



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

**REGULAR MEETING AGENDA**

January 13, 2015 at 7:00 p.m.  
At the School Board Office, Gibsons, B.C.

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**1. Call to Order**

**2. Presentations**

- a. Sunshine Coast Racquet Club Youth Program – F. Kaltenegger and G. Kydd
- b. Celebrating Education: Early Learning Reggio Emilia Practices – K. Deasey

**3. Public Question Period (10 minutes in total)**

**4. Adoption of the Agenda**

**5. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings**

- a. Regular Meeting – November 18, 2014 ..... Pg. 3-6
- b. Record of Closed Meeting – November 25, 2014 ..... Pg. 7
- c. Inaugural Meeting – December 9, 2014 ..... Pg. 8-9

**6. Reports**

a. Executive Reports

- i. Strategic Plan Update: Early Learning ..... Pg. 10-12
- ii. Superintendent's Report ..... Pg. 13-14
  - 1. Superintendent's Report on Achievement (*motion*) ..... Pg. 15-19MOTION: "THAT the Board of Education of School District No. 46 (Sunshine Coast) approve the Superintendent's Report on Achievement."  
- iii. Secretary-Treasurer's Report ..... Pg. 20-25
- iv. Regulations to be received: (*motion*)
  - 1. Regulation 2820 – Student Leadership ..... Pg. 26
  - 2. Regulation 4410 – Honoraria ..... Pg. 27-28MOTION: "TO receive the regulations."  
- v. Regulations to be repealed:
  - 1. Regulation 1750 – Reviewing Decisions of the Principal ..... Pg. 29-30
  - 2. Regulation 1840 – Student/Parent Appeal Process ..... Pg. 31-34
- vi. Information Items:
  - 1. Larger Cheques Written in the Month of November & December 2014 ..... Pg. 35-38

b. Board/Committee Reports

- i. Board Report ..... Pg. 39
  - 1. Board Committee Appointments ..... Pg. 40
  - 2. Student Trustee/DSLIT Report ..... Pg. 41
  - 3. BCSTA Provincial Council Motions
- ii. Education Committee Notes – November 26, 2014 ..... Pg. 42-43
- iii. Committee of the Whole Notes – November 25, 2014 ..... Pg. 44-45

MOTION: "TO receive the reports."

**7. Correspondence**

- a. Minister Stone – School Road/North Road and Gibsons Way Intersection ..... Pg. 46-47
- b. SCR D – Sunshine Coast Agricultural Area Plan ..... Pg. 48
- c. R. Emerson – Roberts Creek Community Garden ..... Pg. 49-50

MOTION: “TO receive the correspondence.”

**8. Questions and Enquiries from the Public Relating to the Board Meeting**

**9. Next Meeting**

The next public board meeting will be held on February 10, 2015.

MOTION: “TO approve the committee agendas.”

**10. Adjournment**

<b>COMMITTEE MEETINGS 2014 – 2015</b>			
MONTH	EDUCATION School Board Office 1:00 – 2:30 pm	OPERATIONS School Board Office 12:30 – 2:00 pm	COMMITTEE OF THE WHOLE School Board Office 9:30 – 11:30 am
September	24	18	23
October	22	30	28
November	26	-	25
December	-	-	-
January	28	27	27
February	25	19	24
March	26	19	24
April	22	23	28
May	27	21	26
June	24	18	23

**Agendas for Upcoming Meetings:**

Education Committee – January 28, 2015 from 1:00-2:30 pm at the SBO

1. International Education
2. School Visit Reflections
3. BAA Course Proposal: Coastal Ecological Stewardship
4. Parent Engagement

Operations Committee – January 27, 2015 from 12:30-2:00 pm at the SBO

1. Community Partnerships – Rentals / Joint-Use
2. Amended Budget
3. Preliminary Budget Feedback
4. Carbon Neutral Capital Program Submission

Committee of the Whole – January 27, 2015 from 9:30-11:30 am at the SBO

1. Strategic Plan – Review and Direction Setting for Consultation
2. Policy Review – Committee of the Whole Terms of Reference



**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

Held on Tuesday, November 18, 2014  
At the School Board Office, Gibsons, B.C.

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**PRESENT:** TRUSTEES: B. Baxter (Chair), L. Pratt (Vice-Chair), L. Dixon, D. Mewhort,  
G. Russell, S. White, C. Younghusband

**STAFF:** P. Bocking, Superintendent of Schools  
G. Kitchen, Assistant Superintendent of Schools  
N. Weswick, Secretary-Treasurer  
E. Reimer, Administrative Assistant (Recording Secretary)

**REGRETS:** Trustee L. Dixon

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#30. Call to Order

The meeting was called to order at 7:00 p.m.

Chair Baxter opened by acknowledging that the meeting was taking place on the traditional territory of the Squamish Nation.

#31. Presentations

- a. Celebrating Education: *The Plight of the Sakinaw Salmon* – Pender Harbour Secondary 2014 RBC-Evergreen Watershed Champions Award - J. Walls

Pender Harbour Secondary teacher, Jay Walls, and select students from Pender Harbour Secondary School described their efforts to protect the sakinaw salmon and the class work they undertook which carried through scientific research efforts, social and political advocacy, learning about stewardship and environmental responsibility. Students were interviewed by Member of Parliament, John Westin, and recently made the journey to Victoria to see parliament in action. The efforts of Mr. Walls and his class were recognized by the David Suzuki foundation.

#32. Public Question Period

- An audience member asked if the Public Budget Consultation had been advertised in the newspaper. Secretary-Treasurer Weswick provided a response.

#33. Adoption of the Agenda

**MOTION:** Pratt/Younghusband

“THAT the agenda of November 18, 2014 be adopted.”

Carried.

#34. Approval of Minutes of Prior Meetings and Receipt of Records of Closed Meetings

**MOTION:** Russell/Younghusband

“THAT the minutes of the Regular Meeting of October 14, 2014 be adopted as presented.”

Carried.

#35. Reports

a. Executive Reports

i. Strategic Plan Update: Careers

Superintendent Bocking spoke to his written report and responded to questions from trustees.

ii. Superintendent's Report

The report was presented as written. Superintendent Bocking highlighted professional day activities planned for November 21<sup>st</sup>, opportunities presented through the new curriculum and responded to question from trustees.

Secretary-Treasurer Weswick reported on the results of the general election having taken place on November 15, 2014. He noted that erroneous results reported that evening from one of the polling stations resulted in a misreported close race between two candidates. Trustees elected to the Board of Education of School District No. 46 (Sunshine Coast) are: Betty Baxter, Lori Dixon, Dave Mewhort, Lori Pratt, Greg Russell, Pammila Ruth and Christine Younghusband.

Student Trustee Pritchard reported on recent District Student Leadership Team (DSLTL) meetings where the team set goals; personal, school level and district level. Action plans were created for each school and school goals will be shared at an upcoming DSLTL meeting. Student Trustee noted that the team has discussed the need for:

- fair representation at all schools,
- bridging the gap between secondary schools,
- reducing the district's carbon footprint,
- hosting a district fundraiser to accomplish something as a whole,
- hosting an event where post-secondary institutions can present to all senior secondary students at one time.

1. 2014-15 Calendar Amendment – September Professional Day

Assistant Superintendent Kitchen explained that an amendment had been made to the school calendar to include the professional day that had been missed in September.

**MOTION:** White/Pratt

“THAT the Board of Education of School District No. 46 (Sunshine Coast) approved the 2014-15 Calendar as amended.”

Carried.

2. Learning Improvement Fund (LIF) Final Allocations

Assistant Superintendent Kitchen reported on the use of LIF funds and responded to questions from trustees.

iii. Information Items

1. Larger Cheques Written in the Month of October 2014

The report was provided as written.

b. Board/Committee Reports

i. Board Report

The report was submitted as written. Chair Baxter took an opportunity to thank trustees for their work from 2011-2014. Special thanks were given to Silas White for his dedication to the school district and his work on the board.

ii. Education Committee Notes – October 22, 2014

The notes were submitted as written.

**MOTION:** Younghusband/Russell

“THAT the Board of Education of School District No. 46 support a proposal from the Superintendent to develop a process to acquire feedback from graduating students and to bring back recommendations to the Education Committee by March, 2015.”

Carried.

Chair Baxter reported on a recent announcement of a funding grant awarded to the YMCA for use at childcare centres planned at both the Sechelt Learning Centre and Gibsons Elementary.

iii. Operations Committee Notes – October 30, 2014

The notes were submitted as written. Trustee Mewhort highlighted the districts’ significant efforts to reduce consumption as well as emergency preparedness information that will be published on the district’s website.

iv. Committee of the Whole Notes – October 28, 2014

The notes were submitted as written.

**MOTION:** Pratt/Mewhort

“THAT the Board of Education of School District No. 46 update Policy 3 (Role of the Trustee) as follows:

*‘3.11 Refrain from getting involved in or expressing judgments on any school-level disputes or concerns, but listen to complainants and refer them to the district’s “How to Communicate with Us”, Regulation 5350 ~~Complaints and/or Appeals process.~~’ ”*

Carried.

**MOTION:** Younghusband/Mewhort

“TO receive the reports.”

Carried.

#36. Questions and Enquiries from the Public Relating to the Board Meeting

- Audience members asked if consultation or direction would occur regarding emergency procedures for school district employees who work outside of school hours. Assistant Superintendent Kitchen indicated that a procedure was in place. It was further suggested that the topic be addressed at a Labour Management meeting.

- An audience member asked for additional information on LIF literacy and numeracy support. Assistant Superintendent Kitchen provided a response.
- Timelines were requested for the opening dates for the YMCA’s childcares centres at Gibsons Elementary and Sechelt Learning Centre. Secretary-Treasurer Weswick provided a response.
- A request was made that Educational Assistants be invited to the Professional Development day activities scheduled for November 21<sup>st</sup>. Superintendent Bocking indicated that invitations are forthcoming.
- A member of the audience asked where emergency procedures would be posted. Assistant Superintendent Kitchen indicated that they would be posted to the district website upon conclusion of the consultation process.

#37. Next Meeting

The next public board meeting will be held on December 9, 2014.

**MOTION:** White/Youngusband

“TO approve the committee agendas.”

Carried.

#38. Adjournment

**MOTION:** Youngusband/Pratt

The meeting adjourned at 8:06 p.m.

Carried.

\_\_\_\_\_  
Chair

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Secretary-Treasurer



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

**RECORD OF CLOSED MEETING**

Held on Tuesday, November 25, 2014  
At the School Board Office, Gibsons, B.C.

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PRESENT: TRUSTEES: B. Baxter (Chair), L. Pratt (Vice-Chair), L. Dixon,  
D. Mewhort, G. Russell, S. White, C. Younghusband

STAFF: P. Bocking, Superintendent of Schools  
G. Kitchen, Assistant Superintendent of Schools  
N. Weswick, Secretary-Treasurer  
E. Reimer, Administrative Assistant (Recording Secretary)

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**Call to Order**

The meeting was called to order at 11:23 a.m.

- **Motion to Exclude**
- **Adoption of the Agenda**
- **Approval of Minutes of Prior Meetings**
- **Information / Action Items**
  - Personnel
    - Superintendent Evaluation Committee Notes – October 28, 2014
    - Exempt Staff
    - CUPE Bargaining Update
    - SCTA Ratification – 2011-2013 Collective Agreement
    - Grievance Update
  - Property
    - Kinnikinnick Elementary – Crown Land
- **Items for Disclosure**
  - Ratification of CUPE Local 801 Collective Agreement dated July 1, 2014 to June 30, 2019

**Adjournment**

The meeting adjourned at 12:35 p.m.

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Chairperson

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Secretary-Treasurer



**MINUTES OF THE INAUGURAL MEETING OF THE  
BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

Held on Tuesday, December 9, 2014  
At the School Board Office, Gibsons, B.C.

