

ADMINISTRATIVE MEMORANDUM

Meeting Place:

Education Services Centre
2121 Lonsdale Avenue
Mountain View Room – Fifth Floor
North Vancouver, British Columbia

Format and Date:

PUBLIC BOARD MEETING
Tuesday, February 16, 2016 at
7:00 pm

			Estimated Completion Time
A.	Call to Order		
A.1.	Chair Sacré's opening remarks	(no schedule)	7:00 pm
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	(no schedule)	7:00 pm
A.3.	Public Comment Period		7:10 pm
A.4.	Approval of Minutes (that the minutes of the Public Meeting of January 19, 2016 be approved as circulated)	(no schedule)	7:15 pm
B.	Action Items		
B.1.	School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for Fiscal Year 2015/16		7:35 pm
B.2.	Legislated Amendments to the School Act – General School Election Proposed Revised Policy 104: Board of Education		7:40 pm
B.3.	Legislated Amendments to the School Act – School Planning Councils Proposed Revised Policy 403: Parent Advisory Councils Proposed Revised Policy 608: Video Surveillance Proposed Revised Policy 706: School Fees		7:45 pm
B.4.	Proposed Motion from Trustee Higgins – Donations for Capital Projects		7:55 pm
C.	Information and Proposals		
C.1.	Strategic Energy Management Plan – Presentation		8:10 pm
C.2.	School District Facilities Plan (SDFP) – Staff Comments		8:25 pm

Please note that this meeting may be video and/or audio recorded as per the motion passed on December 9, 2014 and with Board Chair authorization.



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7:00 pm

		Estimated Completion Time
	(continued)	
C.3.	Compensation Increase for Principals & Vice Principals	8:30 pm
C.4.	Land, Learning and Livability Community Engagement - Update	8:35 pm
C.5.	Tuesday, February 2, 2016 Standing Committee Meeting	8:40 pm
C.6.	Tuesday, February 9, 2016 Standing Committee Meeting	8:45 pm
C.7.	Out of Country Field Trips - Secondary	8:50 pm
C.8.	Superintendent's Report	8:55 pm
C.9.	Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)	9:00 pm
C.10.	Trustees' Reports	9:10 pm
D.	Future Meetings	9:10 pm
E.	Public Question & Comment Period	9:30 pm
F.	Adjournment	(no schedule) 9:30 pm

Georgia Allison
Secretary Treasurer

Note: The completion times on this agenda are estimates intended to assist the Board in its pacing.

Schedule A.3.....
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the
Memorandum): **Public Comment Period**

Narration:

In accordance with Board Policy 104: Board of Education – Meetings (May 26, 2015 revision), the Board provides a ten (10) minute public comment period as the first item of business after the adoption of the agenda. Speakers will be allocated a maximum of two (2) minutes each. The ten-minute comment period is intended to be restricted to items on the evening’s Board Agenda and the Board will not respond to comments made during comment period. Members of the public wishing to discuss their concerns with Trustees should contact them after the meeting, by telephone or e-mail.

Speakers are requested to place their name on a signup sheet in order to speak during the Public Comment Period. The signup sheet will be available in the Board Room from 6:50 – 7:00 pm prior to the meeting’s commencement. The Chair will invite those wishing to speak in the order that their name appears on the signup sheet.

When appearing before the Board, speakers are requested to state their name and address for the record.

During the Public Comment Period, as well as the Public Question and Comment Period at the end of the meeting, speakers may not speak disrespectfully of any Board Member, staff member, or any other person and must not use offensive words or gestures.

Speakers may speak only once at the Public Comment Period.

School District No. 44 (North Vancouver)

Minutes of the Public Meeting of the Board of Education, School District No. 44 (North Vancouver) held in the Mountain View Room of the Education Services Centre at 2121 Lonsdale Avenue in North Vancouver, British Columbia, on Tuesday, January 19, 2016.

PRESENT:	C. Sacré, Chair F. Stratton, Vice Chair C. Gerlach (by teleconference) B. Forward J. Stanley
ABSENT:	M. Higgins S. Skinner

A. Call to Order

Chair Sacré called the meeting to order at 7:00 pm and welcomed those in attendance. The traditional territorial lands of the Squamish Nation and Tsleil Waututh Nation were acknowledged by the Chair.

A.2. Motion to Approve Trustee Participation by Teleconference

Chair Sacré advised that Trustee Cyndi Gerlach was unable to attend the meeting but wished to participate by telephone.

Moved by F. Stratton

WHEREAS Section 67 of the *School Act* permits Trustees to participate in or attend a meeting of the Board by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to communicate with each other;

the Board hereby approves the participation by Trustee Gerlach in the January 19, 2016 Public Meeting by telephone.

Seconded by B. Forward

Carried

A.3. Approval of Agenda

Moved by F. Stratton

that the agenda, as recommended in the Administrative Memorandum, be adopted.

Seconded by B. Forward

Carried

A.4. Public Comment Period

The ten minute comment period is intended to be restricted to items on the evening's Board Agenda. The Chair requested that those wishing to speak should sign on the Public Comment Sign-Up Sheet.

Caroline Ramsay and Katy MacLellan, Co-Chairs of the Handsworth Parent Advisory Council, both residents of North Vancouver, spoke regarding Item B.5. expressing their support for a full replacement of Handsworth Secondary School.

Carolyn Pena, President of the North Vancouver Teachers' Association, spoke regarding Item B.1. asking for the opportunity for Partner Groups to present their budget priorities at a Standing Committee Meeting.

Nicole Cook, resident of North Vancouver, spoke regarding Item B.6. expressing her concern for the lack of childcare spaces in North Vancouver.

A.5. Approval of Minutes

Moved by J. Stanley

that the minutes of the public meeting of December 8, 2015 be approved as circulated.

Seconded by B. Forward

Carried

A.6. North Shore Safe Routes Advocates

Superintendent of Schools John Lewis introduced the North Shore Safe Routes Advocates (SRA) Community Outreach Coordinator Carol Sartor to the Board.

Ms. Sartor shared information on the SRA and Hub for Active School Travel BC (HASTe BC) specifically why there is a need to promote active school travel and a sense of community. Ms. Sartor highlighted how these groups are working together to provide education and awareness.

On behalf of the Board, the Chair thanked Ms. Sartor for the involvement and leadership of the North Shore Safe Routes Advocates.

B.1. 2016/17 Budget Development Consultation Process

Georgia Allison, Secretary Treasurer, introduced this item by reporting that the Board is in a stable financial position at this time and foresees that the 2016/17 Operating Budget will be a budget with no anticipated need for reductions.

The Secretary Treasurer noted that at this time every year, a budget consultation framework is developed in preparation of the Annual Budget. The proposed process involves the Board inviting its five Partner Groups: North Vancouver Parent Advisory Council (NVPAC); District Student Leadership Council (DSLCC); North Vancouver Teachers' Association (NVTAA); Canadian Union of Public Employees (CUPE Local 389); and North Vancouver Administrators' Association (NoVA); and the public to attend budget information and discussion sessions that will provide opportunities for their input.

As required by Section 11 of the *School Act*, the Board's 2016/17 Budget Bylaw must be developed and adopted on or before June 30th of the current fiscal year. The following process and timelines were proposed for the 2016/17 Budget Development Process:

1. February 9, 2016 – Public Standing Committee Meeting
 - Staff presentation and discussion of issues and opportunities
2. March 29, 2016 – Public Standing Committee Meeting
 - Staff presentation and discussion of issues and opportunities
 - Partner Group presentations and/or written submissions regarding Budget Priorities
 - Large group discussion of budget priorities
3. April 4, 2016 – Written submissions by Partner Groups to be received
 - Partner Groups will be provided an opportunity to make written submissions that identify their top three priorities
4. April 19, 2016 – Public Board Meeting
 - Executive Summary presentation of suggested priorities, adjustments and improvements, proposed by the Board's Partner Groups and the public, for consideration and inclusion by the Board in the 2016/17 Annual Budget

B.1. 2016/17 Budget Development Consultation Process (continued)

5. May 17, 2016 – Public Board Meeting
 - 2016/17 Annual Budget Bylaw presented for approval and adoption by the Board

Responding to Trustees' questions, Secretary Treasurer Allison confirmed that an opportunity could be made available for Partner Groups to present their budget priorities at the March 29, 2016 Standing Committee Meeting and that public input through web comments would be accepted. Trustees expressed their desire to incorporate both Partner Group presentations and website input into the process.

Moved by B. Forward

that the Board of Education approve the proposed process and timelines identified within Board Schedule B.1. as amended for the development of the 2016/17 Budget.

Seconded by J. Stanley

Carried

B.2. Corporate Banking Services

Secretary Treasurer Allison introduced the following routine bylaw and resolutions as a consequence of a new Chair and Vice Chair assigned signing authority.

(A) Bank of Montreal – Banking Bylaw 1-2016

Moved by B. Forward

that Banking Bylaw Number 1-2016 be read a first time;

Seconded by F. Stratton

Carried

Moved by J. Stanley

that Banking Bylaw Number 1-2016 be read a second time;

Seconded by B. Forward

Carried

The Board unanimously agreed to proceed to a third reading of the bylaw.

Moved by F. Stratton

that Banking Bylaw Number 1-2016 be read a third time, passed, and adopted.

Seconded by B. Forward

Carried

(B) Toronto-Dominion – Resolution re: Bankers and Signing Officers

Moved by J. Stanley

that the Toronto-Dominion Bank Resolution re: Bankers and Signing Officers as per Schedule B.3.(B). be approved.

Seconded by F. Stratton

Carried

(C) Blue Shore Financial – Resolution re: Bankers and Signing Officers

Moved by B. Forward

that the Blue Shore Financial Bank Resolution re: Bankers and Signing Officers as per Schedule B.3.(C). be approved.

Seconded by J. Stanley

Carried

B.3. Board Committee and Trustee Representational Assignments (2016)

Chair Sacré introduced this item and advised that, in accordance with [Policy 102: Board of Education – Committees and Representation](#), Trustees had met to discuss their preferences for committee appointments in the 2016 calendar year.

Moved by J. Stanley

that the Board approve the Chair's appointments of Trustees as attached to this Administrative Memorandum of January 19, 2016, and make the appointments effective January 20, 2016.

Seconded by B. Forward

Carried

B.4. Election to BC School Trustees Association (BCSTA) Provincial Council and to BC Public School Employers' Association (BCPSEA)

Chair Sacré reported that the British Columbia School Trustees Association (BCSTA) requires the Board to elect annually, two Trustees to the British Columbia School Trustees Association (BCSTA) Provincial Council. One Trustee is to serve as the Board's representative and one Trustee is required to serve as an alternate.

The Chair called for nominations for the position of the Board's representative to the BCSTA Provincial Council for 2016. Trustee Stratton nominated Trustee Gerlach. There being no other nominations on two successive calls, Trustee Cyndi Gerlach was declared the Board's representative to the BCSTA Provincial Council.

The Chair called for nominations for the alternate representative to the BCSTA Provincial Council for 2016. Trustee Forward nominated Trustee Stanley. There being no other nominations on two successive calls, Trustee Jessica Stanley was declared the Board's alternate representative to the BCSTA Provincial Council.

The Chair thanked both Trustee Gerlach and Trustee Stanley for accepting their nominations.

As noted in the Administrative Memorandum, Trustees indicated that the Trustee Representative to the BC Public School Employers' Association (BCPSEA) be elected rather than appointed, as well as the election of an alternate. The Chair called for nominations for the position of Trustee Representative to the BC Public School Employers' Association for 2016. Trustee Stratton nominated Trustee Gerlach. There being no other nominations on two successive calls, Trustee Gerlach was declared the Board's representative to BCPSEA.

B.5. Handsworth Secondary Capital Project: Preferred Option

John Lewis, Superintendent of Schools, shared that a seismic upgrade capital project was approved for Handsworth Secondary School in 2013 through the Ministry's Seismic Mitigation Program. Superintendent Lewis provided a background of the Ministry's Seismic Mitigation Program, stating that since the program started in 2004, there has been substantial progress. Through tables and maps, Superintendent Lewis provided context on the seismic program, highlighting competed projects in the Metro Vancouver area.

The replacement of Handsworth Secondary School due to seismic condition was identified in the Board of Education's 2008/09 Five-Year Capital Plan. In 2011, a Project Identification Report (PIR) was completed and submitted to the Ministry of Education, providing a description of the condition of the school and examining a range of options from a seismic upgrade of the facility to a full replacement project. The Ministry of Education requires the Board to confirm its intent to proceed with the Handsworth project as a Full Replacement Project or as a Seismic Upgrade Project.

B.5. Handsworth Secondary Capital Project: Preferred Option (continued)

Responding to Trustees' questions, Superintendent Lewis clarified the cost escalation of the project; the cost of portables; and, discussed the life span of buildings with a seismic upgrade versus a complete rebuild.

Moved by B. Forward

that the Board of Education indicate its intention to advance the preferred option for the Handsworth Capital Project as a Full Replacement School Project at a capacity of 1300 students, rather than as a Seismic Upgrade Project, and;

that the Board of Education request a meeting with the Ministry of Education, at the earliest opportunity, to explore all opportunities to fund the Full Replacement School Project, including full funding provided by the Ministry of Education.

Seconded by F. Stratton

Carried Unanimously

B.6. Childcare Major Capital Funding Program

In introducing this agenda item, Superintendent John Lewis stated that the availability of high quality, affordable childcare has been a longstanding challenge and concern for many families across the North Shore.

The North Vancouver School District (NVSD) works in close collaboration with community partners to help address child care needs through: the retention and dedication of facilities for child care; the provision of space within schools, when available; the development of early learning programs; and the introduction and expansion of Ministry of Education initiatives. There continues to be challenges due to the availability of spaces within schools as the enrolment has been increasing at the elementary level. Spaces for the School District's Early Learning Foundations and supporting Ministry initiatives such as Strong Start BC, full day kindergarten and neighbourhood learning centres also challenges the availability of spaces for child care.

Superintendent Lewis shared that the School District has an opportunity to apply to the Ministry of Children and Family Development for funds from Child Care Major Capital Funding Program. These funds would be allocated to move the modular building presently residing at Cloverley Elementary School to Ridgeway Elementary School for child care and student learning spaces. Superintendent Lewis noted that the City of North Vancouver passed a resolution at the January 18, 2016 Council Meeting to support the NVSD's application to the Province.

Moved by J. Stanley

that the Board of Education approve the preparation and submission of an application for a Child Care Major Capital Funding Program in accordance with the requirements of the Ministry of Children and Family Development, requesting funding to the maximum amount of \$500,000 to support the creation of new licensed childcare spaces in North Vancouver.

Seconded by F. Stratton

Carried

B.7. Supporting Student Learning: Summer School Program

Superintendent John Lewis invited to the table, Mark Pearmain, Assistant Superintendent, and Pamela Craven, Vice Principal at Carson Graham Secondary and member of the Supporting Student Learning Working Group. Assistant Superintendent Pearmain and Ms. Craven presented the group's report and recommendations to expand the Supporting Student Learning: Summer School Program in the summer of 2016.

Continuing to build on the platform from summer 2015, Ms. Craven shared that there will be three cohorts; Group 1 – Grade 4 (entering Grade 5); Group 2 – Grade 5 (students who participated in the Grade 4 summer pilot program); and, Group 3 – Grade 6/7 (entering Grade 7 or 8). Students participating will be selected upon recommendations from School Based Resource Teams in consultation with the Supporting Student Learning Working Group. Assistant Superintendent

B.7. Supporting Student Learning: Summer School Program (continued)

Pearmain and Ms. Craven responded to Trustees' questions, clarifying the amount of funds needed to proceed, the timelines associated, and expressed assurances that the cohorts would be supported throughout the Program.

Chair Sacré thanked Assistant Superintendent Pearmain and Ms. Craven for their presentation and for the work that is being done by the Supporting Student Learning Working Group.

Moved by B. Forward

that the Board approve the *Supporting Student Learning: Summer School Program* for the summer of 2016, as outlined in the *Supporting Student Learning: Summer School Program Executive Summary* attached to the Administrative Memorandum of January 19, 2016.

Seconded by F. Stratton

Carried

C.1. 2016/17 School Calendar Adjustment: Non-Instructional Day for Curriculum Support

Superintendent Lewis introduced this agenda item and invited Assistant Superintendent Mark Pearmain to the table. Assistant Superintendent Pearmain provided the Board with an update on the selection of November 14, 2016 as the added non-instructional day in 2016/17 and reviewed the timelines for finalization of School Calendars for both 2016/17 and 2017/18.

Concluding his update, Assistant Superintendent Pearmain advised that he would be presenting calendars for Board approval at the March 8, 2016 Public Board Meeting.

C.2. Land, Learning & Livability Community Engagement – Update

John Lewis, Superintendent of Schools, introduced this agenda item and provided a brief update on the Argyle replacement project, the Braemar parcel and consultations that have occurred with Municipalities and the Ministry of Education. The Ministry's requirement for the Board to have the finances in place to address the cost difference between the seismic upgrade and the full replacement project for Argyle has now been achieved. The Braemar parcel did not get approval at the District of North Vancouver's Regular Council Meeting. Superintendent Lewis shared that the School District is maintaining close communication with the Ministry of Education regarding the advancement of projects.

C.3. Thursday, January 14, 2016 Standing Committee Meeting

Trustee Stanley reported on the Grade 7/8 Transition and Enhanced Programs Information Evening, which took place at Sutherland Secondary School and was very informative and well attended. The information meeting focused on student transition from Grades 7 to 8 and the enhanced programs available in North Vancouver School District. Enhanced program staff and students from the programs manned information booths to allow students and parents the opportunity to meet and discuss the various programs. Trustee Stanley thanked all the presenters and administrators who attended to help inform the public as to what is offered in the District's public schools.

C.4. Out of Country Field Trips – Secondary

Provided for their information, Trustees received in their agenda packages an overview of out of country field trips that are being planned for secondary students as follows:

- Argyle Secondary School – field trip to the Netherlands, Europe (March 11-20, 2016)
- Carson Graham Secondary School – field trip to Beijing, China (March 14-20, 2016)
- Windsor Secondary School – field trip to Obu, Japan (April 15-24, 2016)
- Handsworth Secondary School – field trip to Oregon, USA (April 15-18, 2016)
- Argyle Secondary School – field trip to Las Vegas, Nevada, USA (April 17-20, 2016)

C.5. Superintendent’s Report

Superintendent Lewis noted that the following items are included in the Superintendent’s Blog (<http://blog44.ca/superintendent>):

- Blueridge Choir Performs for School District Staff
- North Vancouver – the Home of Champions
- Honourable Minister Jody Wilson-Raybould
- PJs With a Purpose
- Happy Holidays, Merry Christmas and Happy New Year!
- Eastview Students and Staff Show their Appreciation
- New Year’s Greetings from the Chair and the Superintendent
- Windsor’s Future Entrepreneurs

C.6. Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers’ Association (BCPSEA)

Trustee Gerlach shared that the BCPSEA AGM was taking place on January 29, 2016.

C.7. Trustees’ Reports

Trustees submitted their reports on their activities on behalf of the Board as follows:

1. Meetings attended by Trustees included:
 - Public Board Meeting
 - Standing Committee Meeting - Grade 7/8 Transition and Enhanced Programs Information Evening
 - Trustee Seminar
 - BCSTA Finance Committee Meeting
 - BCSTA Aboriginal Education Committee
 - District of North Vancouver Council Meeting
 - North Shore Table Matters Meeting

2. Events attended by Trustees included:
 - Christmas Concerts at various schools
 - Westview Elementary School Walkabout
 - Queen Mary Elementary School Walkabout

D. Future Meetings

Date and Time	Event	Location
Tuesday, February 2, 2016 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, February 9, 2016 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, February 16, 2016 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, March 8, 2016 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

E. Public Question & Comment Period

The Chair called for questions and/or comments from the public noting that in accordance with Board policy, questions relating to personnel, negotiations or litigation must not be dealt with in a public session.

Karen Nordquist, resident of North Vancouver, addressed the Board of Education surrounding a personnel matter. In accordance with Board policy, questions relating to personnel, negotiations or litigation must not be dealt with in a public session. Superintendent John Lewis respectfully expressed that this was not the appropriate forum for Ms. Nordquist.

Nicole Cook, resident of North Vancouver, asked for clarification regarding the timelines for the relocation of the modular building from Cloverley Elementary to Ridgeway Elementary and what the next options are for child care on the North Shore. Superintendent Lewis confirmed timelines for Ms. Cook and shared the School District’s short term plans to address the current challenges.

F. Adjournment

The established agenda being completed, the Chair adjourned the meeting at 9:48 pm and thanked those who attended.

Certified Correct:

Georgia Allison
Secretary Treasurer

Christie Sacré
Chair, Board of Education

Date

Date

Schedule B.1.....
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for Fiscal Year 2015/16**

Narration:

This evening, the Board is being asked to adopt an Amended Annual Budget Bylaw for Fiscal Year 2015/16. Section 113 of the *School Act* provides the authority for a Board to amend its annual budget bylaw. The Amended Budget is the final budget for the 2015/16 fiscal year and includes numerous budget variations that have taken place since the adoption of the 2015/16 Preliminary Budget on May 26, 2015.

In the Amended Budget, the Board has increased its revenue budget by \$8,767,472 since the adoption of the Preliminary Budget in May 2015. The increase is primarily due to the recognition of the accounting gain on the sale of Ridgeway Annex, increased International tuition fees and rental income. The Operating Grant increased by \$2,715,161 due to increased student enrolment. \$1,239,981 of the operating surplus is used to balance the budget.

Total expenditures also increased by \$1,533,500. This is largely attributed to increases in administrator salaries, refinement in estimates for benefit costs and initiatives related to staff training and in-service through the use of 2014/15 surplus.

Supporting Schedules 2, 3, and 4 provide details of the Operating, Special Purpose, and Capital Funds, respectively.

The Total Budget Bylaw amount is \$169,540,328 and the overall budgeted surplus is \$3,529,853.

Attachment:

Amended Annual Budget School District No. 44 (North Vancouver) June 30, 2016
(includes Amended Annual Budget Bylaw for Fiscal Year 2015/16 on page 3 of the Amended Budget)

RECOMMENDED MOTION:

that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2015/16 be read a first time;

that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2015/16 be read a second time;

that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2015/16 be read a third time, passed and adopted.

Procedural Note:

(per section 68(4) of the *School Act*) the Board may not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting.



Amended Annual Budget

School District No. 44 (North Vancouver)

June 30, 2016

School District No. 44 (North Vancouver)

June 30, 2016

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2015/2016 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2015/2016.
3. The attached Statement 2 showing the estimated revenue and expense for the 2015/2016 fiscal year and the total budget bylaw amount of \$169,540,328 for the 2015/2016 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2015/2016.

READ A FIRST TIME THE 16th DAY OF FEBRUARY, 2016;

READ A SECOND TIME THE 16th DAY OF FEBRUARY, 2016;

READ A THIRD TIME, PASSED AND ADOPTED THE 16th DAY OF FEBRUARY, 2016;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 44 (North Vancouver) Amended Annual Budget Bylaw 2015/2016, adopted by the Board the 16th DAY OF FEBRUARY, 2016.

Secretary Treasurer

School District No. 44 (North Vancouver)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	15,392,938	15,142,000
Adult	18,125	15,000
Other	74,250	5,000
Total Ministry Operating Grant Funded FTE's	15,485,313	15,162,000
Revenues	\$	\$
Provincial Grants		
Ministry of Education	135,669,614	132,930,302
Other	10,000	10,000
Federal Grants	5,000	3,500
Tuition	9,019,500	8,088,000
Other Revenue	11,298,075	11,401,075
Rentals and Leases	1,951,754	1,811,754
Investment Income	430,000	432,000
Gain (Loss) on Disposal of Tangible Capital Assets	5,041,482	
Amortization of Deferred Capital Revenue	5,523,702	5,505,024
Total Revenue	168,949,127	160,181,655
Expenses		
Instruction	136,172,755	135,007,999
District Administration	5,070,724	4,973,771
Operations and Maintenance	25,007,580	24,739,141
Transportation and Housing	378,196	374,844
Debt Services	30,000	30,000
Total Expense	166,659,255	165,125,755
Net Revenue (Expense)	2,289,872	(4,944,100)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,239,981	1,908,637
Budgeted Surplus (Deficit), for the year	3,529,853	(3,035,463)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	3,529,853	(3,035,463)
Budgeted Surplus (Deficit), for the year	3,529,853	(3,035,463)

School District No. 44 (North Vancouver)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	146,267,570	144,746,314
Operating - Tangible Capital Assets Purchased	1,862,400	240,000
Special Purpose Funds - Total Expense	10,475,281	10,580,281
Special Purpose Funds - Tangible Capital Assets Purchased	1,018,673	1,018,673
Capital Fund - Total Expense	9,916,404	9,799,160
Total Budget Bylaw Amount	169,540,328	166,384,428

Approved by the Board

Signature of the Chairperson of the Board of Education _____ Date Signed _____

Signature of the Superintendent _____ Date Signed _____

Signature of the Secretary Treasurer _____ Date Signed _____

School District No. 44 (North Vancouver)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$
Surplus (Deficit) for the year	2,289,872	(4,944,100)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(2,881,073)	(1,258,673)
Total Acquisition of Tangible Capital Assets	(2,881,073)	(1,258,673)
Amortization of Tangible Capital Assets	9,916,404	9,799,160
Net carrying value of Tangible Capital Assets disposed of	1,766,019	1,766,019
Write-down carrying value of Tangible Capital Assets	(1,766,019)	(1,766,019)
Total Effect of change in Tangible Capital Assets	7,035,331	8,540,487
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	9,325,203	3,596,387

School District No. 44 (North Vancouver)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2016

	Operating Fund	Special Purpose Fund	Capital Fund	2016 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	8,502,533	-	101,663,086	110,165,619
Changes for the year				
Net Revenue (Expense) for the year	622,419	1,018,673	648,780	2,289,872
Interfund Transfers				
Tangible Capital Assets Purchased	(1,862,400)	(1,018,673)	2,881,073	-
Net Changes for the year	<u>(1,239,981)</u>	<u>-</u>	<u>3,529,853</u>	2,289,872
Budgeted Accumulated Surplus (Deficit), end of year	<u>7,262,552</u>	<u>-</u>	<u>105,192,939</u>	<u>112,455,491</u>

School District No. 44 (North Vancouver)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	130,675,660	127,936,348
Other	10,000	10,000
Federal Grants	5,000	3,500
Tuition	9,019,500	8,088,000
Other Revenue	4,798,075	4,798,075
Rentals and Leases	1,951,754	1,811,754
Investment Income	430,000	430,000
Total Revenue	146,889,989	143,077,677
Expenses		
Instruction	125,782,474	124,512,718
District Administration	4,985,724	4,888,771
Operations and Maintenance	15,091,176	14,939,981
Transportation and Housing	378,196	374,844
Debt Services	30,000	30,000
Total Expense	146,267,570	144,746,314
Net Revenue (Expense)	622,419	(1,668,637)
Budgeted Prior Year Surplus Appropriation	1,239,981	1,908,637
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,862,400)	(240,000)
Total Net Transfers	(1,862,400)	(240,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	127,576,621	124,861,460
Other Ministry of Education Grants		
Pay Equity	2,966,047	2,966,046
Scorer/Marker Training	18,842	18,842
Carbon Tax Refund	90,000	90,000
Circiculum Implementation	24,150	-
Total Provincial Grants - Ministry of Education	130,675,660	127,936,348
Provincial Grants - Other	10,000	10,000
Federal Grants	5,000	3,500
Tuition		
Summer School Fees	90,000	90,000
Offshore Tuition Fees	8,929,500	7,998,000
Total Tuition	9,019,500	8,088,000
Other Revenues		
Miscellaneous		
Cheakamus Centre	2,129,975	2,129,975
District Miscellaneous	277,000	277,000
Band & Strings	520,000	520,000
Recoveries and Donations	167,000	167,000
School Miscellaneous	348,500	348,500
Artists for Kids	390,700	390,700
Academy Fees	964,900	964,900
Total Other Revenue	4,798,075	4,798,075
Rentals and Leases	1,951,754	1,811,754
Investment Income	430,000	430,000
Total Operating Revenue	146,889,989	143,077,677

