

REGULAR BOARD MEETING AGENDA
Tuesday, JANUARY 28, 2025
7:00 pm

A copy of the Public Board Meeting Agenda is available on the School District website at:

<http://www.comoxvalleyschools.ca>

Alternatively, copies are available on request from marlene.leach@sd71.bc.ca

Public Board Meetings are recorded and live streamed on the School District's YouTube channel.

Question items regarding agenda items can be submitted to boardmeeting@sd71.bc.ca.
As per Board Procedural Bylaw, questions relating to any matter connected with the business of the current board agenda may be put to the chairperson. The chairperson may respond or redirect to another board member or executive officer of the board for response.

1. Welcome

The Board of Education acknowledges that we are on the traditional territories of the K'ómoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.

2. Adoption of Agenda

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the January 28, 2025, Board Meeting Agenda as presented.

3. Board Meeting Minutes

Pages 1-7

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) adopt the December 17, 2024, Regular Public Board Meeting Minutes as presented.

4. Unfinished Business - None

5. Record of In-Camera Meeting Minutes

Page 8

- December 17, 2024 – Regular In-Camera Meeting
- January 14, 2025 – Closed Committee of the Whole Meeting

6. **Board Chairperson - None**

7. **Presentations / Delegations**

- A. **Comox Valley Food Policy Council Annual Review** – PowerPoint Presentation Pages 9-19
Naomi Robert, Co-Chair, CVFPC, and Taylor Hartwig, Member, CVFPC
- B. **Safe School Coordinator Update** – PowerPoint Presentation and handouts Pages 20-23
Jay Dixon, Associate Superintendent

8. **Strategic Direction**

A. **Learning Services**

- i. **Kindergarten Registration and Transition Update** – Briefing Note Pages 24-28
Lisa Pedersen-Skene, District Principal, Early Learning and Child Care, and Dr. Vivian Collyer, Associate Superintendent

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Kindergarten Registration and Transition Update briefing note, dated January 28, 2025, as presented.

- ii. **Superintendent District Report – Verbal**

- iii. **2025 Technology Sustainability** – Briefing Note Pages 29-30
Josh Porter, Director of Information Technology

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) receive the 2025 Technology Sustainability briefing note, dated January 28, 2025, as presented.

B. **Business Services**

- i. **License to Occupy Request – Comox Valley Regional District (CVRD) Business Case Arena 3** - Briefing Note, Molly Proudfoot, Director of Operations Pages 31-173
- a) Business Case for Arena 3
 - b) Feasibility Study Report
 - c) Feasibility Study Report – Appendix
 - d) Arena 3 Presentation from Oct 08, 2024, Open Committee of the Whole meeting

Motion 1:

THAT the Board of Education of School District No. 71 (Comox Valley) direct staff to respond to the Comox Valley Regional District (CVRD), in respect of their request regarding work in developing a Business Case for Arena 3, received October 16, 2024, advising that the district is prepared to support the CVRDs work in developing a Business Case for Arena 3, which may ultimately lead to a request from the CVRD to grant a license to occupy agreement for land use, understanding that the new District LRFP may result in a determination that a license to occupy agreement for land use not be granted.

Alternate Motions:

Motion 2:

THAT the Board of Education of School District No. 71 (Comox Valley) refer the Comox Valley Regional District's (CVRDs), request for the School Board to support the CVRDs work in developing a Business Case for Arena 3, received October 16, 2024, which may ultimately require a license to occupy agreement for land use, to staff, to advise the CVRD that the school district is unable support the request at this time, but will reconsider the request, pending receipt and review of a new District Long Range Facility Plan (LRFP).

Motion 3:

THAT the Board of Education of School District No. 71 (Comox Valley) direct staff to respond to the Comox Valley Regional District (CVRD), in respect of their request regarding Business Case for Arena 3, received October 16, 2024, advising that the district will not support the CVRDs work in developing a Business Case for Arena 3, as a license to occupy agreement for land use, is unlikely.

- ii. **Major Capital Projects Update – Briefing Note**
Molly Proudfoot, Director of Operations

Pages 174-176

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Major Capital Project Status Update briefing note, dated January 28, 2025, as presented.

- iii. **Quarter 2 Financial Update 2024-25 Annual Budget – Briefing Note**
Carrie McVeigh, Secretary-Treasurer, Jennifer Nelson, Assistant Secretary-Treasurer, Candice Hilton, Director of Finance

Pages 177-179

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Quarter 2 Financial Update 2024-25 Annual Budget briefing note, dated January 28, 2025, as presented.

- iv. **2025-26 Annual Operating Budget Development Timelines & Process**
Briefing Note, Carrie McVeigh, Secretary-Treasurer, Jennifer Nelson, Assistant Secretary-Treasurer, Candice Hilton, Director of Finance

Pages 180-182

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) receive the 2025-26 Annual Operating Budget Development Timelines & Process briefing note, dated January 28, 2025, as presented.

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) approve the 2025-2026 Annual Operating Budget Timelines & Process as outlined.

- v. **Food Advisory Committee Update** – PowerPoint Presentation
Thea Cockerton, Food Services Coordinator

Pages 183-188

9. Board Standing Committee Reports

A. Open Committee of the Whole Board Report – January 14, 2025

Pages 189-191

Open Committee of the Whole – For Information Only

Next Open Committee of the Whole Meeting:

TOPIC: Everybody Deserves a Smile (EDAS) Presentation
DATE: February 11, 2025
TIME: 7:00
LOCATION: School Board Office Boardroom: 2488 Idiens Way, Courtenay

B. Ad Hoc Policy Committee Board Report – January 08, 2025

Pages 192-194

- i. **Next Ad Hoc Policy Committee Meeting:**
Wednesday, February 05, 2025, 3:00 pm – 5:30 pm

10. Board Business

- A. **Draft Policy 1 – Foundational Statements**
Chelsea McCannel-Keene, Ad Hoc Policy Committee Chair

Pages 195-200

Motion:

THAT the Board of Education of School District No.71 (Comox Valley) bring forward the Draft Policy 1 – Foundational Statements document to the February 11, 2025, Open Committee of the Whole Meeting for discussion with Trustees and partner group members.

B. BC School Trustees Association (BCSTA) Annual General Meeting (AGM) Motions for Consideration – Briefing Note(s)

Pages 201-202

Shannon Aldinger, Trustee and BCSTA Provincial Council Representative

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) approve the following motion for submission to the BCSTA Annual General Meeting scheduled for April 24-26, 2025:

That the BCSTA advocate for the Ministry of Education & Child Care to develop, promote, implement and fund a K-12 Action Plan to address misogyny & sexism (akin to the K-12 Anti-Racism Action Plan, released January 2023) and which specifically includes strategies for educators and for students to identify and respond to gender-based biases and sexual harassment.

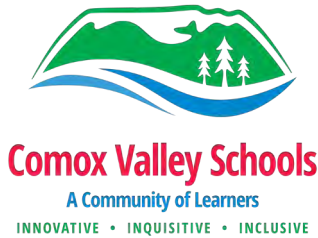
11. Board Correspondence - None

12. Public Question Period to the Board

13. Adjournment

Motion:

THAT the Board of Education of School District No. 71 (Comox Valley) adjourn this meeting.



REGULAR BOARD MEETING MINUTES
Tuesday, December 17, 2024
7:00 pm

Attendance In Person:

Trustees:

Susan Leslie, Trustee, Chaired the Meeting
Shannon Aldinger, Trustee
Chelsea McCannel-Keene, Trustee
Cristi May Sacht, Trustee

Regrets:

Michelle Waite, Board Chairperson
Sarah Jane Howe, Vice Chair
Janice Caton, Trustee

Staff:

Dr. Jeremy Morrow, Superintendent of Schools
Carrie McVeigh, Secretary-Treasurer
Joe Heslip, Associate Superintendent
Jay Dixon, Associate Superintendent
Dr. Vivian Collyer, Associate Superintendent
Josh Porter, Director of Information Technology
Candace Hilton, Director of Finance
Molly Proudfoot, Director of Operations (portion of meeting)
Craig Sorochan, Manager of Communications

Recording Secretary: Marlene Leach, Sr. Executive Assistant

1. Welcome and Call to Order – 7:00 pm

The Board of Education acknowledges that we are on the traditional territories of the K'ómoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.

Trustee Leslie called the meeting to order at 7:00pm and welcomed everyone and noted that quorum was reached with four of the seven trustees in attendance.

2. Adoption of Agenda

Motion to Amend the agenda: (RP-2024-12-17-01)

THAT the Board of Education of School District No.71 (Comox Valley) amend the December 17, 2024, Regular Public Board Meeting Agenda.

[McCannel-Keene/Aldinger]

CARRIED

Amendment:

Defer the CVRD Arena 3 request, item 9Bv, in this agenda, to the January 28, 2025, Regular Public Agenda.

Trustee McCannel-Keene noted that the amendment was not meant to delay the matter, but rather requires a further discussion with a fuller, stronger Board presence to discuss the request.

Motion: (RP-2024-12-17-02)

THAT the Board of Education of School District No.71 (Comox Valley) adopt the December 17, 2024, Regular Public Board Meeting Agenda as amended.

[May Sacht/McCannel-Keene]

CARRIED

3. Board Meeting Minutes

Pages

Motion: (RP-2024-12-17-03)

THAT the Board of Education of School District No.71 (Comox Valley) adopt the November 26, 2024, Regular Public Board Meeting Minutes as presented.

[Aldinger/May Sacht]

CARRIED

4. Unfinished Business – None

5. Record of In-Camera Meetings

Page

- November 26, 2024 – Regular In-Camera Meeting

6. Board Chairperson Report - None

7. Presentations / Delegations - None

8. Open Committee of the Whole – For Information Only

Next Open Committee of the Whole Meeting:

TOPICS: TBD

DATE: January 14, 2025

TIME: 7:00

LOCATION: School Board Office Boardroom: 2488 Idiens Way, Courtenay

9. Strategic Direction

A. Learning Services

i. Superintendent District Report – Verbal

- As December is a busy month, it was acknowledged how much work occurs in schools this time of year and the phenomenal effort that goes into many holiday performances and the many community connections that took place.
- District schools filled over 600 hampers for the Sharing the Spirit program: a great accomplishment! Volunteers from 19Wing Comox helped deliver the hampers.

- The district is celebrating some grade 7 & 8 students from Hornby Island Community School who finished in the top ten in the CVC music challenge and earned \$3,000 for musical instruments for their school. The video is available on the SD71 Facebook page.
- Everyone Deserves A Smile (EDAS) wrapped up delivering over 1600 care packages that were delivered to people in need and united 21 schools. Many thanks to everyone who donated their time and energy for this cause.
- Eight schools participated in a variety of performances during North Island Regional Drama Festival hosted by G.P. Vanier Secondary.
- Comox Valley Wrestlers competed at the Christmas Classic in Duncan, BC., which included 26 wrestlers from six district schools resulting in 3 gold, 7 silver, and 9 bronze medals.
- Heartfelt gratitude to staff and students for a much-deserved winter break. Each member of the learning community helps contribute to the success of the students and the strength of the learning community. The Superintendent thanked everyone for all they do and looks forward to welcoming everyone back in the new year.

- ii. **Indigenous Education Teacher Liaison Committee** – PowerPoint Presentation
Presenters: Joe Heslip - Associate Superintendent, Lelaina Jules - District Vice Principal Indigenous Education, Jeannine Walker - Indigenous Support Teacher, and Lynn Swift - District Indigenous Curriculum Support Teacher

Pages 10-16

The Associate Superintendent, as co-presenter, introduced the other presenters. The presenters shared information about the Teacher Liaison Committee - Indigenous Education, their vision, values, and what the committee does. The Committee and Associate Superintendent answered Trustee questions. The Superintendent thanked the presenters and staff attendee, Chettie McDonald, for speaking their language and acknowledged their wisdom, grace, leadership, and their work to support decolonization.

- iii. **International Program Overview** – Briefing Note
Greg Kochanuk, District Principal of International Student Program

Pages 17-18

The Superintendent reviewed the briefing note with Trustees. There are currently 268 international students: FTE = 201. This is a positive program where the students often take part in almost every possible activity and opportunity in the school and community. These students add a valuable multicultural component to the schools and communities.

Motion: (RP-2024-12-17-04)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the International Program Overview briefing note dated December 17, 2024, as presented.
[May Sacht/McCannel-Keene]

CARRIED

B. Business Services

i. 2023-24 Statement of Financial Information (SOFI)

Pages 19-90

Carrie McVeigh, Secretary-Treasurer

The Secretary-Treasurer highlighted items from the briefing note. In accordance with the Financial Information Act, each School Board is required to prepare a SOFI report of financial information for each fiscal year that is part of the annual audited financial statements. The Superintendent answered the Trustee questions.

Motion: (RP-2024-12-17-05)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Statement of Financial Information for the fiscal year end June 30, 2024, as presented.

[McCannel-Keene/May Sacht]

CARRIED

ii. Food Advisory Committee Meeting, December 04, 2024 - Verbal Update

Carrie McVeigh, Secretary-Treasurer

The Secretary-Treasurer provided an update about the first meeting that took place on December 04, 2024, where 11 members were in attendance. There is a total of 18 members, and a recent addition of 3 students. Using a flexible agenda, an extensive 1.5-hour discussion took place at the first meeting. Trustee Aldinger, who attended the meeting, noted that dynamic and engaged conversations took place and there is a real interest in developing a 5-year plan.

iii. Transition of Indigenous Education Costs to the Operating Budget - Briefing Note, Carrie McVeigh, Secretary-Treasurer

Pages 91-93

The Secretary-Treasurer reviewed the briefing note with Trustees.

Motions approved at the October 22, 2024, In-Camera Board meeting:

First Motion: (IC-2024-10-22-05)

THAT the Board of Education of School District No. 71 (Comox Valley) accept the recommendation from staff to transition the costs of both Elders and District Principal salary in the amount of \$300,000 (2024-25 budgeted costs), from the targeted Indigenous Education fund to the Operating fund, allowing for increases in cost pressures, as follows:

- *2025-26 Fiscal Year: Allocate 1/3 of the total costs (Elders and District Principal total compensation) from targeted funding to operating funding; and*
- *2026-27 Fiscal Year: Allocate 2/3 of the total costs (Elders and District Principal total compensation) from targeted funding to operating funding; and*

- *2027-28 Fiscal Year: Allocate the total costs (Elders and District Principal total compensation) from targeted funding to operating funding.*

[May Sacht/Lelsie]

CARRIED

Second Motion: (IC-2024-10-22-06)

THAT the Board of Education of School District No. 71 (Comox Valley) move the In-Camera Motion regarding the Transition of Indigenous Education Costs to the Operating Budget, as passed on October 22, 2024, to the Regular Public meeting on November 26, 2024, as information, giving time for staff to advise the Indigenous Education Council (IEC), taking place at the November IEC meeting, of the Board's decision.

[Waite/May Sacht]

CARRIED

Motion: (RP-2024-12-17-06)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Transition of Indigenous Education Costs to the Operating Budget briefing note, dated December 17, 2024, as presented.

[May Sacht/Aldinger]

CARRIED

- iv. **Staffing Survey** – Briefing Note
Sheila Powell, Director of Human Resources

Pages 94-95

The Secretary-Treasurer reviewed the briefing note with Trustees and answered Trustee questions and received their comments.

Motion: (RP-2024-12-17-07)

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Staffing Survey briefing note, dated December 17, 2024, as presented.

[Aldinger/May Sacht]

CARRIED

During Agenda section 2.0 Adoption of the Agenda, a motion was carried to amend the agenda to defer the CVRD Arena 3 request, item 9Bv below, to the January 28, 2025, Regular Public meeting Agenda.

Pages 96-238

- v. **License to Occupy Request – Comox Valley Regional District (CVRD) Business Case Arena 3** - Briefing Note, Molly Proudfoot, Director of Operations

10. Board Standing Committee Reports

A. Open Committee of the Whole – None

B. Ad Hoc Policy Committee – None

i. Next Ad Hoc Policy Committee Meeting:

Wednesday, January 08, 2025, 4:00 pm – 5:30 pm

11. Board Business

A. Trustee Report - Gender-Based Violence Committee

Shannon Aldinger, Trustee

In her report, Trustee Aldinger discussed the fourth Gender-Based Violence Committee meeting that took place on December 04, 2024. The next meeting will take place on January 04, 2025.

B. Preliminary Discussion of BCSTA Motions for AGM: April 24-26, 2024 – Verbal Report, Shannon Aldinger, Trustee, BCSTA Trustee Representative

Trustee Aldinger shared that the BCSTA AGM occurs in April of each year and the motions to bring forward to BCSTA occur in February. The motions to bring forward should be on the table at the January Regular Public Board meeting. Trustees provided their interest in knowing what past motions the Board and other districts have brought forward and what the outcomes were. It was proposed that the Board bring the motions forward to January Committee of the Whole meeting first, then to the January Regular Public Board meeting for approval, and then bring forward to the BCSTA AGM meeting.

12. Board Correspondence - None

13. Public Question Period to the Board – max. 15 minutes

There were no questions from the public.

14. Meeting Adjourned – 8:01pm

MOTION: (RP-2024-12-17-08)

THAT the Board of Education of School District No. 71 (Comox Valley) adjourn this meeting.

[May Sacht/Aldinger]

CARRIED

Page 239-240

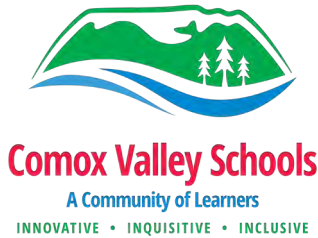
Board Approved on:
January 28, 2025

Certified Correct:

Carrie McVeigh
Secretary-Treasurer

Michelle Waite
Board Chairperson

DRAFT



Comox Valley Schools

School District No. 71
Office of the Secretary Treasurer

RECORD OF IN-CAMERA MEETINGS

TO: Board of Education **DATE:** January 28, 2025
FROM: Office of the Secretary Treasurer
RE: Record of In-Camera Meetings

RECORD PURSUANT TO SECTION 72 (3) OF THE SCHOOL ACT:

A board must prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the board, or both, were excluded, and the record must be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board.

Matters discussed and decisions reached at the Special In-Camera, Regular In-Camera, and Closed Committee of the Whole meetings held since the last such report:

December 17, 2024 – Regular In-Camera Meeting

1. Receipt of and updates on personnel/legal matters, information for the Board
2. Receipt of and updates on other matters, information for the Board
3. Receipt of and updates on land/property matters, information for the Board

The meeting was called to order at 5:30 pm and adjourned at 6:50 pm.

January 14, 2025 – Closed Committee of the Whole Meeting

1. Receipt of and updates on learning services matters, information for the Board
2. Receipt of and updates on governance matters, information for the Board

The meeting was called to order at 5:57 pm and adjourned at 6:58 pm.



Comox Valley
**FOOD POLICY
COUNCIL**

Year in Review

Fall 2024 Delegations

*City of Courtenay, Town of Comox, Comox Valley Regional District,
Village of Cumberland, School District 71*

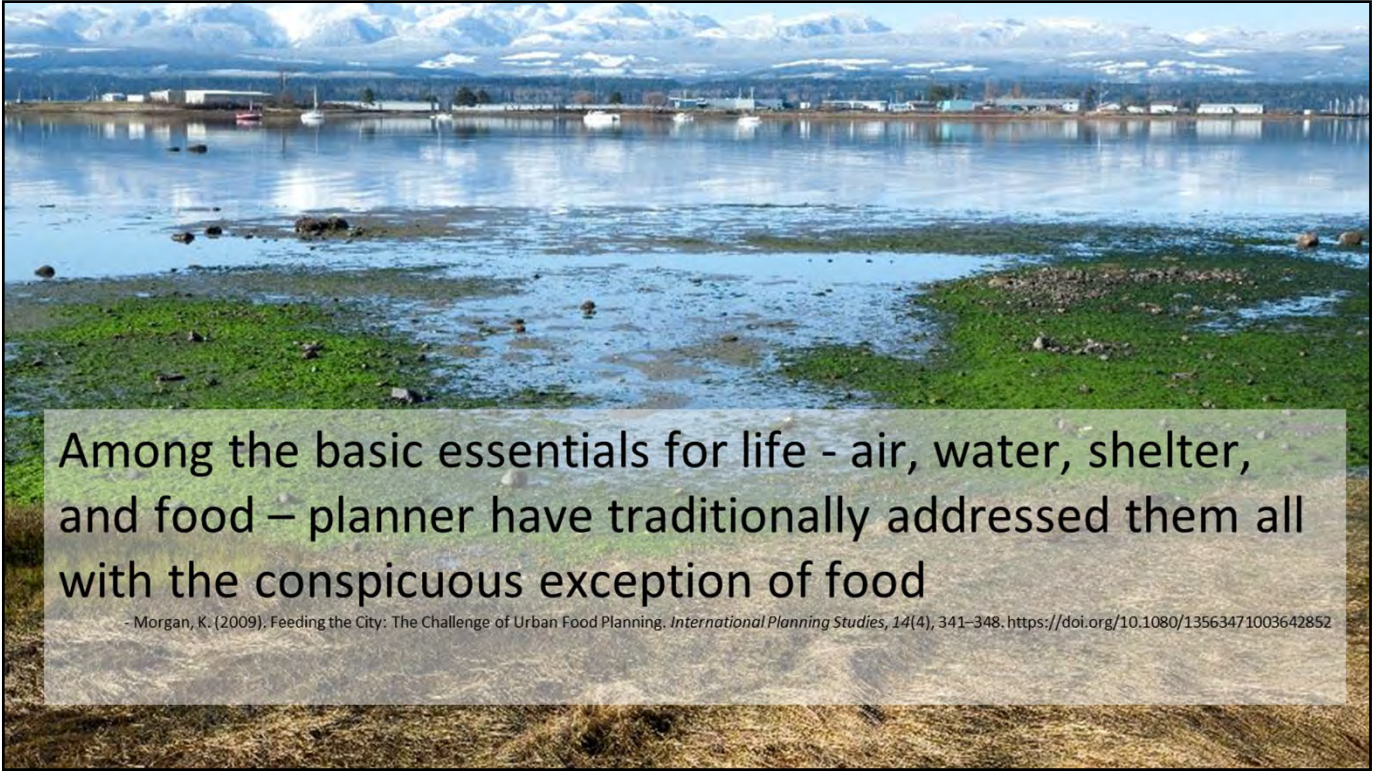
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*We respectfully acknowledge that the land we gather on is
on the Unceded traditional territory of the K'ómoks First
Nation, the traditional keepers of this land.*



K'ómoks First Nation

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3



4

WHO WE ARE



Camox Valley
FOOD POLICY
COUNCIL

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Who We Are

- **Purpose:** Forum for advocacy & policy development for food system that is ecologically sustainable, economically viable, socially just
- **Structure:** Hybrid of civil society organizations and government (22 members).
- **Fiscal Host:** LUSH Valley Action Society



Camox Valley
FOOD POLICY
COUNCIL

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How We Work

- Provide input to all municipal & regional governments
- Consider any matters which may be referred to the Policy Council by Councilors or staff
- May undertake work at other levels of government on policy initiatives within CVFPC the mandate



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Our Priorities: ongoing

Advise on Food Policy Development, Engagement, Implementation for local governments & SD 71

- OCP Review support, Cumberland; Courtenay,
- Written feedback several plans e.g Parks & Trails Master Plan, Town of Comox; Agricultural Area Plan, CVRD; development plans, various
- Initiated Emergency Food Planning Project, Village of Cumberland



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Our Priorities: updated annually

1. **Emergency Preparedness:** Support food security with focus on resilient supply chains and food economies
2. **School Food:** Access to healthy, local, culturally-appropriate school food
3. **Ecosystem Resilience:** Food systems lens to drought planning and advance water sustainability, climate resilience, ecosystem health
4. **Food Access & Agency:** Support household food security, poverty reduction and Indigenous Food Sovereignty



9

OUR WORK



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2023-2024 Priority Area : **School Food**

School Food Sub-Committee

Comprised of representation from (not exclusive):

- LUSH Valley Food Action Society
- SD71 Indigenous Education
- Island Health - Public Health
- Mid Island Farmers' Institute
- CUPE 439
- SD71 School Board Trustee
- SD71 District PAC
- Courtenay Elementary Community School
- City of Courtenay - Community Services



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2023-2024 Priority Area : **School Food**

School Food Sub-Committee

Group Priorities:

- Create opportunities for school food program staff/volunteers/community partners to discuss programs, barriers and solutions to meeting the Feeding Future mandate, and to evaluate and improve programs ongoing based on best practices (guided by the Coalition for Healthy School Food).
- Advocate locally, provincially and nationally and plan for sustainable, culturally-appropriate, long-term school food programs, including a regional/universal school meal program.



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2023-2024 Priority Area : **School Food**

Actions related to opportunities for school food programming:

- Members meet monthly to share program updates, learn about local/provincial/national school food updates or related data, share funding and/or learning opportunities, and discuss solutions to challenges (as well as wins!)
- Shared resources & provided feedback to SD 71 re: Feeding Futures District Scan and Recommendations
 - including advocating for a 1.0 FTE School Food Coordinator and the creation of a Feeding Futures Advisory Board
- Welcome letter & package of documents (relevant data, guides, tools, & resources) to onboarded School Food Coordinator



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2023-2024 Priority Area : **School Food**

Actions related to advocacy

- Sent letters to MPs & MLAs re: school food and requesting that they tour local programs
- Supported provincial school food advocacy
- Supported 3 municipals & regional districts letters advocating for national school food programming and funding
- Submitted federal petitions to local MPs for national school food funding

Outcomes

- funding for long-term school food programs in 2023 (Feeding Futures Funding includes ~ 1.2 million for SD71.)
- NDPs call for school food funding in Budget 2024 in a press conference at LUSH Valley
- Federal Budget 2024 includes funding for new National School Food Program



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2023-2024 Priority Areas

Emergency Planning

- Received funding for Emergency Mapping (Investment Agriculture Foundation, CVRD) and Planning (BC Healthy Communities, Cumberland) to inform regional emergency planning

Poverty Reduction

- Members joined Tamarack's Western Canada Leads project, Community of Practice

Local Food Procurement

- Assisted Town of Comox, Village of Cumberland to explore incorporating local food procurement policy



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More Recent Actions and Updates

- Recognized provincially, nationally & internationally for COVID response
- Advocated for a new Agriculture Area Plan with the CVRD in 2020 (started in 2022)
- Advocated for a new Agriculture role within the CVRD (started in 2022)
- Created resolutions on Emergency Planning and Food Security through the CVRD reach UBCM and the province (2021) in the 2023 Ministry of Agriculture budget
- CVRD Emergency Management recognized Food Security as a priority area
- Provided feedback on the Food Systems Chapter of the City of Courtenay's OCP (bees, chickens, yard gates)
- Supported Regional Districts and all Municipalities in joining the Coalition for Healthy School Food in 2022
- Ministry of Education announced \$214 million of funding for school food programs over 3 years in 2023
- Presented to the Provincial Budget Commission (2020, 2021, 2022), regarding water on farms and emergency planning food asset mapping
- Coached 5 other Food Policy Councils to get started
- Consulted with the Town of Comox Planning department on development from a food security perspective
- Supported municipalities to sign the Island Food Charter: City of Courtenay in 2020, Village of Cumberland in 2023, and provided Charter to Town of Comox OCP consultants as a supporting document for OCP review
- Supported SD 71 to develop school food policies and advised on Feeding Futures Recommendations, including hiring a full-time School Food Coordinator and Advisory Committee
- Advocated for School Food Program funding in Budget 2024, resulting in an NDP call to federal leaders and a federal commitment of \$1 billion over 5 years to a National School Food Program
- Supported 3 municipals & RD letters advocating for school food program
- Supported 3 municipalities to join the National Coalition for Healthy School Food
- Onboard new members including perspectives from Comox Valley Food Bank, Bread of Life Food Share, farming, Island Health
- Presented to 2023 Provincial Committee of Finance re: need for mapping food flows & storage assets for emergencies. > Ministry of Agriculture 2023 budget announced funding for food security & emergencies
- Participating in the advocacy circle for the CVRD Poverty Reduction Strategy

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Comox Valley Food Policy Council 2023–24 Annual Report

2023-24 was a year of growth and big wins for the CVFPC. We stepped into cross-jurisdictional work, connecting members across municipalities and silos, and celebrated federal funding for national school food programs. Emergency planning and drought preparedness became clear focus areas after yet another summer of forest fires and heat domes.

Ongoing Priorities:

1. Supporting the development and implementation of a regional Agricultural and Food Security Area Plan.
2. Supporting other Official City Plans, the Regional Growth Strategy, and municipal and regional planning processes.
3. Acting as an advisory board for local government and others seeking information and support on food policy development, engagement, and implementation.

In 2023-24, the CVFPC:

- Supported the CVRD in developing the Agriculture Area Plan.
- Developed a food policy recommendation package to inform Cumberland and Comox OCP updates, which will also serve as a cross-jurisdictional tool with best practice recommendations for other municipalities to incorporate strong food policy into OCPs.
- Consulted for the Town of Comox Planning department, providing best-practice recommendations on a development application through a food security lens.
- Supported the Village of Cumberland to sign the Island Food Charter and provided the Charter to Town of Comox OCP consultants.
- Supported SD 71 to develop school food policies and provided resources and feedback on SD 71's development and implementation of Feeding Futures Recommendations.

- Joined the many voices advocating for School Food program funding in Budget 2024, resulting in a federal commitment of \$1 billion over 5 years to fund National School Food Programs.
- Coached 5 other Food Policy Councils to get started using the CVFPC's Food Policy Council hybrid model.

Strategic Priorities for 2023-24:

1. Emergency planning and preparedness in relation to food security, the local food economy, and climate change mitigation/adaptation.
2. Advocating for and developing policy related to healthy school food access and food-systems education.
3. Supporting and advocating for policy development relating to food access and poverty.
4. Developing local food procurement policy for institutions.

Actions — Emergency Planning:

1. Presented to the 2023 Provincial Committee of Finance regarding the need for mapping food flows and storage assets in the case of emergency. Developed emergency mapping project plan.
2. Presented to the North Island Regional Emergency Planners and Managers about the importance of mapping food assets and flows on Vancouver Island should ports or main transportation routes be damaged.
3. Advocated for the CVRD Agricultural Plan (CVAP) 2024 update to include Emergency Planning as one of 4 main topics.
4. Became an official stakeholder in an Emergency Mapping Project to map food flows and community food storage assets on northern Vancouver Island.

The CVFPC is coordinated by LUSH Valley Food Action Society, with financial support from the Comox Valley Regional District.



Comox Valley FOOD POLICY COUNCIL

Actions — School Food:

1. Sent letters to MPs & MLAs regarding school food and requested that these representatives tour local school food programs.
2. Joined school food advocacy efforts across the province, resulting in a windfall of provincial funding for long-term school food programs, including nearly \$1.2 million for SD 71.
3. Shared best practice resources to SD 71 BOE to support development of Draft Feeding Futures recommendations.
4. Provided feedback on Draft Feeding Futures recommendations to SD 71 BOE, who then passed a motion to hire a FTE Food Services Coordinator as well as establish a Feeding Futures Advisory Board. The CVFPC Plans to express interest in joining the Advisory Board.
5. Submitted federal petitions to local MPs, resulting in NDPs calling for federal school food funding in Budget 2024 in a press conference at LUSH HQ.
6. Joined school food advocacy efforts across Canada, resulting in the federal government announcement that Budget 2024 will include funding for a new National School Food Program, with an investment of \$1 billion over five years.

Actions — Poverty Reduction:

1. Became an official partner of the Community Health Network
2. Participated in the advocacy circle for the CVRD Poverty Reduction Strategy
3. Joined Tamarack's Western Canada Leads project, sitting on the Community of Practice and Leadership Roundtable.
4. Recruited members from the social health sector to bring a poverty reduction perspective to the group.

Actions — Local Food Procurement:

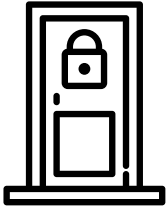
1. Compiled local Food procurement policies and resources, and drafted policy recommendations.
2. Assisted the Town of Comox to explore incorporating local food procurement policies.

Important Emergency Information

Comox Valley Schools

Types of Emergency Responses

In the event of an emergency, our schools are prepared to respond swiftly and effectively. Regular school safety drills are held throughout the year. In addition to the procedures described below, schools also practice protocols such as Drop-Cover-Hold, and conduct fire drills.



Hold and Secure

- **Purpose:** To secure the school from a potential threat or emergency in the vicinity while allowing normal activities to continue inside.
- **When Used:** When there is a possible threat or emergency near the school but not directly targeting the school.
- **Procedure:** Exterior doors are locked, and no one is allowed to enter or leave the building. Activities inside the school can continue but with limits on movement outside classrooms.



Lockdown

- **Purpose:** To protect students and staff from a possible threat inside or immediately outside the school.
- **When Used:** In the event of an intruder or other immediate security threat.
- **Procedure:** Doors are locked, lights are turned off, and students and staff remain quiet and out of sight. Communication with law enforcement is maintained until the threat is resolved.



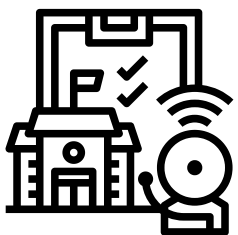
Shelter-in-Place

- **Purpose:** To keep students and staff safe indoors during external environmental hazards.
- **When Used:** During severe weather, hazardous material spills, or other external threats such as a bear or cougar nearby.
- **Procedure:** Students and staff remain inside the building, windows and doors are sealed, and ventilation systems may be shut down to prevent contamination.



Evacuation

- **Purpose:** To move students and staff to a safe location away from a potential threat inside the school building.
- **When Used:** During fires, gas leaks, or other situations where remaining inside poses a danger.
- **Procedure:** Students and staff follow designated evacuation routes to a predetermined safe location. Attendance is taken to ensure everyone is accounted for.



Dismissal

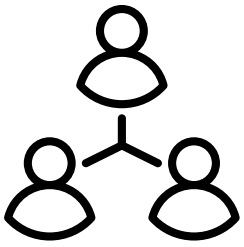
- **Purpose:** To safely reunite students with their parents or guardians after an emergency.
- **When Used:** After an evacuation or other significant emergency event.
- **Procedure:** A controlled process is implemented to ensure students are released to authorized individuals only. Identification and sign-out procedures are strictly followed.

- Each of these responses is carefully planned and practiced at each school and facility.
- During an emergency we ask parents not to call or try attend the school.
- If you arrive at the school in the midst of an emergency, please respect the protocols in progress.
- Please monitor school email, the SD 71 website and official social media pages for updates.



Important Emergency Information

Comox Valley Schools



Reuniting after an emergency

Schools have established procedures to ensure the safe reunification of parents/guardians and children once certain emergencies are over. Please take note of the following:

- **Reunion Area:** A designated area will be set up for parents/guardians to pick up their children. The location will be communicated during the emergency.
- **Release Form:** Parents/guardians must fill out a Student Release Request Form to ensure all students are accounted for.
- **Authorized Individuals:** Only those listed as legal guardians or emergency contacts on the student's Emergency Card can pick up the child.
- **Identification:** Valid ID is required to pick up your child, even if school staff know you.
- **Signing Out:** Parents/guardians must sign for their child's release to ensure proper accounting.
- **Immediate Departure:** After being reunited, parents/guardians and children should leave the area promptly for safety.



If parents/guardians cannot pick up their child, the child will be supervised at the Parent-Child Reunion Center until other arrangements are made.

Where to find information during emergencies

In the event of an emergency, please be aware that reaching the school by phone may be difficult. We will make every effort to contact parents directly through the following methods:

Crisis Notification Network

Parents can be informed of emergency situations via the School's Crisis Notification Network (phone or electronic notifications). Instructions on accessing the crisis notification platform on the web, can be found in these documents:

- [SchoolMessenger Parent App Mobile Device \(PDF\)](#)
- [SchoolMessenger Parent App Website \(PDF\)](#)

Text Notifications

Additionally, parents can opt in to receive text-based notifications for certain emergency events. Instructions on how to opt-in for SMS text messaging can be found in the document:

- [SMS Text Messaging Opt-In Instructions \(PDF\)](#)

Website, Social Media and Media

The District will also keep parents updated by posting information on the District website and through social media channels.

- District Website: www.sd71.bc.ca
- Instagram: www.instagram.com/comoxvalleysd71/
- Twitter: twitter.com/ComoxValleySD71
- Facebook: www.facebook.com/SchoolDistrict71

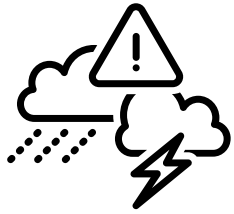
Local Media: Comox Record, MyComoxValleyNow, Jet FM, The Eagle, The Raven





Important Emergency Information

Comox Valley Schools



Weather and Power Operations

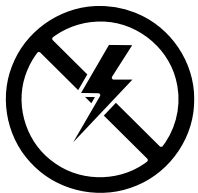
There will be occasions when schools must temporarily close due to inclement weather, power outages or for emergency reasons. The superintendent may make the decision to temporarily close any or all district schools when the safety of students and staff may be compromised.

Our schools are prepared to handle various weather-related emergencies and power outages to ensure the safety and well-being of students and staff. More information on school closures is available on the next page.



Snow Days and Inclement Weather

- **Purpose:** To ensure the safety of students and staff during severe weather conditions.
- **When Used:** During heavy snowfall, ice storms, or other severe weather events that make travel dangerous.
- **Procedure:**
 - **School Closures:** Decisions to close schools are made based on safety using weather forecasts, road conditions, and consultations with operations staff. Announcements are made through the school district's website, social media, and local news outlets.
 - **Delayed Openings:** If conditions are expected to improve, schools may open later than usual. This allows time for roads to be cleared and for safe travel.
 - **Early Dismissals:** If severe weather develops during the school day, students may be dismissed early to ensure they can travel home safely. Parents will be notified through the same channels used for closures.



Power Outages

- **Purpose:** To maintain a safe environment and continue essential operations during a power outage.
- **When Used:** During unexpected power failures due to storms, equipment failure, or other causes.
- **Procedure:**
 - **Short-Term Outages:** If the outage is expected to be brief, schools will continue to operate using natural light and battery-powered emergency lighting. Activities may be adjusted to ensure safety.
 - **Extended Outages:** If the outage is expected to last for an extended period, the decision to continue school operations will be based on factors such as temperature, availability of water, and communication capabilities. Parents will be informed of any changes to the school schedule.

We aim to minimize disruptions for students and families. The safety of our school community is factored in all decisions made by schools the district.

Important Emergency Information

Comox Valley Schools



School Closure Information

Schools in Comox Valley Schools are not routinely closed due to snow or other inclement weather conditions. All schools will remain OPEN, if at all possible, during winter weather.

On occasion, a district-wide or partial-district closure is required due to extreme weather. Partial-district closures affecting individual schools may occur due to the very different geography within our school district. If there is a partial-district closure, affected schools will be identified.

Any **district-wide** or **partial-district closures** will be decided and communicated by 6:30 a.m. via the Comox Valley Schools website and other sources so that families can plan and make alternate arrangements.

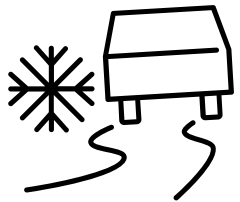
In most instances, announcements will NOT be made that schools are open; only cancellations, closures, or delayed school openings will be announced.

While the district tries to make the best decision with the information available, the weather can change quickly.

The Superintendent of Schools has authority, on behalf of the Board, to temporarily close a school or schools. This decision is made in consultation with management and supervisory staff.

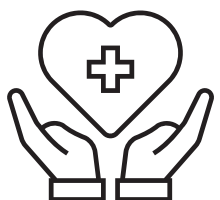
Several factors go into a school closure decision, including student and staff safety, the conditions of roads near schools, school grounds, school bus routes, and whether facilities are fully operational.

Extra-curricular activities, school events and field trips may be cancelled because of weather – even when school remains open.



How are district sites and road conditions assessed during winter weather?

Beginning very early in the morning, our Facilities Department begins investigating road and site conditions at all schools. Unpredictable conditions can be a result of the varying elevations within the Comox Valley. For this reason, road assessments take place across the valley. District crews analyze the estimated time it will take for snow and ice to be cleared from parking lots, sidewalks and busses. Other concerns include fallen or low-lying trees, power failures, accidents and traffic flow. Sidewalks with excessive snow due to street snow removal are also a safety concern, especially along corridors where students normally walk to school.



What if I don't think it is safe for my child to go to school due to weather conditions?

When schools remain open, decisions to stay at home during challenging weather conditions should be made by each family. If for any reason a parent/guardian feels that a child cannot travel safely to/from school, they can notify their child's schools about the expected absence. Students will not be penalized.

BRIEFING NOTE

TO: Board of Education

DATE: January 28, 2025

FROM: Lisa Pedersen-Skene, District Principal of Early Learning and Child Care

RE: Kindergarten Registration & Transition Update

Background

Kindergarten registration begins to take place in early January to provide multiple opportunities for learners and their families to build positive connections and foster a sense of belonging with schools. When learners and their families feel accepted, valued, and supported, it contributes to a positive learning experience and a smoother transition.

1. Kindergarten Choices

- a. Neighbourhood School
- b. Indigenous K/1 (Ecole Puntledge Park)
- c. Early French Immersion (Ecole Puntledge Park and Ecole Robb Road),
- d. Montessori (Queneesh and Courtenay Elementary)
- e. Fine Arts eCademy and Compass (Navigate)
- f. Airport Primary Learning Community (please see information sheet)

2. Registration

- a. Indigenous K/1, Montessori and Early French Immersion Programs began - Tuesday January 14th
 - i. Montessori Open House – November 27th
- b. Neighbourhood School – Tuesday January 21st
- c. Navigate (NIDES) Fine Arts eCademy and Compass Programs: February DTB
 - i. Open House – Friday January 31st
- d. Airport Primary Learning Community – Expression of Interest February 4-7th
 - i. Zoom Information Session – Wednesday January 29th

3. Supporting Kindergarten Transitions

- a. Strengthening Early Years to Kindergarten Transitions focus school: Arden Elementary
- b. Kindergarten Transitions Meetings: 1 K teacher representative from each school 3 meetings:
 - i. October 9: What is our goal for Kindergarten Transitions?
 - ii. November 22: Transitions Opportunities from Registration until June
 - iii. January 29: Gradual Entry Schedules
- c. StrongStart Transition Activities
 - i. Airport Elementary: 6 week afternoon sessions “On Your Way to K”
 - ii. Spring 2025: StrongStart Facilitators work with their schools to support transitions to kindergarten.

Recommendation

THAT the Board of Education of School District No. 71 (Comox Valley) receive the Kindergarten Registration and Transition Update briefing note, dated January 28, 2025, as presented.

Respectfully submitted,

Lisa Pederson-Skene

District Principal of Early Learning and Child Care

Primary Learning Community (K-3) Airport Elementary

We would like to acknowledge that we are on the traditional territory of the K'ómoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.

Program Overview - Foundational Practices

The Primary Learning Community (K-3) at Airport Elementary provides young learners with a flexible learning environment that centres relationships with cohort peers and their teacher over time. Through play-based and place-based learning, students experience growth in their learning achievement and competency development in addition to a deepened sense of community.



Multi Age Learning

Strong, positive relationships provide the foundation for a child's long-term social, emotional, and cognitive development. Within this multi-aged learning program, learners continue with their teacher and cohort of peers across multiple years. In this learning environment, children develop enduring relationships and experience the benefits of continuous learning with a teacher who knows them well over time. This approach also includes opportunities for collaborative learning and mentoring among peers.



Play Based

Play-based learning is a personalized and wholistic approach that honours children's natural curiosity and joy in learning through play. This approach fosters exploration and imagination through hands-on and engaging learning activities that promote student confidence and competence in critical and creative thinking as well as social emotional well-being.



Place Based

Place-based learning recognizes that authentic learning occurs within and beyond the school building. This approach connects children to their local surroundings and communities, enabling rich and meaningful opportunities to learn outdoors and through engagement with community.

Flexible Learning Environment

The program is a blended learning opportunity that integrates the environments of school, place, and home.

School

On Tuesday, Wednesday and Thursdays, learners will be immersed in a combination of indoor and outdoor learning experiences at Airport Elementary School. Please note that, as an educational choice program, families are responsible for transporting their child to the school on these days.

Place

On Fridays, students will engage in their learning in various places within the Comox Valley. Please note that, as an educational choice program, families are responsible for transporting their child to the location on this day. A monthly calendar will be sent to families in advance, including details about location and times.

Home

Families play a crucial role in extending and enriching the education programming. On Mondays, students engage in home-based learning, exploring inquiries and activities that connect with the concepts they're working on with the teacher.

Professional Learning Demonstration Program



Guiding Documents

- [BC Ministry of Education Curriculum](#)
- [First Peoples Principles of Learning](#)
- [Learning in the Primary Years](#)
- [BC's Early Learning Framework](#)
- [Pedagogy of Play](#)

The Primary Learning Community Program goes beyond the conventional notion of a learning space for young children and includes a professional learning component for educators within and beyond the district. At least one day per week, the program will be open to adult visitors, extending an ongoing invitation to educators to observe and engage with the teacher and students to learn more about how to approach effective play-based and place-based learning with primary students. Positioned as a hub for continuous learning, innovation, and transformative practices within the education sector, the program redefines the boundaries of learning experiences for all ages. Please note that children in the program should be comfortable with ongoing visitors and interactions with adults with whom they are unfamiliar.

**For more information please email: Lisa Pedersen-Skene
District Principal, Early Learning and Child Care
lisa.pedersen-skene@sd71.bc.ca**

Information Session

A Zoom information session will take place on Wednesday, January 29th from 7:00 – 8:00 pm. To attend, please register using this link: <https://forms.office.com/r/TYKKKQMcEr>
The Zoom link will be sent via email the day before the session.



Expression of Interest

An Expression of Interest period will take place from Tuesday, February 4th – Friday, February 7th. Families can complete the Expression of Interest form on the school district website:

<https://www.comoxvalleyschools.ca/expression-of-interest-form/>

The initiation of this program depends on several factors, with sufficient student interest being the first critical step. Families will be informed the following week if the process to start the program will move forward.

More Information

If you are unable to attend the zoom session, or have any questions please email Lisa Pedersen-Skene at lisa.pedersen-skene@sd71.bc.ca



TO: Board of Education **DATE:** January 28, 2025
FROM: Josh Porter, Director of Information Technology
RE: **2025 Technology Sustainability**

Introduction

The integration of technology in K-12 education has become essential for modern teaching and learning. However, sustaining these technological advancements requires strategic planning and resource management. This briefing note outlines key considerations and strategies for ensuring the sustainability of technology in SD71 schools.

Equity & Access

- Revisiting how technology is funded ensuring access to technology hardware and software and ensuring it is reliable and relevant for its intended purpose.
 - Currently we employ an 8-year capital budget model that allows for comprehensive long-term planning and strategic allocation of resources. This model has been instrumental in helping us anticipate and manage future financial needs effectively. As we continue to refine our financial strategies, we recognize the importance of incorporating new cost pressures to ensure our budget remains robust and responsive to changing conditions. These cost pressures include:
 - Enrolment Growth
 - Inflationary Pressures
 - Exchange Rate Fluctuations
- Expand learning opportunities to support the integration of technology.
- Continue to support the use of a common collaboration platform (Microsoft 365) that enhances communication, learning and community.
- Continue to enhance wireless access and network stability in all district facilities.

Digital Safety

- Continuing with the teacher learning series from the 2023-2024 school year, we are bringing together all grade 6 teachers for training sessions designed to give teachers the tools needed to immerse students in an inquiry challenge that enhances their digital literacy.
- Personal Digital Device restrictions – mid-year check-ins are underway with schools related to these new restrictions.
- Continue to strengthen the security of our network, data, software, systems and practices.
- Increase cybersecurity education and training to enhance awareness and proactivity.

Artificial Intelligence (AI)

- A paced approach towards the use of AI in the classroom. This technology is changing rapidly, and while staff and students can explore the use of AI, we need to better understand it. A committee has begun meeting to explore best practices with an aim of providing guidelines around the use of AI.
- The BC Ministry of Education and Child Care is continuing to develop and provide resources for school districts to use: [Digital literacy and the use of AI in education: supports for British Columbia schools - Province of British Columbia](#)

Strategic Alignment

Technology plays a pivotal role in many aspects of the district's Strategic Plan, serving as a cornerstone for design principles such as flexible learning environments and digitally enhanced learning. The Information Technology department is dedicated to advancing and supporting the integration of technology across the District. This includes exploring innovative solutions like artificial intelligence, maintaining and servicing technology hardware, and providing support for remote learning. Our efforts are further strengthened through close collaboration with other departments. By working together, we ensure that technology initiatives are aligned with educational goals, operational needs, and strategic values. This collaborative approach enables us to create a cohesive and effective technological ecosystem that enhances the overall learning experience and supports district's strategic plan.

Capacity

To continue providing critical IT services and support to the entire District that remains sustainable for the long term, we are continually reviewing our processes and staff capacity to keep up with the demands. This includes regular ongoing training for staff, business continuity planning, and succession planning for critical positions.

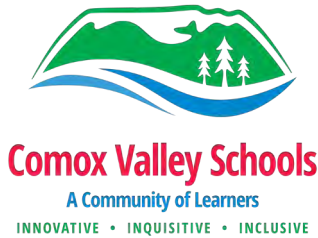
Recommendation

That the Board of Education of School District No. 71 (Comox Valley) receive the 2025 Technology Sustainability briefing note, dated January 28, 2025, as presented.

Respectfully submitted,

Josh Porter

Director of Information Technology



BRIEFING NOTE

TO: Board of Education **DATE:** January 28, 2025
FROM: Molly Proudfoot, Director of Operations
RE: **Arena 3 – CVRD requesting approval to continue to analysis viability of potential construction and operation of an Arena 3 on School District grounds.**

Purpose

Approval request from the Comox Valley Regional District to proceed with developing a Business Case for the potential construction and operation of an Arena 3 adjacent to the existing Sport Centre on School District grounds.

Strategic Alignment

The Board of Education recently approved a new Strategic Plan, which is focussed on learning and Indigenous World Views and Perspectives. The request from the Comox Valley Regional District aligns with the School District’s commitment to supporting the community. However, the request does not directly align with the current Strategic Plan. The Board’s primary responsibility remains focused on optimizing facilities for educational purposes, and prioritizing safe, equitable learning environments that support student development. That said, often partnerships with local municipalities and regional districts result in great benefits to all parties and often, school districts can achieve more than they would otherwise be able to. Current agreements with the CVRD, are examples of how successful partnerships can provide great benefits to learners.

Background

The Comox Valley Regional District (CVRD) adopted a ‘Recreation Strategic Plan’ in the Spring of 2023. Identified within the plan was the demonstrated need for a third arena in the Comox Valley.

The CVRD presented at the District’s October 8th ‘Open Committee of the Whole’ meeting to provide an update to the Board on the potential build and location options explored during the now completed ‘Arena 3 Feasibility Study’. As a result of the study, the CVRD in consult with hcma architecture developed four potential options that would best address the below criteria:

- Addition of NHL ice surface;
- Addition of 1500-2000 spectator seats for events either through renovation to Arena 1 or through construction of Arena 3;
- Addition of 6-8 dressing rooms;
- Extension of overhead walkway around Arena 1 for use as a walking track; and
- Addition of parking stalls to meet City of Courtney bylaws.

As identified in the presentation (attached herein) the CVRD recommends proceeding with a Business Case to further determine the appropriate criteria and location for an Arena 3; including flushing-out market demand, projections, and predicted revenue & operating costs. This process would involve Comox Valley Schools in partner meetings to gather feedback on the potential impacts and benefits provided to G.P. Vanier Secondary and the District if Arena 3 were to be located adjacent to the existing Sports Centre. Items such as parking, traffic flow, and potential use & space opportunities would be discussed in this process.

The CVRD is not currently asking the Board of Education to approve a boundary extension to the land lease. However, is asking the Board to advise the CVRD if Comox Valley Schools¹ opposes the potential for an extension of the leased land at this time. Presently, the CVRD is simply asking the School District to provide feedback during the Business Case process to determine in more detail the potential impacts and benefits of an Arena 3 being constructed on District grounds.

The School District and the CVRD have a long-proven history in successful partnerships. For context, over the last several decades the School District and the CVRD have entered lease and use agreements for the area surrounding George P. Vanier Secondary.

In 1973 the CVRD and the School District entered into a 99-year lease agreement granting the CVRD permission to lease a section of the land neighbouring G.P. Vanier Secondary to construct an arena/swimming pool complex for community recreation use. In 1998 the Board and the CVRD agreed to modify and extend the 1973 Lease to permit the expansion of the leased area for the CVRD to construct and operate an ice arena for public community use. As stipulated in the agreement the Sports Centre Complex and the Arena would be 'made available for use by the Board for its education recreation programs in accordance with the arrangements for such use as shall be mutually agreed between the Board and the District'. As a result of the agreement, the School District has been using the Sports Centre pool every Tues/Thurs from 9-10 AM since its opening in 1975. In 1999, the School District asked to move the program to the newly built Aquatic Centre on the same days and times.

Other benefits of partnership presently include, but are not limited to:

Reduced Rental Rates:

In the CVRD's '[Fees & Charges Bylaw](#)' the School District receives reduced rates for ice rentals, the pools, and dry floor rentals.

Preferred Use:

In the CVRD's 'Ice Allocation Policy' the School District is second in priority to other user groups.

6. Priority of Ice Allocation [see definition in Section 3]

1. Recreation program use
2. School use – during school hours
3. Youth not for profit
4. Junior hockey
5. Adult rentals
6. Special events
7. Private/casual rentals
8. Commercial (non-ticketed and ticketed)

To ensure that the adult user groups have adequate ice rental times, youth not for profit will not start an ice session later than 8:30 p.m. from Monday to Sunday.

Learn to Skate at School Program:

In 2017 the CVRD successfully applied for a grant to fund the 'Learn to Skate at School Program', targeted at affordability and accessibility to schools the District has identified as having a higher ratio of 'at risk' children, as well as the least uptick with fundraising for school activities. The skating lessons and rentals are free of charge and the CVRD has been successful in securing grant funding to pay for bussing to the arena to further remove barriers.

The skating lessons are for Grade 2 and 3 students (co-ed aged 7-8) with a focus on the FUNdamentals: movement skills, including the ABCs of agility, balance, coordination, and speed. The program was designed to improve the skating ability of the students and promote an active, lifelong interest in ice sports.

The CVRD ran the program from 2017-2019 and it was widely popular, giving 250-300 kids access to skating activities each Fall over a period of 8 weeks. The program went on hiatus for a few years due to staffing availability but is back in business and currently has five schools participating.

Vanier Hockey Skills Program:

G.P. Vanier Secondary ran a popular hockey program for Vanier kids Grade 9-12. Unfortunately, this year there wasn't enough interest, but the CVRD is supportive of this program should Vanier want to continue. These lessons are at zero cost to the kids or the District. The grant the CVRD receives covers transportation for all the kids and the CVRD staff and ice are provided in kind to the program.

Work Experience:

CVRD staff has worked with G.P. Vanier's Careers Teacher to enlist many Vanier students to volunteer at the rink for required work experience hours.

In addition, the School District and the CVRD partnered in 1981 to jointly construct and operate a 400-meter track facility on School District grounds adjacent to George P. Vanier Secondary for the benefit of SD71 students and the surrounding community. The agreement was for a minimum of twenty (20) years with the ability to continue in effect thereafter. The School District and CVRD have continued to opt for renewal and re-signed as recent as January of 2024; renewing the agreement for another four-years with the opportunity to renew again in January of 2028. Also, in September 2014 the School District and CVRD agreed to cooperate in the construction, maintenance, and use of a new all-weather sports field located on SD71 grounds, adjacent to George p. Vanier Secondary. A term in both agreements is to prioritize school use during operating times (Monday through Friday from 7:00 AM to 5:30 PM., excluding Statutory Holidays and days when the school is not in session) with exceptions agreed to by both parties. The agreement was for a twenty-five-year period with the opportunity for renewal in August 2039.

Furthermore, as a result of a collaboration lead by the CVRD and its partners: City of Courtney, Town of Comox, Village of the Cumberland, and School District 71 developed a 'Sport Field Strategy' as an outcome of the process a need for a second artificial turf field was identified. In May 2023, the Board passed a motion in the 'Public Board Meeting' to support the construction of a second artificial turf field on G.P. Vanier Secondary's grounds. In the 'Open Committee of the Whole Meeting' in October 2024 the CVRD updated the Board on next steps to undertake an alternative approval process in the New Year – if

successful, the District and CVRD will amend the current turf field agreement, and the CVRD will proceed with final design and procurement, with anticipated construction planned for Spring/Summer of 2025.

As an overview, the map shown below includes areas of interest on the School District's property; including the G.P. Vanier Secondary grounds.



Recommendation 1

THAT the Board of Education of School District No. 71 (Comox Valley) direct staff to respond to the Comox Valley Regional District (CVRD), in respect of their request regarding work in developing a Business Case for Arena 3, received October 16, 2024, advising that the district is prepared to support the CVRDs work in developing a Business Case for Arena 3, which may ultimately lead to a request from the CVRD to grant a license to occupy agreement for land use, understanding that the new District LRFP may result in a determination that a license to occupy agreement for land use not be granted.