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PRESENT: TRUSTEES: B. Baxter, L. Dixon, D. Mewhort, L. Pratt, P. Ruth, C. Younghusband  
STAFF: P. Bocking, Superintendent of Schools  
G. Kitchen, Assistant Superintendent of Schools  
N. Weswick, Secretary-Treasurer  
E. Reimer, Administrative Assistant (Recording Secretary)

REGRETS: Trustee G. Russell

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#39. Call to Order

The meeting was called to order at 7:00 p.m.

Secretary-Treasurer Weswick assumed the role of chair and opened the meeting by acknowledging that it was taking place on the traditional territory of the Squamish Nation.

#40. Inauguration of the Board

a. Announcement of Election Results

Secretary-Treasurer Weswick reported the results of the general election taking place on November 15, 2014.

b. Swearing-in of Trustees

Trustees performed their oath of office and affirmation of allegiance.

#41. Elections

a. Board Chair

Trustee Baxter was nominated for the role of board chair. As no other nominees were heard, Trustee Baxter was acclaimed to the position and assumed the role of chair for the remainder of the meeting.

b. Vice-Chair

Trustee Pratt was nominated for the role of vice-chair. As no other nominees were heard, Trustee Pratt was acclaimed to the position.

c. BC Public School Employers' Association (BCPSEA) Trustee Representative

Trustee Younghusband was nominated for the role of BCPSEA Trustee Representative. As no other nominees were heard, Trustee Younghusband was acclaimed to the position. No alternate was chosen at that time.

d. BC School Trustees' Association (BCSTA) Provincial Council Representative

Trustee Mewhort was nominated for the role of BCSTA Provincial Council Representative. As no other nominees were heard, Trustee Mewhort was acclaimed to the position. No alternate was chosen at that time.

#42. Appointment of Signing Officers

Secretary-Treasurer Weswick and Chair Baxter were appointed as signing officers.

#43. Confirmation of Time and Place for Regular Meetings

Confirmation took place that regular board meetings would continue to take place on the second Tuesday of each month in which school is in session.

#44. Adjournment

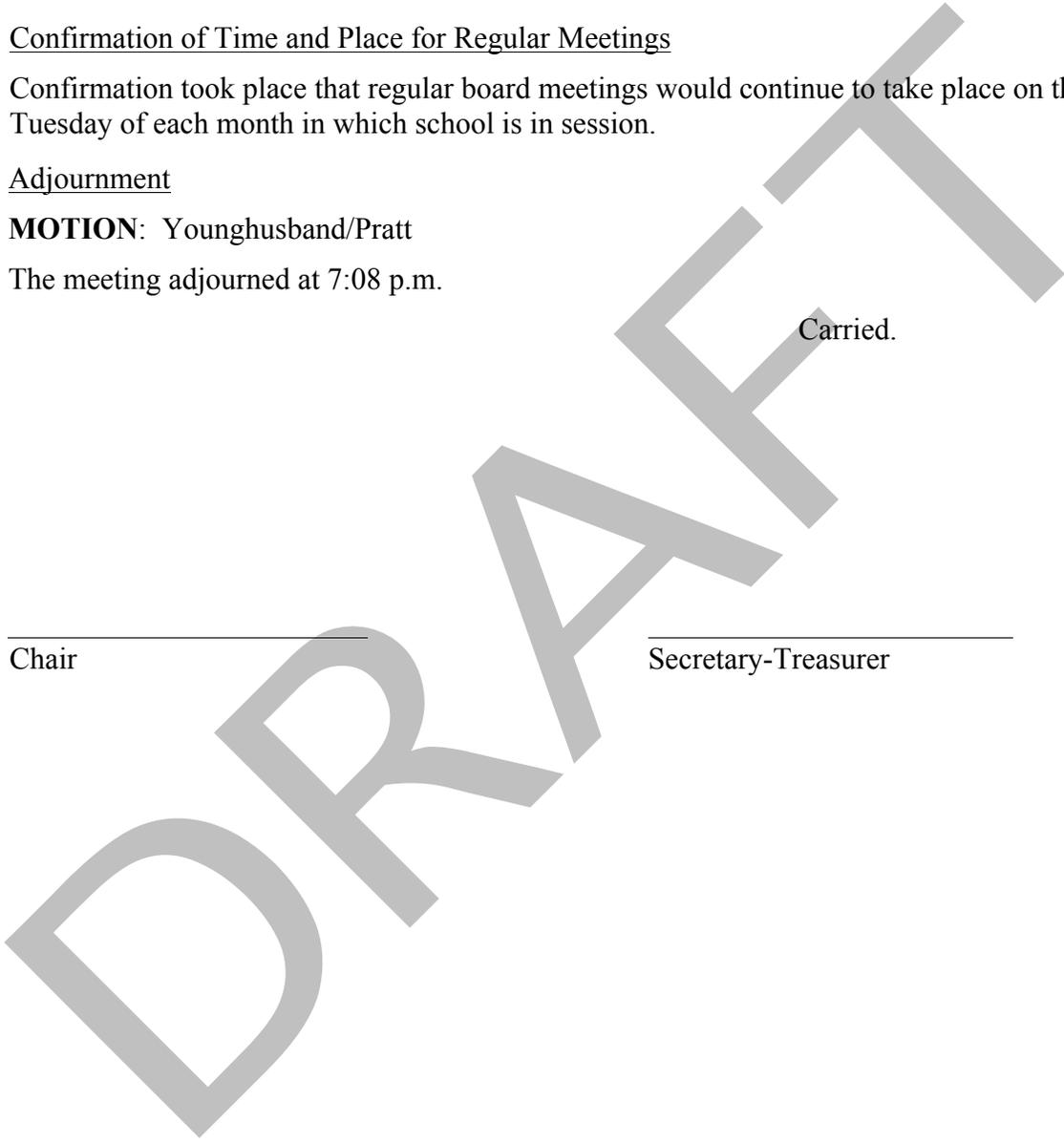
**MOTION:** Younghusband/Pratt

The meeting adjourned at 7:08 p.m.

Carried.

\_\_\_\_\_  
Chair

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



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

**Strategic Plan Report: Early Learning**  
Submitted by Superintendent Patrick Bocking  
January 13, 2015

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*Adults are always asking little kids what they want to be when they grow up because they're looking for ideas." – Paula Poundstone*

**Background:**

*What happens in the early years is critical because just like language, many of these predispositions are time limited. Brain development doesn't occur at a constant rate—there are prime times for acquiring different kinds of skills and knowledge and specific times when the brain is pruning out unused connections. Enriched environments and appropriate stimulation help ensure that a window of opportunity for developing a specific capacity will be optimized. The absence of appropriate stimulation within certain time frames may lead to the skill or ability being 'pruned out' from lack of use.*

<http://www.changelearning.ca/get-informed/understanding-human-learning/born-learn/early-years>

**Discussion:**

In order to support the strategic direction outlined in **Strategy 1: Student Achievement** “**Supporting our Early Learning programs**”, the district has an extensive series of programs that support children from birth through to the end of kindergarten

- Children first experience our school district when their parents attend **SPARK!** (Supporting Parents on the Road to Kindergarten). Sessions are held for new parents three times each year until their children enter kindergarten. They are taught about early childhood development and how to best support their children's learning. We work collaboratively with Public Health in order to introduce parents to the SPARK! program during prenatal classes.
- The **Imagination Library** is a part of SPARK! This program ensures that children have access to literature by receiving, for free to the parents and due to generous community support, an age appropriate book each month in the mail.
- Families with children from newborn to five years old can drop-in to **StrongStart Centres** and meet with Early Learning Educators and community supports while playing and learning together with other children and families. StrongStart programs are open three hours/day on days when school is in session at Gibsons Elementary, Roberts Creek Elementary, Sechelt Early Learning Hub, Halfmoon Bay Elementary & Madeira Park Elementary
- **StrongStart Outreach** is offered through the 'WonderWheels' Bus in locations from Langdale to Egmont. TinyTown is a child-sized town, designed to support language and learning through a play-based approach. It is located in the Sechelt Early Learning Hub right adjacent to the StrongStart room.

To support all readers in their learning throughout the year, the district runs the **Summer WonderWheels Bookmobile**. Students borrowed hundreds of books that are brought right to their neighbourhoods on a regular schedule throughout the summer through the support of the Early Childhood Educator.

Summer StrongStart runs at the Sechelt Early Years Hub and in Halfmoon Bay.

Saturday StrongStart also continues this year at the Sechelt Early Years Hub and in Roberts Creek. Parents are very appreciative of their increased access to these centres.

- The **Ready, Set, Learn** sessions are designed for three year olds prior to the children entering kindergarten. These sessions are held in every elementary school in the district.
- The **KinderSPARK!** Program welcomes families to Kindergarten. Families attend a 90-minute session in a local school once a week for 12 weeks in the spring before Kindergarten entry. The KinderSPARK! program continues to expand in our district, and is now offered in almost every elementary school.
- District staff and community partners complete a comprehensive **screening** of our newest students in September of each year. The information is used to inform and support the classroom teacher and to inform further development of the kindergarten and prekindergarten programs. The **Early Development Instrument (EDI)** is completed by all Kindergarten teachers every year.
- All district students attend kindergarten on a full time basis. The program is successful and results in students having a higher level of literacy and numeracy skills allowing them to enter grade one as more confident and well-prepared learners. The **PALS (Parents as Literacy Supporters)** program is implemented in kindergarten, and is designed to engage parents in their child's reading journey.
- The district is participating in the Ministry of Education initiative '**Changing Results for Young Readers**', designed to increase the number of students who are successful readers through a collaborative, inquiry-based approach involving primary teachers.
- A recent addition to this continuum of support to complete this cycle is **SPARK! 10**. All grade 10 students in the district develop an understanding of the uniqueness of this period. The students attend three in-class sessions and then apply their skills by working with the young children who attend Strong Start Early Learning Centres. Every graduating student on the Sunshine Coast will have an understanding of how to effectively support a growing child..

### **Highlights and Next Steps:**

- Developing the **Early Years Hub in Gibsons**, with the rebuilding of Gibsons Elementary and the Neighbourhood of Learning.
- Ensuring new **day care centres in Gibsons and Sechelt** are established to support young families.
- The district is also very conscious of the importance of, "coordinating resources and relationships with other community agencies to support vulnerable students and families on the Sunshine Coast, and participating in plans and advocacy to address local poverty/ social issues. (Strategy 2, Relationship-Building). The Hub

model will continues to move forward by offering **integrated inter-ministerial agencies and supports**. On-site supports provide a 'one-stop shop' opportunity for families, and reduce barriers to accessing these supports. A coordinator has recently been engaged by the Halfmoon Bay community school and in partnership with our early learning department to facilitate these partnerships.

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

**Superintendent's Report**  
January 13, 2015

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**1. Academic Programming**

- a. School staff are looking forward to welcoming **visiting trustees** to their schools next week. This opportunity to celebrate the work of the schools as they continuously strive to improve student learning is energizing for everyone.
- b. Tuesday, January 27<sup>th</sup> is **family literacy day** ([www.lifeliteracy.ca](http://www.lifeliteracy.ca)). Many of our schools will enjoy special activities that will celebrate the role that families and literacy share.
- c. **Foundation Skills Assessment (FSA)** activities will take place beginning January 12<sup>th</sup> and continue to February 20<sup>th</sup>. The total assessment time is approximately 4.5 hours. The main purpose of the assessment is to help the province, school districts, schools and school planning councils evaluate how well students are achieving basic skills, and make plans to improve student achievement.
- d. The provincial **Satisfaction Survey** takes place over a three month window beginning in January. Students, their parents and staff in grades 4, 7, 10 and 12 complete the assessment, which takes about 10 minutes online. The data is used to inform schools and the district to enhance the learning experience of students.
- e. The district is looking into **online portfolio opportunities** for more effectively sharing student progress with parents. One platform that shows some promise is FreshGrade ([www.freshgrade.com](http://www.freshgrade.com)).
- f. **SPARK! 10** returns this month to all of this year's grade 10 students.

