



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

**OPERATIONS COMMITTEE  
AGENDA**

Friday, March 16, 2018 from 11:00-12:30 pm  
School Board Office – Gibsons, BC

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- 1) Staffing Timelines
- 2) Preliminary Budget – Funding Announcement Review
- 3) Regulation 3400 – Moving of Classrooms
- 4) Regulation 3800 – Transportation of Students
- 5) Local Government OCP / Zoning Referrals (standing item)
- 6) Transportation Review (standing item)

## 2018 - 2019 STAFFING TIMELINES

- |                         |   |
|-------------------------|---|
| Friday, March 30        | <ul style="list-style-type: none"><li>• Deadline for teachers to apply for leave for the 2018-19 school year</li></ul>  |
| Tuesday, April 4        | <ul style="list-style-type: none"><li>• Budget information sent to schools</li></ul>  |
| Wednesday, April 11     | <ul style="list-style-type: none"><li>• <b>All Elementary school staffing and Maintenance staffing plans and budgets</b> to be sent to Human Resources/Finance.</li><li>• Elementary class size worksheets need to be included with staffing plans.</li></ul> |
| Friday, April 13        | <ul style="list-style-type: none"><li>• <b>All Secondary school staffing and Departmental plans and budgets</b> to be sent to Human Resources/Finance.</li></ul>  |
| Week of April 16-20     | <ul style="list-style-type: none"><li>• Staffing adjustments to be discussed/finalized.</li></ul>   |
| Week of April 23-27     | <ul style="list-style-type: none"><li>• Notification to support staff and CUPE postings to start.</li></ul>   |
| Wednesday, May 2 (or 7) | <ul style="list-style-type: none"><li>• Teacher Placement (Evening) followed by the start of teacher postings.</li></ul>  |

# Budget 2018/19

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Funding Announcement Review

Operations Committee

March 16, 2018

## Funding Breakdown

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- <https://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/k-12-funding-and-allocation/operating-grants/k12funding-18-19>

or

- <http://bit.ly/2HDPwR3>

### Estimated Operating Grants - 2018/19 School Year

School District 46 Sunshine Coast

September 2018 Enrolment Count				
	School-Age Enrolment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	3,000.0000	\$7,423	\$22,269,000	
Continuing Education	0.0000	\$7,423	\$0	
Alternate Schools	115.0000	\$7,423	\$853,645	
Distributed Learning	60.0000	\$6,100	\$366,000	
Home Schooling	2	\$250	\$500	
Course Challenges	0	\$232	\$0	
<b>Total Enrolment-Based Funding (September)</b>	<b>3,175.0000</b>			<b>\$23,489,145</b>
	Total Enrol. Change	Funding Level	Funding	Total Supplement
1% to 4% Enrolment Decline	18.0625	\$3,712	\$0	
4%+ Enrolment Decline		\$5,567	\$0	
Significant Cumulative Decline (7%+)	45.4691	\$3,712	\$0	
<b>Supplement for Enrolment Decline</b>				<b>\$0</b>
	Enrolment	Funding Level	Funding	Total Supplement
Level 1 Special Needs	6	\$38,800	\$232,800	
Level 2 Special Needs	187	\$19,400	\$3,627,800	
Level 3 Special Needs	190	\$9,800	\$1,862,000	
English Language Learning	135	\$1,420	\$191,700	
Aboriginal Education	590	\$1,230	\$725,700	
Adult Education	0.0000	\$4,696	\$0	
Vulnerable Students			\$0	
<b>Supplement for Unique Student Needs</b>				<b>\$6,640,000</b>
Variance from Provincial Average	<b>-\$328</b>			
Estimated Number of Educators	176.389		<b>-\$57,856</b>	
	Enrolment	Funding Level	Funding	Total Supplement
FTE Distribution	3,175.0000	\$180.33	\$572,548	
<b>Supplement for Salary Differential</b>				<b>\$514,692</b>
<b>Supplement for Unique Geographic Factors</b>				<b>\$5,401,495</b>
<b>Funding Protection</b>				<b>\$0</b>
<b>Supplement for the Education Plan</b>				<b>\$63,139</b>
<b>September 2018 Enrolment Count, Total</b>				<b>\$36,108,471</b>

July 2018 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	0	\$212	\$0	
Summer Learning Grade 8-9	0	\$212	\$0	
Summer Learning Grade 10-12	0	\$423	\$0	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	0	\$0	\$0	
<b>Summer Learning, Total</b>				<b>\$0</b>
February 2019 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$7,423	\$0	
Adult FTE - Continuing Education	3.0000	\$4,696	\$14,088	
K-Gr 9 School-Age FTE - Distributed Learning	2.0000	\$3,050	\$6,100	
Gr 10-12 School-Age FTE - Distributed Learning	8.0000	\$6,100	\$48,800	
Adult FTE - Distributed Learning	1.0000	\$4,696	\$4,696	
Level 1 Special Needs Enrolment Growth	0	\$19,400	\$0	
Level 2 Special Needs Enrolment Growth	0	\$9,700	\$0	
Level 3 Special Needs Enrolment Growth	0	\$4,900	\$0	
Newcomer Refugees	0.0000	\$3,712	\$0	
ELL Supplement - Newcomer Refugees	0	\$710	\$0	
<b>February 2019 Enrolment Count, Total</b>				<b>\$73,684</b>
May 2019 Enrolment Count				
	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	2.0000	\$7,423	\$14,846	
Adult FTE - Continuing Education	0.0000	\$4,696	\$0	
K-Gr 9 School-Age FTE - Distributed Learning	1.0000	\$2,033	\$2,033	
Gr 10-12 School-Age FTE - Distributed Learning	10.0000	\$6,100	\$61,000	
Adult FTE - Distributed Learning	0.0000	\$4,696	\$0	
<b>May 2019 Enrolment Count, Total</b>				<b>\$77,879</b>
<b>2018/19 Full-Year Estimated Total</b>				<b>\$36,260,034</b>
Estimated 2018/19 Operating Grant from Indigenous and Northern Affairs Canada				\$0
Estimated 2018/19 Operating Grant from Ministry of Education				\$36,260,034

	2017/18 Amended Budget			2018/19 Preliminary Budget			Change
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	
School Age	2,974.4375	7,301	21,716,368	3,000.0000	7,423	22,269,000	552,632
Alternative	121.0000	7,301	883,421	115.0000	7,423	853,645	(29,776)
DL	61.5000	6,100	375,150	60.0000	6,100	366,000	(9,150)
Home School	2.0000	250	500	2.0000	250	500	-
Course Challenges	-	228	-	-	228	-	-
Level 1 Spec Needs	7	38,140	266,980	6	38,800	232,800	(34,180)
Level 2 Spec Needs	197	19,070	3,756,790	187	19,400	3,627,800	(128,990)
Level 3 Spec Needs	192	9,610	1,845,120	190	9,800	1,862,000	16,880
English Language Learning	140	1,395	195,300	135	1,420	191,700	(3,600)
Aboriginal Ed	590	1,210	713,900	590	1,230	725,700	11,800
Adult Education	2.125	4,618	9,813	0	4,696	-	(9,813)
Salary Differential			512,109			514,692	2,583
Unique Features			5,450,523			5,401,495	(49,028)
Enrolment Decline			-	(18.06)	31.57	-	-
Transportation							-
Feb Recount			76,055			73,684	(2,371)
May Recount			79,668			77,879	(1,789)
Education Plan			62,798			63,139	341
Administrative Savings			(182,072)				182,072
Funding Protection							-
<b>MOE Operating Grants</b>			<b>35,762,423</b>			<b>36,260,034</b>	<b>497,611</b>

<b>MOE Operating Grants</b>		<b>35,762,423</b>		<b>36,260,034</b>	<b>497,611</b>		
MOE-Pay Equity		510,381		510,381	-		
MOE-Transportation Supp		380,465		380,465	-		
Admin Savings Subsidy		182,072			(182,072)		
MOE-Misc.		8,696		8,696	-		
MOE-Grad Adult	1.75	4,618	8,082	1.75	4,696	8,218	137
MOE-ITA		35,000		35,000	-		
Carbon Tax Rebate		20,000		20,000	-		
Offshore Tuition		78,408		78,408	-		
SD#93-CSF		575,000		575,000	-		
Miscellaneous Revenue		205,700		205,700	-		
Rentals and Leases		30,000		30,000	-		
Investment Income		80,000		80,000	-		
<b>Total Operating Funding</b>		<b>37,876,227</b>		<b>38,191,902</b>	<b>315,675</b>		

Special Purpose Grants Included in Operating Departments				
Strong Start		192,000	192,000	-
Ready Set Learn			22,050	22,050
Community LINK (Part)		249,000	249,000	-
Priority Interim Measures		-	-	-
Education Fund (Tch LIF)				-
Classroom Enhancement Fund		3,128,667	2,238,459	(890,208)
AFG - Staffing Costs		158,040	161,022	2,982
<b>Special Purpose - Included</b>		<b>3,727,707</b>	<b>2,862,531</b>	<b>(865,176)</b>

## Funding Summary

Labour Settlement Funding (Per Pupil Rates)	\$ 500,000
Net Enrolment Change	(135,000)
Unique Geographic Features	(49,000)
Admin Savings (Block)	182,000
Admin Savings (Supplement)	(182,000)
2017/18 CEF	(3,128,667)
2018/18 CEF (Stage 1)	2,238,459
<b>Total - Significant Funding Adjustments</b>	<b>(574,208)</b>

## Classroom Enhancement Fund (CEF) Instructions (Excerpts)

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- Enter the number of requested non-enrolling teacher FTE. If this is different from 2017/18 you must complete the non-enrolling teacher tab.
- Additional non-enrolling teachers will be funded only if your ratios have changed since 2017/18.
- School Staffing 'Tabs' - Must be completed using 2017/18 student enrollment for the school.
- Justification must explain why additional teacher FTEs are required to implement the MoA at this school.
- The Ministry will not fund staffing increases due to increased student enrollment (through the CEF).

