



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

**OPERATIONS COMMITTEE NOTES**  
**Held on Thursday, September 18, 2014 at 12:30 p.m.**  
At the Gibsons Library Meeting Room – Gibsons, BC

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**PRESENT:** TRUSTEES: Dave Mewhort, Chair; Lori Pratt; Greg Russell; Betty Baxter;  
Silas White

STAFF/OTHERS: Greg Kitchen, Assistant Superintendent; Nicholas Weswick,  
Secretary-Treasurer; Phil Luporini, District Principal; Carolyn Smith, Marnie Baba,  
Sharon MacKenzie, Janice Budgell, Tracey Bond

**REGRETS:** Patrick Bocking, Superintendent

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Called to order at 12:31 pm

1. Joint Use Update

Secretary-Treasurer Weswick spoke to his written report. The committee indicated that the direction staff is taking is positive and discussed the proposed zero-cost exchange of rental facilities. Next steps involve an SCR and SD46 staff meeting to review the proposal and trustee input to finalize the Joint Use Agreement to then bring to the Joint Use Committee for approval.

2. Facilities – Summer Work Update

The report was reviewed and received.

3. Regulation 4410 (Honoraria)

The committee reviewed the amended regulation and no amendments were suggested.

4. Surplus Funds Allocation

The report was received as an informational item.

Adjourned at 1:20 pm

**Next meeting:** October 30, 2014 at the School Board Office

# REPORT TO THE OPERATIONS COMMITTEE

## Joint Use Update

Submitted by Nicholas Weswick  
September 18, 2014

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In November of 2013, trustees from the Board of Education for School District No. 46 (Sunshine Coast) met with directors from the Sunshine Coast Regional District to discuss options for improving the function of the joint use agreement between the parties. There was a consensus that improvement was necessary and the elected officials tasked staff with developing guiding principles for a new agreement.

Staff from both organizations met several times in 2014 and have established guiding principles. Principals and Vice Principals have also been consulted regarding potential impacts to school operations.

### Guiding Principles:

- ❖ The *Municipal 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, using jointly or contributing to the cost of construction, maintenance or operation of facilities for community use on school sites.
- ❖ The School District wishes to develop and maintain certain facilities and to facilitate certain public programs and to operate schools.
- ❖ The Regional District wishes to develop and maintain certain recreational facilities and to organize or facilitate certain programs or public use of facilities.
- ❖ 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.
- ❖ The parties recognize the benefits of entering into a strategic alliance to provide reciprocal recreational, educational and cultural opportunities for students and the public for the Sunshine Coast.

### Other Discussion Points:

- ❖ Joint use system will effectively use administrative structures that the partners have to advance the Joint Use program

- ❖ Whatever the agreement looks like, it needs to recognize the community driven use of the facilities
- ❖ Facilities should be used as much as possible with no net cost impact to the K to 12 mandate
- ❖ The Joint Use agreement should advocate primarily for an increase in healthy activity options for children and families and secondly for adults and community use
- ❖ The Joint Use agreement needs to maximize opportunities to increase usage of resources of both parties for community benefit.
- ❖ In regards to communication and relationship, there needs to be very clear structures and systems so that we are able to deal effectively with issues that arise. As different issues emerge they can be dealt with within the system.
- ❖ The agreement and related structures will respect the governance and policy setting roles of elected officials, with staff actively managing the operational matters that arise and making recommendations for improvements to the agreement.
- ❖ The agreement should develop further trust and respect between organizations. Mutual respect needs to be fostered. We need to look forward not back.
- ❖ The agreement should support mutually agreed on benefits for users based on the things that we value - health, activity, learning etc.
- ❖ Keep agreement at a higher level and remember that the community is paying for all of it. We are entrusted to be efficient stewards of the resources.
- ❖ We need to actively promote each other programs and provide support for one another.
- ❖ (Ex. Family Day)
- ❖ If any parties are disadvantaged financially to the point of excessive pressure, there needs to be a clause for release or modification to the agreement.
- ❖ There needs to be a process for dispute resolution
- ❖ The other organization needs to be considered when negotiating contracts. We need to look at risks and vulnerabilities, as well as synergies.
- ❖ In future capital projects related to joint use, each organization should consider each other's input and needs, with the goal of strengthening the opportunities for joint use.