Alternate Recommendations:

Recommendation 2

THAT the Board of Education of School District No. 71 (Comox Valley) refer the Comox Valley Regional District's (CVRDs), request for the School Board to support the CVRDs work in developing a Business Case for Arena 3, received October 16, 2024, which may ultimately require a license to occupy agreement for land use, to staff, to advise the CVRD that the school district is unable support the request at this time, but will reconsider the request, pending receipt and review of a new District Long Range Facility Plan (LRFP).

Recommendation 3

THAT the Board of Education of School District No. 71 (Comox Valley) direct staff to respond to the Comox Valley Regional District (CVRD), in respect of their request regarding Business Case for Arena 3, received October 16, 2024, advising that the district will not support the CVRDs work in developing a Business Case for Arena 3, as a license to occupy agreement for land use, is unlikely.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Molly Proudfoot". The signature is stylized and cursive.

Molly Proudfoot
Director of Operations

October 16, 2024

Sent via email only: molly.proudfoot@sd71.bc.ca
carrie.mcveigh@sd71.bc.ca

Board of Education
Comox Valley Schools (SD71)
2488 Idiens Way
Courtenay, BC V9N 9B5

Dear Chair & Trustees

Re: Comox Valley Regional District Business Case for Arena 3

Thank you for the opportunity to present the preliminary concepts for a potential new arena to the Board of Education on October 8, 2024.

As discussed during the presentation, the Comox Valley Recreation Commission adopted the Recreation Strategic Plan in March 2023. The Plan identified the need for a third arena, adjacent to or attached to the Sports Centre, to meet the growing demand for ice time in the Comox Valley.

Following this, the CVRD engaged hcma architecture & design to conduct a feasibility study, exploring conceptual design options for a 2,000-seat spectator arena and a community rink on the Sports Centre/Vanier campus. These arena concepts, along with other renovation options (seating expansion of Arena 1 and the addition of a walking track), were presented to the Recreation Commission in July 2024.

After reviewing the options, the Commission directed staff to proceed with a more detailed analysis of four concepts:

- 1) Spectator arena attached to the Sports Center
- 2) Spectator arena adjacent to the Sports Centre
- 3) Community rink attached to the Sports Centre
- 4) Community rink attached to the Sports Centre and an addition of 500 seats and a walking track added to Arena 1.

With project costs ranging from \$37 million to \$100 million, the business case will help determine the right size and scope for the community now and into the future. The next step is a thorough business case analysis to compare the opportunities, benefits, and

costs of the 2,000-seat spectator arena and the community rink, alongside the potential for additional seating and a walking track in Arena 1.

The business case will include:

- **Targeted Stakeholder Engagement:**
 - We will consult key stakeholders, including local government, CV Schools, entertainment providers, the Chamber of Commerce, tourism bodies, and sports organizations. This engagement will include workshops, interviews, and consultations to capture diverse perspectives.
- **Market Demand Assessment:**
 - A detailed analysis of current and projected demand for both a spectator arena and community rink will be conducted. This includes assessing demographic trends, community needs, and potential events, such as sports competitions, concerts, and other large gatherings.
- **Economic Impact Assessment:**
 - This will evaluate the economic benefits for the community, including local business growth, tourism, job creation, and partnerships. A comparative analysis of similar facilities in other communities will also be included.
- **Social and Community Benefits:**
 - We will explore the arena's potential contributions to community well-being, social cohesion, and its role as a community hub, with a focus on accessibility and inclusivity.
- **Financial Feasibility:**
 - A financial analysis will be conducted for each development option, covering operational costs, revenue streams, and long-term sustainability. This will include potential revenue from ticket sales, rentals, sponsorships, and the financial viability of attracting a junior hockey team.
- **Risk Analysis:**
 - Potential risks, such as financial or operational challenges, will be identified, with strategies to mitigate these risks.

As we move forward with the business case, we are asking Comox Valley Schools to engage with us by taking part in stakeholder meetings and providing feedback on potential impacts and opportunities related to G.P. Vanier Secondary, parking, traffic flow, and the site in general.

We are not asking the Board of Education to approve a boundary extension to the land lease at this time. However, if the Board is opposed to a potential extension in the future, we would appreciate it if you could communicate this to us now. The business case is expected to begin in November 2024, and this feedback may affect the scope of work for our consultants.

Once completed, the business case will be shared with the Board of Education. It will provide insights into the opportunities and impacts on G.P. Vanier and the surrounding educational environment. The business case will also assist the Comox Valley Regional District in deciding whether to move forward with a new arena, and in determining the scope of the project (spectator arena or community rink). Additionally, the Board may find this information helpful in evaluating whether an arena on the Vanier/Sports Centre campus is feasible and supported.

The Comox Valley Regional District sincerely values the long-standing partnership with Comox Valley Schools to provide important recreation services to our community and we look.

If you have any questions regarding the process or the project feel free to contact me at tmorgan@comoxvalleyrd.ca. We look forward to working with you!

Sincerely,

Trish Morgan

Trish Morgan
Assistant Sr Manager of Recreation Services
Recreation Department/Community Services Branch
Comox Valley Regional District

Enclosures:

- 1) Arena 3 Feasibility Study Report, hcma architecture & design – July 26, 2024
- 2) Arena 3 Feasibility Appendices A-E, hcma architecture & design – July 26, 2024



Arena 3 Feasibility Study Report

Comox Valley Regional District

Date
July 26, 2024

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Project Consultants

Architectural



Mechanical



Electrical



Cost Consulting



1.0 Executive Summary

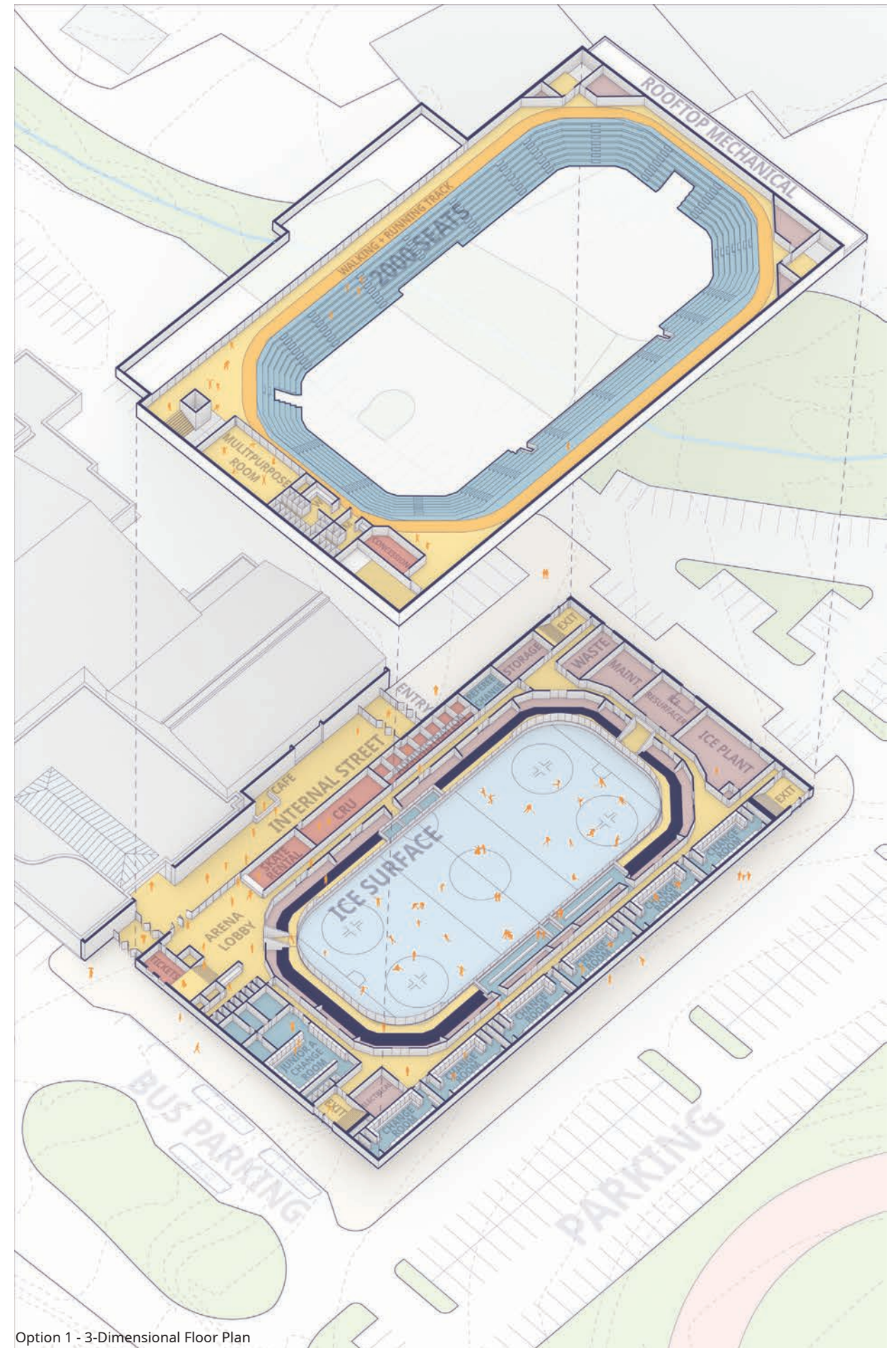
hcma was consulted to complete a feasibility study and develop conceptual design options that explored the possibility of a third arena on the Comox Valley Sport Centre (CVSC) site. The CVSC is located on land leased from School District No. 71 (SD71) on a property shared with G.P. Vanier Secondary School. This study was completed in response to a roadmap for the development of new recreation facilities created by the Comox Valley Recreation Commission as part of a long-term plan for recreation infrastructure in order to meet the needs of the Comox Valley.

The primary objective of the feasibility study is to produce three conceptual design options and site test fits for an NHL-sized ice surface with seating for 1500-2000 spectators, 6-8 dressing rooms and a walking track. In addition, the study would look at options of increasing the seating capacity of the existing Arena 1 from its current capacity of 843, as well as adding a walking track around the upper level of Arena 1.

hcma followed a methodology that began with a review and analysis of documentation, drawings, and reports provided by the CVRD on the existing facilities as well as city by-laws, environmental factors, accessibility, building code requirements, mechanical and electrical servicing. The first outcome was the selection of three preferred site locations which were determined based on the results and recommendations of an Environmental Constraints Assessment conducted by Current Environmental. The second outcome were the results of the mechanical and electrical assessments conducted by AME Consulting and Smith + Anderson respectively. Based on the mechanical and electrical assessments completed, it was found that a new facility would need its own electrical and mechanical services as the capacity at the CVSC is currently at a maximum. For the full details of the electrical and mechanical reports, please refer to Appendix B and C.

The concept design phase identified preferred site locations that were test fitted for the building components required for Arena 3. Site planning was done to provide the necessary parking stalls required per the City of Courtenay Zoning By-law 2500, 2007. Concept design options were split into three groups of options to be developed for Class D cost estimates. The first group developed a new-build spectator arena (Options 1-3). The second developed a new-build community arena without spectator seating (Option 4) and the third developed two Arena 1 renovation options (5 and 6).

The the development of Options 1-3, each of the three preferred site locations were determined to be viable locations to fit a 2000 seat NHL-sized ice arena. Using an assumed occupant number of 2,203 people, the required number of new parking stalls for the site would be 441 based on the City of Courtenay parking by-law. Due to the environmental constraints of the site as well as the existing and future planned facilities, several separate parking zones would need to be constructed between the CVSC and secondary school sites in order to maximize the number of stalls. As shown in detail in Section 3.1, the total number of new stalls possible is below by-law requirements and it will be necessary to apply for a minor development variance. Based on discussions with the City of Courtenay development office, the variance is available by providing a parking and traffic study as part of the application.



Option 1 - 3-Dimensional Floor Plan

Through discussions with the CVRD staff committee, Option 1 and 4 were selected as the preferred options to be recommended for a business case. These options are located immediately southwest of the CVSC entrance and would be connected to the existing building. This would allow for efficiencies in operating the facility and would not require a separate reception based on the shared entrance for both existing and new building amenities. The “internal street” circulation space provides opportunities for alternate community programming and programming such as a cafe, market stalls, or other commercial retail uses such as a sports shop.

The next steps for the project would be to develop a business case for these options as they best represent the goals of the study and have the most potential for operational viability. As the project moves forward, consistent communication with representatives from SD71 is recommended as each of the design options would in some way affect the circulation and operation of the secondary school site.

2.0 Project Background

2.1 Project Description

2.2 Site Constraints

2.3 Carbon Reduction Analysis

2.1 Project Description

BACKGROUND

Located within the City of Courtenay, on Vancouver Island, the CVRD operates the Comox Valley Sport Centre (CVSC) which contains two arenas with NHL sized ice surfaces. The CVSC is located on a shared property with G.P. Vanier Secondary School, which is owned by School District No 71 (SD71). The parcel of land which the CVSC is sited is leased to the CVRD.

The CVSC was constructed in 1973 and originally included an ice arena, with a seating capacity of 843, and a six lane 25m swimming pool. Arena 2 was constructed as an addition to the facility in 1998 and does not have dedicated spectator seating with just bleacher seating at the corners of the arena.

Starting in 2019, the Comox Valley Recreation Commission began to develop a long-term plan for recreation infrastructure including field, ice, and aquatic facilities. As part of a roadmap for development of new recreation facilities needed to meet the needs of the Comox Valley, the addition of a third NHL ice surface and increased spectator seating was identified as a short-term priority.

In late 2023, **hcma** was consulted to complete a feasibility study and conceptual options for the possibility of a third arena on the CVSC site which would include a NHL ice surface, increased seating for 1500-2000 spectators, 6-8 dressing rooms, and a walking track.

SCOPE OF STUDY

As part of the feasibility study, the final deliverables are as follows:

- **Draft feasibility study identifying three conceptual design options and test fits**
- **Class D cost estimates for each of the conceptual design options**
- **Presentation to the CVRD Recreation Commission**
- **Final report**



Exterior photo of Comox Valley Sport Centre Arena 1



Interior photo of Comox Valley Sport Centre Arena 1

As the team worked through the development of the conceptual design options for Class D costing, it became apparent that a new-build spectator arena would be the primary focus of the study and three site options were developed (Options 1, 2, 3). In order to achieve a holistic understanding of the potential costs to achieve the goals of the study, three alternate options were also explored. The alternate options looked at a new-build community arena similar to the existing Arena 2 (Option 4) as well as a seating addition to Arena 1 (Option 5) and the addition of a walking / running track around Arena 1 (Option 6).

METHODOLOGY

The process which **hcma** and the CVRD staff committee worked through in the duration of the study period involved the following steps:

1. PROJECT START-UP + DISCOVERY

This phase included a review of the existing facility conditions and constraints around the Comox Valley Sports Centre site. Some of the factors considered were existing structure, adjacent infrastructure, city by-laws, environmental factors, parking, accessibility, building code requirements and a mechanical and electrical systems review by our sub consultants. As well, a review of existing background information that has been completed to date was conducted. This background information included the Indoor Recreation Facilities Master Plan (2017), the CVRD Corporate Energy & Emissions Plan (2019), the Recreation Facility Condition Assessments Life Cycle Report (2019), the Adult Ice Use and Allocation Engagement Summary (2022), the Comox Valley Recreation Commission Strategic & Capital Planning (2023), the Environmental Constraints Assessment (2023) and the Decarbonization Strategy for the Sports and Aquatics Centres (2023).

The findings and recommendations of the Environmental Constraints Assessment were used to determine three preferred site locations for the three Arena 3 spectator arena options. The three preferred site locations were then developed into conceptual design test fits in the next phase of the study.

2. CONCEPT DESIGN

We worked closely with the staff committee to develop concept designs that demonstrate feasibility of the project and establish basic design parameters for further consideration. High level conceptual planning and programming options were reviewed with the staff committee. Once the programmatic and site planning arrangements for each option were settled on, a Class D cost estimate was carried out for each concept design.

3. REPORTING

Our team prepared this final Feasibility Report to summarize the work completed, including staff and Stakeholder Engagement and the final Concept Design, as well as any rationale that supports the final recommendation.

2.2 Site Constraints

The first step in the Discovery phase of the study was an analysis of the site in terms of its existing infrastructure, environmental constraints, as well as future facilities and amenities that are planned for the site. Though the CVSC is located on a parcel of land leased from SD71, open areas throughout the overall site were initially considered as potential locations for Arena 3. Establishment of each of the site constraints then revealed the several locations in which a third area could be situated.

2.2.1 EXISTING + PLANNED INFRASTRUCTURE

There are several existing adjacent uses and infrastructure which provide boundaries and considerations for where a future arena could be located on the site. These uses are highlighted on the site aerial photographs below and on the following page.

A primary consideration for the location of Arena 3 is site circulation between the secondary school site and the CVSC site. Specifically, considerations were made for how the footprint of a new arena and associated parking could affect the flow of vehicular circulation parking in the area, or for drop-offs from yellow school buses or city buses.

A large portion of the land on site is taken up by several sports field. South of the secondary school, there are three sports fields which must be maintained and planned around. There are future plans for the furthest north sports field to be replaced with an artificial turf field which would include a cricket pitch. On the CVSC site, there is a track and field area as well as an artificial turf field. A fieldhouse building, which would include change rooms and storage, is currently planned for the area north of the existing artificial turf field. Based on discussions with the CVRD staff committee, it is assumed that the fieldhouse could be relocated to the area between the track and field and artificial turf field. This would allow for more flexibility in the site planning of the conceptual design options.

Lastly, there is a daycare facility being planned which is intended to be located directly south of the school. Due to the daycare, this portion of the site cannot be utilized for Arena 3 site planning such as parking.



Site aerial photograph indicating planned location of the new Fieldhouse



Site aerial photograph highlighting existing facilities and uses

Existing Facilities + Infrastructure

- 1 Comox Valley Sport Centre (CVSC)
- 2 G.P. Vanier Secondary School
- 3 Maintenance + Operations Facility
- 4 Track + Field
- 5 Artificial Turf Field
- 6 Three Sports Fields



Site aerial photograph highlighting future planned facilities and uses

Planned Facilities

- 1 Fieldhouse
- 2 Daycare Facility
- 3 Artificial Turf Field + Cricket Pitch

2.2.2 ENVIRONMENTAL CONSTRAINTS

Prior to beginning the Area 3 Feasibility Study, in December 2023 an environmental constraints assessment was completed by Current Environmental which had the following objectives:

- Identify any Valuable Ecosystem Components (VECs) that may affect development on the subject property
- Map the occurrences of any identified VECs and their associated setbacks
- Outline other constraints related to identified VECs
- Suggest candidate offsetting and restoration and enhancement opportunities to be considered as part of the project
- Provide high level Best Management Practices (BMPs) to avoid and/or mitigate potential impacts to identified VECs during construction

The following text has been taken from *Section 3.6 Area - Specific Discussions* from the Vanier Sport Centre Constraints Assessment by Current Environmental. Based on the findings of the report, Area 5 was identified as the most suitable location to build based on the environmental constraints of the site. For the full assessment, please refer to Appendix F of this report.

AREA 1

Area 1 is a highly developed area to the east of the Sports Centre and west of Towhee Creek with low ecological function. Towhee Creek runs parallel to the Sports Centre from northeast to southwest. In addition to the 10 m RAPR setback, the City of Courtenay 30 m setback from the stream boundary also applies. Towhee Creek provides high-quality conditions for coho rearing and as such maximizing setback areas for this valuable stream is recommended. Furthermore, implementing adequate setbacks reserves the potential for future restoration work in the Towhee Creek riparian area, which would provide considerable ecological benefit. In addition, there are several protected tree species in this area including Garry oak and trembling aspen, which are considered Protected Tree Species in the City of Courtenay Tree Protection and Management By-law. As such, it is recommended these trees be protected from activities that may threaten their long-term health. Despite environmental constraints to the southeast of the 2nd Arena, there remains development potential within Area 1 in particular to the southwest, adjacent to the existing pool and lobby. As such, this area offers potential for development with implementation of setbacks for riparian areas and protected trees.

AREA 2

Area 2 is a mixed forest comprised of a unique and ecologically significant Garry oak (*Quercus garryana*), black cottonwood (*Populus balsamifera*), red alder (*Alnus rubra*), big leaf maple (*Acer macrophyllum*), and Douglas fir (*Pseudotsuga menziesii*). Garry oak is a listed protected species in the City of Courtenay Tree Protection and Management By-law; these trees are also highly valued by members of the Comox Valley stewardship community. Finding appropriate replacement planting or offsetting sites for Garry oak would be challenging considering the developed nature of the property. Regulatory or mandated protection of VEC's is limited to the City of Courtenay Tree Protection by-law and therefore protection of the area is not as strong as in other areas on the subject property.

As such, this area has limited development potential, but would involve removal of highly valued, mature Garry oak trees. It is not recommended for development if a significant number of Garry oaks need to be removed.

AREA 3

Area 3 is mostly constrained by the steep topography of the area and would result in significant loss of valued forest headwaters habitat and a very high level of disturbance related to earthworks. This area is not recommended for development.

AREA 4

The presence of stormwater management ponds and wetlands significantly decrease development potential. While there was no soil indicator for wetland, the other indicators combined with site historic suggest this area should remain protected as wetland. It currently acts as hydrological buffering for the surrounding streams and ponds of Towhee Creek which supports large numbers of coho fry year-round. It is for these reasons that development is not recommended.

AREA 5

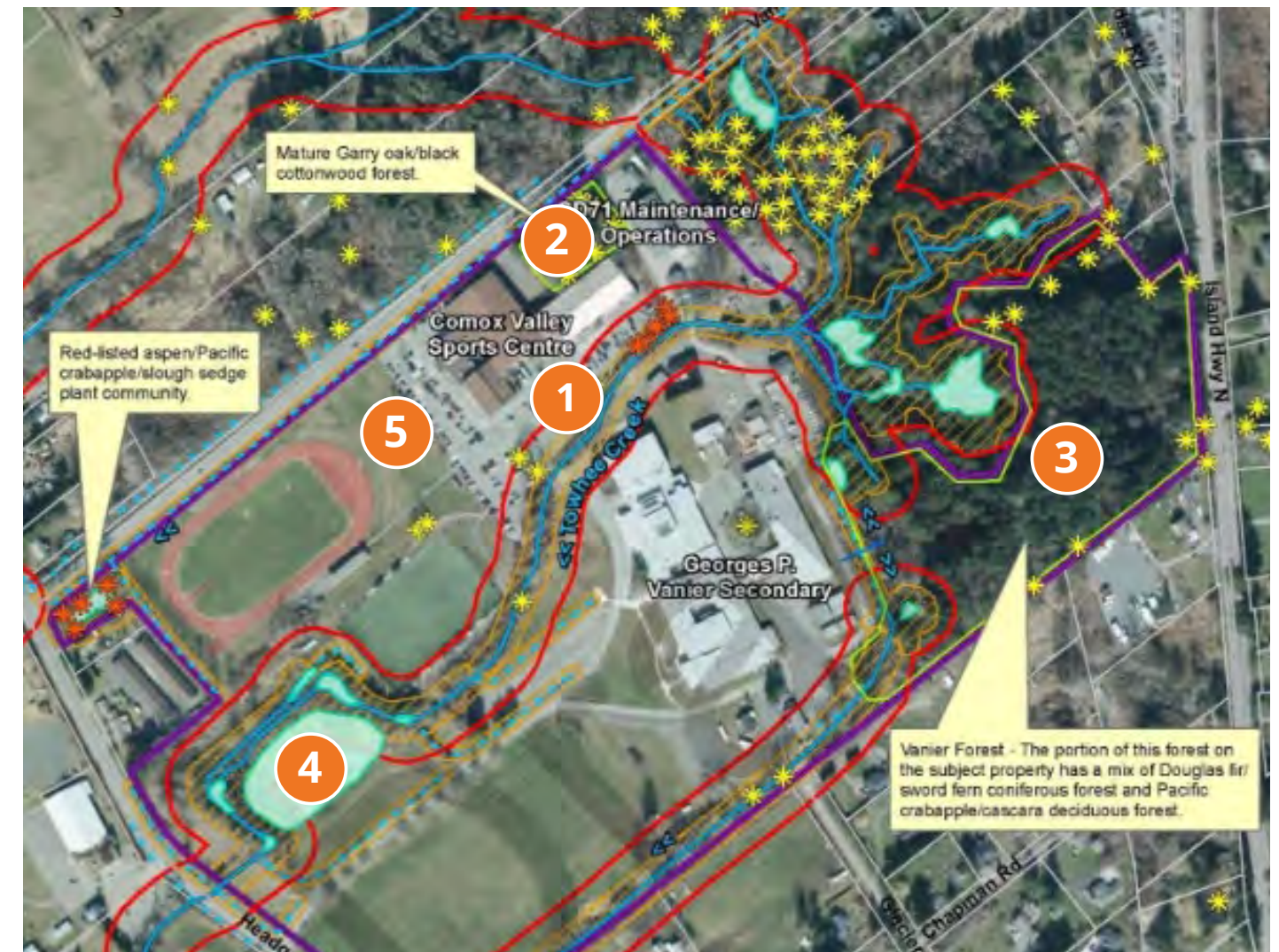
The environmental constraints pertaining to Area 5 are two protected Garry oak trees growing to the north of the Vanier Turf Field and the ditch setback running along Vanier Road to the west of the area. This area is a candidate for development.

Site Areas Reviewed in Environmental Constraint Report

- 1 Area 1
- 2 Area 2
- 3 Area 3
- 4 Area 4
- 5 Area 5

Legend

-  Garry Oaks
-  Trembling Aspen
-  Ditches
-  Streams
-  Wetlands
-  Intact Forest
-  RAPR SPEA
-  City of Courtenay 30 m SPEA
-  Subject Property



Site aerial photograph highlighting environmental constraints

2.2.3 PREFERRED OPTION LOCATIONS

As a result of the Environmental Constraint Assessment completed, as well as the analysis of the existing and planned site facilities and background information, three preferred site locations were determined by the CVRD staff committee and hmca. These sites were considered the most ideal in terms of minimizing environmental impacts and site circulation impacts, while still being able to fit a development the scale of an NHL sized ice arena. The three general locations are highlighted on the below diagram and were the starting point for the conceptual design options that were developed and are detailed in Section 3.0 of this report.



Site map highlighting preferred option locations

2.3 Carbon Reduction Analysis

The CVRD Decarbonization Strategy has been under development simultaneously with the timeline of this study. The intent of the strategy is to identify capital upgrades to meet the CVRD's greenhouse gas emissions reduction targets of 50% reduction from 2019 levels by 2030 and net zero emissions by 2050.

As part of the scope of this study, hmca met with the CVRD decarbonization team to explore arena location options that would benefit the carbon reduction through network energy strategies. It was determined through those meetings that no networking strategies were viable at this point in time but that industry best practices for reducing carbon emissions should be employed when developing Arena 3.

3.0 Conceptual Design Options

3.1 New-Build Spectator Arena Options

3.2 New-Build Community Arena

3.3 Arena 1 Addition + Renovation Options

3.4 Program Summary

3.1 New-Build Spectator Arena Options

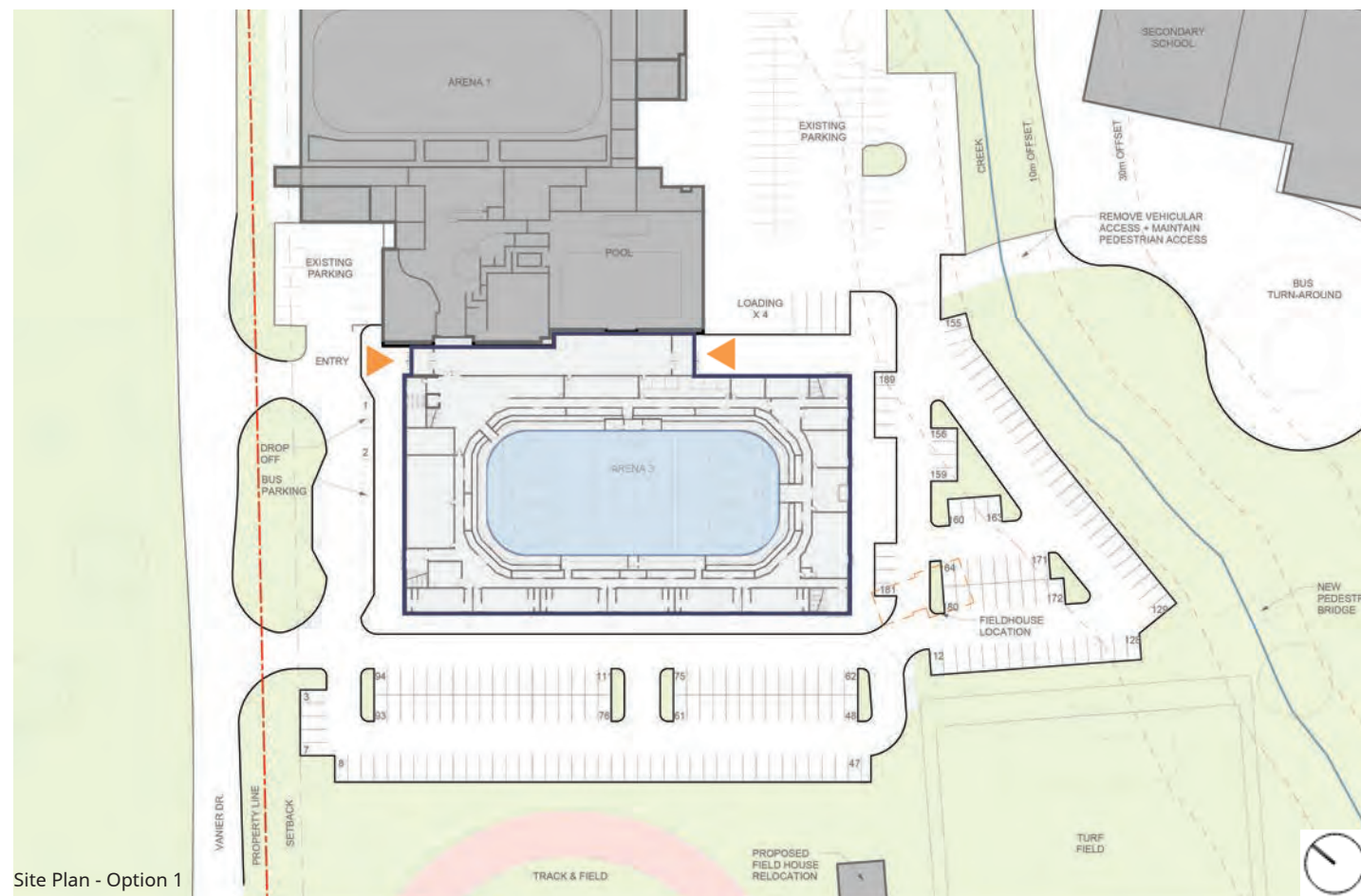
OPTION 1

Conceptual design Option 1 would be located southwest of the CVSC where existing parking is located. The facility would be connected directly to the CVSC which would allow for a centralized reception at the location of the current CVSC reception.

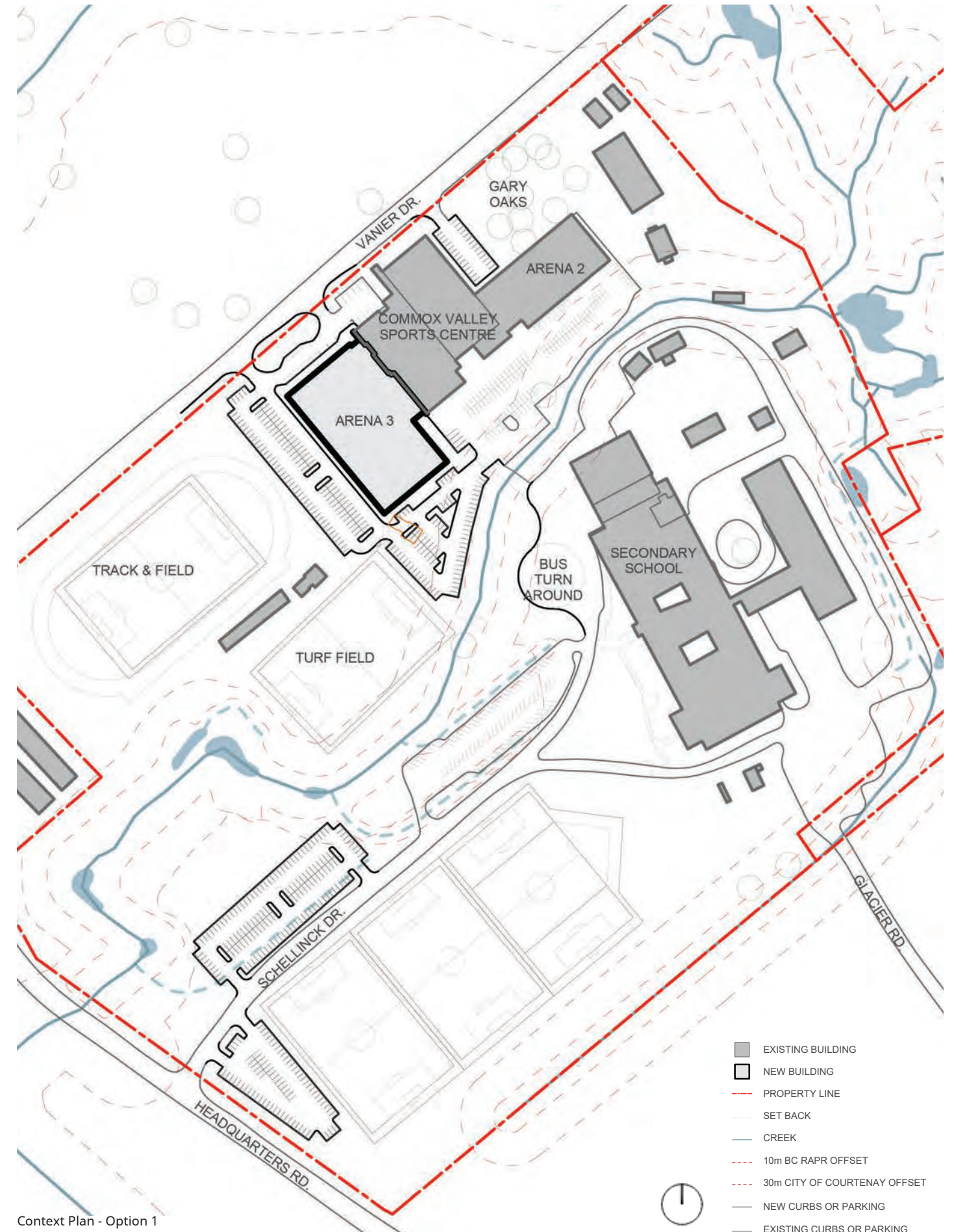
For this option, it is recommended that vehicular access between the CVSC site and the Secondary School site be closed due to the limited space for turning of large vehicles such as buses between Arena 3 and the artificial turf field. Instead, it is proposed that a bus turn-around be added to the school site and the existing vehicle bridge over Towhee Creek become a pedestrian bridge.

In order for a bus turn-around to function, the portion of Schellinck Drive which is currently one-way traffic, would need to be widened to allow for two-way traffic and buses to return to Headquarters Road via Schellinck Drive after drop-offs are made.

To allow for ease of access to the facility from both the vehicle and bus drop-off area on the north, as well as the from the secondary school to the south, a linear lobby (internal street) has been included within this option. This internal street allows for easier pedestrian circulation and provides opportunities for alternative community programming such as winter farmers market stalls.



Site Plan - Option 1



Context Plan - Option 1

OPPORTUNITIES

- Efficiency of a centralized reception and administration space
- Opportunity for community programming within internal street

CHALLENGES

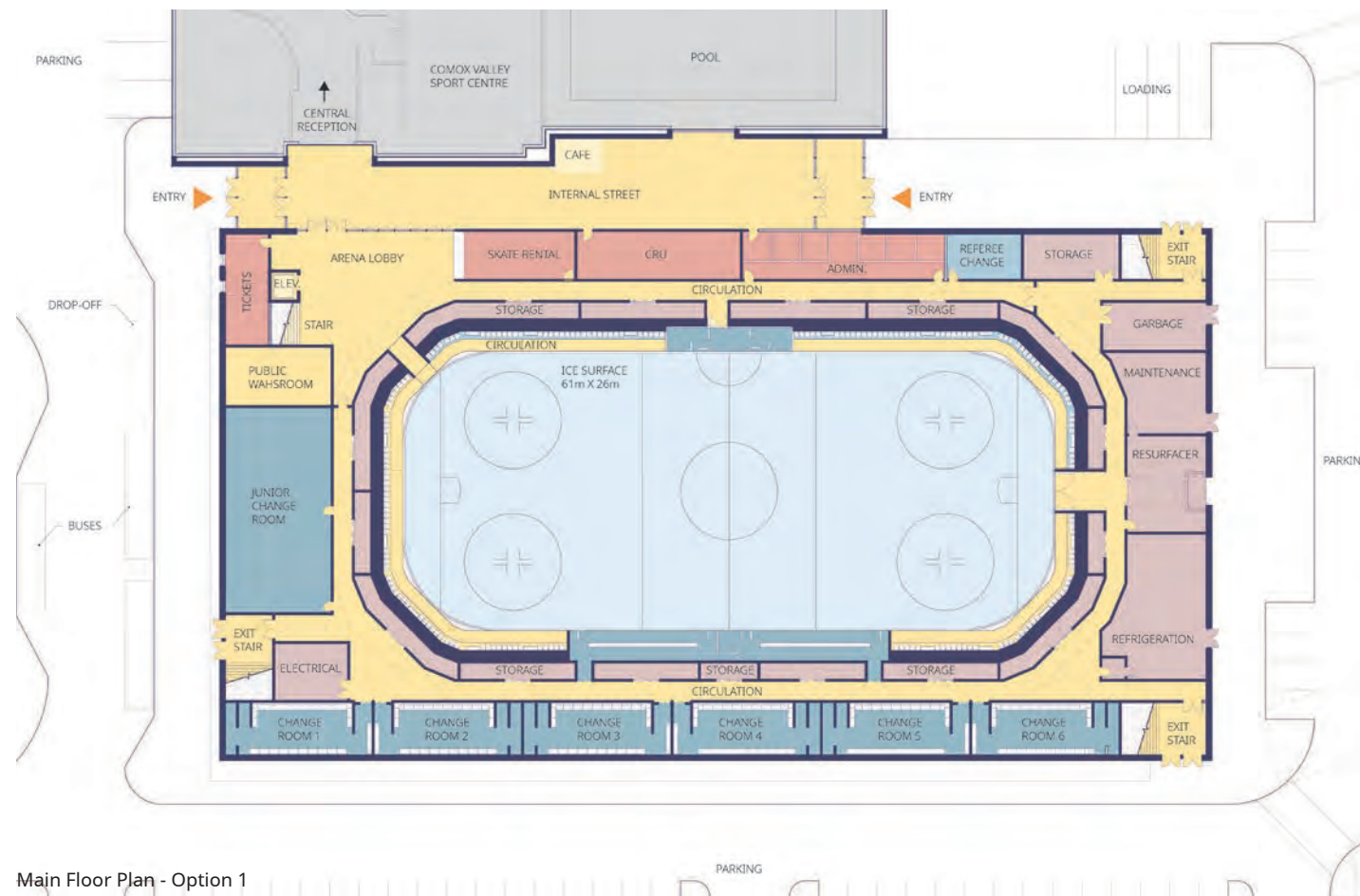
- Removal of vehicular circulation to school site (due to site congestion)
- Lower parking count than other options due to loss of existing stalls



Photo example of a linear lobby or "internal street" at the Hillcrest Centre in Vancouver

LEGEND

- Circulation + Public Spaces
- Ice Surface
- Change Rooms + Seating
- Administration + Services
- Service Spaces



Main Floor Plan - Option 1

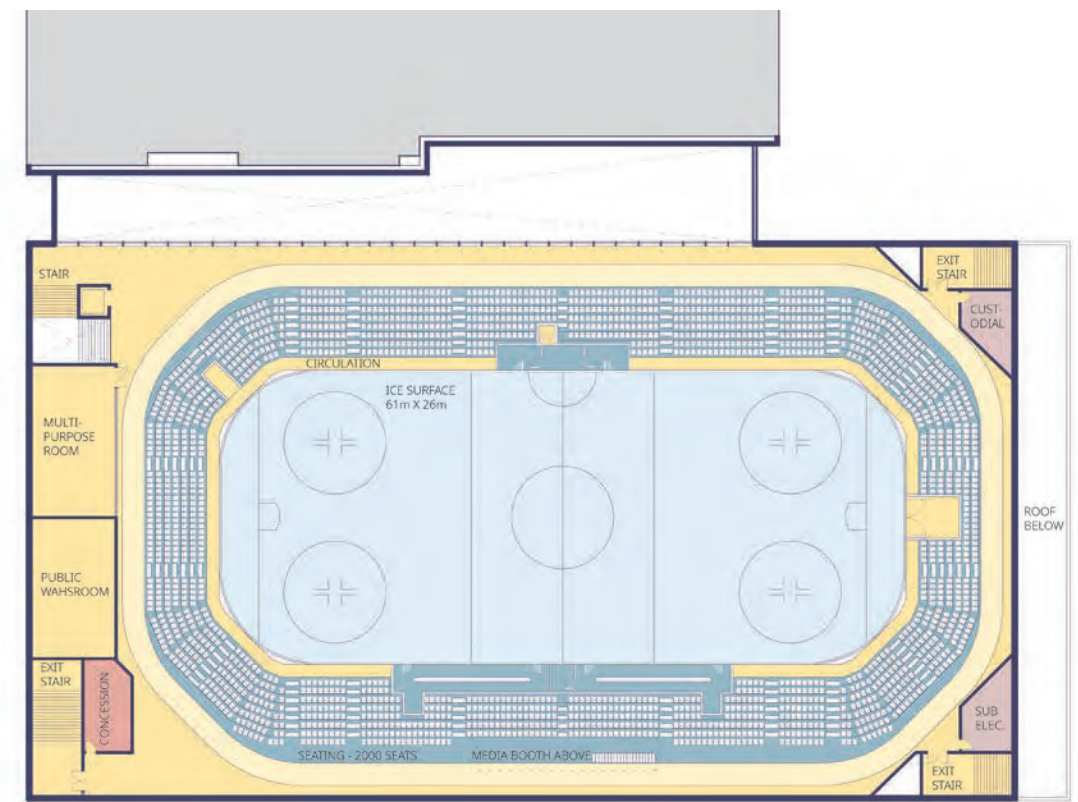
PARKING ANALYSIS

As per the City of Courtenay zoning by-law, the number of required stalls for a sports arena facility can be determined either by 1 space per 10m² of building area or by 1 space per 5 people to occupant capacity. Since the required number of stalls is less through the occupant load calculation, that has been used to determine the required number of stalls for each option. For each of the spectator arena options, the required number of new parking stalls is 441.

The number of new stalls provided by Option 1 is 301 and thus a minor development variance would be required due to the stall deficit.

PARKING COUNT

		Option 1
Description	2000 seat arena with spectator focus	
Location	South of existing Comox Valley Sport Centre - Connected	
Occupant Load (persons)	2,203	
Building Area (m ²)	6,992	
Parking Required	1 Space per 10m ² of Building Area	699
	OR 1 space per 5 persons to capacity	441
Parking provided	Zone 1 - Adjacent to building	49
	Zone 2 - North of existing Arena 1	30
	Zone 3 - North of intersection of Headquarters Rd. & Schellinck Dr.	145
	Zone 4 - East of intersection of Headquarters Rd. & Schellinck Dr.	77
Total Stalls Provided		301



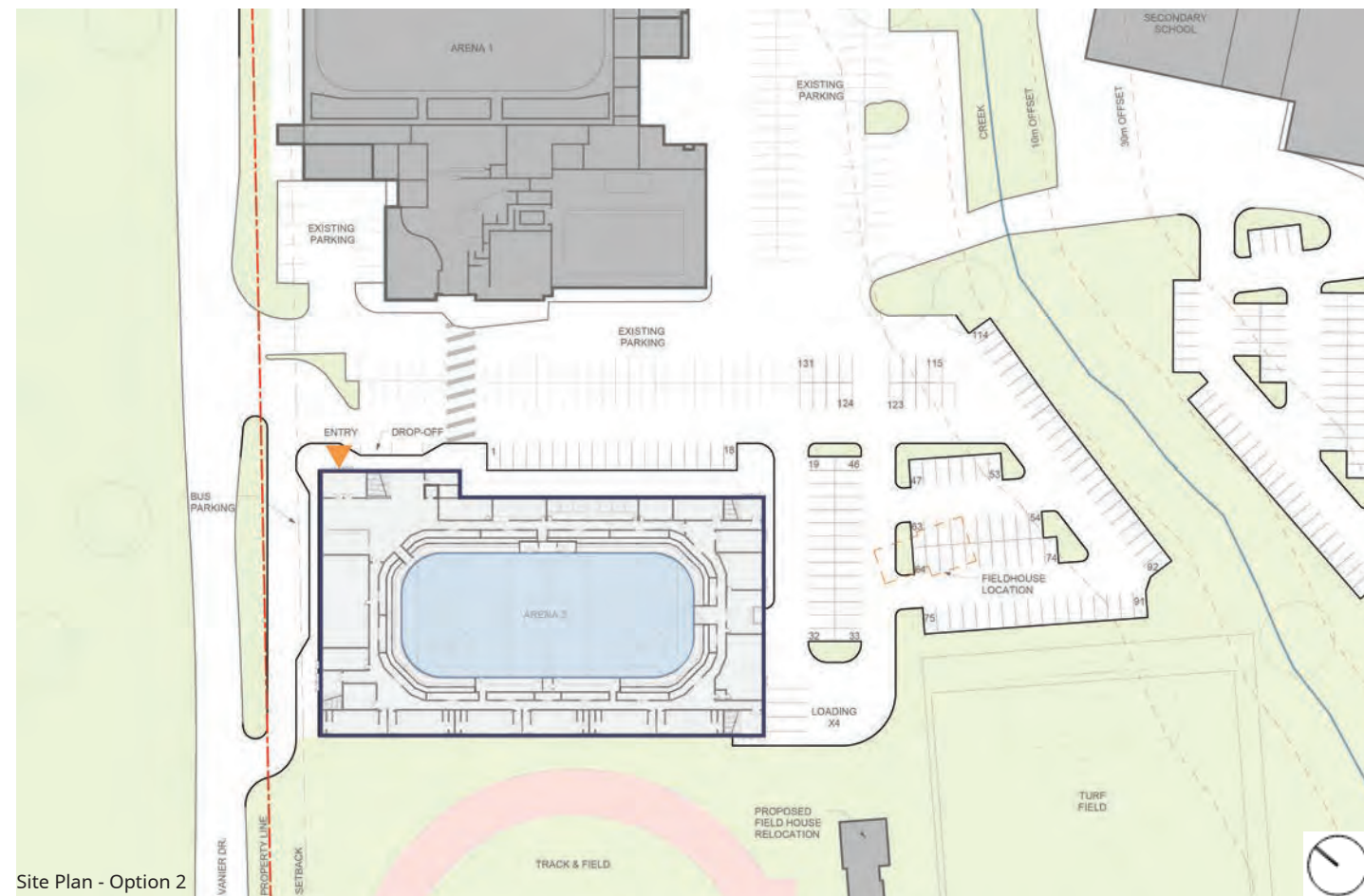
Upper Floor Plan - Option 1

OPTION 2

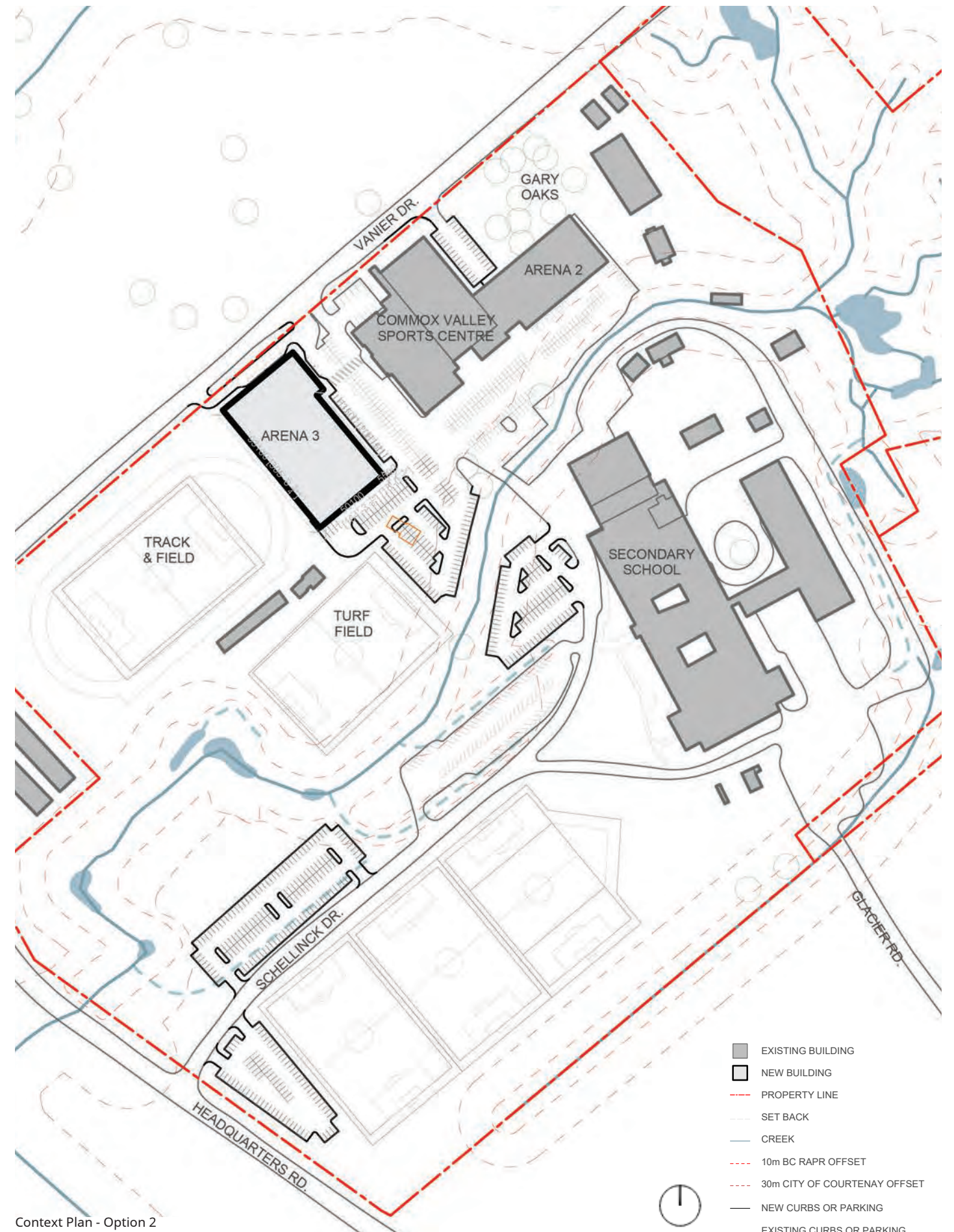
Conceptual design Option 2 for Arena 3 would be located adjacent to, but separate from the CVSC and directly northeast of the track and field. This option would allow for vehicular circulation to the facility and to the school site to remain similar to the existing condition.

There would be a pedestrian walkway between the entrances of the two facilities and a team bus parking area would be introduced off of Vanier Drive

This option would be located on an area of the site with a significant slope. As a result, the grade of the slope would need to be built up for the main floor. In this option, the slope can be taken advantage of and alternate community programming can be provided on a lower level which would face toward the Track and Field. This added programming could potentially be used for public washrooms, change rooms, storage, or pickleball courts.



Site Plan - Option 2



Context Plan - Option 2

PARKING ANALYSIS

The number of new stalls provided by Option 2 is 385. This is a larger count than Option 1 because more of the existing CVSC parking stalls are maintained.

While Option 2 has the larger number of parking stalls of the three options, a minor development variance would be needed as the number of new stalls is still less than the 441 stalls required as per the by-law.

