

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

**OPERATIONS COMMITTEE AGENDA**

Tuesday, December 17, 2019, 9:30 a.m.

Sechelt Learning Centre - Sechelt, BC

5538 Shorncliffe Ave,

Sechelt, BC

---

1. Call to Order
2. Process Related to Ministerial Announcement
3. Joint-Use Committee
4. Regulations for Review:
  - a. Reg. 5040 - Fundraising
  - b. Reg. 5050 - Honoraria
  - c. Reg. 5090 - Travel Expenses
  - d. Reg. 5100 - Vehicle Expenses
5. Local Government OCP and Zoning Referrals (standing item)
  - a. 1095 Gibsons Way (Sunshine Coast Highway)
  - b. 757 School Road
6. Adjourn



SCHOOL DISTRICT 46  
SUNSHINE COAST

# WEST SECHELT EXPANSION PROJECT

Operations Committee – December 17, 2019



SCHOOL DISTRICT 46 - SUNSHINE COAST  
*Excellence in all we do!*

## WEST SECHELT EXPANSION



- A. Objectives
- B. Implementation
- C. Consultation
- D. Timelines

- Ministry Approval
  - Add 6 classrooms (20K 175E to 40K 300E)
  - Install fire sprinkler system
  - Remove the 5 portable classrooms
- Add a childcare facility
- Expand the multipurpose room
- Expand parking
- Relocate hard surface play area



SCHOOL DISTRICT 46 - SUNSHINE COAST  
*Excellence in all we do!*

## WEST SECHLT EXPANSION

A. Objectives

**B. Implementation**

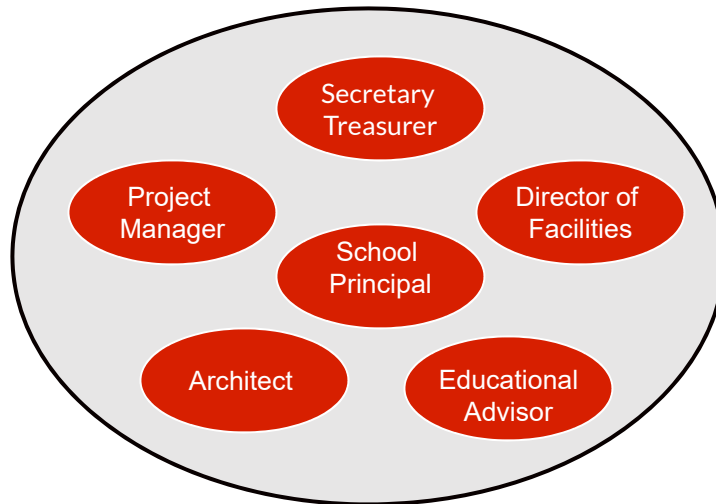
C. Consultation

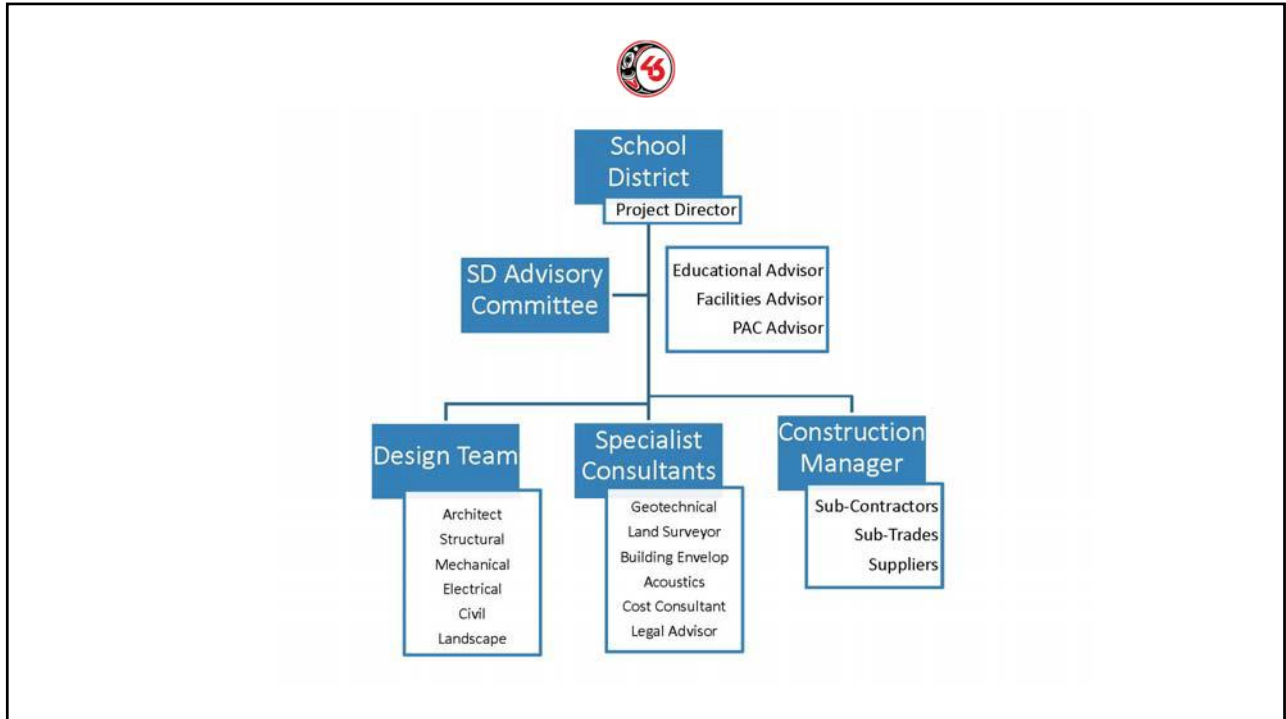
D. Timelines

- ✓ Obtain best facility for approved budget
- ✓ Design the new spaces to:
  - achieve maximum benefit for the educational programs,
  - enhance early childhood education opportunities,
  - minimize impacts on school operations,
  - include sustainable, energy efficient features.



## PROJECT COMMITTEE





SCHOOL DISTRICT 46 - SUNSHINE COAST  
*Excellence in all we do!*

## WEST SEHELT EXPANSION

- A. Objectives
- B. Implementation**
- C. Consultation
- D. Timelines

### STEPS:

1. **Select Owner's Design Team** ◀
2. Select Construction Management Firm
3. Identify the Childcare Operator
4. Develop the schedule and phases of work
5. Finalize the design
6. Construct the classrooms
7. Remove the portable classrooms
8. Construct the childcare facility
9. Complete the parking and play areas



SCHOOL DISTRICT 46 - SUNSHINE COAST  
*Excellence in all we do!*

## WEST SECHLT EXPANSION

- A. Objectives
-  B. **Implementation**
- C. Consultation
- D. Timelines

### DESIGN APPROACH:

- Develop preliminary concept within the Ministry area standards
- Review the concept with Senior staff and School staff
- Develop the detail design with input from the school staff and the daycare operator
- Review the plans with the regulatory agencies



## FUNCTIONALITY

- Building accesses
- Access for persons with disabilities
- Space relationships
- Space flexibility
- Space adaptability
- Functionality of instructional areas
- Functionality of administrative areas
- Building environment
- Additional site enhancements
- Additional building enhancements