School District No. 44 (North Vancouver)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Source
Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$
Salaries		
Teachers	65,623,018	66,292,574
Principals and Vice Principals	8,780,901	8,470,220
Educational Assistants	12,049,086	12,038,519
Support Staff	11,185,648	11,181,758
Other Professionals	3,402,990	3,369,795
Substitutes	3,669,081	3,356,721
Total Salaries	104,710,724	104,709,587
Employee Benefits	27,549,608	26,224,989
Total Salaries and Benefits	132,260,332	130,934,576
Services and Supplies		
Services	7,132,038	6,981,038
Student Transportation	61,500	61,500
Professional Development and Travel	582,850	581,850
Rentals and Leases	46,500	46,500
Dues and Fees	59,100	59,100
Insurance	349,000	349,000
Interest	30,000	30,000
Supplies	3,535,750	3,492,250
Utilities	2,210,500	2,210,500
Total Services and Supplies	14,007,238	13,811,738
Total Operating Expense	146,267,570	144,746,314

School District No. 44 (North Vancouver)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2016

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	51,155,383	3,151,246	1,614,425	1,361,237		2,532,299	59,814,590
1.03 Career Programs	77,670		21,567	191,611		112,551	403,399
1.07 Library Services	1,739,808	43,905	194,731	149,046		60,000	2,187,490
1.08 Counselling	2,151,459					50,000	2,201,459
1.10 Special Education	6,640,785	362,212	9,604,639	489,321		580,175	17,677,132
1.30 English Language Learning	978,642					31,000	1,009,642
1.31 Aboriginal Education	461,360	109,761	386,771			12,077	969,969
1.41 School Administration		5,004,016		1,039,301		31,019	6,074,336
1.60 Summer School	226,384			41,000			267,384
1.62 Off Shore Students	2,182,527			87,211	230,381	43,000	2,543,119
1.64 Other				15,000	116,599	12,500	144,099
Total Function 1	65,614,018	8,671,140	11,822,133	3,373,727	346,980	3,464,621	93,292,619
4 District Administration							
4.11 Educational Administration					697,778		697,778
4.40 School District Governance					166,653		166,653
4.41 Business Administration		109,761		990,220	1,049,607	6,115	2,155,703
Total Function 4	-	109,761	-	990,220	1,914,038	6,115	3,020,134
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	9,000			50,096	687,826		746,922
5.50 Maintenance Operations				6,343,917	454,146	185,300	6,983,363
5.52 Maintenance of Grounds				408,440			408,440
5.56 Utilities							-
Total Function 5	9,000	-	-	6,802,453	1,141,972	185,300	8,138,725
7 Transportation and Housing							
7.70 Student Transportation			226,953	19,248		13,045	259,246
Total Function 7	-	-	226,953	19,248	-	13,045	259,246
9 Debt Services							
9.92 Interest on Bank Loans							-
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	65,623,018	8,780,901	12,049,086	11,185,648	3,402,990	3,669,081	104,710,724

School District No. 44 (North Vancouver)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2016

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	59,814,590	16,748,450	76,563,040	3,443,693	80,006,733	79,406,901
1.03 Career Programs	403,399	71,079	474,478	239,513	713,991	711,071
1.07 Library Services	2,187,490	571,390	2,758,880	11,000	2,769,880	2,761,643
1.08 Counselling	2,201,459	592,790	2,794,249	24,500	2,818,749	2,816,705
1.10 Special Education	17,677,132	4,241,165	21,918,297	279,050	22,197,347	21,963,628
1.30 English Language Learning	1,009,642	271,289	1,280,931	1,000	1,281,931	1,281,015
1.31 Aboriginal Education	969,969	241,578	1,211,547	37,800	1,249,347	1,236,903
1.41 School Administration	6,074,336	1,476,333	7,550,669	120,800	7,671,469	7,411,398
1.60 Summer School	267,384	70,649	338,033	13,000	351,033	347,275
1.62 Off Shore Students	2,543,119	669,406	3,212,525	966,300	4,178,825	4,079,958
1.64 Other	144,099	28,438	172,537	2,370,632	2,543,169	2,496,221
Total Function 1	93,292,619	24,982,567	118,275,186	7,507,288	125,782,474	124,512,718
4 District Administration						
4.11 Educational Administration	697,778	156,046	853,824	217,500	1,071,324	1,050,183
4.40 School District Governance	166,653	24,448	191,101	101,100	292,201	293,368
4.41 Business Administration	2,155,703	514,746	2,670,449	951,750	3,622,199	3,545,220
Total Function 4	3,020,134	695,240	3,715,374	1,270,350	4,985,724	4,888,771
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	746,922	162,387	909,309	649,300	1,558,609	1,504,065
5.50 Maintenance Operations	6,983,363	1,559,097	8,542,460	1,926,800	10,469,260	10,378,021
5.52 Maintenance of Grounds	408,440	92,867	501,307	352,000	853,307	847,895
5.56 Utilities	-	-	-	2,210,000	2,210,000	2,210,000
Total Function 5	8,138,725	1,814,351	9,953,076	5,138,100	15,091,176	14,939,981
7 Transportation and Housing						
7.70 Student Transportation	259,246	57,450	316,696	61,500	378,196	374,844
Total Function 7	259,246	57,450	316,696	61,500	378,196	374,844
9 Debt Services						
9.92 Interest on Bank Loans	-	-	-	30,000	30,000	30,000
Total Function 9	-	-	-	30,000	30,000	30,000
Total Functions 1 - 9	104,710,724	27,549,608	132,260,332	14,007,238	146,267,570	144,746,314

School District No. 44 (North Vancouver)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	4,993,954	4,993,954
Other Revenue	6,500,000	6,603,000
Investment Income		2,000
Total Revenue	11,493,954	11,598,954
Expenses		
Instruction	10,390,281	10,495,281
District Administration	85,000	85,000
Total Expense	10,475,281	10,580,281
Net Revenue (Expense)	1,018,673	1,018,673
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,018,673)	(1,018,673)
Total Net Transfers	(1,018,673)	(1,018,673)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2016

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Service Delivery Transformation
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	10,130	2,903,134					97,213
Add: Restricted Grants									
Provincial Grants - Ministry of Education	679,583	2,620,747	28,960		224,000	61,250	268,464	1,070,820	30,000
Other				6,500,000					
	679,583	2,620,747	28,960	6,500,000	224,000	61,250	268,464	1,070,820	30,000
Less: Allocated to Revenue	679,583	2,620,747	39,090	6,500,000	224,000	61,250	268,464	1,070,820	30,000
Deferred Revenue, end of year	-	-	-	2,903,134	-	-	-	-	97,213
Revenues									
Provincial Grants - Ministry of Education	679,583	2,620,747	39,090		224,000	61,250	268,464	1,070,820	30,000
Other Revenue				6,500,000					
	679,583	2,620,747	39,090	6,500,000	224,000	61,250	268,464	1,070,820	30,000
Expenses									
Salaries									
Teachers		1,646,604					31,068	178,641	
Educational Assistants		441,519						404,959	
Support Staff					159,782			45,637	
Substitutes							10,000		
	-	2,088,123	-	-	159,782	-	41,068	629,237	-
Employee Benefits		532,624			36,334		10,408	150,859	
Services and Supplies				6,200,000	27,884	61,250	216,988	290,724	30,000
	-	2,620,747	-	6,200,000	224,000	61,250	268,464	1,070,820	30,000
Net Revenue (Expense) before Interfund Transfers	679,583	-	39,090	300,000	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(679,583)		(39,090)	(300,000)					
	(679,583)	-	(39,090)	(300,000)	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2016

	<u>TOTAL</u>
	\$
Deferred Revenue, beginning of year	3,010,477
Add: Restricted Grants	
Provincial Grants - Ministry of Education	4,983,824
Other	6,500,000
	<u>11,483,824</u>
Less: Allocated to Revenue	<u>11,493,954</u>
Deferred Revenue, end of year	<u>3,000,347</u>
Revenues	
Provincial Grants - Ministry of Education	4,993,954
Other Revenue	6,500,000
	<u>11,493,954</u>
Expenses	
Salaries	
Teachers	1,856,313
Educational Assistants	846,478
Support Staff	205,419
Substitutes	10,000
	<u>2,918,210</u>
Employee Benefits	730,225
Services and Supplies	6,826,846
	<u>10,475,281</u>
Net Revenue (Expense) before Interfund Transfers	<u>1,018,673</u>
Interfund Transfers	
Tangible Capital Assets Purchased	(1,018,673)
	<u>(1,018,673)</u>
Net Revenue (Expense)	<u>-</u>

School District No. 44 (North Vancouver)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2016

	2016 Amended Annual Budget			2016 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Gain (Loss) on Disposal of Tangible Capital Assets	5,041,482		5,041,482	
Amortization of Deferred Capital Revenue	5,523,702		5,523,702	5,505,024
Total Revenue	10,565,184	-	10,565,184	5,505,024
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	9,916,404		9,916,404	9,799,160
Total Expense	9,916,404	-	9,916,404	9,799,160
Net Revenue (Expense)	648,780	-	648,780	(4,294,136)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	2,881,073		2,881,073	1,258,673
Total Net Transfers	2,881,073	-	2,881,073	1,258,673
Other Adjustments to Fund Balances				
District Portion of Proceeds on Disposal	(2,537,960)	2,537,960	-	
Total Other Adjustments to Fund Balances	(2,537,960)	2,537,960	-	
Budgeted Surplus (Deficit), for the year	991,893	2,537,960	3,529,853	(3,035,463)

Schedule .B.2...
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **Legislated Amendments to the School Act – General School Election Proposed Revised Policy 104: Board of Education – Meetings**

Narration:

As a result of *Bill 21 – 2014 Local Elections Statutes Amendment Act, 2014*, the *School Act* was amended on January 1, 2016. The next general school election of trustees in British Columbia is moved forward from November 2018 to October 2018.

The amendments to the *School Act, Revised Statutes of British Columbia (R.S.B.C.), 1996*, include:

General school election

- 35** (1) Elections of all trustees, to be known collectively as a general school election, must be held in the year 2014 and in every 4th year after that.
(2) General voting day for the general school election must be on the 3rd Saturday of October in the year of the election.

General term of office

- 49** The term of office of a trustee elected at a general school election
(a) begins on the first Monday after November 1 following the election or when the person takes office in accordance with section 50 (3) [Oath of office], whichever is later, and
(b) ends immediately before the first Monday after November 1 in the year of the next general school election or when at least 3 trustees elected at or appointed following that election have taken office, whichever is later.

Policy 104: Board of Education – Meetings, “Inaugural Meeting”, currently states:

The inaugural meeting will be scheduled no earlier than the first Monday after December 1st in an election year.

The proposed revised statement is:

The inaugural meeting will be scheduled no earlier than the first Monday after November 1st in a general school election year.

Notice of the proposed amendment to *Policy 104: Board of Education – Meetings* was sent to the School District’s Policy Review Committee on January 18, 2016. The Policy Review Committee includes Trustees Megan Higgins and Franci Stratton, representatives from the secondary and elementary school administrators (NoVA), the North Vancouver Teachers’ Association (NVTA), the Canadian Union of Public Employees (CUPE Local 389), the North Vancouver Parent Advisory Council (NVPAC), and the District Student Leadership Council (DSLCL).

Schedule B.2. (continued)

Narration (continued):

John Lewis, Superintendent of Schools, will introduce *Proposed Revised Policy 104: Board of Education - Meetings*, as attached to this Administrative Memorandum of February 16, 2016.

Links:

[Policy 104: Board of Education – Meetings](#)

[Bill 21 – 2014: Local Elections Statutes Amendment Act, 2014](#)

[School Act, Revised Statutes of British Columbia \(R.S.B.C.\), 1996](#)

Attachment:

Proposed Revised Policy 104: Board of Education - Meetings

RECOMMENDED MOTION:

that the Board of Education approve *Proposed Revised Policy 104: Board of Education – Meetings*, as attached to this Administrative Memorandum of February 16, 2016.

104 Board of Education – Meetings

Revised: September 21, 2001

Revised: September 28, 2004

Revised: October 24, 2007 (References to Board of Trustees changed to Board of Education)

Revised: June 23, 2010

Revised: May 26, 2015

Proposed Revised: February 16, 2016

Policy

The *School Act* states that a Board must meet as often as is necessary to transact its business and must establish procedures governing the conduct of its meetings. A written copy of those procedures must be available to the public.

Regular and Special Meetings

The Board shall conduct regular or special meetings at which all formal and legal business of the Board will be conducted. Regular meetings, scheduled in advance by the Board, shall be held monthly during the school year, usually on the third or fourth Tuesday of the month. An additional special meeting may be held at any time with the consent of all Trustees present at a properly called meeting of the Board, or if all Trustees holding office waive notice. Meetings will be held in July and August at the call of the Chair of the Board for urgent business only.

On the written request of a majority of Trustees, the Chair or the Secretary Treasurer may call special meetings on dates other than those of regularly scheduled meetings. All Trustees must be provided written notice no less than 24-hours in advance of the special meeting. No business other than that for which the meeting was called shall be conducted at such a special meeting.

Individual Trustees or groups of Trustees may also meet at working sessions, seminars, discussions with members of the public or staff, or as committees. Such gatherings and meetings are not considered meetings of the Board, and no official action of the Board may be taken on such occasions.

Trustee Seminars will be scheduled each month during the school year. Seminars will be of an informal discussion session with the Superintendent of Schools and the Board Chair setting the dates and agenda in consultation with Trustees. No minutes will be taken.

In-Camera Meetings

Meetings of the Board are open to the public unless, in the opinion of the Board, the public interest so requires that persons other than Trustees should be excluded from a meeting. Such matters include those where privacy of employees, students, parents or others need to be respected or matters subject to negotiations (e.g., labour contracts, land sales) or litigation. The Secretary Treasurer or another employee designated by the Board must be present at the time that a decision of the Board is rendered and must record any decision. Minutes of such meetings shall be kept in the same manner as those of a regular meeting, but shall be approved or amended only in an in-camera session. Minutes of in-camera meetings shall be filed separately from those of regular meetings.

The Board will prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at in-camera meetings. The record will be open for inspection by members of the public by appointment with the Secretary Treasurer.

Inaugural Meeting

The inaugural meeting will be scheduled no earlier than the first Monday after November 1st in a general school election year. Immediately following the swearing-in of Trustees-elect, the Secretary Treasurer or the Secretary Treasurer's designate shall act as temporary Chair to call the meeting to order. After ascertaining that the credentials of those seated at the Board table are in order, the Secretary Treasurer shall call for nominations for the position of Chair of the Board for the ensuing year. If there is more than one (1) nomination, the election shall proceed by secret ballot. When the election has been concluded, the newly elected Chair of the Board shall preside at the inaugural meeting.

The Board shall then conduct such business as is pertinent and urgent, including election of the Vice-Chair of the Board. Provision will also be made for Trustees to indicate committee preferences to the Chair.

Refer to Board Policy 101: Board of Education – Role and Function for procedures surrounding the annual election of the Chair and Vice-Chair.

Audiovisual Recording of Regular and Special Meetings

Regular and special public meetings of the Board may be recorded with audiovisual equipment in accordance with the corresponding administrative procedures for Policy 104.

The Board shall adopt administrative procedures for conduct of its regular, special, and standing committee meetings and will review these on an annual basis.

Annual Review of Policy

The Board will review this Policy on an annual basis.

Schedule .B.3...
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **Legislated Amendments to the School Act – School Planning Councils**
Proposed Revised Policy 403: Parent Advisory Councils
Proposed Revised Policy 608: Video Surveillance
Proposed Revised Policy 706: School Fees

Narration:

Pursuant to the Legislative Assembly of the Province of British Columbia enacting *Bill 11 – 2015: Education Statutes Amendment Act, 2015*, all references to “school planning council(s)” were repealed and/or struck from the *School Act*.

Specifically, *Bill 11* made the following amendments and substitutions to the *School Act, Revised Statutes of British Columbia, 1996*:

Definitions and interpretations, Section 1 is amended

- by repealing the definitions of “achievement contract”, “district literacy plan”, “francophone literacy plan” and “school planning council”

Video surveillance cameras, Section 74.01 (1) and (2) is amended

- by striking out “school planning council” and substituting “parents’ advisory council”

Specialty academies, Section 82.1 is amended

- by repealing subsection (2) (a) and substituting the following:
“the board has consulted with the parents’ advisory council for the school where the board proposes to offer the specialty academy, and,” and
in subsection (6) (a) and (b) by striking out “school planning council” and substituting “parents’ advisory council”.

In accordance with the changes to the *School Act* on July 1, 2015, the following Board policies require amendment:

Policy 403: Parent Advisory Councils

Policy 608: Video Surveillance

Policy 706: School Fees.

Policy 403: Parent Advisory Council is the current policy title. In keeping with the *School Act*’s current “Definitions and interpretation”, the proposed revised policy name is *Policy 403: Parents’ Advisory Councils*.

Policy 403: Parent Advisory Councils, “Mandate”, currently states:

Through its elected officers the Council may advise the Board, the principal, and the staff of the school in any matter relating to the school, other than those matters assigned to the School Planning Council (SPC).

Schedule B.3. (continued)

Narration (continued):

The proposed revised statement is:

The Parents' Advisory Council (PAC), through its elected officers, may advise the Board and the principal and staff of the school respecting any matter relating to the school.

Policy 608: Video Surveillance, "Routine Use", currently states:

Video surveillance camera locations must be authorized by the building administrator (school principal or building supervisor), or officers of the School District. The School Planning Council (SPC) of an affected school must approve of any permanent video surveillance camera installation and proposed locations before any authorization in granted (excluding investigative use). Any change in camera location must be authorized in the same manner. If a school planning council makes a recommendation to the Board for installation of video surveillance in a school facility or on school land, the Board will refer the request to the building administrator or request a report from the building administrator.

The proposed revised statements are:

Video surveillance camera locations must be authorized by the building administrator (school principal or building supervisor), or officers of the School District. The Parents' Advisory Council (PAC) of an affected school must approve of any permanent video surveillance camera installation and proposed locations before any authorization in granted (excluding investigative use). Any change in camera location must be authorized in the same manner. If a parents' advisory council makes a recommendation to the Board for installation of video surveillance in a school facility or on school land, the Board will refer the request to the building administrator or request a report from the building administrator.

Policy 608: Video Surveillance, "Investigative Use", currently states:

Temporary installations of video surveillance for specific investigative purposes do not require the approval of the SPC.

The proposed revised statement is:

Temporary installations of video surveillance for specific investigative purposes do not require the approval of the Parents' Advisory Council (PAC).

Policy 608: Video Surveillance, "Real Time Monitoring", currently states:

Real time monitoring may be implemented for the purposes of identifying problems that require immediate intervention and for the safety of people on the premises during regular school hours or after hours and weekends to monitor community use of schools. SPC approval will be required.

Real time monitoring may also be permitted for other purposes such as monitoring weather conditions for grounds maintenance purposes (e.g., ice and snow removal) and will not require SPC approval.

The proposed revised statements are:

Real time monitoring may be implemented for the purposes of identifying problems that require immediate intervention and for the safety of people on the premises during regular school hours or after hours and weekends to monitor community use of schools. Parents' Advisory Council (PAC) approval will be required.

Schedule B.3. (continued)

Narration (continued):

Real time monitoring may also be permitted for other purposes such as monitoring weather conditions for grounds maintenance purposes (e.g., ice and snow removal) and will not require Parents' Advisory Council (PAC) approval.

Policy 706: School Fees, "Establishment of School Fees", currently states:

The principal of a school:

Shall consult with appropriate teachers, staff, staff committee, students and the School Planning Council (SPC) prior to establishing a fee

Shall, in consultation with the SPC, annually provide a presentation on proposed fees at a school Parent Advisory Council (PAC) meeting.

The proposed revised statements are:

The principal of a school:

Shall consult with appropriate teachers, staff, staff committee, students and the Parents' Advisory Council (PAC) prior to establishing a fee

Shall, in consultation with the Parents' Advisory Council, annually provide a presentation on proposed fees at a school Parents' Advisory Council meeting.

Policy 706: School Fees, "Specialty Academy Fees", currently states:

The principal of a school offering a specialty academy:

Must, before establishing a schedule of fees for the specialty academy, consult with the School Planning Council and obtain their approval for the schedule of fees

Shall, in consultation with the SPC, annually provide a presentation on proposed fees at a school PAC meeting.

The proposed revised statements are:

The principal of a school offering a specialty academy:

Must, before establishing a schedule of fees for the specialty academy, consult with the school's Parents' Advisory Council and obtain its approval for the schedule of fees

Shall, in consultation with the Parents' Advisory Council, annually provide a presentation on proposed fees at a school Parents' Advisory Council meeting.

Notice of the proposed amendments to *Policy 403: Parent Advisory Council*, *Policy 608: Video Surveillance*, and *Policy 706: School Fees* was sent to the School District's Policy Review Committee on January 7, 2016. The Policy Review Committee includes Trustees Megan Higgins and Franci Stratton, representatives from the secondary and elementary school administrators (NoVA), the North Vancouver Teachers' Association (NVTa), the Canadian Union of Public Employees (CUPE Local 389), the North Vancouver Parent Advisory Council (NVPAC), and the District Student Leadership Council (DSLc).

Schedule B.3. (continued)

Narration (continued):

John Lewis, Superintendent of Schools, will introduce *Proposed Revised Policy 403: Parents' Advisory Councils*, *Proposed Revised Policy 608: Video Surveillance*, and *Proposed Revised Policy 704: School Fees*, as attached to this Administrative Memorandum of February 16, 2016.

Links:

[Policy 403: Parent Advisory Councils](#)

[Policy 608: Video Surveillance](#)

[Policy 704: School Fees](#)

[Bill 11 – 2015: Education Statutes Amendment Act, 2015](#)

[School Act, Revised Statutes of British Columbia \(R.S.B.C.\), 1996](#)

Attachments:

Proposed Revised Policy 403: Parents' Advisory Councils

Proposed Revised Policy 608: Video Surveillance

Proposed Revised Policy 706: School Fees

RECOMMENDED MOTION:

that the Board of Education approve *Proposed Revised Policy 403: Parents' Advisory Councils*, *Proposed Revised Policy 608: Video Surveillance*, and *Proposed Revised Policy 704: School Fees*, as attached to this Administrative Memorandum of February 16, 2016.

403 Parents' Advisory Councils

Revised: September 25, 2001

Revised: May 23, 2006

Proposed Revised: February 16, 2016

Policy

Parent participation in the public school system is an entitlement specified in the *School Act*. Such participation can be of significant assistance to individual schools and to the School District as a whole. The Board believes that the establishment of a Parents' Advisory Council in each of the School District's schools is an effective means by which parent participation in school affairs can be accomplished.

The Board as a matter of policy recognizes the School District Parents' Advisory Council made up of representatives from individual school Parents' Advisory Councils. In addition to educating and advising District parents, the District Parents' Advisory Council (DPAC) may also advise the Board on matters related to education in the School District. To this end, the DPAC liaises with community and provincial organizations and meets with the Superintendent or designate.

Procedures

Governance and Membership

- There shall be only one Parents' Advisory Council (PAC) for each school
 - The Council's membership shall include parents or guardians of children in the school
- The Council, in consultation with the principal, shall make bylaws governing its meetings, the business, conduct of its affairs, and its dissolution.

Mandate

- The Parents' Advisory Council should deal with broad policies, programs, and issues rather than with specific details of school operation. The Council should avoid discussion of individual staff members, parents, or students
- The Parents' Advisory Council shall serve as a source of information and advise on matters relating to the school
- The Parents' Advisory Council (PAC), through its elected officers, may advise the Board and the principal and staff of the school respecting any matter relating to the school. The principal and staff shall continue to carry formal responsibility to the Board through the Superintendent for decisions concerning the school and its effective operation.

Communication

- PAC communications provide an important vehicle serving the school community and in promoting two-way communication
- PAC communications are the joint responsibility of the parent committee members and the school principal
- The school principal also has the additional obligation to provide guidance to the PAC to insure that such communications and activities do not contravene School District policies and procedures.

Third Party Liability Insurance

The School District's insurance coverage through the *Schools Protection Program*, extends third party legal liability insurance coverage to Parents' Advisory Councils:

- Where the Parents' Advisory Council has been recognized by the Board; and
- When Council members are engaged in activities approved by the principal and the School District.

Principals are responsible to communicate to Parents' Advisory Councils:

- Liability risk management practices with respect to the type of activity planned by the Council
- The School District's reporting procedures for any incidents that may occur and any claims that may arise.

If a principal considers a proposed Parents' Advisory Council's activity to be unacceptable due to its inherent risks, and is unsuccessful in influencing the Council to modify the proposed activity, then the principal shall disconnect the Council activity from the School District and so notify the Board.

608 Video Surveillance

Adopted: March 29, 2011

Proposed Revised: February 16, 2016

Policy

For reasons of enhancing the safety of students, staff and others on school premises and deterring destructive acts, the Board authorizes the use of video surveillance equipment on School District property where circumstances have shown that it is necessary for these purposes and its benefit outweighs its impact on the privacy of those observed.

The Board recognizes both its legal obligations to provide appropriate levels of supervision in the interests of student safety and the fact that students and staff have privacy rights that are reduced, but not eliminated, while at school. Thus video surveillance must be carried out in a way that respects student and staff privacy rights.

A recording is recognized to be subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

Administrative Procedures

Routine Use

Video cameras may be used to monitor and/or record.

Video surveillance camera locations must be authorized by the building administrator (school principal or building supervisor), or officers of the School District. The Parents' Advisory Council (PAC) of an affected school must approve of any permanent video surveillance camera installation and proposed locations before any authorization is granted (excluding investigative use). Any change in camera location must be authorized in the same manner. If a parents' advisory council makes a recommendation to the Board for installation of video surveillance in a school facility or on school land, the Board will refer the request to the building administrator or request a report from the building administrator.

Video surveillance may be used at times and places where vandalism, safety or security issues are likely to occur.

Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance. Notice must include contact information of the building administrator or designated staff person who is responsible for answering questions about the surveillance system.

Video surveillance is not to be ordinarily used in locations where private activities/functions are routinely carried out (e.g., bathrooms).

Investigative Use

The Superintendent of Schools (or designate) may authorize video surveillance for a time-limited specific investigation into criminal conduct on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed. Covert surveillance may not be authorized on an ongoing basis.

Temporary installations of video surveillance for specific investigative purposes do not require the approval of the Parents' Advisory Council (PAC).

Security

Video cameras will be installed by a designated employee or agent of the School District. Only designated School District employees or agents and the building administrator shall handle the camera or recordings.

Only the building administrator or designated School District employee shall have access to the computer or media on which video surveillance records are stored. The computer and/or recording media shall be password protected, encrypted and stored in a secure area away from public viewing to which only the building administrator or designated School District employee has access.

