

**REGULAR MEETING ----- March 11, 2019**

**Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, March 11, 2019 at 3:00 p.m. in the Chinook Education Centre.**

**PRESENT:** Kimberly Pridmore  
Katelyn Toney  
Shane Andrus  
Allan Bridal  
Larry Caswell  
Dianne Hahn  
Gwen Humphrey  
Susan Mouland  
Tim Ramage  
Tim Weinbender

Kyle McIntyre – Director of Education  
Rod Quintin – Chief Financial Officer  
Joanne Booth – Communications Coordinator  
Jackie Wiebe – Executive Assistant

**GUESTS:** **Stewart Valley School: “Literacy Engagement at Stewart Valley School”**  
Principal: Brad Robinson  
Students: Brianna Cook, Peyton Todd, Ashlyn Todd

**Staff Presentations:**  
Mark Benesh, Superintendent of Schools  
Val Gordon, Athletic Coordinator

The meeting was called to order at 3:00 p.m. by Chair Kimberly Pridmore

AGENDA      031/19 Ramage      THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES      032/19 Mouland      THAT the Minutes of the Regular Meeting of February 11, 2019, be approved, as presented.

CARRIED

**REGULAR MEETING ----- March 11, 2019**

CONSENT 033/19 Andrus THAT the Consent Agenda Items be approved.  
ITEMS

CARRIED

AP 801 034/19 Caswell THAT the revised Administrative Policy 801, Transportation  
Services, be approved as attached.

CARRIED

AP 403 035/19 Toney THAT the revised Administrative Policy 403, Admission of  
Students, be approved as attached.

CARRIED

Mark Benesh, Superintendent of Schools, presented the  
Hutterian Status Report.

HUTTERIAN 036/19 Hahn THAT the Hutterian Status Report be received.  
REPORT

CARRIED

Val Gordon, Athletic Coordinator, presented the  
Athletics Status Report.

ATHLETIC 037/19 Bridal THAT the Athletics Status Report be received.  
REPORT

CARRIED

**REGULAR MEETING ----- March 11, 2019**

CLOSED      038/19 Humphrey      THAT the Board of Education recess the meeting to go into Closed Session.

CARRIED

RISE      039/19 Weinbender      THAT the Board of Education rise and report.

CARRIED

HR  
REPORT      040/19 Ramage      THAT the Employee Contracts be ratified as contained in the Human Resources Report dated March 11, 2019.

CARRIED

EMERGENT FUNDING      041/19 Mouland      THAT the Chinook Board of Education approves the submission of the Emergent Funding Program Application Forms to the Ministry of Education, as attached.

CARRIED

NATIONAL CONGRESS  
SCC      042/19 Andrus      THAT the Chinook Board of Education will support attendance at the National Congress on Rural Education in Saskatoon on March 31 – April 2, 2019 for School Community Council members, as attached.

CARRIED

ROUTE 723      043/19 Caswell      THAT the tender proposal for Route 723 as submitted by Frank and Jocelyn Hammond be accepted.

CARRIED

**REGULAR MEETING ----- March 11, 2019**

CHINOOK 044/19 Mouland  
BUS ROUTES

THAT the Chinook School Division Transportation Department assume responsibility for the operation of Routes 253, 303, 460, 505, 602, 700, 702, 703 and 706 commencing with the start of the 2019 / 20 school year.

**RECORDED VOTE REQUESTED BY:** Shane Andrus

**In favor:** Al Bridal, Larry Caswell, Dianne Hahn, Gwen Humphrey, Susan Mouland, Tim Ramage and Tim Weinbender

**Opposed:** Shane Andrus, Katelyn Toney and Kim Pridmore

CARRIED

ADJOURN 045/19 Hahn

THAT we do now adjourn.

CARRIED

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Board Chair

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CFO

## **ADMINISTRATIVE POLICY No. 801**

### **TRANSPORTATION SERVICES**

Eligibility to attend a specific school is covered in Module 4. Once eligibility is confirmed, Chinook School Division (Chinook) provides transportation for students requiring access to school in accordance with *The Education Act, 1995*, *The Highway Traffic Act*, and *The Vehicle Administration Act*. In addition, provisions are made for special use of buses to enable students to participate in education and education-related activities.