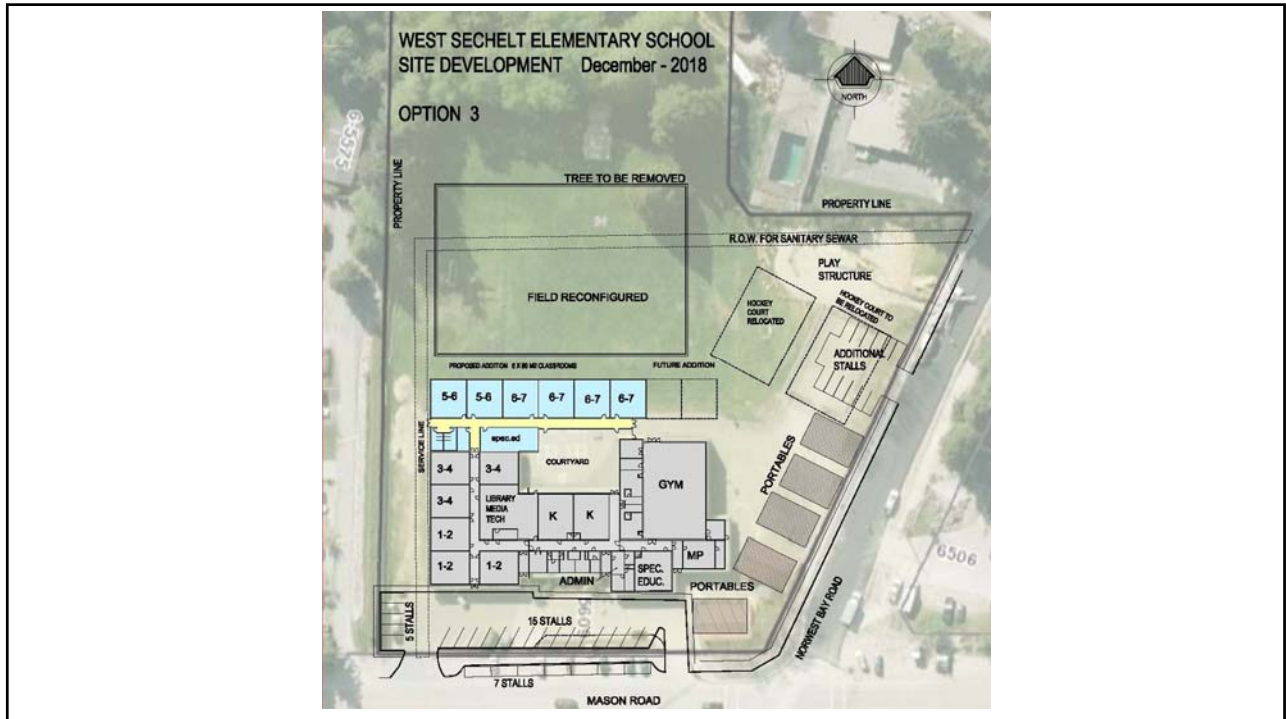
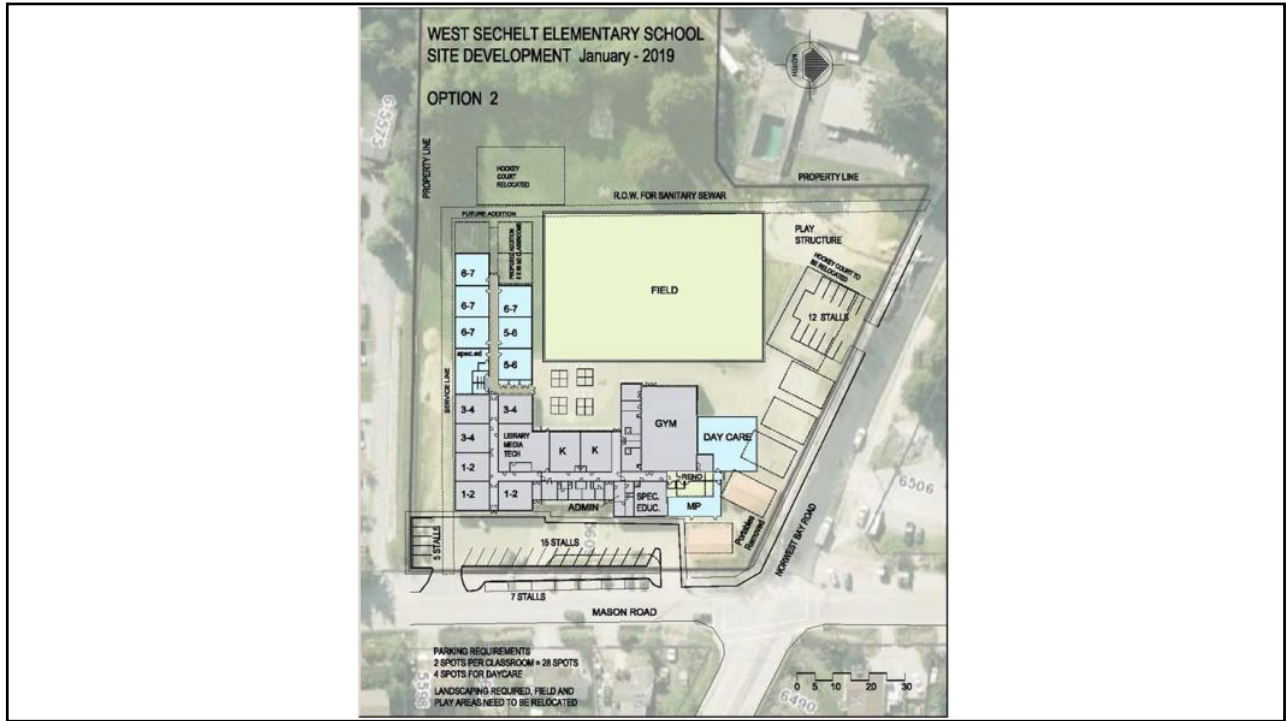
## AESTHETICS

- Entrance areas
- Exterior colour and finishings
- Interior colour and finishings
- Complementary to physical site
- Comprehensive design concept and creation of an attractive image



## LIFE-CYCLE COST & SUSTAINABILITY

- Energy conservation features
- Water conservation features
- Electrical equipment
- Mechanical equipment
- Building envelope materials
- Interior materials
- Glazing
- Ease of maintenance
- Additional enhancements





## DISTRICT OF SEHELDT REQUESTS

- Additional on-site parking
- Improvements to Mason Road
- Fire sprinkler system as per new code



SCHOOL DISTRICT 46 - SUNSHINE COAST  
*Excellence in all we do!*

### WEST SEHELDT EXPANSION

- A. Objectives
- B. Implementation
- ▶ C. **Consultation**
- D. Timelines

- School Staff
- School Community
- District of Seheltd
- Sunshine Coast Literacy Council
- Aboriginal Education
- Early Childhood Learning Development Table
- Ministry of Children and Family Development
- Sunshine Coast Community Services



# TIMELINES

Activity	2019					2020												2021							
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Project Agreement Approved	█																								
Select Design Team & CM	█	█																							
Complete Design		█	█	█	█																				
Construct Classroom Foundations				█	█																				
Tender call for major sub-trades				█	█																				
Construct classroom extension				█	█	█	█	█	█	█	█														
Substantial Completion classrooms													█												
Occupy Classrooms													█												
Deficiencies work - Classrooms													█	█	█	█	█								
Complete play areas & civil works													█	█	█	█									
Total Completion Classrooms																									
Remove Portables													█	█											
Construct Day Care														█	█	█	█	█	█	█	█				
Tenant Improvements & play eqpt																						█	█	█	█
Occupancy Child Care																									█

**Excerpts from the existing Joint Use Agreement:**

The *Local Government Act* and the *Public School Act* provide that the Regional District and the School District may enter into an agreement for the purpose of constructing, maintaining, operating, or contributing to the cost of construction, maintenance or operation of facilities for community use on school sites;

AND WHEREAS The School District wishes to develop and maintain certain educational facilities and to operate schools;

AND WHEREAS The Regional District wishes to develop and maintain certain recreational facilities and to organize or facilitate certain public recreational programs;

AND WHEREAS It is in the best interest of all parties to make the most effective economical use of public resources by avoiding duplication of facilities, land, services and equipment.

- 1.2 It is the mutual desire of the School District and the Regional District to construct new facilities, to refit existing facilities and to utilize facilities (including existing facilities) jointly, thereby increasing and improving services for the maximum benefit of their respective constituents.
- 2.4 “Joint Use Committee” means the advisory group comprised of elected officials appointed by the Regional District and the School District.
- 3.1 The Regional District has and may agree to contribute funds toward the costs of the capital development of Community Space in specific schools and may agree to contribute annually to the use of joint Community Space in schools.
- 5.1 The Joint Use Committee will be made up of representatives established in accordance with its terms of reference, as amended from time to time.
- 5.2 Notwithstanding section 5.1, the Joint Use Committee will meet at least once per calendar year
- 6.1 Staff from the School District and Regional District shall meet regularly.
- 6.2 Staff will make recommendations to the Joint Use Committee for reasons including, but not limited to, capital investment, policy changes, and contractual amendments.
- 6.3 Staff from each organization will develop and administer procedures, regulations and operating policies consistent with the spirit and intent of this Agreement.

