylaws or provincial laws or regulations.
4. There will be a public hearing process prior to final approval.

## **5.0 OPTIONS FOR ACTION**

1. The Board of Education could submit a letter of concern during the public input stage of the final approval process.
2. The Board of Education could meet with City Council on this matter.
3. The Board of Education could publicly object to the approval through a media release.
4. The Board of Education could refer the matter to the Safe Schools Committee.
5. Provide additional or different direction to staff.

## **6.0 SECRETARY-TREASURER/CFO'S COMMENTS**

With the preliminary approval being within the legal ability of City Council, the Board of Education must determine if it wishes to take further action and how strongly it wishes to make its concerns known.

## **7.0 RECOMMENDATIONS**

*COORDINATING COMMITTEE RECOMMENDATION – SEPTEMBER 3, 2019:*

**THAT: The Board of Education refer the August 21, 2019 Planning and Facilities Committee recommendations regarding Cannabis Outlets to the Safe Schools Committee;**

**AND THAT: The Safe Schools Committee review the status of Drug Free Zones around schools.**

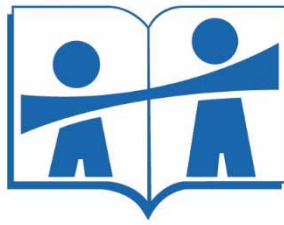
*PLANNING AND FACILITIES COMMITTEE RECOMMENDATIONS – AUGUST 21, 2019:*

**THAT: The Board of Education submit to West Kelowna Mayor and Council a letter of concern regarding the Non-Medical Cannabis Retail Store rezoning application for a Government Operated Cannabis Retail Outlet located at 2475 Dobbin Road, and that the Board reiterates its request for all cannabis stores to be a minimum separation distance of 500 meters from Central Okanagan Public Schools;**

**AND THAT: The Board of Education request that its concern become part of the West Kelowna public consultation process regarding the rezoning application.**

## **8.0 APPENDICES**

- A. October 1, 2018 Letter to City of Kelowna – Legalization of Cannabis (duplicate letter sent to City of Kelowna, District of Lake Country, and District of Peachland)
- B. October 9, 2018 City of West Kelowna, Response to Distance of Retail Cannabis Sales Establishments
- C. July 23, 2019 Report to West Kelowna City Council Meeting

**Central Okanagan  
Public Schools**

Board of Education

October 1, 2018

Mayor Doug Findlater and Council  
City of West Kelowna  
2760 Cameron Road  
West Kelowna, B.C. V1Z 2T6

Dear Mayor Findlater and Council:

RE: Legalization of Cannabis

With cannabis legalization coming into force on October 17, 2018 (Cannabis Act – Bill C-45), the Central Okanagan Public Schools Board of Education is concerned about the distance of retail cannabis sales establishments from schools.

The Board of Education believes that:

- consuming or smoking cannabis products presents a danger to the health of students and adults;
- a cannabis-free working and learning environment on School District property is required by Provincial law;
- cannabis products, including edible products, may negatively impact a student's ability to learn effectively; and
- recognize that while cannabis products are illegal to sell to or be consumed by school-aged children and youth, advertising for the products may influence a young person's likelihood to use as an adult.

Accordingly, we are requesting that all cities and municipalities within the Central Okanagan Public Schools area regulate that retail cannabis sales establishments are located at least 500 meters from elementary, middle and secondary schools.

Sincerely,

Moyra Baxter  
Board Chairperson

**Board of Education – Trustees**

Moyra Baxter  
Deb Butler

Rolli Cacchioni  
Julia Fraser  
Christopher L. Gorman

Lee Mossman  
Lee-Ann Tiede



**Office of the Mayor**

2760 Cameron Road, West Kelowna, British Columbia V1Z 2T6

Tel (778) 797.2210 Fax (778) 797.1001

October 9, 2018

Moyra Baxter  
Board Chairperson  
School District 23  
1040 Hollywood Road South  
Kelowna, BC V1X 4N2

Dear Ms. Baxter,

Thank-you for your letter dated October 1, 2018 highlighting the concern of the Central Okanagan Public Schools Board of Education regarding the distance of retail cannabis sales establishments from schools following legalization on October 17, 2018.

Please note that on October 2, 2018, Council adopted a new policy (Non-Medical Cannabis Retail Store Rezoning Policy) to guide the review and processing of applications for non-medical cannabis retail stores in our community. As part of this policy, Council will require applicants to submit a site-specific rezoning application in order to obtain a non-medical cannabis retail store in West Kelowna (as a precursor to Provincial approval). Council has decided to initially limit the total number of stores in our jurisdiction to four, split between our two main commercial neighbourhoods of Westbank Centre and Boucherie Centre/West Kelowna Business Park. In addition, this policy includes guidelines for minimum separation distances from future non-medical cannabis retail stores and sensitive uses such as elementary schools, middle schools, high schools (including alternate schools), parks, youth centres and specific medical facilities. These include a minimum separation distance of 100 m (328 ft) from elementary schools, middle schools, youth centres and alternate schools, and 250 m (820 ft) from high schools. In recognition that a great deal of highschool-aged students utilize Royal LePage Arena and Mount Boucherie Sports fields, a 250 m (820 ft) minimum separation distance has also been applied to these locations. In addition to these requirements, every application that progresses for consideration of bylaw readings by City Council will be subject to a public hearing. Anyone that may be affected by the proposed location for a non-medical cannabis store will have the opportunity to speak to Council regarding the application at the public hearing(s).

Please also note that on October 9, 2018 Council adopted a bylaw to prohibit the public consumption of cannabis. Should this bylaw be adopted by Council, the smoking and vaping of cannabis following legalization on October 17, 2018 will be restricted to private parcels. As you mentioned in your letter, Provincial law has already dictated that cannabis consumption will not be legal on School District property.



Further information on the City's regulations for cannabis can be found at [www.westkelownacity.ca/cannabis](http://www.westkelownacity.ca/cannabis).

Best Regards,

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

Doug Findlater  
Mayor, City of West Kelowna

Cc West Kelowna Council



COUNCIL REPORT  
Development Services  
For the July 23, 2019 Council Meeting

DATE: July 12, 2019  
 TO: Paul Gipps, CAO  
 FROM: Chris Oliver, Planner  
 RE: Consideration of an Application for a Government Operated Cannabis Retail Outlet

**RECOMMENDED MOTION:**

**THAT** Council direct staff to accept a Non-Medical Cannabis Retail Store Rezoning application for a Government Operated Cannabis Retail Outlet located at 2475 Dobbin Road.

**RATIONALE:**

The recommended motion is based on the following considerations:

- The Government of Canada legalized non-medical cannabis on October 17, 2018 and proceeding to rezone this location will further the goal of providing safe access to cannabis in West Kelowna;
- The Liquor and Distribution Branch (LDB) operates under a public-private model, with revenue generated through the LDB's wholesale and retail operations being directed to the Provincial Government and contributes to supporting vital public services such as health care and education;
- The operator and proposed location are in general conformance with the Non-Medical Cannabis Retail Store Rezoning Policy; and
- Council will have the opportunity to further evaluate the application and gather input from the public through the Public Hearing process.

**LEGISLATIVE REQUIREMENTS:**

As of October 17, 2018, non-medical cannabis is legal in Canada under the Federal *Cannabis Act*. In British Columbia, the Liquor and Cannabis Regulation Branch<sup>1</sup> oversees retail sales of non-medical cannabis as per the *Cannabis Control and Licensing Act*, *Cannabis Distribution Act* and the Cannabis Control and Licensing Regulations. Under this Federal and Provincial framework, municipalities in BC have the authority to regulate certain aspects of non-medical cannabis retail sales, including zoning regulations, public consultation methods, public consumption and business licensing regulations.

Under the *Cannabis Control and Licensing Act*, private retail stores may not operate without a license issued by the general manager, but public cannabis stores are authorized under different legislation, the *Cannabis Distribution Act*, and do not require a license. While licences are not required, the LDB are committed to following all municipal zoning processes and

<sup>1</sup> Previously named the Liquor Control and Licensing Branch



meeting all bylaw requirements, as well as working with local law enforcement agencies to maintain public safety.

Council has the authority under s.479 of the *Local Government Act* to create and amend the Zoning Bylaw. Council has the authority under the *Community Charter* to create and amend regulatory bylaws.

#### BACKGROUND:

Since 2014, West Kelowna Council has reviewed the topic of cannabis production and cannabis sales a number of times as a result of evolving changes to Federal legislation for medical cannabis as well as the increasing establishment of illegal dispensaries within the community. Council last amended the City's Zoning Bylaw in June 2018 to ensure a clean slate in the bylaw prior to the legalization of non-medical cannabis.