Recordings may never be sold, publicly viewed or distributed in any other fashion except as provided for by the policy and appropriate legislation.

Real Time Monitoring

Real time monitoring may be implemented for the purposes of identifying problems that require immediate intervention and for the safety of people on the premises during regular school hours or after hours and weekends to monitor community use of schools. Parents' Advisory Council (PAC) approval will be required.

Real time monitoring may also be permitted for other purposes such as monitoring weather conditions for grounds maintenance purposes (e.g., ice and snow removal) and will not require Parents' Advisory Council (PAC) approval.

Viewing Recordings

Monitors used to view video recording will not be located in a position that enables public viewing.

Recordings may only be viewed by the building administrator, School District staff with a direct involvement with the recorded contents of the specific recording, parents and students (see below) or designated School District employees or agents responsible for the technical operations of the system (for technical purposes only).

Parents and or guardians may review a segment of a recording if the segment relates to a specific incident (e.g., accident or misconduct) involving their child/children, unless the review might violate the privacy of a third party. In that case, the review should not take place unless authorized by the School District Information and Privacy officer. Students may view a segment of a recording relating to themselves if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act. Student/parent/guardian viewing must be done in the presence of an administrator.

Records may be disclosed to police to assist in police investigations as authorized by the Freedom of Information and Protection of Privacy Act.

Retention of Recordings

Where an incident raises a prospect of a legal claim against the School District, the digital video file, or a copy of it, shall be sent to the School District's insurers.

The system will be configured to loop at least monthly thereby automatically erasing the previous month's video recording.

Video recordings will be retained for one year if the recording has been used in making a decision about an individual as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.

Review

Each building administrator is responsible for the proper implementation and control of the video surveillance system. The building administrator should involve the maintenance department to repair, install or maintain these systems to a District standard.

The Superintendent of Schools or designate shall conduct a review at least annually to ensure that this policy and procedures are being adhered to and to make a report to the Board on the use of video surveillance in the School District.

Video monitoring is to be carried out in accordance with this policy and these procedures. The Board will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this policy.

706 School Fees

Revised: September 25, 2001

Revised: April 26, 2006

Revised: May 28, 2008

Proposed Revised: February 16, 2016

Policy

The Board is dedicated to providing a wide range of educational opportunities for each student, including as many enriching activities as possible.

In accordance with the *School Act*, the Board may charge a fee for goods and services associated with enrichment activities, courses, or programs that extend learning opportunities for the student beyond the basic educational program required to achieve provincial learning outcomes or required for graduation.

In addition, the Board may charge a fee for items such as materials, supplies, equipment, safety devices, exercise books, uniforms and the rental of musical instruments, which are intended for the personal use of the student. The Board may charge a fee for costs such as transportation, accommodation, meals, entrance fees and equipment rental associated with supplementary or optional field trips or special events.

When a school fee is charged, the intent is to assist in recovering costs without realizing any profit. Every effort shall be made to keep student fees to a minimum.

The Board may require the student to provide at his or her own personal expense appropriate personal clothing for school activities such as gym strip, footwear, outerwear, personal safety equipment, and musical instruments.

The Board shall ensure that no student of school age ordinarily resident in British Columbia is excluded from participation in an activity, course, or program because of financial hardship.

The application of school fees shall be reviewed annually to make certain that fees are consistent throughout the School District.

Administrative Procedures

Fees for Enriched or Additional Learning Opportunities

A school fee to recover some or all costs related to enriched or additional learning opportunities may be levied for:

- Materials used in projects intended for a student to take home for personal use or as a gift materials and equipment of a nature, or of a quality or quantity, beyond that which is necessary to meet the required learning outcomes or assessment requirements of an educational program provided by the Board
- Supplies or equipment intended for the personal use of a student such as paper, computer storage media, exercise books, and student planners
- Materials, supplies, and equipment used in supplemental enrichment activities
- Safety equipment for the personal use of a student
- Rental of a musical instrument or music uniform
- Transportation, accommodation, meals, entrance fees or equipment rental associated with a supplemental or optional field trip

- Special events held at a school
- Use of a lock and/or locker
- Extra-curricular activities organized by a school.

Establishment of School Fees

The principal of a school:

- Is responsible for establishing school fees and specialty academy fees as provided in this policy
- Shall ensure that all fees are established at the minimum level necessary to recover the cost of an activity, course or program
- Shall consult with appropriate teachers, staff, staff committee, students and the Parents' Advisory Council (PAC) prior to establishing a fee
- Shall, in consultation with the Parents' Advisory Council, annually provide a presentation on proposed fees at a school Parents' Advisory Council meeting
- Shall, in the case of elementary schools, prepare a schedule of fees and provide this schedule to the Superintendent by April 30th of each year
- Shall, in the case of secondary schools, prepare a schedule of fees and provide this schedule to the Superintendent by November 1st of each year.

Specialty Academy Fees

Specialty Academies are educational programs that emphasize a particular sport, activity or subject area and meet prescribed criteria as set out in Ministry regulations. Fees may be charged with respect to the direct costs incurred in providing the specialty academy that are in addition to the costs of a standard educational program.

The principal of a school offering a specialty academy:

- Is responsible for establishing fees for the specialty academy
- Must, before establishing a schedule of fees for the specialty academy, consult with the Parents' Advisory Council and obtain their approval for the schedule of fees. A schedule of fees for a specialty academy must be established and made available to the public on or before July 1st of each school year
- Shall consult with appropriate teachers, staff, staff committee, and students prior to establishing a fee
- Shall, in consultation with the Parents' Advisory Council, annually provide a presentation on proposed fees at a school Parents' Advisory Council meeting.

The Superintendent:

- Shall review annually the schedule of fees for all schools and specialty academies to ensure that fees are consistent throughout the School District
- Shall in the case of elementary schools, prepare a schedule of fees for all elementary schools in the School District and provide this to the Board for information by May 15th of each year
- Shall in the case of secondary schools, prepare a schedule of fees for all secondary schools in the School District and provide this to the Board for information by December 31st of each year
- Shall in the case of specialty academies, prepare a schedule of fees for all specialty academies and provide this to the Board for information by July 1st of each year.

Publication of School Fees

The principal of a school:

- Is responsible for making students and parents aware of fees established under this policy
- Shall have a schedule of fees published in the school handbook, the school course selection guide, on the school website or in the school newsletter, prior to or upon the start of the school year or semester, and shall ensure that the schedule of fees remains accessible throughout the school year.

Financial Hardship

The principal of a school:

- Shall ensure communications regarding fees include a reference to the possibility of a fee waiver in cases of financial hardship and the means by which such a waiver may be obtained
- Shall encourage staff, where appropriate, to advise parents/guardians directly of the means by which a fee waiver may be obtained
- Shall make certain that there is fair, consistent and confidential procedure for waiving a fee, in whole or in part, for cases where a student would not be able to participate in activities due to financial hardship.

Schedule B.4.
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **Proposed Motion from Trustee Higgins – Donations for Capital Projects**

Narration:

Trustee Higgins has requested that the following motion be discussed at this evening's Public Board Meeting.

PROPOSED MOTION:

that the staff prepare a report for the Board to consider at the next Public Board Meeting regarding the feasibility, advantages and disadvantages of soliciting private non-corporate donations for Argyle and potentially future capital projects. The report is to be prepared by current staff and not outside contractors.

Schedule C.1
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **Strategic Energy Management Plan - Presentation**

Narration:

The North Vancouver School District, in partnership with BC Hydro continues to support the District's Strategic Energy Management Program. Through this partnership, the School District receives funding to support the Energy Manager Program, which is facilitated through PRISM Engineering Ltd.

Over the past year, Robert Greenwald, Energy Manager at PRISM Engineering, has worked closely with School District staff to update the School District's Strategic Energy Management Plan and initiatives.

This evening, Mr. Greenwald will present the highlights of the Updated Strategic Energy Management Plan.

Attachment:

North Vancouver School District Strategic Energy Management Plan

Strategic Energy
Management Plan



North Vancouver
School District
the natural place to learn®

January 2016

Partnering with:



Senior Management Support:

Georgia Allison, Secretary - Treasurer

Signature: _____

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Prepared by:



EXECUTIVE SUMMARY

A key element of NVSD's commitment to providing the "highest standard" of education is to demonstrate leadership in environmental stewardship by providing programs, education and facilities that foster greater sustainability. Energy Management is a key aspect of environmental stewardship for NVSD. Through the sponsorship of BC Hydro's Power Smart program, NVSD has engaged an Energy Manager since 2011.

By focusing on energy management, NVSD is reducing its exposure to energy cost escalations, demonstrating environmentally responsible development on the North Shore, and reducing its reliance on the province's energy infrastructure.

This Strategic Energy Management Plan, or SEMP, outlines the initiatives and processes that NVSD has taken and will continue to take.

In fiscal 2014/15, NVSD spent \$1.5 million on energy; \$970,000 on electrical energy, and \$605,000 on fuel. Based on the projects identified, the avoided costs related to energy management projects have grown and will continue to grow during the implementation of the SEMP.

This SEMP includes a goal to obtain an energy reduction of 20% by June 2019 (2018/19 fiscal year). These savings will be made up of approximately 28% reduction in electrical energy and 16% reduction in fuel. As a result of these efforts, by 2019, the **annual** avoided costs will reach approximately \$410,000, not including savings from carbon offsets.

Compared to our baseline, the energy savings as of December 2015 for all facilities (excluding leased locations) are:

- **1,635,638 kWh** **14.6% for electricity**
- **5,641 GJ** **9.3% for fuels**
- **11,530 eGJ** **11.4% overall energy savings**

As these results demonstrate, we are well on our way to our target. To measure savings for any new sites added or major upgrades after 2009/10, we are using the first year of operation as its baseline. Sites which have been sold or buildings demolished have been removed from the portfolio.

1. INTRODUCTION

This Strategic Energy Management Plan (SEMP) supports the North Vancouver School District's (NVSD) commitment to energy efficiency and conservation by providing a framework for reducing energy consumption and its associated environmental impact. This SEMP includes a specific energy reduction target and an action plan of how the target will be achieved.

By implementing the actions detailed in this SEMP, NVSD is demonstrating leadership through innovation and accountability for the resources it uses as a school district. Further, NVSD is also reducing its exposure to energy cost escalations, demonstrating environmentally responsible development on the North Shore, and reducing its reliance on the province's energy infrastructure.

An Energy Manager was hired in February 2011 through the sponsorship of BC Hydro's Power Smart program. The key focus for the Energy Manager includes five action areas identified in the BC Hydro Energy Management Assessment (EMA): Policy, Targets/Reporting, Plans/Actions, Teams/Committees, and Employee Awareness/Training. See Appendix C for more information on the EMA process.

While five key areas of energy management are identified above, it is also important to recognise the broader picture of energy management for the district, which can be represented by the diagram below.



This SEMP provides the framework required to link together all aspects of energy management at NVSD and gives strategic direction for NVSD to succeed in setting and meeting its reduction target.

2. OUR ORGANIZATION

The North Vancouver School District (NVSD) provides kindergarten, elementary and secondary education to an average of 16,000 students a year and employs over 2,000 educators and non-teaching staff. NVSD district serves students throughout the City and District of North Vancouver. The District's annual operating budget is approximately \$140 million with an additional \$115 million in capital funding for new construction, renovations and improvements.

Please note that this SEMP does not include energy use directly billed to others at NVSD's leased locations (see Appendix for a list of leased locations). The fiscal year used in this report is the July to June fiscal year.

2.1 Organizational Profile

Table 1 Organization Profile

Organizational Profile					
P E O P L E	Sector	Education (School District)			
	Number of Students	04/05	17,237	10/11	15,186
		05/06	16,855	11/12	15,433
		06/07	16,256	12/13	15,356
		07/08	15,684	13/14	15,042
		08/09	15,457	14/15	15,082
		09/10	15,314	15/16	15,980
Number of Staff	2137 employees (full-time and part-time): 118 admin & management, 974 teachers, and 1045 other staff				
O P E R A T I O N S	Total Number of Sites (details in Appendix F)	41 Total: 25 Elementary Schools 7 Secondary Schools 3 Other (ESC, Cheakamus Centre, Leo Marshall Curriculum Centre/Lucas Centre – Partially Closed) 2 closed sites 4 leased sites			
	Energy Management Issues / Obstacles	Limited staff time (Maintenance responding to issues) Energy Management is not allocated as a responsibility State of some buildings and mechanical systems Budget challenges for upgrades			
	Core Business Metrics	Per Square meter Per student Per FTE staff			
	Business Year	July 1 st to June 30 th			
	Budget Cycle	Draft of budget requests are required by March			

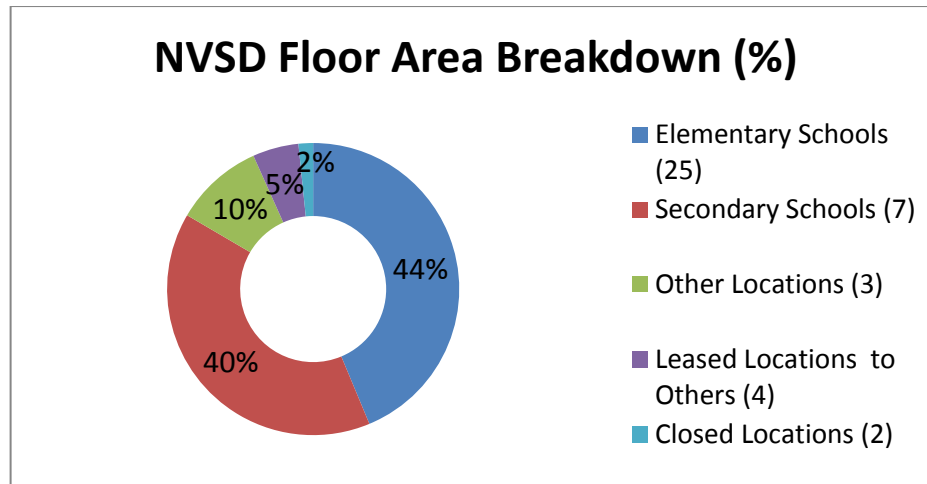
Maintenance Budget Cycle	July 1- June 30 2011/12	July 1- June 30 2012/13	July 1- June 30 2013/14	July 1- June 30 2014/15
Facilities Operations Budget (Labour, Supplies, Contracts, and Utilities)	\$10,840,000 out of \$135,000,000 overall ~ 8.0% of budget	\$11,130,000 out of \$137,000,000 overall ~ 8.1% of budget	\$11,060,000 out of \$139,000,000 overall ~ 7.9% of budget	\$12,274,000 out of \$138,000,000 overall ~ 8.9% of budget
Utilities Budget	Total \$2,058,400 or ~ 19% of facilities <ul style="list-style-type: none"> Electricity: \$841,500 Gas: \$682,000 Propane: \$39,000 Carbon offsets: \$128,600 Water: \$87,800 Sewage: \$132,500 Garbage and Recycling: \$146,500 	Total \$2,076,300 or ~ 19% of facilities <ul style="list-style-type: none"> Electricity: \$888,900 LEC: \$68,900 Gas: \$602,400 Propane: \$8,000 Carbon offsets: \$122,400 Water: \$87,800 Sewage: \$131,500 Garbage and Recycling: \$166,500 	Total \$2,015,100 or ~ 18% of facilities <ul style="list-style-type: none"> Electricity: \$770,700 LEC: \$60,000 Gas: \$700,000 Propane: \$10,000 Carbon offsets: \$110,100 Water: \$62,800 Sewage: \$140,600 Garbage and Recycling: \$160,000 	Total \$2,305,000 or ~ 19% of facilities <ul style="list-style-type: none"> Electricity: \$880,000 LEC: \$70,000 Gas: \$798,000 Propane: \$10,000 Carbon offsets: \$130,000 Water: \$90,000 Sewage: \$140,000 Garbage and Recycling: \$187,000
Maintenance Contract Budget (including categories relating to Energy Management)	Heating: \$151,000 Electrical: \$33,000 Lighting Service: \$60,000	Heating: \$201,000 Electrical: \$33,000	Heating: \$221,000 Electrical: \$33,000 Lighting: \$35,000	Heating: \$221,000 Electrical: \$40,000 Lighting: \$40,000
Capital Budget (including categories relating to Energy Management)	AFG 11/12 <ul style="list-style-type: none"> Mechanical \$800,000 Electrical \$750,000 	AFG 12/13 <ul style="list-style-type: none"> Mechanical \$900,000 Electrical \$250,000 	AFG 13/14 <ul style="list-style-type: none"> Mechanical \$547,000 Electrical \$250,000 	AFG 14/15 <ul style="list-style-type: none"> Mechanical \$545,800 Electrical \$302,000
Energy Efficiency Project Budget			Funds from AFG are used for energy related projects.	Funds from AFG are used for energy related projects.

An additional reference is the percentage of student funding spent on energy: of the approximate \$8,000 in annual funding per student, approximately \$150 or 2% was spent on utilities.

2.2 Facility Profiles

As of January 2016, NVSD operates 41 sites consisting of Elementary Schools (25), Secondary Schools (7), and other sites including the new Education Services Centre/Artist for Kids Gallery, Cheakamus Centre, and Lucas Centre (3). Several sites are now closed (2), there are no sites currently under renovation (0), and multiple sites leased to others (4). The properties that are leased to others have not been included in this SEMP. Appendix D provides details on the annual energy consumption, cost and intensity for each of NVSD's operated facilities.

The following graph shows a breakdown of total floor space by building type.



3. OUR COMMITMENT

The North Vancouver School District's vision is to "provide world-class instruction and a rich diversity of engaging programs to inspire success for every student and bring communities together to learn, share and grow." The School Board's Strategic and Operational Plans, Sustainability Policy and Superintendent's commitment to energy management underlines the importance of providing leadership in environmental education and sustainability practice. These various policies and commitments directly support a strategic energy management plan.

3.1 Strategic and Operational Plans

In September 2011, the North Vancouver School Board released its Ten Year Strategic Plan for which one high level goal is to "Provide leadership in environmental education and sustainability practice." The goal is defined as follows:

"It is our responsibility to be leaders in environmentally sound practices. What we learn and practice now will have an impact on the future; we want that to be a positive impact.

Through our sustainability initiatives and programs, we can engage students proactively in understanding and protecting the environment. We want to ensure we are using less and creating greater efficiencies in all of our operations.

We know that decisions we make now affect the future. Therefore, we need to demonstrate responsibility when managing our financial resources. Revenue generating initiatives will ensure that we continue to offer world-class instruction in modern, safe, efficient, and well-designed facilities."

Three objectives guide NVSD work to "Provide leadership in environmental education and sustainability practice:"

1. Facilitate student participation in environmental leadership and sustainability practices.
2. Embed sustainability in all planning, decision making and daily practices.
3. Utilize our resources to optimize the well-being of learners and benefit the long-term interests of the community.

A Three Year Operating Plan, released in October 2011, provides further details on these objectives. NVSD has several structures in place to support these strategies. In 2008 a Sustainability Leadership Team (SLT) was struck. The SLT includes representatives from almost all stakeholder groups, holds regular meetings and hosts an annual "Green Fair" to celebrate and share green initiatives at participating schools.

In September of 2011, NVSD allocated 25% of the BC Hydro's Energy Manager position to facilitate behavioural change regarding energy conservation.

3.2 Sustainability as Context

A key tenant of NVSD's commitment to providing the "highest standard" of education is to demonstrate leadership in environmental stewardship by providing programs, education and facilities that foster greater sustainability. As such, the board has developed a sustainability policy (See Appendix B) that commits the District to maintaining and operating its facilities and services in a sustainable manner. The Sustainability Education Framework laid out by the Ministry of Education in 2008 (See Appendix B) demonstrates provincial-level government support for this commitment to environmental stewardship.

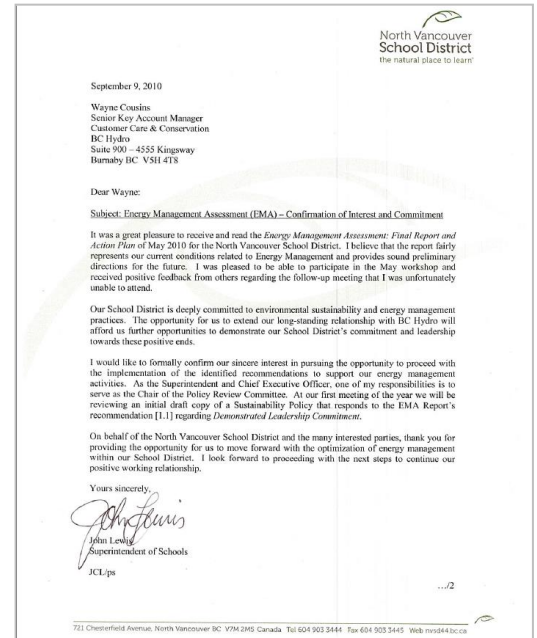
Commitment Through Curriculum

One of the 4 pillars in the school district's sustainability policy includes "Support environmental education and sustainability initiatives."

3.3 Energy Management Commitment

Energy management is central to creating more environmentally sustainable operational practices. As such, in September 2010 John Lewis, Superintendent of Schools, signed a letter committing NVSD to pursuing energy management activities as a key approach to the District's commitment to environmental sustainability, including the development of this SEMP. The NVSD believes energy management is important for the following reasons:

- Protects the environment for future generations
- Fosters nurturing and healthy spaces for learning and working
- Provides enhanced support of student education through cost savings
- Aligns with provincial sustainability goals



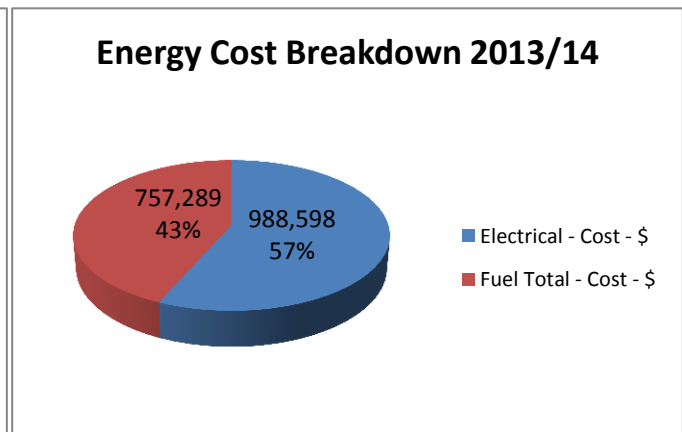
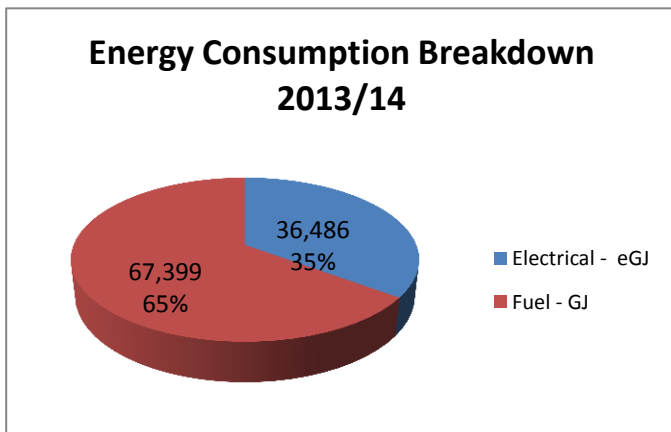
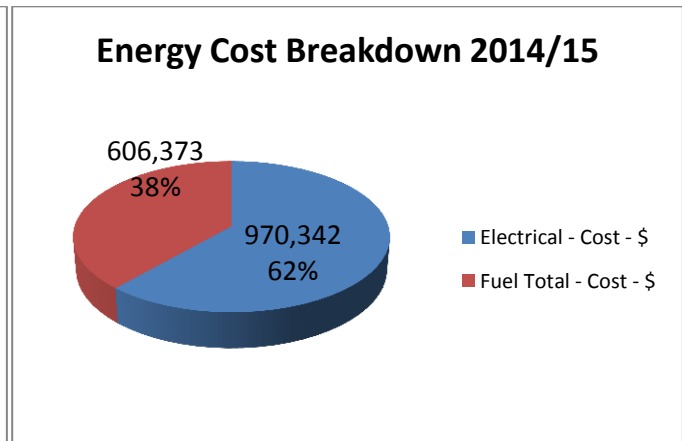
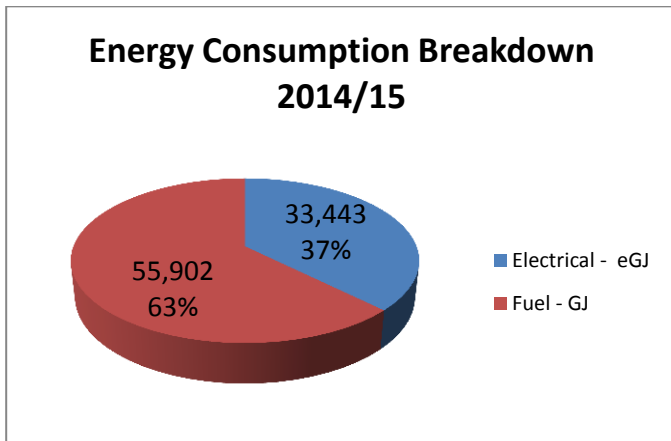
4. UNDERSTANDING OUR SITUATION

4.1 Energy Consumption and Costs

The total electricity and fuel (natural gas and propane) consumption and costs for July 1, 2014 to June 30, 2015 are summarized below in both table and graphical format. Although energy usage has decreased for both electricity and fuel, the costs have not decreased as much due to rate increases. Equivalent gigajoules (eGJ) have been used to combine both of the electrical (kWh) and natural gas and propane fuel (GJ) energy in a comparable unit¹.

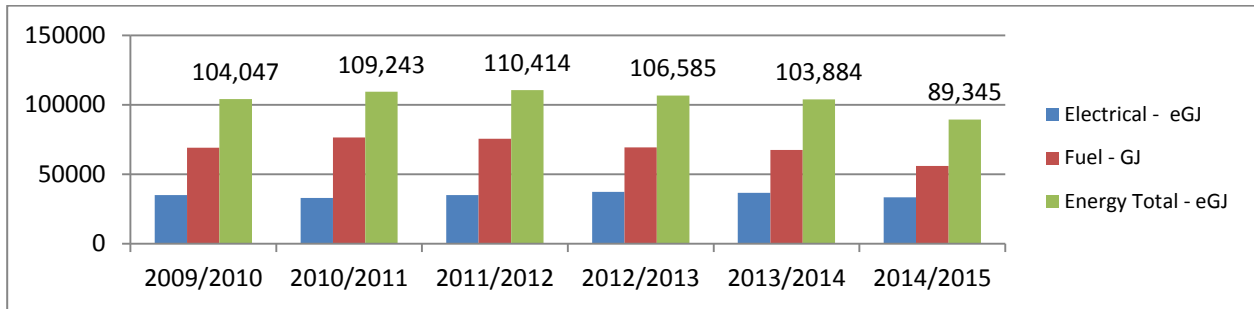
Table 2: Energy Consumption and Cost Summary

Utility	2013/14		2014/15	
	Consumption (eGJ)	Cost (\$)	Consumption (eGJ)	Cost (\$)
Electricity	36,486	\$ 988,598	33,443	\$970,342
Fuel (all fuels)	67,399	\$ 757,287	55,902	\$606,373
Total	103,884	\$ 1,775,627	89,225	\$1,576,715



¹ Equivalent energy unit of GJ (gigajoule) are used in this SEMP. Equivalent GJ, or eGJ, is used to represent both the electrical and fuel energy use in equivalent units. Electricity is billed in kWh (one unit of electricity measured in kWh is equivalent to 0.0036 GJ). Propane billed in litres as well as district energy sources are converted to GJ.