**2. Operational**

- a. **District Parent Advisory Committee:** Thursday, January 22<sup>nd</sup> at 7:00 p.m. in the Chatelech Secondary School library. The agenda this month is focused on student nutrition including a presentation from the VCH Public Health Unit.
- b. The district is working with the SCTA to establish an orientation session for **new teachers** to the district. We anticipate this taking place in early February.
- c. **Frances Fleming's enthusiasm**, intelligence and eloquence inspired all of her students, colleagues and community to discover their potentials. The school district honours either an individual or a group/organization with an annual award in her honour. Nominations will be received until Friday, February 27<sup>th</sup>.

## **COLLABORATION TIME INITIATIVE – Fall 2014**

This initiative was developed to support teachers working with colleagues to develop curriculum, assessment, and evaluation practices and teaching strategies. Approximately half of all our teachers participated in this initiative.

### **Summary of Teacher Collaboration Projects:**

- Incorporate UDL (Universal Design for Learning) into Science 9
- Place-Based learning activities for grade two Science
- Read-Well program into Special Programs
- Heart-Mind learning to improve the well-being of children and academic performance (Dalai Lama Summit)
- Enhance and extended Experience-Based learning through Outdoor Theatre, Theatresports and Student Mentors
- Global Food Issues project
- Edmodo program and Quizlet to support review
- Explore new curriculum in Math, Science and Social Studies
- Culinary Tourism
- Strategies to support students with severe anxiety and autism
- Young Readers Inquiry Project – reading strategies and grade expectations
- New Science and Math curriculum
- Online tools and resources for English 10
- Adapted Math Curriculum
- Second Step program – social emotional skill development
- Literacy Centers
- Communication Matrix – an assessment tool for students with special needs
- Develop new Technology projects
- Peter Seixas – Big Six Historical Thinking Concepts (applied to SS 11)
- Strategies for incorporating cultural ‘hands-on’ teachings into classes
- Strategies and resources to support ELL (English Language Learners)
- Differentiated learning strategies for Math 8 and Science 8
- Create a new Fitness Training Unit
- Review IEP model to support strategic collaboration planning sessions
- Review instructional and evaluation practices
- Supporting differentiation in the Elementary Music Program
- New initiatives to support students with special needs
- RTI (Response to Intervention) protocols
- Cross-curricular activities
- Team teaching Initiatives at the primary level
- Social Emotional Learning – process for learning life skills
- Daily 5 – literacy development
- Enhance ‘Artistic Mediums’ as a vehicle for students to demonstrate their learning
- Technology tools to support student learning
- Reporting student progress with Portfolios

# Superintendent's Report on Student Achievement 2014/2015

- ▶ Ensure transparency and accountability for each school district in terms of its responsibility for improving student achievement; and
- ▶ Provide information that will facilitate subsequent planning for continuing improvement of student achievement at the school and school district levels

Data and evidence used to report student achievement should include provincial and local (district) measures. Local data could include a number of district wide instruments commonly used, district designed measures such as school assessments and teacher classroom assessments.

*Districts may report additional areas of student achievement arising from the most recent achievement contract.*

The Superintendent's report is a public document, should be "reader friendly" and easily understandable.

## The Superintendent's Report

- Should be brief and to the point.
- Should be focussed on results and evidence of acquired results.
- Should be a useful point of departure for future planning.
- Must be submitted by email by January 31

*Please use this form to insert the required elements of the Superintendent's Report.*

*The completed report will be published on the Ministry website, as a PDF document.*

## Questions and/or concerns

Direct questions and/or concerns to the Ministry by email: [EDUC.Achievement@gov.bc.ca](mailto:EDUC.Achievement@gov.bc.ca)

## Submission

Submit your document, by January 31, to the Ministry by email: [EDUC.Achievement@gov.bc.ca](mailto:EDUC.Achievement@gov.bc.ca)

## Ministry of Education School Act

*Section 22 of the School Act states the following:*

"A board must appoint a superintendent of schools for a school district who, under the general direction of the board..., (b.1) must, on or before December 15 of a school year, prepare and submit to the board a report on student achievement in that district for the previous year.

*Section 79.3 goes on to say:*

"On receipt of a report submitted by a superintendent of schools under Section 23 (1)(b.1), the board must, on approval of the report,

- A) Immediately, and in any event no later than January 31<sup>st</sup> of the school year in which the board receives the report, submit that report to the minister, and
- B) As soon as practicable, make the report available to the public."

School District No: 46

School District Name: Sunshine Coast

## 1. Improving Areas of Student Achievement

Six Year Completion rate for aboriginal students has moved from 46% in 2010 to 72% in 2014.

Aboriginal Transition rates have improved significantly and now are on par with non-aboriginal students.

Grade 7 Reading Comprehension is improving as per FSA results.

Grade 7 Numeracy is slightly improving as per FSA results.

## 2. Challenging Areas

Grade 4 Reading Comprehension is stable as per FSA results.

Grade 4 Writing has declined as per FSA results.

Grade 4 Numeracy is stable as per FSA results.

Grade 7 Writing is stable as per FSA results.

*Note that due to labour disruptions classroom-based assessment is not available for the end of the 2014 school year. We have therefore relied on provincial assessment data for this year's report.*

## 3. Programs / Performance / Results & Intervention

Early Learning: SPARK! 10 has ensured that every grade 10 student in our district has a basic understanding of infant and early childhood learning. A multi-disciplinary team assesses every incoming kindergarten child early in the school year in various criteria to determine school readiness. Each teacher receives a full report for their students and interacts with the team.

Many of our teachers are involved in Creating Results for Young Readers. Teachers report that focus students are moving forward in their literacy skills in a very positive way. Further, teachers report that they are aware of many new strategies that help all of their students succeed.

Intensive intervention and support for Aboriginal Students is resulting in strong academic performance of students at the grade 4 level. The Aboriginal Education Team (AET) partners with classroom teachers to fully understand the classroom context and the needs of the aboriginal learners. Intermediate aboriginal students are lagging slightly academically. The AET is actively working with teachers to understand the interventions that will make a difference for these students. Active partnership with our aboriginal community is providing many skills-based opportunities for our graduation program students.

## 4. Targets (Summarize the targets set out in your Achievement Contracts)

Our goal is to ensure that every student reads at his/ her grade level.

FSA results indicate that our students are doing well. However, we see a need for continued improvement to meet the needs of all learners as not every child is reading at grade level. Our district goal was a renewed and very much emphasized focus last year so we wanted to have a clear district-wide measures of success. Labour difficulties made our plans for a wide assessment unsuccessful. However, we look forward to measuring the results of this year's work as the district implements the plan to have a common district-wide assessment of student literacy in place. We look forward to reviewing the impact of much training and intensive work with students.

### II.) Completion Rates:

The district is very pleased that our aboriginal students are now transitioning through their secondary program on par with all students. The six year completion rate is exciting for our aboriginal learners as well. There is a dramatic improvement of 26% over 5 years from 46% to 72%.

The district provided ACE-IT Carpentry and Pro Cook programs in the 2014/2015 school year. This year the district is adding Automotive Technician to the offering. All programs are well subscribed by students. The district has also dramatically increased the number of workplace opportunities for students.

### III.) Aboriginal Education:

Our goals are:

1. To increase the number of opportunities for aboriginal and non-Aboriginal students to engage in culturally based learning.
2. To increase the number of Aboriginal students graduating and transitioning to post-secondary institutions, trades and skill Training.

Our Draft Enhancement Agreement is endorsed by the Aboriginal Advisory Circle and is in full effect in our schools and is the core of our Achievement Contract expectations and strategies to support aboriginal learners.

All students in our district participate in culturally based aboriginal learning throughout their school experiences from aboriginal education team members. Further, many of our schools make a particular point of addressing aboriginal cultural norms and traditions in their schools. District level events always acknowledge the traditional territory in which we live, work and learn.

The district has significantly increased the opportunities for students to acquire skills, trades and work place experiences. Many aboriginal students have benefitted from these opportunities. Further, district alternative programs have worked with students and their families to discover the best path for success for students who are not successful in traditional educational structures.

## 5. Children in Care

The District's Children in Care continue to be an area of intense focus. Elementary and Secondary schools, the District Student Support Team (DSST) and the Aboriginal Education Team (AET) are very well acquainted at the individual level with each Child in Care and their circumstances. Communication between agencies and district staff is positive and progressive.

The Completion Rate for our Children in Care varies greatly as we are dealing with a very small cohort of students. The focus for our district must remain on the individual level rather than the aggregate as the stories vary so much from child to child.

## 6. Early Learning

The district goal is to improve the literacy levels of incoming Kindergarten students.

The district provides extremely active parent support programs that are well attended by most Sunshine Coast parents.

SPARK! 10 is a program which prepares grade 10 students for supporting infants and young children as they assume responsibility as caregivers and parents in the future. The district provides resources to families (information, connections, books and toys) that support parents with their children through SPARK!, KinderSPARK!, and the Imagination Library. The district is increasing accessibility to StrongStart programs across the district during school days, weekends, and during the summer. The district provides an outreach program to our remote communities to ensure service for all of our students. Developing Early Learning hubs in Sechelt and Gibsons

The district is proud to receive extremely positive feedback from parents and SPARK! 10 students for these programs. Literacy levels of incoming kindergarten students who have participated in these programs are measurably higher than those who are not enrolled in the programs.

## 7. Other Comments

The district works closely with Community School partners to deliver outstanding support for students beyond regular school programs. Nutrition programs, Mindfulness training, Social Emotional Learning, Restorative Justice and more surrounds our students and, often, their families, with support systems that maximize our students' potential for life-long term success.

The district works with other public services including the Ministry of Health and the Ministry of Children and Family Development for specific supports to individuals and their families as well as more comprehensive initiatives (A GP for Me, Shared Care).

Much of the progress in our district comes from an belief in partnership and collaboration. The district supports teachers with extensive opportunities to work with colleagues on issues that are

significant to daily classroom practice. Further, learning opportunities are readily available to staff to enhance their understanding of technology in education, reading instruction, early learning, aboriginal student learning and social/ emotional learning.

The district is also developing more in-depth expertise as providers of outdoor education. Currently, the district offers the *Nature Education for Sustainable Today's and Tomorrow's* (NEST) program for kindergarten to grade four students. Many other outdoor and experiential opportunities are provided in our schools as well as a natural part of the curriculum.

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**8. Board approval date:**

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

**Secretary-Treasurer's Report  
January 13, 2015**

---

**School Road/North Road and Gibsons Way**

The Town of Gibsons and the Ministry of Transportation are settling on plans to redevelop the intersection at School Road/North Road and Gibsons Way with a goal to improve pedestrian safety. Enhancements to this intersection will be cost shared by the Town of Gibsons, the Ministry of Transportation and the school district. In addition to the intersection design, a suggestion has been raised by the Town to consider the construction of a sidewalk on the east side of North Road between Gibsons Way and Seacot Way, north of the firehall, that would be constructed through a separate phase.

**Energy Consumption**

The maintenance department has installed numerous energy saving upgrades across the school district, including solar domestic hot water at Elphinstone Secondary, occupancy sensors and energy efficient lighting upgrades at four schools and roof top heat pump replacements at the SLC. Planned upgrades for the current school year include boiler upgrades at Halfmoon Bay and Langdale Elementary, the installation of waterless urinals and occupancy sensors tied to HVAC systems at select sites. The district's cumulative energy savings since 2011 total 2,000,000 equivalent kWhs. In 2014, we saved approximately \$88,000 in utility costs over our baseline year of 2011 (electrical \$58,000 and gas \$30,000).

