



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

**OPERATIONS COMMITTEE
AGENDA**

Thursday, November 22nd, 2018 from 12:30-2:00 pm
Sechelt Learning Centre – Sechelt, BC

1. Healthy Staff (2.e.)
2. Budget Discussion
3. Regulations for Review:
 - a. 3010 – Accident and Illness
 - b. 3070 – Fire Safety
 - c. 3080 – First Aid
 - d. 4100 – Natural Gas Leaks
 - e. 2130 – Volunteers
4. Local Government OCP and Zoning Referrals
(standing item)

The HR Report

School District #46 (Sunshine Coast)



What's New in HR?

The only constant is change! Welcome to all of the district's new employees - 29 new teachers and 17 new support staff employees since May 1, 2018! Heidi has been very busy providing new orientations to all of our new staff and we hope they are enjoying their new positions/roles in our busy district. School District No. 46 now employs over 575 people on the Sunshine Coast making us the largest employer (we think!). We are our own community so please welcome all of our new employees should they show up at your worksite.

September startup is always a busy time for Human Resources. This year was smooth with minimal movement ... a few late starts to classrooms but overall enrolment is up, which is exciting news. Any teacher vacancies posted for the remainder of the school year will be temporary and are open to all teachers. Generally, the filling of new teacher positions should be complete by the end of October and any remaining vacancies during the school year will be filling leaves.



Dates to Remember:

Monday, November 12 is the Remembrance Day statutory holiday

Monday November 26 is a Professional Development Day

Wednesday, November 28 and Thursday November 29 is Early Dismissal

Monday December 24 to Friday January 4 (inclusive) is Winter Break

Monday January 7 is a Non-Instructional Day

Tuesday, January 8 - schools reopen for students.

Administrative Staff at the Board Office

Stephanie Murawsky
Executive Assistant to the Superintendent/Communications Officer
(604) 886-4489 or smurawsky@sd46.bc.ca

Erica Reimer – Executive Assistant to the Secretary-Treasurer
(604) 886-4483 or ereimer@sd46.bc.ca

Lorna Van Diessen
Administrative Assistant to the Director of Instruction
(604) 886-4491 (Mon-Thurs) or lvandiessen@sd46.bc.ca

Heidi Zurbrugg
Human Resources Assistant
(604) 886-4490 or hzurbrugg@sd46.bc.ca

Shannon Whittall
Payroll Administrator (Teachers and Principals)
(604) 886-4482 or swhittall@sd46.bc.ca

Lai Tang
Payroll Administrator (CUPE and Exempt Staff)
(604) 886-4481 or ltang@sd46.bc.ca

Nadine Slingerland
Financial Analyst
(604) 886-4497 (Mon-Thurs) or nslingerland@sd46.bc.ca

Piera Windsor
Finance Assistant
(604) 886-4492 or pwindsor@sd46.bc.ca

Theresa Chapman
Central Dispatch Clerk
(604) 886-4494, (604) 886-1366 (voicemail only) or tchapman@sd46.bc.ca

Dana Sauer
Facilities Booking Clerk
(604) 886-4480, 604 886-8811 or dsauer@sd46.bc.ca

Knowledge Base

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WHMIS

The district has officially transitioned to the latest WHMIS labelling and reporting requirements from WorkSafe BC. This means all district staff must ensure they have taken the online WHMIS 2015 course offered online. At the time of writing this, over 230 employees have completed their training. All employees must have completed this training by **December 1, 2018**. Instructions on how to access the course were sent to all sites. For a reprint of the instructions please contact Heidi at hzurbrugg@sd46.bc.ca.

SENIORITY LISTS

The CUPE seniority lists 1 and 2 have been recently published and are available on Engage Sharepoint (Lists and Forms | HR | CUPE | Seniority Lists). Support staff are strongly encouraged to review these lists and contact the Human Resources Department if there are any questions. A reminder that List 2 is used *as published* for the purposes of daily dispatch. For awarding positions, worked shifts will be added to the list 2 total. These shifts must be worked between the day after the date of publication of list 2 to the end of the last pay period before the posting closing date.

An updated teacher seniority list can also be found on Engage Sharepoint (Lists and Forms | HR | SCTA | SCTA Seniority Lists).

Employee Absences

Over the course of the school year, employees may need to be absent from work for a variety of reasons. Most of these situations are predictable, and should be arranged by filling out the appropriate Leave of Absence form a minimum of 2 weeks in advance. However, if the absence is unexpected (e.g. illness, emergency or compassionate circumstances) the employee should call the Central Dispatch line at 604-886-1366 as early as possible. Emergency leave request paperwork must be filled in as soon as possible after the fact. The following information should be provided to dispatch when calling in:

- your name and work location;
- length of absences and start and finish time of shift (if applicable)
- reason for absence and whether or not it will be necessary to find a replacement;
- teachers will need to include information about their teaching assignment for the teacher teaching-on-call.

Dispatch calls most employees between 7:00 am and 8:30 am, therefore absence calls received after 8:00 am may not have a replacement dispatch in time for the school.

Support Staff - Timesheet Entry Web

Your payroll department has been working on an exciting project. Soon, all support staff will be using electronic timesheets! Over half of the schools in the district have moved to TEW, with this replacing the current “exception” timesheet. Once all schools have changed to the new system, we will be introducing TEW for maintenance personnel in the new year, and then for custodians and replacement staff.



What is Timesheet Entry Web (TEW)?

An electronic timesheet that you use to report your hours

How does TEW work?

Employees will log in through the employee portal to access their timesheet, fill and submit online

Why implement a new process?

- *Privacy – only you can see your timesheet*
- *Control - employees will now report hours worked, view and verify schedules/absences and have access to historical payroll information.*
- *Convenience - employees can submit time from a home computer, phone or any internet access*

When will employees start using TEW?

Phase 1 will begin in October and will include all classroom support positions (Education Assistants, Childcare Workers, Lab Assistants, etc.) and clerical positions. Additional information will be available soon.

Please note: to use Timesheet Entry Web, you must be able to access your Employee Portal. If you are not able to access your Employee Portal, please contact Human Resources for your login information. Also, if your schedule does not match what you work, please advise your supervisor as soon as possible.

As we complete the transition process, the payroll team of Shannon, Nadine and Lai will be providing training and ongoing support.

For more information, please contact Lai Tang.

**Need to find an LOA form?
Looking for a place to post
your car for sale? Want to find
out what your school staff is
up to?**

School District 46's Engage site has everything you are looking for! Engage is a collaborative site for all staff members to engage with, add their input and find the information that is important to them.

Go to the school district website and click on "**Engage! Login**", enter the same username and password you use for your district email and start exploring! If you have any questions about access to different sites or how to navigate, don't hesitate to contact the Technology Department at 604-885-2114.

Engage



Health and Wellness Across the District

We are excited to see that school staff are looking at different ways to support health and wellness at their sites. Some things happening around the district now include pilates at lunch, staff potlucks, yoga, walking meetings, different food options to muffins at meetings (like proteins or fruit) and finally, staff celebrations.

How might professional development or workshops increase your "toolkit" and affect your sense of well-being at school? Consider taking a course on Positive Discipline, Mental Health First Aid or Non-Violent Crisis Intervention (CPI) which are all offered through our District Support Services.

For more information, check your site Pro-D bulletin board.

COLD AND FLU SEASON

We are pleased to actively promote the free vaccine opportunity to all our employees. Most pharmacies on the coast are offering free flu shots to SD46 Employees.

STEPS TO FOLLOW:

1. Phone first to ensure availability.
2. Bring your Care Card.
3. Identify yourself as an employee of School District No. 46.
4. If you are required to pay for your flu shot, send the receipt to the Board Office for reimbursement.

OTHER WAYS TO REDUCE THE SPREAD OF THE FLU ARE:

- ✓ Wash your hands frequently, and/or use hand sanitizer
- ✓ Cough and sneeze into your arm, not your hand
- ✓ Most importantly, if you are sick, stay home. Doctors recommend staying home for 24 hours after your last fever.



If you are injured at work...

We hope it never happens. But if you are injured at work you must report it to your employer. Please ensure you follow these steps:

1. Seek First Aid - a first aid report and/or WorkSafe form 6a should be filled out
2. Report your injury to your employer, and seek medical attention if directed (by first aid or your employer) or you feel you need to
3. Report your injury to WCB at 1-888-967-5377

Please remember to use the call system if you are working alone. Let's keep everyone safe!



WORK SAFE BC

Brose and Sharon MacKenzie (CUPE) along with Mike Martens and Paul Bishop as management representatives. We read your site based minutes monthly!

There are a couple of Worksafe issues to be aware of: 1) All new H&S Committee members, or those of you who have been off of the committee for over two years, must receive mandatory 8 hours of safety committee training within 6 months of joining the committee. The District will run sessions each year for new or returning members. 2) A Professional Development activity will be offered each year to all committee members. Activities are chosen by the District Health and Safety Committee with input from the site committees. This year's activity is focused on Mental Health with a course called Stress in the Workplace and will be offered on February 20/21, 2019.

School District Policy

With the legalization of cannabis we thought it timely to remind all employees of the following:

1. The consumption or use of alcohol or recreational drugs during regular working hours or reporting for work under the influence of the above is prohibited and grounds for discipline and possible termination of employment.
2. Smoking and/or the use of tobacco/vaping/cannabis products is prohibited by law on all property owned and operated by the School District including district vehicles.

Health and Safety

Thank you to those of you who have taken on the role of Health and Safety representative at your worksites. These monthly meetings are an important part of ensuring that all employees are looked after and that we address any concerns related to Worksafe issues. This year's District Health and Safety Committee is made up of: Mike Rines and Alison Liddicoat/Brenda Masich (SCTA), Darin

My Good Health: Your personal health dashboard!



Whether you want to exercise more or learn ways to lower stress, the Pacific Blue Cross web portal has a variety of interactive tools and guides to help you take control of your physical and mental health.

This portal is available exclusively to Pacific Blue Cross plan members and offers one stop access for comprehensive health and wellness information. Sign in to your Pacific Blue Cross account to access your portal. Registering for Access as a Plan Member on the Pacific Blue Cross portal allows you to take advantage of featured savings such as the one pictured here, as well as:

- * Check your plan coverage and limits
- * Send your ID card to your mobile device
- * Look up drugs to see if they are covered
- * View your claim statements
- * Register for direct deposit
- * View your dependent coverage

... and much more!!



Please visit <http://www.pac.bluecross.ca> for more information

Morneau Shepell - 1.844.880.9142

Your Employee and Family Assistance Program - Immediate and Confidential Support

Caring professionals can help you access support related to:

- Fitness and physical health
- Mental health
- Relationships
- Nutrition and naturopathic medicine
- Finances
- Elder care
- Legal
- And much more



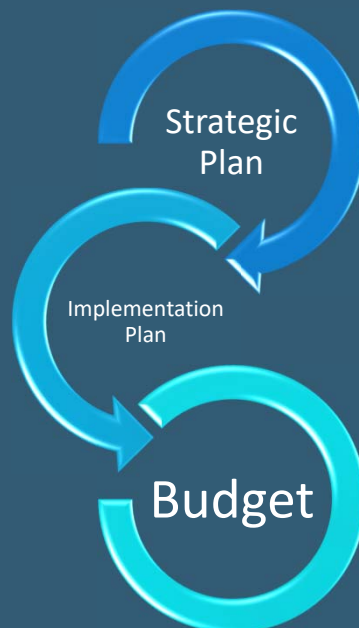
You and your eligible family members can receive support over the telephone, in person, online, and through a variety of health and wellness resources. For each concern you are experiencing, you can receive a series of private sessions with an expert. You can also take advantage of online tools to help manage you and your family's health. You'll get practical and fast support in a way that is most suited to your preferences and lifestyle. Please visit workhealthlife.com for more information.