NVSD Energy Consumption (eGJ)

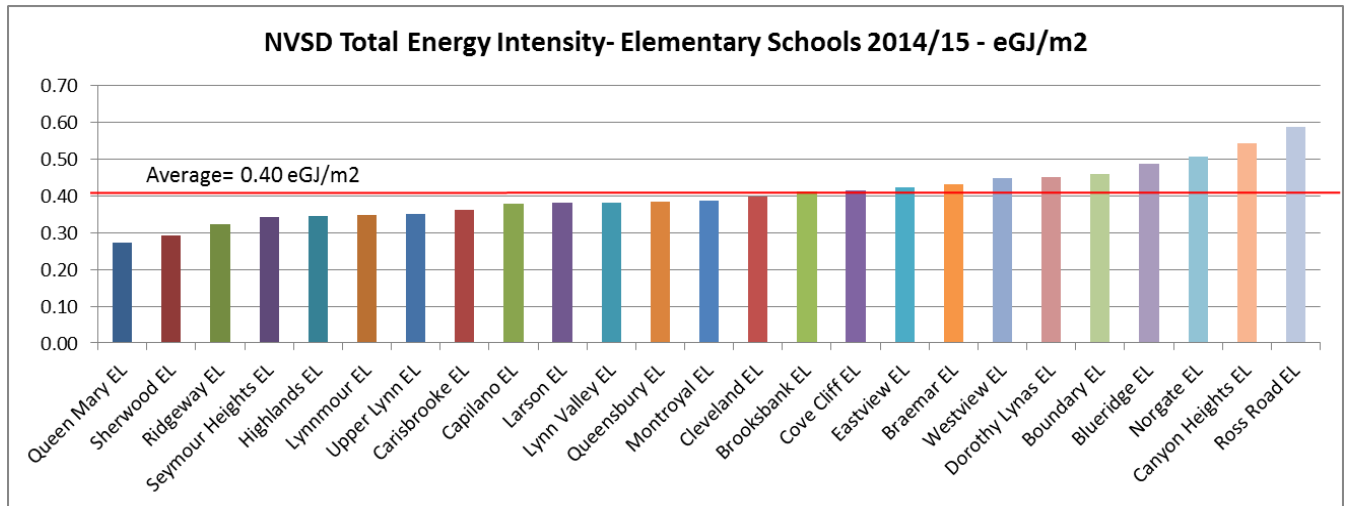


(Raw data, not corrected for weather or area growth)

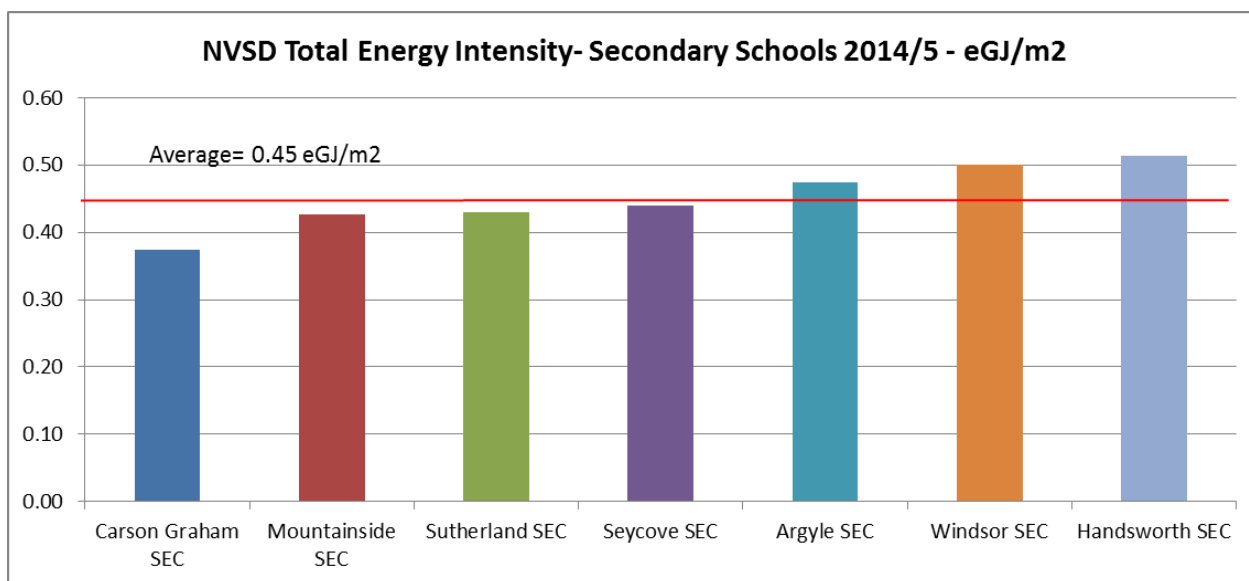
4.2 Key Performance Indicators

Building Energy Performance Index: Comparison by Building Type

The following graphs show BEPIs of several of NVSD's building types in order to compare energy performance between sites and to identify outliers and potential areas for improvement. Graphs present combined energy use (electricity, natural gas and propane). In 2014/15, BEPIs for NVSD's elementary schools range from 0.27 to 0.59 eGJ/m², although most buildings are below the NVSD elementary school average of 0.40 (shown by the red line of the chart).



NVSD's secondary schools have relatively more consistent BEPIs compared to the District's elementary schools, ranging from 0.37 to 0.51 eGJ/m².



The breakdown showing electricity and fuel for each site is included in Appendix D.

Schools with the Highest Energy Intensity

The following table provides a list of schools with the highest total energy BEPIs in 2014/15 and indicates what type of energy utility to investigate. This list, which excludes buildings that are being renovated, is currently being used to help focus energy investigations. Education Services Centre (ESC), Cheakamus Centre and Lucas Centre are excluded from the comparison since the unique nature of these buildings does not provide a useful benchmarking comparison.

	School Building	Elec. BEPI (eGJ/m ²)	Fuel BEPI (eGJ/m ²)	Total BEPI (eGJ/m ²)	Status
1	Ross Road EL	0.16	0.43	0.59	Electrical and Fuel savings to be reviewed in 2015/16
2	Canyon Heights EL	0.15	0.39	0.54	Electrical and Fuel savings to be reviewed in 2015/16
3	Handsworth SEC	0.17	0.34	0.51	Controls upgrade was completed in 2013 and energy use expected to drop
4	Norgate EL	0.13	0.38	0.51	Energy/Mechanical upgrades occurring in 2014/15. Potential envelope upgrades
5	Windsor SEC	0.15	0.36	0.50	Controls improvements completed. Following up on savings in 2015/16
6	Blueridge EL	0.15	0.34	0.49	Low cost and short term payback opportunities will be reviewed
7	Argyle SEC	0.16	0.32	0.47	Short term payback controls upgrades are being reviewed in 2015/16
8	Boundary EL	0.13	0.33	0.46	Major mechanical update in Summer/Fall 2015
9	Dorothy Lynas EL	0.14	0.31	0.45	Electrical and Fuel savings to be reviewed in 2015/16
10	Westview EL	0.16	0.29	0.45	Electrical and Fuel savings to be reviewed in 2015/16

PERFORMANCE INDICATOR BASED ON NUMBER OF STUDENTS

Another key performance indicator (KPI) metric that is sometimes used by BC school districts is to compare energy use to the number of full time student equivalents (FTEs) in a given year. The following table compares this performance indicator from the 2009/10 fiscal year through to 2014/15.

Table 3 Key Performance Indicator

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
FTE Students	15,314	15,186	15,433	15,356	15,042	15,082	15,980
Energy Total (eGJ)	104,047	109,243	110,414	106,585	103,884	89,345	TBD
KPI: eGJ/Student	6.79	7.19	7.15	6.94	6.91	5.96	TBD
Energy Costs (\$)	\$1,422,467	\$1,426,594	\$1,487,680	\$1,592,679	\$1,745,886	\$1,576,715	TBD
KPI: Energy Costs/Student	\$ 92	\$94	\$ 96	\$104	\$ 116	\$ 105	TBD

Energy costs, specifically electricity, has increased significantly over the past few years. Our efforts at conservation has avoided additional expenditures per student. Therefore, it is an even bigger of a 'win' when you see a drop from \$116 to \$105 energy cost per student from 2013/14 to 2014/15 given the increases in the cost of electricity (during this period we saw a 13.7% reduction in energy per student yet only a 9.5% decrease in the energy cost per student).

5. OUR ACTIONS

5.1 Energy Targets

Our organization has a goal to obtain an energy reduction of 20% below 2010 levels by 2019.

The target savings are made up of approximately 28% reduction in electricity and a 16% reduction in fuel. The timeline to achieve this goal is by June 2019 (2018/19 fiscal year). The target is based on planned projects and projected savings.

This target has evolved over the years. The original target was established in conjunction with BC Hydro during the first 6 months of the Energy Manager program based on an Energy Management Assessment (EMA) carried out, comparisons to other similar school districts, and a review of opportunities through energy audits. In March 2014, the target was 13% by June 2016

Base Period Selection

To track energy savings, a 'base period' was selected to provide a platform for comparing energy use. The base period selected was 2009/10, which was the fiscal year before the Energy Manager started.

To account for changing building areas, baselines will be created for new or significantly renovated buildings one year into normal operations. The sites where there is NOT a 2009/10 baseline include the following:

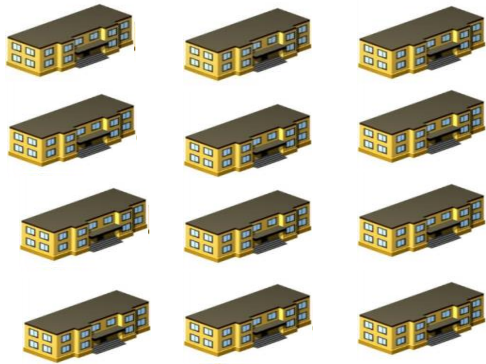
- Carson Graham (baseline is Feb 2013-Jan 2014)
- Cheakamus- Elec account #9 only (baseline is July 2013-June 2014)
- ESC/AFK (baseline is Nov 2012-Oct 2013)
- Lucas Centre (baseline is Nov 2012-Oct 2012)
- Queen Mary (baseline is July 2014-June 2015)
- Ridgeway Elementary (baseline is Apr 2012-Mar 2013)

5.2 Goals and Objectives

The energy savings required to meet the target for each utility are shown in the following table:

	Electrical Consumption (kWh)	Fuel Consumption (GJ)	Total Energy (eGJ)
Baseline Consumption (2009/10 actual data)	9,729,589	69,021	104,048
Reduction Target	28.0%	15.9%	20%
Energy Reduction Goals	2,724,285	11,005	20,810

The target energy saving (including electricity and fuel) is equivalent to providing enough energy for 12 elementary schools in NVSD for a year, and is equivalent to enough energy to power 525 BC homes for a year.



**x 12 Elementary
Schools**



**X 525 BC homes
for a year**

6. TECHNICAL, ORGANIZATIONAL AND BEHAVIOURAL INITIATIVES

The following project list and engagement/communications plan encompass the technical, behavioural and organizational initiatives for NVSD.

To achieve the targets set out in Section 5, NVSD will take on cost-effective energy management initiatives and projects. Full lists of potential energy management projects as well as projects that have been approved, are in progress or have been completed are provided in the sections below.

Technical and Behavioural Projects

	Electrical Svgs (kWh)	Fuel Savings (GJ)	Total Budget Costs (\$)
Past/Completed Projects (DURING ENERGY MANAGER PROGRAM ONLY)	1,651,173	4,375	\$1,709,938
Projects In Progress	194,990	1,448	\$1,447,050
AFG 2016/17	566,722	1,578	\$1,075,194
Potential Projects	323,130	3,604	\$413,000
Totals	2,736,015	11,005	\$4,645,182

6.1 Completed Projects

Project Type	Location/Description	Electrical Savings (kWh)	Fuel Savings (GJ)	Total Budget Costs	Projected Completion Date
Lighting	Relamping upgrade to energy efficient fluorescent lighting at 27 locations	381,322		\$189,800	Sep-11
Lighting upgrade	Canyon Heights, Carisbrook, Westview	29,343		\$18,949	Sep-11
Lighting upgrade	Lynn Valley	14,978		\$50,000	Oct-11
Lighting controls	Add controls to outdoor lighting			\$11,000	Jun-12
Green IT/Copier	Copier consolidation at all locations	27,342			Sep-12
Solar Hot Water	Demo project at Carson		25		Sep-12
Lighting New Construction	Energy efficient lighting for Carson Graham new construction	56,345			Oct-12
Lighting New Construction	Energy efficient lighting for NVOs ELC new construction	40,042			Oct-12
Lighting New Construction	Energy efficient lighting for AFK/ESC new construction (3 floors)	34,591			Oct-12
Controls	DDC Optimization at 3 Locations (Canyon H, Cove C, Ross R)	50,207	140		Jan-13
Boiler Plant Upgrades	Brooksbank, Cove Cliff, Sherwood Park	10,961	1,476	\$497,015	Mar-13
Lighting upgrade	Ross Rd, Carson Graham, Larson	4,656			Mar-13
Lighting upgrade	Lighting retrofits with LED and Induction	17,758		\$ 38,585	Apr-13
HVAC Upgrade	Lynn Valley school	25,672	28	\$100,000	Sep-13
Lighting	Sutherland relamping	34,240		\$ 36,800	Sep-13
Behavior Change Program	10 Locations – Year 1 @ 2% savings	38,547		\$2,500	Oct-13
Controls	DDC Optimization (Blueridge, Old Board Office, Capilano, Carisbrooke, Norgate, Queen Mary at Cloverly, Queensbury)	14,780	282		Oct-13
Controls	DDC Optimization at 4 Locations (Argyle, Braemar, Canyon H, Ross R)	50,681		\$146,500	Dec-13
Lighting New Construction	Energy efficient lighting for Queen Mary new construction	37,805			Jan-14
Controls	DDC Support (group 1) (Argyle, Braemar, Boundary, Canyon H, Carisbrooke, Dorothy L, Ross R)	196,829		\$52,055	Jan-14
Controls	BC Hydro COP at Windsor, Handsworth, Seycove, Sutherland	165,500	1,104	\$110,000	Feb-14
Lighting upgrade	Retrofits at Handsworth, Seycove, Sutherland, Windsor, Larson, Ross Road, Westview, Canyon Heights	73,000		\$172,919	Mar-15
Lighting controls	Common area demo project at Sutherland	18,100		\$27,777	Mar-15
Controls	Mini COP schools completed in 2014 (All schools EXCEPT Keith L, Monterey, Plymouth, Queen M, Ridgeway A)	61,298	780	\$ -	Jan-15

Controls	Continued DDC Optimization Group 2 (12 locations) (Blueridge, Braemar, Brooksbank, Carisbrooke, Cleveland, Dorothy L, Larson, Plymouth, Queen M, Queensbury, Seymour H, Sherwood P, Westview)	61,162		\$64,600	Jan-15
Green IT	Green IT measures All Locations	66,767		\$ -	Mar-15
Boiler Plant	Larson	19,900	540	\$144,500	Apr-15
Controls	Continued DDC Optimization Group 3 (Blueridge, Capilano, Dorothy L, Handsworth, Lynnmour, Norgate, Ross R, Sherwood P, Windsor) AFG 2014/15 H	24,901		\$ 7,238	Sep-15
Boiler Plant Upgrade	Boiler Plant at Norgate AFG 2014/15 G	19,835	-	\$ 37,700	Oct-15
Behavior Change Program	WCA Year 3 @ 2% savings AFG 2015/16 I	74,611		\$ 2,000	Oct-15
TOTAL		1,651,173	4,375	\$1,709,938	

6.2 Projects In Progress

Project Type	Location/Description	NVSD Name	Potential Electrical Savings (kWh)	Potential Other Fuel Savings (GJ)	Total Budget Costs	Projected Completion Date
Lighting upgrade	LED exterior lighting (Handsworth, Seycove, Windsor)	AFG 2015/16 A	44,400		\$ 90,000	Mar-16
Controls	COP Carson Graham investigation (50%)	AFG 2015/16 D4			\$ 15,250	Mar-16
Controls	COP Carson Graham implementation	AFG 2015/16 D6	120,299	241	\$ 43,000	Mar-16
Boiler Plant	New Boiler Plant Boundary and HVAC Upgrade	AFG 2015/16 E	21,300	600	\$545,300	Feb-16
Controls	Post Coaching Phase- 4 Sites	AFG 2015/16 F			\$ 16,000	Mar-16
Controls	DDC Optimization Elementary Schools (Group 4) (Capilano, Cove C, Dorothy L, Eastview, Handsworth, Highlands, Lynn V, Ridgeway, Seymour H, Sutherland, Wsetview, Windsor)	AFG 2015/16 H 50%	8,991	110	\$ 17,500	Mar-16
Boiler Plant	New Boiler Plant Upper Lynn	AFG 2015/16 M		297	\$140,000	Mar-16
Envelope	Window Replacement at Cleveland			200	\$580,000	Sep-17
TOTAL			194,990	1,248	\$1,447,050	

6.3 Potential Projects (AFG 2016/17)

Project Type	Location/Description	NVSD Name	Potential Electrical Svgs (kWh)	Potential Other Fuel Svgs (GJ)	Total Budget Costs	Projected Completion Date
Lighting upgrade	LED exterior lighting (CG, Mountainside, Sutherland)	AFG 2016/17 A1	26,800	-	\$58,000	Mar-17
Lighting upgrade	Lighting interior upgrades (Ross road, Canyon H, Dorothy L, Westview)	AFG 2016/17 A2	175,000		\$410,000	Mar-17
Lighting controls	Common area lighting controls (CG)	AFG 2016/17 B1	19,138		\$25,000	Sep-16
Lighting controls	Common area lighting controls (Argyle, Hansworth, Seycove, Windsor)	AFG 2016/17 B2	32,100		\$90,000	Mar-17
Controls	COP EMIS year 2 - Carson and Argyle	AFG 2016/17 D			\$1,500	Sep-16
Controls	Cop Argyle, Carson Graham - Handoff	AFG 2016/17 D2			\$3,000	Apr-16
Controls	COP Argyle investigation (SECOND 50% of WORK)	AFG 2016/17 D3			\$14,050	May-16
Controls	COP implementation - Argyle	AFG 2016/17 D5	77,896	377	\$40,000	Sep-16
Boiler Plant Upgrade	Eastview Boiler Upgrade	AFG 2016/17 E	700	415	\$232,000	Mar-17
DDC Optimization	DDC Group 5 - Four highest BEPIs estimated at 3% savings	AFG 2016/17 H	23,606		\$30,000	Mar-17
Envelope	Air Sealing (4 locations: Ross Road, Norgate, Boundary, Canyon)	AFG 2016/17 J		698	\$40,000	Mar-17
DDC Optimization	Copper Tree Fault Detection Program - charge to Maint. Ops budget	Maintenance Ops Budget			\$20,000	Apr-16
DDC Optimization	AFK/ESC controls and HVAC improvements at 15%	Maintenance Ops Budget	153,183			Mar-17
DDC Optimization	Larson temperature sensors and zone valves to classrooms	Maintenance Ops Budget			\$20,000	Apr-16
Controls Upgrade	Cheakamus (NVOS) Controls		55,000	88	\$84,144	Mar-17
Power Factor	Power Factor Correction for multiple sites				\$6,500	Apr-16
Coil Cleaning	Coil Cleaning at 2 locations (Capilano, Westview)		3,299		\$1,000	Sep-16
TOTAL			566,722	1,578	\$1,075,194	

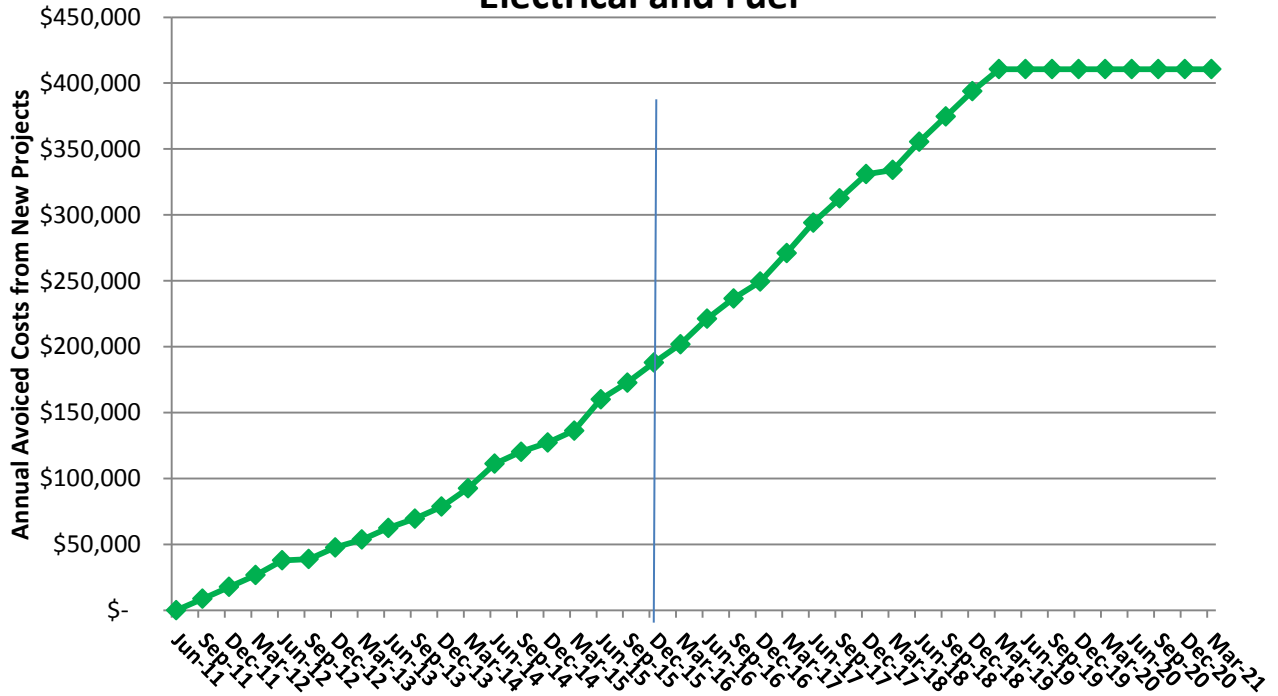
6.4 Potential Projects (beyond AFG 2016/17)

Project Type	Location/Description	NVSD Name	Potential Electrical Svgs (kWh)	Potential Other Fuel Svgs (GJ)	Total Budget Costs	Projected Completion Date
Lighting upgrade	Relamping and Controls at ESC		25,861		\$ 40,000	Mar-17
Boiler Plant Upgrade	Dorothy Lynas Boiler Upgrade		500	603	\$198,000	Mar-18
Boiler Plant Upgrade	Blueridge Boiler Upgrade			285	\$165,000	Mar-18
Controls	COP EMIS year 3 - Carson and Argyle	AFG 2017/18 D			\$2,000	Mar-18
Controls	COp Argyle, Carson Graham - Coaching	AFG 2017/18 D6			\$8,000	Dec-17
TBD	Future Projects to be Identified		296,769	2,716		June-19
TOTAL			323,130	3,604	\$413,000	

6.5 Projected Avoided Costs

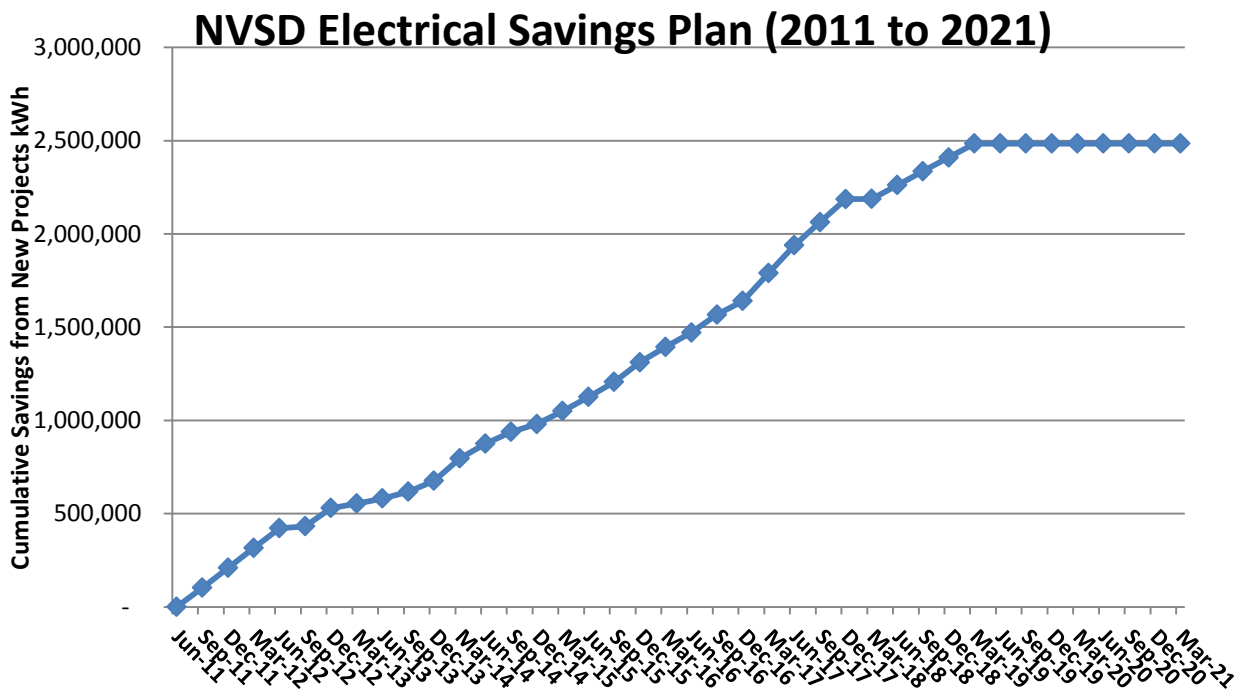
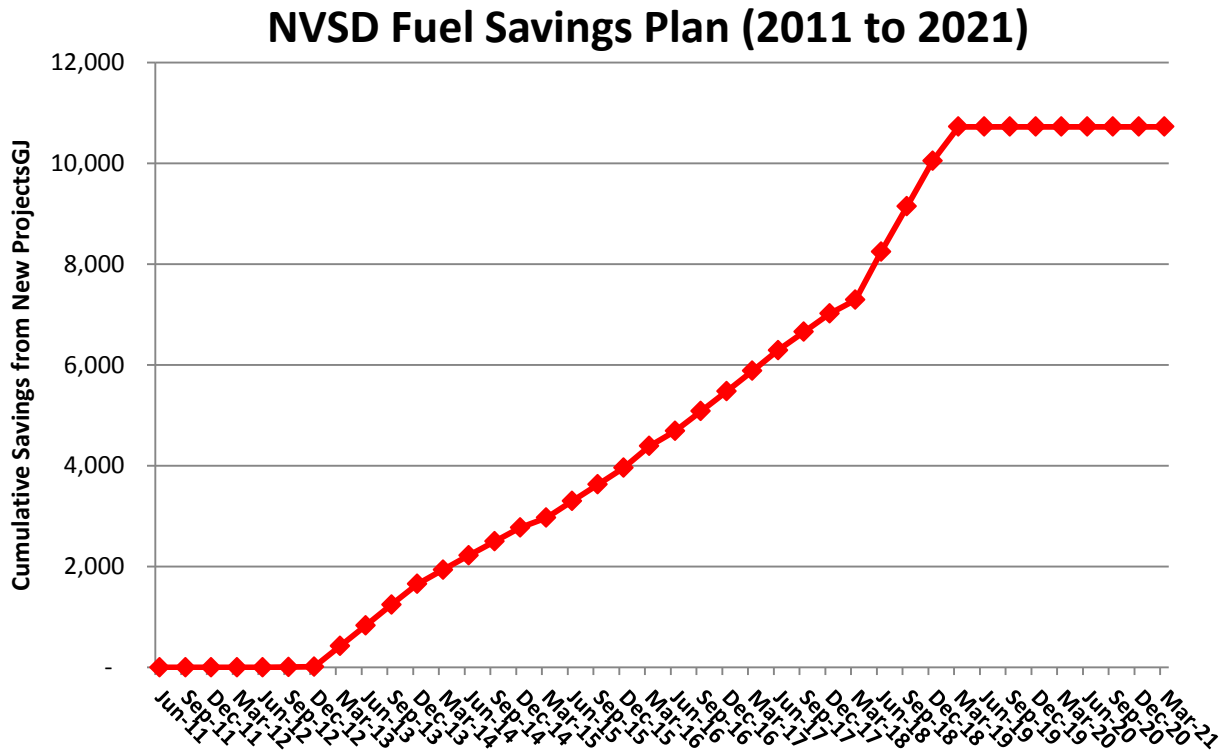
Based on the projects identified, the avoided costs related to energy management projects will grow during the implementation of the SEMP. After the 10 year period, in 2019, the **annual** avoided costs will reach approximately \$410,000. This is based on actual rates from 2011 to 2015 and the reported increases from BC Hydro from 2015 onwards. Not included in this figure are carbon offset costs.

