



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

OPERATIONS COMMITTEE NOTES  
Held on April 18<sup>th</sup>, 2018 from 12:30-2:00 pm  
At the School Board Office, Gibsons, B.C.

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PRESENT: TRUSTEES: Greg Russell (Committee Chair), Betty Baxter, Dave Mewhort

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Phil Luporini, District Principal of Technology; Rob Collison, Manager of Facilities and Transportation; Carolyn Smith, CUPE Local 801; Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Lori Pratt, Trustee

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The meeting was called to order at 12:30 p.m.

1) Proposed Catchment Changes

Secretary-Treasurer Weswick shared proposed catchments changes to the Gibsons Elementary, Cedar Grove Elementary and Langdale Elementary catchment areas. The committee reviewed enrolment trends and heard rationale for adjusting the catchment areas. Secretary-Treasurer indicated that a portable would be added at Gibsons Elementary School in the 2018/19 school year in order to accommodate student registrations at the school. Enrolment projections for both Gibsons Elementary and Cedar Grove Elementary show a temporary increase in enrollment, followed by a downward trend and leveling out.

The proposed catchment changes include shifting a section of the Gospel Rock area from Gibsons Elementary to Cedar Grove Elementary catchment, moving the Woodcreek Park area from the Cedar Grove catchment to the Gibsons Elementary catchment, and shifting the Bonniebrook area from Gibsons Elementary to Cedar Grove Elementary. In all cases, local geography help to define the adjusted catchment areas.

Additionally, staff is suggesting that the upper section of North road be shifted from Gibsons Elementary to Langdale Elementary. Currently, students on either side of the road attend different schools. The proposed change to the upper North Road area would move all students to Langdale Elementary, allowing for transportation by school bus.

Secretary-Treasurer Weswick noted that any adjustment to catchment areas would not impact existing student registrations and would apply only to new student registration for the 2019/2020 school year. In addition, siblings of students attending schools in the old catchment area would retain the right to register at that school, regardless of these changes. The changes have been reviewed by parent advisory councils and the changes, in general, have been positively received.

RECOMMENDATION:

"The committee recommends the board accept the proposed catchment area adjustments for the 2019/2020 school year."

2) Risk Management

Secretary-Treasurer Weswick shared a ministry expectation that all districts adopt an ERM (Enterprise Risk Management) model in order to assess uncertainties. The committee reviewed

risk management in general. Secretary-Treasurer Weswick reported that next steps involve the creation of a risk register by staff. Once completed, the risk register will be brought back to the Operations Committee for review.

3) Five-Year Capital Plan

Facilities Manager, Rob Collison, spoke to the summary of the five-year capital plan included in the meeting package.

The plan includes expansion of West Sechelt Elementary School and replacement of the Sunshine Building at the Sechelt Learning Centre.

Under the School Enhancement Plan, items include the replacement of dust collectors at secondary schools as well as addressing the perimeter drainage and flooring issues at Kinnikinnick Elementary among other items.

The district has also included a request for funding for electric vehicles through the Carbon Neutral Capital program.

The committee discussed the planned projects, including plans to replace windows and doors at the Sunshine Building, and the capital funding model in general.

RECOMMENDATION:

“That the board approve the 2019/2020 Five-Year Capital Plan.”

4) Regulation 3700 – School Keys

The revised regulation includes procedures on access to buildings and facilities, in addition to key control. The following items are newly added:

- Personal use of facilities by staff should be coordinated through the facility rental clerk and subject to fees as required,
- Clear process for reporting lost keys, including possible consequence for negligent loss,
- Differentiation between master keys and site master keys, as well as limitations regarding access to said keys.

5) Transportation Review (standing item)

Secretary-Treasurer Weswick reported that he has been working with a consultant to review bus routes and bell schedules with a goal to improve processes, student safety and overall efficiency, and reduce wait times for students before and after school. Additional information will be brought to the committee at the June Operations Committee for discussion

6) Local Government OCP / Zoning Referrals (standing item)

The committee discussed an OCP, zoning and subdivision referral received from the District of Sechelt relating to the proposed expansion of the Greencourt housing complex that neighbours the Sechelt Learning Centre (formerly Sechelt Elementary). The committee supported the development of the complex, however raised concerns over safety and traffic during the construction phase of the building. Staff will respond to the referral, citing concerns about traffic during the construction phase and providing additional information on the programs offered at the Sechelt Learning Centre.

