



**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

**OPERATIONS COMMITTEE
AGENDA**

Thursday, October 19th, 2017 from 12:30-2:00 pm
School Board Office – Gibsons, BC

- 1) Strategic Plan 2.j. - Sustainable Practices
- 2) District Catchment Area Review
- 3) Preliminary Budget Timelines
- 4) Regulation 4220 - Charitable Donations (revised)

17 October 2017

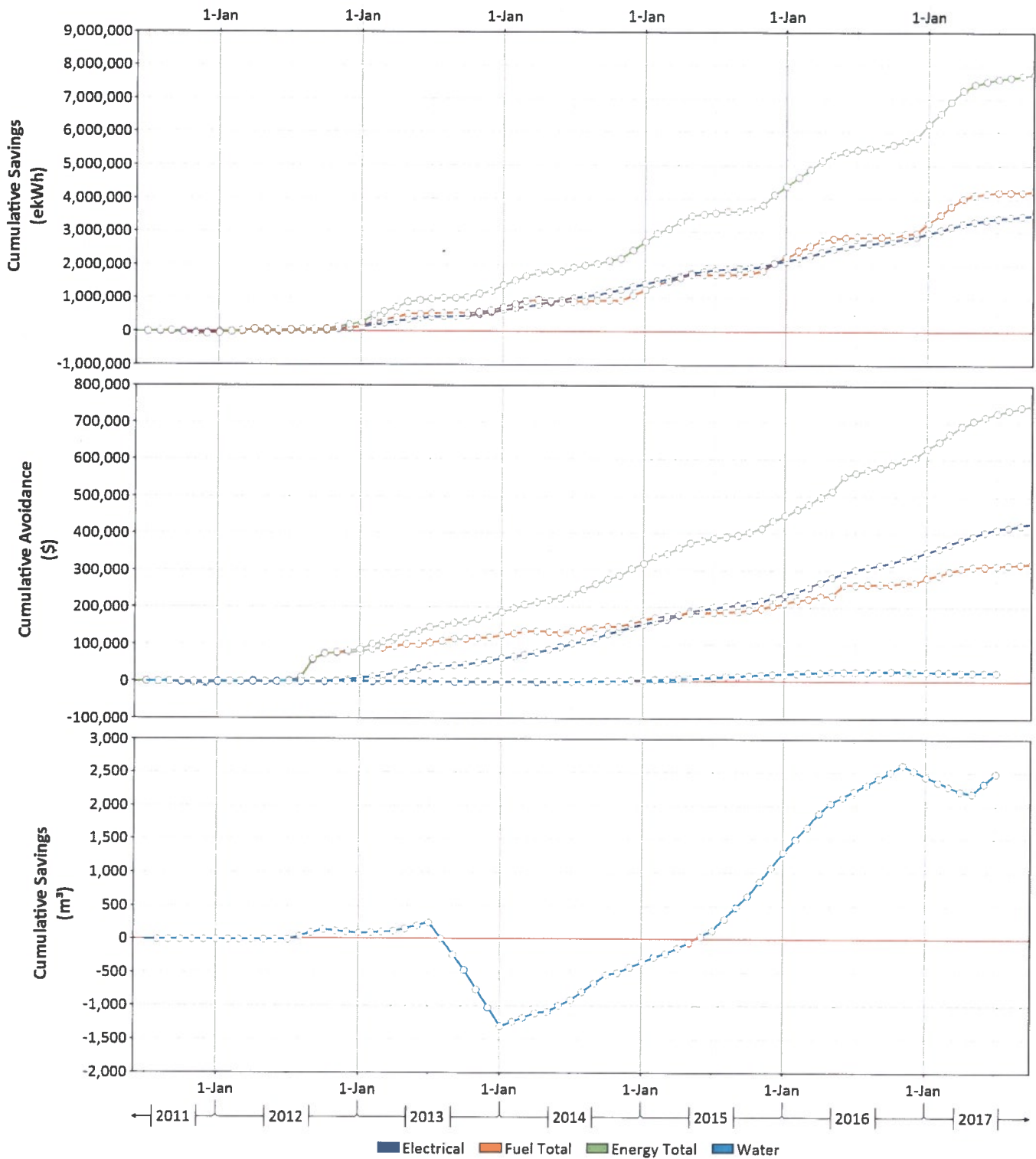
Operations Committee
Sustainability Report

- PV Solar - Langdale Elementary 58.6 kW net metering solar project complete. Total production since September is 10 MWh's. Forecasted to produce 74 MWh's annually.
- PV Solar - Davis Bay and Pender net metering. Purchase orders issued to APS. 49.5 kW system for Davis Bay, with 72 MWh's annual production. 81 kW system for Pender, with 112 MWh's annual production and battery storage.
- New high efficiency boiler plant in operation at Langdale.
- "Energy Matters" student and teacher engagement program running for 2nd year.
- Since 2011 - \$750,000 saved in energy costs. 802 tonnes of CO2 emissions avoided, and 2500 m3 of water saved.

