



# Memorandum

**Date:** November 15, 2024  
**To:** Finance and Planning Committee  
**From:** Josh Currie, Assistant Director of Operations  
**Prepared by:** Rob Drew, Director of Operations  
**Action Item:** **Proposed Site for Surplus Portables and School Buses**

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## 1.0 ISSUE STATEMENT

School District No. 23 (Central Okanagan) (the "District") has faced significant challenges in accommodating the rapidly growing student enrolment over the past decade, which has necessitated facility renovations, the installation of new portables, and expansion of the school bus fleet. Following increased capital investment over the past six years, the District is experiencing a surplus of portables and a growing school bus fleet that will require additional storage space. District staff has reviewed various site locations to accommodate the future needs of the District.

## 2.0 RELEVANT BOARD MOTION/DIRECTION

None.

## 3.0 BACKGROUND

The increase in student enrolment has led to the installation of new or relocation of existing portables across several schools within the District. Recently the Ministry of Education and Child Care (the "Ministry") has approved new schools at Canyon Falls Middle School, École H.S. Grenda Middle School and George Pringle Secondary School, as well as expansions at North Glenmore Elementary School, École Dr. Knox Middle School, Chief Tomat Elementary School, École Hudson Road Elementary School, and Webber Road Elementary School. District staff anticipate that up to thirty-eight (38) portables may be surplus in the coming years as capital projects under construction open to support students. This surplus of portables will allow the District to redistribute them to schools across the District facing capacity pressures, thereby optimizing District resources, and ensuring adequate space for all students.

To support increased bus ridership, additional school bus routes have been added across the District. The District has requested and received ten (10) new school buses since 2021, and has requested an additional five (5) school buses in the most recent Capital Plan request. This school bus fleet expansion is crucial in ensuring efficient transportation for students.

As the school bus fleet continues to expand, the District is facing challenges with storage space at the current Dease Road Operations site in Kelowna, BC. To address this growth, the District has already created dedicated parking spaces adjacent to École George Elliot Secondary School for Lake

Country buses and space at École Hudson Road Elementary to support West Kelowna buses. In addition to these dedicated parking spaces, Operations requires additional space to effectively accommodate the growing school bus fleet.

Staff have evaluated three potential locations to accommodate surplus portables and provide additional school bus storage. Key criteria for each considered location was access to power, ability to secure stored assets, proximity to Dease Road Operations, and convenient access from the roadway. The three (3) options for consideration are:

- Quigley Elementary School,
- Hall/Johnson Road Site (empty site),
- Crawford Site (empty site).

Site locations are shown in *Appendix A*. Each location could be developed to offer secure facilities suitable for the needs of the District.

**Option 1: Quigley Elementary School** - This site is a large 4.78 ha site. The Ministry's design standards identify a site size for a 490-capacity elementary school should be between 2.5 – 2.7 ha. This location provides sufficient space to accommodate school buses and portable storage in a secure location off Graham Road, separate from the elementary school activities. The proximity to the Operations yard (2.6 km) allows easy access for bus drivers, fleet mechanics and trade staff to manage and maintain these assets. This site is also fully serviced with immediate access to power, and security measures supporting a timely transition in the spring of 2025, and would be the most cost efficient with an estimated cost of \$100,000.

**Option 2: Hall/Johnson Road Site** – This site is located 9 km from the Operations yard with a 20–30 minute travel time. This site includes an established sports field maintained by the City of Kelowna. Large vehicle access through the neighborhood to the site will pose challenges due to narrow winding rural roads. This site is lacking onsite power, and the required security measures to secure District assets. These challenges would need to be overcome for this site to meet current needs.

**Option 3: Crawford Site** – This site is the furthest from the Operations yard at 12.8 km (25–40 minute travel time). This location is within an established neighborhood and developing this site would be contentious. The site is accessible to the public by a land use agreement, and features established walking trails. This property offers the largest available space for placing portables and buses; however, different layouts would need to be considered to minimize impact on the neighborhood. This site would also have the greatest cost of development (approximately \$1M) as there is no current road infrastructure, electrical service, or security measures to safeguard the District's assets.

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

- Key criteria for evaluation include availability of power, security measures, the ability to utilize the space quickly, along with convenient access for Operations staff.
- Due to the increased student population, the District has purchased new portables and with approved capital projects, the District will need to have a staging location to place surplus portables.
- Due to increased student enrolment and additional school bus routes, the need for expansion of the school bus fleet requires an additional location to accommodate the new school buses.
- The current storage space at the Dease Road Operations site in Kelowna, BC is insufficient.

#### **5.0 DIRECTOR'S COMMENTS**

While the approval of capital projects has reduced the District's immediate need for portables, the forecasted future growth will require the reprofiling of existing portables to other school locations. Having a staging area to temporarily store portables will allow the District to revert school grounds to their intended purpose while ensuring spaces are available to support future growth needs.

The ongoing expansion of the District's school bus fleet has created an urgent need to provide additional parking. District staff have investigated options to address the increasing space needs of the transportation fleet and have concluded that an additional bus compound is required. The creation of a bus compound will allow for continued growth of the bus fleet while maintaining proximity to required service mechanics. This new infrastructure will allow the District to grow the transportation fleet as student enrolment increases and continue to provide safe transportation for the student population.

Based on the information above, District staff recommend the use of the Quigley Elementary School to support the surplus of portables and a growing school bus fleet.

#### **6.0 OPTIONS FOR ACTION**

- a) Recommend that the Board of Education approve the Quigley Elementary School Site.
- b) Recommend that the Board of Education approve a different option.
- c) Direct staff to provide more information.

#### **7.0 STAFF RECOMMENDATION**

**THAT: The Finance and Planning Committee recommends to the Board:**

**THAT: The Board of Education approve the Quigley Elementary School Site option for portable storage and additional school bus parking as presented at the November 20, 2024, Finance and Planning Committee Meeting.**

#### **8.0 APPENDIX**

A – Options for Consideration




**Options for Portable Storage and School Bus Parking**



### Option 2: Hall / Johnson Road Site



#### Legend

-  School Bus
-  Portable
-  Fence