BUDGET 2019-2020

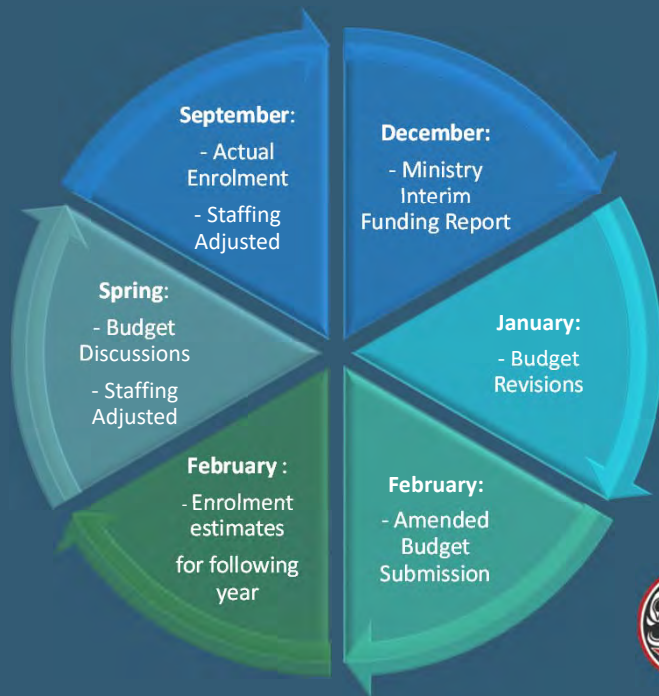
PUBLIC BUDGET CONSULTATION



What
drives
the
budget?



Budget Cycle



Budget consultation process and meeting schedule

October	Operations Committee	Preliminary Budget Timelines
November / December / January	<ul style="list-style-type: none"> • Principals' Meeting • Public Budget Consultation • SCTA • CUPE • Technology, Student Support Services, Aboriginal Education, Maintenance • Senior Management • DSLT • DPAC • PACs 	Consultations



Budget consultation process and meeting schedule

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
17-Jan-2019	Operations Committee	2018/19 Amended Budget Review 2019/20 Preliminary Budget Feedback

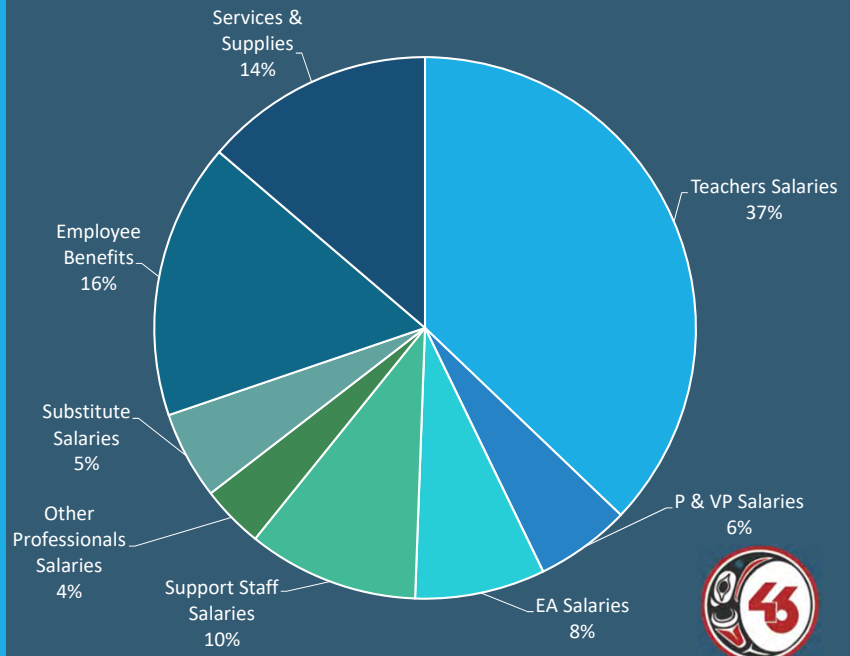


DISTRICT INFORMATION



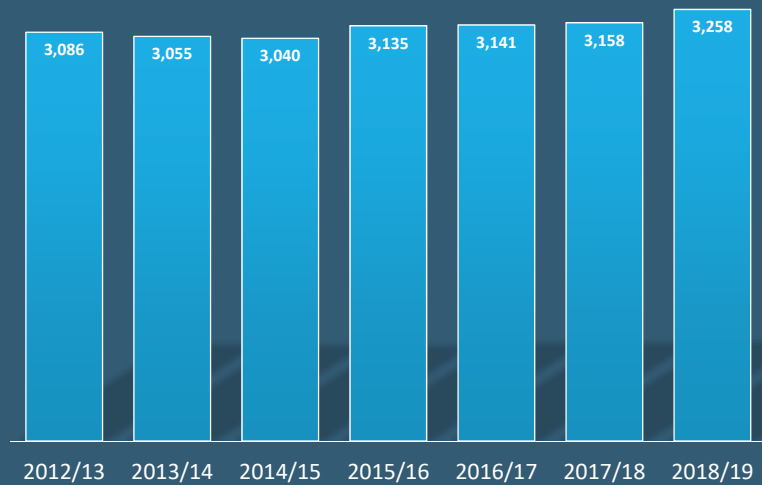
EXPENDITURES BY TYPE

Teachers Salaries	\$ 13,550,071
P & VP Salaries	2,071,857
EA Salaries	2,833,792
Support Staff Salaries	3,727,326
Other Professionals Salaries	1,364,197
Substitute Salaries	1,913,690
Employee Benefits	6,009,181
Services & Supplies	5,015,940



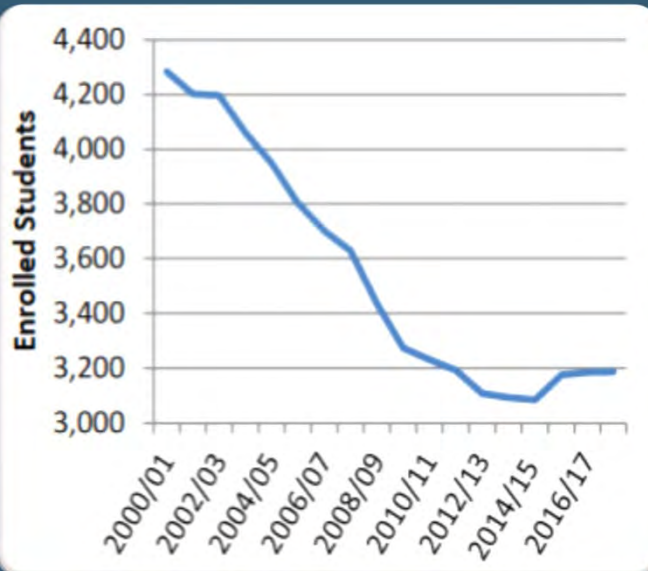
FTE FUNDED ENROLMENT

2012/2013 – Sept 30	3,086
2013/2014 – Sept 30	3,055
2014/2015 – Sept 30	3,040
2015/2016 – Sept 30	3,135
2016/2017 – Sept 30	3,141
2017/2018 – Sept 30	3,158
2018/2019 – Sept 30	3,258



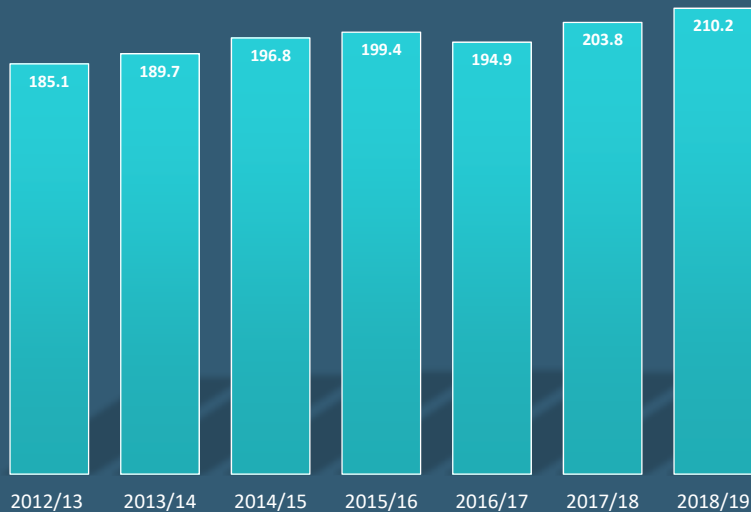
ENROLLMENT TRENDS

Full Time Enrollment by Year



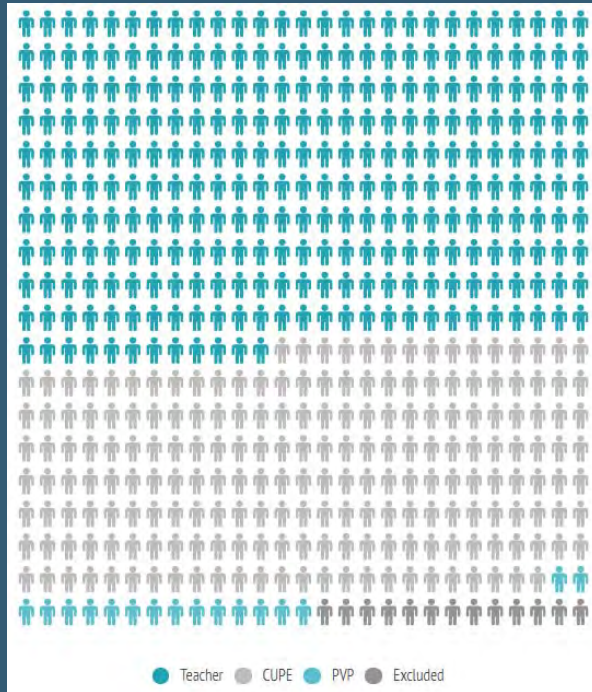
TEACHER FTE (2003 Report)

2012/2013	185.1
2013/2014	189.7
2014/2015	196.8
2015/2016	199.4
2016/2017	194.9
2017/2018	203.8
2018/2019	210.2

