



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

OPERATIONS COMMITTEE

AGENDA

May 19, 2016 from 12:30-2:30 p.m.
School Board Office – Gibsons, BC

- 1) Capital Plan
- 2) Joint-Use
- 3) Regulation 3550 – Rental of School Facilities
- 4) Long Range Facilities Plan (standing item)

School District No. 46 (Sunshine Coast)

Capital Plan Year: 2016/2017

CP2 - Five Year Capital Plan Summary

Submitted: _____

| Existing Priority | Project No. | School District Reference No. | Project Title | Year One | Year Two | Year Three | Year Four | Year Five | Total Funding |
|-------------------|-------------|-------------------------------|---|-------------|-------------|-------------|-------------|-------------|---------------|
| 1 | 116605 | 2012-2 | ADD - WEST SECHLT ELEMENTARY INCREASE CAPACITY AT WEST SECHLT ELEM. FROM 20K 175 TO 40K 300 | \$1,920,000 | \$0 | \$0 | \$0 | \$0 | \$1,920,000 |
| 2 | N/A | 2013-1 | REPLACE -SUNSHINE COAST ALTERNATIVE SCHOOL - SUNSHINE BLDG. FCI 0.79, RCI 0.98 | \$2,700,000 | \$0 | \$0 | \$0 | \$0 | \$2,700,000 |
| 3 | N/A | 2013-1 | ROOFREP - VARIOUS | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$5,000,000 |
| 4 | N/A | 2013-1 | MECHUP - PENDER HARBOUR ELEM-SEC HEATING AND VENTILATION UPGRADE | \$0 | \$750,000 | \$0 | \$0 | \$0 | \$750,000 |
| 5 | N/A | 2013-5 | MECHUP - CEDAR GROVE ELEMENTARY HEATING AND VENTILATION UPGRADE | \$0 | \$0 | \$0 | \$625,000 | \$0 | \$625,000 |
| 6 | N/A | 2013-8 | MECHUP - LANGDALE ELEMENTARY HEATING AND VENTILATION UPGRADE | \$0 | \$260,000 | \$0 | \$0 | \$0 | \$260,000 |
| 7 | N/A | 2013-2 | MECHUP - ROBERTS CREEK ELEMENTARY HEATING AND VENTILATION UPGRADE | \$0 | \$0 | \$550,000 | \$0 | \$0 | \$550,000 |
| 8 | N/A | 2013-3 | MECHUP - HALFMOON BAY ELEMENTARY HEATING AND VENTILATION UPGRADE | \$0 | \$0 | \$550,000 | \$0 | \$0 | \$550,000 |
| 9 | N/A | 2013-6 | MECHUP - DAVIS BAY ELEMENTARY HEATING AND VENTILATION UPGRADE | \$0 | \$0 | \$0 | \$750,000 | \$0 | \$750,000 |
| 10 | 116217 | 2010-2 | MECHUP - CHATELECH SECONDARY HEATING AND VENTILATION UPGRADE | \$0 | \$0 | \$0 | \$0 | \$600,000 | \$600,000 |



May 6, 2016

Ref: 187562

To: All Superintendents
All Secretary-Treasurers

Re: Capital Project Bylaws Policy Change

As part of our Capital Program review, we are looking for ways to streamline the project development, approval and delivery cycle. One area that many of you identified for streamlining pertains to the requirement for capital bylaws for each approved capital project.

We reviewed Division 6, Sections 142 and 143 of the School Act and determined Bylaws are not required for each approved capital project providing the following:

1. The School Board prepares and submits an Annual Capital Plan approved by resolution by the Board prior to submission.
2. The Ministry receives and approves, with or without modification, the Capital Plan.
3. The Board passes a Bylaw adopting the Ministry's approved plan.

We have are hopeful this change will reduce workload across the sector and streamline the project approval and project agreement process.

As such, effective immediately, we are eliminating the requirement for Boards of Education to pass Bylaws for each individual capital project - providing Boards pass an Annual Bylaw adopting the supported projects identified by the Ministry.

Please see the Ministry of Education's Capital Plan Project Bylaws policy on our website at:

<http://www2.ov.bc.ca/ov/content/education-trainin%20administration/resource-management/capital-planning/capital-bylaws>

Also, in an effort to better align school district capital planning with government's fiscal cycle; we have accelerated the Annual Capital Plan submission deadline from November 2016, to August 31st, 2016. You will receive Capital Plan instructions regarding this shortly.