### **PROCEDURES**

#### ***1. Provision of Services***

- a. Transportation for students residing in Chinook is provided through a combination of school buses, contractor school buses and private vehicles.
- b. Chinook may provide transportation services to other school divisions under contract, when approved by resolution of the Board.
- c. Chinook may receive transportation services from other school divisions for Chinook students attending schools outside of Chinook boundaries.

#### ***2. Rural Student Transportation***

- a. The Manager of Transportation is responsible for bus scheduling and routing in consultation with the Chief Financial Officer.
  - i. Buses are to be restricted to provincial highways, municipal roads, and approved yard service.
  - ii. Yard service may be approved if the residence is at least 200 meters from the road allowance (fence line), the access road is of all-weather construction, and there is a clear area to enable the bus to turn around without backing up. Requests for yard service lying outside of these guidelines will be honored at the discretion of the bus driver in consultation with the Manager of Transportation.
  - iii. Time schedules are to be based on normal travel conditions. The schedule is to be communicated to parents with the directive that under normal conditions buses will wait no longer than two minutes at any

one pickup point, nor will they leave any pickup point ahead of time, unless all students have been accounted for. Buses are to arrive at school no earlier than fifteen minutes prior to the usual commencement of classes, unless the bus must proceed to another school and the driver requires the time for appropriate scheduling of arrival time. Schedule accommodations may be made subject to the approval of the Manager of Transportation.

- iv. Routes will be designed with a targeted maximum ride time of 75 minutes. Exceptions to the targeted 75 minute ride time may occur in extenuating circumstances such as, but not limited to the following:
  - (1) Alternate school choice
  - (2) Geographic barriers
  - (3) Extreme isolation
- v. Variations in scheduling or routes are to be communicated to parents by the Manager of Transportation or designate.
- vi. Transportation will be provided to the designated school, to and from the student's designated home location.
  - (1) Exceptions to the designated home location may be granted in extenuating circumstances. Chinook may allow for a regular alternate pickup and drop off location. (A minimum one month advance schedule must be provided.) The location must be a home or designated stop (i.e.: daycare or childcare site). This alternate location must not cause deviation of more than one mile from the regular route, nor shall the targeted total ride time of the route exceed 75 minutes as a result.
- vii. In the event of school closure or grade discontinuance, efforts will be made to allow parents to send students to the school of their choice subject to the conditions set forth in Section 4 (Student Transportation to Alternate School Locations).
- viii. Prior to final notice of annual bus route arrangements being given to parents for the upcoming school year, the Manager of Transportation shall:
  - (1) Forward a copy of applicable bus routing information for each of subdivisions 1 to 7 to the respective Board Trustee.
  - (2) Permit two weeks for the Board Trustee to solicit feedback from SCC's and community stakeholders, including but not limited to, bus drivers and municipal government authorities, on bus routes developed for their respective schools.
  - (3) Consider and may incorporate appropriate feedback into bus routing.

- (4) In the event that mid-year routing changes are necessary, a plan of the possible changes shall be forwarded for consultation to the Sub-division Trustee as soon as practical, but no later than the date the routing change comes into effect.
- b.** There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing, including the use of public service or private vehicles. In these cases the Manager of Transportation is to recommend special arrangements to the Chief Financial Officer for approval. These arrangements may include:
- i. Provision of transportation allowance for parents who convey their children.
  - ii. Provision of a boarding allowance to parents who do not have bus or alternative service and who choose to board their children away from home.
- c.** Courtesy pick-ups may be provided to students attending Catholic or Fransaskois schools within Chinook under the following conditions:
- i. Application is to be made to the Chinook School Division.
  - ii. With respect to Catholic school attendance, students must be baptized Catholic and provide proof of their baptismal to be considered for transportation.
  - iii. With respect to Fransaskois school attendance, students must reside within the francophone attendance area.
  - iv. Pick-up location must be in close proximity (within 10 minutes) to existing routes and not result in the deviation from the targeted total ride time of 75 minutes.
  - v. There is space available on the bus.
- d.** Courtesy pick-ups may be provided to students from eligible day care facilities located in towns and villages within Chinook under the following conditions:
- i. Application is to be made to the Chinook School Division
  - ii. The facility must be licensed as a Day Care or Group Family Child Care Home