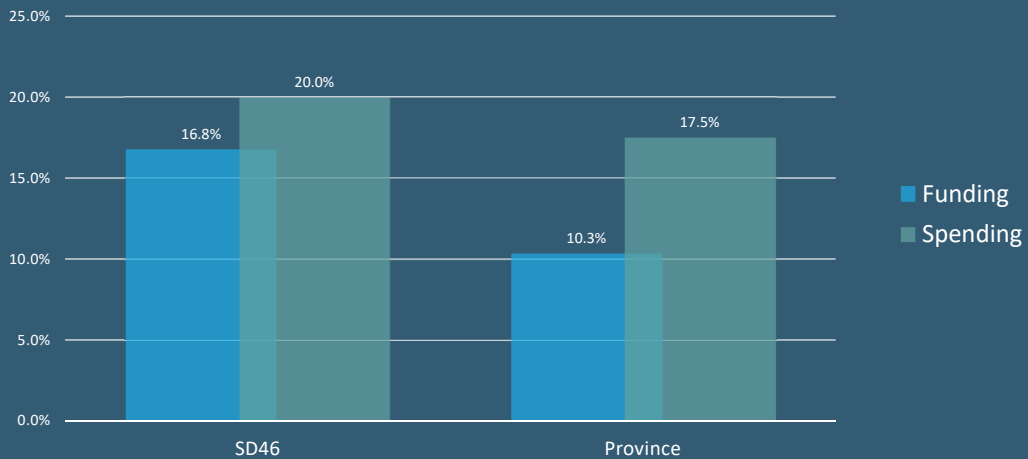


STAFFING HEADCOUNT

Teacher	323
CUPE	232
Principals & Vice-Principals	18
Excluded	15



Special Education - Funding vs Spending



SCHOOL / STUDENT CENTRED LEADERSHIP (SCL)

What We Know

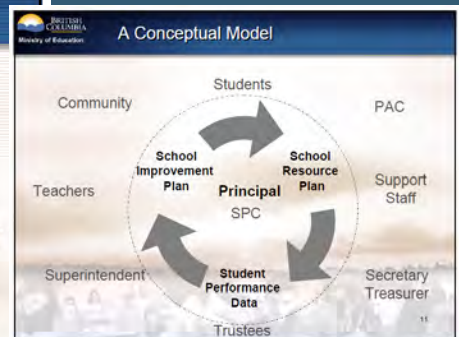
- When decisions are made closer to the students, the right decisions are made.
- Effective schools are empowered schools.
- Leadership for learning is required in every school.

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School Centered Leadership

- Move decision making closer to the student.
- Gives schools greater authority and ability to make decisions that impact the learning of their students.
- Requires effective and appropriate involvement of staff, parents and students.

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Classroom Enhancement Fund (CEF) 2018/19 Application

Spring CEF Application		
Teacher Staffing	\$	2,763,142
Overhead	\$	318,834
Total CEF Application:	\$	3,081,976
Fall CEF Application		
Teacher Staffing	\$	2,861,520
Overhead (Ministry reduced)	\$	216,728
Remedy	\$	68,292
Total CEF Application:	\$	3,146,540

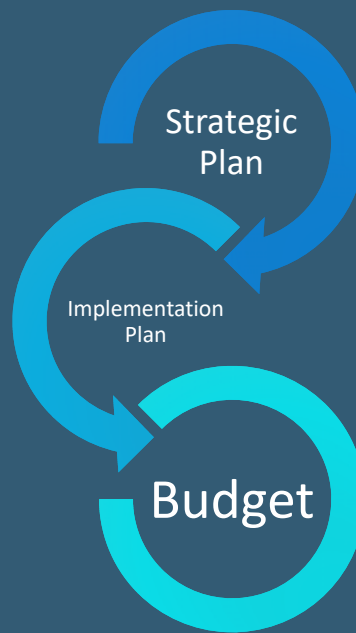


Strategic Plan

2018/19 IMPLEMENTATION PLAN



What drives the budget?



Implementation Plan – Sample

Goal Number	Goal	2018 - 2019 Strategies (September)
1a	Early Learning	<ol style="list-style-type: none"> 1. Changing Results for Young Children 2. Pedagogical Leadership: Growing a Culture of Play 3. Kindergarten Transition Pilot Project
1b	Reading	<ol style="list-style-type: none"> 1. Phonological Foundations - Support for Reading Success 2. Grade 8 School-Wide Assessment 3. Story Workshop Collaborative
1c	Math	<ol style="list-style-type: none"> 1. Primary CAMP: A 4-Part Series with Sandra Ball 2. Intermediate CAMP: A 4-Part Series with Selina Miller 3. Math Resources for Primary
1d	SEL	Offering Positive Discipline training for SST's and counsellors. Trauma-informed practice sessions being offered to more staff. Counselling team doing a visit to Marie Sharpe school for trauma-informed school focus.



Surplus – Board Policy

- 24.2 The Board of Education will review a summary of the school district surplus position in conjunction with the Preliminary and Amended Annual Budget processes...
- 24.3 Priorities for use of unrestricted surplus funds are as follows:
- i. Ensure the District's operating budget is balanced
 - ii. Provisions for unforeseen/extraordinary events
 - iii. Supplemental allocations to school and departmental
 - iv. Support for one time programs and purchases



Surplus – Restricted and Unrestricted

	2013/14	2014/15	2015/16	2016/17	2017/18
Total Restricted Surplus	2,564,441	2,320,150	2,488,811	2,727,303	3,213,305
Unrestricted Surplus	1,669,674	1,314,308	538,098	750,315	1,519,246
Unfunded Future Benefits	(511,406)	(511,406)	(511,406)	(511,406)	(511,406)
Total Surplus	3,722,709	3,123,052	2,515,503	2,966,212	4,221,145



Consultation

WHAT ARE YOUR BUDGET PRIORITIES?



Table talk

What areas in the current strategic plan are most important to you, and why?

What questions would you like to ask the public and stakeholders during consultations?



Title: **Accident and Illness: Students and Staff**
Category: **Health and Safety**
Number: **3010**

I. Rationale:

Student and staff safety is paramount to our work in schools. Prevention of accidents will be our first priority, however, first aid and access to emergency medical services will be provided when required.

II. In case of an accident to, or illness of, a student or staff member, the principal or site supervisor shall:

- A. Treat as an emergency any loss of consciousness or breathing difficulty.
- B. Judge what first aid measures if any are to be taken;
- C. Immediately notify the parent or guardian in the case of a student and, if necessary, arrange for pick-up of the student by the parent. Call for an ambulance or arrange for transportation to medical services by school staff when circumstances require.

III. When school personnel request an ambulance on behalf of a student, the service shall be advised that all costs for the ambulance will be borne by the district. If an ambulance is requested by the parent, the costs for the ambulance shall be borne by the parent.

IV. The principal or designate shall not permit a student to be sent or taken home until the parent or guardian has been notified of the circumstances, and shall appoint an adult to accompany a child until a parent or guardian can assume care.

V. An accident report on the prescribed form shall be filed with the Secretary-Treasurer within 24 hours.

VI. Principals shall notify staff of these procedures and shall designate a line of authority from the principal to the other persons who shall assume authority as circumstances require.

VII. Principals and managers will advise employees that, because of confidentiality issues, they should refrain from public conversations about any accidents or illnesses occurring on school district premises or at school functions off of the premises.

Title: **Accident and Illness: Students and Staff**
Category: **Health and Safety**
Number: **3010**

VIII. Vancouver Coast Health requires that schools communicate any *unusual* clusters of illness such as a diarrhea outbreak, “rash-like- illnesses”, or anything else that may be of concern. Schools are not required to inform Vancouver Coastal Health when absenteeism is generally higher than normal (i.e. in excess of 10%). The school will advise the Superintendent when making a report to Vancouver Coastal Health.

IX. First Aid

- A. A first aid attendant will be identified at each site with their name placed on the Health and Safety board visible for all staff.
- B. Principals, Vice Principals and Managers will maintain up to date first aid training provided by the school district.
- C. First Aid Kits will be located in a central, well-marked and accessible area at each site in the District. The First Aid Attendant at each school or district site is responsible for reviewing the contents of their first aid kit and keeping it stocked with up to date supplies.
- D. A stretcher shall be available in each school in marked, accessible location.
- E. Site supervisors will inform staff of the location of first aid kits and the name of the first aid staff member on site.

Received:

References:

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Category: **Health and Safety**
Number: **3010**

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~~I.~~ Student and staff safety is paramount to our work in schools. Prevention of accidents will be our first priority, however, first aid and access to emergency medical services will be provided when required.

II. In case of an accident to, or illness of, a student or staff member, the principal or ~~designate~~ site supervisor shall:

A. Treat as an emergency any loss of consciousness , or breathing difficulty.
~~including fainting, epileptic seizure and unconsciousness resulting from head injuries;~~

B. Judge what first aid measures if any are to be taken;

~~C.~~ Immediately Notify notify the parent or guardian in the case of a student immediately and, if necessary, arrange for pick-up of the student by the parent;

~~D.C.~~ If necessary, call for an ambulance or arrange for transportation to medical services by school staff when circumstances require. ~~(in the event no ambulance is available, the principal or designate may transport the victim in a private vehicle or accompany him/her in a taxi cab.)~~

III. When school personnel request an ambulance on behalf of a student, the service shall be advised that all costs for the ambulance will be borne by the district. If an ambulance is requested by the parent, the costs for the ambulance shall be borne by the parent.

IV. The principal or designate shall not permit ~~the~~ a student to be sent or taken home until the parent or guardian has been notified of the circumstances, and shall appoint an adult to accompany a child until a parent or guardian can assume care.

~~V.~~ The telephone number for emergency services shall be prominently displayed beside each telephone in the school.

~~VI.V.~~ An accident report on the prescribed form shall be filed with the Secretary-Treasurer within 24 hours.

~~VII.VI.~~ Principals shall notify staff of these procedures and shall designate a line of authority from the principal to the other persons who shall assume authority as circumstances require.

Title: **Accident and Illness: Students and Staff**
Category: **Health and Safety**
Number: **3010**

~~VIII.VII.~~ Principals and managers will advise employees that, because of confidentiality issues, ~~the potential of liability claims~~, they should refrain from public conversations about any accidents or illnesses occurring on school district premises or at school functions off of the premises.

~~If at any time there is more than a normal absence of students from a school due to illness, the principal shall advise the school's public health nurse and the superintendent~~

VIII. Vancouver Coast Health requires that schools Communicate any unusual clusters of illness such as a diarrhea outbreak, "Rash-like- illnesses", or anything else that may be of concern. Schools are not required to inform Vancouver Coastal Health when absenteeism is generally higher than normal (i.e. in excess of 10%). The school will advise the Superintendent when making a report to Vancouver Coastal Health.

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A stretcher shall be available in each school in marked, accessible location.

Site supervisors will inform staff of the location of first aid kits and the name of the first aid staff member on site.

Received:

References: ~~Board Policies 1.3, 4.1, 4.2, 4.3, 4.6~~

Title: **Fire Safety**
Category: **Health and Safety**
Number: **3070**

I. Rationale:

Fire safety is the responsibility of all employees. School principals will work with the Manager of Facilities to ensure that all sites are safe from fire hazards.

II. Fire Drills

- A. Principals shall review fire drill plans annually to ensure they are appropriate for current conditions and shall revise them as needed.
- B. Fire drills shall occur on at least six occasions at reasonable intervals throughout the school year.
- C. Fire drills shall include details of alternate routes of egress.
- D. Each school shall develop and maintain a fire plan which shall include the number of fire drills. The fire plan must be updated annually. Current copies of fire plans shall be sent to the school district in October of each year.
- E. Each employee shall be assigned a role in the drill.
- F. Special provision in drills shall be made for the evacuation of handicapped or disabled persons.
- G. A space on the school grounds shall be allocated for each class in fire drills.
- H. Teachers shall carry a class registry document (register, seating plan, class list, etc.) for the class under their jurisdiction at the time of the alarm.
- I. All members of staff and all students shall remain at least fifteen (15) metres from all buildings until the “all clear” signal is sounded.

