

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

**OPERATIONS COMMITTEE AGENDA**

Tuesday, January 28, 2020, 9:30 a.m.  
Sechelt Learning Centre - Sechelt, BC  
5538 Shorncliffe Ave  
Sechelt, BC

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	Pages
1. Call to Order	
2. Amended Budget	1
3. Strategic Plan Implementation Funds	10
4. Joint Use Update	
5. West Sechelt Elementary Expansion Update	
6. Regulations for Review:	
a. Reg. 5040 - Fundraising	12
b. Reg. 5050 - Honoraria	19
c. Reg. 5090 - Travel Expenses	23
d. Reg. 5100 - Vehicle Expenses	27
7. Local Government OCP and Zoning Referrals (standing item)	30
8. Adjourn	



SCHOOL DISTRICT 46  
SUNSHINE COAST

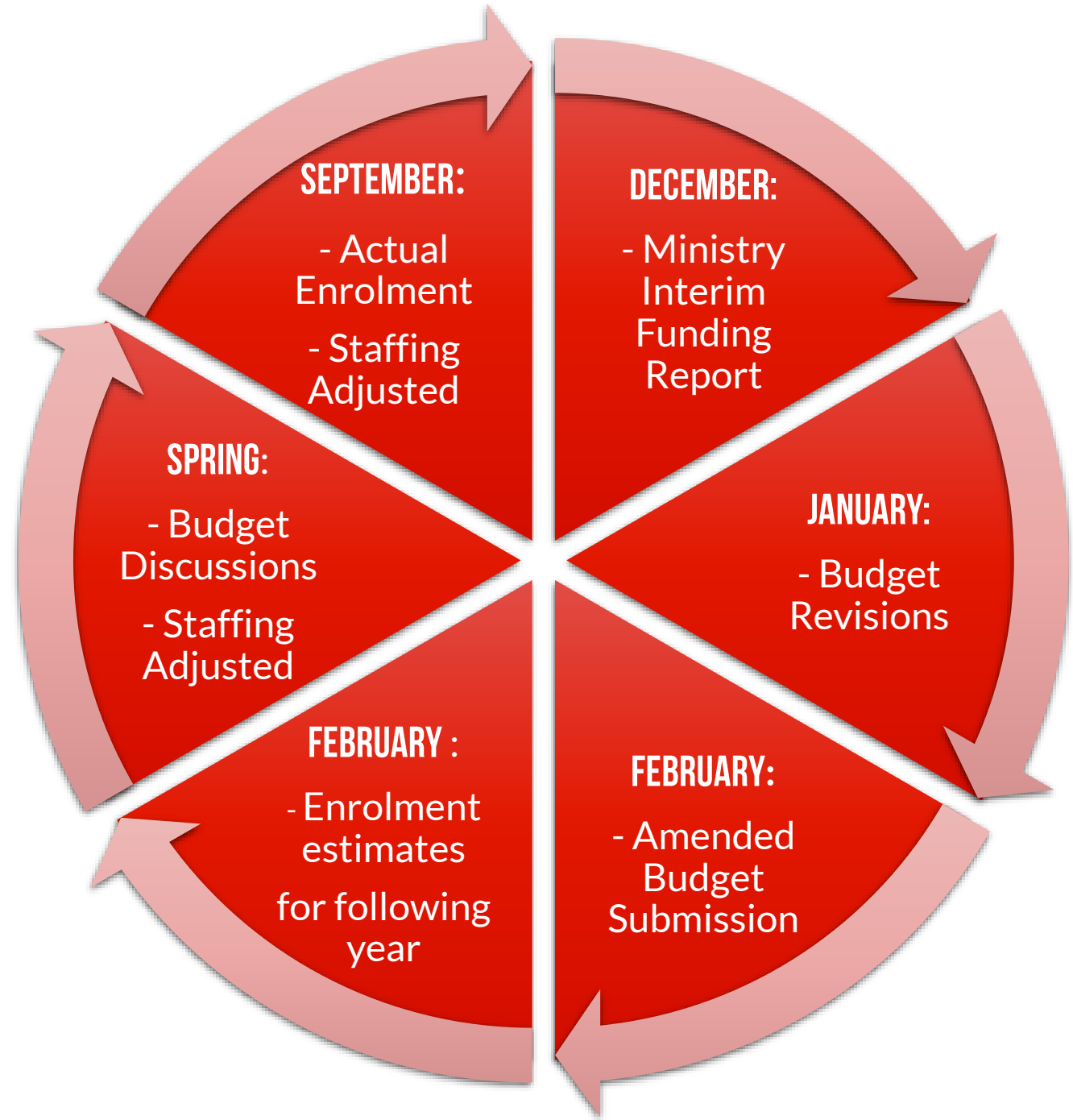
# 2019-20 AMENDED BUDGET

Operations Committee – January 28, 2020



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

# THE BUDGET CYCLE





	2019/20 Preliminary Budget			2019/20 Amended Budget			3
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	Change
School Age	3,095.0000	7,468	23,113,460	3,079.8750	7,468	23,000,507	(112,954)
Alternative	110.0000	7,468	821,480	111.8750	7,468	835,483	14,003
Continuing Ed	1.0000	7,468	7,468	-	7,468	-	(7,468)
Distributed Learning	75.0000	6,100	457,500	78.2500	6,100	477,325	19,825
Home School	-	250	-	-	250	-	-
Course Challenges	-	233	-	-	233	-	-
							-
Level 1 Unique Needs		7 42,400	296,800		4 42,400	169,600	(127,200)
Level 2 Unique Needs		200 20,200	4,040,000		217 20,200	4,383,400	343,400