NVSD Annual Avoided Costs (2011 to 2021) Projected
Electrical and Fuel



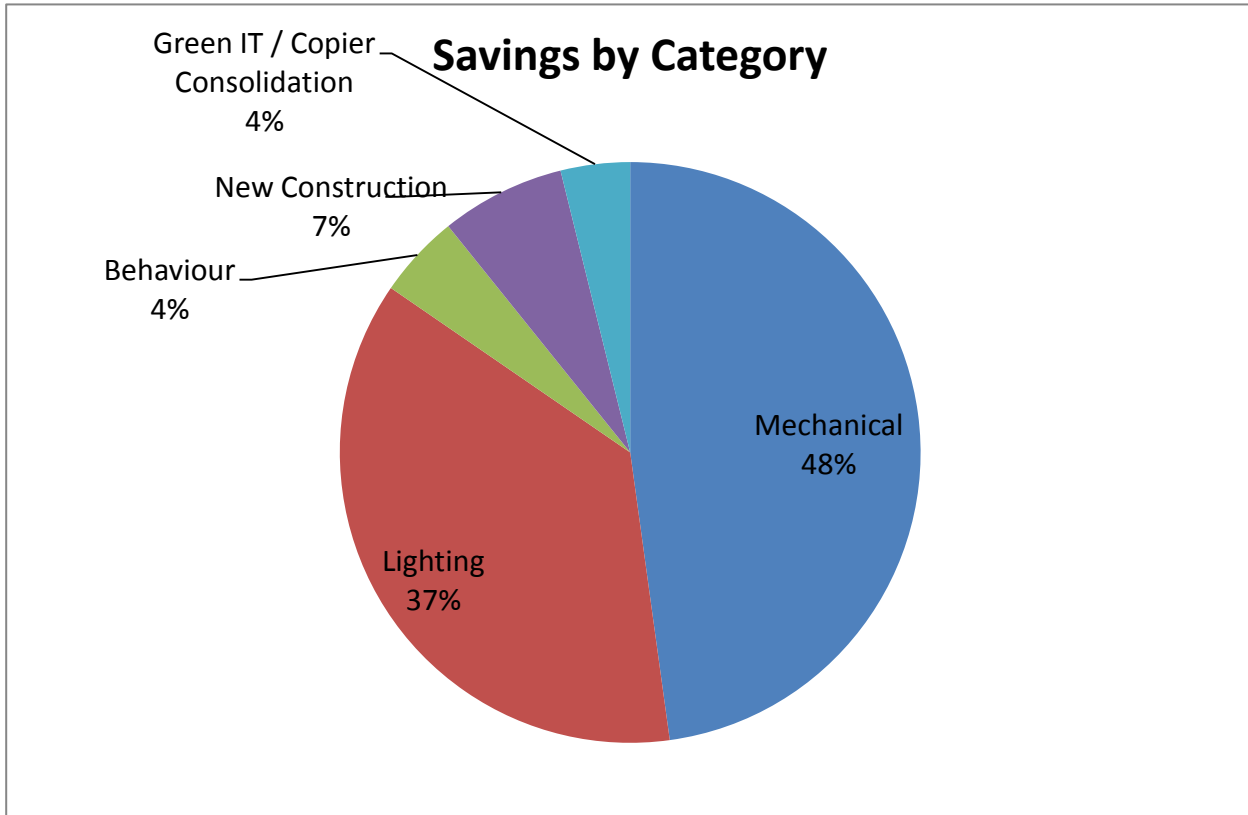
6.6 Planned Actions

Based on the anticipated electrical and fuel projects, the projected energy savings (electrical in kWh and fuel in GJ) savings timelines are shown below.



6.7 Source of Planned Savings

The electrical savings will result from the following breakdown of project types:



6.8 Energy Studies

A number of sites have undergone energy studies over the last three years. Specifically, 4 sites have participated in the first Phase of BC Hydro Continuous Optimization for Commercial Buildings (COp) Program:

- Windsor Secondary
- Handsworth Secondary
- Seycove Secondary
- Sutherland Secondary

Boiler plant reviews have also been completed over the last three years for the following:

- Boundary EL
- Brooksbank EL
- Cove Cliff EL
- Larson EL
- Eastview EL
- Norgate EL

In 2013/14, lighting studies at 6 of the high schools, specific to the common area lighting controls, were completed.

In the 2014/15 school year, two additional schools were approved for the BC Hydro Continuous Optimization program and are now underway:

- Argyle Secondary
- Carson Graham Secondary

In 2014/15, we completed envelope investigations at some of the following sites high fuel sites: Ross Road, Norgate, Boundary, Canyon Heights. We are also reviewing the DDC system for further savings potential at all sites and will also be reviewing savings from filter changes.

For 2016/17, we are also planning investigations at: Ross Road, Canyon Heights, Dorothy Lynas and Westview.

Identified projects make up 82% of the 3 year target: the remaining projects will be identified to make up the gap.

6.9 Organizational Initiatives

Other organizational initiatives at NVSD include the following:

- ✓ updating utility data in PUMA;
- ✓ ensuring the continuation of the Energy Manager role;
- ✓ supporting where possible the LEED goal of new buildings;
- ✓ a comprehensive review of sustainability initiatives;
- ✓ and being mindful of the copier consolidation process.

6.11 Energy Management Engagement

Energy Management Engagement, Training and Communication Plan

Educators, staff and students play an important role in energy conservation efforts at the North Vancouver School District. They have direct control over much of the equipment that consumes energy in a school or classroom, including lights, computers and plug loads.

To promote energy conservation at the District, we have developed a revolving Sustainability Engagement Action Plan. The Action Plan is updated every August with annual goals and a schedule of activities for the year. It covers four key strategy areas to encourage energy conservation behaviour change. The strategy areas are:

- Sustainability Program Planning
- Engagement programs
- Campaigns
- Communication

In 2012/13, we launched BC Hydro's Workplace Conservation Awareness (WCA) program in ten schools, wrote two success stories, spoke at a custodian staff meeting about turning off lights and developed an energy kiosk.

In 2013/14, activities focused on strengthening the participation rates in BC Hydro's WCA program, engaging principals and custodians, writing success stories and promoting energy management curriculum opportunities. We also worked to encourage school participation in BC Hydro's FirstWave programs, specifically in the Secondary School level Energy Ambassadors program.

In 2014/15, we worked closely with the District's Communication Manager to deliver 5 district wide conservation campaigns including: Dining in the Dark, Sweater Day, Spring Break Shutdown, Lights out Lunch for Earth Day, Summer Shutdown. Over 80% of schools participated in at least one campaign. We also organized a Green Tea Celebration event for teachers and staff working on sustainability initiatives.

In 2015/16, we will work with the Superintendent to develop an overarching Sustainability Policy that outlines strategies and resources to support current sustainability initiatives and further integrate sustainability into the District operations and programs. We will also organize 6 District wide campaigns:

- **October:** Spooky Days
- **December:** Holiday Shutdown
- **February:** Sweater Day
- **March:** Spring Break Shutdown
- **April:** Lights out Lunch for Earth Day
- **June:** Summer Shutdown

A key focus this year will be engaging custodial staff in holiday shutdown campaigns, beginning with a custodial engagement workshop in September. Further detail on engagement activities is provided in this year's Energy + Engagement Action Plan.



7. MONITORING AND REPORTING – HOW ARE WE DOING?

7.1 Historical progress

Looking back to the year 2000, we have reduced our annual energy consumption by approximately 42%:

Historical Energy Usage & Savings (Prior to Energy Upgrades in 2000-2005)

Utility	2000 (approximate figures)	2014/15	Decrease*
Electricity	12,000,000	9,289,828	23%
Fuel	111,000	55,782	50%
Total	154,200	89,225	42%

*absolute numbers, not adjusted for weather, closures, area changes etc...

7.2 Energy Savings Progress

Over the last few years, the district has seen growth with the new ESC, a new Ridgeway Elementary, an expanded Carson Graham High School and a new building at the Cheakamus Centre. Typically these new buildings are more energy intensive than the buildings they replaced as they need to meet current code requirements, although built with energy efficiency in mind². Furthermore, new IT growth has added a significant (and unmetered) load to the district. The following numbers include the heating and cooling provided by the Lonsdale Energy Corporation (LEC), and propane.

Compared to our baseline, the energy savings as of December 2015 for all facilities (excluding leased locations) are:

- **1,635,638 kWh** **14.6% for electricity**
- **5,641 GJ** **9.3% for fuels**
- **11,530 eGJ** **11.4% overall energy savings**

To measure savings for any new sites added after 2009/10, we are using the first year of operation as its baseline. Sites which have been sold or demolished have been removed from the portfolio.

The cumulative savings shown in the figures and tables below are represented by equivalent GJ (eGJ) and are normalized for fluctuations in weather. *Negative* savings (below zero) on the graph represent an *increase* in consumption. These savings are calculated from the end of the baseline year (2009/10).

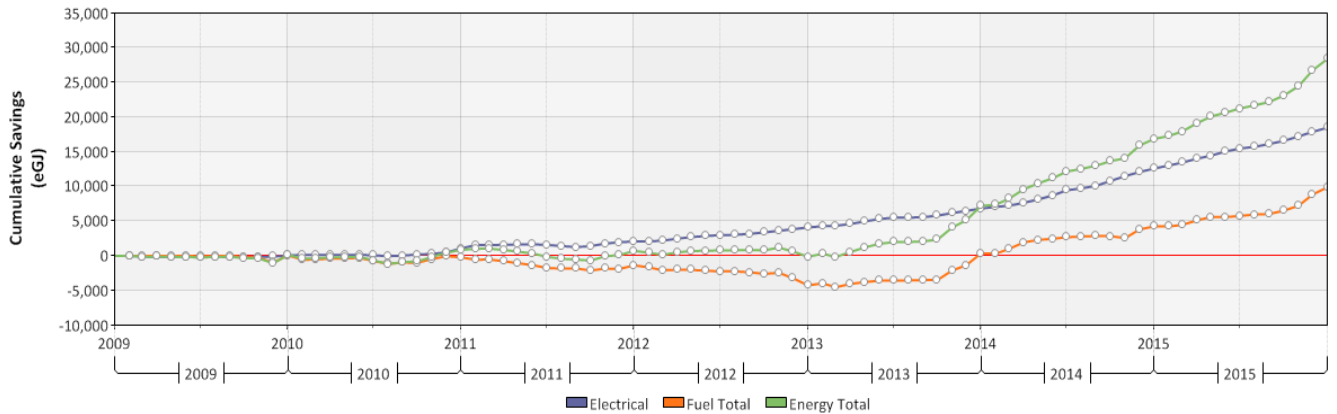
² New buildings are being built with efficiency as a focus. However, they may be more energy intensive to meet the higher ventilation rates required by current code requirements, the addition of cooling for computer rooms, and the high tech and IT loads. Also, increased rentals of these new facilities increase energy usage.

The next figures illustrate trends in savings from where we stand as of **calendar year 2015** in terms of energy savings, avoided costs and greenhouse gas emissions saved.

Total Energy Savings:

The graph below shows the cumulative savings for NVSD since the end of 2009/10. We can see that there has been steady electrical savings since the implementation of the Energy Management program and that fuel trends are improving since late 2013.

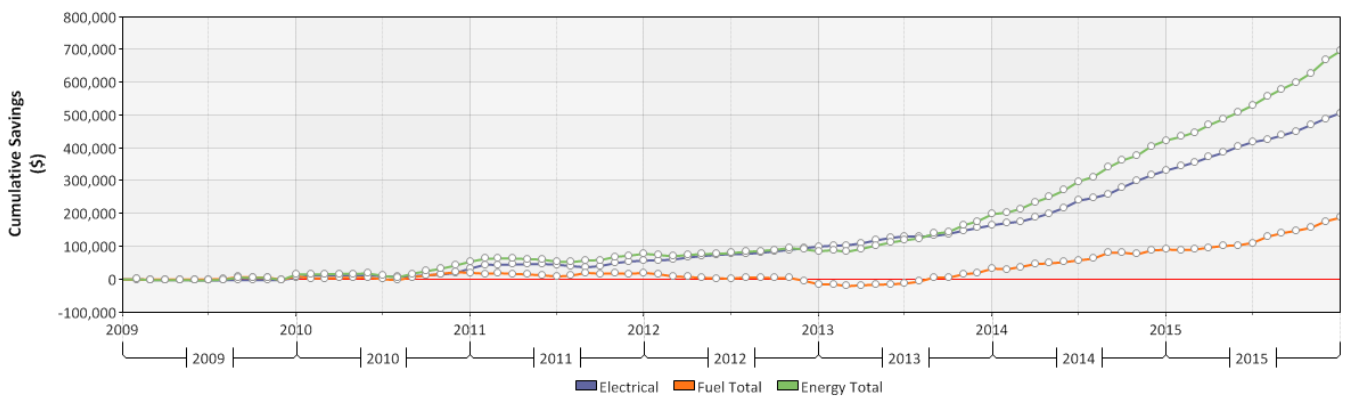
Cumulative energy savings (as of Dec 2015): 28,408 eGJ



Total Avoided Costs:

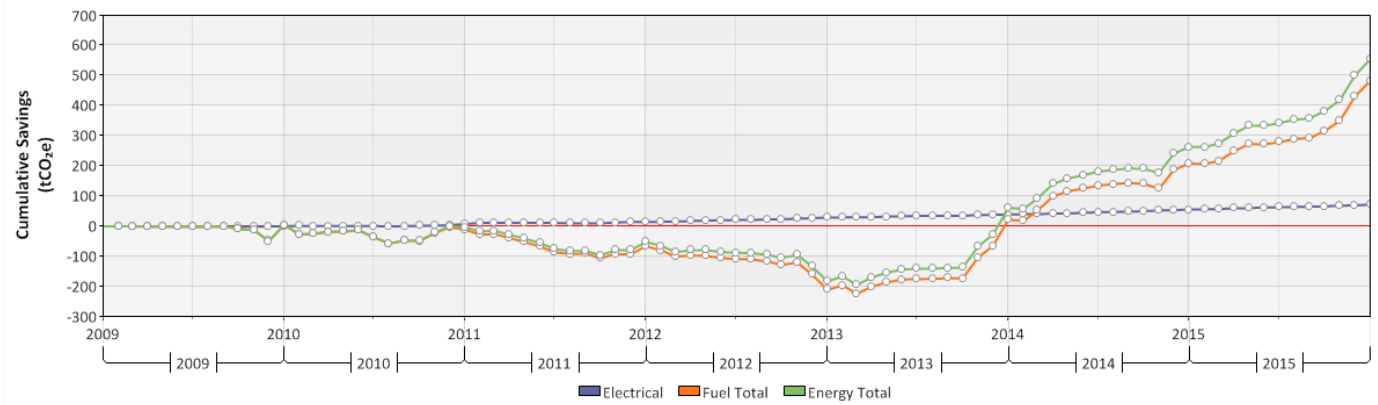
Similarly as we have just done for energy, we can show the cumulative sum of savings for cost, as shown in the two charts below. The cumulative avoided costs since the end of 2009/10 are more than **\$696,150** (based on average costs of energy each month).

Cumulative cost savings (as of Dec 2015): \$ 696,150



Greenhouse Gas Savings:

For greenhouse gas emissions, we can also show the cumulative sum of savings, as shown in the chart below
 Cumulative GHG savings: 554 tCO₂e



The greenhouse gas savings since the baseline year are the following:

Year	Annual Reduction of GHG
2009/10:	-35 tCO ₂ e
2010/11:	-73 tCO ₂ e
2011/12:	-79 tCO ₂ e
2012/13:	-127 tCO ₂ e
2013/14:	200 tCO ₂ e
2014/15:	364 tCO ₂ e (5.3%)

8. **APPENDIX A - STAKEHOLDERS AND COMMITTEES**

Energy Team			
Name	Title / Position	Organization	Role
John Lewis	Superintendent of Schools	NVSD	Executive Support
Georgia Allison	Secretary-Treasurer	NVSD	Financial Approval and contact for BC Hydro contracts
Jim Mackenzie	Director of Facilities and Planning	NVSD	Facilities lead
Mike Chapman	Assistant Director of Facilities and Planning	NVSD	Facilities
Jeff Jackson	Maintenance Manager	NVSD	Operations and DDC lead
Vacant	Communications Manager	NVSD	Approval for Internal and External communications
David Jennings	IT Representative	NVSD	IT Programs
Robert Greenwald	Energy Manager	Prism Engineering	Energy Management Program coordination
Sarah Smith	Energy Manager Team Member	Prism Engineering	Behaviour and outreach Program Coordination
Wayne Cousins	Key Account Manager	BC Hydro	Primary contact for NVSD at BC Hydro
Sustainability Leadership Team – SLT (since January 2012)			
Conor McMullan, Chair	Educational Director at Cheakamus Centre	NVSD	
Diane Ehling	Vice Principal, Sherwood Park		
Debra Benedict	Vice Principal, Ridgeway		
Christy Sacre	School Board Trustee		
Justin Wong	VP Handsworth		
Victor Elderton	VP Norgate		
Kate Keogh	Vice Principal, Outdoor School at Cheakamus Centre		
Mike Chapman	Assistant Facilities Director		
Vacant	NVSD Communications Manager		

9. APPENDIX B - SUSTAINABILITY POLICY

A. Sustainability Policy

In March 2011 the Board adopted *Policy 613-Sustainability as shown below*. This policy can also be found on the NVSD's website.

Policy

The Board will strive to maintain and operate its facilities and services in a sustainable manner, and seek opportunities in its short- and long-term planning to reduce its environmental footprint. The Board is committed to working in ways that do not jeopardize current and future social, environmental, and economic resources. It will integrate economic, environmental, and social considerations into its decision-making.

Rationale

The Board recognizes that a sustainable approach to its services and operations is essential to fulfilling its mandate of preparing students for responsible citizenship and success in life. The Board values the contributions of students, staff, parents, and the community to reduce the environmental impacts of our learning communities. In collaboration with local, provincial, regional, and global communities, the Board will provide leadership in environmental education and sustainability practices.

Definition

This policy is built upon four pillars of sustainability:

- *Support environmental education and sustainability initiatives*
- *Decrease dependencies upon the earth's finite resources*
- *Reduce waste and harmful emissions into the environment*
- *Respect green space through responsible stewardship.*

Administrative Procedures

In practice, the Board will:

- *Support environmental education and sustainability initiatives, and*
- *Encourage staff towards professional development that expands their understanding and capacity to teach sustainability principles and practices*
- *Support sustainability leadership to:*
- *Build capacity amongst students, staff, and parents as responsible contributors to their own environmentally-sustainable future*
- *Identify and implement effective sustainability initiatives and solutions*
- *Foster and celebrate successful sustainability initiatives within the School District*
- *Recognize and promote successful sustainability initiatives by students, staff and parents*
- *Support development of the Environmental Learning Centre (ELC) and associated educational programs*
- *Consider community partnerships that will assist the School District in achieving its sustainability goals.*
- *Decrease dependencies upon the earth's finite resources, and:*
- *Develop and maintain a current, School District-wide Sustainability Plan that is progressive, transparent, and measurable*
- *Embed its commitment to sustainability in the Board's Strategic Plan*
- *Balance and broaden its decision-making to include considerations of ecological, economic and social well-being*
- *Consult with internal and external advisors for necessary guidance and consideration of sustainability issues*

- *Pursue solutions for sustainability challenges in partnership with its communities and governments.*
- *Reduce waste and harmful emissions into the environment, and:*
- *Develop and operate its facilities and services in a sustainable manner*
- *Encourage sustainable initiatives that realize both cost-savings and reduce environmental impact*
- *Implement all legislative requirements to promote sustainability.*
- *Respect green space through responsible stewardship, and:*
- *Evaluate existing and future green spaces on School District property to ensure due diligence and full consideration in land space decision-making*
- *Support the maintenance of healthy and diverse green spaces where the Board has a presence*
- *Support development of the Environmental Learning Centre (ELC) and associated lands*
- *Collaborate with local municipalities to create an integrated perspective on future community green spaces.*

B. BC Ministry of Education and the BC Energy Plan

The Ministry of Education established the Sustainability Education Framework in 2008 with the vision to encourage the K-12 education system to show leadership in adopting and promoting:

- Environmentally sustainable practices, and
- Learning opportunities that support healthy, natural, social and economic environments for current and future generations

This vision is also supported by the BC Energy Plan that sets out a strategy to encourage British Columbians to take responsibility for our climate and environment.

The Framework will help ensure that that all K-12 students in British Columbia are being educated in the basics of living sustainably. Students and the education community will understand that sustainable development requires each individual to examine issues within the context of economic prosperity, consumption, social justice, and ecological stewardship.

10. APPENDIX C - ENERGY MANAGEMENT ASSESSMENT (EMA)

BC Hydro Power Smart sponsors participation in the Energy Management Assessment (EMA) Workshop with the end goal of each commercial customer developing and implementing a long-term Strategic Energy Management Plan (SEMP).

The first EMA took place in May 2010, using the Star Rating from www.one-2-five.com.

The NVSD #44 scored:

Overall Ranking: 1 Star, % Achievement: 17%, % required to reach next Star level: +4%

The key areas of focus for the Energy Manager were: Secure Leadership Commitment, Understand Energy Performance and Opportunities, Address Resourcing Needs, Develop Maintenance Procedures, Provide Energy Reporting and Feedback.

The second EMA took place in November 2012, using the SEGEMA tool.

The SEGEMA tool was used as a vehicle to prompt the site management team with a series of structured characteristics organized into functional categories, namely Strategic, Enabling and Functional. SEGEMA is designed to evaluate, identify and prioritize the critical energy-related business practices to target for improvement. The NVSD #44 scored:

SEGEMA Scoring Summary			
Components	Level of Rigor (LR)	Balance Rating (TBR/CBR)	Definition
Overall	1.31	0.59	Strategic approach to EM with initial progress towards Operationally Integrated approach.
Strategic	1.70	0.11	
Enabling	1.54	0.56	Current EM business practices are somewhat unbalanced.
Functional	0.87	0.48	

The third EMA took place in November 2013, using the SEGEMA tool.

SEGEMA Scoring Summary			
Components	Level of Rigor (LR)	Balance Rating (TBR/CBR)	Definition
Overall	1.50	0.70	Strategic approach to EM with progress towards Operationally Integrated approach.
Strategic	2.20	0.56	
Enabling	1.65	0.53	Current EM business practices are somewhat unbalanced.
Functional	0.97	0.48	

The key focus for the Energy Manager in the 2013/2014 year includes five action areas: Policy, Targets/Reporting, Plans/Actions, Teams/Committees, and Employee Awareness/Training.