Title: **Fire Safety**
Category: **Health and Safety**
Number: **3070**

J. Fire drills shall include provision for checking that all washrooms, health rooms, and change rooms have been vacated.

K. All fire alarm systems and fire fighting equipment in schools shall be maintained in proper working order.

L. Evacuation procedures shall be posted in a notice of standard format in each classroom and other rooms frequented by staff and/or students. The procedure shall be specific for each location and shall clearly indicate two separate and independent means of egress.

III. Fire Prevention

A. Fire extinguishers shall be serviced annually and so tagged with the date recorded.

B. Any extinguisher which has been used shall be reported at once to the Manager of Facilities for recharging.

C. No fire extinguisher shall be used for any other purpose than for fire protection.

D. The Manager of Facilities shall work with principals and other site supervisors to ensure that all employees are trained in the use of fire extinguishers.

E. The Manager of Facilities is responsible to ensure safety checks are done at all sites, including emergency lights, fire extinguishers and fire alarm systems.

F. Electricians shall test fire alarm systems once a month and shall document the test in a record book kept for that purpose.

G. Covered metal refuse cans shall be used to hold cleaning and waxing rags.

Title: **Fire Safety**
Category: **Health and Safety**
Number: **3070**

- H. No accumulation of refuse shall be permitted.

- I. Decorations may be used in schools if precautions are taken to minimize the risk of fire.

- J. If the school building is to be used for anything other than teaching students then schools must ensure approval by the appropriate authority: Building Inspector, Fire Inspector, Department of Health. For example, if a community group wishes to use kitchen facilities, they must be in compliance with public health standards.

- K. Renters of facilities must be advised of proper fire escape routes and procedures and sign that they are aware and have been advised.

- L. No “sleep-overs” are permitted unless the fire alarm system includes smoke detectors in areas occupied.

- M. No commercial kitchen may operate without the Health Inspector’s approval.

Received:

References: Board Policy 1.2

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Category: **Health and Safety**
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- B. Fire drills shall be ~~practised~~ [occur](#) on at least six occasions at reasonable intervals throughout the school year.
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- D. Each school shall develop and maintain a fire plan which shall include the number of fire drills. The fire plan must be updated annually. Current copies of fire plans shall be sent to the school district in October of each year.
- E. Each employee shall be assigned a role in the drill.
- F. Special provision in drills shall be made for the evacuation of handicapped or disabled persons.
- G. A space on the school grounds shall be allocated for each class in fire drills.
- H. Teachers shall carry a class registry document (register, seating plan, class list, etc.) for the class under their jurisdiction at the time of the alarm.
- I. All members of staff and all students shall remain at least fifteen (15) metres from all buildings until the “all clear” signal is sounded.

Title: **Fire Safety**
Category: **Health and Safety**
Number: **3070**

J. Fire drills shall include provision for checking that all washrooms, health rooms, and change rooms have been vacated.

K. All fire alarm systems and fire fighting equipment in schools shall be maintained in proper working order.

L. Evacuation procedures shall be posted in a notice of standard format in each classroom and other rooms frequented by staff and/or students. The procedure shall be specific for each location and shall clearly indicate two separate and independent means of egress.

III. Fire Prevention

A. Fire extinguishers shall be serviced annually and so tagged with the date recorded.

B. Any extinguisher which has been used shall be reported at once to the ~~Director~~ Manager of Facilities for recharging.

C. No fire extinguisher shall be used for any other purpose than for fire protection.

D. The ~~Director~~ Manager of Facilities shall work with principals and other site supervisors to ensure that all employees are trained in the use of fire extinguishers.

E. ~~Principals are~~ The Manager of Facilities is responsible to ensure safety checks are done at all sites, including; emergency lights, fire extinguishers and, fire alarm systems.

F. Electricians shall test fire alarm systems once a month and shall document the test in a record book kept for that purpose.

Title: **Fire Safety**
Category: **Health and Safety**
Number: **3070**

- G. Covered metal refuse cans shall be used to hold cleaning and waxing rags.
- H. No accumulation of refuse shall be permitted.
- I. Decorations may be used in schools if precautions are taken to minimize the risk of fire.
- J. If the school building is to be used for anything other than teaching students then schools must ensure approval by the appropriate authority: Building Inspector, Fire Inspector, Department of Health. For example, if a community group wishes to use kitchen facilities, they must be in compliance with public health standards.
- K. Renters of facilities must be advised of proper fire escape routes and procedures and sign that they are aware and have been advised.
- L. No “sleep-overs” are permitted unless the fire alarm system includes smoke detectors in areas occupied.
- M. No commercial kitchen may operate without the Health Inspector’s approval.

Received:

References: Board Policy 1.2



School District No. 46 (Sunshine Coast)

Administrative Regulations

To be repealed - information included in revised Reg 3010

HEALTH AND SAFETY

3080

FIRST AID

1. Funds for training and retraining staff members in first aid shall be provided in the annual operating budget of the district.
2. First aid kits shall be located in a central, well-marked and accessible area of each building owned and operated by the district. The kits shall be accessible whenever the buildings are in use.
3. The Secretary-Treasurer shall purchase first aid supplies sufficient for the district.
4. Site supervisors shall arrange to have first aid kits checked frequently and replenished as needed.
5. A stretcher shall be available in each school in a marked, accessible location.
6. Each year site supervisors shall inform staff of the location of first aid kits and the stretcher, and the names of members of staff who have first aid certificates.

Page 1 of 1

Date adopted: January 1996
Revised:

Reference:

Supt. Signature:

To be repealed - information posted at all school sites



School District No. 46 (Sunshine Coast)

Administrative Regulations

FACILITIES

4100

Natural Gas Leaks

1. Staff and students shall be instructed to report suspected gas leaks to the administration.
2. Any source of flame (lighters, cigarettes, etc.) should be extinguished.
3. An administrator shall turn off the gas, and only qualified personnel shall turn on the gas.
4. To evacuate the building the P.A. system or other verbal notification system, not the fire alarm, should be used.
5. Electric switches should be left as found (i.e. if on, leave it on; if off, leave it off).
6. The evacuation area should be away from the gas smell.
7. When leaving the building, doors should be left open (opposite to fire instruction).
8. Central Gas, the Fire Department and the Maintenance Department should be advised as soon as possible.
9. Inspections of natural gas equipment / installations shall be conducted by the maintenance department every six months.

Page 1 of 1

Date adopted: January 1996
Revised: July 15, 2002

Reference:

Supt. Signature:

Extract of "Staff Emergency Procedures - Sept. 2018" Available at all sites

GAS LEAK

PROCEDURES – GAS LEAK

Teacher or Supervising Adult:

If you smell rotten eggs and/or hear the sound of escaping gas:

- Stop what you are doing.
- Report the potential gas leak immediately to Principal/VP or designate.
- Follow **Evacuation** procedures.
- Leave the classroom/office door open behind you as well as any windows that may be already open.
- Take your attendance sheet or class list.
- Follow your pre-identified evacuation route unless the smell of gas intensifies in which case use an alternate route.
- Evacuate to your regular site assembly area or, if instructed, to the designated off-site assembly area. Try to get at least 100 meters upwind of the building.
- Account for all students and report this information to the Principal/VP or designate.
- Remain in the assembly area and **DO NOT** re-enter the area/building until told it is safe to do so.

DO

- ✓ Leave the door open behind you.

DO NOT

- ✗ Use the telephone, cell phone, operate any electrical switches or create any other source of ignition in any area where you can smell gas.

About Gas Leak

Natural gas and piped propane smell like rotten eggs or sulphur. Natural gas is actually odourless, but a chemical is added, which has a distinctive rotten egg or sulphur-like odour. It smells bad for a good reason!

Title: **Volunteers in Schools**

Category: **Personnel**

Number: **2130**

I. Rationale:

The active involvement of parents and the appropriate use of volunteers benefits the intellectual and social development of our students, the enjoyment of school and the enrichment of the school climate. In addition, the participation of volunteers increases communications and positive relationship between the school, parents and the community.

Volunteers must be supported by appropriate safeguards respecting the selection and use of volunteers.

II. Practices:

A. Role of Volunteers

1. A volunteer may provide services at or for a school, provided it does not result in the displacement of an employee.
2. Volunteers will perform tasks only under the supervision and/or guidance of appropriate employees and shall be subject to the authority of the principal and the staff member with whom they are working. The degree of supervision, direct or indirect, to be provided by the staff member shall be determined by the staff member and the volunteer, subject to the approval of the principal.
3. The principal is to advise the superintendent or designate of any new initiatives that are to be heavily dependent on volunteer support. The superintendent or designate will undertake appropriate communication with unions representing employees.
4. Volunteers must not be assigned tasks that would violate the privacy of students or their families, and will not be provided access to student records, except that contact information may be provided where required, e.g. for call back programs.

B. Recruitment, Selection and Training of Volunteers

1. The Principal shall be responsible for:
 - a) *The screening and selection of volunteers*
 - b) *Ensuring that all volunteers potentially having unsupervised access to children authorize the local RCMP office to conduct a criminal record check (see Regulation 2110 for additional details).*

Title: **Volunteers in Schools**
Category: **Personnel**
Number: **2130**

- c) *The orientation and training of volunteers.*
 - d) *Decisions regarding the continuation or discontinuation of a volunteer's services.*
 - e) *The overall supervision of volunteers.*
- C. Assistance for Volunteers
- 1. Orientation for volunteers will be established by the Principal and could include, but is not limited to:
 - a) *A general orientation to the school, including an explanation of the conduct expected of volunteers when working with students.*
 - b) *Processes for signing-in by volunteers.*
 - c) *Staff responsibilities with respect to volunteers.*
 - d) *Review of school confidentiality requirements for volunteers.*
 - e) *Emergency procedures, including emergency evacuation and accident procedures.*
 - f) *School Code of Conduct*
 - 2. Volunteers will be covered by School Protections Program Insurance while engaged in activities authorized by the School District or a school.
 - 3. Volunteers who use a private vehicle in the transportation of students will be covered by School Protections Program Special Excess Third Party Legal Liability Insurance coverage while engaged in activities authorized by the School District or a school.
- D. Conduct of Volunteers
- 1. Volunteers are required to:
 - a) *Maintain a standard of conduct expected of school and district staff when working with students.*
 - b) *Keep confidential information received or personal observations regarding students and staff obtained while working as a volunteer.*
 - c) *Direct questions and concerns either to the employee with whom the volunteer is working or to the principal.*

Received:
References:



Title: **Volunteers in Schools**
Category: **Personnel**
Number: **2130**

I. Rationale:

~~A. The Board of Education of School District No. 46 (Sunshine Coast) recognizes that volunteers provide an important role in the life and education of students in our district.~~

~~B. The education of students is a shared responsibility among the school district's employees, parents and members of the community.~~ The active involvement of parents and the appropriate use of volunteers ~~have the potential to provide considerable benefits to~~ the intellectual and social development of our students, the enjoyment of school and the enrichment of the school climate. In addition, the participation of volunteers increases communications and positive relationship between the school, parents and the community.