1/2

| | | | |
|------------------------------|--|---|--|
| Ministry of Education | Capital Delivery Branch Planning and Major Projects Division | Mailing Address PO Box 9151 Stn Prov Govt Victoria BC V8W 9H1 | Location 5 th Floor 620 Superior St Victoria BC V8V 1V2 |
|------------------------------|--|---|--|

Should you have questions on any aspect of this letter, please do not hesitate to contact me at Michael.Nyikes@gov.bc.ca or (250) 893-6268.

Sincerely,

A handwritten signature in blue ink that reads "Michael Nyikes". The signature is written in a cursive style with a large initial "M".

Michael Nyikes
Director, Standards and Construction
Planning and Major Projects Division

cc: Shanna Mason, Assistant Deputy Minister, Planning and Major Projects Division
Carlo Vijandre, Manager, Facility Condition, Standards and Construction Branch



School District No. 46 (Sunshine Coast)

Administrative Regulations

FACILITIES

3550

RENTAL OF SCHOOL FACILITIES

Purpose:

The Board of Education of School District No. 46 (Sunshine Coast) welcomes and encourages the use of school facilities when not required for school purposes, in support of growth in community spirit, learning and health. The primary consideration of the Board regarding school facilities is their availability and readiness for student learning and associated activities.

Practices:

A. Access to Facilities

1. School facilities are reserved for school use and are not available for rent during the following hours:
 - Elementary classrooms and gyms: 7 a.m. – 5 p.m.
 - Secondary classrooms: 7 a.m. – 6 p.m.
 - Elphinstone Secondary gym: 7 a.m. – 8 p.m.
 - Chatelech Secondary gym: 7 a.m. – 8 p.m.

Schools must book all facility use outside of school hours through the Central Booking Office (e.g.: student concerts, talent shows and PAC meetings).

2. School facilities are not available for booking during any scheduled school holiday, any non-instructional day, or during exam weeks. Elementary school gymnasiums are not normally available for booking two weeks prior to the winter break.
3. A school district employee must be on duty in the school for the entire rental.
4. Unless there is an emergency, access to the school office shall not be granted.
5. Teacher work areas must be respected. The teacher's desk and materials must not be used. If any whiteboards have 'PLO' written on them, they must not be erased. The user group must bring their own supplies.

Date adopted: January 1996
Revised: December 1999, May 2007, May 2011,
November 2013

Reference: Board Policy 1, 12.6

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

FACILITIES

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RENTAL OF SCHOOL FACILITIES (continued)

B. Priority for Use

Priority for facility rentals shall be granted to users in the following order:

- (a) School use
- (b) Joint use partner
- (c) Community bookings for groups comprised of children and youth
- (d) Community bookings for groups comprised of adults

C. General Conditions

1. Where a school facility has been designated a joint facility in an agreement between the Board and another local governing body (e.g. SCRD), the use and rental fees for that facility shall be as provided for in the formal Master Joint Use Agreement or its Addendums.
2. The user group shall sign an agreement/contract specifying terms and conditions for the rental.
3. The user group shall undertake responsibility to ensure that:
 - (a) smoking is not permitted in the school or on school property,
 - (b) fire exits remain clear at all times,
 - (c) parking regulations are adhered to, and
 - (d) refuse is disposed properly in the appropriate bins.
4. The user group may serve alcohol at an event only if:
 - (a) The user group has informed the Central Booking Clerk of their intention to serve alcohol and permission has been granted by the school principal and the superintendent,
 - (b) The user group has obtained appropriate licensing through the Liquor Control Board,
 - (c) Alcohol is only served within the containment of the building structure,
 - (d) No alcohol is served or within view when minors are in the building, and
 - (e) The user group removes all traces of alcohol, including but not limited to empty cans and bottles, after the event. School garbage cans or dumpsters on school district property shall not be used for disposal.

Date adopted: January 1996
Revised: December 1999, May 2007, May 2011,
November 2013

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Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

FACILITIES

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RENTAL OF SCHOOL FACILITIES (continued)

5. Adult supervision is required at all times where persons under the age of 19 are in attendance.
6. The school district reserves the right to refuse rental of property to any user group that damages property or equipment or behaves in a manner judged to be unacceptable.
7. Damage to facilities or equipment shall be assessed and paid to the district via the Central Booking Office before future rentals are considered.
8. The Board or its representative has the authority to refuse or to terminate any booking.