**IMPACT OF MSP PREMIUM REDUCTION VS. IMPLEMENTATION OF EMPLOYER HEALTH TAX  
SD46 ESTIMATE**

	Base Year	Annual Cost 2017/18	Annual Cost 2018/19	Annual Cost 2019/20	Annual Cost 2020/21
2017/18 payroll	\$ 29,070,549				
EHT @ 1.95%	\$ 566,876				
<b>MSP Estimate for 2017 (Employer Cost)</b>	<b>\$ 595,000</b>	-5%			
<b>2017/18 Budget Year:</b>					
July 1, 2017 to Dec 31, 2017 MSP Premiums		\$ 297,500			
January 1, 2018 to June 30, 2018 MSP Premiums		148,750			
Cost in 2017/18		<u>446,250</u>			
Base year cost of MSP 2016/17		595,000			
<b>Savings (cost) in 2017/18 to Reserves</b>		<b>\$ 148,750</b>			
<b>2018/19 Budget Year:</b>					
July 1, 2018 to Dec 31, 2018 MSP Premiums			\$ 148,750		
January 1, 2019 to June 30, 2019 MSP Premiums			148,750		
January 1, 2019 to June 30, 2019 EHT cost			<u>283,438</u>		
Cost in 2018/19			580,938		
Cost in 2017/18			<u>446,250</u>		
<b>Savings (cost) in 2018/19</b>			<b>\$(134,688)</b>		
<b>2019/20 Budget Year</b>					
July 1, 2019 to Dec 31, 2019 MSP Premiums				\$ 148,750	
January 1, 2020 to June 30, 2020 MSP Premiums				Eliminated	
July 1, 2019 to December 31, 2019 EHT cost				283,438	
January 1, 2019 to June 30, 2019 EHT cost				<u>283,438</u>	
Cost in 2019/20				715,626	
Cost in 2018/19				<u>580,938</u>	
<b>Savings (cost) in 2019/20</b>				<b>\$(134,688)</b>	
<b>2020/21 Budget Year:</b>					
July 1, 2020 to Dec 31, 2020 MSP Premiums					Eliminated
January 1, 2021 to June 30, 2021 MSP Premiums					Eliminated
July 1, 2020 to December 31, 2020 EHT cost					\$ 340,126
January 1, 2020 to June 30, 2020 EHT cost					226,750
Cost in 2020/21					<u>566,876</u>
Cost in 2019/20					<u>715,626</u>
<b>Savings (cost) in 2020/21</b>					<b>148,750</b>
<b>Overall savings (cost) when EHT is fully implemented - 2017/18 through 2020/21</b>					<b>28,124</b>
<b>Overall savings (cost) when EHT fully implemented - 2018/19 through 2020/21</b>					<b>\$(120,626)</b>



**IMPACT OF MSP PREMIUM REDUCTION VS. IMPLEMENTATION OF EMPLOYER HEALTH TAX  
PROVINCIAL ESTIMATE**

	Base Year	Annual Cost 2017/18	Annual Cost 2018/19	Annual Cost 2019/20	Annual Cost 2020/21
2017/18 payroll	\$ 3,848,530,028				
EHT @ 1.95%	\$ 75,046,336				
<b>MSP from EDAS 16/17</b>	<b>\$ 60,225,771</b>				
<b>2017/18 Budget Year:</b>					
July 1, 2017 to Dec 31, 2017 MSP Premiums		\$ 30,112,886			
January 1, 2018 to June 30, 2018 MSP Premiums		15,056,443			
Cost in 2017/18		45,169,328			
Base year cost of MSP 2016/17		60,225,771			
<b>Savings (cost) in 2017/18 to Reserves</b>		<b>\$ 15,056,443</b>			
<b>2018/19 Budget Year:</b>					
July 1, 2018 to Dec 31, 2018 MSP Premiums			\$ 15,056,443		
January 1, 2019 to June 30, 2019 MSP Premiums			15,056,443		
January 1, 2019 to June 30, 2019 EHT cost			37,523,168		
Cost in 2018/19			67,636,054		
Cost in 2017/18			45,169,328		
<b>Savings (cost) in 2018/19</b>			<b>\$(22,466,725)</b>		
<b>2019/20 Budget Year</b>					
July 1, 2019 to Dec 31, 2019 MSP Premiums				\$ 15,056,443	
January 1, 2020 to June 30, 2020 MSP Premiums				Eliminated	
July 1, 2019 to December 31, 2019 EHT cost				37,523,168	
January 1, 2019 to June 30, 2019 EHT cost				37,523,168	
Cost in 2019/20				90,102,779	
Cost in 2018/19				67,636,054	
<b>Savings (cost) in 2019/20</b>				<b>\$(22,466,725)</b>	
<b>2020/21 Budget Year:</b>					
July 1, 2020 to Dec 31, 2020 MSP Premiums					Eliminated
January 1, 2021 to June 30, 2021 MSP Premiums					Eliminated
July 1, 2020 to December 31, 2020 EHT cost					\$ 45,027,802
January 1, 2020 to June 30, 2020 EHT cost					30,018,534
Cost in 2020/21					75,046,336
Cost in 2019/20					90,102,779
<b>Savings (cost) in 2020/21</b>					<b>15,056,443</b>
<b>Overall savings (cost) when EHT is fully implemented - 2017/18 through 2020/21</b>					<b>\$(14,820,565)</b>
<b>Overall savings (cost) when EHT fully implemented - 2018/19 through 2020/21</b>					<b>\$(29,877,008)</b>

Title: **Moving of Classrooms and Offices**

Category: **Facilities**

Number: **3400**

**REVISED**

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**Rationale:**

Efficient deployment of resources occasionally requires changes in building use. This regulation is intended to provide structure to the moving process.

**Procedures:**

To accommodate a move of a classroom or office within a school or worksite, the following guidelines apply:

1. School Principals will determine the location of classes and programs within their schools, in consultation with the Superintendent (or designate) and the Facilities Department.
2. Staff affected by a change in building use will be given a written notice of at least five (5) working days prior to commencement.
3. All drawers, desktops and bookshelves that are being moved must be emptied and boxed.
4. Staff must identify and box personal effects and may request maintenance to move them.
5. Maintenance staff will move all furniture, including the teacher desks, filing cabinets and any other materials that have been labeled for moving (including professional materials).

To accommodate a move to a new worksite, the following guidelines apply:

1. Maintenance department staff will move a staff members belongings to a different worksite if that person is being displaced or moved for operational purposes only. Staff who choose to move locations will not be provided with moving services.
2. Furniture is the property of the facility and will not be moved to another location unless the site Administrator gives prior approval.
3. Classes will not be disrupted for moving purposes, except in an emergency situation or with consent from the building Principal.
4. To accommodate a move to another location, all personal materials to be moved must be boxed, labeled and ready to move by July 1<sup>st</sup>. (school name, full teacher

Title: **Moving of Classrooms and Offices**

Category: **Facilities**

Number: **3400**

**REVISED**

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name and destination room number). The receiving school must make maintenance requests for building changes, related to the move, with reasonable notice.

5. Materials moved during summer will be delivered to the new school at least one week before the start of school year.

#### Miscellaneous

1. When a maintenance/capital project requires the displacement of a classroom or program, materials will be returned to the general area from which they came.

**Adopted:** October 2009

**Revised:**

**References:**

DRAFT

Title: **Moving of Classrooms and Offices**

Category: **Facilities**

Number: **3400**

**REVISED**

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Efficient deployment of resources occasionally requires changes in building use. This regulation is intended to provide structure to the moving process.

**Procedures:**

To accommodate a move of a classroom or office within a school or worksite ~~of a classroom or office~~, the following guidelines apply:

1. School Principals will determine the location of classes and programs within their schools, in consultation with the Superintendent (or designate) and the Facilities Department.
2. Staff affected by ~~this need~~ a change in building use will be given a written notice of at least five (5) working days prior to commencement ~~the intended disruption~~.
- ~~1.3.~~ All drawers, desktops and bookshelves that are being moved must be emptied and boxed.
- ~~2.4.~~ ~~Teachers~~ Staff need ~~to~~ must identify and box personal effects and may request maintenance to move them. ~~All drawers, desktops and bookshelves must be emptied and boxed.~~
5. Maintenance staff will move all furniture, including the teacher desks, filing cabinets and any other materials that have been left in the room labeled for moving (including professional materials).

To accommodate a move to a new worksite, the following guidelines apply:

1. Maintenance department staff will move a staff members belongings to a different worksite if that person is being displaced or moved for operational purposes only. Staff who choose to move locations will not be provided with moving services.
2. Furniture is the property of the facility and will not be moved to another location unless the site Administrator gives prior approval.
3. Classes will not be disrupted for moving purposes, except in an emergency situation or with consent from the building Principal.