Moving forward, the district plans to engage individual schools in the creation of student-led energy teams with a goal to promote a reduction in energy consumption through behaviour change initiatives.

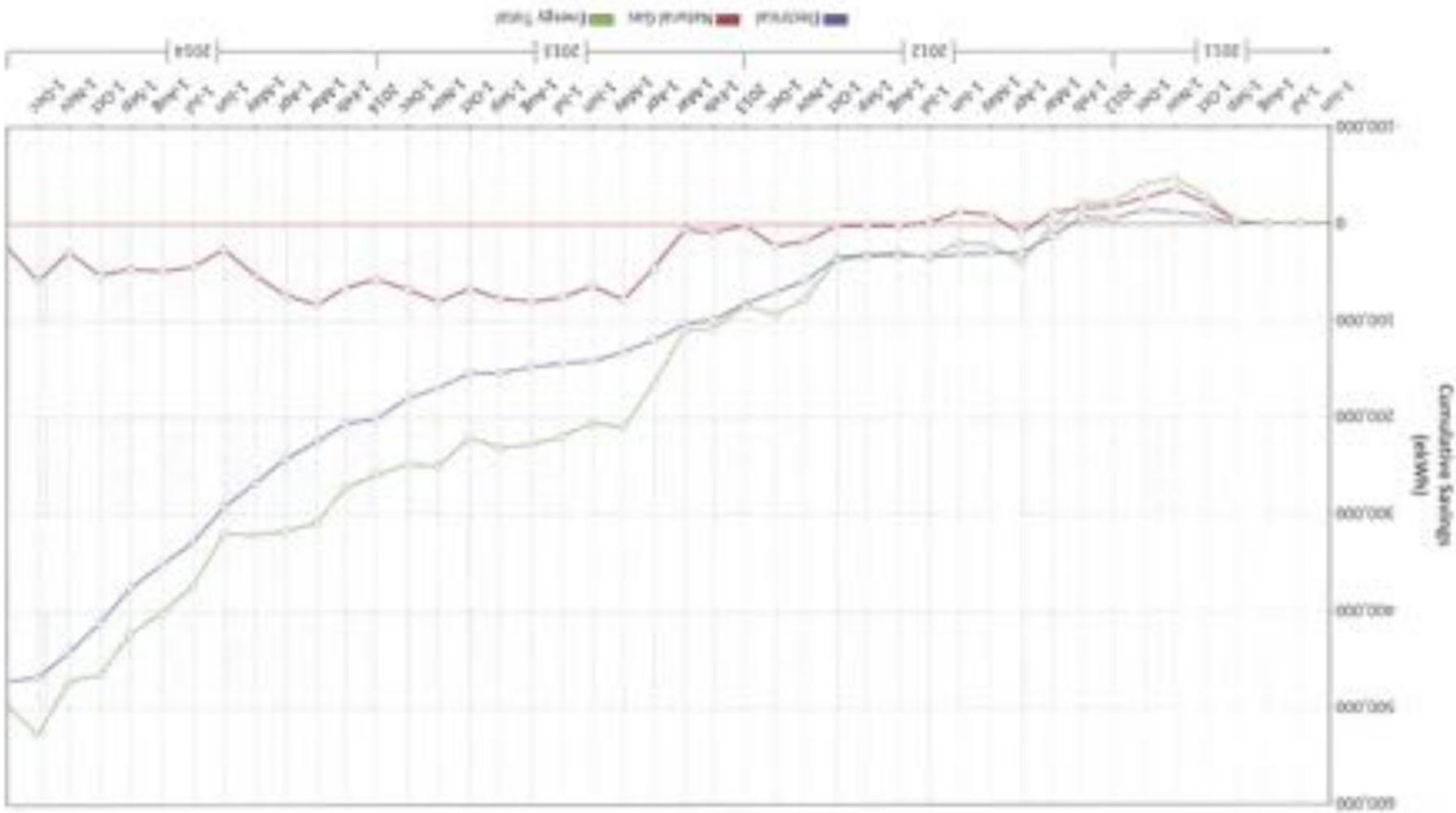
**Ministry Revenue Announcement**

Due to higher than expected student enrolment in a variety of areas, funding protection is not required to the extent initially estimated. Although this is positive overall, it does place pressure on the District's budget; overall revenue is static, while our per-pupil allocations to school budgets have increased.

Finance staff is working through the expenditure budgets to determine the final impact, but it is estimated that remaining unrestricted surplus funds will be required to balance. In addition, contingent spending items from the preliminary budget are being withheld until there is greater certainty. There will be additional detail reported at the upcoming Operations Committee.

**Regular Enrolment Audit**

Two of our secondary schools, Elphinstone Secondary and Sunshine Coast Alternative School, have been selected for an enrolment audit to take place in March 2015. Additional information is included with this report.



**CUSUM: Grouping**  
 Project: 5D #46 Sunshine Coast - PUMA (2014035)  
 Classification: School Type  
 Grouping: Elementary

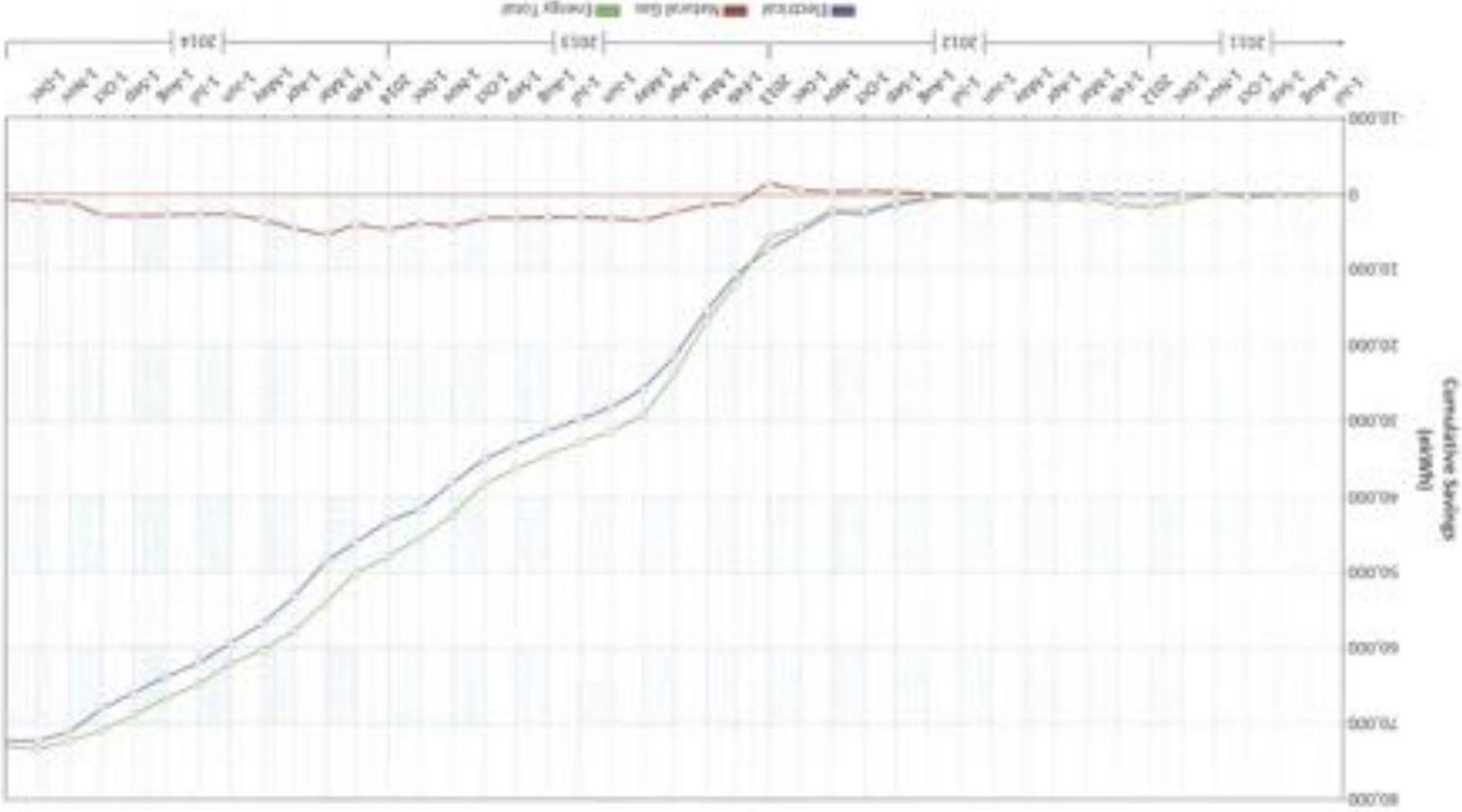


# CUSUM: Grouping

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

Classification: School Type

Grouping: Other

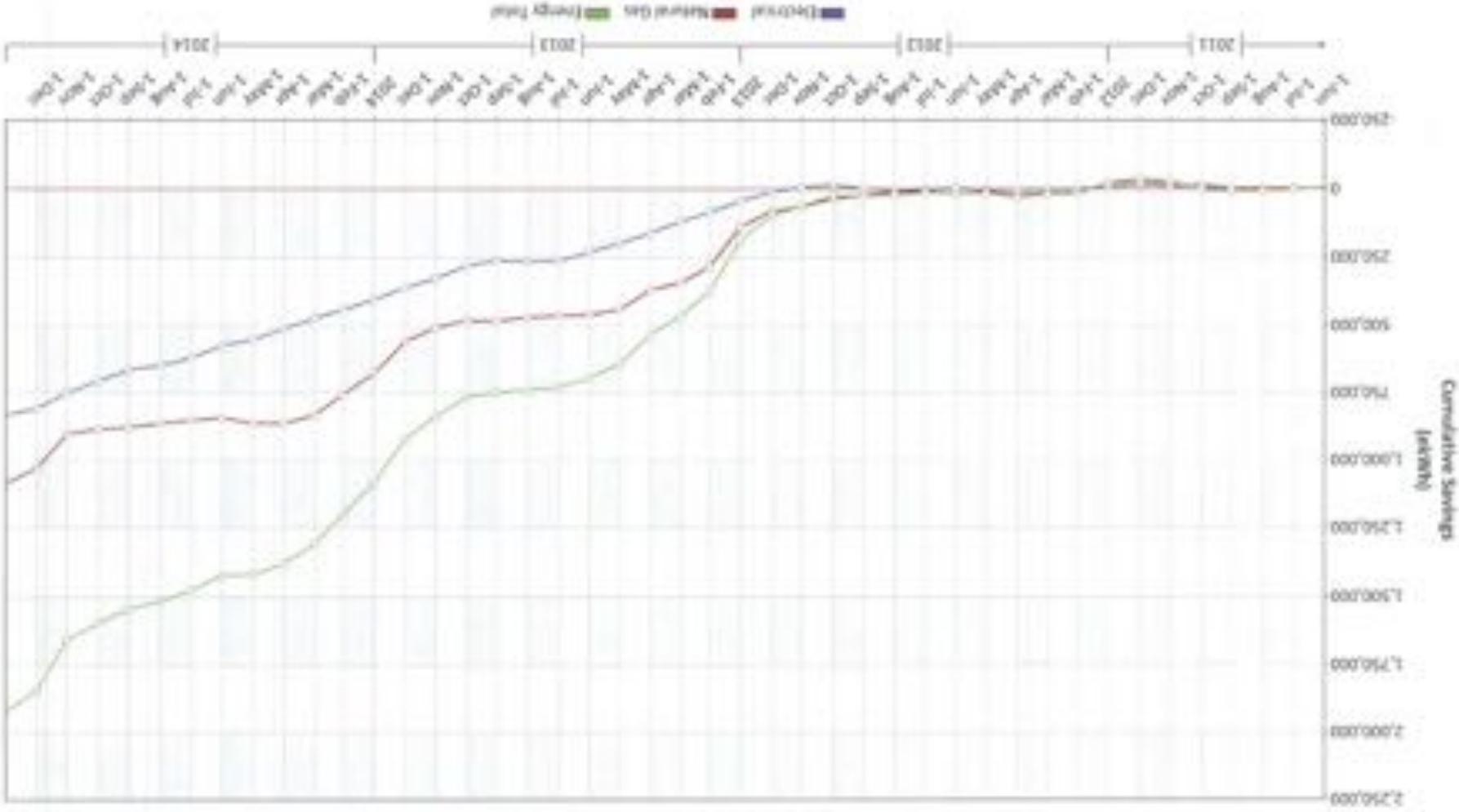


# CUSUM: Grouping

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

Classification: School Type

Grouping: Secondary





Ref: 178914

December 8, 2014

Mr. Patrick Bocking, Superintendent of Schools  
School District No. 46 (Sunshine Coast)  
494 South Fletcher Road  
Gibsons BC V0N 1V0

Dear Mr. Bocking:

I am writing to advise that the Ministry of Education will audit the October 17, 2014 (Fall Data Collection Period), K-12 Regular Enrolment data reported by your school district. This audit is scheduled for the week of March 9, 2015.