D. Field Bookings

1. The district reserves the right to cancel any booking if, in the opinion of the principal or Manager of Facilities and Transportation, weather conditions have rendered a field liable to damage by use at the scheduled time.
2. In order to allow for priority booking, applications for the use of fields for minor baseball should be submitted to the Central Booking Office no later than March 15th.

E. Use of Equipment and Furnishings

1. Equipment and furnishings needs shall be clearly specified in all rental applications. Additional charges may be required for set-up and tear down.
2. Non-expendable equipment or furniture shall be supplied at no charge. Equipment shall be returned to storage after the activity.
3. Expendable sports equipment such as, but not limited to, hockey sticks, bats and balls, shall not be loaned to rental groups.
4. Persons using apparatus and equipment do so at their own risk. The district shall not be held responsible for injuries to persons using the facility.
5. Games or equipment that damage the facility shall not be permitted. The use of any footwear or equipment that may leave marks on the gym floor is prohibited. Hockey sticks used in gymnasiums must have plastic blades.
6. User groups may not store equipment or personal possessions at any school facility outside of their facility booking.

Date adopted: January 1996
Revised: December 1999, May 2007, May 2011,
 November 2013

Reference: Board Policy 1, 12.6

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

FACILITIES

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RENTAL OF SCHOOL FACILITIES (continued)

7. No connections to electrical panels will be permitted without prior authorization from the Maintenance Department. This permission must be requested when booking facilities.
8. Computer labs and projection machines are not available for booking.
9. The theatre at Chatelech Secondary may be rented by contacting the school directly.

F. Fees and Rental Rates

1. The Board shall, from time to time, establish such charges as it considers appropriate for the use of school facilities. The schedule of fees and rental rates shall be made available on the district's website and through the Central Booking Office.
2. Special requests for access to school board buildings and grounds that are not covered by the normal regulations may be submitted in writing to the Secretary-Treasurer for approval. The Secretary-Treasurer shall set charges for such rental situations on an individual basis.
3. In general, the rental of school facilities will be on a cost-recovery basis. Reduced rates may be available to groups that have a benefit to youth or the community.

G. Categorization of User Groups

1. Fees and rental rates listed in Schedule A are determined according to the following categorization of user groups.
 - a. Category 1:
 - School groups,
 - Parent Advisory Councils' organized activities (PAC).
 - b. Category 2:
 - Youth groups largely comprised of school age and preschool children,
 - C.U.P.E Local 801 meetings / S.C.T.A. meetings, and groups entirely comprised of district employees (if facility is not required by a renter in Categories 3 or 4).

Date adopted: January 1996
Revised: December 1999, May 2007, May 2011,
November 2013

Reference: Board Policy 1, 12.6

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

FACILITIES

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RENTAL OF SCHOOL FACILITIES (continued)

- c. Category 3:
- Cultural, religious, educational, and other non-profit groups including, but not limited to:
 - (i) Service clubs
 - (ii) Local governments
 - (iii) Community Schools (for programs geared to adults)
 - (iv) Private non-profit bookings (e.g. birthday parties)
 - Entrepreneurial groups offering programs for school age and preschool children
- d. Category 4:
- Entrepreneurial groups for private profit.

Date adopted: January 1996
Revised: December 1999, May 2007, May 2011,
November 2013

Reference: Board Policy 1, 12.6

Supt. Signature:



FACILITY BOOKINGS

Section 1: Booking Procedures

1. All school facility bookings are subject to the conditions outlined in Regulation 3550 (Rental of School Facilities).
2. All school facility bookings, including field use, will be made through the Central Booking Office, with the exception of the theatre at Chatelech Secondary, which must be booked through the school directly.
3. Five working days notice must be received for the following bookings: rooms, fields, gymnasiums, theatre seating only.
4. Ten working days notice must be received for the following bookings: rooms with equipment and the theatre.