~~C. The Board expects its schools to be safe, secure environments for students. Therefore, the use of volunteers~~ **Volunteers** must be supported by appropriate safeguards respecting the selection and use of volunteers.

~~D. This regulation and its associated administrative procedures are considered "rules" within the meaning of sections 7.1 and 85(2)(c)(v) of the School Act and to be construed in accordance with the terms of the School (Protection of Parent Volunteers) Amendment Act, 2001.~~

II. Practices:

A. Role of Volunteers

1. ~~Subject to these regulations and to the School Act and Related Regulations, a~~ volunteer may provide services at or for a school, provided it does not result in the displacement of an employee.

2. Volunteers will perform tasks only under the supervision and/or guidance of appropriate employees and shall be subject to the authority of the principal and the staff member with whom they are working. The degree of supervision, direct or indirect, to be provided by the staff member shall be determined by the staff member and the volunteer, subject to the approval of the principal.

Title: **Volunteers in Schools**
Category: **Personnel**
Number: **2130**

3. The principal is to advise the superintendent or designate of any new initiatives that are to be heavily dependent on volunteer support. The superintendent or designate will undertake appropriate communication with unions representing employees.

4. Volunteers must not be assigned tasks that would violate the privacy of students or their families, and will not be provided access to student records, except that contact information may be provided where required, e.g. for call back programs.

B. Recruitment, Selection and Training of Volunteers

1. The Principal ~~or Principal's designate~~ shall be responsible for:

a) *The screening and selection of volunteers ~~(it must be recognized that some applicants may not be suitable for volunteer work in a school setting).~~*

b) *Ensuring that all volunteers potentially having unsupervised access to children authorize the local RCMP office to conduct a criminal record check (see Regulation [5680-2110](#) for additional details).*

c) *The orientation and training of volunteers.*

d) *Decisions regarding the continuation or discontinuation of a volunteer's services.*

e) *The overall supervision of volunteers.*

C. Assistance for Volunteers

1. Orientation for volunteers will be established by the Principal ~~or designate~~ and could include, but is not limited to:

a) *A general orientation to the school, including an explanation of the conduct expected of volunteers when working with students.*

b) *Processes for signing-in by volunteers.*

c) *Staff responsibilities with respect to volunteers.*

d) *Review of school confidentiality requirements for volunteers.*

e) *Emergency procedures, including emergency evacuation and accident procedures.*

f) *School Codes of Conduct*

2. Volunteers will be covered by School Protections Program Insurance while engaged in activities authorized by the School District or a school.

Title: **Volunteers in Schools**
Category: **Personnel**
Number: **2130**

3. Volunteers who use a private vehicle in the transportation of students will be covered by School Protections Program Special Excess Third Party Legal Liability Insurance coverage while engaged in activities authorized by the School District or a school.
- D. Conduct of Volunteers
1. Volunteers are required to:
 - a) *Maintain a standard of conduct expected of school and district staff when working with students.*
 - b) *Keep confidential information received or personal observations regarding students and staff obtained while working as a volunteer.*
 - c) *Direct questions and concerns either to the employee with whom the volunteer is working or to the principal.*

Received:

References: [Policies 11.4, 11.5; School Act 7.1, 26.1, 85\(2\), C, \(v\)](#)



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 31, 2018

Dear Property Owner / Tenant:

Re: Referral for Temporary Use Permit (TUP-2018-03) for a Cannabis Store

This letter is to advise you that the Town of Gibsons has received a Temporary Use Permit application for a cannabis store located at 706 Gibsons Way, Gibsons.

Recent changes to the Zoning Bylaw now prohibit Cannabis Stores in the Town of Gibsons. A Temporary Use Permit would allow the existing cannabis store, *S & M Medicinal Sweet Shoppe*, to continue to operate for a maximum term of 3 years, with an option to reapply once more at the end of the term. Temporary Use Permits are specific to a legal parcel or retail unit; therefore, Council may consider a reduced term and / or conditions specific to the site.

Council will consider a decision on this application at its meeting scheduled on November 20, 2018.

Staff are seeking input from your organization on this application. Please submit your comments to me at lstaats@gibsons.ca or at the mailing address above by **Friday, November 9, 2018**.

Sincerely,

Lesley-Ann Staats, MCIP, RPP
Director of Planning

Enclosed: Referral Form (TUP-2018-03)

TOWN OF GIBSONS

"Nature is our most valuable asset"



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 Not Recommended
 Approval Recommended with Changes Interests Unaffected by Proposal
 Additional Information Required
 Other: _____



Planning Department

474 South Fletcher Road, Box 340, Gibsons, B.C. V0N 1V0
Phone 604-886-2274, Fax: 604-886-9735
www.gibsons.ca



OCT 16 2018

TEMPORARY USE PERMIT APPLICATION FORM

TOWN OF GIBSONS

Please read the Temporary Use Permit Application Guide before filling out this application form. If you have any questions or require assistance in filling out this form contact the Planning Department. The processing of your application will be delayed if it is incomplete. Mail or deliver the completed application form, fee, plans and supporting material to the Town of Gibsons Planning Department and make your fee payable to the Town of Gibsons. Contact the Town of Gibsons Planning staff for the current fee prior to submitting your applications as fees may change, or consult the Development Procedures and Fees Bylaw.

SECTION 1: DESCRIPTION OF PROPERTY

Lot/Parcel Plan Block

District Lot/Section Range

Other Description

Street Address

Jurisdiction and Folio Number (From Property Assessment/Tax Notice)

Parcel Identifier (PID) (From State of Title Certificate)

SECTION 2: OWNER INFORMATION (ADD PAGES IF MORE THAN TWO OWNERS)

First Owner Information	Second Owner Information
Name <input type="text" value="Mahmood"/>	Name <input type="text" value="Jones & Jones"/>
Address <input type="text" value="#114-1100 SSC hwy"/>	Address <input type="text" value="Based in Oct."/>
City <input type="text" value="Gibsons B.C."/>	City <input type="text" value="Address Unknown to"/>
Province/State <input type="text" value="B.C."/>	Province/State <input type="text" value="Renter -"/>
Postal/Zip <input type="text" value="V0N 1V9"/>	Postal/Zip <input type="text"/>
Telephone/Fax <input type="text" value="604 741 4489."/>	Telephone/Fax <input type="text"/>
Email <input type="text"/>	Email <input type="text"/>

SECTION 3: APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Name	SJM Medicinal Sweet Shoppe LTD - Doug & Michelle Sikora		
Address	5127 Betty rd		
City	Sechelt	State/Province	B.C.
		Postal/Zip	V0N 3A2
Telephone	604-741-117805	Fax	
		Cell	604989-5071
Email	smtreats@hotmail.com		

This information is collected in compliance with the Freedom of Information and Protection of Privacy Act (FOI/POP). If you require further information regarding the FOI/POP Act please contact the FOI Coordinator at 604.886.2274 (<http://www.gibsons.ca/freedom-of-information-a-protection-of-privacy.html>) or the Information and Privacy Commissioner at 1.800.663.7867 (www.oipc.bc.ca)

SECTION 4: PLANS AND SUPPORTING MATERIALS CHECKLIST

All applicants must provide one full-scale (not less than 1:100 metric) detailed site plan, three reduced (letter size, 8.5" x 11") sets of drawings, and one set of high resolution digital copies (in PDF, EPS, TIFF or JPEG format) that must include the following (initial or check beside each item):

- A Certificate of Title dated within 30 days of application;
- Owner's signature or written authorization from the registered owner(s) for an agent to act on their behalf;
- Proposal Summary outlining the nature of the proposed development, how the development fits within the neighbourhood, and the design character of the housing neighbourhood or commercial use proposed;
- Site Plan: Maximum size 11" x 17" showing the dimensions of the proposed development;
- Development Plans. Detailed drawings of the proposed development, including building sections and elevations, parking layout and access, proposed means of servicing, existing vegetation and landscaped areas. Must also include a project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks and other relevant data. One set of fully dimensioned plans required, one set of reduced drawings (maximum size 11" x 17") required plus one set of high resolution digital copies (in PDF, EPS, TIFF or JPEG format) including:
 - o Dimensions of the property, existing and proposed roads;
 - o Location and dimensions (including setbacks) of existing and proposed buildings on site (a recent survey plan is required);
 - o The location of any watercourses, steep banks or slopes; and,
 - o Any easements or statutory Rights-of-Way.

SECTION 8: DESCRIBE THE TIME PERIOD REQUIRED FOR THE TEMPORARY USE.

To be determined by the Town of Gibsons

SECTION 9: CESSATION OF TEMPORARY USE PERMIT

A Temporary Use Permit is not a substitute for an application to rezone a property. A TUP is only intended to allow for an activity over a limited period of time. At the conclusion of the Permit, it is intended that the temporary use will:

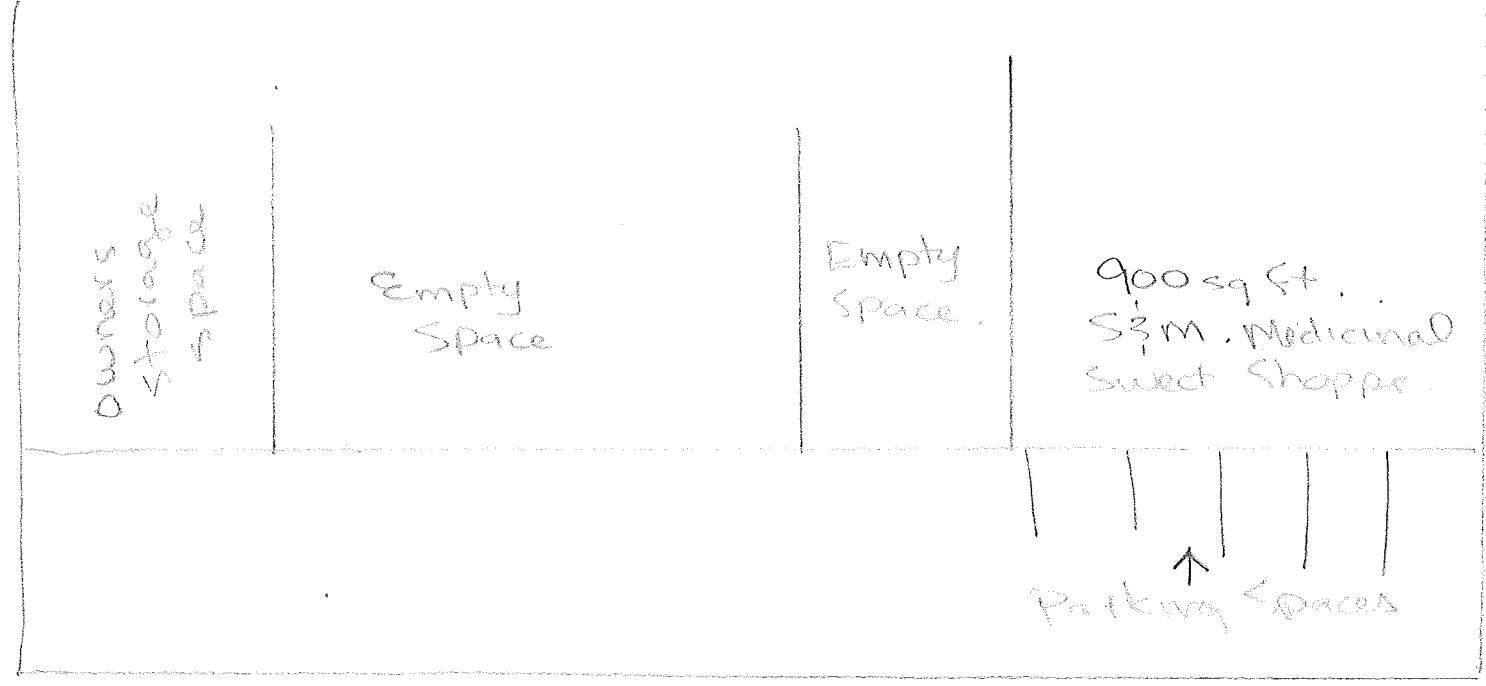
- Cease.
- Be zoned to another site that is zoned (or designated) for that use.
- During the time that the temporary permit is in effect, a rezoning application will be applied for in order to change the zone on the property, and therefore the site will be zoned (designated) to allow the use. If that application is unsuccessful and the temporary permit expires, the temporary use will be removed.
- Other:

SECTION 10: DESCRIBE THE STEPS THAT WILL BE TAKEN TO RESTORE THE LAND OR BUILDINGS AFTER COMPLETION OF THE TEMPORARY USE. ADDITIONAL INFORMATION MAY BE REQUESTED DURING THE REVIEW OF THIS APPLICATION. SECURITY MAY BE REQUESTED AS A GUARANTEE OF PERFORMANCE OF THE TERMS OF THE PERMIT.