Title: **Moving of Classrooms and Offices**

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**REVISED**

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~~4. When a maintenance/capital project is completed, all materials need to be returned to the general area from which they came.~~

~~5.~~

~~6. Students and teaching staff are not expected to move furniture and any moving by the maintenance is to be done outside of the instructional day.~~

4. To accommodate a move to another location, all personal materials to be moved must be boxed, labeled and ready to move by July 1<sup>st</sup>. (school name, full teacher name and destination room number). The receiving school ~~needs to~~ must make maintenance requests for **building** changes, related to the move, with reasonable notice.

~~7.5.~~ Materials **moved during summer** will be delivered to the ~~teacher's~~ new school at least one week before the start of school year.

~~8. Materials will be delivered to the teacher's new school at least one week before the start of school year.~~

#### Miscellaneous

1. When a maintenance/capital project requires the displacement of a classroom or program, materials will be returned to the general area from which they came.

**Adopted:** October 2009

**Revised:**

**References:**

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Additional Revisions – March 2018**

**Rationale:**

Parents/guardians are responsible for getting their children to and from school. The board assists parents with this responsibility provided the student qualifies for transportation under the board's administrative regulation.

**A. Entitlement/Eligibility**

1. Walk to School Limits:

Students residing in the Sunshine Coast School Board's jurisdiction, who are enrolled in a school within their designated catchment area (home school) are eligible for bus transportation as long as they reside at greater than the following walking distances from that school:

(a) Elementary Grades K-7: 2.0 km

(b) Secondary Grades 8-12: 3.2 km

Transportation for students residing within the above noted walk limits is the responsibility of the parent/guardians

2. Registration for Ridership:

Registration must occur prior to June 15 of each year through an online request form on the districts website, in order to be considered during the bus routing process. A paper registration form will be made available upon request. Bus routes will be established based on registered riders, prior to August 15 of each year, at which point registration will be re-opened.

Registered rider bus lists will be made available to the school principal by the Contractor before September 1 of each year.

3. Bus Routes:

Bus routes will be established based on registrations received prior to the June 15 deadline.

An extension of an established bus route will be considered if four or more students reside beyond the walk limits to the nearest stop on that route. Road conditions and the impact on the existing run shall be considered in such a situation.

New bus routes may be considered if ten or more students reside beyond walk limits to an existing stop and road conditions are sufficient for safe operation of a school bus.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Additional Revisions – March 2018**

4. Walk to Stop Limits:

School bus stop locations shall generally be no further than a 1.0 km walk from an elementary student's residence and no further than a 1.6 km walk from a secondary student's residence. Special accommodations will be considered for hazards such as fast moving traffic, roads without a shoulder or poor visibility.

Parents/guardians are responsible for transportation of eligible riders to and from the appropriate school bus pick-up location.

Parents/guardians are responsible for the safety and supervision of their children prior to pick-up by the bus and immediately after leaving the bus on their return trip home. Parents/guardians shall ensure the children are at the proper pick-up location five minutes prior to scheduled pick-up.

5. Empty Seat/Courtesy Riders:

When routes have been established and there are available seats on the bus, students not meeting the eligibility requirements to ride the bus may make application to their school principal for use of an available seat on the appropriate bus serving their residential area and school of attendance. However, if a seat is granted, any such permission may be withdrawn at any time and should not be considered to constitute a precedent or establish a right.

Assignments of these ineligible students to available seats will be finalized at the discretion of the school district office in conjunction with the school bus operator. Existing bus routes shall not be altered in order to accommodate courtesy riders.

6. Cross Boundary Transportation:

The School Board is not obligated to provide transportation for students attending schools other than their designated home school.

7. Priority:

Priority for courtesy and cross boundary riders will be based on the following:

- (a) Transport to custodial care, including child care providers
- (b) Completion of school year due to a mid-year change in residential address
- (c) Enrolment in Centralized District Programs (e.g. – Nature School)
- (d) Age of students, with priority going to the youngest students

During the school year, courtesy and cross boundary transportation may be withdrawn at any time to accommodate an eligible student. Removal of courtesy and cross boundary riders will be made using reverse order of the list above.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Additional Revisions – March 2018**

8. Transportation Assistance:

Transportation assistance may be provided where bus transportation is not practical and students are outside the walk limits. Assistance will be provided on an amount per kilometre to the nearest available bus stop. The amount will be determined annually by the Secretary Treasurer.

Transportation assistance is not provided to students who rely on the ferry service, as this service is free to students using the ferry to get to and from school

9. Special Transportation:

Transportation requirements for special needs students shall be dealt with on an individual basis. In special cases of ill health, the Secretary-Treasurer may waive the walk limits.

10. Summer School:

Transportation for students attending summer school shall be the responsibility of the parents/guardians.

**B. Curricular and Extracurricular**

1. Principals shall allocate funds in the annual operating budget of their schools for curricular and extracurricular activities.
2. Principals shall oversee transportation arrangements for curricular and extracurricular transportation.
3. For curricular and extracurricular trips, the preferred modes of transportation are: first, school buses, including multi-function activity buses; second, buses operated by transit companies; third, vehicles rented from a commercial operator; fourth, privately owned vehicles.
4. Drivers of privately owned vehicles must provide assurance to the principal that vehicles meet highway safety requirements.
5. In vehicles other than school buses which are not equipped with seat belts, only as many passengers as there are available seat belts shall be transported, and seat belts shall be worn at all times when the vehicle is operated.
6. Children under the age of thirteen should not be transported in the front passenger seat of a vehicle equipped with an air bag.
7. Booster seats must be used when applicable in accordance with the *Motor Vehicle Safety Act*.



Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Additional Revisions – March 2018**

8. Smoking in vehicles transporting students is not permitted, this includes e-cigarettes and vapour products.
9. The principal shall determine that each driver has a valid driver's license by obtaining a drivers abstract. The abstract will be reviewed for proper class and restrictions and scrutinized to determine if any violation is indicative of poor driving habits or if other critical violations exist (e.g. prohibition, suspension, etc.).
10. The principal shall determine that each vehicle is insured for a minimum third party liability of \$1,000,000.
11. If the vehicle is to be used for school activities in excess of 1,600 kms, the insurer shall be notified. If required by the insurer, the vehicle shall be rated and insured for business use.
12. Schools shall not borrow a vehicle to be driven by anyone else but the owner.
13. Drivers of school district owned vehicles must review and adhere to the stipulations of the *Fleet Safety and Maintenance Plan*.

### **C. Student Conduct on School Buses**

1. Students shall obey the driver promptly at all times and follow rules set out by the bus company and School Board.
2. Students shall remain properly seated while the bus is in motion and remain seated until the bus has come to a full stop.
3. Students are expected to be at their bus stop five (5) minutes prior to the pickup time.
4. Student belongings such as backpacks, books, purses, etc., shall be held securely on the student's lap. Any item that presents any hazard to other passengers or has the potential to damage the vehicle may not be carried on the bus (e.g. unguarded skates, hockey sticks, sharp objects, firearms).
5. At no time shall a student extend any part of his/her body out of a window. Nothing shall be thrown out of a bus window.
6. Students will assist in keeping buses clean and free from litter.
7. When required, students shall share seats to a maximum of three (3) per seat.
8. The same standard of behaviour that applies in a classroom shall apply on a bus.
9. Food or beverages shall not be consumed on buses during regular, scheduled runs. On extracurricular trips, at the driver's discretion, this regulation may be waived, but the bus must be parked at the time.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

**Additional Revisions – March 2018**

10. When crossing a highway, before or after travel on buses, students shall cross only in front of the bus.

11. Students may board only the bus to which they have been assigned.

12. If a bus becomes disabled because of inclement weather, accident or mechanical failure, all students shall remain at the scene until alternate transportation has been provided. Senior students may be requested to assist the driver and/or other students.

#### **D. Inappropriate Behaviour on School Buses**

1. The driver shall warn the student that the behaviour is unacceptable.
2. If there is no improvement, the bus company will report at the earliest possible time the problem and the action taken to the student's principal.
3. The school principal will work with the bus company, the student and the student's family as appropriate to address the behavior.
4. The school principal will be responsible for disciplinary or corrective action, which may include the suspension of transportation privileges.
5. Student behaviour that puts the safety of students, staff or the public at risk may result in immediate suspension from travel on school buses until a safety plan has been implemented.
6. Appeals to disciplinary action may be made in accordance with the district's communication protocol.

**Adopted:** January 1996

**Revised:** February 2000, April 2002, July 2002, January 2004

**References:** Policy 12.7

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

~~Circulating until March 5,~~

**2018 Additional Revisions – March 2018**

### Rationale:

~~Parents/guardians are responsible for getting their children to and from school. The board assists parents with this responsibility provided the student qualifies for transportation under the Board's Administrative Regulations.~~

### A. Entitlement/Eligibility

#### 1. Walk to School Limits:

~~Parents/guardians are responsible for getting their children to and from school. The board assists parents with this responsibility provided the student qualifies for transportation under the Board's Administrative Regulations~~

Students residing in the Sunshine Coast School Board's jurisdiction, who are enrolled in a school within their designated catchment area (home school) are eligible for bus transportation as long as they reside at greater than the following walking distances from that school:

(a) Elementary Grades K-7: 2.0 km

(b) Secondary Grades 8-12: 3.2 km

~~Parents/guardians are responsible for transportation of such students to and from the appropriate school bus pick-up location.~~

~~Parents/guardians are responsible for the safety and supervision of their children prior to pick-up by the bus and immediately after leaving the bus on their return trip home. Parents/guardians shall ensure the children are at the proper pick-up location five minutes prior to scheduled pick-up.~~

Transportation for students residing within the above noted walk limits is the responsibility of the parent/guardians

-

#### 2. Registration for Ridership:

Registration must occur prior to June 15 of each year through an online request form on the districts website, in order to be considered during the bus routing process. A paper registration form will be made available upon request.