Level 3 Unique Needs		210 10,250	2,152,500		217 10,250	2,224,250	71,750
English Language Learning		160 1,495	239,200		134 1,495	200,330	(38,870)
Indigenous Ed		640 1,450	928,000		667 1,450	967,150	39,150
Adult Education		1.5 4,773	7,160		1.25 4,773	5,966	(1,193)
							-
Salary Differential			557,284			512,485	(44,799)
Unique Features			5,873,475			5,873,475	-
Enrolment Decline	(24.94)	32.56	-	(13.94)	32.56	-	-
Feb Recount			111,919			111,919	-
May Recount			32,533			32,533	-
Education Plan			65,121			65,121	-
Funding Protection							
<b>MOE Operating Grants</b>			<b>38,703,900</b>			<b>38,859,544</b>	<b>155,644</b>



	2019/20			2019/20			4
	Preliminary Budget			Amended Budget			
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	
<b>MOE Operating Grants</b>			<b>38,703,900</b>			<b>38,859,544</b>	<b>155,644</b>
MOE-Pay Equity			510,381			510,381	-
MOE-Transportation Supp			380,465			380,465	-
MOE- Employer Health Tax			310,235			310,235	-
Admin Savings Subsidy							-
MOE-Misc.			8,696			8,696	-
MOE-Grad Adult	1.125	4,773	5,370	2.25	4,773	10,739	5,370
MOE-ITA			35,000			35,000	-
Carbon Tax Rebate			15,000			15,000	-
Offshore Tuition			88,358			71,060	(17,298)
SD#93-CSF			550,873			632,489	81,616
Miscellaneous Revenue			165,572			165,572	-
Rentals and Leases			60,000			60,000	-
Investment Income			140,000			175,000	35,000
<b>Total Operating Funding</b>			<b>40,973,849</b>			<b>41,234,181</b>	<b>260,332</b>