On September 4, 2018 Council reviewed a variety of decision points regarding the preferred City framework for the future retail sale of non-medical cannabis in the community. At this meeting, Council directed the development of a municipal framework that would require proponents for non-medical cannabis retail stores to obtain site-specific zoning approval and further directed the development of a proposed intake framework and review matrix that would guide the acceptance and evaluation of applications. The framework and matrix were largely based on the criteria that the LDB were applying in the selection of their store locations and store operation.

On October 2, 2018, Council adopted the Non-Medical Cannabis Retail Store Rezoning Policy. The Policy was created to help inform Council's decision making on selecting four retail cannabis retail stores in the City based on the following considerations:

- Proposed Neighbourhood and Proposed Location Within Neighbourhood
- Preferred Underlying Zoning and/or Land Use Designation
- Separation from Sensitive Uses
- Separation from other Non-Medical Cannabis Retail Stores
- Building Design, Aesthetics and Neighbourhood Security (including CPTED review)
- Nuisance Activity
- Parking
- Municipal Bylaw Compliance History
- Qualifications and Experience of the Applicant/ Owner (including operational plan)

The Council Policy further outlines the framework for the review and processing of applications for non-medical cannabis stores in West Kelowna. While the recommended motion is based on the Policy, Council retains full discretion to choose to follow the Policy and approve or reject recreational cannabis stores through the subsequent rezoning application process. There is currently no ability to operate a non-medical cannabis retail store in the City without amending the Zoning Bylaw.

As part of the initial Council consideration of the 10 non-medical cannabis retail applications received, Staff were directed to process Zoning Bylaw amendment applications for five locations instead of the four determined as part of the development of the Non-Medical Cannabis Retail Store Rezoning Policy. As of July 9, 2019 all five rezoning applications have been adopted by Council.

Having concluded the rezoning process, the LDB has requested that Council consider an additional (6<sup>th</sup>) Non-Medical Cannabis Retail Store Application in the Westbank Centre Neighbourhood area (Attachment 1).

**Westbank TOWNE CENTRE**

**Highway 97**

**Dobbin Road**

**Ingram Road**

**Elliot Road**

**Starbuck's**

**Anytime Fitness**

**Urban Dollar Store** (SITE)

**Shoppers Drug Mart**

**Home Hardware**

**Save on Foods**

**BC Liquor Store**

**Chevron**

**Other businesses marked on the map:** Anytime Fitness, Town Centre Medical, Western Super Centre, Coppersmith, Dazzle, Royal LePage, Home Hardware, Save on Foods, BC Liquor Store, Chevron, Starbuck's, Anytime Fitness, Urban Dollar Store, Shoppers Drug Mart.

The LDB has indicated in their letter to Mayor and Council that they undertook efforts to locate available spaces as part of the City's initial intake process but were unable to do so due to a lack of availability to substantiate long term tenancy and capital investment (Attachment 1). In addition to the background on location selection, the LDB also outlines the various priorities and operational considerations that they establish as part of their operation including:

- Community engagement and social responsibility.
- Keeping cannabis out of the hands of minors.
- Creating a safe and favorable alternative to purchasing non-medical cannabis from the illicit market.
- A neighbourhood strategy training program for employees.

- Implementing Crime Prevention Through Environmental Design (CPTED) strategies.

Since the Non-Medical Cannabis Retail Store Rezoning Policy was largely based on the criteria the LDB utilize when selecting their locations and operational format, the LDB (as an operator) and proposed location are in general accordance with the Policy. Should Council wish to accept an application for a Non-Medical Cannabis Retail Store from the LDB, at First and Second Reading a motion to waive the Policy for the proposed Provincial Cannabis Outlet will be included. Additional review of the proposal and information will be presented to Council as part of the rezoning process.

ALTERNATE MOTION:

1. **THAT** Council postpone acceptance of a government operated cannabis retail outlet.

Should Council wish to postpone acceptance of an application from the LDB, it is requested that Council provide specific direction as to what is required prior to reconsideration.

2. **THAT** Council direct staff to not accept a Non-Medical Cannabis Retail Store Rezoning application for a Government Operated Cannabis Retail Outlet located at 2475 Dobbin Road.

Should Council wish to not accept an application for an additional store in the Westbank Centre neighbourhood area, the applicant would be directed wait until the Non-Medical Cannabis Retail Store Rezoning Policy is reviewed in April – October 2020 (18-24 months after Policy adoption) to determine if additional applications will be accepted.

Respectfully submitted,

*Chris Oliver*  
FOR Chris Oliver  
 Planner III

*Nancy Henderson*  
 Nancy Henderson  
 General Manager of Development  
 Services

Powerpoint: Yes ☐ No ☒

Attachments:

1. Letter from the Liquor and Distribution Branch

Approved for Agenda  
*Paul Gipps*  
 Paul Gipps, CAO  
 Date *July 19, 2019*

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 Applications\2019\Cannabis Applications\Westbank Centre\Provincial Store\Provincial Cannabis  
 Report.doc

### LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

| No. | SCHOOL | LEVEL | DESTINATION                                      | COUNTRY | NATURE OF TRIP                           | GROUP INVOLVED             | GRADE    | # OF STUDENTS | LEAVE DATE  | RETURN DATE | # OF DAYS |
|-----|--------|-------|--------------------------------------------------|---------|------------------------------------------|----------------------------|----------|---------------|-------------|-------------|-----------|
| 1   | SMS    | 5     | University of California, Santa Barbara, CA      | USA     | CADA Leadership Camp                     | Hockey Academy Students    | 9 to 12  | 22            | 6-Jul-2019  | 11-Jul-2019 | 5         |
| 2   | KSS    | 4     | Green Bay Bible Camp, West Kelowna, BC           | Canada  | Team Building/ Breakaway Activity        | Football Team              | 10 to 12 | 45            | 26-Aug-2019 | 28-Aug-2019 | 2         |
| 3   | OKM    | 4     | Victoria and The Gulf Islands, BC                | Canada  | S.A.L.T.S. Sailing and Life Training     | Quest BC Students          | 11       | 24            | 8-Sep-2019  | 14-Sep-2019 | 6         |
| 4   | SMS    | 4     | Kelowna Paddle Centre, Kelowna, BC               | Canada  | Paddleboard Training                     | Outdoor Education Students | 7 & 8    | 40            | 9-Sep-2019  | 9-Sep-2019  | 0         |
| 5   | GESS   | 4     | Oyama Zipline Adventure Park, Oyama, BC          | Canada  | Grad 2020 Retreat                        | Grade 12 Students          | 12       | 150           | 13-Sep-2019 | 13-Sep-2019 | 0         |
| 6   | KSS    | 4     | Gardom Lake Camp (near Enderby, BC)              | Canada  | Leadership Retreat                       | Leadership Students        | 11 & 12  | 80            | 15-Sep-2019 | 16-Sep-2019 | 1         |
| 7   | OKM    | 4     | Banff, Yoho, and Kootenay National Parks, AB     | Canada  | Hiking and Backpacking in National Parks | Grade 12 Students          | 12       | 141           | 15-Sep-2019 | 21-Sep-2019 | 6         |
| 8   | RSS    | 4     | Coquihalla Summit (Coquihalla Mountain Area, BC) | Canada  | Hiking and Camping Skills                | Outdoor Education Students | 9 to 12  | 24            | 17-Sep-2019 | 20-Sep-2019 | 3         |
| 9   | DRK    | 4     | Eagle Bay Camp, Eagle Bay, BC                    | Canada  | Community Building                       | Learning Community         | 8        | 37            | 18-Sep-2019 | 20-Sep-2019 | 2         |

## LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

| No. | SCHOOL | LEVEL | DESTINATION                                                                              | COUNTRY | NATURE OF TRIP                                                 | GROUP INVOLVED                            | GRADE   | # OF STUDENTS | LEAVE DATE  | RETURN DATE | # OF DAYS |
|-----|--------|-------|------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------|-------------------------------------------|---------|---------------|-------------|-------------|-----------|
| 10  | KSS    | 4     | Twin Peaks<br>(near Cherryville, BC)                                                     | Canada  | Outdoor Education<br>Co-Curricular Trip                        | Grade 12 Students                         | 12      | 24            | 19-Sep-2019 | 21-Sep-2019 | 2         |
| 11  | MBSS   | 5     | Wenatchee High School, Wenatchee, WA                                                     | USA     | Participating in Football Games                                | Varsity and Junior Varsity Football Teams | 9 to 12 | 55            | 19-Sep-2019 | 21-Sep-2019 | 2         |
| 12  | KSS    | 5     | University of Calgary, Calgary, AB                                                       | Canada  | Volleyball Tournament                                          | Grade 11 & 12 Students                    | 11 & 12 | 14            | 19-Sep-2019 | 22-Sep-2019 | 3         |
| 13  | DRK    | 4     | Myra Canyon Adventure Park, Kelowna, BC                                                  | Canada  | Team Building, Activating Living & Connection to the Community | Grade 7 Learning Community                | 7       | 70 to 80      | 20-Sep-2019 | 20-Sep-2019 | 0         |
| 14  | RSS    | 4     | Glacier National Park, BC ( <i>Illecillewaet Campground</i> )                            | Canada  | Hiking and Camping Skills                                      | Outdoor Education Students                | 9 to 12 | 24            | 24-Sep-2019 | 27-Sep-2019 | 3         |
| 15  | SMS    | 4     | E.C. Manning Provincial Park, Princeton, BC<br>( <i>between Hope and Princeton, BC</i> ) | Canada  | Hiking and Camping Skills                                      | Grade 8 Students                          | 8       | 40            | 25-Sep-2019 | 27-Sep-2019 | 2         |
| 16  | OKM    | 4     | Okanagan Mountain Park, Kelowna, BC                                                      | Canada  | Indigenous Studies on Land and Water                           | Quest BC Students                         | 11      | 24            | 25-Sep-2019 | 27-Sep-2019 | 2         |

### LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

| No. | SCHOOL | LEVEL | DESTINATION                                                             | COUNTRY | NATURE OF TRIP                                               | GROUP INVOLVED             | GRADE    | # OF STUDENTS | LEAVE DATE  | RETURN DATE | # OF DAYS |
|-----|--------|-------|-------------------------------------------------------------------------|---------|--------------------------------------------------------------|----------------------------|----------|---------------|-------------|-------------|-----------|
| 17  | KSS    | 4     | Finlayson Lakes above Mabel Lake<br>(near Lumby, BC)                    | Canada  | Outdoor Education Co-Curricular Trip                         | Grade 11 Students          | 11       | 48            | 26-Sep-2019 | 28-Sep-2019 | 2         |
| 18  | OKM    | 4     | Okanagan Mountain Park, Kelowna, BC                                     | Canada  | Hiking and Camping Skills                                    | Quest BC Students          | 11       | 24            | 26-Sep-2019 | 27-Sep-2019 | 1         |
| 19  | MBSS   | 4     | Kettle Valley Railway to Arlington Lakes, Kettle River & Westbridge, BC | Canada  | Introduction to Cycle Touring, Camping                       | Outdoor Education Students | 10 to 12 | 30            | 26-Sep-2019 | 28-Sep-2019 | 2         |
| 20  | CNB    | 4     | E.C. Manning Provincial Park, BC<br>(between Hope and Princeton, BC)    | Canada  | Outdoor Education, Camping, Hiking                           | Outdoor Education Students | 8        | 50 to 60      | 30-Sep-2019 | 2-Oct-2019  | 2         |
| 21  | RSS    | 4     | Skaha Provincial Park, Penticton, BC                                    | Canada  | Top Rope Rock Climbing                                       | Outdoor Education Students | 9 to 12  | 20            | 1-Oct-2019  | 1-Oct-2019  | 0         |
| 22  | MBSS   | 4     | Boucherie Bluffs, West Kelowna, BC                                      | Canada  | Introduction to Top Rope Rock Climbing, Belaying, Rappelling | Outdoor Education Students | 10 to 12 | 12            | 1-Oct-2019  | 1-Oct-2019  | 0         |
| 23  | MBSS   | 4     | Skaha Bluffs, Penticton, BC                                             | Canada  | Introduction to Top Rope Rock Climbing, Belaying, Rappelling | Outdoor Education Students | 10 to 12 | 12            | 3-Oct-2019  | 3-Oct-2019  | 0         |



### LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

| No. | SCHOOL | LEVEL | DESTINATION                                                                                     | COUNTRY | NATURE OF TRIP                                                     | GROUP INVOLVED                        | GRADE    | # OF STUDENTS | LEAVE DATE | RETURN DATE | # OF DAYS |
|-----|--------|-------|-------------------------------------------------------------------------------------------------|---------|--------------------------------------------------------------------|---------------------------------------|----------|---------------|------------|-------------|-----------|
| 24  | KSS    | 4     | Beaver Lakes Chain<br><i>(above Winfield, BC)</i>                                               | Canada  | Outdoor Education<br>Co-Curricular Trip                            | Outdoor Education Students            | 12       | 24            | 3-Oct-2019 | 4-Oct-2019  | 1         |
| 25  | OKM    | 4     | Ottawa, ON                                                                                      | Canada  | Cultural and Regional Studies                                      | Quest BC Students                     | 11       | 24            | 3-Oct-2019 | 10-Oct-2019 | 7         |
| 26  | MBSS   | 4     | Myra Canyon Adventure Park,<br>Kelowna, BC                                                      | Canada  | Team Building<br>Exercise on Ropes Course,<br>Frisbee Golf         | International/<br>Leadership Students | 9 to 12  | 100           | 4-Oct-2019 | 4-Oct-2019  | 0         |
| 27  | RSS    | 4     | Goudie Road Area,<br>Kelowna, BC                                                                | Canada  | Hiking and Camping Skills                                          | Outdoor Education Students            | 9 to 12  | 25            | 7-Oct-2019 | 11-Oct-2019 | 4         |
| 28  | MBSS   | 4     | Boucherie Bluffs,<br>West Kelowna, BC                                                           | Canada  | Introduction to Top Rope Rock Climbing,<br>Belaying,<br>Rappelling | Outdoor Education Students            | 10 to 12 | 12            | 8-Oct-2019 | 8-Oct-2019  | 0         |
| 29  | MBSS   | 4     | Skaha Bluffs,<br>Penticton, BC                                                                  | Canada  | Introduction to Top Rope Rock Climbing,<br>Belaying,<br>Rappelling | Outdoor Education Students            | 10 to 12 | 12            | 9-Oct-2019 | 9-Oct-2019  | 0         |
| 30  | KSS    | 4     | Kettle Valley Railway<br><i>(between Penticton and Osprey Lake Area, behind Summerland, BC)</i> | Canada  | Outdoor Education<br>Co-Curricular Trip                            | Outdoor Education Students            | 11       | 24            | 9-Oct-2019 | 10-Oct-2019 | 1         |

### LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

| No. | SCHOOL | LEVEL | DESTINATION                              | COUNTRY | NATURE OF TRIP                                               | GROUP INVOLVED                                | GRADE    | # OF STUDENTS | LEAVE DATE  | RETURN DATE | # OF DAYS |
|-----|--------|-------|------------------------------------------|---------|--------------------------------------------------------------|-----------------------------------------------|----------|---------------|-------------|-------------|-----------|
| 31  | KSS    | 5     | New York City, NY                        | USA     | Fine Arts/Media Cultural Tour                                | Fine Arts/Media Students                      | 11 & 12  | 26 to 30      | 14-Oct-2019 | 18-Oct-2019 | 4         |
| 32  | MBSS   | 4     | Skaha Bluffs, Penticton, BC              | Canada  | Introduction to Top Rope Rock Climbing, Belaying, Rappelling | Outdoor Education Students                    | 10 to 12 | 12            | 17-Oct-2019 | 17-Oct-2019 | 0         |
| 33  | KSS    | 4     | Gulf Islands, BC                         | Canada  | <i>"Sailing A Tall Ship"</i>                                 | Outdoor Education and Rec Leadership Students | 11 & 12  | 27            | 20-Oct-2019 | 25-Oct-2019 | 5         |
| 34  | MBSS   | 5     | Smith Rock, OR                           | USA     | Rock Climbing: Top Rope, Rappel, Rope Traverse               | Outdoor Education Students                    | 10 to 12 | 24            | 20-Oct-2019 | 25-Oct-2019 | 5         |
| 35  | GPE    | 5     | Disneyland, Anaheim, CA                  | USA     | <i>"Dreams Take Flight"</i> Program                          | Special Needs Students                        | 5        | 5             | 21-Oct-2019 | 23-Oct-2019 | 2         |
| 36  | SVE    | 5     | Disneyland, Anaheim, CA                  | USA     | <i>"Dreams Take Flight"</i> Program                          | Special Needs Students                        | 5        | 5             | 21-Oct-2019 | 23-Oct-2019 | 2         |
| 37  | OKM    | 5     | Helsinki and Jyväskylä                   | Finland | Cultural Hockey School and Cultural Tour                     | Hockey Academy Students                       | 9 to 12  | 24            | 22-Nov-2019 | 1-Dec-2019  | 9         |
| 38  | KSS    | 5     | Hawaii<br>( <i>Big Island and Oahu</i> ) | USA     | Reinforce Marine Biology Course Material                     | Marine Biology Students                       | 11       | 18            | 1-Dec-2019  | 10-Dec-2019 | 9         |



### LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

| No. | SCHOOL | LEVEL | DESTINATION                                        | COUNTRY                 | NATURE OF TRIP                                                                | GROUP INVOLVED                 | GRADE    | # OF STUDENTS | LEAVE DATE  | RETURN DATE | # OF DAYS |
|-----|--------|-------|----------------------------------------------------|-------------------------|-------------------------------------------------------------------------------|--------------------------------|----------|---------------|-------------|-------------|-----------|
| 39  | KSS    | 5     | Edmonton, AB                                       | Canada                  | Basketball Tournament                                                         | 4A Boys                        | 11 & 12  | 15            | 11-Dec-2019 | 15-Dec-2019 | 4         |
| 40  | KSS    | 5     | Seattle, WA                                        | USA                     | Basketball Tournament                                                         | 4A Boys                        | 11 & 12  | 15            | 26-Dec-2019 | 29-Dec-2019 | 3         |
| 41  | KSS    | 5     | Hawaii<br>(Big Island and Oahu)                    | USA                     | Reinforce Marine Biology Course Material                                      | Marine Biology Students        | 11       | 18            | 12-Feb-2020 | 21-Feb-2020 | 9         |
| 42  | OKM    | 5     | Rome, Assisi, Dubrovnik, Zadar, Zagreb, and Vienna | Italy, Croatia, Austria | Music Cultural Learning                                                       | Concert and Jazz Band Students | 10 to 12 | 60 to 100     | 9-Mar-2020  | 21-Mar-2020 | 12        |
| 43  | KSS    | 5     | Anaheim, Los Angeles, and Ontario, CA              | USA                     | Leadership Education and Enrichment                                           | Leadership Students            | 11 & 12  | 22            | 27-Mar-2020 | 5-Apr-2020  | 9         |
| 44  | KSS    | 5     | New York, NY                                       | USA                     | Musical and Cultural Events, Activities and Experience for KSS Music Students | Music Students                 | 10 to 12 | 54+           | 5-Apr-2020  | 12-Apr-2020 | 7         |
| 45  | MBSS   | 5     | Toronto and London, ON                             | Canada                  | Global Student Leadership Summit                                              | Leadership Students            | 9 to 12  | 12            | 17-Apr-2020 | 22-Apr-2020 | 5         |



Central Okanagan  
Public Schools  
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## BOARD OF EDUCATION INCAMERA BOARD MEETING GENERAL STATEMENT

**Date:** Wednesday, June 26, 2019  
**Time:** 3:04 pm to 5:34 pm  
8:09 pm to 8:36 pm  
**Location:** School Board Office  
1040 Hollywood Road S.  
Kelowna, BC

**In attendance:**

**Board of Education:**

Trustee M. Baxter, Chairperson  
Trustee N. Bowman (*arrived at 3:06 pm*)  
Trustee R. Cacchioni  
Trustee C. Desrosiers (*arrived at 3:41 pm*)  
Trustee J. Fraser  
Trustee A. Geistlinger  
Trustee L. Tiede

**In attendance:**

**Staff:**

K. Kaardal, Superintendent of Schools/CEO  
E. Sadlowski, Secretary-Treasurer/CFO  
B. McEwen, Director of Instruction - Human Resources  
K. Cormier, Assistant Director of Human Resources  
M. DesRochers, Executive Assistant (*Recorder*)

**Absent:**

T. Beaudry, Deputy Superintendent

**The following general statement is prepared and issued in accordance with  
Section 72 (3) of the School Act RSBC 1996**

The meeting was called to order at 3:04 pm.

1. The Board adopted the Agenda as amended for the Incamera Meeting of June 26, 2019.
2. The Board adopted the Minutes as presented for the Incamera Meeting of June 12, 2019.
3. There were two Human Resources Information Items.
4. There was a Bargaining Update

*(Trustee Baxter, Trustee Bowman, and Trustee Cacchioni declared a potential Conflict of Interest and left the meeting while that item was being discussed. Trustee Fraser was appointed Acting Chairperson.)*

*(Trustee Baxter, Trustee Bowman, and Trustee Cacchioni rejoined the meeting. Trustee Baxter assumed her role as Chairperson.)*

5. There were five Human Resources Action Items.
6. There was one presentation.
7. There were two Trustee queries/comments.
8. There were five Action Items.  
*5:34 pm: The meeting recessed for the Public Board Meeting.*  
*8:09 pm: The meeting reconvened*
9. There were seven Information Items.
10. There were three items received for Board Correspondence.
11. There were two Items Requiring Special Mention.
12. There was one item for Informal Board Sessions/Interchanges.
13. There was one BC Public School Employers' Association item.
14. There were two BC School Trustee Association items.

The meeting was adjourned at 8:36 pm.

Eileen Sadlowski, Secretary-Treasurer/CFO



**Central Okanagan  
Public Schools**  
Together We Learn

## **BOARD OF EDUCATION SPECIAL INCAMERA BOARD MEETING GENERAL STATEMENT**

**Date:** Wednesday, July 3, 2019  
**Time:** 4:00 pm to 4:27 pm  
**Location:** Via Teleconference

**In attendance:**

**Board of Education:**

Trustee M. Baxter, Chairperson  
Trustee R. Cacchioni  
Trustee C. Desrosiers  
Trustee J. Fraser  
Trustee L. Tiede

**In attendance:**

**Staff:**

K. Kaardal, Superintendent of Schools/CEO  
E. Sadlowski, Secretary-Treasurer/CFO  
B. McEwen, Executive Director of Human Resources  
M. DesRochers, Executive Assistant (*Recorder*)

**Absent:**

Trustee N. Bowman  
Trustee A. Geistlinger

**Absent:**


T. Beaudry, Deputy Superintendent  
K. Cormier, Director of Labour Relations

**The following general statement is prepared and issued in accordance with  
Section 72 (3) of the School Act RSBC 1996**

The meeting was called to order at 4:00 pm.

1. The Board adopted the Agenda as presented for the Incamera Meeting of July 3, 2019.
2. There were three Human Resources Action Items.

The meeting was adjourned at 4:27 pm.



Eileen Sadlowski, Secretary-Treasurer/CFO



# Memorandum

**Date:** August 15, 2019  
**To:** Board of Education  
**From:** Planning and Facilities Committee  
**Prepared By:** Gail Prokopchuk, Transportation Manager

**Information Item:** **Transportation Services Department Update**

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## 1.0 RELEVANT BOARD MOTION/DIRECTION

None.

## 2.0 BACKGROUND

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

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

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

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

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

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

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

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

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

### **CURRENT – IN PROGRESS**

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

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

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

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

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

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

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

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

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

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

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

### **3.0 INFORMATION STATEMENT**

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

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

### **4.0 DIRECTOR'S COMMENTS**

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

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



# Memorandum

**Date:** September 6, 2019  
**To:** Board of Education  
**From:** Ryan Stierman, Secretary-Treasurer

**Action Item:** **Transportation Update – Communication and Status**

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## 1.0 ISSUE STATEMENT

This year, the Transportation Department significantly restructured its routes and stops in order to align its service levels specified under Board Policy 470 and Regulation 470R, attached as Appendix A. Changes were made based on the direction provided by the Transportation Task Force, the Board of Education as well as an internal review of ride times and stop locations.

Unfortunately, the communication on how these changes would significantly impact practice and the enforcement of the July 31<sup>st</sup> deadline was not adequate. Also, the timeline of accepting applications until July 31<sup>st</sup> and routing/assigning eligible students in August provided insufficient time to assign students and to address late applications.

Courtesy seats were assigned on routes on August 15<sup>th</sup> based on the distance from the school. Certain routes may have had different distance thresholds for courtesy acceptance depending on how many eligible riders were on a route. Courtesy applications after this date were automatically wait listed.

As of the writing of this report, Transportation has assigned nearly every seat available on eligible routes and has been given a deadline of Monday, September 9<sup>th</sup> to inform those courtesy riders not yet on a bus that their application has been waitlisted.

Transportation is processing over 1,700 applications received after August 5<sup>th</sup> in order to determine how many eligible riders are remaining and how to provide service. This may result in additional runs or route restructure to accommodate the late application eligible riders.