## SCRD STAFF REPORT

---

**DATE:** November 10, 2009  
**TO:** Community Programs and Services Advisory Committee – Nov. 19, 2009  
**FROM:** Randy Udahl, Manager, Parks and Recreation  
**RE:** **HISTORY OF JOINT USE PROJECTS**

---

### RECOMMENDATION(S)

**THAT the Community Programs and Services Advisory Committee receive the History of Joint Use Projects report dated Nov. 10, 2009 as information only.**

---

### BACKGROUND

The following recommendation was adopted at the Oct. 29, 2009 Board meeting:

436/09 cont.                    **Recommendation No. 1**        *Joint Use of School Facilities*

THAT staff provide historical/financial information, for the November Community Services Committee meeting, on the Joint Use Function for the past five years.

Please find below the historical/financial information, as requested, regarding the Joint Use function. The recommendation asked for the previous five years, however, for a more in-depth background, this report goes back to 1977.

Year	School & Project	Cost
1977	Pender Addition	\$67,000
1979	Roberts Creek Gym – Community Use Room	\$350,000
	Pender Harbour Aquatic Facility	\$28,000
1980	Chatelech Kitchen Equipment	\$5,000
	Langdale Showers	\$48,000
	Pottery Hut Renovation	\$2,000
	Elphinstone Cafeteria Equipment	\$8,000
1981	Davis Bay Community Use Room	\$73,000
1983	Davis Bay Tennis Court	\$7,742
1984	Pender Harbour Tennis Court	\$9,000
	West Sechelt Community Use Room	\$96,000
1988	Cedar Grove Community Use Room	\$20,000
1989	Irvines Landing School Roof	\$3,162
1994	Langdale Playground	\$11,331
	Cedar Grove Playground	\$20,000
1995	Roberts Creek Playground	\$20,000
1996	Roberts Creek Tennis Court	\$45,154
1997	Halfmoon Bay Playground	\$24,825

**Staff Report to Community Services Committee  
Regarding the History of Joint Use Projects**

**Page 2 of 2**

	Madeira Park Playground	\$25,000
2000	Madeira Park Elementary	\$10,600
	Halfmoon Bay Elementary	\$2,050
	Chatelech Secondary School Fields	\$5,400
	Roberts Creek Elementary	\$1,750
	Langdale Elementary	\$3,650
2001	Madeira Park Elementary School Field	\$2,650
	Halfmoon Bay elementary School Field	\$2,050
	Chatelech Secondary School Field	\$2,850
	Roberts Creek Elementary	\$1,750
	Langdale Elementary	\$3,650
	Elphinstone Secondary School Field	\$10,000
2002	Madeira Park Elementary	\$2,650
	Halfmoon Bay Elementary	\$2,050
	Chatelech Secondary School Field	\$2,850
	Roberts Creek Elementary	\$1,750
	Langdale Irrigation	\$7,000
	Madeira Park Irrigation	\$7,000
	Egmont	\$3,000
2003	Madeira Park Elementary	\$15,000
	Langdale Playground	\$10,000
2004	Chatelech Elementary School Field	\$15,000
	Madeira Park	\$10,000
	Community Schools	\$50,000
2005	Chatelech Secondary School Field Irrigation	\$15,000
2006		\$0
2007		\$0
2008		\$0
2009		\$0
	<b>TOTAL</b>	<b>\$1,050,914</b>

Title:       **Fundraising and Grants**  
Category:   **Finance**  
Number:     **5040**

---

**I.     Rationale:**

The Board of Education of School District No. 46 (Sunshine Coast) recognizes that the resources to fully fund public education in the K - 12 sector are the responsibility of the provincial government through the Ministry of Education. However, in order to provide enhanced or enriched educational opportunities for students or develop positive relationships with the community the district may seek or accept external funding through fundraising, donations or grants.

**II.    Fundraising:**

- A.     Any school club, group or organization must request and receive permission from the principal to engage in a fundraising activity.
- B.     Requests shall include all pertinent information such as the nature of the activity, the purpose, the dates to be held, number of students to be involved, amounts of money needed to be raised and the identification of any other agencies involved.
- C.     The principal may reject or endorse the proposal based on whether or not the criteria are consistent with Board and school policies, philosophy and goals, and whether the proposal interferes with fundraising activities concurrently being operated.
- D.     All school fundraising efforts shall be recorded in school trust accounts, controlled by the principal. Parent Advisory Council fundraising may be recorded in their own accounts.
- E.     The principal shall ensure that accounting procedures clearly indicate revenues and expenditures for each fundraising activity and that procedures are implemented for the safe-keeping of monies.
- F.     No person shall be compensated for conducting fundraising activities.
- G.     Priorities for fundraising within a school shall be determined by the principal in consultation with staff, students and parents.
- H.     Principals of neighbouring schools shall confer with each other on the fundraising activities being conducted by each school.



## ADMINISTRATIVE REGULATIONS

Title: **Fundraising and Grants**  
 Category: **Finance**  
 Number: **5040**

---

- I. Fundraising activities shall be conducted in such a way that they do not interfere with educational objectives nor infringe upon community standards.
- J. Student safety shall be considered during planning of activities and maintained at all times.
- K. The principal shall ensure that the activity is conducted in accordance with applicable laws and regulations, including those related to lotteries and raffles.
- L. Any donations received during the course of fundraising efforts shall be in accordance with Regulation 5020 – Donations.
- M. Where educational facilities, staff and students are used in a manner that promotes the sale of services or products offered by a business agency or organization, the principal shall adhere to Regulation 1190 - Partnerships and Corporate Sponsorship.
- N. No one shall represent a third party or Parent Advisory Council as having authority or agency related to the Board or school.

### III. **Grant Applications:**

- A. The district or schools may apply for grants from foundations and/or granting agencies by submitting an application providing that the proposed project/activity:
  - 1. is consistent with the values, goals, directions of the school and district;
  - 2. responds to a clearly understood educational need;
  - 3. supports and does not undermine, either implicitly or explicitly, existing programs;
  - 4. is beneficial to the school and/or community;
  - 5. does not directly benefit in a material way an individual student or staff member;
  - 6. does not require matching district funds unless prior approval from the Board has been obtained (school based funds can be used for matching requirements), and;
  - 7. aligns with Regulation 1190 - Partnerships and Corporate Sponsorship.



## ADMINISTRATIVE REGULATIONS

Title: **Fundraising and Grants**  
Category: **Finance**  
Number: **5040**

---

- B. Principals may sign grant applications for up to \$5,000. Any grant submissions for greater than \$5,000 must be approved by the Secretary-Treasurer (or designate) for consideration.
- C. Only Principals, Directors of Instruction, the Secretary-Treasurer or the Superintendent may sign grant applications on behalf of the school or the district.
- D. Schools and the district will report annually on all grants received greater than \$5,000.
- E. Use of the district's charity number will be limited to those grants for which the school/district is an applicant.
- F. School parent advisory councils (PAC) or the district parent advisor council (DPAC) should work with the school Principal or Superintendent prior to applying for grants that will impact the school/district. This will help ensure that if the grant is received that the school/district will support the project's implementation.
- G. "Flow through" of funds is not allowed, however third parties may provide receipts and be reimbursed. Funds applied for by the school district must be held and overseen by district staff.

**Received:**

**References:**



Title: **Fundraising and Grants**  
 Category: **Finance**  
 Number: **5040**

---

### I. Rationale:

The Board of Education of School District No. 46 (Sunshine Coast) recognizes that the resources to fully fund public education in the K - 12 sector are the responsibility of the provincial government through the Ministry of Education. However, in order to provide enhanced or enriched educational opportunities for students or develop positive relationships with the community the district may seek or accept external funding through fundraising, donations or grants.

### II. Fundraising:

- A. Any school club, group or organization must request and receive permission from the principal to engage in a fund-raisingfundraising activity.
- B. Requests shall include all pertinent information such as the nature of the activity, the purpose, the dates to be held, number of students to be involved, amounts of money needed to be raised and the identification of any other agencies involved.
- C. The principal may reject or endorse the proposal based on whether or not the criteria are consistent with Board and school policies, philosophy and goals, and whether the proposal interferes with fund-raisingfundraising activities concurrently being operated.
- D. All school fund-raisingfundraising efforts shall be recorded in school trust accounts, controlled by the principal. Parent Advisory Council fund-raisingfundraising may be recorded in their own accounts.
- E. The principal shall ensure that accounting procedures clearly indicate revenues and expenditures for each fund-raisingfundraising activity and that procedures are implemented for the safe-keeping of monies.
- F. No person shall be compensated for conducting fund-raisingfundraising activities.
- G. Priorities for fund-raisingfundraising within a school shall be determined by the principal in consultation with staff, students and parents.
- H. Principals of neighbouring schools shall confer with each other on the fund-raisingfundraising activities being conducted by each school.