Rob Collison
Manager of Facilities and Transportation

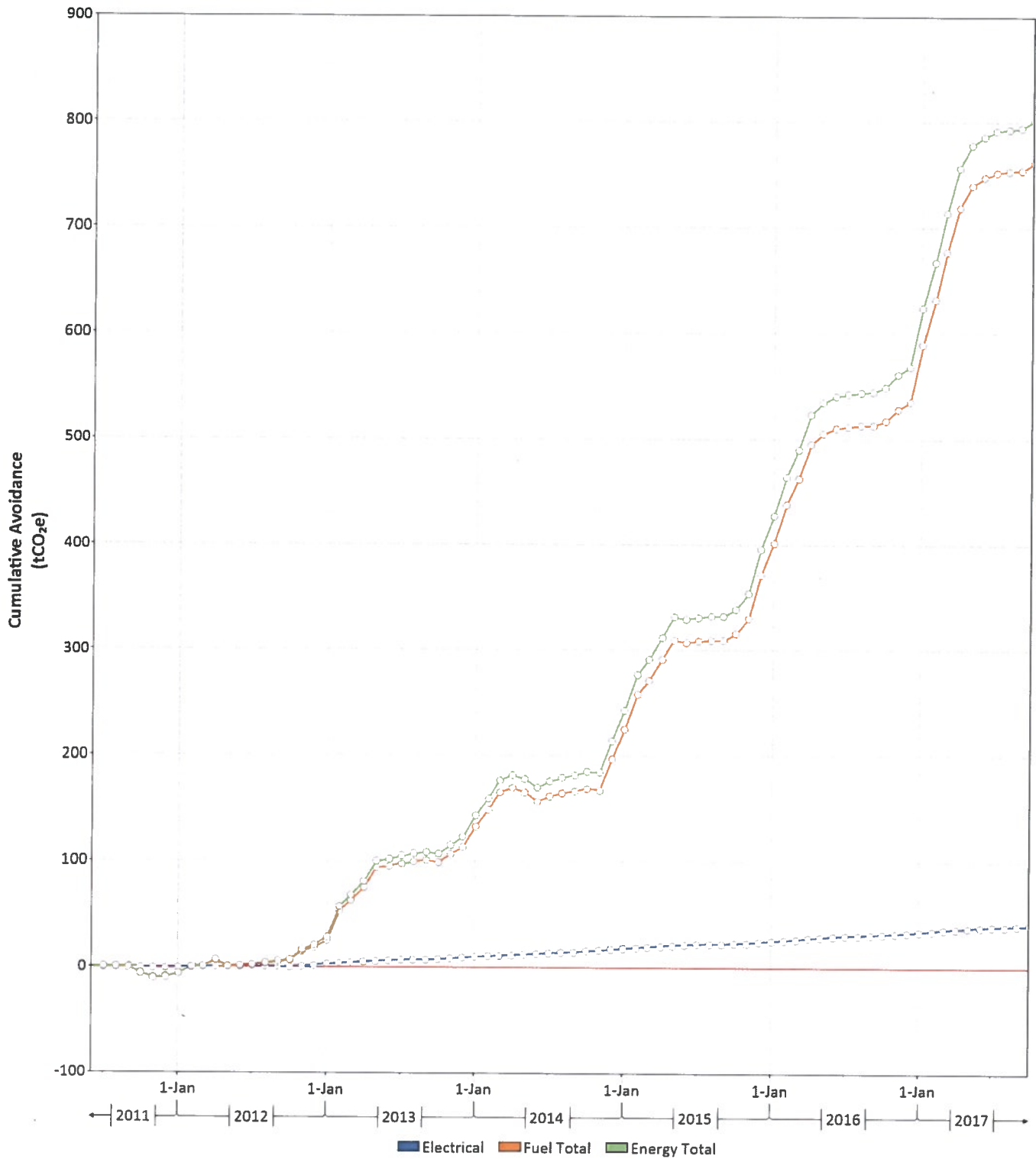
Cost CUSUM: Project

Project: SD #46 Sunshine Coast - PUMA (2014035)



Greenhouse Gas CUSUM: Project

Project: SD #46 Sunshine Coast - PUMA (2014035)



Headcount Comparison - Baragar Projections Vs Preliminary Enrolment

	Official Capacity	Baragar Projected 2017	Sept 1701 Enrolment 2017	+/-
Elementary				
Cedar Grove Elementary	201	247	250	+3
Davis Bay Elementary	110	186	179	-7
Gibsons Elementary	317	315	332	+17
Halfmoon Bay Elementary	159	209	210	+1
Kinnikinnick Elementary	342	243	234	-9
Langdale Elementary	112	100	104	+4
Madeira Park Elementary	112	86	84	-2
Roberts Creek Elementary	275	248	250	+2
West Sechelt Elementary	201	234	248	+14
Elementary Total	1829	1,868	1891	+23
Secondary				
Chatelech Secondary	850	425	420	-5
Elphinstone Secondary	675	541	528	-13
Pender Harbour Secondary	175	81	74	-7
Secondary Total	1700	1,047	1022	-25