All security features will be removed
I.E. Window security

706 Gibsons Way.

Drive way to
710 Gibsons way



Drive way
back access

Gibsons Way.



TOWN OF GIBSONS

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November 2, 2018

Office of the Secretary-Treasurer
School District No. 46

Dear Nicholas Weswick, Secretary-Treasurer:

via email: nweswick@sd46.bc.ca

Re: Request for Input: Application for Cannabis License at Unit 203 - 442 Marine Drive

This letter is to advise you that the Town of Gibsons has received a referral from the B.C. Liquor and Cannabis Regulation Branch (LCRB) for a Cannabis License application for a non-medical cannabis retail store at Unit 203-442 Marine Drive, Gibsons, requesting to operate from 9:00 am to 11:00 pm daily.

The license would authorize the cannabis store under the Provincial regulatory framework. The store, known as the Healing Hut, intends to change its name to Coastal Bay Cannabis.

On October 16, 2018, Council authorized the issuance of a Temporary Use Permit for the store for a 3-year term.

Council will consider a decision on this application at its meeting scheduled on November 20, 2018.

Staff are seeking input from your organization on this application. Please submit your comments to me at lstaats@gibsons.ca or at the mailing address above by **Friday, November 9, 2018**.

Sincerely,

Lesley-Ann Staats, MCIP, RPP
Director of Planning

Enclosed: Staff Report to Council – October 16, 2018

TOWN OF GIBSONS

"Nature is our most valuable asset"



STAFF REPORT

TO: Council **MEETING DATE:** October 16, 2018
FROM: Katie Thomas **FILE NO:** 3220-Marine-442
Planner 1
SUBJECT: Temporary Use Permit Application (TUP-2018-01) for a Cannabis Store and Cannabis Licence Referral (CL-2018-01) from the Liquor and Cannabis Regulation Branch

RECOMMENDATIONS

THAT the report titled Temporary Use Permit Application (TUP-2018-01) for a Cannabis Store and Cannabis Licence Referral (CL-2018-01) from the Liquor and Cannabis Regulation Branch be received;

AND THAT the Mayor allows any person who feels affected by this application to speak at the Council meeting;

AND THAT Council authorizes the issuance of TUP-2018-01 for Unit 203-442 Marine Drive to allow for a Cannabis Store for a maximum of three (3) years;

AND THAT Council authorizes staff to notify neighbours within 100 metres of 442 Marine Drive to gather residents' views on the referral from the Liquor and Cannabis Regulation Branch (CL-2018-01);

AND THAT Council authorizes staff to publish a notice in the newspaper regarding the referral from the Liquor and Cannabis Regulation Branch (CL-2018-01) at Unit 203-442 Marine Drive, Gibsons;

AND FURTHER THAT Council directs staff to update Council Policy 1.26 Liquor Control and Licencing Applications to include Cannabis Licencing Applications.

BACKGROUND / PURPOSE

The Town received a Temporary Use Permit (TUP) application for a cannabis store located at 442 Marine Drive, Gibsons. The store, known as The Healing Hut, opened in November 2016 with the issuance of a retail business license. The Healing Hut intends to rebrand as Coastal Bay Cannabis and has applied for a Federal and Provincial license.

The application was discussed at the October 2, 2018, Committee of the Whole meeting, and Resolution R2018-236 was adopted at the October 2, 2018, Council meeting:

THAT staff notify property owners neighbouring 442 Marine Drive of the Temporary Use Permit application (TUP-2018-01);

AND THAT staff publish notice of TUP-2018-01 in the newspaper.

The Town also now received a referral from the Liquor and Cannabis Regulation Branch (LCRB) for a non-medical cannabis retail store (Attachment A), located at Unit 203-442 Marine Drive, requesting to operate from 9:00 am to 11:00 pm daily.

The LCRB is requesting a written recommendation from the Town regarding the application. As part of the process to consider the referral, the Town must gather residents' views of the application through a notice in the newspaper and a notice to neighbours. The LCRB will assess the applicant through a "fit and proper" assessment, which is comprised of financial integrity checks and security screenings of the applicant and persons associated with the applicant.

The purpose of this report is

- to provide Council with comments received regarding the Temporary Use Permit application for Unit 203-442 Marine Drive, and to recommend a decision; and
- to obtain direction on proceeding with the assessment of the LCRB Referral for an application for a non-medical cannabis retail store.

REFERRAL COMMENTS

Staff referred the Temporary Use Permit application externally to the Gibsons and District Volunteer Fire Department, RCMP, and School District 46, and internally to the Town's Infrastructure Services Department on September 21, 2018. At the time of writing, the Infrastructure Services Department noted that their interests are unaffected, and no additional comments have been received.

Staff will refer the LCRB referral (CL-2018-01) to the Gibsons and District Volunteer Fire Department, RCMP, and School District 46.

PUBLIC NOTIFICATION

Temporary Use Permit – TUP-2018-01

A letter was mailed and hand-delivered to residents within a 50-metre radius of the subject property on October 3, 2018, as per *Development Application Procedures Bylaw No. 1166, 2014*.

An advertisement was published in the Coast Reporter on October 5 and October 12, 2018, to provide notice of TUP-2018-01 as per the *Local Government Act* requirements.

To date, one letter of support has been received, enclosed as Attachment B.

Cannabis Licence Referral – CL-2018-01

Staff will follow the same notification process outlined in Council Policy 1.26 Liquor Control and Licencing Applications enclosed as Attachment C, in which notice of the referral, with the time and date the application will be considered by Council will be published in the newspaper, for a minimum of seven (7) days. Copy of the notice will also be delivered to property owners and tenants of all properties located within 100 meters of 442 Marine Drive.

Staff recommends that Council Policy 1.26 Liquor Control and Licencing Applications be updated to include Cannabis Licence Applications. This is due to the changes under the Cannabis Act and the additional regulation responsibilities the Liquor and Cannabis Regulation Branch now supervises for the licensing and monitoring of private retail sale of non-medical cannabis in British Columbia.

DISCUSSION

The proposed changes to the Zoning Bylaw will not allow cannabis stores to operate in the Town of Gibsons, and therefore the applicant has submitted a request to allow the business to continue operating for a temporary period of three (3) years.

The store has been operating for two (2) years, under a retail Business Licence, and the Town has received no complaints.

Staff recommends issuance of TUP-2018-01, enclosed as Attachment D.

RECOMMENDATIONS / ALTERNATIVES

Staff's recommendations are on page 1 of this report. Alternatively, Council may indicate preferences regarding changes to the permit, including the time period for the Temporary Use Permit to be permitted or may choose not to issue the permit.

Respectfully Submitted,



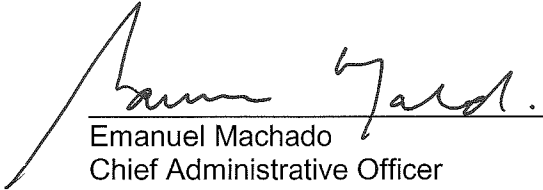
Katie Thomas
Planner 1



Lesley-Ann Staats, MCIP, RPP
Director of Planning

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I have reviewed the report and support the recommendation(s).



Emanuel Machado
Chief Administrative Officer

Attachments

- Attachment A – LCRB Referral (CL-2018-01)
- Attachment B – Letter of Support
- Attachment C – Council Policy 1.26
- Attachment D – Draft Temporary Use Permit



October 05, 2018

Job 000918

Leslie Anne Stats
Town of Gibsons
PO Box 340
474 S Fletcher Rd
Gibsons BC V0N 1V0

Dear Leslie Anne Stats:

Re: Application for a Non-Medical Cannabis Retail Store Licence
Applicant: Brenda Harris, Michael Harris
Proposed Establishment Name: Coastal Bay Cannabis
Proposed Establishment Location: 446 Marine Dr., Gibsons V0N 1N1

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 is requesting operating hours from 9:00-23:00, daily. The applicant contact is Brenda Harris at 604-989-4670 or by email at 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 suitability assessment regarding this CRS application, also known as a “fit and proper” assessment, which is comprised of financial integrity checks and security screenings of the applicant and persons associated with the applicant. Once the

Liquor and Cannabis
Regulation Branch

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

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

Website:
www.gov.bc.ca/cannabisregulationandlicensing

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.