## ADMINISTRATIVE REGULATIONS

Title: **Fundraising and Grants**  
 Category: **Finance**  
 Number: **5040**

---

I. ~~Fund-raising~~Fundraising activities shall be conducted in such a way that they do not interfere with educational objectives nor infringe upon community standards.

J. ~~Fund-raising~~Fundraising activities that rely on door-to-door solicitation shall ensure that student safety and avoid annoyance of community members. Student safety shall be considered during planning of activities and maintained at all times.

K. ~~The use of school facilities shall be permitted for approved fund-raising~~fundraising activities at no cost to the school or parent organization.

~~L.K.~~ If the fund-raising~~fundraising~~ activity is a lottery or a raffle, ~~the~~The principal shall ensure that the activity is conducted in accordance with provincial applicable laws and regulations, including those related to lotteries and raffles.

M. ~~Any donations received during the course of fundraising efforts shall be in accordance with Regulation 5020 – Donations.~~The sale of classroom supplies that would otherwise be provided free of charge is prohibited.

L.

~~N.M.~~ Where educational facilities, staff and students are used in a manner that promotes the sale of services or products offered by a business agency or organization, the principal and organizers shall ensure that the school receives its fair share of the profit. The student insurance program shall be exempt from this requirement.shall adhere to Regulation 1190 - Partnerships and Corporate Sponsorship.

O. ~~If a business agency or organization is to be included in fund-raising~~fundraising activities, ~~priority shall be given to those that operate locally.~~

P. ~~Unless the principal endorses the activity, students and staff shall be protected from intrusions on their time by communications from individuals and organizations not directly connected with the schools.~~

~~Q.N.~~ No one shall represent a third party or Parent Advisory Council as part of or under the control of thehaving authority or agency related to the Board or school or school board.

### III. Grant Applications:



## ADMINISTRATIVE REGULATIONS

Title: **Fundraising and Grants**  
 Category: **Finance**  
 Number: **5040**

---

A. The district or schools may apply for grants from foundations and/or granting agencies by submitting an application providing that the proposed project/activity:

1. is consistent with the values, goals, directions of the school and district;
2. responds to a clearly understood educational need;
3. supports and does not undermine, either implicitly or explicitly, existing programs;
4. is beneficial to the school and/or community;
5. does not directly benefit in a material way an individual student or staff member;
6. does not require matching district funds unless prior approval from the Board has been obtained (school based funds can be used for matching requirements), and;
- ~~is subject to district procedures regarding accounting and tax receipts; and~~
- ~~7. neither exploits a captive audience nor exerts direct pressure to compel students, parents or the school community to support any commercial enterprise-aligns with Regulation 1190 - Partnerships and Corporate Sponsorship.~~

B. Principals may sign grant applications for up to \$5,000. Any grant submissions for greater than \$5,000 must ~~come to be~~ approved by the Secretary-Treasurer (or designate) for consideration.

C. Only Principals, Directors of Instruction, the Secretary-Treasurer or the Superintendent may sign grant applications on behalf of the school or the district.

D. Schools and the district will report annually on all grants received greater than \$5,000.

E. Use of the district's charity number will be limited to those grants for which the school/district is an applicant.



## ADMINISTRATIVE REGULATIONS

Title: **Fundraising and Grants**  
Category: **Finance**  
Number: **5040**

---

- F. School parent advisory councils (PAC) or the district parent advisor council (DPAC) should work with the school Principal or Superintendent prior to applying for grants that will impact the school/district. This will help ensure that if the grant is received that the school/district will support the project's implementation.
- G. "Flow through" of funds is not allowed, however third parties may provide receipts and be reimbursed. Funds applied for by the school district must be held and overseen by district staff.

**Received:**

**References:**



# ADMINISTRATIVE REGULATIONS

TITLE: HONORARIA

CATEGORY: FINANCE

NUMBER: 5050

---

## I. Rationale:

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.

## II. Definition

A. "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. If there is an expectation of payment for goods or services received, this is not an honorarium and regulation 5060 (Purchasing) must be followed.

## III. 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 typically in the range of \$20-100 and cannot exceed \$250 for any one occurrence without the approval of the Secretary-Treasurer.

D. If monetary honorarium is to be paid to an individual, the guidelines are as follows:

1. Monetary honoraria are paid by cheque through Accounts Payable.
2. Approved requests must be made via cheque requisition to the Finance Department.
3. In order to process a request for an honorarium, the following information must be provided with the cheque requisition: the recipient's full name, mailing address,

## ADMINISTRATIVE REGULATIONS

**TITLE:** HONORARIA  
**CATEGORY:** FINANCE  
**NUMBER:** 5050

---

postal code, and social insurance number, as well as information regarding the function for which the honorarium is required and an account number.

4. Minors who are below the legal age of work in BC are not eligible to receive monetary honoraria, subject to any exceptions in the law.

5. 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, unless exempted under the Income Tax Act or other legislation.

6. 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.

**Received:**

**References:** Board Policy 1.3. (v), 12

# ADMINISTRATIVE REGULATIONS

TITLE: HONORARIA  
 CATEGORY: FINANCE  
 NUMBER: 5050

---

## I. Rationale:

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.

## II. Definition

A. "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. If there is an expectation of payment for goods or services received, this is not an honorarium and regulation 5060 (Purchasing) must be followed.

## III. 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 typically in the range of \$20-5100 and cannot in no case should exceed \$2500 for any one occurrence without the approval of the Secretary-Treasurer.

D. If monetary honorarium is to be paid to an individual, the guidelines are as follows:

1. Monetary honoraria are paid by cheque through Accounts Payable.
2. Approved requests must be made via cheques requisition to the Accounts Payable Finance Assistant, Finance Department.

## ADMINISTRATIVE REGULATIONS

TITLE: HONORARIA  
CATEGORY: FINANCE  
NUMBER: 5050

---

3. In order to process a request for an honorarium, the following information must be provided with the cheque requisition: the recipient's full name, [mailing address](#), [postal code](#), and social insurance number, as well as information regarding the function for which the honorarium is required and an account number.

~~3.4.~~ [Minors who are below the legal age of work in BC are not eligible to receive monetary honoraria, subject to any exceptions in the law.](#)—

4.5. 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, [unless exempted under the Income Tax Act or other legislation.](#)

~~5.6.~~ 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.

Received:

References: Board Policy 1.3. (v), 12

# ADMINISTRATIVE REGULATIONS

**TITLE:** TRAVEL EXPENSES

**CATEGORY:** FINANCE

**NUMBER:** 5090

---

**I. Rationale:**

Opportunities for employees and trustees to learn and share outside the District enrich and deepen the work they do. Ensuring they are reimbursed for reasonable out-of-pocket expenses incurred while they are on authorized business is appropriate.

**II. General:**

A. Reimbursement will be made on the following basis:

1. **Travel costs:** Claim amounts for transportation and attach all receipts. Air travel is limited to economy class.
2. **Mileage costs:** Claim the prevailing B.C.S.T.A. rates. The maximum amount claimable is limited to the lowest airfare between points travelled, when air transportation is available and practical.
3. **Hotels:** Claim the prevailing Ministry of Education rates, less any personal items charged. If a government rate is not available, obtain your supervisor's approval for your hotel cost before claiming. If staying with friends or family, the individual may claim \$40.00 per night.
4. **Meals:** Claim the prevailing B.C.S.T.A. rates. Where claims exceed these rates, receipts must be submitted, although approval of excesses is at the discretion of the Secretary-Treasurer.

B. Upon request, the per diem rate shall be paid in advance.

C. For the purpose of this regulation, the term "reimbursement" also applies to purchases made on district-provided purchasing cards.

D. Meals taken outside of working hours while on authorized business within the district are an allowable expense.

E. Meals with multiple attendees must have individuals' names listed on the receipt, as well as basic rationale.

F. All claims for expenses shall be submitted on the appropriate form available from the Secretary-Treasurer.

G. The Secretary-Treasurer shall use their discretion regarding extraordinary expenses not covered in these regulations.



## ADMINISTRATIVE REGULATIONS

TITLE: TRAVEL EXPENSES

CATEGORY: FINANCE

NUMBER: 5090

---

H. No reimbursement shall be made for the purchase of alcoholic beverages.

Received:

References:

# ADMINISTRATIVE REGULATIONS

TITLE: TRAVEL EXPENSES  
 CATEGORY: FINANCE  
 NUMBER: 5090

---

## I. Rationale:

Opportunities for employees and trustees to learn and share outside the District enrich and deepen the work they do. Ensuring they are ~~Employees and trustees shall be~~ reimbursed for reasonable out-of-pocket expenses incurred while they are on authorized business is appropriate.