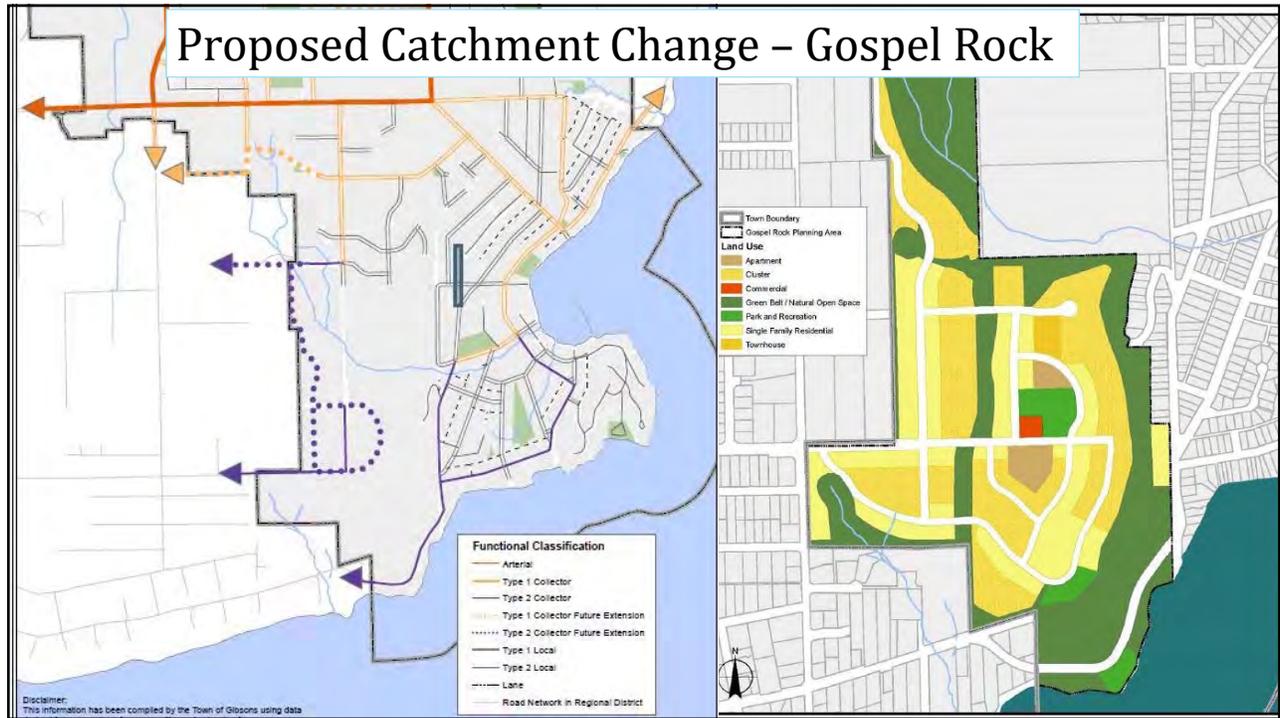
The committee discussed a subdivision application referral received from the Town of Gibsons for a phased strata complex on Park Road. The committee agreed that that application to build 28 residential units within the Gibsons Elementary walk limit could provide much needed

housing in the area. The committee felt the district's interest were largely unaffected by the referral, despite enrollment concerns at Gibsons Elementary.

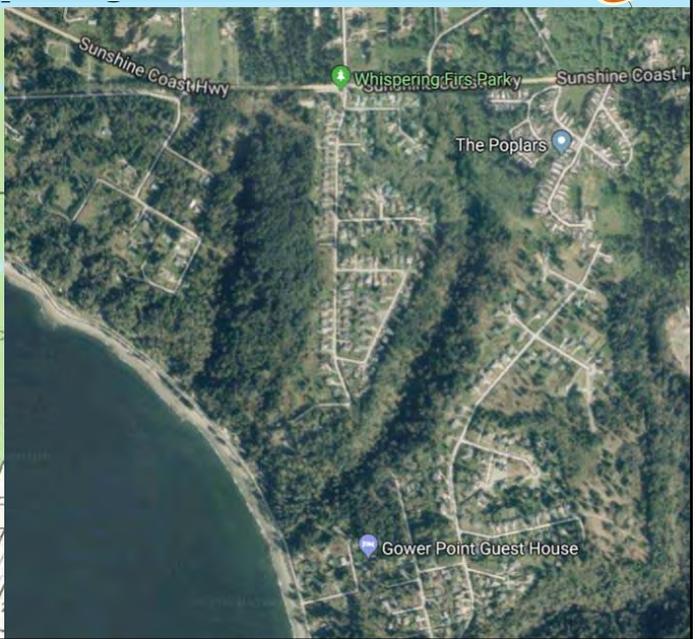
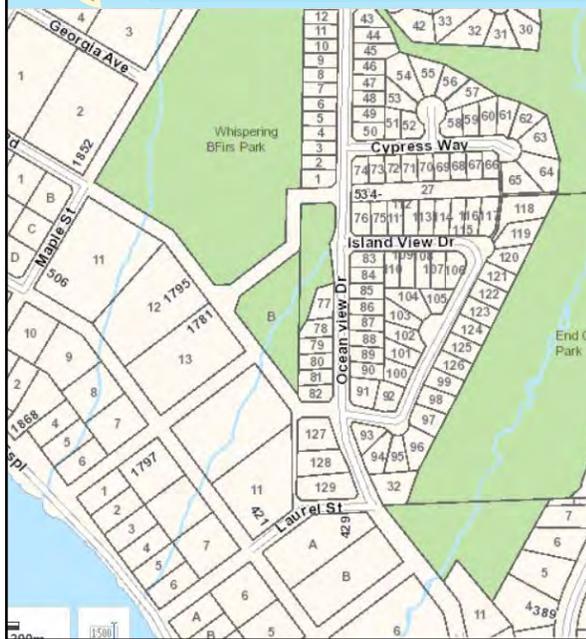
The meeting adjourned at 1:57 pm.

NEXT MEETING: Wednesday, June 21 from 12:30-2:00 pm at the School Board Office.

# Proposed Catchment Change – Gospel Rock



# Woodcreek Park – Minor Adjustments



# Proposed Adjustment – Woodcreek Park



# Proposed North Road Adjustment