Bus routes will be established based on registered riders, prior to August 15 of each year, at which point registration will be re-opened.

~~3-~~ Registered rider bus lists will be made available to the school principal by the Contractor before September 1 of each year.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

~~Circulating until March 5,~~

**2018 Additional Revisions – March 2018**

### 3. Bus Routes:

Bus routes will be established based on registrations received prior to the June 15 deadline.

An extension of an established bus route will be considered if four or more students reside beyond the walk limits to the nearest stop on that route. Road conditions and the impact on the existing run shall be considered in such a situation.

New bus routes may be considered if ten or more students reside beyond walk limits to an existing stop and road conditions are sufficient for safe operation of a school bus.

### 4. Walk to Stop Limits:

School bus stop locations shall generally be no further than a 1.0 km walk from an elementary student's residence and no further than a 1.6 km walk from a secondary student's residence. Special accommodations will be considered for hazards such as fast moving traffic, roads without a shoulder or poor visibility.

Parents/guardians are responsible for transportation of eligible riders to and from the appropriate school bus pick-up location.

Parents/guardians are responsible for the safety and supervision of their children prior to pick-up by the bus and immediately after leaving the bus on their return trip home. Parents/guardians shall ensure the children are at the proper pick-up location five minutes prior to scheduled pick-up.

### 4.5. Empty Seat/Courtesy Riders:

When routes have been established and there are available seats on the bus, students not meeting the eligibility requirements to ride the bus may make application to their school principal for use of an available seat on the appropriate bus serving their residential area and school of attendance. However, if a seat is granted, any such permission may be withdrawn at any time and should not be considered to constitute a precedent or establish a right.

Assignments of these ineligible students to available seats will be finalized at the discretion of the school district office in conjunction with the school bus operator. Existing bus routes shall not be altered in order to accommodate courtesy riders.

### ~~5-6.~~ Cross Boundary Transportation:

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

~~Circulating until March 5,~~

**2018 Additional Revisions – March 2018**

The School Board is not obligated to provide transportation for students attending schools other than their designated home school.

~~6-7.~~ Priority:

Priority for courtesy and cross boundary riders will be based on the following:

- (a) Transport to custodial care, including child care providers
- (b) Completion of school year due to a mid-year change in residential address
- (c) Enrolment in Centralized District Programs (e.g. – Nature School)
- (d) Age of students, with priority going to the youngest students

~~7.~~ During the school year, courtesy and cross boundary transportation may be withdrawn at any time to accommodate an eligible student. Removal of courtesy and cross boundary riders will be made using reverse order of the list above.

8. Transportation Assistance:

Transportation assistance may be provided where bus transportation is not practical and students are outside the walk limits. Assistance will be provided on an amount per kilometre to the nearest available bus stop. The amount will be determined annually by the Secretary Treasurer.

Transportation assistance is not provided to students who rely on the ferry service, as this service is free to students using the ferry to get to and from school

9. Special Transportation:

Transportation requirements for special needs students shall be dealt with on an individual basis. In special cases of ill health, the Secretary-Treasurer may waive the walk limits.

10. Summer School:

Transportation for students attending summer school shall be the responsibility of the parents/guardians.

~~11. Ferry Transportation:~~

~~Transportation assistance is not provided to students who rely on the ferry service, as this service is free to students using the ferry to get to and from school.~~

**B. Curricular and Extracurricular**

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

~~Circulating until March 5,~~

**2018 Additional Revisions – March 2018**

1. Principals shall allocate funds in the annual operating budget of their schools for curricular and extracurricular activities.
2. Principals shall oversee transportation arrangements for curricular and extracurricular transportation.
3. For curricular and extracurricular trips, the preferred modes of transportation are: first, school buses, including multi-function activity buses; second, buses operated by transit companies; third, vehicles rented from a commercial operator; fourth, privately owned vehicles.
4. Drivers of privately owned vehicles must provide assurance to the principal that vehicles meet highway safety requirements.
5. In vehicles other than school buses which are not equipped with seat belts, only as many passengers as there are available seat belts shall be transported, and seat belts shall be worn at all times when the vehicle is operated.
6. Children under the age of thirteen should not be transported in the front passenger seat of a vehicle equipped with an air bag.
7. Booster seats must be used when applicable in accordance with the *Motor Vehicle Safety Act*.
8. Smoking in vehicles transporting students is not permitted, this includes e-cigarettes and vapour products.
9. The principal shall determine that each driver has a valid driver's license by obtaining a drivers abstract. The abstract will be reviewed for proper class and restrictions and scrutinized to determine if any violation is indicative of poor driving habits or if other critical violations exist (e.g. prohibition, suspension, etc.).
10. The principal shall determine that each vehicle is insured for a minimum third party liability of \$1,000,000.
11. If the vehicle is to be used for school activities in excess of 1,600 kms, the insurer shall be notified. If required by the insurer, the vehicle shall be rated and insured for business use.
12. Schools shall not borrow a vehicle to be driven by anyone else but the owner.
13. Drivers of school district owned vehicles must review and adhere to the stipulations of the *Fleet Safety and Maintenance Plan*.

### **C. Student Conduct on School Buses**

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

~~Circulating until March 5,~~

**2018 Additional Revisions – March 2018**

1. Students shall obey the driver promptly at all times and follow rules set out by the bus company and School Board.
2. Students shall remain properly seated while the bus is in motion and remain seated until the bus has come to a full stop.
3. Students are expected to be at their bus stop five (5) minutes prior to the pickup time.
4. Student belongings such as backpacks, books, purses, etc., shall be held securely on the student's lap. Any item that presents any hazard to other passengers or has the potential to damage the vehicle may not be carried on the bus (e.g. unguarded skates, hockey sticks, sharp objects, firearms).
5. At no time shall a student extend any part of his/her body out of a window. Nothing shall be thrown out of a bus window.
6. Students will assist in keeping buses clean and free from litter.
7. When required, students shall share seats to a maximum of three (3) per seat.
8. The same standard of behaviour that applies in a classroom shall apply on a bus.
9. Food or beverages shall not be consumed on buses during regular, scheduled runs. On extracurricular trips, at the driver's discretion, this regulation may be waived, but the bus must be parked at the time.
10. When crossing a highway, before or after travel on buses, students shall cross only in front of the bus.
11. Students may board only the bus to which they have been assigned.
12. If a bus becomes disabled because of inclement weather, accident or mechanical failure, all students shall remain at the scene until alternate transportation has been provided. Senior students may be requested to assist the driver and/or other students.

#### **D. Inappropriate Behaviour on School Buses**

1. The driver shall warn the student that the behaviour is unacceptable.
2. If there is no improvement, the bus company will report at the earliest possible time the problem and the action taken to the student's principal.
3. The school principal will work with the bus company, the student and the student's family as appropriate to address the behavior.

Title: **Transportation of Students**

Category: **Facilities**

Number: **3800**

~~Circulating until March 5,~~

~~2018~~ **Additional Revisions – March 2018**

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4. The school principal will be responsible for disciplinary or corrective action, which may include the suspension of transportation privileges.
5. Student behaviour that puts the safety of students, staff or the public at risk may result in immediate suspension from travel on school buses until a safety plan has been implemented.
6. Appeals to disciplinary action may be made in accordance with the district's communication protocol.

**Adopted:** January 1996

**Revised:** February 2000, April 2002, July 2002, January 2004

**References:** Policy 12.7





February 28, 2018

Dear Owner/Occupier:

**SUNSHINE COAST REGIONAL DISTRICT**

**NOTICE OF PUBLIC HEARING**

**Roberts Creek Official Community Plan Amendment Bylaw No. 641.9, 2017**  
**Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.176, 2017**

Date of Hearing: 7:00 p.m. March 13, 2018  
Location of Hearing: Roberts Creek Community Hall, 1309 Roberts Creek Road,  
Roberts Creek, B.C.

Pursuant to the provisions of the *Local Government Act*, a public hearing will be held by a delegate of the Regional District Board to consider the following bylaws of the Sunshine Coast Regional District (SCRD).

The property that is the subject of the bylaw amendments is shown on the map below.

Legal Description: Amended Lot A (Explanatory Plan 5442), Block 11, District Lot 810, Plan 86649

Civic Address: 1058 Roberts Creek Road, Roberts Creek, B.C.



Letter to Owners/Occupiers regarding Notice of Public Hearing  
Dated February 28, 2018

Page 2

The purpose of Bylaw No. 641.9, 2017 is to include the subject property within Development Permit Area No. 7 (Roberts Creek Village Commercial Core Area) which sets form and character guidelines.

The purpose of Bylaw No. 310.176, 2017 is to allow retail use to be a permitted use for the subject property.