OPPORTUNITIES

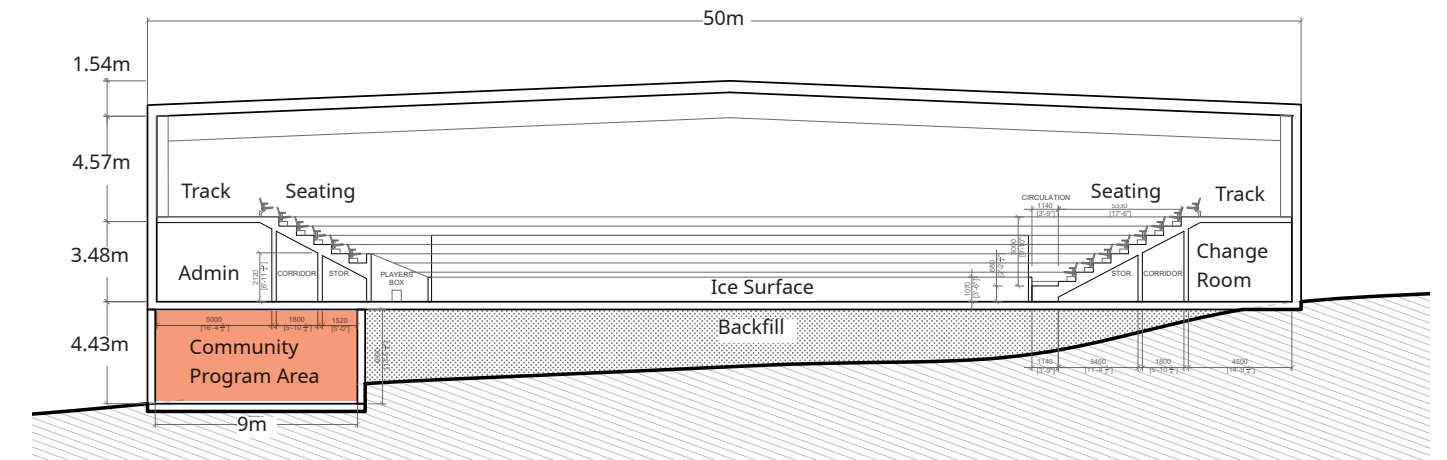
- Taking advantage of slope and adding storage or programming which faces track + field
- Maintained vehicular connection to school site

CHALLENGES

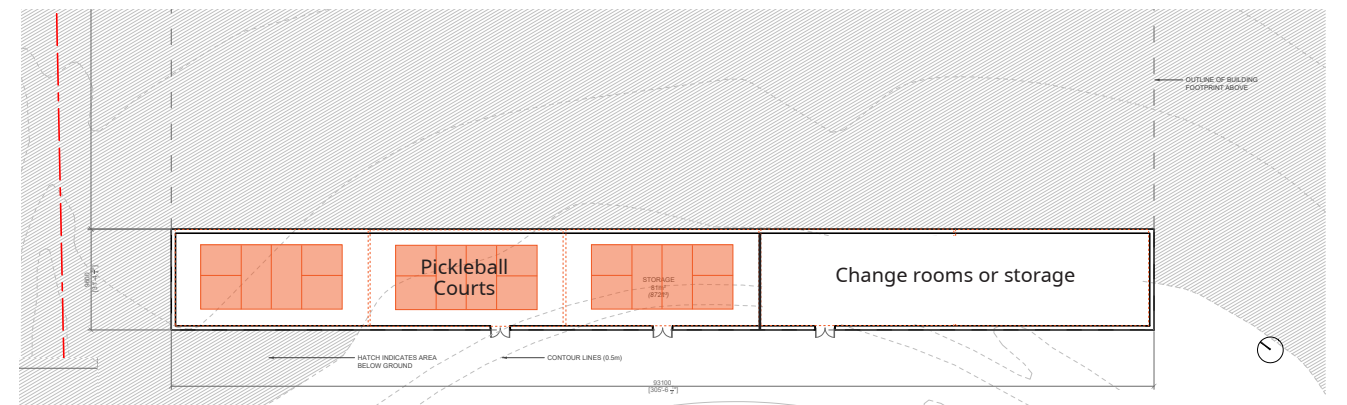
- Administration is split from Comox Valley Sport Centre
- Complication of construction on significant slope and cost of fill
- Relocation of throwing cage

PARKING COUNT

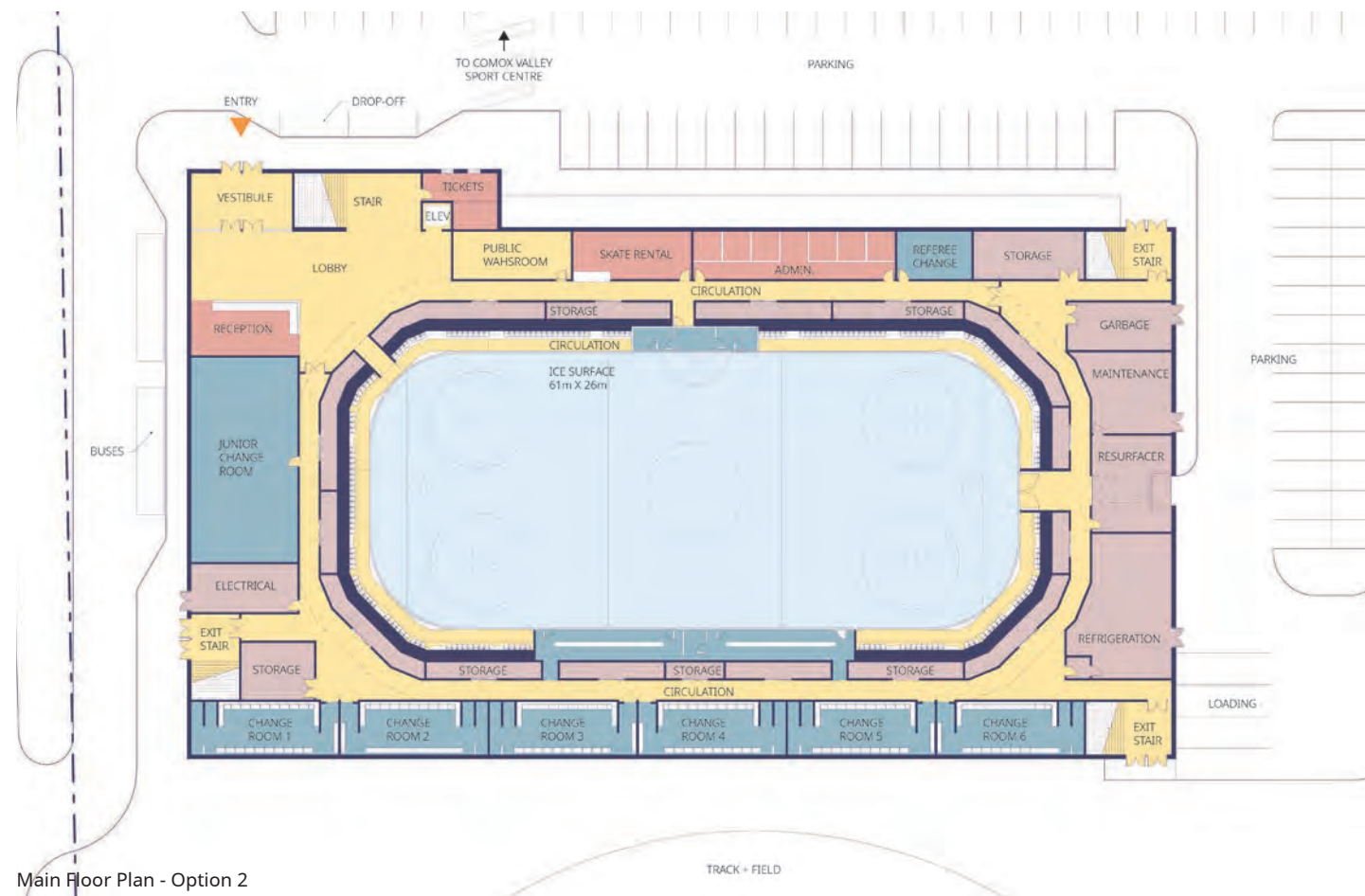
		Option 2
Description	2000 seat arena with spectator focus	
Location	South of existing Comox Valley Sport Centre - Not Connected	
Occupant Load (persons)	2,203	
Building Area (m ²)	6,876	
Parking Required	1 Space per 10m ² of Building Area	688
	OR 1 space per 5 persons to capacity	441
Parking provided	Zone 1 - Adjacent to building	47
	Zone 2 - North of existing Arena 1	30
	Zone 3 - Across from Secondary School	86
	Zone 4 - North of intersection of Headquarters Rd. & Schellinck Dr.	145
	Zone 5 - East of intersection of Headquarters Rd. & Schellinck Dr.	77
Total Stalls Provided		385



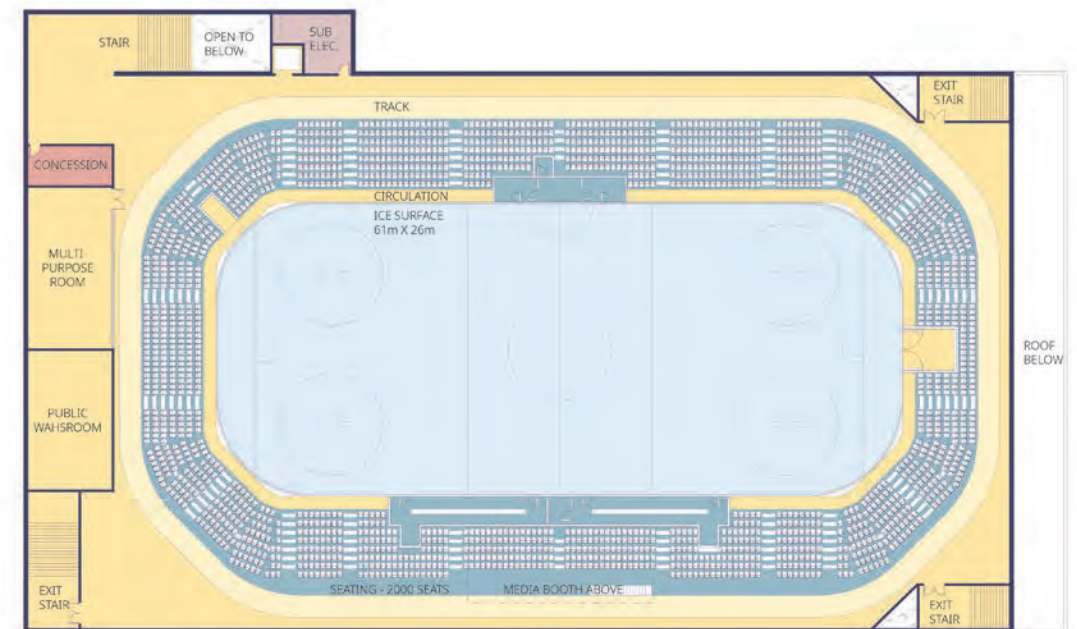
Building Section - Option 2



Lower Level Floor Plan - Option 2



Main Floor Plan - Option 2

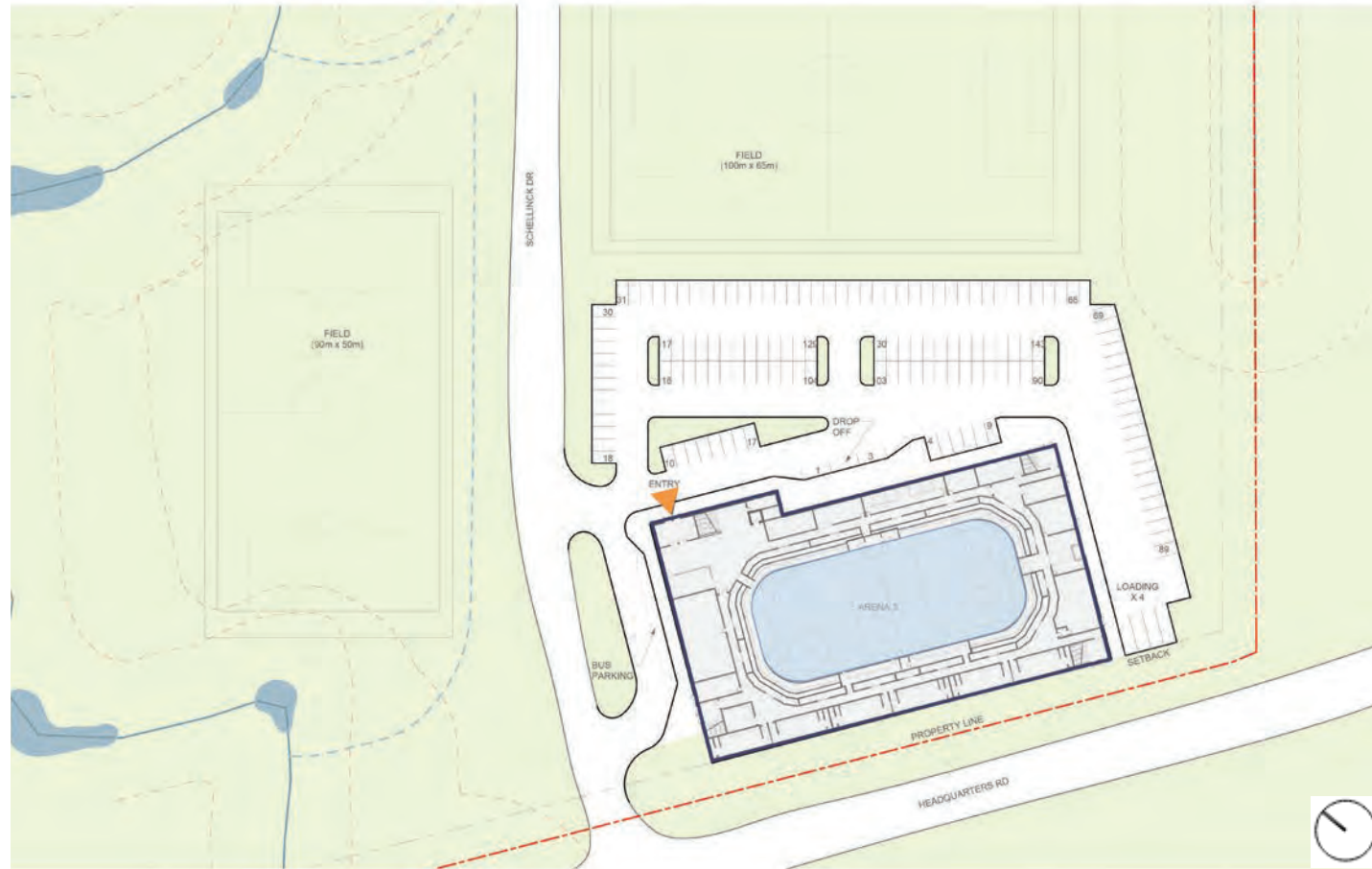


Upper Floor Plan - Option 2

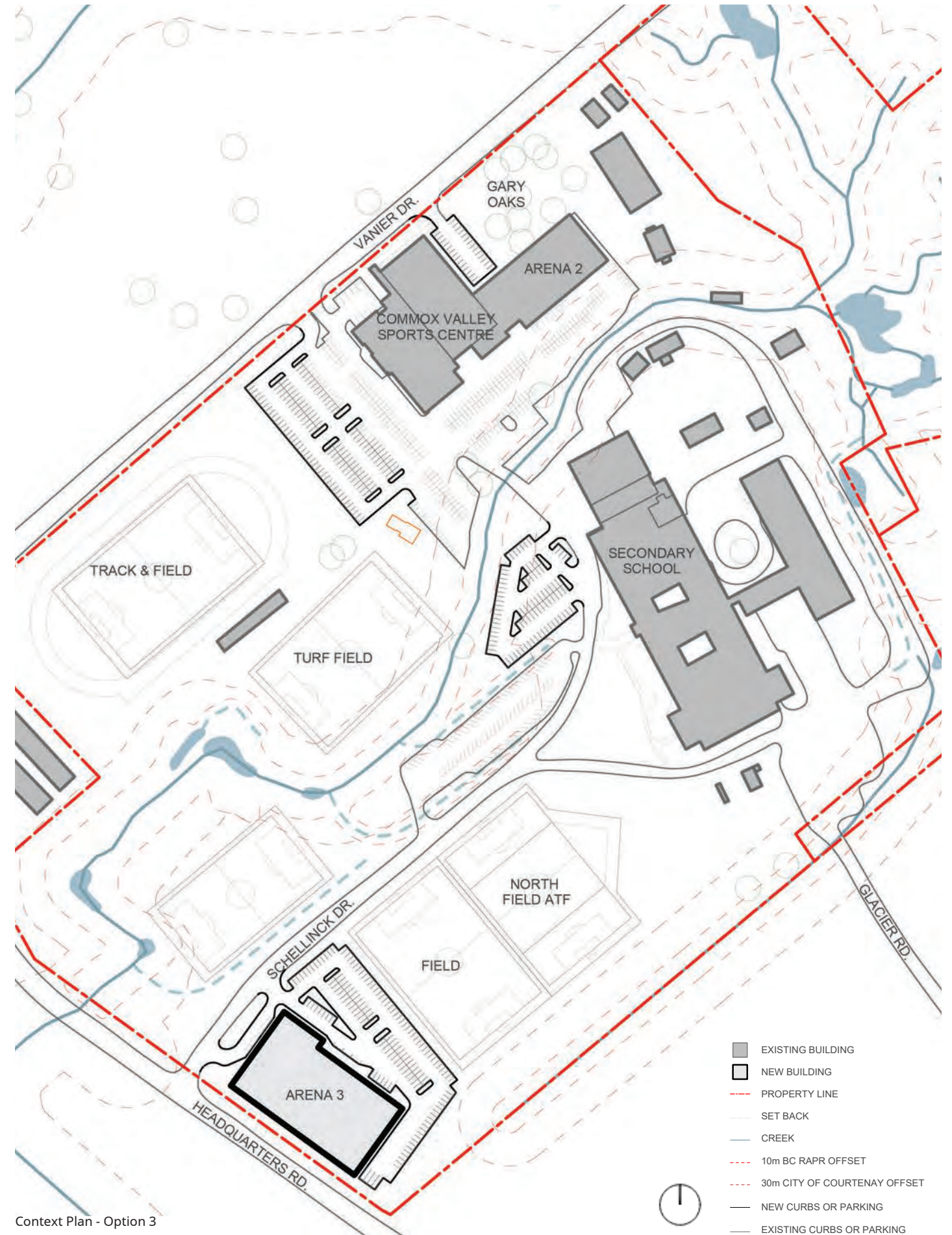
OPTION 3

Option 3 locates Arena 3 at the opposite side of the site from the CVSC.

This location could help to mitigate site congestion from the various uses of the CVSC but would be less efficient to operate as it would be difficult to overlap staff between a separate Arena 3 facility. This location would also require one of the three sports fields south of the secondary school to be moved. A potential area for relocation of one of the fields could be on the opposite side of Schellinck Drive which was identified as wetland area in the Environmental Constraints Assessment.



Site Plan - Option 3



Context Plan - Option 3

PARKING ANALYSIS

The number of new stalls provided by Option 3 is 370.

Similar to Option 1 and 2, a minor development variance would be needed as the number of new stalls is still less than the 441 stalls required as per the by-law.

OPPORTUNITIES

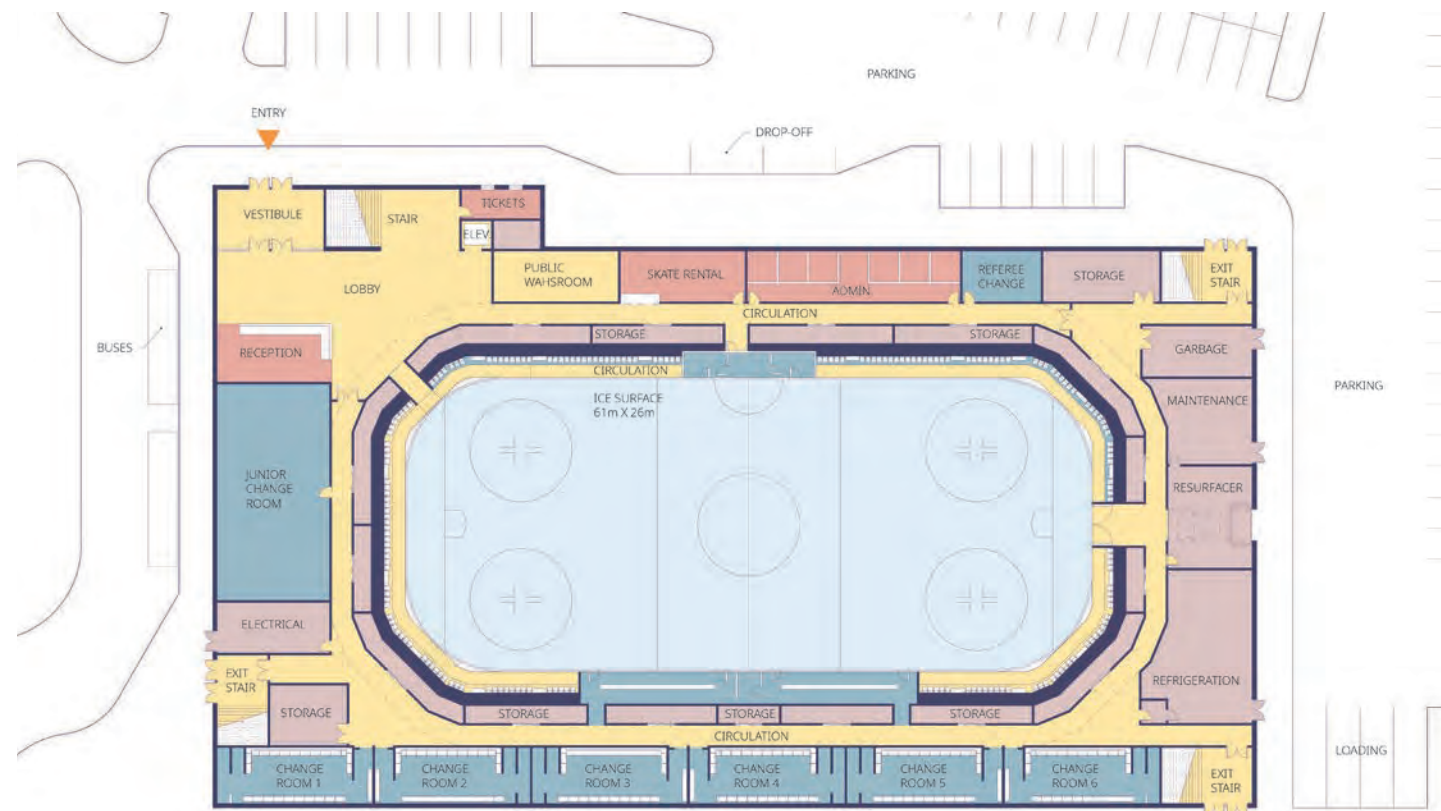
- Separation of Arena 3 and Arena 1 could help mitigate vehicular congestion

CHALLENGES

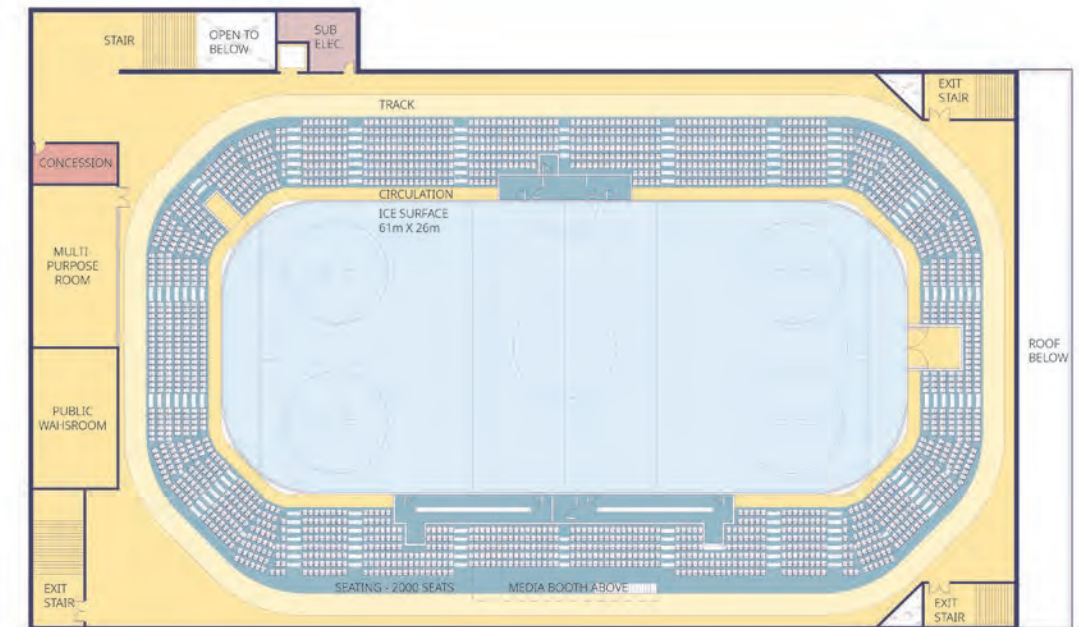
- Higher operational costs to administer separate facility
- Southern grass field would need to be reconstructed on opposite side of Schellinck Drive at an additional cost to project.

PARKING COUNT

Option 3		
Description	2000 seat arena with spectator focus	
Location	South of Vanier Secondary School fields	
Occupant Load (persons)	2,203	
Building Area (m ²)	6,992	
Parking Required	1 Space per 10m ² of Building Area	699
	OR 1 space per 5 persons to capacity	441
Parking provided	Zone 1 - Adjacent to building	147
	Zone 2 - North of existing Arena 1	30
	Zone 3 - Southwest of existing sports centre	107
	Zone 4 - Across from Secondary School	86
Total Stalls Provided		370



Main Floor Plan - Option 3



Upper Floor Plan - Option 3

LEGEND

- Circulation + Public Spaces
- Ice Surface
- Change Rooms + Seating
- Administration + Services
- Service Spaces

3.2 New-Build Community Arena

OPTION 4 - COMMUNITY RINK

Option 4 would also be fully connected to the CVSC by an internal pedestrian street. However, Option 4 would look to replicate the programmatic elements of the existing Arena 2. It would include an NHL sized ice sheet, six change rooms, and space for limited seating at the corners of the arena. It would not include elements associated with a spectator arena such as the seating bowl, Junior A change room and associated facilities, a concession or any second level spaces such as a walking and running track.

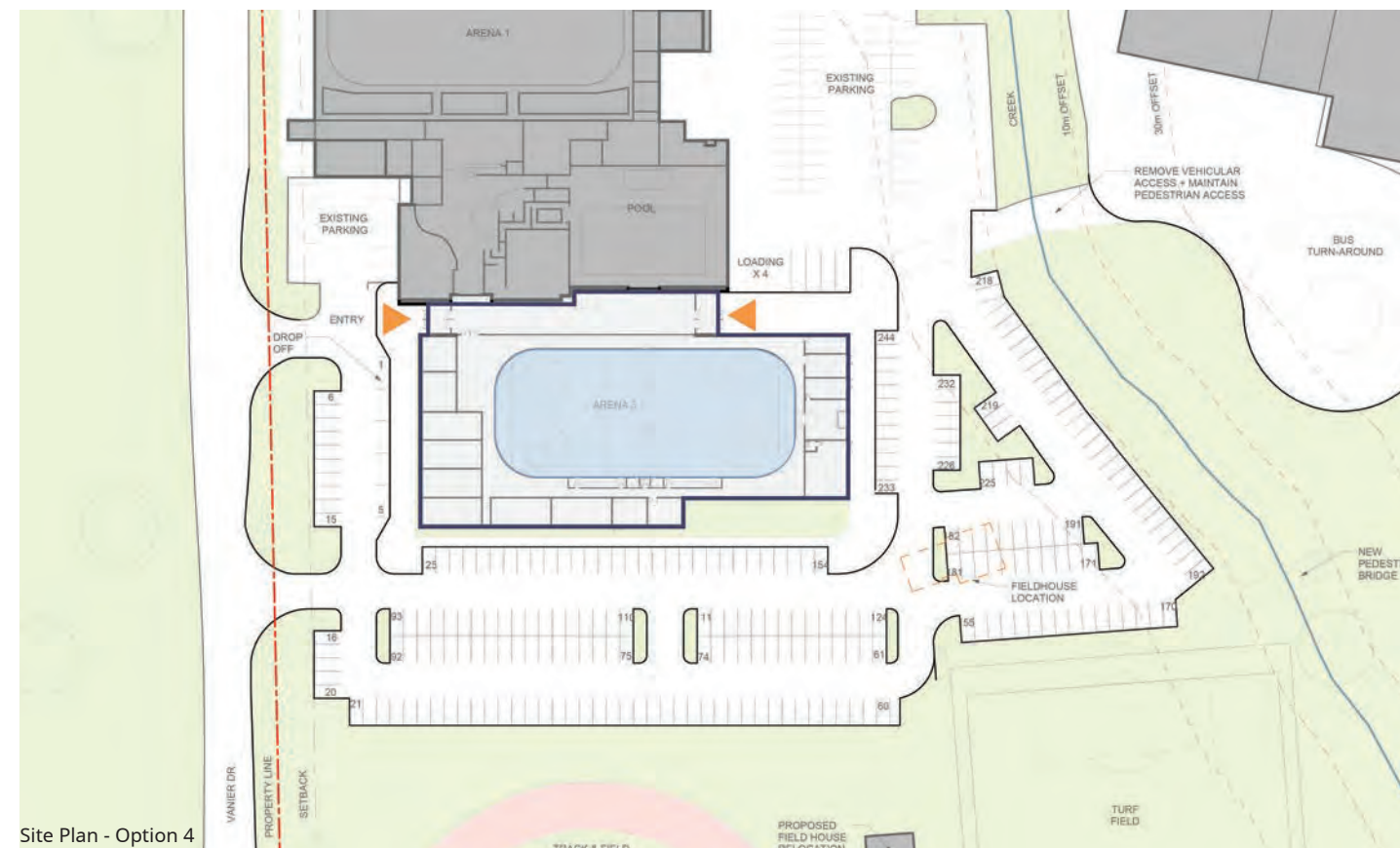
Due to the smaller scale of the facility and the significantly reduced number of users due to the lack of seating, the required parking numbers would also be smaller for this option. As a result, there would not be a need for separate new parking areas on the secondary school site like there is for Options 1-3.

OPPORTUNITIES

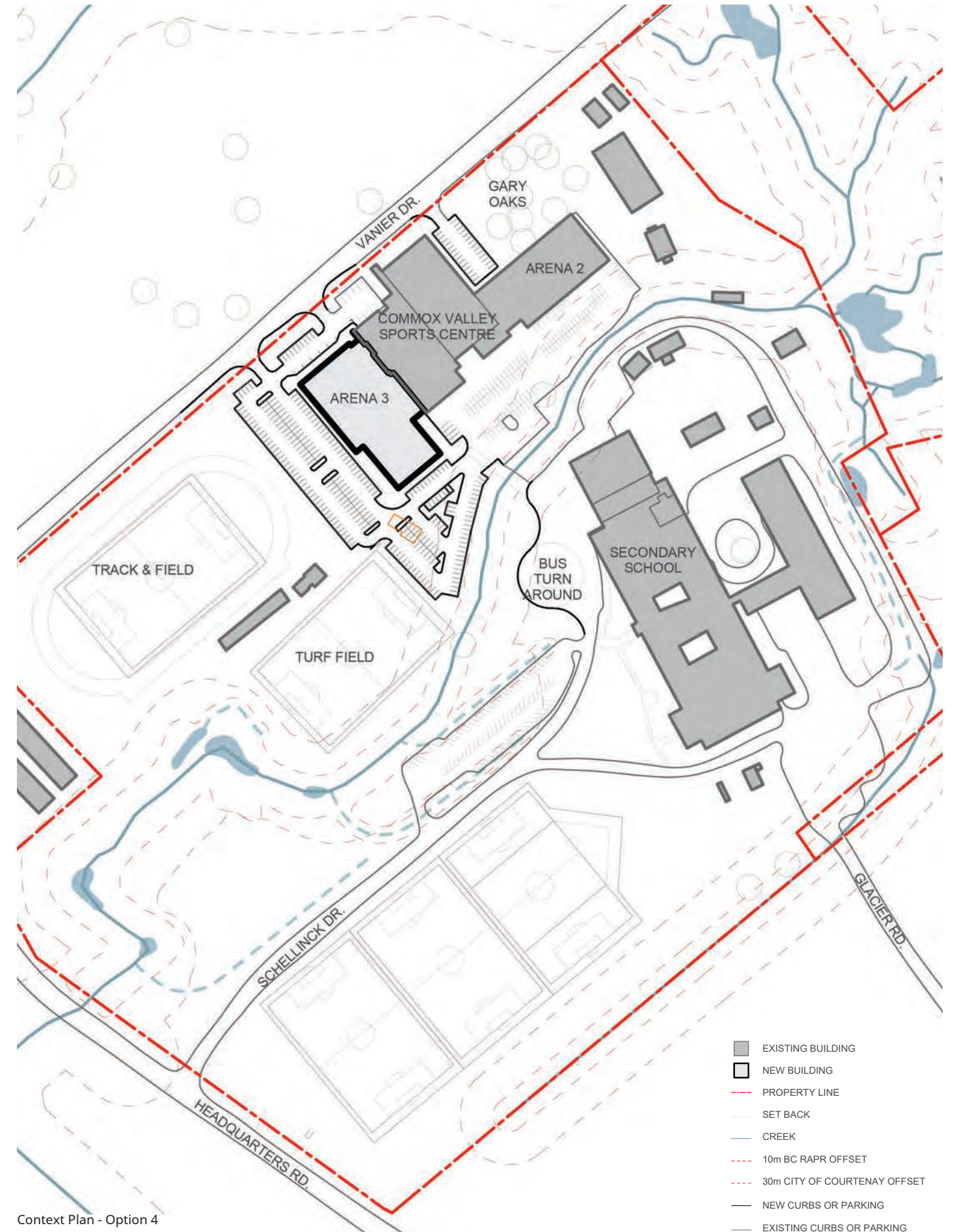
- Expand opportunities for more CVRD programs and community rentals
- Efficiency of a centralized reception and administration space

CHALLENGES

- Spectator events remain in Arena 1
- Removal of vehicular circulation to school site (due to site congestion)



Site Plan - Option 4



Context Plan - Option 4

3.3 Arena 1 Addition + Renovation Options

OPTION 5 - ARENA 1 SEATING ADDITION

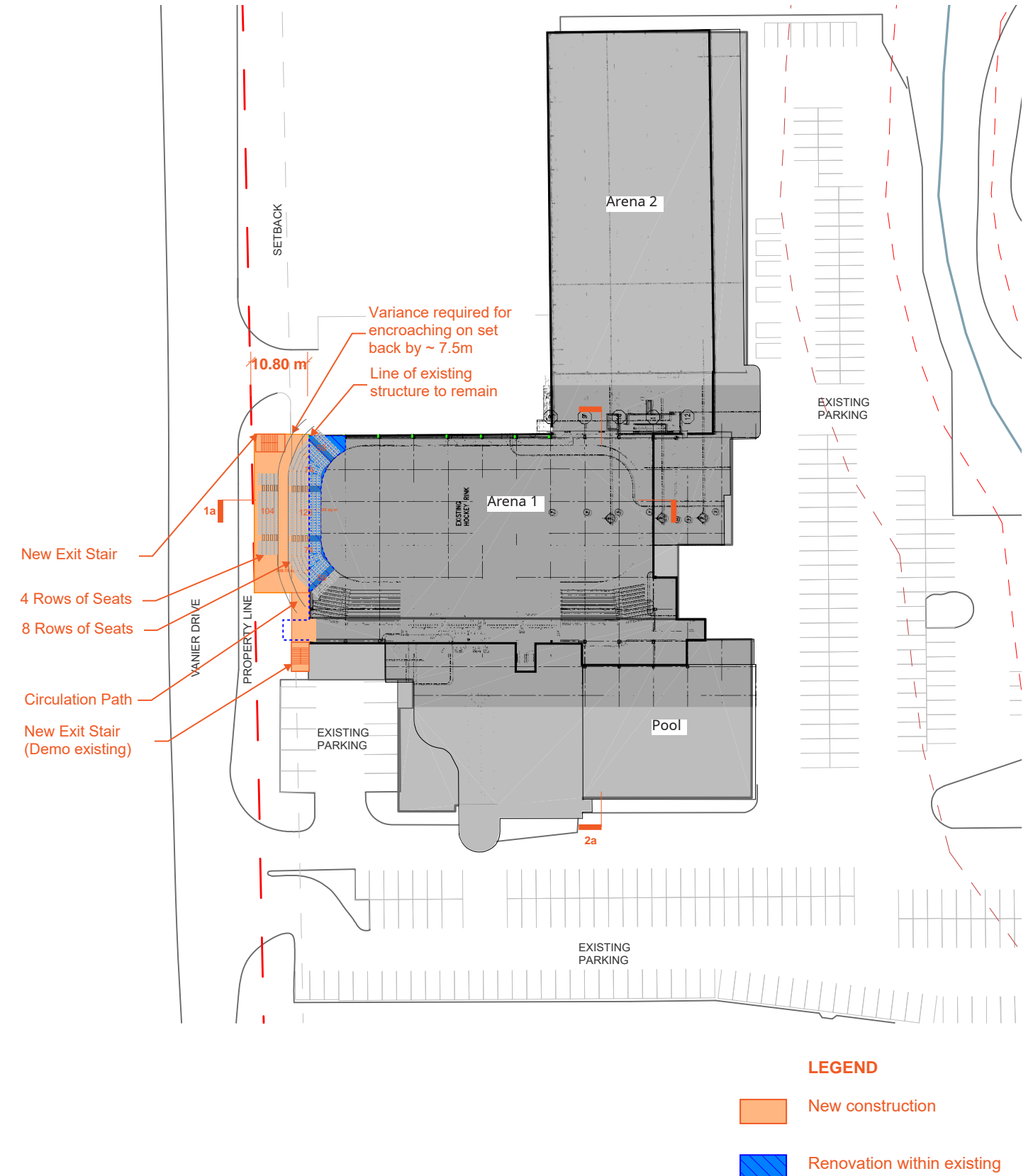
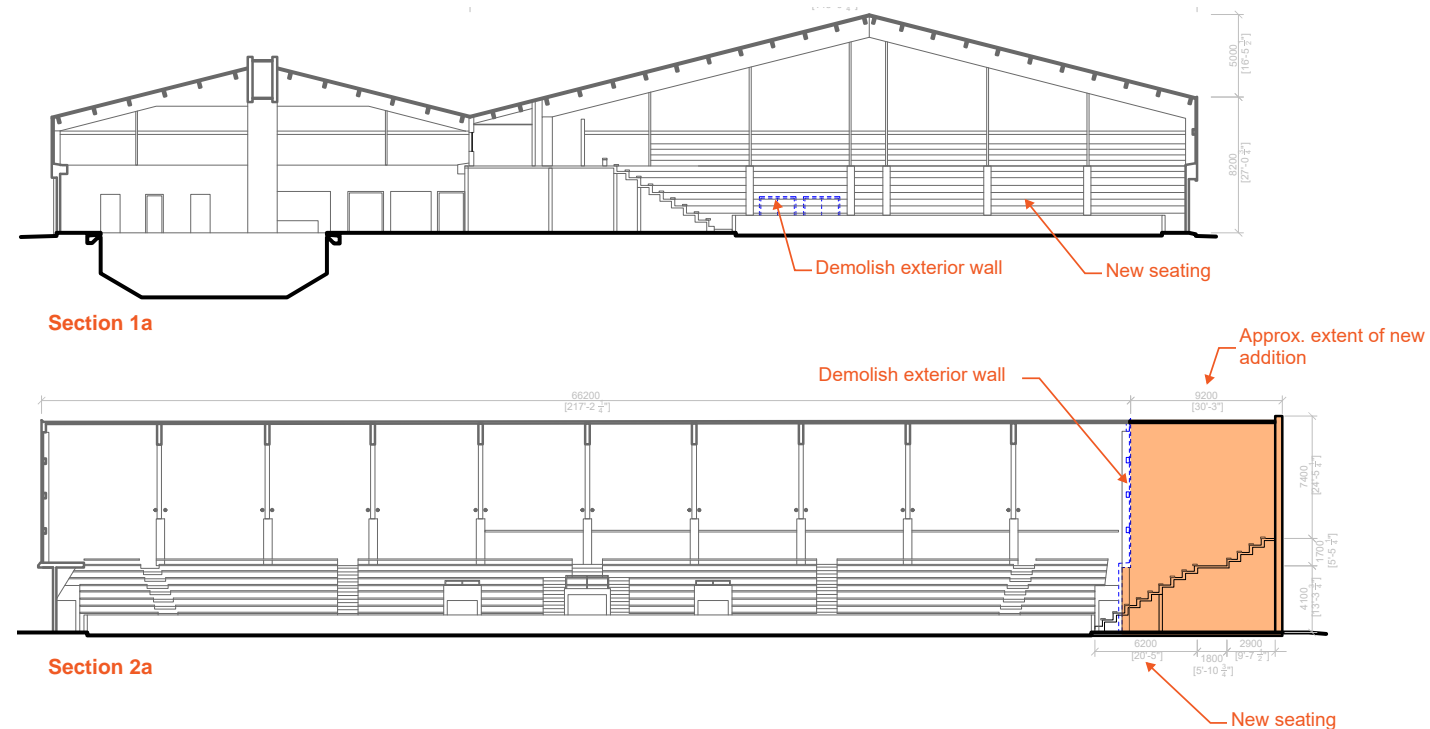
Option 5 and 6 looked at the potential of a renovation to Arena 1 in order to partially achieve the programmatic enhancements for the facility.

Option 5 looked at a renovation which would add seating to Arena 1 so that the total seating count for the facility would be within the range of 1500 - 2000 seats. Based on a recent safety analysis of the CVSC, the existing seating capacity for Arena 1 is 843 spectators.

In looking at options to expand the existing seating, it was determined that an expansion toward Vanier Drive would be the most desired scenario due to the orientation of the existing structure of Arena 1. By expanding the building in this direction, additional bays of structure could be added which could replicate the existing glulam roof structure. If the building were to expand out fully to the property line, it is possible to expand the number of seats by 500, bringing the Arena 1 total seating to 1343. However, it should also be noted that while this option adds 500 new seats to Arena 1, the location of the seats being at the end of the ice are not ideally located for optimal viewing.

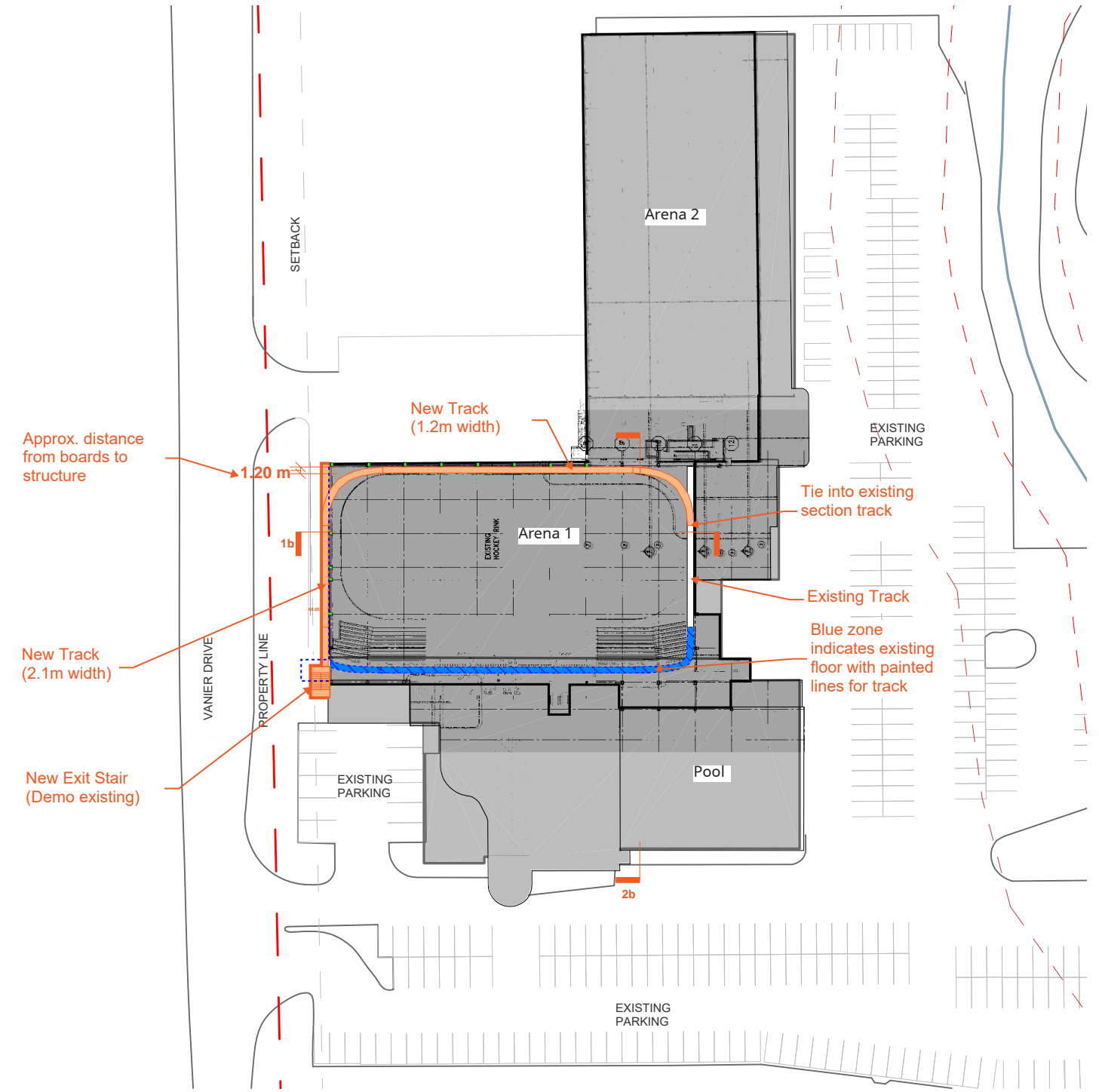
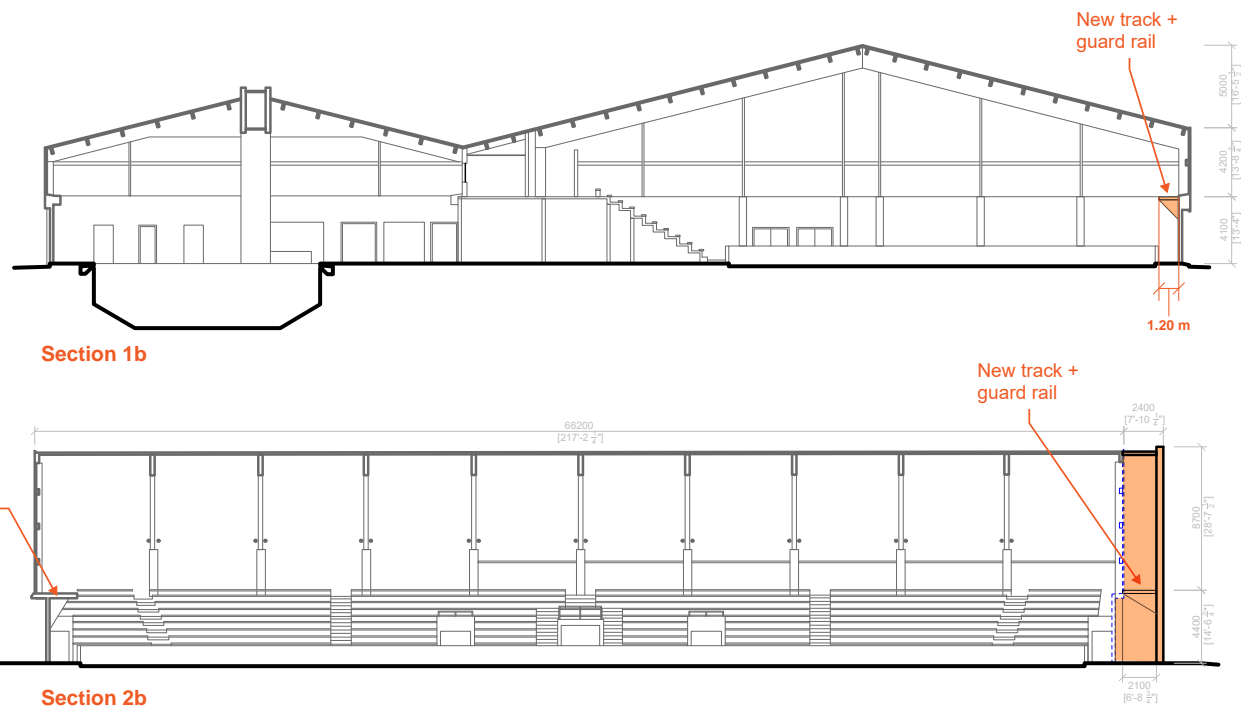
This option would require a new exit stair to accommodate the increased occupant load and would need the existing exit stair to be relocated to allow for circulation to the new seating area. There is also a 7.5m zoning set back along this edge of the site so a zoning by-law variance would need to be explored if this option were to move past the conceptual design phase.

Another version of this option where the seating expanded north east was initially explored. However, that option was not further explored due to the sight-line issues that would result from the existing columns along that edge of the arena.



OPTION 6 - ARENA 1 RUNNING / WALKING TRACK ADDITION

Option 6 looked at alteration of Arena 1 to allow for a walking and running track to be added around the ice surface. This option would take advantage of the existing facility circulation behind the existing seating as well as the pedway which connects the upper level to Arena 2. A new walking surface would be added to the north east and north west edges of the arena. On the north west edge, the building would be expanded to allow the track to run along the outside of the existing seating so that no seats would be lost.



LEGEND

- New construction
- Renovation within existing footprint

3.2 Programming Summary

The below table is a summary of each program space included within options 1 - 4 in addition to the basic programming requirements of the study. The minimum requirements of the study were an NHL sized ice surface, 1500-2000 spectator seats, 6-8 changing rooms, and a walking or running track. Option 4 does not include spectator seating as it was intended to explore the scenario of an additional arena similar to Arena 2 being added to the site.

Program Group	Space	Option 1		Option 2		Option 3		Option 4	
		Net Area		Net Area		Net Area		Net Area	
		m ² /Unit	ft ² /Unit	m ² /Unit	ft ² /Unit	m ² /Unit	ft ² /Unit	m ² /Unit	ft ² /Unit
Circulation & Public Spaces	Vestibule 1	50	538	26	280	50	538	22	237
	Vestibule 2	0	0	38	409	0	0	38	409
	Lobby - Connecting to existing building	0	0	361	3,886	0	0	361	3,886
	Lobby - Concourse Level	241	2,594	161	1,733	202	2,174	0	0
	Lobby - Seating Level	167	1,798	108	1,163	167	1,798	0	0
	Circulation - Public	95	1,023	100	1,076	95	1,023	235	2,530
	Circulation - Players	366	3,940	360	3,875	366	3,940	388	4,176
	Track	418	4,499	430	4,628	418	4,499	0	0
	Multipurpose Room	107	1,152	100	1,076	90	969	0	0
	Public Washrooms - Concourse Level	50	538	55	592	50	538	56	603
	Public Washrooms - Seating Level	93	1,001	93	1,001	93	1,001	0	0
	Exit Stairs	138	1,485	166	1,787	138	1,485	0	0
	Elevator	9	97	9	97	7	75	0	0
	Total Net Area	1,734.0	18,665	2,007.0	21,603	1,676.0	18,040	1,100.0	11,840
Administration + Services	Reception	53	570	0	0	53	570	0	0
	Ticketing Booth	18	194	42	452	18	194	0	0
	Admin Offices	85.2	917	81	872	85.8	924	0	0
	Skate Rental	50	538	50	538	50	538	50	538
	CRU - Concourse Level	0	0	69	743	0	0	0	0
	Concession - Seating Level	26	280	33	355	26	280	0	0
	Café	0	0	15	161	0	0	15	161
	Total Net Area	232.2	2,499	290.0	3,122	232.8	2,506	65.0	700
Arena	Ice	1,542.0	16,598	1,542.0	16,598	1,542.0	16,598	1,542.0	16,598
	Players Box	86.0	926	86.0	926	86.0	926	47.0	506
	Referee Box	26.0	280	26.0	280	26.0	280	15.0	161
	Seating (2080 seats)	1,302.0	14,015	1,302.0	14,015	986.0	10,613	997.0	10,732
	Change Room - Typical	414.0	4,456	414.0	4,456	414.0	4,456	402.0	4,327
	Change Room - Junior A	192.0	2,067	192.0	2,067	192.0	2,067	112.0	1,206
	Change Room - Referee	31.0	334	30.0	323	30.0	323	30.0	323
	Ice Resurfacer	62.0	667	67.0	721	67.0	721	69.0	743
	Maintenance / Storage	61.0	657	61.0	657	61.0	657	35.0	377
	Refridgeration	112.0	1,206	112.0	1,206	112.0	1,206	97.0	1,044
	Storage - Under seating	265.0	2,852	265.0	2,852	265.0	2,852	0.0	0
	Storage - Concourse Level	84.0	904	39.0	420	84.0	904	39.0	420
	Total Net Area	4,177.0	44,961	4,136.0	44,519	3,865.0	41,602	3,385.0	36,436
Service	Main Electrical Room	47.0	506	37.0	398	45.0	484	39.0	420
	Sub Electrical Room	58.0	624	56.0	603	8.0	86	0.0	0
	Custodial	24.0	258	50.0	538	24.0	258	24.0	258
	Garbage + Recycling	132.0	1,421	132.0	1,421	132.0	1,421	120.0	1,292
	Total	47.0	506	37.0	398	45.0	484	39.0	420
Total Net Building Area	6,190.2	66,631	6,470.0	69,642	5,818.8	62,633	4,589.0	49,396	
Total Gross Area	7,817.0	84,141	7,817.0	84,141	7,708.0	82,968	3,693.0	39,751	

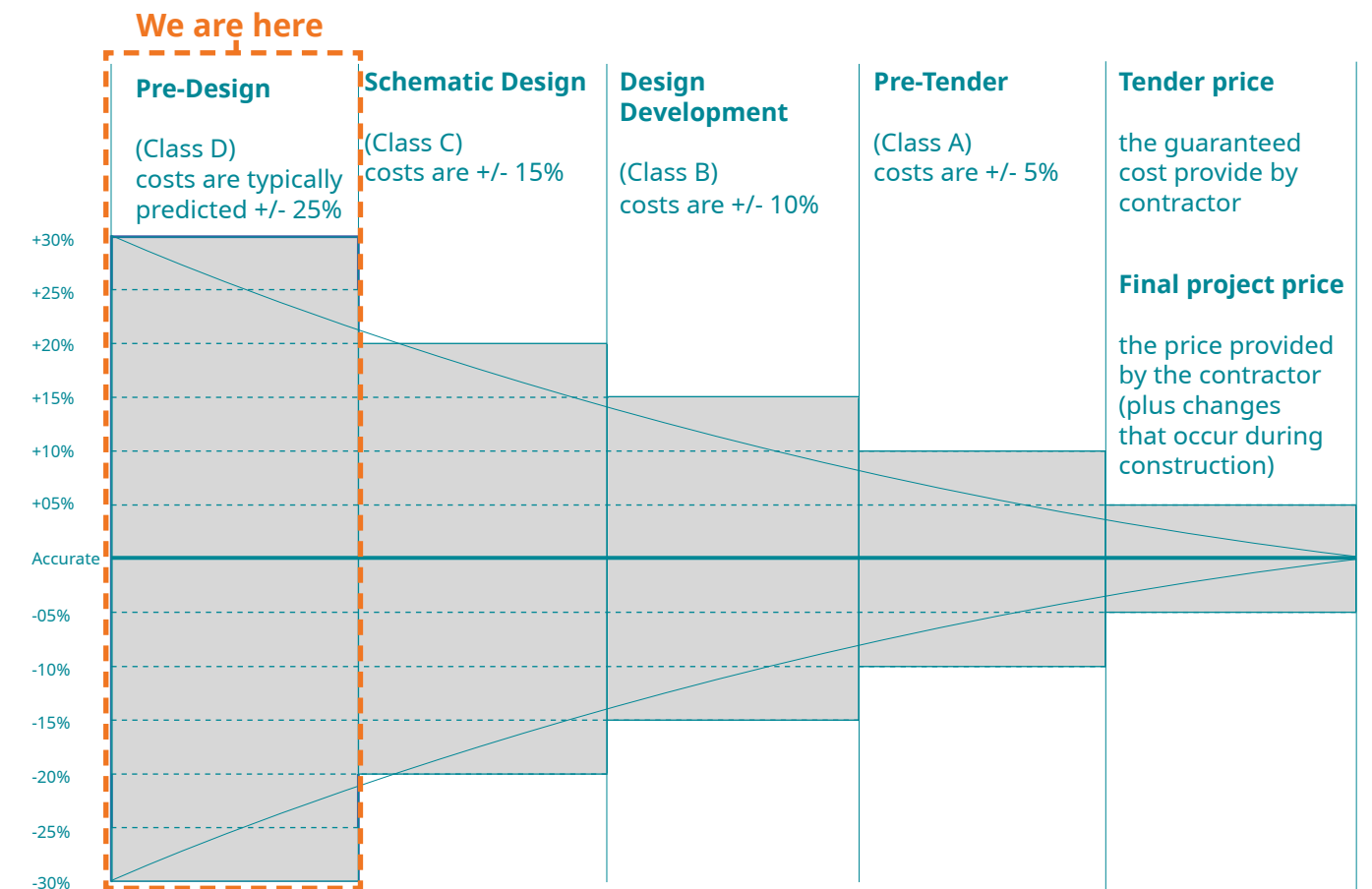
4.0 Cost Estimate

ACCURACY OF CLASS D COSTING

The Conceptual Design Drawings from this Feasibility Study as well as the Mechanical and Electrical report have been used as the basis for a Class D Estimate prepared by LEC Group Quantity Surveying (LEC) who were engaged as part of hcma's team.

Class D Cost numbers were developed for each of the Options developed and displayed throughout this report. At a feasibility study stage of design, a Class D estimate is typically produced due to the conceptual level of design. As a result of this preliminary level of development, a Class D cost estimate is typically seen as having an accuracy of +/- 25%. As a project moves forward into later stages of design, further detail and certainty regarding the design is developed and thus the range of cost accuracy is increased and the margin of error reduced. The below diagram visually displays the range of accuracy from cost estimates typically produced throughout the design phases of a project.

The following page displays the costing summary for each of the conceptual design options developed including the construction cost, contingencies, soft costs, and overall project costs. For the full Class D cost estimate, please refer to Appendix D of this report.



PROJECT COST SUMMARY

	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
Project Cost Range	\$73.4 M - \$97.0 M	\$75.9 M - \$100.2 M	\$70.4 M - \$93.0 M	\$37.6 M - \$49.7 M	\$4.5M - \$5.8 M	\$1.4 M - \$1.8 M

Project Costs Include:

Construction Cost

- Building
- Parking
- On-site works

+ Contingencies

- Design Allowance (10-15%)
- Construction Contingency (5-10%)
- Escalation Allowance (Mid point of Construction Q2 of 2027 @ 7% p.a.)

+ Soft Costs

- Professional Fees Allowance (12%)
- City Planning & Development Allowance (2%)
- City Building Permit Fees (1%)
- Owners Project Management (2.5%)
- Owners Planning & Admin (1.5%)
- FF&E (5%)
- Insurance (1.3%)

5.0 Next Steps

The next steps for the project would be to develop a business case for Option 1 and 4 as they best represent the goals of the study and has the most potential for operational viability. As the project moves forward, consistent communication with representatives from SD71 will be required as each of the design options would in some way affect the circulation and operation of the secondary school site in addition to the land leased for the CVSC.



We are **hcma**. We believe human connections are the best path to solving the fundamental problems of our time.