The purpose of the audit is to provide assurance to the Ministry of Education and boards of education that ministry directives and policies are being followed. The audits follow the Form 1701: *Student Data Collection Completion Instructions for Public Schools* and ministry policy directives, as detailed in the following links:

[www.bced.gov.bc.ca/datacollections/](http://www.bced.gov.bc.ca/datacollections/)  
[www.bced.gov.bc.ca/policy/policies/](http://www.bced.gov.bc.ca/policy/policies/)

For your convenience, attached are the procedures and key criteria the auditors will be following while undertaking this compliance audit. It should be noted that outcomes of this audit could result in funding implications if adjustments are recommended with funding recoveries expanded to include FTEs outside of the audit sample where the auditors identify a clear link between audit findings in their sample and those FTEs outside the sample.

The following schools have been selected for audit:

School Name	Principal
Elphinstone Secondary	John Brisebois
Sunshine Coast Alternative	Carolyn Spence

A team of retired school district officials, familiar with the British Columbia public school system, have been contracted to conduct the audits. Contracted auditors assigned to compliance audits are authorized to have access to all school district records and are entitled to receive from any school district staff information and explanations necessary in the performance of their compliance audit duties in accordance with the Ministry's Compliance Audit Policy. The lead auditor will contact you in the new year to coordinate the audit schedule, data access and to organize entry and exit meetings.

.../2

I appreciate your cooperation with the audit and recognize the additional effort required to facilitate its timing. Should you have any questions, please contact Joanne Armstrong, Compliance Program Lead at 250-356-2789.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Brian Jonker", with a long horizontal flourish extending to the right.

Brian Jonker  
Executive Director

Attachment

pc: Nicholas Weswick, Secretary-Treasurer  
John Brisebois, Principal  
Carolyn Spence, Principal



School District No. 46 (Sunshine Coast)

# Administrative Regulations

## EDUCATION

2820

### STUDENT LEADERSHIP

#### Background

Student Voice allows a direct link between the current educational experience of students and the Board on matters immediately before the Board on an ongoing basis.

#### District Student Leadership Team (DSLST)

- Two students (normally one in grade 11 and one in grade 12) from Pender Harbour, Chatelech, Sunshine Coast Alternative and Elphinstone Secondary Schools will meet with the Superintendent or designate at least every two months to discuss matters of interest to students.
- A process will be developed by the DSLST to nominate a member of the DSLST to be Student Trustee for the academic year.
- Should the nominee be unable to complete his/her term, the DSLST will nominate another student to fulfill the role of the Student Trustee for the balance of that school year.

#### Student Trustee

- The Student Trustee shall be recommended to the Board each school year by the DSLST, where possible at the October board meeting.
- The Chair of the Board or designate will mentor the student trustee.
- The Student Trustee shall have the same opportunities for participation in meetings of the Board and its committees as an elected Trustee. However, the Student Trustee is not a member of the elected Board, and, therefore, cannot attend closed meetings. Further, the Student Trustee cannot vote on matters before the Board.
- The Student Trustee must try to attend all regular meetings of the Board, normally in Gibsons.
- The Student Trustee shall report to the DSLST the activities and priorities of the Board.
- The Student Trustee shall act in accordance with the Bylaws and Policies of the Board.
- The Student Trustee shall prepare a written report for the June Board meeting to describe his/her experiences as a Student Trustee for his/her term of office.

**Date adopted:** January 13, 2015  
**Revised:**

**Reference:**  
Board Policy 2.8

**Supt. Signature:**



School District No. 46 (Sunshine Coast)

# Administrative Regulations

## FINANCE

4410

### HONORARIA

School District No. 46 (Sunshine Coast) from time to time gives a small gift or payment (honorarium) in appreciation for services without a normal fee. The services involved vary, but are generally associated with presentations or guest speakers at school or district-sponsored functions.

**1. Definition**

“Honorarium” is defined as a token of appreciation (small gift or payment) given to an individual for services performed for which formal payment is not required. The arrangement between the individual and the School District is informal. It does not involve a contract and invoicing is not required.

**2. Procedure**

- a) In general, tokens of appreciation (i.e.: cup, pen, etc.) are the preferred method of honoraria, but it is understood that from time to time it is necessary to give a small monetary reward.
- b) **Gift certificates and gift cards are not an approved form of honoraria and should not be purchased under any circumstance.** All monetary honoraria must be approved by the Administrator responsible for the program or activity and an account provided to process payment.
- c) The amount of an honorarium should not be geared to lost fees or wages, expenses or other opportunity costs incurred by the service provider, but to the amount of recognition appropriate for the service provided. Honoraria are in the range of \$50 and in no case should exceed \$200 for any one occurrence.
- d) If monetary honorarium is to be paid to an individual, the guidelines are as follows:
  - Monetary honoraria are paid by cheque through Accounts Payable.
  - Approved requests must be made via cheques requisition to the Accounts Payable Finance Assistant.
  - In order to process a request for an honorarium, the following information must

**Date adopted:** June 8, 2010  
**Revised:** October 12, 2010; January 2011;  
 January 13, 2015

**Reference:**  
 Policies 1.3.(v), 12

**Supt. Signature:**



School District No. 46 (Sunshine Coast)

# Administrative Regulations

**FINANCE**

**4410**

## HONORARIA (continued)

be provided with the cheque requisition: the recipient's full name, address, and social insurance number, as well as information regarding the function for which the honorarium is required and an account number.

- School district employees who have been paid honoraria during the calendar year will receive a T4A, issued by Finance, showing the income as taxable regardless of the amount received.
- Individuals not employed by the district who have been paid honoraria during the calendar year will receive a T4A, issued by Finance, showing the income as taxable if cumulative payments received are in excess of \$500.00.

**Date adopted:** June 8, 2010  
**Revised:** October 12, 2010; January 2011;  
January 13, 2015

**Reference:**  
Policies 1.3.(v), 12

**Supt. Signature:**

# Administrative Regulations

## ADMINISTRATION

1750

### REVIEWING DECISIONS OF THE PRINCIPAL, OR DESIGNATE

The following procedures will be followed when the principal receives an appeal from a student and/or the parent/guardian to a decision made by the principal that significantly affects the education, health or safety of students. As a first step, the student and/or parent should meet with the principal to outline the concerns. If there is no resolution at this 'first step' the procedures below should be initiated.

#### A. At the Initiation Stage

1. A student and/or the parent/guardian can appeal a decision of the principal when that particular decision significantly affects that student's education, health or safety.
2. A student and/or the parent/guardian will file their objection in writing with the principal. The letter should clearly state how the student's education, health or safety has been negatively impacted.
3. The principal will implement the appeal process at the school level.

#### B. At the Review Stage

1. A school-based standing review committee will be struck annually. It will, at the minimum, consist of the following persons:
  - (a) a nominee of the Parent Advisory Committee;
  - (b) a nominee of the Sunshine Coast Administrators' Association;
  - (c) a nominee of the school staff;
  - (d) a nominee of the parent/guardian and/or student.

Each September 30, the principal will forward to the Superintendent the names of the members of the school's appeals committee.

2. The review committee will keep all information confidential to review committee meetings and to its final report. The information collected by the review committee is collected under section 11(5) of the School Act and is protected under the Freedom of Information and Protection of Privacy Act.
3. The review committee will select its own chairperson, who will be responsible for presenting a final, written report to the principal.

Page 1 of 2

**Date adopted:** January 6, 1997

**Revised:** Jul 15/02

**Reference:** Board Bylaw 8300, Board Policies  
4.2.5, 4.2.7

**Supt. Signature:**

# Administrative Regulations

## ADMINISTRATION

1750

### REVIEWING DECISIONS OF THE PRINCIPAL, OR DESIGNATE (continued)

4. The review committee will review the decision, giving consideration to the issues of the person raising the objection, the issues of the principal, and provincial, district and school legislation and policy.
5. The review committee, in hearing the appeal, can use its discretion in:
  - (a) reading/examining all materials referred to it;
  - (b) hearing the person requesting the appeal;
  - (c) hearing the principal;
  - (d) hearing others involved in the issue;
  - (e) commenting on whether or not the process followed in making the decision, and the decision itself, was fair and reasonable;
  - (f) suggesting alternatives, e.g. mediation.
6. While the review committee is considering the appeal, the existing decision being appealed will continue in force.
7. Minutes will be kept of all meetings and filed at the school.

#### C. At the Reporting Out Stage

1. The review committee will present a final report, in writing, based on its review to the principal and to the person who requested the appeal.
2. The principal will make a final decision at the school level after due consideration of the final report of the review committee and will then inform the person who initiated the appeal of this decision.
3. If the objection is not resolved between the principal and the person raising the objection, the next stage in the appeal process is available under Board Bylaw 8300.
4. Throughout this process, the following principles will be considered and defended:
  - (a) The right of the parent/guardian and/or student to appeal decisions.
  - (b) The responsibility of the principal to carry out his/her obligations under the *School Act* and Board policy.

Page 2 of 2

**Date adopted:** January 6, 1997

**Revised:** Jul 15/02

**Reference:** Board Bylaw 8300, Board Policies  
4.2.5, 4.2.7

**Supt. Signature:**



School District No. 46 (Sunshine Coast)

# Administrative Regulations

## ADMINISTRATION

1840

### STUDENT/PARENT APPEAL PROCEDURE

#### APPEAL PROCEDURE

Before an appeal is filed, it is the Boards expectation that the student and/or parent will discuss the issue in dispute in a constructive manner with those responsible at the school or district level. In this regard, the Board expects, at a minimum, the following steps will be taken before an appeal is filed:

Step 1: The student and/or parent will discuss the issue with the principal where the decision was made at the school level following Regulation 1750 - *Reviewing the Decision of a Principal*, or the responsible administrator, where the decision was made at the district level; and

Step 2: The student and/or parent will discuss the issue with the administrator(s) appointed by the Superintendent, or the Superintendent.

#### Time Limit for Filing Appeal

An appeal must be commenced within thirty (30) days of the date the student or parent was informed of the decision being appealed from, unless the student or parent initiating the appeal can demonstrate that there are reasonable grounds to extend this time limit.

#### Filing an Appeal

The notice of appeal shall include the following information:

- a. the name, address, email address (if applicable), and telephone number of the Appellant, including the student's name, school, grade level;
- b. a description of the decision that is being appealed and its effect on the education, health, or safety of the student;
- c. the name of the employee who made the decision;
- d. the date the Appellant was informed of the decision being appealed;

Page 1 of 4

**Date adopted:** January 12, 2010  
**Revised:**

**Reference:** Bylaw 8300

**Supt. Signature:**



School District No. 46 (Sunshine Coast)

# Administrative Regulations

## ADMINISTRATION

1840

### STUDENT/PARENT APPEAL PROCEDURE (cont'd)

- e. the grounds of the appeal and the action requested; and
- f. the steps that the Appellant has taken to discuss the matter directly with the person who made the decision or with other school or district employees.

