



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

OPERATIONS COMMITTEE NOTES

Held on October 18th, 2018 from 12:30-2:00 pm
At the School Board Office, Gibsons, B.C.

PRESENT: TRUSTEES: Lori Pratt (Committee Chair), Dave Mewhort

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of Instruction; Nicholas Weswick, Secretary-Treasurer; Phil Luporini, District Principal of Technology; Rob Collison, Manager of Facilities and Transportation; Erica Reimer, Executive Assistant (Recording Secretary)

The meeting was called to order at 12:37 p.m.

1) Sustainable Practices (2.i.)

The committee heard a report on sustainable practices across the district.

Director Bishop shared information on a leadership series being offered by Human Resources. The series is open to all interested staff to allow for broader discussion and sphere of influence.

Secretary-Treasurer Weswick reported on sustainable practices in the finance area, including the initial stages of the development of a risk management program, ongoing review of regulations, and the implementation of a web based timesheet program.

Rob Collison, Manager of Facilities, reported on sustainability projects in facilities, including the completion of three major solar projects at three sites and the installation of high efficiency boilers at all school sites.

2) Preliminary Budget Timelines

Secretary-Treasurer Weswick spoke to the consultation and process schedule included in the meeting package. He noted that the schedule could change if the ministry implements changes as a result of the funding model review. The public consultation is set for Tuesday, November 27 at 6:30 pm at Chatelech Secondary School.

3) Regulations for Review:

a. Regulation 2080 – Job Descriptions

Director Bishop reported that the regulation would be repealed following the circulation phase as the process is described in the collective agreement contract.

b. Regulation 2110 – Reference Checks

Director Bishop reported that the regulation had been updated to reflect current practices.

c. Regulation 3140 – Medical Examination of Employees

Director Bishop reported that the regulation would be repealed following the circulation phase as the process is described in the collective agreement contract.

d. Regulation 5045 – Grant Applications

Secretary-Treasurer Weswick reported that the new regulation clarifies processes and allows for oversight and increased awareness for larger grant applications.

e. Regulation 5070 – School Funds

Secretary-Treasurer Weswick reported that the regulation includes new limits to the amount of cash held at schools and clarifies that funds should not be collected or held on behalf of a third party, without proper approval.

4) Local Government OCP and Zoning Referrals (standing item)

The committee discussed a request for clarification from the Town of Gibsons regarding the board's request for a buffer zone between cannabis retail outlets and school sites. District staff reported that other jurisdictions, namely the City of Vancouver and Washington State, require a buffer zone of 300 meters (1000 ft in Washington State). The committee agreed that the distances seem reasonable.

RECOMMENDATION:

“That the board send a letter to all local governments requesting a buffer zone of 300 meters be maintained between school sites and cannabis stores or consumption lounges.”

Secretary-Treasurer Weswick indicated that he would respond to the referral received from the Town of Gibsons and report that a conversation took place regarding a suggested buffer zone.

The committee discussed a referral received from the District of Sechelt for a subdivision in the West Sechelt Elementary catchment area. The committee did not recommend a response but did acknowledge that development in the area could add to enrolment issues at the already overcrowded West Sechelt Elementary school.

The meeting adjourned at 1:27 pm.

NEXT MEETING: Thursday, November 22nd from 12:30-2:00 pm at the Sechelt Learning Centre.