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 778-974-2346 or by email to gail.hudspeth@gov.bc.ca

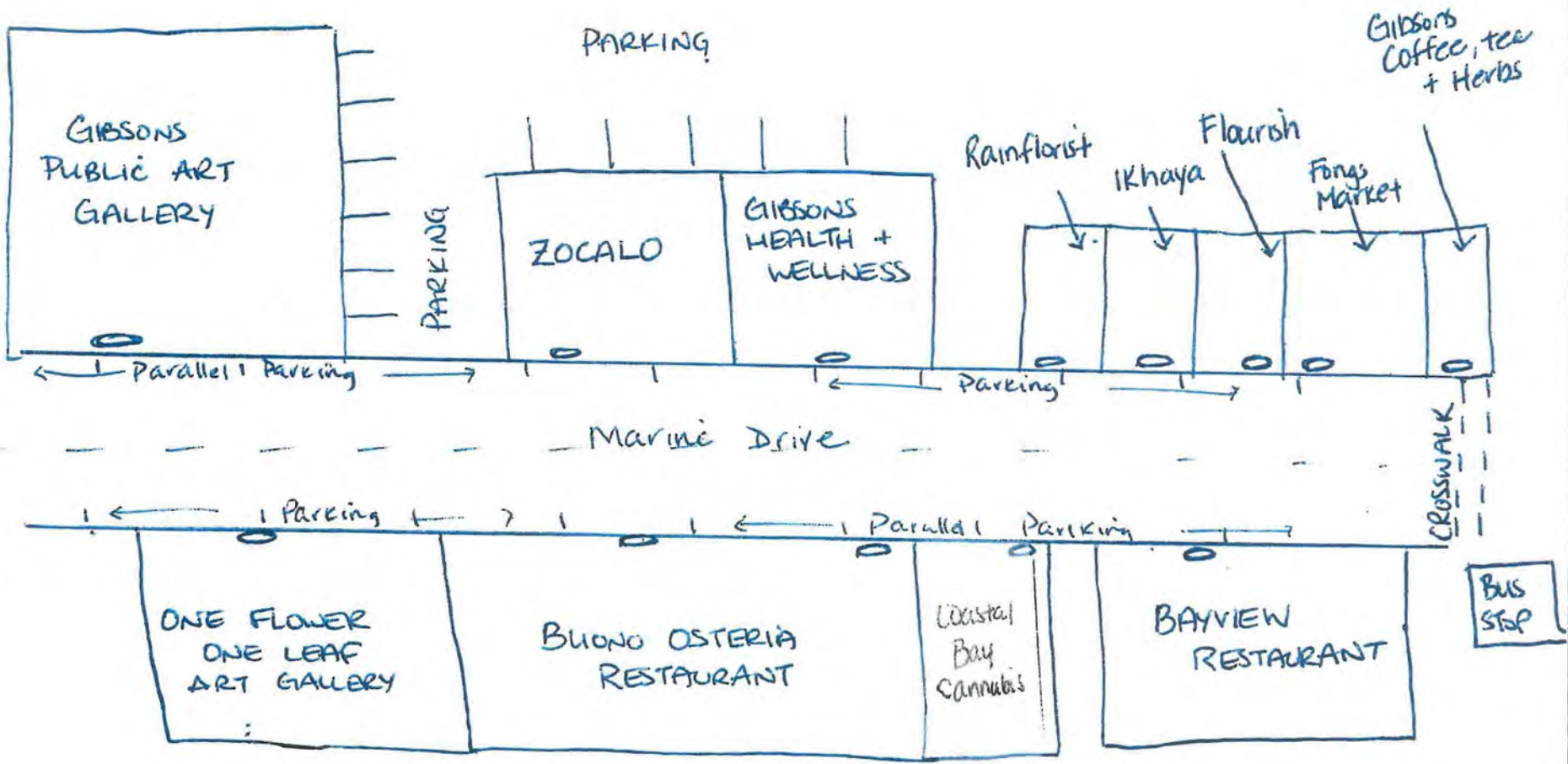
Sincerely,

Gail Hudspeth
Senior Licensing Analyst

Attachment: Site Plan

c.c: LCRB Inspector
Brenda Harris, Michael Harris (via email)

SITE PLAN -



○ - street entrance

From: Shop Flourish <hello@shopflourish.ca>
Date: October 4, 2018 at 3:07:56 PM PDT
To: <planning@gibsons.ca>
Subject: temporary use permit Healing Hut

To Director of Planning for Gibsons,

I'm writing in support of providing a temporary use permit for Healing Hut. As a nearby neighbor, I have had no issues with the business nor their clientele. I find them professional and respectful of their neighboring businesses.

There is no garish signage or advertising and no unsavory characters hanging around the business. As a fellow small business owner who has had issues with planning/zoning permits on the Sunshine Coast with our mobile business, I can completely relate to how preventing the owners to operate their business as planned can negatively impact them financially.

I would like to encourage council to be progressive in supporting small businesses in our community. The Sunshine Coast has acquired a reputation for not addressing the needs of small businesses owners. The coast has a high closure rate of small business due to excessive lease prices, staff shortages, an aging demographic of consumers, a high demographic with little disposable income, and a very small population that is restricted by ferries.

Our geographic and demographic limitations already provide very unique and difficult challenges for even the most seasoned business owners and established businesses. Please find proactive ways to support small independent businesses and consider adopting new permits and policies that are proactive rather than restrictive.

Respectfully,

Christine Turner

Founder/Owner/Operator

Flourish Boutique
Flourish Fashion Truck
Embellish Emporium
Cur8ed Home



SUBJECT: LIQUOR CONTROL AND LICENSING APPLICATIONS	SECTION: Administration NUMBER: 1.26 PAGE 1 OF 4
ADOPTED: December 3 rd , 2002 REVISED:	RESOLUTION NO.: 2002.525

PURPOSE:

The purpose of this Policy is to provide direction to Staff, applicants and the community concerning the process that will be followed by the Town of Gibsons when applications are received under the B.C. Liquor Control and Licensing Act as amended and in force on December 2, 2002.

POLICY:

It is the Policy of Council:

1. To review and comment on all applications that are referred by the Liquor Control and Licensing Branch or that are submitted by an applicant for a resolution of Council.
2. That the public will be consulted in the following circumstances:
 - a. for all applications for new liquor primary licenses;
 - b. for license changes that would extend hours of liquor service, increase the person capacity or for the addition of a patio for any liquor-primary establishment; and,
 - c. to extend the hours of liquor service ending after 12:00 am, or for patron participation entertainment for any food-primary establishment.
3. That the following factors will be considered when reviewing an application for a new liquor-primary establishment or for a change to a license:
 - a. the location of the establishment;
 - b. the proximity of the establishment to other social or recreational facilities and public buildings;
 - c. the person capacity and hours of liquor service;
the number and market focus or clientele of liquor primary establishments within a reasonable distance of the proposed location;
 - d. traffic, noise, population density and population trends;
 - e. relevant socio-economic information;
 - f. the impact on the community;
 - g. any other information that Council considers relevant to comment on with respect to an application.



SUBJECT: LIQUOR CONTROL AND LICENSING APPLICATIONS	SECTION: Administration NUMBER: 1.26 PAGE 2 OF 4
ADOPTED: December 3 rd , 2002 REVISED:	RESOLUTION NO.: 2002.525

4. That the following factors will be considered for changes to a liquor-primary license or a food-primary license:
 - a. the potential for noise;
 - b. the impact on the community; and,
 - c. other factors that Council considers relevant.

5. That fees will be established to recover costs incurred by the Town of Gibsons to assess applications.

PROCEDURE:

1. New Liquor-Primary Applications:
 - a. an application fee of \$500.00 is required;
 - b. applications will be reviewed by the Planner who will prepare a report and recommendation to Council;
 - c. notice of the application will be published by the Town of Gibsons in two consecutive editions of the newspaper and will be posted at the Municipal Office;
 - i. Notice will include:
 1. the date and time that the application will be considered by Council;
 2. An invitation to the public to comment on the application;
 3. A map reference showing the location of the property that is subject of the application;
 4. the type of license application;
 5. the proposed person capacity, and
 6. the proposed hours of liquor service.
 - ii. Copy of the notice will be delivered to the owner(s) and tenant(s) of all properties that are located within 100 meters of the property that is subject of the application.
 - d. Comment from the Royal Canadian Mounted Police is required prior to consideration of the application by Council;



SUBJECT: LIQUOR CONTROL AND LICENSING APPLICATIONS	SECTION: Administration NUMBER: 1.26 PAGE 3 OF 4
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- e. Council may require that a public meeting or other public consultation process be held prior to final consideration of the application;
- f. Public consultation under this procedure may be included during a public hearing to consider a re-zoning application provided notice has been given;
- g. Council may refer the application to a Committee of Council;
- h. The resolution of Council in respect to an application will be forwarded to the Liquor Control and Licensing Branch within 90 days of receipt of the application unless an extension has been granted by the general manager.

2. Changes to a License for Liquor-Primary or Food-Primary Establishments:

- a. A Fee of \$300.00 is required;
- b. applications will be reviewed by the Planner who will prepare a report and recommendation to Council;
- c. notice of the application will be published by the Town of Gibsons in edition of the newspaper and will be posted at the Municipal Office and in a prominent location within the subject establishment for a minimum of seven (7) days;
 - i. Notice will include:
 - 1. the type of license change application and factors to be considered by Council
 - 2. the date and time that the application will be considered by Council
 - 3. An invitation to the public to comment on the application; Copy of the notice will be delivered to the owner(s) and tenant(s) of all properties that are located within 100 meters of the property that is subject of the application
- a. Comment from the Royal Canadian Mounted Police is required prior to consideration of the application by Council;
- b. Council may require that a public meeting or other public consultation process be held prior to final consideration of the application;
- c. Council may refer the application to a Committee of Council;
- d. Council may support a temporary license change for up to one year rather than a permanent change to a license;
- e. The resolution of Council in respect to an application will be forwarded to the Liquor Control and Licensing Branch within 90 days of receipt of the application unless an extension has been granted by the general manager.



SUBJECT: LIQUOR CONTROL AND LICENSING APPLICATIONS	SECTION: Administration NUMBER: 1.26 PAGE 4 OF 4
ADOPTED: December 3 rd , 2002 REVISED:	RESOLUTION NO.: 2002.525

3. Special Occasion License Applications:

All 'public special occasion' licenses require the approval of the local government and the RCMP for community or public celebrations, or tasting events held to acquaint the public with products of a licensed liquor manufacturer.

Applications for public special occasion licenses may be approved by the Planner provided there are no objections by the RCMP and there is not history of problems associated with the event.

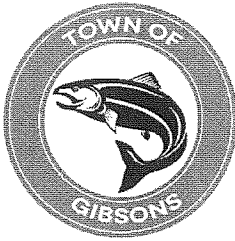
4. Resolution Templates:

The resolution templates provided by the Liquor Control and Licensing Branch will be used by the Town of Gibsons for applications received and processed under this policy.

Copies of the resolution templates are attached for reference.

References:

- BC Liquor Licensing and Control Act, Regulations and Policies;
- Ministry of Solicitor General, "Role of Local Government and First Nations in the Liquor Licensing Process", November, 2002.



TEMPORARY USE PERMIT

NO. TUP- 2018-01

TO: Brenda Harris
ADDRESS: 4198 Browning Road
Sechelt, BC
V0N 3A5

(Permittee)

- 1) This Temporary Use Permit is issued subject to compliance with all of the Bylaws of the Town of Gibsons applicable thereto, except those specifically varied or supplemented by this Permit.
- 2) The Temporary Use Permit applies to those "lands" within the Town of Gibsons described below:
 - Parcel Identifier:** 011-984-651
 - Legal Description:** Lot 3, District Lot 686, Plan VAP3971
 - Civic Address:** Unit 203-442 Marine Drive, Gibsons
- 3) The use authorized by this Permit may be carried out only in accordance with the terms and conditions set out herein.
- 4) Should the Permit Holder fail to adhere to and comply with all the terms and conditions set out herein, the Temporary Use Permit shall be void and no longer valid for the lands.
- 5) In addition to permitted uses in the Limited Commercial Zone 4 (C-4) as per *Zoning Bylaw No. 1065, 2007*, this permit authorizes a Cannabis store at the civic address above, subject to an application submitted to the Liquor and Cannabis Regulation Branch for a Provincial Licence for a non-medical cannabis retail store.
- 6) This Temporary Use Permit shall expire in 3 years from the date of issuance.
- 7) This Permit is NOT a Building Permit.