Once eligible riders are on their bus, transportation will be reviewing routes and stops. Other than for stops deemed to not meet the District's safety standards, there will be no stop changes until this review has occurred.



As of September 6, 2019:

- All eligible students who applied by August 1, 2019 have been placed on a bus.
- Courtesy riders have been assigned a bus or will be informed by September 9, 2019 that they are on a waitlist.
- Transportation is currently processing all late applications in order to place eligible late applicants on to a bus.
- Once eligible riders have been assigned, Transportation will be performing a route and stop analysis.

## **2.0 RELEVANT BOARD MOTIONS**

### ***Public Board Meeting – April 24, 2019***

#### ***Main 19P-064***

**THAT: The Board of Education approve the following recommendation, subject to a full transportation review in the Spring of 2020: maintain the status quo and continue to operate the 6 buses in the Canyon Falls Middle School Catchment.**

#### ***Main 19P-065***

**THAT: The Board of Education approve the following recommendation, subject to a full transportation review in the Spring of 2020: maintain the practice of not providing transportation to a school or program of choice, except if it is the student's catchment area school and they are eligible.**

#### ***Main 19P-066***

**THAT: The Board of Education approve the following recommendation, subject to a full transportation review in the Spring of 2020: notwithstanding the previous motion, to support the viability of the new French Immersion programs on the Westside, to accommodate French Immersion students travelling from École George Pringle Elementary to Glenrosa Middle as eligible riders on a bus route.**

#### ***Main 19P-067***

**THAT: The Board of Education approve the following recommendation, subject to a full transportation review in the Spring of 2020: 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.

#### ***Main 19P-068***

**THAT: The Board of Education approve the following recommendation, subject to a full transportation review in the Spring of 2020: continue rerouting Route 320 past École Dorothea Walker Elementary for the 2019-2020 school year.**

### **3.0 POINTS FOR CONSIDERATION**

**As of September 5, 2019:**

6,757 applications received

#### Application Timelines

- 5,043 received by July 31<sup>st</sup>
- 1,714 received after August 5<sup>th</sup>, of these:
  - 1,609 applications were received after August 15<sup>th</sup>
  - 584 were received after September 1<sup>st</sup>

#### Application Processing

- 6,052 applications processed by Transportation
- 174 duplicate submissions also had to be processed and deleted
- 705 remaining late applications to be processed in order of receipt

#### Route Assignment

- 2,758 eligible students are assigned seats
- 1,790 courtesy riders are assigned seats
- 4,548 total riders assigned and riding
- 383 requests denied for school of choice transportation
- 367 requests denied due to close proximity to a school
- 705 applications remaining to be processed
- 754 courtesy riders currently on wait list and notified

### **4.0 SECRETARY-TREASURER/CFO'S COMMENTS**

As stated in the District's communication to parents, it is acknowledged that communication could have been better to parents on the importance of meeting the deadline and the impact that the route changes would have.

The District commits the following to its community going forward:

- The Task Force will ensure the community has an opportunity to be informed and to provide feedback that will inform future decisions on Transportation services. Parents are encouraged to participate in the Task Force's consultations to ensure their voice can help shape the direction of how busing is offered in the future.
- Any changes to policies and practices will be communicated broadly, frequently and with as much time for parents to adjust as possible.
- Transportation timelines will be adjusted to ensure parents who apply for transportation by the registration deadline are provided the decision on their application well before the start of the school year.

### **5.0 APPENDICES**

- A. Policy and Regulation 470 – Transportation Services Management
- B. Frequently Asked Questions (posted on District Website)



## **Section Four: Students**

*“Together We Learn”*

### **470 – TRANSPORTATION SERVICES MANAGEMENT**

#### **Introduction**

Although the School Act no longer requires Boards of Education to provide student transportation services, in accordance with this Policy and Regulation 470R, the Board of Education has committed to providing subsidized transportation services.

#### **Policy**

1. The Board may provide subsidized transportation to eligible students and, where possible, courtesy riders to travel between a designated bus stop and their designated area school. At the Board’s discretion, the following options for transportation of students are:
  - a subsidized Board operated bus;
  - transportation assistance payments to parents;
  - alternate means of transportation.

The Board recognizes that many students are not eligible for bus transportation. The transportation of such students on existing bus routes is authorized, provided space is available. These students are considered courtesy riders.

2. The Board also recognizes that, in some situations, it may be necessary for the District to relocate students from one school to another. These students are eligible for School District transportation options if they are directed to a school beyond the Transportation Eligibility limits for their home.
3. The Board also authorizes the use of school buses for curricular or extra-curricular field trips for students as outlined in Policy 525: *Field Trips*. Staff who are supervising and volunteers who are assisting a field trip or an athletic event may ride a school bus.



**Section Four: Students**

*"Together We Learn"*

4. The Board believes that school buses are an extension of the school. Therefore:
  - 4.1 students travelling on school buses are under the jurisdiction of their principal and are subject to the code of conduct of their school and the District;
  - 4.2 first priority for the use of school buses shall be transporting students to and from schools to attend school in accordance with standard school hours.



**Section Four: Students**

*“Together We Learn”*

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

**GUIDING PRINCIPLES for TRANSPORTATION  
in Central Okanagan Public Schools**

**Rider Eligibility**

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



## Section Four: Students

*“Together We Learn”*

### **Conduct**

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

### **Routes**

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

### **Fees and Payments**

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



## Section Four: Students

*“Together We Learn”*

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



### **Transportation – Frequently Asked Questions**

#### **1. Why has there been delays in receiving notification about transportation?**

Central Okanagan Public Schools apologizes to families who have yet to receive a response to their school bus application. We understand that this uncertainty about transportation is unacceptable and can cause anxiety. As a district, we are committed to doing better in the future, especially in regards to better communicating information to families and the community.

Several challenges combined to cause transportation being behind by approximately two weeks:

- An increase in service requests over previous years
- Courtesy stop realignment
- Restructuring of routes due to a new school

There were almost approximately 1,700 applications that were submitted after July 31, 600 of which were submitted after September 1. Transportation is currently working to get late applicant eligible students on to a bus.

#### **2. Why have bus stops been restructured and consolidated this year?**

Board policy dictates that *where possible, routes will be designed to minimize the time students spend on a bus with an upper limit of 40 minutes as a guideline*. Courtesy and eligible stops have been restructured to improve efficiency of service and to provide eligible students with better ride times. Courtesy stops, whose frequency in the past has increased ride times for eligible students, have been consolidated to streamline bus routes.

#### **3. Did the District cut routes?**

No, this year there will be the same number of buses running as there was last year. Per Board policy, *a minimum of fourteen (14) eligible students is required for the establishment of a bus route*. Routes have been restructured to ensure Board policy is being followed when setting routes and have been moved to provide service to Canyon Falls Middle School. Due to the increase in eligible riders, there are less spots for courtesy riders this year.

#### **4. How is it determined who gets a seat on a bus?**

All students who are 4km away from their designated school in elementary and 4.8km for middle and secondary are guaranteed a spot on the bus. Bus routes are structured to efficiently transport eligible students.

Per Board policy, *seats that are not required for eligible students on school bus routes will be made available to courtesy riders based on the criterion of furthest home to school distance*. Priority is also given to courtesy riders that are siblings of eligible K-3 students. Spots are awarded until the bus is full and any remaining applications served by that route are placed on a waiting list.

## **5. Is my child that isn't eligible and didn't get a courtesy seat expected to walk to school?**

The eligibility distances reflect the distances that were historically used by the Province when it provided targeted transportation funding and guaranteed service for eligible students. The School Act was changed and now places the responsibility for transportation solely on parents. The Board of Education has made a choice under policy to transport students who meet the historical eligibility distances.

The distances are not a reflection of where a child could reasonably be expected to walk to school, they reflect the distance where the parent remains responsible to ensure their student safely makes it to school.

## **6. Why is the District reviewing Transportation?**

Spending on Transportation has been steadily increasing year over year, while targeted funding for Transportation has remained status quo. This means more and more money has to be taken from the classroom. Last year, the District subsidized Transportation by \$475 per rider from operating funding, or \$2.9 million. This represents the equivalent of 29 additional teachers or 60 CEAs.

With the provincial funding framework review expected to announce significant changes for next school year, it is vital that the District contains its costs, preserves educational services to students and reviews its service levels to ensure it is operating an equitable and sustainable transportation system.

In the first phase of the Transportation Task Force, the task force had two community consultations, reviewed board policy and determined that existing practices that exceeded the policy needed to be discontinued with the exception of practices approved by the Board of Education on April 24, 2019.