**Inventory of Potential Joint Use Assets:**

<b>SD46</b>	<b>SCRD</b>
Gymnasiums	Swimming Pools
Classrooms	Arenas
Playing Fields	Sports Fields
Fitness Centre	Community Halls
Kitchens	Meeting Rooms
Theatre	Fitness Centres
Bouldering Wall	Parks
Booking System	Booking System
Expertise	Expertise
Running Track	Leisure Guide Promotion
Industrial Arts (maybe)	
Working Rooms (Kindergarten, etc.) would not be available	

## **SD46 Summer Work 2014**

### **Painting**

- West Sechelt Exterior
- Pender Harbour Exterior
- Portables - West Sechelt, Cedar Grove
- Davis Bay playground

### **Roofing**

Elphinstone

Sechelt Learning Centre main building

### **Gym Floors**

Re-coats – Chatelech, Elphinstone, Madeira Park

Sand, paint, re-coat – Davis Bay, Pender Harbour

### **HVAC**

Sechelt Learning Centre – 3 new heat pumps on the main building

Elphinstone boiler/solar plant

Roberts Creek new DDC controls

New A/C unit for IT shop

### **Plumbing**

Full shower/handicap accessible washroom in Cedar Grove portable

### **Carpentry**

Basketball winches at Elphinstone

Archives

Pender Harbour girls change room renovation

### **Electrical**

Power Smart projects (lighting) at Madeira Park, Pender Harbour, West Sechelt

Fire Alarm Upgrade at Cedar Grove

### **Flooring**

Elphinstone change rooms and room 114

### **Windows/Doors**

Elphinstone, West Sechelt

### **New School Signs (in progress)**

Elphinstone, Pender Harbour, Heritage Building, West Sechelt, Roberts Creek

**Grounds**

Top dressing at Davis Bay, Halfmoon Bay, Sechelt Learning Centre, Roberts Creek

Overseeding/fertilizing at all sites

New fencing at West Sechelt

Teacher moves, empty Gibsons Elementary, move archives to Elphinstone



# Administrative Regulations

## FINANCE

4410

### HONORARIA

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

#### 1. Definition

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

#### 2. Procedure

- a) In general, tokens of appreciation (i.e.: cup, pen, etc.) are the preferred method of honoraria, but it is understood that from time to time it is necessary to give a small monetary reward.
- a) ~~Gift certificates and gift cards are not an approved form of honoraria and should not be purchased under any circumstance.~~
- b) All monetary honoraria must be approved by the Administrator responsible for the program or activity and an account provided to process payment.
- c) The amount of an honorarium should not be geared to lost fees or wages, expenses or other opportunity costs incurred by the service provider, but to the amount of recognition appropriate for the service provided. Honoraria are in the range of \$50 and in no case should exceed \$200 for any one occurrence.
- d) If monetary honorarium is to be paid to an individual, the guidelines are as follows:
  - ~~Monetary honoraria are paid by cheque through Accounts Payable, and the person receiving the honorarium will receive a T4A for income tax reporting purposes~~

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**Date adopted:** June 8, 2010  
**Revised:** Oct. 12, 2010, January 2011

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

**Supt. Signature:**



# Administrative Regulations

## FINANCE

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- Approved requests must be made via cheques requisition to the Accounts Payable Finance Assistant.
- In order to process a the request for an honorarium, the following information must be provided with the cheque requisition: the recipient's full name, address, and social insurance number, as well as information regarding the function for which the honorarium is required and an account number.
- ~~Approved requests can be made via Purchase Order to the Accounts Payable Finance Assistant and are processed weekly in the Wednesday cheque run. Requests must be in by Monday at noon to be in that week's cheque run.~~
- Individuals-School district employees who have been paid honoraria during the calendar year will receive a T4A, issued by Finance, showing the income as taxable regardless of the amount received.
- Individuals not employed by the district who have been paid honoraria during the calendar year will receive a T4A, issued by Finance, showing the income as taxable if cumulative payments received are in excess of \$500.00.

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School District No. 46 (Sunshine Coast)  
 2014 School Surplus Allocations  
 August 29, 2014

School	Sept 2013 Enrollment	June 2014 Teacher FTE	Base Allocation	Per Pupil Allocation	Strike Savings Allocation	Surplus Allocation
CGE	245	11.63	20,000	52,940	15,401.59	88,342
D8E	103	5.90	20,000	22,257	7,813.36	50,070
GES	294	15.36	20,000	63,528	20,341.23	103,870
HMB	178	8.25	20,000	38,463	10,925.46	69,388
KES	205	13.86	20,000	44,297	18,354.78	82,652
LES	87	4.75	20,000	18,799	6,290.42	45,090
M/PE	83	4.67	20,000	17,935	6,184.47	44,119
RCE	210	12.10	20,000	45,377	16,024.01	81,401
WSE	217	10.42	20,000	46,890	13,792.57	80,683
CSS	547	33.05	30,000	118,251	43,768.07	192,020
ESS	570	32.00	30,000	123,249	42,377.56	195,627
PHS	99	9.14	30,000	21,459	12,108.06	63,567
SCAS	215	20.10	30,000	46,553	26,618.40	103,171
	3,054	181	300,000	660,000	240,000	1,200,000