Where the Appellant is a student under the age of nineteen (19) years, the Board shall provide a copy of the notice of appeal to the parent(s) of the student.

Upon receiving the notice of appeal, the Secretary Treasurer will notify the Board, the Superintendent and the employee whose decision is being appealed, of the appeal.

The Superintendent may appoint a person to be responsible for carrying out the responsibilities of the Superintendent under this Regulation.

#### Preparation for Appeal

The Secretary Treasurer or his/her designate is responsible for reviewing the notice of appeal and for communicating with the Appellant and others on matters related to the appeal.

Where, in the opinion of the Secretary Treasurer, the appeal does not comply with the requirements for an appeal established under this Bylaw or Section 11 of the School Act (e.g. it is not a decision of an employee which significantly affects the student's education, health, or safety; the appeal was not filed in a timely manner), the Secretary Treasurer shall refer the preliminary matter to the Board for determination.

The Board may ask for written submissions from the Appellant and/or the superintendent on the preliminary matter.

The Board shall notify the Appellant and the Superintendent of any preliminary decision it may make, including a refusal to hear the appeal.

Where, in the opinion of the Secretary Treasurer, there is no preliminary matter to be determined, arrangements will be made for the hearing of the appeal by the Board.

Page 2 of 4

**Date adopted:** January 12, 2010  
**Revised:**

**Reference:** Bylaw 8300

**Supt. Signature:**



School District No. 46 (Sunshine Coast)

# Administrative Regulations

## ADMINISTRATION

1840

### STUDENT/PARENT APPEAL PROCEDURE (cont'd)

Prior to the date established for the hearing of the appeal, the Superintendent will provide a report to the Board regarding the matter under appeal. The Appellants and the employee whose decision is being appealed shall be entitled to a copy of this report.

The Board may provide directions for the hearing of the appeal.

The Board may, prior to the Board hearing the appeal or at any other time, require the Appellant to discuss the decision being appealed with persons directed by the Board.

The Board may establish a committee of one or more persons who have not been involved in the decision under appeal, for the purpose of investigating an appeal and the committee shall report to the Board as directed.

#### Appeal Process

The Board may hold an opportunity for oral submission in respect of the appeal and/or may decide the appeal based upon written submissions. Oral submissions will be heard in a closed session.

The Board may recommend an interim decision it considers necessary pending the disposition of the appeal.

The Board shall advise the Appellant, the Superintendent and the employee whose decision is being appealed, whether the appeal will be determined based upon written submissions, and/or an oral hearing and on any directions established for the hearing of the appeal, including the time frame for oral and/or written submission.

Where the Board decides to hold an oral hearing, the Appellant, the Superintendent and the employee whose decision is being appealed, shall be provided with written notice of the date, time, and location of the hearing.

The Board may ask questions of any person appearing at the appeal hearing.

Page 3 or 4

**Date adopted:** January 12, 2010  
**Revised:**

**Reference:** Bylaw 8300

**Supt. Signature:**



School District No. 46 (Sunshine Coast)

# Administrative Regulations

## ADMINISTRATION

1840

### STUDENT/PARENT APPEAL PROCEDURE (cont'd)

The Board may adjourn the hearing at any time to obtain additional information where it considers such information would assist the Board in determined appeal.

During the appeal process, the Appellant may be accompanied by an advocate, support person and/or interpreter/translator.

#### Decision

The Board shall make a decision that it considers appropriate in respect of the matter that is being appealed and any preliminary matters, based on due process entitled to the parent/or student.

The Board shall decide the appeal based on the oral and/or written submissions presented to it and any other information obtained by the Board in accordance with this Regulation.

The Board must make a decision within 45 days from the date the notice of appeal was received in an acceptable form.

The Board shall promptly notify the Appellant, the Superintendent and the employee whose decision was appealed of the decision of the board and shall provide written reasons for the decisions as soon as practicable. \*

[\*An appellant may have the right to appeal a decision of the board made under this Regulation. For more information contact the Student Appeals Branch of the Ministry of Education.]

Page 4 of 4

**Date adopted:** January 12, 2010  
**Revised:**

**Reference:** Bylaw 8300

**Supt. Signature:**

DATE 02-Dec-2014 08:41 AM

SUMMARY - ISSUED CHEQUE REPORT - CHEQUE LIMIT : 10,000.00

PAGE 1

START DATE: 01-Nov-2014 TO END DATE: 30-Nov-2014

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
-----						
ON-LINE CHEQUES : ISSUED BETWEEN 01-Nov-2014 AND 30-Nov-2014						
00LCET2325	0001	*****	28094	RECEIVER GENERAL FOR CANADA	05-Nov-14	81,196.82
00LCET2326	0001	*****	28095	RECEIVER GENERAL FOR CANADA	05-Nov-14	11,796.48
00LCET2327	0001	*****	28093	RECEIVER GENERAL FOR CANADA	05-Nov-14	275,922.21
00LCET2328	0001	*****	28094	RECEIVER GENERAL FOR CANADA	13-Nov-14	74,616.87
00LCET2330	0001	*****	28093	RECEIVER GENERAL FOR CANADA	19-Nov-14	150,000.00
00LCET2331	0001	*****	28095	RECEIVER GENERAL FOR CANADA	19-Nov-14	10,029.85
00LCET2333	0001	*****	23290	MUNICIPAL PENSION PLAN	12-Nov-14	54,423.25
00LCET2335	0001	*****	30209	TEACHERS' PENSION PLAN	13-Nov-14	452,628.17
00LCET2342	0001	*****	23290	MUNICIPAL PENSION PLAN	21-Nov-14	55,977.21
00LCET2343	0001	*****	28094	RECEIVER GENERAL FOR CANADA	26-Nov-14	83,245.05
TOTALS FOR BANK - 0001						1,249,835.91
TOTAL NUMBER OF CHEQUES						10
TOTAL NUMBER OF CHEQUES WITH MICR						0

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Nov-2014 AND 30-Nov-2014

1816000003	0001	0000045289	12012	BC HYDRO & POWER AUTHORITY	14-Nov-14	18,228.01
1816000033	0001	0000045319	23268	MINISTRY OF PROVINCIAL REVENUE	14-Nov-14	47,802.25
1816ET0004	0001	*****	12021	BC TEACHERS FEDERATION	14-Nov-14	25,479.12
1816ET0005	0001	*****	12111	BC TEACHERS FEDERATION	14-Nov-14	26,196.69
1816ET0008	0001	*****	13003	C.U.P.E. - LOCAL 801	14-Nov-14	18,832.97
1816ET0045	0001	*****	26207	PACIFIC BLUE CROSS/MSA	14-Nov-14	51,692.83
1816ET0054	0001	*****	29037	SECHELT SCHOOL BUS SERVICE LTD	14-Nov-14	40,157.50
1816ET0058	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	14-Nov-14	10,088.33
1816ET0059	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	14-Nov-14	10,762.12
1817000006	0001	0000045351	12987	DESJARDINS CARD SERVICES	19-Nov-14	11,152.69
1817ET0002	0001	*****	11229	ALKINS PROJECT SERVICES INC.	19-Nov-14	16,431.08
1817ET0033	0001	*****	18141	HARRIS & COMPANY	19-Nov-14	13,298.67
1817ET0055	0001	*****	26026	PENDER HARBOUR TRANSPORTATION	19-Nov-14	14,488.55
1817ET0061	0001	*****	29037	SECHELT SCHOOL BUS SERVICE LTD	19-Nov-14	55,214.99
1817ET0080	0001	*****	34000	XEROX CANADA LTD	19-Nov-14	13,884.90
1819000020	0001	0000045405	23268	MINISTRY OF PROVINCIAL REVENUE	26-Nov-14	18,648.75
1819ET0063	0001	*****	29037	SECHELT SCHOOL BUS SERVICE LTD	26-Nov-14	20,162.80
TOTALS FOR BANK - 0001						412,522.25
TOTAL NUMBER OF CHEQUES						17
TOTAL NUMBER OF CHEQUES WITH MICR						4

ON-LINE CHEQUES : ISSUED BETWEEN 01-Nov-2014 AND 30-Nov-2014

00LCET2321	0005	*****	31043	US BANK VISA	06-Nov-14	37,600.95
TOTALS FOR BANK - 0005						37,600.95
TOTAL NUMBER OF CHEQUES						1
TOTAL NUMBER OF CHEQUES WITH MICR						0

DATE 02-Dec-2014 08:42 AM

SUMMARY - ISSUED CHEQUE REPORT - CHEQUE LIMIT : 10,000.00

PAGE 2

START DATE: 01-Nov-2014 TO END DATE: 30-Nov-2014

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
-----						
GRAND TOTAL						1,699,959.11
CANCELLED TOTAL						0.00
NET GRAND TOTAL						1,699,959.11
GRAND TOTAL NUMBER OF CHEQUES						28
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						4

WARNING: NUMBER OF CHEQUES DOES NOT MATCH NUMBER OF CHEQUES WITH MICR

DATE 05-Jan-2015 12:35 PM

SUMMARY - ISSUED CHEQUE REPORT - CHEQUE LIMIT : 10,000.00

PAGE 1

START DATE: 01-Dec-2014 TO END DATE: 31-Dec-2014

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
-----						
ON-LINE CHEQUES : ISSUED BETWEEN 01-Dec-2014 AND 31-Dec-2014						
00LCET2349	0001	*****	28093	RECEIVER GENERAL FOR CANADA	03-Dec-14	227,683.30
00LCET2351	0001	*****	30209	TEACHERS' PENSION PLAN	12-Dec-14	481,003.90
00LCET2352	0001	*****	23290	MUNICIPAL PENSION PLAN	04-Dec-14	56,293.20
00LCET2354	0001	*****	28094	RECEIVER GENERAL FOR CANADA	10-Dec-14	81,414.80

TOTALS FOR BANK - 0001

846,395.30

TOTAL NUMBER OF CHEQUES

TOTAL NUMBER OF CHEQUES WITH MICR

COMPUTER PREPARED CHEQUES : ISSUED BETWEEN 01-Dec-2014 AND 31-Dec-2014

1820000004	0001	0000045423	12012	BC HYDRO & POWER AUTHORITY	03-Dec-14	34,386.20
1820000016	0001	0000045435	30211	FORTIS BC-NATURAL GAS	03-Dec-14	20,572.20
1820000040	0001	0000045459	26243	PEBT IN TRUST	03-Dec-14	45,912.30
1820ET0005	0001	*****	12021	BC TEACHERS FEDERATION	03-Dec-14	25,197.50
1820ET0006	0001	*****	12111	BC TEACHERS FEDERATION	03-Dec-14	26,661.50
1820ET0012	0001	*****	13003	C.U.P.E. - LOCAL 801	03-Dec-14	13,162.50
1820ET0050	0001	*****	26207	PACIFIC BLUE CROSS/MSA	03-Dec-14	58,104.60
1820ET0058	0001	*****	29037	SECHELT SCHOOL BUS SERVICE LTD	03-Dec-14	40,262.60
1820ET0069	0001	*****	29102	SUNSHINE COAST TEACHERS ASSOCIATION	03-Dec-14	10,430.00
1820ET0072	0001	*****	30105	TOM'S SIGNS	03-Dec-14	13,288.80
1823000040	0001	0000045532	11831	THE BRICK	10-Dec-14	12,734.10
1823ET0002	0001	*****	11229	ALKINS PROJECT SERVICES INC.	10-Dec-14	19,299.90
1823ET0006	0001	*****	11050	APPLE CANADA INC. C3120	10-Dec-14	22,395.50
1823ET0037	0001	*****	14286	M3 ARCHITECTURE INC.	10-Dec-14	11,982.10
1823ET0046	0001	*****	26026	PENDER HARBOUR TRANSPORTATION	10-Dec-14	17,595.90
1823ET0052	0001	*****	29037	SECHELT SCHOOL BUS SERVICE LTD	10-Dec-14	40,000.00
1823ET0055	0001	*****	29376	SUNSHINE COAST TEACHERS ASSOCIATION	10-Dec-14	16,945.50
1824000007	0001	0000045546	14259	BOUYGUES BUILDING CANADA INC.	17-Dec-14	603,954.20
1824000042	0001	0000045581	14628	RAM MECHANICAL	17-Dec-14	38,687.20
1824ET0020	0001	*****	11909	DR. DEBORAH AMARAL	17-Dec-14	12,150.00
1824ET0058	0001	*****	28189	RICHELIEU VANCOUVER	17-Dec-14	18,842.50
1824ET0072	0001	*****	29241	SUNSHINE COAST COMMUNITY SERVICES	17-Dec-14	37,792.60