In Phase II this year, the Task Force will be engaging the community to make recommendations to the Board of Education in the 2020/21 school year on the following:

- Impact of 2020/21 Government funding changes
- Registration and routing timelines
- Bell times and early dismissal
- Parental Responsibility Distance Limits
- Transportation service levels
- Transit service
- Fee structure

## **7. What can parents expect from Central Okanagan Public Schools going forward?**

The District acknowledges that communications to parents on what changes to practices would occur should have been done better. The District commits the following to its community going forward:

- The Task Force will ensure the community has an opportunity to be informed and to provide feedback that will inform future decisions on Transportation services. Parents are encouraged to participate in the Task Force's consultations to ensure their voice can help shape the direction of how bussing is offered in the future.
- Any changes to policies and practices will be communicated broadly, frequently and with as much time for the parents to adjust as possible.
- Transportation timelines will be adjusted to ensure parents who apply for transportation by the registration deadline are provided the decision on their application well before the start of the school year.

# TRUSTEE ATTENDANCE COPAC MEETINGS SEPTEMBER 2019 TO JUNE 2020

**Meetings will be held as follows:**

**Hollywood Road Education Services  
7:00 p.m. – 9:00 p.m.  
Room 3**

| DATE                        | TRUSTEE                                           |
|-----------------------------|---------------------------------------------------|
| Monday<br>September 9, 2019 | Trustee Baxter (Alternate: Trustee Bowman)        |
| Monday<br>October 7, 2019   | Trustee Bowman (Alternate: Trustee Cacchioni)     |
| Monday<br>November 4, 2019  | Trustee Cacchioni (Alternate: Trustee Desrosiers) |
| Monday<br>December 2, 2019  | Trustee Desrosiers (Alternate: Trustee Fraser)    |
| Monday<br>January 6, 2020   | Trustee Fraser (Alternate: Trustee Geistlinger)   |
| Monday<br>February 3, 2020  | Trustee Geistlinger (Alternate: Trustee Tiede)    |
| Monday<br>March 2, 2020     | Trustee Tiede (Alternate: Trustee Baxter)         |
| Monday<br>April 6, 2020     | Trustee Baxter (Alternate: Trustee Bowman)        |
| Monday<br>May 4, 2020       | Trustee Bowman (Alternate: Trustee Cacchioni)     |
| Monday<br>June 1, 2020      | Trustee Cacchioni (Alternate: Trustee Desrosiers) |



# Memorandum

**Date:** September 6, 2019  
**To:** Board of Education  
**From:** Ryan Stierman, Secretary-Treasurer/CFO

**Information Item:** City of Kelowna Parks Development Cost Charge

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## 1.0 ISSUE STATEMENT

At its September 16, 2019 Council Meeting, Kelowna City Council will be reviewing a proposal to implement a new Development Cost Charge (DCC) to support its Parks Program. Institutional land users, such as the District, will be subject to a \$26.28 per square meter charge for new schools, school additions and new portables if the value of the project exceeds \$50,000.

## 2.0 POINTS FOR CONSIDERATION

1. The DCC Bylaws of 6 municipalities in the Lower Mainland and 8 municipalities in the Okanagan were reviewed. Of these, only the following charged a Parks DCC to school districts.

| Municipality       | Cost per sq m |
|--------------------|---------------|
| Kelowna (Proposed) | \$ 26.28      |
| Lake Country       | \$ 7.29       |
| Richmond           | \$ 3.66       |
| Chilliwack         | \$ 21.82      |

2. The fee charged for new school projects and school additions would be covered under the funding provided by the province; however, depending on the approval and funds available, the additional charge could result in reduced scope. Canyon Falls Middle School would have had a DCC charge of \$216,547 had this charge been in effect at the time of the development permit being issued.
3. Currently, the District would not pay the Parks DCC on new portables as the value submitted in the development permit does not include the value of the portable and is under \$50,000. If the City changed its practice, the Parks DCC charged for portable additions would be at the sole cost to the Board and would be approximately \$2,100 per portable.

4. As shown in City of Kelowna Administration's presentation to Council in Appendix A, this new DCC would substantially accelerate the City's parks and recreation plan, which includes parks and amenities that could be utilized by students.

### **3.0 SECRETARY-TREASURER'S COMMENTS**

While the Parks DCC will accelerate the development of much needed community amenities, the inclusion of institutional land users in this charge represents a transfer of educational dollars to support municipal responsibilities.

### **4.0 APPENDIX**

A. Parks development funding strategy: Report to Council - June 17, 2019

# Report to Council



**Date:** June 17, 2019

**File:** 1840-01

**To:** City Manager

**From:** Robert Parlane, Parks & Buildings Planning Manager

**Subject:** Parks development funding strategy

Report Prepared by: Melanie Steppuhn, Park and Landscape Planner

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## **Recommendation:**

THAT Council receives for information, the report from the Parks & Buildings Planning Manager dated June 17, 2019 with respect to the Parks Development Funding Program;

AND THAT Council directs staff to proceed with engaging with the public and key stakeholders on the Parks Development Funding Program Report, identifying Model A – Full Implementation, as the preferred model, and report back to Council with a proposed bylaw for the Parks DCC;

AND THAT Council directs staff to return to Council with a policy to assign all revenues generated within the parks system to the General Parks Development Reserve;

AND FURTHER THAT Council directs staff to return to Council with an increase in parking fees at the Cook Road Boat Launch and Rotary Beach as set out in this report.

## **Purpose:**

To provide Council with a more detailed analysis of proposed changes to parks development funding prior to proceeding with engagement with the public and key stakeholders.

## **Context**

Parks and public spaces are the foundation of a dynamic, beautiful and livable City. More and more data is coming forward that links greenspace and beautiful spaces with health, wellbeing, quality of life, and even economic growth. A recent article in the Journal of Regional Science<sup>1</sup> has statistically correlated a positive relationship between beautiful and recreational spaces with economic growth indicators such as population growth, attracting a higher proportion of college-educated individuals, and increased strength of housing markets.

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<sup>1</sup> Carlino, G.A., Saiz, A. April, 2019. Beautiful city: Leisure amenities and urban growth, <https://doi.org/10.1111/jors.12438>

The success of the City's growth strategy being developed as part of the 2040 OCP process, which prioritizes redevelopment in our Urban Centres and Urban Core relies on the provision of animated parks, public spaces and amenities within those neighbourhoods. Without parks and amenities, new and existing residents will be less likely to consider moving to these neighbourhoods, and instead choose suburban neighborhoods or locations outside of the City. This would jeopardize the growth strategy implementation and its success.

As such, "prioritizing parks and public spaces in the core area" is identified as one of the big moves in the 2040 OCP process. This approach relies on the deliberate integration of urban parks where additional residential density is going to be directed to balance out neighborhood composition, and to offer a key critical amenity that enhances livability. The 2040 OCP growth strategy requires the onboarding of parks to implement the vision of Imagine Kelowna, and will:

- develop strategic direction for Kelowna's park system that will guide decision-making; and
- provide certainty to the public to invest in various housing forms in the Urban Core to achieve the City's growth strategy with a commitment to parks and public spaces for neighborhood livability.

Park development will further Council's Priorities. Specifically, it will speak to building Vibrant Neighbourhoods and Accessible Community Amenities, and Council's objective that 'recreation centres, parks and public spaces will need to keep pace with Kelowna's population growth and the evolving needs of its residents.

As Kelowna rests on this threshold of transition to urban development, the timing is like no other to make bold steps in creating a network of parks and public spaces that will frame, support, and beautify a livable City. Steps that will provide a legacy of a great City for generations to come.

## **Background**

In May 2017, the Parks Development Report (Attachment 1) identified both the current, and projected future deficit in parks development. Kelowna currently does not pursue two major funding options available for acquisition and development, namely:

- Parkland acquisition of 5% land (or cash in lieu) at subdivision; and
- Park Development DCCs

From the provincial context, most municipalities, with only a few exceptions, have incorporated these funding tools as well as Park Acquisition DCCs, into their park development strategies. Recognizing this increasing deficit in parks development, the June 2018 Parks Development Funding Strategy (Attachment 2) identified several different funding options. Council recognized the financial impact should be shouldered by multiple sectors and shared between development, taxation, and user revenues. Staff were directed to prepare, consult and report back on the funding tools identified in Option 2 of that report:

- Linear Parks Acquisition DCC
- Parks Development DCC
- Reduction of the DCC taxation assist
- Commercial / Industrial parks DCC
- Shift from Acquisition to Development



- Infrastructure Levy
- Parks Revenues

## **Funding Tools**

A summary of each tool, and combined options, follows below. Each tool is addressed in detail in the Parks Development Funding Program (Attachment 3).