The fourth EMA took place in July 2015, using the SEGEMA tool, NVSD scored:

SEGEMA Scoring Summary			
Components	Level of Rigor (LR)	Balance Rating (TBR/CBR)	Definition
Overall	1.55	0.60	Strategic approach to EM with progress towards Operationally Integrated approach.
Strategic	1.98	0.51	
Enabling	1.75	0.50	Current EM business practices are somewhat unbalanced.
Functional	1.12	0.43	

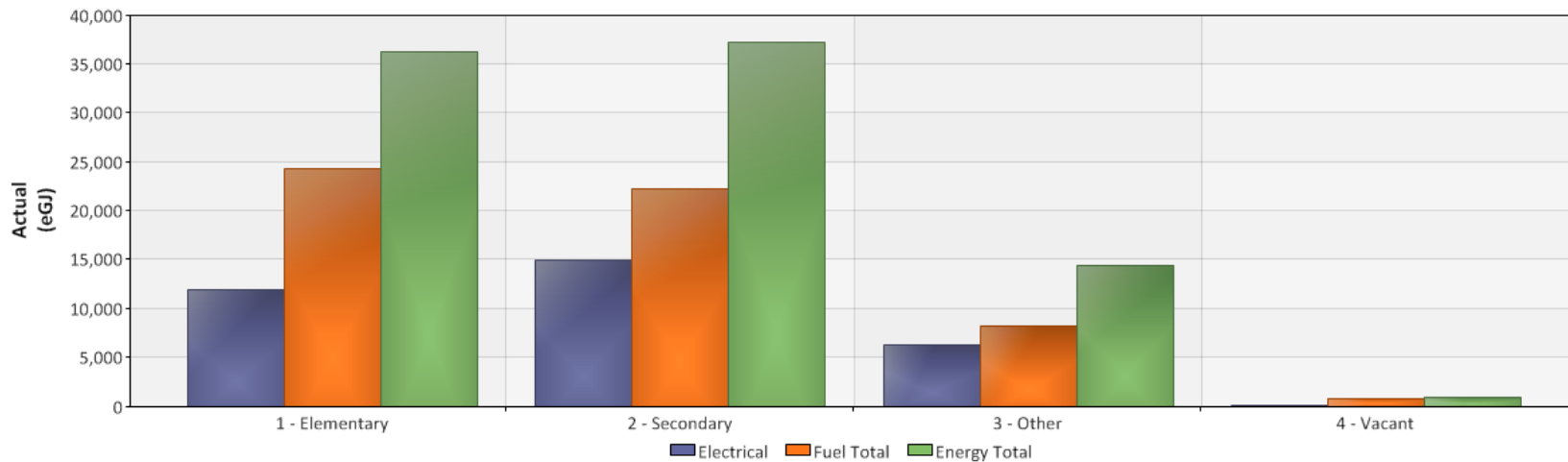
11. APPENDIX D - ENERGY DATA AND REPORTS

Performance By Year By Grouping

Project: **SD#44-Energy Manager 2009/10 Baseline (2011111-9/10)**

Classification: **Facility Type**

Year: **2014/2015**



Grouping Name	Electrical		Fuel Total	Energy Total
	kWh	eGJ	GJ	eGJ
1 - Elementary	3,333,257	12,000	24,341	36,341
2 - Secondary	4,160,328	14,977	22,302	37,279
3 - Other	1,748,253	6,294	8,199	14,493
4 - Vacant	42,753	154	864	1,018
Overall:	9,284,590	33,425	55,707	89,132

Included in the groupings are:

Other:

ESC

Lucas Centre

Cheakamus Centre

Vacant:

Cloverly

SD#44 - North Vancouver - Energy Manager (2011111)
Performance by Site 2014/15

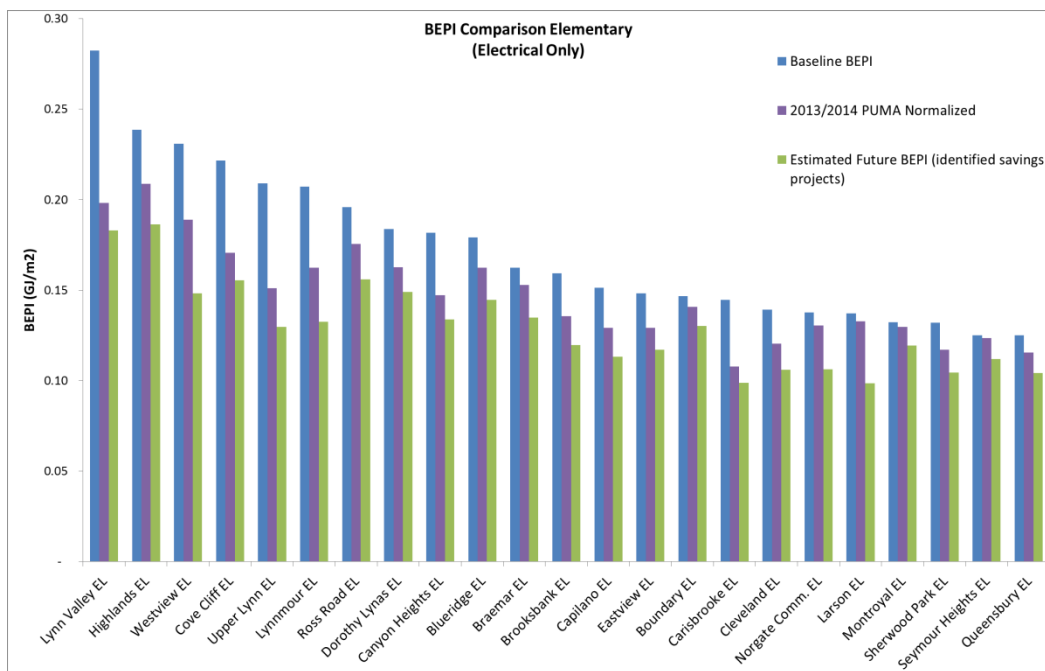
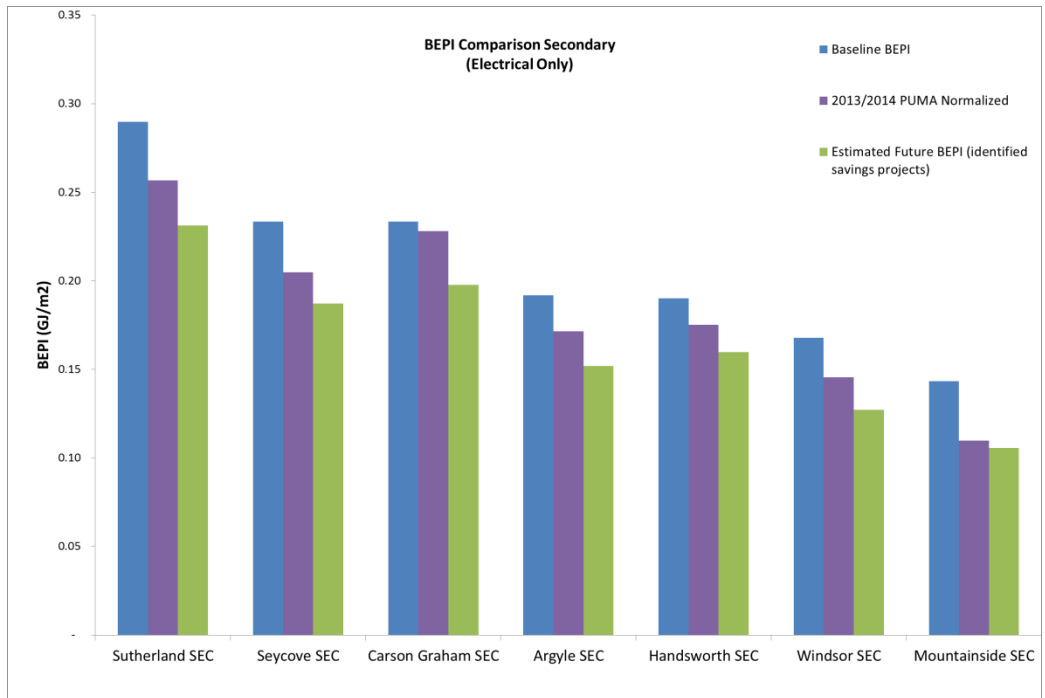
Site - Name	Site - Description	Electrical - Consumption - kWh	Electrical - Consumption - eGJ	Electrical - Cost - \$	Fuel Total - Consumption - GJ	Fuel Total - Cost - \$	Energy Total - Consumption - eGJ	Energy Total - Cost - \$
Argyle SEC	1131 Frederick Road	664,040	2,391	58,916	4,763	39,507	7,154	98,423
Blueridge EL	2650 Bronte Drive	136,568	492	15,147	1,142	11,695	1,633	26,842
Boundary EL	750 E 26th Street	129,395	466	14,786	1,135	11,604	1,601	26,390
Braemar EL	3600 Mahon Avenue	152,340	548	17,573	1,211	12,312	1,759	29,884
Brooksbank EL	980 E 13th Street	118,016	425	13,167	1,033	10,574	1,458	23,741
Canyon Heights EL	4501 Highland Boulevard	158,968	572	17,593	1,491	15,267	2,063	32,860
Capilano EL	1230 W 20th Street	137,484	495	15,611	1,098	11,482	1,593	27,093
Carisbrooke EL	510 E Carisbrooke Road	107,638	387	11,942	952	9,731	1,340	21,673
Carson Graham SEC	2145 Jones Avenue	944,130	3,399	94,606	1,501	14,115	4,900	108,721
Cheakamus Centre	2170 Paradise Valley Rd.	636,772	2,292	73,691	904	13,825	3,196	87,516
Cleveland EL	1255 Eldon Road	128,600	463	14,803	1,217	12,794	1,680	27,597
Cloverley	440 Hendry Avenue	42,753	154	5,080	864	8,679	1,018	13,759
Cove Cliff EL	1818 Banbury Road	118,384	426	13,561	712	7,558	1,138	21,119
Dorothy Lynas EL	4000 Inlet Crescent	181,273	653	20,427	1,419	13,476	2,072	33,903
Eastview EL	1801 Mountain Highway	141,015	508	15,412	1,297	13,197	1,805	28,609
ESC/AFK	2121 Lonsdale Avenue	806,575	2,904	92,882	3,012	92,054	5,915	184,936
Handsworth SEC	1044 Edgewood Road	609,384	2,194	55,589	4,449	36,955	6,643	92,544
Highlands EL	3150 Colwood Drive	174,855	629	20,126	495	5,311	1,124	25,437
Larson EL	2605 Larson Road	137,880	496	15,278	999	10,575	1,495	25,854
Lucas Centre	2132 Hamilton Avenue	304,906	1,098	25,425	4,191	36,050	5,289	61,475
Lynn Valley EL	3250 Mountain Highway	125,452	452	14,330	517	5,505	968	19,836

Lynnmour EL	800 Forsman Avenue	45,353	163	4,927	825	8,473	988	13,400
Montroyal EL	5310 Sonora Drive	108,096	389	11,796	894	9,179	1,283	20,975
Mountainside SEC	3365 Mahon Avenue	244,222	879	25,127	2,713	23,608	3,592	48,735
Norgate EL	1295 Sowden Street	105,696	381	11,673	1,089	11,142	1,469	22,815
Queen Mary EL	230 West Keith Road	206,925	745	22,677	456	17,494	1,201	40,171
Queensbury EL	2020 Moody Avenue	83,880	302	9,058	722	7,794	1,024	16,853
Ridgeway EL	420 E. 8th Street	165,360	595	20,220	716	7,484	1,312	27,704
Ross Road EL	2875 Bushnell Place	165,385	595	18,241	1,619	15,461	2,215	33,702
Seycove SEC	1204 Caledonia Avenue	456,120	1,642	45,441	2,131	19,920	3,773	65,361
Seymour Heights EL	2640 Carnation Street	84,428	304	9,055	649	6,854	953	15,909
Sherwood EL	4085 Dollar Road	151,300	545	17,241	971	9,958	1,515	27,199
Sutherland SEC	1860 Sutherland Avenue	704,132	2,535	66,968	1,995	17,816	4,529	84,784
Upper Lynn EL	1540 Coleman Road	161,384	581	17,195	971	9,938	1,552	27,132
Westview EL	1660 Bewicke Avenue	107,584	387	12,184	685	7,133	1,072	19,317
Windsor SEC	931 Broadview Drive	538,300	1,938	51,905	4,748	38,288	6,686	90,193
TOTAL		9,284,593	33,425	969,653	55,586	602,808	89,008	1,572,462

12. APPENDIX E: TARGETS BY SITE (2013/14)

Annual Energy Intensity Targets by School (Electrical only)

Based on completed and identified projects, the targets were broken down on a school by school basis in 2013/14. For electrical energy only, the opportunities equate to a reduction of 0.03 eGJ/m² for elementary schools and 0.04 eGJ/m² for secondary schools. The following two graphs show the electrical targets for each school in terms of a new building energy performance index (BEPI). The baseline figures are based on the 2009/10 normalized data.



13. APPENDIX F - ASSET REGISTRY

40 Total sites

Secondary Schools (7)	Floor Area - m ²
Argyle SEC	15,092
Carson Graham SEC	16,007 old 13,102 new
Windsor SEC	13,355
Handsworth SEC	12,932
Sutherland SEC incl daycare	10,763
Seycove SEC	8,582
Mountianside SEC (formerly Balmoral) including Student Services and Continuing Education	8,419

Other Locations (3)	Floor Area - m ²
Lucas Centre (Continuing Education including Maintenance, Leo Marshall Curriculum Centre)	10,754
ESC/ AFK (Education Services Centre and Artists for Kids)	5,725
Checkamus Centre (NV Outdoor School)	3,935

Closed Locations (1)	Floor Area - m ²
Cloverley EL	2,483

Leased Locations to Others (4)	Floor Area - m ²
Fromme	2,809
Kenneth Gordon (Formerly Maplewood)	2,883
Lions Gate Christian Academy (Formerly Plymouth EL)	2,742
Brockton Prepatory (Formerly Westover)	2,110

Under Renovations (0)	Floor Area - m ²

Elementary Schools (25)	Floor Area - m ²
Blueridge EL	3,360
Boundary EL	3,491
Braemar EL	4,065
Brooksbank EL	3,539
Canyon Heights EL	3,792
Capilano EL	4,224
Carisbrooke EL	3,697
Cleveland EL	4,231
Cove Cliff EL	2,753
Dorothy Lynas EL	4,609
Eastview EL	4,255
Highlands EL	3,254
Larson EL	3,928
Lynn Valley EL	2,535
Lynnmour EL	2,848
Montroyal EL	3,324
Norgate EL	2,897
Queensbury EL	2,668
Queen Mary EL	4,402
Ridgeway EL (<i>Demolition summer 2009; re-occupied Sept 2011</i>)	4,060
Ross Road EL	3,774
Seymour Heights EL	2,794
Sherwood EL	5,171
Upper Lynn EL	4,420
Westview EL	2,400

TOTAL (2015)	Floor Area - m ²
Total	206,177

*Areas do not include portables.

Schedule C.2
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **School District Facilities Plan (SDFP) – Staff Comments**

Narration:

The Ministry of Education states that boards of education are expected to have a School District Facilities Plan (SDFP) in place that supports projects being submitted to the Ministry for capital investment consideration. A SDFP must identify and rationalize current and future capital requirements for new schools; school expansion and consolidation; school replacement or upgrades based on building condition, seismic vulnerability and ongoing maintenance/life cycle costs; as well as new government initiatives.

The SDFP provides critical context for discussions with the Ministry regarding high priority project requests. The North Vancouver School District contracted Matrix Planning Associates to prepare the School District Facilities Plan 2015 Update for inclusion within the Capital Plan. Bill Wood, of Matrix Planning Associates, presented the summary highlights of the 2015 School District Facilities Plan at the Public Board Meeting of December 8, 2015.

Subsequent to the Public Board Meeting, staff of the School District, the City of North Vancouver (CNV) and the District of North Vancouver (DNV) each reviewed the SDFP 2015 Update to provide comments on the report and its recommendations.

The purpose of this report is to highlight the key findings reported by Matrix Planning (provided in italics) and to provide comments from the perspective of the School District and the respective planning departments of the City of North Vancouver and the District of North Vancouver.

While there are significant areas of agreement within the findings and recommendations provided in the School District Facilities Plan 2015 Update, there are also areas where different perspectives are provided. A key conclusion of the School District, City and District planning departments is the critical importance of continued collaboration and planning between our respective organizations.

Attachment:
School District Facilities Plan (2015 Update)

School District Facilities Plan (2015 Update)



This report highlights the key findings reported by *Matrix Planning Associates* in support of the priority projects identified in the School District's Five Year Capital Plan. Comments from the perspective of the School District and the respective planning departments of the City of North Vancouver and the District of North Vancouver are also provided in this report.

INTRODUCTION

The North Vancouver School District contracted Matrix Planning Associates to prepare the School District Facilities Plan 2015 Update for inclusion within the Five-Year Capital Plan (Appendix A - CP2 – Five Year Capital Plan Summary). Previous SDFP's were completed by Matrix in 2004, 2007, and 2013 to support the Five-Year Capital Plans and assist in identifying capital planning priorities.

The Ministry of Education expects Boards of Education to have a School District Facilities Plan (SDFP) in place to support priority projects identified in the Board's Capital Plan.

A SDFP must provide rationale for current and future capital requirements.

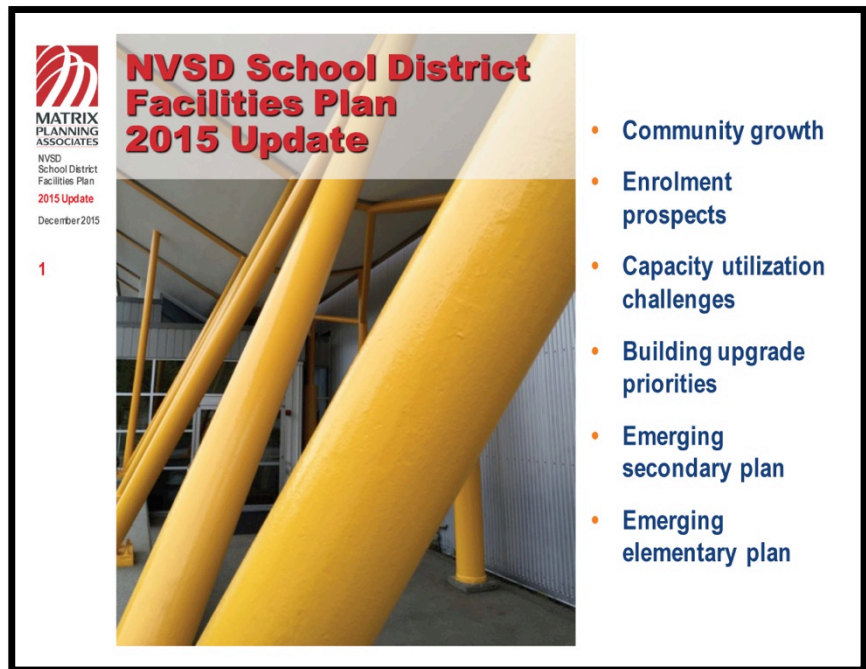
The SDFP provides critical context for discussions with the Ministry regarding capital project requests for new schools; school expansion and consolidation; school replacement or upgrades based on building condition, seismic vulnerability and life cycle costs; as well as new government initiatives.

Matrix Planning Associates presented highlights of the School District Facilities Plan 2015 Update to the Board at the Public Meeting of December 8, 2015.

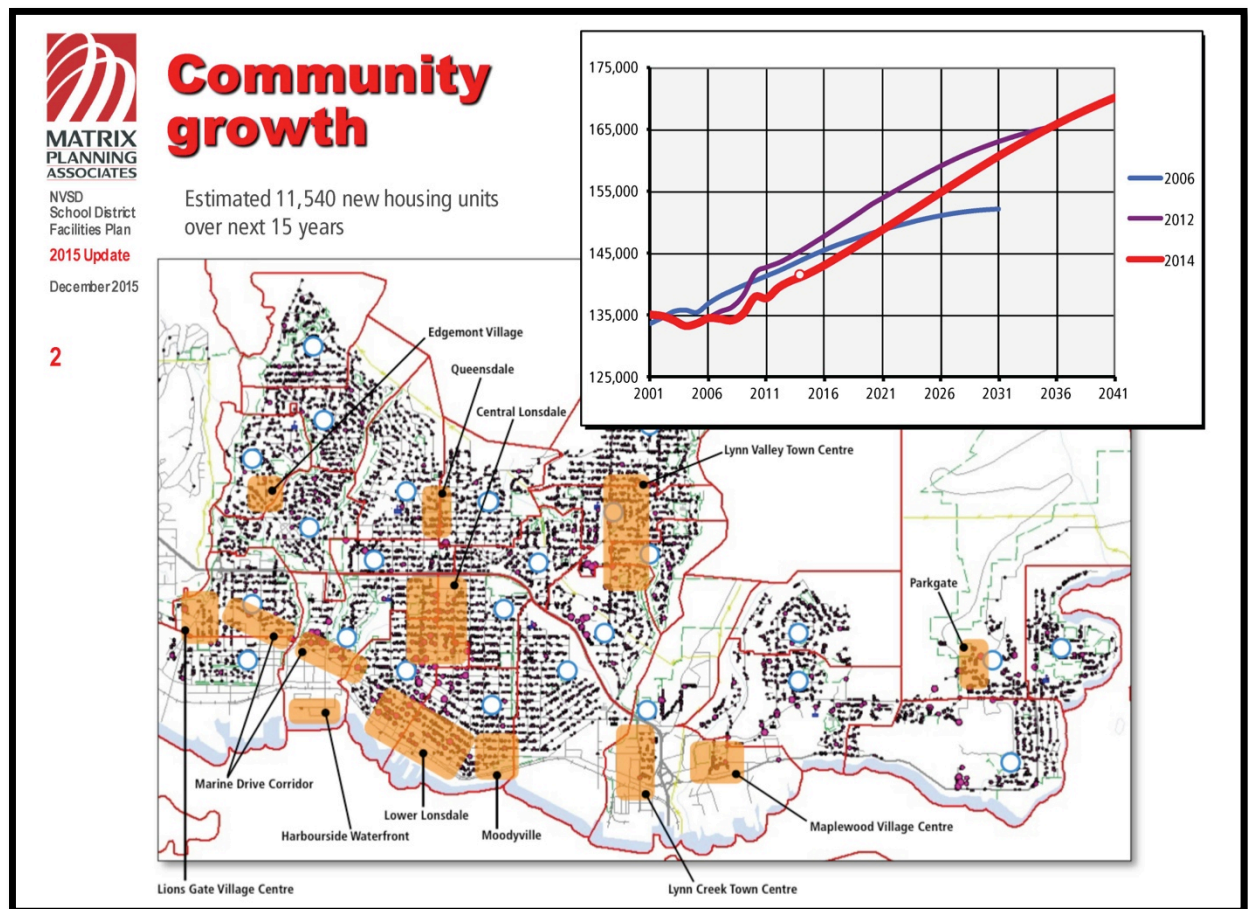
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While there are significant areas of agreement within the findings and recommendations provided in the SDFP 2015 Update, there are also areas where different perspectives are provided. A key conclusion of the School District, City and District planning departments is the critical importance of continued collaboration and planning between our respective organizations.



COMMUNITY GROWTH



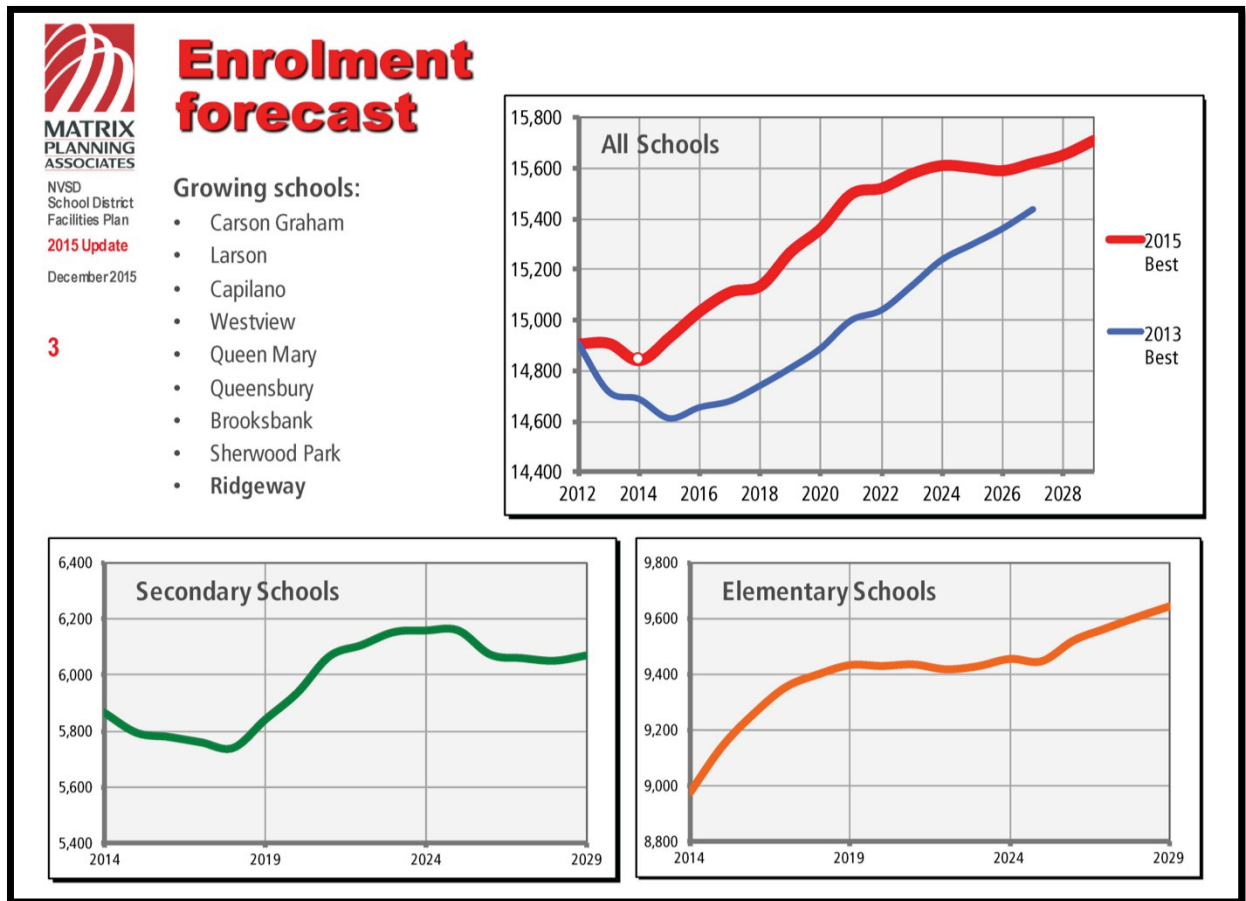
MATRIX: North Vancouver is a stable community with solid growth prospects. Recent BC Statistics projections indicate that the population of the North Vancouver School District (NVSD) will grow by 16% over the next 20 years.

Both municipal governments (the City and the District of North Vancouver) served by NVSD have recently updated their community plans. Both municipalities actively encourage new residential development. We estimate that there will be close to 12,000 new apartment and townhouse units built in NVSD over the next 15 years.

Comments:

- The projections provided by MATRIX appear to be reasonable and consistent with previous demographic updates. The District of North Vancouver encourages the ongoing review of 'yield factors' to estimate student enrolment.
- The pace of new housing development will need to be monitored on an ongoing basis.

ENROLMENT FORECAST




MATRIX: Our enrolment forecasts for NVSD schools indicate that the number of elementary students will grow over the next five years, then plateau for a few years before beginning to increase again toward the end of our 15-year planning horizon. We expect secondary enrolment to decline very slightly over the next few years before beginning to increase in step with earlier elementary growth. In 15 years, we expect enrolment at NVSD schools to be about 6% higher than the current level.

Comments:

- The enrolment forecasts are reasonable and consistent with our expectations. We note that the future enrolment remains well under the historical enrolment levels reached in 1973 (22,717 students) and below enrolment levels reached in 2001 (18,473).

CAPACITY UTILIZATION



MATRIX
PLANNING
ASSOCIATES

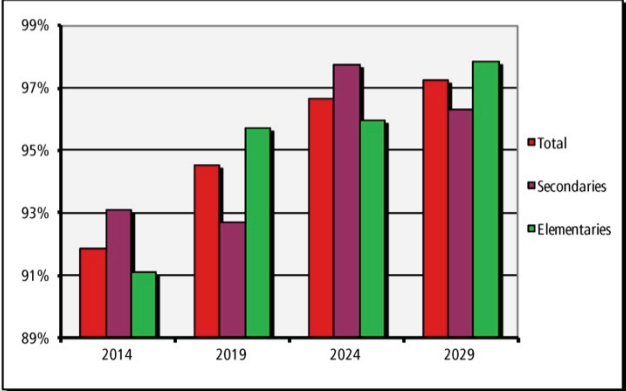
NVSD
School District
Facilities Plan
2015 Update
December 2015

4

Capacity utilization

Capacity utilization challenges:

- Elementary and then secondary utilization will exceed comfort zone
- Low utilization in east
- Sutherland, Windsor and Seycove underutilized
- Need to balance enrolment in several parts of district... adjust catchment boundaries and other measures
- Several elementary schools are, or will be, underutilized: Norgate, Eastview, Lynnmour, Blueridge, Seymour Heights, Dorothy Lynas and Sherwood Park
- Several elementary schools will be overutilized: Larson, Capilano, Westview, Lynn Valley, Ross Road, Ridgeway, Queensbury
- Non-instructional use of classrooms may not be possible in growing schools



Year	Total (%)	Secondaries (%)	Elementaries (%)
2014	92	93	91
2019	94	93	96
2024	97	98	96
2029	97	96	98

MATRIX: If there are no changes in capacity (expansions to schools), program locations or catchment areas, there will be ten or more schools that are significantly under-utilized (Sutherland, Windsor, Seycove, Norgate, Eastview, Lynnmour, Blueridge, Seymour Heights, Dorothy Lynas and Sherwood Park) and ten or more schools that are seriously overcrowded (Carson Graham, Handsworth, Larson, Capilano, Westview, Queen Mary, Lynn Valley, Ross Road, Ridgeway, and Queensbury).