TOTALS FOR BANK - 0001

1,140,358.40

TOTAL NUMBER OF CHEQUES

TOTAL NUMBER OF CHEQUES WITH MICR

ON-LINE CHEQUES : ISSUED BETWEEN 01-Dec-2014 AND 31-Dec-2014

00LCET2346	0005	*****	31043	US BANK VISA	06-Dec-14	66,609.30
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TOTALS FOR BANK - 0005

66,609.30

TOTAL NUMBER OF CHEQUES

TOTAL NUMBER OF CHEQUES WITH MICR

DATE 05-Jan-2015 12:36 PM

SUMMARY - ISSUED CHEQUE REPORT - CHEQUE LIMIT : 10,000.00

PAGE 2

START DATE: 01-Dec-2014 TO END DATE: 31-Dec-2014

CHEQUE #	BANK	MICR #	VENDOR #	VENDOR NAME	ISSUE DATE	AMOUNT
-----						
GRAND TOTAL						2,053,363.10
CANCELLED TOTAL						0.00
NET GRAND TOTAL						2,053,363.10
GRAND TOTAL NUMBER OF CHEQUES						2
GRAND TOTAL NUMBER OF CHEQUES WITH MICR						1

WARNING: NUMBER OF CHEQUES DOES NOT MATCH NUMBER OF CHEQUES WITH MICR

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

**Board Report**  
January 13, 2015

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**December 4-6 – BCSTA Trustee Academy:** Trustees Baxter, Mewhort, Pratt, Ruth, Younghusband along with Superintendent Bocking, Secretary Treasurer Weswick and student trustee Kailyn Pritchard attended the BCSTA Trustee Academy in Vancouver. It was a good couple of days of professional development. A highlight was student trustee Pritchard stepping up at the opening plenary to ask the Rt Honourable Joe Clark a question on improving student voice in Canadian education.

**December 9 – Roberts Creek Community/Teaching Garden:** Trustee Baxter attended a meeting hosted by the SCR D to discuss the Roberts Creek Elementary Garden project.

**December 16 – Trustee Orientation:** Trustees spent the better part of a day led by Superintendent Bocking to go through an orientation of policy and procedures and received a full document outlining the growth plans for all our schools for the coming year. The document will give background to trustees ahead of their annual tour of all schools scheduled for January 15, 20 and 22.

**December 15-19 – Holiday Concerts:** Many trustees had the pleasure of attending winter concerts at various schools. It is always a delight to witness the musical talents and enthusiasm of the students of SD#46. Thanks to all staff and volunteers for their hard work.

*Note: A reminder to all trustees that the annual Statement of Financial Disclosure form must be remitted by January 15.*

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

**Committee and Liaison Appointments**  
January 13, 2015

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**Standing Committees and Other Internal Committees:**

Education Committee: Trustee Younghusband (chair), Trustee Dixon, Trustee Ruth

Operations Committee: Trustee Mewhort (chair), Trustee Pratt, Trustee Russell

- *Board chair is a member of both standing committees and attends as time permits.*
- *Please notify the committee chair if you are unable to attend any meeting.*

Joint-Use Committee (with SCRD): Chair Baxter, Trustee Pratt, Trustee Russell

Superintendent Evaluation Committee: All trustees on this committee, meet 3 times per year, chaired by the board chair.

Frances Fleming Awards Committee: Trustee Pratt, Trustee Dixon with staff and community reps as well

**Trustee Liaisons to Parent Advisory Councils (PACs):**

Chair Baxter:	SCAS and support for others as required
Trustee Dixon:	Kinnikinnick Elementary, Roberts Creek Elementary
Trustee Mewhort:	Chatelech Secondary, Pender Harbour Elementary Secondary, District Parent Advisory committee
Trustee Pratt:	Halfmoon Bay Elementary, Madeira Park Elementary
Trustee Russell:	Elphinstone Secondary, Gibsons Elementary
Trustee Ruth:	Cedar Grove Elementary, Langdale Elementary
Trustee Younghusband:	Davis Bay Elementary, West Sechelt Elementary

*If you attend PAC meeting at other schools, please give the liaison a heads up.*

**External Liaisons:** *(reports to be heard spring and fall at committee of the whole)*

Chair Baxter:	Sechelt Indian Band
Trustee Dixon:	Healthy Schools committee
Trustee Mewhort:	BCSTA rep (elected)
Trustee Pratt:	VOICE on the Coast
Trustee Russell:	Youth Awareness and Action Committee
Trustee Ruth:	SCRD Transportation Committee
Trustee Younghusband:	SCRD Policing Committee, BCPSEA rep (elected)

## Student Trustee DSLT Report

Thursday, November 27th, 2014

This meeting started with Assistant Superintendent Greg Kitchen coming in to discuss the school calendar with us. Many ideas were brought forth and discussed in the conversation that followed, including the concept of a two-week spring break, shorter but more frequent holidays, a fall break that would allow students to participate in hunting, or even the option of dividing the year into thirds with every three months of school followed by a month of time off. This discussion was followed by our regular check in. Elphinstone's DSLT representatives informed the group that we have set a goal of trying to make changes to their current Planning courses in order to insure that students are getting all the content that they feel they need to be prepared for life after high school. Mainly, we believe this means adding more financial planning information, such as how to write cheques, do taxes, and apply for student loans. The Sunshine Coast Alternative (SCAS) representative informed the group of his creation of a Facebook group as a means of getting feedback from other SCAS students. The Pender Harbour representatives told us about their career day and new recycling plan. The Chatelech representatives reported on their first student voice meeting and the student survey they'd taken regarding their lunch program. They planned to report the results to the PAC as soon as possible. After our check in we discussed potential changes for the post-secondary survey in order to get an increased amount of quality feedback. Some ideas that were discussed were a forum-style survey, having grads start the survey the year that they graduate so that they see doing the survey as completion of a task rather than starting a new task. We also discussed e-mail and social media as potential methods for contacting graduates in order to get them to give feedback. We then discussed our next steps towards our school and district goals, including things like the people that we need to contact (Principals regarding the district-wide goat fundraiser, Planning teachers regarding Elphi's course improvements, an external resource that specializes in post-secondary applications and essay writing). We also discussed plans for a district-wide seminar for careers and post-secondary options.

Tuesday, January 6th, 2015

We began this meeting with our regular check in. All of the schools talked a little bit about their holiday celebrations from before the break, and Chatelech updated us on their progress towards improving their lunch program. Their PAC has received the survey results and are looking to begin making alterations to the menu some time this month. We then returned to our discussion from the last meeting regarding the school calendar. We spent time discussing the potential advantages different breaks could make, such as improving students' mental health and decreasing their stress levels and how we might find evidence of whether or not different breaks do impact these things. The idea for a longer break between semesters was discussed at length, as many of us agreed that the transition between semesters can be difficult, and turnaround day doesn't feel like enough time. We then briefly moved to talking about the strategic plan, and discussed the option of creating conversation between a larger group of students and the board. Next we returned to our discussion about the graduate survey and considered how a conversation between the graduates could create more useful feedback for the board. Our ideas for how to create that conversation included a focus group or online forum. We also discussed ideas for how to require the survey be complete and of decent quality in order for the submitter to be allowed into the draw while still allowing each submission to be made anonymously. I also checked in as Student Trustee and told the group about my experience at the BCSTA Trustee Academy.



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

**EDUCATION COMMITTEE NOTES**  
**Held on Wednesday, November 26, 2014 at 1:00 p.m.**  
At the School Board Office – Gibsons, BC

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**PRESENT:** TRUSTEES: Christine Younghusband, Chair; Greg Russell, Betty Baxter  
STAFF/OTHERS: Patrick Bocking, Superintendent; Greg Kitchen, Assistant Superintendent; David Barnum, Program Coordinator; Kirsten Deasey, Early Learning Coordinator; Erica Reimer, Recording Secretary; Carolyn Smith; Marnie Baba; Pammila Ruth

**REGRETS:** Carolyn Spence, Vanessa White, Lenora Joe

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Called to order at 1:02 pm

1. Diversity

a. Welcoming Communities – M. Giltrow (*presentation*)

Maria Giltrow, Settlement and Outreach Coordinator for Sunshine Coast Community Services, shared information on the federally funded program *Welcoming Communities*, provided in partnership with Capilano University, which services permanent residents and refugees on the Sunshine Coast. Ms. Giltrow provided an overview of the services provided, including interpretative services and ESL programs for families, cultural events and activities, information and referrals on housing and childcare and other outreach services. Superintendent Bocking asked if there is an opportunity for the school district to meet with families with children or to provide additional information regarding the school district. Ms. Giltrow agreed to put together a package with information on school district related information.

b. Sexual Orientation/Gender Identity Policy Update

Assistant Superintendent Kitchen distributed a copy of the brochure created in association with the Gay Straight Alliance (GSA) clubs at the secondary schools. The committee discussed the brochure and other initiatives.

2. Early Learning – K. Deasey (*presentation*)

Early Learning Coordinator, Kirsten Deasey, provided an update on the district's many early learning initiatives. Ms. Deasey reported on the success of the recently developed SPARK 10 program and indicated that the program would run again in the current school year. She further noted that access and availability of StrongStart programs have increased through the offering of Saturday sessions, summer programs and the popular outreach WonderWheels Bookmobile. Early learning partnerships with aboriginal communities are enhanced through the district's involvement with Sechelt Nation's Healthy Baby's program, Pulling Together and a Success by

Six grant that funded a mini longhouse at the Sechelt Learning Centre. Early Years Centres are funded in Sechelt and Gibsons, along with a satellite centre in Madeira Park. These centres provide connections to other agencies and programs and increase inter-agency involvement and integrated supports. Ms. Deasey highlighted a recent announcement from the province that the Sunshine Coast YMCA had been awarded \$646,860 towards the creation of daycare spaces in both Gibsons Elementary and the Sechelt Learning Centre, as parts of the Early Years Centres on those sites.

The meeting adjourned at 2:42 p.m.

**Next meeting:** January 21, 2015 at the School Board Office



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

**COMMITTEE OF THE WHOLE**

**Held on Tuesday, November 25, 2014 at 9:30 a.m.**  
At the School Board Office – Gibsons, BC

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**PRESENT:** TRUSTEES: Betty Baxter, Chair; Lori Dixon; Dave Mewhort; Silas White; Lori Pratt; Christine Younghusband, Greg Russell  
STAFF/OTHERS: Patrick Bocking, Superintendent; Greg Kitchen, Assistant Superintendent; Nicholas Weswick, Secretary-Treasurer; Erica Reimer, Recording Secretary; Carolyn Smith; Allen Stevenson; Pammila Ruth

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The meeting was called to order at 9:03 a.m.