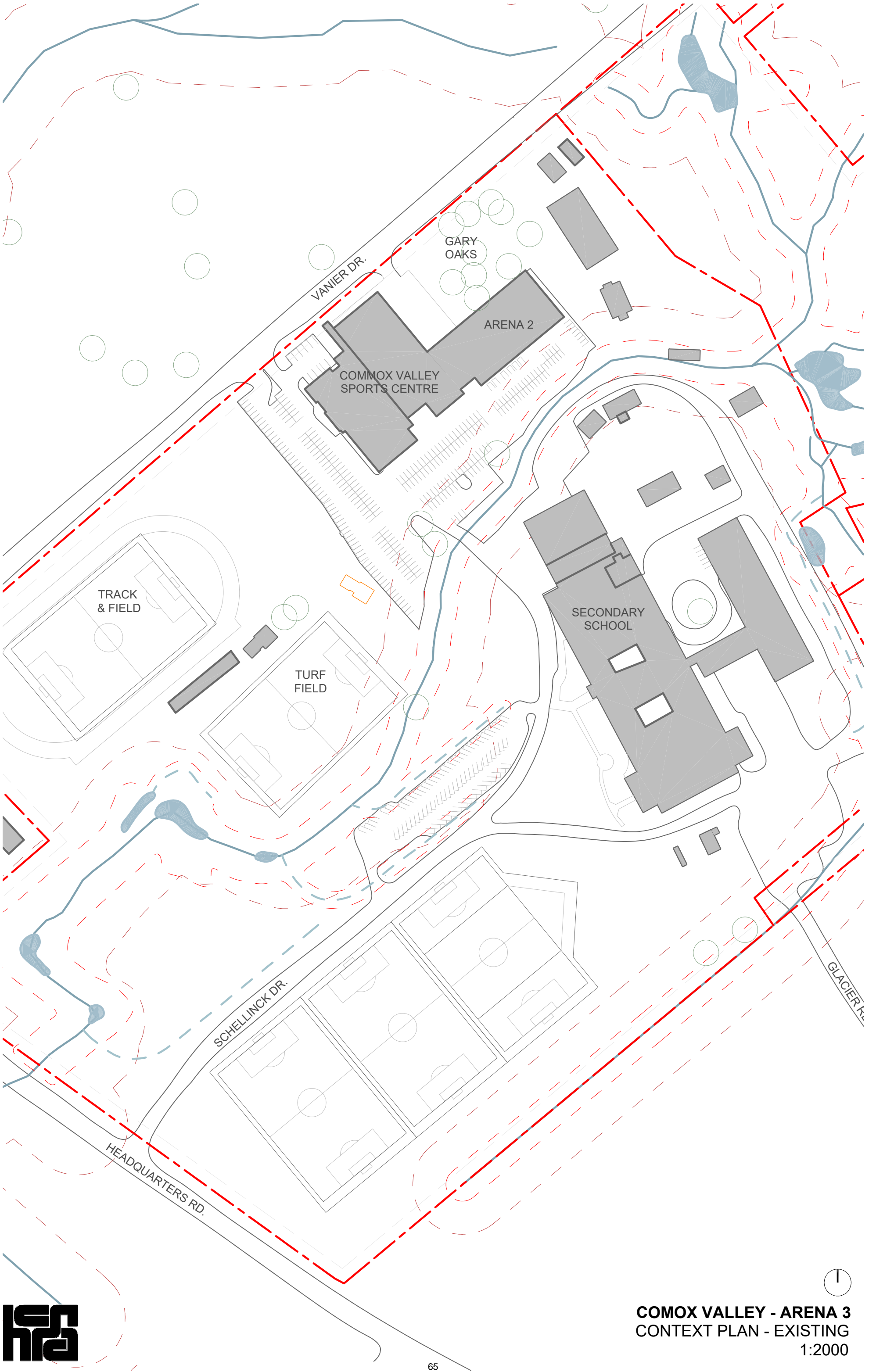
As a gesture of respect, peace and friendship, we acknowledge that the Comox Valley Sports Centre is located on the traditional lands of the group of people now known as the K'omoks First Nation who have been living and working on this land from time immemorial.

Vancouver
400—675 W Hastings St
Vancouver BC V6B 1N2
604.732.6620
vancouver@hcma.ca

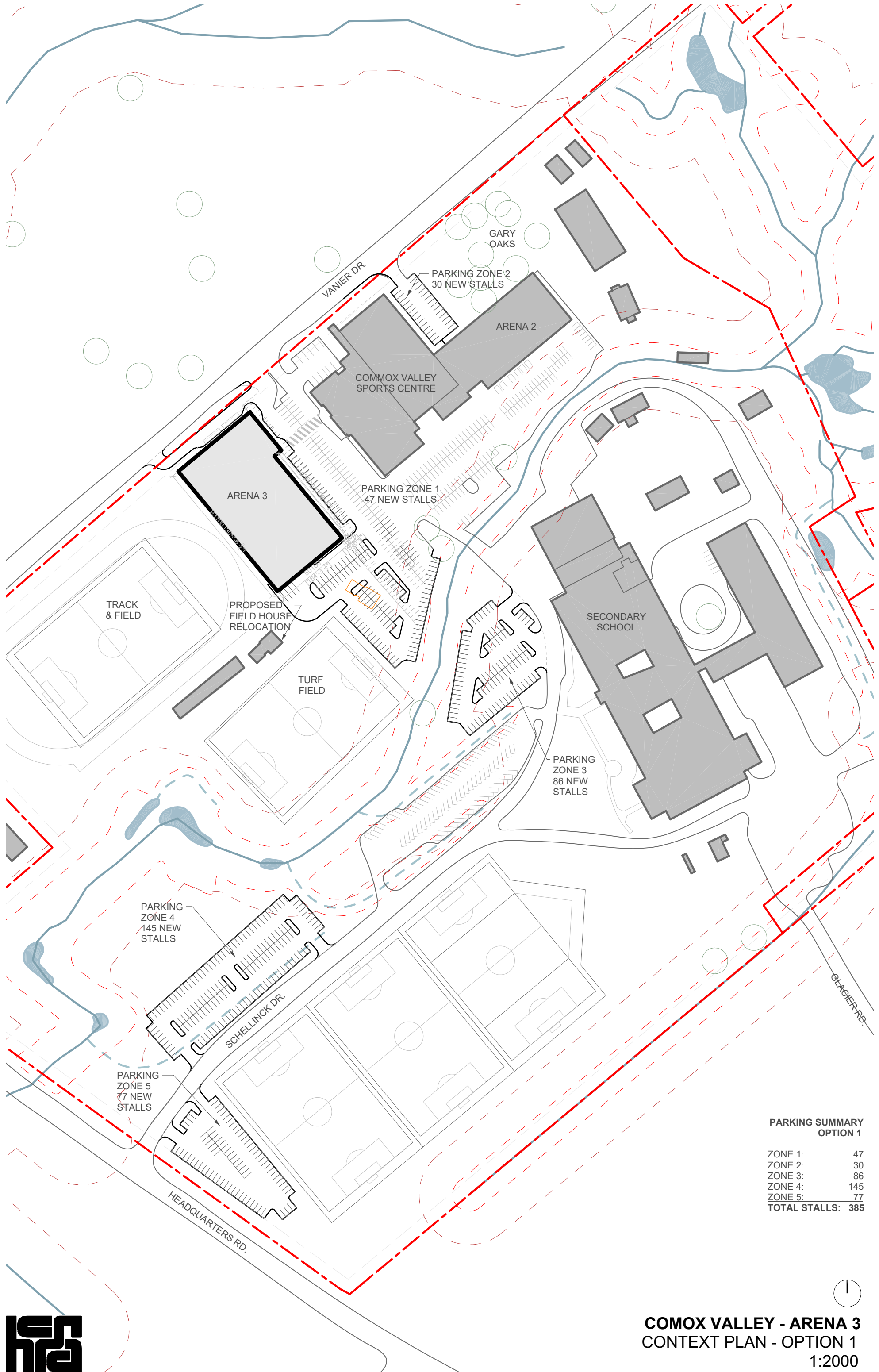
Victoria
205—26 Bastion Square
Victoria BC V6B 1N2
250.382.6650
victoria@hcma.ca

Edmonton
304—10110 104 St NW
Edmonton AB T5J 1A7
780.885.9609
edmonton@hcma.ca

Appendix A - Conceptual Design Drawings




COMOX VALLEY - ARENA 3
CONTEXT PLAN - EXISTING
 1:2000

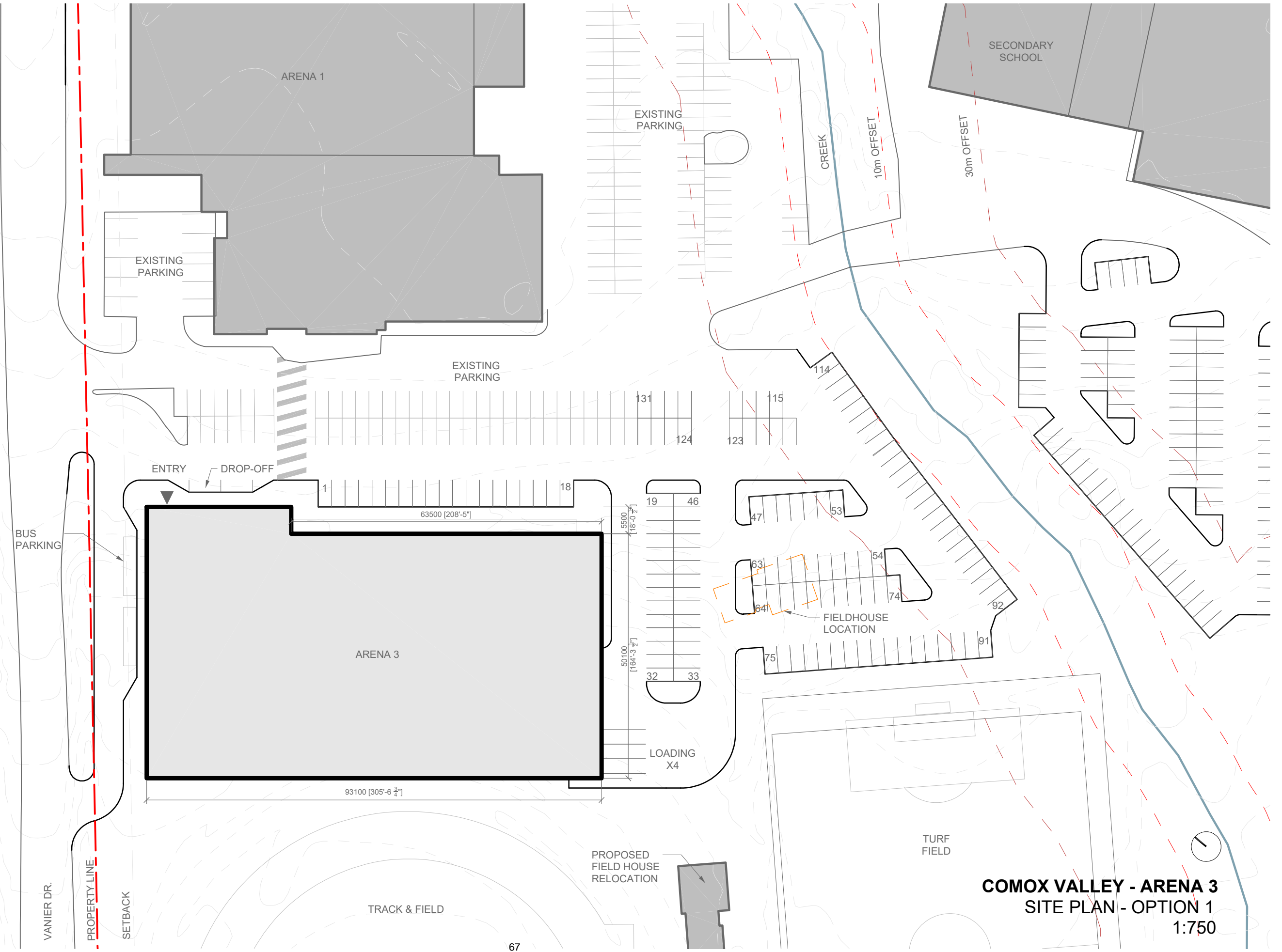


**PARKING SUMMARY
OPTION 1**

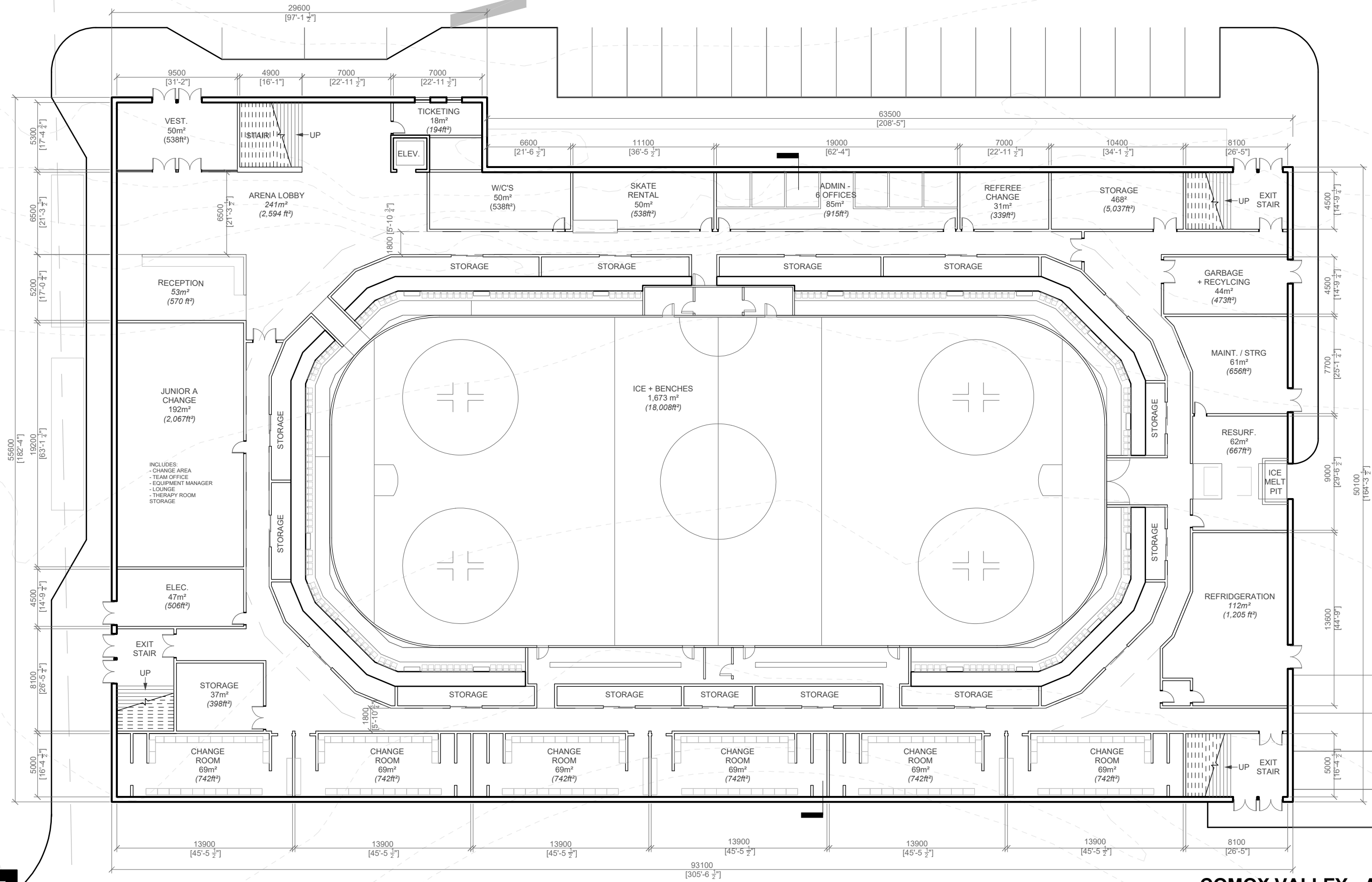
ZONE 1:	47
ZONE 2:	30
ZONE 3:	86
ZONE 4:	145
ZONE 5:	77
TOTAL STALLS:	385



**COMOX VALLEY - ARENA 3
CONTEXT PLAN - OPTION 1
1:2000**



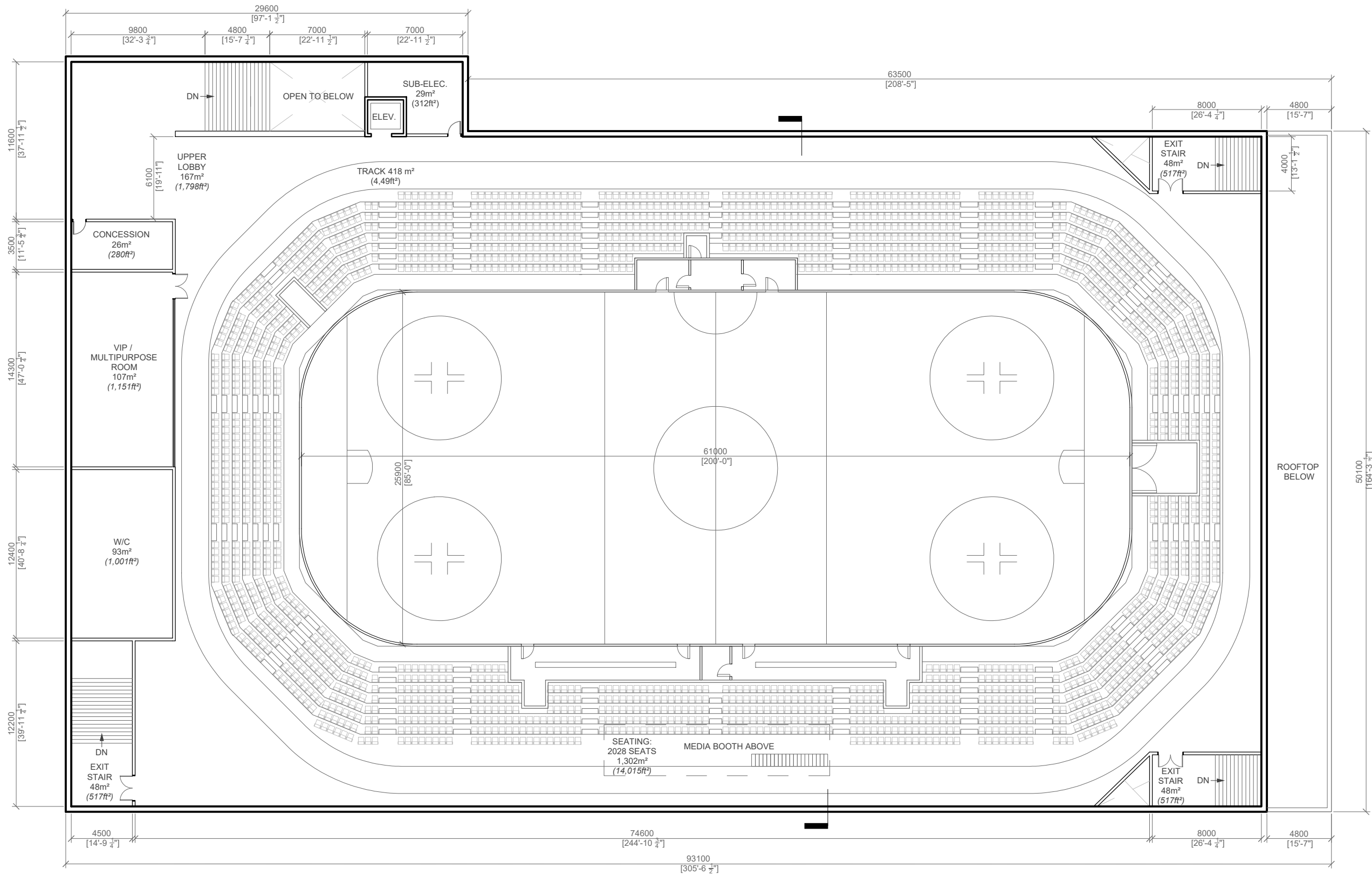
COMOX VALLEY - ARENA 3
SITE PLAN - OPTION 1
1:750



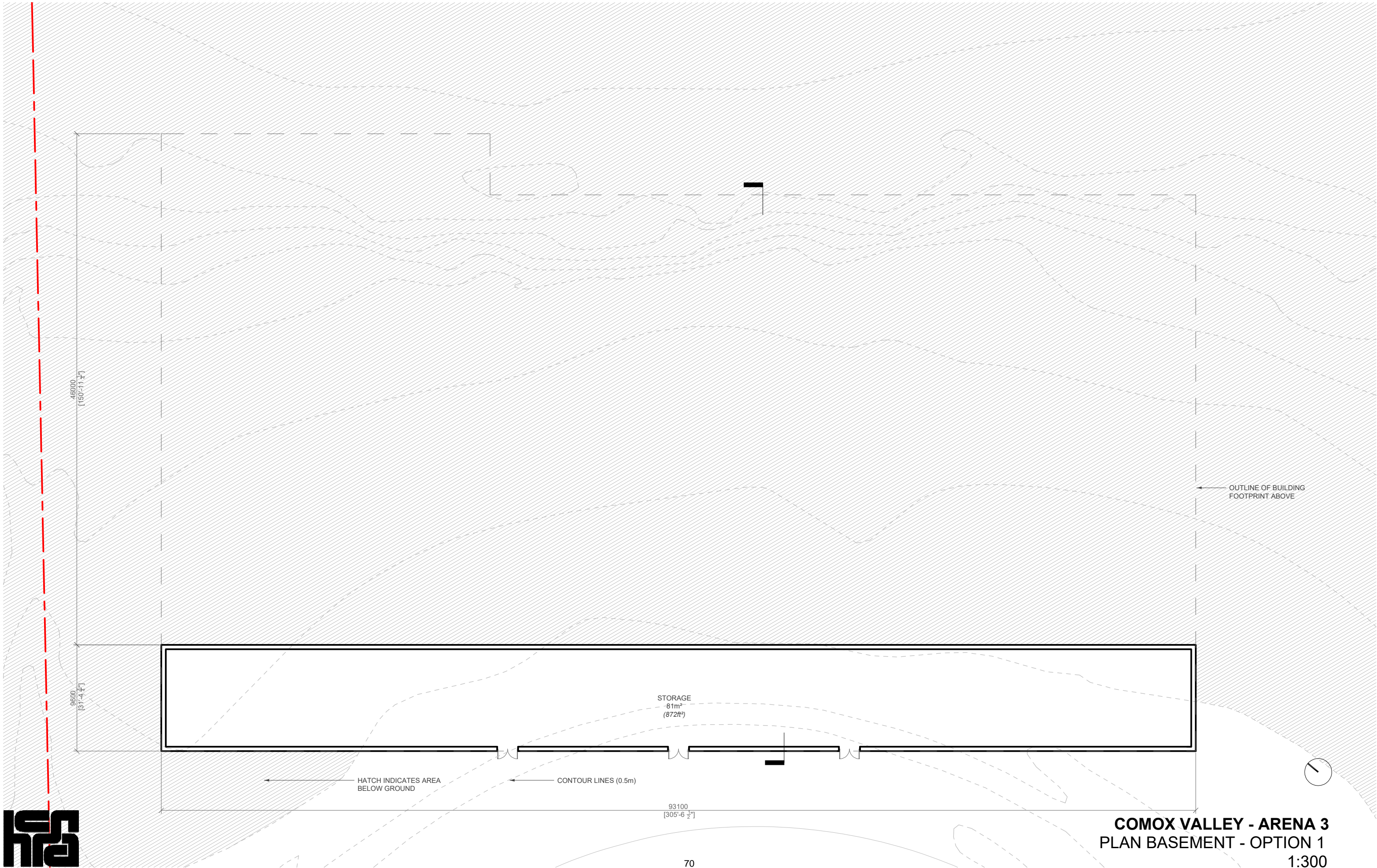
**COMOX VALLEY - ARENA 3
PLAN LOWER - OPTION 1**

1:300





COMOX VALLEY - ARENA 3
PLAN LOWER- OPTION 1
 1:300



46000
[150'-11 1/4"]

9600
[31'-4 3/8"]

STORAGE
81m²
(872ft²)

93100
[305'-6 1/2"]

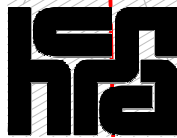
← OUTLINE OF BUILDING
FOOTPRINT ABOVE

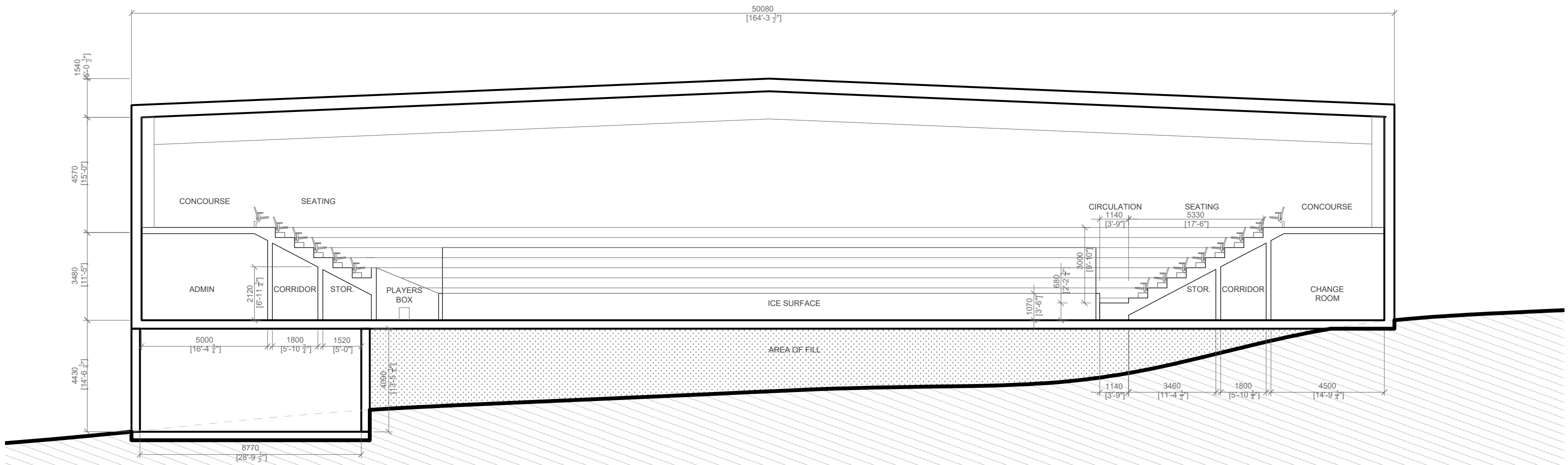
← HATCH INDICATES AREA
BELOW GROUND

← CONTOUR LINES (0.5m)

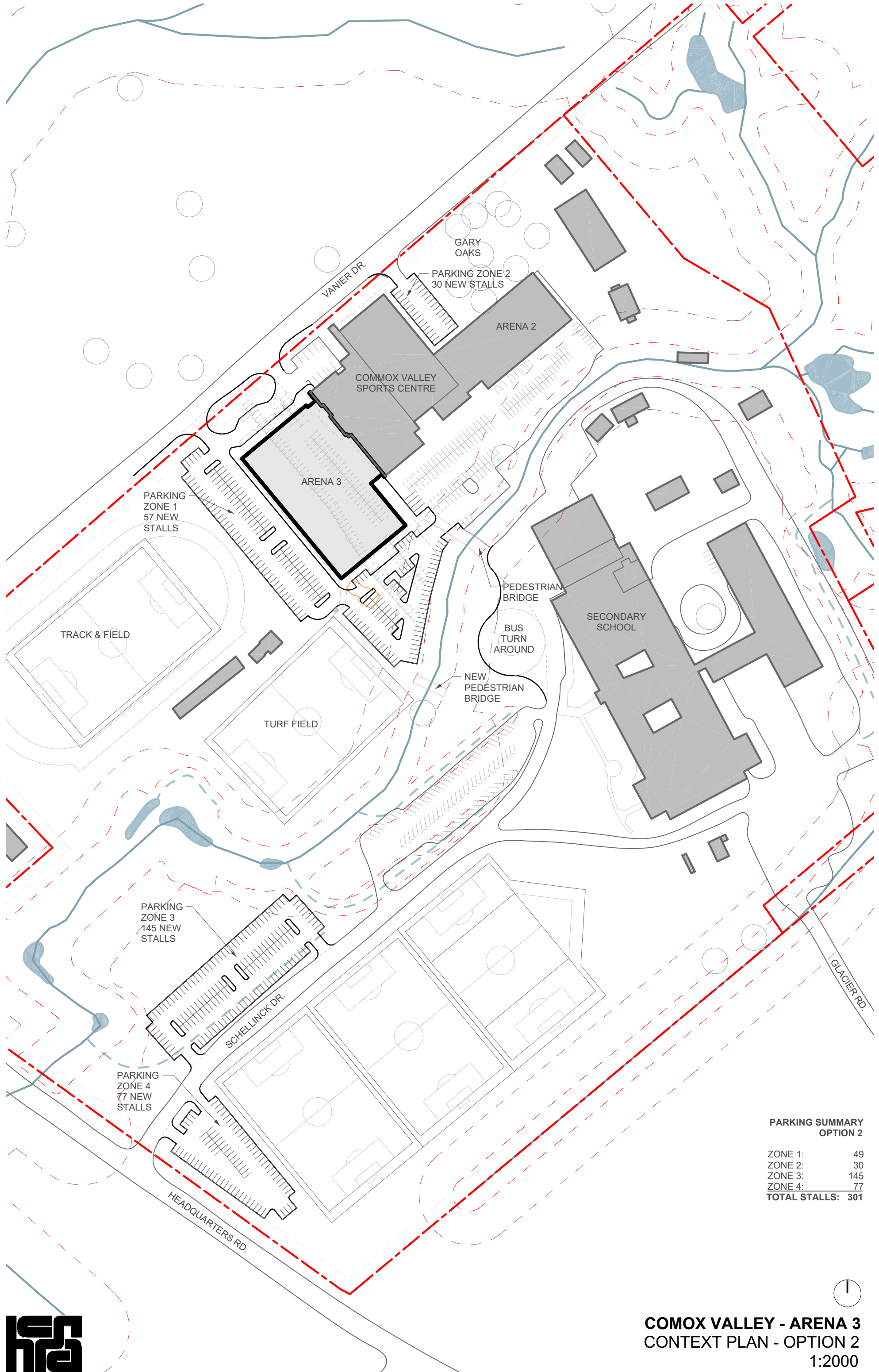
**COMOX VALLEY - ARENA 3
PLAN BASEMENT - OPTION 1**

1:300





COMOX VALLEY - ARENA 3
SECTION - OPTION 1
 1:150

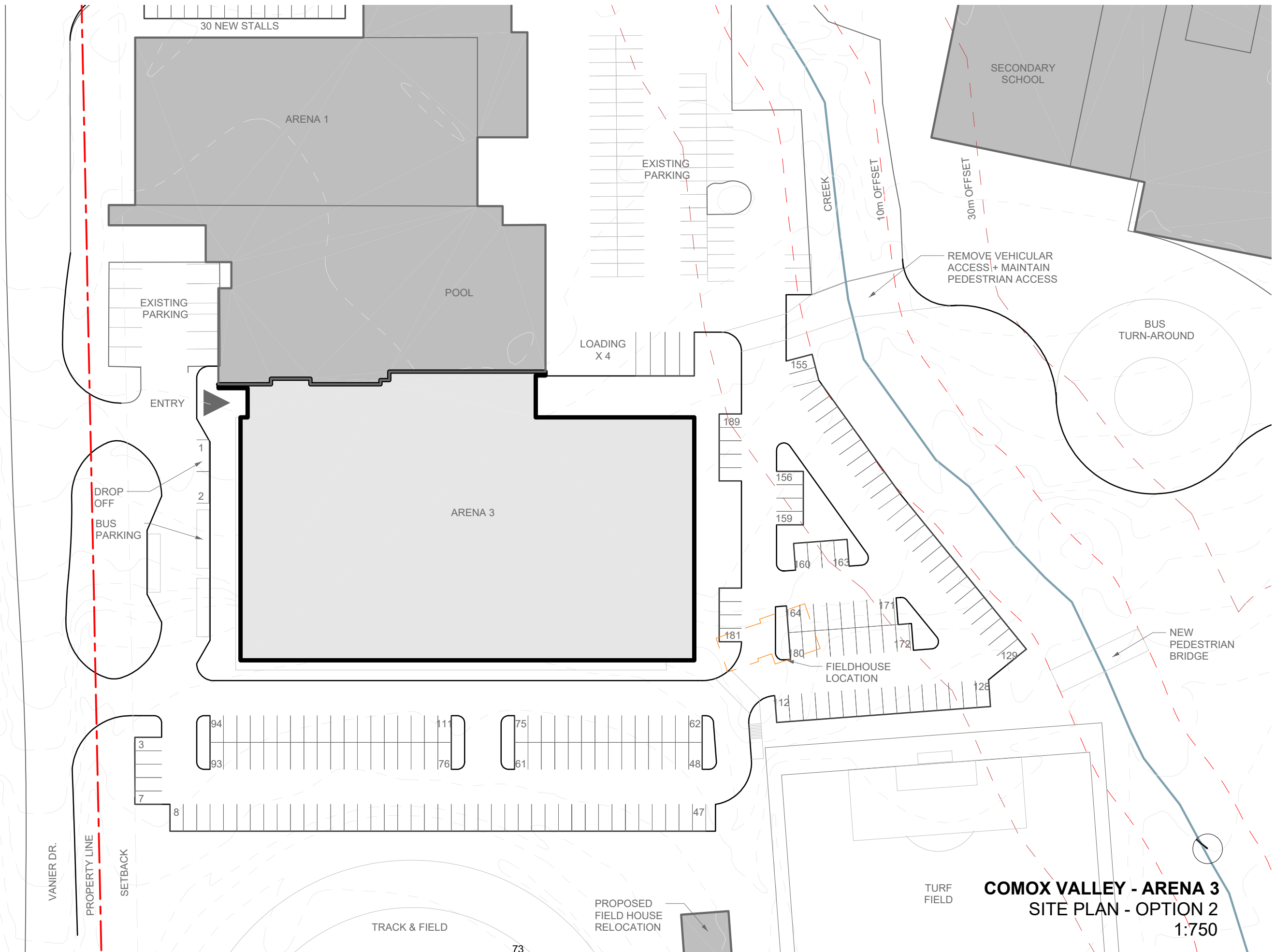


**PARKING SUMMARY
OPTION 2**

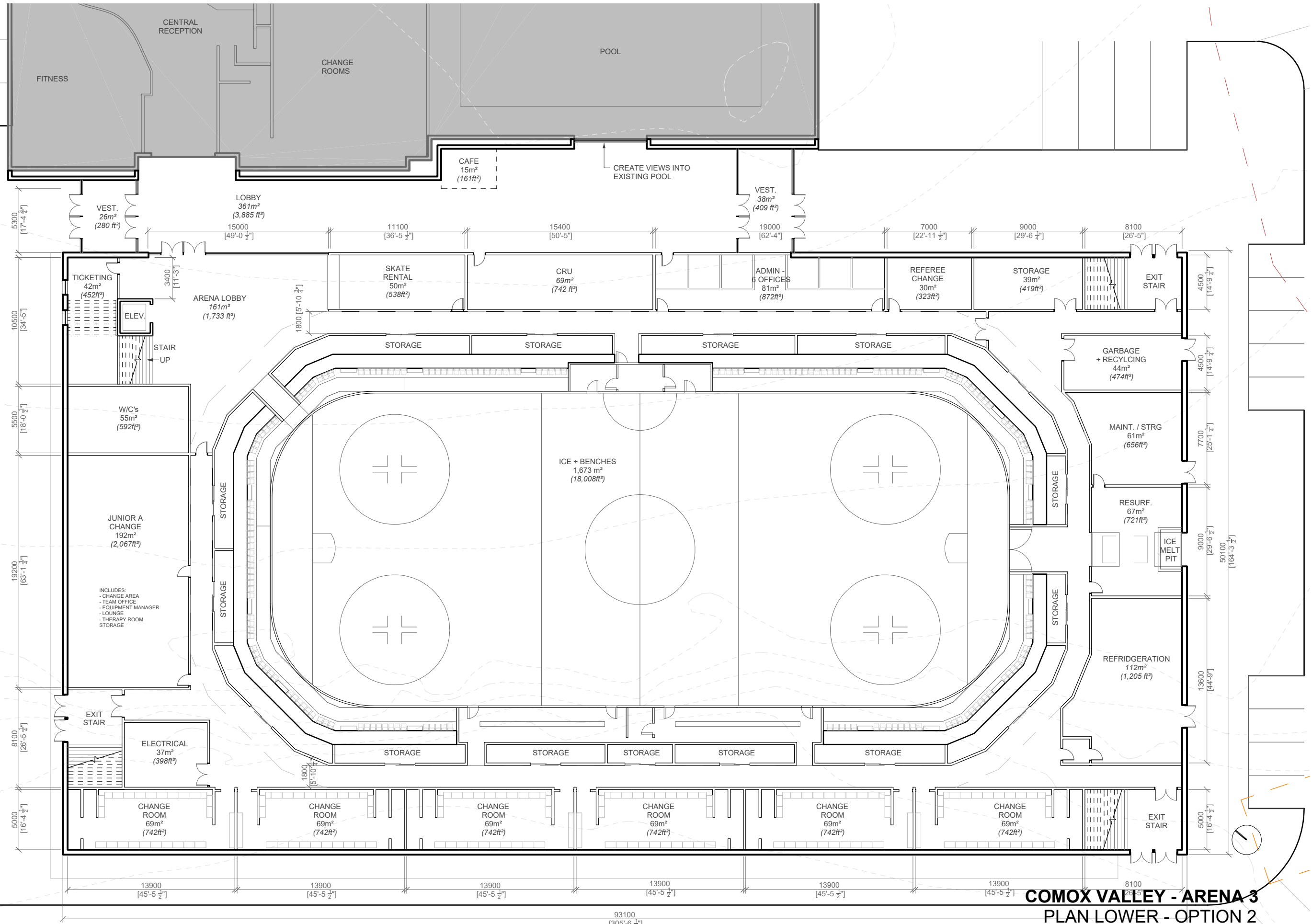
ZONE 1:	49
ZONE 2:	30
ZONE 3:	145
ZONE 4:	77
TOTAL STALLS:	301



**COMOX VALLEY - ARENA 3
CONTEXT PLAN - OPTION 2
1:2000**

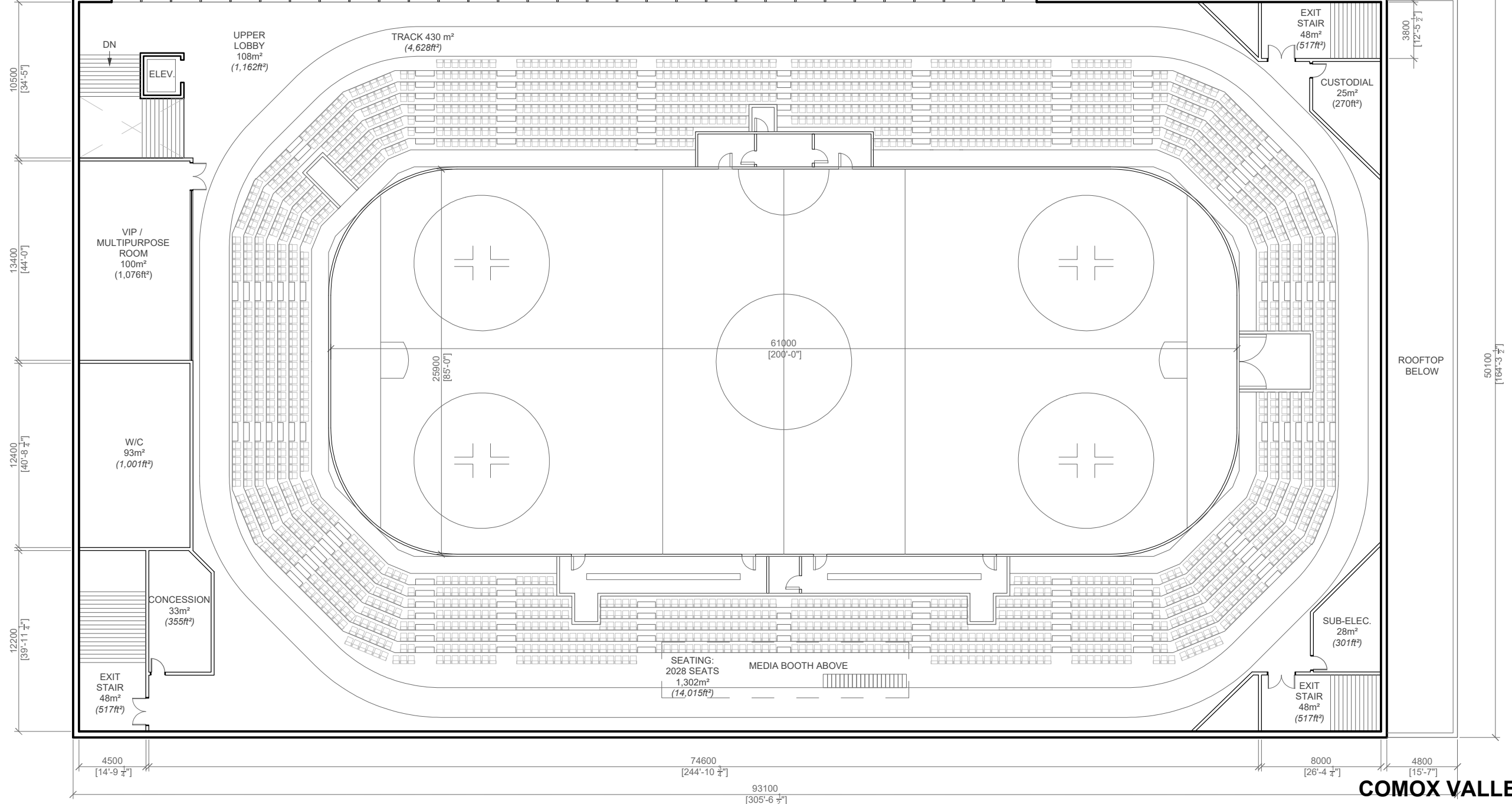
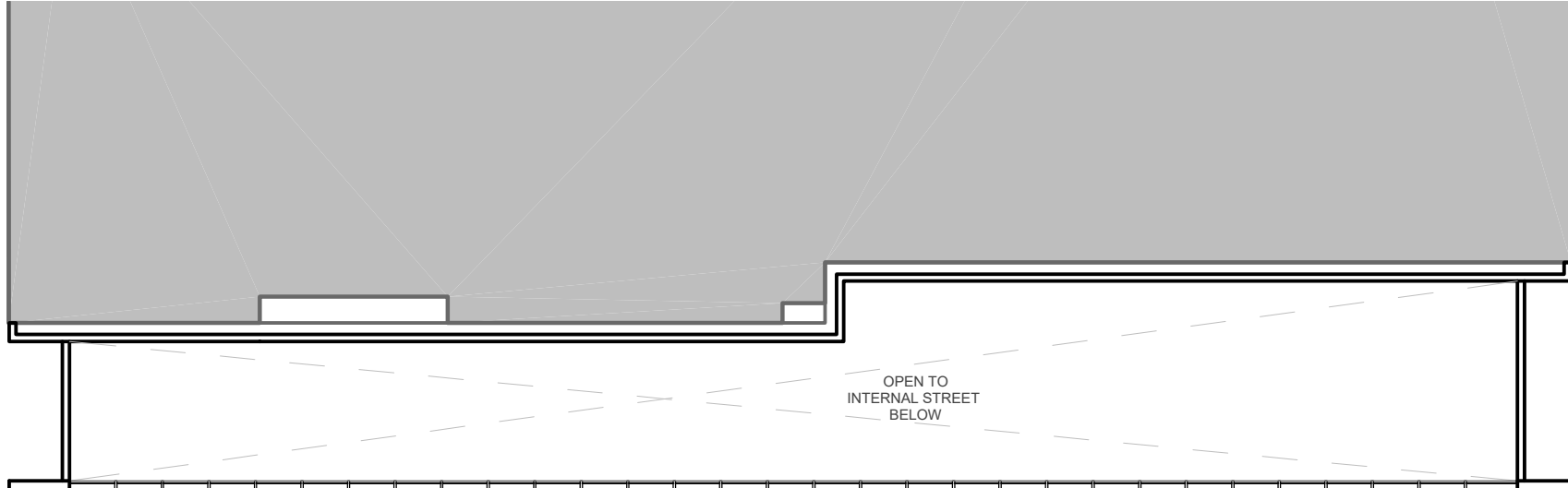


COMOX VALLEY - ARENA 3
SITE PLAN - OPTION 2
1:750



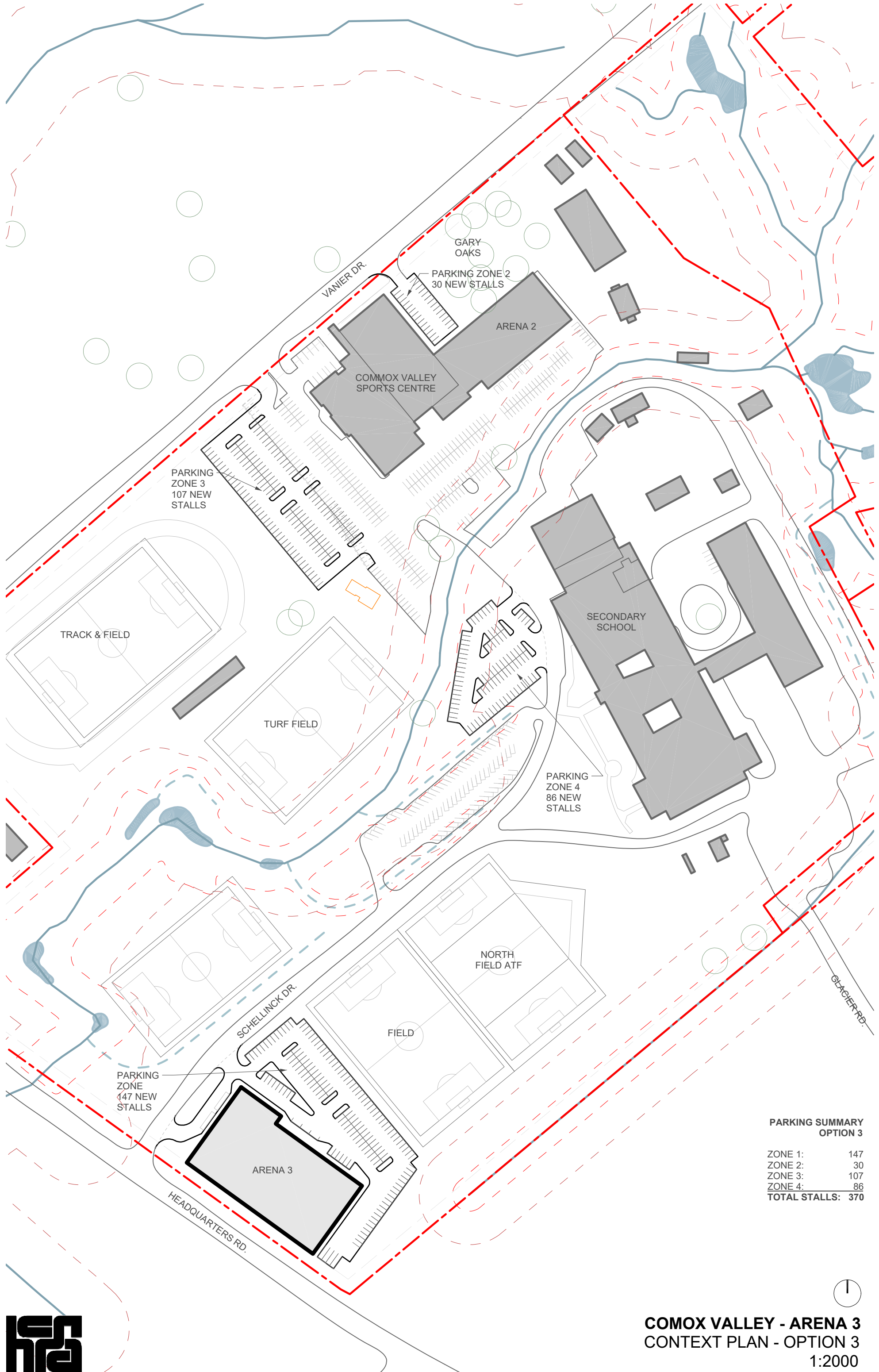
**COMOX VALLEY - ARENA 3
PLAN LOWER - OPTION 2**

1:300



COMOX VALLEY - ARENA 3
PLAN UPPER - OPTION 2

1:300

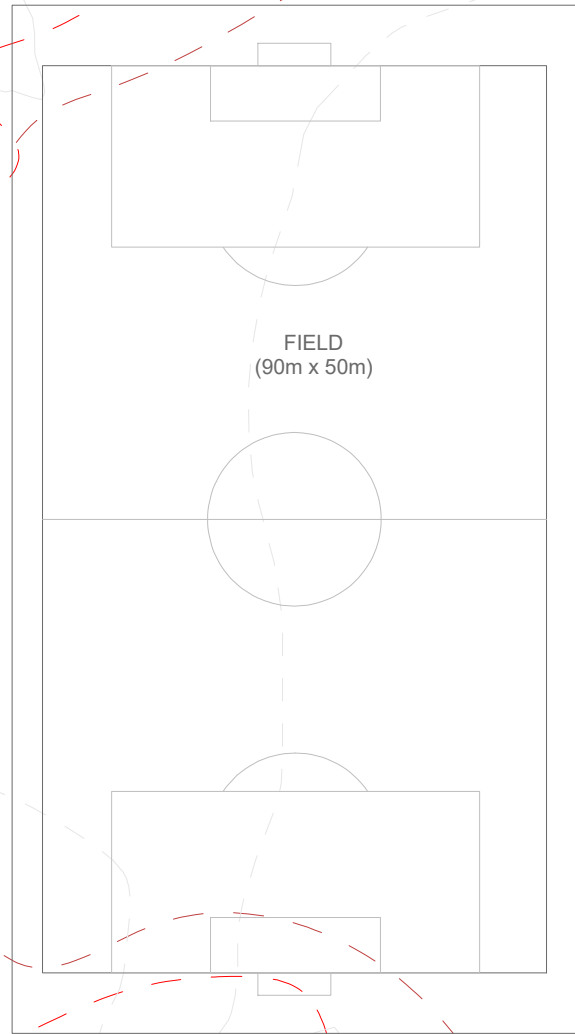


**PARKING SUMMARY
OPTION 3**

ZONE 1:	147
ZONE 2:	30
ZONE 3:	107
ZONE 4:	86
TOTAL STALLS:	370

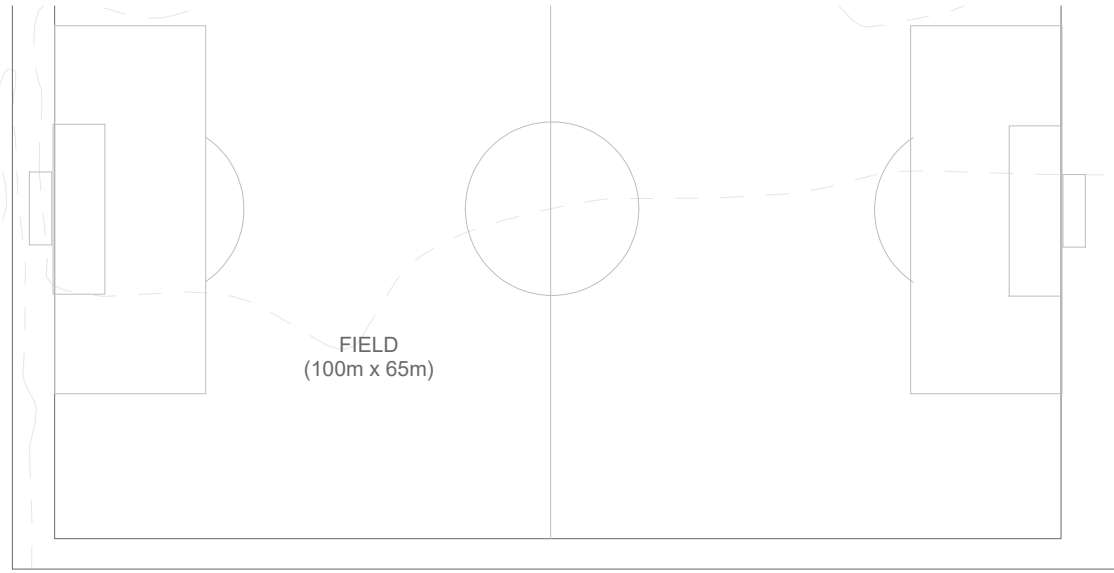


**COMOX VALLEY - ARENA 3
CONTEXT PLAN - OPTION 3
1:2000**

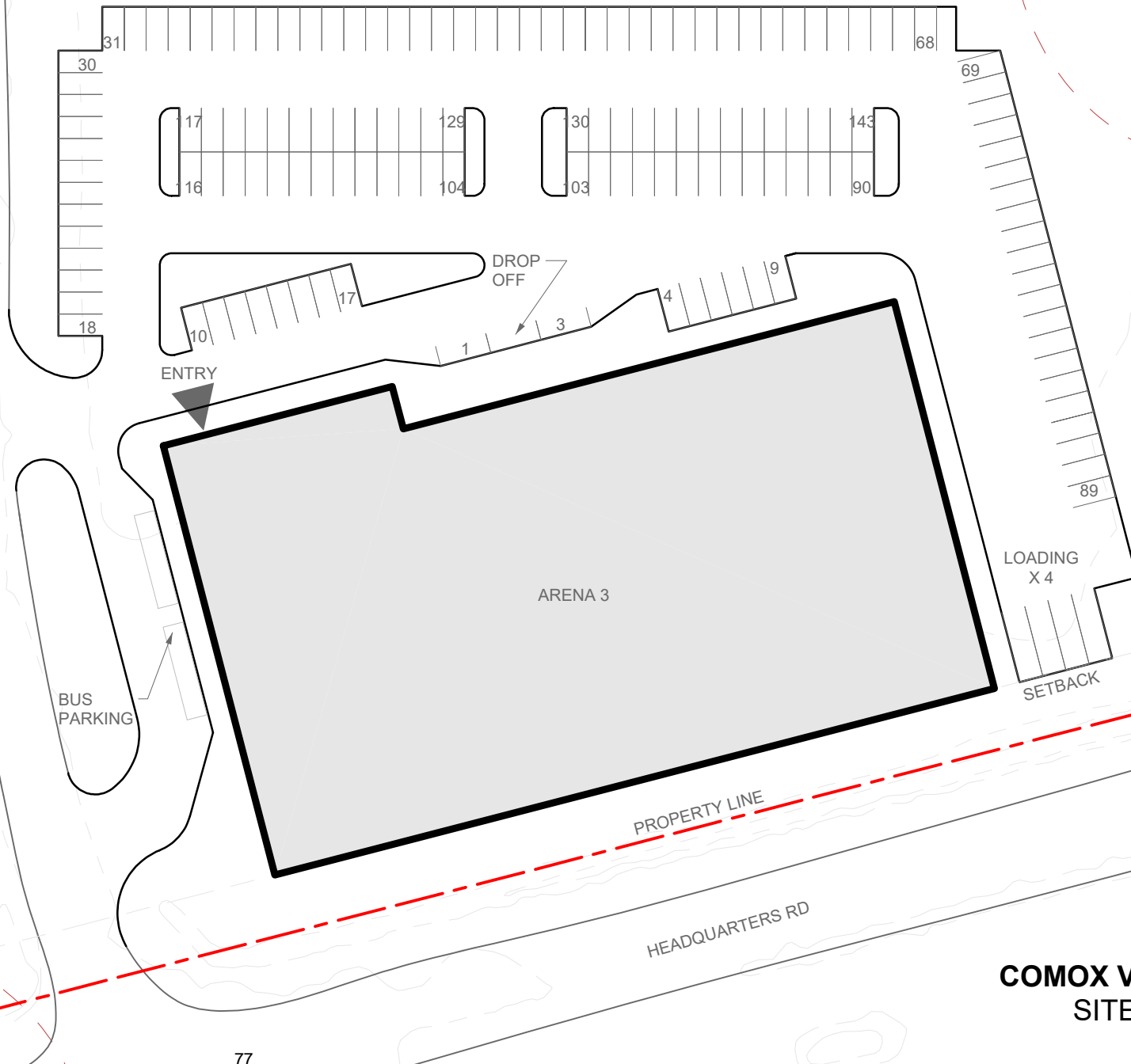


FIELD
(90m x 50m)

SHELLINCK DR



FIELD
(100m x 65m)