### ***Linear Parks Acquisition DCC***

As part of the Park Development Funding Strategy, staff was directed to assess the impact of implementing a Linear Park Acquisition DCC. Currently, this relies entirely on taxation for funding. The implementation of a Linear Park Acquisition DCC would enable predictable expansion of linear parks based on growth, and significantly, this would permit capital to be reallocated to park development.

### ***Park Development DCC***

A Park Development DCC was prepared based on existing policy and current economic parameters, including:

- The Park Standard for servicing growth established by the 2030 OCP
- Current park construction rates, using recent tender prices
- Eligible park items in accordance with the Local Government Act

Key components of the program are:

- The parks program aims to meet the OCP Park Standard of delivering 2.2ha of park per each additional 1000 persons as the City grows.
- The 2030 Servicing Plan population growth over the next 10 years.
- Typical parks for each type: Neighbourhood, Community, Recreation and City-wide.

Note that because the program aims to meet the full area required to accommodate growth over the next 10 years, the benefit allocation is capped at 100%. That is, the entire program is attributable to growth. Due to the nature of parks, the program chose the number of projects that would approximate to, but not exceed, the required area to accommodate growth.

### ***Reduction of the Park Taxation Assist***

Kelowna's current Parks DCC from Taxation Assist is 8% plus approximately 3.4% in lieu of DCCs on secondary suites. Many BC municipalities have lower assist rates. A reduction of the Taxation Assist would allow funds to be available for park development which currently go to park acquisition. For example, a reduction of the Taxation Assist from 8% to 1% would free up almost \$1,300,000 of taxation per annum that could go to other City priorities such as parks infrastructure renewal.

Through consultation, the Province informed staff that the Taxation Assist for park development must match the rate used for park acquisition, and to reduce it would require a change to the existing Parks Acquisition Bylaw. Having only recently completed a major update to the existing DCC program, such a

change so soon would likely not be supported by the Province. The next update of the DCC program will be in 2021 following the adoption of the 2040 OCP. It is proposed the Taxation Assist be reviewed at that time.

### ***Commercial, Industrial & Institutional Park Development Cost Charges***

As part of the Park Development Funding Program, implementing Park DCCs for commercial, industrial and institutional land uses was investigated. As Kelowna grows as a regional centre for retail, employment, and tourism, it has become apparent that the employment and tourist populations, put additional demand on the park system that is not captured by residential uses alone. For the purposes of this assessment, both park acquisition and park development DCCs were assessed.

Note, following the same reasoning as for the Taxation Assist above, the inclusion of Commercial, Industrial and Institutional DCCs for Parks Acquisition would be delayed until the next update of the DCC program in 2021.

### ***Shift from Acquisition to Development***

Council directed staff to pursue options to redirect funding from parks acquisition to development, but with no reduction in the overall rate of parkland acquisition. One tool to this end is the reallocation of the planned Linear Park Acquisition budget that is currently funded from taxation to park development.

The reallocation of funds within the Capital Plan would allow a significant 'kick start' for the DCC Parks Development Program. This may, for example, include the completion of Rutland Centennial Park and Dehart Park early in the program.

### ***Infrastructure Levy***

The long-term distribution of the newly introduced Infrastructure Levy has yet to be confirmed by Council. In the absence of this, a 27% minimum allocation for park development has been assumed for this study in order meet the matching Municipal contribution. The success of the Development DCC Program is integrally linked to this additional funding.

### ***Parks Revenues***

The final component identified by Council to review are revenues generated within the park system. These include net revenues from:

- Parking in park properties
- Park concessions
- Rental properties in undeveloped park properties
- Cell tower and similar leases within parks

These have been calculated to generate approximately \$500,000 per annum, after operating expenses are deducted (Attachment 4). The large majority of these are currently assigned to either a Parking Reserve or General Revenue. As previously identified by Council, redirecting these to parks development would share the financial impact of parks development with both development and taxation. Both Parks

Revenues and the Infrastructure Levy are key components in meeting the Municipal contribution obligations, and the successful implementation of the Development DCC Program.

A related, but distinct, use of parking revenues has also been identified for consideration by Council. Cook Road boat launch is currently incurring costs annually for dredging. The ramp is also damaged, and subject to the agreed long-term design solution, will require a major reconstruction. Other boat launches require similar maintenance. Parking fees at this location for truck and boat trailers are \$5/24 hours, which is very low in comparison with other boat parking locations in the City. For example, similar fees at Prospera Place near Water St boat launch are \$8/1 hour, \$45/12 hours and \$80/24 hours. The current rate of fees does little to generate revenue for the maintenance and ultimate replacement of the Cook Road boat ramp. Following the principle of 'user pays' for this City-wide park, staff are proposing an increase of fees specific to truck and boat/trailer parking for the summer season to \$5/ 1 hour, \$25/12 hours and \$40/24 hours, and off-season rates general parking rates in line with those currently used at Boyce-Gyro Beach Park. The revenue generated be held in a Reserve specifically for the future maintenance and construction of boat facilities across the City. This will be brought back to Council with more details of the anticipated costs associated with the boat launch facilities, anticipated revenue generation, and subsequent rate reviews and indexing in order to meet the future needs.

Additionally, it is also proposed that parking fees be introduced to Rotary Beach, following the same rates as Boyce–Gyro Beach. These changes would be in keeping with the 'user pay' approach, and ensure parking is not misused.

### ***Parks Funding Models***

Staff are recommending the full implementation of the funding tools as identified by Council and set out above. These include the implementation of Parks Acquisition DCCs for Commercial/Industrial/Institutional in the next major review of the DCC program, but do not include a reduction of the Taxation Assist which would be reviewed at that time. The changes proposed represent an increase of approximately 1% on the cost of the average single family residential home in Kelowna. Noting this is a large change to the DCC program, three alternate models have also been included to reduce the impact, stagger the implementation, or both:

#### **Model A**

- Full Implementation of the DCC Program, and other identified funding tools.

#### **Model B**

- Inclusion of 5% Parkland Dedication at Subdivision
- Exclusion of Neighbourhood Parks in the DCC Acquisition Program

#### **Model C**

- Staggered Implementation of the DCC Program over 3 years

#### **Model D**

- Inclusion of 5% Parkland Dedication at Subdivision
- Exclusion of Neighbourhood Parks in the DCC Acquisition Program
- Staggered Implementation of the DCC Program over 3 years