- iii. The facility must be located greater than 300 meters from the school
- iv. The stop location must permit safe student loading/unloading
- v. The bus must have capacity for the students
- vi. The additional stop(s) must not unduly affect ride time/pickup time of rural students on the route

### ***3. Swift Current City Student Transportation***

- a.** The Manager of Transportation is responsible for bus scheduling and routing in consultation with the Chief Financial Officer.
  - i. Notwithstanding provisions of 1.(a) Eligibility for transportation support is determined as:
    - (1) The designated pickup for the student is outside of the walk zone.
    - (2) The school of attendance is within the catchment area of the designated pickup.
    - (3) Should the designated pickup change part way through school year eligibility for transportation support will be determined by the location of the new designated pickup.
      - a) French Immersion: Provide service to eligible students in Grades K-8 attending the French Immersion Program at École Centennial School.
      - b) Special Education: Provide service to special education students who are designated.
      - c) K-8 Students not Identified in (1) and (2)
        - I. Transportation for all other K-8 students within their school attendance area will be provided from a series of bus stops as established by the Manager of Transportation.
        - II. Unless otherwise determined, the transportation service shall be at no cost to the student.
        - III. Transportation shall be provided to schools designated by Chinook
        - IV. Transportation shall be provided under the terms and conditions as established by Chinook from time to time.

- d) Holy Trinity Catholic: Provide service to eligible students in Grades K-8 attending All Saints Catholic School.

ii. Bus Service

- (1) Bus stops will be established so that students will not be required to walk an unreasonable distance to either their school or a bus stop. Chinook will allow one designated pick-up and drop off bus stop for eligible students in grades K-8.
- (2) These designated stops will only be changed in the case of a move of residence or permanent change of daycare provider.
- (3) Under no circumstance will the pick-up or drop-off bus stop be outside the regular attendance area of the school or program attended.
- (4) Students will be informed of their departure time and are expected to be ready when their transportation arrives. Any students who miss their ride will be responsible for getting themselves to school.

iii. Ridership Registration

- (1) Students wishing to newly access or revise existing transportation services shall make the request using the Transportation Request Form located at <http://chinooksd.ca/Programs/Transportation/parentforms/Pages/default.aspx>.
- (2) Bus routes will be designed from the main database and supplemental information supplied. Written information detailing bus stops and times for commencement of the next school year will be provided to parents by the 15th of August. Requests for changes during the school year will be accommodated within the existing route structure wherever possible.

iv. Special Arrangements

- (1) There will be no special arrangements for the purposes of extra-curricular activities (e.g. Music Lessons, Swim Lessons, etc.)
- (2) Only students registered for transportation services on a specified route shall be allowed to ride on that bus. There will be no exceptions for guests staying with registered riders, or other circumstances.

v. Grades 9 – 12 Bussing

- (1) Transportation shall be provided on a conditional basis. Chinook shall establish such conditions from time to time.
- (2) Provide service to students residing
  - a) South of South Railway Street.
  - b) North of the Trans-Canada Highway.

*4. Student Transportation to Alternate School Locations*

- a. “Alternate location” refers to any school location other than the designated school of a student. Attendance at an alternate school is subject to registration at the school as determined under provisions of AP 403 (1).
- b. Students shall be transported or be provided with a conveyance allowance to an alternate school location when authorized Chinook staff recommends another school be attended because there are academic, social or emotional concerns and/or program cannot be economically provided at the current designated school.
- c. Parents approved to enroll their child(ren) in a school other than the designated school, that do not meet the preceding criteria, assume responsibility for transportation of their child(ren). To that end, the following options are available:
  - i. They may transport students at their own cost to the school of their choice. This option does not apply to École Centennial due to the expected limitations on school capacity.
  - ii. They may meet Chinook School Division buses at a regularly scheduled stop, with exception to program designated routes for Special Education, and provided that:
    - (1) There is and continues to be capacity on the bus. Permission to ride will be rescinded if space becomes an issue.
    - (2) Permission (if required) is received from the land owner.
    - (3) A completed alternate school acknowledgement form has been received by Chinook
- d. Requests lying outside of the above parameters will be dealt with on a case by case basis.