ARENA 3

PROPERTY LINE

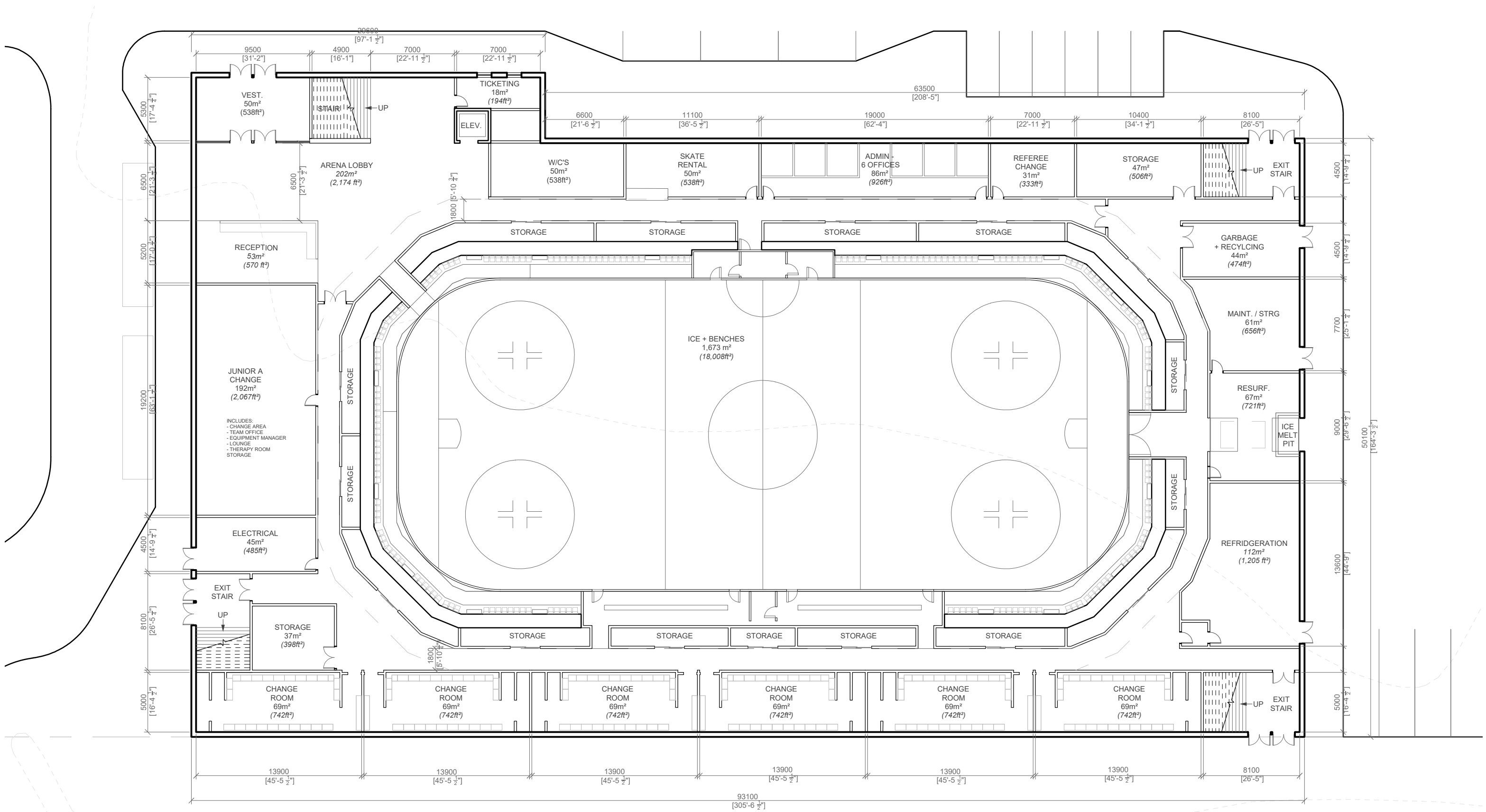
HEADQUARTERS RD

LOADING
X 4

SETBACK

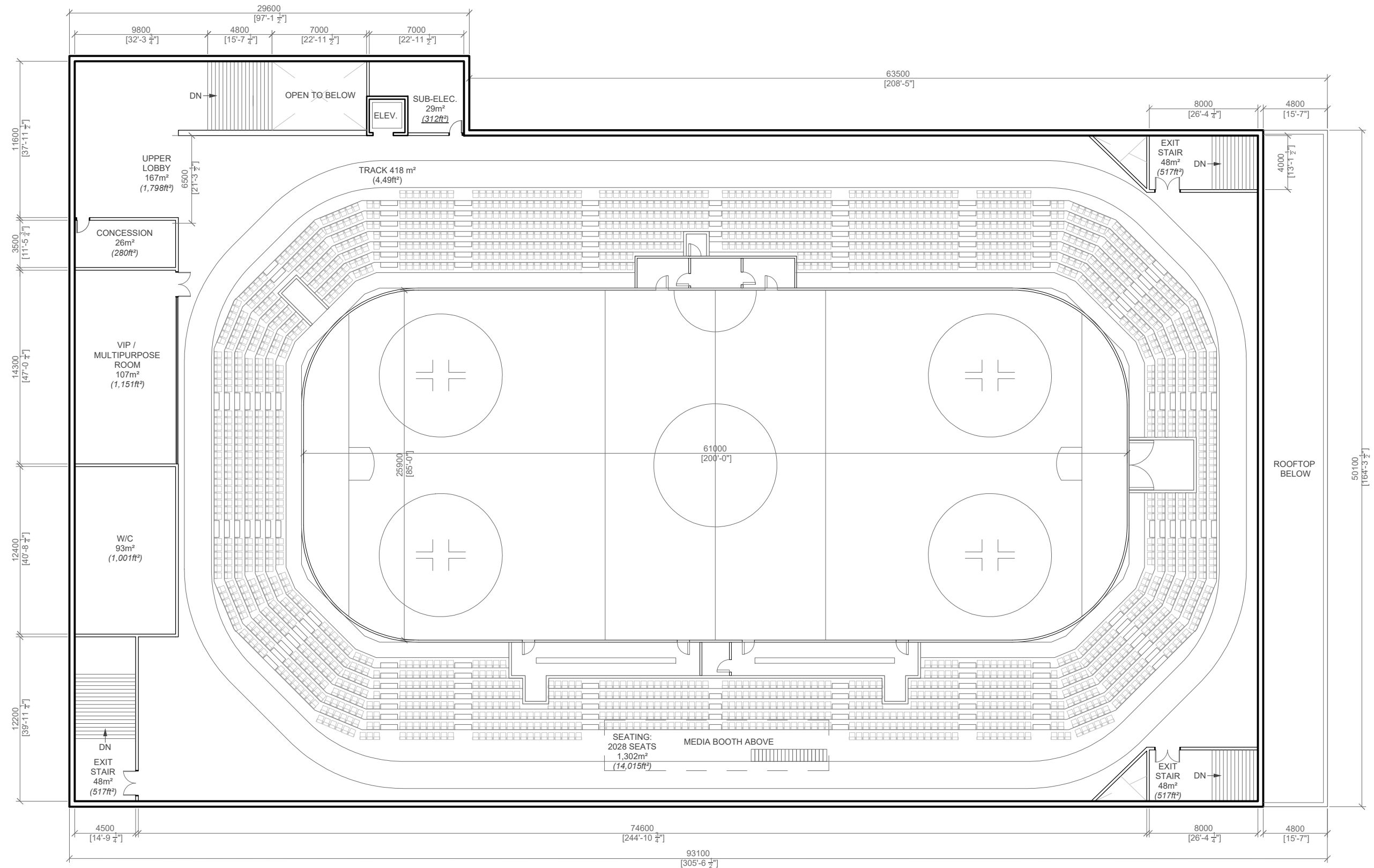
COMOX VALLEY - ARENA 3
SITE PLAN - OPTION 3
1:750

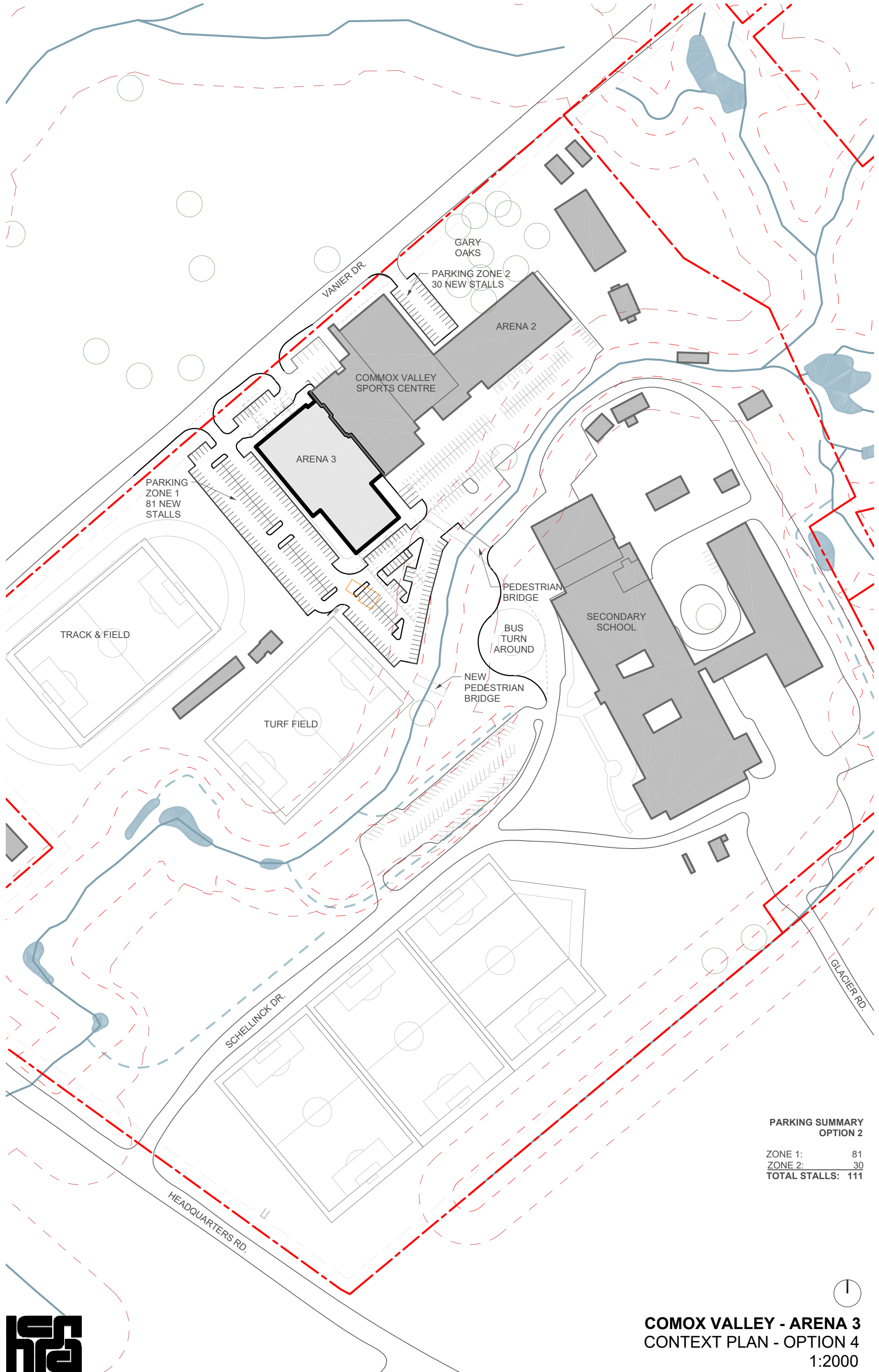




**COMOX VALLEY - ARENA 3
PLAN LOWER - OPTION 3**

1:300



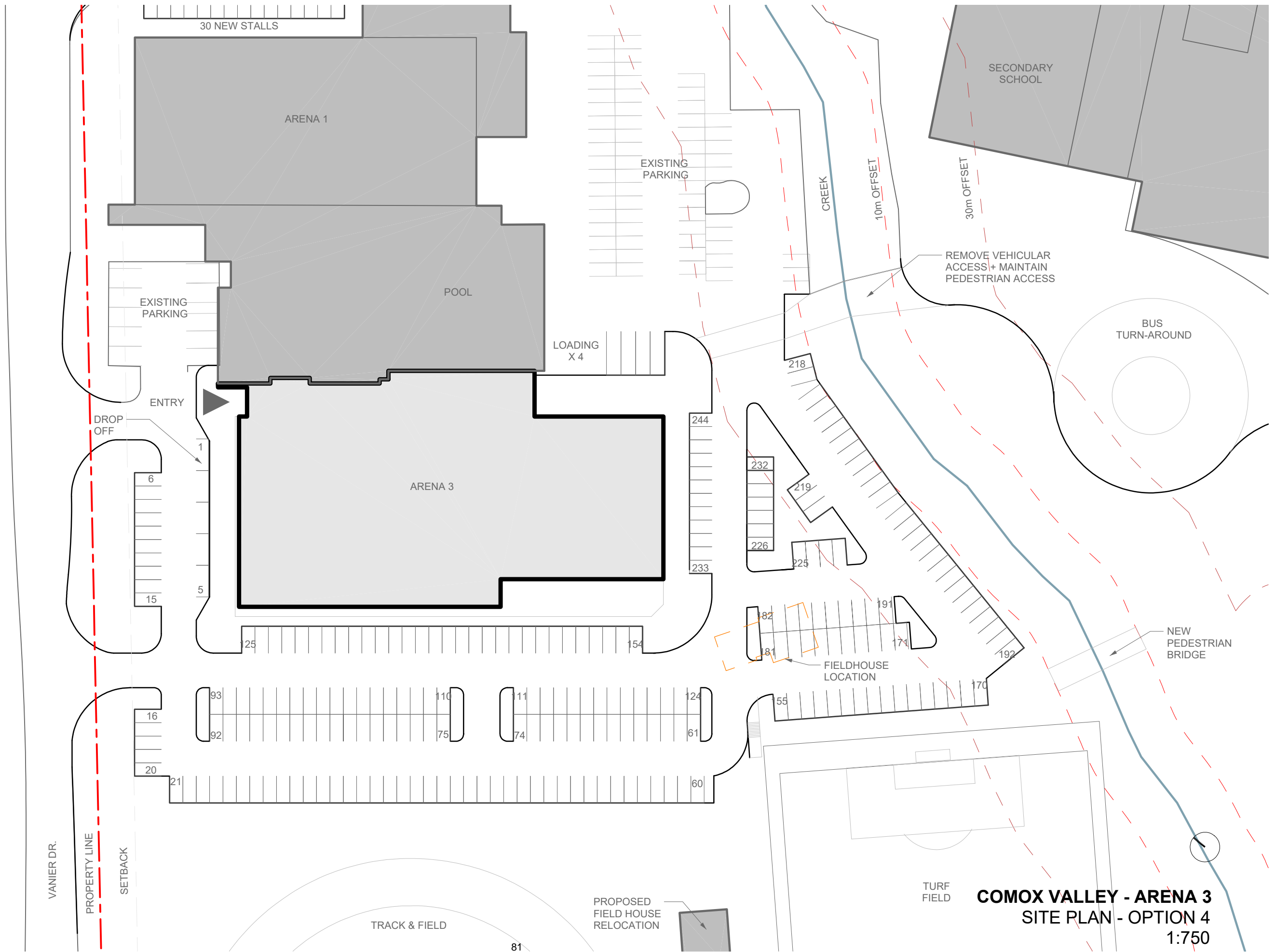


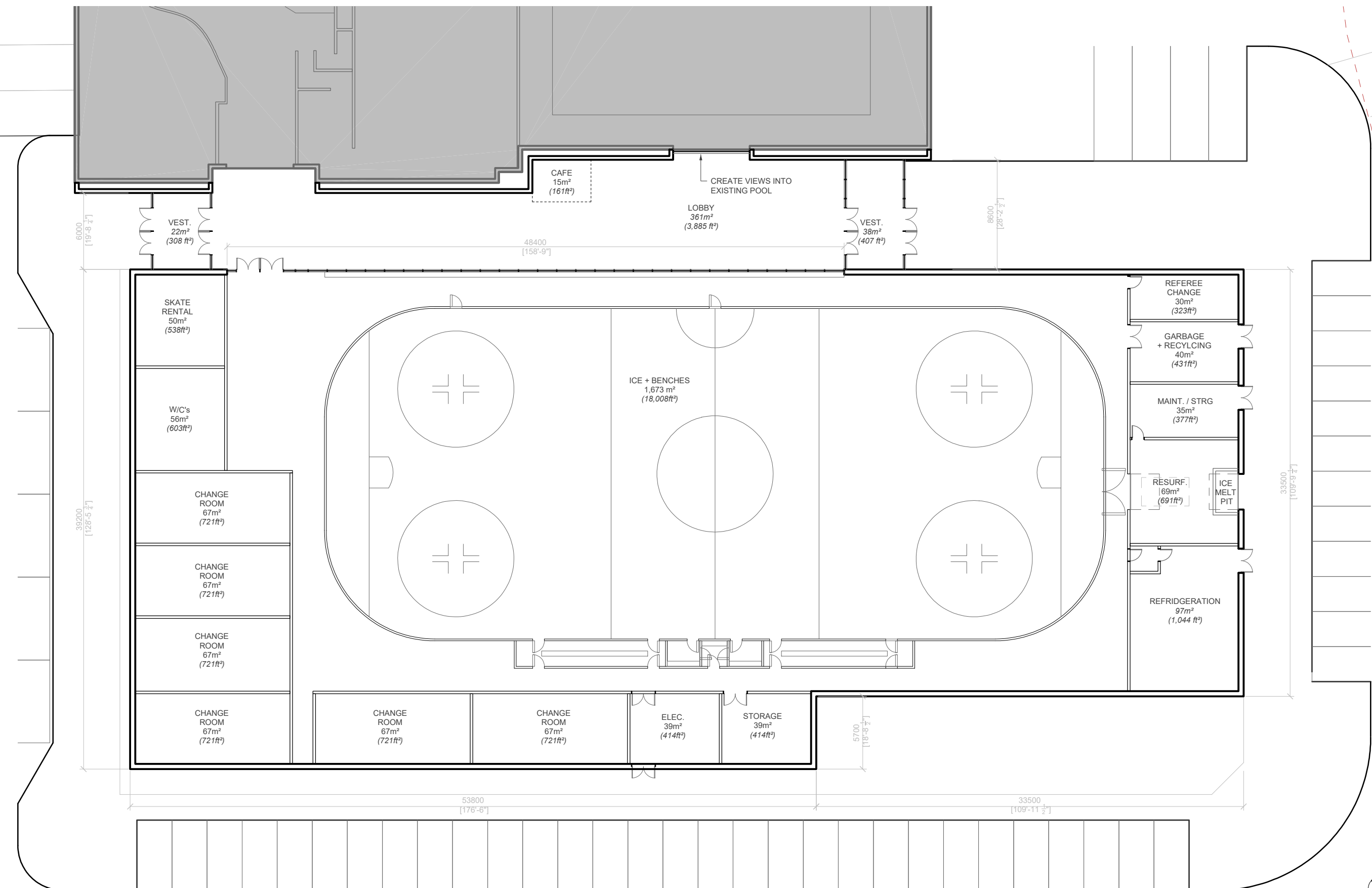
**PARKING SUMMARY
OPTION 2**

ZONE 1:	81
ZONE 2:	30
TOTAL STALLS:	111



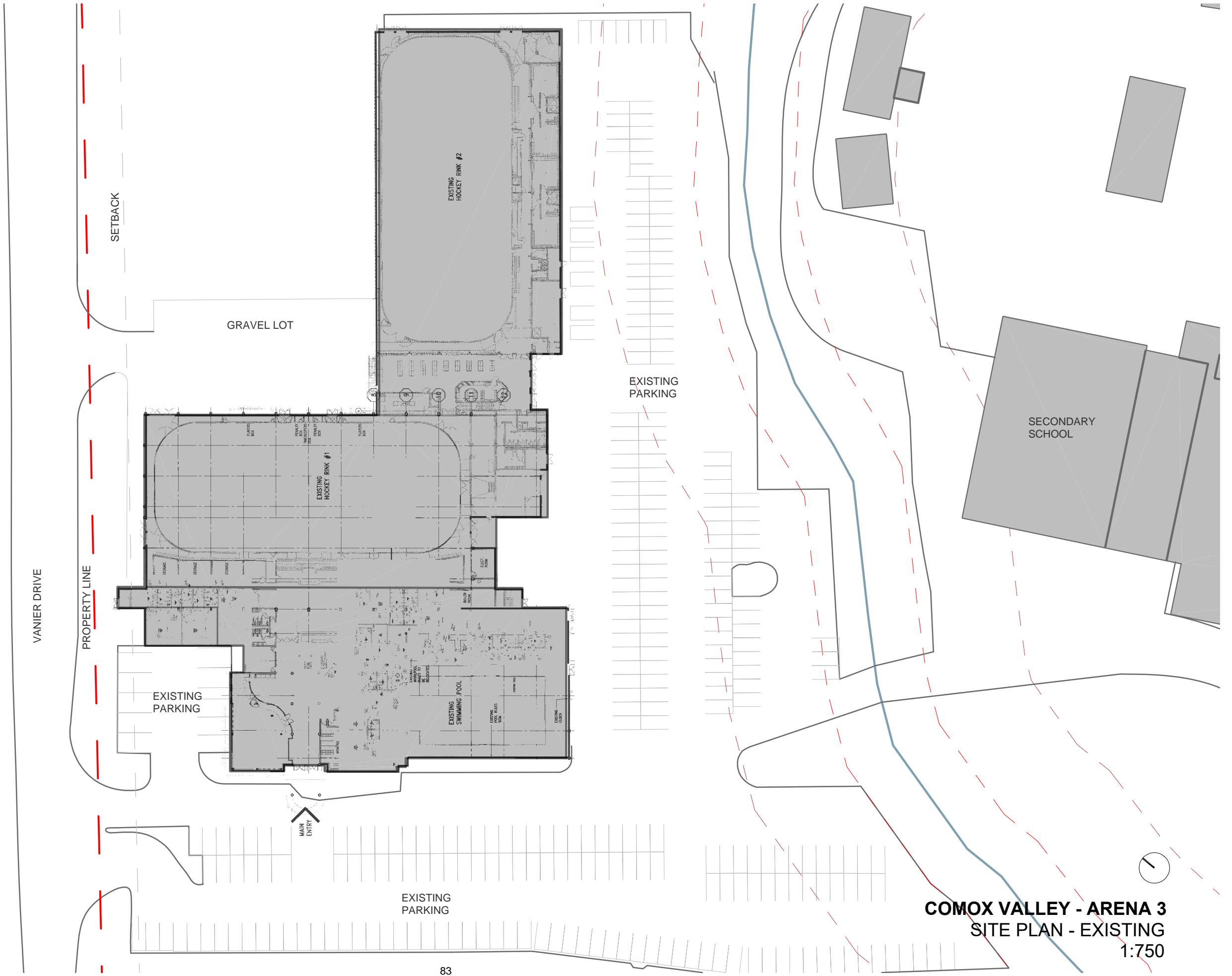
**COMOX VALLEY - ARENA 3
CONTEXT PLAN - OPTION 4
1:2000**





COMOX VALLEY - ARENA 3
PLAN - OPTION 4 (COMMUNITY RINK)

1:300



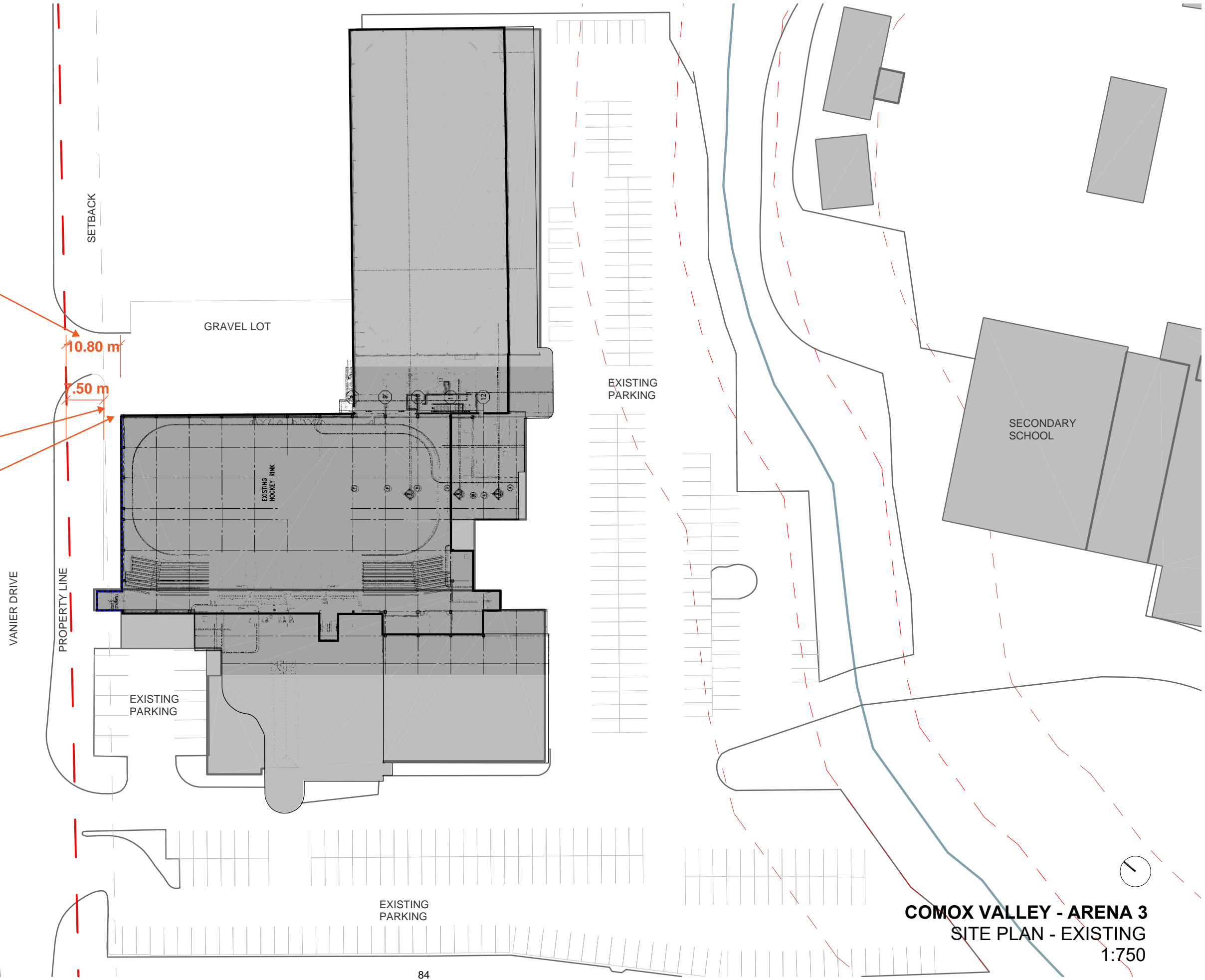
Note: Dimensions indicated are approximate and based upon existing drawings provided of the Comox Valley Sport Centre.

Existing - Upper Level

Approximate distance to property line

7.5 Set back

Approx. 3.3m for expansion


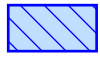


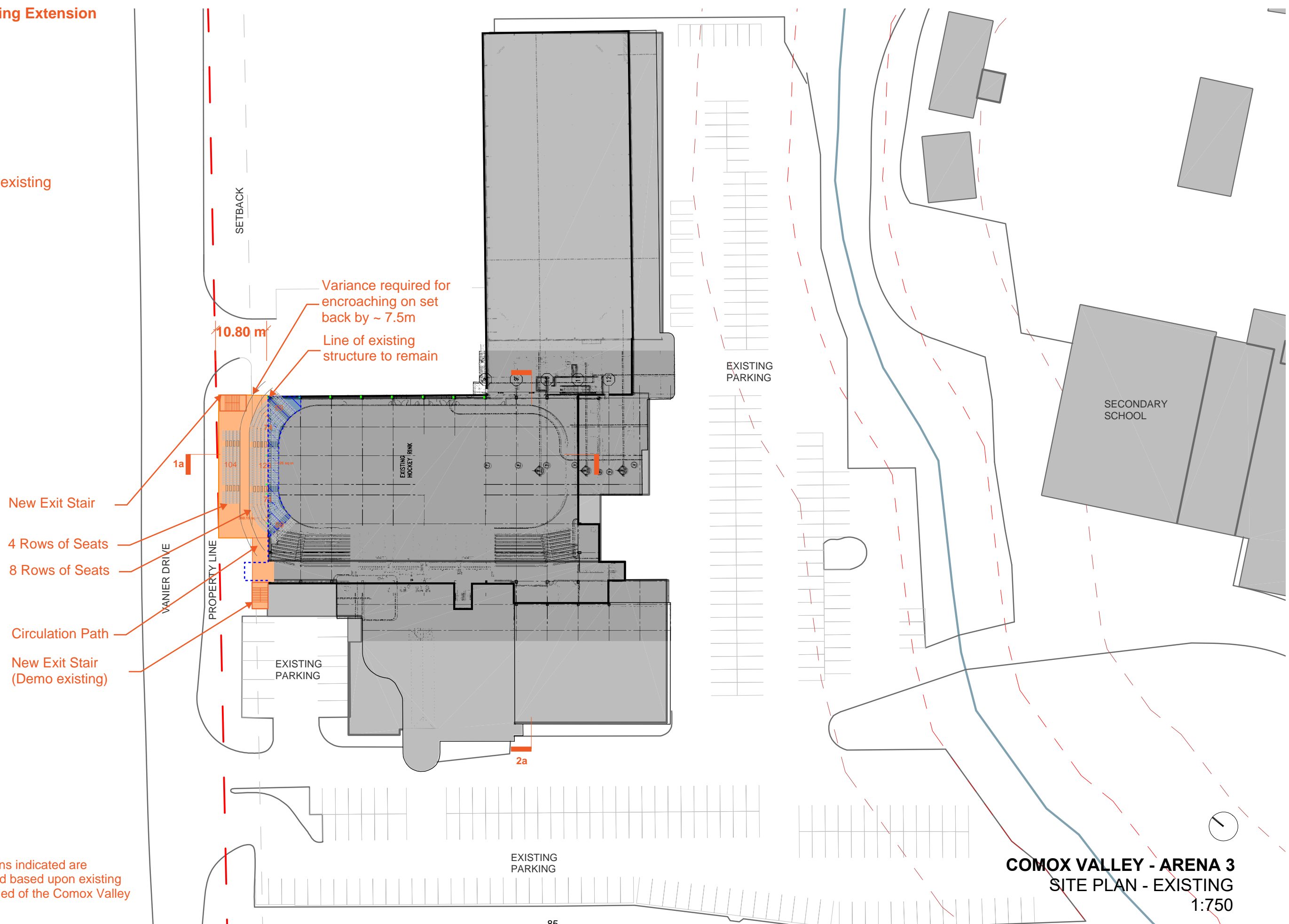
Note: Dimensions indicated are approximate and based upon existing drawings provided of the Comox Valley Sport Centre.

COMOX VALLEY - ARENA 3
SITE PLAN - EXISTING
1:750

OPTION 5 - Arena 1 Seating Extension

LEGEND

-  New construction (~360m²)
-  Renovation within existing footprint (~95m²)



500 NEW SEATS


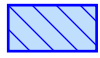


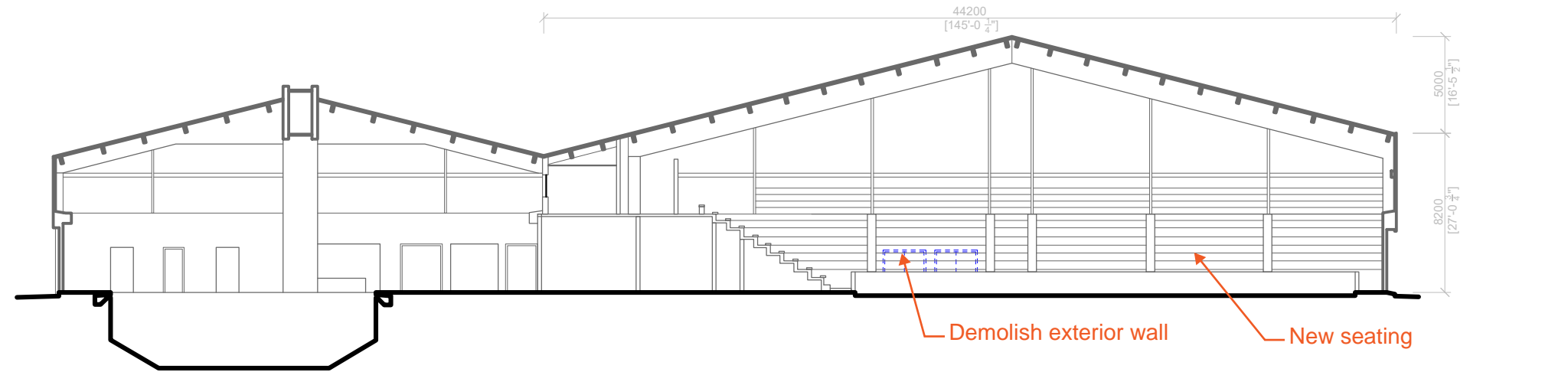
Note: Dimensions indicated are approximate and based upon existing drawings provided of the Comox Valley Sport Centre.

COMOX VALLEY - ARENA 3
SITE PLAN - EXISTING
 1:750

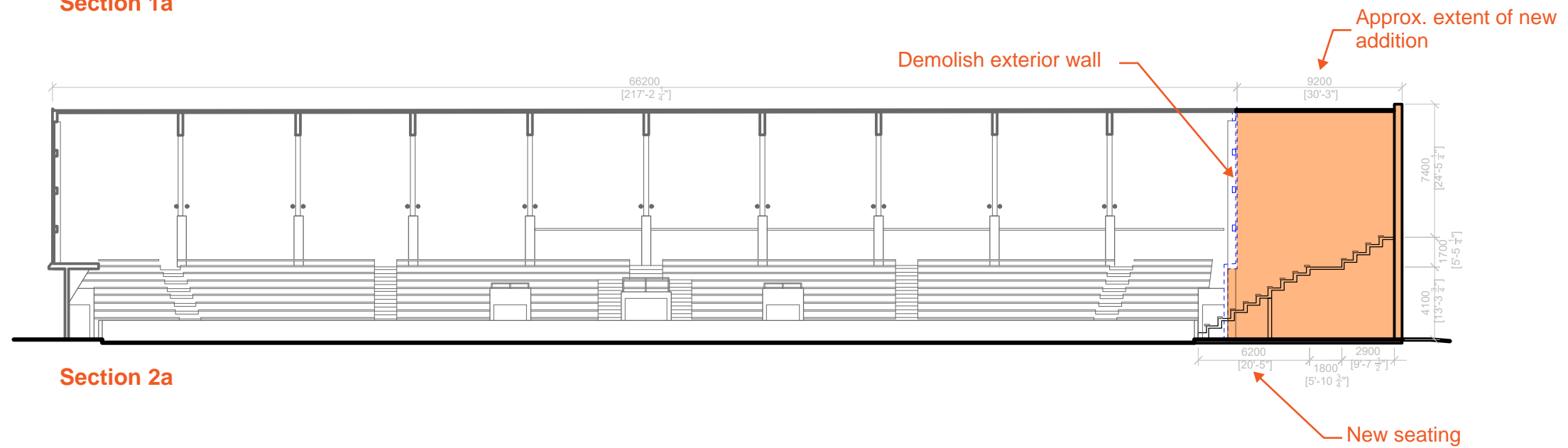
OPTION 5 - Arena 1 Seating Extension

LEGEND

-  New construction (~360m²)
-  Renovation within existing footprint (~95m²)



Section 1a



Section 2a



Photo 1 - Arena 1 Exterior

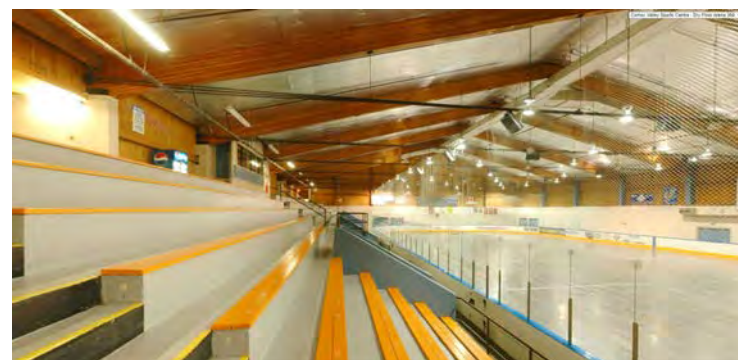


Photo 2 - Arena 1 Interior facing Northeast

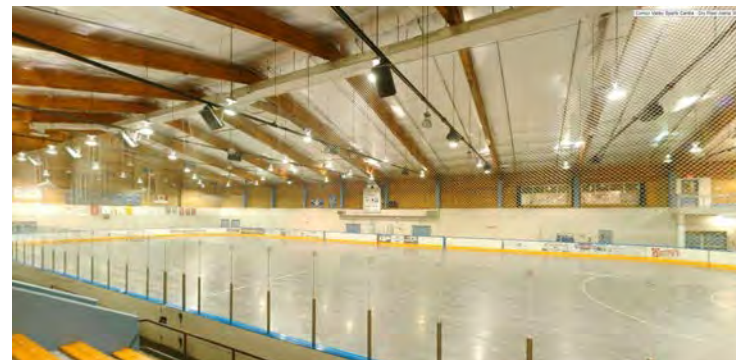


Photo 3 - Arena 1 Interior facing North



Photo 4 - Arena 1 Interior facing West

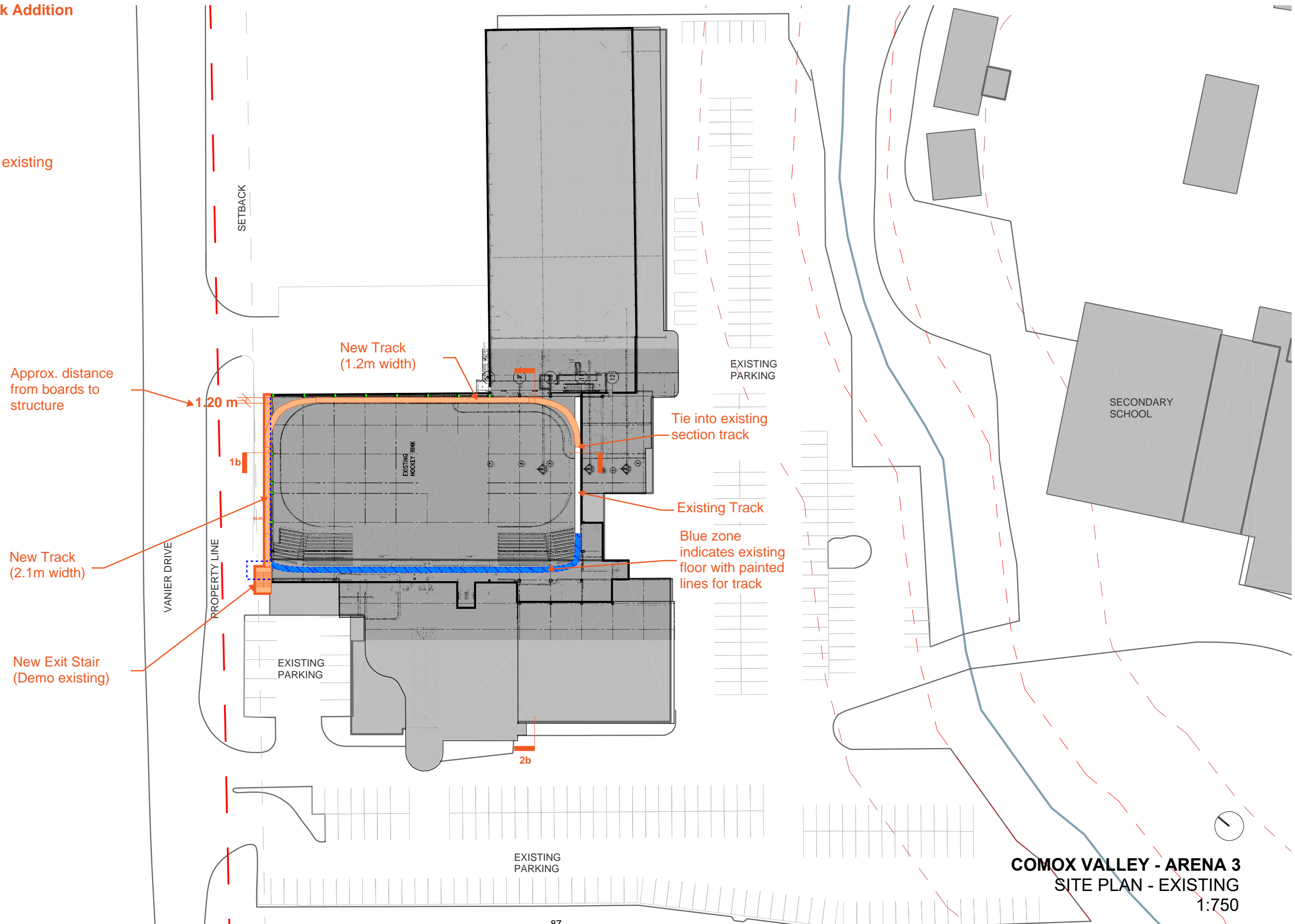
 Note: Dimensions indicated are approximate and based upon existing drawings provided of the Comox Valley Sport Centre.

COMOX VALLEY - ARENA 3
SECTION - OPTION 5
 1:300

OPTION 6 - Arena 1 Track Addition


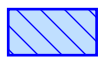
LEGEND

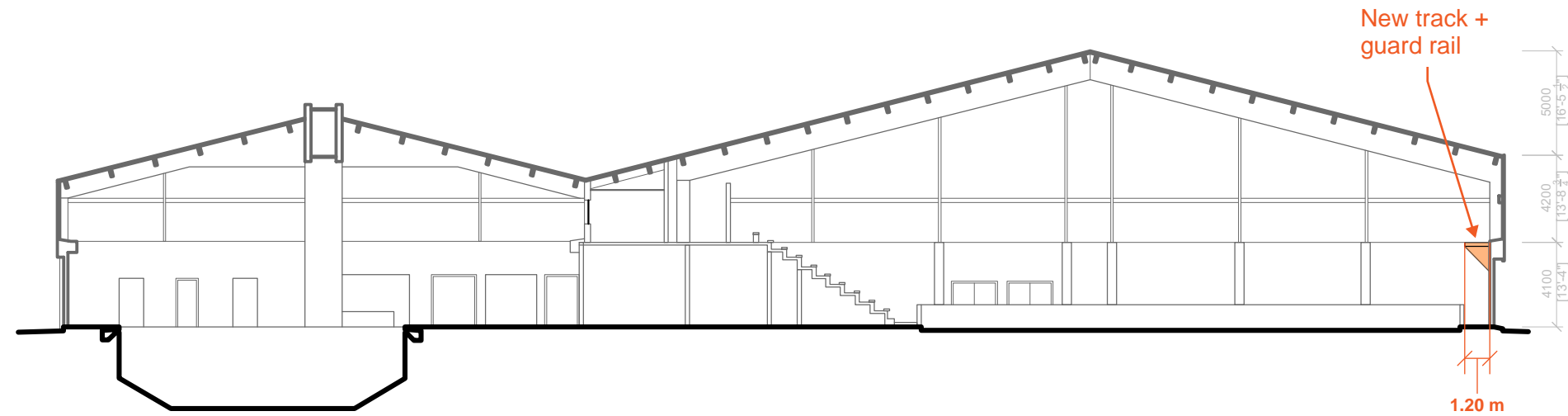
-  New construction
-  Renovation within existing footprint



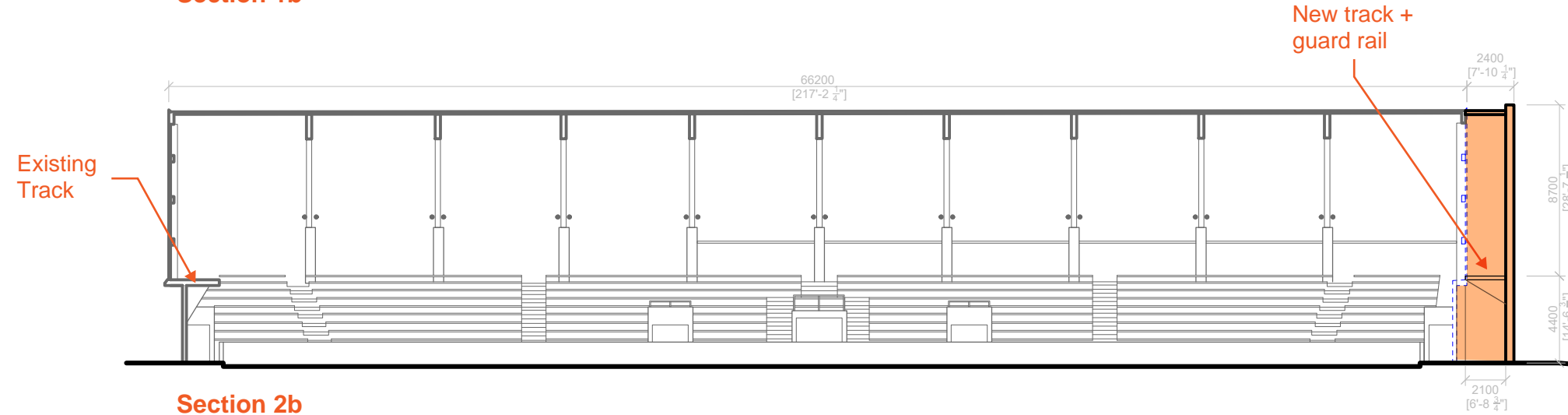
OPTION 5 - Arena 1 Seating Extension

LEGEND

-  New construction (~360m²)
-  Renovation within existing footprint (~95m²)



Section 1b



Section 2b



Photo 1 - Arena 1 Exterior

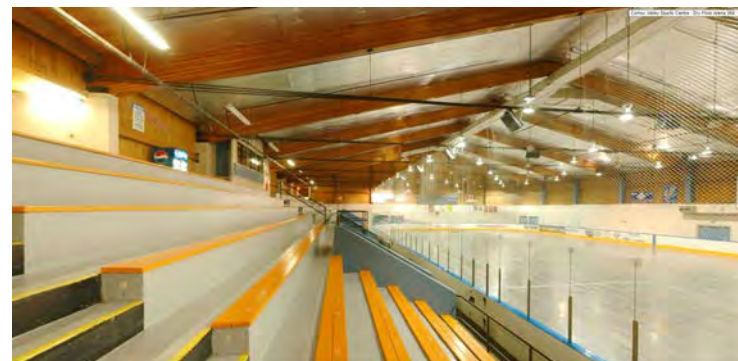


Photo 2 - Arena 1 Interior facing Northeast



Photo 3 - Arena 1 Interior facing North



Photo 4 - Arena 1 Interior facing West



Note: Dimensions indicated are approximate and based upon existing drawings provided of the Comox Valley Sport Centre.

COMOX VALLEY - ARENA 3
SECTION - OPTION 6
1:300

Appendix B - Mechanical Report

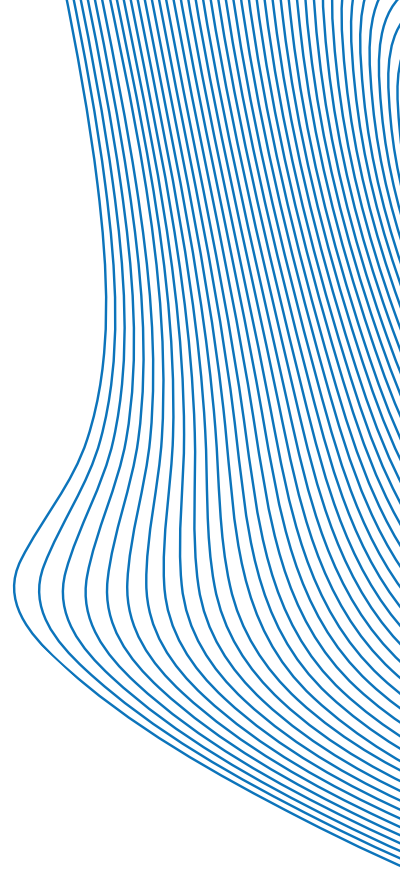


COMOX VALLEY - ARENA

Project No.: 009a-120-24
Comox, BC

Feasibility Report

June 21, 2024



PREPARED FOR:

hcma
10110 104 St NW #307
Edmonton, AB T5J 1A7
T 780-306-4464

ATTN:

James Kokotilo, Architect AAA
Architect
E j.kokotilo@hcma.ca

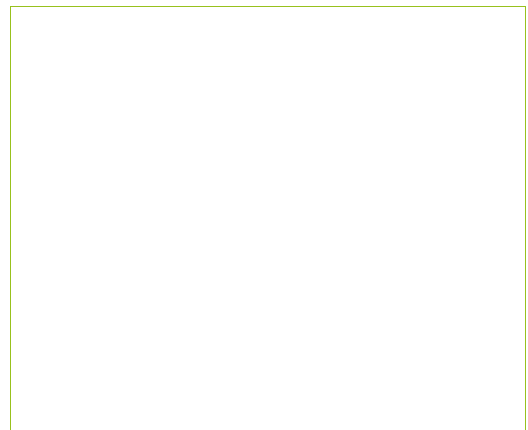
PREPARED BY:

Cassidy Taylor, P.Eng., CPHD, LEED AP
Principal
E cassidy.taylor@amegroup.ca

REVIEWED BY:

Angela Robinson, P.Eng., LEED Green Assoc.
Associate
E angela.robinson@amegroup.ca

721 Johnson Street
Victoria, BC
V8W 1M8
T 250-382-5999



PROFESSIONAL'S SEAL & SIGNATURE

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1. INTRODUCTION

The purpose of this report is to present current options under consideration for the mechanical systems including the refrigeration plant at a proposed expansion to the existing Comox Valley Sports Centre consisting of a new third arena. It is understood that the current design options are all slab on grade and two storeys tall. The new facility is proposed to consist of the following:

- New ice slab and plant, with seating for approximately 2000 occupants
- Administration and Multipurpose spaces
- Junior A Changeroom
- Six (6) team changerooms plus a referee changeroom
- Concession
- Support spaces (elec, garbage, mech, etc.)

2. DESIGN CRITERIA:

The mechanical, plumbing and fire protection systems will be designed in accordance with the intent of all applicable codes and standards, along with the practice guidelines provided by Engineers & Geoscientists British Columbia. The following is a list of some of the applicable codes and standards for the mechanical design.

2.1 Applicable Codes and Standards

- British Columbia Plumbing Code, current Edition
- British Columbia Building Code, current Edition
- British Columbia Fire Code, current Edition
- National Energy Code for Buildings, current Edition
- Provincial Fire Marshall Regulations
- Applicable NFPA Regulations
- CSA Standards, as applicable
- BC Boiler and Pressure Vessel Act – CSA B51-14

- American Society of Heating, Refrigeration and Air Condition Engineers (ASHRAE)
- American Society of Plumbing Engineers (ASPE)
- Sheet Metal Contractors Association of North America (SMACNA)

2.2 Plumbing Guidelines

- .1 The plumbing system will be designed to the current version of the BC Plumbing Code. The design will follow ASPE (American Society of Plumbing Engineers) guidelines for recreation facilities. At this time there are no anticipated specialty plumbing requirements aside from the Zamboni fill system.
- .2 Comox 15-Minute Rain fall intensity = 10mm. Storm system will be designed based on the 15-Minute rainfall intensity.

2.3 Fire Suppression Requirements

- .1 The fire suppression systems will be designed to meet all requirements in National Fire Protection Association (NFPA). Any alternate solutions defined by a Code Consultant will be incorporate into this design.

2.4 HVAC Design Guidelines

- .1 The HVAC system will be designed to meet all requirements in the BC Building Code 2024. The project will meet the new energy code which references NECB or ASHRAE, as well as ASHRAE 62.1 (Ventilation for Acceptable Indoor Air Quality). The ASHRAE Standards will be updated if required to a newer version as indicated in any Building Code updates.
- .2 The building heating and cooling loads will be calculated based on the following outdoor conditions specified in the BC Building Code 2024, Appendix C, for Comox, BC:

Design Temperatures			Degree Days
January	July 2.5%		
1% Design	Dry Bulb °C	Wet Bulb °C	
-9	27	18	2930

- .3 Acoustic requirements are to be provided by the project acoustic consultant. Where feasible, the HVAC system will be designed such that the noise level in the spaces will be maintained to meet those requirements.

3. PLUMBING

3.1 Service Requirements

- .1 The arena building will be fully serviced with connections to municipal services for domestic water, storm and sanitary, extending to 1.0 meter from the building, as follows:
 - .1 100mm Ø service sanitary sewer estimated at approximately 180 sanitary fixture units. The sanitary will be drained by gravity where possible and some portion of the building sanitary may be pumped.
 - .2 250mm Ø service storm sewers at approximately 48,000 liters total in a 15-minute rainfall.
 - .3 150mm Ø water supply line to supply domestic water estimated at 350 water fixture units and the fire protection water requirements.

3.2 Plumbing Distribution:

- .1 The domestic hot- and cold-water systems will consist of:
 - .1 Isolation valve at the branch to the domestic system
 - .2 Distribution system to service individual fixtures
- .2 The domestic hot water system will consist of:
 - .1 Domestic hot water recirculation system with a recirculation pump
 - .2 Domestic hot water pre-heat tanks
 - .3 Domestic hot water electric final heat tanks
 - .4 Distribution system to service individual fixtures
 - .5 Tempering of hot water to supply 40°C (105°F) to showers.

3.3 Storm Drainage System:

- .1 The storm drainage system will collect all roof drains and overflow drains. The number and arrangement of roof drains will be designed to suit the building configuration and will be in accordance with the B.C. Plumbing Code with a minimum of 2 drains for every major roof surface. Internal rainwater leaders will be collected within the building and run below grade to the building storm connection at the east or west side of the building. All drains outside of the building footprint will be picked up as part of the civil scope of work.

3.4 Footing Drainage System:

- .1 Footing drainage will be provided for this project to protect sub grade footings and structural slabs. The capacity and approach will be determined by the Geotechnical engineer.
- .2 A sediment sump will be provided

- .3 Submersible sump pumps will be provided if required to pump up to municipal invert.

3.5 Sanitary Waste and Vent Systems:

- .1 All plumbing fixtures will have drains connected to the sanitary waste and vent system. Plumbing vents will be collected and terminate above the roof level (one vent per building segment/washroom group). The sanitary waste system will discharge to the building sewer below grade.
- .2 Duplex sanitary sump pumps will be provided if required.

3.6 Plumbing Fixtures:

- .1 All fixtures will be commercial grade, CSA approved, made of vitreous china.
- .2 All public water closets will be low flow hands free flush valve type.
- .3 Urinals will be flush valve type for automatic flushes.
- .4 Lavatories will be equipped with single temperature sensor metering type faucets. This will reduce water consumption.
- .5 Barrier-free fixtures, including drinking fountains, will be provided where required.
- .6 Sensor or button activated showers with narrow spray pattern will be provided.
- .7 Bottle fillers will be provided in the changerooms and where requested by the Owner. At this time, it is assumed these will not be refrigerated.
- .8 Non-freeze hose bibbs will be installed in areas subject to freezing. Interior hose bibbs will be provided in change rooms (hot/cold) below lavs in lockable boxes for maintenance cleaning, and mechanical rooms.
- .9 Floor drains with plastic grates (or material suitable for skates) will be provided in change rooms and changeroom washrooms. Floor drains with metal grates (and funnels where required) will be provided in mechanical rooms and in any other rooms as required.

3.7 General Interior Plumbing Requirements.

- .1 All internal domestic water, and metallic storm piping shall be insulated with a minimum of 25 mm thick insulation, complete with continuous vapour barrier on cold water lines.
- .2 All domestic water systems shall be chemically cleaned.
- .3 All plumbing systems shall be pressure tested.
- .4 Non-freeze hose bibbs will be installed in areas subject to freezing.
- .5 All piping systems shall be designed to incorporate earthquake restraints as required by the British Columbia Building Code
- .6 Backflow preventers (hot and cold) will be allowed for in all janitor room areas for future detergent dispensing system.
- .7 All sanitary traps subject to possible freezing will be insulated
- .8 Backflow preventers will be provided as required by CSA B64.10-07 (ex: Hose bibbs in equipment rooms, connection to equipment, coffee stations, etc.).

3.8 Ice Melt Pit

- .1 An Ice Melt pit will be provided to melt ice resurfacer shavings with a volume of approximately 33m³ complete with
 - .1 A Stainless steel schedule 80 heat exchanger sized for 500 MBH.
 - .2 A lifting grate and hydraulic system will be provided.
 - .3 Metal guard to protect piping

4. FIRE PROTECTION SYSTEMS

4.1 General:

- .1 All areas will be sprinklered unless otherwise directed by the authorities having jurisdiction. At this time, no alternate solutions are anticipated.
- .2 Dry sprinkler heads will be used under combustible overhangs and other areas subject to freezing that are not served by a dry system.

4.2 Zoning:

- .1 Maximum zone sizes will be in accordance with NFPA-13.
- .2 The arena bowl is anticipated to be a dry system on a single zone.
- .3 Each level of the arena building will be a separate wet zone.

4.3 Fire Protection Accessories

- .1 The fire protection system will consist of the following accessories as required by NFPA and local building code:
 - .1 An exterior siamese connection for the fire department and a test connection will be provided as part of the Aquatic Expansion.
 - .2 Fire extinguisher cabinets complete with a 4.5 Kg fire extinguisher will be provided in accordance with NFPA 10 and reviewed and approved by the authority having jurisdiction.

5. HEATING AND COOLING SYSTEMS

5.1 Central Plant

The central plant will consist of a heat recovery chiller connected to the refrigeration plant to recover heat and lift the temperatures to a more usable level, as first stage of heating. Second stage of heating will be via air source heat pumps. Third stage of heating will be via electric boilers.

Cooling will be provided via air source heat pumps.

5.2 HVAC:

.1 Arena:

The arena will have a dedicated desiccant dehumidifier to maintain relative humidity for proper ice conditions. The unit will be mounted on the roof, either at the south end or west of the arena. It will be connected to the heat recovery loop. The equipment will be based around EI Solutions, or equivalent. The unit would have an integral DX system for cooling and would pull heat from the heat recovery loop as needed.

The units shall be provided with the ability for 100% outdoor air operation which shall modulate based on demand control through space sensors.

The understanding currently is that the facility will use propane powered ice re-surfacers. This will require having general exhaust and make-up air tied into a gas detection system. As an alternative, if the facility were to use electric ice resurfacers, there will be a battery recharging station that will require a separate exhaust air component to limit the off-gassing of the batteries to below the lower explosion limits. In either case, it is anticipated this will be located in or near the ice re-surfacer storage garage.

The arenas can be provided with gas detection systems with audible and visual alarms even with the current intention to provide an extra safety precaution should a gas fired vehicle ever be driven on or near the ice. Further discussion is warranted with the Owner.