Compared with the 2013 Update, the current capacity utilization analysis for all 31 NVSD schools shows that:

- Overall utilization has decreased from 2012, led by lower utilization of secondary schools.*
- Anticipated future utilization for secondary schools is higher, both in the short-term and the long-term. Future prospects for the utilization of elementary schools continues to show growth with longer-term utilization approaching 100%.*
- MoE's target of 95% utilization will be achieved for elementary schools and all schools before 2019, and for secondary schools well before 2024. Significant differences exist between schools in the western part of NVSD compared with the east. Handsworth, Argyle and Carson Graham families of schools are well utilized, even over-utilized, whereas the Windsor, Seycove and Sutherland families are underutilized.*

However, as we look into the future, the Sutherland family will become over-utilized, whereas the Windsor and Seycove families remain under-utilized.

MoE prefers that NVSD maintain the following minimum capacity utilization thresholds before being eligible for new space:


- District average of 95%.
- Elementary schools at 100% – usually applied to a group of adjacent schools (i.e. Family of Schools) when requesting new elementary space.
- Secondary schools at 110% – a reasonable expectation since most secondary schools can easily operate at well over 100% utilization.

Aiming to attain these utilization targets is a worthwhile goal for NVSD without considering the need for additional space. This is because it is important to minimize the 'overhead' costs associated with facilities to focus maximum resources on programs for student education.

Comments:

- There is a recognition that achieving the expected capacity utilization rates established by the Ministry places considerable restraint on the operation of schools, particularly at the elementary level. With limited flexibility, all available classroom space within our elementary schools will be increasingly required for enrolment purposes, to accommodate a growing student population. The school district will need to 'reclaim' space that was previously available for other purposes, including out-of-school care and daycare.
- City and District of North Vancouver staffs have acknowledged the challenges experienced with the accommodation of childcare within schools when the student population is growing. Staff with both municipalities have expressed interest to work with the school district to explore options to address child care needs including; designing new schools to increase the opportunity for child care use within the school, or on the school site; the provision of space within new schools or on school grounds; and advocating for the return of Neighbourhood Learning Centre funding stream. Additionally, there is interest to work together to minimize disruptions and displacements for families where possible. The needs of parents and families for local childcare are consistent with our collective objectives for a successful community.
- While catchment area adjustments were identified as a possible approach to balance student population between schools, and reduce the need to reclaim classroom space used for child care purposes, there are considerable limitations on the use of catchment area adjustments to balance enrolment at neighbouring schools. As changes through catchment areas are introduced on a gradual basis, the ability to balance student enrolment takes an extended period of time to achieve. The placement of students is effectively managed through the application of priorities determined by the catchment area of residence and through the strict limitation on student transfers, particularly for out of catchment area requests.
- The School District will continue to communicate concerns regarding the restrictive application of the Ministry's expected capacity utilization rates. It would be beneficial to provide increased flexibility in space utilization, both within an individual school and between schools.
- The discontinuation of Neighbourhood Learning Centre funding is a concern shared by our Municipal partners as it severely restricts the opportunity for flexible space and the potential to address the need for local and community services within schools.

BUILDING UPGRADE PRIORITIES



MATRIX PLANNING ASSOCIATES
 NVSD School District Facilities Plan
 2015 Update
 December 2015

5

Building upgrade priorities

Priority 1	Priority 2	Priority 3	Good condition
Argyle	Windsor	Larson	Highlands
Handsworth	Queensbury	Canyon Heights	Carson Graham
Seymour Heights	Brooksbank	Carisbrooke	Westview
Blueridge	Ross Road	Boundary	Queen Mary
Mountainside	Cleveland	Upper Lynn	Lynn Valley
Lynnmour	Sherwood Park	Eastview	Sutherland
	Capilano	Braemar	Ridgeway
	Norgate	Cove Cliff	
	Montroyal	Dorothy Lynas	
		Seycove	

MATRIX: A key objective of the school district facilities plan is to work towards improving the overall safety and quality of school facilities. Considerable progress has been made over the past few years in advancing this objective – poor facilities have been closed, a few schools have been replaced and several schools have been upgraded. As a result, there are fewer poor buildings in the NVSD inventory of schools.

NVSD’s subjective condition assessment for the 32 NVSD schools characterizes building condition as Poor, Deficient, Acceptable or Good. Schools considered ‘poor’ are, for a variety of reasons, at the top of the list of facilities in need of upgrading or replacement. Since Blueridge is slated for closure as part of the consolidation with the planned Seymour Heights replacement, the school’s need to be upgraded will not be implemented. The order of the schools listed corresponds to the relative need for upgrading.

In addition to building condition, NVSD will consider other factors when determining relative priorities for proposed capital projects. One key consideration is the need to add capacity to meet current and anticipated enrolment growth.

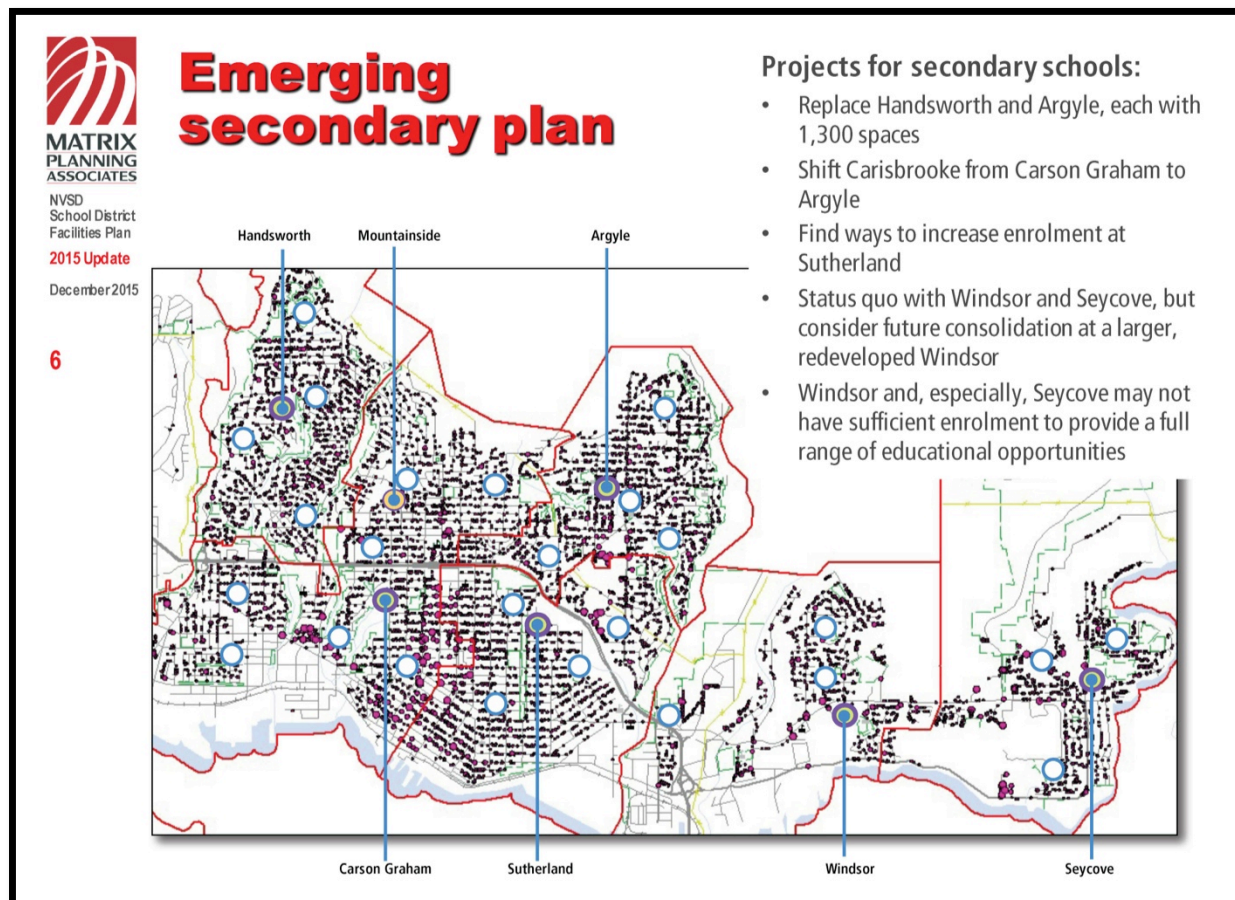
- *Schools with High enrolment pressures (Carson Graham, Ridgeway, Ross Road and Larson) will need space for more than 100 additional students. In addition, all four of these schools will experience significant enrolment pressures in the next few years.*

There are ways to deal with enrolment pressures other than expanding the school. By adjusting catchment boundaries with adjacent schools, students can attend a school with surplus capacity. In addition, district programs can be moved from over-utilized to under-utilized schools. These and other similar ideas are addressed in the emerging plans for elementary and secondary schools.

Comments:

- The Building upgrade priorities identified by MATRIX are reasonable in terms of need for upgrades through renovation and/or replacement. In relation to those identified as Priority 1, we acknowledge that both Argyle and Handsworth are approved seismic projects that may be pursued as full replacement projects.
- Seymour Heights and Blueridge are identified as replacements for consolidation and replacement with the replacement of Seymour Heights being the top priority within the Board's Five-Year Capital Plan. Lynnmour is also identified in the Capital Plan as a full replacement request, consistent with the Priority 1 identified by MATRIX,
- Mountainside has recently been upgraded, but structural issues remain related to seismic condition.
- In regards to those schools identified as Priority 2 and Priority 3 we acknowledge that work is proceeding on Windsor Secondary at the present time, addressing seismic condition and providing for limited interior upgrades. The Capital Plan identifies Larson Elementary as a high priority for full replacement, based on its continued operation with four portable classrooms and operating challenges related to the poor functional design of the building. For these reasons, we would shift Larson from a Priority 3 to a Priority 1.
- MATRIX analysis of enrolment pressures and additional space are reasonable for future consideration. We note that the current Capital Plan addresses the need for increased enrolment in proximity to schools that are projected to experience enrolment pressures.
- In advance of capital projects, enrolment management will continue to be critical to avoid overcrowding in a number of these schools. Additionally, we note that there will be opportunities to balance the population between schools where a replacement school may be planned. Building a new Handsworth Secondary at 1300 students will help address enrolment growth at Carson Graham Secondary, and a new, larger Queensbury will help address enrolment growth at Ridgeway.

EMERGING SECONDARY PLAN



MATRIX: The four secondary schools in the west need to accommodate up to about 4,800 students by the end of our 15-year planning horizon. This is an average of 1,200 students for each school – right in the middle of the 1,000 to 1,500 range expressed as optimum by NVSD. Four schools at 1,300 spaces each would accommodate 5,200 students – only 10% greater than our current best forecast for the next 15 years.

If all four existing secondary schools were to be expanded to the 1,500-level, there would be capacity for 6,000 students in the west. Even with this potential, we think that it is wise to retain the potential of creating a fifth secondary in the west by using the Mountainside Secondary site.

Our immediate plans incorporate NVSD's two high priority projects, the replacement of Argyle and Handsworth, and we suggest that both schools be built with 1,300 spaces. With the recently rejuvenated Carson Graham and Sutherland retained at their existing capacities, the utilization of the four western secondary schools will be 101% at 2024 and 2029. The planning for both Handsworth and Argyle should incorporate the capacity to expand to 1,500 students.

Our plan calls for Carisbrooke to move from the Carson Graham family to the Argyle family of schools. This will provide more balance to the secondary families with the Carson Graham family having six instead of seven elementary schools. We estimate that the move of Carisbrooke to the Argyle family will shift 140 students from Carson Graham to Argyle. This

shift is reflected in adjusted enrolment estimates. The result of this move is that Carson Graham becomes less over-utilized and the need to implement the planned expansion of the school can be deferred.

A key challenge for NVSD will be to make Sutherland sufficiently attractive to boost it to full utilization. To this end, we have shown 40 students shifting from Argyle to Sutherland. Even if Sutherland is not fully utilized, the other three secondary schools can operate at slightly over 100% as shown.

The net outcome of the two enrolment shifts for Argyle is that the proposed replacement school needs to be built for at least 1,300, whereas a somewhat smaller capacity (perhaps 1,250) may have been otherwise acceptable.

Secondary schools in the east need to accommodate 1,300-1,400 students. The existing two schools have a combined capacity of 1,700 spaces resulting in overall utilization that is mostly under 80% over the ten years from 2019 to 2029. Put another way, there will be a combined surplus of over 300 spaces in the two eastern secondary schools over the next decade or more.

French Immersion has already been implemented at Windsor so there is little opportunity for secondary enrolments to be enhanced in the east. In addition, since our enrolment forecasts for secondary students in the east take into account proposed new housing developments at Lynn Creek Town Centre, Maplewood Village Centre and Parkgate, it is unlikely that future enrolments will exceed our estimates, at least not by a significant amount.

Our plan for the eastern secondary schools is to carry on with the two schools as at present. Operationally, this could mean that the cost per student may be higher than with schools in the west. In addition, from an educational perspective, neither school will have the 'critical mass' to offer the optimal range of programs. With enrolments that dip below 500 students, the range of educational offerings at Seycove may be particularly at risk.

If NVSD's plans to replace Argyle and Handsworth are realized, all of the secondary schools in the west will be upgraded. This will leave Windsor and Seycove as the two remaining secondary schools to be upgraded. However, plans to upgrade Windsor and Seycove facilities may be difficult to justify with enrolments at low utilization levels.

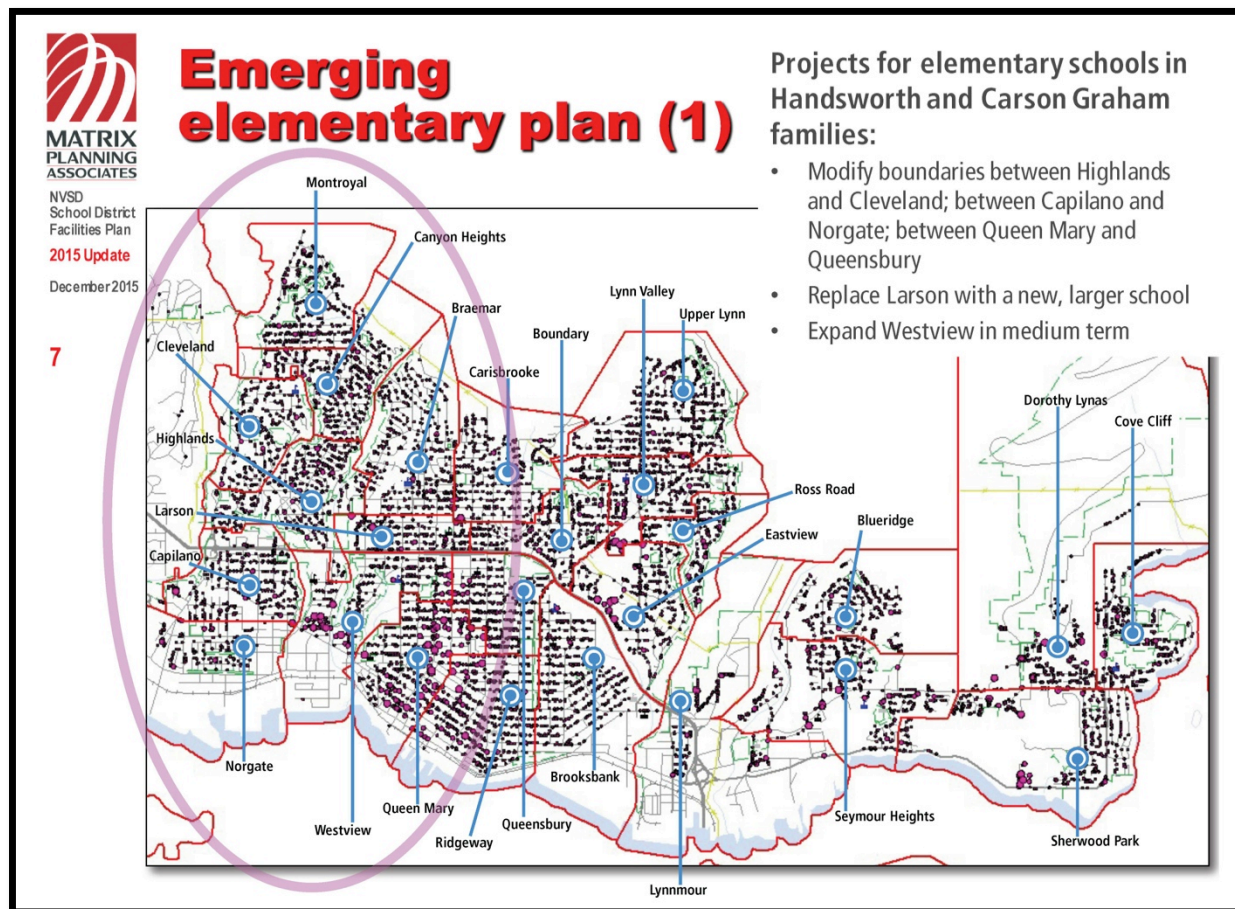
Alternatively, as outlined in both the 2007 and 2013 SDFP updates, one secondary school is a better fit for the east. If Windsor was redeveloped with an expanded capacity of 1,300 spaces (with the capacity to expand to 1,500 spaces), Windsor could meet the secondary needs in the east for at least 20 years, probably longer. In this scenario, proceeds from the sale of the Seycove property could help fund the renovation and expansion of Windsor.

This consolidation of Windsor and Seycove would result in full utilization for secondary schools in the east. This move, combined with the other improvements to western secondary schools, would mean that NVSD had five secondary schools with optimal capacities between 1,000 and 1,300.

Comments:

- The Emerging Secondary Plan formulated by MATRIX appears reasonable in response to changing enrolment patterns. The capacity of schools on the western side of the school district is reasonable at 1300 each, with future capacity of 1500.
- The opportunity to achieve schools size of 1300 at both Argyle and Handsworth through school replacements will help address enrolment growth being experienced within the Carson Graham catchment area.
- We acknowledge the strategic location of Mountainside Secondary for long-term enrolment needs and support its continued retention for potential future growth.
- The suggested change in assigning Carisbrooke Elementary to Argyle, rather than Carson Graham, will require further consideration. This change would be facilitated through the Ministry's approval of Argyle and Handsworth as full replacement school projects, with increased capacity.
- The School District acknowledges the educational and financial challenges associated with the continued operation of both Windsor and Seycove, based on projected enrolment and limited prospects for student population growth. The MATRIX strategy is reasonable from a facilities management and utilization perspective, but would be difficult to achieve over the short to medium term (5 to 10 years).
- The Ministry may support a longer-term consolidation of the facilities with one new school as the end of life cycle is approached (15 – 20 years).
- There will be a continued need to monitor enrolment patterns between Seycove and Windsor to determine the impact of low enrolment on the course offerings and educational opportunities for students.
- Additionally, there will be a need to monitor the potential growth in student enrolment from the planned developments in the District of North Vancouver in the Maplewood and Lynn Creek Town Centres.

EMERGING ELEMENTARY PLAN (1) Handsworth & Carson Graham families



MATRIX: The challenge with the four schools in the Handsworth family of elementary schools is to balance enrolment between the schools that are overcrowded (Highlands and Canyon Heights) with the schools that have spare capacity (Cleveland and Montroyal). NVSD would like to modify the catchment boundary between Highlands and Cleveland.

The result of proposed catchment area changes is that all four schools are fairly well utilized over the full planning horizon. The subtotal for the Handsworth group of elementary schools shows the 96% utilization of 2019 dipping to 90% in 2024, before rebounding to 91% in 2029.

In terms of capital projects, renovations are required for Cleveland and Montroyal as well as Canyon Heights. Highlands is in good condition. The previously called for addition to Highlands appears unnecessary at this time.

The emerging plan shows Carisbrooke as part of the Argyle family of schools instead of the Carson Graham family as currently. As a result, the emerging plan has six elementary schools in the Carson Graham family. Westview, Capilano and Queen Mary can look forward to becoming over-utilized. Norgate, on the other hand, is not only under-utilized, but also has enrolment levels that are well below optimal. The emerging plan calls for adjustments to the catchment boundaries: between Capilano and Norgate; and between Queen Mary and Queensbury.

The major capital project among the Carson Graham family of elementary schools is to replace Larson with a new school with a K-7 nominal capacity of 575.

The result of the above changes is that the Carson Graham elementary schools will become well utilized over the next decade. The subtotal for the Carson Graham group of elementary schools shows the 89% utilization of 2019, growing to 94% in 2024 and 96% in 2029.

The other major capital project that will be required in the medium term is to expand Westview by about three classrooms. In addition, renovations are required for Capilano, Norgate and Braemar. Queen Mary is a new facility.

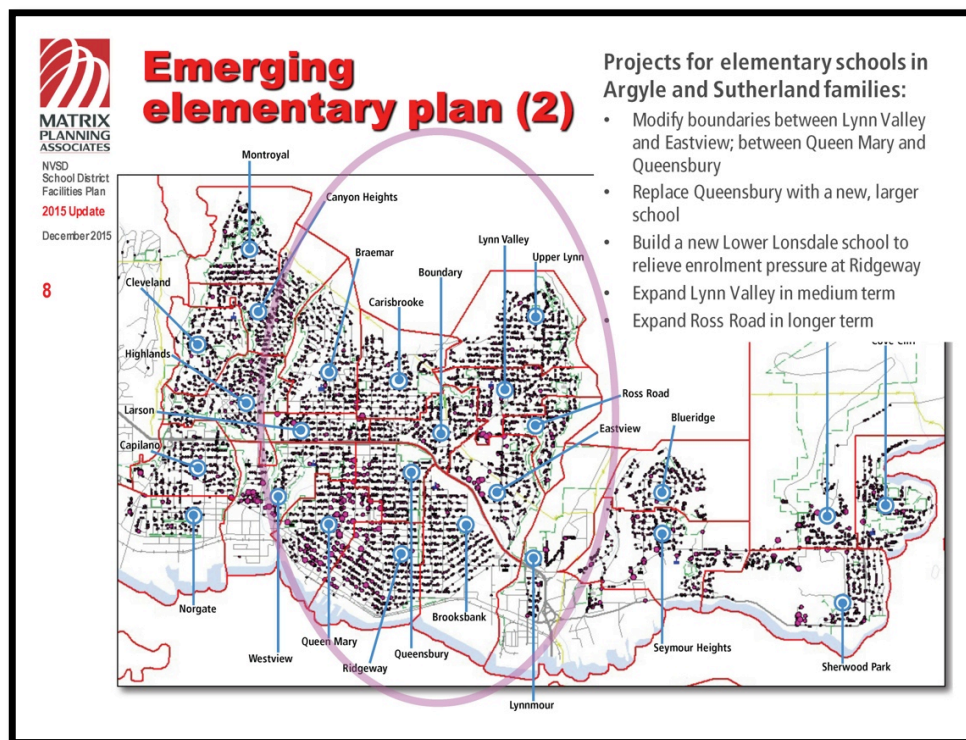
Comments:

- The emerging elementary plan for the Handsworth and Carson Graham families of schools developed by MATRIX appears reasonable, including the schools identified for renovations, expansions and replacements.
- Catchment area adjustments may help achieve improved balance in student enrolment for a number of schools, taking into account recent changes in housing and future planned developments. Our approach to catchment area changes is to implement these adjustments at the time of Kindergarten registration.
- New housing development along Marine Drive will provide an opportunity for increased enrolment at Norgate Elementary, thereby improving its capacity utilization. Increased capacity in the suggested amount at Westview is supported.
- As the suggested assignment of Carisbrooke to the Argyle family of schools will be dependent upon the requested replacement of Argyle Secondary, this will need to be given further consideration.
- A new, larger Larson Elementary school is supported in the School District's Capital Plan, acknowledging the need to remove portable classrooms, provide for increased capacity and improve the functionality of the building to support the learning environment.
- The City of North Vancouver Community Development Department support the replacement of Larson Elementary and identify numerous opportunities for consideration in the planning of a new facility including: community uses, childcare space (within the building, adjacent to the building, or on the site, as well as the potential for open grass fields, rather than gravel fields. New schools provide the opportunity for joint planning and partnerships to achieve mutual benefits.

EMERGING ELEMENTARY PLAN (2) Argyle and Sutherland families

MATRIX: We examined the potential of re-opening Fromme Elementary to address the excess enrolments at Lynn Valley and Ross Road, but found that enrolment at the new school would be in the range of about 160 students – not an optimal size. More significantly, Fromme is not the best location to serve the students from the growth areas in the Lynn Valley Town Centre.

Instead of re-opening Fromme, our plan calls for the expansion of Lynn Valley in the medium term. In addition, we suggest that Ross Road be replaced with a new, larger school in the longer term. The scale of expansion for Lynn Valley and the capacity of the Ross Road replacement should be coordinated. Provisionally, if Lynn Valley was expanded by four classrooms, Ross Road should be replaced with a 535 capacity school.



The emerging plan calls for the following adjustments to catchment area boundaries; all related to increasing enrolment at Eastview Elementary: between Lynn Valley and Eastview, Boundary and Eastview, and Ross Road and Eastview.

Queensbury, Brooksbank and, especially, Ridgeway are due to become over-utilized over the next few years. Eastview, on the other hand, would continue to be under-utilized unless some changes are made to the service delivery parameters of surrounding schools.

The most immediate major capital project in the Sutherland family of elementary schools is to replace Queensbury with a new school with a K-7 capacity of 450/60. The capacity of Queensbury can be increased by catchment area adjustments: between Queen Mary and Queensbury, and between Brooksbank and Queensbury.

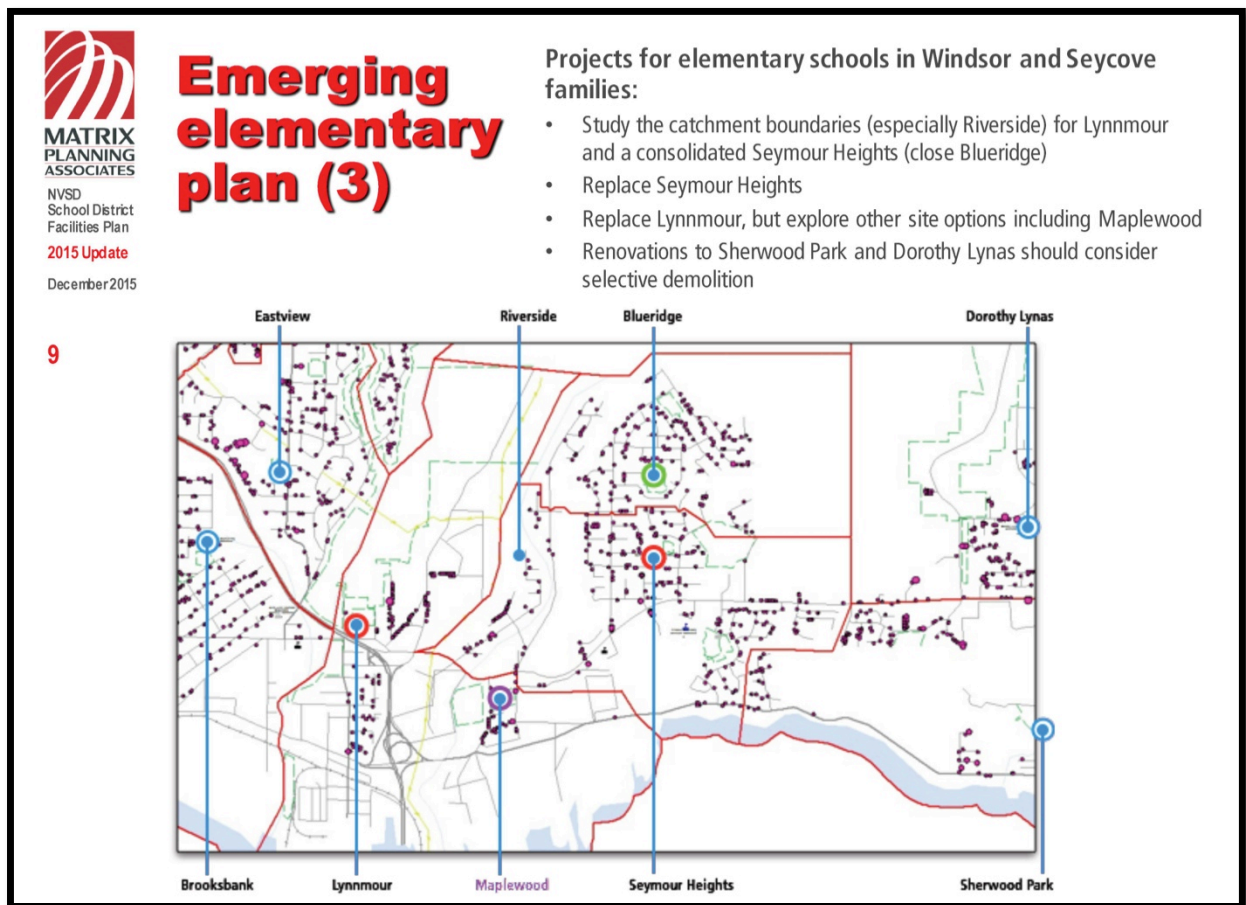
The other major capital project is the proposal to build a new K-7 Lower Lonsdale Elementary, and shift 200-290 students from Ridgeway to this new school. The possibility of a new school in this area has been discussed for some years as the number of people living in the Lower Lonsdale area continues to grow. Our analysis shows that a new school with an operational capacity of K-7 nominal capacity of 300 would be the most appropriate response to the anticipated need in the area. Plans for the school should include the capacity for expansion. Although the potential to use the existing Cloverley site should be explored, our initial

assessment is that a site to the southwest of Ridgeway would serve the students better. A partnership with the City of North Vancouver should be explored, and complementary service agencies could be part of a joint development.