Section 2: Fees and Rental Rates

| FEES: | Category | | | |
|--|----------|---------|------------|------------|
| | 1 | 2 | 3 | 4 |
| Booking (single or multiple) | \$0.00 | \$15.00 | \$15.00 | \$20.00 |
| RENTAL RATES: | Category | | | |
| | 1 | 2 | 3 | 4 |
| Fields | \$0.00 | \$0.00 | \$10.00/hr | \$25.00/hr |
| Classrooms | \$0.00 | \$0.00 | \$10.00/hr | \$17.00/hr |
| Kitchens / Foods Rooms | \$0.00 | \$0.00 | \$15.00/hr | \$30.00/hr |
| Cafeterias | \$0.00 | \$0.00 | \$15.00/hr | \$30.00/hr |
| Chatelech Foyer | \$0.00 | \$0.00 | \$20.00/hr | \$40.00/hr |
| Gymnasiums: | | | | |
| Madeira Park, Langdale, Sechelt | \$0.00 | \$0.00 | \$10.00/hr | \$25.00/hr |
| Cedar Grove, Davis Bay, Gibsons, Roberts Creek, West Sechelt, Kinnikinnick, Halfmoon Bay | \$0.00 | \$0.00 | \$15.00/hr | \$30.00/hr |
| Chatelech, Elphinstone, Pender Harbour | \$0.00 | \$0.00 | \$25.00/hr | \$75.00/hr |

Section 3: Additional Custodial Costs

For weekend use* or when additional custodial staffing is required, the charge for custodial services is an additional \$32 per hour – four hours minimum.

**Except for of Saturday bookings between 8:30-4:00 pm at Roberts Creek Elementary School.*

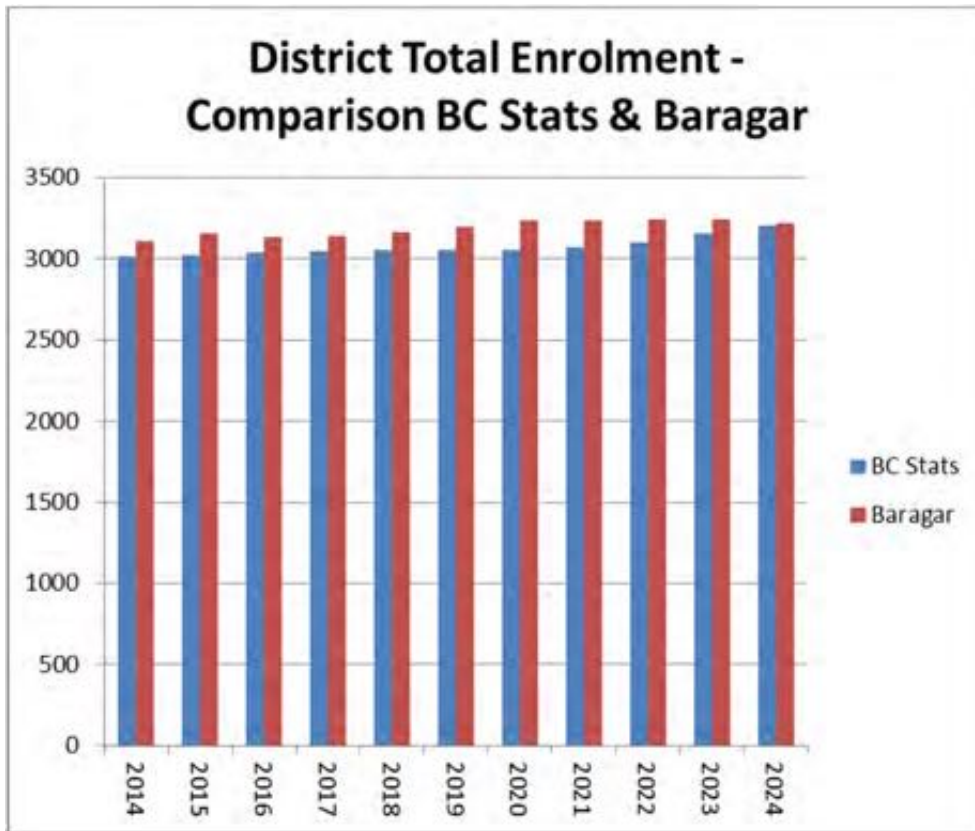
Section 4: Cancellation

A minimum of one week's notice is required for a facility booking to be cancelled. Failure to provide such notice will result in a charge for the rental and any custodial costs incurred. **All cancellations must be processed though the Central Booking Office.**

