



# SPECIAL REGULAR MEETING OF THE BOARD OF SCHOOL DISTRICT 10 (Arrow Lakes)

## MINUTES

School Board Office  
98 6<sup>th</sup> Ave NW

Tuesday July 2, 2020  
Time: 6:00

**TRUSTEES:** L. Brekke, C. Dixon, R. Farrell, D. Simon

**STAFF:** T. Taylor, M. Grenier, P. Dubinsky

**OTHERS:**

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### 1. Call to Order

Board Chair Brekke called the meeting to order at 5:56pm.

#### Acknowledgement of Territory

### 2. Adoption of Agenda

**Moved by D. Simon, seconded by C. Dixon that the Agenda be adopted as presented.**

**CARRIED**

### 3. Acknowledgement of Notice of calling Special Meeting

The Board of Education for School District 10 (Arrow Lakes) acknowledged that 48 hours written notice was provided.

### 4. 2020/2021 Capital Plan – Capital Plan Bylaw No. 2020/21-CPSD10-01

Superintendent Taylor and Assistant Secretary Treasurer Woolf presented to the Board the Ministry Response letter for the Annual Five-Year Capital Plan Submission for 2020/21.

Superintendent Taylor Assistant Secretary Treasurer Woolf reported that approval of the Capital Bylaw typically takes place in March each school year, however, due to the timing and resulting disruption of COVID-19, the Capital Bylaw was overlooked.

**Moved by C. Dixon, seconded by D. Simon that the Board of Education for School District 10 (Arrow Lakes), approve Capital Bylaw No. 2020/21-CP-SD10-01, and adopt the 2020/21 Capital Plan which includes supported capital projects approved by the Minister and specified in the March 5, 2020 Ministry's letter addressed to the Superintendent/Secretary-Treasurer.**

**And**

**That Capital Bylaw No. 2020/21-CP-SD10-01 be given all three readings at the Special Regular meeting of July 2, 2020.**

***CARRIED***

**Moved by D. Simon, seconded by C. Dixon that the Board of Education of School District 10 Arrow Lakes approve first reading of the Capital Bylaw No. 2020/21-CP-SD10-01.**

***CARRIED***

**Moved by C. Dixon, seconded by D. Simon that the Board of Education of School District 10 Arrow Lakes approve second reading of the Capital Bylaw No. 2020/21-CP-SD10-01.**

***CARRIED***

**Moved by R. Farrell, seconded by C. Dixon that the Board of Education of School District 10 (Arrow Lakes) approve, pass, and adopt the third reading of the Capital Bylaw No. 2020/21-CP-SD10-01.**

***CARRIED***

**5. Adjournment**

The meeting was adjourned at 6:02pm.

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L. Brekke  
Chairperson

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T. Taylor  
Superintendent/Secretary-Treasurer



March 5, 2020

Ref: 218161

To: Secretary-Treasurer and Superintendent  
School District No. 10 (Arrow Lakes)

**Capital Plan Bylaw No. 2020/21-CPSD10-01**

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2020/21

This letter is in response to your School District's 2020/21 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to June 30, 2019, and provides direction for advancing supported and approved capital projects.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Below you will see the major capital projects supported to proceed with Concept Plans\* as well as minor capital projects from the Ministry's 2020/21 annual capital programs that are approved for funding and are able to proceed to procurement.

\*Concept Plan approval is a new step required before a Project Definition Report (PDR) will be supported. Your respective Regional Director or Planning Officer will provide you with more information if you have major capital projects supported to proceed to a Concept Plan.

## **MAJOR CAPITAL PROJECTS (SMP, EXP)**

There are no major capital projects supported to proceed to concept plan or business case.

## **MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)**

### **New projects for SEP, CNCP, BEP, PEP**

<b>Facility Name</b>	<b>Program Project Description</b>	<b>Amount Funded by Ministry</b>	<b>Next Steps &amp; Timing</b>
Edgewood Elementary	CNCP - Solar - Add a solar (photovoltaic system) and charging station	\$100,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Nakusp Secondary	CNCP - Solar - Add a solar (photovoltaic system) and charging station	\$168,271	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Nakusp Elementary	SEP - Building Enclosure Upgrades - Building Exterior upgrades	\$150,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Nakusp Secondary	SEP - Building Enclosure Upgrades - Window upgrades	\$188,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Lucerne Elem-Secondary	SEP - Flooring Upgrades - Flooring upgrades	\$120,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Lucerne Elem-Secondary	SEP - Washroom Upgrades - Washroom upgrades	\$150,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.

Note: An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2020/21 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw No. provided at the beginning of this document) for its approved 2020/21 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Ravnit Aujla at [Ravnit.Aujla@gov.bc.ca](mailto:Ravnit.Aujla@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2020/21 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2021/22 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) will be provided within the next few weeks. These plans are to be submitted to the Ministry no later than June 30, 2020.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Joel Palmer, Executive Director  
Capital Management Branch

pc: Rachelle Ray, Director, Capital Projects Unit, Capital Management Branch  
Michael Nyikes, Director, Capital Programs Unit, Capital Management Branch  
Ravnit Aujla, Planning Officer, Capital Management Branch  
Mora Cunningham, Regional Director, Capital Management Branch  
Nancy Dube, Planning Officer, Capital Management Branch  
Farhana Abutalib, Planning Officer, Capital Management Branch

**CAPITAL BYLAW NO. 2020/21-CPSD10-01**  
**CAPITAL PLAN 2020/2021**

A BYLAW by the Board of Education of School District No. 10 (Arrow Lakes) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to sections 143 (2) and 144 (1) of the *School Act*.

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

NOW THEREFORE the Board agrees to do the following:

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

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2020/21 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated March 5, 2020, is hereby adopted.
- 2. This Bylaw may be cited as School District No.10 (Arrow Lakes) Capital Bylaw No. 2020/21-CPSD10-01.

READ A FIRST TIME THE 2<sup>nd</sup> DAY OF July 2020;  
READ A SECOND TIME THE 2<sup>nd</sup> DAY OF July 2020;  
READ A THIRD TIME, PASSED AND ADOPTED THE 2<sup>nd</sup> DAY OF July 2020;.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No.10 (Arrow Lakes) Capital Bylaw No. **2020/21-CPSD10-01** adopted by the Board the 2<sup>nd</sup> DAY OF July 2020.

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Secretary-Treasurer