**Table 1. Summary of Models for Parks Funding**

|                                                         |                      | Current Parks DCC | Model A - Full implementation | Model B - With 5% parkland dedication | Model C - Staggered implementation              | Model D - Staggered plus 5% dedication         | 2040 OCP DCC update (2021) |
|---------------------------------------------------------|----------------------|-------------------|-------------------------------|---------------------------------------|-------------------------------------------------|------------------------------------------------|----------------------------|
| <b>Parkland Acquisition</b>                             |                      |                   |                               |                                       |                                                 |                                                |                            |
| Existing DCCs                                           | <i>Neighbourhood</i> | ✓                 | ✓                             | ✗                                     | ✓                                               | ✗                                              |                            |
|                                                         | <i>Community</i>     | ✓                 | ✓                             | ✓                                     | ✓                                               | ✓                                              |                            |
|                                                         | <i>Recreation</i>    | ✓                 | ✓                             | ✓                                     | ✓                                               | ✓                                              |                            |
|                                                         | <i>City-wide</i>     | ✓                 | ✓                             | ✓                                     | ✓                                               | ✓                                              |                            |
| New Linear Parkland Acquisition DCCs                    |                      |                   | ✓                             | ✓                                     | ✓                                               | ✓                                              |                            |
| New Commercial/Industrial Acquisition DCCs              |                      |                   | Yr 2 ✓                        | Yr 2 ✓                                | Yr 2 ✓                                          | Yr 2 ✓                                         | ✓                          |
| 5% Parkland dedication                                  |                      |                   | ✗                             | ✓                                     | ✗                                               | ✓                                              |                            |
| Reduce taxation assist to 1% + 3.4%                     |                      |                   |                               |                                       |                                                 |                                                | ✓                          |
| Total Acquisition DCCs (per residential unit)           |                      | \$7,142           | \$7,346                       | \$5,455                               | \$7,346                                         | \$5,455                                        | \$7,897                    |
| <b>Parkland Development</b>                             |                      |                   |                               |                                       |                                                 |                                                |                            |
| New DCCs                                                | <i>Neighbourhood</i> |                   | ✓                             | ✓                                     | Yr 1 ✓                                          | Yr 1 ✓                                         |                            |
|                                                         | <i>Community</i>     |                   | ✓                             | ✓                                     | Yr 1 ✓                                          | Yr 1 ✓                                         |                            |
|                                                         | <i>Recreation</i>    |                   | ✓                             | ✓                                     | Yr 2 ✓                                          | Yr 2 ✓                                         |                            |
|                                                         | <i>Linear</i>        |                   | ✓                             | ✓                                     | Yr 2 ✓                                          | Yr 2 ✓                                         |                            |
|                                                         | <i>City-wide</i>     |                   | ✓                             | ✓                                     | Yr 3 ✓                                          | Yr 3 ✓                                         |                            |
| New Commercial/Industrial Development DCCs              |                      |                   | ✓                             | ✓                                     | ✓                                               | ✓                                              |                            |
| Reduce taxation assist to 1% + 3.4%                     |                      |                   |                               |                                       |                                                 |                                                | ✓                          |
| Total Development DCCs (per residential unit)           |                      | \$0               | \$7,180                       | \$7,180                               | Yr 1 \$3,956<br>Yr 2 \$5,553<br>Yr 3 \$7,180    | Yr 1 \$3,956<br>Yr 2 \$5,553<br>Yr 3 \$7,180   | \$7,748                    |
| Total Existing and New Parks DCCs (per unit)            |                      | \$7,142           | \$14,526                      | \$12,635                              | Yr 1 \$11,384<br>Yr 2 \$12,899<br>Yr 3 \$14,526 | Yr 1 \$9,411<br>Yr 2 \$11,008<br>Yr 3 \$12,635 | \$15,645                   |
| <b>Matching Revenue Sources</b>                         |                      |                   |                               |                                       |                                                 |                                                |                            |
| <b>Parks Program</b>                                    |                      |                   |                               |                                       |                                                 |                                                |                            |
| Total Parks DCC Revenues (per annum)                    |                      | \$7,717,645       | \$15,697,153                  | \$13,653,739                          | \$15,697,153                                    | \$13,653,739                                   | \$16,905,595               |
| Ineligible Parks Costs (per annum)                      |                      | \$0               | \$3,296,189                   | \$3,296,189                           | \$3,296,189                                     | \$3,296,189                                    | \$3,296,189                |
| Taxation assist (per annum)                             |                      | \$993,015         | \$2,097,847                   | \$1,834,297                           | \$2,097,847                                     | \$1,834,297                                    | \$809,695                  |
| Sub-total - Matching Municipal Contribution (per annum) |                      | \$993,015         | \$5,394,036                   | \$5,130,486                           | \$5,394,036                                     | \$5,130,486                                    | \$4,105,884                |
| Total Parks Program (per annum)                         |                      | \$8,710,660       | \$21,091,189                  | \$18,784,225                          | \$21,091,189                                    | \$18,784,225                                   | \$21,011,480               |
| <b>Municipal Revenues</b>                               |                      |                   |                               |                                       |                                                 |                                                |                            |
| Taxation/Gas Tax (10-year capital plan) (per annum)     |                      | \$994,528         | \$3,550,173                   | \$3,550,173                           | \$3,550,173                                     | \$3,550,173                                    | \$3,550,173                |
| Infrastructure Levy (27%) (per annum)                   |                      | \$0               | \$1,404,000                   | \$1,404,000                           | \$1,404,000                                     | \$1,404,000                                    | \$1,404,000                |
| Parkland Revenues (per annum)                           |                      | \$0               | \$453,500                     | \$453,500                             | \$453,500                                       | \$453,500                                      | \$453,500                  |
| Municipal revenues surplus (or deficit) (per annum)     |                      | \$1,512           | \$13,637                      | \$277,187                             | \$13,637                                        | \$277,187                                      | \$1,301,789                |

### **Municipal Contribution**

For the new Parks DCC to be implemented, the City must demonstrate how the Municipal Contribution is to be funded. The Municipal Contribution is attained through a combined funding approach. This assumes the allocation of an estimated 27% of the Infrastructure Levy, and the Net Parkland Revenues at current

rates, and the taxation and gas tax funding identified for parks in the recent 10—Year Capital Plan presented to Council (June 10, 2019). Combined, these funds meet the Municipal Contribution for both the Taxation Assist as well as the ineligible costs.

In the future, as other funding sources such as park revenues have potential to increase, the reliance on the Infrastructure Levy could reduce and these funds could be attributed to other City projects.

### ***Maintenance Costs***

Staff notes that the funding strategy outlined does not address ongoing operating and maintenance costs for new parks. These costs would come forward through the regular annual budget process as the parks are developed.

### **Alternate Recommendation:**

THAT Council receives for information, the report from the Parks & Buildings Planning Manager dated June 17, 2019 with respect to the Parks Development Funding Program;

AND THAT Council directs staff to proceed with engaging with the public and key stakeholders on the Parks Development Funding Program Report, identifying Model C – Staggered Implementation, as the preferred model, and report back to Council with a proposed bylaw for the Parks DCC;

AND THAT Council directs staff to engage with the public and key stakeholders regarding the implementation of a 5% Parkland Dedication at Subdivision requirement, to be included along with the list of potential funding tools per Option 2 of the Parks Development Funding Strategy Report (June 11, 2018);

AND THAT Council directs staff to return to Council with a policy to assign revenues generated within the parks system to the General Parks Development Reserve;

AND FURTHER THAT Council directs staff to return to Council with an increase in parking fees at the Cook Road Boat Launch and Rotary Beach as set out in this report.

### **Internal Circulation:**

Joe Creron, Deputy City Manager  
Genelle Davidson, Divisional Director, Financial Services  
Alan Newcombe, Divisional Director, Infrastructure  
Jim Gabriel, Divisional Director, Active Living & Culture  
Carla Weaden, Divisional Director, Corporate Strategic Services  
Derek Edstrom, Divisional Director, Partnerships & Investments

### **Existing Policy:**

Imagine Kelowna called to create great public spaces, grow vibrant urban centres, preserve Okanagan Lake as a shared resource, and build healthy neighbourhoods for all.

Council Priorities 2019-2022 identified measures to transform this vision into action. Specifically, relevant to this report:

- Vibrant neighbourhoods, by creating animated parks and public spaces
- Vibrant neighbourhoods, through developing accessible and multi-purpose amenities.
- Economic resiliency, through the reduction of the infrastructure deficit.

The accompanying Corporate Priorities also identify:

- Financial management, through the increase of non-tax revenues.

**Personnel Implications:**

With increased park development, there would be an increasing demand on staff time for public consultation, planning and delivery, and hence additional resources will be needed and funded through the Capital program. A future budget request will be brought to Council for these staff resources.

**External Agency/Public Comments:**

Initial comments were received from the Urban Design Institute (UDI) in Oct 2018 (Attachment 5). These comments have been considered and included in the preparation of this report, and each item will be addressed at the forthcoming UDI meeting on June 25, 2019.

**Considerations not applicable to this report:**

Legal/Statutory Authority

Legal/Statutory Procedural Requirements

Financial/Budgetary Considerations

Communications Comments

**Submitted by:** R Parlane, Parks & Buildings Planning Manager

**Approved for inclusion:** D. Edstrom, Divisional Director, Partnerships & Investments

Attachments: Attachment 1: Parks Development Report, May 2017  
Attachment 2: Parks Development Funding Strategy, June 2018  
Attachment 3: Parks Development Funding Program, June 2019  
Attachment 4: Parks Revenues  
Attachment 5: UDI letter (Oct 4, 2018)

cc: Joe Creron, Deputy City Manager  
Genelle Davidson, Divisional Director Financial Services  
Alan Newcombe, Divisional Director Infrastructure  
Jim Gabriel, Divisional Director Active Living & Culture  
Carla Weaden, Divisional Director, Corporate Strategic Services  
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Blair Stewart, Parks Services Manager  
George King, Financial Planning Manager  
Melanie Antunes, Budget Supervisor  
Joel Shaw, Infrastructure Engineering Manager  
Chris Gregson, Financial Analyst  
Karla Norman, Financial Analyst  
Brian Beach, Infrastructure Delivery Dept Manager  
Andrew Gibbs, Senior Project Manager

Doug Nicholas, Sport & Event Services Manager  
Kari O'Rourke, Community Communications Manager  
Robert Fine, Director, Business and Entrepreneurial Development  
Sandra Kochan, Partnership Manager  
Johannes Saufferer, Real Estate Department Manager  
Mike Olson, Property Management Manager  
Dave Duncan, Parking Services Manager