All persons who consider their interest in property to be affected by the proposed bylaws shall be given a reasonable opportunity to be heard or to present written submissions for the public record respecting matters contained in the bylaws. Written submissions may be sent in advance of the public hearing and must be received by SCRD Planning and Development Division staff by 4:30 p.m. on March 13, 2018. Please send written submissions to:

David Rafael, Senior Planner

E-mail: [david.rafael@scrd.ca](mailto:david.rafael@scrd.ca)  
Phone: 604 885 6804 ext. 4

Mail: Sunshine Coast Regional District  
1975 Field Road, Sechelt, B.C. V0N 3A1

The SCRD Board will not consider any verbal or written representations or submissions from the public after close of the public hearing.

The above information are synopses of the proposed bylaws and are not considered to be an interpretation of the bylaws. Copies of the bylaws, the Board resolution to delegate the holding of the hearing, all reports, plans and other documents in the SCRD's possession that have been or will be considered by the SCRD Board are available for inspection at the office of the SCRD located at 1975 Field Road, Sechelt, B.C., between the hours of 8:30 a.m. – 4:30 p.m., Monday to Friday, beginning March 2, 2018 and ending March 13, 2018 excluding statutory holidays.

For additional information please contact David Rafael, Senior Planner by phone (604-885-6804 ext. 4) or e-mail [david.rafael@scrd.ca](mailto:david.rafael@scrd.ca). Information about the public hearing and copies of the bylaws can be found here: <http://www.scrd.ca/planning-meetings>.

Yours truly,

**SUNSHINE COAST REGIONAL DISTRICT**



David Rafael  
Senior Planner



## DISTRICT of SECHELT

## REFERRAL FORM

P.O. Box 129, Sechelt, B.C. V0N 3A0

Phone: 604-885-1986 Fax: 604-885-7591 www.sechelt.ca

APPLICATION NO: 3320-20 2018-04						OCP
						Zoning
APPLICANT	Russell Olson		APPLICANT'S ADDRESS	6233 Highmoor Road, Sechelt	x	Subdivision
						Dev. Permit
SITE ADDRESS	5650 Curtis Place		Date	March 2, 2018		Dev. Variance
LEGAL	Lot	1	Block	-		OTHER:
	District Lot	4299	Plan	19117		
	Zoning	Existing	R-1	Proposed	Unchanged	
	OCP Designation	Existing	Residential	Proposed	Unchanged	

**PLEASE RESPOND TO THIS REFERRAL BY APRIL 2, 2018**

Please comment on the attached referral for potential effect on your agency's interest. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

**PURPOSE OF APPLICATION: To subdivide a 5790m<sup>2</sup> parcel into 6 lots for single family dwellings.**

**GENERAL LOCATION: West Sechelt**

**OTHER INFORMATION:**

If your agency's interests are "Unaffected" no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this bylaw.

Marina Stjepovic, Community Planner

**This referral has also been sent to the following agencies:**

x	District of Sechelt Engineering	x	Sechelt Volunteer Fire Department
x	District of Sechelt Public Works	x	FortisBC Energy / Energy Services Advisor
x	District of Sechelt Parks	x	Telus
x	District of Sechelt Building	x	B.C. Hydro / BC Transmission Co
x	SC Regional District	x	Coast Cable -Eastlink
	Sechelt Indian Government	x	Canada Post
x	Vancouver Coastal Health Authority	x	School District #46
	Ministry of Transportation & Infrastructure	x	APC
	Agriculture Land Commission		Accessibility Advisory Committee
	Archaeology Branch of SIB & BC	x	Council – for information
			TRAC

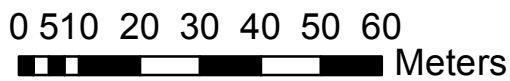
**Community Associations**

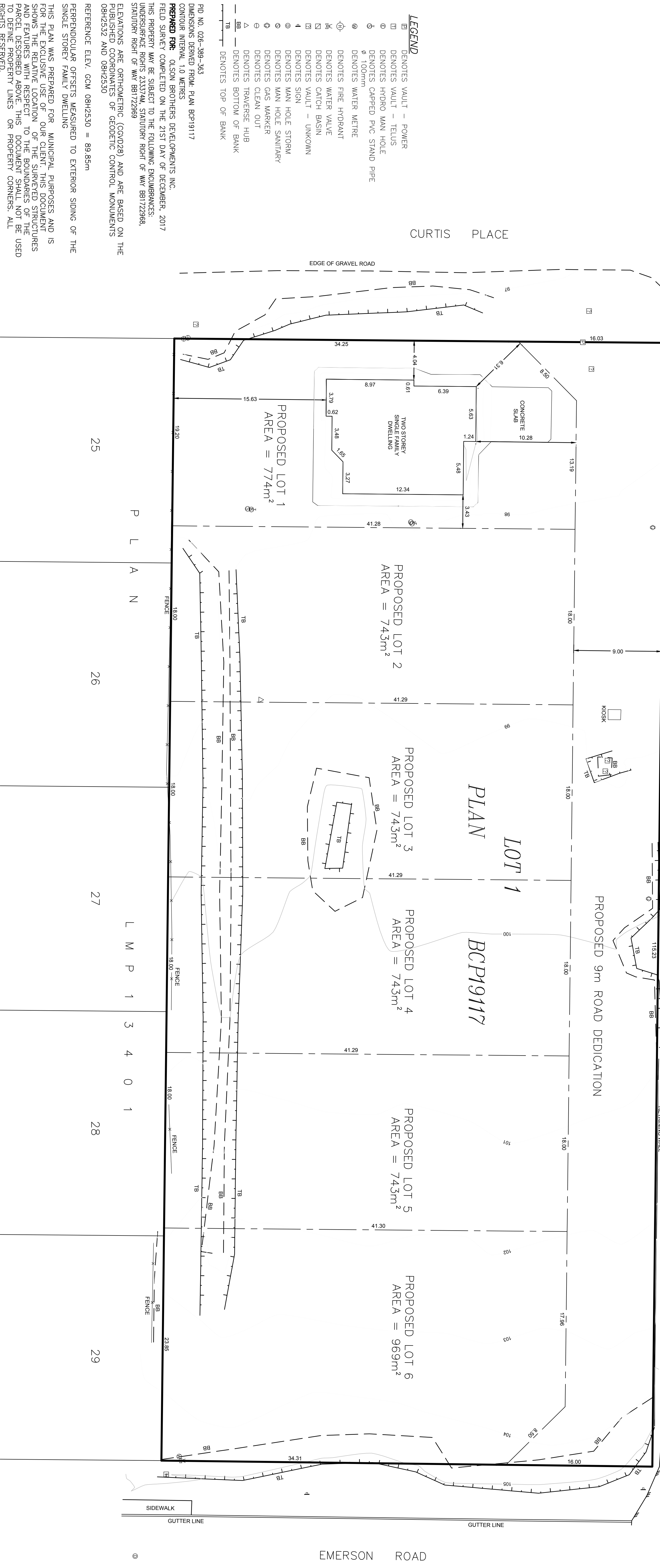
	East Porpoise Bay		Downtown Village	x	West Sechelt		Tuwanek
	Selma Park/Davis Bay/Wilson Creek		Sandy Hook		SHORA		S.D.B.A.
	Chamber of Commerce						

# Location Plan



6 Lot Subdivision  
Olson Brothers Developments Inc



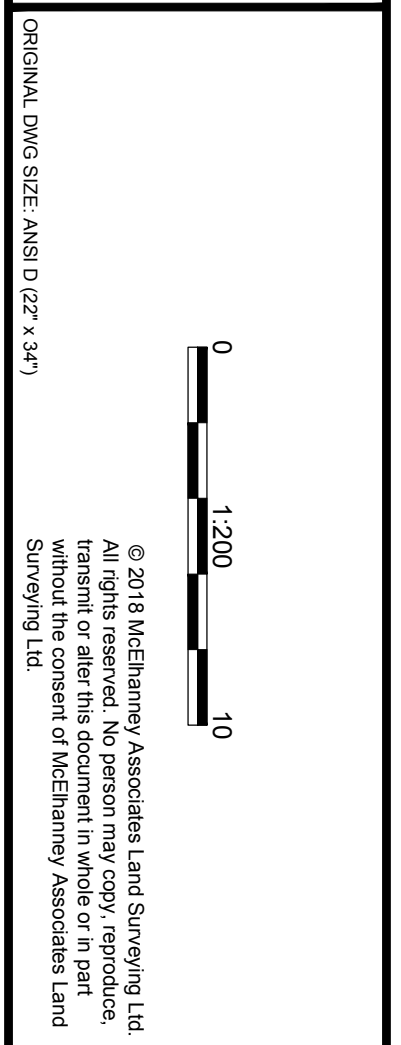


- LEGEND**
- ⊠ DENOTES VAULT - POWER
  - ⊠ DENOTES VAULT - TELLUS
  - ⊠ DENOTES HYDRO MAN HOLE
  - ⊠ DENOTES CAPPED PVC STAND PIPE
  - ⊠ 100mm
  - ⊠ DENOTES WATER METRE
  - ⊠ DENOTES FIRE HYDRANT
  - ⊠ DENOTES WATER VALVE
  - ⊠ DENOTES CATCH BASIN
  - ⊠ DENOTES VAULT - UNKNOWN
  - ⊠ DENOTES SIGN
  - ⊠ DENOTES MAN HOLE STORM
  - ⊠ DENOTES MAN HOLE SANITARY
  - ⊠ DENOTES GAS MARKER
  - ⊠ DENOTES CLEAN OUT
  - ⊠ DENOTES TRAVERSE HUB
  - ⊠ DENOTES BOTTOM OF BANK
  - ⊠ DENOTES TOP OF BANK