## II. General:

~~II.A.~~ Reimbursement will be made on the following basis:

~~A.1.~~ **Travel costs:** Claim amounts for transportation and attach all receipts. Air travel is limited to economy class.

~~B.2.~~ **Mileage costs:** Claim the prevailing B.C.S.T.A. rates. The maximum amount claimable is limited to the lowest airfare between points travelled, when air transportation is available and practical.

~~C.3.~~ **Hotels:** Claim the prevailing Ministry of Education rates, less any personal items charged. If a government rate is not available, obtain your supervisor's approval for your hotel cost before claiming. If staying with friends or family, the individual may claim \$~~2040~~.00 per night~~t~~.

~~D.4.~~ **Meals:** Claim the prevailing B.C.S.T.A. rates. Where claims exceed these rates, receipts must be submitted, although approval of excesses is at the discretion of the Secretary-Treasurer.

~~B.~~ Upon request, the per diem rate shall be paid in advance.

~~C.~~ For the purpose of this regulation, the term "reimbursement" also applies to purchases made on district-provided purchasing cards.

## III. \_\_\_\_\_

~~D.~~ Meals taken outside of working hours while on authorized business within the district are an allowable expense.

~~E.~~ Meals with multiple attendees must have individuals' names listed on the receipt, as well as basic rationale. s taken outside of working hours while on authorized business within the district are an allowable expense.

## IV. \_\_\_\_\_

## ADMINISTRATIVE REGULATIONS

TITLE: TRAVEL EXPENSES

CATEGORY: FINANCE

NUMBER: 5090

---

V.F. All claims for expenses shall be submitted on the appropriate form available from the Secretary-Treasurer.

VI.G. The Secretary-Treasurer shall use his/her/their discretion regarding extraordinary expenses not covered in these regulations.

VII.H. No reimbursement shall be made for the purchase of alcoholic beverages.

Received:

References:



# ADMINISTRATIVE REGULATIONS

**TITLE:** VEHICLE EXPENSES  
**CATEGORY:** FINANCE  
**NUMBER:** 5100

---

**I. Rationale:**

Mobility between sites and outside of the District is often required in order to meet the requirements of the organization. Trustees and employees shall be reimbursed or otherwise provided for vehicle costs incurred in the performance of their duties according to one of the following alternatives.

**II. Reimbursement for Distance:**

A. The employee may be reimbursed for distance actually travelled for work purposes at the amount specified in regulation 5090 (Travel Expenses).

B. Except for travel to Board meetings, reimbursements will not be paid for travelling between home and the designated office, school or other place of work. Reimbursements may, however, be paid for travel necessitated by changes of location called for by the job.

C. Mileage for reimbursement must be claimed on the current district form and submitted within one month of the end of the month in which the expenses were incurred.

**III. Monthly Allowance:**

A. Any monthly vehicle allowance will be paid at contractually established rate based upon estimated costs of distance to be covered within the district and is deemed to include all vehicle-related expenses.

B. An employee may claim, in addition, for the distance travelled out of the district, as provided in Section II.

**IV. Provision of Vehicle:**

A. When a vehicle is to be provided to an employee, a specific agreement shall be signed.

B. The agreement shall state whether the vehicle will be owned or leased by the district, the maximum amount the district is willing to pay, the length of the lease periods, and the amount to be reimbursed to the district for personal use.

**Received:**

**References:**

# ADMINISTRATIVE REGULATIONS

TITLE: VEHICLE EXPENSES  
 CATEGORY: FINANCE  
 NUMBER: 5100

---

## I. Rationale:

~~II.~~ ~~—~~ ~~Mobility between sites and outside of the District is often required in order to meet the requirements of the organization.~~ **General Provision:**

A. Trustees and employees shall be reimbursed or otherwise provided for vehicle costs incurred in the performance of their duties according to one of the following alternatives. ~~Regardless of the alternative, the reimbursement shall be based on the prevailing rate paid to provincial government employees.~~

## ~~III.~~ ~~II.~~ Allowance Reimbursement for Distance:

A. The employee ~~shall~~ may be reimbursed for distance actually travelled for work purposes and claimed at the amount specified in regulation 5090 (Travel Expenses).

B. Except for travel to Board meetings, ~~allowance reimbursements~~ will not be paid for travelling between home and the designated office, school or ~~other maintenance depot place of work.~~ Allowances Reimbursements may ~~will~~, however, be paid for travel necessitated by changes of location called for by the job.

~~C.~~ ~~—~~ ~~Where an employee serves more than one location in a day, one shall be selected as the base of operation. An allowance will be paid only from and back to that location.~~

~~D.~~ ~~C.~~ Mileage for reimbursement must ~~Allowances will~~ be claimed on the official current district form and submitted within one month of the end of the month in which the expenses were incurred.

## ~~IV.~~ ~~III.~~ Monthly Allowance:

A. ~~The Any~~ monthly vehicle allowance will be paid at ~~a contractually~~ established rate based upon estimated costs of distance to be covered within the district and is deemed to include all vehicle-related expenses.

B. An employee may claim, in addition, for the distance travelled out of the district, as provided in Section II ~~A~~ ~~B~~.

## ~~V.~~ ~~—~~ Monthly Allowance and Credit Card:

A. ~~—~~ ~~The monthly allowance shall be deemed to cover all travel expenses incurred in the performance of duties both within and without the district.~~

## ADMINISTRATIVE REGULATIONS

TITLE:       VEHICLE EXPENSES  
 CATEGORY:   FINANCE  
 NUMBER:     5100

---

~~VI.~~— Provision of Vehicle:

IV.

- A.     When a vehicle is to be provided to an employee, a specific agreement shall be signed.
- B.     The agreement shall state whether the vehicle will be owned or leased by the district, the maximum amount the district is willing to pay, the length of the lease periods, and the amount to be reimbursed to the district for personal use.
- ~~C.     The employee may negotiate with the lessor for the subsequent purchase of the vehicle at the end of the lease period.~~
- ~~D.     Should the employee opt for a vehicle which is more expensive than the one offered by the district, the employee shall assume any additional costs.~~

Received:

References:



## Planning Department

474 South Fletcher Road | Box 340, Gibsons, BC V0N 1V0

Phone: 604-886-2274 | fax: 604-886-9735

[www.gibsons.ca](http://www.gibsons.ca)

## DEVELOPMENT APPLICATION REFERRAL FORM

Referral Date: Nov 29, 2019

Please review the attached development application and provide written comment on the back side of this form to Kirsten Rawkins, Town of Gibsons Planning Department, no later than: December 13.

### APPLICATION TYPE

- |  |                                  |
|--|----------------------------------|
| <input type="checkbox"/> Development Permit                  | (Permit No. _____)               |
| <input type="checkbox"/> Development Variance Permit         | (Permit No. _____)               |
| <input checked="" type="checkbox"/> Temporary Use Permit     | (Permit No. <u>TUP-2019-04</u> ) |
| <input type="checkbox"/> Sign Development Permit             | (Permit No. _____)               |
| <input type="checkbox"/> Agricultural Land Reserve Exclusion | (Application No. _____)          |
| <input type="checkbox"/> Official Community Plan Amendment   | (Application No. _____)          |
| <input type="checkbox"/> Zoning Amendment Application        | (Application No. _____)          |

### REFERRED TO

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ministry of Transportation & Infrastructure | <input checked="" type="checkbox"/> TOG Infrastructure Services Department       |
| <input checked="" type="checkbox"/> School District 46                          | <input type="checkbox"/> TOG Approving Officer                                   |
| <input type="checkbox"/> Sunshine Coast Regional District                       | <input type="checkbox"/> TOG Public Works Department                             |
| <input type="checkbox"/> Agricultural Land Commission                           | <input checked="" type="checkbox"/> TOG Building Department                      |
| <input checked="" type="checkbox"/> Royal Canadian Mounted Police               | <input type="checkbox"/> TOG Parks Department                                    |
| <input checked="" type="checkbox"/> Vancouver Coast Health                      | <input type="checkbox"/> TOG Finance Department                                  |
| <input checked="" type="checkbox"/> Skwxwú7mesh Úxwumixw                        | <input type="checkbox"/> TOG Administrative Services                             |
| <input type="checkbox"/> _____  | <input checked="" type="checkbox"/> Gibsons & District Volunteer Fire Department |

### DESCRIPTION OF PROPERTY

Legal Description

Other Description

Street Address 1095 Gibsons Way (Sunshine Coast Highway)

Folio Number 079.001

Parcel Identifier (PID) 017807638

### DESCRIPTION OF PROPOSAL

The Town has received an application for a Temporary Use Permit (TUP) to allow Cannabis Retail Sales at 1095 Gibsons Way for a period of 3 years.