Heaters will be provided for the stands. It is anticipated that these will either be hydronic using heat recovered from the ice plant operation or electric.

.2 Arena Changerooms:

The change rooms will be supplied with ventilation through central Heat Recovery Ventilators (HRV) located on the roof. Ventilation will be tempered with hydronic coils and individual spaces will be heated via either hydronic baseboard radiation or ceiling mounted unit heaters.

.3 Admin/Support Spaces and Multipurpose Space:

These spaces will be supplied with ventilation through central HRVs located on the roof. Ventilation will be tempered with hydronic coils and individual spaces will be heated via fan coil units.

.4 Storage Spaces:

These spaces will be ventilated through HRVs. It is not anticipated that these spaces will be temperature controlled beyond the HRV.

.5 Electrical Rooms, Elevator Machine Rooms:

Dedicated cooling units will be provided for these spaces. Units will be sized to match capacities in detailed design.

5.3 Central Plant

The central plant will consist of a heat recovery chiller connected to the refrigeration plant to recover heat and lift the temperatures to a more usable level, as first stage of heating. Second stage of heating will be via air source heat pumps. Third stage of heating will be via electric boilers.

Cooling will be provided via air source heat pumps.

6. ARENA REFRIGERATION SYSTEMS

.1 Two options have been discussed for the arena refrigeration system – Ammonia and Carbon Dioxide (CO2).

.2 It is requested that both system options be costed as alternatives. For the CO2 system, the heat recovery chiller would not be included.

.3 Ammonia is proposed as the basis of design, with CO2 being an alternate for consideration:

.1 Ammonia is already installed in the two other rinks in the existing facility, thus operators are already more familiar with the system.

.2 Most efficient of the refrigerants when you review the compressor system itself.

.3 Lowest cost for refrigerant and replacements. Non-proprietary system will promote competitive bidding.

.4 The plant can be skid mounted to allow for a low charge system to be fabricated and tested at the shop prior to shipping.

.5 The ice plant will be sized for a single ice sheet understood to be operating 10 months of the year. Based on this, we currently recommend the to size the ice plant based on 180 tons which will allow one slab to run year around while using the other slab for dry sports in the summer periods.

.6 The Low charge Ammonia plate heat exchanger will transfer 100% of the waste heat into a secondary glycol loop. This glycol loop will provide heating to the following systems:

.1 Arena underslab heat to prevent frost heaving

.2 Snow melting

.3 Domestic hot water preheat

.4 Radiant infloor heat for Arena concourse

.5 Low temperature hydronic loop. This could be direct on the CO2 system or via a heat recovery chiller on the ammonia system.

- .7 All excess heat will be discharged through an adiabatic fluid cooler sized to operate in the winter as a dry cooler.

7. CONTROL SYSTEMS

7.1 Mechanical Building System

- .1 All major mechanical systems will be equipped with Direct Digital Control (DDC) systems. This will include all equipment located in mechanical Rooms as well as the roof mounted systems.
- .2 The entire building will be controlled by BACnet compatible components. BACnet is an ASHRAE protocol that allows standardized data communication for complete automation and control of building systems, such as heating, ventilating, air- conditioning control, lighting control, access control and fire detection systems.
- .3 All devices installed into the facility will be completely BACnet compatible (thermostats, sensors, etc.)
- .4 Some type of DDC interface control is recommended for the lighting system. This will allow the energy consumption to be monitored and then controlled depending on the demand, for example, if a light is not required in a particular space then the main control system will turn it off. This load-shedding system could significantly reduce the annual energy consumption of the building.
- .5 The majority of the wall mounted thermostats will be installed for zone temperature control, occupancy sensing and CO2 sensing. Protective covers will be installed on the sensors within the public spaces. The administrative areas will allow a small amount of manual temperature control by the occupants. The rest of the sensors will be controlled centrally through the DDC interface.

8. OPTIONS TO BE COSTED

8.1 Refrigeration Plant System

- .1 Please refer to section 6 for additional information.

8.2 Cooling via Refrig Plant

- .1 This would have the refrigeration plant connected to the building cooling system as primary stage of cooling when capacity is available and would require a second plate heat exchanger to be connected in parallel to the floor heat exchanger on the refrigeration plant, with associated pumps, accessories and controls.

END OF REPORT

Appendix C - Electrical Report

ELECTRICAL FEASIBILITY REPORT

FOR

COMOX ARENA 3

ARENA EXPANSION

3001 VANIER DRIVE, COMOX VALLEY, BC

OUR PROJECT NUMBER:

23740.001.E

DATE:

2024-07-22

ISSUED / REVISION:

FEASIBILITY REPORT FINAL



LIMITS OF LIABILITY ASSOCIATED WITH THIS DOCUMENT

1. HAZARDOUS MATERIALS

- 1.1. It is understood that hazardous materials may be present (e.g. asbestos, mould, PCB's, etc.) within the existing building. The identification of and abatement recommendations with respect to hazardous materials is outside the scope of services provided by Smith + Andersen.

2. THIRD PARTY USE

- 2.1. Any use that a third party makes of this document, or reliance on or decisions to be based on it, are the responsibility of such third party. Smith + Andersen accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based upon this document.

3. GENERAL LIMITS

- 3.1. The review of existing installations was general in nature and limited to casual, visual observation without removal of ceilings, chases, destructive testing or dismantling. The review was not exhaustive and was performed to acquire a general understanding of the condition of existing systems. Very limited existing drawings were made available for the review of existing systems.
- 3.2. This document has been prepared solely for the use of the HCMA and its design team associated with the Comox Valley Arena 3 Feasibility Study. The material contained in this document reflects Smith + Andersen's best judgement in light of the information available at the time of preparation. There is no warranty expressed or implied. Professional judgement was exercised in gathering and assessing information. The recommendations presented are the product of professional care and competence and cannot be construed as an absolute guarantee.
- 3.3. Where equipment sizing is provided it should be considered order-of-magnitude only as the project details that may affect systems have not been established or finalized.



ELECTRICAL FEASIBILITY REPORT

Project Name: Comox Arena 3

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1. INTRODUCTION

1.1.1. Smith + Andersen (Vancouver) was retained to complete a feasibility study for the potential expansion of the existing Comox Valley Sports Centre with the addition of a new third arena.

1.1.2. The existing facility is owned and operated by the Comox Valley Regional District and was originally constructed in 1973, the facility features a 25-metre pool, hot pool, arena, and gym. In 1997, the facility was expanded to with an additional arena that is connected to the existing building.



Figure 1: Existing Comox Valley Sports Centre

1.1.3. The new proposed addition of the Arena 3 facility is approximately 4,800 square metres. The building is 2 stories tall with 0 levels below grade.

1.1.4. The expansion will include the following features:

- .1 New ice hockey rink
- .2 Recreational and Junior A change rooms
- .3 Admin and multipurpose rooms
- .4 New elevator
- .5 Concession

1.1.5. Three Arena 3 location options have been proposed.

2. STANDARDS

2.1.1. The Electrical systems will be designed in accordance with the current edition of the following Codes and Standards:

- British Columbia Building Code
- Canadian Electrical Code
- British Columbia Fire Code
- National Fire Protection Association (NFPA)
- Local Ordinances and Authorities
- CSA B44 "Safety Code for Elevators and Escalators"
- CAN/ULC-S524 "Standard for Installation of Fire Alarm Systems"
- Illumination Engineering Society (IES) Standards



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- ASHRAE 90.1 “Energy Standard for Buildings Except Low-Rise Residential Buildings”
- The National Energy Code of Canada for Buildings (NECB)
- BC Hydro Standards

3. EXISTING FACILITY

3.1. POWER DISTRIBUTION

3.1.1. The local power distribution authority is BC Hydro.

3.1.2. The existing service is provided at 24.94 kV to a customer owned outdoor unit substation with a 1750kVA 24.94kV:600/347V transformer on the South East side of the building.

3.1.3. The primary BC Hydro conductors come underground from Vanier Drive, through the parking lot to a BC Hydro junction box, and continue on through the parking lot terminating on the main load break switch of the outdoor unit substation. Additionally, there is an existing telecom service that runs parallel to the hydro conduits.

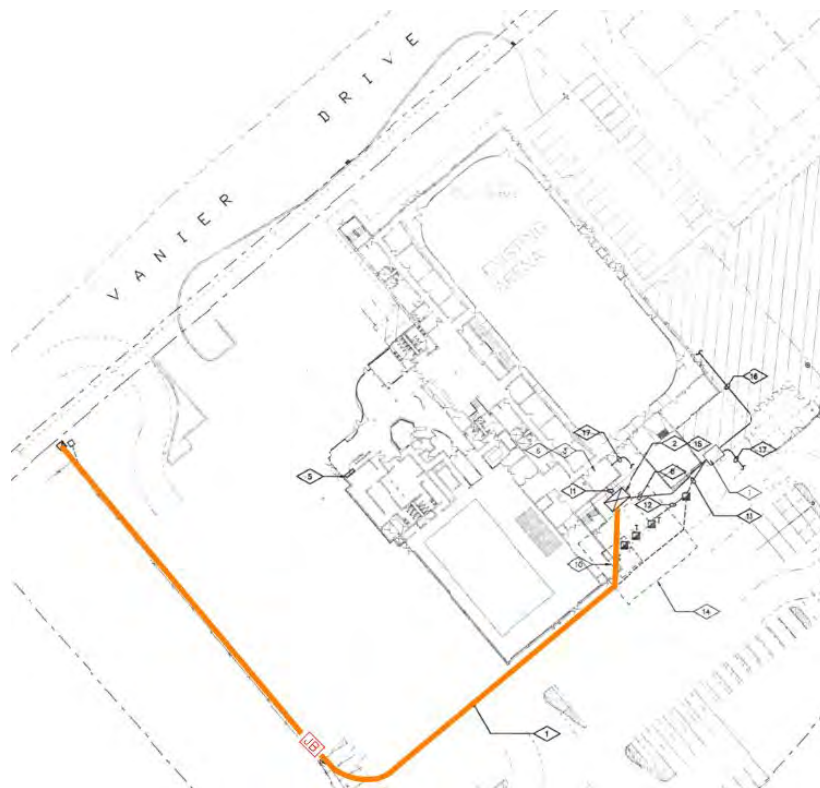


Figure 2: Record Drawing with Hydro Duct Routing

3.1.4. The customer owned outdoor unit substation includes:

- .1 Utility Service compartment
- .2 Main Switch compartment
- .3 1750kVA Transformer
- .4 BC Hydro secondary metering cabinets



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.5 2000A, 600/347V Switchboard

- 3.1.5. The outdoor unit substation provides power for the entire existing facility include the pool, arena 1, and arena 2.



Figure 3: Existing Outdoor Unit Substation

- 3.1.6. The peak demand based on the past 3 years of BC Hydro billing information was 676kW (January, 2024) with an estimated power factor of 87%. This translates to 777kVA, and 749A at 600V. Based on the peak demand there is currently approximately 851A spare capacity remaining (2000A, 80% rated main breaker).

Note: Facility maintenance staff mentioned on site there are other projects happening in parallel to electrify existing natural gas systems and expect the total electrical demand on the existing building to increase over the new few years.

- 3.1.7. Based on the peak demand data and plans for future electrification of existing mechanical systems, the existing electrical service does not have capacity to support the new Arena 3 building.



4. ARENA 3 EXPANSION

4.1. POWER DISTRIBUTION

4.1.1. Based on the proposed Arena 3 building area and anticipated mechanical loads, the anticipated connected load is approximately 1326kW. This will require a 1600A service from BC Hydro.

Preliminary Load Calculation	
CEC Table 14 (25W Per Square Metre)	240kW
Central Plant (Boilers, Air Source Heat Pumps, Chiller, Hot Water Heaters)	708kW
Refrigeration Skid Pack	248kW
Evaporative Condenser	55kW
EV Charging (Four level 2 chargers)	25kW
Concession (Estimate)	50kW
Total	1326kW
Required Service @ 600V, 80% Rated	1600A

4.1.2. A new BC Hydro PMT will be required to suit the connected load. The new transformer is currently projected to be a 1500kVA, 25kV:600V, 3Ph, 4W to serve the cumulative building loads.

4.1.3. The main electrical room should be located along an exterior wall of the building adjacent to the Street serving the facility to minimize the length of the incoming service duct and provide BC Hydro the required exterior access.

4.1.4. All electrical equipment should be sprinkler proof.

4.2. EMERGENCY POWER DISTRIBUTION

4.2.1. A life safety generator is not required based on the occupancy classification of the building. Inverters, battery packs, and remote heads can be utilized for emergency lighting.

4.3. FIRE ALARM

4.3.1. The new building should be provided with a new addressable, single stage fire alarm system with battery charger and standby batteries.

4.3.2. A remote annunciator panel should be provided at the main entrance.

4.3.3. The main fire alarm control panel should be located in main electrical room.

4.3.4. All fire alarm detection and addressable loop wiring should be class A. All output device wiring should be Class B.

4.3.5. Horns, horn-strobes, manual stations, smoke detectors, tamper switches, flow switches, and all other devices required by building code should be provided throughout the building.

4.3.6. The complete fire alarm system will be tested and verified as per the requirements of the Building Code / CAN/ULC S537 "Standard for Verification of Fire Alarm Systems."



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4.4. LIGHTING

- 4.4.1. High efficiency luminaires should be provided as per the recommendations of the IES.
- 4.4.2. Lighting should be designed to BCBC requirements.
- 4.4.3. All exterior and interior lighting will be provided by LED luminaires.
- 4.4.4. Exterior on-building lighting for the new expansion should be complete with shielding to ensure glare control and light trespass to passers by and neighbouring properties. Full cut-off LED luminaires to ensure illumination with no spillage of light above the horizontal plane or onto adjacent properties.
- 4.4.5. The Lobby and public circulation area luminaires should suit architectural elements and provide average illumination levels of 200 to 250 lux.
- 4.4.6. Washrooms with recessed/surface mounted luminaires and decorative or architectural cove lighting appropriate for its environment should be designed to 250 lux.
- 4.4.7. Arena lighting should be designed to IES recommended Class II (competitive competitions up to 5000 spectators) Ice hockey illumination levels to provide 1000 lux at the 3' above ice surface.
- 4.4.8. Exit signs should be Green Running Man energy efficient LED type.
- 4.4.9. Luminaires in outdoor parking areas are to provide 8 lux average at driving areas with a uniformity of 20:1 (max./min.). Accessible parking spots and accessible path of travel from accessible parking to building entrance to have an average of 50 lux with a uniformity of 15:1 (max./min.).
- 4.4.10. Shower area luminaires are to be LED downlights with lenses, suitable for wet environments.
- 4.4.11. Service rooms should be lit with chain hung, LED luminaires.
- 4.4.12. Stairwells should be illuminated by diffuse LED luminaires.

4.5. LIGHTING CONTROL

- 4.5.1. A new low voltage lighting control system should provide for the facility, including LV switches, occupancy sensors, photo sensors and time-clocks. System can be wired or wireless.
- 4.5.2. Washrooms, storage rooms, office areas and any other areas with transient occupancy should be provided with ceiling or wall mounted occupancy sensors.
- 4.5.3. Exterior lighting shall be automatically controlled capable of turning off exterior lighting when sufficient daylight is available or when the lighting is not required during night time hours.
- 4.5.4. Occupancy and vacancy sensors to be PIR, Ultrasonic or a combination sensor. These will be optional wall mounted in small rooms and ceiling mounted in all other areas.
- 4.5.5. In areas with natural lighting, luminaires will be controlled by daylight sensors to make maximum use of natural light. Daylight sensors to switch or dim fixtures.
- 4.5.6. Mechanical and electrical room lighting shall be controlled by standard wall switches for reasons of safety.

4.6. GROUNDING SYSTEM

- 4.6.1. An AC grounding system with new main ground electrode that should consist of a minimum of four 3 m ground rods spaced at least 3 m apart and connected to the main electrical ground bus located in the main electrical room with two separate minimum #2/0 AWG ground connections.
- 4.6.2. The grounding system for the building will be provided connecting each typical electrical room to the main grounding system in the main electrical room in a radial connection. A ground bar will be provided in each electrical room. All transformer neutrals will be connected to the grounding bar and a common cable connected back to the system ground.



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4.6.3. Grounding will be provided following Electrical Code Section 10 and 36 standards.

4.7. COMMUNICATIONS

4.7.1. A new communications service should be provided to the new facility. The new service should terminate with the main electrical room.

4.7.2. A wall mounted rack should be contained within the main electrical room.

4.7.3. 27 mm (1") conduit drops from accessible ceiling space to a single gang box should be provided for data connections throughout the building.

4.8. SECURITY SYSTEM

4.8.1. Rough in conduit and junction box system should be provided for the security system by the Electrical Contractor. All electronic devices and installation will be provided by others.

4.9. LIGHTNING PROTECTION

4.9.1. A calculation was performed based on CSA B72-20 Installation for Lightning Protection Systems. Based on the building location, size, height, construction material etc. the calculation resulted in a strike frequency of approximately 0.17 strikes per 100 years.

5. ARENA 3 OPTIONS

5.1. ARENA 3 OPTION 1

5.1.1. Option 1 features the new Arena South West of the existing Comox Valley Sports Centre facility. From an electrical standpoint, this building will operate completely independently of the existing facility.

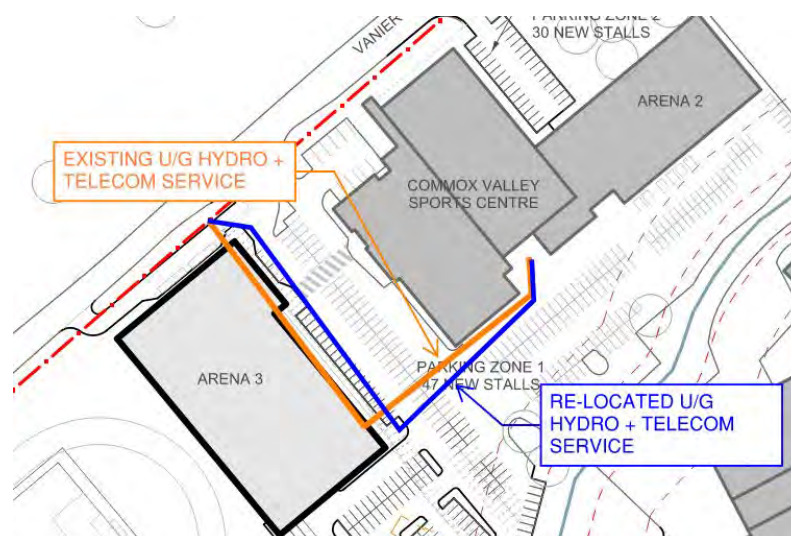


Figure 4: Arena 3 Option 1



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- 5.1.2. Based as on the as-built drawings of the arena 2 expansion, the existing hydro and communications duct runs through the new Arena 3 building footprint. The existing services would need to be re-located outside of the Arena 3 footprint as part of the project. The re-location of existing services could potentially result in downtime of the existing facility.
- 5.1.3. A New electrical and telecom service would be provided to the Main Arena 3 Electrical Room.

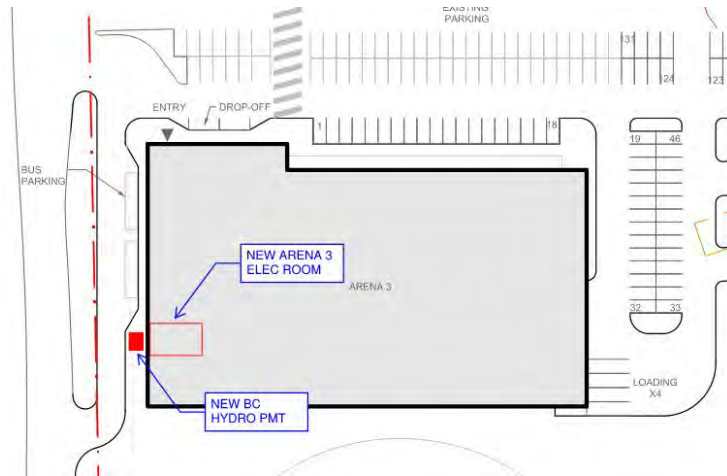


Figure 5: Option 1 Main Electrical Room and PMT Location

5.2. ARENA 3 OPTION 2

- 5.2.1. Option 2 features the new Arena South West and conjoined with the existing Comox Valley Sports Centre facility. From an electrical standpoint, this building would still be electrically independent of the existing facility.

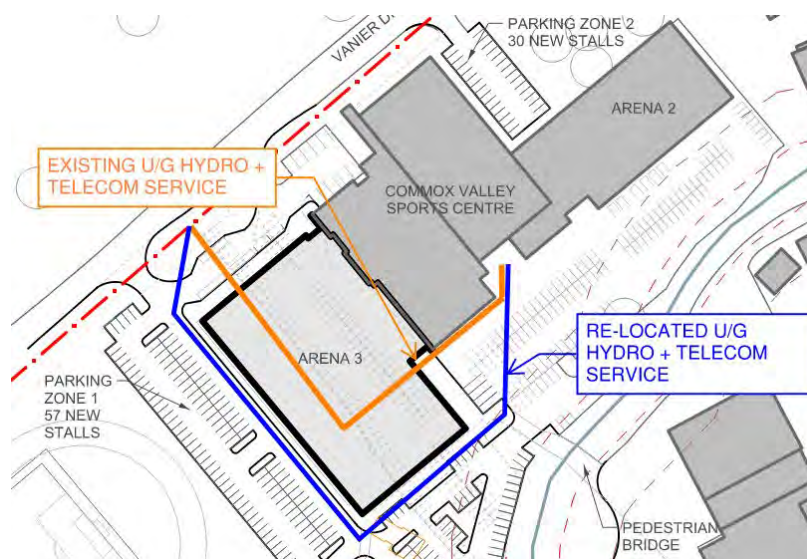


Figure 6: Arena 3 Option 2



ELECTRICAL FEASIBILITY REPORT

Project Name: Comox Arena 3

S+A Project No.: 23740.001.E

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- 5.2.2. Based as on the as-built drawings of the arena 2 expansion, the existing hydro and communications duct runs the through the new Arena 3 building footprint. The existing services would need to be re-located outside of the Arena 3 footprint as part of the project. The re-locating routing included in Figure 6 is indicative, exact routing would require coordination with BC Hydro due to the length and number of bends required to reach the existing outdoor substation.
- 5.2.3. A New electrical and telecom service would be provided to the Main Arena 3 Electrical Room.

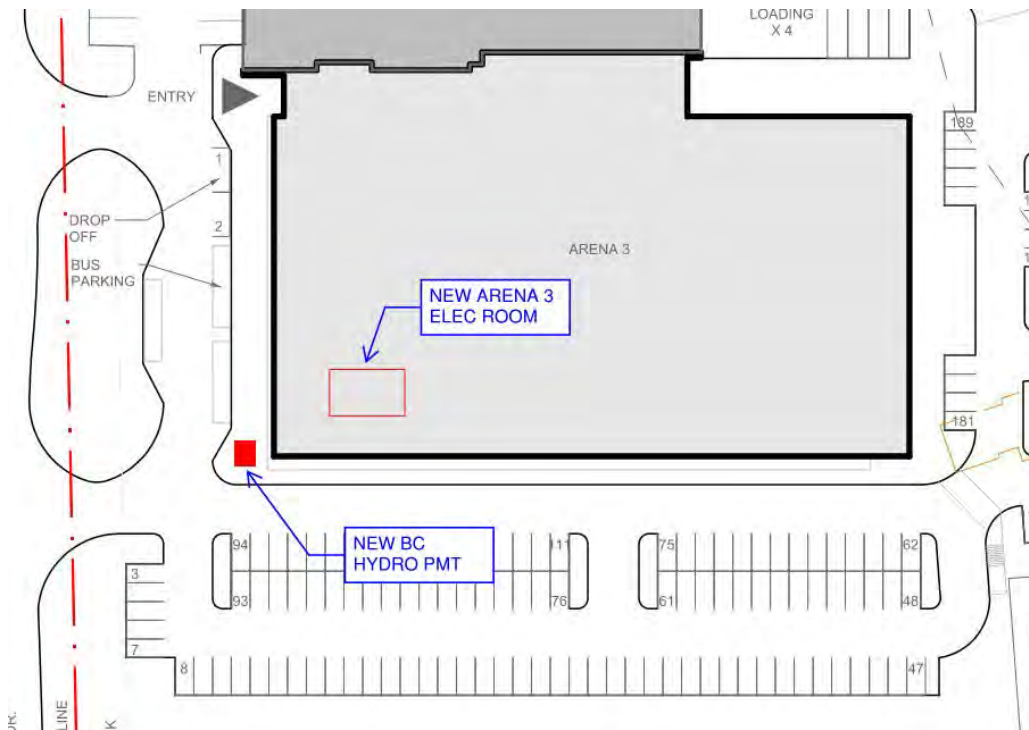


Figure 7: Option 2 Main Electrical Room and PMT Location

- 5.2.4. Electrical requirements for the building should be as discussed in section 4.0 Arena 3 expansion.
- 5.3. ARENA 3 OPTION 3**
- 5.3.1. Option 3 features the new Arena South of existing Comox Valley Sports Centre facility. From an electrical standpoint, this building would be electrically independent of the existing facility.

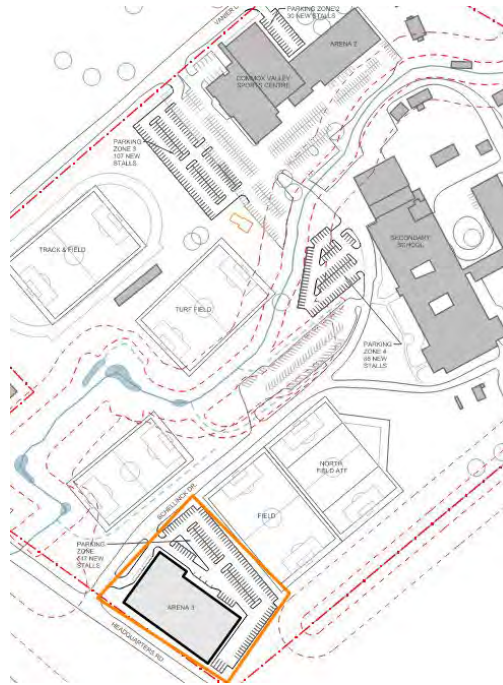


Figure 8: Arena 3 Option 3

5.3.2. A New electrical and telecom service would be provided to the Main Arena 3 Electrical Room.

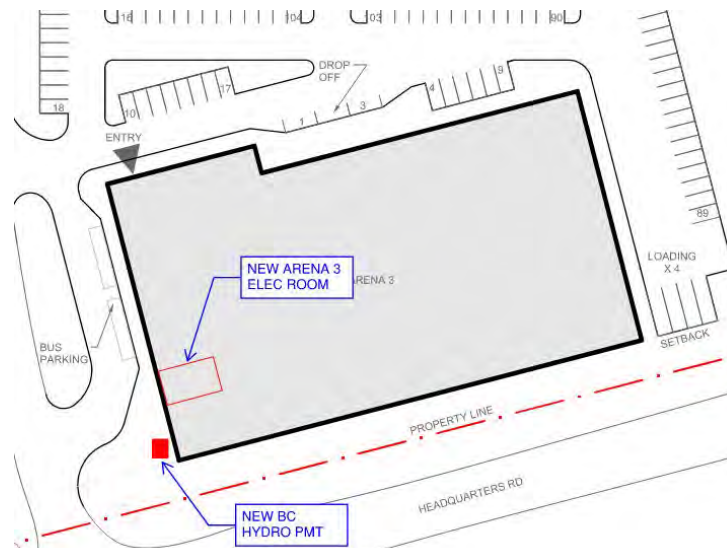


Figure 9: Option 3 Main Electrical Room and PMT Location



ELECTRICAL FEASIBILITY REPORT
Project Name: Comox Arena 3
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6. CLOSING REMARKS

- 6.1.1. Options 1,2, and 3 are all feasible from the electrical prospective. All three options would require a new dedicated electrical service to be provided for the building. The biggest difference with the three options is the required relocation of existing electrical and communication services to accommodate the new Arena 3 for Option 1 and 2.

END OF ELECTRICAL FEASIBILITY REPORT FINAL

Appendix D - Class D Cost Estimate



25th July 2024

HCMA Architecture + Design
400–675 West Hastings Street
Vancouver, BC V6B 1N2

Attention: **Darin Harding**
Associate Principal

Terminal City Club Tower
Suite 609 - 837 West Hastings Street
Vancouver, BC
V6C 3N6

T: (604) 568-3711

www.lec.bc.ca

**CVRD COMOX VALLEY SPORTS CENTRE ARENA 3
FEASIBILITY STUDY
COMOX VALLEY, BC**

We have reviewed the project documents by HCMA Architecture + Design and prepared a Class D Cost Plan and enclose our report.

Please note the conditions on which the costs are based, and the items excluded.

Yours very truly,

For LEC GROUP

A handwritten signature in blue ink, appearing to read 'Ross Templeton'.

Ross Templeton MRICS, PQS
Partner

ross@lec.ca

RT/ep

3243/R240725Est



**CVRD COMOX VALLEY SPORTS CENTRE ARENA 3
FEASIBILITY STUDY
COMOX VALLEY, BC**

25th July 2024

Class D Cost Plan

Submitted To:

Darin Harding
Associate Principal

LEC GROUP



PROJECT DESCRIPTION

The project encompasses the proposed six feasibility design options (including new and renovation options) for the CVRD Comox Valley Sports Centre Arena 3, in Comox Valley, BC:

- Option 1 – New Arena 3 (~2000 seats) connected to existing sports centre
- Option 2 – New Arena 3 (~2000 seats) separated from existing sports centre
- Option 3 – New Arena 3 (~2000 seats) separated from existing sports centre (far south end of sport centre site)
- Option 4 - New Arena 3 (community rink) connected to existing sports centre
- Option 5 – Addition of 500 seats to existing Arena 1
- Option 6 - Addition of walking/running track around Arena 1

Class D capital cost construction estimates are typically +/- 25% in accuracy 18 out of 20 times with many variables influencing the final construction price including most importantly the final design scope parameters, final specifications (output specification, performance specifications, proprietary specifications), final drawings, contractors’ contractual obligations, extent of supplementary conditions, number of compliant bidders, volatility of the market, supply chain issues and market activity at time of tender. Please refer to the exclusions section.

PROJECT COST SUMMARY: Option 1 – New Arena 3 (~2000 seats) connected to existing sports centre

DESCRIPTION	\$
A. Land (Including Legal, Accounting, Taxes)	Excluded
B. Construction	\$47,099,500
C. Allowances	\$19,542,800
D. Total Escalated Cost Including Allowances – Q2 2027 \$	\$66,642,300
E. Professional Fees	\$7,997,100
F. Connection Fees & Permits	\$2,499,200
G. Owners Internal Costs including FF&E	\$7,197,000
H. Soft Cost Project Contingency	\$885,000
I. Sub-Total (Items D to H)	\$85,220,600
J. GST	Excluded
L. Financing Charges	Excluded
M. Total Escalated Project Cost – Q2 2027 \$	\$85,220,600

Mechanical Option

Baseline option Mechanical pricing includes ammonia plant for refrigeration. Co2 system option ADD + \$280,000 (net building cost Q2 2024 \$, excluding all contingencies, escalation, all soft costs, GST).



PROJECT COST SUMMARY: Option 2 – New Arena 3 (~2000 seats) separated from existing sports centre

DESCRIPTION	\$
A. Land (Including Legal, Accounting, Taxes)	Excluded
B. Construction	\$48,657,600
C. Allowances	\$20,189,300
D. Total Escalated Cost Including Allowances – Q2 2027 \$	\$68,846,900
E. Professional Fees	\$8,261,600
F. Connection Fees & Permits	\$2,565,400
G. Owners Internal Costs including FF&E	\$7,435,000
H. Soft Cost Project Contingency	\$913,000
I. Sub-Total (Items D to H)	\$88,021,900
J. GST	Excluded
L. Financing Charges	Excluded
M. Total Escalated Project Cost – Q2 2027 \$	\$88,021,900

Mechanical Option

Baseline option Mechanical pricing includes ammonia plant for refrigeration. Co2 system option ADD + \$280,000 (net building cost Q2 2024 \$, excluding all contingencies, escalation, all soft costs, GST).



PROJECT COST SUMMARY: Option 3 – New Arena 3 (~2000 seats) separated from existing sports centre (far south end of sport centre site)

DESCRIPTION	\$
A. Land (Including Legal, Accounting, Taxes)	Excluded
B. Construction	\$45,138,800
C. Allowances	\$18,729,200
D. Total Escalated Cost Including Allowances – Q2 2027 \$	\$63,868,000
E. Professional Fees	\$7,664,200
F. Connection Fees & Permits	\$2,416,100
G. Owners Internal Costs including FF&E	\$6,897,000
H. Soft Cost Project Contingency	\$849,000
I. Sub-Total (Items D to H)	\$81,694,300
J. GST	Excluded
L. Financing Charges	Excluded
M. Total Escalated Project Cost – Q2 2027 \$	\$81,694,300

Mechanical Option

Baseline option Mechanical pricing includes ammonia plant for refrigeration. Co2 system option ADD + \$280,000 (net building cost Q2 2024 \$, excluding all contingencies, escalation, all soft costs, GST).



PROJECT COST SUMMARY: Option 4 - New Arena 3 (community rink) connected to existing sports centre

DESCRIPTION	\$
A. Land (Including Legal, Accounting, Taxes)	Excluded
B. Construction	\$24,142,400
C. Allowances	\$10,017,200
D. Total Escalated Cost Including Allowances – Q2 2027 \$	\$34,159,600
E. Professional Fees	\$4,099,200
F. Connection Fees & Permits	\$1,274,800
G. Owners Internal Costs including FF&E	\$3,689,000
H. Soft Cost Project Contingency	\$453,000
I. Sub-Total (Items D to H)	\$43,675,600
J. GST	Excluded
L. Financing Charges	Excluded
M. Total Escalated Project Cost – Q2 2027 \$	\$43,675,600

Mechanical Option

Baseline option Mechanical pricing includes ammonia plant for refrigeration. Co2 system option ADD + \$266,000 (net building cost Q2 2024 \$, excluding all contingencies, escalation, all soft costs, GST).



PROJECT COST SUMMARY: Option 5 – Addition of 500 seats to existing Arena 1

DESCRIPTION	\$
A. Land (Including Legal, Accounting, Taxes)	Excluded
B. Construction	\$2,652,200
C. Allowances	\$1,457,800
D. Total Escalated Cost Including Allowances – Q2 2027 \$	\$4,110,000
E. Professional Fees	\$493,200
F. Connection Fees & Permits	\$41,100
G. Owners Internal Costs including FF&E	\$445,000
H. Soft Cost Project Contingency	\$49,000
I. Sub-Total (Items D to H)	\$5,138,300
J. GST	Excluded
L. Financing Charges	Excluded
M. Total Escalated Project Cost – Q2 2027 \$	\$5,138,300

PROJECT COST SUMMARY: Option 6 - Addition of walking/running track around Arena 1

DESCRIPTION	\$
A. Land (Including Legal, Accounting, Taxes)	Excluded
B. Construction	\$823,300
C. Allowances	\$452,600
D. Total Escalated Cost Including Allowances – Q2 2027 \$	\$1,275,900
E. Professional Fees	\$153,100
F. Connection Fees & Permits	\$12,800
G. Owners Internal Costs including FF&E	\$138,000
H. Soft Cost Project Contingency	\$15,000
I. Sub-Total (Items D to H)	\$ 1,594,800
J. GST	Excluded
L. Financing Charges	Excluded
M. Total Escalated Project Cost – Q2 2027 \$	\$ 1,594,800



AREA ANALYSIS

The following areas were provided in the Project Documents (refer to the estimate detail for areas, surface parking etc):

Gross Floor Areas (GFA)

- Option 1 – New Arena 3 (~2000 seats) connected to existing sports centre GFA = 7,817 m²
- Option 2 – New Arena 3 (~2000 seats) separated from existing sports centre GFA = 8,597 m²
- Option 3 – New Arena 3 (~2000 seats) separated from existing sports centre (far south end of sport centre site) GFA = 7,708 m²
- Option 4 - New Arena 3 (community rink) connected to existing sports centre GFA = 3,693 m²
- Option 5 – Addition of 500 seats to existing Arena 1 GFA = 445 m²
- Option 6 - Addition of walking/running track around Arena 1 GFA = 157 m²

DOCUMENTS AND DATA

This cost estimate has been prepared using information from the following documents:

Description	Date	Author
2024-06-24 - CVA3 - ARCH - Class D Costing Package	24 th June 2024	HCMA Architecture + Design
2024-06-25 - CVA3 - Arena 1 Alteration Options	25 th June 2024	HCMA Architecture + Design
2024-06-24- CVA3 - MECH - Report Draft	24 th June 2024	AME Group
2024-06-24- CVA3 - MECH - Equipment List	24 th June 2024	AME Group
2024-06-24- CVA3 - ELEC - Report Draft	24 th June 2024	Smith + Anderson
Email with concept design scope notes	25 th June 2024	HCMA Architecture + Design
Email with design clarifications	25 th July 2024	HCMA Architecture + Design

PROJECT CALENDAR

We have allowed for a midpoint of construction of Q2 2027 for all options.



CONTRACT CONDITIONS

The costs are based on the work being executed through a construction management (with fixed lump sum option) agreement on standard form documents.

Competitive tenders will be received from at least five qualified general contractors / construction managers and three qualified subcontractors for each major sub trade.

QS DESIGN PRICING CONTINGENCY

At this stage of the design, we have allocated a design contingency of 10% for Options 1, 2, 3 & 4 with Options 5 & 6 carrying 15% (renovation risk).

This contingency is used to help offset any differences between our assumptions and those of the design team. This is not an item that should be used for cost savings as this percentage ultimately gets absorbed into the construction cost as the design progresses.

OWNERS CHANGE ORDER CONTINGENCY

We have included an Owners construction change order allowance of 5% for Options 1, 2, 3 & 4 with Options 5 & 6 carrying 10% (renovation risk).

ESCALATION CONTINGENCY

An escalation allowance to the anticipated mid-point of construction of Q2 2027 (22.5%) has been included. This is based on a compounding rate of construction escalation of 7% per annum (for Vancouver Island).



EXCLUSIONS

Land Costs
Underground parking
GST
Public Art
Project financing costs
Works outside of project area
Afterhours / weekend work / shift premium
Utility charges beyond allowance provided
Construction works beyond the concept scope
Phasing of the works or accelerated schedule
Extraordinary market conditions
Escalation beyond the assumed included mid-point of construction of Q2 2027
Abnormal subsurface conditions (geotechnical or environmental)

METHODOLOGY

The costs were developed through measurement of materials, labour, equipment and items of work in as much detail as the documents would provide. Allowances are included where measurement was not practical. All measurement was carried out in accordance with the Standard Method of Measurement published by the Canadian Institute of Quantity Surveyors.

CVRD COMOX VALLEY SPORTS CENTRE ARENA 3 FEASIBILITY STUDY COMOX VALLEY, BC



Class D Cost Plan - 25th July 2024

PROJECT COST SUMMARY		OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6
A. LAND COST							
1 Land		Excluded	Excluded	Excluded	Excluded	Excluded	Excluded
2 Property Tax		Excluded	Excluded	Excluded	Excluded	Excluded	Excluded
2 Legal Fees		Excluded	Excluded	Excluded	Excluded	Excluded	Excluded
		\$0	\$0	\$0	\$0	\$0	\$0
B. CONSTRUCTION (Q2 2024 NET \$)							
1 Building		\$42,173,400	\$44,148,200	\$40,787,800	\$21,075,100	\$2,525,900	\$784,100
2 Parking		\$1,449,400	\$1,018,300	\$2,311,600	\$693,500	Excluded	Excluded
3 On Site Works		\$3,476,700	\$3,491,100	\$2,039,400	\$2,373,800	\$126,300	\$39,200
4 Off Site Works		Excluded	Excluded	Excluded	Excluded	Excluded	Excluded
		\$47,099,500	\$48,657,600	\$45,138,800	\$24,142,400	\$2,652,200	\$823,300
C. ALLOWANCES							
1 Design Allowance	Option 1-4 (10%); Option 5-6 (15%)	\$4,710,000	\$4,865,800	\$4,513,900	\$2,414,200	\$397,800	\$123,500
2 Post Tender Change Order Allowance	Option 1-4 (5%); Option 5-6 (10%)	\$2,590,500	\$2,676,200	\$2,482,600	\$1,327,800	\$305,000	\$94,700
3 Escalation Allowance (Mid-point of construction Q2 of 2027 @ 7% p.a.)	22.5%	\$12,242,300	\$12,647,300	\$11,732,700	\$6,275,200	\$755,000	\$234,400
		\$19,542,800	\$20,189,300	\$18,729,200	\$10,017,200	\$1,457,800	\$452,600
D. TOTAL ESCALATED CONSTRUCTION COST INCLUDING ALLOWANCES		\$66,642,300	\$68,846,900	\$63,868,000	\$34,159,600	\$4,110,000	\$1,275,900
E. PROFESSIONAL FEES (ALLOWANCE)		12.0%	\$7,997,100	\$8,261,600	\$7,664,200	\$4,099,200	\$493,200
F. CONNECTION FEES & PERMITS							
1 City Planning & Development Fees; Allowance	2.0%	\$1,332,800	\$1,376,900	\$1,277,400	\$683,200	Not Required	Not Required
2 City Building Permit Fees; Allowance	1.0%	\$666,400	\$688,500	\$638,700	\$341,600	\$41,100	\$12,800
3 Utility Connection Fees; Allowance		\$500,000	\$500,000	\$500,000	\$250,000	Excluded	Excluded
		\$2,499,200	\$2,565,400	\$2,416,100	\$1,274,800	\$41,100	\$12,800
G. OWNERS INTERNAL COSTS							
1 Owner's Project Management; Allowance	2.5%	\$1,666,000	\$1,721,000	\$1,597,000	\$854,000	\$103,000	\$32,000
2 Owner's Planning and Administrative Cost; Allowance	1.5%	\$1,000,000	\$1,033,000	\$958,000	\$512,000	\$62,000	\$19,000
3 Owner's FF&E, Sports Equipment, AV & Kitchen; Allowance	5.0%	\$3,332,000	\$3,442,000	\$3,193,000	\$1,708,000	\$206,000	\$64,000
4 Project Insurance; Allowance	1.3%	\$866,000	\$895,000	\$830,000	\$444,000	\$53,000	\$17,000
5 Project Commissioning; Allowance	0.5%	\$333,000	\$344,000	\$319,000	\$171,000	\$21,000	\$6,000
6 Public Art	Excluded	Excluded	Excluded	Excluded	Excluded	Excluded	Excluded
		\$7,197,000	\$7,435,000	\$6,897,000	\$3,689,000	\$445,000	\$138,000
H. SOFT COSTS PROJECT CONTINGENCY (ITEMS E to G)		5.0%	\$885,000	\$913,000	\$849,000	\$453,000	\$49,000
I. SUB-TOTAL (ITEMS D to H)		\$85,220,600	\$88,021,900	\$81,694,300	\$43,675,600	\$5,138,300	\$1,594,800
J. GST - EXCLUDED		Excluded	\$0	\$0	\$0	\$0	\$0
K. PROJECT COST		\$85,220,600	\$88,021,900	\$81,694,300	\$43,675,600	\$5,138,300	\$1,594,800
L. FINANCING CHARGES		Excluded	\$0	\$0	\$0	\$0	\$0
M. TOTAL PROJECT COST		\$85,220,600	\$88,021,900	\$81,694,300	\$43,675,600	\$5,138,300	\$1,594,800
STATISTICS							
1 Gross Floor Area (m ²)		7,817 m ²	8,597 m ²	7,708 m ²	3,693 m ²	445 m ²	157 m ²
2 Gross Construction Cost (\$/m ²)		\$8,525 /m ²	\$8,008 /m ²	\$8,286 /m ²	\$9,250 /m ²	\$9,236 /m ²	\$8,127 /m ²
3 Total Project Cost (\$/m ²)		\$10,902 /m ²	\$10,239 /m ²	\$10,599 /m ²	\$11,827 /m ²	\$11,547 /m ²	\$10,158 /m ²

**CVRD COMOX VALLEY SPORTS CENTRE ARENA 3
FEASIBILITY STUDY
COMOX VALLEY, BC
Class D Cost Plan - 25th July 2024**



BUILDING COST

OPTION 1

Description	Quantity	Unit	Rate	Amount
Lower Floor				
1 Ice Rink	1,690	m ²	5,118.75	8,650,700
2 Change rooms, washrooms, storage, maintenance, etc.	3,422	m ²	5,906.25	20,211,200
Upper Floor				
3 Seating area, multi-purpose room, washroom, etc.	2,705	m ²	4,725.00	12,781,100
Miscellaneous				
4 Allow for underpinning at junction with the existing building	68	m	2,052.75	139,600
5 Allow for work to exterior walls at junction with the existing building	544	m ²	718.46	390,800
NET BUILDING COST (Q2 2024\$)				
	7,817 m²		\$5,395 /m²	\$42,173,400
6 Demolish existing surface parking	5,623	m ²	30.79	173,100
7 New surface parking (Zone 1 to 3; total 232 parking stalls)	232	stall	6,247.50	1,449,400
8 1 new pedestrian bridge (Allowance)	140	m ²	3,123.75	437,300
9 Bus turn around (Allowance)	1,268	m ²	312.38	396,100
10 Relocate underground hydro and telecom service (Allowance)	270	m	1,338.75	361,500
11 Other site works (Allowance - 5% of Net Building Cost)	1	sum	2,108,670.00	2,108,700
NET CONSTRUCTION COST (Q2 2024\$) - OPTION 2				
	7,817 m²		\$6,025 /m²	\$47,099,500

**CVRD COMOX VALLEY SPORTS CENTRE ARENA 3
FEASIBILITY STUDY
COMOX VALLEY, BC
Class D Cost Plan - 25th July 2024**



BUILDING COST

OPTION 2

Description	Quantity	Unit	Rate	Amount
Basement				
1 Storage	889	m ²	3,780.00	3,360,400
				-
Lower Floor				
2 Ice Rink	1,690	m ²	5,118.75	8,650,700
3 Change rooms, washrooms, storage, maintenance, etc.	3,134	m ²	5,906.25	18,510,200
				-
Upper Floor				
4 Seating area, multi-purpose room, washroom, etc.	2,884	m ²	4,725.00	13,626,900
				-
NET BUILDING COST (Q2 2024\$)	8,597 m²		\$5,135 /m²	\$44,148,200
5 Site fill to make up level	12,073	m ³	82.50	995,900
6 New surface parking (Zone 1 to 3; total 163 parking stalls)	163	Stall	6,247.50	1,018,300
7 Relocate existing fieldhouse	1	sum	20,000.00	20,000
8 Relocate underground hydro and telecom service (Allowance)	200	m	1,338.75	267,800
9 Other site works (Allowance - 5% of Net Building Cost)	1	sum	2,207,410.00	2,207,400
				-
NET CONSTRUCTION COST (Q2 2024\$) - OPTION 1	8,597 m²		\$5,660 /m²	\$48,657,600

**CVRD COMOX VALLEY SPORTS CENTRE ARENA 3
FEASIBILITY STUDY
COMOX VALLEY, BC
Class D Cost Plan - 25th July 2024**



BUILDING COST

OPTION 3

Description	Quantity	Unit	Rate	Amount
Lower Floor				
1 Ice Rink	1,690	m ²	5,118.75	8,650,700
2 Change rooms, washrooms, storage, maintenance, etc.	3,134	m ²	5,906.25	18,510,200
Upper Floor				
3 Seating area, multi-purpose room, washroom, etc.	2,884	m ²	4,725.00	13,626,900
NET BUILDING COST (Q2 2024\$)				
	7,708 m²		\$5,292 /m²	\$40,787,800
5 Site cut and fill (Assumed not required)		Excl.	0.00	-
7 New surface parking (Zone 1 to 4; total 370 parking stalls)	370	stall	6,247.50	2,311,600
8 Other site works (Allowance - 5% of Net Building Cost)	1	sum	2,039,390.00	2,039,400
NET CONSTRUCTION COST (Q2 2024\$) - OPTION 3				
	7,708 m²		\$5,856 /m²	\$45,138,800

**CVRD COMOX VALLEY SPORTS CENTRE ARENA 3
FEASIBILITY STUDY
COMOX VALLEY, BC
Class D Cost Plan - 25th July 2024**



BUILDING COST

OPTION 4

Description	Quantity	Unit	Rate	Amount
Lower Floor				
				-
1 Ice Rink	1,609	m ²	5,118.75	8,236,100
2 Change rooms, washrooms, storage, maintenance, etc.	2,084	m ²	5,906.25	12,308,600
				-
Upper Floor				
				-
3 None		Excl.		-
				-
Miscellaneous				
				-
4 Allow for underpinning at junction with the existing building	68	m	2,052.75	139,600
5 Allow for work to exterior walls at junction with the existing building	544	m ²	718.46	390,800
NET BUILDING COST (Q2 2024\$) - OPTION 4		3,693 m²	\$5,707 /m²	\$21,075,100
6 Demolish existing surface parking	4,062	m ²	30.79	125,100
7 New surface parking (Zone 1 & 2; total 111 parking stalls)	111	stall	6,247.50	693,500
8 1 new pedestrian bridge (Allowance)	140	m ²	3,123.75	437,300
9 Bus turn around (Allowance)	1,268	m ²	312.38	396,100
10 Relocate underground hydro and telecom service (Allowance)	270	m	1,338.75	361,500
11 Other site works (Allowance - 5% of Net Building Cost)	1	sum	1,053,755.00	1,053,800
NET CONSTRUCTION COST (Q2 2024\$)		3,693 m²	\$6,537 /m²	\$24,142,400

**CVRD COMOX VALLEY SPORTS CENTRE ARENA 3
FEASIBILITY STUDY
COMOX VALLEY, BC
Class D Cost Plan - 25th July 2024**



BUILDING COST

OPTION 5

Description	Quantity	Unit	Rate	Amount
1 Demolish existing exterior walls	455	m ²	123.17	56,000
2 Demolish existing stair (Allowance)	1	sum	17,850.00	17,900
3 New exit stairs	2	flight	44,625.00	89,300
4 New seating extension	350	m ²	5,670.00	1,984,500
5 Allow for work at junction with the existing building	122	m	892.50	108,900
6 Renovate existing for seating extension (Moderate renovation)	95	m ²	2,835.00	269,300
NET BUILDING COST (Q2 2024\$)	445 m²		\$5,676 /m²	\$2,525,900
7 New surface parking (Excluded)		Excl.		-
8 Misc. site works (Allowance - 5% of Net Building Cost)	1	sum	126,295.00	126,300
NET CONSTRUCTION COST (Q2 2024\$) - OPTION 5	445 m²		\$5,960 /m²	\$2,652,200

CVRD COMOX VALLEY SPORTS CENTRE ARENA 3
FEASIBILITY STUDY
COMOX VALLEY, BC
 Class D Cost Plan - 25th July 2024



BUILDING COST

OPTION 6

Description	Quantity	Unit	Rate	Amount
1 Demolish existing exterior walls	455	m ²	123.17	56,000
2 Demolish existing stair (Allowance)	1	sum	17,850.00	17,900
3 New exit stairs	1	flight	44,625.00	44,600
4 New extension for 2.1m wide new track	69	m ²	5,670.00	391,200
5 New 1.2m track in existing building	88	m ²	1,785.00	157,100
6 Tie in new track into existing track	1	sum	7,875.00	7,900
7 Allow for work at junction with the existing building	110	m	892.50	98,200
8 Paint lines for track in existing floor	84	m ²	133.88	11,200
NET BUILDING COST (Q2 2024\$)	157 m²		\$4,994 /m²	\$784,100
7 New surface parking (Excluded)		Excl.		-
8 Misc. site works (Allowance - 5% of Net Building Cost)	1	sum	39,205.00	39,200
NET CONSTRUCTION COST (Q2 2024\$) - OPTION 6	157 m²		\$5,244 /m²	\$823,300

Appendix E - Environmental Constraints Assessment

To: CVRD Planning Department
From: Caitlin O’Neill, Technologist
Aaron Tutt, Certified Arborist
Warren Fleenor, R.P.Bio.,
Current Environmental Ltd.

Date: December 20, 2023
Pages: 33
Project: 3001 Vanier Drive, Comox Valley Sports Center
Constraints Assessment

RE: VANIER SPORTS CENTER CONSTRAINTS ASSESSMENT

This document is provided to outline the results of an environmental constraints assessment completed at 3001 Vanier Drive in Courtenay, BC, otherwise known as the Comox Valley Sports Center. The Comox Valley Regional District (CVRD) is seeking to determine the feasibility of expanding the Sports Center Complex on the subject property and has retained Current Environmental to outline environmental constraints within to better inform the decision process.

Of note, this project is considered an institutional project and may be conferred certain exemptions from environmentally specific regulations. However, it is our understanding that the intention is to follow the spirit of City of Courtenay Official Community Plan (OCP) as closely as possible. Site visits for this report were completed on October 26th, November 29th and November 30th, 2023.

The objectives of this constraints assessment are to:

1. Identify any Valuable Ecosystem Components (VECs) that may affect development on the subject property;
2. Map the occurrences of any identified VECs and their associated setbacks;
3. Outline other constraints related to identified VEC’s;
4. Suggest candidate offsetting and restoration and enhancement opportunities to be considered as part of the project (Section 4.6);
5. Provide high level Best Management Practices (BMPs) to avoid and/or mitigate potential impacts to identified VECs during construction.

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1 INTRODUCTION

1.1 STUDY AREA AND SITE HISTORY

The subject property is located at 3001 Vanier Drive in Courtenay, BC. There are three main buildings on the subject property: Georges P. Vanier Secondary School and associated outbuildings, the Comox Valley Sports Centre and the School District 71 (SD71) Maintenance/Operations complex. Numerous, smaller secondary buildings are also located throughout the property. The rest of the property consists of a running track, an all-weather turf field, and a large sports field in the southern portion of the property.

There is an intact forest in the northeastern portion of the property behind the school – a 10.35 ha area also referred to as the “Vanier Forest”, which is considered an ecologically critical element of the site. As well, there is a strip of multi-aged riparian vegetation that runs through the center of the property surrounding Towhee Creek - an important coho stream in the Tsolum River watershed. Of significance, the subject property, and the adjacent protected park to the north of the property forms a significant portion of the headwaters of this productive salmon stream.

The study area is interesting from a historical perspective. As taken from the *Vanier Forest Garry Oaks Restoration & Stewardship Pilot Project* by CVN¹, the Coast Salish peoples of Vancouver Island would periodically ignite grass fires in Garry oak (*Quercus garryana*) meadows to reduce unwanted shrubs and conifer trees to promote the regeneration of grasslands and provide improved grazing conditions for the native deer population. This provided excellent hunting conditions for the First Nation Peoples of the Comox Valley. In post-colonial times, the site has been used for agricultural purposes and as a military facility until the 1950’s.

Georges P. Vanier Secondary School was constructed in 1968, and significant alteration of aquatic habitats has occurred since this time. The Comox Valley Sports Center, SD71 Operations Yard, and various playing fields were constructed between the 70’s to 90’s and resulted in conversion of aquatic habitats (riparian, natural channels, and wetlands) to a ditch-dominated system with seriously impaired hydrological function.

1.1.1 Vanier Forest

The Vanier Forest is an approximately 60-year-old intact forest, 10.35 Ha in size that is located on a southwest-facing hillside to the northeast of the high school and SD71 Maintenance buildings and yard. This area, in addition to the Towhee Creek channel and riparian corridor, constitutes the key to ecological function and biodiversity of the property as it forms the headwaters of Towhee Creek and supports a unique population of wetland-adapted Garry oak trees.

Detailed environmental inventories of the Vanier Forest were previously conducted by Current Environmental Ltd. on behalf of SD71 in 2013 and 2021. The 2013 inventory work resulted in the dedication of a 5.4 Ha portion of the Vanier Forest as a municipal park held by the City of Courtenay and will not be substantially considered in this report. The remaining 4.93 Ha of forested area behind Vanier School (referred to as Area 3 for the purposes of this report) remains under the jurisdiction of SD71 and is included in this report.

Since the 2014 subdivision of the property, Comox Valley Nature (CVN), Tsolum River Restoration Society (TRRS), the Comox Valley Land Trust (CVLT), and SD71 have undertaken extensive volunteer-driven projects within the Vanier Forest – the area of focus including both the municipal park and SD71-held portions of the property. These projects are aimed at restoring the health and function of the unique Garry oak stands which are being out-competed by conifer forest species, restoring or enhancing hydrologic function of the headwaters system, management of invasive vegetation, and redressing several

¹ Comox Valley Naturalists (2021). <<https://comoxvalleynaturalist.bc.ca/vanier-forest-garry-oaks-project/>>

boundary issues along the municipal park and SD71-held property. Specifically, there are three main projects currently being undertaken by the CVLT, CVN, and TRRS: the *Vanier Forest Land Use Conservation & Development Plan*², the *Vanier Forest Garry Oaks Restoration & Stewardship Pilot Project*³, and ongoing management and assessment of salmonid utilization of lower Towhee Creek⁴. These groups have provided significant time and effort to protect and enhance the Vanier Forest and lower reaches of Towhee Creek.