*5. Sunset Clause Exceptions*

- a. The list of students presently accessing alternate school locations will be reviewed by the Chinook Transportation Committee on an annual basis. The ability to access alternate school locations will be sunset June 30, 2020

*Revised: February 8, 2016*

*Revised: September 12, 2016*

*Revised: October 11, 2016*

*Revised June 26, 2017*

*Revised August 28, 2017*

*Revised March 11, 2019*

## ***ADMINISTRATIVE POLICY No. 403***

### **ADMISSION OF STUDENTS**

The Chinook School Division provides learning opportunities for its children and parents/guardians within the context of the Board's vision, mission, and beliefs.

All persons, according to *The Education Act, 1995* who have attained the age of six years but not yet attained the age of twenty-two years have the right to attend a school in a school division and a right to secure instruction appropriate to their age and level of educational achievement.

The student's right to receive instruction is the right to instruction in courses or programs approved by the School Division. This instruction may be provided in the schools of the division, or in Board-approved schools or institutions outside the Division's jurisdiction.

The School Division may provide programs and services to persons beyond those required by provincial legislation.

### **PROCEDURES**

#### ***1. Resident Students***

- a. The principal is responsible for the admission of students who reside in the attendance area of their school.
- b. Requests for admission to schools from students residing outside the normal attendance area are to be submitted to the Director of Education, or designate for adjudication. Adjudication shall consider:
  - The availability of space in the grade/classroom at the receiving school
  - The ability of the receiving school to provide the required programs and servicesShould transportation support also be requested, adjudication of the request shall be considered under provisions of AP 801(4) Student Transportation to Alternate Schools.
- c. In the case of students requiring special programming, where the program is not available in the student's attendance area, the school attended is to be assigned by the Director of Education or designate.
- d. Resident adults who are, or exceed twenty-two years of age, may enroll in schools of the division with the approval of the Director of Education or designate.

## ***2. Kindergarten and Grade One***

- a. Children who are five years of age as of December 31 of the school year may be admitted to kindergarten.
- b. Children who meet Chinook School Division criteria for a student with a designated disability may enter a school-based preschool program at an earlier age, provided the Director of Education has approved such an admission.
- c. Children who are six years of age as of December 31 of the school year are to be admitted to grade one.

## ***3. Non-Resident Students***

- a. Saskatchewan students, who are non-residents of Chinook School Division may be admitted subject to the following conditions:
  - i. The student or Saskatchewan school division wishing to enroll a student in Chinook School Division makes application for admission to the Director of Education or designate.
  - ii. Space, material and appropriate staffing are available to accommodate the student.
  - iii. Tuition fees are charged as outlined in the Regulations to The Education Act, 1995.
  - iv. The non-resident student, or the sending school division pays a tuition fee of 100% of the computed amount including any additional fees for special education services.
- b. Exchange students may be admitted subject to the following conditions:
  - i. The Director of Education or designate approves the request for admission.
  - ii. Exchange students who are not eligible for grant recognition are required to pay 100% of the computed tuition fee amount.
  - iii. Tuition fees are to be waived for students who are eligible for grant recognition. Eligible students are those engaged in a year of study in the school division as part of a reciprocal exchange program.