PD NO. 026-389-363  
 DIMENSIONS DERIVED FROM: PLAN BCP19117  
 CONTIGUOUS INTERNAL 1.0 METRES  
**PREPARED FOR:** OLSON BROTHERS DEVELOPMENTS INC.  
**FIELD SURVEY COMPLETED ON THE 21ST DAY OF DECEMBER, 2017**  
 THIS PROPERTY MAY BE SUBJECT TO THE FOLLOWING ENCUMBRANCES:  
 UNDERSURFACE RIGHTS 233374M, STATUTORY RIGHT OF WAY B81722968,  
 STATUTORY RIGHT OF WAY B81722969  
 ELEVATIONS ARE ORTHOMETRIC (CGVD28) AND ARE BASED ON THE  
 PUBLISHED COORDINATES OF GEODETIC CONTROL MONUMENTS  
 08H2532 AND 08H2530  
 REFERENCE ELEV. GCM 08H2530 = 89.85m  
 PERPENDICULAR OFFSETS MEASURED TO EXTERIOR SIDING OF THE  
 SINGLE STOREY FAMILY DWELLING  
 THIS PLAN WAS PREPARED FOR MUNICIPAL PURPOSES AND IS  
 FOR THE EXCLUSIVE USE OF OUR CLIENT. THIS DOCUMENT  
 SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES  
 AND FEATURES WITH RESPECT TO THE BOUNDARIES OF THE  
 PARCEL DESCRIBED ABOVE. THIS DOCUMENT SHALL NOT BE USED  
 TO DEFINE PROPERTY LINES OR PROPERTY CORNERS. ALL  
 RIGHTS RESERVED.

Rev	Date	Description	Drawn	Design	Appr
2	18/01/11	ROAD DEDICATION REVISED	TD		
1	18/01/10	REVISED LOT SIZES	TD		
0	18/01/08	PLAN ISSUED FOR REVIEW	TD		

THIS DRAWING AND DESIGN IS THE PROPERTY OF MCELHANEY ASSOCIATES LAND SURVEYING LTD. MCELHANEY AND ITS ASSOCIATES SHALL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING OR DESIGN. MCELHANEY ASSOCIATES LAND SURVEYING LTD. IS NOT RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING OR DESIGN BY ANY THIRD PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND OTHER HOLDERS OF THIS DRAWING OR DESIGN. MCELHANEY ASSOCIATES LAND SURVEYING LTD. IS NOT RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING OR DESIGN BY ANY OTHER PARTY. MCELHANEY ASSOCIATES LAND SURVEYING LTD. IS NOT RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING OR DESIGN BY ANY OTHER PARTY. MCELHANEY ASSOCIATES LAND SURVEYING LTD. IS NOT RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING OR DESIGN BY ANY OTHER PARTY. MCELHANEY ASSOCIATES LAND SURVEYING LTD. IS NOT RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING OR DESIGN BY ANY OTHER PARTY.

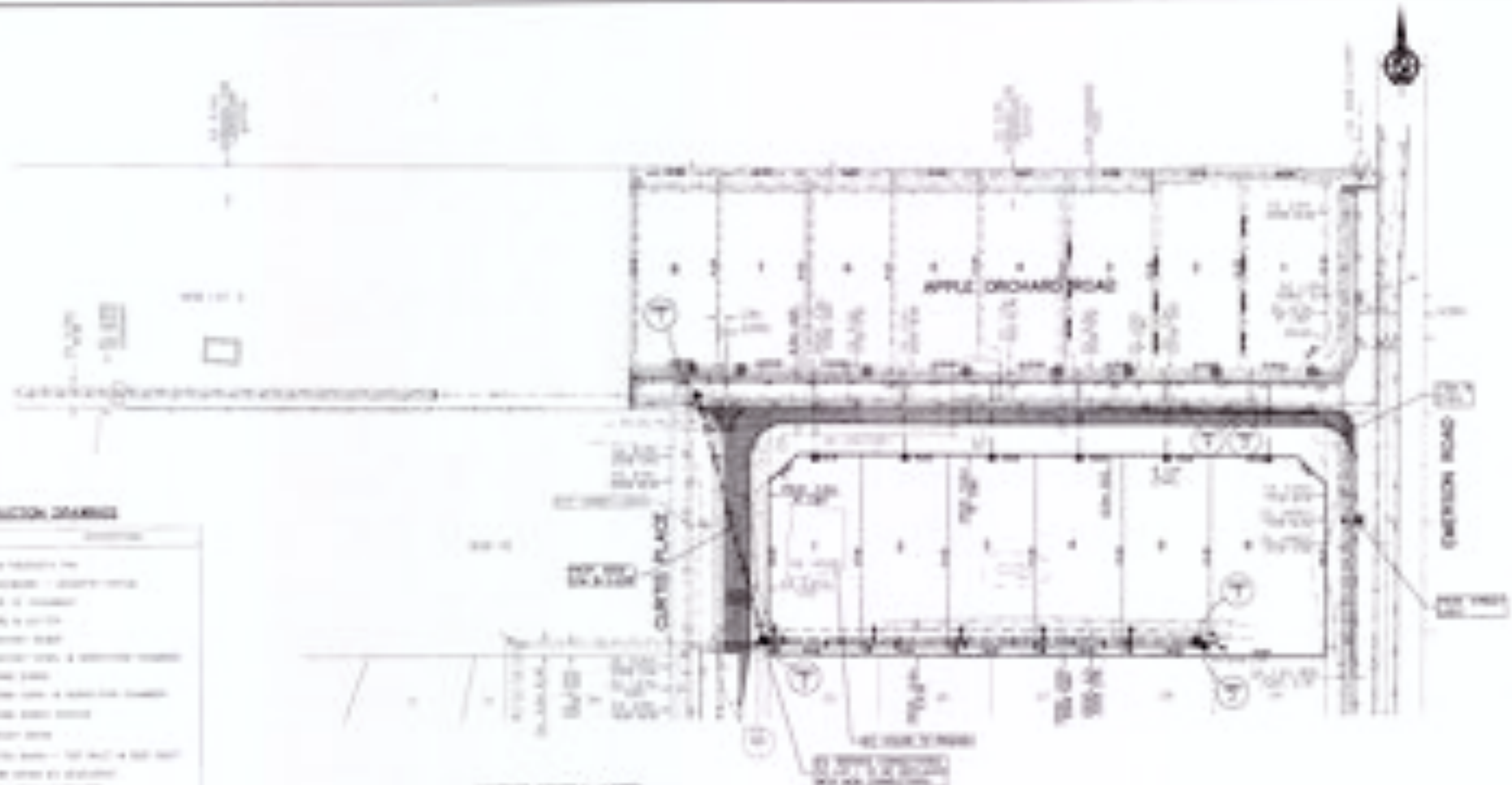


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**McElhanney**  
 McElhanney, Associates Land Surveying Ltd.  
 Suite 200  
 655 Beatty Street  
 Vancouver BC  
 Canada V6B 1C1  
 Tel: 604 683 5271

**OLSON BROTHERS DEVELOPMENTS INC.**  
 5888 INLET AVE - UNIT E, SECHELLT B.C.  
**SKETCH PLAN SHOWING TOPOGRAPHY AND PROPOSED SUBDIVISION OVER LOT 1, DISTRICT LOT 4299, GROUP 1, NEW WESTMINSTER DISTRICT, PLAN BCP19117**

03462-00-01  
 Project Number 2113-03462-00  
 Rev. 2



LEADS FOR CONSTRUCTION DRAWINGS

NO.	DESCRIPTION	DATE
1	PROPOSED LOT SUBDIVISION	11/15/2011
2	PROPOSED LOT SUBDIVISION	11/15/2011
3	PROPOSED LOT SUBDIVISION	11/15/2011
4	PROPOSED LOT SUBDIVISION	11/15/2011
5	PROPOSED LOT SUBDIVISION	11/15/2011
6	PROPOSED LOT SUBDIVISION	11/15/2011
7	PROPOSED LOT SUBDIVISION	11/15/2011
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27	PROPOSED LOT SUBDIVISION	11/15/2011
28	PROPOSED LOT SUBDIVISION	11/15/2011
29	PROPOSED LOT SUBDIVISION	11/15/2011
30	PROPOSED LOT SUBDIVISION	11/15/2011

GENERAL NOTES

1. THE PROPOSED LOT SUBDIVISION IS BASED ON THE EXISTING SURFACE GRADE AND THE PROPOSED GRADE IS SHOWN ON THE ATTACHED GRADING PLAN.
2. THE PROPOSED LOT SUBDIVISION IS BASED ON THE EXISTING SURFACE GRADE AND THE PROPOSED GRADE IS SHOWN ON THE ATTACHED GRADING PLAN.
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Preliminary

Preliminary

	HLE ENGINEERING LTD. 1440050A-02	PRELIMINARY KEY PLAN PROPOSED 8 LOT SUBDIVISION LOCATED AT 6860 - CURTIS PLACE SCHELT, B.C.	DISTRICT OF SCHELT 1440050A-02
	PREPARED BY: [Name] CHECKED BY: [Name] DATE: [Date]	PROJECT NO: [Number] SHEET NO: [Number]	SCALE: [Scale]



**DISTRICT of SECHELT**

**REFERRAL FORM**

P.O. Box 129, Sechelt, B.C. V0N 3A0  
 Phone: 604-885-1986 Fax: 604-885-7591 www.sechelt.ca