Vanier Forest Land Use Conservation & Development Plan

This CVN and CVLT-led plan is focused on addressing drainage issues and providing input on general land use for the forest, and boundary adjustments. These projects have been supported and implemented in partnership with SD71 and CEL; this initiative has been ongoing since 2014. The TRRS has also provided important input on this initiative.

Vanier Forest Garry Oaks Restoration & Stewardship Pilot Project

This three-year plan is the culmination of a significant effort on behalf of CVN to prescribe restoration works for a rare example of a wetland-type Garry oak ecosystem within the municipally held park portion of the Vanier Forest. The stand also represents one of only eight viable Garry oak stands remaining in the Comox Valley. This lot is not being considered as a site for development.

The Garry oak trees within this area are a unique genotype of these trees found only in the Comox Valley and are of additional interest as they are adapted to survival in wet meadow conditions supported by the continued prescribed First Nations burning practices. Natural forest successional processes are seriously threatening the long-term viability of the Garry oak groves in the park because of maturation of conifer species that are reducing solar exposure and overall habitat suitability for these locally rare trees.

Recent Assessment Work (2020-Present).

During late 2020 and into 2021, SD71 staff, CVLT, CVN, TRRS members, and Current Environmental staff have been working to address several issues resulting from SD71 operations and the drainage infrastructure design. These include the following:

1. Altered hydrological function resulting from two constructed ditches that intercept shallow groundwater flow and reduce the functional quality of wetlands along the base of the Vanier Forest slope.
2. Chronic sediment release to Towhee Creek related to vehicle traffic and an assortment of drainage network issues and excess materials storage practices.
3. Invasive species removal and riparian vegetation enhancement.
4. Poorly functioning culvert crossings and altered channel morphologies.

In June of 2021, Current Environmental submitted the Comox Valley School District Environmental Inventory to the SD71. This report included inventory and assessments on Valuable Ecosystem Components (VECs) on or near Georges P. Vanier Secondary and has been referenced throughout this report⁵. Completed works include several drainage improvements aimed at restoring natural hydrologic processes, invasive species removal, and streambank stabilizations to mitigate erosion and impacts to Garry oak trees.

² Henderson et al. (2020). *Vanier Forest Land Use Conservation & Development Plan*. Comox Valley Land Trust.

³ Comox Valley Nature (2021). *Vanier Forest Garry Oak Restoration & Stewardship Pilot Project*. Comox Valley Nature.

⁴ Tsolum River Restoration Society.

⁵ O'Neill et al. (2021). *Comox Valley School District Environmental Inventory*.

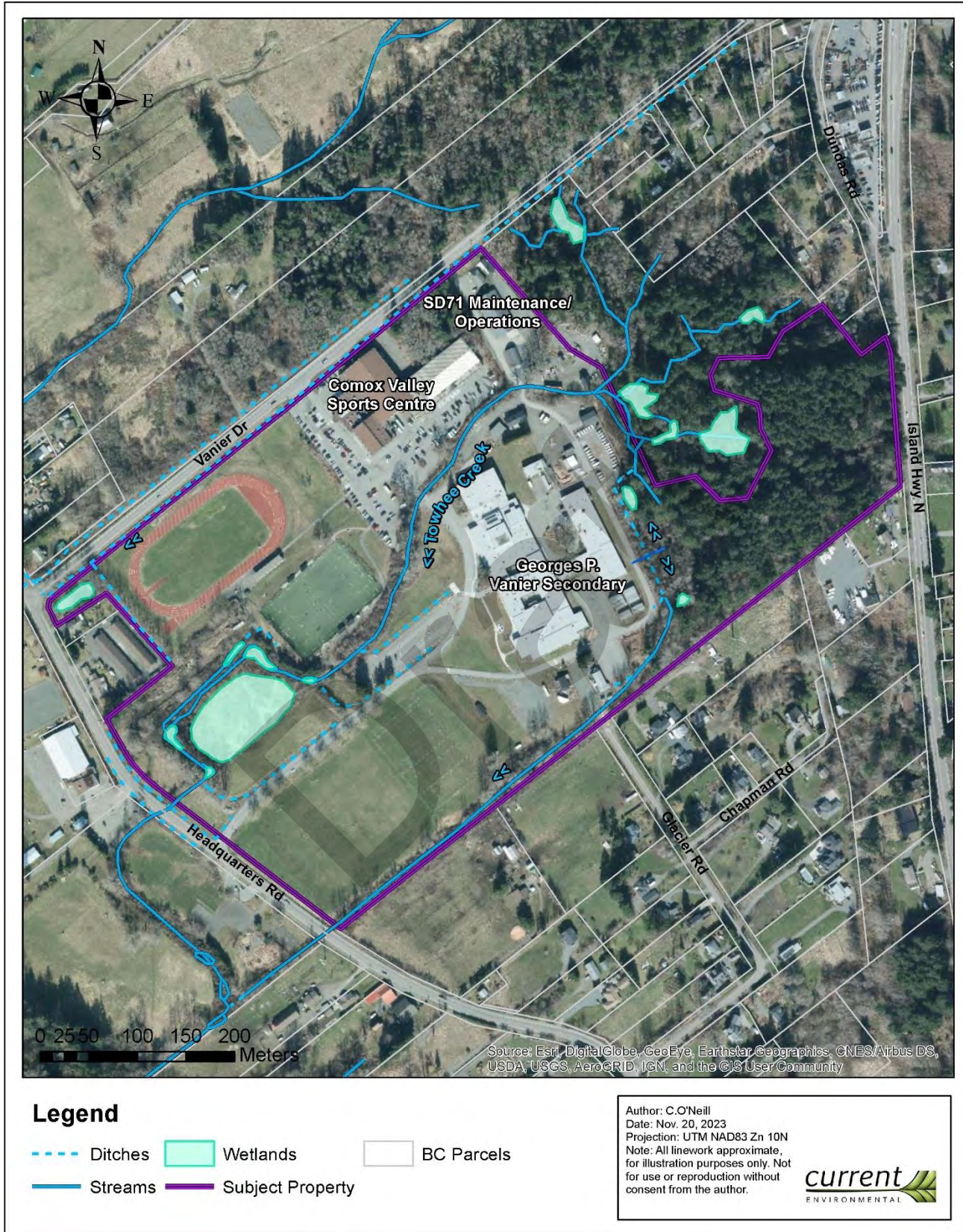


Figure 1. Subject property at 3001 Vanier Drive (“CVRD Sports Center”).

1.2 PROPOSED WORK

The CVRD is assessing the feasibility of expanding the Sports Center Complex on the subject property. There will be associated construction activities, including considerable earthworks and expansion of impervious surfaces on the site. For the purposes of this report, 5 proposed locations for potential build sites have been discussed (Figure 3).

2 METHODS

2.1 BACKGROUND REVIEW

Background information on VECs located within or in proximity to the subject property was obtained from the following sources:

- 1) Existing Reports
- 2) City of Courtenay Interactive Map⁶;
- 3) BC Conservation Data Center (CDC);
- 4) Sensitive Ecosystem Inventory (SEI);
- 5) Wildlife Tree Stewardship Atlas (WiTS);
- 6) Community Mapping Network Great Blue Heron Atlas;
- 7) Species at Risk Act (SARA) database;
- 8) Aerial photographs.

2.2 FIELD ASSESSMENT

A ground-level assessment of aquatic/terrestrial habitats and species was conducted on October 26th and again on November 29th, 2023. The entire property was walked to ensure that all VECs on the property were mapped, however the constraints assessment focused on areas likely to be considered for development (Figure 1). The site assessment involved confirming previous report findings for the subject property and noting any other VECs that may be impacted by the proposed development. The following sections provide additional detail on specific inventory methods.

2.2.1 Watercourses and Wetlands

Criteria for determining the riparian setbacks were based on the BC Riparian Areas Protection Regulation (RAPR) Assessment Methods (updated 2019). Under the RAPR, the High Water Mark (HWM) is defined as the "visible high water mark of a stream where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark on the soil of the bed of the stream a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself, and includes the active floodplain." Wetland delineation was conducted on November 30th of Area 4 (Figure 3) following the BC *Riparian Areas Protection Regulation Assessment Methods*⁷ and US Army Corps of Engineers Wetland Delineation Manual (1987)⁸.

⁶ <<https://gis.courtenay.ca/map/>>

⁷ <https://www2.gov.bc.ca/assets/gov/environment/plants-animals-and-ecosystems/fish-fish-habitat/riparian-areas-regulations/rar_assessment_methods.pdf>

⁸ [https://www.mvp.usace.army.mil/Portals/57/docs/regulatory/Website%20Organization/Corps%20of%20Engineers%20Wetlands%20Delineation%20Manual%20\(1987\).pdf](https://www.mvp.usace.army.mil/Portals/57/docs/regulatory/Website%20Organization/Corps%20of%20Engineers%20Wetlands%20Delineation%20Manual%20(1987).pdf)

2.2.2 Terrestrial Habitats and Species

Survey methods for terrestrial elements and VECs were directed in part by those outlined in *Develop With Care: Environmental Best Management Practices for Urban and Rural Land Development in British Columbia*⁹, *Environmental Best Management Practices for Urban and Rural Land Development in British Columbia*¹⁰, and the *Field Manual for Describing Terrestrial Ecosystems*¹¹. In addition to field verification, raptor nest locations were also examined on the BC Wildlife Tree Inventory Stewardship Atlas¹².

2.2.3 Species and Ecosystems at Risk

An office-based assessment of Species at Risk occurrences on the subject property was completed using the CDC BC Species and Ecosystems Explorer¹³ and the Federal Species at Risk Public Registry¹⁴. The on-site assessment of Species at Risk was completed concurrent with the other inventory efforts mentioned above and was based primarily on methods outlined in *Environmental Best Management Practices for Urban and Rural Land Development*¹⁵.

3 RESULTS

The following sections describe the findings of the background review and the site visit conducted on October 26, 2023. Discussion on how these findings influence the proposed development are provided in the Discussion/Recommendations section of the report.

3.1 WATERCOURSES AND WETLANDS

Sensitive aquatic habitat on the subject property includes the Towhee Creek mainstem and 4 small tributaries, as well as several wetlands, most of which are seasonally connected to the Towhee Creek system.

There are two levels of jurisdiction pertaining to riparian setbacks on the subject property, BC Riparian Areas Protection Regulation (RAPR) and the City of Courtenay OCP. The City of Courtenay OCP and Zoning Bylaw 2500 have been modernized and the revised OCP was adopted by City, Mayor, and Council in summer 2022. According to the City of Courtenay OCP, wherever possible works on the subject property should leave riparian areas undisturbed as much as possible, including a 30 m setback from watercourses and wetlands regardless of the calculated Streamside Protection and Enhancement Area (SPEA)¹⁶. For the purposes of this report, we will focus on the BC RAPR setbacks outlined below, as a minimum.

⁹ BC Ministry of Environment and Climate Change Strategy. (2014). <<https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/laws-policies-standards-guidance/best-management-practices/develop-with-care>>

¹⁰ BC Ministry of Environment, Draft 2004. <https://www.env.gov.bc.ca/wld/documents/bmp/urban_ebmp/EBMP%20PDF%201.pdf>

¹¹ BC Ministry of Environment Lands and Parks and BC Ministry of Forests - Research Branch, 2010. <https://www2.gov.bc.ca/assets/gov/environment/plants-animals-and-ecosystems/conservation-data-centre/field_manual_describing_terrestrial_ecosystems_2nd.pdf>

¹² <http://www.cmnbc.ca/atlas_gallery/wildlife-tree-stewardship>

¹³ BC CDC. 2020. <<https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/conservation-data-centre/explore-cdc-data/species-and-ecosystems-explorer>>

¹⁴ Government of Canada. 2020. Species at Risk Registry. <<https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry.html>>

¹⁵ BC Ministry of Water, Land and Air Protection. (Draft 2004). Section 6. Special Wildlife and Species at Risk. Accessed from <<http://www.for.gov.bc.ca/hfd/library/documents/bib96812.pdf>>.

¹⁶ <<https://courtenay-ca.cld.bz/OCP-May-2022>>

3.1.1 Headwaters Function

From a functional perspective, the Vanier property is critical to the health of Towhee Creek as it forms the vast majority of the headwaters for this Tsolum River tributary. Headwater areas are critical zones within temperate watersheds. Properly functioning headwaters feature small tributary channels that – by nature of their smaller size - collect and convey water, small debris (leaves, twigs) and food and nutrients (insects, detritus, nitrogen, phosphorus, etc.) from overhanging riparian vegetation to downstream habitats. As well, delicate hydrological processes such as the presence of springs and small areas of infiltration and shallow groundwater flow interact to mitigate downstream flooding and sustain flows through periods of drought.

3.1.2 Wetlands

There are several wetlands and/or wetland complexes located in the Vanier Forest. Wetlands 1 and 2 and the Wetland 3 complex are all located within the municipal park area, off of the subject property. The wetland 4 complex, which is made up of two smaller wetlands, is located on the SD71-held portion of the property. These wetlands are all seasonally wetted depressions that are fed primarily from groundwater seepage sources with additional surface flow connections to headwater tributaries and downstream watercourses under winter flow conditions. They are typically wetted between the onset of fall rains (mid to late October) through to early May. Further to this, there are two areas of moist soils with shallow groundwater that have increased in size and moisture content since the original inventory completed in 2013. A brief assessment of soils and moisture conditions completed in early 2021 precipitated by the consideration of a disc golf course¹⁷ resulted in designation of two areas as of higher sensitivity to disturbance. These areas are transitioning to wetlands as a result of natural biophysical changes, upslope changes to hydrologic processes related to human development, and land use, and climate-related changes such as increased volumes of precipitation over shorter periods of time (Figure 2).

¹⁷ The disc golf course was not approved due to the sensitivity of soils in the area.

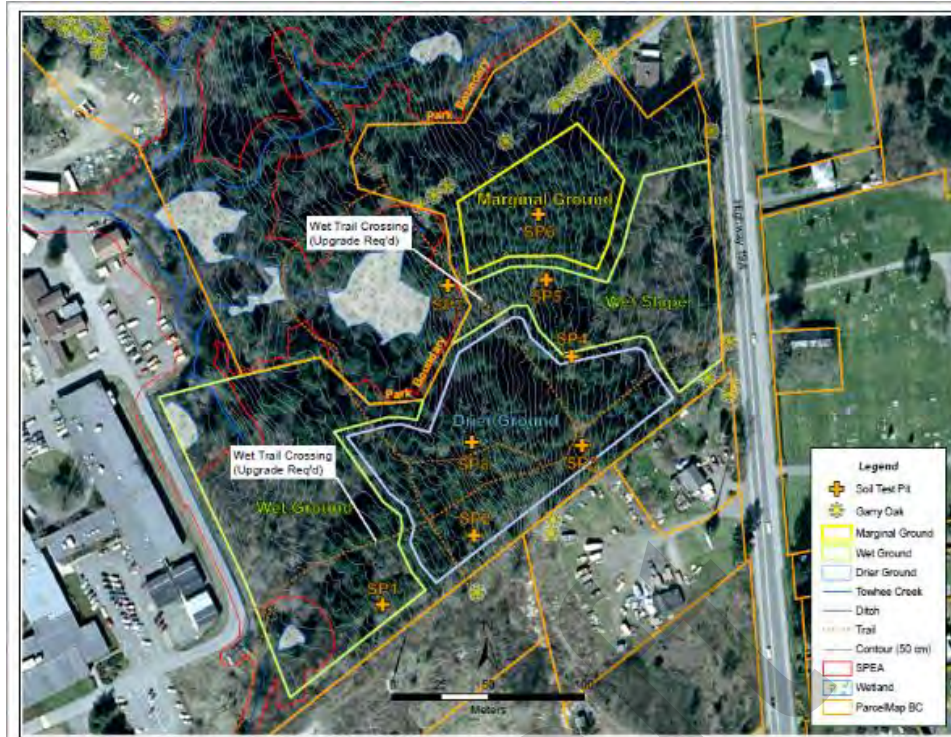


Figure 2. Soil vegetation community inventory work completed in Area 3 (SD71-held) portion of the Vanier Forest.

The generalized composition of wetland vegetation within Vanier Forest is characterized by the presence of slough sedge (*Carex obnupta*), a facultative hydrophyte that indicates the presence of wet to very wet, nitrogen rich soils (Klinka et al. 1989). Additionally, other common understory species within these wetlands include salmonberry, red-osier dogwood, snowberry, sword fern, and skunk cabbage; with canopy species comprised of Pacific crabapple, red alder, black cottonwood, Sitka spruce, grand fir, and Garry oak. Invasive species such as English holly and Himalayan blackberry were noted throughout the wetland areas as well. Average water depths within all wetlands on the property were shallow, usually less than 0.1 m deep.

The shallow depths and shortened hydroperiod of all these wetlands preclude the potential for aquatic breeding of amphibian species such as red legged frogs, Pacific chorus frogs, rough skinned newts and northwestern salamanders. However, these wetlands play an important role in the landscape by providing hydration opportunities for various wildlife, releasing food and nutrients to downstream habitats, maintaining hydrologic response processes, and filtering overland runoff. Not surprisingly, the frequency of wildlife trees (“snags”) and coarse woody debris was highest within wetlands and in their riparian zones on the site.

Construction of the 2nd arena at the CVRD Sports Center in 1998 resulted in a significant loss of wetland habitat in this area¹⁸. Also, the storm drainage channels created during the expansion of the SD71 fleet compound in 2016 has impaired wetland function in the lower elevation areas of Vanier Forest by reducing local water table elevations.

As per the BC Riparian Areas Protection Regulation, the mandated setback or SPEA widths around all wetlands within the Vanier Forest (Wetlands 1 and 2 and Wetland Complexes 3 and 4) is 15 m on all sides except the southern side which receives a 30 m SPEA.

¹⁸ Personal communication (2020). Wayne White, President, Caroline Heim and Derek Tripp, biologists, Tsolum River Restoration Society.

There is also a wetland in the western-most corner of the subject property, at the intersection of Vanier Drive and Headquarters Road. This wetland is a somewhat unique Pacific crab apple - trembling aspen – black hawthorn forest. This wetland area has no vegetation in the herb layer and very few shrubs (snowberry and a couple of Himalayan blackberry plants near the edges). A small (3X4 m) patch of slough sedge was also observed near Vanier Drive. The somewhat simplified plant community and dominant presence of trembling aspen indicates historical clearing – likely for agricultural land use. This area is seasonally saturated during winter months and is surrounded on three sides by deep roadside ditches. The black hawthorn and Pacific crab apple on this site provide good cover and food habitat for bird species. The ditches – particularly the one located on the northeast side of the wetland - provide wetted habitat for amphibians, though they are not likely wetted long enough to support breeding by these species. This wetland most resembles the trembling aspen/Pacific crab apple/slough sedge ecological community; it is red-listed by the BC Conservation Data Centre¹⁹. This community is characterized as occurring on sites with seasonally fluctuating water tables with organic materials or organic veneers over mineral soils and is highly sensitive to changes in hydrology patterns and invasive plant infestations. This isolated wetland receives a 10 m SPEA.

Finally, there is a stormwater management pond and several ponds/wetlands that are connected to Towhee Creek in the southern half of the property, southwest of the artificial turf field. In addition to these connected wetlands, there is also an isolated wetland located adjacent to Towhee Creek that used to be part of a school playing field. On November 30th, 2023, CEL staff conducted a wetland assessment in this area and concluded the area is a historic wetland with imported material on top. There were two of the three wetland indicators present, which included vegetation and hydrology, with the soil indicator absent. While there was no soil indicator for wetland, the other indicators combined with site history suggest this area should remain protected as wetland. It currently acts as hydrological buffering for the surrounding streams and ponds of Towhee Creek which support large numbers of coho fry year-round. This wetland is not hydrologically connected to Towhee Creek.

3.1.3 Towhee Creek and Tributaries

All watercourses on the subject property are relatively small (<3 m bankfull width) and seasonally wetted: channels on the property have been observed to dry in April-May, subject to seasonal climate patterns. Substrates varied between deep mucky fines in lower gradient channels, with higher gradient reaches containing small gravels and cobbles. Average depth within all watercourses was generally shallow, with poor riffle-pool development related to historical disturbance and the small size of the streams. As a result of the relatively narrow bankfull channel width (2-3) of the Towhee Creek mainstem, the mandated SPEA width for Towhee Creek, the habitat ponds and all tributaries on the Vanier site is 10 m.

Overall, Towhee Creek is a third order, seasonally wetted stream that is known to support coho salmon, and three-spined stickleback with very few cutthroat trout. Towhee Creek crosses Headquarters Road and eventually flows into Tsolum River approximately 800 m downstream of the subject property. There are a series of 9 in-line ponds in the lower section of Towhee Creek that were excavated in 2005 to support juvenile coho salmon rearing²⁰. Fish presence within the system is generally confined to the lower or southwestern one-quarter of the property near Headquarters Road and in the tributary that runs along the southeast boundary of the Vanier property. Poor habitat resulting from historic developments and extensive culvert crossings upstream of Pond 6 limit direct utilization of these reaches in most years.

¹⁹ BC MoE (2021). BC Conservation Data Centre: Conservation Status Report. Trembling aspen/Pacific crab apple/slough sedge. Accessed from <<https://a100.gov.bc.ca/pub/eswp/esr.do?id=20109>>

²⁰ Tripp et al. (2020). *Juvenile Coho Salmon Population Size and Rescue in Pond 1 on Towhee Creek, a Small Tributary of the Tsolum River, BC*. Tsolum River Restoration Society.

Mark recapture work completed by the TRRS indicates that Towhee Creek may provide winter rearing habitat for ~8,000 to 17,500 juvenile coho salmonids²¹. Furthermore, the rigorous health and large size of the fish captured in the system indicate that Towhee Creek provides very high-quality conditions (food sources and habitat conditions) for coho rearing and development. Unfortunately, flow volumes within Towhee Creek are insufficient to sustain wetted habitat connectivity down to the perennially wetted habitats of the Tsolum River mainstem during the typical outmigration period of coho smolts (April through mid-June). As such the large, healthy fish produced within the Towhee Creek system become stranded and unlikely to survive summer months without manual relocation of these fish. This issue underscores the importance of maintaining proper ecological function (wetland and forest preservation, lower drainage density, infiltration capacity, protection of springs, etc.) in headwater systems. TRRS continues to seek solutions to this issue; the work to remediate impacts related to numerous man-made drainage channels in the headwaters area is expected to help with this issue but will not likely be effective enough to rectify the problem over the near future.

3.2 TERRESTRIAL HABITAT AND SPECIES

The Project area is located in the higher elevation Coastal Western hemlock (CWHvh1) biogeoclimatic zone characterized by long, mild, and wet winters, and relatively sunny and dry summers²². The undeveloped areas of the subject property consists of intact forests, riparian corridors, and tree stands, which are discussed in detail below.

3.2.1 Vanier Forest

The Vanier Forest site provides valuable nesting, foraging, rearing, and hydration habitat for amphibians, small mammals, ungulates, bears, and bird species. Incidental observations of non-avian wildlife use of the property were relatively few and included black bear (*Ursus americanus vancouveri*), Pacific chorus frogs (*Pseudacris regilla*), and black-tailed deer (*Odocoileus hemionus columbianus*). This may be a reflection of the poor landscape connectivity of the Vanier Forest to larger forested habitats resulting from habitat fragmentation and the presence of several very busy roads.

Within the Vanier Forest, seven vegetation communities were identified in a 2012 CEL study. As our focus is on the SD71-held portion of the property we will describe the vegetation communities within (Area 3, Figure 3). Notable vegetation communities within this area are:

1. Douglas-fir / Sword Fern Evergreen Forest
2. Pacific Crab Apple – Cascara Deciduous Forest
3. Red Alder / Trailing Blackberry Deciduous Forest
4. Isolated Garry oak trees

None of these communities are listed as rare by the BC CDC. The Vanier forest is approximately 60 years old and has been growing since the termination of both agricultural and military land uses in the later 1950's.

This area is heavily infested with invasive species that are preventing the establishment of functional plant community and limiting habitat for wildlife; the overall result is an astonishing decrease in biodiversity in the area. Notably, thickets of English holly (*Ilex aquifolium*) – a species identified as particularly prevalent in the 2013 Current Environmental report - have increased dramatically throughout the forested area and are occluding native shrub and herb species. English ivy is also noted

²¹ Tripp et al. (2020). *Juvenile Coho Salmon Population Size and Rescue in Pond 1 on Towhee Creek, a Small Tributary of the Tsolum River, BC*. Tsolum River Restoration Society. Also referenced: Personal communication (2023). Derek Tripp, biologist, Tsolum River Restoration Society.

²² Ministry of Forests (2022). Coastal Western Hemlock Zone. Accessed from <<https://www2.gov.bc.ca/gov/content/industry/forestry/managing-our-forest-resources/silviculture/tree-species-selection/tool-introduction/ecologically-suitable-species/cwh-zone>>

throughout the area; this species threatens the long-term health of several large Douglas fir (*Pseudotsuga menziesii*) trees in the forest. SD71, working with CEL staff, has undertaken works to reduce the extent of Holly infestation in 2022 and 2023 and have made notable progress on this front.

3.2.2 Garry Oak – Black Cottonwood Forest

Located north of Arena #2, this mixed forest (approximately 4500 m²) is comprised of Garry oak (*Quercus garryana*), grand fir (*Abies grandis*), bitter cherry (*Prunus emarginata*), Sitka spruce (*Picea sitchensis*), black cottonwood (*Populus balsamifera*), red alder (*Alnus rubra*), big leaf maple (*Acer macrophyllum*), and Douglas fir (*Pseudotsuga menziesii*) approximately 60 years old (Area 2, Figure 3). This area has shrub species comprised of salmonberry (*Rubus spectabilis*), thimbleberry (*Rubus parviflorus*), Himalayan blackberry (*Rubus armeniacus*), and common snowberry (*Symphoricarpos albus*).

Garry oak is listed as a protected species under the City of Courtenay Tree Protection and Management Bylaw No. 2850²³.

This site contains a remnant of the most northern woodland Garry oak ecosystem in Canada. Three reports are available that provide detailed information on the Garry oaks on the Vanier property. These are:

1. *SD 71 - Vanier Oak Property Ecological Assessment and Protection Plan*. 2013. Current Environmental and Raincoast Applied Ecology, for SD71.
2. *Vanier Forest Land Use Conservation & Development Plan*. August 2020. Comox Valley Land Trust.
3. *Vanier Forest Garry Oaks Restoration & Stewardship Pilot Project*. March 2021. Comox Valley Nature.

Of particular interest, these Garry oak trees are adapted to growing within wetland habitat conditions and are a unique strain from a genetic perspective. Garry oak woodlands and more open grasslands were a unique and prominent ecosystem type in the Comox Valley prior to settlement. Extensive open grasslands reported in the Tsolum River Valley attracted early settlers to the area. First Nations burning practices for the management of food source plants (camas) and hunting opportunities (ungulate grazing) led to the development of oak and grassland vegetation in an area that would otherwise be dominated by dense conifer forests. The rapid establishment and growth of Douglas fir to the east of the Garry oaks at the Vanier site suggest that First Nations land management rather than soil conditions or other environmental factors favoured the establishment of oaks historically in this area.

“The Vanier Park Garry oak population is one of five genetically distinct genotypes unique to the Comox Valley region. In addition, the Vanier group represents a now rare example of what is now considered by many researchers to be the “normal” optimal ecological condition of Garry oaks in pre-contact North-America. The optimal or best situation for Garry oaks is in “wet meadows”. That was the situation in the Willamette, Puget Sound, Saanich, Victoria, Yellow Point, and the Tsolum River, prior to colonization (circa 1835).

Wet meadows are also prime agricultural land and Garry oaks, over time, were extirpated from their prime habitat. The 2% that remain on Vancouver Island are in marginal or relict habitat - in rocky water-receiving areas.

The Vanier site is exceptional in this respect. It is a water receiving area on an unstable hillside, and therefore not prime agricultural or suitable for development. That unusual “handicap” has enabled the Vanier site to retain an original population of Garry oaks in wet conditions, a site condition which was once prevalent but which is now rare.”²⁴

²³ City of Courtenay (2016)

<https://www.courtenay.ca/assets/City~Hall/Bylaws/Land~Use/2850_Tree_Protection_Bylaw.pdf>

²⁴ Maingon, Loys, MA, PhD, MSc (RPBio), Vanier Garry Oaks Notation, Feb 1, 2021.

3.2.3 Young Trembling Aspen Forest

A stand of trembling aspen (*Populus tremuloides*) was identified during the October 26th, 2023 site visit to the east of Arena #2 of the Sports Center (Photo 4), between the parking lot to the west and SD71 operations yard to the east within the SPEA for Towhee Creek (Area 1, Figure 3).

Trembling aspen is listed as a protected species under the City of Courtenay Tree Protection and Management Bylaw No. 2850.

3.2.4 Riparian Community – Towhee Creek

The riparian habitat of all Towhee Creek and tributaries was highly variable in functional condition: the intact forested areas in the Vanier Oaks forest (comprised of red alder, black cottonwood, Sitka spruce, grand fir, and Garry oak) are of moderate to good function. There are sections reduced or pinched riparian buffer areas - particularly in the reach between the SD71 Operations and Maintenance Facility to below the all-weather turf field - resulting from the proximity of buildings, extensive parking lots, and SD71 Maintenance Facility infrastructure. The width of functional riparian habitat in this area ranges between 5 to 20 m in this area. The narrow riparian area on either side of Towhee Creek through this section shows evidence of disturbance resulting in low functioning ecosystem processes. Habitat value for wildlife is limited to a small amount of riparian cover and food provided by a thicket of invasive Himalayan blackberry. There is a strip of relatively intact riparian forest that continues throughout the southwestern half (developed portion) of the property, which consists mainly of black cottonwood, young conifers, red alder, and isolated Garry oak.

3.3 WILDLIFE HABITAT FEATURES

3.3.1 Amphibian Habitat

None of the waterbodies observed on the property are deep enough or remain wetted long enough to provide meaningful breeding habitat for amphibians. However, these wetted areas provide critical hydration and rearing/foraging habitat for native amphibian species that likely include Red-legged Frogs, Pacific Chorus Frogs, Northwestern and Long-toed Salamanders and Rough-skinned Newts. Pacific Chorus frogs were observed to utilize the abovementioned ditch for breeding purposes.

3.3.2 Wildlife Trees and Riparian Areas

The ditches, streams, and wetlands on the property and their respective riparian habitats on the site function to increase the frequency of dead/decaying wildlife trees and coarse woody debris that provide critical nest and food sources for a wide variety of wildlife – particularly birds and bats. Coarse woody debris also provides valuable moist, cool microhabitats important for a broad array of wildlife – particularly amphibians – during periods of drought and high temperatures. The more structurally complex edge habitats of these areas also provide excellent habitat for wildlife such as birds, ungulates, and small mammals.

3.3.3 Raptor NestS

There are no known bald eagle or great blue heron nests within 200 m of the subject property. These results were confirmed during the site visit, with no raptor/heron nests observed on the subject property. Discussion/Recommendations

3.4 SPECIES AND ECOSYSTEMS AT RISK

There are several occurrences of species and/or ecosystems at risk on the subject property, which are outlined in the list below:

- 1) A single Band-tailed Pigeon (Blue listed/S3S4B) was observed feeding or roosting in the Garry oak community on May 20, 2012.
- 2) Western Screech-Owl, kennicottii subspecies (Blue listed/S3) has been recorded from forests in the Tsolum River Valley (1989 record in BC CDC database) but has declined because of habitat loss and predation from Barred Owls in the past two decades.
- 3) Cutthroat trout has been observed in Towhee Creek and it is provincially blue-listed (not listed federally).
- 4) Northern Red-legged Frog (Blue listed/S3S4) may occur on the site based on the presence of seasonal wetlands but would require more specialized surveys to detect presence or absence.

In general, the disturbance history of the site (as described most of the forest has developed since 1950 on previously cleared land) reduces the potential for rare plant species which often require habitat features or conditions associated with less disturbed communities. The Garry oak – Grand Fir / Snowberry Mixed Forest community has the highest potential for rare species because it contains elements of remnant natural vegetation. However, the closed canopy and dense understory reduces the potential for a suite of rare plants associated with Garry oak ecosystems (e.g., white-topped aster, yellow montane violet) to occur in the study area. It seems likely that, despite the presence of the unique Garry oak grove in the northwestern portion of the study area, all areas of the site were grazed during the historical early agricultural and military land uses – this greatly reduces the possibility of rare plants occurring on the site.

3.4.1 Rare Ecological Communities

The plant community in the wetland in the western-most corner of the subject property most resembles an “at-risk” plant community according to the BC Conservation Data Centre: the red-listed trembling aspen/Pacific crab apple/slough sedge ecological community (S1)²⁵. None of the other plant communities identified in the study area are recognized as “at risk” by the BC Conservation Data Centre. The listing of ecological communities is based on several factors that include the range or extent of communities with good ecological integrity, potential recruitment for adjacent areas, trends in population sizes, and resilience. The BC CDC designation of forested communities as “rare” is generally based on late seral stage, or climax community conditions, with very low disturbance history.

The Garry oak – Grand Fir / Snowberry Mixed Forest community is not currently recognized by the BC CDC because of lack of sufficient information to designate, rather than lack of ecological value, rarity, or sensitivity. Indeed, many ecologists familiar with the site consider the Garry oak community in the study area to be very unique within BC and the local region. A similar plant community is found in south Puget Sound (Garry oak with snowberry on moist or riparian sites) and is recognized by the US as a regionally rare, native plant community.

There is a Douglas-fir / Sword Fern Evergreen Forest community located in the intact forest in the northeastern section of the subject property behind Georges P. Vanier Secondary School. This community is similar to a forested ecological community that is blue-listed in the CWHxm1 (associated with the 04 site series). However, because of the disturbed nature of this Douglas-fir community which lacks large trees, snags, downed logs, and many plant species associated with older forests, it is not considered representative of the CDC listed community at this time. As well, the Douglas-fir forest in the study area lacks a well-developed bryophyte and understory community including characteristic species such as step moss, vanilla-leaf,

²⁵ BC CDC BC Species and Ecosystems Explorer: <<https://a100.gov.bc.ca/pub/eswp/reports.do?elcode=CEBC001060>>

baldhip rose, and dull Oregon-grape. Most features associated with older forests begin to develop between 90 to 120 years after establishment of tree cover.

In general, the main environmental constraints on development within the study area are wetlands and watercourses, their associated riparian setbacks, and protected tree species, including trembling aspen and Garry oak. This discussion section has been divided into 5 main areas of consideration as potential locations for larger development structures (Figure 3). Environmental constraints and recommendations for the protection and enhancement of existing natural features are described under the headings below.

3.5 AQUATIC SPEA/SETBACKS AREAS

As mentioned, there are two codified regulations governing the prescription and implementation of setbacks from aquatic habitats within the study area: BC *Riparian Areas Protection Regulation* (RAPR) and the City of Courtenay OCP and Zoning Bylaw 2500.

3.5.1 RAPR

As per the BC *Riparian Areas Protection Regulation*, the mandated SPEA width for Towhee Creek, the habitat ponds and all tributaries on the Vanier site is 10 m (Figure 3). Ditches, such as the one adjacent to Vanier Drive, receive a 5 m SPEA. The SPEA widths around all wetlands within the Vanier Forest (Wetlands 1 and 2 and Wetland Complexes 3 and 4) is 15 m on all sides except the southern side which receives a 30 m SPEA.

Under the RAPR, the high-water mark (HWM) is defined as the "visible high-water mark of a stream where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark on the soil of the bed of the stream a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself, and includes the active floodplain." No development, vegetation clearing, or machinery disturbance shall occur within the SPEAs on the subject property, both during construction and long term. These prescribed SPEAs help preserve aquatic habitat by providing shade, nutrients, leaf and insect drop, bank stabilization, and by helping to filter runoff water from developed areas.

3.5.2 City of Courtenay Bylaw 2500

Under the City of Courtenay OCP and Zoning Bylaw 2500, no development or clearing is permitted to occur within 30 m of a freshwater aquatic ecosystem, with the exception of invasive species removal, and these areas should be left to naturalize or planted with native riparian vegetation. These prescribed SPEAs help preserve aquatic habitat by providing shade, nutrients, leaf and insect drop, bank stabilization, and by helping to filter runoff water from developed areas.

3.6 AREA – SPECIFIC DISCUSSIONS

3.6.1 AREA 1

Area 1 is a highly developed area to the east of the Sports Center and west of Towhee Creek with low ecological function. Towhee Creek runs parallel to the Sports Center from northeast to southwest (Figure 3). In addition to the 10 m RAPR setback, the City of Courtenay 30 m setback from the stream boundary also applies. As mentioned, Towhee Creek provides high-quality conditions for coho rearing and as such maximizing setback areas for this valuable stream is recommended. Furthermore, implementing adequate setbacks reserves the potential for future restoration work in the Towhee Creek riparian area, which would provide considerable ecological benefit. In addition, there are several protected tree species in this area including Garry oak and trembling aspen, which are considered Protected Tree Species in the City of Courtenay Tree Protection and Management Bylaw. As such, it is recommended these trees be protected from activities that may threaten their long-term health. Despite environmental constraints to the southeast of the 2nd Arena, there remains development potential within Area 1 in particular to the southwest, adjacent to the existing pool and lobby (refer to Figure 3). As such, this area offers potential for development with implementation of setbacks for riparian areas and protected trees.

3.6.2 AREA 2

Area 2 is a mixed forest comprised of a unique and ecologically significant Garry oak (*Quercus garryana*), black cottonwood (*Populus balsamifera*), red alder (*Alnus rubra*), big leaf maple (*Acer macrophyllum*), and Douglas fir (*Pseudotsuga menziesii*). Garry oak is a listed protected species in the City of Courtenay Tree Protection and Management Bylaw; these trees are also highly valued by members of the Comox Valley stewardship community. Finding appropriate replacement planting or offsetting sites for Garry oak would be challenging considering the developed nature of the property.

As mentioned, regulatory or mandated protection of VEC's is limited to the City of Courtenay Tree Protection bylaw and therefore protection of the area is not as strong as in other areas on the subject property. As such, this area has limited development potential, but would involve removal of highly valued, mature Garry oak trees. It is not recommended for development if a significant number of Garry oaks need to be removed.

3.6.3 AREA 3

Area 3 is mostly constrained by the steep topography of the area and would result in significant loss of valued forest headwaters habitat and a very high level of disturbance related to earthworks. This area is not recommended for development.

3.6.4 AREA 4

As per the results section and Figure 3, the presence of stormwater management ponds and wetlands significantly decrease development potential. While there was no soil indicator for wetland, the other indicators combined with site historic suggest this area should remain protected as wetland. It currently acts as hydrological buffering for the surrounding streams and ponds of Towhee Creek which supports large numbers of coho fry year-round. It is for these reasons that development is not recommended.

3.6.5 AREA 5

The environmental constraints pertaining to Area 5 are two protected Garry oak trees growing to the north of the Vanier Turf Field (Photo 18) and the ditch setback running along Vanier Road to the west of the area. This area is a candidate for development.

3.6.6 Summary of Constraints Within the Study Area

Environmental constraints within the study area are summarized in the table below.

Table 1: Summary of environmental constraints.

Parameter	Environmental Constraint	Legally Mandated?	Regulatory Mechanism	Comments
SPEA/Setback of Towhee Creek and Tributaries	10 m SPEA	Yes	BC RAPR	Consultation with Tsolum River Restoration Society is recommended.
SPEA/Setback of Wetlands	15-30 m SPEA	Yes	BC RAPR	
Freshwater Aquatic Ecosystems	30 m setback	Yes	City of Courtenay OCP	
Trembling Aspen Forests	Tree drip line or greater, determined by Arborist; assessment required.	Yes	City of Courtenay Tree Protection and Management Bylaw	
Garry oak	Tree drip line or greater, determined by Arborist; assessment required.	Yes	City of Courtenay Tree Protection and Management Bylaw	Recommend engagement with CVN, CVLT.

3.7 CONSULTATION AND STAKEHOLDERS

As described earlier in this report, a variety of volunteer stakeholder groups have invested significant time and resources on the numerous VEC’s located within the study area. In particular, Comox Valley Nature, the Tsolum River Restoration Society, and Comox Valley Land Trust have undertaken these efforts. It is strongly recommended that these groups be consulted on initiatives with the potential to significantly impact the VEC’s outlined herein.

3.8 CONSTRUCTION RELATED IMPACTS

Finally, when it comes to the construction stage of development, work should proceed with best management practices (BMPs) and mitigation measures in place for encroachment into setback or preservation areas, protection of nesting birds and other wildlife, and Erosion and Sediment Control. Prevention of hazardous materials spills should also be a priority during construction. General BMPs are provided in the appendices.

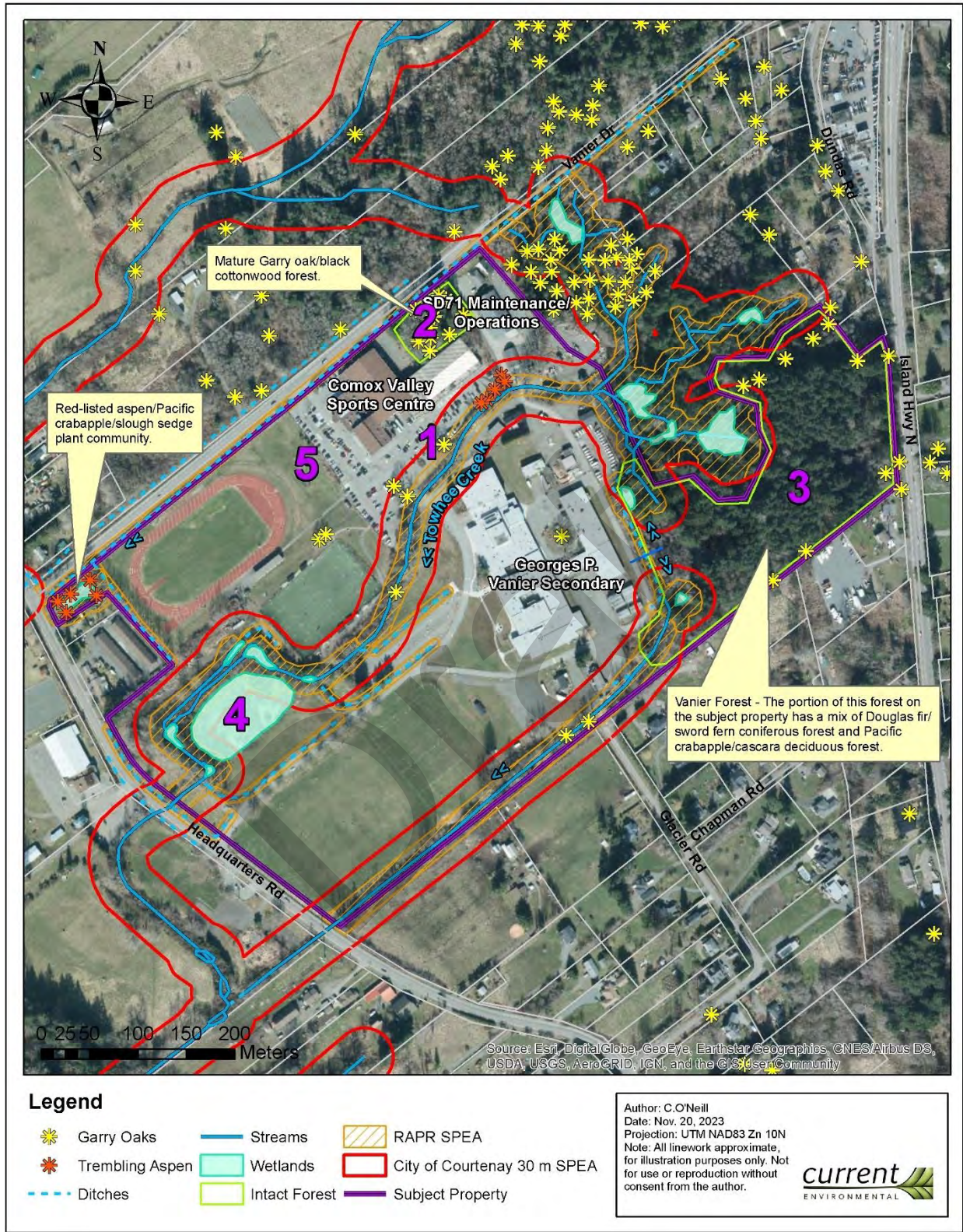


Figure 3. Map of subject property with area numbers (1-5) for discussion purposes regarding potential build sites. Note that Garry oak and trembling aspen trees are protected under the City of Courtenay Tree Protection bylaw.

3.10 OPPORTUNITIES FOR ENHANCEMENT

These areas for improvement may be considered as offsets, in the event the environmental constraints cited throughout this report are not fully adhered to in hopes of providing net ecological benefit to the subject property and surrounding area (Figure 4).

1. Parking area water quality treatment. There is an excellent opportunity for an engineered raingarden or bioswale feature at the southernmost point of the parking lot area, between the turf field and the parking lot. During precipitation events, this area receives runoff from the parking lot that discharges directly into Towhee Creek. This runoff negatively impacts fish and other wildlife utilizing Towhee Creek and downstream habitats. Raingardens and bioswales should be considered where possible to retain and filter runoff from impervious areas. The treatment of parking lot runoff – particularly the “first flush” release of flows following rainfall events during periods of drought – using biologically active stormwater features should be a significant objective.
2. Towhee Creek riparian invasive removal, native planting/enhancement, and expansion. There appear to be numerous opportunities to repair the ecological function of riparian habitats of Towhee Creek by converting invasive-dominated communities to more native ones. As well, any opportunities to expand the width of riparian habitat along the creek would be of tremendous value.
3. Clearing of invasive species from parking lot island southeast of Sports Center to encourage growth of Garry oak or other native vegetation (Photo 8).
4. CVN is currently working to implement the *Vanier Forest Garry Oaks Restoration and Stewardship Pilot Project*. Support for this initiative may provide a meaningful opportunity for enhancement in the area.

3.11 DRAINAGE PLAN

Pursuant to CVRD Bylaw No. 337, an assessment of water quality and quantity impacts including recommendations to “ensure the pre-development or natural hydrologic regime is maintained or restored by the development” is required. Subsequently, future roof drains on the new developments and parking lot runoff will need to be directed through a proper drainage area that filters the runoff water and promotes some infiltration back into the ground before reaching the SPEA of Towhee Creek or any other watercourse. The CVRD should work with the project engineer to design a system for drainage that adheres to these general guidelines of filtering the runoff water and promoting infiltration where possible as opposed to piping the runoff water directly to aquatic habitat. Options may include an open vegetated swale or drain rock trench that filters runoff water prior to reaching the SPEA, however this drainage feature may not enter the SPEA for any watercourse or wetland.

3.12 MITIGATION MEASURES DURING CONSTRUCTION

As development on the subject property approaches the construction phase, it will be important to implement mitigation measures that will prevent any harm to the adjacent sensitive habitats during construction. One important mitigation measure will be to set up temporary fencing or wooden stakes with flagging tape to delineate the edge of all SPEAs and tree protection zones (TPZ) to prevent encroachment during construction. Additional mitigation measures to follow during construction are provided in Appendix B.

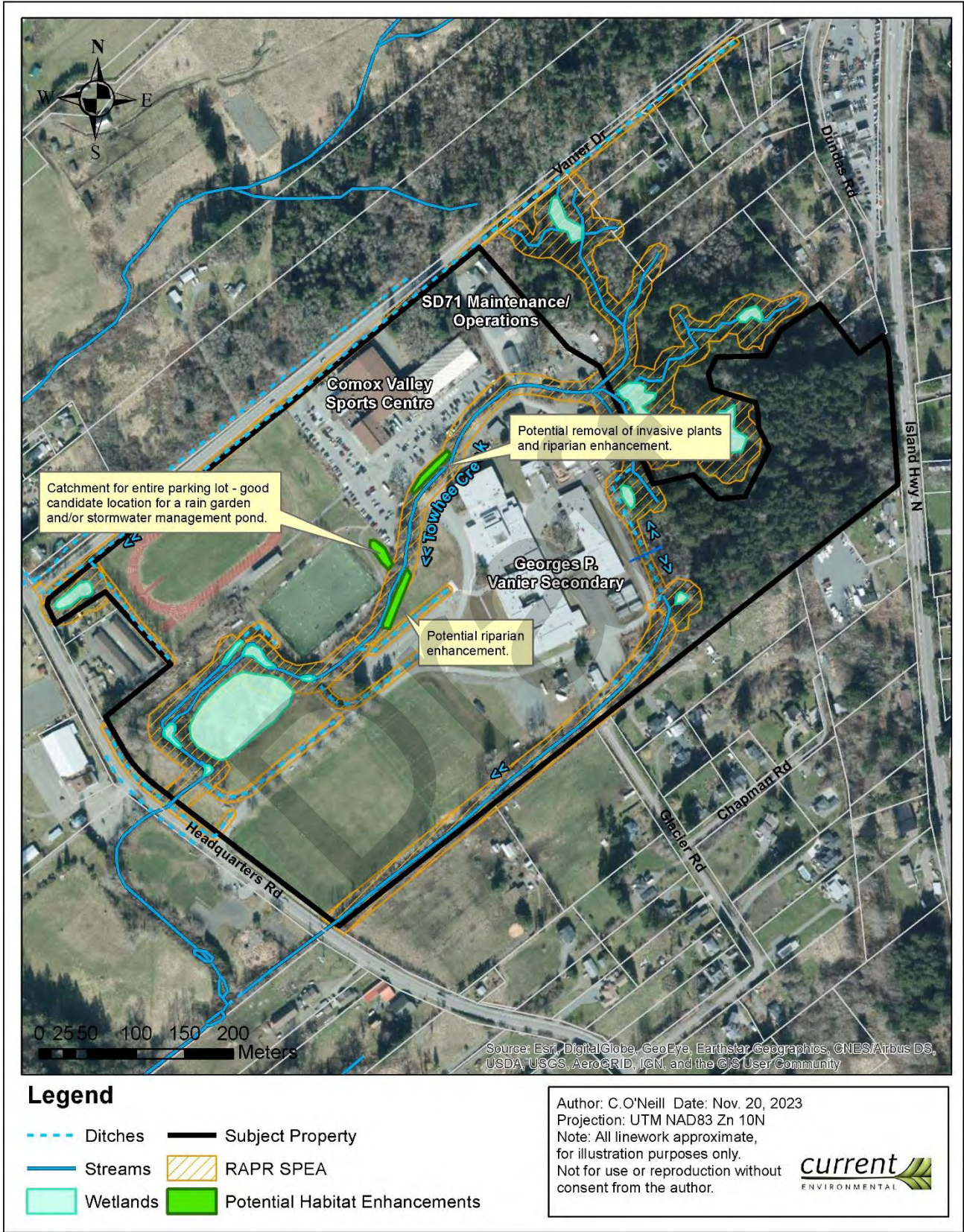


Figure 4. Map showing opportunities for enhancement at subject property.

4 CLOSURE

We trust that this assessment has satisfied your requirements to complete a preliminary environmental constraints assessment on the subject property at 3001 Vanier Drive, otherwise known as the Comox Valley Sports Center. If the measures outlined in this report are implemented, then it is anticipated that development may proceed on this site without causing harm to environmental features described in this report. A full Environmental Impacts Assessment (EIA) will need to be conducted prior to any development occurring.

Please contact the undersigned with any questions or concerns.

Sincerely,



Caitlin O'Neill, Technologist and Warren Fleenor, R.P. Bio. and Aaron Tutt, ISA Certified Arborist
Current Environmental Ltd.

5 DISCLAIMER

This report was prepared exclusively for the CVRD Planning Department by Current Environmental Ltd. The quality of information, conclusions and estimates contained herein is consistent with the level of effort expended and is based on: i) information available at the time of preparation; ii) data collected by the authors and/or supplied by outside sources; and iii) the assumptions, conditions and qualifications set forth in this report. This report is intended to be used by the CVRD Planning Department only, subject to the terms and conditions of its contract or understanding with Current Environmental Ltd. Other use or reliance on this report by any third party is at that party's sole risk.

6 PHOTOS



Photo 1. Area 1: Two Garry oaks within split-rail cedar fencing in Area 1, photo taken facing east.



Photo 2. Area 1: Photo taken from the same location as Photo 1 facing northeast toward parking lot. Note the drip line of Garry oak for tree protection zone (TPZ) considerations.



Photo 3. Area 1: Cottonwood and trembling aspen thicket in NE corner of parking lot to the east of Sports Center. Trees to the right in photo are within Towhee Creek SPEA and trembling aspen are a listed protected species.



Photo 4. Area 1: trembling aspen (*Populus tremuloides*) stand along Towhee Creek SPEA, photo taken facing southeast from parking lot to the east of the Sports Center.



Photo 5. Area 1: Parking lot to the east of the Sports Center, Garry oaks can be seen behind the shipping containers to the left. Photo is taken facing southwest.



Photo 6. Area 1: Towhee Creek, photo taken facing NE.



Photo 7. Area 1: Towhee Creek photo taken facing SW.



Photo 8. Area 1: Broom surrounding Garry oak in parking lot east of Sports Center. This area has high enhancement potential, in restoring the Garry oak habitat.



Photo 9. Area 2: Mature oak trees reaching out toward the west side of the Sports Center. Photo taken facing southwest.



Photo 10. Area 2: A Sitka spruce (*Picea sitchensis*) in the forest to the west of the Sports Center.



Photo 11. Area 2: Vegetation in the forest to the west of the Sports Center. Garry oak can be seen growing in the foreground to the left.



Photo 12. Area 2: Douglas fir habitat trees behind Sports Center.



Photo 13. Area 3: General vegetation in the forest east and northeast of George P. Vanier Secondary.



Photo 14. Area 3: View behind George P. Vanier Secondary. Area 3 is to the left of photo.



Photo 15. Area 4: Vegetation within suspected wet area.



Photo 16. Area 4: Edge of field, photo taken facing northeast.



Photo 17. Area 4: Edge of field, photo taken facing southwest.



Photo 18. Area 5: Two Garry oaks to the northwest of the Vanier Turf Field.



Photo 19. Area 5: View of discus cage to the left and maintenance building to the right.



Photo 20. Area 5: Ornamental trees and blackberry thicket along fence beside discus cage.



Photo 21. Area 5: Blackberry thicket along fence to the southwest of the Sports Center. Ditch running parallel to Vanier Drive can be observed along fenceline in background.

APPENDIX A: HIMALAYAN BLACKBERRY REMOVAL TECHNIQUES

Removal of small patches of Himalayan blackberry typically works best when completed in two phases:

- 1) Removal of above ground vegetation
 - a. Cut back canes, leaving enough of the stem to be able to identify where the root system for the plant is located in the ground
 - b. It is best to cut back canes in the winter, before seasonal leaf out has begun
- 2) Removal of root crown
 - a. Using a small pick or shovel, dig at the base of the blackberry stem until the root crown is located (Photo 22). The root crown can be located well below the soil surface.
 - b. After locating the root crown, remove it and any major lateral roots

After removal is complete, **bag or tarp all plant parts (and seeds if present)** and dispose of the material at an appropriate facility (e.g. landfill). Landfill operators must be informed that the load contains invasive plant materials.



Photo 22. Himalayan blackberry root crown. Image source <<https://www.invasive.org/gist/moredocs/rubarm01.pdf>>

Arena 3 Project Overview



Trish Morgan,
Assistant Sr Manager
of Recreation Services



Darin Harding,
Associate Principal



1

Recreation Strategic Plan

- Adopted in Spring 2023
- Immediate = New artificial turf field
- Short-term = Third arena
- Medium term = Aquatic Centre expansion & plan for Sports Centre pool



- Decarbonization of existing facilities



THE PATH AHEAD

2022 - Research Start
Assessments and public engagements completed for aquatic, field and ice facilities.

APRIL 2023 - Map Out Plan
Strategic planning process for Comox Valley Recreation Commission outlines priorities and required steps forward.

MAY 2023 - SD71 Support
School District approval of GP Vanier location for field project.

JUNE 2023 - Public Engagement
Public engagements informing of where we are and proposed steps ahead.

SUMMER 2023 - GHG Strategies
CVRD begins greenhouse gas emission reduction strategies for existing facilities in Fall 2023 and were completed in Spring 2024.

SPRING/SUMMER 2023 - Field Plan
Assessments for new artificial turf field underway, including geotechnical, feasibility, design work environmental, parking and cost analysis.

FALL 2023 - Field Decision and Update
Comox Valley Recreation Commission considers options for field development and defers decision until more information on other elements of the Recreation Strategic Plan are available.

FALL 2023 - Arena 3 Feasibility
Ice studies are developed, including feasibility, design work, GHG emissions study, environmental, parking analysis, and costing.

SUMMER 2024 - Ice Decision and Update
Comox Valley Recreation Commission considers options for ice facilities and defers decisions until a business case analysis is completed.