AUTHORIZING RESOLUTION R2018-XXX PASSED BY COUNCIL

THE X DAY OF XX, XXXX

ISSUED THE X DAY OF XX, XXXX

Mayor

Corporate Officer



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 2018-15						OCP
						Zoning
APPLICANT	Dave and Michelle Crosby		APPLICANT'S ADDRESS	6464 Norvan Road	x	Subdivision
						Dev. Permit
SITE ADDRESS	6472 Sunshine Coast Highway		Date	October 26, 2018		Dev. Variance
LEGAL	Lot	30	Block	-		OTHER:
	District Lot	4292	Plan	7321		
	Zoning	Existing	R-3	Proposed	Unchanged	
	OCP Designation	Existing	Residential	Proposed	Unchanged	

PLEASE RESPOND TO THIS REFERRAL BY NOVEMBER 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 subdivide a 4354.58 m² parcel of land into three lots and connect to community sewer and water services.

GENERAL LOCATION: Sunshine Coast Highway and Mason 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.

Marina Stjepovic Community Planner
Marina Stejpovic

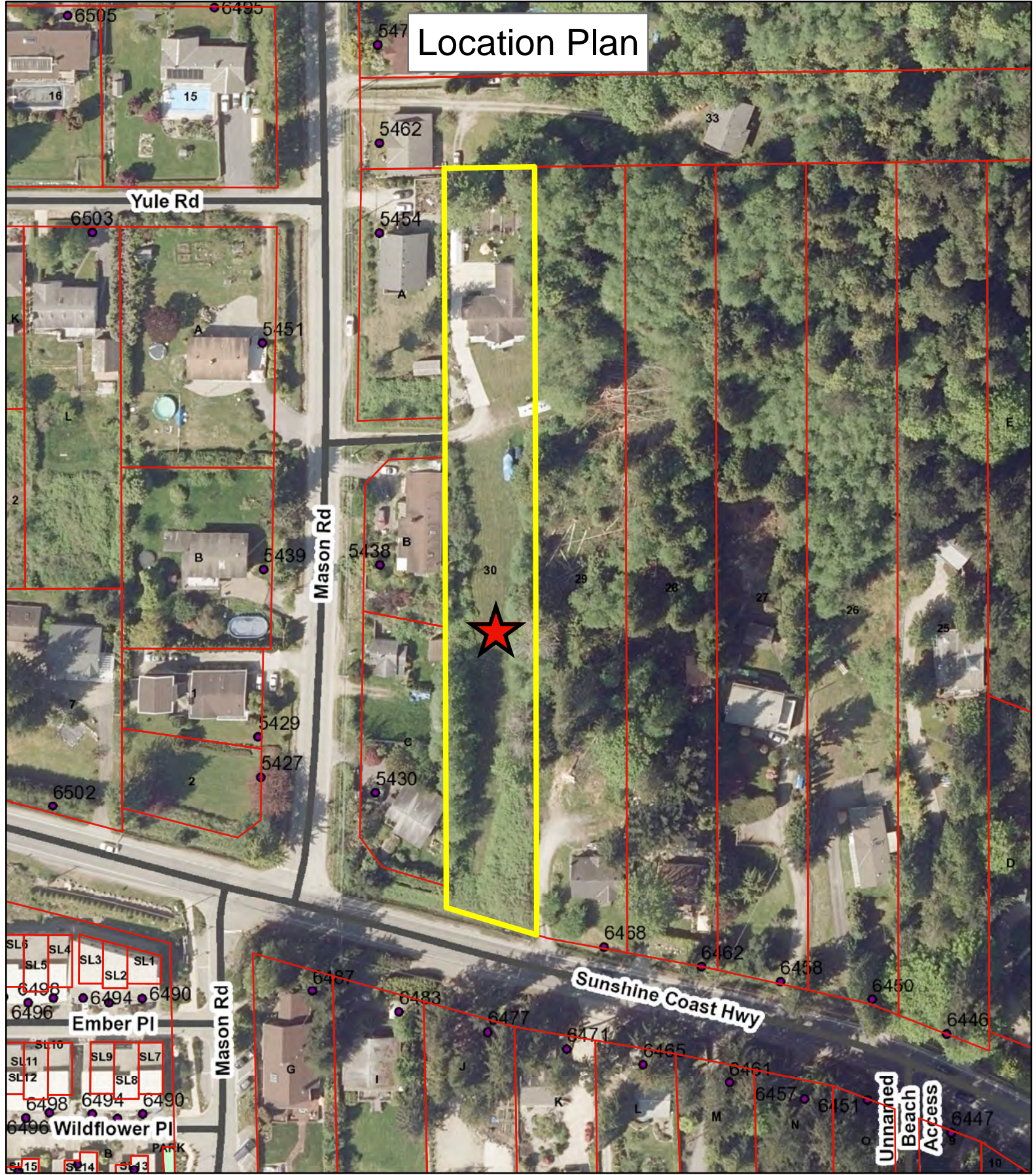
This referral has also been sent to the following agencies:

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
	Vancouver Coastal Health Authority	x	School District #46
x	Ministry of Transportation & Infrastructure		APC
	Agriculture Land Commission		Transportation Choices Sunshine Coast
	Archaeology Branch of SIB & BC		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				

Location Plan



0 12.5 25 50 75 100 125 150 Meters 6472 Sunshine Coast Highway Subdivision Application

PROPERTY LINES ARE SHOWN FOR INFORMATION ONLY.
The District of Sechelt makes no representation or warranty expressed or implied, in fact or in law, with respect to the accuracy, completeness or appropriateness of the data contained or referenced herein.

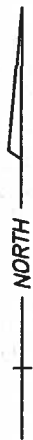


PROPOSED SUBDIVISION PLAN OF LOT 30 DISTRICT LOT 4292 PLAN 7321.

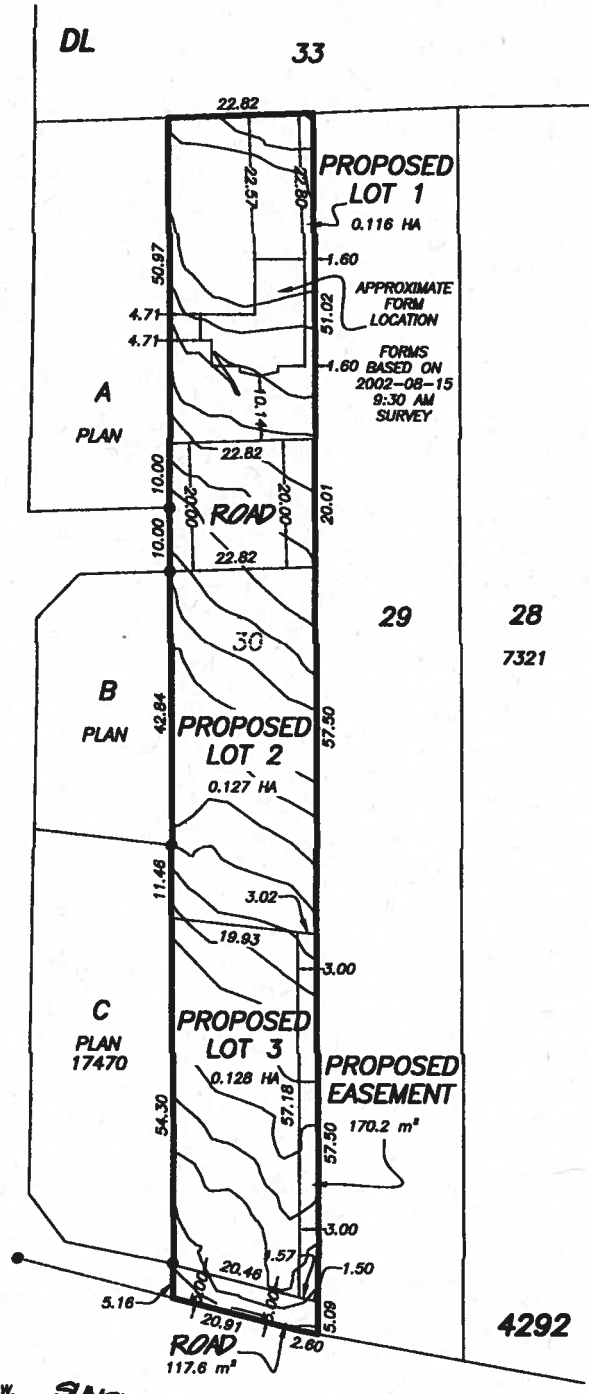


LEGEND:

● DENOTES A STANDARD IRON POST FOUND.



ROAD
MASON



NOTE:

ALL DISTANCES ARE IN METRES.

CONTOUR INTERVAL IS 1m.

CONTOURS WERE OBTAINED FROM SCRd OPEN DATA
ACCESSED AUGUST 23, 2018.

APPROXIMATE FORM LOCATION WAS OBTAINED FROM BC
LAND SURVEYORS REAL PROPERTY REPORT BY ROBERT W.
ALLEN BCLS, DATED THE 15TH OF DAY OF AUGUST 2002.

LOT DIMENSIONS ARE DERIVED FROM FIELD
MEASUREMENTS AND FROM REGISTERED PLANS 7321 AND
17940.

LOCATION: 6472 SUNSHINE COAST HIGHWAY, SECHELT, BC
PID: 010-668-411

THIS PLAN WAS PREPARED FOR THE EXCLUSIVE USE OF
JOY SMITH.

THE REGISTERED OWNERS OF LOT 30 ARE FREEMAN DAVID
SMITH AND JOY ELAINE SMITH.

COPYRIGHT 2018.

SUNSHINE COAST HIGHWAY

ZONING LAND USE: R-3

REVISED:
SEPTEMBER 18, 2018
DATE: AUGUST 23, 2018

STRAIT LAND SURVEYING INC.
RAFAEL REBOLONE, BCLS
BOX 81 (5689 DOLPHIN ST)
SECHELT, BC V0N 3A0

18208-1006

PROPOSED SUBDIVISION PLAN OF LOT 30 DISTRICT LOT 4292 PLAN 7321.



LEGEND:

● DENOTES A STANDARD IRON POST FOUND.



PROPOSED
STORM +
SANITARY
SEWER

ROAD

MASON

DL 33

A
PLAN

PROPOSED
LOT 1
0.116 HA

NEW SANITARY
CONNECTION FOR PROPOSED LOT

PROPOSED 200MM D.I.
WATERMAIN

NEW SERVICES & METERS
28 FOR PROPOSED
7321 LOTS 1 & 2.

B
PLAN

PROPOSED
LOT 2
0.127 HA

PROPOSED
EASEMENT

(FOR STORM
& SANITARY
TO PROPOSED LOT 2)

NEW
SANITARY
CONNECTION
FOR PROPOSED
LOT 3.

EXISTING SANITARY
CONNECTION FOR
PROPOSED LOT 2
4292

NOTE:

ALL DISTANCES ARE IN METRES.

CONTOUR INTERVAL IS 1m.

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SUNSHINE COAST HIGHWAY

EXISTING
WATER SERVICE
FOR PROPOSED
LOT 3

DATE: AUGUST 23, 2018

STRAIT LAND SURVEYING INC.
RAFAEL REBOLONE, BCLS
BOX 81 (5689 DOLPHIN ST)
SECHELT, BC V0N 3A0

18208-1006

ZONING LAND USE: R-3