Comments:

- The emerging elementary plan for the Argyle and Sutherland families of schools developed by MATRIX appears reasonable, including adjustments to the catchment areas to balance student enrolment over time, as well as the schools identified for expansion, replacement and future development.
- Catchment area adjustments may be possible to help improve balance in student enrolment for a number of schools, taking into account recent and future planned development. New housing development in Lynn Valley will provide an opportunity for increased enrolment at Eastview Elementary, thereby improving its capacity utilization.
- An expansion to Lynn Valley Elementary in the shorter term is supported, enabling the elimination of portable classrooms, while making use of the building design allowance for an expansion of four classrooms. The replacement of Ross Road Elementary with a larger school will serve to enable the elimination of portable classrooms, address current and future capacity requirements, and respond to the deficient building condition.
- A new, larger Queensbury Elementary school is fully supported in the School District's Capital Plan, acknowledging the need to increase the school's capacity to partially relieve enrolment pressures at neighbouring schools and allow for future growth.
- City staff has expressed support for the replacement of Queensbury, with comments similar to those expressed for the replacement of Larson Elementary.
- As a result of current student enrolment, future projected growth in the Ridgeway and Queen Mary catchment areas, and planned housing developments in the Lower Lonsdale and Moodyville areas in the City of North Vancouver, the School District supports the development of a future K-7 school in the Lower Lonsdale area.
- The potential development of a school in Lower Lonsdale aligns well with the City's Official Community Plan and is supported by City staff. The staff have expressed keen interest in working collaboratively for the identification of a potential site for the school. Additionally, there is strong interest in identifying potential partnership and co-location opportunities to develop a school with compatible community uses in mind.
- The School District will work in close collaboration with the City of North Vancouver to determine how best to address the anticipated need for a school in Lower Lonsdale / Moodyville area, while considering future enrolment growth, and opportunities for the co-location of community services within the school.

EMERGING ELEMENTARY PLAN (3) Windsor and Seycove families



MATRIX: If the three elementary schools in the Windsor family were left in place, there would continue to be a surplus in the order of 300 spaces and a utilization rate of around 70%. However, the emerging plan for the elementary schools in the Windsor family parallel NVSD's latest capital plan that calls for the proposed Seymour Heights replacement to facilitate the closure of Blueridge. This proposal, along with the plan to replace Lynnmour, will result in full utilization for the remaining two Windsor elementary schools.

We call for a detailed study of the area served by Lynnmour, Blueridge and Seymour Heights. This study should: define the catchment areas for the two remaining schools, with the objective of shifting more enrolment to Lynnmour; and identify the best site for a Lynnmour replacement, including consideration of the site of the former Maplewood Elementary.

Provisionally, we have concluded that: Seymour Heights should be replaced with a new school with a '425/60' nominal capacity. Lynnmour should be replaced with a new school with a '225/40' nominal capacity.

The baseline utilization shows Cove Cliff as over-utilized and the other two elementary schools under-utilized. As Sherwood Park as well as Cove Cliff and Dorothy Lynas are targeted for renovations, catchment areas may be adjusted between Cove Cliff and Sherwood Park. In addition, we suggest that the four-classroom north wing of Sherwood Park could be demolished as part of the plan to upgrade the facility.

With these changes, the Seycove elementary schools will become over 90% utilized with only Dorothy Lynas operating under capacity. In the case of Dorothy Lynas, we suggest that any plans to upgrade the school could include removal of the eight modular classrooms currently installed at that school.

Comments:

- The emerging elementary plan for the Windsor and Seycove families of schools developed by MATRIX appears reasonable, including consideration of catchment area adjustments to balance student enrolment between the schools.
- The replacement of Seymour Heights Elementary with the consolidation of Blueridge Elementary is consistent with the Board's Five-Year Capital Plan, identifying the replacement of Seymour Heights as the top priority project. Similarly, the replacement of Lynnmour Elementary is consistent with the Board's Capital Plan.
- We agree with the observations of MATRIX that the catchment areas in proximity to Seymour Heights, Blueridge and Lynnmour need to be carefully reviewed and planned in consultation with the District of North Vancouver. Changes in the recent Official Community Plan have identified significant housing developments in the Lynn Creek and Maplewood Town Centres that will have implications for the accommodation of the anticipated student enrolment in these areas.
- The District of North Vancouver planning department shares our perspective related to the need for in-depth discussions related to the Lynn Creek Town Centre and the Maplewood area with respect to the future replacement of Lynnmour School and future plans for Maplewood School.
- DNV staff also identified the need for careful review and monitoring of student yield factors in relation to schools on the School District's disposition list, particularly those in close proximity to Town and Village Centres.
- An additional challenge for consideration in this area of the School District is the transportation network and reasonable and safe access to schools. Further study in this area of the School District will be necessary to effectively plan for the future capacity and locations of the elementary schools.
- As MATRIX has indicated, minor catchment area adjustments may be possible to balance enrolment between Cove Cliff, Dorothy Lynas and Sherwood Park. While acknowledging that selective demolition may be possible at Sherwood Park in future, the modular building at Dorothy Lynas also provides options for the potential reduction in capacity between the schools, should this be warranted.

PRELIMINARY LIST OF CAPITAL PRIORITIES

MATRIX PLANNING ASSOCIATES
NVSD
School District
Facilities Plan
2015 Update
December 2015

Preliminary list of capital priorities

10

- Argyle - replacement
- Handsworth - replacement
- Seymour Heights – replacement (including Blueridge closure)
- Lynnmour - replacement
- Queensbury - replacement
- Larson - replacement
- Lower Lonsdale – new school
- Lynn Valley - addition
- Westview - addition
- Ross Road - replacement

MATRIX: Slide 10 presents a summary of the immediate major capital projects for NVSD. It may be possible that a detailed technical and cost study may conclude that it is better to renovate and expand each specific school rather than replace it with a new facility.

Comments:

- The preliminary list of capital priorities identified by MATRIX is consistent with the Board of Education’s approved Five-Year Capital Plan submitted to the Ministry of Education.
- Staffs with the City of North Vancouver and the District of North Vancouver have indicated great interest in continued collaboration for the potential planning of replacement schools in the respective municipality.
- Both Argyle and Handsworth are approved Seismic projects from previous Capital Plans, so they no longer appear as requested projects.
- The Board of Education is continuing to proceed with its request for the full replacement of Argyle Secondary, rather than the approved seismic upgrade.

ADDITIONAL PLANNING OPPORTUNITIES

In addition to interest in the development of school buildings to potentially address community needs as well as school district requirements, staff with the City and the District of North Vancouver have also identified outdoor sport recreation, enhanced playgrounds and/or urban agriculture, and transportation improvements as areas for continued collaboration.

In the planning and design of new and replacement schools there are tremendous opportunities to consider the provision of supplemental recreational and play space, as well as playgrounds and gardens located within the school site. Where possible, it is desirable to jointly plan for the compatible use of school buildings and grounds to address both school and community needs.

Collaboration with the municipalities, the Recreation and Culture Commission and other community agencies will facilitate the identification of potential co-location and co-funding opportunities.

Transportation routes, circulation, and pedestrian safety will be important considerations for the development of new and replacement schools in North Vancouver. City and District of North Vancouver staffs express their interest and willingness to work in collaboration with the School District to carefully consider transportation planning in relation to future capital projects and to continue to work in collaboration to address existing issues and challenges.

CONCLUSION

The School District Facilities Plan (2015 Update) serves as support to the Board of Education's Five-Year Capital Plan. The priority projects identified within the Capital Plan are consistent with the findings of the School District's Capital Planning Committee and are collectively supported by the staff of the School District, the City of North Vancouver, and the District of North Vancouver.

While many areas of agreement are identified within the SDFP by school district and municipal staff, there are a number of areas where further examination and study will be necessary. The SDFP highlights specific opportunities for ongoing discussion and collaboration between the school district, the municipalities, the Recreation and Culture Commission, and other community agencies and partners.

In advance of the approval of Capital Projects by the Ministry of Education, the School District will continue to engage in collaborative discussions with our municipal and community partners to plan for the future benefit of our students and community.



CP2 - Five Year Capital Plan Summary

School District: 44 North Vancouver

Capital Plan Year: 2015/2016

Capital Plan Submission Date: Unsubmitted

Existing Project Priority	School District No.	School District Reference No.	Project Title	Year One	Year Two	Year Three	Year Four	Year Five	Total Funding
1	116011	44019	REPLACE - SEYMOUR HEIGHTS ELEMENTARY REPLACE 1 WITH EXPANDED 60K / 425	\$0	\$0	\$14,926,807	\$0	\$0	\$14,926,807
2	114811	44016	REPLACE - QUEENSBURY ELEMENTARY REPLACE WITH EXPANDED 60K / 450	\$0	\$0	\$15,354,245	\$0	\$0	\$15,354,245
3	116875	44034	REPLACE - LARSON ELEMENTARY REPLACE WITH EXPANDED 60K / 500	\$0	\$0	\$16,547,743	\$0	\$0	\$16,547,743
4	113149	44046	REPLACE - LYNNMOUR COMMUNITY SCHOOL REPLACE WITH 40K / 225	\$0	\$0	\$0	\$11,162,434	\$0	\$11,162,434
5	N/A	5	NEW - LOWER LONSDALE ELEMENTARY LOWER LONSDALE ELEMENTARY 40K / 250	\$0	\$0	\$0	\$11,500,000	\$0	\$11,500,000
6	116871	44201	ADD - LYNN VALLEY ELEMENTARY 100 CAPACITY INCREASE	\$0	\$0	\$0	\$4,425,081	\$0	\$4,425,081
7	116870	44211	ADD - HIGHLANDS ELEMENTARY 100 CAPACITY INCREASE	\$0	\$0	\$0	\$4,317,900	\$0	\$4,317,900
8	116869	44209	ADD - WESTVIEW ELEMENTARY 100 CAPACITY INCREASE	\$0	\$0	\$0	\$3,958,443	\$0	\$3,958,443



CP2 - Five Year Capital Plan Summary

School District: 44 North Vancouver

Capital Plan Year: 2015/2016

Capital Plan Submission Date:

Unsubmitted

Existing Project Priority	School District No.	School District Reference No.	Project Title	Year One	Year Two	Year Three	Year Four	Year Five	Total Funding
9	116874	44008	ADD - CAPILANO ELEMENTARY INCREASE CAPACITY AND RENOVATE EXISTING SCHOOL	\$0	\$0	\$0	\$8,512,926	\$0	\$8,512,926
10	116575	44020	SPS - MOUNTAINSIDE SECONDARY SCHOOL SEISMIC UPGRADE - RATED H3	\$0	\$0	\$0	\$5,000,000	\$0	\$5,000,000
11	N/A	11	REPLACE - ROSS ROAD ELEMENTARY REPLACE WITH EXPANDED 60K / 475	\$0	\$0	\$0	\$0	\$14,500,000	\$14,500,000
12	N/A	13	REPLACE - BROOKSBANK ELEMENTARY SCHOOL REPLACE WITH EXPANDED 60K / 400	\$0	\$0	\$0	\$0	\$14,578,654	\$14,578,654
13	113428	44026	RENO - WINDSOR SECONDARY UPGRADE TO PORTION OF EXISTING 1960'S FACILITY	\$0	\$0	\$0	\$0	\$6,506,861	\$6,506,861
14	113139	44027	RENO - CLEVELAND ELEMENTARY UPGRADE THE ORIGINAL 1960'S FACILITY	\$0	\$0	\$0	\$0	\$4,750,310	\$4,750,310
15	113050	44032	RENO - SHERWOOD PARK ELEMENTARY RENOVATION OF ORIGINAL PORTION OF THE FACILITY	\$0	\$0	\$0	\$0	\$2,926,834	\$2,926,834
16	113997	44013	RENO - NORSGATE COMMUNITY ELEMENTARY UPDATE OF 1950'S FACILITY	\$0	\$0	\$0	\$0	\$1,839,418	\$1,839,418



CP2 - Five Year Capital Plan Summary

School District: 44 North Vancouver

Capital Plan Year: 2015/2016

Capital Plan Submission Date: Unsubmitted

Existing Project Priority	Project No.	School District Reference No.	Project Title	Year One	Year Two	Year Three	Year Four	Year Five	Total Funding
17	113051	44031	RENO - MONTROYAL ELEMENTARY RENOVATION OF ORIGINAL PORTION OF FACILITY	\$0	\$0	\$0	\$0	\$2,881,214	\$2,881,214
18	112021	44014	RENO - CANYON HEIGHTS ELEMENTARY UPGRADE EXISTING FACILITY	\$0	\$0	\$0	\$0	\$3,462,464	\$3,462,464
19	113969	44023	RENO - CARISBROOKE ELEMENTARY RENOVATION OF 1950S SCHOOL	\$0	\$0	\$0	\$0	\$2,387,585	\$2,387,585
20	114883	44043	RENO - BOUNDARY COMMUNITY ELEMENTARY UPGRADE EXISTING FACILITY	\$0	\$0	\$0	\$0	\$2,532,167	\$2,532,167
21	113140	44021	RENO - UPPER LYNN ELEMENTARY UPGRADE ORIGINAL 1950'S PORTION OF THE FACILITY	\$0	\$0	\$0	\$0	\$2,639,309	\$2,639,309
22	113138	44017	RENO - EASTVIEW ELEMENTARY UPGRADE ORIGINAL PORTIONS OF THE FACILITY.	\$0	\$0	\$0	\$0	\$2,879,164	\$2,879,164
23	113129	44024	RENO - BRAEMAR ELEMENTARY RENOVATION OF ORIGINAL PORTION OF FACILITY	\$0	\$0	\$0	\$0	\$2,953,769	\$2,953,769
24	116578	44049	RENO - COVE CLIFF ELEMENTARY UPGRADE EXISTING FACILITY	\$0	\$0	\$0	\$0	\$2,620,000	\$2,620,000



CP2 - Five Year Capital Plan Summary

School District: 44 North Vancouver

Capital Plan Year: 2015/2016

Capital Plan Submission Date: Unsubmitted

Existing Project Priority	Project No.	School District Reference No.	Project Title	Year One	Year Two	Year Three	Year Four	Year Five	Total Funding
25	116577	44048	RENO - DOROTHY LYNAS ELEMENTARY UPGRADE EXISTING FACILITY	\$0	\$0	\$0	\$0	\$2,620,000	\$2,620,000
26	114886	44047	RENO - SEYCOVE SECONDARY COMMUNITY SCHOOL UPGRADE EXISTING FACILITY	\$0	\$0	\$0	\$0	\$5,593,483	\$5,593,483
Total:				\$0	\$0	\$46,828,795	\$48,876,784	\$75,671,232	\$171,376,811

Schedule C.3
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **Compensation Increase for Principals & Vice Principals**

Narration:

In accordance with the Public Sector Employers' Council (PSEC) guidelines and approval, the Board of Education has authorized a compensation increase for the Principals and Vice Principals of up to two percent effective July 1, 2015 and January 1, 2016. Under the PSEC guidelines, the compensation increase could not be a general wage increase and was to be differentiated on the basis of demonstrated salary compression or inversion and/or recruitment/retention risks.

Schedule C.4
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **Land, Learning and Livability Community Engagement - Update**

Narration:

Updates on the Board's Land, Learning and Livability Community Engagement process have been provided at each of the monthly Public Board Meetings.

John Lewis, Superintendent of Schools, will present the attached *Land, Learning, Livability Community Engagement Update* (February 2016) that highlights the progress related to the Board's continued efforts for the approved seismic upgrade project at Argyle Secondary to be converted to a full replacement project and recent advocacy correspondence to the Ministry of Education with a meeting request.

Attachment:

Land, Learning and Livability Community Consultation Engagement UPDATE – February 2016

Land, Learning and Livability Community Engagement Update 160216

Argyle replacement project request

We have been informed that the requested replacement of Argyle Secondary remains as a top priority for the Ministry Capital Branch. The Board may wish to consider communication to the Ministry to express urgency to move this project forward in the very near future in support of the Ministry's commitment to the provincial seismic program.

Braemar parcel

The Wedgewood redevelopment proposal for the surplus parcel of land at the Braemar School site did not receive the support of Council at their Regular Council Meeting Agenda of January 18. As the anticipated proceeds from the Braemar parcel were identified towards the Argyle replacement project at the preferred option, the Board will need to give further consideration to the priority components for inclusion in a full replacement project.

In addition, the Board will wish to consider all options that remain available to the Board in relation to this project and to the land parcel. We are uncertain as to the implications that this may have for the anticipated Project Agreement with the Ministry of Education for the full replacement of Argyle.

Correspondence with the Ministry of Education

An advocacy letter has been sent from the Board to the Minister of Education with a request to meet at the earliest opportunity to discuss the Board's intent to advance the preferred option for the Handsworth Capital Project as a Full Replacement School Project and to explore all opportunities to fund Handsworth as a full replacement project, including full funding provided by the Ministry of Education. This meeting would provide the Board with an opportunity to discuss the urgent need to move forward with a Project Agreement for the full replacement of Argyle.

Schedule C.5
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **Tuesday, February 2, 2016 Standing Committee Meeting**

Narration:

The Board will find attached a copy of the meeting summary from the February 2, 2016 Standing Committee Meeting.

Trustee Franci Stratton will report on highlights of the meeting.

Attachment:

Meeting Summary – Board of Education Standing Committee, February 2, 2016

BOARD OF EDUCATION STANDING COMMITTEE

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of February 2, 2016

Meeting Summary of the Board of Education's Standing Committee Meeting held at the Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, British Columbia, on Tuesday, February 2, 2016.

Meeting Attendance:

Trustees, representatives of the North Vancouver Parent Advisory Council (NVPAC), North Vancouver Administrators (NoVA), North Vancouver Teachers' Association (NVTAs), members from community agencies, the public, and members of District Staff attended the meeting.

Call to Order:

Standing Committee Chair Franci Stratton called the Standing Committee Meeting to order at 7:00 pm, thanking those in attendance for coming to engage with the School District.

Engagement Evening: Enhancing Student Learning

Facilitation Consultant Dorli Duffy explained how the evening would progress through meeting objectives, to gain knowledge, wisdom and perspectives on the *Enhancing Student Learning Framework*. Facilitator Duffy shared that the interactive process would start with an understanding of the provincial context and then funnel down to a local context.

Facilitator Duffy introduced Dean Goodman, Director for Accountability from the Ministry of Education, to provide background on how the *Framework* has developed and changed over time at a provincial level. Initially, the *Framework* was report and compliance driven which was too narrowly focused. A more collaborative approach has evolved, building on past practice, allowing a more meaningful and relevant *Framework* for school districts and education partners to implement. Mr. Goodman spoke to the notion of, "the educated citizen", emphasizing a thoughtful individual, able to learn and to think critically, able to contribute to society and communicate information from a broad knowledge base. The evolution of the *Framework* creates a system-wide focus on student learning, bringing consistency to support students and continuing to build public confidence in BC's education system.

Following Mr. Goodman's presentation, Assistant Superintendent, Dr. Ryan, spoke on behalf of the design team to situate our local context. Dr. Ryan touched on three key points with regards to teaching and learning; 1) the school planning process, 2) diversity at the classroom level, and 3) the work of educators (e.g., Curriculum, Instruction, Assessment, and Social Emotional Learning).

The evening proceeded into an interactive interview matrix, focusing on the following questions:

1. Vision – When I envision success for each student in the District, success looks like...
2. Values – What is important to you about how partners work together to enhance student learning in the North Vancouver School District?
3. Shared Understanding – From your perspective, in what ways are teaching and learning different than when you were a student? What advice would you give to help "us" build a greater shared understanding of today's teaching and learning environment and practice?
4. Strengths and Priorities – What is the North Vancouver School District doing well when it comes to supporting student learning? Going forward, what are the priorities for enhancing and communicating student learning in the School District?

After the individual interview matrix was completed, the group summarized and shared key findings. The North Vancouver School District will collate the rich harvest of ideas and continue the shared and meaningful discussion around *Enhancing Student Learning Framework*.

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BOE Standing Committee Meeting
February 2, 2016
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Concluding the evening, Standing Committee Chair Stratton thanked all of those who participated in coming together to share in the engaging evening, creating new knowledge, wisdom and perspectives on the *Framework*.

The presentation can be found online: [Meetings & Minutes 2015/16](#)

Next Meeting:

February 9, 2016
Mountain View Room
Topics: Distributed Learning & Building the Budget

Schedule C.6.
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **Tuesday, February 9, 2016 Standing Committee Meeting**

Narration:

The Board will find attached a copy of the meeting summary from the February 2, 2016 Standing Committee Meeting.

Trustee Cyndi Gerlach will report on highlights of the meeting.

Attachment:

Meeting Summary – Board of Education Standing Committee, February 9, 2016

BOARD OF EDUCATION STANDING COMMITTEE

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of February 9, 2016

Meeting Summary of the Board of Education's Standing Committee Meeting held at the Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, British Columbia, on Tuesday, February 9, 2016.

Meeting Attendance:

Trustees, representatives of the North Vancouver Parent Advisory Council (NVPAC), North Vancouver Administrators (NoVA), North Vancouver Teachers' Association (NVTAs), Canadian Union of Public Employees (CUPE Local 389), members from the public, and School District Staff attended the meeting.

Call to Order:

Standing Committee Chair Cyndi Gerlach called the Standing Committee Meeting to order at 7:00 pm, thanking those in attendance for coming to engage with the School District.

Distributed Learning:

District Principal Maureen Stanger provided an overview of the North Vancouver Distributed Learning School (NVDLS). Ms. Stanger, along with Vice Principal Lucas King, NVDLS teachers, Loveleen Ahluwalia; Naresh Chand; and, Billy Lauzon shared the core vision, which is to provide students with flexible and personalized pathways to complete graduation requirements. The NVDLS follows the BC Ministry of Education Curriculum and showcases a blended learning model, providing a traditional school space in partnership with an online platform for a continuous and personalized learning environment. Mr. Chand and Mr. Lauzon took the group through a guided tour of the NVDLS's interactive website. Concluding the presentation, Ms. Stanger shared future goals of the NVDLS to expand programming through an e-Campus, new courses and incorporating elementary school students.

2016/17 Operating Budget Development:

Secretary Treasurer Georgia Allison presented the Budget development components for 2016/17, including historical and current revenues and expenses, budget timelines, operating grant and the Three Year Forecast. Secretary Treasurer Allison provided an update on the wage increases, sharing that the teacher and CUPE staff's wage increases will be funded by the Province; however, the Province will not fund the wage adjustments for Exempt and Management staff. Forecast assumptions were discussed, which included; holdback funding; staffing adjustments; the Administrative Savings Plan; cost for the relocation of the Modular building to Ridgeway; and, Teacher Pension Plan savings. It was noted that there are some assumptions that are not included in the Three Year Forecast.

Superintendent of Schools John Lewis provided additional information relating to enrolment projections for Kindergarten to Grade 12 and the development of base staffing needs in the schools.

Concluding the presentation, Secretary Treasurer Allison asked that the Partner Groups consider possible initiatives that could be recommended for inclusion into the 2016/17 Preliminary Budget and invited all Groups to attend the March 29, 2016 Standing Committee Meeting to make a short presentation outlining their top three priorities.

The presentation can be found online: [Meetings & Minutes 2015/16](#)

Next Meeting:

March 29, 2016

Mountain View Room

Topics: Budget Development Process; Annual Facilities Grant Plan

Schedule C.7.
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **Out-of-Country Field Trips - Secondary**

Narration:

Seycove – a field trip to Seattle, WA, USA, has been scheduled for May 1-3, 2016 for students in the intermediate choir and band program. The trip involves 60-80 students, mostly in Grade 9-10, accompanied by four teacher supervisors.

Students will travel to Seattle by bus and will be accommodated in a hotel. The cost per student is \$560, which will be paid by students.

The objective of this extracurricular trip is to supplement intermediate-level band and choir music courses with participation in workshops and clinics at the University of Washington. Students will also have the opportunity to see a Broadway-style musical, attend the Experience Music Project, and visit local tourist sites.

Schedule C.8.
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **Superintendent's Report**

Narration:

The Superintendent will provide an oral report on items of interest or concern to the Board not otherwise covered in the agenda.

Schedule C.9
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)**

Narration:

Trustees will provide an update on information related to BC School Trustees Association and BC Public Schools Employers' Association.

Schedule C.10...
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **Trustees' Reports**

Narration:

The Chair will call for reports from Trustees on their activities on behalf of the Board.

Schedule ...D.....
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **Future Meetings**

Narration:

Date and Time	Event	Location
Tuesday, March 8, 2016 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, March 29, 2016 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, April 12, 2016 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, April 19, 2016 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

All meetings will take place on the 5th Floor in the Mountain View Room, unless otherwise noted.
 Pedestrian Access: Main West Entrance at 2121 Lonsdale Avenue, proceed by elevator to 5th Floor.
 Vehicle Access: Parkade Entrance off West 21st Street and Lonsdale Avenue, park on Level P1 and proceed by elevator to 5th Floor.

ScheduleE.....
of the
Administrative Memorandum

Meeting Date: February 16, 2016 Board Board, in camera

Topic (as per the Memorandum): **Public Question & Comment Period**

Narration:

In accordance with Board Policy 104: Board of Education – Meetings; twenty (20) minutes will be provided at the end of a regular Board meeting during which attendees may provide comments or ask questions of the Board on business conducted during that meeting or on any matter pertaining to the School District. The Chair may defer a response if a question cannot be answered at that time.

In accordance with Board policy, questions relating to personnel, negotiations or litigation must not be dealt with in a public session.