SPRING 2025 - Arena 3 Business Case Review
Comox Valley Recreation Commission considers the results of the business case.

FALL 2024 - Arena 3 Business Case Development
A business case gets underway to assess the design options, operating costs, and market demand for the different arena options available.

SPRING 2025 - Pool Plan
Aquatic facility options see further analysis including feasibility design work, parking analysis, environmental assessments, and costing.

SUMMER 2025 - Pool Decision and Update
Comox Valley Recreation Commission considers decision for aquatic facilities.

2

Scope of Study

1. Preparation of 3 conceptual design options which address:

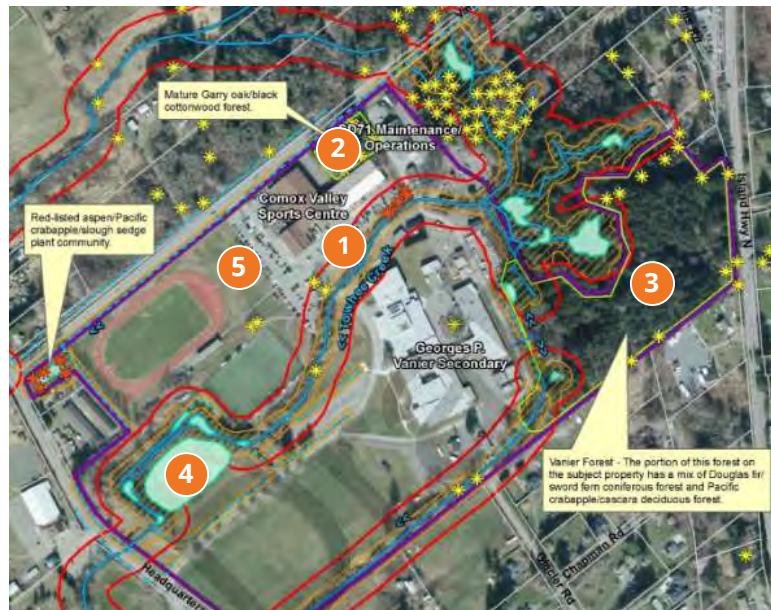
- Addition of NHL ice surface
- Addition of 1500-2000 spectator seats for events either through renovation to Arena 1 or through construction of Arena 3
- Addition of 6-8 dressing rooms
- Extension of overhead walkway around Arena 1 for use as a walking track
- Addition of parking stalls to meet City of Courtenay bylaws

3

Environmental Constraints

Legend

- Garry Oaks
- Trembling Aspen
- Ditches
- RAPR SPEA
- City of Courtenay 30 m SPEA
- Subject Property
- Streams
- Wetlands
- Intact Forest



4

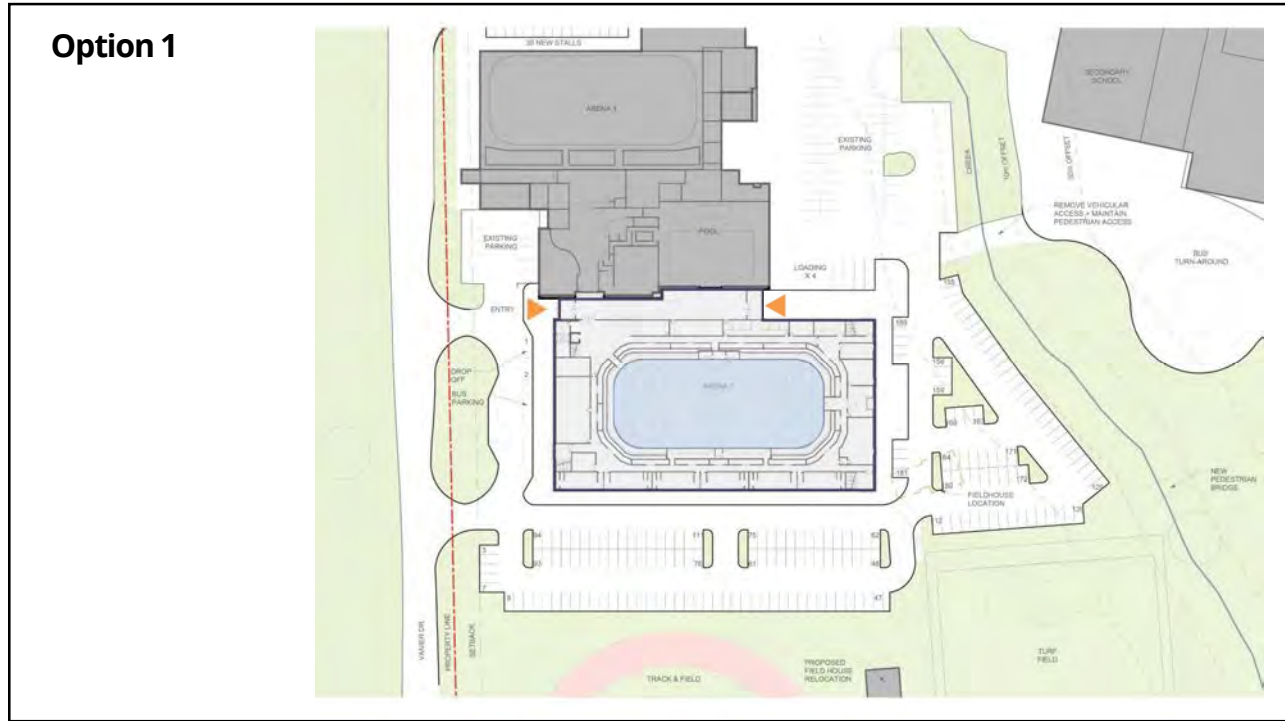


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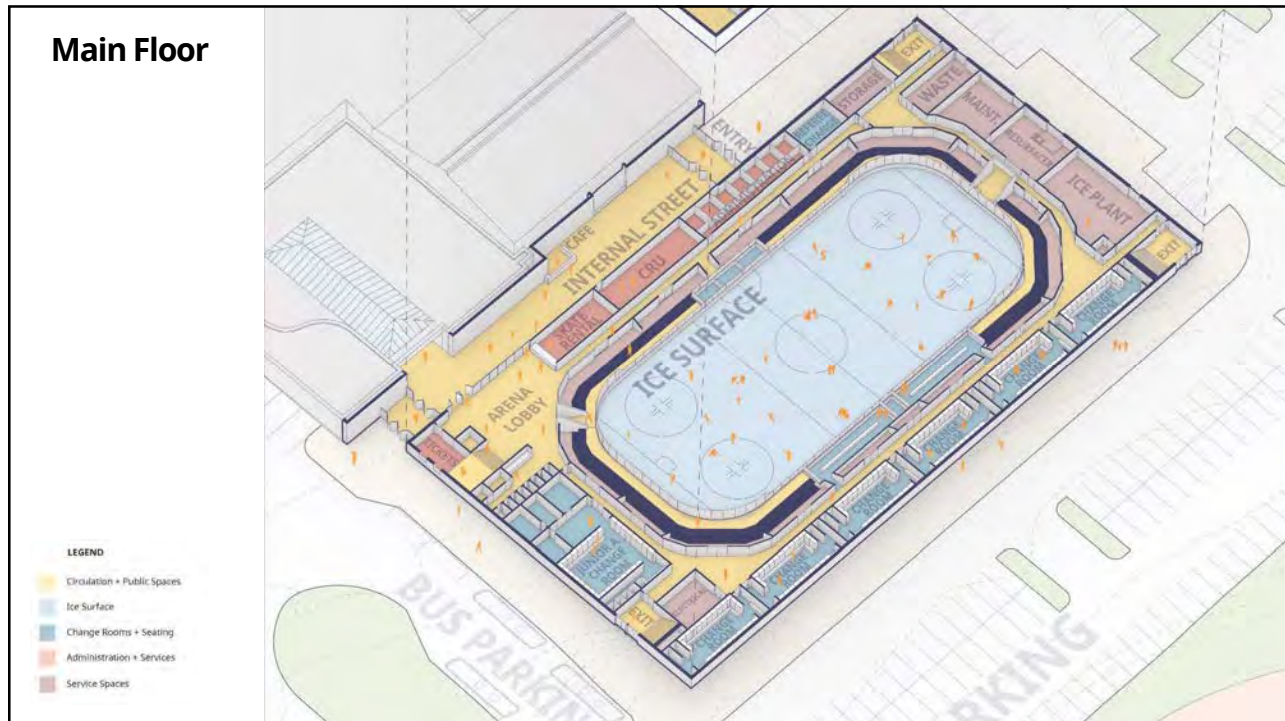
Conceptual Design Options

New-Build Spectator Arena

6



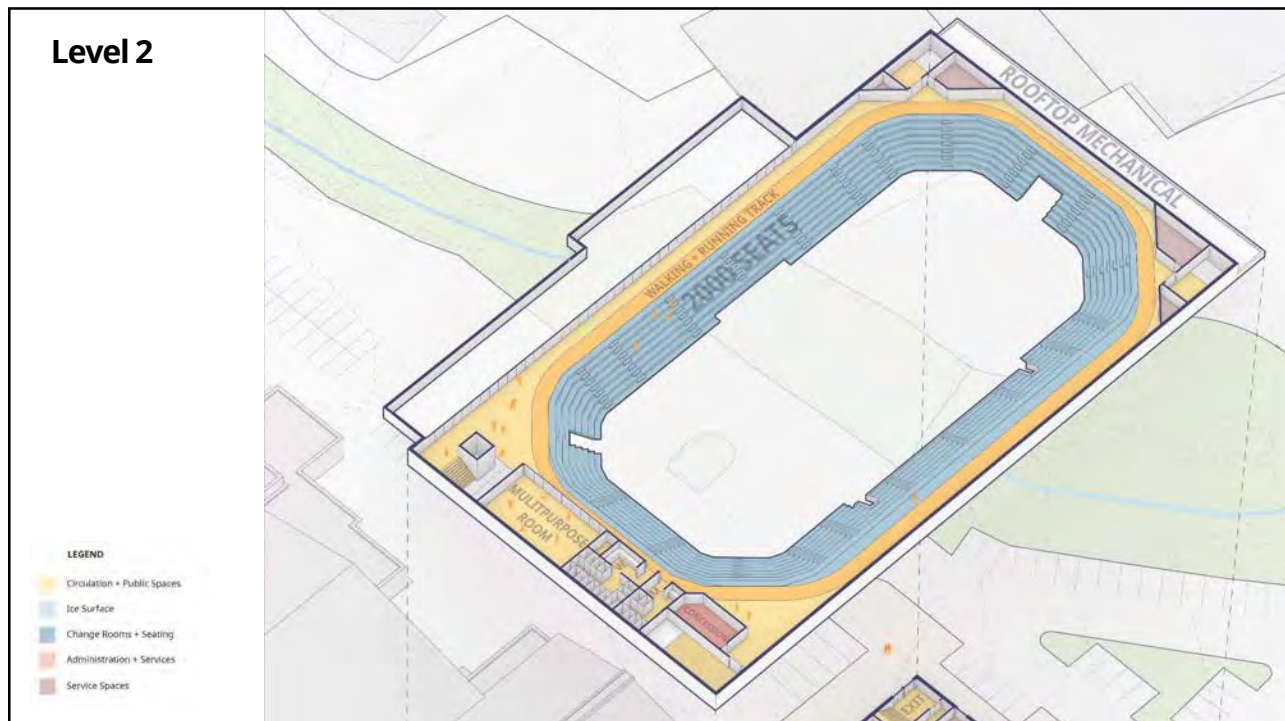
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8



9



10

Option 1

Opportunities:

- Efficiency of a centralized reception and administration space
- Opportunity for community programming within internal street

Challenges:

- Removal of vehicular circulation to school site (due to site congestion)
- Lower parking count due to loss of existing stalls

Cost Range:

- Project Cost: \$73.5M – \$96.9M

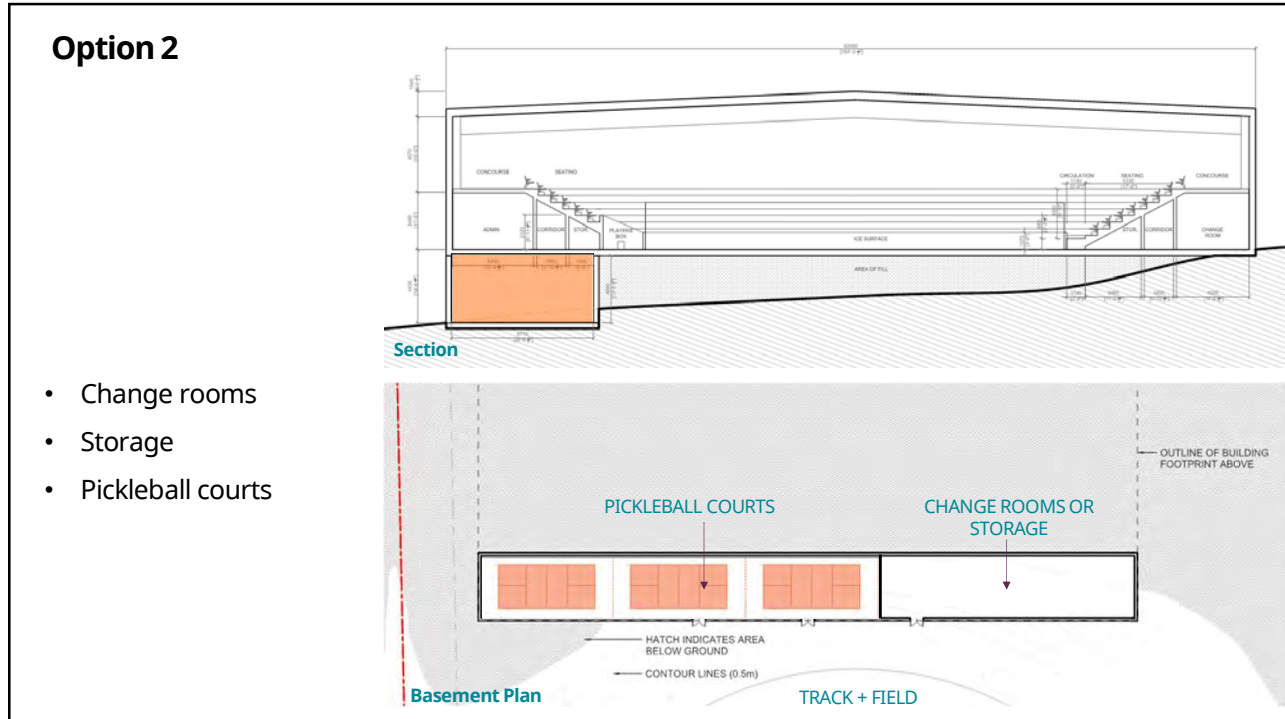
The site plan for Option 1 shows a central building complex with an 'Arena 1' and 'Arena 2'. To the north, there are '30 NEW STALLS' and 'EXISTING PARKING'. To the east, there is a 'SECONDARY SCHOOL' and a 'BUS TURNAROUND'. A 'TURF FIELD' is located to the south, with a 'PROPOSED FIELD HOUSE RELOCATION' indicated. A 'TRACK & FIELD' area is shown in red at the bottom. The plan also shows 'EXISTING PARKING', 'LOADING & L', 'FIELD HOUSE LOCATION', and 'NEW PEDESTRIAN BRIDGE'. A 'PROPERTY LINE' and 'SETBACK' are marked on the left side.

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Option 2

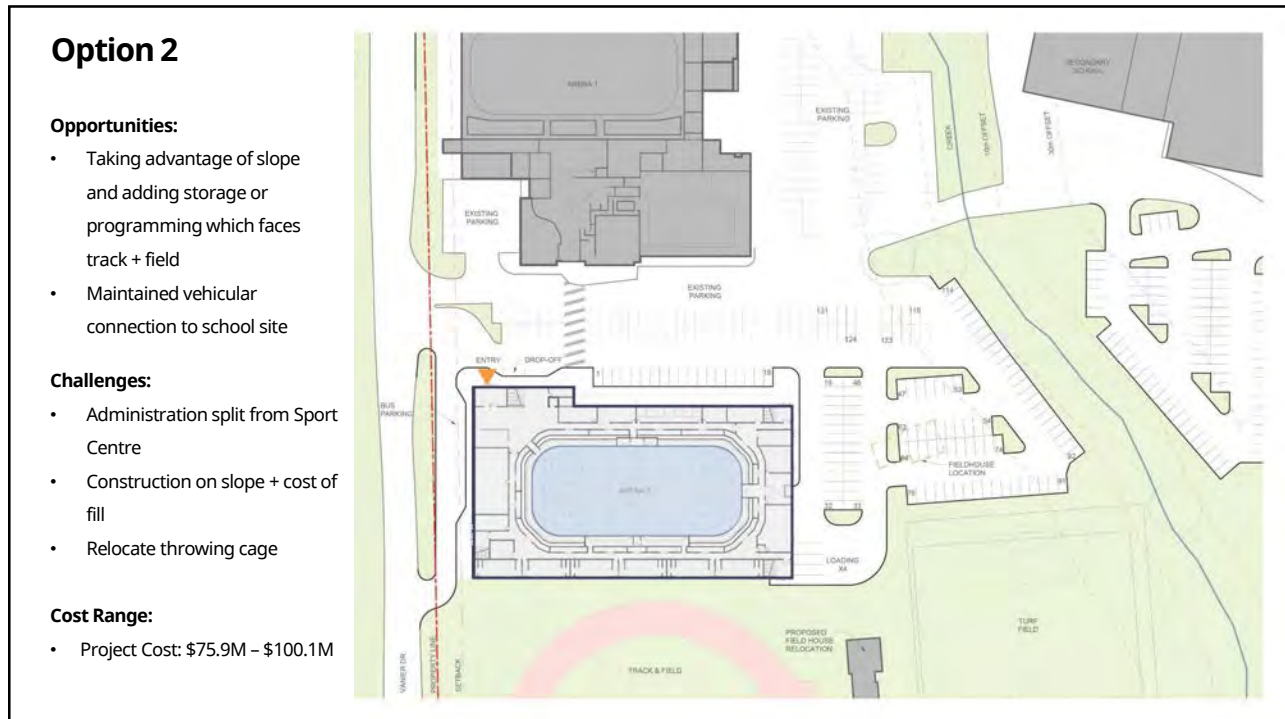
The site plan for Option 2 shows a similar building layout to Option 1, but with a different parking configuration. It features 'Arena 1' and 'Arena 2'. 'EXISTING PARKING' is shown to the north and east. A 'TURF FIELD' is located to the south, with a 'PROPOSED FIELD HOUSE RELOCATION' indicated. A 'TRACK & FIELD' area is shown in red at the bottom. The plan also shows 'LOADING XA', 'FIELD HOUSE LOCATION', and 'NEW PEDESTRIAN BRIDGE'. A 'PROPERTY LINE' and 'SETBACK' are marked on the left side.

12



- Change rooms
- Storage
- Pickleball courts

13



14

Conceptual Design Options

New-Build Community Arena

15

Option 4

Opportunities:

- Expand opportunities for more CVRD programs and community rentals
- Efficiency of a centralized reception and administration space

Challenges:

- Spectator events remain in Arena 1
- Removal of vehicular circulation to school site (due to site congestion)

Cost Range:

- Project Cost: \$37.6M – \$49.6M

The site plan for Option 4 shows a central arena complex with two main arenas, Arena 1 and Arena 2. Arena 1 is a large rectangular structure with a central stage area, while Arena 2 is a smaller, more rounded structure. The complex is surrounded by extensive parking areas, including 'EXISTING PARKING' and 'NEW STALLS'. To the north is a 'SECONDARY SCHOOL' and a 'BUS TURNAROUND'. To the south is a 'TURF FIELD' and a 'TRACK & FIELD' area. The plan also indicates 'PROPOSED FIELD HOUSE RELOCATION' and 'NEW PEDESTRIAN BRIDGE'. Other features include 'LOADING X 4', 'ENTRY', 'EXISTING PARKING', 'NEW STALLS', 'POOL', 'COURT', '100' OFFSET', '200' OFFSET', 'REMOVE VEHICULAR ACCESS - MAINTAIN PEDESTRIAN ACCESS', and 'VANIER DR'. A red dashed line indicates the 'PROPERTY LINE' and 'SETBACK'.

16

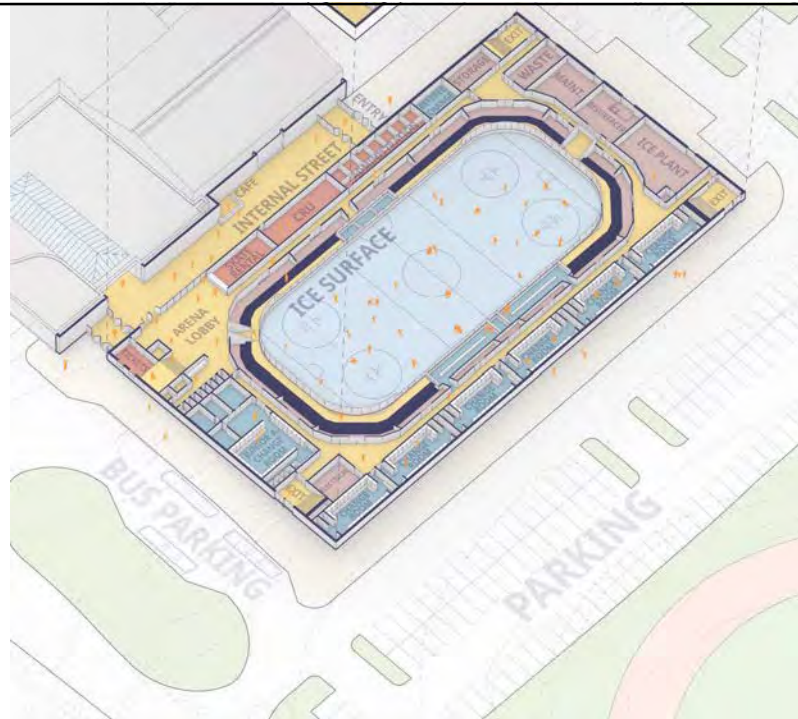
Recommendations

Project team recommends moving forward with Option 1 or Option 4 due to:

- Administrative and operational efficiencies
- Shared entrance and social connection opportunities

LEGEND

- Circulation + Public Spaces
- Ice Surface
- Change Rooms + Seating
- Administration + Services
- Service Spaces



17

Next Steps

1) Business Case

- Determine the right size of facility for the region
 - 2,000 spectator arena or community rink
 - Market demand, projections, revenue & operating costs

2) Feedback from Comox Valley Schools

- Impacts to GP Vanier, parking, traffic and the site in general

18

TO: Board of Education
FROM: Molly Proudfoot, Director of Operations
RE: Major Capital Projects Update – January 2025

DATE: January 28, 2025

Purpose

To update the Board of Education on Major Capital Expansion & Child Care Centre Projects as of January 2025.

Strategic Alignment

The Board of Education recently approved a new Strategic Plan, which is focused on learning and Indigenous World Views and Perspectives. The below capital-funded projects are targeted towards increasing space and capacity in our District to better strengthen our commitment to creating inclusive, holistic, and personalized learning environments for students of the Comox Valley. The new spaces have factored in the Strategic Plan’s ‘Values’ and ‘Design Principles’ to help facilitate each student’s development of the core competencies.

Aspen Park Elementary X11 Classroom Prefab Addition:

Construction Manager | Prime Consultant: Knappett Projects Inc. and studioHuB Architects

Capital Project Funding Agreement Signed: June 25th, 2024

Current Project Status: Civil underground services work underway. All Building Permits approved. Foundation work starts the 2nd week of January 2025.

Construction Start: November 2024

Tentative Completion: Mid-Fall 2026



Aspen Park Elementary Prefab Site Progress Photos

Aspen Park Elementary Prefab Cont'd



Context Plan



Rendering of Addition looking from the West (Town of Comox ball field side)

G.P. Vanier Replacement Child Care Centre:

Construction Manager | Prime Consultant: AFC Construction and Bradley Shuya Architecture

Capital Project Funding Agreement Signed: April 24th, 2024

Current Project Status: Building Permit submitted on December 16th, 2024. Trade Tender package to be issued mid-February 2025.

Construction Start: April 2025

Tentative Completion: Late Winter 2026

Progress Photos: No activity on-site to report

Cumberland Community School Elementary X16 Classroom Addition:

Construction Manager | Prime Consultant: Heatherbrae Builders and Bradley Shuya Architecture

Capital Project Funding Agreement Signed: July 3rd, 2024

Current Project Status: Schematic Design Phase

Construction Start: Phased Construction to begin as early as Spring 2025

Tentative Completion: Summer 2027

Progress Photos: No activity on-site to report

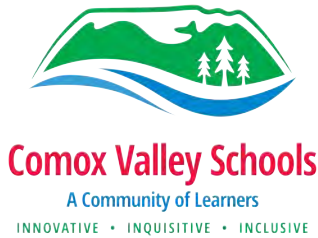
Recommendation

That the Board of Education of School District No. 71 (Comox Valley) receive the Major Capital Project Status Update briefing note, dated January 28, 2025, as presented.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Molly Proudfoot". The signature is stylized and cursive.

Molly Proudfoot
Director of Operations



TO: Board of Education **DATE:** January 28, 2025
FROM: Carrie McVeigh, Secretary Treasurer
RE: **Quarter 2 Financial Update – 2024-25 Annual Budget**

Purpose

The intent of this report is to provide the Board with a second quarter financial update comparison to the 2024-25 annual operating budget.

Background

At the June 2024 Regular Board Meeting, the Board approved the 2024-25 Annual Budget which was prepared in accordance with the Ministry of Education and Child Care (MECC) instructions. Normally September enrolment is confirmed through the recalculated MECC grant in December each year and the amended budget is then prepared and adopted by the Board by February 28th, 2025. The Ministry announced in December that they would be delaying the recalculated grant to sometime in January, 2025 which will shorten the amount of time Districts have to prepare their Amended Budgets and may postpone adoption this year.

Discussion

Revenues:

Annual Revenues received from the Ministry of Education and Child Care (MECC) will be adjusted once September enrolment is confirmed through the recalculated grant. At this point in the year timing differences explain the lower than anticipated revenue from the Ministry of Education and Child Care (MECC).

Tuition revenue represents fees related to the International Student Program. A significant portion of these funds are generally received in the previous fiscal year and deferred and recognized as revenue in the first quarter of the following year. This explains why 98% of the annual budgeted revenue has been recognized by quarter two.

Expenses:

The second quarter of the 2024/25 school year includes the months of July to December and represents 50% of the year. However, it should be noted that this only represents 40% of the school year since students are not back in classrooms until September. Expenses for Teachers, Educational Assistants, and Student Transportation are in line with the anticipated 40% spend, however Substitute expenses are

trending higher than expected and will be closely monitored with a potential adjustment in the amended budget to reflect this trend.

Utility costs are typically lower in the first two quarters due to schools being closed and the warmer months. The majority of utility expenses are incurred in quarter three and will be reflected in the next financial update.

Insurance expenses are higher than the annual budget due to the increase in the Ministry chargeback for the School Protection Plan premiums. Districts were recently notified of this increase and it will be adjusted in the amended budget accordingly.

At this point in the year projections to June 30th are not provided as the amended budget is not complete. The next quarterly update will include comparisons to the Amended Budget and projections to year end.

Operating surplus (deficit) reflected in the actuals is due to timing of revenue received and expenses recorded at a particular point in time.

Strategic Alignment

Providing the quarter 2 Financial update aligns with the Boards Strategic Plan Value of **INTEGRITY**, by upholding high ethical standards through transparency, honesty and accountability.

Recommendation

THAT the Board of Education of School District No. 71 (Comox Valley) receive this information.

Respectfully submitted,

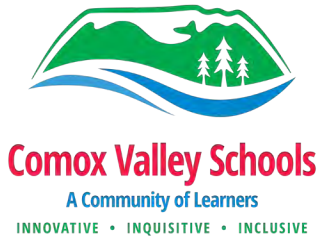
Carrie McVeigh

Carrie McVeigh
Secretary Treasurer

Attachment – Appendix A, Operating Fund Update Q2

APPENDIX A - SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
OPERATING FUND UPDATE - Q2
As at December 31, 2024

	2024-25 ANNUAL BUDGET	2024-25 ACTUAL Revenues & Expenditures to December 31th	% Collected or Spent
OPERATING FUND			
REVENUE			
Provincial Grants			
Ministry of Education	122,503,618	50,121,210	41%
Other	222,000	79,040	36%
Tuition	3,176,750	3,121,962	98%
Other Revenue	481,117	360,321	75%
Rentals and Leases	160,000	107,295	67%
Investment Income	690,000	514,026	74%
TOTAL OPERATING REVENUE	127,233,485	54,303,854	43%
EXPENSES			
Salaries			
Teachers	51,894,494	21,144,129	41%
Principals/Vice-Principals	6,782,503	3,510,922	52%
Educational Assistants	8,323,151	3,323,725	40%
Support Staff	11,507,153	5,401,336	47%
Other Professionals	4,403,664	2,324,102	53%
Substitutes	4,133,986	1,984,880	48%
Total Salaries	87,044,951	37,689,095	43%
Employee Benefits	22,014,960	9,869,743	45%
Total Salaries and Benefits	109,059,911	47,558,837	44%
Services and Supplies			
Services	4,449,456	2,357,299	53%
Student Transportation	2,940,633	1,151,789	39%
ProD and Travel	1,083,540	480,790	44%
Rentals & Leases	247,739	85,864	35%
Dues and Fees	106,900	63,952	60%
Insurance	236,550	254,987	108%
Supplies	5,610,610	2,320,723	41%
Utilities	2,462,860	766,729	31%
Total Services and Supplies	17,138,288	7,482,133	44%
TOTAL OPERATING EXPENSES	126,198,199	55,040,971	44%
Surplus Appropriation	799,714	799,714	100%
Transfer to Local Capital	(1,460,000)	(1,460,000)	100%
Tangible Capital Assets Purchased	(375,000)	(26,536)	7%
OPERATING SURPLUS (DEFICIT)	\$ -	(1,423,939)	



Comox Valley Schools

School District No. 71
Office of the Secretary Treasurer

BRIEFING NOTE

TO: Board of Education **DATE:** January 28, 2025
FROM: Carrie McVeigh, Secretary-Treasurer/CFO
RE: **2025-26 Annual Operating Budget Development Timelines & Process**

Introduction

Annually, School Districts are required to submit a balanced budget to the Ministry of Education and Childcare by June 30th. The annual budget will be compiled and submitted on the specified form and containing the content as required by the Ministry of Education and Childcare.

Background

Each year, the Board approves the Annual Budget timelines which will include a process and schedule for engagement with the local community and educational partners. The main consultations for the Annual Budget will be conducted within the Open Committee of the Whole (CoTW) structure so the entire Board, educational partners (SD71 Leadership Team, IEC, CDTA, CUPE 439, DPAC) and public are aware of the input that has been considered in the budget development.

The proposed timeline is attached to this briefing note for consideration.

Strategic Alignment

Providing the 2025-26 annual budget development timelines aligns with the Boards Strategic Plan Value of **INTEGRITY**, by upholding high ethical standards through transparency, honesty and accountability.

Recommendations

THAT the Board of Education of School District No. 71 (Comox Valley) receive the **2025-26 Annual Operating Budget Development Timelines & Process** briefing note, dated January 28, 2025, as presented.

THAT the Board of Education of School District No. 71 (Comox Valley) approve the 2025-2026 Annual Operating Budget Timelines & Process as outlined.

Respectfully submitted,

Carrie McVeigh

Carrie McVeigh

Secretary-Treasurer

Appendix A: 2025-2026 Annual Operating Budget Timelines & Process

BUDGET DEVELOPMENT

2025-26 ANNUAL OPERATING BUDGET TIMELINES & PROCESS

February 11	Annual Budget - Open Committee of the Whole Meeting <i>Budget process overview</i>
March 14	Anticipated Preliminary Operating Grant Announcement
March 17 – 28 th	Spring Break
April 22	Regular Board Meeting <i>Discuss and consider the implications of the Preliminary Operating Grant Announcement, specifically Revenue impacts.</i>
April 23 – May 7th	Public Budget Consultation Process <i>Public Budget Consultation process for 25-26 will include a public survey which will be advertised and posted on the District website. Any other special meetings with Partner groups may be facilitated during this time period.</i> <i>*Note-All Public Board and Committee of the Whole meetings are open to the general public. As always, any Comox Valley resident is welcome to attend public board meetings.</i>
May 13	Annual Budget - Open Committee of the Whole Meeting <i>First look at Operating Budget Position only.</i>
May 15-16	Public Budget Consultation Process Cont'd <i>Opportunity for further engagement with Partner groups as needed.</i> <i>Ongoing work and adjustments by management team to refine budget options and ensure that priorities connect to the district's strategic plan and adhere to Ministry policy and guidelines.</i>
May 27	Regular Board Meeting <i>To share input from Public Budget Consultation process and consider preliminary balancing options. Opportunity for District Staff and Partner Group presentations if desired. Further Partner Group feedback welcome.</i>
June 10	Annual Budget - Open Committee of the Whole Meeting <i>Updated final draft of annual budget with adjustments incorporated and further information on capital and special purpose funds (Includes draft bylaw template)</i>
June 24	Regular Board Meeting <i>Approval 2025-26 Annual Budget Bylaw and receipt of multi year financial plan if available.</i>



1



2

FEEDING FUTURES INSTRUCTIONS

FUND USAGE

Funds are intended to implement or expand food programming to support students who need it most.

DOES NOT ADDRESS WIDER FOOD SYSTEMS

There is no scope within Feeding Futures to support school gardens, universal (free) salad bars, waste management etc

GOAL:


To build equitable, universal, and consistent food programs

3

SALAD BARS

- Build community
- Introduce new food
- Offer choice
- Support local farms

- Difficult to provide enough nutrition
- Inconsistent availability
- Unfamiliar to some students
- Dependent on many volunteers



4

SCHOOL FOOD PROGRAMMING: OVERVIEW

Met with administration and food staff at all 22 schools to identify successes, challenges and needs

Challenge: One size fits all approach is not ideal for our district

Found gaps and implemented unique solutions

5

ONE SIZE FITS ALL?!

VANIER
Has a cafeteria in place

NALA'ATSI & GLACIER VIEW
Unique demographic with unique needs

HORNBY & DENMAN
Logistical challenges

COMMUNITY SCHOOLS
Have existing food programs


6



CASE STUDY: HIGHLAND, ASPEN.... AND BROOKLYN

- Were using support staff to plan, shop and prepare, grab and go lunches
- Need not being met
- Hired Food Service Worker to work between both schools
- Dedicated staff has been able to broaden food variety, nutrition, and reduce costs
- Need at Brooklyn identified in Dec
- FSW added hours and is delivering food to Brooklyn

7



CASE STUDY: GLACIER VIEW

- Were using support staff to plan, shop and prepare meals
- EAs did shifts washing dishes - out of the classroom
- Hired Food Service Worker
 - Increased food access
 - Increased (hidden) nutrition
 - Ability to prepare extra food to send home



8

CASE STUDY: ARDEN PILOT PROJECT

- Universal, pay-what-you-can model
 - How did it happen?
 - What is a universal program?
 - How does it work?
 - What does it cost?
- Parent Feedback



9

Arden Elementary PAC and school ...

An absolute RAVE to our feeding futures lunch program and all of the incredibly hard work of Nicole Mann and the team of volunteers! You are SO APPRECIATED!

Much like Salad Bar, exposure to new foods in the school environment has completely changed my kids into these wildly adventurous eaters (and I'm a mom who has googled "can my kids survive on only peanut butter sandwiches and yogurt drinks" in the past.)





My kids have been so excited to tell me what new foods they have tried and I am happy to learn that they have not only tried everything but cleaned their plates!

The best part is that in the past few weeks I have had all sorts of new dinner requests - including chili this weekend from my oldest who has always refused my homemade chili.

I highly encourage Arden parents to just order the meals. Even if you think maybe your kids won't like it - they often are more adaptable in the school environment and try things they may usually not like. This program is pay what you can, which means you can pay nothing and it's entirely confidential. There's zero pressure to eat but lots of encouragement to taste, poke, smell etc.

Signed,

A mom who's picky 5 year old rated sushi bowls 2 Billion stars today 🌟

10



11

Open Committee of the Whole Meeting
Report to the Board
January 14, 2025

In Attendance at Meeting:

Committee Members:

Susan Leslie, Meeting Chairperson
Cristi May Sacht, Trustee
Shannon Aldinger, Trustee
Sarah Jane Howe, Vice Chair

Regrets:

Michelle Waite, Board Chairperson
Janice Caton, Trustee
Chelsea McCannel-Keene, Trustee

Staff:

Dr. Jeremy Morrow, Superintendent
Carrie McVeigh, Secretary Treasurer
Jay Dixon, Associate Superintendent
Sean Lamoureux, Associate Superintendent
Brian Mcaskill, Principal, Mark R. Isfeld Secondary
Kim Murcheson, Teacher, Mark R. Isfeld Secondary

Recording Secretary: Marlene Leach, Senior Executive Assistant

Partner Groups – 2 members from each group:

Comox District Teachers Association (CDTA) - n/a
Canadian Union of Public Employees (CUPE 439) - n/a
Indigenous Education Council (IEC) - n/a
Comox Valley Principals and Vice-Principals Association (DVPVPA) - n/a
District Parents Advisory Council (DPAC) - Jennifer Fisher and Megan Cowling

A. WELCOME AND CALL TO ORDER

The Board of Education acknowledges that we are on the traditional territories of the K'ómoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.

Trustee Leslie acted as meeting Chair, welcomed attendees, and called the meeting to order at 7:05 pm.

B. ADOPTION OF AGENDA

Motion: (COWO-2025-01-14-01)

THAT the Board of Education of School District No. 71 (Comox Valley) approve the January 14, 2025, Open Committee of the Whole agenda as presented.

[Howe/May Sacht]

CARRIED

C. EDUCATION

**1. PRESENTATION: Flexible Learning Environments and Paperless Classroom
Mark R. Isfeld Secondary - PowerPoint**

Pages

Brian Mcaskill, Principal, and Kim Murcheson, Teacher (Calculus 12, Pre-Calculus 11 & 12, Economics 12, Accounting 11 & 12), Jay Dixon, Associate Superintendent

Brian Mcaskill, Principal, introduced teacher, Kim Murcheson. Both staff members are involved in the Flexible Learning Environments and Paperless Classroom pilot project at Mark R. Isfeld Secondary. The presenters provided a PowerPoint and explained how the project was started from a student's inspirational capstone project. They explained what the plan was and how to provide it to the students of Pre-Calculus and Calculus 12 classes. Benefits, results and observations included: preparation for post-secondary, sustainability, inclusion and differentiation, accessibility, and a flexible learning environment. Some challenges and how to move forward were identified as well. Brian Mcaskill and Kim Murcheson answered the Trustee questions and received their comments. The Superintendent provided comments as well, expressing appreciation for their work and approach.

2. PRESENTATION: Accessibility – Inclusive Education - PowerPoint

Tara Ryan, District Vice-Principal, Inclusive Education, Sean Lamoureux, Associate Superintendent

Tara Ryan, District Vice-Principal, Inclusive Education provided an Accessibility PowerPoint presentation and explained how the Accessibility Committee started in 2023 to meet the requirements of the *Accessible BC Act*, legislation that was brought forward, in June 2021. The committee looks at how to better serve the needs of students, staff and the community. The committee currently includes eight people who needed to qualify to be a member. Members include parents, educators, administration, a graduate student, Indigenous member, community member, range of disabilities, and school district/community specialists. Several schools were audited in 2024 for accessibility and the data will be culminated. SPARC BC helped to assist in creating an audit for the committee. Other topics presented included why they do and what they do, their goals, and updating the SD71 Accessibility Plan. Tara Ryan and the Associate Superintendent answered Trustee and partner group questions and received their comments. The Superintendent and the Board expressed appreciation for this important work.

D. GOVERNANCE

1. BC School Trustees Association (BCSTA) AGM Motions for Consideration

Pages

Discussion – Susan Leslie, Trustee

Trustee Leslie opened the generative conversation, circling around the table with a talking stick among attendees. Trustee Aldinger began the conversation with the process and timeline for bringing forward motions to BCSTA. Previous and new topics were discussed. Trustee Aldinger is working on a Gender-Based Violence motion.

E. POLICY

1. Ad Hoc Policy Committee Meeting Board Report - January 08, 2025

Pages

2. Next Ad Hoc Policy Committee Meeting:

3:00 pm – 5:30 pm, Wednesday, February 05, 2025

F. OPERATIONS - None

G. FINANCE - None

H. OTHER – None

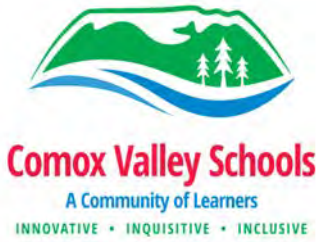
I. ADJOURNMENT – 9:03 pm

Motion: (COWO-2025-01-14-02)

THAT the Board of Education of School District No. 71 (Comox Valley) adjourn the January 14, 2025, Committee of the Whole meeting at 9:03 pm.

[May Sacht/Howe]

CARRIED



**AD HOC POLICY COMMITTEE
BOARD REPORT**

Date: Thursday, January 08, 2025
Time: 4:00 pm – 5:30 pm
Venue: SBO, Meeting Room 111

Committee Members

Trustees:

Chelsea McCannel-Keene, Committee Chair
Shannon Aldinger, Trustee

Staff:

Dr. Jeremy Morrow, Superintendent
Carrie McVeigh, Secretary-Treasurer

Regrets: Michelle Waite, Board Chair

Recording Secretary: Marlene Leach, Sr. Executive Assistant

PLEASE READ: N/A

ATTACHMENTS:

- 1) **Ad Hoc Policy Committee Board Report – October 30, 2024**
- 2) **Policy 1 – Draft Foundational Statements**
- 3) **Policy 4 – Draft Trustee Code of Conduct with Appendix**
- 4) **Policy 17 – Sexual Orientation & Gender Identity**
- 5) **Policy 24 – Equity & Non-Discrimination**

TERMS OF REFERENCE:

Term: Ongoing ad hoc committee
Membership: Two Trustees appointed each school year
Frequency: Monthly meeting (approximately 10 per school year)
Nature: Closed Meetings
Reporting: The Board Report is to be presented at the first Board meeting following the Ad Hoc Committee meeting or as soon after as possible. Recommendations within the report are to be presented to the Board for approval as separate motions.

Mandate:

- 1) Assist the Board to fulfill obligations in Policy 2- Role of the Board (Section 5 – Policy)
- 2) Review, on a regular basis, all policies of the Board and recommend any changes
- 3) Recommend the nature and substance of any new proposed new policies
- 4) Support Superintendent and Secretary-Treasurer with development and maintenance of Administrative Procedures

Membership:

2 Trustees	Superintendent
Board Chair (ex-officio non-voting)	Secretary Treasurer

1. **CALL TO ORDER**

The Board of Education acknowledges that we are on the traditional territories of the K'omoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.

The Committee Chair welcomed committee members and called the meeting to order at 4:07 pm and recommended that the Check-In occur next on the agenda.

2. **CHECK-IN**

The Committee Chair provided an opportunity for each member to check-in with the committee.

3. **REVIEW THE REPORT TO THE BOARD – OCTOBER 30, 2024**

The committee reviewed the October 30, 2024, Ad Hoc Policy Committee Board Report.

4. **ADOPTION OF AGENDA**

Motion:

THAT the Ad Hoc Policy Committee of School District No.71 (Comox Valley) receive the agenda as presented.

[McCannel-Keene/Aldinger]

CARRIED

5. **OLD BUSINESS**

- A. Policy 1 – Foundational Statements** – The Secretary-Treasurer uploaded the edited document to SharePoint, and it was last modified on Nov. 22, 2024.

The committee worked together to make final edits to the policy. The Superintendent and Secretary-Treasurer will make some final edits for review by the committee to create the final draft. This policy will be brought forward to the January 28, 2024, Regular Board Meeting agenda for approval.

- B. Policy 4 – Trustee Code of Conduct with Appendix** – Edited drafts are attached.

The Secretary-Treasurer uploaded edited documents to SharePoint, for committee members to edit and comment.

All items below will be worked on at future Committee meetings.

- a) Working Draft of Policy 4 - Trustee Code of Conduct – with markup
- b) Working Draft of Policy 4 - Trustee Code of Conduct – no markup
- c) Working Draft New Simpler Version Policy 4 - Appendix A – Trustee Breaches – no markup
- d) Working Draft Policy 4 - Appendix A – Trustee Breaches – with markup
- e) Working Draft Policy 4 - Appendix A – Trustee Breaches – no markup

- C. **Policy 17 – Sexual Orientation & Gender Identity** – to be reviewed and updated at a future meeting.
- D. **Policy 24 – Equity & Non-Discrimination** – to be reviewed and updated at a future meeting.

6. NEW BUSINESS – For a future meeting(s)

- A. **Conflict of Interest**
- B. **Planning and Prioritization of Policies**

7. ACTION ITEMS

Action Items	Person(s) Responsible	Deadline
Policy 1 – Foundational Statements – make some final edits	Superintendent and Secretary-Treasurer	January 15, 2025
Policy 1 – Foundational Statements – add edits and format	Sr. Executive Assistant	January 16, 2025
Policy 1 – Foundational Statements – committee to review	Committee	January 17, 2025
Policy 1 – Foundational Statements – add Jan. 28, 2025, public agenda package	Sr. Executive Assistant	January 21, 2025

8. RECOMMENDATIONS TO THE BOARD OF EDUCATION

- A. *THAT The Board of Education of School District No. 71 (Comox Valley) receive the January 08, 2025, Policy Committee Board Report as presented.*

9. FUTURE MEETING DATES

Date and Time: Wednesday, February 05, 2025, 3:00 - 5:30 pm

10. ADJOURNMENT – 5:40 pm

FOUNDATIONAL STATEMENTS

Territorial Acknowledgment

The Board of Education acknowledges that we are on the traditional territories of the K'ómoks First Nation. We are thankful for the privilege of living on their land and the gift of working with their children.

The Board is grateful to live, work, and learn in this community and is committed to fostering respectful and inclusive relationships with Indigenous Peoples.

The Role of Public Education

The Board believes that public education is foundational to a free and democratic society. Public education is critical in advancing equity and inclusion and providing all children with the opportunity to thrive. Public education is a shared responsibility with families and communities, who together nurture young people to flourish with dignity, confidence, purpose, and a commitment to contributing to a healthy, inclusive society.

Vision, Purpose, and Values

The Board is guided by a vision of **Compassionate, Connected, and Personalized Learning for All**.

Our purpose is to **Create safe, equitable learning environments that support each learner in thriving, sharing, and developing their unique gifts.**

These values shape every decision and action within our district:

- **Learning:** We center learning in all that we do, encouraging curiosity, growth, and lifelong inquiry.
- **Equity:** We lead with a vision of diversity as a strength and inclusion as a right, ensuring fair opportunities for all.
- **Relationships:** We commit to building connections founded on compassion, respect, and mutual understanding.
- **Safety:** We create learning spaces where everyone feels safe, valued, and has a sense of belonging.
- **Integrity:** We uphold high ethical standards, acting with transparency, honesty, and accountability.

These values are our universal guiding principles, serving as the lens through which the Board assesses each decision and action to ensure alignment with our foundational beliefs.

Commitment to Reconciliation and Indigenous Worldviews

The Board acknowledges the historical role of Canada's education system in advancing colonial structures that marginalize and harm Indigenous Peoples. We recognize the ongoing impact of these policies on Indigenous communities today and are committed to reconciliation. In alignment with our values and strategic plan, we strive to integrate Indigenous perspectives and knowledge throughout our practices by:

- **Engaging in Learning and Unlearning:** We commit to learning, unlearning, and relearning about Indigenous histories, worldviews, and ways of knowing as part of our responsibility toward truth and reconciliation. This learning will lead to engaging in processes that are less colonial and more reflective Indigenous World Views and Perspectives, such as conducting meetings in circle.
- **Building Relationships and Deepening Understanding:** We seek to foster relationships that are rooted in respect, empathy, and shared responsibility.
- **Aligning with National and International Frameworks:** Our actions are aligned with the Truth and Reconciliation Commission Calls to Action, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and the First Peoples Principles of Learning.
- **Supporting Environmental Stewardship:** In recognition of Indigenous teachings on the interconnection with land, we share responsibility for nurturing and protecting our environment, fostering an ethos of stewardship among all learners.

Accountability and Implementation

The Board of Education affirms that every decision, action, and interaction within the district shall reflect this foundational policy. This commitment extends across all roles and responsibilities within the district, ensuring that our work remains aligned with the values outlined here. The life and legacy of the late Honourable Murray Sinclair reminds us of the transformative power of education, guiding our commitment to equity, respect, and reconciliation.

Through continuous engagement, reflection, and learning, we strive to uphold these principles in our service to each student and to the broader community.

Notation: Words that are bolded in this policy reflect exact wording in the current Strategic Plan. Throughout the policy some components of the Strategic Plan are paraphrased or expanded upon and, not meant to be verbatim.

NOTES:

- Remove other sections of current Policy 1 into a new or different policy i.e. Operational Guiding Principals and Strategic Plan Priorities into an AP with revisions, and, Sections on Logo, Legal Name and Operational Name into new Policy or addendum to Policy 1
- Update Legal References

Legal Reference: Sections 65, 75, 85 *School Act*
Order in Council #597, November 9, 2018

Adopted: September 2019
Revised: January 28, 2025

DRAFT

FOUNDATIONAL STATEMENTS

The Board of Education, in its role as governor and advocate for public education in our community, has developed the district's vision, mission, values and beliefs, and guiding principles to ensure students achieve their fullest potential. The guiding principles are meant to serve as lens which will guide the decisions and actions of every person in our district. The Universal Guiding Principles apply to every sector and person associated with our district, from board member to student. The Operating Guiding Principles provide more focused direction in regard to specific areas of district operations.

1. **Vision Statement**

An inclusive learning community that embraces diversity, fosters relationships and empowers all learners to have a positive impact on the world.

2. **Mission Statement**

To inspire engaged, compassionate, resilient lifelong learners and cultivate a collaborative community together.

3. **Motto**

A community of Learners: Innovative, Inquisitive, Inclusive

4. **Value and Belief Statements**

- 4.1 Trusting relationships based on respect, integrity and ethical behavior.
- 4.2 A commitment to Truth and Reconciliation with Indigenous peoples.
- 4.3 Equity, including, dignity, and acceptance for all.
- 4.4 Global awareness and environmental stewardship.
- 4.5 Innovation, creativity, problem solving, and critical thinking.
- 4.6 Accountability and shared responsibility.
- 4.7 Open and engaging communication.
- 4.8 Celebration of learning.

5. **Universal Guiding Principles**

For everything we decide and do, we will hold ourselves accountable and we will ask:
Does it support student success?

- 5.1 Will it promote, encourage, and foster learning for everyone?
- 5.2 Will it build trust and good relationships?
- 5.3 Do we engage our community in a meaningful way?
- 5.4 Is it the responsible thing to do now, and in the future?
- 5.5 Are we being open, fair and ethical?

6. Operating Guiding Principles

6.1 *Student Success*

- 6.1.1 Organization will develop and maintain an understanding of what constitutes student success.
- 6.1.2 An inclusive and respectful learning environment will support students to become responsible and compassionate citizens.

6.2 *Educational Programs (Instruction)*

- 6.2.1 Individual learning paths for each student will be accommodated.
- 6.2.2 Educational instructional strategies / methods will optimize student success.
- 6.2.3 Innovative educational programs will be developed to support the unique needs of every learner.
- 6.2.4 Learning partnerships will be developed and valued.
- 6.2.5 Programs will be reviewed to determine if intended results are achieved.
- 6.2.6 Where appropriate, technology will be used across all curricula.
- 6.2.7 Students will learn about environmental stewardship and sustainability.

6.3 *Human Resources*

- 6.3.1 Well-being of staff will be promoted.
- 6.3.2 Employment contracts will be honoured.
- 6.3.3 Decisions will be sustainable and demonstrate best practices.
- 6.3.4 Processes will be transparent.

6.4 *Financial Management*

- 6.4.1 Budgets shall be developed in consultation with the educational community.
- 6.4.2 Financial reserves will be established and maintained in a strategic manner.
- 6.4.3 Budget decisions shall be sustainable in future years.

6.5 *Facilities and Operations*

- 6.5.1 Facilities will be available for community use.
- 6.5.2 Joint use and partnership agreements will be considered.
- 6.5.3 Facilities shall be maintained at the highest standard possible.
- 6.5.4 Long-term facility planning will occur.
- 6.5.5 Transportation services will be coordinated efficiently and in a safe manner.

6.6 *External Partnerships*

- 6.6.1 Community stakeholders will be engaged in decision-making processes whenever possible.

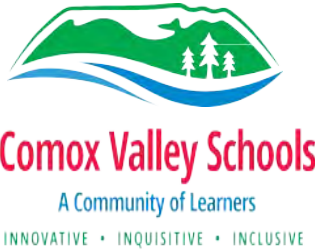
6.6.2 External partnerships will be developed to enhance operations and services for students.

6.6.3 We foster community partnerships that enrich the lives of our learners.

7. Strategic Plan Priorities

- 7.1 Educational Excellence: Optimize innovative practices and learning opportunities.
- 7.2 Community Engagement: Deepen integration of Indigenous ways and knowing & Foster relationships with community, parents, and educational partners.
- 7.3 Organizational Sustainability & Environmental Stewardship: Optimize infrastructure to support learning & Foster environmental stewardship.
- 7.4 Physical Health & Mental Well-Being: Invest in the holistic well-being of our people.

8. The Logo Design and Use



Our Logo represents our geographical location on Vancouver Island which is depicted by the ocean with its marine life, mountains and forest.

The logo is the property of the Comox Valley School Board and shall only be used by external organizations with prior approval of the Superintendent of Schools.

9. Legal Name

The Board of Education of School District No. 71 (Comox Valley).

10. Operational Name

Comox Valley Schools

Legal Reference: Sections 65, 75, 85 *School Act*
Order in Council #597, November 9, 2018

Adopted: September 2019

TO: Board of Education **DATE:** January 28, 2025

FROM: Shannon Aldinger, School Trustee (City of Courtenay)

RE: **BC School Trustee Association (BCSTA) AGM Motions for Consideration**

Purpose:

Each year at the Annual General Meeting of the BC School Trustee Association, boards of education are provided with an opportunity to shape the BCSTA’s collective discussion, decision-making and advocacy to the Ministry of Education and Childcare. Substantive motions to be considered at this year’s AGM (to be held April 24 to 26, 2025) must be submitted to the BCSTA by Friday, February 21, 2025

This Briefing Note seeks the Board of Education’s approval to submit this motion to the BCSTA’s AGM.

Strategic Alignment

The proposed motion supports the Board of Education’s Strategic Plan’s values, and particularly those of safety, relationships and integrity.

Background

Our Board of Education has taken considerable steps to address gender-based violence (GBV). In 2023, our board submitted a motion to have the BCSTA advocate to the Ministry of Education and Childcare to provide clear guidance about how to respond to student complaints of *peer-to-peer* sexual exploitation and sexual assault, which passed with overwhelming support. In 2024, our board approved the terms reference to launch a district gender-based violence committee to review district policies, administrative procedures and other practices that relate to GBV and to identify and develop resources and best practices.

This proposed motion continues this work.

Analysis

This motion is rooted in the recognition that sexual assault and sexual harassment exist on a continuum and should not be considered as isolated incidents, but rather as taking place within in a larger social and cultural context of misogyny and sexism.

The most recent McCreary Centre's BC Adolescent Health Survey (2023) revealed that 51% of female students aged 12 to 19 in BC reported they had experienced verbal sexual harassment in the previous year and 32% had experienced physical sexual harassment. Non-binary youth in BC reported experiences of physical and verbal sexual harassment at even higher rates (58% verbal and 40% physical sexual harassment).

Similar rates were cited in a 2017 study conducted by Harvard University's Graduate School of Education. Its report, entitled "[The Talk: How Adults Can Promote Young People's Healthy Relationships and Prevent Misogyny and Sexual Harassment](#)", included among its key findings that misogyny and sexual harassment are so pervasive among young people that young people are increasingly desensitized to it and that peer sexual harassment "largely flies under our [adult] radar," with "large numbers of parents, educators, and other adults appear to be either unaware of the seriousness of the problem or don't know how to deal with it."

This motion is supported by:

- The province's multi-year Gender-Based Violence Action Plan (released in December 2023) which specifically includes among its planned actions increasing prevention education; and
- The province's recent declaration (January 2025) that gender-based violence is an epidemic.

Recommendation

THAT the Board of Education of School District No. 71 (Comox Valley) approve the following motion for submission to the BCSTA Annual General Meeting scheduled for April 24-26, 2025:

That the BCSTA advocate for the Ministry of Education & Child Care to develop, promote, implement and fund a K-12 Action Plan to address misogyny & sexism (akin to the K-12 Anti-Racism Action Plan, released January 2023) and which specifically includes strategies for educators and for students to identify and respond to gender-based biases and sexual harassment.

Respectfully submitted,

Shannon Aldinger

School Trustee (City of Courtenay)