- iv. A reciprocal exchange program is one where at least one student from the school division is benefiting from an equivalent time period of studies in another country and not paying tuition. This exchange may include a year of study at the secondary level immediately following grade twelve.
  - v. An exception to the definition of reciprocal exchange programs is a program where there are specific one-to-one exchange arrangements between foreign countries and the province.
- c. Newcomer / Foreign students who are not part of the Chinook International Program may be admitted, subject to the following conditions:
- i. Students request admission in accordance with Chinook School Division requirements and directions.
  - ii. The division will complete a “letter of acceptance” that will comply with Citizenship and Immigration Canada requirements.
  - iii. Applications are completely processed and returned to the Director of Education or designate at least 60 days prior to enrolment.
  - iv. Appropriate fees, as determined by the Director of Education, are paid when all documentation has been received and the application approved by the Director of Education or designate.
  - v. Students who last attended school in a country other than Canada may, prior to admission to a school in the division, be required by the school principal to have their previous educational standing evaluated by Saskatchewan Learning.
  - vi. Bill C-11, the Immigration and Refugee Protection Act, will inform our policy regarding nonresident students.
    - a. Students (who are not Canadian citizens) accompanying their parents who have been granted student authorizations or employment authorizations (approved work or study visas) may be registered in schools without a tuition. These students shall be considered resident students when:
      - i. The parents’ study is documented for at least one year, and
      - ii. The area of study for the students is more substantial than English alone.

- b. Students with “Landed Immigrant” status who have established residence in Chinook shall be considered resident students when:
  - i. The parents’ study is documented for at least one year, and
  - ii. The area of study is more substantial than English alone.
- c. The Director or designate shall be responsible for the determination of the "residency" status of students wishing to register in the schools of the Division.

#### ***4. Transfers from Other Jurisdictions***

- a. A child who has attended kindergarten or grade one in another school division during the current school year and who does not meet the admission requirements of the Chinook School Division is to be admitted at the level to which he or she was entitled by the sending school division.
- b. All other students entering the school division are to be admitted and placed provisionally at the level to which they were entitled by their sending school division.
- c. Provisional placements are to be changed only in cases when the placement is found to be clearly inconsistent with the student’s general achievement.

#### ***5. Attendance from Other Jurisdictions***

- a. Requests for attendance of students residing outside the school to a Chinook School shall be adjudicated by the Director or designate. Adjudication shall consider:
  - The availability of space in the grade/classroom at the receiving school
  - The ability of the receiving school to provide the required programs and servicesShould transportation support also be requested, adjudication of the request shall be considered under provisions of AP 801(4) Student Transportation to Alternate Schools.

**6. Documentation**

- a. Principals are required to collect, assess, and record information required for the admission of students to schools.
- b. It is the responsibility of parents or guardians of students to provide information required by the principal.

*Revised November 8, 2010*

*Revised April 9, 2018*

*Revised March 11, 2019*



# Emergent Funding Program Application Form

This form is to be submitted to the Ministry of Education and all fields must be completed with required documentation attached to be considered under the Emergent Funding Program. Financial information pertaining to Preventative Maintenance and Renewal (PMR) funding and school division reserves may be requested upon receipt of the application form.

**Date:** February 26, 2019

**Name of School Division:** Chinook School Division No. 211

**Name of School:** Swift Current Comprehensive High School

**Total Enrolment in September, 2018;** 987

**Grade Structure:** 9-12

**Has an insurance claim been made to address the emergent issue?** ☒ yes ☐ no

**Has the board of education/conseil scolaire authorized this application?** ☒ yes ☐ no

**Date of next board meeting:** March 11, 2019

**Does the board of education/conseil scolaire have existing capital reserves included in accumulated surplus and/or deferred revenue?** ☒ yes ☐ no

**If yes, have any of the reserves been targeted for capital projects?** ☒ yes ☐ no

**Please include details of existing capital reserves on page 4 and board motion(s) approving the use of capital reserves for capital projects.**

**Describe the emergent issue(s):** Include information such as the date of occurrence, circumstances of the structural failure, witnesses, injuries and if any immediate action was taken.

Water was spotted coming up out of the pavement at the Swift Current Comprehensive High school on February 8 2019

This is where the 4 " water main enters the building. We hired a contractor to dig up area and discovered that the bolts on the water main flanges were deteriorated and the flanges pulled apart. Parts were obtained from Regina and repair made. The hole was filled in temporarily and will be opened in the spring to accommodate repair of infill block wall.