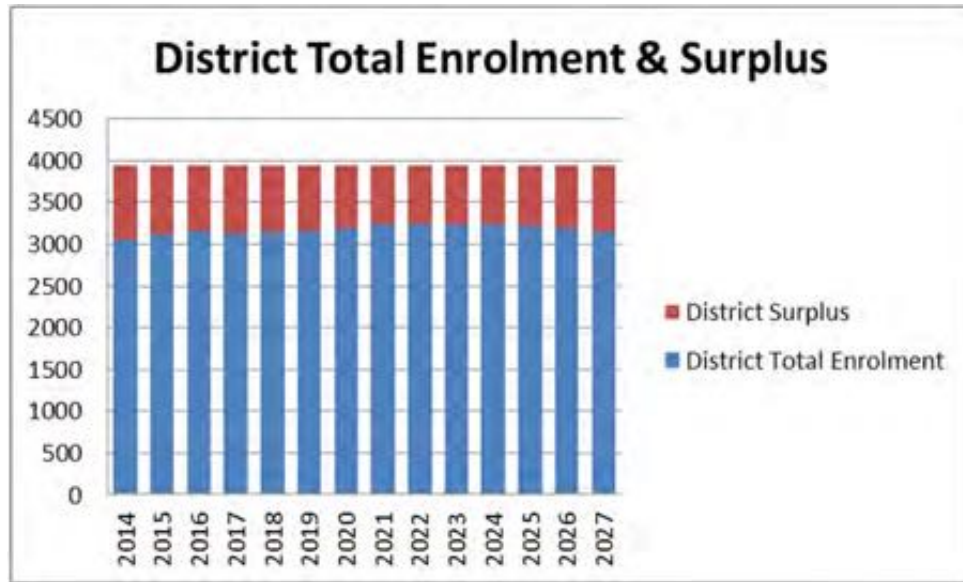
DRAFT

School District NO. 46 (Sunshine Coast)
Long Range Facilities Plan
Enrolment Projections

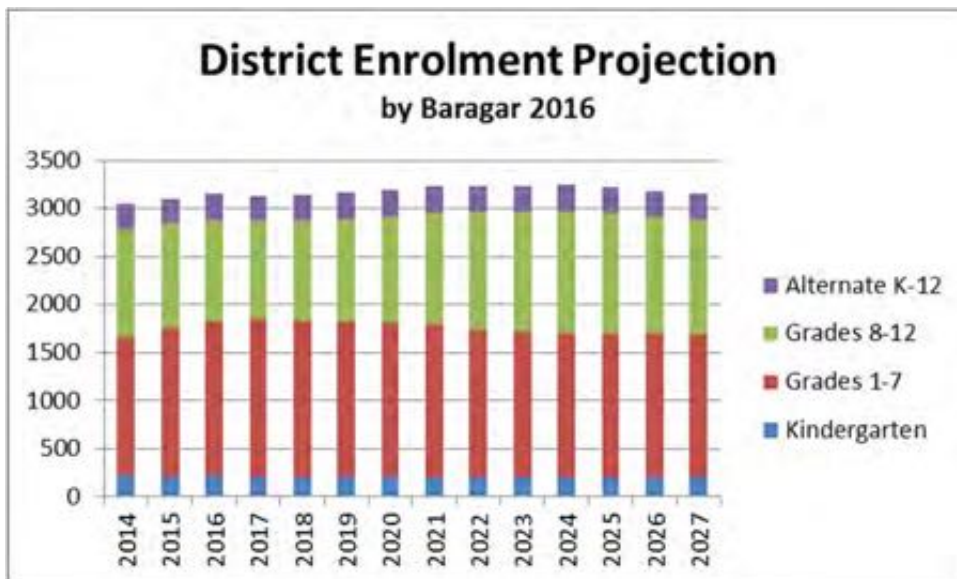
The following graph presents the total District enrolment actual and projected from 2015 – 2024 comparison of BC Stats and Baragar; the projections are very close and demonstrate a modest increase over the next 10 Years. The Baragar numbers are slightly higher and demonstrate an increase from approximately 3,200 to 3,250