As Cannabis sales are prohibited in all zones in Gibsons, anyone wishing to open a Cannabis store must apply to Council to (a) amend the zoning bylaw to allow cannabis sales permanently at the location or (b) to issue a Temporary Use Permit to allow cannabis sales at the location for temporary period of up to 3 years, with the option to be renewed once through a decision of Council.

Please see the Proposal Summary and site details attached and send your comments no later than Dec 13th, 2019.

**CONTACT INFORMATION**

Date:

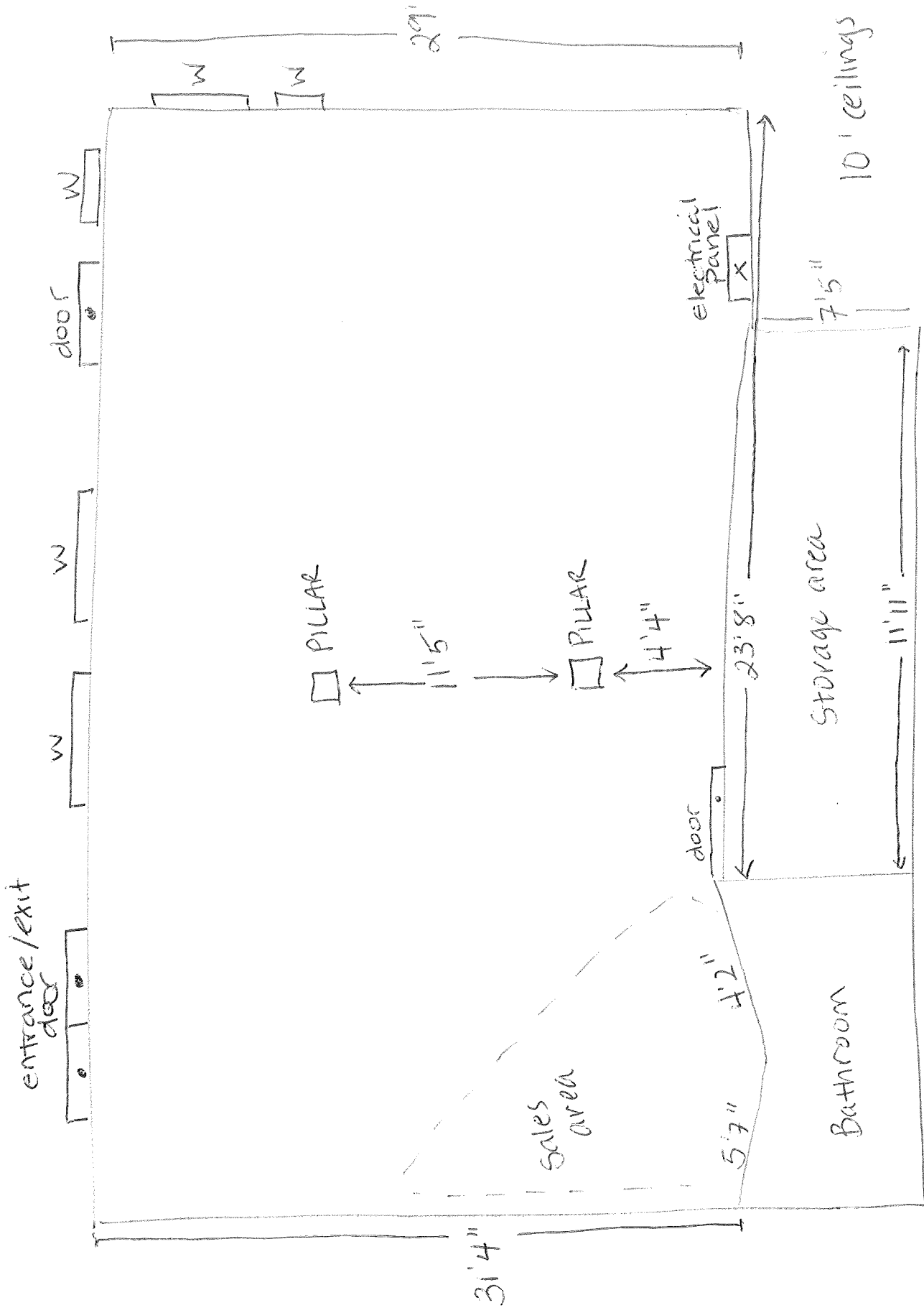
Agency or department:

For further information on the comments provide contact below:

*First Name**Last Name**Position**Phone**Email***COMMENT****RECOMMENDATION**

- Approval Recommended
- Approval Recommended with Changes
- Additional Information Required
- Other:
- Approval Not Recommended
- Interests Unaffected by Proposal



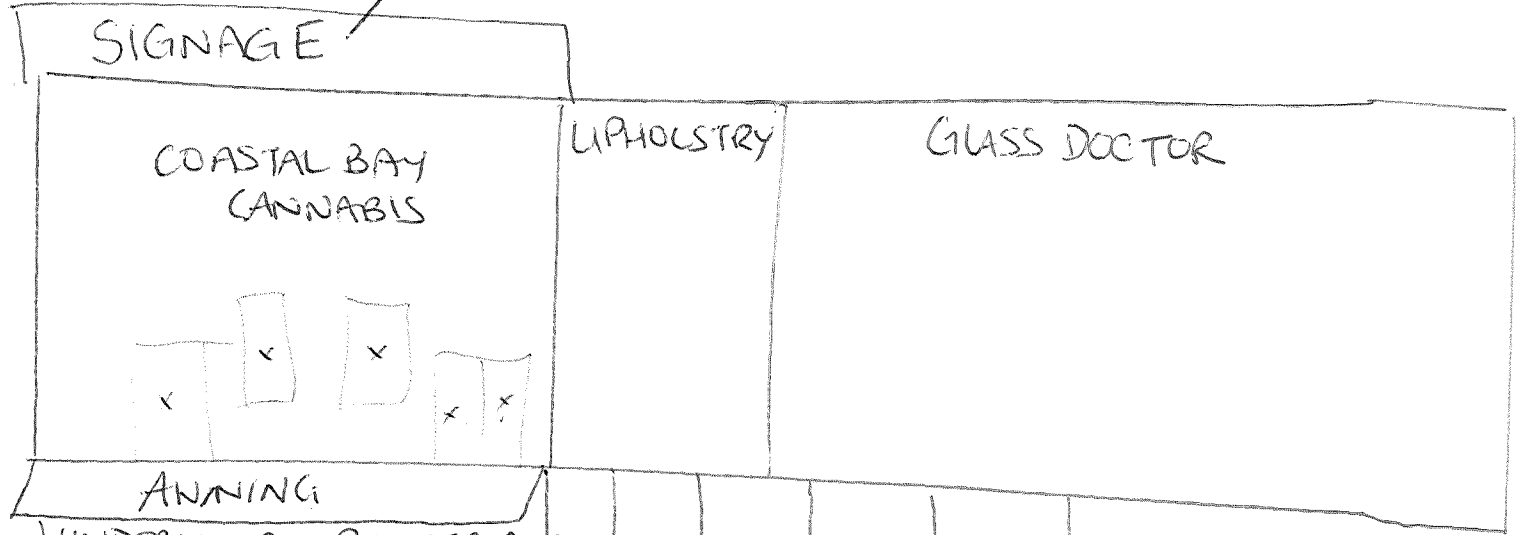


X - all windows and glass will be frosted with designs or welcoming decals as per provincial regulations ok'd by landlords.