	2019/20 Preliminary Budget	2019/20 Amended Budget	5
<b>Total Operating Funding</b>	<b>40,973,849</b>	<b>41,234,181</b>	<b>260,332</b>
<b>Special Purpose Grants Included in Operating Departments</b>			
Strong Start	192,000	192,000	-
Ready Set Learn	22,050	22,050	-
Community LINK (Part)	252,210	252,917	707
Classroom Enhancement Fund	2,792,096	3,161,996	369,900
AFG - Staffing Costs	163,586	163,586	-
<b>Special Purpose - Part 1</b>	<b>3,421,942</b>	<b>3,792,550</b>	<b>370,607</b>
<b>Special Purpose Grants NOT Included in Operating Departments</b>			
French OLEP	10,000	15,235	5,235
Comm LINK (Comm Schools)	247,707	247,000	(707)
Education Fund (EA LIF)	140,534	145,285	4,751
Mental Health Capacity Building Grant		30,500	30,500
AFG - Balance	33,002	33,002	-
SPF-Other (Uway-SSAP)	90,000	90,000	-
School Generated Funds	900,000	900,000	-
Scholarships	77,000	77,000	-
<b>Special Purpose - Part 2</b>	<b>1,498,243</b>	<b>1,538,022</b>	<b>39,779</b>
<b>Surplus</b>	<b>1,806,026</b>	<b>3,353,870</b>	<b>1,547,844</b>
<b>Capital Revenue Recognized</b>	<b>1,751,936</b>	<b>1,746,852</b>	<b>(5,084)</b>
<b>TOTAL REVENUE &amp; SURPLUS UTIL.</b>	<b>49,451,996</b>	<b>51,665,474</b>	<b>2,213,478</b>

# SCHOOL BUDGET CENTRES



School Budget Center	Preliminary	Amended	Change	Surplus	CEF	Other <sup>6</sup>
Cedar Grove Elementary	1,919,709	2,092,758	173,049	5,210	101,875	65,964
Davis Bay Elementary	1,696,827	1,849,213	152,386	39,984	6,108	106,294
Gibsons Elementary	2,836,646	3,057,508	220,862	16,388	101,875	102,599
Halfmoon Bay Elementary	1,719,913	2,054,683	334,770	85,547	104,929	144,294
Kinnikinnick Elementary	2,297,260	2,278,949	(18,311)	32,389	12,216	(62,916)
Langdale Elementary	1,033,136	1,078,694	45,558	11,354	-	34,204
Madeira Park Elementary	801,085	834,982	33,897	(2,098)	-	35,995
Roberts Creek Elementary	1,809,501	2,201,483	391,982	108,109	101,875	181,998
S.P.I.D.E.R. Elementary	225,214	447,209	221,995	98,929	-	123,066
West Sechelt Elementary	2,454,510	2,541,713	87,203	81,855	111,037	(105,689)
Chatelech Secondary	3,975,975	4,411,098	435,123	109,489	124,413	201,221
Elphinstone Secondary	4,366,359	4,756,267	389,908	183,544	195,641	10,723
Pender Harbour Secondary	1,142,391	1,295,703	153,312	4,252	-	149,060
Sunshine Coast Alternate School	2,940,933	3,157,202	216,269	251,725	-	(35,456)
School: Balancing School	1,113,216	-	(1,113,216)			(1,113,216)
<b>Total: Schools</b>	<b>30,332,675</b>	<b>32,057,461</b>	<b>1,724,786</b>	<b>1,026,677</b>	<b>859,969</b>	<b>(161,860)</b>



# DISTRICT DEPARTMENTS - SUMMARY

	Preliminary Budget	Amended Budget	Change	Surplus Allocations	Other
Business Administration	\$1,480,812	1,570,031	89,219	52,418	36,801
District Governance	\$212,764	232,745	19,981	-	19,981
Educational Admin	\$2,046,288	2,060,064	13,776	4,941	8,835
Early Learning & Innovation	\$668,159	708,433	40,274	49,833	(9,559)
Careers & Ace-It (1.03)	\$200,000	200,000	-	-	-
Indigenous Education	\$1,112,622	1,292,153	179,531	120,006	59,525
District Support Services	\$2,031,641	2,119,168	87,527	-	87,527
ELL	\$214,833	189,161	(25,672)	22,831	(48,503)
ESD (Second Dialect)	\$95,680	141,040	45,360	66,290	(20,930)
Technology	\$920,126	920,126	0	-	0
Facilities	\$3,902,407	3,926,408	24,001	-	24,001
Transportation	\$1,192,048	1,192,048	0	-	0
Utilities	\$647,500	647,500	-	-	-
Replacement costs including benefits	\$1,144,263	1,124,263	(20,000)	-	(20,000)
<b>TOTAL</b>	<b>15,267,787</b>	<b>16,323,140</b>	<b>453,997</b>	<b>316,319</b>	<b>137,678</b>