**Details of the recommended solution:** Include reasons for the recommended solution and source of opinions sought.

Block infill wall to be repaired (about 21 blocks need to be replaced) and exterior waterproofed compacted and new sidewalk to be placed.

**Estimated Construction Cost of Project:** \$36,000.00

**Source of Estimate:** Dan Olmsted

**Timelines and scope of work to be completed:**

Water break has been repaired. Sidewalk, block infill wall and pavement to repaired in spring or early summer depending on contractor's schedule

**Describe any impacts of construction:** Include disturbances to classrooms, students, staff and instruction.

The repair work was completed on the weekend and had little disruption to students and staff. Restricted use of the exit door and sidewalk will occur when sidewalk, pavement and block infill wall are repaired

**Describe severity of problem and risk if not completed:** Include impacts in terms of health and safety and all negative impacts on the school and surrounding community.

No water no school. Exterior where sidewalk was removed is a tripping hazard.

\_\_\_\_\_  
**Signature of Chief Financial Officer**

Rod Quintin  
\_\_\_\_\_  
**Name (Printed)**

March 11, 2019  
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Board Chair**

Kim Pridmore  
\_\_\_\_\_  
**Name (Printed)**

March 11, 2019  
\_\_\_\_\_  
**Date**

**Capital Reserves (if applicable)**

	<b>Balance</b>	<b>Committed*</b>	<b>Net Balance as of **</b>
<b>Deferred Revenues</b>			
Federal tuition fees			
Proceeds from sale of schools			
Ministry of Education capital transfers			
<b>Accumulated Surplus</b>			
Sec 286 pre-April 2009 capital reserve			

\* Please attach a description and the board motion(s) approving the use of this balance.

\*\* Please provide the date.

**Required Attachments**

- Engineering reports with recommendations.
- If applicable, board motion(s) approving the use of capital reserves for capital projects.

**Submit completed forms with all attachments to:**

Ministry of Education  
Infrastructure Branch  
4<sup>th</sup> Floor, 2220 College Avenue  
REGINA SK S4P 4V9  
or Fax to 306-798-5042

For further information, email [EDInfrastructure@gov.sk.ca](mailto:EDInfrastructure@gov.sk.ca) or call 306-787-1156.

## SCC Applicants: National Congress on Rural Education

1. Amber Rempel
2. Greg Rempel

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# ***Board Decision Item***

***To:*** Chinook Board of Education  
***FROM:*** Rod Quintin, CFO  
***DATE:*** March 11, 2019  
***SUBJECT:*** Rural Contracted Bussing Tender



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## **Issue**

- In 2018 Chinook undertook an analysis of ten (10) contracted rural bus routes within the Leader, Burstall, Cabri and Shaunavon catchments. The analysis was conducted in preparation for the impending expiration of existing contracts on these routes on June 30, 2019
- An initial review of a business case detailing the analysis was conducted in December 2018. A final review of the business case in January 2019 resulted in a Board request to issue a call for tenders on the ten (10) bus routes for a three (3) year period commencing with the start of the 2019-20 school year
- The tender period is now closed and an analysis of results has been prepared for review by the Transportation Standing Committee (TSC) on March 11, 2019.
- It is anticipated the TSC will forward a recommendation(s) to the Board on this matter for consideration at the regular meeting on March 11, 2019.

## **Information Gathering**

- **Background:**
  - Chinook has followed the required procurement processes in issuance of the tender using the Sask Tenders platform. Tender specifications are attached as Exhibit “A”.
  - Tender responses were received for all 10 routes from multiple proponents. One proponent, Southland Transportation Ltd., added reference to a fuel clause in their proposal which does not comply with tender specifications.
  - The intention of issuing the specifications without a fuel clause was to have proponents build price volatility risk into their rates minimizing risk to Chinook. The Southland Transportation Ltd. response has been included in the analysis for comparative purposes but should not be considered due to not meeting specifications.
  - Tender specifications enable the Board to accept or reject any or all tenders and to award a tender on an individual route if that is deemed appropriate