APPLICATION NO: 3370-20 2018-02

		<input checked="" type="checkbox"/>	OCP	
		<input checked="" type="checkbox"/>	Zoning	
			Subdivision	
			Dev. Permit	
			Dev. Variance	
			OTHER:	
<b>APPLICANT</b>	Mobius Architecture (for BC Housing)	<b>APPLICANT'S ADDRESS</b>	Suite 3 - 4720 S. C. Highway, Sechelt	
<b>SITE ADDRESS</b>	Lot 1 Hightide Ave.	<b>Date</b>	February 21, 2018	
<b>LEGAL</b>	Lot 1	<b>Block</b>		
	District Lot 304	<b>Plan</b>	BCP36628	
	<b>Zoning</b>	<b>Existing</b>	R-4	<b>Proposed</b>
			Multifamily / Mixed Residential	New Zone
	<b>OCP Future Land-use Designation</b>	<b>Existing</b>		<b>Proposed</b>
				No change

**PLEASE RESPOND TO THIS REFERRAL BY MARCH 22<sup>nd</sup>, 2018**

Please comment on the attached referral for potential effect on your agency's interest. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

**PURPOSE OF APPLICATION:** The proposal is a 3-storey, 40-unit independent supportive housing building, with rental residential units of approx. 32 square metres (350 sq.ft.) each. Accessory support services (example- meal services) are included. The application, in support of the proposal, is for: (a) an amendment of the Official Community Plan Part Four Land Use Policies (residential policies), to increase the maximum allowable density from 100 residential units/ha to 220 residential units/ha; and (b) an amendment to the Zoning Bylaw to create a new zone; (c) partial closure of the southern portion of Hightide Ave. will permit a greater setback to neighbouring residential properties.

**GENERAL LOCATION:** Downtown Sechelt- Hightide Ave. and Lamprey Lane

**OTHER INFORMATION:**

If your agency's interests are "Unaffected" no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this bylaw.

  
 Municipal Planner

**This referral has also been sent to the following agencies:**

<input checked="" type="checkbox"/>	District of Sechelt Engineering	<input checked="" type="checkbox"/>	Sechelt Volunteer Fire Department
<input checked="" type="checkbox"/>	District of Sechelt Public Works	<input checked="" type="checkbox"/>	FortisBC Energy / Energy Services Advisor
<input checked="" type="checkbox"/>	District of Sechelt Parks	<input checked="" type="checkbox"/>	Telus
<input checked="" type="checkbox"/>	District of Sechelt Building	<input checked="" type="checkbox"/>	B.C. Hydro / BC Transmission Co
<input checked="" type="checkbox"/>	SC Regional District	<input checked="" type="checkbox"/>	Coast Cable -Eastlink
<input checked="" type="checkbox"/>	Sechelt Indian Government	<input checked="" type="checkbox"/>	Canada Post
<input checked="" type="checkbox"/>	Vancouver Coastal Health Authority	<input checked="" type="checkbox"/>	School District #46
<input checked="" type="checkbox"/>	Ministry of Transportation & Infrastructure	<input checked="" type="checkbox"/>	APC
	Agriculture Land Commission	<input checked="" type="checkbox"/>	Accessibility Advisory Committee
	Archaeology Branch of SIB & BC	<input checked="" type="checkbox"/>	Council – for information

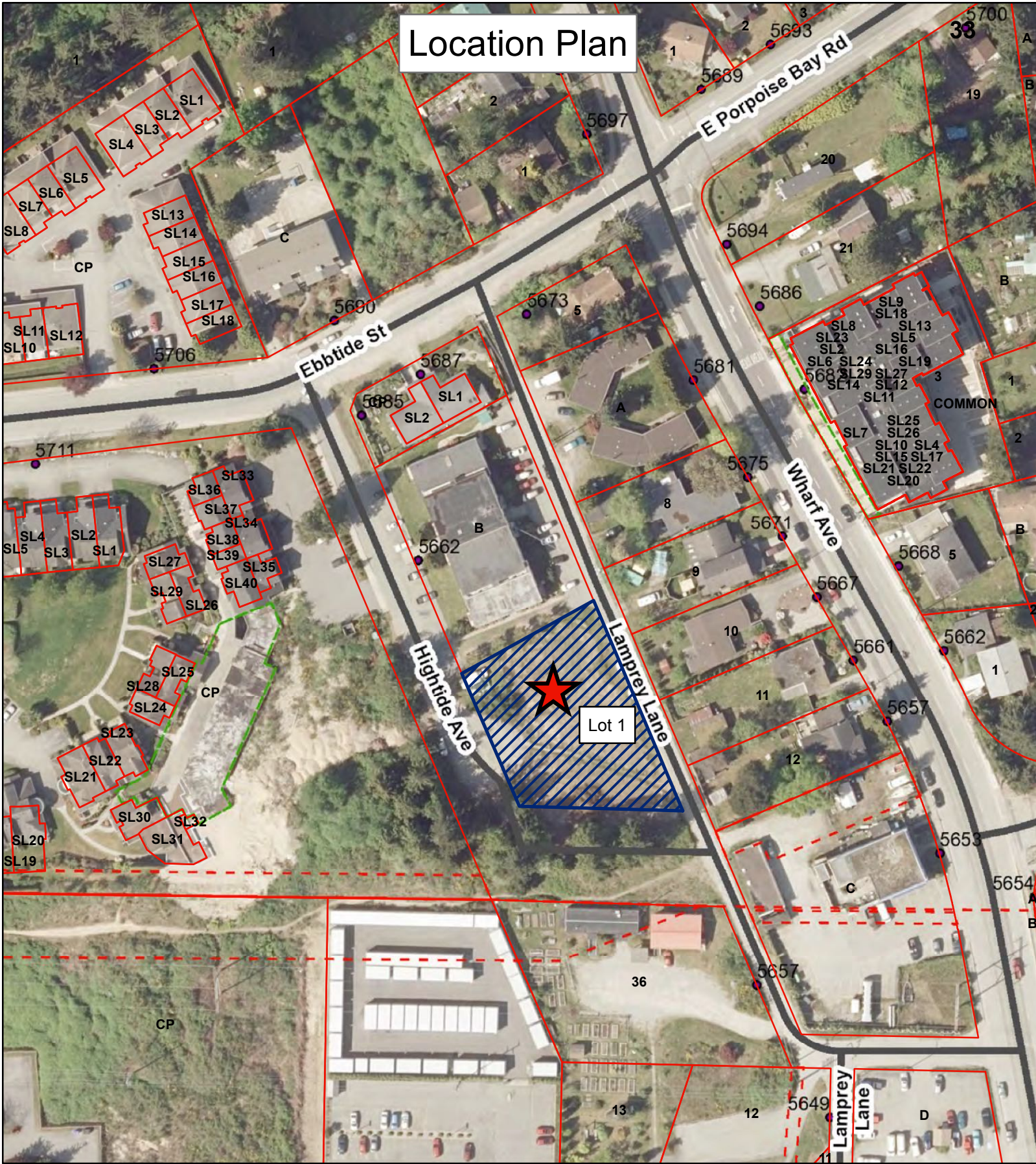
**Community Associations**

East Porpoise Bay	<input checked="" type="checkbox"/>	Downtown Village		West Sechelt		Tuwanek
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	Selma Park/Davis Bay/Wilson Creek Chamber of Commerce		Sandy Hook			SHORA		S.D.B.A.	