**Operating Fund Revenue**

**Surplus Utilization**

Utilization of Restricted - District Depts

Utilization of Restricted - School Surplus

Utilization of PY Unrestricted Surplus

Special Purpose Fund Revenue (Included in budget centres)

Special Purpose Fund Revenue (OTHER)

**Total Revenue (excl. Capital)**

**Expenditures & Allocations**

**School Allocations**

**District Departments**

Special Purpose Fund Spending

**Total Expenditures & Allocations**

**Net Contribution To Surplus**

	2019/20 Preliminary	2019/20 Amended	Change vs. Prelim
	40,973,849	41,234,181	260,332
			-
Utilization of Restricted - District Depts	220,000	686,319	466,319
Utilization of Restricted - School Surplus	67,000	1,105,774	1,038,774
Utilization of PY Unrestricted Surplus	1,519,026	1,561,777	42,751
Special Purpose Fund Revenue (Included in budget centres)	3,421,942	3,792,550	370,607
Special Purpose Fund Revenue (OTHER)	1,498,243	1,538,022	39,779
<b>Total Revenue (excl. Capital)</b>	<b>47,700,060</b>	<b>49,918,622</b>	<b>2,218,562</b>
<b>Expenditures &amp; Allocations</b>			
<b>School Allocations</b>	30,332,675	32,057,461	1,724,786
<b>District Departments</b>	15,869,142	16,323,140	453,997
Special Purpose Fund Spending	1,498,243	1,538,022	39,779
<b>Total Expenditures &amp; Allocations</b>	<b>47,700,060</b>	<b>49,918,622</b>	<b>2,218,562</b>
<b>Net Contribution To Surplus</b>	<b>0</b>	<b>0</b>	<b>0</b>



	2019/20 Preliminary	2019/20 Amended
Total Expenditures & Allocations (Above)	47,700,060	49,918,622
Capital Fund Expense (Amortization)	2,121,891	2,209,644
<b>TOTAL BUDGET BYLAW</b>	<b>49,821,951</b>	<b>52,128,266</b>
Capital Revenue	1,751,936	1,746,852
Capital Amortization	2,121,891	2,209,644
Net Contribution (Capital)	(369,955)	(462,792)

SCHOOL DISTRICT 46  
SUNSHINE COAST

# 2019-20 STRATEGIC PLAN RESERVE

Operations Committee – January 28, 2020





Goal	Initiative	Budget	Comments	Status	
1a	Student Voice	Forum - grade 11	3,500	Mental Health, Environmental, substance use discussion with DSLT	Completed
1d	Literacy	Summer books/ CR libraries	10,000	Teachers training/ materials	In Process
1g	Physical Health	Vaping Education	3,000	curriculum gr 4-7 teachers, Dr. Khara	Completed
1h	Indigenous & Diverse Cultures	Pro D day - November	4,000	Strat planning - T's, P's, E.A.'s, SBO	Completed
1i	Climate Action	Environmental Action Plan	10,000	Developing Plan, Natural Play Spaces	In Process
1L	Graduation	Enhancing career options	3,000	Team to attend Career Conference	Completed
2a	Healthy and Inspired Team	Wellness plan	7,000	In consultation with stakeholders about how wellness can be supported. Possible micro-grants or other initiatives.	Planning
2c	Inclusive Education	Shelley Moore	8,200	Series of workshops to support inclusive schools	In Process
2c	Inclusive Education	TETT project	4,000	lpads for teacher librarians and some release time to expand program. Supports inclusive education.	In Process
2e	Positive Partnerships	Family Engagement	8,000	Two workshops for PACs	In Process
2e	Positive Partnerships	FreshGrade	4,000	Facilitating meetings - expanding and current users	Planning
3a	Communication	Website, branding	8,000	Fees, publications	Completed
3d	Environmental Initiatives	Green grant	6,500	Activating the Environmental Action Plan	Planning
3e	Engaging Facilities	Indigenous Signage	20,800	Place names for all sites in local languages	In Process
<b>Total</b>			<b>100,000</b>		