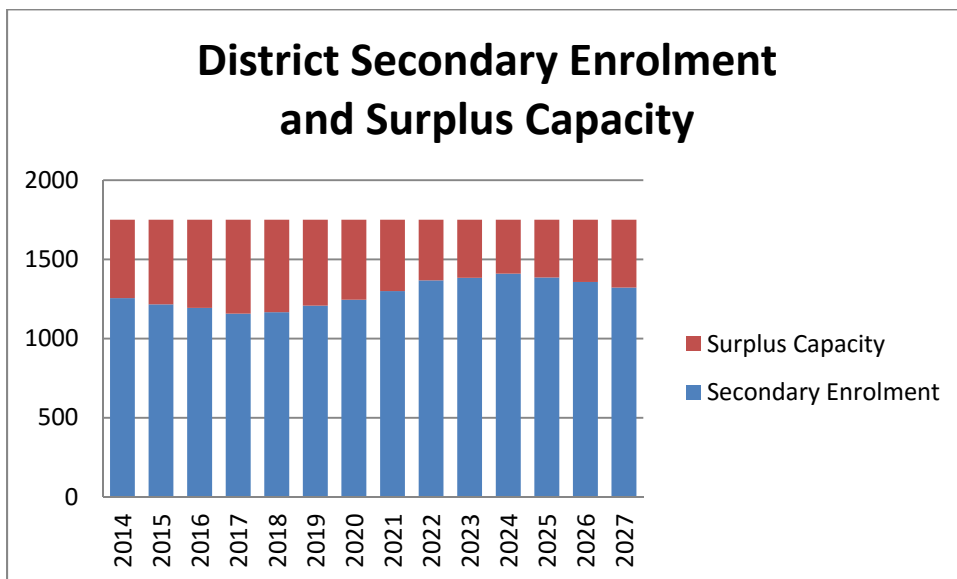
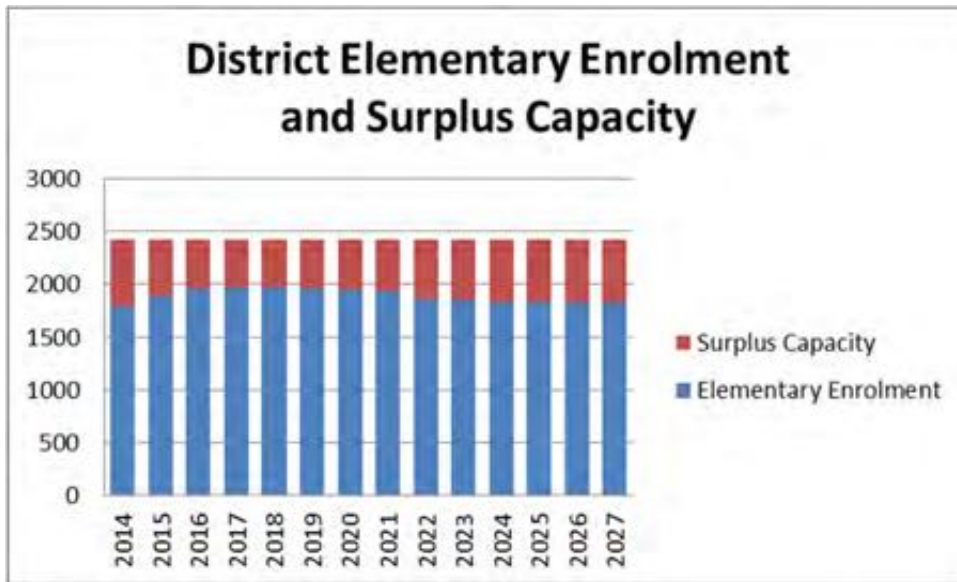
The District total capacity is 3,945 seats. The following graph shows the District total enrolment by Baragar plus the surplus operating capacity which ranges from approximately 700 to 800 seats.



District total enrolment projection by grade configuration based on Baragar information is presented in the following graph. It indicates the kindergarten numbers are relatively constant which is based on the expected birth rate. The elementary numbers trend slightly lower and the secondary numbers trend slightly higher. The alternate program numbers are projected to be stable.