BRANDED "COASTAL BAY CANNABIS" SIGN SAME AS LOWER GIBSON'S

PRATT ROAD

ENTRANCE



SIGNAGE

COASTAL BAY CANNABIS

LIPHOLSTRY

GLASS DOCTOR

ANNING

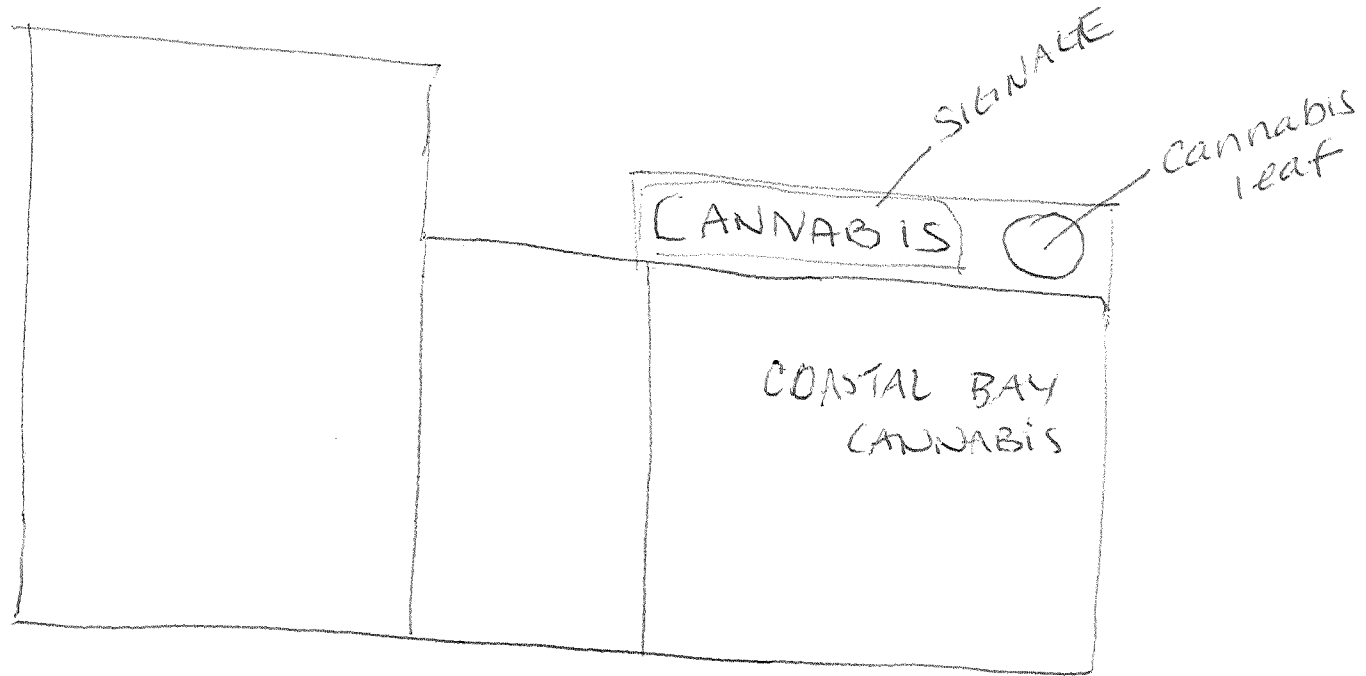
UNDERCOVER - PEDESTRIANS ONLY

PARKING

PARKING

ENTRANCE

SUNSHINE COAST HIGHWAY



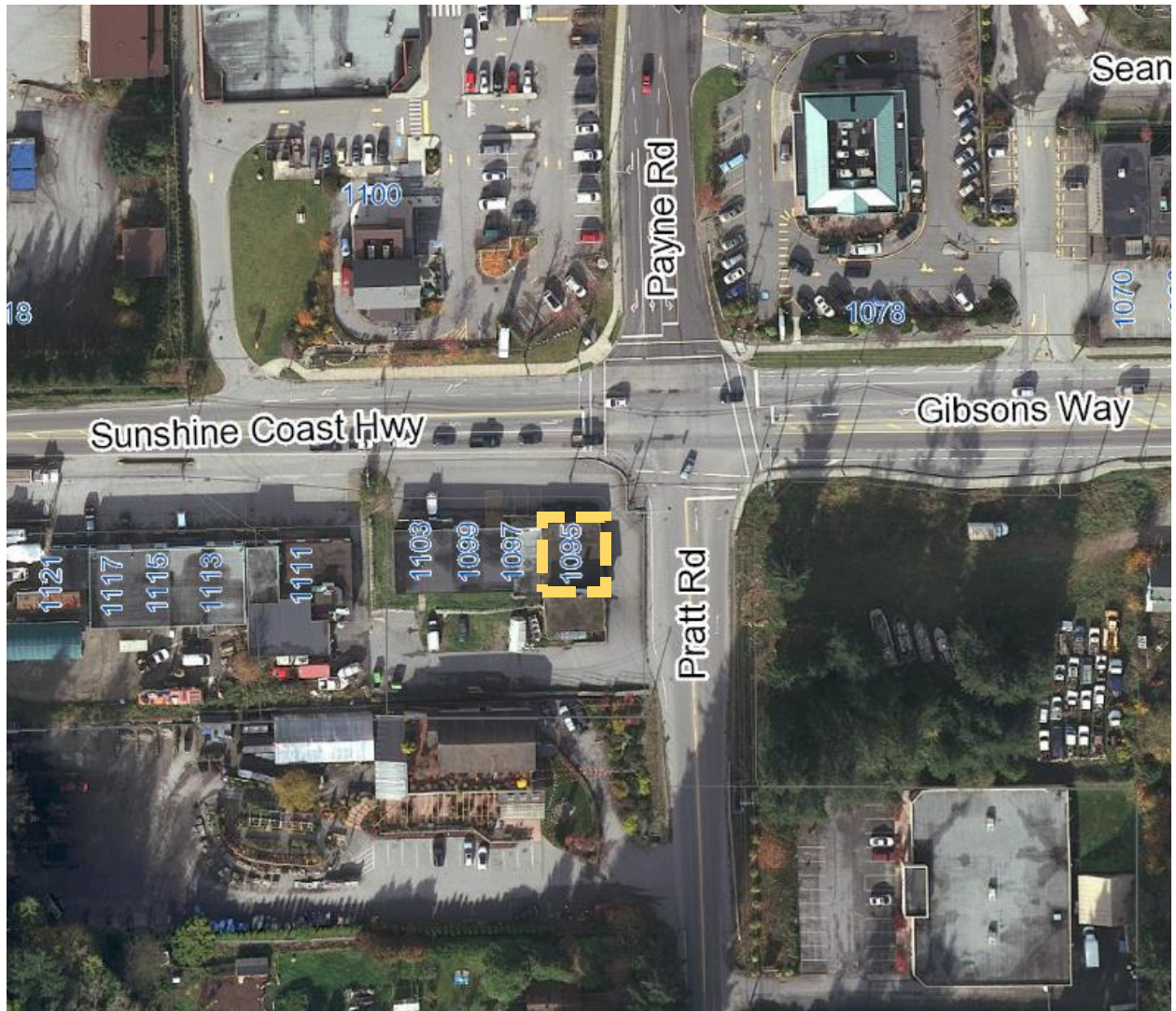
ENTRANCE

PRATT ROAD VIEW

↑  
Sunshine  
Coast  
Hwy  
↓

TUP-2019-04

1095 Gibsons Way (Sunshine Coast Highway) Location:



## Proposal Summary

We are hoping to secure a Temporary Use Permit for the location at 1095 Sunshine Coast Highway, Gibsons BC.

This location has been sat vacant for

We plan to utilize the space for a non-medical Cannabis Retail Store. Owners, Brenda and Mike Harris currently hold a provincial license for a Cannabis Store in Lower Gibsons, as well as a TUP for this space, expiring In October 2021.

We are requesting a Temporary use permit again for this new location due to the timeframe of the Rezoning Application. Rezoning can take up to 8 months, and at that time if it was approved, the council would then consider the provincial application. This would mean we would be paying rent for up to 8 months before it was even reviewed by council and then another 3-8 months back for further processing on the provincial level. This would create a large financial burden on us as a young family owned business.

With the TUP, we could apply and have council consider it sooner, and if approved, could then consider our provincial application without much of a delay.

Ideally we would prefer to have a 3 year TUP allowance to become established and ensure it will be a good permanent business move – in this evolving industry, things are seaming to be pretty unpredictable.

We are certain that there is a need and desire for regulated, safe products in Gibson's. Our Brand of Coastal Bay Cannabis, comes with a level of depth in this community, as we were established in 2016 as The Healing Hut, which was very well received along the Sunshine Coast. We opened 364 days of the year on time, with every decision made to cater to the community and serve the best we could. We are trusted advisors in this area and although our market has changed, and our products are very different now, we do still have the support amongst the community and they continue to shop with us and support our family owned business.