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

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**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**

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- 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**

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- 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**

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### **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**

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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 the having 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**

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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**

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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

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## 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

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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

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## I. Rationale:

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## 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.

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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

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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

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**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 nightt.

~~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

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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

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**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. The employee may be reimbursed for travel between worksites during the course of the workday if required to use their own vehicle.
- C. Except for trustee travel to and from Board meetings, reimbursements will not be paid for travelling between home and the designated office, school or other place of work.
- D. 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

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

~~B.~~ The employee may be reimbursed for travel between worksites during the course of the workday if required to use their own vehicle.

~~A.~~ The employee shall be reimbursed for distance actually travelled and claimed.

~~B.C.~~ Except for trustee travel to and from 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 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.~~ 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 B.

# ADMINISTRATIVE REGULATIONS

TITLE: VEHICLE EXPENSES  
CATEGORY: FINANCE  
NUMBER: 5100

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~~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.~~

~~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: Dec 30, 2019

Please review the attached development application and provide written comment on the back side of this form to Lesley-Anne Staats, Town of Gibsons Planning Department, no later than: Jan 13, 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-2019-08</u> ) |

### 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 checked="" type="checkbox"/> Sunshine Coast Regional District            | <input type="checkbox"/> TOG Public Works Department                             |
| <input checked="" 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

Folio Number

Parcel Identifier (PID)

### DESCRIPTION OF PROPOSAL

This is a Town-led initiative to introduce a zoning amendment that will prohibit cannabis production facilities in the Town of Gibsons, except where specifically permitted. At this time, the Town is in the process of preparing a policy to set criteria for spot re-zoning applications for cannabis stores and production facilities so that they can be considered on a case-by-case basis.

Attached is the amendment bylaw, which defines a cannabis production facility and prohibits them within the Town.

**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



TOWN OF GIBSONS

BYLAW NO. 1065-53, 2020

A Bylaw to amend *Town of Gibsons Zoning Bylaw No. 1065, 2007*

**WHEREAS** the Council for the Town of Gibsons has adopted *Town of Gibsons Zoning Bylaw No. 1065, 2007*;

**AND WHEREAS** the Council deems it desirable to amend the Zoning Bylaw;

**NOW THEREFORE** the Council for the Town of Gibsons, in open meeting assembled, enacts as follows:

- 1. This Bylaw may be cited as “*Zoning Amendment Bylaw No. 1065-53, 2020*”.
- 2. The *Town of Gibsons Zoning Bylaw No. 1065, 2007* is hereby amended as follows:
  - a. Adding the following definition to Section 2.1 in alphabetical order:  

**“cannabis production”** means the use of any land, building or structure for the growing, production, processing, destruction, storage or distribution of cannabis, but does not include a cannabis store.
  - b. Adding the following to Section 3.7:  

(8) The use of land, buildings, or structures for cannabis production is prohibited in all zones, except where specifically permitted.
  - c. Making such consequential alterations and annotations as are required to give effect to this amending bylaw, including renumbering the Zoning Bylaw.

<b>READ</b> a first time the	#####	day of MONTH,	YEAR
<b>READ</b> a second time the	#####	day of MONTH,	YEAR
<b>PUBLIC HEARING</b> held the	#####	day of MONTH,	YEAR
<b>READ</b> a third time the	#####	day of MONTH,	YEAR
<b>ADOPTED</b> the	#####	day of MONTH,	YEAR

William Beamish, Mayor

Lindsey Grist, Corporate Officer



## 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: January 21

Please review the attached development application and provide written comment on the back side of this form to Katie Thomas, Town of Gibsons Planning Department, no later than: February 19.