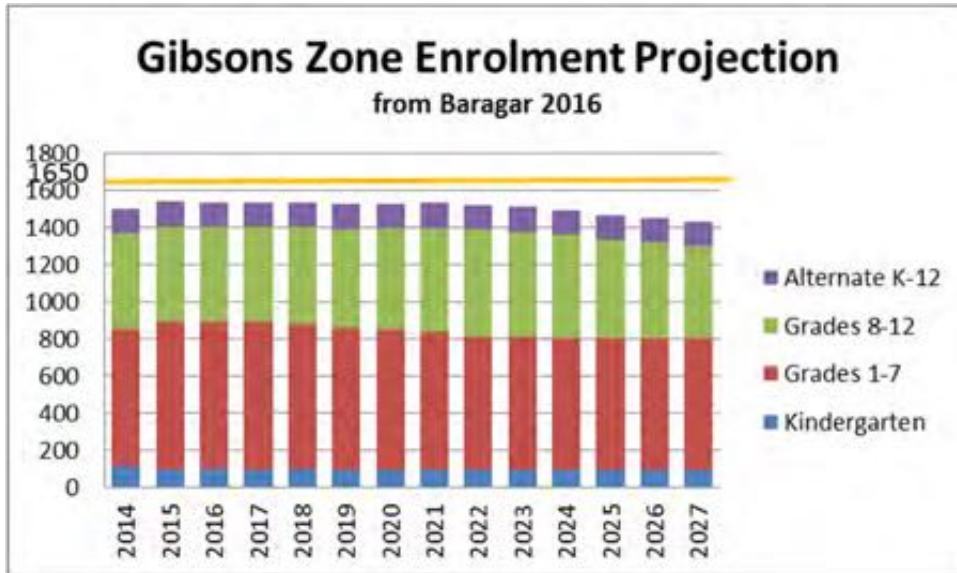


The following two graphs show the district enrolment and the surplus operating capacity for elementary grades and secondary grades including the alternate students split between elementary and secondary. The elementary surplus ranges from 217 to 397 seats and the secondary surplus ranges from 341 to 593 seats.

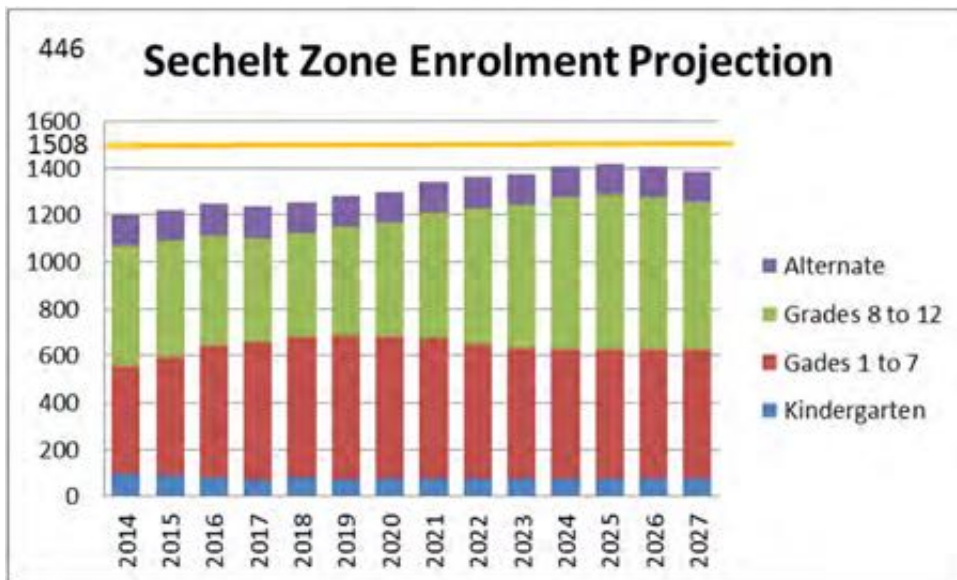


Zone Enrolment Projections

The Gibsons zone total projections by Baragar are shown in the following graph. It was assumed that the alternate students are split between Gibsons zone and Sechelt zone. The total operating capacity is 1650 students in kindergarten to grade 12 as shown in gold. The surplus capacity increases from 110 to 217 by 2017.



The Sechelt zone total projections by Baragar are shown in the following graph. The total operating capacity is 1508 students in kindergarten to grade 12 is shown in gold. It can be seen that the number of surplus seats decreases from 300 to about 100 by 2027.



The Pender Harbour zone total projections by Baragar are shown in the following graph. The total operating capacity is 446 students in kindergarten to grade 12 as shown in gold. The number of surplus seats increases from about 90 to 120 by 2027.