1. Calendar Consultation

Assistant Superintendent Kitchen presented the findings of the calendar consultation process in which the district sought feedback from various stakeholders regarding changes to the 2015/2016 school calendar. Feedback was invited from parent groups, employee groups and other groups including StrongStart programs, local daycares and the Gibsons Chamber of Commerce. Assistant Superintendent Kitchen reported that limited support was received for a shortened summer vacation despite available data that supports the educational benefits of a shorter summer break. The district did hear support for a change to the spring break schedule from several groups. Assistant Superintendent Kitchen was unable to find concrete data to support health or educational benefits resulting from an extended spring break schedule, however he indicated that anecdotal evidence supports some of the claims. Trustees discussed the findings and noted the following concerns when considering an extension to the spring break period:

- Financial impact on low-income families,
- Conflicting data concerning educational benefits for students,
- Lack of data confirming health and wellness benefits to staff and students,
- Long breaks are challenging for vulnerable families.

The committee concluded that further discussion and consultation regarding the school calendar would be incorporated in the Strategic Plan development. As a result, there will be no significant change to the school calendar for the 2015/2016 school year.

2. Preliminary Budget Review

Secretary-Treasurer Weswick reported on the annual budget development process, noting that that consultation period had begun to inform the creation of the 2015/2016 preliminary budget. As the district's Strategic Plan creates the framework for the district's budget, Secretary-Treasurer Weswick suggested a status quo budget be

developed for the final year of the 2013/2016 Strategic Plan, with the expectation that an extensive consultation process will take place to develop the 2016/2019 Strategic Plan.

3. BCSTA Draft Co-Governance Relationship Memorandum of Understanding

Trustees discussed the Draft Co-Governance Relationship Memorandum of Understanding distributed by BCSTA and highlighted the following concerns:

- The MOU does not differ from past arrangements,
- The MOU does not provide boards with an ability to dissent,
- Subsidiary protocol agreements are referenced but no information is provided on how they will be developed,
- More consultation is needed for agreements such as this, with sufficient time afforded to boards to provide a response.

Chair Baxter agreed to submit a response to BCSTA including the board's feedback on the agreement.

4. External Committees Update

*Healthy Schools* – Trustee Dixon reported on the benefits of the joint committee with Vancouver Coastal Health and suggested that the board's involvement continue.

*Transportation Committee* – Trustee White indicated that often the issues discussed at the SCR D committee are operational in nature and suggested that it may be beneficial for the district to appoint a senior staff member to the committee as well as a trustee.

*Policing Committee* – Trustee Russell suggested that the external committee might benefit from a senior staff member being appointed to the committee, as issues are often operational in nature.

*Youth Advisory Committee* – Trustees Russell and Mewhort provided feedback on the benefits of involvement with the committee. It was noted that there would be sufficient school district representation at the committee table with only one trustee appointed to the committee.

*DPAC* – Trustee Youngusband provided information on DPAC and suggested that the board's involvement continue.

*Voice on the Coast* – Trustee Pratt indicated that involvement with the organization is beneficial based on their mandate of advocating for young families.

*Joint Use Committee* – Trustee White indicated that the committee meets infrequently however staff continue to meet on a regular basis to develop a new agreement.

Adjourned at 11:16 a.m.

**Next meeting:** January 27, 2014 at the School Board Office



November 25, 2014

Betty Baxter, Board Chair

School District No. 46

PO Box 220

494 South Fletcher

Gibsons BC V0N 1V0

Reference: 229492

Dear Chair Baxter:

**Re: School Road/North Road and Gibsons Way Intersection**

Thank you for your letter of August 27, 2014, forwarded by Administrative Assistant Erica Reimer, regarding the intersection of School Road/North Road and Gibsons Way in Gibsons.

Safety is the ministry's highest priority, and I understand the importance of this issue to the Board of Education School District No. 46 and local area residents. As you are aware, this intersection falls under the joint jurisdiction of the ministry and the Town of Gibsons. We are responsible for North Road and the northern portion of Gibsons Way and the Town of Gibsons is responsible for School Road and the southern portion of Gibsons Way.

The Town of Gibsons is taking the lead on this project and has retained an engineering firm to review the current layout of the intersection and to provide a conceptual design for improvements. Once the design is complete and a cost estimate has been developed, the ministry, the Town and your Board can discuss an appropriate cost-sharing arrangement. Responsibility for funding of the improvements will ultimately depend on the scope of the improvements proposed and which part of the intersection are improved.

In the meantime, as an interim safety measure, the ministry installed a "Yield Ahead" sign in mid-October on North Road between the church access and the intersection with Gibsons Way, which is visible to drivers approaching the intersection. Ministry staff will continue to monitor this location and will review the size of the existing yield sign to determine whether a larger sign would be beneficial.

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Ministry of Transportation  
and Infrastructure

Office of the Minister

Mailing Address:  
Parliament Buildings  
Victoria BC V8V 1X4

- 2 -

Should you have any further questions or concerns about this matter, please do not hesitate to contact Graeme Schimpf, the ministry's local Operations Manager. Mr. Schimpf can be reached by phone at 604 527-2236 or by e-mail at [Graeme.Schimpf@gov.bc.ca](mailto:Graeme.Schimpf@gov.bc.ca), and he would be pleased to assist you.

Thank you again for taking the time to write.

Sincerely,



Todd G. Stone  
Minister

Copy to: Graeme Schimpf, Operations Manager  
Lower Mainland District

Don Legault, Area Manager  
Sechelt Area Office

## Sunshine Coast Regional District

1975 Field Road  
Sechelt, British Columbia  
Canada V0N 3A1

P 604.885.6800  
F 604.885.7909  
Toll free 1.800.687.5753

info@scrd.ca  
www.scrd.ca



November 27, 2014

Betty Baxter, Chair  
Board of Education  
School District No. 46  
494 South Fletcher Road, Box 220  
Gibsons, BC V0N 1V0

Dear Chair White and Board:

**Re: *Sunshine Coast Agricultural Area Plan***

I am pleased to forward you a copy of the *Sunshine Coast Agricultural Area Plan* ("Ag Plan"), as approved by the SCRD Board on October 23<sup>rd</sup>. SCRD approval culminates a 2.5-year broad participatory process, which created an inspiring community vision for Coastal agriculture supported by a detailed action plan organized around six strategic goals. The Ag Plan may also be accessed electronically via [www.scrd.ca/Ag-Plan](http://www.scrd.ca/Ag-Plan).

On behalf of the SCRD and all those involved in developing the Ag Plan, please accept this letter of thanks to the SD46 for its support towards this important regional planning initiative. As indicated in the Ag Plan, community collaboration will be key to further prioritizing and successfully implementing its many listed actions and initiatives. To help with the critical next steps, the SD46 is requested to:

- (1) arrange for SCRD staff to present the Ag Plan to you and the SD46 Board for consideration;
- (2) receive and consider endorsing the Plan once you, Board and staff have had an opportunity to review it;
- (3) forward any additional comments or suggestions regarding the Ag Plan to the SCRD; and
- (4) consider appointing an SD46 representative to the regional steering committee focused on implementing the Ag Plan.

The Regional District Board will be considering a draft terms of reference for a regional steering committee and a work plan for 2015. These documents will be forwarded to you upon completion.

Many thanks for your support and contributions towards the Ag Plan and we look forward to working together along with the Sunshine Coast community to further coastal agriculture and food production.

Yours truly,

**SUNSHINE COAST REGIONAL DISTRICT**

  
Garry Nohr  
Chair

gg/  
Attachment

cc. Steve Olmstead, General Manager of Planning & Development

John France, Chief Administrative Officer

January 2, 2015

Board of School Trustees  
Box 220  
Gibsons, B.C.  
VON 1V0

Dear Trustees:

First I will thank Mr. Weswick for his reply to my letter to the Trustees regarding the leasing of property at Roberts Creek Elementary to develop a teaching/demonstration garden. He states a license agreement is being considered in order to transfer liability related to public access of the site away from the school district, but presently no agreement with any party.

*I feel I need to reply to this letter and again address some issues with the Board. I am still uneasy regarding the issue of leasing land, lack of public information and process. This is not just a school project on school property. This is a community lease arrangement in a key corner on a major artery street. The school district had little factual implementation information, there are no financial figures or funding support, and a grant application was denied. Most of my information had to be obtained from Regional District*

The past School Board motion supported the concept of a community garden at Roberts Creek. What a community garden means to one person does not necessarily translate to another. That motion was I think two boards back and did not reference a teaching/demonstration garden, or leasing the land and in fact, given the passage of time, should have been a dated motion when the present concept of a demonstration/teaching garden emerged. There was no mention of land being leased. The proposal that is on the table, and I use that term loosely, is years after that motion. Therefore a generic motion to support a community garden does not give understanding to the community of what staff was instructed to establish or pursue. Leasing property, in my opinion, is a whole different level than just placing something on school property or renting space. I have seen no public deliberations by the Board to lease the property, no notice in the legal section of the local paper, or even a Board discussion on the proposal and its impact on the neighbourhood. To lease for any reason to another jurisdiction alters the understanding of usage. If leasing via the Regional District, the Regional District should be informing the community of their intentions and receiving input and looking at land use impact. Any initiative, whether community or school, should have formal commitment and supporting paperwork. I have seen none of that. If the lease is strictly for liability issues do all community gardens on school properties have liability issues and what are those issues? Has there been discussion around liability and leasing with respect to a Gibsons Elementary community garden? More formal discussion should always be required when public land trades hands. I will trust the Board, or Mr. Weswick, will advise if a lease comes up again.

I have never seen a formal proposal or commitment by any party to develop and maintain a teaching/demonstration garden. My understanding is that no one wants to take on the proposed garden, which reiterates to me that there were no formal plans in place. This is another of the points I have tried to bring forward. It is a huge, long-term volunteer responsibility requiring a huge commitment. One wonders how the issue got this far. I will ask the Board to let me know if

a proper proposal is put forward so that I can look at with respect to my concerns. It is one thing to want something, another to put in place and maintain.

Mr. Weswick asks for my input. My input is that if this matter, or any matter that reallocates public assets, arises again that it be dealt with in a more in depth, public, timely, formal and communicative manner. I strongly feel a garden of this nature is not suitable in this proposed location due to congestion and other site issues an example of which is access. Issues such as these need to be looked at very closely whether a garden or a business venture. I respect the school and district leadership (whomever that includes) see Learning opportunities, but they must consider location impact and look at the long term. If this is a Roberts Creek School initiative then the school should develop and maintain the garden, and there should be no liability issues. I will forward a copy of this letter to the Planning Department of the Regional District. I will ask that you let me know if the concept develops further so I know what future actions I need to consider.

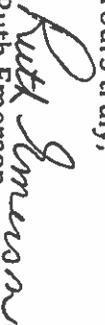
There are other locations that could be considered and I have given some of them, however, I feel that any suggestions I put forward would not be taken seriously. I could probably have bought into the demonstration/teaching garden concept if it had been properly discussed in the community at large, had plans that showed occupation, impact and sustainability, did not have the potential to create more congestion and traffic in the downtown core and did not require leasing to a third party. To discuss plans after the fact is not acceptable and creates resentment.

When the house on the site was removed, as a person who had worked hard to get Roberts Creek School rebuilt including a proper bigger playground, I waited to see the fencing re-aligned as this was unfinished business. It did not happen, the area became un-slightly, so I stood up at a School Board meeting some four or five years back asking for this to happen.

I am again asking the District to re-align the perimeter fencing at the very least. Cleaning up the space would be a bonus. No matter what happens in the space at the corner of school property along Roberts Creek Road I believe this to be appropriate. There should be minimal fencing required and I cannot see the expense being excessive. If deemed too expensive, I ask that the district examine their works budget closely for savings, especially in light of the fact that the District can afford cosmetic wooden signage and non-teaching locations have received facelifts.

It would nice to see the space cleaned up and usable.

Yours truly,

  
Ruth Emerson  
Roberts Creek, BC

Pc – Planning Dept. SCRD  
Mark Lebbell, Director