### 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 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 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

Application for a non-medical Cannabis Retail Store Licence (CRS) - Town file number CL-2019-01

The Town has received a referral from the Liquor and Cannabis Regulation Branch for a CRS Licence proposed to be located at 1095 Sunshine Coast Highway. The applicant has also applied for a Temporary Use Permit (TUP-2019-04) - referred separately on November 29, 2019.

The applicant proposes to open 9am -9pm Monday through Saturday, and 10am-6pm on Sundays. The licence would authorize the cannabis store under the Provincial regulatory framework. The applicants already have a licence at their other location in Lower Gibsons - Coastal Bay Cannabis - Unit 203 442 Marine Drive.

Council will consider a decision on this application at its meeting scheduled on March 3, 2018.

## 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



Job #002873

November 28, 2019

via email: [planning@gibsons.ca](mailto:planning@gibsons.ca)

Lesley Ann Staats  
 Director of Planning  
 Town of Gibsons

Dear : Lesley Ann Staats

**Re: Application for a Non-Medical Cannabis Retail Store Licence**  
**Applicant: Brenda Harris, Michael Harris**  
**Proposed Establishment Name: Coastal Bay Cannabis**  
**Proposed Establishment Location: 1095 Sunshine Coast Hwy, Gibsons, V0N 1V4**

---

The Applicant, Brenda Harris, Michael Harris, has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence proposed to be located at the above-noted address. The applicant contact is Brenda Harris. They can be reached by phone at (604) 989-4670 or via email [bhaeber85@gmail.com](mailto:bhaeber85@gmail.com)

Local governments and Indigenous nations are a crucial part of the licensing process. Section 33(1) of the [Cannabis Control and Licensing Act](#) prevents the LCRB from issuing a CRS licence without a positive recommendation regarding the CRS licence application from the local government or Indigenous nation.

The LCRB is requesting the Town of Gibsons to consider the application and provide the LCRB with a written recommendation with respect to the application. To assist with your assessment of the application, a site map of the proposed cannabis retail store is attached. The following link opens a document which provides specific and important information and instructions on your role in the CRS licensing process, including requirements for gathering the views of residents.

[Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores](#)

OR

[Indigenous Nations' Role in Licensing Non-Medical Cannabis Retail Stores](#)

The LCRB will initiate an applicant eligibility and suitability assessment regarding this CRS application, for the applicant and persons associated with the applicant. Once the assessment is complete, you will be notified of the LCRB's determination. You may choose to withhold your recommendation until the LCRB has made a final decision regarding the applicant's suitability.

Liquor and Cannabis  
 Regulation Branch

Mailing Address:  
 PO Box 9292 Stn Prov Govt  
 Victoria BC V8W 9J8

Location:  
 645 Tyee Road  
 Victoria BC V9A 6X5  
 Phone: 250 952-5787  
 Facsimile: 250 952-7066

Website:  
[www.gov.bc.ca/cannabisregulationandlicensing](http://www.gov.bc.ca/cannabisregulationandlicensing)

If you choose not to make any recommendation regarding this application, please contact the LCRB at the earliest convenience. Please note that a Cannabis Retail Store Licence cannot be issued unless the LCRB receives a positive recommendation from the local government or Indigenous nation. Similarly, if a local government or Indigenous nation decides not to make any recommendation, the LCRB will not consider the application any further.

If you have any questions regarding this application please contact me at (778) 698-5310 or [Lauren.Clarke@gov.bc.ca](mailto:Lauren.Clarke@gov.bc.ca).