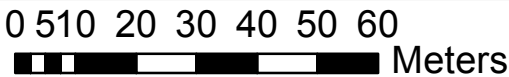


# Location Plan

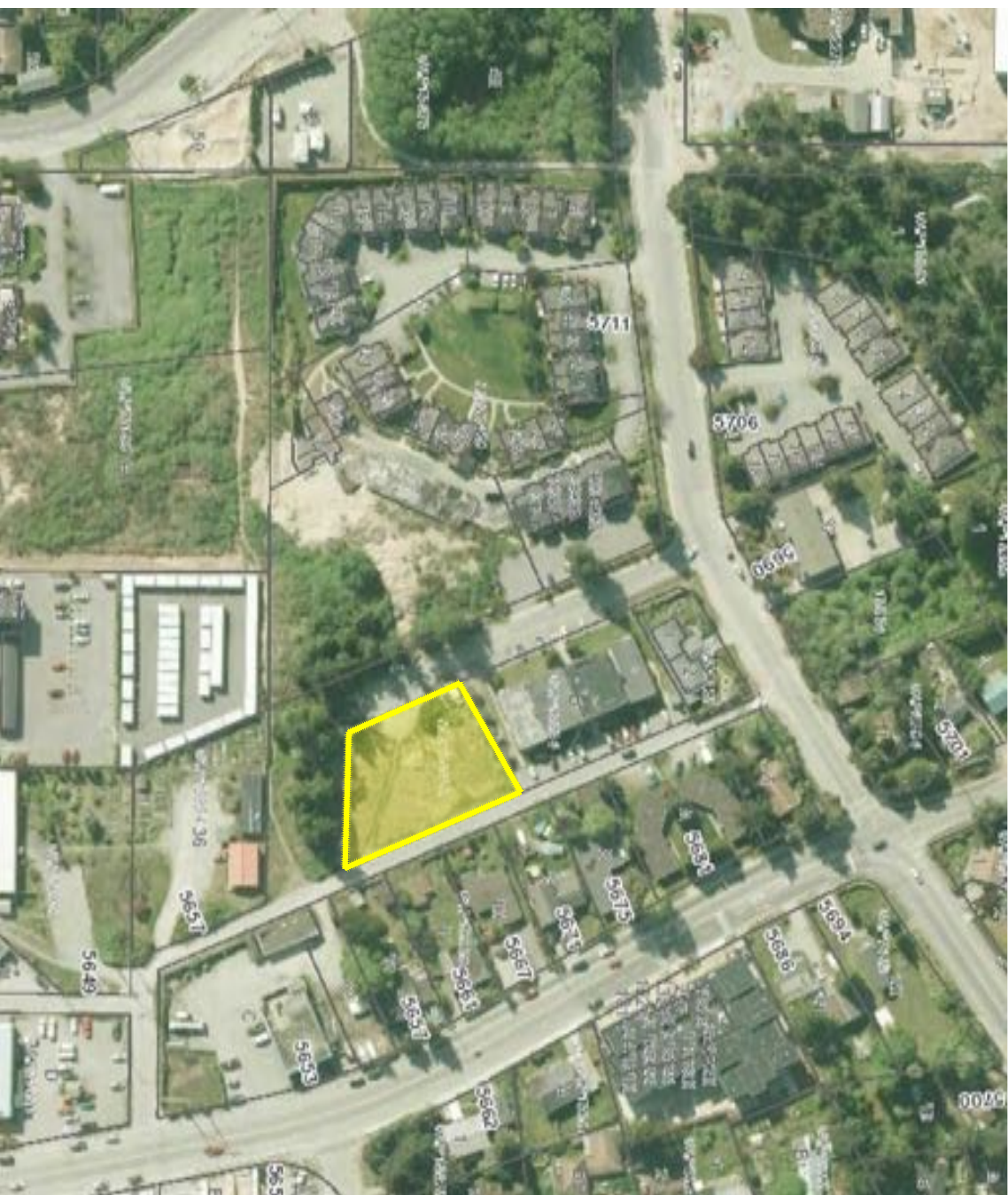


N

Official Community Plan Amendment and Rezoning  
Mobius Architecture for BC Housing



# Sechelt Transitional Housing OCP Amendment/ Rezoning Application



February 6th, 2018

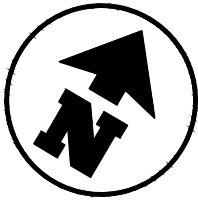
**Sechelt Transitional  
Housing  
OCP Amendment/  
Rezoning Application  
February 6th, 2018**

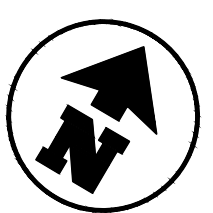


Site Description

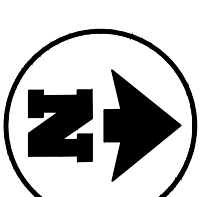
Address     Hightide Avenue   Lot 1

Legal     Lot 1, Plan  
Description   BCP36628, DL 304,  
                  Land District 1





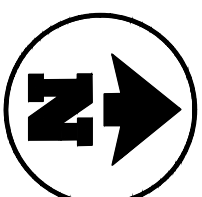
Sechelt Transitional  
Housing  
OCP Amendment/  
Rezoning Application  
February 6th, 2018

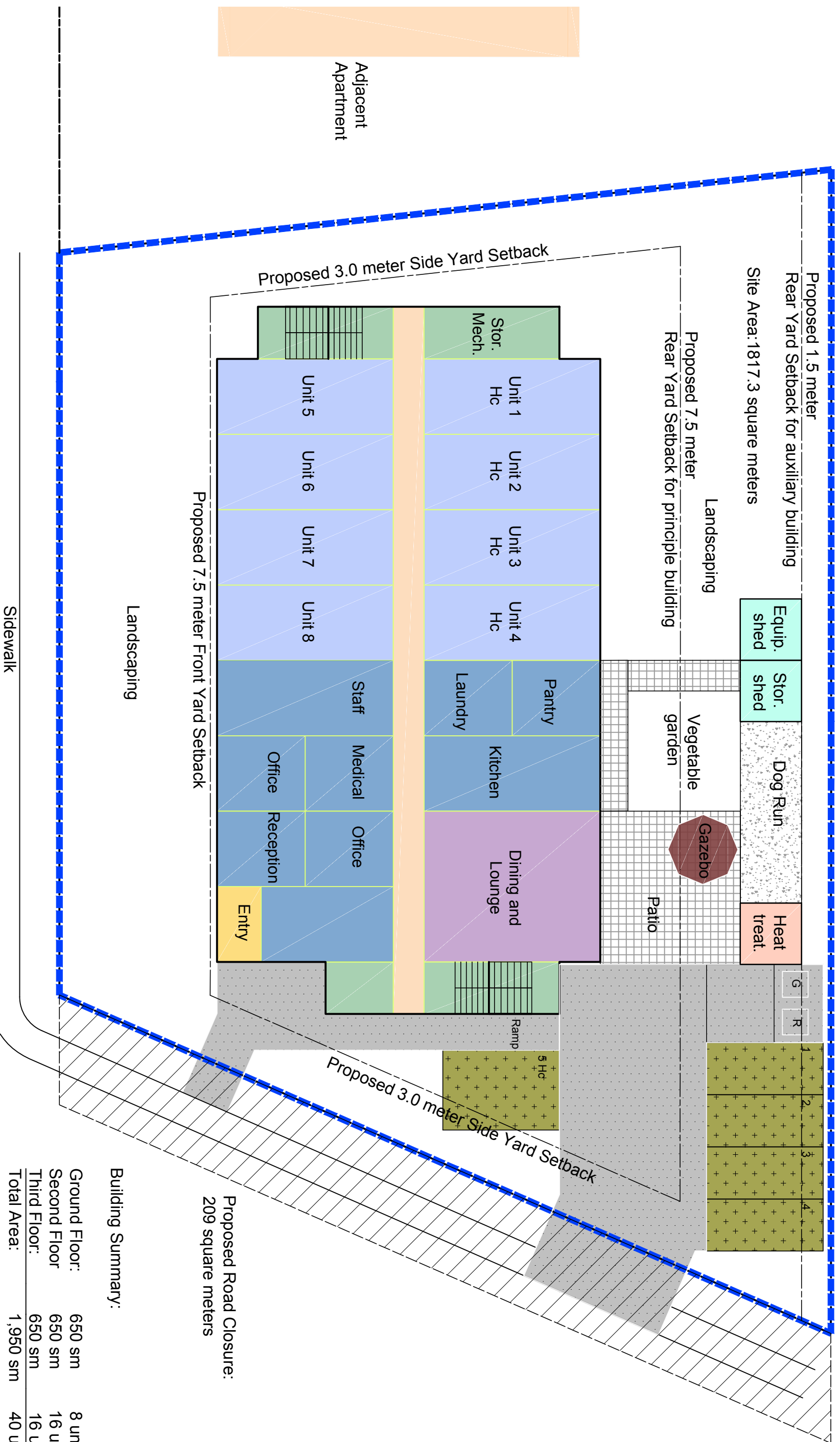


Sechelt Transitional Housing  
 OCP Amendment/  
 Rezoning Application  
 February 6th, 2018



OCP Designation





Proposed Road Closure:  
209 square meters

**Building Summary:**

Ground Floor:	650 sm	8 units
Second Floor:	650 sm	16 units
Third Floor:	650 sm	16 units
<b>Total Area:</b>	<b>1,950 sm</b>	<b>40 units</b>





## ZONING

CURRENT ZONE	R4 - RESIDENTIAL 4 ZONE	
PROPOSED ZONE	CD - COMPREHENSIVE DEVELOPMENT	
RESIDENTIAL SUPPORT SERVICES: - KITCHEN - OFFICES - COMMON FACILITIES	TRANSITIONAL HOUSING	
LOT SIZE	EXISTING	ROAD CLOSURE
AREA	1817 M2	209 M2
WIDTH	SEE SITE SURVEY	
AREA WITH ROAD CLOSURE		2026 M2
SETBACKS	PROPOSED	
FRONT	7.5M	
SIDE	3.0M	
SIDE	3.0M	
REAR	7.5M	
MAX. BUILDING HEIGHT	PROPOSED 12.0M	
MAX. LOT COVERAGE	75%	
PARKING	4 REGULAR + 1 HANDICAPPED = 5 SPACES	

## PROPOSED DENSITY AND BUILDING STATISTICS

SITE AREA	1817 SQUARE METERS ( 2026 M2 WITH ROAD CLOSURE )	
PROPOSED # UNITS	40	
PROPOSED DENSITY	225 UNITS/ HA ( 198 UNITS/ HA WITH ROAD CLOSURE )	
GROUND FLOOR	NUMBER OF UNITS	AREA
UNITS	8 (INCLUDING 4 ACCESSIBLE)	262.4 M2
COMMON AREAS		387.6 M2
TOTAL		650.0 M2
SECOND FLOOR	NUMBER OF UNITS	AREA
UNITS	16	524.8 M2
COMMON AREAS		125.2 M2
TOTAL		650.0 M2
THIRD FLOOR	NUMBER OF UNITS	AREA
UNITS	16	524.8 M2
COMMON AREAS		125.2 M2
TOTAL		650.0 M2
BUILDING TOTAL	NUMBER OF UNITS	AREA
UNITS	40	1,312 M2
COMMON AREAS		638 M2
TOTAL		1,950.0 M2