Our Brand includes that of a rustic vibe, that is appealing still to this industry, as it goes from Black market to legal, many people appreciate the quick service, simple advice, and friendly staff. We can offer all that and more. I think having a family-owned cannabis store in upper Gibson's would be much more appreciated compared to a BC Cannabis Government run store. And we have worked long and hard to understand and meet the communities needs and wants when it comes to marijuana (legal or not).

Our currently location in Lower Gibsons would be a more boutique, smaller selection of basics to serve the area, and then our feel for the larger space would be more selection, more space to move around, and some relaxing areas for people to read information and research products amongst themselves. Our lease for Lower Gibsons has run from November 1, 2016 (3 year term) and then November 1, 2019 for another 3 year term.

There has been an addition into our lease in case they need to conduct structural upgrades to meet Earthquake requirements for insurance purposes. This likely will not interfere with this

lease, but could affect our space after that, so it would be imperative to have a second location up and running and established if that were to ever happen to bridge the gap until we were /if able to reopen.

We would appreciate councils urgent attention to this TUP, as we have a 2 month grace period to escape the lease before locked in for 3 years. If we can have this TUP approved by Jan 31<sup>st</sup>, we would rest easy knowing the town has approved this location, and because we already have the license, are fairly confident there shouldn't be any issues for the second location on a provincial level. It would just be a waiting game at that point.

Our provincial license is currently in and being processed by the Cannabis and Liquor Branch, so the council might receive it for consideration in the next month or 2 as well (Hopefully).



## Planning Department

474 South Fletcher Road | Box 340, Gibsons, BC V0N 1V0

Phone: 604-886-2274 | fax: 604-886-9735

[www.gibsons.ca](http://www.gibsons.ca)

## DEVELOPMENT APPLICATION REFERRAL FORM

Referral Date: Dec. 12, 2019

Please review the attached development application and provide written comment on the back side of this form to Kirsten Rawkins, Town of Gibsons Planning Department, no later than: Jan 3rd, 2020.

### APPLICATION TYPE

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Development Permit                      | (Permit No. _____)                   |
| <input type="checkbox"/> Development Variance Permit             | (Permit No. _____)                   |
| <input type="checkbox"/> Temporary Use Permit                    | (Permit No. _____)                   |
| <input type="checkbox"/> Sign Development Permit                 | (Permit No. _____)                   |
| <input type="checkbox"/> Agricultural Land Reserve Exclusion     | (Application No. _____)              |
| <input type="checkbox"/> Official Community Plan Amendment       | (Application No. _____)              |
| <input checked="" type="checkbox"/> Zoning Amendment Application | (Application No. <u>ZA-2019-06</u> ) |

### REFERRED TO

- |  |  |
|--|--|
| <input type="checkbox"/> Ministry of Transportation & Infrastructure | <input checked="" type="checkbox"/> TOG Infrastructure Services Department       |
| <input checked="" type="checkbox"/> School District 46               | <input type="checkbox"/> TOG Approving Officer                                   |
| <input type="checkbox"/> Sunshine Coast Regional District            | <input type="checkbox"/> TOG Public Works Department                             |
| <input type="checkbox"/> Agricultural Land Commission                | <input checked="" type="checkbox"/> TOG Building Department                      |
| <input type="checkbox"/> Royal Canadian Mounted Police               | <input type="checkbox"/> TOG Parks Department                                    |
| <input checked="" type="checkbox"/> Vancouver Coast Health           | <input type="checkbox"/> TOG Finance Department                                  |
| <input checked="" type="checkbox"/> Skwxwú7mesh Úxwumixw             | <input type="checkbox"/> TOG Administrative Services                             |
| <input type="checkbox"/> _____                                       | <input checked="" type="checkbox"/> Gibsons & District Volunteer Fire Department |

### DESCRIPTION OF PROPERTY

Legal Description

Other Description

Street Address 757 School Road

Folio Number 503.000

Parcel Identifier (PID) 009-468-463

### DESCRIPTION OF PROPOSAL

The Town of Gibsons has received an application for a Zoning Amendment at 757 School Road to alter zoning from from Single Family Residential (R-2) to a Multi-family zone. The purpose of the amendment is to allow development of a sixteen (16)-unit, four (4)-storey apartment building. (The property's OCP designation is Medium Density Residential, with a maximum FSR of 1.2, to which the proposal appears to conform.) Units include single level one-bedroom, two-bedroom and three-bedroom apartments on the second, third and fourth floors, located above ground floor parking. 24 parking spaces are proposed. Neighbouring uses include a proposed 40-unit, three-storey supportive housing building across O'Shea Road to the south, a three-storey multi-family townhouse complex to the north, a single family residence to the west on O'shea Road and a mix of uses and multi-family and commercial zoning across the street on School Road.

## CONTACT INFORMATION

Date:

Agency or department:

For further information on the comments provide contact below:

*First Name*

*Last Name*

*Position*

*Phone*

*Email*

## COMMENT

## RECOMMENDATION

- Approval Recommended
- Approval Recommended with Changes
- Additional Information Required
- Other:
- Approval Not Recommended
- Interests Unaffected by Proposal



August 22, 2019



ANA SANDRIN, ARCHITECT AIBC  
HOWARD LEUNG, M.ARCH, LEED AP

**SITE ADDRESS**

**BEN WANG**  
757 SCHOOL ROAD, GIBSONS, BC  
604-618-4806  
[baochangwang@gmail.com](mailto:baochangwang@gmail.com)

**Billing Address**

3112 Deer Ridge Drive  
West Vancouver, BC

**Company Address**

Felicity Craft Construction Group Corp.  
PO BOX 1880 VON 1V0  
c/p Wayne Rowe Law Office  
758 School Road  
Gibsons, BC

## ZONING AMENDMENT PROPOSAL SUMMARY

### Multifamily Development

The purpose of this proposal is to rezone 757 School Road, Gibsons from R1 to Medium Density Residential. The proposal suggests a 4 storey multifamily residential project, 16 units with 1.2 FSR, 16 937.74 SF heated area, and 24 parking spots.

**Proposal Summary:**

The development is a multifamily residential project with parking on the ground level, 3 stories of residential apartment on level 1-3 for a 4 storey project. The development is surrounded by multifamily residential to the North, commercial properties to the East, proposed 40 unit 3-storey supportive housing to the South, and residential to the West. The proposed project fits in the surrounding mixed nature of the community, extends the multifamily nature of surrounding properties, helps soften any impact of the proposed supportive housing, and transitions to the commercial use. The character of the proposal is in keeping with the contemporary west coast style of the community and uses materials and detailing in keeping with the surrounding residential buildings with wood or fibre-cement siding, standard fascia, sloped roof, trees and landscaping, and other features. The proposal is in keeping with the Official Community Plan (OCP) suggesting medium density residential development in the area. The project will provide relatively affordable housing for families, couples, and singles. The project will provide 2

SANDRIN LEUNG ARCHITECTURE INC. • PO Box 1571 SECHLT BC V0N 3A0 • 604 747 2037 • [WWW.SANDRINLEUNG.COM](http://WWW.SANDRINLEUNG.COM)

August 22, 2019



ANA SANDRIN, ARCHITECT AIBC  
HOWARD LEUNG, M.ARCH, LEED AP

below market rental units as part of the affordable housing component requirements and community amenity contribution. The project provides landscaping and screening as well as playground area for small children. By rezoning and increasing the density of the land to the OCP designation the project will create jobs during construction and after for maintenance, increase the tax base and efficiency of land use in the Town of Gibsons, provide affordable market rate housing for new entrants, families, couples, and singles, support and soften impact by the neighboring supportive housing project, 2 below market rental units, and soften impact of commercial property to the residential neighborhood.

### **Development Permit:**

The property falls within Development Permit Areas (DPA) 4 & 9. DPA 4 is at the discretion of Council. DPA 9 is not applicable as the development does not foresee excavation beyond 1.5m in depth.

### **Affordable Housing Contribution & Community Amenity:**

This development proposes an increased density of 122.5 units/Ha from the smartplan suggestion of 75 units/Ha. The RM2 or RM4 zoning which is medium density allows for 91 units/Ha. This project proposes an affordable housing contribution and community amenity for this increased density of 2 below market rental units at 637.08 sf 1 bedroom with max \$875/mo or as per BC Housing Limits and the establishment of a children's playground at the North East corner of the property.

Sincerely,

**Ana Sandrin & Howard Leung**

Sandrin Leung Architecture Inc.