Sincerely,

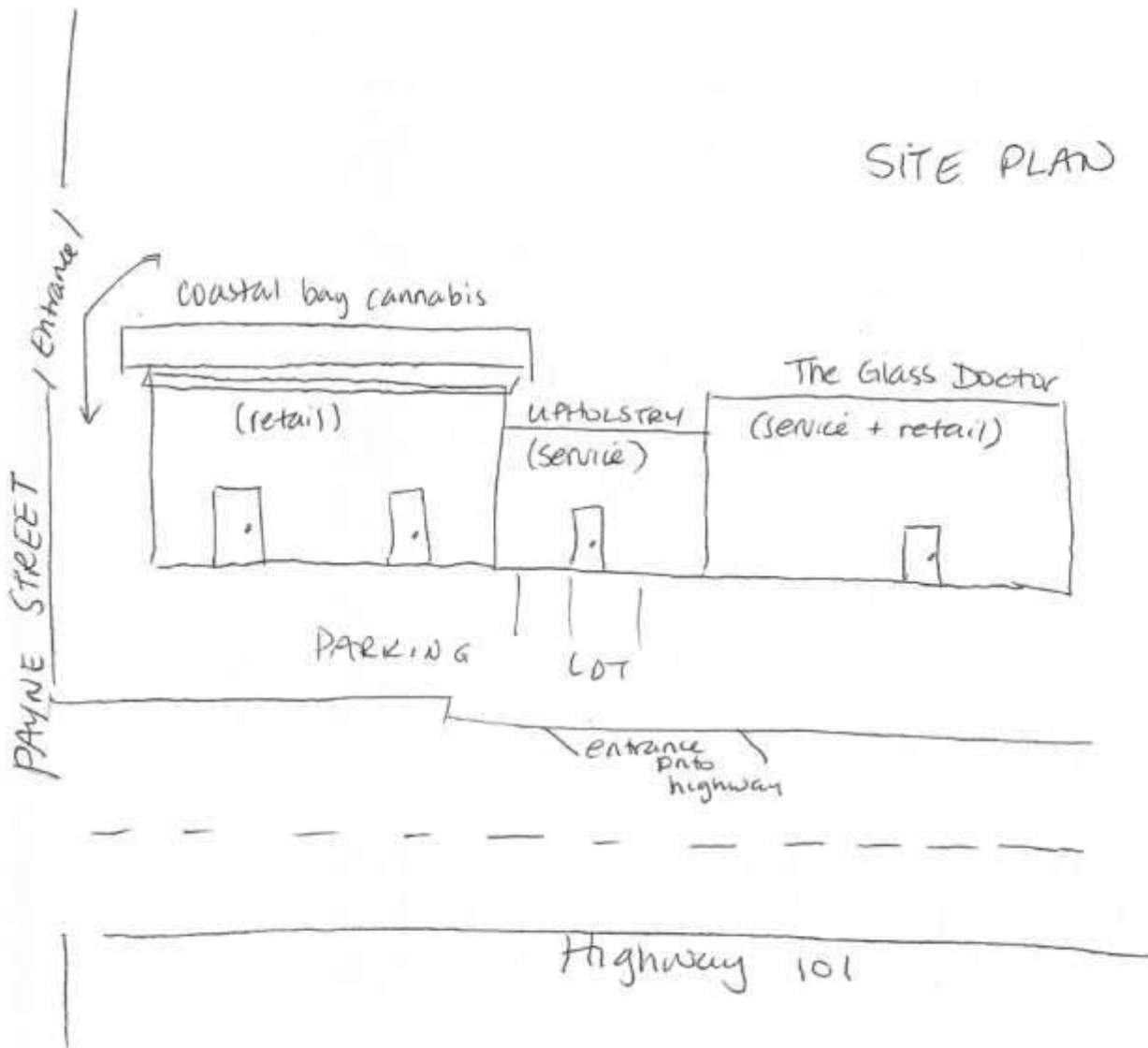
A handwritten signature in blue ink that reads "L. Clarke".

Lauren Clarke  
Senior Licensing Analyst

Attachment

copy: Brenda Harris, Michael Harris

# SITE PLAN



TUP-2019-04

1095 Gibsons Way (Sunshine Coast Highway) Location:

