



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

OPERATIONS COMMITTEE

AGENDA

Thursday, October 18th, 2018 from 12:30-2:00 pm
School Board Office – Gibsons, BC

1. Sustainable Practices (2.j.)
2. Preliminary Budget Timelines
3. Regulations for Review:
 - a. 2080 – Job Descriptions
 - b. 2110 – Reference Checks
 - c. 3140 – Med. Examination of Employees
 - d. 5045 – Grant Applications
 - e. 5070 – School Funds
4. Local Government OCP and Zoning Referrals
(standing item)

SUSTAINABILITY

Our staff will employ sustainable practices through efficient human resource, financial, facility and environmental strategies.



HUMAN RESOURCES Sustainable Practices



Interested in School District Leadership?



Seeking Interested Teachers

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."
John Quincy Adams

We will be hosting a series of six after school sessions looking a variety of issues related to educational leadership.



The format will be learner-driven, participatory and include invited guests to bring a variety of perspectives to the discussion.



Tuesday, October 30
4:30-7:30 p.m.
Sechelt Learning Centre
Please contact Lorna Van Dlessen to RSVP or Paul Bishop for more info.



FINANCIAL

Sustainable Practices

- Continuing to maximize application for Classroom Enhancement Funds.
- Implementing a risk management program.
- Updating regulations to ensure relevant and consistent financial practices.
- Completing a thorough transportation review and bus route optimizations and proceeding with a public consultation.
- Implementing the Timetable Entry Web (TEW) program.



TIMESHEET ENTRY WEB (TEW)

What is it?

- Web-based electronic timesheet module
- Using ministry funding and support to implement
- TEW increases efficiency by:
 - streamlining communication
 - Improving timeliness and accuracy of information
 - Allowing employees to submit their timesheets anywhere/anytime
- Full implementation by the end of the 2018/19 school year



ENVIRONMENTAL STRATEGIES

Sustainable Practices

- Installing 100 kW Solar at Langdale Elementary, Davis Bay Elementary and Pender Harbour Secondary – 203 MWh's of production thus far.
- Completing the high efficiency boiler plant replacements at Roberts Creek Elementary and Cedar Grove Elementary.
- Updating the Energy Matters student engagement program.
- Integrating "Zero Waste" ideas and principles into daily learning and work.
- Working to develop the E3 Online Atlas to support teachers in outdoor education activities.
- Becoming the 1st school district in Canada to be approved for NRCAN funding for ISO 50001 Energy Management System.



ISO 50001 ENERGY MANAGEMENT

What is it?

- Increases awareness of energy use, reinforces good energy management behaviours and makes better use of existing assets and technologies.
- Helps organizations to evaluate and prioritize energy efficient technologies.
- ISO 50001 standards requires an organization to:
 - Conduct an energy review
 - Establish an energy baseline
 - Establish energy objectives and targets that are measurable with timelines
 - Establish and implement an action plan
 - Check performance and monitor, document and report.



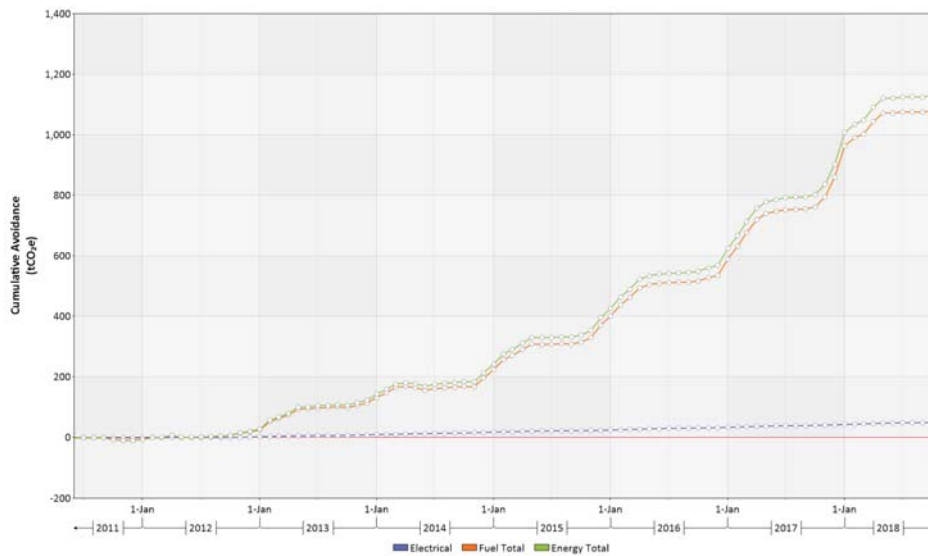
PV SOLAR ARRAYS

Solar at Davis Bay Elementary

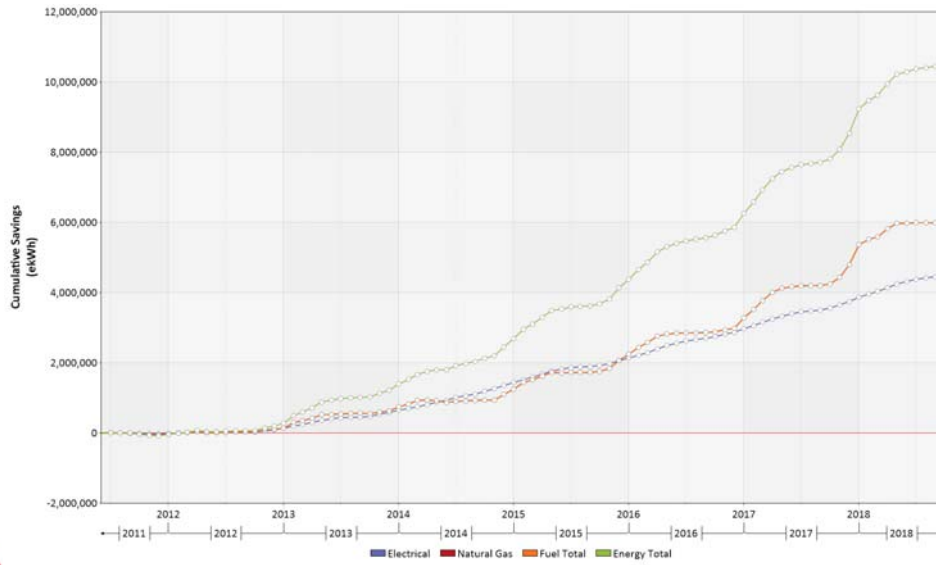


Solar at Pender Harbour Secondary

GREENHOUSE GAS AVOIDANCE— District Wide



CUMULATIVE ENERGY SAVINGS – District Wide



2018-19 Budget Consultations and Process (2018/19 Amended Budget & 2019/20 Preliminary Budget)

MEETING SCHEDULE		
18-Oct-2018	Operations Committee	Budget Timelines Reviewed
To be scheduled	SCTA	Budget Consultation
To be scheduled	CUPE	Budget Consultation
To be scheduled	Technology, Student Support Services, Aboriginal Education, Maintenance	Budget Consultation
To be scheduled	Senior Management	Budget Consultation
14-Nov-2018	Principals' Meeting	Budget Consultation
22-Nov-2018	DPAC	Budget Consultation
27-Nov-2018	Public Meeting (Tentative)	Budget Consultation
To be scheduled	DSLTT	Budget Consultation
To be scheduled	PACs (led by Principals)	Budget Consultation
17-Jan-2019	Operations Committee	2018/19 Amended Budget Review 2019/20 Preliminary Budget Feedback
13-Feb-2019	Regular Board Meeting	2018/19 Amended Budget Approval
21-Feb-2019	Operations Committee	2019/20 Preliminary Budget Considerations
14-Mar-2019	Operations Committee	Ministry Budget Outlook or Announcements
18-Apr-2019	Operations Committee	2019/20 Budget Review
To be scheduled	SCTA	2019/20 Budget Review
8-May-2019	Regular Board Meeting	2019/20 Budget Approval



TO BE REPEALED

School District No. 46 (Sunshine Coast)

Administrative Regulations

PERSONNEL

2080

JOB DESCRIPTIONS

1. A handbook of current job descriptions shall be maintained by the H. R. Department.
2. Existing job descriptions shall be reviewed regularly and any necessary changes shall be recommended in writing to the Superintendent or designate.
3. New job descriptions shall be approved by the Superintendent or designate after consultation with the parties affected.
4. The Superintendent's job description shall be approved by the Board.

Page 1 of 1

Date adopted: January 1996
Revised: October 12, 2010

Reference: Board Policy 2.10/3.1

Supt. Signature:

Title: **Reference Checks and Search of Criminal Records:
Prospective Employees and Volunteers**

Category: **Personnel**

Number: **2110**

I. Rationale:

A. The District believes in providing a safe working and learning environment for staff and students. It is the obligation of managers to review applications and conduct reference checks of prospective employees or volunteers to confirm that they conform to our need for safety.

II. Reference Checks:

A. Applicants for employment:

1. Before an applicant for employment is appointed, a representative of the Board shall conduct a reference check with previous employers, supervisors, instructors and/or other sources relevant for the position to be filled. All responses shall be recorded in writing and shall be as complete as possible.
2. The Human Resources Department at the Board Office shall keep a record of all such reference checks.

III. Search of Criminal Records:

A. For existing and prospective employees, contractors and trustees:

1. This group shall have a "Vulnerable Sector" criminal record check completed as provided by the *Criminal Records Review Act*. This criminal record check is completed by the Human Resources Department.

B. For volunteers:

1. Requests for searches of the criminal record shall be made on the form provided by the Board for this purpose. The consent of the subject of the search shall be obtained in writing on this form and it will be the responsibility of the applicant to deliver the request, in person, to the R.C.M.P. detachment in the applicant's present area of residence.
2. Requests for criminal record searches shall specify the location for which the applicant has applied.
3. The volunteer will be required to pick up the results. The results are to be delivered to the Human Resources Department in confidence.
4. The results will be reviewed by the Human Resources Manager or designate.
5. If the record provides no reason why the applicant should not be in the

Title: **Reference Checks and Search of Criminal Records:
Prospective Employees and Volunteers**

Category: **Personnel**

Number: **2110**

school, the applicant shall be advised in writing. The record shall be returned to the applicant and a copy of the record or a note will be kept in the Board office files to the effect that a criminal records search was conducted revealing no areas of concern.

6. If the record gives information the Human Resources Manager considers detrimental to their presence in the school, they will contact the applicant. Clarification and further action will be determined at that time.

7. In all cases the final disposition of the criminal record search document shall be with the applicant, not with the Board.

8. The criminal record check is considered valid for a period up to 5 years from the date of the search.

IV. Appeal of Criminal Records:

A. If the applicant should consider the record to be incorrect, the official shall advise the applicant to take the matter up with the R.C.M.P.

B. If the R.C.M.P. on researching the record further concludes the record was in error, the applicant may request a revised/corrected record be furnished to the Board.

Received:

References:



Title: **Reference Checks and Search of Criminal Records:**
~~Volunteers and Former or Prospective Employees~~ and
Volunteers

Category: **Personnel**

Number: **2110**

I. Rationale:

A. The District believes in providing a safe working and learning environment for staff and students. It is the obligation of managers to review applications and conduct reference checks of prospective employees or volunteers to confirm that they conform to our need for ~~a~~ safety.

II. Reference Checks:

A. Applicants for employment:

1. Before an applicant for employment is appointed, a representative of the Board shall conduct a reference check with previous employers, supervisors, instructors and/or other sources relevant for the position to be filled. All responses shall be recorded in writing and shall be as complete as possible.

~~2.~~—The Human Resources Department at the Board Office shall keep a record of all such reference checks.

~~3.~~—Volunteers:

~~4.~~—

~~5.~~—Each new volunteer shall be asked to sign a release form, authorizing the administrative officer of the school to conduct reference checks.

~~6.~~—

~~7.~~—The administrative officer of the school shall use his/her discretion in establishing the need to conduct reference checks.

~~8.~~—

~~9.~~—Administrative officers shall keep a written record of all such reference checks.

~~10.~~2.

III. Search of Criminal Records:

A. For existing and prospective employees, contractors and trustees:

1. This group shall have a "Vulnerable Sector" criminal record check completed as provided by the *Criminal Records Review Act*. This criminal record check is completed by the Human Resources Department.

Title: **Reference Checks and Search of Criminal Records: ~~Volunteers and Former or Prospective Employees and~~ Volunteers**

Category: **Personnel**

Number: **2110**

B. For volunteers:

1. Requests for searches of the criminal record shall be made on the form provided by the Board for this purpose. The consent of the subject of the search shall be obtained in writing on this form and it will be the responsibility of the applicant to deliver the request, in person, to the R.C.M.P. detachment in the applicant's present area of residence.

2. Requests for criminal record searches shall specify the location for which the applicant has applied.

3. The ~~employee-volunteer~~ will be required to pick up ~~from the RCMP a sealed envelope the results, which will contain the search results. This envelope is~~ The results are to be delivered to the ~~Superintendent or designate Human Resources Department un-opened in confidence.~~

4. ~~Once the search has been completed and the envelope returned to the Board, this~~ The envelope will is to be only be opened by the Superintendent or designate ~~The results will be reviewed by the Human Resources Manager or designate.~~

5. If the record provides no reason why the applicant should not be in the school, the ~~Superintendent or designate~~ applicant shall be ~~advised the applicant~~ in writing. The record shall be returned to the applicant and a copy of the record or a note will be kept in the Board office files to the effect that a criminal records search was conducted revealing no areas of concern.

6. If the record gives information the Human Resources Manager considers detrimental to their presence in the school, ~~he/she~~ they will contact the applicant. Clarification and further action will be determined at that time.

~~7. ———~~

7. In all cases the final disposition of the criminal record search document shall be with the applicant, not with the Board.

~~a)8.~~ The criminal record check is considered valid for a period up to 5 years from the date of the search.

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B. If the R.C.M.P. on researching the record further concludes the record was in error, the applicant may request a revised/corrected record be furnished to the

Title: **Reference Checks and Search of Criminal Records:**
~~Volunteers and Former or~~ Prospective Employees and
Volunteers

Category: **Personnel**

Number: **2110**

Board.

Received:

References:





TO BE REPEALED

School District No. 46 (Sunshine Coast)

Administrative Regulations

HEALTH AND SAFETY

3140

MEDICAL EXAMINATION OF EMPLOYEES

1. In consultation with the School Medical Officer, the Superintendent (or designate) may require an employee to undergo an examination by a medical practitioner, if the employee's physical, mental or emotional health presents a significant risk to the health or welfare of students or other employees.

Page 1 of 1

Date adopted: January 1996
Revised: December 3, 1997

Reference:

Supt. Signature:

Title: **Grant Applications**
Category: **Finance**
Number: **5045**

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 Board may seek or accept external funding through donations or grants.

II. Procedures:

- 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);
 7. is subject to District procedures regarding accounting and tax receipts; and
 8. neither exploits a captive audience nor exerts direct pressure to compel students, parents or the school community to support any commercial enterprise.
- B. Principals may sign grant applications for up to \$2,000. Any grant submissions for greater than \$2,000 must come to the Secretary-Treasurer (or designate) for consideration.
- C. Only Principals, 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.



Title: **Grant Applications**

Category: **Finance**

Number: **5045**

F. School parent advisory council (PAC) or 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.

Received:

References: Policy 12 (Role of Secretary-Treasurer), Policy 18 (Local Purchasing)

DRAFT

Title: **School Funds**
Category: **Finance**
Number: **5070**

I. Rationale:

To be as efficient as possible, certain types of transactions are permitted using school-based bank accounts.

II. Process:

A. Principals shall take appropriate steps to ensure that all monies collected or authorized in a school's name shall be secured at all times and shall ensure that unsecured funds are not kept in the school overnight.

B. Principals shall ensure that all funds which are collected or dispersed at the school shall be kept in trust accounts and accounted for in an appropriate way, consistent with the school district's policies and regulations.

C. The district's Office Handbook designates appropriate procedures regarding managing school funds and the types of transactions that are permitted.

D. All funds administered by a school, including student council funds, shall be audited, at least biannually, by the Secretary-Treasurer and may be audited by an external auditor.

E. Wherever possible, the amount of cash held by the school should be minimized, to reduce the potential for theft and malfeasance.

F. Schools shall not collect or hold funds on behalf of any third party, unless approved by the Secretary-Treasurer.

Received:

References:



Title: **School Funds**
 Category: **Finance**
 Number: **5070**

I. Rationale:

To be as efficient as possible, certain types of transactions are permitted using school-based bank accounts.

II. Process:

I.

~~II.A.~~ Principals shall take appropriate steps to ensure that all monies collected or authorized in a school's name shall be secured at all times and shall ~~make students and the public aware~~ ensure that unsecured funds are not kept in the school overnight.

~~B.~~ Principals shall ensure that all funds, ~~public or non-public,~~ which are collected or dispersed at the school shall be kept in trust accounts and accounted for in an appropriate way, consistent with the school district's policies and regulations.

~~III.C.~~ The district's Office Handbook designates appropriate procedures regarding managing school funds and the types of transactions that are permitted.

~~D.~~ All funds administered by a school, including student council funds, shall be audited, at least biannually, by the Secretary-Treasurer and may be audited by an external auditor ~~at the request of the Superintendent.~~

~~E.~~ Wherever possible, the amount of cash held by the school should be minimized, to reduce the potential for theft and malfeasance.

~~F.~~ Schools shall not collect or hold funds on behalf of any third party, unless approved by the Secretary-Treasurer.

~~IV.~~

Received:

References:



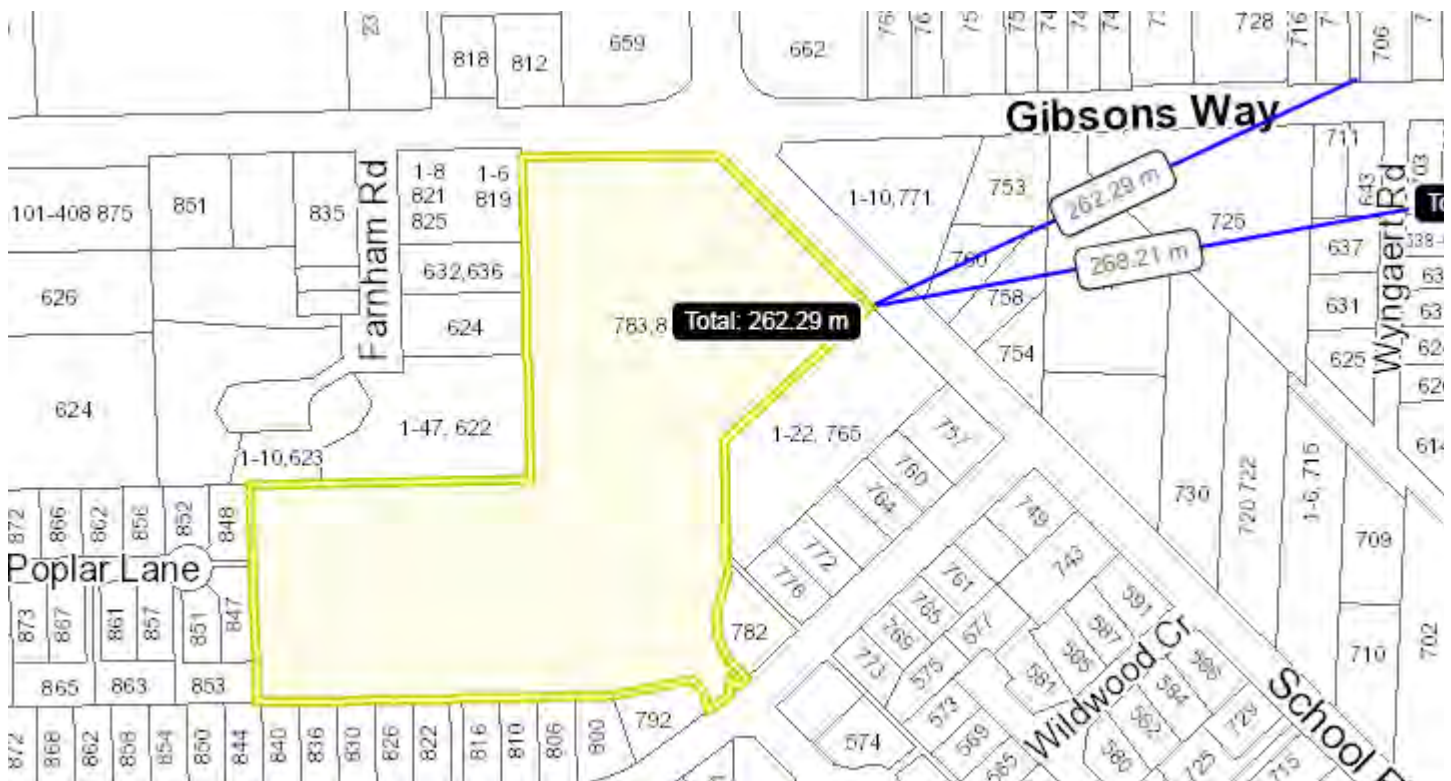
Erica Reimer

From: Lesley-Ann Staats <lstaats@gibsons.ca>
Sent: October 16, 2018 12:11 PM
To: Erica Reimer
Subject: RE: Correspondence re: Cannabis Stores and Consumption Lounges

Hi Erica,

Thank you for this letter on behalf of the Board of Education at SD46.

Did the Board discuss a comfortable buffer distance by any chance? The reason I'm asking is because two existing dispensaries are located approximately 260-270 m from the closest corner of Gibsons Elementary School property and I am wondering if the current buffer is sufficient, or if it is an issue. If current distances are not a concern, I'd suggest a 250 m buffer, however, if they are, we would need to consider a larger buffer. Below is a map highlighting GES and the distances to the two closest Cannabis retail stores on Gibsons Way and Wyngaert Road.



Best Regards,

Lesley-Ann Staats, MCIP, RPP
 Director of Planning
 Town of Gibsons
 P: 604-886-2274

Visit us at www.gibsons.ca
 Like us on [facebook](https://www.facebook.com/gibsonstn)

Nature is our most valuable infrastructure asset. www.gibsons.ca/eco-assets

From: Erica Reimer <ereimer@sd46.bc.ca>

Sent: October-16-18 10:50 AM

To: Mayor and Council <mayorandcouncil@gibsons.ca>; Emanuel Machado <emachado@gibsons.ca>; Lesley-Ann Staats <lstaats@gibsons.ca>

Cc: Pratt, Lori <lpratt@sd46.bc.ca>; Bocking, Patrick <pbocking@sd46.bc.ca>

Subject: Correspondence re: Cannabis Stores and Consumption Lounges

Please see the attached correspondence, sent on behalf of the Board of Education of School District No. 46 (Sunshine Coast).

Thank you,

Erica Reimer

Executive Assistant to the Secretary-Treasurer

School District No. 46 (Sunshine Coast)

Lifelong Learning | Educational Excellence

p: 604.886.4483 f: 604.886.4652

ereimer@sd46.bc.ca | www.sd46.bc.ca

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TOWN OF GIBSONS

PO Box 340
474 South Fletcher Road
Gibsons BC | VON 1V0

T 604-886-2274

F 604-886-9735

info@gibsons.ca

www.gibsons.ca

October 9, 2018

Reference: Referral for TUP-2018-02 The Rainforest Compassion Club

The proposed Cannabis Legislation Zoning Amendment 1065-46 is scheduled for Third Reading on October 16, 2018. This bylaw proposes to prohibit cannabis stores and cannabis consumption lounges in all zones. Applicants wishing to continue to operate a cannabis store have the ability to apply for a TUP to allow a temporary use for a maximum of 3 years, with an option to reapply once more for a TUP at the end of the specified term.

Temporary Use Permits are specific to a legal parcel or retail unit – Council may consider an expiry date prior to the 3-year maximum.

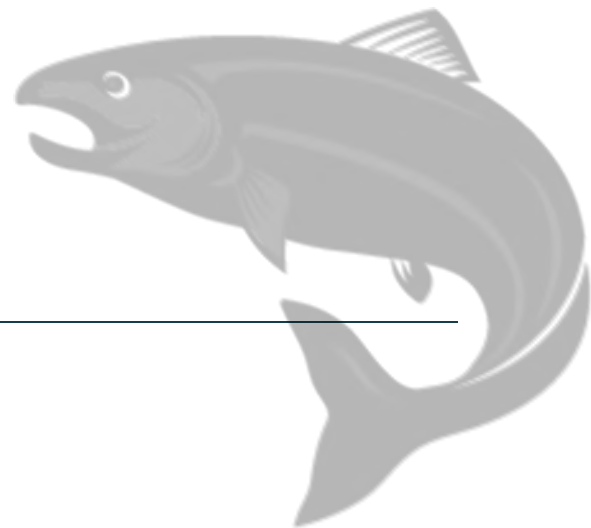
Please find the referral for the Temporary Use Permit for The Rainforest Compassion Club, located at Units 102 and 103, 703 Gibsons Way.

Please submit your comments to Lesley-Ann Staats, Director of Planning, at lstaats@gibsons.ca or at the mailing address above by **November 2, 2018**.

Yours truly,

KThomas

Katie Thomas, MPlan
Planner 1





Planning Department

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

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

www.gibsons.ca

DEVELOPMENT APPLICATION REFERRAL FORM

Referral Date: _____ .

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

APPLICATION TYPE

- Development Permit (Permit No. _____)
- Development Variance Permit (Permit No. _____)
- Temporary Use Permit (Permit No. _____)
- Sign Development Permit (Permit No. _____)
- Agricultural Land Reserve Exclusion (Application No. _____)
- Official Community Plan Amendment (Application No. _____)
- Zoning Amendment Application (Application No. _____)

REFERRED TO

- M.O.T.I
- SD-46
- Sunshine Coast Regional District
- Agricultural Land Commission
- Advisory Planning Commission
- TOG Engineering Department
- TOG Approving Officer
- Fire Department
- TOG Building Department
- _____

DESCRIPTION OF PROPERTY

Lot/Parcel _____ Plan _____ Block _____

District Lot/Section _____ Range _____

Other Description _____

Street Address _____

Folio Number _____ Parcel Identifier (PID) _____

DESCRIPTION OF PROPOSAL

CONTACT INFORMATION

Date: _____

Agency or department: _____

For further more information on the comments provide below contact:

_____, _____ _____
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

DISTRICT of SECHELT

REFERRAL FORM

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

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

APPLICATION NO: 3320-20 2018-24						OCP
					x	Zoning
APPLICANT	Bronson Moore for Bounty Development Corp.		APPLICANT'S ADDRESS	6735 Norwest Bay Road	x	Subdivision
						Dev. Permit
SITE ADDRESS	6720 Acorn Road		Date	September 19, 2018		Dev. Variance
LEGAL	Lot	B	Block	-		OTHER:
	District Lot	2338	Plan	46631		
	Zoning	Existing	RR-1	Proposed	R-1	
	OCP Designation	Existing	Multifamily/ Mixed Residential	Proposed	Unchanged	

PLEASE RESPOND TO THIS REFERRAL BY OCTOBER 19, 2018

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

PURPOSE OF APPLICATION: To rezone a 16,400 m² parcel from RR-1 (Rural Residential) to R-1 (Residential) to allow for an eight lot subdivision with properties ranging in size from 2,000 m² to 2,364 m².

GENERAL LOCATION: Acorn Road, West Sechelt

OTHER INFORMATION:

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

Angela Letman Municipal Planner
Angela Letman

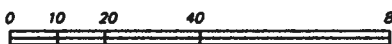
This referral has also been sent to the following agencies:

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

Community Associations

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

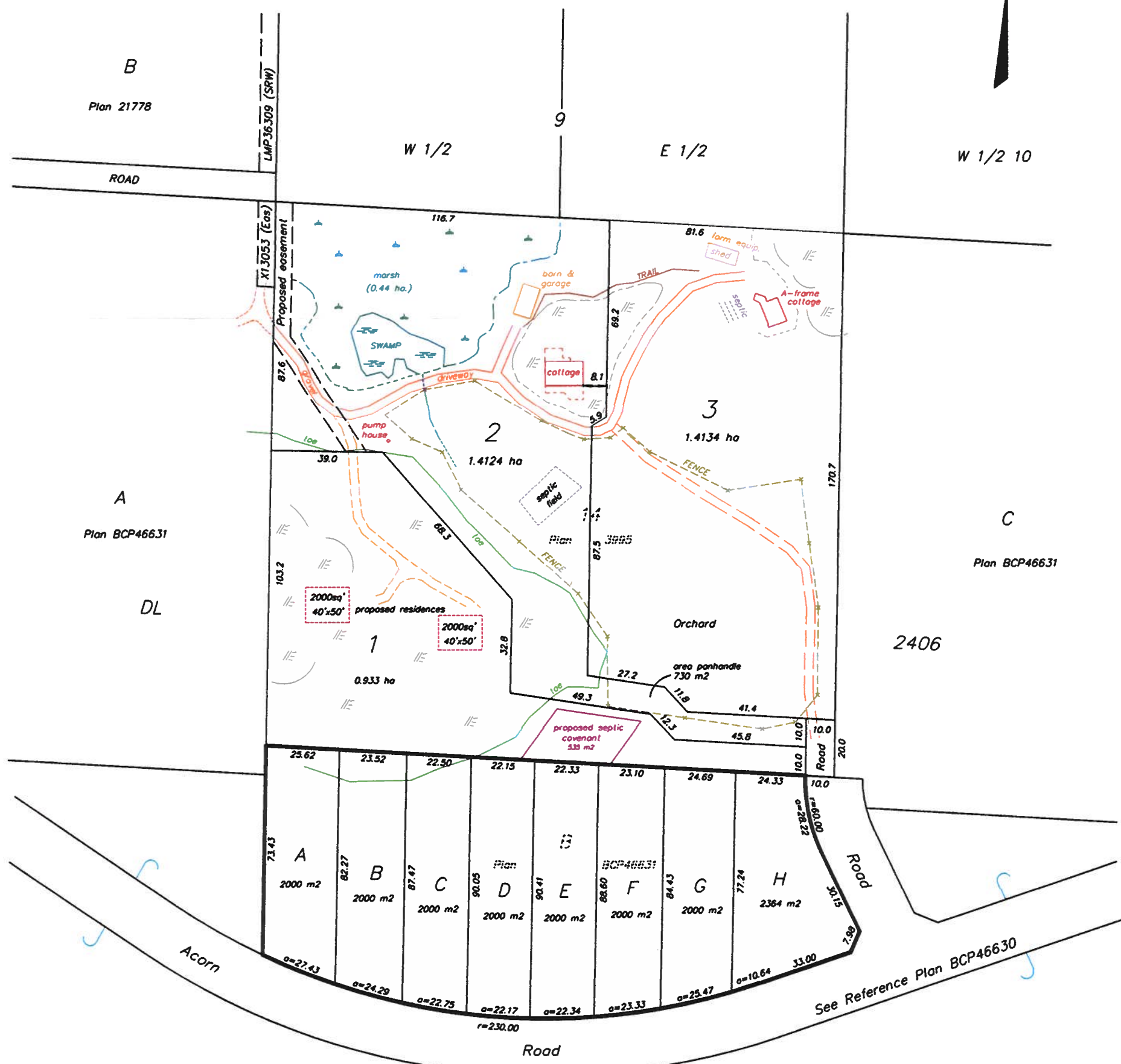
Proposed Subdivision Plan of Lot B, DLs 2338 & 2406, Plan BCP46631.

Scale - 1:1000 

This plan lies within the District of Sechelt.
All distances are in metres and decimals thereof.

Date this dwg. June 5th, 2013.

PRELIMINARY SKETCH



Rem DL 2338

PETER M. GORDON
LAND SURVEYING INC.
PO BOX 2329 SECHULT B.C.
V0N 3A0 885-3286 FAX 885-2505
gordonsurveys@dccnet.com

Subdivision Plan of: Part of DL 2338, Except Those Portions in Plans 7924, 8320, 22116 and Reference Plan BCP 46630; The West 1/2 of Block 13 and The East 1/2 of Block 15, Plan 3995, DL 2406; Closed Road A, Closed Road B, and Closed Road C, Reference Plan BCP 46629, Dedicated on Plan 3995, DL 2406; all of Gp 1, NWD.

Pursuant to Section 67 L.T.A.

Scale - 1:1250 0 10 20 40 80 METRES

The intended plot size of this plan is 864mm in width by 560mm in height (D size) when plotted at a scale of 1:1250

All distances are in metres and decimals thereof.

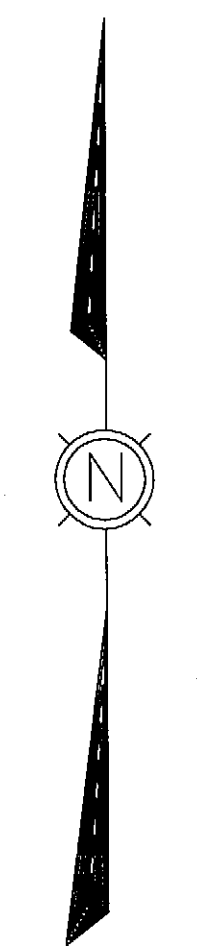
B.C.G.S. 92G.041

Reference Plan BCP 46631

Deposited in the Land Title Office at New Westminster, B.C., this 9 day of November, 2010.

L. Blaschuk vc Deputy Registrar BB1719692

Approved under the Land Title Act this 13 day of September 2010. District of Sechelt Approving Officer - Ray Parfitt



Closed Road B. Owner-Rem DL 2338. Western Eagle Development Corporation. Inc. No. 295175. Witness: Peter M. Gordon. Address: 5788 Cowrie St. Sechelt, BC. Occupation: BCL5.

Closed Road C. Owner-W1/2 Bk 13. Gordon Hugh McCourt. Witness: Peter M. Gordon. Address: 5788 Cowrie St. Sechelt, BC. Occupation: BCL5.

Owner-Bk 14. Witness: Peter M. Gordon. Address: 5788 Cowrie St. Sechelt, BC. Occupation: BCL5.

Closed Road A. Owner-E1/2 Bk 15. Stephanie Enid Crane. Witness: Peter M. Gordon. Address: 5788 Cowrie St. Sechelt, BC. Occupation: BCL5.

Mortgagee-Bk 14. ComputerShare Trust Company of Canada. Inc. No. A52313. CA902086. CA902087. Witness: Charlene Cheung. Address: 100 University Ave. B.C. Occupation: Administrator, MBS.

Closed Road B. Mortgagee-E1/2 Bk 15. Andrew Hopkinson. Witness: JADET CARR, THERS. Address: 21,5710 Teredo St. Sechelt, BC. Occupation: Lawyer.

PETER M. GORDON LAND SURVEYING INC. PO BOX 2329 SECHELT B.C. VON 3A0 604-885-3286 FAX 885-2505 gardonsurveys@ccnet.com

Legend. Bearings are astronomic derived from Plan LMP5337. • denotes standard iron post found. ○ denotes standard iron post set.

This plan lies within the Sunshine Coast Regional District. I, Peter M. Gordon, a British Columbia Land Surveyor, of the District of Sechelt, in British Columbia, certify that I was present at and personally superintended the survey represented by this plan, and that the survey and plan are correct. The field survey was completed on the 24th day of April, 2010. The Plan was completed and checked, and the checklist filed under #109754, on the 3rd day of May, 2010.

original 504003L3A