2018-19 Budget Consultations and Process

MEETING SCHEDULE		
19-Oct-2017	Operations Committee	Preliminary Budget Timelines
To be scheduled	SCTA	Budget Consultation
To be scheduled	CUPE	Budget Consultation
To be scheduled	Technology, Student Support Services, Aboriginal Education, Maintenance	Budget Consultation
To be scheduled	Senior Management	Budget Consultation
08-Nov-2017	Principals' Meeting	Budget Consultation
22-Nov-2017	Public Meeting	Budget Consultation
	DSL	
23-Nov-2017	DPAC	Budget Consultation
To be scheduled	PACs (led by Principals)	Budget Consultation
18-Jan-2018	Operations Committee	Preliminary Budget Feedback Amended Budget Review
14-Feb-2018	Principals' Meeting	Preliminary Budget Considerations
14-Feb-2018	Regular Board Meeting	Amended Budget Approval
22-Feb-2018	Operations Committee	Preliminary Budget Considerations
15-Mar-2018	Operations Committee	Budget/School Allocation Rates
To be scheduled	SCTA	2018/19 Budget Review
18-Apr-2018	Operations Committee	2018/19 Budget Review
9-May-2018	Regular Board Meeting	2018/19 Budget Approval

Title: **Donations**

Category: **Finance**

Number: **4220**

Revised

Background:

The Board of Education of School District No. 46 (Sunshine Coast) encourages donations of “gifts” and “gifts-in-kind” to the School District in the form of cash donations and/or used and new equipment that will be valued as having instructional and/or technological benefit to the School District.

Practices:

1. Definitions:

In this regulation:

- a. “Gift” is defined as a voluntary and gratuitous transfer of cash, real or personal property for which no right, privilege, material benefit will accrue to the donor.
- b. “Gift-in-Kind” is a donation in any form other than cash or cheque and normally requires valuation for tax receipt purposes.

2. Conditions of Gift Acceptance

In considering a gift-in-kind:

- a. School District No. 46 (Sunshine Coast) must first agree to accept the terms and conditions, including the associated costs, upon which the gift has been offered.
- b. The gift should be such that it can be retained as a School District No. 46 (Sunshine Coast) asset and used in connection with School District activities, with discretion as to its use and management, or disposed of for cash or cash equivalent.
- c. School District No. 46 (Sunshine Coast) considers potential liabilities, including environmental issues that may arise from the acceptance of a particular gift-in-kind.

3. Gifts

A gift is made in any circumstance where all of the conditions listed below are satisfied:

- a. Cash, real property, or personal property is transferred by a donor to the School District.
- b. The transfer is voluntary.
- c. The transfer is made without expectation of return. No consideration – no benefit of any kind – to the donor or to anyone designated by the donor, may result from the payment.
- d. Notwithstanding the above, the donor may designate an established School District scholarship or bursary fund, building project, or targeted program or school of study as approved by the Superintendent.
- e. When cash or a cheque that qualifies as a donation is received, it must be sent, with backup documentation to the Secretary-Treasurer for processing.

4. Gifts-in-Kind

Persons authorized on behalf of School District No. 46 (Sunshine Coast), to accept gifts that are valued over \$1,000 are the Superintendent or Secretary-Treasurer.

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5. Approval

The Superintendent must approve:

- a. Any gift which, in the opinion of the Secretary-Treasurer, exposes School District No. 46 (Sunshine Coast) to an uncertain and potentially significant liability.
- b. Any gift which, in the opinion of the Secretary-Treasurer, is precedent setting or involves sensitive issues.

6. Receipts

Receipts for gifts-in-kind will be made according to the following guidelines:

- a. Revenue Canada requires satisfactory evidence of fair market value of the gift. The generally accepted meaning of "fair market value" is the price the property would bring in an open market transaction between a willing buyer and a willing seller acting independently of each other and each having full knowledge of the facts. Gifts valued at less than \$1,000 can be appraised by a School District staff member, provided the staff member is knowledgeable in the field of the gift and qualified to appraise the gift for its fair market value. An example is the donation of books valued by the librarian. All such gifts and appraisals are subject to the prior approval of the Secretary-Treasurer.
- b. Gifts valued over \$1,000 must be appraised by an independent appraiser in consultation with the Secretary-Treasurer.
- c. School District No. 46 (Sunshine Coast) is a registered charity and can issue receipts for cash donations for income tax purposes under the Income Tax Act.

Nothing should be done by any member of staff, which might be construed as an acceptance of a gift until the decision to accept has been made.

7. Use of Donations

Donations will be used for the purpose intended by the donor. If donations have not been targeted to a specific location or program, their use will be determined by the Superintendent. [Untargeted donations in excess of \\$1000 will be determined by the Superintendent](#), in consultation with the Education Committee, on an annual basis.

Adopted: June 2010

Revised: October 2010, November 2013, May 2014

References: Policy 12 (Role of Secretary-Treasurer), Policy 7 (Trustee Donations)