- Tenders were assessed and scored against each other using the rubric and weightings as contained within the tender specifications document circulated to proponents.
- Tender scoring was subsequently compared to scoring using the same methodology of Chinook operated routes based on the estimated actual and average cost for each individual route. The tender scoring summary is attached to the decision item template as appendix “B”. Details of tender submissions will be examined by the TSC as deemed necessary at the meeting planned for March 11, 2019.
- Scoring within the evaluation rubric indicates that nine (9) of ten (10) routes are most cost effectively served by operation of Chinook forces and owned equipment. The scoring of the tender submission Frank and Jocelyn Hammond for Route 723 is five (5) points better than the scoring for Chinook operation due to fleet age.

- **Guiding Principles:**

- **Student Centered:** Our decisions are focused on strengthening student learning and meeting the needs of children and youth
- **Visionary:** Our actions are positive and strategically proactive for a culture of growth.
- **Accountable:** Our commitment to systematic monitoring and accountability ensures prudent use of human and financial resources.
- **Equitable:** While equity is not treating all identically, our decisions will strive to provide similar opportunities for those in similar circumstances in a fair and just manner. Furthermore, equity recognizes that some individuals, groups, and communities have different or extraordinary needs that may only be addressed by the allocation of additional or more appropriate resources.

- **Policy Reference:**

- AP 706 Purchasing

- **Board Latitude Within Policy**

- Award from one to ten of the tendered routes to the proponent determined to provide the best overall value for money to Chinook.
- Undertake measures to provide division operated bus service to students on one to ten of the tendered routes and reject all tenders on routes that will be serviced by chinook equipment and forces.

- **Influence on Achievement of Board Strategic Directions**

- This will permit the Administration to effectively address the need for provision of transportation service to eligible students on the ten identified routes (253, 303, 460, 505, 602, 700, 702, 703, 706, 723) commencing with the start of the 2019/20 school year.

- **Fiscal Consequences**

- The average annual cost saving of Chinook provided (cost averaged) service compared to lowest acceptable tender estimated at \$188,000.
- The average annual cost saving of Chinook provided (estimated actual cost) service compared to lowest acceptable tender estimated at \$230,000.

- **Political Considerations**

- Long term contractors will no longer be engaged to provide service to Chinook. They may be unable to sell off equipment no longer necessary for their use.

- **Legal or Legislative direction**

- **The Education Act 1995**

- **Other Information/Considerations:**

- Use of spare fleet equipment to provide service to routes is short term. Capital funding for new route equipment will be necessary. Costs related to the purchase of new route buses are already incorporated into the Chinook estimated actual and average operational costs considered in the analysis.
- Chinook operation of routes decreases the complexity in rationalizing routes as demographic changes may permit.

## **Alternatives:**

- **Range of responses other than recommendation for consideration**

1. Award the contract for routes 253, 602 and 700 to Miller Bus Lines, route 303 to C & L Bus, Route 460 to Rodney and Cheryl Cocks, route 505 to Wendy Hale, route 702 to C & L Bus, route 703 to B & C Busline, and route 706 to Cocks and Steier as the lowest submitted qualified tender
2. Make contact with Southland Transportation Ltd. to seek clarification regarding proposal that currently does not meet tender specifications

## **Recommendations**

- **That the tender proposal for Route 723 as submitted by Frank and Jocelyn Hammond be accepted.**
- **That the Chinook School Division Transportation department assume responsibility for the operation of Routes 253, 303, 460, 505, 602, 700, 702, 703, and 706 commencing with the start of the 2019/20 school year.**
- **That Administration be authorized to consult with existing operators of Routes 253, 303, 460, 505, 602, 700, 702, 703, and 706 regarding acquisition of their route buses and/or spare buses at fair market value.**

- **That Administration be authorized to advise drivers of the routes 253, 303, 460, 505, 602, 700, 702, 703, and 706 that they would be encouraged to seek employment as drivers of Chinook commencing with the start of the 2019/20 school year.**

**Communication:**

- Administration will follow through in communication with proponents.